

# PERFORMANCE AGREEMENT



Made and entered into by and between:

**Mokhele Notsi**

(An Administrator of Mafube Local Municipality)

and

**Sipho Basil Radebe**

(Acting-Director: Corporate Services)

For the financial year:  
2017/2018

Period 1 August 2017-31 October 2017

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## PERFORMANCE AGREEMENT

### ENTERED INTO BY AND BETWEEN:

**The Mafube Local Municipality** herein represented by **Mokhele Notsi** in his capacity as the Administrator (hereinafter referred to as the **Employer** or Supervisor)

and

**Sipho Basil Radebe** Employee of the Municipality (hereinafter referred to as the **Employee**).

### WHEREBY IT IS AGREED AS FOLLOWS:

#### 1. INTRODUCTION

1.1 Section 57 (1) (b) of the Systems Act requires the parties to conclude an annual performance agreement.

1.2 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 as defined in the municipal Integrated Development Plan.

1.3 The parties wish to ensure that there is compliance with section 57 (4A); 57 (4B); 57 (4C) and 57 (5) of the Systems Act.

#### 2. INTERPRETATION AND DEFINITION

2.1 In this agreement, unless the context indicates otherwise-

- a) An expression, which denotes any gender, includes the other genders, a natural person includes a judicial person and vice versa, and the singular includes the plural and vice versa;
- b) 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-

"Agreement means this Performance Agreement and all the Appendices hereto;

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"Employee" means Mr S.B Radebe the Acting Director Corporate Services of Mafube Local Municipality;

"Employer" means the Mafube Local Municipality as represented by the Administrator, Mr M. Notsi;

"MEC" means the Member of the Free State Executive Council responsible for local government;

"MFMA" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"Municipality" means the Mafube Local Municipality, established in terms of Structures Act;

"Regulations" means the Local Government: Performance Regulations for Municipal Managers and Managers Directly Accountable to the Municipal Managers, 2006, promulgated in the Government Gazette as Regulation Notice 805 on 1 August 2006 read together with the Local Government Regulations on Appointment and Conditions of Employment of Senior Managers, promulgated in the Government Gazette as Regulation Notice 37245 on 17 January 2014.

"Structures Act" means the Local Government: Municipal Structures Act, 2000 (Act No.117 of 1998) and

"Systems Act" means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), and the Regulations promulgated in terms of the Act;

- c) 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
- d) This agreement is governed by and construed in accordance with the laws of the Republic of South Africa.

### **3. PURPOSE OF THIS AGREEMENT**

**The purpose of this Agreement is to:**

3.1 Comply with the provisions of Section 57 (1) (b), (4A), (4B) and (5) of the Systems Act, and the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Managers (2006) as amended by the Regulations on Appointment and Conditions of Employment of Senior Managers (2014), as well as the employment contract entered into between parties.

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- 3.2 Specify objectives 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.
- 3.3 Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement
- 3.4 Monitor and measure performance against set targeted outputs;
- 3.5 Use the performance agreement and performance plan as the basis to assess whether the employee has met the performance expectations applicable to his job
- 3.6 In the event of outstanding performance, to appropriately reward the employee and
- 3.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

#### **4. COMMENCEMENT AND DURATION**

- 4.1 This agreement will commence on the **01 August 2017** and will remain in force until **31 October 2017** thereafter a new Performance Agreement together with its Performance Plan and Personal Development Plan shall be concluded between the parties provided that the acting appointment is extended.
- 4.2 The parties will review the provisions of this Agreement after three months. The parties will conclude a new performance agreement after a period of three months provided that the acting appointment is extended.
- 4.3 The content of this Agreement may be revised at any time during the above mentioned period to determine the applicability of the matters agreed upon.
- 4.4 If at any time during the validity of this agreement the work environment alters (whether as a result of government or council decision or otherwise) to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.
- 4.5 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 2014 Regulations

#### **5. PERFORMANCE OBJECTIVES**

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- 5.1 The Performance Plan (Annexure "A") sets out:
- 5.1.1 The performance objectives and targets that must be met by the **Employee** and
- 5.1.2 The time frames within which those performance objectives and targets must be met.
- 5.2 The performance objectives 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, shall include key objectives; key performance indicators; target dates and weightings.
- 5.2.1 The key objectives describe the main tasks that need to be done.
- 5.2.2 The Key Performance Indicators and unit of measures provide the details of the evidence that must be provided to show that the indicator has been achieved.
- 5.2.3 The target dates describe the timeframe in which the work must be achieved.
- 5.2.4 The weightings show the relative importance of the key objectives to each other.
- 5.3 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.

## 6. PERFORMANCE MANAGEMENT SYSTEM

- 6.1 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**.
- 6.2 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.
- 6.3 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**.
- 6.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.

6.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

6.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.

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

6.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

6.6 The **Employee's** assessment will be based on his performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**) which are linked to the KPAs and will contribute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Identified Key Performance Area	Weight
Local Economic Development	5
Municipal Institutional Development and Transformation	40
Municipal Financial Viability and Management	10
Basic Service Delivery and Infrastructure	5
Good Governance and Public Participation	40
<b>TOTAL</b>	<b>100%</b>

6.7 The key performance areas related to the functional area of the **Employee**, must be subject to negotiation between the **Municipal Manager** and the **Employee**.

6.8 The CCRs will make up the other 20% of the Employee's assessment score, CCRs as set out in the Regulations on Appointment and Conditions of Employment of Senior Manager (17 January 2014) which communicates what is expected from senior managers for effective performance in local government.

CORE COMPETENCY REQUIREMENTS (CCR)		Weight
Leading Competencies		
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>	8.35
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> </ul>	8.33

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	<ul style="list-style-type: none"> <li>• Negotiation and Dispute Management</li> </ul>	
Program and Project Management	<ul style="list-style-type: none"> <li>• Program and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Program and Project Monitoring and Evaluation</li> </ul>	8.33
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	8.33
Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>	8.33
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance Management</li> <li>• Cooperative Governance</li> </ul>	8.33
<b>Core Competencies</b>		
Moral Competence		8.33
Planning and Organising		8.35
Analysis and Innovation		8.33
Knowledge and Information Management		8.33
Communication		8.33
Results and Quality Focus		8.33
Total Percentage		100%

- 6.9 There is no hierarchical connotation to the competencies and all essential to the role of senior manager to influence high performance. All competencies will therefore be considered as measurable and critical in assessing the level of the employee performance.

## 7. EVALUATING PERFORMANCE

- 7.1 The Performance Plan (Annexure A) to this Agreement sets out-
- 7.1.1 The standards and procedures for evaluating the Employee's performance, and
- 7.1.2 The intervals for the evaluation of the Employee's performance.
- 7.2 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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- 10.1.3 Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 10.1.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable her to meet the performance objectives and targets established in terms of this Agreement; and
- 10.1.5 make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist his to meet the performance objectives and targets established in terms of this Agreement.

## 11. CONSULTATION

- 11.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others –
  - 11.1.1 A direct effect on the performance of any of the **Employee's** functions;
  - 11.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
  - 11.1.3 A substantial financial effect on the **Employer**.
- 11.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

## 12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 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:
  - 12.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
  - 12.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
  - 12.2.3 The following table provides a further breakdown of the above-mentioned scores and performance bonus:

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Score	Performance Bonus
130 to 134%	5%
135 to 139%	6%
140 to 144%	8%
145 to 149%	9%
150 to 154%	10%
155 to 159%	11%
160 to 164%	12%
Above 165%	14%

12.3 In the case of unacceptable performance, the **Employer** shall –

12.3.1 Provide systematic remedial or developmental support to assist the **Employee** to improve his performance; and

12.3.2 After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the acting appointment of the **Employee** on grounds of unfitness or incapacity to carry out his duties.

### 13. DISPUTE RESOLUTION

13.1 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 –

13.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or

13.1.2 Any other person appointed by the MEC.

13.1.3 A member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee whose decision shall be final and binding on both parties.

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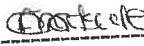
14.1 The contents of this agreement and the outcome of any review conducted in terms of **Annexure A** must be made available to the public by the **Employer** in accordance with Section 46 of the Systems Act.


Signed at FRANKFURT on this the 04 day AUGUST of 2017.

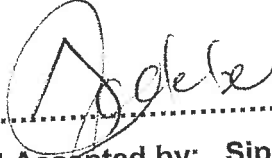
Signature 

Signed on behalf of Mayor/Council by:  
Mokhele Notsi (Administrator)

**AS WITNESSES**


1. Signature 


2. Signature 

Signature 

Signed and Accepted by: Siphosile Radebe  
(Acting-Director: Corporate Services)

**AS WITNESSES**

1. Signature 

2. Signature 



## PERFORMANCE PLAN

Entered into by and between  
**MAFUBE LOCAL MUNICIPALITY**

“the Employer”

Represented by:

**Mr Mokhele Notsi**  
(Administrator)

and

**Mr Sipho Basil Radebe**  
(Acting-Director: Corporate Services)  
[ Employee]

## **1. Purpose**

The performance plan defines the Council's expectations of the Acting-Corporate Services' performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

## **2. Key responsibilities**

The following objectives of local government will inform the Acting-Corporate Services' performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organizations in the matters of local government.

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### 3. Key Performance Areas

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

3.1 Municipal Transformation and Organisational Development.

3.2 Infrastructure Development and Service Delivery.

3.3 Local Economic Development (LED).

3.4 Municipal Financial Viability and Management.

3.5 Good Governance and Public Participation.

## DEPARTMENTAL BALANCE SCORE CARD

### 1. Directorate: Corporate Services

#### 1.1 Unit/ department: Legal admin, Record management and Facilities Management

National Outcome		A responsive and accountable, effective and efficient local government system											
NDP Objective		Developing a capable and Development State											
Provincial strategic Objective		Efficient Administration and Good Governance											
Pre-Determined IDP Objective		Promote a culture of participatory and good governance											
Municipal strategic Priority		To facilitate the optimal functioning of Council											
Key Performance Area	Programmes	Key performance Indicator	Base line 2016/17	Budget	Unit of Measure	KPI Owner	Annual Target 2017/18	Quarterly Targets				Source of evidence	KPI NO
Good Governance and Public Participation	Legal admin	% Agenda for council, executive committee and portfolio committees delivered on time (Council - 7 days and EXCO & Committees - 48 hours)	100%		Turnaroun d time on delivery of agenda.	Dir Corporate Services	100% Agenda for council, executive committee and portfolio committees delivered on time (Council - 7 days	100%	100%	100%	100%	Delivery register	1
								Q1	Q2	Q3	Q4		

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		Number of reports prepared on record keeping submitted to the Accounting Officer	0		4 prepared reports	Dir Corporate Services	4 reports prepared on record keeping submitted to the Accounting Officer quarterly	1	1	1	1	Reports	5
	Facilities management	Facilities management strategy/plan developed/reviewed annually and submitted to Council for approval	0		Approved Facilities management strategy/plan as at 30 June 2018	Dir Corporate Services	Facilities management strategy/plan developed/reviewed annually and submitted to Council for approval by June 2018	2 Consultation meetings with stakeholders	2 Consultation meetings with stakeholders	Submission of draft to management and stakeholders	Submission to Council for approval	Facilities management strategy/plan and Council resolution	6
		Facilities maintenance plan developed/reviewed annually and submitted to Council for approval	0		Approved Facilities maintenance plan developed as at 30 June 2018	Dir Corporate Services	Facilities maintenance plan developed/reviewed annually and submitted to Council for approval by June 2018	2 Consultation meetings with stakeholders	2 Consultation meetings with stakeholders	Submission of draft to management and stakeholders	Submission to Council for approval	Facilities management strategy/plan and Council resolution	7

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		Facilities management policy developed/reviewed and submitted to Council for approval	0	Approved Facilities management policy developed	Dir Corporate Services	Facilities management policy developed/reviewed and submitted to Council for approval by June 2018	2 Consultation meetings with stakeholders	2 Consultation meetings with stakeholders	Submission of draft management and stakeholders	Submission to Council for approval	Facilities management policy and Council resolution	8
		Number of reports prepared on facilities management submitted to the Accounting Officer		4 prepared reports	Dir Corporate Services	4 reports prepared on facilities management submitted to the Accounting Officer quarterly	1	1	1	1	Reports	9

### 1.2 Unit/ department: Human Resource Management

1.2 Unit/ department: Human Resource Management													
National Outcome		A skilled and capable workforce to support inclusive growth											
NDP Objective		Developing a capable and Development State											
Provincial strategic Objective		Efficient Administration and Good Governance											
Pre- Determined IDP Objective		Promote a culture of participatory and good governance											
Municipal strategic Priority		To ensure that the HR function responsibly forecast the future staffing needs and create plans for recruiting, hiring and retaining top talent.											
Key Performance Area	Programmes	Key performance Indicator	Base line 2016/17	Budget	Unit of Measure	KPI Owner	Annual Target 2017/18	Quarterly Targets				Source of	KPI NO
								Q1	Q2	Q3	Q4		
7													

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Municipal Transformation and Institutional Development	Capacity building	Workplace skills plan developed/reviewed annually, and approved by Council.	1	300 000.00	Submitted WSP	Dir Corporate Services	Workplace skills plan developed/reviewed and approved by Council by June 2018	0	0	Presen tation to worker s manag ement and LLF	Submi ssion to Councils for noting and LGSETA	Workpl ace skills plan, attend ance registers, Council resolution and acknowledgement from LGSETA	10
		WSP, annual training report (ATR) & PIVOTAL report compiled and submitted to LGSETA on or before 30 April each year.	1		Submitted WSP and Training report	Dir Corporate Services	WSP, annual training report (ATR) & PIVOTAL report compiled and submitted to LGSETA on or before 30 April each year.	0	0	Presen tation to worker s manag ement and LLF	Submi ssion to Councils for noting and LGSETA	Workpl ace skills plan and annual training report, attendance registers, Council resolution and	11

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	approved by Council			developed/as at 30 June 2018		approved by Council by June 2018	s with workers			approval	ss strateg y/plan and Council resolution	
	Number of employee wellness programmes conducted	4	300 000.00	4 conducted employee wellness programmes	Dir Corporate Services	4 Employee wellness programmes conducted by June 2018	1	1	1	1	Attendance register and reports	16
	Number of Health and safety inspections conducted and reports submitted to the Accounting Officer	4		4 conducted Health and safety inspections	Dir Corporate Services	4 Health and safety inspections conducted and reports submitted to the Accounting Officer by June 2018	1	1	1	1	Inspection reports	17
	Number of Health and healthy committee meetings held			4 meetings held	Dir Corporate Services	4 Health and healthy committee meetings held by June 2018	1	1	1	1	Agenda Attendance registers and minutes	18
Labour relations	Number of LLF meetings held	4		4 meetings held	Dir Corporate Services	4 LLF meetings held by June 2018	1	1	1	1	Agenda, Attendance register	19

27/6/18







To improve overall financial Management by developing and implementing appropriate financial management policies, procedures and systems.													
Pre- Determined IDP Objective		To ensure the effective and efficient management of municipal Fleet.											
Municipal strategic Priority		To ensure the effective and efficient management of municipal Fleet.											
Key Performance Area	Programmes	Key performance Indicator	Base line 2016/17	Budget	Unit of Measure	KPI Owner	Annual Target 2017/18	Quarterly Targets				Source of evidence	KPI NO
								Q1	Q2	Q3	Q4		
Municipal Financial Viability and Management	Fleet management	Fleet management policy developed/reviewed annually and approved by Council	0		Approved Fleet management policy developed as at 30 June 2018	Dir Corporate Services	Fleet management policy developed/reviewed annually and approved by Council by June 2018	2 consultation meetings with fleet users	2 consultation meetings with fleet users	Presentation to the fleet users and management	Submission to Council for approval	Approved Fleet management policy developed and Council resolution	24
		Fleet management Strategy/Plan developed/reviewed annually and approved by Council	0		Approved Fleet management Strategy/Plan as at 30 June 2018	Dir Corporate Services	Fleet management Strategy/Plan developed/reviewed annually and approved by Council by June 2018	2 consultation meetings with fleet users	2 consultation meetings with fleet users	Presentation to management	Submission to Council for approval	Approved Fleet management Strategy/Plan and Council resolution	25
		Fleet replacement strategy/plan developed/reviewed	0		Approved Fleet replacement	Dir Corporate Services	Fleet replacement strategy/p	2 consultation meeting	2 consultation meeting	Presentation to the users	Submission to Council	Approved Fleet replacement	26

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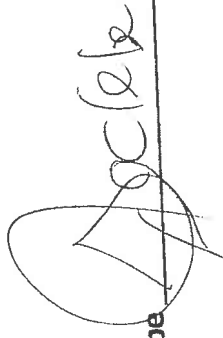
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Signed and Accepted by:

Acting- Director Corporate Services, Sipho Basil Radebe



Date 04/08/2017

Signed by: the Administrator, Mokhele Notsi on behalf of Council

Date 22.08.17



## PERSONAL DEVELOPMENT PLAN

Entered into by and between

**MAFUBE LOCAL MUNICIPALITY**

“the Employer”

Represented by:

**Mr Mokhele Notsi**

(Administrator)

and

**Mr Sipho Basil Radebe**

(Acting-Director: Corporate Services)

**[Employee]**

Compiled on (Date): [2017...].....

1. Competencies required for the Job		Higher Education Qualification		Bachelor Degree in Public Administration/Management Sciences/ Law or equivalent	
Work Related Experience and Knowledge (Years of Experience)		Type of Knowledge			
		<ul style="list-style-type: none"> <li>5 years of experience at middle management level, and</li> <li>Have proven successful management experience in administration</li> </ul>		<ul style="list-style-type: none"> <li>Good knowledge and understanding of relevant policy and legislation</li> <li>Good knowledge and understanding of institutional governance systems and performance management</li> <li>Good knowledge of corporate support services including:                             <ul style="list-style-type: none"> <li>- Human capital management</li> <li>- Legal Services</li> <li>- Facilities management</li> <li>- Information communication technology and</li> <li>- Council support</li> </ul> </li> <li>Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 05 of 2000)</li> <li>Good governance</li> <li>Labour Relations Act, and other labour-related prescripts</li> <li>Legal background and human capital management and</li> <li>Knowledge of coordination and oversight of all specialized support functions.</li> </ul>	

2. What competencies from the above list, does the job	3. What then are the competency gaps?	4. Actions/Training interventions	5. Indicate the competencies required for future career	6. Actions/Training interventions to	7. Suggested training and / or	8. Comments/Remarks of the Incumbent	9. Comments/Remarks of the Supervisor

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holder already possess?	(If the job holder possesses all the necessary competencies, complete No's 5 and 6.)	to address the gaps/needs	progression/d development	address the future progression	development activity	
PGD in Management PENA						

Employee: Sipho Basil Rodete

Supervisor/Employer: \_\_\_\_\_

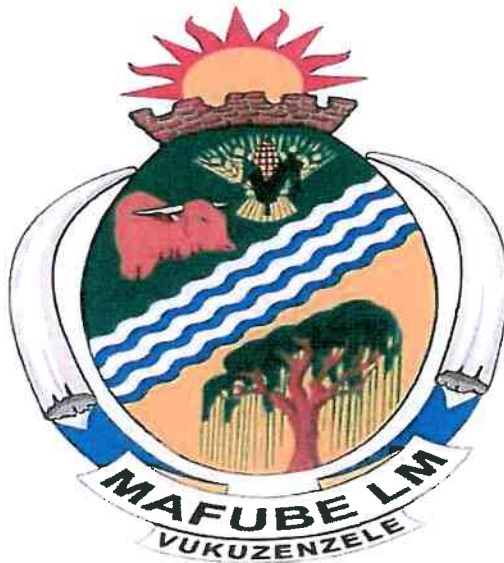
Signature: 

Signature: \_\_\_\_\_

Date: 04/08/2017

Date: \_\_\_\_\_

Date of next review \_\_\_\_\_



**FINANCIAL DISCLOSURE FORM**  
**ACTING-DIRECTOR CORPORATE SERVICES**

**Mr Sipho Basil Radebe**

**2017/18 FINANCIAL YEAR**

I, the undersigned (surname and initials)

DADEBE SB

(Postal address)

2134 SUNRISE SECTION  
NAMAHADI, FRANKFORT 9830

(Residential address)

2134 SUNRISE SECTION  
NAMAHADI, FRANKFORT 9830

(Position held)

MANAGER ADMIN & LEGAL

**In Mafube Local Municipality**

Tel: 058 813 9100 Fax: 058 813 3072

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
25	BEE	Share trading	SASOL INZALO

## 2. Directorships and partnerships

See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
PC Leasing Company	IT Services	Nil (Company inactive)

## 3. Remunerated work outside the Municipality

See information sheet: note (3)

Name of Employer	Type of Work	Amount of remuneration/Income
IEC	Municipal Electoral Office	R740

Council: \_\_\_\_\_

Signature by Council: \_\_\_\_\_ Date: \_\_\_\_\_

#### 4. Consultancies and retainerships

See information sheet: note (4)

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

#### 5. Sponsorships

See information sheet: note (5)

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

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

See information sheet: note (6)


Description	Value	Source



## 7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value
Even		Frontfort	R 20 000


Signature of Employee
Date: _____

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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 his answers in his presence:

(a) Do you know and understand the contents of the declaration?

Answer YES

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

Answer NO

(c) 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 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.



W. van Wilk 05358310  
 Commissioner of Oath/ Justice of the Peace

Full first names and surname: Willem Johannes van Wilk  
 (Block letters)

Designation (rank) Sergeant Ex Officio Republic of  
 South Africa

Street address of institution Maifube SAPS  
Philani str 1  
Frankfort 9830.

W. van Wilk  
 CONTENTS NOTED: ADMINISTRATOR

DATE: 22.09.17



## **INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM**

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

### **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 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.

#### **NOTE 4**

##### **Consultancies and retainerships**

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

- The nature of the consultancy or retainership of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

#### **NOTE 5**

##### **Sponsorships**

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

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

#### **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;
- 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.

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