



Reference: 20210428-2562
File no.: 3/3/3/9
Enquiries: Call Centre

Strategic People Management Minute: 0003/2021

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers, Heads: Management and Governance, Heads: District Curriculum Support, Heads: District Learner Support, Supply Chain Management Staff, Finance Staff, Chief Education Specialists, Deputy Chief Education Specialists, Principals, Public Service Staff

Subject: Designated employees to disclose their financial interests and the availability of the eDisclosure system on the Internet

1. The Public Service Regulations (PSR), 2016, published in *Government Gazette* No. 40167 of 29 July 2016, empowers the Minister of Public Service and Administration (MPSA) to designate other categories of employees to disclose their financial interests. Furthermore, the MPSA has the power to determine the form, date and financial interests to be disclosed.
2. Before March 2017, only members of the Senior Management Service were designated to disclose their financial interests. On 16 March 2017, the MPSA designated other categories of employees as identified below, to disclose their financial interests (MPSA Determination attached):
 - (a) An employee earning the equivalent of salary level 13 and above through an Occupation Specific Dispensation (OSD).
 - (b) An employee appointed at salary level 11 and 12, including employees earning the equivalent of salary levels 11 and 12 through an OSD.
 - (c) An employee employed in a supply chain management unit irrespective of their salary level.
 - (d) An employee employed in a finance unit irrespective of their salary level.

Paragraph 4.1 (Scope of application) of the MPSA Determination states that this provision applies to all departments and its employees employed in terms of the Public Service Act, 1994 (Act 103 of 1994), inclusive of educators.

3. Designated employees must disclose their interests to:
 - ensure transparency;
 - ensure accountability;
 - manage conflicts of interest between their official duties and their private financial interests; and
 - promote ethics and integrity and combat corruption in the public service.
4. Periods for disclosure are as follows:

Categories of designated employees	Deadlines for disclosure
Employees appointed at salary level 12, including employees earning the equivalent of salary level 12 through an OSD (inclusive of principals on equivalent salary levels)	01 June 2021 to 30 June 2021
Ethics officers and any other officials with delegated authority on the eDisclosure system	01 June 2021 to 30 June 2021
Employees appointed at salary level 11, including employees earning the equivalent of salary level 11 through an OSD (inclusive of principals and educators on equivalent salary levels)	01 July 2021 to 31 July 2021
Employees in supply chain management and finance units, irrespective of their salary level	01 July 2021 to 31 July 2021
Newly appointed employees have up to 30 days after assumption of duty to disclose their financial interests.	

5. A newly appointed designated employee who is not yet registered on the eDisclosure system must complete the registration as per the attached quick guide.
6. Designated employees (except for the Head of Department (HoD)) disclose their financial interests to the HoD.
7. In terms of paragraph 11 (Non-compliance and reporting) of the MPSA Determination, compliance to complete the financial disclosure is compulsory.
8. For ease of reference, a quick guide is attached on how to register and disclose financial interests on the eDisclosure system as listed below:
 - Shares or any other form of equity in a registered private or public company or any other corporate entity recognised by law

- Loan accounts (excluding bond, vehicle finance, and retail accounts)
- Income generating assets
- Trusts
- Directorships and partnerships
- Consultancy and retainerships
- Sponsorships
- Gifts and hospitality from a source other than a family member
- Ownership and other interests in movable property
- Vehicles
- Any other financial interests
- Other remunerative work outside the employee's department (RWOPS)

9. The Western Cape Government's Policy on Remunerative Work outside the Public Service (RWOPS), implemented from 01 September 2012, regulates the performance of remunerative work by employees outside the public service and is attached to this minute.

Paragraph 13(c) of Part 1, Chapter 2 of the PSR, 2016, which came into effect on 01 August 2016 states that an employee shall,

"not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act". This provision is *mutatis mutandis* applicable to employees appointed in terms of the Employment of Educators Act, 1998 (Act 76 of 1998).

10. The following ethics officers may be contacted for queries or questions of clarity:

Name	Email address	Tel. no.
Yolisa Zwane	Yolisa.Zwane@westerncape.gov.za	021 467 2612
Akhona Mfazwe	Akhona.Mfazwe@westerncape.gov.za	021 467 2618
Petro Titus	Petro.Titus@westerncape.gov.za	021 467 2615
Mikhail Jackson	MikhailJackson@westerncape.gov.za	021 467 2469
Yusuf Ismail	Yusuf.Ismail@westerncape.gov.za	021 467 2601
Mark van der Vendt	Mark.VanderVendt@westerncape.gov.za	021 467 2509
May Davids	May.Davids@westerncape.gov.za	021 467 2365

11. Since the implementation of the eDisclosure system in 2014, the system was available only on the government network. This has made it difficult for designated employees to access the system to disclose their financial interests when they are away from office. Subsequently, it has affected compliance with financial disclosure regulations.

12. The eDisclosure system is now available on the Internet, using the URL: www.edisclosure.gov.za. This means that the designated employees can now use smartphones and tablets to register and disclose their financial interests online.
13. Please bring the content of this minute to the attention of all relevant staff.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2021-05-14