COLLINS CHABANE
LOCAL MUNICIPALITY
Since 2016



ADJUSTED PERFORMANCE AGREEMENT

2025/2026

Collins Chabane Municipality herein represented by

CLLR MALULEKE SHADRACK GEZANI,

In his capacity as the Mayor (hereinafter referred to as the Employer or Supervisor)

and

DR. SHILENGE RISENGA RICHARD,

Employee of the 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.

1.3 This agreement does not at all replace the Employment Contract signed between the parties.

1.4 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.

1.5 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:

2.2 Comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties

2.3 Specify objectives in terms of the key performance indicators and targets defined and agreed with the employee and to communicate to the employee 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

2.4 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement

2.5 Monitor and measure performance against set targeted outputs

2.6 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job

2.7 In the event of outstanding performance, to appropriately reward the employee

2.8 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 **1 July 2025** and will remain in force until **30 April 2026 (provided the employment contract signed with the employer is still in force)** 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

3.3 The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than one month after the beginning of each successive financial year

3.4 This Agreement will **automatically terminate** on termination of the Employee's contract of employment for any reason

3.5 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon

3.6 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. Key Performance Areas that the employee should focus on

4.1.2. Core competencies required from employees

4.1.3. The performance objectives, key performance indicators, projects and targets that must be met by the Employee

4.1.4. The time frames within which those performance objectives and targets must be met

4.2. The performance objectives, key performance indicators 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 strategic objectives; key performance indicators, targets, projects and activities that may include dates and weightings. A description of these elements follows:

4.2.1. The strategic objectives describe the strategic intent of the organisation that needs to be achieved

4.2.2. The performance indicators provide the measurement on how a strategic objective needs to be achieved

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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 performance areas, key objectives, key performance indicators to each other

4.2.5. The activities are the actions to be achieved within a project

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 Employer

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 KPA's (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, Key Performance Areas and core Competency Requirements, 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 (KPA's) and the Core Competency Requirements (CCRs) respectively.

5.5.2. KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

5.5.3. Each area of assessment will be weighted and will contribute a specific part to the total score.

5.5.4. The Employee's assessment will be based on his performance in terms of the key performance indicator outputs / outcomes 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:

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Key Performance Areas	Weighting
1. Municipal Transformation and Organisational Development	42
2. Spatial Rationale	0
3. Basic Service Delivery and Infrastructure Development	0
4. Local Economic Development	0
5. Municipal Finance Management and Viability	38
6. Good Governance and Public Participation	20
TOTAL WEIGHTING	100.00

5.6. Municipal Manager's responsibilities are directed in terms of the abovementioned key performance areas.

5.7. The CCRs will make up the other 20% of the Employee's assessment score. The following CCRs are deemed to be most critical for the Employee's specific job.

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CORE MANAGERIAL COMPETENCIES:	Weight (75%)
Strategic Capability and Leadership	10
Programme and Project Management	10
Financial Management(compulsory)	10
Change Management	5
Knowledge Management	10
Service Delivery Innovation	5
Problem Solving and Analysis	5
People Management and Empowerment(compulsory)	10
Client Orientation and Customer Focus(compulsory)	10
CORE OCCUPATIONAL COMPETENCIES:	Weight (25%)
Interpretation of and implementation within the legislative and national policy frameworks	5
Knowledge of developmental local government	5
Knowledge of more than one functional municipal field/discipline	5
Competence as required by other national line sector Departments	5
Exceptional and dynamic creativity to improve the functioning of the municipality	5
Total	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

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 strategic objectives 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) Values on actual performance are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5-point scale. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to motivate for higher scores. The panel members have a chance to ask questions regarding

(c) The final scores are converted to % Performance by making use of COGTA Performance Assessment Rating Calculator

6.5.2. Assessment of the CCRs

(a) Each CCR 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 CCR

(c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score

(d) The score is translated to a final CCR percentage through COGTA Performance Assessment Rating Calculator (refer to paragraph 6.5.1)

6.5.3. Overall rating

An overall rating is calculated by using the Performance Assessment Rating Calculator whereby a weighting of 80% is applied to KPA performance and a weighting of 20% to CCR's.

6.6. The assessment of the performance of the Employee by panel members will be based on the following rating scale for KPA's and CCRs:

The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMCs:				
5	4	3	2	1
Outstanding Performance	**Performance Significantly Above Expectations**	**Fully Effective**	**Not Fully Effective**	**Unacceptable Performance**
Performance far exceeds the standard expected of an employee at this level.	Performance is significantly higher than the standard expected in the job.	Performance fully meets the standards expected in all areas of the job.	Performance is below the standard required for the job in key areas.	Performance does not meet the standard expected for the job.

6.7. For purposes of evaluating the annual performance of the Director, an evaluation panel constituted of the following persons must be established –

6.7.1. Municipal Manager

6.7.2. Chairperson of the Performance Audit Committee or a member of the Performance Audit Committee in the absence of the Chairperson of the Performance Audit Committee;

6.7.3. Member of the Executive Committee

6.7.4. Mayor or municipal manager from another municipality; and

6.7.5. 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 Performance Agreement shall be reviewed within the month following the quarters as indicated with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

- First quarter: July – September 2025
- Second quarter: October – December 2025
- Third quarter: January – March 2026
- Fourth quarter: April – June 2026

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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 as the case may be. 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

The Employer shall:

9.1. Create an enabling environment to facilitate effective performance by the employee

9.2. Provide access to skills development and capacity building opportunities

9.3. Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee

9.4. On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement

9.5. Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him 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

10.1.3. A substantial financial effect on the Employer

10.1.4. The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 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 all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

% Rating Over Performance %	% Rating Over Performance % Bonus
130 - 133.8	5%
133.9 – 137.6	6%
137.7 – 141.4	7%
141.5 - 145.2	8%
145.3 – 149	9%
150 – 153.4	10%
153.5 – 156.8	11%
156.9 – 160.2	12%
160.2 – 163.6	13%
163.7 – 167	14%

11.3. In the case of unacceptable performance, the Employer shall:

11.4. Provide systematic remedial or developmental support to assist the Employee to improve his performance

11.5. 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 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 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 appointed by the MEC

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 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 ..Malamulele DCO.....on the 26 day of ..February 2026

AS WITNESSES:

1. _____

_____
DR. SHILENGE R.R
MUNICIPAL MANAGER

AS WITNESSES:

1. T.R Nyambo

_____
CLLR. MALULEKE SHADRACK GEZANI
MAYOR

COLLINS CHABANE
LOCAL MUNICIPALITY
Since 2016



ANNEXURE A

ADJUSTED PERFORMANCE PLAN

MUNICIPAL MANAGER:DR. SHILENGE R.R
2025/26

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1. LEGISLATION

The following legislation governs the development of the SDBIP and Performance management plan and functions within the Budget and Treasury Office.

a. Legislation Governing the Development of the SDBIP and Performance Contracts of Section 57 Managers

- **Municipal Finance Management Act 56 of 2003 (MFMA),** requires municipalities to develop Service Delivery and Budget Implementation Plan (SDBIP) and must be signed by the Mayor within 28 days after the budget has been approved.
- **Municipal Systems Act 32 of 2000,** requires municipalities to develop Performance Management Plan that must be reviewed quarterly. The performance management plan must be aligned to the IDP and indicate measurable and realistic targets for each Key Performance Indicator.
- **Performance Regulations, 2006, for managers reporting to the municipal manager and the municipal manger,** outlines the process of the development of Performance agreements. The MFMA, 56 of 2003, further requires that Section 56 manager and municipal manager must develop performance agreement that must be signed by the municipal manager and the Mayor respectively. This Performance plans must be linked to the SDBIP, IDP and Budget.

b. Legislation Governing the departmental Functions:

- The Constitution
- The Municipal System Act, 32 of 2000
- The Municipal Structures Act
- Municipal Finance Management Act 56 of 2003
- Performance regulations of 2006

2. STRATEGIC OBJECTIVES

Chapter two of the IDP indicates Municipal Strategic Objectives which further indicates what the municipality needs to achieve. These strategic objectives were developed to ensure that all National Key Performance Areas are addressed.

Table A: Strategic Objectives are as follows:

KPA	STRATEGIC OBJECTIVES
1.Municipal Transformation and Organisational Development	Improved governance and administration
2. Spatial Rationale	Integrated spatial and human settlement
3. Basic Service Delivery and Infrastructure Development	Improved access to sustainable basic services and Promote community well-being and environmental welfare
4. Local Economic Development	Integrated Local economy
5. Municipal Finance Management and Viability	Sound Financial Management and Viability
6. Good Governance and Public Participation	Improved governance and administration and Effective Community Participation

3. KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT; KPA WEIGHT =42%													
OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY													
STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION													
No.	**Key Performance Indicators/Measurable Objective**	**Baseline**	**Annual Targets**	**Project Name**	**Funding Source**	**Adjusted Budget 2025/26**	**Start Date**	**End Date**	**1st Q Target**	**2nd Q Target**	**3rd Q Target**	**4th Q Target**	**Portfolio of Evidence**
01	To develop the 2024-25 Annual Report and submit to Legislature and CoGHSTA by 31 March 2026	2022-23 Annual Report developed and submitted to Legislature and CoGHSTA	2024-25 Annual Report developed and submitted to Legislature and CoGHSTA by 31 March 2026	2024-25 Annual Report	Own funding	OPEX	01/07/2025	30/06/2026	N/A	2024-25 Draft Annual Report developed and submitted to CoGSTA	2024-25 Final Annual Report developed and submitted to CoGSTA and Legislature	N/A	Q2: CoGHSTA Acknowledgement letter Q3: Legislature Acknowledgement letter
02	To develop the 2025-26 SDBIP and submit to the mayor within 28 days after the approval of IDP and Budget by 30 June 2026	2024-25 SDBIP developed and submitted to the mayor within 28 days after the approval	2025-25 SDBIP developed and submitted to the mayor within 28 days after the approval of IDP and Budget by 30 June 2026	2025-26 SDBIP	Own funding	OPEX	01/07/2025	30/06/2026	2024-25 SDBIP developed and submitted to the mayor within 28 days after the approval of IDP and Budget	N/A	N/A	N/A	Q1: Acknowledgment letter

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		of IDP and Budget											
03	Number of quarterly SDBIP reports developed and submitted to Council for approval by 30 June 2026	Four (04) quarterly SDBIP reports developed and submitted to Council for approval	Four (04) quarterly SDBIP reports developed and submitted to Council for approval by 30 June 2026	Quarterly SDBIP Reports	Own funding	OPEX	01/07/2025	30/06/2026	4th Quarter 2024/25 SDBIP report developed and submitted to Council for approval	1st Quarter 2025/26 SDBIP report developed and submitted to Council for approval	2nd Quarter 2025/26 SDBIP report developed and submitted to Council for approval	3rd Quarter 2025/26 SDBIP report developed and submitted to Council for approval	Q1: 4th Quarter 2024/25 SDBIP report and Council Resolution Q2: 1st Quarter 2025/26 SDBIP report and Council Resolution Q3: 2nd Quarter 2025/26 SDBIP report and Council Resolution Q4: 3rd Quarter 2025/26 SDBIP report and Council Resolution

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04	To sign 2025-26 performance agreement within one month after the start of the new financial year and submit to CoGHSTA by 31 July 2025	2024-26 Performance agreement signed within one month after the start of the new financial year and submitted to CoGHSTA	2025-26 Performance agreement signed within one month after the start of the new financial year and submitted to CoGHSTA by 31 July 2025	Performance Agreement	Own funding	OPEX	01/07/2025	30/06/2026	2025-26 Performance agreement signed within one month after the start of the new financial year and submitted to CoGHSTA	N/A	N/A	N/A	Q1: Signed Performance Agreement and acknowledgement letter
05	To conduct 2025/26 Mid-Year Performance Assessment (Senior managers) by 30 June 2026	2024/25 Mid-Year Performance Assessment conducted (Senior managers)	2025/26 Mid-Year Performance Assessment conducted (Senior managers) by 30 June 2026	2025-26 Mid-Year Performance Assessment (Senior Managers)	Own funding	OPEX	01/07/2025	30/06/2026	N/A	N/A	2025/26 Mid-Year Performance Assessment conducted (Senior Managers)	N/A	Q3: Attendance Register, Minutes and Assessment Report
06	To conduct 2024/25 Annual Performance Assessment (Senior managers) by 30 June 2026	2023/24 Annual Performance Assessment conducted	2024/25 Annual Performance Assessment conducted (Senior managers)	2024-25 Annual Performance Assessment (Senior Managers)	Own funding	OPEX	01/07/2025	30/06/2026	N/A	N/A	2024/25 Annual Performance Assessment conducted (Senior managers)	N/A	Q3: Attendance Register, Minutes and Assessment Report

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		(Senior managers)	by 30 June 2026										
07	To conduct 2025/26 Mid-Year Performance Assessment (Departmental managers) by 30 June 2026	2024/25 Mid-Year Performance Assessment conducted (Departmental managers)	2025/26 Mid-Year Performance Assessment conducted (Departmental managers) by 30 June 2026	2025-26 Mid-Year Performance Assessment	Own funding	OPEX	01/07/2025	30/06/2026	N/A	N/A	2025/26 Mid-Year Performance Assessment conducted (Departmental managers)	N/A	Q3: Attendance Register, Minutes and Assessment Report
08	To conduct 2024/25 Annual Performance Assessment (Departmental managers) by 30 June 2026	New indicator	2024/25 Annual Performance Assessment conducted (Departmental managers) by 30 June 2026	2024-25 Annual Performance Assessment	Own funding	OPEX	01/07/2025	30/06/2026	N/A	N/A	2024/25 Annual Performance Assessment conducted (Departmental managers)	N/A	Q3: Attendance Register, Minutes and Assessment Report
09	To table 2024-25 Draft Annual report to council for noting by 31st January 2026	2023-24 Draft Annual report tabled to council for noting	2024-25 Draft Annual report tabled to council for noting by 31st January 2026	2024-25 Draft Annual report	Own	Opex	01/07/2025	30/06/2026	N/A	N/A	2024-25 Draft Annual report tabled to council for noting	N/A	Q3: Council Resolution

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10	To submit 2024-25 Final Annual report to council for adoption by 31st March by 2026	2023-24 Final annual report submitted to council for adoption	2024-25 Final annual report submitted to council for adoption by 31st March 2026	2024-25 Final annual report	Own funding	OPEX	01/07/2025	30/06/2026	N/A	N/A	2024-25 Final annual report submitted to council for adoption	N/A	Q3: Council resolution
11	To develop the 2024/25 Oversight report and submit council for adoption by 31st March 2026	2023-24 Oversight report developed and submitted to council for adoption	2024-25 Oversight report developed and submitted to council for adoption 31st march 2026	2024-25 Oversight Report	Own funding	OPEX	01/07/2025	30/06/2026	N/A	N/A	2024-25 Oversight report developed and submitted to council for adoption	N/A	Q3: Council Resolution
12	To develop the 2024/25 Annual Performance Report and summit to South African Auditor General by 31 August 2025	2023-24 Annual Performance Report developed submitted to South African Auditor General	2024-25 Annual Performance Report developed submitted to South African Auditor General by 31 August 2025	Annual performance Report	Own funding	OPEX	01/07/2025	30/06/2026	2024-25 Annual Performance Report developed submitted to South African Auditor General	N/A	N/A	N/A	Q1: Acknowledgment of receipts from AGSA

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13	% litigation cases attended to by 30 June 2026 (Calculated as: (Number of Litigation Cases attended to / Litigation cases received)	100% litigation cases attended to (9/9)	100% litigation cases attended to by 30 June 2026 (Calculated as: (Number of Litigation Cases attended to / Litigation cases received)	Management of litigations	Own Funding	OPEX	01/07/2025	30/06/2026	100% litigation cases attended to (Litigation cases received by Number of Litigation Cases attended to)	100% litigation cases attended to (Litigation cases received by Number of Litigation Cases attended to)	100% litigation cases attended to (Calculated as: (Number of Litigation Cases attended to / Litigation cases received)	100% litigation cases attended to (Calculated as: (Number of Litigation Cases attended to / Litigation cases received)	Q1-Q4: Litigation register

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6. KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY

KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY KPA WEIGHT =38%													
OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY													
STRATEGIC OBJECTIVE: SOUND FINANCIAL MANAGEMENT AND VIABILITY													
No.	**Key Performance Indicators/Measurable Objective**	**Baseline**	**Annual Targets**	**Project Name**	**Funding Source**	**Adjusted Budget 2026/27**	**Start Date**	**End Date**	**1st Q Target**	**2nd Q Target**	**3rd Q Target**	**4th Q Target**	**Portfolio of Evidence**
14	% MIG Spent (R Value spent/ R Value received) by 30 June 2026	100 % MIG Spent (R96,519,000.00 Value Spent /R96,159,000.00 Value received) There was an additional funding of R20 ,000.000 of which result to R116,519.000 expenditure	100 % MIG Spent (R Value spent/ Value received)by 30 June 2026	MIG Projects	Own funding	OPEX	01/07/2025	30/06/2026	25% MIG Spent (R Value spent/ Value received)	50% MIG Spent (R Value spent/ Value received)	75 % MIG Spent (R Value spent/ Value received)	100 % MIG Spent (R Value spent/ Value received)	Q1-Q4: MIG spending Report

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	% INEP Grant Spent by 30 June 2026 (R Value spent/ R-value received)	100% INEP Grant Spent (19,105,000.00/19,105,000.00)	100 % INEP Grant spent (R Value spent/ R Value receive) by 30 June 2026	INEP Projects	Own funding	OPEX	01/07/2025	30/06/2026	25 % INEP Grant spent (R Value spent/ Value received)	50 % INEP Grant spent (R Value spent/ Value received)	75 % INEP Grant spent (R Value spent/ Value received)	100 % INEP Grant spent (R Value spent/ Value received)	Q1-Q4: INEP Spending Report
15	To implement eight (08) MSCOA modules (Supply Chain and Inventory) by 30 June 2026	Eight (08) MSCOA modules (Supply Chain and Inventory) implemented	Eight (08) MSCOA modules (Supply Chain and Inventory) implemented by 30 June 2026	MSCOA modules	Own funding	OPEX	01/07/2025	30/06/2026	Two (02) MSCOA modules (Supply Chain and Inventory) implemented	Two (02) MSCOA modules (Supply Chain and Inventory) implemented	Two (02) MSCOA modules (Supply Chain and Inventory) implemented	Two (02) MSCOA modules (Supply Chain and Inventory) implemented	Q1-Q4: MSCOA Reports
16	To submit the 2024-25 Annual Financial Statement to AGSA, Treasuries, COGHSTA and develop the Audit Action Plan for implementation by 31 August 2025	2023-24 Annual Financial Statement submitted to AGSA, Treasuries and COGHSTA	2024-25 Annual Financial Statement submitted to AGSA, Treasuries, COGHSTA and Audit Action Plan developed for implementation by 31 August 2025	Annual Financial statement and Audit Action Plan	Own Funding	OPEX	01/07/2025	30/06/2026	2024-25 Annual Financial Statement submitted to AGSA, Treasuries and COGHSTA	Audit Action Plan Developed	Implementation of the Audit Action Plan	Implementation of the Audit Action Plan	Q1: AFS and Acknowledgements of Submission Q2-Q4: Audit Action Plan

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17	Percentage of Annual Revenue collected (Actual Annual Revenue Collected / Total Annual Revenue Billed) by 30 June 2026	35% Annually Projected Revenue collected. (Actual collection of R15 485 00 0 against billing of R 44 485 000 (Rates &Refuse Only)	100% of Annual Revenue collected (Actual Annual Revenue Collected / Total Annual Revenue Billed) by 30 June 2026	Revenue Manageme nt	Own Funding	OPEX	01/07/2025	30/06/2026	100% Quarterly Projected Revenue collected	100% Quarterly Projected Revenue collected	100% of Quarterly Revenue collected (Actual Quarterly Revenue Collected / Total Quarterly Revenue Billed)	100% of Quarterly Revenue collected (Actual Quarterly Revenue Collected / Total Quarterly Revenue Billed)	Q1-Q4 Financial Report
18	Percentage of Annual Capital Budget spent (Actual Annual Capital Budget Spent / Total Annual Capital Budget Allocated) by 30 June 2026	107% Projected Capital Budget Spent (R272 175 999.76 of R255 131 3 04.00 (Own Funded Projects and Grants Projects)	100% of Annual Capital Budget spent (Actual Annual Capital Budget Spent / Total Annual Capital Budget Allocated) by 30 June 2026	Capital Budget	Own Funding	OPEX	01/07/2025	30/06/2026	100% Quarterly Projected Capital Budget Spent	100% Quarterly Projected Capital Budget Spent	100% Quarterly Capital Budget Spent (Actual Quarterly Capital Budget Spent / Total Quarterly Capital Budget Allocated)	100% Quarterly Capital Budget Spent (Actual Quarterly Capital Budget Spent / Total Quarterly Capital Budget Allocated)	Q1-Q4 Financial Report

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19	To develop and submit 2025/26 Budget adjusted of the annual budget to Council for approval by 28 February 2026	2024/25 Budget adjusted and submitted to Council for approval	2025/26 Budget adjusted developed and submitted to Council for approval by 28 February 2026	Budget adjustment	Own Funding	OPEX	01/07/2025	30/06/2026	N/A	N/A	2025/26 Budget adjusted developed and submitted to Council for approval	N/A	Q3: Adjusted budget & Council Resolution
20	To develop and Submit 2026/27 draft annual budget to Council for approval by 31 March 2026	25/26 Draft Budget Submitted to Council for approval	2026/27 Draft Budget developed and submitted to Council by 31 March 2026 for approval	Draft Budget development	Own Funding	OPEX	01/07/2025	30/06/2026	N/A	N/A	2026/27 Draft Budget developed and submitted to Council	N/A	Q3: Draft Budget and Council Resolution
21	To develop and submit 2026/27 Final Budget to Council for approval by 31 May 2026	2025/26 Final Budget Submitted to Council for approval	2026/27 Final Budget developed and submitted to Council for approval by 31 May 2026	Final Budget development	Own Funding	OPEX	01/07/2025	30/06/2026	N/A	N/A	N/A	2026/27 Final Budget developed and submitted to Council for approval	Q4: Final Budget & Council Resolution
22	To submit 4 Section 52 reports to Council within 30	4 section 52 report submitted	4 Section 52 reports submitted	Section 52 Reports	Own Funding	OPEX	01/07/2025	30/06/2026	1 section 52 report	1 section 52 report	1 section 52 report	1 section 52 report	Q1-Q4 Section 52 Reports

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	days after the end of each quarter by 30 June 2026	to Council within 30 days after the end of the quarter	to Council within 30 days after the end of each quarter by 30 June 2026						submitted to Council	submitted to Council	submitted to Council	submitted to Council	Submitted in & Council Resolutions
23	To submit 12 Section 71 reports to the Mayor & Provincial Treasury within 10 days after the end of each month by 30 June 2026	12 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month	12 Section 71 reports submitted to the Mayor & Provincial Treasury within 10 days after the end of each month by 30 June 2026	Section 71 Reports	Own Funding	OPEX	01/07/2025	30/06/2026	3 section 71 reports submitted to Mayor & Provincial Treasury	3 section 71 reports submitted to Mayor & Provincial Treasury	3 Section 71 reports submitted to the Mayor & Provincial Treasury	3 Section 71 reports submitted to the Mayor & Provincial Treasury	Q1-Q4 71 Reports and Acknowledgement of Receipts
24	To update GRAP Asset Management Register by 30 June 2026	GRAP Asset Management Register updated	GRAP Asset Management Register updated by 30 June 2026	GRAP Compliant Asset register	Own Funding	R4 000 000 ,00	01/07/2025	30/06/2026	Update the GRAP Asset Management Register	Update the GRAP Asset Management Register	GRAP Asset Management Register updated	GRAP Asset Management Register updated	Q1-Q4 Updated Asset Register
25	Percentage of qualified applicant households with access to free basic services by 30 June 2026 (Number of Qualified Applicant	100% indigent households with access to free basic services	100% of qualified applicant households with access to free basic services by	Percentage of qualified applicant households with access to free basic services by	Own funding	R10 382 278,00	01/07/2025	30/06/2026	100% houses with access to free basic services as per	100% houses with access to free basic services as per	100% of qualified applicant households with access to free basic	100% of qualified applicant households with access to free basic	Q1-Q4 Approved Indigent register, monthly Eskom billing report

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	Households Receiving Free Basic Services / Total Number of Qualified Applicant Households)	(electricity)(15 150/15150)	30 June 2026 (Number of Qualified Applicant Household s Receiving Free Basic Services / Total Number of Qualified Applicant Household s)	30 June 2026 (Number of Qualified Applicant Household s Receiving Free Basic Services / Total Number of Qualified Applicant Household s)					approved beneficiary list	approved beneficiary list	services (Number of Qualified Applicant Household s Receiving Free Basic Services / Total Number of Qualified Applicant Household s)	services (Number of Qualified Applicant Household s Receiving Free Basic Services / Total Number of Qualified Applicant Household s	

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7. KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGH=20%													
OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM OUTPUT 5: DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE MODEL OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY													
STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION AND EFFECTIVE COMMUNITY PARTICIPATION													
No.	**Key Performance Indicators/Measurable Objective**	**Baseline**	**Annual Targets**	**Project Name**	**Funding Source**	**Adjusted Budget 2025/26**	**Start Date**	**End Date**	**1st Q Target**	**2nd Q Target**	**3rd Q Target**	**4th Q Target**	**Portfolio of Evidence**
26	To develop the 2025-26 SDBIP and submit to the mayor within 28 days after the approval of IDP and Budget by 30 June 2026	2024-25 SDBIP developed and submitted to the mayor within 28 days after the approval of IDP and Budget	2025-26 SDBIP developed and submitted to the mayor within 28 days after the approval of IDP and Budget by 30 June 2026	2025-26 SDBIP	Own funding	OPEX	01/07/2025	30/06/2026	2025-26 SDBIP developed and submitted to the mayor within 28 days after the approval of IDP and Budget	N/A	N/A	N/A	Q1: Acknowledgment letter
27	% Implementation of Auditor General	100% Implementation of Auditor	100% Implementation of Auditor	Auditor general	Own funding	OPEX	01/07/2025	30/06/2026	N/A	N/A	100% Implementation of Auditor	100% Implementation of Auditor	Q3-Q4: Progress report on

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	recommendations by 30 June 2026	General recommendations (53/253)	General recommendations (number of findings raised/number of findings addressed) by 30 June 2026	Recommendations							General recommendations (number of findings raised/number of findings addressed)	General recommendations (number of findings raised/number of findings addressed)	the AG action plan
28	% Implementation of Internal Audit recommendations by 30 June 2026	100% Implementation of Internal Audit recommendations	100% Implementation of Internal Audit recommendations (number of findings raised/number of findings addressed) by 30 June 2026	Internal Audit recommendations	Own funding	OPEX	01/07/2025	30/06/2026	N/A	N/A	N/A	100% Implementation of Internal Audit recommendations (number of findings raised/number of findings addressed)	Q4:Progress report on the internal audit action plan
29	Identification of departmental risks on the Operational Risk Register and	Departmental Operational Risks Identified	Departmental Operational Risks Identified	Risk Management	Own funding	OPEX	01/07/2025	30/06/2026	Identification of the risk for the new financial year and	Reporting on the mitigation of	Reporting on the mitigation of	Reporting on the mitigation of	Q1:-Q4: Risk Register

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	Mitigate them by 30 June 2026	and Mitigated	and Mitigated by 30 June 2026						reporting previous financial year fourth quarter progress on the mitigation of risk	divisional risks	divisional risks	divisional risks	
30	To hold 4 Audit Performance Committee meetings by 30 June 2026	4 audit and Performance committee meetings held	4 audit and Performance committee meetings held by 30 June 2026	Auditing	Own Funding	OPEX	01/07/2025	30/06/2026	1 audit and Performance committee meeting held	1 audit and Performance committee meeting held	1 audit and Performance committee meeting held	1 audit and Performance committee meeting held	Q1-Q4 Invitation, Minutes and attendance register
31	To hold 4 risk management committee meetings by 30 June 2026	4 risk management committee meetings held	4 risk management committee meetings held by 30 June 2026	Risk management committee meetings	Own Funding	OPEX	01/07/2025	30/06/2026	1 risk management committee meeting held	1 risk management committee meeting held	1 risk management committee meeting held	1 risk management committee meeting held	Q1-Q4 Invitation, Minutes and attendance register
32	To obtain unqualified AG audit opinion by	Unqualified AG audit opinion	Unqualified AG audit opinion obtained by	Audit opinion	Own funding	OPEX	01/07/2025	30/06/2026	N/A	Unqualified AG Audit	N/A	N/A	Q2: Audit Report

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	31 December 2025		31 December 2025							opinion obtained			

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8. PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS

The criterion upon which the performance of the employee must be assessed consists of 2 components both of which must be contained in the performance agreement.

The employee will be assessed against both components, with a weight of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80% and CCR will account for 20% of final assessment.

Table B: WEIGHTING ON KPAs

KEY PERFORMANCE AREAS	WEIGHT
1.Municipal Transformation and Organisational Development	42
2.Spatial Rationale	0
3. Basic Service Delivery and Infrastructure Development	0
4. Local Economic Development	0
5. Municipal Finance Management and Viability	38
6. Good Governance and Public Participation	20
TOTAL WEIGHTING	100.00

TABLE C: CORE COMPETENCY REQUIREMENTS (CCRs)

CORE MANAGERIAL COMPETENCIES:	Weight (75%)
Strategic Capability and Leadership	10
Programme and Project Management	10
Financial Management(compulsory)	10
Change Management	5
Knowledge Management	10
Service Delivery Innovation	5
Problem Solving and Analysis	5
People Management and Empowerment(compulsory)	10
Client Orientation and Customer Focus(compulsory)	10
CORE OCCUPATIONAL COMPETENCIES:	Weight (25%)
Interpretation of and implementation within the legislative and national policy frameworks	5
Knowledge of developmental local government	5
Knowledge of more than one functional municipal field/discipline	5
Competence as required by other national line sector Departments	5
Exceptional and dynamic creativity to improve the functioning of the municipality	5
Total	100%

9. PERFORMANCE EVALUATION

Performance evaluation will be done in line with section 23(c) of the Performance Regulation of 2006: Performance Regulation of Managers Reporting to the Municipal Manager and the Municipal Manager.

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10. PERFORMANCE ASSESSMENT

	Score	Definition
Outstanding Performance	5	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.
Performance Significantly Above Expectations	4	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.
Fully Effective	3	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.
Not Fully Effective	2	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.
Unacceptable Performance	1	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 of 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. 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 of 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.

11. PERSONAL DEVELOPMENT PLANS (PDP)

Section 29 of the Performance Regulation of 2006, requires that managers must develop personal Development Plan that must address all gaps and this plan must be part of the performance agreement.

This performance is signed in line with the Municipal Finance Management Act 56 of 2003. All s57 Managers are required performance plan and sign performance agreements with the accounting officer.

This performance plan serves as an Annexure to the signed Performance Agreement.

12. SIGNATURES



MUNICIPAL MANAGER
SHILENGE R.R

DATE 26/02/2026



CLLR. MALULEKE S.G
MAYOR

DATE 26/02/2026

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S.G

COLLINS CHABANE
LOCAL MUNICIPALITY
Since 2016



ANNEXURE B

PERSONAL DEVELOPMENT PLAN

2025/2026

Collins Chabane Local Municipality herein represented by

CLLR MALULEKE SHADRACK GEZANI,

In his capacity as the Municipal Manager (hereinafter referred to as the Employer or Supervisor)

and

DR SHILENGE RISENGA RICHARD,

Employee of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

R.R.

SG

1. INTRODUCTION

The Aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet Objectives as set out in the Performance Management Agreement as prescribed by legislation. Successful career path planning ensures competent employees for current and possible future positions. It there for identifies, prioritise and implement training needs

Legislative needs taken into account comes from the Municipal Systems Act Guidelines: Generic senior management competency framework and occupational competency profiles, 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.

2. COMPETENCY MODELLING

The COGTA has decided that a competency development model will consist of both managerial and occupational competencies:

- Managerial competencies should express those competencies which are generic of all management positions.
- Occupational competence refers to competencies which are job/function specific.

3. COMPILING THE PERSONAL DEVELOPMENT PLAN ATTACHED AS THE APPENDIX

The Municipal Manager, in consultation with the employee is to compile a Personal Development Plan. The PDP has seven columns that need to be completed. Appendix A serves as the Action Plan for the PDP

3.1. Table 1: Action Plan for PDP

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
Municipal governance	Certificate	Advance certificate :Municipal governance	Training	-+12 months	Managing projects	Municipal manager
occupational directed education training and development practice	Certificate	National certificate: occupational directed education training and development practice	Training	-+12 months	training and development	Municipal manager
Municipal Integrated development planning	Certificate	National certificate :Municipal Integrated development planning	Training	-+12 months	Municipal planning	Municipal manager
Monitoring and evaluation	Certificate	Advance certificate :monitoring and evaluation	Training	-+12 months	Monitoring and evaluation projects	Municipal manager
Employment equity	Certificate	National certificate organisational transformation and change management	Training	-+12 months	organisational transformation and change management	Municipal manager

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Contract management	Certificate	Contract management	Training	-+12 months	Managing projects	Municipal manager
Project management	Certificate	Project management	Training	-+12 months	Managing projects	Municipal manager

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Thus, done and signed at Malamulele on the 26 day of February 2026

AS WITNESSES:

AS WITNESSES:

1. _____

_____
MUNICIPAL MANAGER
DR. SHILENGE R.R

AS WITNESSES:

1. T.R Mjanlo

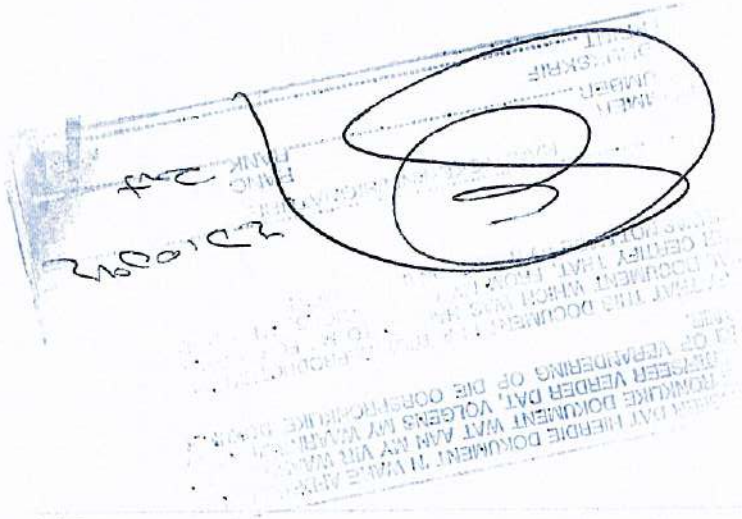
_____
MAYOR
CLLR MALULEKE SHADRACK GEZANI

Addendum

28/may 2026.

FINANCIAL DISCLOSURES

MUNICIPAL MANAGER: DR.SHILENGE R.R
2025/26



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STRICTLY CONFIDENTIAL

Financial Disclosure Form

CONFIDENTIAL

I, the undersigned (surname and initials) Dr Shuluge R.R.

(Postal address) Box 94, Saselamani

0928

(Residential address) Stand 339, Maganani, 0928.

(Position held) Municipal Manager.

(Name of Municipality) Collins Chabane Municipality

R.R

S.G

Tel: _____ Fax: _____

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 interests	Nature	Nominal Value	Name of Company/Entity

2. **Directorships and partnerships See information sheet: note (2)**

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
Shileuge Legacy	Pty Ltd	N/A trading yet.

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3. Remunerated work outside the Municipality must be sanctioned by Council. See information sheet: note (3)

Name of Employer	Type of Employment	Amount of Remuneration/ Income

4. Consultancies and retainerships

See information sheet: note (4)

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

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			received

5. Sponsorships

See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance/ Sponsorship	Value of assistance/sponsorship

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

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See information sheet: note (6)

Description	Value	Source

7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value

SIGNATURE OF EMPLOYEE : _____

DATE : _____

PLACE : _____

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?

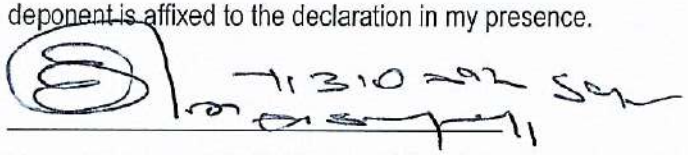
Answer NO

(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.

7/3/0292 Sgn



Commissioner of Oath /~~Justice of the Peace~~

Full first names and surname:

_____ (Block letters)

R.R
S.G

Designation (rank) SGT Ex Officio Republic of South Africa

Street address of institution malamulele

SARS

Date 2026-05-29 Place malamulele

CONTENTS NOTED: CLLR MALULEKE S.G

SIGNATURE : Maluleke

DATE : 29/05/2026



P.P. S.G