

TCN

mm

DIRECTOR: PLANNING AND ECONOMIC
DEVELOPMENT
MS. MOLATELO MASHEGO

(1 July 2023)

2023/234

PERFORMANCE AGREEMENT

NATURALLY PROGRESSIVE



POLOKWANE MUNICIPALITY

TUN

mm

01 JULY 2023 – 30 JUNE 2024

FINANCIAL YEAR:

FOR THE

(herein and after referred to as the Employee)

Ms. MOLATELO MASHIGO

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

AND

(herein and after referred to as the Employer)

Ms. Thuso Nemgunmoni

AS REPRESENTED BY THE MUNICIPAL MANAGER

THE POLOKWANE MUNICIPALITY

MADE AND ENTERED INTO BY AND BETWEEN:

PERFORMANCE AGREEMENT

TUPN

mm

The purpose of this Agreement is to:

2. PURPOSE OF THIS AGREEMENT

- 1.5.1 "this Agreement" – means the performance Agreement between the Employer and the Employee and the Annexures thereto;
- 1.5.2 "the Executive Committee" – means the Executive Committee of council constituted in terms of the Structures Act (Local Government: Municipal Structures Act 117 of 1998) as represented by its chairperson, the Mayor;
- 1.5.3 "the Employee" means the Director: Planning and Economic Development appointed in terms of Section 56 of the Systems Act;
- 1.5.4 "the Employer" = means Polokwane Municipality; and
- 1.5.5 "the parties" means the Employer and the Employee.

1.5 In this Agreement, the following terms will have the meaning ascribed thereto:

- 1.4 The Parties wish to ensure that there is compliance with Sections 57 (4A), 57 (4B) and 57 (5) of the Systems Act;
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals;
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement;
- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";

1. INTRODUCTION

TURN

m.m

- 3.1 This Agreement will commence on 01 July 2023 and will remain in force until 30 June 2024 thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon;

3. COMMENCEMENT AND DURATION

- 2.1 Comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 Specify objectives in terms of the key performance indicators and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement;
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 In the event of outstanding performance, to appropriately reward the employee;
- 2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

TURN

m:m

- 4.1 The Performance Plan (Annexure A) sets out-
 - 4.1.1 The performance objectives, key performance indicators and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure C – definitions) as the management skills regarded as critical to the position held by the Employee
- 4.2 The performance objectives, key performance indicators and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 key objectives that describe the main tasks that need to be done;
 - 4.2.2 key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 target dates that describe the time frame in which the targets must be achieved; and
 - 4.2.4 weightings showing the relative importance of the key objectives to each other;
- 4.3 The Personal Development Plan (Annexure B) sets out the employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

4. PERFORMANCE OBJECTIVES

3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or Council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee;
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, Operational Performance (in the form of key performance indicators (KPIs) under specific Key Performance Areas (KPAs)) and Core Competency Requirements (CCRs), both of which shall be contained in the Performance Agreement.
- 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 The Employee's assessment will be based on his / her performance in terms of the key performance indicator outputs / outcomes identified as per attached Performance Plan (Annexure A), which are linked to the KPAs, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee;

TURN

M.M

TUN

m.m

CORE MANAGERIAL COMPETENCIES	✓	z	% WEIGHTING	LEVELS
Strategic Capability and Leadership			10	
Programme and Project Management			10	
Financial Management	✓		5	
Change Management			5	
Knowledge Management			5	
Service Delivery Innovation			10	
Problem Solving and Analysis			15	
People Management and Empowerment	✓		10	
Client Orientation and Customer Focus	✓		5	
Communication			10	
Accountability and Ethical Conduct			15	

5.8 The CCRs will make up the other 20% of the Employee's assessment score. CCRs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee. Three of the CCRs are compulsory for Municipal Managers:

5.7 Manager's responsibilities are also directed in terms of the abovementioned key performance areas. In the case of managers directly accountable to the Municipal Manager, other key performance areas related to the functional area of the relevant manager can be added subject to negotiation between the municipal manager and the relevant manager

KPA No.	Key Performance Areas	100%
1	Municipal Institutional Development and Transformation	N/A
2	Basic Service Delivery	40%
3	Local Economic Development (LED)	20%
4	Municipal Financial Viability and Management	N/A
5	Good Governance and Public Participation	20%
6	Spatial Rationale	40%
		Converted to 100%

TURN

m.m

(b) Values are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5-point scale automatically. These scores are carried over to the applicable employee's

(a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to *ad-hoc* tasks that had to be performed under the KPA

6.5.1 Assessment of the achievement of results as outlined in the Performance Plan

6.5 The Annual performance appraisal will involve:

6.4 The Employee's performance will be measured in terms of contributions to the strategic objectives and strategies set out in the Employer's IDP

6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames;

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force;

6.1.2 The intervals for the evaluation of the Employee's performance;

6.1.1 The standards and procedures for evaluating the Employee's performance; and

6.1 The Performance Plan (Annexure A) to this Agreement sets out:

6. PERFORMANCE ASSESSMENT

¹as published and defined within the Draft Competency Guidelines,
 Government Gazette 23, March 2007
²Compulsory for municipal manager
³Proficiency level (1, 2 or 3) as stipulated in the Draft Competency
 Guidelines, Government Gazette 23, March 2007

Converted to 20%		
TOTAL PERCENTAGE	100%	

TURN

m.m

Level	% score	Terminology	Description
5	167	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year.

rating scale for KPIs and CCRs:

6.6 The assessment of the performance of the Employee will be based on the following

(b) Such overall rating represents the outcome of the performance appraisal.

6.5.1 (d) and 6.5.2 (d) above; and

(a) An overall rating is calculated by adding the overall scores as calculated in

6.5.3 Overall rating

calculated above.

(d) An overall score will be calculated based on the total of the individual scores

the contracting process, to provide a score

(c) This rating should be multiplied by the weighting given to each CCR during

CCR

(b) An indicative rating on the five-point scale should be provided for each

specified standards have been met

(a) Each CCR should be assessed according to the extent to which the

6.5.2 Assessment of the CCRs:

scores calculated above.

(d) An overall score will be calculated based on the total of the individual

formal assessment; and

(c) The Employee will submit his self-evaluation to the Employer prior to the

submit evidence of performance where a disagreement

performance plan. During assessment, the employee has a chance to

TURN

mm

6.7 For purpose of evaluating the performance of the Employee for the mid-year and year-end reviews, an evaluation panel constituted of the following persons will be established:

6.7.1 Municipal Manager

6.7.2 Chairperson of the Performance Audit Committee (PAC) or the Audit Committee (AC) in the absence of a performance audit committee

Level	% score	Terminology	Description
4	133 – 166	Performance significantly above Expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	100 – 132	Fully Effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	67 – 99	Not fully Effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performances criteria and indicators as specified in the PA and Performance Plan.
1	0 - 66	Unacceptable Performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

TUN

m.m

8. DEVELOPMENTAL REQUIREMENTS

- 7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings;
- 7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;
- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made;
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

Quarter	Review Period	Review to be completed by
1	July – September 2023	October 2023
2	October – December 2023	January 2024
3	January – March 2024	April 2024
4	April – June 2024	August 2024

- 7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

7. SCHEDULE FOR PERFORMANCE REVIEWS

- 6.7.3 Member of the Mayoral Committee responsible for the portfolio of the senior manager;
- 6.7.4 A Municipal Manager from another municipality; and
- 6.7.5 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels.

12/10

m.m

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B. Such Plan may be implemented and/or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall:

9.1.1 Create an enabling environment to facilitate effective performance by the employee;

9.1.2 Provide access to skills development and capacity building opportunities;

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;

9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him/her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others:

10.1.1 A direct effect on the performance of any of the Employee's functions

10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer

10.1.3 A substantial financial effect on the Employer

m.m

TGN

12.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The employer will record the outcome of the meeting in writing;

12. DISPUTE RESOLUTION

- 11.3 In the case of unacceptable performance, the Employer shall:
- 11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance;
 - 11.3.2 After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.
- 11.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
- 11.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

11. MANAGEMENT OF EVALUATION OUTCOMES

- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay

TURN

m.m

DEVELOPMENT

DIRECTOR: PLANNING AND ECONOMIC

[Signature]

AS WITNESSES:

2. _____

1. _____

Thus done and signed at Polokwane on this the 25 day of July 2023

13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer;
13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments; and
13.3 The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

13. GENERAL

12.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
12.3 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment shall apply.

mm

_____ 2.

_____ 1.

AS WITNESSES:

Thus done and signed at Polokwane July 27 on this the 27 day of 2023

MUNICIPAL MANAGER

Tshenqunon

ANNEXURE A

Key Performance Area (KPA)	<ul style="list-style-type: none"> ▪ Local Economic Development ▪ Basic Service Delivery
Outcome 9:	<ul style="list-style-type: none"> ▪ Responsive, Accountable, Effective and Efficient Local Government System
Pillar	<ul style="list-style-type: none"> ▪ Smart Economy ▪ Smart Living
SDF objective	<ul style="list-style-type: none"> • To develop and expand industrial manufacturing, agro-processing and secondary beneficiation within the municipality. • To enhance, strengthen and maintain the economic vitality, attractiveness and quality of life of the main urban areas in the municipality and to enhance the image and value of Polokwane as the provincial capital of Limpopo and to leverage optimum economic value in regard thereto.
Municipal IDP Priority	<ul style="list-style-type: none"> • Strengthen the local economic development structures and expansion of expanded public works programme • Upgrading of informal settlements and promotion of sustainable human settlements • Monitoring of property boundaries for harmonious leaving, effective application of Valuation of properties on correct boundaries
IDP Strategic Objective	<ul style="list-style-type: none"> ▪ Promotion of economic growth, job creation and sustainable human settlements ▪ To maximise revenue collection through effective monitoring and managing of properties ▪ To Resolve property boundary disputes and prevent any future boundary disputes

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets				Portfolio of Evidence (POE)	
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3		Quarter 4
MANAGER: ECONOMIC DEVELOPMENT AND TOURISM													
N/A	LED_TL01	Economic Development and Tourism	Number of workshops / Trainings conducted for Street Traders by 30 June every year	#	R150 000	Manager: ED&T	6	7	2	1	2	2	Reports
OPEX	LED_TL03	Economic Development	Number of exhibition/Flea Markets facilitated by the municipality	#	R100 000	Manager: ED&T	3	12	3	3	3	3	Reports And Attendance register
N/A	LED_TL03	Economic Development	Number of exhibition/Flea Markets facilitated by the municipality	#	R100 000	Manager: ED&T	3	12	3	3	3	3	Reports Pictures and

TAPV

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets				Portfolio of Evidence (POE)	
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3		Quarter 4
OPEX		Entertainment and Tourism	by 30 June each year									Attendance Register	
N/A	LED_TL04	Economic Development and Tourism	Number of tourism and investment promotion trade shows held by 30 June each year	#	R640 342	Manager: ED&T	8	8	3	3	3	3	Report, Pictures and Attendance register
OPEX		Economic Development and Tourism	Number of job opportunities created through Municipal sponsored trading. (Respond: Traders trade at events during soccer matches and festivals for economic beneficiation)	#	N/A	Manager: ED&T	12	12	3	3	3	3	Reports And Attendance register
N/A	LED_TL06	Economic Development and Tourism	Number of Workshops/ Training organised by the municipality in partnerships with sector partners offered to SMME's by 30 June each year	#	R100 000	Manager: ED&T	6	20	5	5	5	5	Report Pictures and Attendance Register

TCPN

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
N/A	LED-TL07	Economic Development and Tourism	Number of reports on the performance of the local economy and investment trends by 30 June each year	#	R150 000	Manager: ED&T	1	1	N/A	1	N/A	N/A	Report on the Performance of the local economy and investment trends
OPEX	LED-TL08	Economic Development and Tourism	Number of Policy/Strategy developed and reviewed by 30 June each year	#	R1 500 000	Manager: ED&T	1	1	N/A	N/A	N/A	1	Strategy/Policy developed or reviewed
N/A	LED-TL09	Economic Development and Tourism	Number of engagements/meetings held with stakeholders in Economic Development by 30 June each year	#	N/A	Manager: ED&T	5	5	1	1	1	2	Minutes and Attendance Registers
N/A		Economic Development and Tourism	Number of approved architectural designs for Industrial Park X26 by 30 June each year	#	R 800 000	Manager: ED&T	New	1	N/A	1	N/A	N/A	Number of approved architectural
MANAGER: BUILDING CONTROL													
N/A	BSD_OS1	Building Control	% of building plans assessed and approved within 60 working days from receipt of application	%	R 150 000	Manager: Building Control	100%	100%	100%	100%	100%	100%	Copies of Quarterly reports and Copies of list of building plans
OPEX													

TCFN

m.m

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
N/A	BSD_OS2	Building Control	% of occupation certificate received and issued within 30 days	%	R 150 000	Manager: Building Control	100%	100%	100%	100%	100%	100%	received and approved
OPEX													
N/A	BSD_OS3	Building Control	% of building contravention notices served within 28 working days of detection of contravention	%	R 150 000	Manager: Building Control	100%	100%	100%	100%	100%	100%	Copies of Quarterly reports and Copies of list of Contravention notices issues
OPEX													
MANAGER: HUMAN SETTLEMENT; PLANNING; POLICY AND ADMINISTRATION													
Housing consumer education		Human settlement: Planning: policy and administration	Number of workshops conducted by 30 June each year	Number	R50 000	Manager: Human settlement: Planning: policy and administration	25	5	1	1	1	2	Presentation: Register of people who attended. Pamphlets distributed

TCN

mm

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Transfer of properties		Human settlement: Planning: policy and administration	Number of properties registered by 30 June each year (Title deeds issued)	Number	Funded by CoGHST A	Manager: Human settlement: Planning: policy and administration	1000	500	100	100	150	150	List of people registered. List of properties transferred
Registration of applicants on the NHNR		Human settlement: Planning: policy and administration	Number of applicants captured and imported into the NHNR by 30 June each year.	Number	Funded by CoGHST A	Manager: Human settlement: Planning: policy and administration	1500	1000	250	250	250	250	Stats on number of registered people. Stats of number of people imported from the old data base to the NHNR
Informal settlement eradication		Human settlement: Planning: policy and administration	Number of people relocated to serviced sites by 30 June each year	Number	Funded by CoGHST A	Manager: Human settlement: Planning: policy and administration	1054	N/A	N/A	N/A	N/A	N/A	List of people to be relocated as per spreadsheet. Relocation forms signed
Registration of Housing Subsidy Applications on the		Human settlement: Planning: policy and administration	Number of beneficiaries approved on the HSS as per status report	Number	Funded by CoGHST A	Manager: Human settlement: Planning: policy and administration	3408	608	152	152	152	152	Status report of captured; approved and declined applicants

TCAN

M.M

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)	
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4		
HSS for rural and urban projects		administration				administration								
MANAGER: GIS														
N/A	BSD_OS1	GIS	Number of Modules successfully added or upgraded on the Integrated GIS system by 30 June each year	#	Hours as per enterprise license agreement	Manager: GIS	8	1	N/A	N/A	N/A	1	Template/report of the module/s added (e.g. IDP Module)	
OPEX	BSD_OS2	GIS	Data capturing Completed by 30 June each year	%	N/A	Manager: GIS	NEW	100%	100%	100%	100%	100%	Data catalogue/filed report	
MANAGER: CITY PLANNING														
N/A	BSD_OS5	Spatial Planning	Percentage of illegal advertisement detected and Removed by 30 June each year.	%	R 5 900 000.	Manager: City Planning	100%	100%	100%	100%	100%	100%	List and Pictures	
OPEX														
N/A	BSD_OS6	Spatial Planning	Percentage of illegal land use notices issued by 30 June each year	%	N/A	Manager: City Planning	100%	100%	100%	100%	100%	100%	Notices issued.	
OPEX														

TPN

m.m

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
N/A	BSD_OS7	Spatial Planning	Percentage of Land invasion detected by 30 June each year	%	N/A	Manager: City Planning	N/A	100%	100%	100%	100%	Eviction Notices	
OPEX	BSD_OS9	Spatial Planning and Land Use	Number of Municipal Planning Tribunal sitting held by 30 June each year	#	R 500 000.0	Manager: City Planning	12	12	3	3	3	Minutes of Meetings.	
N/A	BSD_OS1	Spatial Planning and Land Use	Number of Land development applications approved and complied with Municipal Planning By-Law, by 30 June each year	#	R 500 000.0	Manager: City Planning	180	180	45	45	45	Minutes of Meetings.	
OPEX	BSD_OS1	Spatial Planning and Land Use	Number of engagements held with traditional authorities on land use management issues by 30 June each year	#	R 100 000.0	Manager: City Planning	7	7	2	2	1	Attendance Registers.	
N/A	BSD_OS1	Spatial Planning and Land Use	Number of new townships established by 30 June each year	#	R 5 232 870	Manager: City Planning	1	1	N/A	N/A	1	Draft General Plan/ MPT Approval	
OPEX													

TCRN

mm

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets				Portfolio of Evidence (POE)	
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3		Quarter 4
N/A	BSD_OS1 4	Spatial Planning (SPLUMA)	Number of Policy/strategy Developed and Reviewed or amend the applicable Policy proposed in the approved SDF by 30 June each year	#	R 5 000 000.00	Manager: City Planning	1	N/A	N/A	N/A	N/A	1	Draft Policy
OPEX													
MANAGER: INTEGRATE DEVELOPMENT PLAN (IDP)													
N/A	GGPP_TL 01 (A)	IDP	Draft Status Quo Analysis Report Published for Comments and Inputs before the 30 September each Financial year	Date	N/A	Manager: IDP	30 th September 2022	30 th September 2023	n/a	30 th September 2023	n/a	n/a	Copy of Draft Status Quo Analysis, Newspaper advert
OPEX													
N/A	GGPP_TL 01 (B)	IDP	Draft Projects Report Published for Comments and Inputs before the 31 March each Financial year	Date	N/A	Manager: IDP	31 March 2023	31 March 2023/24	n/a	n/a	31 March 2023/24	n/a	Copy of the Draft Projects Report, Newspaper advert
OPEX													
N/A	GGPP_TL 02	IDP	Approval of the current financial year IDP, Budget and PMS Schedule (Process Plan) by 30 August each year (S21 of the MFMA)	#	N/A	Manager: IDP	1	1	1	n/a	n/a	n/a	Council Resolution and Final Process Plan
OPEX													

FCPW

MM

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets				Portfolio of Evidence (POE)	
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3		Quarter 4
N/A	GGPP_TL 03	IDP	Number of IDP, Budget and PMS Steering Committee Meeting held by 30 June 2024	#	N/A	Manager: IDP	3	3	1	n/a	1	1	Agenda, Minutes, Attendance Register
N/A	GGPP_TL 01 (C)	IDP	Submitting the next financial year Draft IDP and Budget to Council for adoption by 31 March each year (two month before the start of the new financial year)	Date	N/A	Manager: IDP	31 March 2023	31 March 2024	n/a	n/a	31 March 2024	n/a	Council Resolution, Copy of Draft IDP
OPEX													
N/A	GGPP_TL 04	IDP	Submitting the next financial year Final IDP and Budget to Council for adoption by 31 May each year (One month before the start of the new financial year)	Date	N/A	Manager: IDP	31 May 2022	31 May 2023	n/a	n/a	n/a	31 May	Council Resolution, Copy of Final IDP
OPEX													
N/A		IDP	Number of IDP, Budget and PMS Technical Committee Meeting held by 30 June 2024	#	N/A	Manager: IDP	New	3					Agenda, Minutes, attendance Registers
OPEX													

mm

TCAN

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)	
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4		
N/A		IDP	Number of Public Participation Sessions for Draft IDP/Budget Conducted in all Municipal Clusters by 30 April each Financial Year	#	N/A	Manager: IDP	New	9						Agenda, attendance Registers, Public Notices, Budget Presentations and Public Participation Report
DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT														
N/A		Director	% Adherence to the municipal cost containment policy	%	N/A	Director	New	100%	100%	100%	100%	100%	100%	Monthly Sec 71 reports
OPEX		Director	% Compliance to monitoring and management of overtime	%	N/A	Director	New	100%	100%	100%	100%	100%	100%	Monthly Sec 71 reports and overtime reports
N/A		Director	% departmental Internal Audit issues addressed by 30 June 2024 (in line with the Internal Audit Tracking Register)	%	N/A	Director	New	100%	100%	100%	100%	100%	100%	Progress checklist of the departmental issues raised Internal Audit.
OPEX		Director	# of monthly departmental Audit	#	N/A	Director	12	12	3	3	3	3	3	Agenda, attendance

TCN

M.M

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets				Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	
OPEX			Steering Committee meeting held by 30 June 2024									register and minutes.
N/A		Director	% of departmental AG raised and addressed in the audit report of 2021/22 by 30 June 2024	%	N/A	Director	New	100%	100%	100%	100%	Progress checklist of the departmental issues raised AG.
OPEX		Director	Number of departmental risk management meeting convened and held by 30 June 2024	#	N/A	Director	12	12	3	3	3	Agenda, attendance register and minutes.
N/A		Director	Obtain Unqualified Audit Opinion by 31 January 2024	#	N/A	Director	31 January 2023	31 January 2024	N/A	N/A	31 January 2024	Signed AGSA Audit opinion report
OPEX												
N/A		Director	% Compliance to the cash flow management strategy monthly allocations.	%	N/A	Director	New	100%	100%	100%	100%	Monthly cash flow report
OPEX												

TCN

m.m

ANNEXURE B – CAPITAL WORKS PLAN

Project Name	Activities	Opex /Capex	Ward No.	MTEF (R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)	Percentage (%)	Target Description	Percentage (%)	Target Description	
CITY PLANNING & PROPERTY MANAGEMENT														
CWP_1 36	Township establishment at portion 151-160 of the Farm Sterkloop 688 LS. (Kingdom Park)	Township Establishment: Draft Layout Plan, MPT resolution, Approved General Plan.	Ward 08 (next to extension 44)	662 690	CRR	16%	Approved General Plan	5%	Registration of Township	5%	Proclamation	N/A	N/A	Yes
CWP_1 37	Implementation of the ICM program (UDF) Precinct Plan	Development of the Dainada and Kalkfontein Precinct Plan	Ward 06 PDA 1	130 435	CRR	10%	Council Resolution and Close Up Report	N/A	N/A	N/A	N/A	N/A	N/A	YES
CWP_1 38	Township Establishment for the Eco-estate at Game Reserve	Draft Layout Plan, LUM Approval, Approved General Plan, Opening of a Township Register,	Ward 20 Urban edge development	2 150 076	CRR	5%	Inception Report	15%	Draft Scoping Report including detailed topographical Map land rights enquires and Investigati	5%	Final Scoping Reports	5%	Lodging of the Application with PM.	YES

TPN

m.m

Project Name	Activities	Opex /Capex	Ward No.	MTEF (R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
CWP_141	Provision of short term engineering services for Bakone Malapa	Capital	Ward 06	7 561 437	IUDG	10%	Draft Design Report	15%	Detailed Design Report	10%	Tendering and Appointment of Contractors	15%	Site Handover	Yes
	Proclamation						on reports.							

TARN

mm

TCP

mm

MOLATELO MASHEGO
DIRECTOR: PLANNING
AND ECONOMIC
DEVELOPMENT

AND

THUSO NEMGUMONI
MUNICIPAL MANAGER
THE
AS REPRESENTED BY

CITY OF POLOKWANE

MADE AND ENTERED
INTO BY AND BETWEEN:

PERSONAL
DEVELOPMENT PLAN
(PDP)



TCH

m.m

<p>1. INTRODUCTION</p> <p>The Aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet Objectives as set out in the Performance Management Agreement as prescribed by legislation. Successful career-path planning ensures competent employees for current and possible future positions. It there for identifies, prioritise and implement training needs Legislative needs taken into account comes from the Municipal Systems Act Guidelines: Generic senior management competency framework and occupational competency profiles, Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also be taken into consideration during the PDP process.</p>	<p>2. COMPETENCE MODELLING</p> <p>The DPLG has decided that a competency development model will consist of both managerial and occupational competencies:</p> <p>Managerial competencies should express those competencies which are generic of all management positions.</p> <p>Occupational competence refers to competencies which are job/function specific.</p>	<p>3. COMPILING THE PERSONAL DEVELOPMENT PLAN ATTACHED AS THE APPENDIX.</p> <p>A manager, in consultation with his / her employee is to compile a Personal Development Plan. The PDP has 7 columns that need to be completed. An example is attached as Appendix A.</p> <p>Column 1: Skills/Performance GAP</p>	<table border="1"> <tr> <td data-bbox="997 929 1109 1209"> <p>1. Skills / Performance indicators: expected measurable (in order and time of priority)</p> </td> <td data-bbox="821 929 997 1209"> <p>2. Outcomes / Skills / Performance indicators: expected measurable (in order and time of priority)</p> </td> <td data-bbox="662 929 821 1209"> <p>3. Suggeste and / or development activity</p> </td> <td data-bbox="502 929 662 1209"> <p>4. Suggeste mode of delivery</p> </td> <td data-bbox="343 929 502 1209"> <p>5. Suggeste Time Frames</p> </td> <td data-bbox="244 929 343 1209"> <p>6. Work opportunity created to develop skill / area</p> </td> </tr> <tr> <td data-bbox="997 504 1109 929"> <p>E.g. 1. Appraise performance and enter into agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames</p> </td> <td data-bbox="821 504 997 929"> <p>The manager will be able to enter into agreements with all managers reporting to him / her, appraise them against set criteria, following relevant time frames</p> </td> <td data-bbox="662 504 821 929"> <p>A course containing theoretical, in line with practical application with coaching and not exceeding R 6 000</p> </td> <td data-bbox="502 504 662 929"> <p>External provider 200... March</p> </td> <td data-bbox="343 504 502 929"> <p>Appraisals of managers reporting to him / her</p> </td> <td data-bbox="244 504 343 929"> <p>Senior Manager. Training g/HR</p> </td> </tr> </table> <p>(a) The identified training needs should be entered into column one. The following should be taken into consideration:</p> <p>Organisational needs Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.</p>	<p>1. Skills / Performance indicators: expected measurable (in order and time of priority)</p>	<p>2. Outcomes / Skills / Performance indicators: expected measurable (in order and time of priority)</p>	<p>3. Suggeste and / or development activity</p>	<p>4. Suggeste mode of delivery</p>	<p>5. Suggeste Time Frames</p>	<p>6. Work opportunity created to develop skill / area</p>	<p>E.g. 1. Appraise performance and enter into agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames</p>	<p>The manager will be able to enter into agreements with all managers reporting to him / her, appraise them against set criteria, following relevant time frames</p>	<p>A course containing theoretical, in line with practical application with coaching and not exceeding R 6 000</p>	<p>External provider 200... March</p>	<p>Appraisals of managers reporting to him / her</p>	<p>Senior Manager. Training g/HR</p>
<p>1. Skills / Performance indicators: expected measurable (in order and time of priority)</p>	<p>2. Outcomes / Skills / Performance indicators: expected measurable (in order and time of priority)</p>	<p>3. Suggeste and / or development activity</p>	<p>4. Suggeste mode of delivery</p>	<p>5. Suggeste Time Frames</p>	<p>6. Work opportunity created to develop skill / area</p>										
<p>E.g. 1. Appraise performance and enter into agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames</p>	<p>The manager will be able to enter into agreements with all managers reporting to him / her, appraise them against set criteria, following relevant time frames</p>	<p>A course containing theoretical, in line with practical application with coaching and not exceeding R 6 000</p>	<p>External provider 200... March</p>	<p>Appraisals of managers reporting to him / her</p>	<p>Senior Manager. Training g/HR</p>										

TCN

m.m

1. Skills / Expected (measurable) indicators: quantity, quality (in order and time frames)	2. Outcomes	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to development area	7. Support Person
<p>E.g. The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames</p>	<p>A course containing theoretical, in line with practical application with coaching in the workplace exceeding following relevant unit standard?</p>	<p>External provider 200...</p>	<p>Appraisals of managers reporting to him / her</p>	<p>Senior Manager</p>	<p>March</p>	<p>Senior Manager</p>
<p>Consideration must be given to the outcomes expected in column 2 so that once the intervention is completed the impact it had can be measured against relevant output indicators.</p>	<p>Column 2: Outcomes Expected</p>	<p>Column 3: Suggested Training</p>	<p>Column 4: Suggested mode of delivery</p>	<p>Column 5: Suggested Time Frames</p>	<p>Column 6: Work opportunity created to development area</p>	<p>Column 7: Support Person</p>

The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps. Specific competency gaps as identified during the probation period and performance appraisal of the employee.

Individual training needs that are job / career related.

Prioritisation of the training needs [1 to ...] in column 1 should also be determined since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.

4
TDP

m.m

This further ensures internalisation of information gained as well as return on investment

1. Skills / Expected (measurable indicators):	2. Outcomes	3. Suggested training and / or mode of development	4. Suggested time Frames	5. Suggested opportunity created to development area	7. Support Person
---	-------------	--	--------------------------	--	-------------------

Column 6: Work opportunity created to practice skill / development area

An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions. The suggested time frames are enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.

1. Skills / Expected (measurable indicators):	2. Outcomes	3. Suggested training and / or mode of development	4. Suggested time Frames	5. Suggested opportunity created to development area	7. Support Person
---	-------------	--	--------------------------	--	-------------------

Column 5: Suggested Time Lines

The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. Mode of delivery consists of, amongst others, self-study, internal or external training provision; coaching and / or mentoring and exchange programmes. Training must be conducted either in line with a recognised qualification from a tertiary institution or unit standards registered on the National Qualifications Framework (South African Qualifications Authority), which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine within the municipality whether unit standards have been developed with regard to a specific outcome (and registered with the South African Qualifications Authority). Unit standards usually have measurable assessment criteria to determine achieved competency.

1. Skills / Expected (measurable indicators):	2. Outcomes	3. Suggested training and / or mode of development	4. Suggested time Frames	5. Suggested opportunity created to development area	7. Support Person
---	-------------	--	--------------------------	--	-------------------

Column 4 : Suggested mode of delivery

3. Training needs must be identified with due regard to cost effectiveness and listed in column

TCPN

m.m

(not just a nice to have skill but a necessary to have skill that is used in the workplace).

Column 7: Support Person

1. Skills / Expected Outcomes	2. Outcomes (measurable indicators: quantity, quality (in order and time frames) of priority)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to develop skill / practice / development area	7. Support Person
-------------------------------	---	---	-------------------------------	--------------------------	--	-------------------

This identifies a support person that could act as coach or mentor with regard to the area of learning for the employee.

1. Personal Development Action Plan

Skills Performance Gap	Outcomes Expected	Suggested Training / Development activity	Suggested Mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
Advanced Excel Training Overlays	Excel / Powerpoint Extraction Powerpoint presentation Overlays	Excel (microsoft) Powerpoint (microsoft)		6 weeks 3 weeks		IT Training IT Training

Employee's signature :



Municipal Manager's signature:

T. R. Mungunani


Date

25 July 2023

27/07/2023

10/18

m/m

<p>STRICTLY CONFIDENTIAL</p>	
	<p>City of Polokwane</p>
<p>NAME: MOLATELO MASHEGO</p>	
<p>FINANCIAL DISCLOSURE FORM</p>	 <p>CITY OF Polokwane NATURALLY PROGRESSIVE</p>

CONFIDENTIAL Appendix C

I, the undersigned (surname and initials) Moshago M

(Postal address) 38 Hoog Street Polokwane

(Residential address) 38 Hoog Street Polokwane Central

(Position held) Director: Planning and Economic Development

(Name of Municipality) Polokwane Local

Tel: 0889999235

Fax: _____

hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions.) See information sheet: note (1)

Name of Company/Entity	Nominal Value	Nature	Number of shares/Extent of financial interests
			NA

2. Directorships and partnerships See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
Hoogville Polokwane	2003/81178/07 /airbnb	nominal - R1000.00 annually

m-m

TURN

TW
mm

CONFIDENTIAL

3. Remunerated work outside the Municipality
Must be sanctioned by Council. See information sheet: note (3)

Name of Employer	Type of Work	Amount of remuneration/ Income

Council _____

Signature by Council _____

Date _____

4. Consultancies and retainerships
See information sheet: note (4)

Name of client	Nature	Type of business activity	Value of any benefits received

5. Sponsorships
See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance/ Sponsorship	Value of assistance/sponsorship

6. Gifts and hospitality from a source other than a family member
See information sheet: note (6)

Description	Value	Source

TURN

OATH/
AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration?
Answer: Yes

(ii) Do you have any objection to taking the prescribed oath or affirmation?
Answer: No

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?
Answer: Yes

SIGNATURE OF EMPLOYEE
[Signature]

DATE: 25 July 2023

PLACE: Potlwarone

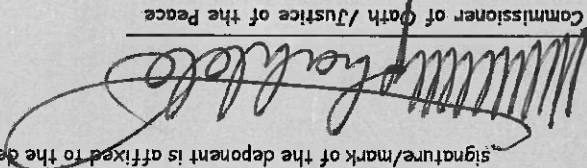
Description	Extent	Area	Value
Erf 773 Pietersburg 80m ²		Potlwarone	700 000.00
Erf 916 Pietersburg 78m ²		Potlwarone	1 100 000.00

7. Land and property
See information sheet: note (7)

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

UBUSENG MPHAHLELE
LEGAL ADVISOR
DIRECTORATE CORPORATE SERVICES
POLOKWANE MUNICIPALITY
CIVIC CENTRE
COMMISSIONER OF OATH
(EX OFFICIO)

Commissioner of Oath / Justice of the Peace



Full first names and surname:

MBASENG MPHAHLELE

(Block letters)

Designation (rank) Assistant Manager Ex Officio Republic of South Africa

Street address of institution Car Landdross More at Bodenstein Street

Date 25/07/2023 Place Potlware

CONTENTS NOTED

Tlherengumoni

MUNICIPAL MANAGER

DATE:

27/07/2023

TCPN

INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM	
<p>The following notes is a guide to assist with completing the attached Financial Disclosure form (Appendix C):</p> <p>SHARES AND OTHER FINANCIAL INTERESTS</p> <p>Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognized by law:</p> <ul style="list-style-type: none"> • The number, nature and nominal value of shares of any type; • The nature and value of any other financial interests held in any private or public company or any other corporate entity; and • The name of that entity. 	<p>NOTE 1</p>
<p>Designated employees are required to disclose the following details with regard to directorships and partnerships:</p> <ul style="list-style-type: none"> • The name and type of business activity of the corporate entity or partnerships; and • The amount of any remuneration received for such directorship or partnerships. <p>Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.</p> <p>Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.</p> <p>REMUNERATED WORK OUTSIDE THE PUBLIC SERVICE (ALL REMUNERATED EMPLOYMENT MUST BE SANCTIONED PRIOR TO THE WORK BEING DONE.)</p> <p>Designated employees are required to disclose the following details with regard to remunerated work outside the public service.</p> <ul style="list-style-type: none"> • The type of work; • The name and type of business activity of the employer; and • The amount of the remuneration received for such work. <p>Remuneration means the receipt of benefits in cash or kind.</p> <p>Work means rendering a service for which the person receives remuneration.</p>	<p>NOTE 2</p>
<p>Designated employees are required to disclose the following details with regard to consultancies and retainerships:</p> <ul style="list-style-type: none"> • The nature of the consultancy or retainership of any kind; • The name and type of business activity, of the client concerned; and • The value of any benefits received for such consultancy or retainerships. <p>SPONSORSHIPS</p> <p>Designated employees are required to disclose the following details with regard to sponsorships:</p> <ul style="list-style-type: none"> • The source and description of direct financial sponsorship or assistance; and • The value of the sponsorship or assistance. 	<p>NOTE 5</p>
<p>GIFTS AND HOSPITALITY FROM A SOURCE OTHER THAN A FAMILY MEMBER</p> <p>Designated employees are required to disclose the following details with regard to gifts and hospitality:</p> <ul style="list-style-type: none"> • A description and the value of a gift with a value in excess of R350; • A description and the value of gifts from a single source which cumulatively exceed the value of R350 in the relevant 12 month period; and 	<p>NOTE 6</p>

TCPN

<p>• Hospitality intended as a gift in kind. Designated employees must disclose any material advantage that they received from any source e.g. any discount prices or rates that are not available to the general public.</p> <p>All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.</p> <p>LAND AND PROPERTY</p> <p>Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):</p> <ul style="list-style-type: none"> • A description and extent of the land or property; • The area in which it is situated; and • The value of the interest. 	<p>NOTE 7</p>
--	----------------------