

File no.: 3/3/3/9
Reference: Call Centre

Strategic People Management Minute: 0007/2024

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 and 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 (SMS) 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 levels 11 and 12, including employees earning the equivalent of salary levels 11 and 12 through an OSD;
 - (c) An employee appointed at salary levels 9 and 10, including employees earning the equivalent of salary levels 9 and 10 through an OSD, as well as assistant directors;
 - (d) An employee employed in a Supply Chain Management (SCM) unit irrespective of their salary level; and
 - (e) An employee employed in a finance unit irrespective of their salary level.
3. 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.

4. 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.
5. Periods for disclosure are as follows:

Registration and financial disclosures due in 2024:

Categories of designated employees	Deadlines for disclosure
Assistant directors, level 9 and 10	01 June 2024 to 30 July 2024
OSD, equivalent to level 9 and 10	01 June 2024 to 30 July 2024

Registration and financial disclosures due in 2025:

Categories of designated employees	Deadlines for disclosure
Employees appointed in the SMS	01 April 2025 to 30 April 2025
OSD/personal notches, level 13 and above	01 June 2025 to 31 July 2025
Middle Management Service, level 11 and 12	01 June 2025 to 31 July 2025
OSD, level 11 and 12	01 June 2025 to 31 July 2025
Ethics officers/Western Cape Education Department administrative and public service commission officials	01 June 2025 to 31 July 2025
SCM/finance unit employees below level 9	01 June 2025 to 31 July 2025
Newly appointed employees have up to 30 days after assumption of duty to disclose their financial interests.	

6. A newly appointed designated employee who is not yet registered on the eDisclosure system must complete the registration as per the attached quick guide. The eDisclosure system is readily open for designated employees to undertake registration.
7. Designated employees (except for the Head of Department (HoD)) disclose their financial interests to the HoD.

8. In terms of paragraph 11 (non-compliance and reporting) of the MPSA Determination, compliance to complete the financial disclosure is compulsory.
9. 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)
10. The Western Cape Government's *Policy on Remunerative Work outside the Public Service*, implemented from 01 September 2012, regulates the performance of RWOPS and is attached to this minute.
- 10.1 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 as 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).
11. The following ethics officers may be contacted for queries:

Name	Email address	Tel. no.
Natania Louw	Natania.Louw@westerncape.gov.za	021 830 3853
Akhona Mfazwe	Akhona.Mfazwe@westerncape.gov.za	021 467 2618
Patricia De Bruin	Patricia.deBruin@westerncape.gov.za	021 467 2615
Yolisa Zwane	Yolisa.Zwane@westerncape.gov.za	021 467 2612
Mikhail Jackson	Mikhail.Jackson@westerncape.gov.za	021 467 2469
Mark van der Vendt	Mark.VanderVendt@westerncape.gov.za	021 467 2509

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

SIGNED: LJ ELY
DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES
DATE: 2024-05-08