COLLINS CHABANE
LOCAL MUNICIPALITY
Since 2016

Unity in Service Delivery

PERFORMANCE AGREEMENT

2024/2025

Collins Chabane Municipality herein represented by

SHILENGE RISENGA RICHARD,

in his capacity as the Municipal Manager (hereinafter referred to as the Employer or Supervisor)

and

RADALI AZWIHANGWISI COLLEN,

employee of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

A.C R.R

1. Introduction

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".

1.2 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.

1.3 This agreement does not at all replace the Employment Contract signed between the parties.

1.4 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.

1.5 The Parties wish to ensure that there is compliance with Sections 57 (4A), 57 (4B) and 57 (5) of the Systems Act.

2. Purpose of this Agreement

The purpose of this Agreement is to:

2.2 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

2.3 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

2.4 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement

2.5 Monitor and measure performance against set targeted outputs

2.6 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job

2.7 In the event of outstanding performance, to appropriately reward the employee

2.8 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery

3. Commencement and duration

3.1. This Agreement will commence on **1 July 2024** and will remain in force until **30 June 2025 (provided the employment contract signed with the employer is still in force)** 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 review the provisions of this Agreement during June each year

3.3 The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than one month after the beginning of each successive financial year

3.4 This Agreement will **automatically terminate** on termination of the Employee's contract of employment for any reason

3.5 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon

3.6 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

4. Performance Objectives

4.1. The Performance Plan (Annexure A) sets out-

4.1.1. Key Performance Areas that the employee should focus on

4.1.2. Core competencies required from employees

4.1.3. The performance objectives, key performance indicators, projects and targets that must be met by the Employee

4.1.4. The time frames within which those performance objectives and targets must be met

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 strategic objectives; key performance indicators, targets, projects and activities that may include dates and weightings. A description of these elements follows:

4.2.1. The strategic objectives describe the strategic intent of the organisation that needs to be achieved

4.2.2. The performance indicators provide the measurement on how a strategic objective needs to be achieved

4.2.3. The target dates describe the timeframe in which the work must be achieved

4.2.4. The weightings show the relative importance of the key performance areas, key objectives, key performance indicators to each other

4.2.5. The activities are the actions to be achieved within a project

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 KPA's (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, Key Performance Areas and core Competency Requirements, 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 (KPA's) and the Core Competency Requirements (CCRs) respectively.

5.5.2. KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

5.5.3. Each area of assessment will be weighted and will contribute a specific part to the total score.

5.5.4. The Employee's assessment will be based on his performance in terms of the key performance indicator outputs / outcomes identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

A.C P.D

Key Performance Areas	Weighting
1. Municipal Transformation and Organisational Development	25
2. Spatial Rationale	31
3. Basic Service Delivery and Infrastructure Development	0
4. Local Economic Development	19
5. Municipal Finance Management and Viability	6
6. Good Governance and Public Participation	19
TOTAL WEIGHTING	100.00

5.6. Municipal Manager's responsibilities are directed in terms of the abovementioned key performance areas.

5.7. The CCRs will make up the other 20% of the Employee's assessment score. The following CCRs are deemed to be most critical for the Employee's specific job.

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CORE MANAGERIAL COMPETENCIES:	Weight (75%)
Strategic Capability and Leadership	10
Programme and Project Management	10
Financial Management(compulsory)	10
Change Management	5
Knowledge Management	10
Service Delivery Innovation	5
Problem Solving and Analysis	5
People Management and Empowerment(compulsory)	10
Client Orientation and Customer Focus(compulsory)	10
CORE OCCUPATIONAL COMPETENCIES:	Weight (25%)
Interpretation of and implementation within the legislative and national policy frameworks	5
Knowledge of developmental local government	5
Knowledge of more than one functional municipal field/discipline	5
Competence as required by other national line sector Departments	5
Exceptional and dynamic creativity to improve the functioning of the municipality	5
Total	100%

6. Evaluating Performance

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

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

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

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

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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

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

6.5. The Annual performance appraisal will involve:

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

(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

(b) Values on actual performance 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. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to motivate for higher scores. The panel members have a chance to ask questions regarding

(c) The final scores are converted to % Performance by making use of COGTA Performance Assessment Rating Calculator

6.5.2. Assessment of the CCRs

(a) Each CCR should be assessed according to the extent to which the specified standards have been met

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

(c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score

(d) The score is translated to a final CCR percentage through COGTA Performance Assessment Rating Calculator (refer to paragraph 6.5.1)

6.5.3. Overall rating

An overall rating is calculated by using the Performance Assessment Rating Calculator whereby a weighting of 80% is applied to KPA performance and a weighting of 20% to CCR's.

6.6. The assessment of the performance of the Employee by panel members will be based on the following rating scale for KPA's and CCRs:

A·C R.R.

The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMCs:				
5	4	3	2	1
Outstanding Performance	**Performance Significantly Above Expectations**	**Fully Effective**	**Not Fully Effective**	**Unacceptable Performance**
Performance far exceeds the standard expected of an employee at this level.	Performance is significantly higher than the standard expected in the job.	Performance fully meets the standards expected in all areas of the job.	Performance is below the standard required for the job in key areas.	Performance does not meet the standard expected for the job.

6.7. For purposes of evaluating the annual performance of the Director, an evaluation panel constituted of the following persons must be established –

6.7.1. Municipal Manager

6.7.2. Chairperson of the Performance Audit Committee or a member of the Performance Audit Committee in the absence of the Chairperson of the Performance Audit Committee;

6.7.3. Member of the Executive Committee

6.7.4. Mayor or 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 referred to in sub-regulations (d) and (e).

7. Schedule for Performance Reviews

7.1. The performance of each Employee in relation to his Performance Agreement shall be reviewed within the month following the quarters as indicated with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

- First quarter: July – September 2024
- Second quarter: October – December 2024
- Third quarter: January – March 2025
- Fourth quarter: April – June 2025

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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

8. Developmental Requirements

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

9. Obligations of the Employer

The Employer shall:

9.1. Create an enabling environment to facilitate effective performance by the employee

9.2. Provide access to skills development and capacity building opportunities

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

9.4. On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement

9.5. Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him 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

A·C R.R.

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

11. Management of Evaluation Outcomes

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 between 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:

% Rating Over Performance %	% Rating Over Performance % Bonus
130 - 133.8	5%
133.9 – 137.6	6%
137.7 – 141.4	7%
141.5 - 145.2	8%
145.3 – 149	9%
150 – 153.4	10%
153.5 – 156.8	11%
156.9 – 160.2	12%
160.2 – 163.6	13%
163.7 – 167	14%

11.3. In the case of unacceptable performance, the Employer shall:

11.4. Provide systematic remedial or developmental support to assist the Employee to improve his performance

11.5. 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 duties

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12. Dispute Resolution

12.1. Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee or any other person appointed by the MEC

13. General

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 contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments

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.

Thus, done and signed at Malamulele on the 17 day of July 2024

AS WITNESSES:

1.

RADALI A.C
SENIOR MANAGER PLANNING AND DEVELOPMENT

AS WITNESSES:

1.

SHILENGE R.R
MUNICIPAL MANAGER

A.C R.R.

COLLINS CHABANE
LOCAL MUNICIPALITY
Since 2016

Unity in Service Delivery

ANNEXURE A

PERFORMANCE PLAN

SENIOR MANAGER PLANNING AND DEVELOPMENT: RADALI AC
2024/25

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1. LEGISLATION

The following legislation governs the development of the SDBIP and Performance management plan and functions within the Budget and Treasury Office.

a. Legislation Governing the Development of the SDBIP and Performance Contracts of Section 57 Managers

- **Municipal Finance Management Act 56 of 2003 (MFMA),** requires municipalities to develop Service Delivery and Budget Implementation Plan (SDBIP) and must be signed by the Mayor within 28 days after the budget has been approved.
- **Municipal Systems Act 32 of 2000**, requires municipalities to develop Performance Management Plan that must be reviewed quarterly. The performance management plan must be aligned to the IDP and indicate measurable and realistic targets for each Key Performance Indicator.
- **Performance Regulations, 2006, for managers reporting to the municipal manager and the municipal manger,** outlines the process of the development of Performance agreements. The MFMA, 56 of 2003, further requires that Section 56 manager and municipal manager must develop performance agreement that must be signed by the municipal manager and the Mayor respectively. This Performance plans must be linked to the SDBIP, IDP and Budget.

b. Legislation Governing the departmental Functions:

- The Constitution
- The Municipal System Act, 32 of 2000
- The Municipal Structures Act
- Municipal Finance Management Act 56 of 2003
- Performance regulations of 2006

2. STRATEGIC OBJECTIVES

Chapter two of the IDP indicates Municipal Strategic Objectives which further indicates what the municipality needs to achieve. These strategic objectives were developed to ensure that all National Key Performance Areas are addressed.

Table A: Strategic Objectives are as follows:

KPA	STRATEGIC OBJECTIVES
1.Municipal Transformation and Organisational Development	Improved governance and administration
2.Spatial Rationale	Integrated spatial and human settlement
3.Basic Service Delivery and Infrastructure Development	Improved access to sustainable basic services and Promote community well-being and environmental welfare
4.Local Economic Development	Integrated Local economy
5.Municipal Finance Management and Viability	Sound Financial Management and Viability
6.Good Governance and Public Participation	Improved governance and administration and Effective Community Participation

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3. KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT; KPA WEIGHT =25%													
OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM													
OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY													
STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION													
No.	**Key Performance Indicators/Measurable Objective**	**Baseline**	**Annual Targets**	**Project Name**	**Funding Source**	**Budget 24/25**	**Start Date**	**End Date**	**1st Q Target**	**2nd Q Target**	**3rd Q Target**	**4th Q Target**	**Portfolio of Evidence**
01	To submit departmental inputs to the annual report by 30 June 2025	Departmental inputs submitted to the annual report (2022/23)	Departmental inputs submitted to the annual report by 30 June 2025	Annual Report	Own funding	Opex	01/07/2024	31/06/2025	N/A	N/A	Departmental inputs submitted to the annual report	N/A	Q3 :Submission proof (E-mail correspondence)
02	To submit departmental inputs on quarterly SDBIP report by 30 June 2025	Departmental inputs on quarterly SDBIP report submitted (2023/24)	Departmental inputs on quarterly SDBIP report submitted by 30 June 2025	SDBIP Quarterly Report	Own funding	Opex	01/07/2024	31/06/2025	Departmental inputs on quarterly SDBIP report submitted	Departmental inputs on quarterly SDBIP report submitted	Departmental inputs on quarterly SDBIP report submitted	Departmental inputs on quarterly SDBIP report submitted	Q1-Q4:Submission proof (E-mail correspondence)
03	To sign performance agreement within one month after the start of the new	signed performance agreement within one	signed performance agreement within one month after	Performance Agreement	Own funding	Opex	01/07/2024	31/06/2025	signed performance agreement within one month after	N/A	N/A	N/A	Q1: Signed performance agreements

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	financial year by 31 July 2024	month after the start of the new financial year (2023/24)	the start of the new financial year by 30 June 2024						the start of the new financial year				
04	% of departmental managers performance agreements signed by 30 June 2025	100% of departmental managers performance agreements signed (4/4)	100% of departmental managers performance agreements signed (Number of posts filled/Number of performance Agreement signed) by 30 June 2025	Managers Performance Agreements	Own funding	Opex	01/07/2024	30/06/2025	100% of departmental managers performance agreements signed (Number of posts filled/Number of performance Agreement signed)	N/A	N/A	N/A	Q1: Managers Signed performance agreements
05	To conduct 2024/25 Mid-Year Performance Assessment (Departmental managers) by 30 June 2025	2023/24 Mid-Year Performance Assessment conducted	2024/25 Mid-Year Performance Assessment conducted (Departmental managers) by 30 June 2025	Mid-Year Performance Assessment	Own funding	Opex	01/07/2024	31/06/2025	N/A	N/A	2024/25 Mid-Year Performance Assessment conducted(Departmental managers	N/A	Q3:Attendance Register, Minutes and Assessment Report

A.C R.R

06	To conduct 2023/24 Annual Performance Assessment (Departmental managers) by 30 June 2025	New indicator	2023/24 Annual Performance Assessment conducted (Departmental managers) by 30 June 2025)	Annual Performance Assessment	Own funding	Opex	01/07/2024	31/06/2025	N/A	N/A	2023/24 Annual Performance Assessment conducted	N/A	Q3:Attendance Register, Minutes and Assessment Report
07	To provide inputs on back to basic quarterly report prepared by 30 June 2025	inputs on back to basic quarterly report prepared (2023/24)	Inputs provided on back to basic quarterly report prepared by 30 June 2025	Back to Basic s Quarterly Reports	Own funding	Opex	01/07/2024	31/06/2025	inputs on back to basic quarterly report prepared	inputs on back to basic quarterly report prepared	inputs on back to basic quarterly report prepared	inputs on back to basic quarterly report prepared	Q1-Q4:Submission proof (E-mail correspondence)
08	Frequently Monitoring of the departmental Attendance Register by 30 June 2025	Departmental attendance Register frequently monitored (2023/24)	Departmental attendance Register frequently monitored by 30 June 2025	Attendance Register	Own funding	Opex	01/07/2024	30/06/2025	Departmental attendance Register frequently monitored	Departmental attendance Register frequently monitored	Departmental attendance Register frequently monitored	Departmental attendance Register frequently monitored	Q1-Q4:Departmental Attendance Register

4. KPA 2: SPATIAL RATIONALE

KPA 2: SPATIAL RATIONALE: KPA WEIGHT =31%														
OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM														
OUTPUT 4: ACTIONS SUPPORTIVE OF THE HUMAN SETTLEMENT OUTCOMES														
No.	Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Funding Source	Budget 24/25	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio of Evidence
09	To compile and publish Second Municipal Supplementary Valuation Roll for community comments by 30 June 2025.	Municipal Supplementary Valuation Roll compiled and published for comments by the community	Second Municipal Supplementary Valuation Roll compiled and published for comments by 30 June 2025	Supplementary Valuation Roll	Own Funding	1,500,000	01/07/2024	30/06/2025	Compiling of project work plan	Second Supplementary Valuation Roll Volume 1 compiled	Issue Public Notice for the inspection of the supplementary Valuation Roll volume 2 and lodging of objections	Second Municipal Supplementary Valuation Roll compiled and published for comments	Q1: Project Work Plan Q2: Second Supplementary Valuation Roll Volume 1 Q3: Public Notice calling for inspection and lodging of objections Q4: Second Supplementary Valuation Roll Volume 2

A.C R.R

10	To conduct 4 Municipal Planning Tribunal Sittings by 30 June 2025.	New indicator	4 Municipal Planning Tribunal Sittings conducted by 30 June 2025.	Implementation Of SPLUMA	Own Funding	600,000	01/07/2024	30/06/2025	Conduct one (1) Municipal Planning Tribunal sitting	Conduct one (1) Municipal Planning Tribunal sitting	Conduct one (1) Municipal Planning Tribunal sitting	Conduct one (1) Municipal Planning Tribunal sitting	Q1-Q4; Invite, Minutes and Attendance Register
11	To submit the Final Layout Plan for formalisation of Mabandla Township to Office of the SG for approval by 30 June 2025	Draft general plan submitted to the office of the Surveyor General for approval of formalization and proclamation of township at Mabandla area	Final Layout Plan for formalisation of Mabandla Township submitted to Office of the SG for approval by 30 June 2025	Formalization & Proclamation Mabandla	Own Funding	15,000,000	01/07/2024	30/06/2025	Submit Draft General Plans to office of the Surveyor General for approval	Small Scale Diagram and General Plans	Amend the Conditions of Establishment and approve the final layout plan.	Final Layout Plan for formalisation of Mabandla Township submitted to Office of the SG for approval	Q1: Proof of submission to office of SG Q2: Small scale diagram and General Plans Q3: Amended Conditions of Establishment and final layout plan Q4: Proof of Submission to Office of the Surveyor General
12	To open the township, Register and Proclaim Majosi	Layout plan approved and letter	Township register opened and Majosi	Formalization & Proclamation Majosi	Own Funding		01/07/2024	30/06/2025	Submit Draft General Plans to	Small Scale Diagram and	Submit to the Deeds office the Approved	Township register opened and Majosi	Q1: Proof of submission

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	area by 30 June 2025	from LEDET acquired for formalization and proclamation of township at Majosi area	area proclaimed by 30 June 2025						office of the Surveyor General for Approval	General Plans	Small Scale Diagram and General Plan for consideration.	area proclaimed	to office of SG Q2: Small scale diagram and General Plans Q3: Amended Conditions of Establishment and final layout plan Q4: Proof of Submission to Office of the Surveyor General
13	To submit the Final Layout Plan for formalisation of Saselamani Township to Office of the SG for approval by 30 June 2025	Draft general plan not submitted to the office of the Surveyor General for approval for formalization and proclamation of township at	Final Layout Plan for formalisation of Saselamani township submitted to Office of the SG for approval by 30 June 2025	Formalization & Proclamation of Saselamani	Own Funding		01/07/2024	30/06/2025	Submit Draft General Plans to office of the Surveyor General for approval	Small Scale Diagram and General Plans	Amend the Conditions of Establishment and approve the final layout plan.	Final Layout Plan for formalisation of Saselamani township submitted to Office of the SG for approval	Q1: Proof of submission to office of SG Q2: Small scale diagram and General Plans Q3: Amended Conditions of

		Saselamani area											Establishment and final layout plan Q4: Proof of Submission to Office of the Surveyor General
14	To formalise and proclaim Mtititi area by 30 June 2025	New indication	Mtititi area formalised and proclaimed by 30 June 2025	Formalisation and proclaimation of Mtitit	Own Funding		01/07/2024	30/06/2025	Submit application to Tribunal for consideration	Pegging	Submit Final Draft General Plans to office of the Surveyor General for apptoval	Approve small scale diagram and General Plans	Q1:Aprroval by MPT Q2:Draft General Plans Q3:Proof of submission

A.C R.R

15	To submit the Final Layout Plan for formalisation of Vuwani Township to office of the SG for approval by 30 June 2025	Application submitted to the Municipal Planning Tribunal for consideration for formalization and proclamation of township in Vuwani Area	Final Layout Plan for formalisation of Vuwani Township submitted to office of the SG for approval by 30 June 2025	Formalization of Vuwani	Own Funding		01/07/2024	30/06/2025	Submit Draft General Plans to office of the Surveyor General for approval	Small Scale Diagram and General Plans	Amend the Conditions of Establishment and approve the final layout plan.	Final Layout Plan for formalisation of Vuwani Township submitted to office of the SG for approval	Q1: Proof of submission to office of SG Q2: Small scale diagram and General Plans Q3: Amended Conditions of Establishment and final layout plan Q4: Proof of Submission to Office of the Surveyor General

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16	To Demarcate and Survey 2116 sites at Kings View and Kings View Ext 1 by 30 June 2025	New Indicator	2116 sites Demarcated and Surveyed at Kings View and Kings View Ext 1 by 30 June 2025	Demarcation and Survey of Sites	Own Funding	6 000 000	01/07/2024	30/06/2025	N/A	N/A	Draft Layout Plan Prepared	Draft general Plans Prepared	Q3: Draft Layout Plan Q4: Draft General Plans
17	To transfer 35 Parcels Previously Registered in The Name of Thulamela and Makhado to Collins Chabane by 30 June 2025.	35 Land Parcels Registered in the name of Thulamela and Makhado transferred to Collins Chabane in 2023/2024 financial year	35 Land Parcels Previously Registered in The Name of Thulamela and Makhado transferred to Collins Chabane by 30 June 2025	Transfer land parcel from Thulamela and Makhado to CCLM	Own Funding	1,000,000	01/07/2024	30/06/2025	Compile list of properties to be transferred	Appoint Conveyancer to undertake the transfers	Prepare transfer documents	35 Land Parcels Previously Registered in The Name of Thulamela and Makhado transferred to Collins Chabane	Q1: List of Properties to be Transferred Q2: Appointment Letter Q3: Copy of Transfer Documents Q4: Tittle deed
18	Number of proclamation report on township establishment compiled and submitted to Municipal Manager by 30 June 2026	New indicator	4 proclamation report on township establishment compiled and submitted to Municipal Manager by 30 June 2026	Proclamation report on township establishment	Own Funding	Opex	01/07/2024	30/06/2025	One proclamation report on township establishment compiled	One proclamation report on township establishment compiled	One proclamation report on township establishment compiled	One proclamation report on township establishment compiled	Q1-Q4 proclamation report

A.C R.R.

5. KPA 4: LOCAL ECONOMIC DEVELOPMENT

KPA 4: LOCAL ECONOMIC DEVELOPMENT: KPA WEIGHT=19%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM

OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME

STRATEGIC OBJECTIVE: INTEGRATED LOCAL ECONOMY

No.	Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Funding Source	Budget 24/25	Start Date	End Date	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	Portfolio of Evidence
19	To coordinate four (04) LED Forums by 30 June 2025	Three (03) LED forum coordinated	Four (04) LED Forums coordinated by 30 June 2025	LED Forums	Own Funding	Opex	01/07/2024	30/06/2025	One (01) LED Forums coordinated	One (01) LED Forums coordinated	One (01) LED Forums coordinated	One (01) LED Forums coordinated	Q1-Q4 Invite and attendance register
20	To Support 20 Cooperatives with equipment by 30 June 2025	New indicator	20 Cooperatives supported with equipment by 30 June 2025	Cooperative support	Own Funding	1 000 000.00	01/07/2024	30/06/2025	Compile the list of the companies to be supported	Compile needs analysis	Compile specifications	Delivery of the equipment	Q1 list of cooperative Q2 compile needs analysis Q3compile specification Q4 delivery notes

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21	To coordinate and Host Bossiness Exhibition by 30 June 2025	New indicator	Business EXPO Coordinated and Hosted by 30 June 2025	Business Expo	Own Funding	Opex	01/07/2024	30/06/2025	N/A	N/A	Coordinate and host the business exhibitions	Q.3 Invite and attendance register	Q4: attendance Register
22	To coordinate Four (04) Local Reference Committee meetings by 30 June 2025	Two (2) Local Reference Committee Meetings coordinated	Four (04) Local Reference Committee meetings coordinated by 30 June 2025	Local Reference Committee meetings	Own funding	Opex	01/07/2024	30/06/2025	One (01) Local Reference Committee coordinated	One (01) Local Reference Committee coordinated	One (01) Local Reference Committee coordinated	Q1-Q4 Invite and attendance register	Q3:Q4:Certificates
23	% new businesses registration attended to by 30 June 2025	New indicator	100% new businesses registration attended to by 30 June 2025 (Number of new registration received/number of new business registration	Business Registration	Own funding	Opex	01/07/2024	30/06/2025	100% new business registration (Number of new registration received/number of new business registration attended to)	100% new business registration (Number of new registration received/number of new business registration attended to)	100% new business registration (Number of new registration received/number of new business registration attended to)	100% new business registration (Number of new registration received/number of new business registration attended to)	Q1-Q4: Certificates

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			attended to)										
24	To organize women business breakfast by 30 June 2025	New indicator	Women breakfast organized by 30 June 2025	Business break fast	Own funding	Opex	01/07/2024	30/06/2025	One Women Business Breakfast organised	N/A	One Women Business Breakfast organised	N/A	Q.1 Invite and attendance register Q.2 Invite and attendance register

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6. KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY

KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY KPA WEIGHT =6%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM

OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

STRATEGIC OBJECTIVE: SOUND FINANCIAL MANAGEMENT AND VIABILITY

No.	Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Funding Source	Budget 24/25	Start Date	End Date	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	Portfolio of Evidence
25	To implement eight (08) MSCOA modules (Supply Chain (4) and Inventory (4)) by 30 June 2025	New indicator	Eight (08) MSCOA modules (Supply Chain (4) and Inventory (4)) implemented by 30 June 2025	MSCOA modules	Own funding	Opex	01/07/2024	30/06/2025	Two (02) MSCOA modules (Supply Chain (1) and Inventory (1) implemented	Two (02) MSCOA modules (Supply Chain (1) and Inventory (1) implemented	Two (02) MSCOA modules (Supply Chain (1) and Inventory (1) implemented	Two (02) MSCOA modules (Supply Chain (1) and Inventory (1) implemented	Q1-Q4: MSCOA Modules
26	% of departmental own capital budget spent(Excluding grants)	New indicator	100% of departmental own capital budget spent(Excluding grants)	capital budget excluding grants	Own funding	Opex	01/07/2024	30/06/2025	25% spending on quarterly projected capital budget	50% spending on quarterly projected capital budget	75% spending on quarterly projected capital budget	100% spending on quarterly projected capital budget	Q1-Q4: Capital expenditure report

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7. KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGH=19%													
OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM OUTPUT 5: DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE MODEL OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY													
STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION AND EFFECTIVE COMMUNITY PARTICIPATION													
No.	**Key Performance Indicators/Measurable Objective**	**Baseline**	**Annual Targets**	**Project Name**	**Funding Source**	**Budget 24/25**	**Start Date**	**End Date**	**1st Q Target**	**2nd Q Target**	**3rd Q Target**	**4th Q Target**	**Portfolio of Evidence**
27	% Implementation of 100% recommendations by auditor general by 30 June 2025	New indicator	100% Implementation of 100% recommendations by auditor general by 30 June 2025	Auditor general recommendations	Own funding	Opex	01/07/2024	30/06/2025	N/A	N/A	Implemented 100% recommendations by auditor general	Implemented 100% recommendations by auditor general	Q3-Q4: Progress report on the AG action plan
28	% Implementation of 100% recommendations by internal audit by 30 June 2025	New indicator	100% Implementation of 100% recommendations by internal audit by 30 June 2025	Internal Audit recommendations	Own funding	Opex	01/07/2024	30/06/2025	N/A	N/A	N/A	Implemented 100% recommendations by internal audit	Q4:Progress report on the internal audit action plan

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29	Number of Portfolio Committee meetings held by 30 June 2025	7 portfolio committee meetings held	12 portfolio committee meetings held by 30 June 2025	Portfolio committee reports	Own funding	Opex	01/07/2024	30/06/2025	3 portfolio committee meetings held	3 portfolio committee meetings held	3 portfolio committee meetings held	3 portfolio committee meetings held	Q1-Q4 Attendance Register and minutes
30	To review and submit the 2025/26 draft IDP to the municipal manager by 31st March 2025	2024/25 IDP reviewed, submitted and approved by council	2025/26 IDP reviewed and submitted to the municipal manager by 31st March 2025	Draft IDP Review	Own Funding	Opex	01/07/2024	30/06/2025	IDP Process plan submitted to Municipal manager and needs analysis conducted	IDP strategic planning conducted	Draft IDP submitted to municipal manager	N/A	Q1; IDP process Plan and acknowledgment letter & Need Analysis Report and Attendance Registers Q2: Invite, Attendance Registers & Strategic Planning Report Q3. Draft IDP & acknowledgment letter
31	Identification of departmental risks on the Operational Risk Register and Mitigate them by 30 June 2025	New indicator	Departmental Operational Risks Identified and	Risk Management	Own funding	Opex	01/07/2024	30/06/2025	Identification of the risk for the new financial year and reporting	Reporting on the mitigation of divisional risks	Reporting on the mitigation of divisional risks	Reporting on the mitigation of divisional risks	Q1:-Q4: Risk Register

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			Mitigated by 30 June						previous financial year fourth quarter progress on the mitigation of risk				
32	To obtain unqualified AG audit opinion by 31 December 2025	Unqualified AG audit opinion	Unqualified AG audit opinion obtained by 31 December 2025	Audit opinion	Own funding	Opex	01/07/2024	30/06/2025	N/A	Unqualified AG Audit opinion obtained	N/A	N/A	Q2:Audit Report

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8. PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS

The criterion upon which the performance of the employee must be assessed consists of 2 components both of which must be contained in the performance agreement.

The employee will be assessed against both components, with a weight of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80% and CCR will account for 20% of final assessment.

Table B: WEIGHTING ON KPAs

KEY PERFORMANCE AREAS	WEIGHT
1.Municipal Transformation and Organisational Development	25
2. Spatial Rationale	31
3. Basic Service Delivery and Infrastructure Development	0
4. Local Economic Development	19
5. Municipal Finance Management and Viability	6
6. Good Governance and Public Participation	19
TOTAL WEIGHTING	100.00

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TABLE C: CORE COMPETENCY REQUIREMENTS (CCRs)

CORE MANAGERIAL COMPETENCIES:	Weight (75%)
Strategic Capability and Leadership	10
Programme and Project Management	10
Financial Management(compulsory)	10
Change Management	5
Knowledge Management	10
Service Delivery Innovation	5
Problem Solving and Analysis	5
People Management and Empowerment(compulsory)	10
Client Orientation and Customer Focus(compulsory)	10
CORE OCCUPATIONAL COMPETENCIES:	Weight (25%)
Interpretation of and implementation within the legislative and national policy frameworks	5
Knowledge of developmental local government	5
Knowledge of more than one functional municipal field/discipline	5
Competence as required by other national line sector Departments	5
Exceptional and dynamic creativity to improve the functioning of the municipality	5
Total	100%

9. PERFORMANCE EVALUATION

Performance evaluation will be done in line with section 23(c) of the Performance Regulation of 2006: Performance Regulation of Managers Reporting to the Municipal Manager and the Municipal Manager.

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10. PERFORMANCE ASSESSMENT

	Score	Definition
Outstanding Performance	5	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.
Performance Significantly Above Expectations	4	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.
Fully Effective	3	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.
Not Fully Effective	2	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 performance criteria and indicators as specified in the PA and Performance Plan.
Unacceptable Performance	1	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. 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.

11. PERSONAL DEVELOPMENT PLANS (PDP)

Section 29 of the Performance Regulation of 2006, requires that managers must develop personal Development Plan that must address all gaps and this plan must be part of the performance agreement.

This performance is signed in line with the Municipal Finance Management Act 56 of 2003. All s57 Managers are required performance plan and sign performance agreements with the accounting officer.

This performance plan serves as an Annexure to the signed Performance Agreement.

A.C R.R.

12. SIGNATURES

Radali

RADALI A.C
SENIOR MANAGER PLANNING AND DEVELOPMENT

DATE 17 July 2024

SHILENGE R.R
MUNICIPAL MANAGER

DATE 17 July 2024

A.C R.R.

COLLINS CHABANE
LOCAL MUNICIPALITY
Since 2016

Unity in Service Delivery

ANNEXURE B

PERSONAL DEVELOPMENT PLAN

2024/2025

Collins Chabane Local Municipality herein represented by

SHILENGE R.R,

In his capacity as the Municipal Manager (hereinafter referred to as the Employer or Supervisor)

and

RADALI A.C,

Employee of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

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1. INTRODUCTION

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.

2. COMPETENCY MODELLING

The COGTA has decided that a competency development model will consist of both managerial and occupational competencies:

- Managerial competencies should express those competencies, which are generic of all management positions.
- Occupational competence refers to competencies which are job/function specific.

3. COMPILING THE PERSONAL DEVELOPMENT PLAN ATTACHED AS THE APPENDIX

The Municipal Manager, in consultation with the employee is to compile a Personal Development Plan. The PDP has 7 columns that need to be completed. Appendix A serves as the Action Plan for the PDP

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3.1. Table 1: Action Plan for PDP

1. Skills /Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3.Suggested training and / or development activity	4.Suggested mode of delivery	5.Suggested Time Frames	6. Work opportunity created to practice skill /development area	7.Support Person
Municipal governance	Certificate	Advance certificate :Municipal governance	Training	-+12 months	Managing projects	Municipal manager
GIS geographical information system mapping	Certificate	National certificate geography information science	Training	-+12 months	geographical information system mapping	Municipal manager
occupational directed education training and development practice	Certificate	National certificate: occupational directed education training and development practice	Training	-+12 months	training and development	Municipal manager
Municipal Integrated development planning	Certificate	National certificate :Municipal Integrated development planning	Training	-+12 months	Municipal planning	Municipal manager
Monitoring and evaluation	Certificate	Advance certificate :monitoring and evaluation	Training	-+12 months	Monitoring and evaluation projects	Municipal manager
Employment equity	Certificate	National certificate	Training	-+12 months	organisational	Municipal manager

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	transformation and change management	
-+12 months	Managing projects	Municipal manager
-+12 months	Managing projects	Municipal manager

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Thus, done and signed at MALAMULELE on the 17 day of JULY 2024

AS WITNESSES:

1. ____________________

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SENIOR MANAGER PLANING AND DEVELOPMENT

RADALI A.C

AS WITNESSES:

1. ____________________

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MUNICIPAL MANAGER

SHILENGE R.R

AC RR

COLLINS CHABANE LOCAL MUNICIPALITY

ANNEXURE C

FINANCIAL DISCLOSURES

SENIOR MANAGER PLANNING AND DEVELOPMENT: RADALI AC
2024/25

R.R
AC

STRICTLY CONFIDENTIAL

Financial Disclosure Form

CONFIDENTIAL

I, the undersigned (surname and initials) Radali Azwihangwisi Collen

(Postal address) Stand 802, Maulumа Village 0982

(Residential address) Stand 802, Maulumа Village, Tshikonelo MCP 0982

(Position held) Senior Manager - Planning & Development

(Name of Municipality) Collins Chabane Local Municipality

Tel: 015 851 0110 Fax: 015 851 0097

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 interests	Nature	Nominal Value	Name of Company/Entity
100	Close Corporation	100	Murwa Funeral Parlour
100	Private Company	100	Murwa Public Services

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

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
N/A	N/A	N/A

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

Name of Employer	Type of Employment	Amount of Remuneration/ Income
N/A	N/A	

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4. Consultancies and retainerships

See information sheet: note (4)

Name of client	Nature	Type of business activity	Value of any benefits received
N/A	N/A	N/A	N/A

5. Sponsorships

See information sheet: note (5)

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

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

See information sheet: note (6)

Description	Value	Source
N/A	N/A	N/A

7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value
28 Richmond Street	±991 SQm	Crystal Park, Benoni	±R1 000 000 - 00
802 Maulana Village	± 1000 SQM	Maulana, Tzaneen	±R700 000 - 00

SIGNATURE OF EMPLOYEE : [signature]

DATE : 17 June 2024

PLACE : Malamulele

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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

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.

0542254 C/AC

Commissioner of Oath /Justice of the Peace

Full first names and surname:

MAHLULEKE M.V (Block letters)

Designation (rank) C/A/C Ex Officio Republic of South Africa

Street address of institution SAPS MALAMULELE

COLLINS CHABANE DRIVE MALAMULELE

Date 17 June 2024 Place Malamulele

SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
REGISTRY
2024 -06- 17
PRIVATE BAG X9200
MALAMULELE 0892
SUID-AFRIKAANSE POLISIEDIENS

CONTENTS NOTED: SHILENGE R.R

SIGNATURE :

DATE : 17/07/2024

R.R

AC

INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the attached Financial Disclosure form (Appendix C):

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 recognized 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.

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.

3. REMUNERATED WORK OUTSIDE THE PUBLIC SERVICE (ALL REMUNERATED EMPLOYMENT MUST BE SANCTIONED PRIOR TO THE WORK BEING DONE.)

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.

Work means rendering a service for which the person receives remuneration.

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 retainerships 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.

5. SPONSORSHIPS

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

- The source and description of direct financial sponsorship or assistance; and
- The value of the sponsorship or assistance.

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;
- 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
- 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.

All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

7. LAND AND PROPERTY

Designated employees are required to disclose the following details with regard to their ownership and other interest's in land and property (residential or otherwise both inside and outside the Republic):

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

R.R

AC