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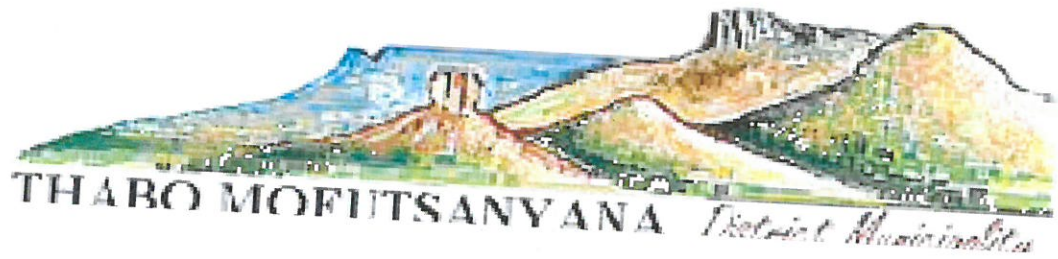
OFFICE OF THE MUNICIPAL MANAGER

ANNEXURE "A"

- Performance Agreement

- Performance Plan

- Performance Development Plan



PERFORMANCE AGREEMENT

Mr. SAMUEL KLIENBOOI

Director Corporate Services

of

Thabo Mofutsanyana District Municipality

For the financial year:

01 July 2021 to 30 June 2022

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Thabo Mofutsanyana District Municipality herein represented by **Ms. Takatso Lebenya** in her capacity as Municipal Manager (hereinafter referred to as the **Employer**)

and

Mr. Samuel Kleinbooi Khote Director of Corporate Services Thabo Mofutsanyana District Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

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 within one (1) month after the beginning of each financial year of the municipality.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 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 -

- 2.1 comply with the provisions of Section 57(1)(b), (A), (4B) and (5) of the Act as well as the employment contract entered between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and
- 2.7 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 the **1st of July 2020** and will remain in force until **30th of June 2021** 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. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.

- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
 - 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 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 key objectives; key performance indicators; target dates and weightings.
 - 4.2.1 The key objectives describe the main tasks that need to be done.
 - 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been 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 objectives to each other.

- 4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Municipality's Integrated Development Plan.

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 Municipality.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the **Employee's** responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.
- 5.5.4 The total score must be determined using the rating calculator.
- 5.6 The **Employee's** assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) 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:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	-
Municipal Institutional Development and Transformation	60
Local Economic Development (LED)	5
Municipal Financial Viability and Management	15
Good Governance and Public Participation	20
Total	100%

- 5.7 In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager, must be subject to negotiation between the municipal manager and the relevant manager.
- 5.8 The CRs will make up the other 20% of the Employee's assessment score. CRs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee. Three of the CRs are compulsory for Municipal Managers:

COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES		WEIGHT
Strategic Direction and Leadership		
People Management		20
Program and Project Management		
Financial Management		10
Change Leadership		
Governance Leadership		20
CORE COMPETENCIES		
Moral Competence		

COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES		WEIGHT
Planning and Organising		
Analysis and Innovation		15
Knowledge and Information Management		
Communication		20
Results and Quality Focus		15
Total percentage	-	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; 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 while the contract of employment remains in force.
- 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 goals 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) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CRs

- (a) Each CR 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 CR.
- (c) This rating should be multiplied by the weighting given to each CR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CR score.

6.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

- 6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CRs:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					

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Level	Terminology	Description	Rating				
			1	2	3	4	5
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all 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.					

- 6.7 For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established -
- 6.7.1 Executive Mayor or Mayor;
 - 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
 - 6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
 - 6.7.4 Mayor and/or municipal manager from another municipality; and
 - 6.7.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.
- 6.8 For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -
- 6.8.1 Municipal Manager;
 - 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
 - 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
 - 6.8.4 Municipal manager from another municipality.

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6.9 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 / her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

QUARTER	PERIOD	ASSESSMENT DATE
1 st Quarter	July – September	20/10/2021
2 nd Quarter	October - December	19/01/2022
3 rd Quarter	January - March	20/04/2022
4 th Quarter	April - June	20/07/2022

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. 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

- 9.1 The Employer shall –
- 9.1.1 create an enabling environment to facilitate effective performance by the employee;
 - 9.1.2 provide access to skills development and capacity building opportunities;
 - 9.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
 - 9.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
- 10.1.1 a direct effect on the performance of any of the Employee's functions;
 - 10.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 a substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

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 total remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:
- 11.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 11.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 11.3 In the case of unacceptable performance, the Employer shall –
- 11.3.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
 - 11.3.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

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 –

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

12.1.2 any other person appointed by the MEC.

12.1.3 In the case of managers directly accountable to the municipal manager, 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.

12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

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/ her 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 Phuthaditjhaba 21st Day of July 2021

As Witnesses:

1. [Signature]
2. [Signature]

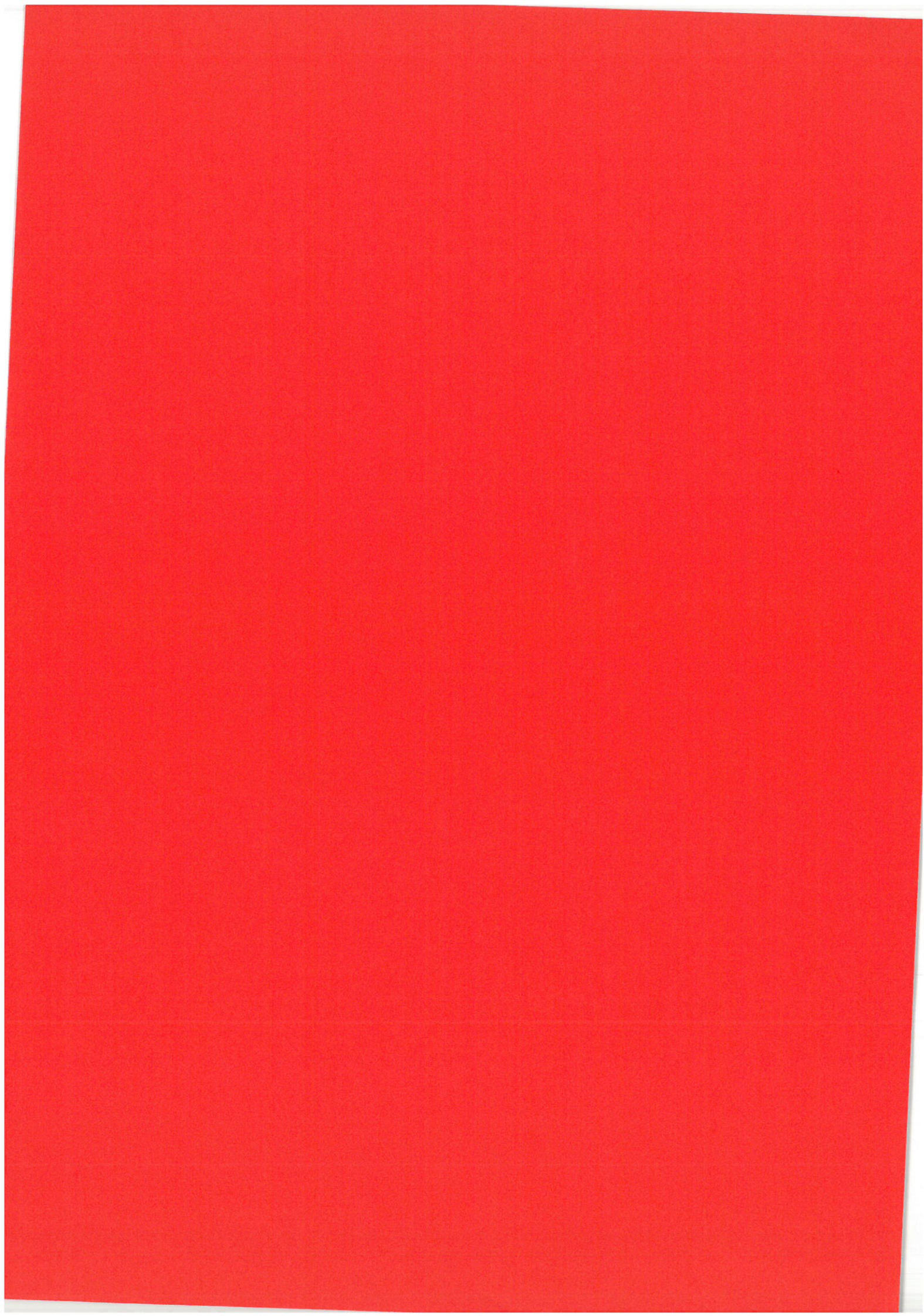
[Signature]
Director Corporate Services
Thabo Mofutsanyana District Municipality

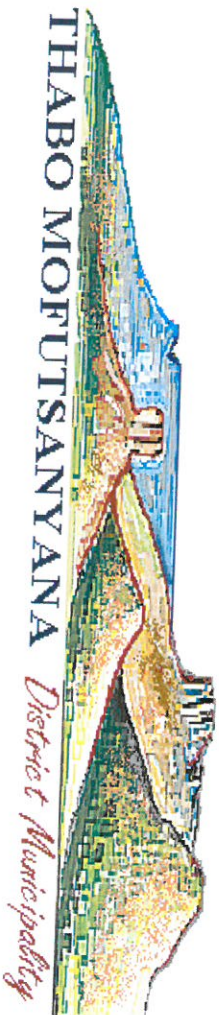
Thus, done and signed at Phuthaditjhaba 28th Day of July 2022

As Witnesses:

1. [Signature]
2. [Signature]

[Signature]
Municipal Manager
Thabo Mofutsanyana District Municipality





PERFORMANCE PLAN
2021/2022 FINANCIAL YEAR
OF
MR. SK. KHOTE
DIRECTOR CORPORATE SERVICES

1. Purpose

The performance plan defines the Council's expectations of the Director Corporate Service's 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 objects of local government will inform the Director Corporate Service's 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 organisations in the matters of local government.

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 Basic Service Delivery
- 3.3 Local Economic Development (LED).
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation.

Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
1. Municipal Transformation and Organisational Development	60	<ul style="list-style-type: none"> ❖ Performance Management System (PMS) aligned to the IDP, developed and implemented ❖ An organisational structure aligned to the IDP established and operationalised ❖ Effective administrative and institutional systems, structures and procedures including human resources, financial policies, by-laws and communication systems established and implemented. ❖ The interface between EXCO and Council to align administrative and political priorities of Council managed ❖ Integrated human resource management systems introduced and operationalised ❖ Customer service systems implemented. 			
2. Infrastructure Development and Service Delivery	-	<ul style="list-style-type: none"> ❖ Infrastructure Development and Investment Model implemented. (In the said model, there should be a dynamic relationship between population growth projections, service 			

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Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
		<p>delivery backlogs, revenue generation capacity and institutional capacity):</p> <ul style="list-style-type: none"> ❖ Reduction in reticulation losses for water and electricity (Rand-value) ❖ % Reduction in number of complaints from residents ❖ % Increase in response time and resolution of complaints ❖ % Increase in payment of municipal services ❖ Asset register for all infrastructure and municipal property rehabilitated periodically maintained ❖ The provision of basic municipal services to the satisfaction of residents (That is, clear delivery programmes and projects to progressively achieve national service delivery targets in terms of): <ul style="list-style-type: none"> ❖ Water ❖ Sanitation ❖ Electricity ❖ Refuse removal ❖ Municipal access roads and public transport 			

Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
3. Local Economic Development (LED)	5	<ul style="list-style-type: none"> ❖ Municipal health services, etc. ❖ Sustainable human settlement development facilitated through engagement with sector departments in line with the IDP and through IGR structures to ensure that IDP integrates sector plans, including but not limited to, the Departments of: <ul style="list-style-type: none"> ❖ Housing, Health, ❖ Social Development, ❖ Home Affairs, ❖ Minerals and Energy, ❖ Water Affairs and Forestry ❖ An analysis of the local economy undertaken ❖ Comparative and competitive advantage of the municipality identified and incorporated into credible LED strategy and programmes ❖ Institutional capacity to implement LED programmes established and a conducive environment for shared growth created to ensure that: ❖ Market and public confidence in municipal functioning, infrastructure 			

Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
4. Municipal Financial Viability and Management	15	<ul style="list-style-type: none"> ❖ development and service delivery is improved ❖ Existing public and private resources to intensify enterprise support to local communities utilised ❖ Sustainable community investment programmes introduced and implemented ❖ Knowledge sharing networks and social partnerships facilitated ❖ Sound financial management practices implemented in terms of the MFMA priorities and timeframes, including but not limited to: <ul style="list-style-type: none"> ❖ Budget aligned to development and service delivery targets that municipalities are accountable for as set out in the adopted IDP's ❖ Budget and treasury office established ❖ Budget and revenue management is effective ❖ Financial reporting and auditing is performed ❖ Institutional capacity for municipality to spend is created 			

Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
5.	20	<ul style="list-style-type: none"> ❖ Financial management policies and by-laws developed, including but not limited to supply chain management, credit control, tariff and investment policies ❖ Integrated financial management systems introduced and operationalised ❖ Municipal financial viability targets set and achieved which will ensure that: <ul style="list-style-type: none"> ❖ Growth in service debtors is reduced ❖ Consumer debt exceeding 90 days is recovered ❖ % Reduction in grant dependency rate ❖ Turn around time for creditor payment improved ❖ % Personnel cost over the total operational budget is in line with regulatory framework ❖ Provision for bad debt made ❖ Financial legislation implemented, including Property Rates Act and the Division of Revenue Act ❖ Procedures for community participation processes as set out in 			

Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
<p>Good Governance and Public Participation</p>		<p>Performance adhered to in terms of:</p> <ul style="list-style-type: none"> ❖ Planning ❖ Budgeting ❖ Implementation ❖ Monitoring and reporting ❖ Regular communication with communities on the achievement of targets set out in IDPs is carried out ❖ Functioning of ward committees directly supported where applicable ❖ Capacity building of community-based organisations to enhance effective participation facilitated ❖ Relationship with organised business, labour and civil society built through transparent and accountable governance ❖ An anti-corruption strategy in terms of national strategy for the municipality is developed and implemented to address: <ul style="list-style-type: none"> ❖ Prevention ❖ Detection ❖ Awareness / communication ❖ Financial and performance audit committee established and functional 			

Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
		<ul style="list-style-type: none"> ❖ Mechanisms to ensure disclosure of financial interest in place ❖ An effective communication strategy to promote transparency, public accountability, access to information, administrative justice and responsiveness to complaints are dealt with in terms of the relevant legislation developed and implemented ❖ Unqualified audit report achieved and maintained ❖ Community satisfaction surveys conducted. 			

PERFORMANCE PLAN FOR MUNICIPAL MANAGER for the Period: 01 JULY 2021 to 30 JUNE 2022

Singed and accepted by Director Corporate Services

[Signature]

Mr. S.K. Khothe

Date: 21/07/2021

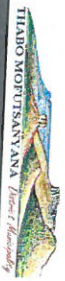
Singed by the Municipal Manager on behalf of the Council

[Signature]

Ms. TPM Lebanya

Date: 28/07/2021

Thabo Mofutsanyana District Municipality 2021/2022 SDBIP



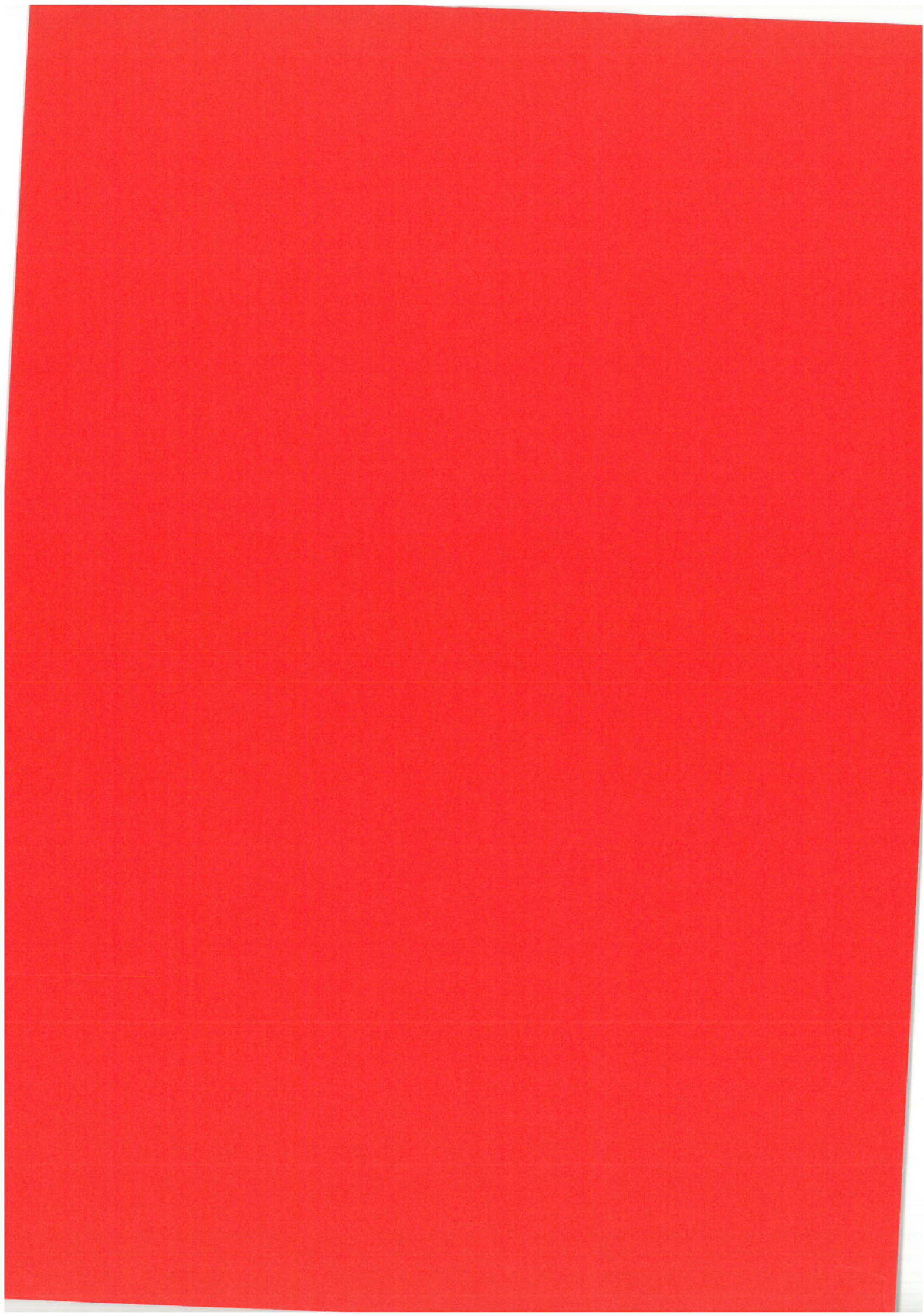
CORPORATE SERVICES

CORPORATE SERVICES		Corporate Support				CORPORATE SERVICES						
Create a Responsive and Accountable Administration Maintain the Institutional Capacity to Implement the Budget and Accounting Programmes effectively and efficiently	To support council and its committees	Submission of memo from all departments to MM for Council Agenda 5 days before the Council meeting on the 30 June 2022	Open	Q	CS 01	08 Days	5 Days before Council Meeting	5 Days before Council Meeting	5 Days before Council Meeting	5 Days before Council Meeting	Distribution List	59
		Distribution of Agenda to Council Members 2 Days before the Council meeting on the 30 June 2022	Open	Q	CS 02	05 Days	3 Days before the Council Meeting	2 Days before the Council Meeting	2 Days before the Council Meeting	2 Days before the Council Meeting	Distribution List	60
		Submission of Items to the Executive Mayor before the MAYCO meeting on the 30 June 2022	Open	Q	CS 03	06 Days	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	Distribution List	61
		Distribution of Mayor Agenda to the Executive Mayor 2 days before the Mayor meeting on the 30 June 2022	Open	Q	CS 04	05 Days	2 Days before the Mayor Meeting	2 Days before the Mayor Meeting	2 Days before the Mayor Meeting	2 Days before the Mayor Meeting	Distribution List	62
	HUMAN RESOURCES											
	To Promote Sound Human Resource Management Practices	Number of HR Portfolio Committee meetings held on the 30 June 2022	Open	Q	HR 01	06 Meetings	2 Meetings	2 Meetings	2 Meetings	2 Meetings	Initiation, signed minutes and attendance register.	63
		Number of Human Resources policies reviewed on the 30 June 2022	Open	Q	HR 02	02 HR Policies	1 Policy	1 Policy	1 Policy	1 Policy	Proof of submission to Council, Human Resources Policies and Council resolution	64
		Review of the Municipal Organogram in order as to ensure Alignment with IDP	Open	Y	HR 03	Review Municipal Organogram not done			31-May-22	1 Policy	Signed Organogram by Municipal Manager	65
		To develop Workplace skills plan and annual training report	Open	Y	HR 04	Workplace skills plan & ATR developed and submitted to GSEFA on the 30 June 2022					Signed Organogram by Municipal Manager	65
		Number of employees trained on the 30 June 2022	R 66 300	Y	HR 05	05 Employees trained	3 Employees	3 Employees	3 Employees	3 Employees	Screen Print for submission to GSEFA	66
	To create a safe and healthy working environment for staff, members and community members.	Open	Y	HR 06	Not Replied	1 Meeting	1 Meeting	1 Meeting	1 Meeting	Initiation, signed minutes and attendance register.	68	
	Employment Equity Report to be Submitted to the Labour on the 15 Jan 2022	Open	Y	HR 07	15-Jan-20	1 Meeting	1 Meeting	1 Meeting	1 Meeting	Print screen for submission to Dept of Labour and EE Plan	69	
	To Maintain Sound Labour Relations	Open	Q	HR 08	01 HR Meetings	1 Meeting	1 Meeting	1 Meeting	2 Meetings	Initiation/Attendance Register and Signed Minutes of Meetings	70	

SUBMITTED BY: *[Signature]*
 SIGNATURE: Mr. SK. Kheke
 Director - Corporate Services
 DATE: 31/07/2021

SUMMARY OF THE KEY PERFORMANCE INDICATORS	RANGE	TOTALS
NUMBER OF KEY PERFORMANCE INDICATORS 2020/2021		12
ACHIEVED KEY PERFORMANCE INDICATORS		
PARTIALLY ACHIEVED KEY PERFORMANCE INDICATORS		
NOT ACHIEVED KEY PERFORMANCE INDICATORS		
KEY PERFORMANCE INDICATORS NOT THIS QUARTER		

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PERSONAL DEVELOPMENT PLAN
2021/2022 FINANCIAL YEAR
OF
MR. SK. KHOTE
DIRECTOR CORPORATE SERVICES

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PERSONAL DEVELOPMENT PLAN

Competency Profile of the jobs	Incumbent competency available	Skills/Performance Gap (in order of priority)	Suggested training and/or development activity	Suggested mode of delivery	Suggested Time Frames	Budget available for suggested training
People Management			Attend classes.	Training	October 2021	
Planning & Organising			Class attendance	Training	January 2022.	
Analysis & Innovation			Class attendance	Learning & Training	October 2021	

DEPARTMENT OF COOPERATIVE GOVERNANCE



SENIOR MANAGER ASSESSMENT REPORT

FOR

Samuel Khote

Thabo Mofutsanyana District Municipality

Gijima

Technology People

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ASSESSMENT REPORT**STRICTLY CONFIDENTIAL**

NAME & SURNAME	Mr Samuel Khote
IDENTITY OR PASSPORT NR	6204145886083
RACE	African
GENDER	Male
DISABILITY	None
QUALIFICATIONS	Bachelors' Degree
DATE OF ASSESSMENT	28 – 29 August 2017
MUNICIPALITY	Thabo Mofutsanyana District Municipality
CURRENT JOB TITLE	Director Corporate Services
POSITION ASSESSED FOR	Director Corporate Services
FUNCTIONAL AREA	Corporate Services

In order to comply with the Ethical Code for Psychologists, kindly note that this is a confidential report, the content of which is only for the information of the assessed and relevant authority within the Municipality.

This assessment only relates to the leading and core competencies required for effective performance of a Senior Manager as outlined in Notice 578 583 of Government Gazette 3894637243, 1 July, 2015 and 17 January 2014: Annexure B of "Local Government: Municipal Systems Act (32/2000): Local Government: Regulations on appointment and conditions of employment of senior managers" ("Competency Framework"). It does not reflect on the functional competencies required for specific roles within the Department. The implementation of the assessment results as contained in this report must be implemented in accordance with the requirements of the Directive on the use of competency based assessments for Senior Manager within the Municipality.

Please note that these results may not be used for any other purpose unless the assessee consents thereto.

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1. GUIDANCE FOR THE END USER

This report contains an integrated discussion of the candidate's results. The results are based on candidates completing a series of tools and exercises that have been designed to assess the competencies in the Competency Framework, designed exclusively for local government in South Africa.

A description of the assessment tools and application thereof, as well as proficiency levels is stipulated below. The results summary provides an overall indication of the candidate's proficiency levels per competency. An executive summary provides a holistic overview of a candidate in relation to how they manage themselves, think and reason, and relate to other people. An overview of the candidate's strengths and areas of development relative to self is outlined in detail in relation to the competency framework.

2. ASSESSMENT TOOLS

The methodology applied involves a combination of psychometric tools and competency-based assessments.

ASSESSMENT TOOL	ASSESSMENT TYPE	DESCRIPTOR	APPLICATION FOR USER
Cognitive Process Profile (CPP)	Cognitive assessment	The CPP measures the way people think when dealing with new information and solving problems of varying complexity. It also assesses aspects of people's potential for future cognitive development and growth. There is no time limit for completion of this tool.	This tool that has been designed to simulate the manner in which a candidate solves problems in unfamiliar and novel situations. It also provides information about the level of complexity the candidate is able to function at.
15FQ+	Personality assessment	The 15 Factor Personality Questionnaire (15FQ+) is designed to assess an individual's broad range of personality traits interests, preferences and feelings. Such elements assess the candidate's characteristic ways of behaving across a wide range of situations.	The 15FQ+ and the Giotto are self-reported questionnaires that help to provide an indication of a person's preferences and their likely behaviour in the workplace. These tools help us to understand the type of situations the candidate is likely to excel in because he/she enjoys it and kind of situations the candidate may prefer to avoid, given the opportunity. The limitation of tools such as this is that they do not tell us what the candidate is able to do, only what his/her preferences are.
Giotto	Workplace behaviour assessment	The Giotto was developed to unravel the complex nature of personal integrity, as it relates to the workplace.	
Competency-Based Simulation	Simulation exercises	The competency-based simulation assessment comprises of a combination of written exercises, a presentation and a role-play and has been specifically designed to measure the lead and core competencies which have been identified as relevant within a hypothetical municipality and outlined in the competency	Candidates must rely on their knowledge and experience to provide the assessors with evidence of how they will go about solving problems and dealing with the scenarios presented in these exercises. As such, the exercise provides information about a candidate's ability to perform

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	<p>framework for senior managers. A candidate is given a set of background documents about a specific municipality – this information attempts to simulate a real municipality – and the candidate then needs to complete the following tasks:</p> <ul style="list-style-type: none"> • In Task 1, the candidate is given time to prepare a presentation that addresses a specific scenario posed in the exercise and he/she then needs to deliver the presentation to an assessor. • In Task 2, the candidate needs to formally prepare for a meeting with an important stakeholder and thereafter conduct a meeting in the form of a role-play with an assessor. In this role-play, the assessor performs the role of the stakeholder. • In Task 3, the candidate needs to respond to specific issues that have arisen on a particular day. This task takes the form of a case study, which is a written exercise. 	<p>within the relevant role based on displayed behaviour.</p>
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3. SCORING CRITERIA AND PROFICIENCY LEVELS

SCORE	DESCRIPTOR
Basic*	Marginal/basic demonstration of competency; basic understanding of concepts and methodologies; responses lack detail and integration
Competent	Good demonstration of competency; proficient in understanding of concepts and methodologies; responses are suitably integrated and detailed
Advanced	Elevated demonstration of competency; advanced understanding of concepts and methodologies; responses are well integrated and detailed
Superior	Outstanding and comprehensive demonstration of competency; superior understanding of concepts and methodologies; integrates concept logically and in a meaningful manner

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4. RESULTS SUMMARY

COMPETENCY PROFICIENCY MATRIX	ACHIEVEMENT LEVEL
LEADING COMPETENCIES	
Strategic Direction and Leadership	Basic
People Management	Competent
Program and Project Management	Competent
Financial Management	Basic
Change Leadership	Basic
Governance Leadership	Basic
OVERALL ACHIEVEMENT FOR LEADING COMPETENCIES	Basic
CORE COMPETENCIES	
Moral Competence	Competent
Planning and Organising	Basic
Analysis and Innovation	Basic
Knowledge & Information Management	Competent
Communication	Basic
Results and Quality Focus	Basic
OVERALL ACHIEVEMENT FOR CORE COMPETENCIES	Basic
OVERALL ACHIEVEMENT LEVEL	Basic

The overall achievement level is based on a demonstration of all the competencies.

*Please note an overall achievement score of Basic falls short of the minimum requirements as stipulated in Notice 583 of Government Gazette 37243, 17 January 2014: Annexure B of "Local Government: Municipal Systems Act (32/2000): Local Government: Regulations on appointment and conditions of employment of senior managers".

The overall achievement level must be considered for offer of remuneration on appointment taking into account matters stipulated in Item 9 of Notice 578, Government Gazette 38946, 1

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5. EXECUTIVE SUMMARY

The section provides an overview of the integrated assessment results obtained from the Psychometric Assessments and Competency-Based Assessment. This includes a description of the candidate's self-management; their thinking and working styles; as well as behaviours and preferences associated with their interpersonal and leadership styles.

Mr Khote seems to be quite a persevering and conscientious individual who may follow through with duties assigned to him. Seeming to hold a high regard for systems and procedures, he appears prone to commit to work related procedures. Similarly, he demonstrated sufficient follow through with proposed solutions and consistently stressed the importance of policies to support interventions. As per his workplace behaviour assessment, he seems to be quite committed to authority and may generally display rule-abiding behaviour. However, his personality profile suggests him to be open to innovation with a tendency to question established ideas. In addition, he may be considered hopeful and resourceful in the face of advancement and change. In the competence exercise, Mr Khote demonstrated an awareness of the need for change. However, as per his cognitive profile, rapidly changing circumstances or unexpected change may leave him somewhat uncomfortable. In the competence exercise, Mr Khote did not provide sufficient input towards the anticipated impact of his proposed change or how this would be monitored. As Mr Khote seems to prefer a relaxed and composed approach to work, he may find it somewhat hard to face pressured and demanding situations on a continuous basis. He seems likely to doubt his own abilities and may at times find it difficult to deliver according to his own high standards.

When presented with complex problems he has not encountered before, Mr Khote seems likely to take vague and unsystematic problems-solving approach and may extensively explore various sources of information without holding a clear purpose in mind. He may revisit previous conclusions to recheck answers for accuracy and could possibly value precision and detail. In the competence exercise, Mr Khote provided a sufficient SWOT analysis, but mostly focused his attention upon internal issues. He seemed to lack a holistic perspective and did not produce adequate solutions to capitalise on external opportunities. This seems to support his cognitive profile which suggests him to feel most comfortable with the application of his judgement in diagnostic accumulation work environments. These work environments may allow for the gathering of theoretical and practical knowledge which could be utilised to diagnose and solve relatively unique challenges. In the competence exercise, Mr Khote demonstrated a focus on knowledge and information management by introducing capacity building, training as well as information management systems and technology. However, his analysis of the financial challenges of the organisation seemed to be somewhat limited with suggestions in this regard being brief and limited in scope. As Mr Khote may not effectively structure or organise complex information gathered, he could cause his own confusion in novel situations. Consequently, he may do well to develop his memory strategies and categorisation capabilities, as this could enhance his functioning in this regard. He may also do well to carefully plan and strategise his approach to complex challenges, as this may support him in

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deciding which elements of information to explore extensively when presented with challenges outside his current realm of expertise. As Mr Khote seems to function optimally in relatively structured and familiar work contexts, he may require some development in this regard.

Seeming to be rather more introverted by nature, Mr Khote seems to prefer a more independent and self-sufficient working style. As he could be somewhat sceptical of the intentions and motives of others, he may take somewhat longer to integrate into new work teams. In the competence exercise, Mr Khote did not consistently introduce inter-governmental partnerships to support service delivery. When placed in a leadership position, he seems likely to take a directive or negotiative stance and may assign duties to subordinates using his own discretion. However, in some situations, he may encourage goal attainment by introducing incentives or rewards. This seemed evident in the competence exercise as Mr Khote suggested policies to support promotion of staff and recommended the introduction of performance rewards and other incentives to encourage performance. As Mr Khote may be somewhat less assertive, he seems unlikely to directly confront others. However, when the situation demands he could adjust to ensure relevant address of the conflict. In the competence exercise, he mentioned the importance of consequence management. However, he seemed somewhat less focused on dispute resolution and mostly attempted a proactive approach by encouraging communication and information sharing.

From a holistic perspective, it appears that Mr Khote performed at a basic level of competence in the assessment. His results suggest proficiency in the areas of people management, programme and project management, and knowledge and information management. However, some development may be of benefit to Mr Khote in the areas of financial management, change management, and analysis and innovation.

6. HIGHLIGHTED STRENGTHS AND DEVELOPMENT AREAS

The purpose of this section of the report is to provide comprehensive information about the most significant areas of strength and development areas. The remaining competencies can be discussed in equal depth during the optional feedback session with the candidate.

The information below is based on the individual's results, relative to their own profile – strengths are therefore based on a candidate's top 3 highest scoring competencies to highlight to Municipalities the areas that a candidate can be expected to perform better in.

STRENGTHS	
People Management	Despite Mr Khote's apparent serious and introverted approach to others, he demonstrated sufficient focus on the management of human capital in the competence exercise. His personality profile suggests him to approach others with moderate warmth and empathy, although he could be somewhat sceptical of their intentions. In the competence exercise, consistent focus was placed on the health and wellbeing needs of employees and Mr Khote managed to promote job satisfaction surveys and exit interviews to investigate whether interventions address staff challenges. Mr Khote seems to take a functional approach to problems and may be somewhat hard-headed and realistic in his resolve of challenges. This appeared evident, as he stressed training and development of staff in accordance with skill gaps identified. However, as per his apparent preference to employ a negotiative approach to leading others, he mentioned the importance of rewards and incentives to support performance in staff. Although consequence management and

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	<p>disciplinary procedures were mentioned as a means to address non-compliance, this did not enjoy equal attention, with Mr Khote placing more focus on the promotion and development of staff. This seems to be congruent with his personality profile, which suggests him to be somewhat less assertive and unlikely to confront others directly.</p>
<p>Programme and Project Management</p>	<p>In the competence exercise, Mr Khote placed most of his focus towards his own functional area. However, within this division, his proposed projects accounted for various challenges faced and addressed these in a comprehensive fashion. He proposed measuring tools and monitoring mechanisms such as performance agreements, job satisfaction surveys, and exit interviews to consistently monitor the success of interventions. As per his cognitive and personality profiles, he may tend to take a practical approach by directing his attention towards immediate solutions. However, in the competence exercise, his solutions were mostly longer-term in nature with immediate challenges somewhat neglected. However, Mr Khote managed to distribute resources effectively and identified the need to revisit previous set goals to identify possible challenges and how to mitigate these. As his primary approach to leading others, Mr Khote seems to prefer a directive stance and may closely monitor the behaviour of others in accordance with pre-determined procedures. He seems to hold a high regard for rules and may encourage high standards of work in himself and others. In the competence exercise, Mr Khote identified the need to introduce systems to encourage effective functioning. Overall, he seemed to demonstrate sufficient competence in the area of programme and project management.</p>
<p>Knowledge and Information Management</p>	<p>As per his cognitive profile, Mr Khote may prefer to extensively explore various sources of information at his disposal. He could focus his attention towards detailed information and may revisit previous conclusions to ensure accuracy. His personality profile suggests him to be quite accepting of systems and procedures with a general tendency to maintain high standards of work. His workplace integrity profile suggests a relatively open and transparent approach to others with a clear preference to abide by rules and attend to tasks in a meticulous fashion. In the competence exercise, Mr Khote managed to place focus on information management systems through his proposed record management system, file plan, information technology upgrades and registers. He shared information with stakeholders via various platforms such as forums, meetings, newsletters and the municipal website. In addition, the knowledge of staff and council was consistently enhanced through training, capacity building and skills transfer from provincial offices. Mr Khote also focused his attention upon policy review and development and specifically stated the importance of these to align with changes in relevant legislation.</p>

DEVELOPMENT AREAS

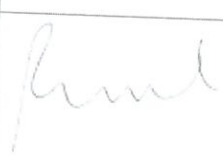
<p>Change Management</p>	<p>Despite Mr Khote's personality profile which suggests him to be quite open to innovation, he may feel somewhat uncomfortable when confronted with sudden and unexpected change. His cognitive profile suggests him to apply his judgement with confidence in familiar and structured work environments, although he could communicate complex ideas in a creative manner. In the competence exercise, Mr Khote recognised the importance of change and suggested change to happen in accordance with the external environment, However, this was not elaborated upon or clearly demonstrated, and his transformational processes were mostly focused internally. Consequently, he may do well to take a more holistic approach to transformation, by clearly identifying the anticipated impact of his proposed interventions. Although Mr Khote recognised the importance of stakeholder relations and support in his</p>
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	competence exercise, he did not sufficiently tap into external opportunities to drive and support transformation. Consequently, he may consider making more effective use of the available resources of government to support internal transformation. Overall, Mr Khote may benefit from some development in this area of competence.
Financial Management	Mr Khote seems to prefer a hard-headed, functional perspective on challenges. In addition, his cognitive profile suggests him to place focus on detail whilst ensuring short-term solutions that yield immediate impact. In the competence exercise, this short-term perspective seemed evident as Mr Khote did not provide sufficient consideration towards the longer-term budgetary constraints faced by the organisation. Although he recognised some of the financial risks presented in the organisation, he did not provide strategies to support the resolve of these. Mr Khote may have done well to introduce policies and procedures to support financial management practices and may have placed some more extensive focus on risk management, asset management and contractual agreements in his competence exercise. As per his cognitive profile, he may take a vague and unsystematic approach to complex challenges he has not encountered before. Thus, conclusions may be derived prior to sufficiently processing complex information. Mr Khote may do well to carefully plan his approach to complex challenges he has not encountered before, as this may support a more focused problem-solving approach.
Analysis and Innovation	When presented with complex challenges outside his current realm of expertise, Mr Khote may place focus on detail and extensively explore various sources of information. However, as he seems to prefer a hands-on and practical approach, he may neglect to take a holistic perspective, and could possibly rely on familiarity when presented with novel problems. In the competence exercise, Mr Khote extensively explored challenges relating to his own functional area. However, his holistic perspective was somewhat lacking, as he did not provide solutions which could address challenges across the whole organisation. His proposed solutions were mostly built on established ideas, with limited evidence of innovation. This seems to support his cognitive profile, and may suggest Mr Khote could benefit from some development in this regard.

ASSESSOR	
Name	Marnelle van Rooyen
Registration Category	Counselling Psychologist
Registration Number	PS 0107182
Date	01 September 2017
Signature	

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QUALITY ASSURER	
Name	Renée van Zyl
Registration Category	Psychometrist Independent Practice
Registration Number	PMT0006106
Date	4 September 2017
Signature	



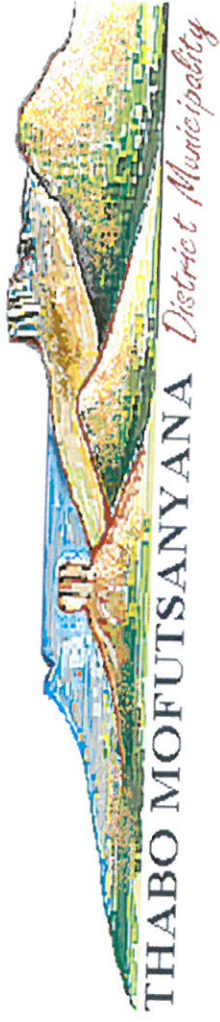
THABO MOFUTSANYANA *District Municipality*

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OFFICE OF THE MUNICIPAL MANAGER

ANNEXURE "B"

➤ **Code of Conduct**



CODE OF CONDUCT

SCHEDULE 2

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

In this Schedule “**partner**” means a person who permanently lives with another person in a manner as if married.

2. General conduct

A staff member of a municipality must at all times—

- (a) Loyal execute the lawful policies of the municipal council;
- (b) Perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- (c) Act in such a way that the spirit, purport and objects of section 50 are promoted;
- (d) Act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised; and
- (e) Act impartially and treat all people, including other staff members, equally without favour or Prejudice.

3. Commitment to serving the public interest

A staff member of a municipality is a public servant in a developmental local system, and must Accordingly—

- (a) Implement the provisions of section 50 (2);
- (b) Foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) Promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;
- (d) obtain copies of or information about the municipality’s integrated development plan, and as far as possible within the ambit of the staff member’s job description, seek to implement the objectives set out in the integrated development plan, and achieve the performance targets set for each performance indicator;

- (e) Participate in the overall performance management system for the municipality, as well as the staff member's individual performance appraisal and reward system, if such exists, in order to maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

4. Personal gain

- (1) A staff member of a municipality may not—
 - (a) use the position or privileges of a staff member, or confidential information obtained as a Staff member, for private gain or to improperly benefit another person; or
 - (b) Take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.
- (2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—
 - (a) Be a party to a contract for—
 - (i) The provision of goods or services to the municipality; or
 - (ii) The performance of any work for the municipality otherwise than as a staff member;
 - (b) Obtain a financial interest in any business of the municipality; or
 - (c) Be engaged in any business, trade or profession other than the work of the municipality.

4. Disclosure of benefits

- (1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member acquired or stands to acquire any direct benefit from a contract concluded with the municipality must disclose in writing full particulars of the benefit to the council.
- (2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

5. Unauthorised disclosure of information

- (1) A staff member of a municipality may not without permission discloses any privileged or confidential information obtain as a staff member of the municipality to an unauthorised person.

- (2) For the purpose of this item “privileged or confidential information” includes any information—
- (a) Determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;
 - (b) Discussed in closed session by the council or a committee of the council;
 - (c) disclosure of which would violate a person’s right to privacy; or
 - (d) Declared to be privileged, confidential or secret in terms of any law.
- (3) This item does not derogate from a person’s right of access to information in terms of national Legislation.

6. Undue influence

A staff member of a municipality may not—

- (a) unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councillor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;
- (b) Mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or
- (c) Be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

7. Rewards, gifts and favours

- (1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for—
 - (a) Persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
 - (b) Making a representation to the council, or any structure or functionary of the council, with
 - (c) Disclosing any privileged or confidential information; or
 - (d) Doing or not doing anything within that staff member’s powers or duties.
- (2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of sub item (1).

8. Council property

A staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no right.

9. Payment of arrears

A staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer than 3 months, and a municipality may deduct any outstanding amounts from a staff member's salary after this period.

10. Participation in elections

A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

11. Sexual harassment

A staff member of a municipality may not embark on any action amounting to sexual harassment.

12. Reporting duty of staff members

Whenever a staff member of a municipality has reasonable grounds for believing that there has been a breach of this Code, the staff member must without delay report the matter to a superior officer or to the speaker of the council.

13. Breaches of Code

Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

14A. Disciplinary steps

- [REDACTED]
- (1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach?
- (2) Such other disciplinary steps may include—
- (a) Suspension without pay for any longer than three months;
 - (b) Demotion;
 - (c) Transfer to another post;
 - (d) Reduction in salary, allowances or other benefits; or
 - (e) An appropriate fine.



THABO MOFUTSANYANA *District Municipality*

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OFFICE OF THE MUNICIPAL MANAGER

ANNEXURE "C"

➤ Financial Disclosure Form

FINANCIAL DISCLOSURE FORM

FINANCIAL DISCLOSURE FORM (CONFIDENTIAL)

I, the undersigned Samuel KLEINBOOI KHOTE, DIRECTOR
CORPORATE SERVICES at Thabo Mofutsanyana District Local Municipality hereby certify that
 the following information is complete and correct to the best of my knowledge:

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

Number of shares / extent of financial interest Nature Nominal Value Name of Company or entity

N/A

Number of shares or extent of financial interest	Nature	Nominal value	Company
1.			
2.			
3.			
4.			
5.			

2. Directorships and Partnerships
 See information sheet: Note (2)

N/A

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income

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N/A

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

Name of Employer	Type of work	Amount of Remuneration or Income	Council sanction confirmed: Resolution

See information sheet: Note (3)

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N/A

2. **Consultancies and retailer ships**

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

See information sheet: Note (4)

N/A

5. **Sponsorships**

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship

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

Gift or Hospitality	Description	Value
N/A		

See information sheet: Note (6)

Description	Value	Source
N/A		

7. Land and property

See information sheet: Note (7)

Description	Extent	Area Value
RESIDENTIAL		R 820 000.00
RESIDENTIAL		R 420 000.00

[Signature]
SIGNATURE OF EMPLOYEE

30/07/2021
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 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.

[Signature]
[Signature]

Commissioner of Oath /Justice of the Peace

Full first names and surname:

MOTSWAGANE DANIEL MOKOENA
(Block letters)

SUID-AFRIKAANSE POLISIEDIENS
REKENPLIGTIG PHUTHADITJHABA
STATICS COMMANDER

Designation(rank):

POLICE SERGEANT

2021-07-26

Ex Officio Republic of South Africa

ACCOUNTING:
PHUTHADITJHABA

SOUTH AFRICAN POLICE SERVICE

Street address of institution:

PRIVATE BOX 18 PHUTHADITJHABA SAPS

Date: 2021-07-26

Place: PHUTHADITJHABA

CONTENTS NOTED: MUNICIPAL MANAGER.....

[Signature]

DATE: 26/07/2021

CONFIDENTIAL

INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes are a guide to assist with completing the Financial Disclosure form (Annexure E):

NOTE 1: Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognised by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2: Directorships and partnerships

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

- The name and type of business activity of the corporate entity or partnership/s; and the amount of any remuneration received for such directorship or partnership/s.
- Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.
- Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

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

Designated employees are required to disclose the following details with regard to Remunerated work outside the public service:

- The type of work;
 - The name and type of business activity of the employer; and
 - The amount of the remuneration received for such work.
- Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

NOTE 4: Consultancies and retailer ship

Designated employees are required to disclose the following details with regard to Consultancies and retailer ship:

- The nature of the consultancy or retailer 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 retailer ship.

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-months period; and
- Hospitality intended as a gift in kind.

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

NOTE 7: Land and Property

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

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