



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexius Nkosi (Full Name)

In his/her capacity as: *Municipal Manager (Supervisor)*

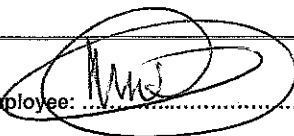
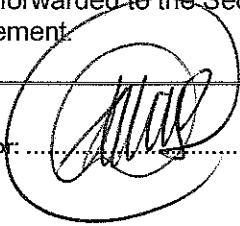
AND

Mrs Nelisiwe M. Ngcobo (Full Name)

As the *Deputy Municipal Manager: Financial Services - CFO (Jobholder)*

PERIOD OF AGREEMENT: 1 July 2012 to 30 June 2013

Following completion of this form, it must be forwarded to the Section:
Human Resource Management

Signatures: Employee:  Date12/07/2012..... Supervisor:  Date.....12/07/2012.....

Msunduzi Performance Agreement



WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE

- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance agreement defines the Council's expectations of the employee's performance agreement to which this document is attached and Section 57 (1) (a) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) as reviewed annually.
- 1.3 Should any non-agreement arise between the Employer and the Employee in respect of matters regulated by this agreement, the process outlined in the Municipality's PMDS should be followed. If this process fails, the Employee may apply the formal grievance rules.

2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **1 July 2012 to 30 June 2013**
- 2.2 The content of the agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this agreement the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

3. JOB DETAILS

Employee Number : 0058246

Management level : Level 2

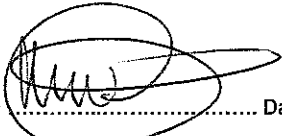

Component : Financial Services

Unit : Financial Services

Location : Head Office – Professor Nyembezi Building

Occupational classification : Senior Management (Section 56)

Designation : Deputy Municipal Manager – Chief Financial Services

Signatures: Employee:  Date12/07/2012..... Supervisor:  Date.....12/07/2012.....

Msunduzi Performance Agreement



4. JOB PURPOSE

The purpose of the DMM: Financial Services' job should be in line with the Municipality's priorities as identified in the 2012 – 2013 Service Delivery Budget and Implementation Plan. The purpose of the DMM: Financial Services is to assist the Municipal Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Financial Services, through the implementation of policies, strategies, projects and processes that advance the realisation of goals and objectives of the Msunduzi Municipality.

Overall accountability of the jobholder:

The jobholder is the DMM: Financial Services and has the responsibility for Municipal Financial Services. The incumbent will provide continuous Management and other relevant information to the Municipal Manager in the Municipality's delivery of services.

5. JOB FUNCTIONS

The key functions of the jobholder are to:

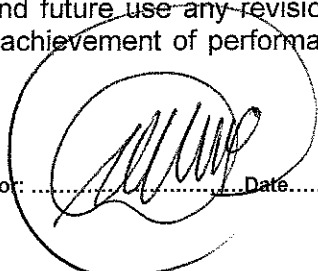
- ⇒ Provides leadership in determining and implementation of organisational financial strategies
- ⇒ Ensures long term financial viability
- ⇒ Consolidates the overall financial plan
- ⇒ Maximises financial planning and risk management
- ⇒ Ensures effective and efficient financial oversight
- ⇒ Develops and implements cost management strategies through effective accounting controls and financial management techniques
- ⇒ Sets parameters for cash flow management and operations of the finance personnel
- ⇒ Ensures financial data integrity: accuracy and reliability
- ⇒ Ensures quality budget formulations and effective budget execution

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

The Jobholder shall report to the Supervisor on all parts of this agreement. He/She shall:

- ⇒ Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that she/he proposes to take to ensure the impact of such deviation from the original agreement is minimised.
- ⇒ Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.
- ⇒ Discuss and thereafter document for the record and future use any revision of targets as necessary as well as progress made towards the achievement of performance agreement measures.

In turn the supervisor shall:

Signatures: Employee: Date 12/07/2012 Supervisor:  Date 12/07/2012



Msunduzi Performance Agreement

- ⇒ Meet to provide feedback on performance and to identify areas for development at least four times a year.
- ⇒ Create an enabling environment to facilitate effective performance by the Jobholder.
- ⇒ Facilitate access to skills development and capacity building opportunities.
- ⇒ Work collaboratively to solve problems and generate solutions to common problems within the municipality that may be impacting on the performance of the Jobholder.

7. PERFORMANCE ASSESSMENT/APPRaisal FRAMEWORK

Performance will be assessed according to the information contained in the Workplan.

7.1 The Key Performance Areas (KPA)s and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.

7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPAs within the framework of the laws and regulations governing the Municipality. The specific duties/outputs required under each of the KPAs are outlined in the attached work plan. KPAs should include all special projects the Employee is involved in. The WORKPLAN should outline the Employee's specific responsibilities in such projects.

NB: KPAs should preferably not exceed five (5).

Key Performance Areas (KPAs)	Weight
1. Expenditure Management	25%
2. Revenue Management	35%
3. Financial Management and Compliance	15%
4. Supply Chain Management	15%
5. Performance Management	10%
TOTAL	100%

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%

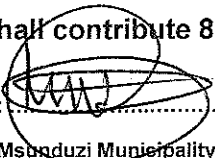
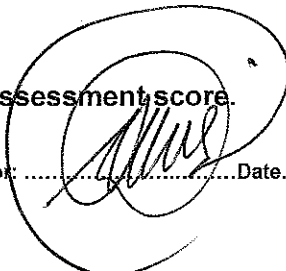
7.3 The Employee's assessment will be based on her/his performance in relation to the duties/outputs outlined in the attached WORKPLAN as well as the CMCs marked here-under. At least **five (5)** CMCs, inclusive of any that may become prescribed from time to time, should be selected from the lists that are deemed to be critical for the Employee's specific job.

Core Managerial Competencies	Weight	Core Managerial Competencies	Weight
*Financial Management	15%	Service Delivery Innovation	10%
*People Management & Empowerment	5%	Problem Solving and Analysis	5%
*Client orientation & Customer Focus	10%	Supply Chain Management	10%
Strategic Capability and Leadership	10%	Communication	5%
Programme and Project Management	10%	Honesty and Integrity	10%
Knowledge Management	5%	Policy conceptualisation and implementation	5%
Total			100%

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

KPAs shall contribute 80% and CMCs 20% of the final assessment score.

Signatures: Employee:  Date12/07/2012.....Supervisor:  Date.....12/07/2012.....

Msunduzi Performance Agreement



9. PERFORMANCE ASSESSMENT

The assessment of an Employee shall be based on his performance in relation to the KPAs and CMCs and performance indicators, as set out in this PERFORMANCE AGREEMENT and attached WORKPLAN. The performance of the employee in respect of all individual KPAs and all individual

KPAs and CMCs will be assessed using a 5 point rating scale, i.e.:

- ⇒ 5 = OUTSTANDING PERFORMANCE
⇒ 4 = PERFORMANCE SIGNIFICANTLY ABOVE EXPECTATIONS
⇒ 3 = FULLY EFFECTIVE
⇒ 2 = PERFORMANCE NOT FULLY EFFECTIVE
⇒ 1 = UNACCEPTABLE PERFORMANCE

The total KPAs and the total CMCs scores are combined to produce an overall performance percentage score with percentage ranges that coincide with the above 5 point assessment scale.

Employees: KPAs shall contribute 80% and CMCs 20% of the final assessment

10. FEEDBACK

Performance feedback shall be in writing on the Second Quarter Review Form and Annual Review Form, based on the Employer's assessment of the Employee's performance in relation to the KPAs and GAFs and standards outlined in this performance agreement and taking into account the Employee's self-assessment.

11. DEVELOPMENTAL REQUIREMENTS

11.1 The Supervisor and the Jobholder agree that the Jobholder's key development needs are in relation to his/her current job and envisaged career path in the Municipality. Data on areas for development are identified in the Personal Development Plan (attached)

12. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

Table with 2 columns: Review Type and Date. Rows include Progress review 1 (Oral) - End Oct '12, Progress review 2 - End Jan '13, Progress review 3 (Oral) - End April '13, Progress review 4 - End July '13, Annual evaluation - End July '13.

Assessment results (Mid-Year review & annual evaluation) shall be recorded in writing. Incumbents will be assessed by the Municipal Assessment Committee for Section 56 Managers in their Mid-year and Annual Reviews. Incumbents will be orally assessed by their Supervisor for their 1st and 3rd Quarter Assessments. Assessments will entail a review of progress made in respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.

Signatures: Employee: [Signature] Date12/07/2012..... Supervisor: [Signature] Date.....12/07/2012.....



Msunduzi Performance Agreement

14. DISPUTE RESOLUTIONS

- ⇒ Any dispute about the interpretation and application of this agreement shall be mediated by: Mayor: Msunduzi Municipality
- ⇒ If this mediation fails, the internal grievance process will apply.

12. AMENDMENT OF AGREEMENT

Amendments to the agreement shall be in writing and can only be effected after discussion and agreement by both parties.

13. SIGNATURES OF PARTIES TO THE AGREEMENT

The contents of this document have been discussed and agreed with the Jobholder concerned.

Name of Jobholder: Mrs Neliswa M. Ngobo

Signature: [Handwritten Signature] Date: 12/07/2012

AND

Name of Supervisor: [Handwritten Signature]

Signature: M.A. Nkosi Date: 12/07/2012

Signatures: Employee: [Handwritten Signature] Date: 12/07/2012 Supervisor: [Handwritten Signature] Date: 12/07/2012

2012 - 2013 MUNICIPALITY WORKPLAN

MRS NELISWE NGCOBO

DMM: FINANCIAL SERVICES (CFO)

WORKPLAN (1)

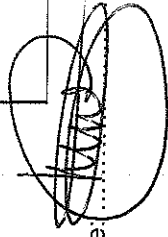
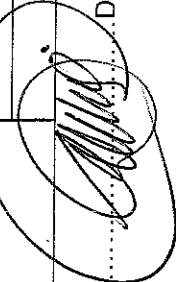
National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews		
								Target	Actual	
Financial Viability and Management	Expenditure Management	25.0%	Cost containment Strategy	Approved Cost Containment Strategy	Nil	8/31/2012	Annually			
			Payments of invoices	% Implementation of time lapse from submission of invoice to payment	Nil	100%	within 30 days from submission	Annually		
			Approval of expenditure	% of expenditure with EC approval	about 10% of suppliers paid after 30 days	100%	100%	Annually		
			Insurance claims management	% of claims properly assessed	100%	100%	Annually			
				% of claims with legal opinion	100%	100%	Annually			
				Reports submitted to Manco and Council	Monthly	12 Reports	Annually			
				% of insurance transactions that go through Insurance Bank Account	Bank account not utilised	100%	Annually			
			Payrol	% of salaries paid on the allocated date	salaries are paid on the 24th of each month	100%	24th of each month			
				% of statutory payments paid on the allocated date	Nil	100%	7th of the following month			
			Leave Management	Payday utilisation to manage leave	Leave managed manually leading to inefficiencies	Payday fully utilised to manage leave	Annually			
			Random audit of staff	Signed registers	No audits	All staff on payroll to sign register of verification	Once annually			
			MFMA Compliance	% Compliance to MFMA policy	10 - '11 Audit Report irregular, fruitless and wasteful expenditure	100% Compliance to MFMA	Annually			
			Develop new financial regulations in line with Treasury Regulations & MFMA	New Council approved regulations	Outdated financial regulations (issued in 2005)	9/30/2012				
			AG Queries	Response to AG queries on expenditure	N/A	within the allocated times	Annually			
			Conduct Expenditure Reconciliations	Reconciliations Report	N/A	Daily				

Signatures: Employees Date 12 July 2012 Supervisor: Date 12 July 2012

Copyright 2012 Msunduzi Municipality

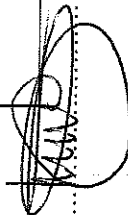
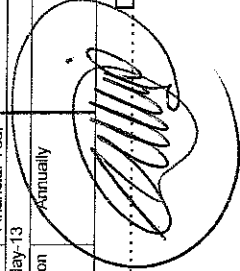
2012 - 2013 MUNICIPALITY WORKPLAN

National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews	
								Target	Actual
Financial Viability and Management	Revenue Management	35.0%	Cash Flow Management	Ratio of monthly expenditure to cash available	Daily monitoring and reporting	1:02 1 month exp/2 months Cash avail.	Annually		
			Sourcing of new (Integrated) FMS	1 System in place	41 Different Systems		Nov-12		
WORKPLAN (2)									
Financial Viability and Management	Revenue Management	35.0%	Revenue Enhancement Strategy	Approved Revenue Enhancement Strategy			Jul-12		
			Prepaid meter revenue enhancement	% Implementation of Revenue Enhancement Strategy	33.30%	100% Implementation	Annually		
			Reduction in estimates	% of revenue from prepaid customers	71%	100% of revenue from prepaid meters (subject to completed audit of prepaid meters by the electricity unit)	End June 2013		
			Accurate billing of rates	% of meters read	96%	100% of meters read	End June 2013		
			Debt collection	% of accurate billings in terms of names	96%	100% accurate billings to names	End June 2013		
			Returned mail	% of Debt collections	90%	100% debt collection	End June 2013		
			Indigent Policy	No. of mail returned	14000	0 mail returned	End June 2013		
			Rates Policy	Adopted Indigent Policy	5/31/2012	100% Implementation	Annually		
			Tariff Policy	% Implementation to Indigent Policy	N/A	100% Implementation	Annually		
			Credit Control and Debt Collection Policy	Adopted Rates Policy	5/31/2012	100% Implementation	Annually		
			AG Queries	% Implementation of Rates Policy	N/A	100% Implementation	Annually		
			Conduct Revenue Reconciliations	Adopted Tariffs Policy	5/31/2012	100% Implementation	Annually		
			Grant Revenue Reconciliations	% Implementation of Tariffs Policy	N/A	100% Implementation	Annually		
			Reporting	Debt Collection Policy	5/31/2012	100% Implementation	Annually		
				% Implementation of Credit Control and Debt Collection Policy	N/A	100% Implementation	Annually		
				Debt Management Strategy		100% Implementation	Annually		
	% Implementation of Debt Management Strategy		100% Implementation	Annually					
	Response to AG queries on revenue	N/A	Within the required times	Annually					
	Reconciliations Report	N/A	Daily	Daily					
	Revenue per source Report	N/A	Daily	Daily					
	Actual expenditure per vote reports		Weekly (MANCO) & Monthly (EXCO)						

Signatures: Employee:  Date 12 July 2012 Supervisor:  Date 12 July 2012
 Copyright 2012 Msunduzi Municipality

2012 - 2013 MUNICIPALITY WORKPLAN

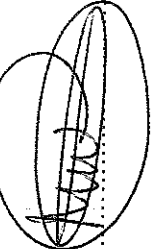
WORKPLAN (3)							
National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Reviews	
						Target Actual Quarter	
Financial Viability and Management	Financial Management and Compliance	15.0%	Financial Reporting	Financial Reports Produced	N/A	12 S71 Monthly reports produced 4 S71 Quarterly Reports Produced Cash Flow Reports Daily, weekly, monthly and quarterly monitoring reports 1 Mid year/ adjustment budget review S72 report produced 31-May-13 100% Implementation Annually	Within 10 days after the month ends Within 10 days after the month ends Daily, weekly, monthly and quarterly monitoring reports 25-Jan-13 31-May-13 Annually
			Budgeting	Approved Budget Policy % Implementation of Budget Policy (2012 - 2013)	5/28/2012 N/A	31-May-13 100% Implementation Annually	
			IDP/Budget Process Plan	Approved Legislative Process Plan % Implementation of Process Plan (Budget Related Activities)	8/31/2011 N/A	31-Aug-12 100% Implementation Annually	
			Budget Management	Operational Budget Reporting Capital Budget Reporting	N/A N/A	Monthly Monthly	
			Conduct Budget Reconciliations	Reconciliations Report	N/A	Daily	
			Cash Flow Management	Ratio of monthly expenditure to cash available	Daily monitoring and reporting	1:02 1 month exp/2 months Cash avail. Annually	
			Investments	Municipal Investments Reporting Adopted policy/procedure manual	N/A N/A	Investments Reports presented to EXCO 30/09/12 Monthly	
			Financial Controls	Adopted policy/procedure manual % Implementation of policy/procedure manual	N/A	100% Implementation Annually	
			Annual Financial Statements	Adopted Financial Statements Confirmation of receipt of Financial Statements by AG	31/01/12 31-Aug-11	31/01/13 31-Aug-12	
			Audit Compliance	Audit Opinion	Unqualified Audit Opinion	Unqualified Audit Opinion 2012 - 2013 Financial Year	
			Virement Policy	Adopted Virement Policy % Implementation of Virement Policy (2012 - 2013)	28-May-12 N/A	31-May-13 100% Implementation Annually	

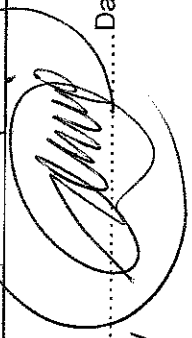
Signatures: Employee:  Date 12 July 2012 Supervisor:  Date 12 July 2012
 Copyright 2012 Msunduzi Municipality

2012 - 2013 MUNICIPALITY WORKPLAN

WORKPLAN (A)

National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews		
								Target	Actual	Quarter
To promote sound financial management and reporting, effective budgeting & revenue enhancement	Supply Chain Management	15.0%	Annual Procurement Plan	Approved 2013 - 2014 Procurement Plan	30/09/2011	6/30/2013	Annually			
			SCM Policy Review	% Implementation of 2012 - 2013 Procurement Plan	N/A	100% Implementation	Annually			
			Inventory Management	Adopted SCM Policy	30/05/2012	100% Implementation	30/09/2012	Annually		
				% of purchases that comply with SCM Policy according to the value for money principle	30/07/2012	Audit Report with no SCM findings	2012 - 2013 Financial Year	Annually		
			Just in Time Purchasing	% of Fruitless Expenditure	N/A	0% Fruitless Expenditure	Annually			
				Customer turnaround time	N/A	5 Day turnaround time	Annually			
			Contract Management	Contracts Performance Reports	N/A	Weekly (MANCO) Monthly (EXCO)				
				% Implementation of punitive measures for non performance		100% on all identified cases	Within 3 months from identification			
			SCM Database Audit	No of internal staff with companies on database		Reported on last Audit Report as a disclaimer	End June 2013			
				% of cases forwarded to Legal for litigation		100% of identified cases to be forwarded for litigation	End June 2013			
			Records Management	Finance Section Registry		None reported	End June 2013			
				% up to date SCM registry		100% up to date	Annually			
			Bid Processing	Time lapse when processing bids		120 Days	Not to exceed stipulated time	Annually		
				Reporting		7 day quotation	21 days turnaround time			
						75 days for competitive bidding	4 Reports submitted to Council	Quarterly		
		Reports submitted to council	N/A	Within 10 Days after the month ends						
		Implementation and monitoring of SCM Policy Report submitted to FPC, EXCO and Full Council - SCM Reg 6(2)(a)(i)	30-Jun-11	1 Report	End June 2013					

Signature: 

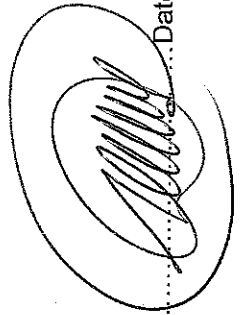
Signature: 

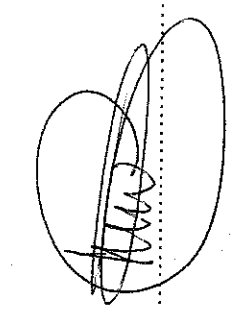
Signatures: Employee: Date 12 July 2012 Supervisor: Date 12 July 2012

Copyright 2012 Msunduzi Municipality

2012 - 2013 MUNICIPALITY WORKPLAN

WORKPLAN (5)												
National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews				
								Target	Actual			
Municipal Transformation and Institutional Development	Performance Management	10.0%	Planning and Agreements	Submission towards Municipal IDP	N/A	As per internal notification						
				Submission towards Municipal SDBIP	N/A	30-Apr-13						
				Submission of section budgets		1-Nov-12						
				Signed Performance Agreements with Process Managers	No Performance Agreements in place	1-Jul-13						
			Monitoring and Reporting	Section Performance Monitoring Meetings		Weekly						
				Submission of Performance Reports to MANCO and EXCO		Monthly (Extended MANCO)						
				Submission towards Municipal Annual Performance Report		Monthly (EXCO)						
			Assessments				Assessment meetings register & Assessment Forms		End Oct '12 End Jan '13 End April '13 End July '13			
							% Compliance to Performance Audit Requirements as stipulated in the AG Performance Dashboards	N/A	100% Compliance	Annually		
							Response to AG queries	N/A	Within the required time frames	Annually		


 Signatures: Employee:


 Signatures: Supervisor:

Date 12 July 2012 Date 12 July 2012
 Copyright 2012 Msunduzi Municipality

ANNEXURE C

**FINANCIAL DISCLOSURE
FORM**

I, the undersigned (surname and initials) Ngcobo Nelisiwe Margaret of

P.O. Box 2344, Stanger, 4450 (Postal address)
and

8 Tarpon Crescent, Blythedale Beach, Stanger, 4450 (Residential
address) employed as Chief Financial Officer at the Msunduzi

Municipality 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)

Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity
None	None	None	None

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
None Active	None Active	None Active

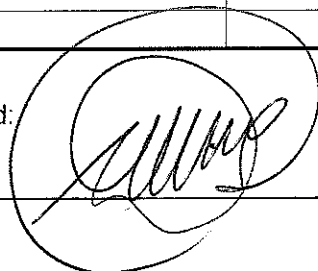
3. Remunerated work outside the Municipality (As sanctioned by Council)

See information sheet: Note (3)

Name of Employer	Type of work	Amount of Remuneration or Income
None	None	None

Council sanction confirmed:

Signature of Mayor: MM



Date: _____

4. Consultancies and retainerships

See information sheet: Note (4)

Name of client	Nature	Type of business activity	Value of benefits received
None Currently	None Currently	None Currently	None Currently

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
None	None	None

6. Gifts and hospitality from a source other than a family member

See information sheet: Note (6)

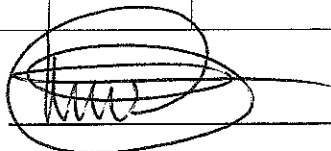
Description	Value	Source
Flowers	R200	Absa Bank

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
8 Tarpon crescent, Blythedale Beach Stanger, 4450	Erf 127	1000 sq	R1.5millio

SIGNATURE OF EMPLOYEE: _____



DATE: _____ PLACE: _____

OATH/AFFIRMATION

- 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 _____
- (ii) Do you have any objection to taking the prescribed oath or affirmation?
Answer _____
- (iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?
Answer _____

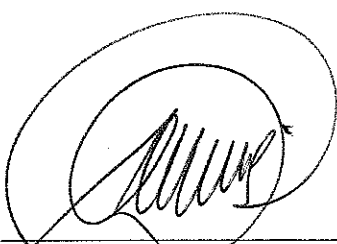
2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The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

Commissioner of Oath /Justice of the Peace

Full first names and surname: _____(Block
letters) Designation (rank): _____ Ex Officio Republic of South Africa
Street address of institution: _____

Date: _____

Place: _____



CONTENTS NOTED: ~~MAYOR~~

MM

DATE: _____

INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the Financial

Disclosure form (Annexure A):

NOTE 1: Shares and other financial interests

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 recognised by law:

- 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.

NOTE 2: Directorships and partnerships

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

NOTE 3: Remunerated work outside the Municipality (As sanctioned by Council) Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

NOTE 4: Consultancies and retainerships

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- 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.

NOTE 5: Sponsorships

Designated employees are required to disclose the following details with regard to sponsorships:

- The source of the sponsorship;
- The description of the sponsorship; and
- The value of the sponsorship.

NOTE 6: Gifts and hospitality from a source other than a family member

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the general public. All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7: Land and Property

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):

- A description of the land or property;
- The extent of the land or property;
- The area in which it is situated; and
- The value of the interest.