

**ANNEXURE A**



**PERFORMANCE AGREEMENT:  
FINANCIAL YEAR 2025/2026**

**MADE AND ENTERED INTO BY AND BETWEEN**

**THE COUNCIL OF UMVOTI MUNICIPALITY**

Herein represented by the **Ms. Noxolo Precious Ndaba** ID No. **900108 0802 084** in her duly authorized capacity as **Municipal Manager** of Umvoti Municipality

**AND**

**Mr. Mthandeni Terrence Nene** ID No. **83052 95627 082**

**WHEREAS**

- A.** The Employer has entered into an Agreement of Employment with the Employee in terms of section 56(1) (a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) as amended;
- B.** Section 56(1) (b) of the Local Government: Municipal Systems Act 32 of 2000 as amended, read with the Memorandum of Agreement of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement within ninety days of assumption of duty, and renew it annually within one month of the commencement of the beginning of the financial year;
- C.** The parties must ensure that they are clear about the goals to be achieved, and secure the Commitment of the Employee to a set of outcomes that will secure local government policy goals as defined in the municipal Integrated Development Plan; and
- D.** The parties must ensure that there is compliance with Sections 57(4B) and 57(5) of the Local Government: Municipal Systems Act, 2000 as amended.

**NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:**

**INTERPRETATION AND DEFINITIONS**

1. In this Agreement, unless the context indicates otherwise–

- (a) an expression, which denotes any gender, includes the other genders, a natural person includes an 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;

**“Employee”** means Chief Financial Officer ( Mr. MT Nene)

**“MEC”** means the Member of the KwaZulu-Natal Executive Council responsible for local government;

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

**“Municipality”** means Umvoti Municipality, established in terms of the Structures Act;

**“Parties”** means the Municipality and the Employee;

**“Regulations”** means the Local Government: Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, promulgated in the Government Gazette as Regulation Notice 805 on 1 August 2006;

**“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) as amended, 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.

## **PURPOSE OF THIS AGREEMENT**

2. The purpose of this Agreement is to –
- (a) comply with the provisions of Section 57(1) (b), (4A), (4B) and (5) of the Systems Act as well as the Memorandum of Agreement of Employment entered into between the parties;
  - (b) communicate the Employer's performance expectations and accountabilities to the Employee, by specifying objectives and targets as defined in the IDP;
  - (c) specify accountabilities as set out in the Performance Plan, which must be in a format substantially compliant with Appendix "A";
  - (d) monitor and measure performance against set targeted outputs;
  - (e) use this Agreement and the Performance Plan as the basis for assessing the performance of the Employee and to establish whether the Employee has met the performance expectations applicable to the position; and
  - (f) appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance.

## **COMMENCEMENT AND DURATION**

- 3.(1) This Agreement will commence on **01 August 2025** and will remain in force until **30 June 2026** where after a new Agreement, Performance Plan and Personal Development Plan must be concluded between the parties for each of the following financial years or any portion thereof for the duration of the Agreement of Employment.
- (2) This Agreement will terminate on the termination of the Employee's employment for any reason whatsoever.
  - (3) The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
  - (4) If at any time during the validity of this Agreement the work environment alters, whether as a result of government or council decisions or otherwise, to the extent that the contents of this Agreement are no longer appropriate, the contents must immediately be revised.
  - (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 Regulations.

## **PERFORMANCE OBJECTIVES**

4. (1) The Performance Plan must set out the–
- (a) the performance objectives and targets that must be met by the Employee; and
  - (b) the time frames within which those performance objectives and targets must be met.

- (2) The performance objectives and targets reflected in the Performance Plan must–
  - (a) be set by the Employer in consultation with the Employee;
  - (b) be based on the Integrated Development Plan and Budget of the Employer; and
  - (c) include key objectives, performance indicators, target dates and weightings.
- (3) It is agreed that–
  - (a) the key objectives must describe the main tasks that must be performed by the Employee;
  - (b) the key performance indicators provide the details of the evidence that must be provided to indicate that a key objective has been achieved;
  - (b) the target dates describe the timeframe in which the work must be achieved; and
  - (d) the weightings indicate the relative importance of the key objectives to each other.
- (4) The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

#### **PERFORMANCE MANAGEMENT SYSTEM**

- 5.(1) The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Municipality, and accepts that the purpose of the performance management system is to provide a comprehensive system, with specific performance standards, to assist Municipality to perform to the standards required.
- (2) The Employer must consult the Employee about the specific performance standards that are included in the performance management system that are applicable to the Employee.
- (3) The Employee undertakes to actively focus on the promotion and implementation of the Key Performance Areas, including special projects relevant to the Employee's responsibilities, within the local government framework.
- (4) The Employee must be assessed on his or her performance in terms of the performance indicators identified in the attached Performance Plan and include–
  - (a) the Key Performance Areas; and
  - (b) Competency Framework, with a weighting of 80:20 allocated to sub-clause (a) and (b) respectively.

(5) (2) The Key Performance Areas will make up 80% of the Employee's assessment score, and will contain the following Areas:

KEY PERFORMANCE AREAS (80% OF TOTAL)	WEIGHTING
Municipal Transformation and Organizational Development	0%
Basic Service Delivery	10%
Local Economic Development	0%
Good Governance and Public Participation	5%
Municipal Financial Viability and Management	85%
Cross Cutting Interventions	0%
<b>TOTAL</b>	<b>100%</b>

(5) The Competency Framework will make up the other 20% of the Employee's assessment score, and 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:

LEADING COMPETENCIES		
		Weighting
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>• Organizational Awareness</li> </ul>	15%
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and Dispute Management</li> </ul>	10%
Program and Project Management	<ul style="list-style-type: none"> <li>• Program and Project Planning and Implementing</li> <li>• Service Delivery Management</li> <li>• Program and Project Monitoring and Evaluation</li> </ul>	5%
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>	30%
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>	5%
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance Management</li> <li>• Cooperative Governance</li> </ul>	15%
<b>80% OF TOTAL ASSESSMENTS SCORE</b>		<b>80%</b>
CORE COMPETENCIES		
Moral Competence		2%
Planning and Organising		3%
Analysis and Innovation		3%
Knowledge and Information Management		4%
Communication		4%
Results and Quality Focus		4%
<b>SUB-Total</b>		<b>20%</b>
<b>TOTAL SCORE</b>		<b>100%</b>

## 6. EVALUATING PERFORMANCE

- (1) The Performance Plan, attached hereto as Appendix "A", must set out the–
  - (a) the standards and procedures for evaluating the Employee's performance; and
  - (b) the intervals for the evaluation of the Employee's performance.
- (2) Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage during the validity of the Agreement of Employment.
- (3) Personal growth and development needs identified during any performance review discussion, as well as the actions and time frames agreed to, must be documented in a Personal Development Plan, which must be in a format substantially compliant with Appendix "B".
- (4) The Employee's performance will be measured in terms of contributions to the goals and strategies contemplated in the Employer's Integrated Development Plan.
- (5) The annual performance appraisal must involve–
  - (a) an assessment of the achievement of results as outlined in the performance plan;
  - (b) an assessment of each Key Performance Area according to the extent to which the specified standards or performance indicators have been met and with due regard to *ad hoc* tasks that had to be performed;
  - (c) a rating on the five-point scale for each Key Performance Area; and
  - (d) the use of the applicable assessment rating calculator to add the scores and calculate a final Key Performance Area score.
- (6) The Competency Framework must be assessed–
  - (a) according to the extent to which the specified standards have been met;
  - (b) with an indicative rating on the five-point scale for each Criteria; and
  - (c) by using the applicable assessment rating calculator to add the scores and calculating a final score.
- (7) An overall rating is calculated by using the applicable assessment-rating calculator, which represents the outcome of the performance appraisal, provided that the performance assessment of the Employee will be based on the following rating scale for both Key Performance Indicators and The Competency Framework :

- (8) The performance of the Employee must be evaluated by an evaluation panel constituted in terms of the Municipal Systems Act Regulations , Section 6 appointment and conditions of employment , as per the table below:

Terminology	Description	Rating Level
<b>Superior</b>	Performance far exceeds the standard expected of the Manager at this level. The appraisal indicates that the Manager 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.	5
<b>Advanced</b>	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Manager has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.	4
<b>Competent</b>	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Manager has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.	3
<b>Basic</b>	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 Manager has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.	2
<b>Basic</b>	Performance does not meet the standard expected for the job The review/assessment indicates that the Manger has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Manager 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.	1

## **7. SCHEDULE FOR PERFORMANCE REVIEWS**

- (1) The performance of each Employee in relation to his or her performance agreement must be reviewed during–
  - (a) First quarter : August 2025 – September 2025
  - (b) Second quarter : October 2025 - December 2025
  - (c) Third quarter : January 2026 - March 2026
  - (d) Fourth quarter : April 2026 - June 2026
- (2) The Employer must keep a record of the mid-year review and annual assessment meetings, and feedback must be based on the Employer's assessment of the Employee's performance.
- (3) The Employer may amend the provisions of the Performance Plan whenever the performance management system is adopted, implemented or amended, provided that the Employee must be consulted before any such change is made.

## **8. OBLIGATIONS OF THE EMPLOYER**

The Employer must–

- (a) create an enabling environment to facilitate effective performance by the Employee;
- (b) provide access to skills development and capacity building opportunities;
- (c) work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- (d) on the request of the Employee delegate such powers reasonably required by the Employee to enable him or her to meet the performance objectives and targets established in this Agreement; and
- (e) make available to the Employee such resources as the Employee may reasonably require from time to time to assist him or her to meet the performance objectives and targets established in this Agreement.

## **9. CONSULTATION**

- (1) The Employer agrees to consult the Employee timeously where the exercising of the powers will–
  - (a) have a direct effect on the performance of any of the Employee's functions;
  - (b) commit the Employee to implement or to give effect to a decision made by the Employer; and

- (c) have a substantial financial effect on the Employee.
- (2) The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-clause (1) above, as soon as is practicable to enable the Employee to take any necessary action without delay.

#### **10. MANAGEMENT OF EVALUATION OUTCOMES**

- (1) The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- (2) A performance bonus of between 5% and 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance, as per regulation 32(2) of the Regulations.
- (3) In the case of unacceptable performance, the Employer–
  - (a) must provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
  - (b) may, after appropriate performance counseling and having provided the necessary guidance and support as well as reasonable time for improvement in performance, consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

#### **11. DISPUTE RESOLUTION**

- (1) Any disputes about the nature of the employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or salary increment in the agreement, must be mediated by –
  - (a) In the case of the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the M E C ; and
  - (b) In the case of managers directly accountable to the municipal manager, the executive mayor or mayor within thirty (30) days of receipt of a formal dispute from the employee;

whose decision shall be final and binding on both parties.

- (2) Any disputes about the outcome of the employee's performance evaluation, must be mediated by –
  - (a) In the case of the municipal manager, the M E C for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the M E C ; and
  - (b) 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), within thirty (30) days of receipt of a formal dispute from the employee;

whose decision shall be final and binding on both parties.

**12. GENERAL**

- (1) The Employer must make the contents of this Agreement and the outcome of any review conducted in terms of the Performance Plan available to the public as contemplated in section 46 of the Systems Act.
- (2) Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his or her Agreement of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

SIGNED AT Greytown ON THIS THE 19 DAY OF AUGUST 2025

**AS WITNESSES:**

1. S. D. D. D.

N. Laban  
THE MUNICIPALITY

2. Nkoba

SIGNED AT Greytown ON THIS THE 19 DAY OF AUGUST 2025

**AS WITNESSES:**

1. A. W. C.

[Signature]  
THE EMPLOYEE

2. [Signature]

**NB:** Section 4(5) of the regulations, The employment contract and performance agreement must be submitted to the MEC responsible for Local Government in the relevant province as well as to the National Minister responsible for Local Government.

**APPENDIX A**



**PERFORMANCE PLAN**

**CHIEF FINANCIAL OFFICER**

**UMVOTI LOCAL MUNICIPALITY**

This plan defines the Council's expectations of the Chief Financial Officer in accordance with the Chief Financial Officer's performance agreement to which this document is attached. Section 57 (5) of the Municipal Systems Act and the Performance Regulations gazetted in Notice No 805, published on 1 August 2006, which provides that performance objectives and targets must be based on the key performance indicators set out from time to time in the Municipality's Integrated Development Plan and determined in agreement with the Municipal Manager (as representative of Council).

There are 6 parts to this plan:

1. A statement about the purpose of the position.
2. Performance review procedure
3. Score card detailing key performance areas (KPA's) and their related performance indicators, weightings and target dates.
4. Core Competency Requirements
5. Consolidated score sheet (Performance Assessment Calculator)
6. Link to reward

The period of this plan is from 01 August 2025 to 30 June 2026

Signed and accepted by the Chief Financial Officer:  Date: 19/08/2025

Signed by the Municipal Manager (MM) on behalf of Council:  Date: 19/08/2025

## **1. POSITION PURPOSE**

To perform all the duties and functions of the Chief Financial Officer as required by the relevant legislation or reasonably stipulated by the Municipal Manager (MM), to be accountable for the execution of all the directions of the Municipality, the co-ordination of all the activities of the Municipality, to be accountable for the general supervision, control and efficiency of the Department of Finance and to ensure compliance with all of the key performance areas as set out in the contract of employment between the Council and the Chief Financial Officer.

## **2. PERFORMANCE REVIEW PROCEDURE**

- 2.1 A performance review will be held on a quarterly basis with a formal performance review bi-annually in December/January and in June/July after the end of the financial year with the understanding that review in the first and third quarter may be verbal if performance is satisfactory
- 2.2 The Municipal Manager may request input from agendas, minutes and "customers" on the Chief Financial Officer's performance throughout the review period. This may be done through discussion or by asking "customers" to complete a rating form to submit to the evaluation panel for consideration. Customers are people who are able to comment on the Chief Financial Officer's performance since they have worked closely with him/her on some or all aspects of his/her job
- 2.3 The Chief Financial Officer is to prepare for quarterly performance evaluation by providing a brief description of achievements, including reference to evidence, supporting documentation (document report and/or resolutions with dates of submission) in the relevant column in section 3 (KPA scorecard below). Achievements to be reported on cumulatively.
- 2.4 The Chief Financial Officer is to provide a rating for himself for the quarterly and final assessment session against the agreed objectives in the column provided in the KPA scorecard.
- 2.5 A motivation must be provided for KPI's and targets rated 4 and 5 and a reason for non-performance must also be provided for targets 1 and 2.
- 2.6 The Chief Financial Officer and Evaluation panel are to meet to conduct formal performance rating and agree on final scores. It may be necessary to have two meetings i.e. give the Chief Financial Officer scores and allow him/her to consider them before final agreement. In the event of a disagreement, the evaluation panel has the final say with regard to the final score that is given.

- 2.7 The Evaluation panel to provide ratings of the Chief Financial Officer's performance against agreed objectives as a result of portfolio of evidence and/or comments and "customer" input.
- 2.8 Initially the scoring should be recorded on the scorecard then transferred onto the performance assessment rating calculator.
- 2.9 Any reasons for non-compliance should be recorded during the review session by keeping of minutes of the review session.
- 2.10 The assessment of the performance of the Chief Financial Officer will be based on the following rating scale for KPA's:

## ACHIEVEMENT LEVELS

Terminology	Description	Rating Level
<b>Superior</b>	Performance far exceeds the standard expected of the Manager at this level. The appraisal indicates that the Manager 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.	<b>5</b>
<b>Advanced</b>	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Manager has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.	<b>4</b>
<b>Competent</b>	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Manager has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.	<b>3</b>
<b>Basic</b>	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 Manager has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.	<b>2</b>
<b>Basic</b>	Performance does not meet the standard expected for the job. The review/assessment indicates that the Manager has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Manager 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.	<b>1</b>

- 2.11 Only those items relevant for the review period in question should be scored.
- 2.12 The assessment of the performance of the Chief Financial Officer on the applicable CCR's will be based on the rating scale as reflected in section 4 of the performance plan.
- 2.13 The Municipal Manager and the Chief Financial Officer are to prepare and agree on a personal development plan (PDP) for addressing developmental gaps.
- 2.14 The Municipal Manager and Chief Financial Officer to set new objectives, targets, performance indicators, weightings and dates etc for the following financial year.
- 2.15 Poor work performance will be dealt with in terms of regulation 32 (3) of the Performance Regulations gazetted in Notice No 805, published on 1 August 2007.

### 3. KEY PERFORMANCE AREA SCORECARD

STRATEGIC OBJECTIVE	SDG	INDICATORS	WEIGHT	REPORT ACHIEVEMENTS (with reference to supportive documentation)				MPADS SCORE RATING 1 2 3 4 5	EVALUATION PANEL SCORE RATING 1 2 3 4 5
				QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4		
<b>NATIONAL KPA - BASIC SERVICES</b>									
Free Basic Services	12	Percentage of conventional household consumers billed (urban area)	10%	Target 100%	Target 100%	Target 100%	Target 100%	Target 100%	
				Achievement	Achievement	Achievement	Achievement	Achievement	
Free Basic Services	13	Percentage of conventional business consumers billed businesses (urban area)		Target 100%	Target 100%	Target 100%	Target 100%	Target 100%	
				Achievement	Achievement	Achievement	Achievement	Achievement	
Free Basic Services	31	Number of quarterly updates of the indigent register		Target 1	Target 1	Target 1	Target 1	Target 1	
				Achievement	Achievement	Achievement	Achievement	Achievement	

STRATEGIC OBJECTIVE	SDBIP	INDICATORS	WEIGHT	REPORT ACHIEVEMENTS (with reference to supportive documentation)				MPADS SCORE RATING 1 2 3 4 5	EVALUATION PANEL SCORE RATING 1 2 3 4 5
				QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4		
<b>NATIONAL KPA - GOOD GOVERNANCE, COMMUNITY PARTICIPATION AND WARD COMMITTEE SYSTEMS</b>									
To improve the Municipal Audit outcome, Corporate Governance and Accountability	47	2024/2025 Annual Financial Statement submitted to the Auditor General by 31 August 2025	5%	Target 1 Achievement	Target N/A Achievement	Target N/A Achievement	Target N/A Achievement		
<b>NATIONAL KPA - MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT</b>									
To ensure achievement of expenditure targets	70	Number of Procurement Plan approved by council and submitted to treasury by 30 June 2026	85%	Target 1 Achievement	Target N/A Achievement	Target N/A Achievement	Target N/A Achievement		
To improve budget implementation in the municipality	71	% of UIFW to total expenditure		Target 0% Achievement	Target 0% Achievement	Target 0% Achievement	Target 0% Achievement		
	72	Number of quarterly SCM Policy implementation reports submitted to Council by 30 June 2026		Target 1 Achievement	Target 1 Achievement	Target 1 Achievement	Target 1 Achievement		
To ensure compliance	82			Target	Target	Target	Target		

STRATEGIC OBJECTIVE	SBIP	INDICATORS	WEIGHT	REPORT ACHIEVEMENTS (with reference to supportive documentation)				MPADS SCORE RATING 1 2 3 4 5	EVALUATION PANEL SCORE RATING 1 2 3 4 5
				QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4		
with the MFMA on liability management		Number of monthly updates undertaken on the Contract Register	3	3	Achievement	3	Achievement	3	
				Target	Achievement	Target	Achievement		
				100%	100%	100%	100%		
				Achievement	Achievement	Achievement	Achievement		
To safeguard Municipal Assets	86	Number of monthly updates undertaken on the GRAP Compliant Asset Register	3	Target	Target	Target	Target		
				3	3	3	3		
				Achievement	Achievement	Achievement	Achievement		
				Target	Target	Target	Target		
To achieve effective financial reporting	88	Number of interim financial statements prepared by 30 June 2026	1	Target	Target	Target	Target		
				N/A	1	1	1		
				Achievement	Achievement	Achievement	Achievement		
				Target	Target	Target	Target		
	89	Number of monthly section 71 reports prepared and submitted to the Finance and Planning Portfolio Committee and the Executive Committee by 30 June 2026	3	Target	Target	Target	Target		
				3	4	3	3		
				Achievement	Achievement	Achievement	Achievement		
				Target	Target	Target	Target		
	90	Number of section 52 (d) reports prepared and submitted to	1	Target	Target	Target	Target		
				1	1	1	1		
				Achievement	Achievement	Achievement	Achievement		
				Target	Target	Target	Target		

STRATEGIC OBJECTIVE	SDBP	INDICATORS	WEIGHT	REPORT ACHIEVEMENTS (with reference to supportive documentation)				MPADS SCORE RATING 1 2 3 4 5	EVALUATION PANEL SCORE RATING 1 2 3 4 5
				QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4		
To improve budget implementation in the municipality	93	Council by 30 June 2026	2025/2026 adjustment budget adopted by Council by 28 February 2026	Achievement	Achievement	Achievement	Achievement		
				Target	Target	Target	Target		
	94	2025/2026 Section 72 report submitted to the Mayor by 24 January 2026	N/A	N/A	1	N/A			
			<u>Achievement</u>	<u>Achievement</u>	<u>Achievement</u>	<u>Achievement</u>			
	95	Draft 2026/2027 budget tabled to Council by 31 March 2026	Target	Target	Target	Target			
			N/A	N/A	1	N/A			
96	2026/2027 annual budget adopted by Council by 30 June 2026	<u>Achievement</u>	<u>Achievement</u>	<u>Achievement</u>	<u>Achievement</u>				
		Target	Target	Target	Target				

#### 4. CORE COMPETENCY REQUIREMENTS FOR THE CHIEF FINANCIAL OFFICER (CCR)

The ratings attached to this section will impact on the final performance score and will assist in identifying areas of development for inclusion in a personal development plan (PDP) for addressing developmental gaps.

1	2	3	4	5
Performance clearly below acceptable level	Performance is competent in some aspects, but shows need for improvement in other aspects.	Fully competent performance	Noticeably better than competent performance	Distinguished performance, obvious to all
LEADING COMPETENCIES				
				Weighting
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>			15%
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and Dispute Management</li> </ul>			10%
Program and Project Management	<ul style="list-style-type: none"> <li>• Program and Project Planning and Implementing</li> <li>• Service Delivery Management</li> <li>• Program and Project Monitoring and Evaluation</li> </ul>			5%
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>			30%
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>			5%
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance Management</li> <li>• Cooperative Governance</li> </ul>			15%
<b>SUB-TOTAL</b>				<b>80%</b>
CORE COMPETENCIES				
Moral Competence				2%
Planning and Organising				3%
Analysis and Innovation				3%
Knowledge and Information Management				4%
Communication				4%
Results and Quality Focus				4%
<b>SUB-Total</b>				<b>20%</b>
<b>TOTAL SCORE</b>				<b>100%</b>

**5. CONSOLIDATED SCORE (Refer to performance Assessment Rating Calculator)**

The consolidated Performance Evaluation Results will be attached separately to this Performance Plan

**6. LINK TO REWARD**

The Chief Financial Officer's performance will be rewarded in accordance with Section 32(2) of the Performance Regulations gazetted in Notice No 805, published on 1 August 2006.

**APPENDIX B**



**PERSONAL DEVELOPMENT PLAN**

**FINANCIAL YEAR 2025/2026**

**PERIOD 01 AUGUST 2025 TO 30 JUNE 2026**

**NAME OF MUNICIPALITY : UMVOTI MUNICIPALITY**

**INCUMBENT : TERRENCE MTHANDENI NENE**

**JOB TITLE : CHIEF FINANCIAL OFFICER**

**REPORT TO : MUNICIPAL MANAGER**

## Explanatory Notes to the Personal Development Plan

### 1. Introduction

1.1 A Municipality should be committed to –

- (a) the continuous training and development of its employees to achieve its vision, mission and strategic objectives and empower employees; and
- (b) managing training and development within the ambit of relevant national policies and legislation.

1.2 A Municipality should follow an integrated approach to Human Resource Development, that is:

- (a) Human resource development should form an integral part of human resource planning and management.
- (b) In order for a municipality's training and development strategy and plans to be successful it should be based on sound Human Resource (HR) practices, such as the (strategic) HR Plan, job descriptions, the result of regular performance appraisals, career pathing, scarce skills an talent management and succession planning.
- (c) To ensure the necessary linkage with performance management, the municipality's Performance Management and Development System should provide for the Personal Development Plans of employees to be included in their annual Performance Agreements. Such approach will ensure the alignment of individual performance objectives to the municipality's strategic objectives, and that training and development needs are also identified during the performance management and appraisal process.
- (d) Career-pathing and succession planning ensures that employees are placed and developed in jobs according to aptitude and identified potential and through training and development acquire the necessary competencies to prepare them for future positions. Scarce skills and talent management also requires appropriate training, education and development interventions.

### 2. Competence Modeling

2.1 What does an institution mean when it says an employee / prospective employee is competent if he / she fits a managerial competency framework or occupational competency profile? The institution is in fact expressing competence as a **future-oriented** ideal that they require to achieve their strategic objectives. The institution is in effect giving a depiction of the desired or required knowledge, skills and attributes for an individual in a specific position]. For competence to be useful, the associated competence should be greater than the observed performance as it will allow the individual growth towards this 'ideal'.

2.2 There is however a risk in expressing a required competence that a current or prospective employee should adhere to in the future, as the future is, by definition, uncertain. Managers cannot know how an employee will perform in the future nor can they know how employees that they did not select, did not promote, did not award a qualification to, might perform.

2.3 Moreover, managers do not make their expressions in a social vacuum. They do so within a social context in which there are various actors, various stakeholders, with different interests accountabilities, different things they are trying to achieve and various ways in which others will hold them accountable. If managers are selecting employees they shall similarly have to justify their decisions to others. Relevance thus becomes an obvious issue that affects the level of confidence in such a decision. Various human resources procedures and systems need to be established to maintain the relevance of the expression of competence to the requirements of the employer. Confidence is the basis on which the various parties implicated in the decisions and actions taken within a competence system will seek to account to others for those decisions and actions.

- 2.4 When linking a decision that a prospective employee / current employee is competent the communication is based on what may be called conventions of assessment. Some common understanding is achieved by which a certain set of arrangements become socially accepted as the basis for linking different contexts. Contexts differ, in particular in terms of time. So performance in the past is linked to future situations in which desired performance is anticipated. This linking of contexts will normally involve some model, some way of accounting for the claimed link. The **COGTA** has decided on:
- 2.4.1 A managerial competency framework as an expression of required managerial competencies.
  - 2.4.2 Occupational competency profiles as expression of occupation / post competency requirements.

### 3. **Compiling the Personal Development Plan attached as the Appendix.**

- 3.1 The aim of the compilation of Personal Development Plans (PDPs) is to identify, prioritise and implement training needs
- 3.2 The Local Government: Municipal Systems Act: Guidelines: Generic senior management competency framework and occupational competency profiles provides comprehensive information on the relevance of items 2.4.1 and 2.4.2 above to the PDP process. The Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also be taken into consideration during the PDP process.
- 3.3 The assessment results of a manager against the minimum requirements contained in the managerial competency framework and occupational competency profiles will assist a manager, in consultation with his / her employee, to **compile a Personal Development Plan** as follows:
- (a) The identified training needs should be **entered into column 1 of the Appendix, entitled Skills / Performance Gap**. The following should be carefully determined during such a process:
    - a. Organisational needs, which include the following:
      - o Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.
      - o The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps.
      - o Specific competency gaps as identified during the probation period and performance appraisal of the employee.
    - b. Individual training needs that are job / career related.
  - (b) Next, the **prioritisation of the training needs [1 to ...] in column 1 should also be determined** since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.
  - (c) Consideration must then be given to the **outcomes expected in column 2 of the Appendix**, so that once the intervention is completed the impact it had can be measured against relevant output indicators.
  - (d) **An appropriate intervention** should be identified to address training needs / skills gaps and the outcome to be achieved but with due regard to cost effectiveness. These interventions should be listed in **column 3 of the Appendix, entitled:**

**Suggested training and / or development activity.** The training / development must also be conducted either in line with a recognised qualification from a tertiary institution or unit standards registered on the National Qualifications Framework (South African Qualifications Authority), which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine through the Training / Human Resource Development / Skills Development Unit within the municipality whether unit standards have been developed with regard to a specific outcome / skills gap identified (and registered with the South African Qualifications Authority). Unit standards usually have measurable assessment criteria to determine achieved competency. There is more detail on this in item 4 below.

- (e) **Guidelines regarding the number of training days per employee and the nominations of employees:** An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions.
  - (f) **Column 4 of the Appendix: The suggested mode of delivery** refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. The training / development activity should impact on delivery back in the workplace. Mode of delivery consists of, amongst others, self-study [The official takes it upon him / her to read e.g. legislation]; internal or external training provision; coaching and / or mentoring and exchange programmes, etc.
  - (g) The **suggested time frames (column 5 of the Appendix)** enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.
  - (h) **Work opportunity created to practice skill / development areas, in column 6 of the Appendix,** further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).
  - (i) The final column, **column 7 of the Appendix,** provides the employee with a **support person** that could act as coach or mentor with regard to the area of learning.
- 3.4 Personal Development Plans are compiled for individual employees and the data collated from all employees in the municipality forms the basis for the prescribed Workplace Skills Plan, which municipalities are required to compile as a basis for all training and education activities in the municipality, in a specific financial year and report on progress made to the Local Government Sector Education and Training Authority (LGSETA).
- 3.5 Funding should be made available for training, education and development, in line with the Skills Development Act, at least 1% of the personnel budget must be earmarked for it. Additional funding can also be secured in terms of the provisions of the Skills Development Levies Act from the LGSETA if:
- (a) A Skills Development Facilitator has been appointed.
  - (b) The Workplace Skills Plan has been submitted.
  - (c) A submission, including a Business Plan is submitted for additional grants [The LGSETA can be approached at Tel. 011 456 8579 for more information in this regard].

#### 4. Life-long learning

- 4.1 It was agreed that an outcomes-based Lifelong Learning Development Framework would be the basis on which Curriculum 2005 would be developed. The basic principle is that learners should be able to progress to higher levels of achievement by mastering prescribed learning outcomes. Learning programmes should thus facilitate progression from one phase or learning outcome to another and from any starting point in the education and training system. Prior knowledge (acquired informally or by work experience, would also have to be assessed and credited. National qualifications would be awarded, at each of the levels of the National Qualifications Framework (NQF) [see the attached definitions] provided that candidates have accumulated certain combinations of credits and have abided by probable rules of combinations required for such qualifications.
- 4.2 Eight learning areas were identified to form the basis of all education up to the Further Education and Training Certificate:

Nr.	Learning Area
1	Language, Literacy and Communication
2	Mathematical Literacy, Mathematics and Mathematical Science
3	Human and Social Sciences
4	Natural Sciences
5	Technology
6	Arts and Culture
7	Economic and Management Sciences
8	Life Orientation

- 4.3 As is clear from the definitions, there will be four phases, with Adult Basic Education and Training (ABET) linked to the first three. The history of school education had the effect that the majority of the adult population for black communities, were provided with inadequate education or no schooling. Thus ABET is viewed as a force for social participation and economic development and has been brought into the mainstream of the education and training system. The underlying principles are that ABET should provide a general basic education, promote critical thinking and empower individuals to participate in all aspects of society, and promote active learning methods, and, ABET should lead to nationally recognized certificates based on clear national standards assessed as learning outcomes.
- 4.4 Once the foundation phase is addressed the other phases can follow suit. In this regard the discussion in item 3.3 (d) refers. Note should also be taken that in addressing professionalisation within the local government sector there may be a need to develop vocational qualifications.

Personal Development Plan of: Terrence Mthandeni Nene

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
Effective Dispute Resolution with SARS	Manage SARS account effectively	Workshop on effective dispute resolution with SARS	Webinar	25 September 2025	Preparation and Review of VAT Returns	Municipal Manager
Best Practices in Compiling Municipal AFS	Prepare quality AFS	Workshop	Webinar	19 November 2025	Preparation of quarterly AFS	Municipal Manager
Cyber Security and Cyber Crime	Safeguarding financial Reporting System	Workshop	Webinar	02 December 2025	Review of Internal Controls	Municipal Manager

SIGNED AT Greytown ON THIS THE 19 DAY OF August 2025.



Mr. T.M. Nene  
Chief Financial Officer



CONTENTS NOTED: MUNICIPAL MANAGER  
Ms. NP Ndaba

**DEFINITIONS:**

“Higher, Further and General Education and Training” refers to:

National Qualification Framework level	Levels	TYPES OF QUALIFICATIONS AND CERTIFICATES	
8	<b>HIGHER EDUCATION AND TRAINING</b>	Doctorates Further Research Degrees	
7		Higher Degrees Professional Qualifications	
6		First Degrees Higher Diplomas	
5		Diplomas Occupational Certificates	
<b>FURTHER EDUCATION AND TRAINING CERTIFICATES</b>			
4	<b>FURTHER EDUCATION AND TRAINING</b>	School/College/Training Certificate Mix of units from all	
3		School/College/Training Certificate Mix of units from all	
2		<b>School/College/Training Certificate</b> Mix of units from all	
<b>GENERAL EDUCATION AND TRAINING CERTIFICATES</b>			
1	<b>GENERAL EDUCATION AND TRAINING</b>	Senior Phase	ABET level 4
		Intermediate Phase	ABET level 3
		Foundation Phase	ABET level 2
			ABET level 1

## ANNEXURE B



### CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS 2025/2026

#### 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) loyally 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 of the Local Government: Municipal Systems Act, Act 32 of 2000 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); of the Local Government: Municipal Systems Act, Act 32 of 2000;
- (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 maximize 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.

## **5. 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.

## **6. Unauthorised disclosure of information**

- (1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained 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.

## **7. 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.

## **8. 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;
- (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).

## **9. 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.

## **10. 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.

## **11. 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.

## **12. Sexual harassment**

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

### 13. 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.

### 14. 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. 14 A. Disciplinary steps

- (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 no longer than three months;
  - (b) demotion;
  - (c) transfer to another post;
  - (d) reduction in salary, allowances or other benefits; or
  - (e) an appropriate fine.

Signed at Greytown on this day ..19..... of ..August..... 2025



.....  
Mr. M. V. Nene  
Chief Financial Officer



## UMVOTI MUNICIPALITY

### DISCLOSURE OF FINANCIAL INTEREST FORM

#### CONFIDENTIAL

**A. Every employee or councillor must complete the disclosure of interest whether they have a private business/work or not, it is compulsory.**

**B. No municipal employee or councillor should be involved in private business/work with any organ of the state including municipalities.**

- ◆ Section 4 (3) of Schedule 2 of the Municipal Systems Act provides that no staff member or councillor of a municipality may be party to or beneficiary under a contract for the provision of goods or services to any municipality or any municipality entity established by a municipality.
- ◆ Regulation 44 of the MFMA and Section 44 of Umvoti Municipality Supply Chain Management (SCM) Policy prohibits the awarding of bids to persons in the service of the State.
- ◆ “**In the service of the state**” is defined in the Regulations as a member of any municipal council, provincial legislature or the National Assembly or the National Council of Provinces; an employee of any national or provincial department, national or provincial public entity or an employee of Parliament or a provincial legislature or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999).
- ◆ In terms of section 8(2) of the Public Administration Management Act, 2014 (Act No. 11 of 2014), an employee may not conduct business with the State; or be a director of a public or private company conducting business with the State.
- ◆ Section 8(3) of the Public Administration Management Act, 2014 (Act No. 11 of 2014) states that contravention of subsection (2)—
  - (a) is an offence, and any person found guilty of the offence is liable to a fine or imprisonment for a period not exceeding 5 years or both such fine and imprisonment; and
  - (b) constitutes serious misconduct which may result in the termination of employment by the employer.

C. Except with the prior consent of the council of a municipality a staff member of the municipality may not be engaged in any business, trade or profession other than work of the municipality while in the employ of the municipality.

D. Disclosure:

I, the undersigned

Surname NENE Names TERRENCE MTHANDENI

ID No. 830529 5627 082 Employee No. \_\_\_\_\_ of \_\_\_\_\_

Residential Address  
65 SIEMS PLACE  
SOUTHLANDS, PMB  
3201

Postal Address  
65 SIEMS PLACE  
SOUTHLANDS, PMB  
3201

Contact No. 076 149 8219

(employed as CHIEF FINANCIAL OFFICER at the UMVOTI LM 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			

2. Directorships and Partnerships.

See information sheet: Note (2).

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income.
<u>MTHANDE GROUP PTY LTD - PRIVATE CO.</u>		<u>NIL</u>

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

See information sheet: Note (3)

Name of Employer	Type of work	Amount of Remuneration or Income.
N/A		

Council sanction confirmed:

Signature of Municipal Manager: [Signature] Date: 19/08/2025

**CONFIDENTIAL**

**4. Consultancies and retainerships**

See information sheet: Note (4)

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

**5. Sponsorships**

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship.
	N/A	

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

See information sheet: Note (6)

Description	Value	Source
	N/A	

**7. Land and property**

See information sheet: Note (7)

Description	Extent	Area	Value
- 65 SIEMS PLACE PmbURG			R784 000
- 24 DOIG STR, PmbURG			R1,5M
- Unit 10, CONQUATION GARDENS, PmbURG			R880 000
- 371 PRINCE ALFRED STR. PmbURG			R400 000

SIGNATURE OF EMPLOYEE MP

DATE: 18/08/2025

PLACE: GREYTOWN

CONFIDENTIAL

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

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

Answer yes


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

Answer NO

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

Answer yes

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.

 726-1748-1  
CST  
J.S. MOODLEY  
Commissioner of Oath / Justice of the Peace

Full first names and surname: JAY-DEE SANTANA MOODLEY (Block letters)

Designation (rank): CONSTABLE Ex Officio Republic of South Africa

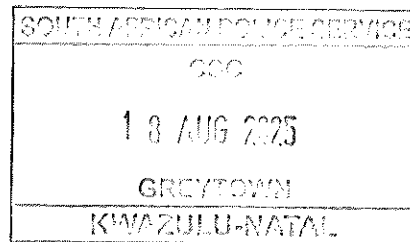
Street address of institution: 99 PINE STREET

Date: 2025-08-18

Place: GREYTOWN

Nelabo  
CONTENTS NOTED: MUNICIPAL MANAGER

DATE: 19/08/2025



## CONFIDENTIAL

### INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

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

#### NOTE 1: Shares and other financial interests

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

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

#### NOTE 2: Directorships and partnerships

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

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

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

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

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

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

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

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

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#### NOTE 4: Consultancies and retainerships

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

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

#### **NOTE 5: Sponsorships**

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

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

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

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

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

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

#### **NOTE 7: Land and Property**

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

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