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Department:
Community Safety and Transport Management
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

FINANCIAL DISCLOSURE POLICY 2025/2026

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1. GLOSSARY OF TERMS

TERMS	DEFINITIONS
Act	Public Service Act 1994
Department	Department of Community Safety and Transport Management
Determination and Directive	Determination on other Categories of Designated Employees to disclose their financial interest and the Directive on the form, date and financial interest to be disclosed.
DPSA	Department of Public Service Administration
EA	Executive Authority
e-Disclosure	Electronic system used for disclosure of financial interests.
Form	Means a printed or electronic form contemplated in regulation 18
HOD	Head of Department
MPSA	Minister of Public Service Administration
OSD	Occupation Specific Dispensation
PSA	Public Service Act
PSC	Public Service Commission
PSR	Public Service Regulation
SCM	Supply Chain Management
SMS	Senior Management Services

2. PURPOSE AND OVERVIEW

The purpose of this Policy is to promote ethical behaviour among employees in the department, reduce possible, perceived and potential conflict of interest.

It is aimed at assisting Department's designated employees to file Financial Disclosure or Declaration of Interests in complying with their obligations to avoid personal interests that may or appear to interfere with the performance of their duties and responsibilities, or appear to adversely influence the integrity, independence and impartiality required by their status.

3. POLICY STATEMENT

It is the policy of the Department to exercise its function, therefore all employees have an obligation to avoid or mitigate situation in which their personal interest might conflict, or appear to conflict, with the interests of the Department.

Conflicts of interest may arise in many types of situations, such as when financial or other outside interests produce conflicting loyalties, affect the job performance, or are adverse to the interests of Department.

The Financial Disclosure policy is intended to identify such potential and actual conflicts of interest so that they may be assessed and mitigating actions be taken to limit or eliminate associated risks.

4. LEGISLATIVE MANDATE

4.1 The Public Service Act, section 3(h), assigns the Minister for Public Service and Administration the responsibility for establishing norms and standards related to integrity, ethics, conduct and anti-corruption in the public service. Section 41(1) (b) provide that the Minister for Public Service and Administration may make Regulations regarding

(v) A code of conduct for employees and

(vi) Disclosure of financial interests by all employees or particular categories of employees and the monitoring of such interests.

4.2 Regulation 16 (a) and 18 (3) of PSR, 2016

Regulation 16 defines "**designated employee**" as "any other employee or category of employees determined by the Minister".

Regulation 18 (3) provides that "any other designated employee not contemplated in sub-regulations (1) and (2) shall submit to the relevant Head of Department, on a date and form directed by the Minister, particulars of all his or her interests for the period as may be directed by the Minister".

5. SCOPE

5.1 Categories of designated employees;

The following employees are obliged to submit their disclosures of financial interests;

5.1.1. All members of the Senior Management Service (SMS)

5.1.2. Employees earning equivalent of salary level 13 and above through the Occupation Specific Dispensation (OSD),

- i. Employees appointed at salary 11 and 12 including employees earning the equivalent of salary levels 11 and 12 through the Occupation Specific Dispensation (OSD).
- ii. Employees appointed at salary 9 and 10 including employees earning the equivalent of salary levels 9 and 10 through the Occupation Specific Dispensation (OSD).
- iii. Employees in Supply Chain Management and Finance Directorate, irrespective of their salary level;
- iv. Any employee authorized by MPSA, EA, HOD or the chairperson of the PSC for purposes of record keeping and effective implementation of Part 2 of chapter 2 of the PSR 2016, irrespective of the level.
- v. Any other employees or categories of employees may be determined by MPSA

5.2. Period to be covered when disclosing the financial interest;

5.2.1 Employees who fall within the determined categories must disclose their financial interests for the period 01 April to 31 March of the previous financial year.

5.2.2 New employees appointed to the determined categories must disclose their financial interests for the period 01 April to 31 March of the previous financial year within 30 days from the date of their appointment.

5.3. Time frames for financial disclosure

Categories of designated employees	Period to disclose financial interest	Period to verify the disclosure
All members of the Senior Management Service (SMS)	01 –30 April in the year in question	31 May of the year in question
Employees earning equivalent of salary level 13	01 June –31 July in the year in question	By 30 November of the year in

and above through the Occupation Specific Dispensation (OSD),		question
Employees appointed at salary 12 including employees earning the equivalent of salary 12 through the Occupation Specific Dispensation (OSD).	01 June –31 July in the year in question	By 30 November of the year in question
Any employee authorized by MPSA, EA, HoD or the chairperson of the PSC for purposes of record keeping and effective implementation of Part 2 of chapter 2 of the PSR 2016, irrespective of the level.	01 June –31 July in the year in question	By 30 November of the year in question
Employees appointed at salary 11 including employees earning the equivalent of salary levels 11 through the Occupation Specific Dispensation (OSD).	01 June –31 July in the year in question	By 30 November of the year in question
Employees appointed at salary 9 and 10 including employees earning the equivalent of salary levels 9 and 10 through the Occupation Specific Dispensation (OSD).	01 June –31 July in the year in question	By 30 November of the year in question
Employees in Supply Chain Management and Finance Directorate, irrespective of their salary level	01 June –31 July in the year in question	By 30 November of the year in question
New employees appointed in the categories above	Up to 30 days after assumption of duty	Up to 30 days after disclosure of financial interest is made.

6. METHOD USED TO DISCLOSE FINANCIAL INTERESTS

The financial disclosure form should be submitted using the e-Disclosure system **unless** written approval has been granted by MPSA upon written request from the relevant EA, indicating reason/s for the request and the number of employees involved.

7. DETAILS OF INTEREST TO BE DISCLOSED

- a. Shares, Loan accounts
- b. Other financial interest
- c. Income generating assets
- d. Trusts
- e. Directorships and Partnerships
- f. Other remunerative work outside public service
- g. Consultancies and Retainerships
- h. Sponsorships
- i. Gifts and Hospitality
- j. Immovable property
- k. Vehicles
- l. Other financial liabilities

8. ROLES AND RESPONSIBILITIES

8.1. Roles and responsibilities of designated employees

8.1.1. Employees are obligated to comply with all requests for additional information, clarification or verification concerning their financial disclosure

8.1.2 Employees making disclosure pursuant to this policy and the programs there under shall certify the information disclosed true, correct and complete to the best of their knowledge and beliefs.

8.2 Roles and responsibilities of Ethics Officer

8.2.1 Manage conflicts of interest, including:

- a. Conduct a risk analysis of the disclosed interest and income of the employee;

- b. the event that the risk analysis indicates a discrepancy between the disclosed interests and the income of the employee, consult with the employee concerned to obtain an explanation for the discrepancy
- c. In the event that the explanation does not sufficiently address the discrepancy –
 - (i) Investigate whether disciplinary steps must be taken if so, institute such disciplinary action; and
 - (ii) If there is a reasonable suspicion of a criminal offence, refer the matter to the relevant law enforcement agencies.

8.2.2 Registration of designated employees on e-disclosure.

8.3 Roles and responsibilities of Head of Department

To verify financial interests of other designated employees and SMS members,
Must within 30 days of being made aware of a situation where disclosed interest's conflict or is likely to conflict with employee's duty, take appropriate steps to remove the conflict of interest.
If after consultation the employee fails to take appropriate steps to remove the conflict of interest, the HOD shall take disciplinary action against the employee.

8.4 Executive Authority

Executive Authority to ensure compliance and to verify the financial interest of the Head of Department.

8.5 Public Service Commission

The PSC has an important role to play with respect to the scrutiny of the financial disclosure, to identify potential conflicts of interest and to make recommendations regarding the management of conflicts of interest.

9. CONFIDENTIALITY

The Financial Disclosure and Declaration of Interest and any relevant supporting documentation, information and/or communications either electronic or physical are confidential.

10. PERIOD TO DISCLOSE FINANCIAL INTERESTS

10.1 The financial disclosure period spans from April 1 to April 30, followed by June 1 to July 31 annually (over such other period designed by DPSA).

10.2 New employees must complete within 30 days after assumption of duty.

11. NON-COMPLIANCE AND REPORTING

All designated employees are obliged to comply with the provision of this policy. The HOD shall immediately take appropriate disciplinary steps against an employee who does not comply with this policy.

Possible sanction will result in disciplinary action being taken as follows:

Transgression	1 st offence	2 nd offence	3 rd offence
Failure to disclose on time	Less serious offence Final written warning - valid for 3 occasions designated must disclose	Serious offence Formal Disciplinary enquiry Sanctions that may be applied include: A fine not exceeding three months' pay	Serious offence Formal Disciplinary enquiry Sanctions that may be applied include: demotion
Failure to disclose even after being alerted to the fact	Serious offence Formal Disciplinary enquiry Sanctions that may be applied include: a fine not exceeding 3 months' pay	Serious offence Formal Disciplinary enquiry Sanctions that may be applied include: Demotion as an alternative to dismissal or dismissal	
Provision of False, inaccurate or incomplete information	Serious offence Formal Disciplinary enquiry Sanctions that may be applied include: No pay for a period of three months; Demotion as an alternative to dismissal; or Dismissal		

The Department is obliged to report not later than 31 January of each year report to the MPSA on the following:

- The number of employees who failed to disclose their financial interests including the description of steps taken against those employees. And if no steps, the reasons thereof; and
- The number of employees who were found to have a conflict or potential conflict of interest, the description of steps taken to remove the conflict, and if no steps were taken, the reasons thereof.
- The number of employees who were found to have provided false, incomplete or inaccurate disclosure and if no steps were taken, the reasons thereof.
- The number of employees who receipt and acceptance gifts to the cumulative value of more than R500.00 per year without approval from the relevant authority and if no steps were taken, the reasons thereof.

- e. The number of employees who are performing other remunerated work without approval and if no steps were taken, the reasons thereof.
- f. The number of employees who are conducting business with an organ of state and if no steps were taken, the reasons thereof.

12. EFFECTIVE DATE OF THE POLICY

This policy shall be reviewed annually or as and when it is deemed necessary to reflect any changes that may occur in the Department.

This policy shall take effect immediately after the Head of Department has approved.

13. RECOMMENDATION AND APPROVAL

DISCUSSED AND ADOPTED DURING	MEETING HELD DATE
EXECUTIVE MANAGEMENT COMMITTEE	24/03/2025
RISK MANAGEMENT COMMITTEE	26/03/2025

RECOMMENDED



MS VT LETAENE
CHAIRPERSON

DATE: 28/03/2025

APPROVED



DR HANS KEKANA
HEAD OF DEPARTMENT

DATE: 31/03/2025