

ALFRED NZO DISTRICT MUNICIPALITY



**ALFRED NZO**  
DISTRICT MUNICIPALITY

**PERFORMANCE AGREEMENT**

**2020/21 FINANCIAL YEAR**

**Designation**

**BETWEEN**

**NOMBASA MSEBI**

**SENIOR MANAGER INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL SERVICES**

**And**

**ZAMILE HERBET SIKHUNDLA**

**MUNICIPAL MANAGER**

**PERIOD OF AGREEMENT:**

**(JULY 2020 TO JUNE 2021)**

Herein represented by **Zamile Sikhundla**, in his duly authorized capacity as the **Municipal Manager of the ALFRED NZO DISTRICT MUNICIPALITY**

AND

**Nombasa Msebi**

Hereinafter referred to as the **EMPLOYEE** in his/her capacity as duly appointed as your **Senior Manager: IDMS** of the municipality for the period of 01 July 2020 to 30 June 2021.

WHERE AS:

- a) The Employer has entered into an Agreement of Employment with the Employee;
- b) Agreement of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement within ninety days of assumption of duty, and renew it annually within one month of the beginning of each financial year of the municipality;
- c) The parties must 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 as defined in the municipal Integrated Development Plan; and
- d) The parties must ensure that there is compliance with Sections 8 and 10 of the Municipal Performance Management Policy; 38, 39, 40 and 41 of the Local Government: Municipal System Act, 2000.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

## INTERPRETATION AND DEFINITIONS

In this Agreement, unless the context indicates otherwise–

- 1.1. An expression, which denotes any gender, includes the other genders, a neutral person includes an judicial person and vice versa, and the singular includes the plural and vice versa;
- 1.2. Clause headings are for convenience only and will not be used in its interpretation, and the following expressions bear the meanings assigned to them and cognate expressions bear corresponding meanings –

<b>"Agreement"</b>	means this Performance Agreement and all the Appendices hereto;
<b>"Employee"</b>	<b>Nombasa Msebi</b>
<b>"MEC"</b>	means the Member of the <b>EASTERN CAPE</b> Executive Council responsible for local Government;
<b>"MFMA"</b>	means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);
<b>"Municipality"</b>	means <b>ALFRED NZO DISTRICT MUNICIPALITY</b> , established in terms of Structures Act;
<b>"Parties"</b>	means the Municipality and the Employee;
<b>"Regulations"</b>	means the Local Government: Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, promulgated in the Government Gazette as Regulation Notice 805 on 1 August 2006;
<b>"Structures Act"</b>	means the Local Government: Municipal Structures Act, 2000 (Act No. 117 of 1998); and
<b>"Systems Act"</b>	means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) as amended, and the Regulations promulgated in terms of the Act;
<b>MSCOA</b>	Means -is a multi-dimensional recording and reporting system across seven segments. Function or sub-function (GFS votes structure) Item (asset, liability, revenue, expenditure, etcetera) Funding source (rates, services charges, grants, loans, etcetera)

NM ZHS

- 1.3. Words and expressions defined in any sub-clause, for the purpose of the clause of which that sub-clause forms part, bear the meaning assigned to such words and expressions in that sub clause; and
- 1.4. This agreement is governed by and construed in accordance with the laws of the Republic of South Africa.

## PURPOSE OF THIS AGREEMENT

### The purpose of this Agreement is to -

- 2.1. Comply with the provisions of Section 57(1) (b), (4A), (4B), (4C) and (5) of the Systems Act as well as the Memorandum of Agreement of Employment entered into between the parties;
- 2.2. Communicate the Employer's performance expectations and accountabilities to the Employee, by specifying objectives and targets as defined in the IDP;
- 2.3. Specify accountabilities as set out in the Performance Plan, which must be in a format Substantially compliant with Appendix "A";
- 2.4. Monitor and measure performance against set targeted outputs;
- 2.5. Use this Agreement and the Performance Plan as the basis for assessing the performance of the Employee and to establish whether the Employee has met the performance expectations applicable to the position; and
- 2.6. Appropriately reward the Employee in accordance with the Employer's performance Management policy in the event of outstanding performance.
- 2.7. Entered into by parties in compliance with Circular No 2 MSCOA.

## COMMENCEMENT AND DURATION

- 3.1. This Agreement will commence on **01 July 2020** and will remain in force until **30 June 2021**, where after a new Agreement, Performance Plan and Personal Development Plan must be concluded between the parties for each of the following financial years or any portion thereof for the duration of the Agreement of Employment.
- 3.2. This Agreement will terminate on the termination of the Employee's employment for any reason whatsoever or when the Acting Appointment is terminated.
- 3.3. The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.4. 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 must immediately be revised.
- 3.5. Any significant amendments or deviations must take cognizance of the requirements of sections 34 and 42 of the Systems Act, and regulation 4(5) of the Regulation

## PERFORMANCE OBJECTIVES

- 4.1. The Performance Plan must set out the-
  - 4.1.1. The performance objectives and targets that must be met by the Employee; and
  - 4.1.2. The time frames within which those performance objectives and targets must be met.
- 4.2. The performance objectives and targets reflected in the Performance Plan must-

NM ZHS

- 4.2.1. Be set by the Employer in consultation with the Employee;
- 4.2.2. Be based on the Integrated Development Plan and Budget of the Employer; and
- 4.2.3. Include key objectives, performance indicators, target dates and weightings.
- 4.3. It is agreed that-
  - 4.3.1. The key objectives must describe the main tasks that must be performed by the Employee;
  - 4.3.2. The key performance indicators provide the details of the evidence that must be provided to indicate that a key objective has been achieved;
  - 4.3.3. The target dates describe the timeframe in which the work must be achieved; and
  - 4.3.4. The weightings indicate the relative importance of the key objectives to each other.
- 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.

## **PERFORMANCE MANAGEMENT SYSTEM**

- 5.1. The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Municipality, and accepts that the purpose of the performance management system is to provide a comprehensive system, with specific performance standards, to assist Municipality to perform to the standards required.
- 5.2. The Employer must consult the Employee about the specific performance standards that are included in the performance management system that are applicable to the Employee.
- 5.3. The Employee undertakes to actively focus on the promotion and implementation of the Key Performance Areas, including special projects relevant to the Employee's responsibilities, within the local government framework.
- 5.4. The Employee must be assessed on his or her performance in terms of the performance indicators identified in the attached Performance Plan and include-
  - 5.4.1. The Key Performance Areas; and
  - 5.4.2. Core Managerial Competencies,

**With a weighting of 80:20 allocated to sub-clause (a) and (b) respectively.**

- 5.5. The Key Performance Areas will make up 80% of the Employee's assessment score, and will contain the following areas of which all of them are compulsory and weights must be allocated to each of them according to the scale of core and functional responsibilities:

<b>National KPA</b>		✓	<b>Weight</b>
1	Municipal transformation and Institutional Development		10%
2	Basic Service Delivery		60%
3	Local Economic Development		10%
4	Financial Viability & Management		10%
5	Good Governance and Public Participation		5%
6	Cross Cutting Issues		5%
<b>Total</b>			<b>100%</b>

- 5.6. The Core Management Criteria will make up the other 20% of the Employee's assessment score

NM

ZHS



5.7. The Core Competency Requirements are deemed to be most critical for the Employee's specific job and only ten (10) of them should be selected from the list below including the compulsory CMCs as agreed to between the Employer and Employee:

No	Competency Required	Category	✓	Weight
1	Financial Management - Compulsory			10%
2	People Management - Compulsory			10%
3	Client orientation and Customer Care - Compulsory			10%
4	Strategic Capability			10%
5	Programme and Project Management	Core Managerial Competency		15%
6	Change Management			
7	Knowledge Management			
8	Service Delivery Innovation			10%
9	Problem Solving and Analytical Thinking			10%
10	Communication			10%
11	Honesty and Integrity			
12	Competence in Self-Management			
13	Interpretation of and implementation within the legislative and national policy frameworks			
14	Knowledge of developmental local government			10%
15	Knowledge of Performance Management and Reporting			
16	Knowledge of global and South African specific political, social and economic contexts	Core Occupational Competencies		
17	Competence in policy conceptualization, analysis and Implementation			
18	Knowledge of more than one functional municipal field/ Discipline			5%
19	Skills in Mediation			
20	Skills in Governance			
21	Competence as required by other national line sector Departments			
22	Exceptional and dynamic creativity to improve the functioning of the municipality			

5.8. Final Assessment scores shall be given according to each Key Performance Area either by working out a mean or by giving one final score to each KPA.

5.9. Final Assessment scores shall be awarded according to each Core Competency requirements either by working out a mean or by giving one final score to each CCR.

## EVALUATING PERFORMANCE

**6.1. The Performance Plan, attached hereto as Appendix "A", must set out the: -**

- 6.1.1. The standards and procedures for evaluating the Employee's performance; and
- 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 during the validity of the Agreement of Employment.**

**6.3. Personal growth and development needs identified during any performance review discussion, as well as the actions and time frames agreed to, must be documented in a Personal Development Plan, which must be in a format substantially compliant with Appendix "B".**

NW

ZUS

6.4. The Employee's performance will be measured in terms of contributions to the goals and strategies contemplated in the Employer's Integrated Development Plan.

**6.5. The annual performance appraisal must involve –**

6.5.1. An assessment of the achievement of results as outlined in the performance plan;

6.5.2. An assessment of each Key Performance Area according to the extent to which the Specified standards or performance indicators have been met and with due regard to

6.5.3. Ad hoc tasks that had to be performed;

6.5.4. A rating on the five-point scale for each Key Performance Area; and

6.5.5. The use of the applicable assessment rating calculator to add the scores and

6.5.6. Calculate a final Key Performance Area score.

**6.6. The Core Management Criteria must be assessed–**

6.6.1. According to the extent to which the specified standards have been met;

6.6.2. With an indicative rating on the five-point scale for each Criteria; and

6.7. By using the applicable assessment rating calculator to add the scores and calculating a final score.

6.8. An overall rating is calculated by using the applicable assessment-rating calculator, which represents the outcome of the performance appraisal, provided that the Performance assessment of the Employee will be based on the following rating scale

**For both Key Performance Indicators and Core Management Criteria:**

Level	Terminology	Description Rating
5	Outstanding performance	<ul style="list-style-type: none"><li>⬆ Performance far exceeds the standard expected of an <b>Employee</b> at this level.</li><li>⬆ The appraisal indicates that the <b>Employee</b> 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.</li></ul>
4	Performance significantly above expectations	<ul style="list-style-type: none"><li>⬆ Performance is significantly higher than the standard expected in the job.</li><li>⬆ The appraisal indicates that the <b>Employee</b> has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year</li></ul>
3	Fully effective	<ul style="list-style-type: none"><li>⬆ Performance fully meets the standards expected in all areas Of the job.</li><li>⬆ The appraisal indicates that the <b>Employee</b> has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.</li></ul>
2	Not fully effective	<ul style="list-style-type: none"><li>⬆ Performance is below the standard required for the job in key Areas.</li><li>⬆ Performance meets some of the standards expected for the job.</li><li>⬆ The review/assessment indicates that the <b>Employee</b> has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.</li></ul>
1	Unacceptable performance	<ul style="list-style-type: none"><li>⬆ Performance does not meet the standard expected for the Job.</li><li>⬆ The review/assessment indicates that the <b>Employee</b> has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan.</li><li>⬆ The <b>Employee</b> 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.</li></ul>

6.9. The performance of the Employee must be evaluated by an evaluation panel constituted in terms of regulation 27(4)(d), (e) and (f) of the Regulations.

NM

348

## SCHEDULE FOR PERFORMANCE REVIEW

- 7.1. **The performance of each Employee in relation to his or her performance agreement must be reviewed during-**
- 7.1.1. July to September for the First quarter;
  - 7.1.2. October to December for the Second Quarter; (mid-term formal assessments)
  - 7.1.3. January to March for the Third quarter
  - 7.1.4. April to June for the Fourth quarter. (annual formal assessments)
- 7.2. **Provided that reviews in the first and third quarter may be verbal if performance is satisfactory.**
- 7.3. The Employer must keep a record of the mid-year review and annual assessment meetings, and feedback must be based on the Employer's assessment of the Employee's performance.
- 7.4. The Employer may amend the provisions of the Performance Plan whenever the performance management system is adopted, implemented or amended, provided that the Employee must be consulted before any such change is made.
- 7.5. The work performance and performance review will not be confined and limited to the performance plan, any incidental work outside the performance plan shall be performed and evaluated accordingly.

## OBLIGATION OF THE EMPLOYER

### **The Employer must-**

- 8.1. Create an enabling environment to facilitate effective performance by the Employee;
- 8.2. Provide access to skills development and capacity building opportunities;
- 8.3. Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 8.4. On the request of the Employee delegate such powers reasonably required by the Employee to enable him or her to meet the performance objectives and targets established in this Agreement; and
- 8.5. Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him or she to meet the performance objectives and targets established in this Agreement.

## CONSULTATION

- 9.1. **The Employer agrees to consult the Employee timeously where the exercising of the powers will-**
- 9.1.1. Have a direct effect on the performance of any of the Employee's functions;
  - 9.1.2. Commit the Employee to implement or to give effect to a decision made by the Employer; and
  - 9.1.3. Have a substantial financial effect on the Employee.
- 9.2. The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-clause (1) above, as soon as is practicable to enable the Employee to take any necessary action without delay

NM

ZHS

## MANAGEMENT OF EVALUATION OUTCOMES

- 10.1. The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 10.2. A performance bonus of between 5% and 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance, as per regulation 32(2) of the Regulations.
- 10.3. In the case of unacceptable performance, the Employer-
- 10.3.1. Must provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
- 10.3.2. May, after appropriate performance counselling and having provided the necessary guidance and support as well as reasonable time for improvement in performance, consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.
- 10.4. The following formula shall be used to calculate total scores for awarding performance bonus: -

### Formula 1.

- a.  $\text{Weight} \times \text{Final score per KPA} = V \times 80\% \text{ (for KPA)} = \text{score for each KPA}.$
- b. Add up all KPA scores to get a total sum = W.

### Formula 2.

- a.  $\text{Weight} \times \text{Final score per CMC} = Y \times 20\% \text{ (for CMC)} = \text{score for each CCR}.$
- b. Add up all CCR scores to get a total sum = Z.

### Formula 3.

- a.  $W + Z = \text{Total score (percentage)}.$

- 10.5. The following formula shall be used to allocate the performance bonus after the total score has been calculated in accordance with section 10.4:

COMPONENT	Level of achievement based on a 5 point scale	Qualifying %bonus out of possible 14% of gross annual remuneration
Score of 1%-40%	1-2	0%
Score of 41% - 49%	2 - 2.9	0%
Score of 50%	3	0%
Score of 50% - 59%	3 - 3.4	1 - 4%
Score of 60% - 69%	3.5 - 3.9	4% - 6%
Score of 70% - 79%	4 - 4.3	7% - 9%
Score of 80% - 89%	4.4 - 4.5	10% - 12%
Score of 90% - 100%	4.6 - 5	12% - 14%

NM

ZHS

**EXAMPLE: Assuming a remuneration gross of R 100 000**

COMPONENT	WEIGHTING	PERFORMANCE SCORE	WEIGHTED SCORE
Final KPA score out of possible 100%	80%	60%	80% x 60% = 48%
Final CCR score of a manager out of possible 100%	20%	83%	20% x 55% = 17%
Final score (sum of weighted score)			65%

**EXAMPLE: Assuming a remuneration gross of R 100 000**

Total remuneration package	R 100 000
% Final weighted score achieved	65%
Level of achievement based on a 5-point scale	3.4 – 3.9
Qualifying % bonus out of possible 14% of gross annual remuneration	4% – 6%
Maximum possible bonus	R 14 000
Qualified for bonus for the period under review	R 8 400 – R 9 660

## DISPUTE RESOLUTION

**11.1. Any disputes about the nature or content of the Employee's Performance Agreement, must be mediated by -**

- 11.1.1. The Member of the Executive Council responsible for local government in the Eastern Cape province, in the case of the Municipal Manager, or any other person appointed by the said Member of the Executive Council; and
- 11.1.2. The Mayor, in the case of Managers directly accountable to the Municipal Manager, within thirty days of receipt of a formal dispute from the Employee.

**11.2. Any disputes about the outcome of the Employee's performance evaluation, must be mediated by-**

- 11.2.1. The Member of the Executive Council for local government in the province, or any other person appointed by the MEC, in the case of the Municipal Manager; and
- 11.2.2. A Municipal Councilor, in the case of Managers directly accountable to the Municipal Manager, provided that such a Councilor was not part of the evaluation panel contemplated in regulation 27(4) (e) of the Regulations, within thirty days of receipt of a formal dispute from the Employee.

**11.3. The decision of the Mediator contemplated in sub-clauses (1) and (2) will be final and binding on both parties.**

NM

ZHS

## GENERAL

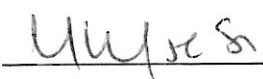
- 12.1. The Employer must make the contents of this Agreement and the outcome of any review conducted in terms of the Performance Plan available to the public as contemplated in section 46 of the Systems Act.
- 12.2. Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his or her Agreement of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 12.3. The performance assessment results of the Municipal Manager must be submitted to the Member of the Executive Council responsible for local government in the **EASTERN CAPE** as well as the National Minister responsible for local government, within fourteen days after the conclusion of the assessment.
- 12.4. The employee is required to complete the Financial Disclosure Form as per Item 5 of the Code of Conduct for municipal staff members.(Appendix C)
- 12.5.

Thus done and signed at Emma Xesibeni on this the 28 day of July (Month) 2020 (Year)

AS WITNESSES:

EMPLOYEE

1. 

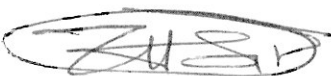


2. \_\_\_\_\_

AS WITNESSES:

EMPLOYER (Person reporting to)

1. 



2. \_\_\_\_\_



## APPENDIX A

### SCORECARD / PERFORMANCE PLAN

FOR

NOMBASA MSEBI

SENIOR MANAGER : INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL  
SERVICES

FOR

YEAR 2020/2021

# NOMBASA MSEBI: SENIOR MANAGER IDMS - 2020/2021 WORK PLAN

KEY PERFORMANCE INDICATOR	Weight	Baseline	Annual Target	Budget	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Portfolio of Evidence
Number of Targeted VIP Sanitation Toilets completed	5	1226	Construction of 425 VIP toilets in Matatiele, Construction of 300 VIP toilets in Umzimvubu LM	8 700 000.00	Prepare TORs for submission and approval. Advertise, Appoint Service Provider and Hand Over	Construction of 150 VIP toilets in Umzimvubu. Awarding of tender. Site establishment 75 VIP Toilets constructed in Matatiele	100 VIP Toilets constructed in Matatiele, Construction of 150 VIP toilets in Umzimvubu	250 Targeted VIP Sanitation Toilets completed in Matatiele	Tender advert, Terms of reference, Happy letters, Completion Certificate
Number of interim water supply schemes completed in the district	5	0	Construction of 4 interim water supply schemes in Umzimvubu, Construction of 4 interim water supply schemes in Matatiele, Construction of 4 interim water supply schemes in Mzizana, Construction of 4 interim water supply schemes in Matatiele LM	94 950 000.00	Appointment of Service Providers	Approval of designs and commencement of construction of 4 interim schemes in Matatiele, 4 in Mzizana, 4 in Matatiele LM and 4 in Umzimvubu	4 interim water supply schemes completed in Matatiele LM, 4 in Matatiele LM, 4 in Matatiele LM, 4 in Matatiele LM, 4 in Matatiele LM	4 interim water supply schemes completed in Matatiele LM, 4 in Matatiele LM, 4 in Matatiele LM, 4 in Matatiele LM	Design reports, progress reports and completion certificates
Number of WWTW Implemented	5	Construction of Civil Works 95% complete	1 New Waste Water Treatment Works constructed in Mzizana	60 830 467.00	Construction of 0.5km outfall sewer and 1 Pumphouse	Construction of Stormwater lines inside the WWTW and Road Box Cut around the plant	Construction of perimeter fence in the plant, 100m Road Box Cut around the plant, construction of 3 Pumphouse and fencing around	150m Subbase layer around the plant and associated stormwater drainage with headwalls	Progress report, Minutes of progress meetings
Number of reservoirs and kilometres of internal reticulation completed	2.5	Construction of 2 x 2Ml reservoirs, construction of 16142 km village reticulation, installation of 33 standpipes, construction of 1 km of access roads to the reservoirs, fencing of reservoir sites and construction of 1 pumpstation at Tshisa village completed	Construction of 3x reservoirs, construction of 20 km village reticulation, installation of 45 standpipes, construction of 1.0 km of access roads to the reservoirs, fencing of reservoir sites and construction of 1 Pumpstation at Tshisa Village by 30 June 2021	25 893 760.00	Construction and testing of 10 kilometres of pipeline	Construction and testing of the remaining 10 kilometres of pipeline	Construction of 2 base for 2 reservoirs, 1 reservoir wall and 1 reservoir roof and construction of 1 pump station base	Construction of 1 base for 1 reservoir and completion of the 3 Reservoirs, 1 reservoir wall	Progress report, minutes of meetings
Number of water schemes completed in Matatiele	2.5	Resolving funding challenges and contractual challenges in the project	1 Water scheme completed in Matatiele	11 999 000.00	Install 3xborehole pumps by 31 September 2020	Testing of the pipeline	Close out report and practical completion certificate	None	Progress report and practical completion certificate
Number of reservoirs, pipe kilometre, pump stations and standpipe completed	2.5	Bulk water scheme for Matatiele Ward 15, 100% completed and reticulation. Construction of 1xnew reservoirs, completion of 5x half complete reservoirs, construction of 32 km of pressure pipelines, 105 stand pipes, and completion of outstanding work in 5 borehole and 2x booster pump stations, and Construction of 1xnew reservoirs, completion of 5x half complete reservoirs, construction of 32 km of pressure pipelines, 105 stand pipes, and completion of outstanding work in 5 borehole and 2x booster pump stations	Construction of 1 x 150kl reservoir, construction 28km reticulation main and 75 No. of standpipes by the 30 June 2021	20 000 000.00	Submission and presentation of TORs to Bid committees, Advertisement	The project has been awarded to the service provider, Handover, and construction has commenced	Construction and testing of 12 kilometres of pressure pipelines, commence work to complete the outstanding work on 5 reservoirs and 5 borehole pump stations	Construction and testing of 8kilometres of pressure pipelines, 105 stand pipes, and completion of outstanding work on 2 booster pump stations	Terms of reference, Appointment letter, Progress reports, minutes of meetings and practical completion certificate

22/2/21

# NOMBASA MSEBI: SENIOR MANAGER IDMS - 2020/2021 WORK PLAN

KEY PERFORMANCE INDICATOR	Weight	Baseline	Annual Target	Budget	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Portfolio of Evidence
Kilometres of reticulation completed	2.5	Bulk water scheme for Matatiele Ward 5, 85% completed and installation of approximately 15 Kilometres of secondary & reticulation pipeline	Construction of 1x Village reservoir 3.2km secondary bulk main, construction of 3.90km of reticulation and 11 No. of stand pipes	10 000 000.00	Site handover and commencement of construction for 1 x village reservoir and secondary bulk main	Construction for 1 x village reservoir and secondary bulk main	Construction of 3.90km of reticulation	To erect 11 No. of stand pipes and commissioning of the system	Progress reports, site meeting minutes, Terms of reference, tender advert and award letter
Number of reservoirs, kilometres of pipeline, borehole and pump station and standpipes completed	2.5	None	Construction of a 675kl capacity SBS reservoir, construction of 12km rising main, construction of 23km reticulation and equipping and fencing of 3 No. of boreholes	15 000 000.00	TOR's Approved and presented to the BSC. Project Advertised and Contractor appointed, and Site Establishment undertaken by	Construction of 23km of reticulation main and construction 12km rising main	Construction of 675 kl SBS Reservoir	equipping and fencing of 3 No. boreholes, and commissioning the system	Progress report, site meeting minutes and practical completion certificate
Number of kilometres of bulk line, kilometres of reticulation, number of reservoirs, number of standpipes completed in the Greater Mbitana Water Scheme	5	Construction of 30km bulk line, construction of 20.9 km reticulation, 6 Reservoirs, 165 Standpipes completed	Construction of 5km bulk line and 3.8km steel pipe, construction of 32.5km Reticulation, 3 Reservoirs, 85 standpipes completed in the Greater Mbitana Water	62 028 467.00	1. Construction of 2.8 km Steel bulk line, 3 Km Bulk pipe line, construction of 8km Reticulation, construction of 10 standpipes and construction of 1 Reservoir walls	Advertising and award of contractor for contract 1E, Construction of 2 km bulk line, 1 km steel pipe, construction of 1 Reservoir, construction of 5.2 km reticulation network and Construction of 40 Stand pipes	Construction of 18km Reticulation	Construction of 11.3km Reticulation	Minutes of the Meeting, Progress Report and Completion Certificate
Number of reservoirs completed, number of kilometres of pipeline completed, number of valves and chambers completed and number of taps completed	2.5	Construction of civil works	Construction of 1x500kl Steel reservoir, 23 km gravity bulk main, 5 kilometres of pipeline, installation of 37 valves and chambers, communal taps and extension to the Bomvini Water Treatment Works with commissioning of distribution system 30 June 2021	23 800 000.00	TOR Submitted, BSC, and tender advert	Awarding of contract to the contractor done, Construction 5 km feeder line and commencement of reservoir platforms	Construction 11.5 km feeder line and commencement of Base	Construction 11.5 km feeder line and completion of Reservoir and erection of 30 standpipes	Minutes of the meetings, and progress report and Practical Completion certificate

WCH



# NOMBASA MSEBI: SENIOR MANAGER IDMS - 2020/2021 WORK PLAN

KEY PERFORMANCE INDICATOR	Weight	Baseline	Annual Target	Budget	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Portfolio of Evidence
Number of kilometres of pipeline, precast concrete reservoir, Mild packaged WTW, boreholes equipped and pump stations with standby diesel generator for each station completed	2.5	None	Installation of 13.5 kilometres of pipeline, 2 precast reservoirs, 1 Mild WTW, equipment of 4 boreholes, 4 pumpstations and a standby diesel generator	15 000 000.00	2. Advertising of contractor for contract 1E	Tender award and site establishment	Construction of 15.175kilometres of feeder pipeline and construction of reservoir platforms	Construction of 30.19km reticulation, 2x Reservoirs bases	Tender advert, Award letter, Minutes ofsite handover and progress meetings, progress reports and practical completion certificates
Number of kilometres of pipeline, Precast 1x SBS Tanks, Borehole, pump stations with 2highlift electric pump stations with standby diesel generator completed	2.5	Installation of 3,194kilometres of pipeline, 1x SBS Tanks; equipping of 2x Borehole, 2 x pump stations with 2highlift electric pump stations with standby diesel generator	Construction of 7.68kilometres of pipeline, 1x SBS Tanks and fencing, 31 stand pipes (Ntbankulu Ward 14 Water Supply)	15 202 961.00	Preparation of Terms of reference, Tender advert	Tender award and site establishment	Construction of 3.84km reticulation and 1 x reservoir platform	Completion of 1 x reservoir, 31 stand pipes and commissioning of the system	Terms of reference, Tender advert, Appointment letter, site handover and progress meetings minutes, progress reports and practical completion certificate
Number of Admin block, Filter rooms and sludge ponds constructed	2.5	1Ml raw water reservoir, admin block, filter rooms and sludge ponds	Completion of Mt Ayiliff Water Treatment Works	75 000 000.00	Construction of 2.1km access road, 4.1km rising main, completion of 1ml reservoir, highlift pump station, staff accommodation, sludge pond & 1 highlift clear water pumpstation	Construction of 2.1km access road, 4.1km rising main, completion of 1ml reservoir, highlift pump station, staff accommodation, sludge pond & 1 highlift clear water pumpstation	Construction of 2.1km access road, 4.1km rising main, completion of 1ml reservoir, highlift pump station, staff accommodation, sludge pond & 1 highlift clear water pumpstation	Completion of Mt Ayiliff Water Treatment Works	Progress reports and minutes of site meetings, practical completion certificate
Number of kilometres of Bulkline and reservoirs completed	2.5	Water Treatment Works, Bulkmain and Reservoir	Completion of 30km reticulation at Mgunudlovu, Changu, and Mholsheni- Lushikini and Construction of 8.2km Bulkline and 3 Reservoirs (Ntbank WS)	39 128 467.00	Prepare TORs for submission and approval, Advertise, and Hand Over and commencement of construction	Appoint Service Provider and Hand Over and commencement of construction	Construction of 10km reticulation main	Construction of 15km reticulation main	Terms of reference, Tender advert, Appointment letter, site handover and progress meetings minutes, progress reports
Number of kilometres of reticulation infrastructure completed	2.5	Completion of phase 1 of the project	Construction of 49km reticulation main, construction 9 valve chambers, and erection of 150 stand pipes (Cabazana Water Supply project)	41 677 109.00	Prepare TORs for submission and approval, Advertise, and Hand Over and commencement of construction	Appoint Service Provider and Hand Over and commencement of construction	Construction of 16.33 km reticulation and 3 valve chambers	Construction of 16.33 km reticulation, 3 valve chambers, and 150 stand pipes	Terms of reference, Tender advert, Appointment letter, site handover and progress meetings minutes, progress reports
Number of ISD functional meetings held	2.5	8 ISD functional meetings	4 ISD functional Meetings (4 ISD Meetings ) held by 30 June 2021	-	1 ISD functional Meetings	1 ISD functional Meetings	1 ISD functional Meetings	1 ISD functional Meetings	Minutes and attendance registers
Number of accredited / non accredited trainings facilitated	2.5	8 accredited/ non accredited trainings facilitated	4 accredited /non accredited trainings	-	Undertake 1 accredited / non accredited training	Undertake 1 accredited / non accredited training	Undertake 1 accredited / non accredited training	Undertake 1 accredited / non accredited training	Reports and attendance registers

32

# NOMBASA MSEBI: SENIOR MANAGER IDMS - 2020/2021 WORK PLAN

KEY PERFORMANCE INDICATOR	Weight	Baseline	Annual Target	Budget	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Portfolio of Evidence
Number of water usage, vandalism and health and hygiene workshops held	2.5	8 workshops	4 water usage, vandalism, health and hygiene workshops held		1 water usage, vandalism, health and hygiene workshop held	1 water usage, vandalism, health and hygiene workshop held	1 water usage, vandalism, health and hygiene workshop held	1 water usage, vandalism, health and hygiene workshop held	Registers and reports
Number of monthly non financial reports submitted	2.5	12 x monthly non-financial reports for MIG submitted to COGTA	12 x monthly non-financial reports for MIG submitted to COGTA		3 x monthly non-financial reports for MIG submitted to COGTA	3 x monthly non-financial reports for MIG submitted to COGTA	3 x monthly non-financial reports for MIG submitted to COGTA	3 x monthly non-financial reports for MIG submitted to COGTA	Non-Financial MIG Reports submitted to COGTA
Number of diesel engine schemes converted to electric pumps and number of uninterrupted power supply upgraded	2.5	20	5 diesel engine schemes converted to electric pumps and 1 UPS upgraded	1 000 000.00	Facilitate signing of 5 supply agreements with Eskom and ANDM	Facilitate payment of payment to Eskom for the conversion	Monitor Eskom progress on the conversion	Monitor Eskom progress on the conversion	Eskom agreement, proof of payment, progress report
Number of drought relief schemes completed	2.5	4	3 drought relief projects completed	1 500 000.00	Identify areas for drought relief, develop and submit terms of reference and advertise for tender	Appoint service provider, issue appointment letter and commence work	Continue with the implementation of drought relief services	Continue with the implementation of drought relief services	Signed work instruction and completion reports
Number of purification works supplied with purification chemicals	2.5	15	Supply and deliver purification chemicals to all 12 Purification works	4 500 000.00	Facilitate procurement and delivery of purification chemicals to 3 purification works	Facilitate procurement and delivery of purification chemicals to 3 purification works	Facilitate procurement and delivery of purification chemicals to 3 purification works	Facilitate procurement and delivery of purification chemicals to 3 purification works	Works orders and delivery notes
No of boreholes equipped and pump/house built	2.5	0	Equipping of borehole at Saphukanduku and building of new pump house	1 500 000.00	Develop Terms of reference and advertise	Appoint service provider, issue appointment letter and commence work	Continue with construction reaching 50% completion	Complete construction	Terms of reference, Appointment letter, Progress reports, minutes of meetings and practical completion certificate
No of laboratory test kits procured for ANDM, WTW and WWTW	2.5	0	10 laboratory test kits procured for ANDM, WTW and WWTW	1 000 000.00	Develop Terms of reference and advertise	Appoint service provider, issue appointment letter and supply 3 test kits for 3 WTW	Supply test kits for the other 3 WTW and 2 WTW	Supply test kits for the remaining 2 WTW	Terms of reference, works order, delivery notes and invoices
Number of water schemes maintained with 100% adherence to maintenance plan	5	226	226 water schemes maintained	28 850 000.00	76 Schemes maintained in Matatiele, 75 schemes maintained in Mzimvubu, 37 schemes maintained in Mzimvubu, 38 schemes maintained in Mzimvubu, 38 schemes maintained in Mzimvubu, 38 schemes maintained in Mzimvubu	76 Schemes maintained in Matatiele, 75 schemes maintained in Mzimvubu, 37 schemes maintained in Mzimvubu, 38 schemes maintained in Mzimvubu, 38 schemes maintained in Mzimvubu	76 Schemes maintained in Matatiele, 75 schemes maintained in Mzimvubu, 37 schemes maintained in Mzimvubu, 38 schemes maintained in Mzimvubu, 38 schemes maintained in Mzimvubu	76 Schemes maintained in Matatiele, 75 schemes maintained in Mzimvubu, 37 schemes maintained in Mzimvubu, 38 schemes maintained in Mzimvubu, 38 schemes maintained in Mzimvubu	Water and sanitation maintenance reports
Number of Sewerage ponds schemes refurbished	2.5	Refurbishment of 2 sewer ponds in Mzimvubu and Ntabankulu	1 Sewerage scheme refurbished in Mzimvubu	1 500 000.00	1 Sewerage pond scheme refurbished in the Mzimvubu Town and completed	1 Sewerage pond scheme refurbished in the Mzimvubu Town and completed	N/A	N/A	Work instructions and close out reports
Number of sections of sewer line reticulation network refurbished in Matatiele Town	2.5	0	1 section of sewer line reticulation network refurbished in Matatiele town	1 500 000.00	Appointment of Service Providers	Section 1 of the sewer line reticulation network refurbished in Matatiele	Section 3 of the sewer line reticulation network refurbished in Matatiele	Section 3 of the sewer line reticulation network refurbished in Matatiele	Appointment letter, progress reports, close out report and completion certificate

22/2/2021

# NOMBASA MSEBI: SENIOR MANAGER IDMS - 2020/2021 WORK PLAN

KEY PERFORMANCE INDICATOR	Weight	Baseline	Annual Target	Budget	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Portfolio of Evidence
Number of electricity bills for the operation of pumps paid	2.5	32	456 electricity bills paid	15 152 500.00	114 electricity bills paid	114 electricity bills paid	114 electricity bills paid	114 electricity bills paid	Monitoring register of water supply system electricity bills, copy of remittance
Number of raw bulk water supply bill payments monitored	2.5	24	24 raw bulk water supply bill payments monitored by 30 June 2020	7 700 000.00	6 raw bulk water supply bill payments monitored	6 raw bulk water supply bill payments monitored	6 raw bulk water supply bill payments monitored	6 raw bulk water supply bill payments monitored	Invoices, Proof of Payments, Register of invoices paid
Number of Telemetry systems installed	2.5	0	Installation of telemetry system	2 500 000.00	Development of Terms of Reference, and advertise for tender	Appointment of Service Provider, Conduct 1 inception meeting, procurement of telemetry system	Supply and deliver scada systems and accessories	Installation and commissioning of SCADA / Telemetry system	Terms of reference, Appointment letter, Progress reports, minutes of meetings
Number of WCDM field equipment purchased	2.5	0	Purchase of WCDM field equipment	1 500 000.00	Development of TOR and presentation to the Specification and approval of TORs	Appointment of service provider	Purchasing of field equipment including working tools specific to different areas	Purchasing of field equipment including working tools specific to different areas	Terms of reference, Appointment letters and proof of deliveries
Percentage of reported water leaks surveyed and possible repairs done when necessary within 3 to 7 days	2.5	100	100% reported infrastructure leaks surveyed and possible repairs done if necessary within 3 - 7 days		100% reported infrastructure leaks surveyed and possible repairs done if necessary within 3 - 7 days	100% reported infrastructure leaks surveyed and possible repairs done if necessary within 3 - 7 days	100% reported infrastructure leaks surveyed and possible repairs done if necessary within 3 - 7 days	100% reported infrastructure leaks surveyed and possible repairs done if necessary within 3 - 7 days	Control sheets and job cards
Number of telemetry system repaired	2.5	1	Repairs of Telemetry system at 4 Alfred Nzo Water Treatment Plants	2 500 000.00	Continue with the telemetry repairs of the current contract, Develop Terms of reference for phase 2 and advertise for tender	Appointment of Service Provider and conduct inception meeting, conduct 4 site assessment at four water treatment plants	1. Supply and deliver material, 2. Installation of material (SCADA systems repair accessories and 2. Calibration / servicing of existing scada at the first two plants and one progress meeting	1. Installation of material (SCADA systems repair accessories and 2. Calibration / servicing of existing scada at second two plants and one site handover meeting	Tender advert, Appointment letter / order, minutes of meeting and progress reports
Number of bulk and domestic water meter replacement and repairs	2.5	10	20 bulk and domestic water meter purchased	3 000 000.00	Develop Terms of reference and advertise	Appointment of Service Providers, conduct inception, conduct site assessment at Mt Ayiliff commercial area, purchase of meters as well provision of meter reading systems	Appointment of Service Providers, conduct inception, conduct site assessment at Mt Ayiliff commercial area, purchase of meters as well provision of meter reading systems	Installations of all purchased meters	Terms of reference, appointment letter, site assessment report,
Number of water meter purchased	2.5	10	15 bulk meters purchased	5 000 000.00	N/A	N/A	Appointment of Service Provider	15 bulk meters purchased	Project Advertisement, Appointment letter, Delivery Note

22/2  
[Signature]



APPENDIX B

PERSONAL DEVELOPMENT PLAN

FOR

NOMBASA MSEBI

SENIOR MANAGER : INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL  
SERVICES

FOR

YEAR 2020/2021

**2020\_21 Performance Agreement**

<b>INCUMBENT</b>	<b>NOMBASA MSEBI</b>
<b>EMPLOYEE NO.</b>	<b>9607</b>
<b>JOB TITLE</b>	<b>SENIOR MANAGER : INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL SERVICES</b>
<b>REPORT TO</b>	<b>Z. H. SIKHUNDLA</b>

1. What are the competencies required for this job (refer to competency profile job Description)?

A recognized Bachelor of Science Degree in Engineering / B Tech in Civil Engineering / field equivalent to NQF Level 07 qualification

Certificate in Municipal Finance Management or Certificate Programme in Municipal Development (CPMD) in line with Minimum regulations on competency levels of 2007

Minimum of five (05) years proven experience at Middle Management position, 3 to 4 years must be at professional management level engineering management experience in local, provincial, national government management position

A valid driver's license

Ability to provide strategic, visionary and innovative leadership

Extensive knowledge of Performance Management Systems in a local government environment

Computer literacy covering all applications

2. What are competencies from the above list, does the job holder already possess?

A recognized Bachelor of Science Degree in Engineering / B Tech in Civil Engineering / field equivalent to NQF Level 07 qualification

Certificate in Municipal Finance Management or Certificate Programme in Municipal Development (CPMD) in line with Minimum regulations on competency levels of 2007

Minimum of five (05) years proven experience at Middle Management position, 3 to 4 years must be at professional management level engineering management experience in

MM ZHS

## 2020\_21 Performance Agreement

local, provincial, national government management position

A valid driver's license

Ability to provide strategic, visionary and innovative leadership

Extensive knowledge of Performance Management Systems in a local government environment

Computer literacy covering all applications

3. What then are the competency gaps? (if the job holder possesses all the necessary competencies, complete No's 5 and 6)

4. Action/Training interventions to address the gaps/needs

5. Indicate the competencies required for future career progression/development

Masters in Public Administration

Training in Human Resource Management

NM

ZHS

**2020\_21 Performance Agreement**

## 6. Action/Training interventions to address future progression

Financial assistance by the Municipality  
Approval of time to undergo the training

## 7. Comments/Remarks of the incumbent

## 8. Comments/Remarks of the supervisor

Agreed upon

Employee: N. Msebi

Signature: N. Msebi

Date: 28/07/2020

Supervisor: Z. H. Sikhundla

Signature: Z. H. Sikhundla

Date: 31/07/2020

## APPENDIX C

### FINANCIAL DISCLOSURE

FOR

NOMBASA MSEBI

SENIOR MANAGER : INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL  
SERVICES

FOR

YEAR 2020/2021

20-21 Performance Agreement

CONFIDENTIAL

FINANCIAL DISCLOSURE FORM 2019/20 FINANCIAL YEAR

I, the undersigned MSEBI, N  
(Surname and Initials) residing at

15 OSTRICH STREET  
SOUTHERNWOOD, MTHATHA  
(Residential address) and

15 OSTRICH STREET, SOUTHERNWOOD  
MTHATHA  
(Postal address)

Employed as **Senior Manager: Infrastructure Development and Municipal Services** at Alfred Nzo District 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)

No	Number of shares/ extent of financial interest	Nature	Nominal value	Name of Company or entity
1				
2	None			
3				
4				
5				

NM

AMS



20-21 Performance Agreement

2. Directorships and Partnerships

See information sheet: Note (2)

No	Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
1	None		
2			
3			
4			
5			

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

See information sheet: Note (3)

No	Name of Employer	Type of business	Amount of Remuneration or Income
1	None		
2			
3			
4			
5			

NM

218

## 20-21 Performance Agreement

**CONFIDENTIAL****4. Consultancies and retainer ships**

See information sheet: Note (4)

No	Name of client	Nature	Type of business activity	Value of benefits received
1	None			
2				
3				
4				
5				

**5. Sponsorships**

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
None		

NM

ZHS

## 20-21 Performance Agreement

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

See information sheet: Note (6)

No	Description	Value	Source
1	None		
2			
3			
4			
5			

## 7. Land and property

See information sheet: Note (7)

No	Description	Extent	Area	Value (Estimated)
1	House (Mthatha)	1200m <sup>2</sup>	1200m <sup>2</sup>	R 2 500 000
2	Town house (Shelly Beach)	84m <sup>2</sup>	84m <sup>2</sup>	R 1 000 000
3	Town house (East London)	100m <sup>2</sup>	100m <sup>2</sup>	R 1 300 000
4				
5				

MWKS  
SIGNATURE OF EMPLOYEE

DATE: 31/07/2020

PLACE: EMAXESIBENI

ZHS

## 20-21 Performance Agreement

**CONFIDENTIAL****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

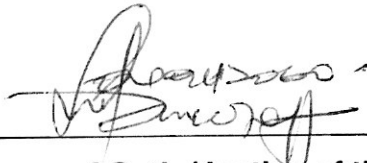
- (ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer NO

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

Answer YES

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: LINDIE Mkhawana (Block letters)

Designation (rank): W/OFFICER Ex Officio

Republic of South Africa

Street address of institution: SAPS! NO.109 SPORT STREET!  
MOUNT AYLIFF -

Date: 30/07/2020

Place: MOUNT AYLIFF

SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE (CSC)
2020 -07- 30
MOUNT AYLIFF SAPS
EASTERN CAPE



## 20-21 Performance Agreement

## INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the Financial Disclosure forms (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 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.

**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.

NM



20-21 Performance Agreement

**NOTE 4: Consultancies and retainer ships**

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

- The nature of the consultancy or retainer ship 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 retainer ships.

**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

NM

*[Signature]*