

NORTHERN CAPE PROVINCE

PROFENSIYA KAPA-BOKONE



NOORD-KAAP PROVINSIE

IPHONDO LOMNTLA KOLONI

Provincial Gazette
Kasete ya Profensi

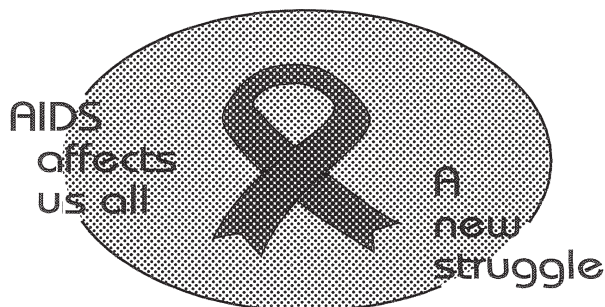
iGazethi YePhondo
Provinsiale Koerant

Vol. 27

KIMBERLEY
6 JULY 2020
6 JULIE 2020

No. 2352

We all have the power to prevent AIDS



**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

Prevention is the cure

N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes

ISSN 1682-4549



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IMPORTANT NOTICE OF OFFICE RELOCATION**government
printing**Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICAPrivate Bag X85, PRETORIA, 0001 149 Bosman Street, PRETORIA
Tel: 012 748 6197, Website: www.gpwonline.co.za**URGENT NOTICE TO OUR VALUED CUSTOMERS: PUBLICATIONS
OFFICE'S RELOCATION HAS BEEN TEMPORARILY SUSPENDED.**

Please be advised that the GPW Publications office will no longer move to 88 Visagie Street as indicated in the previous notices.

The move has been suspended due to the fact that the new building in 88 Visagie Street is not ready for occupation yet.

We will later on issue another notice informing you of the new date of relocation.

We are doing everything possible to ensure that our service to you is not disrupted.

As things stand, we will continue providing you with our normal service from the current location at 196 Paul Kruger Street, Masada building.

Customers who seek further information and or have any questions or concerns are free to contact us through telephone 012 748 6066 or email Ms Maureen Toka at Maureen.Toka@gpw.gov.za or cell phone at 082 859 4910.

Please note that you will still be able to download gazettes free of charge from our website www.gpwonline.co.za.

We apologise for any inconvenience this might have caused.

Issued by GPW Communications

IMPORTANT NOTICE:

THE GOVERNMENT PRINTING WORKS WILL NOT BE HELD RESPONSIBLE FOR ANY ERRORS THAT MIGHT OCCUR DUE TO THE SUBMISSION OF INCOMPLETE / INCORRECT / ILLEGIBLE COPY.

No FUTURE QUERIES WILL BE HANDLED IN CONNECTION WITH THE ABOVE.

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government
printing

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

HIGH ALERT: SCAM WARNING!!!

TO ALL SUPPLIERS AND SERVICE PROVIDERS OF THE GOVERNMENT PRINTING WORKS

It has come to the attention of the *GOVERNMENT PRINTING WORKS* that there are certain unscrupulous companies and individuals who are defrauding unsuspecting businesses disguised as representatives of the *Government Printing Works (GPW)*.

The scam involves the fraudsters using the letterhead of *GPW* to send out fake tender bids to companies and requests to supply equipment and goods.

Although the contact person's name on the letter may be of an existing official, the contact details on the letter are not the same as the *Government Printing Works*. When searching on the Internet for the address of the company that has sent the fake tender document, the address does not exist.

The banking details are in a private name and not company name. Government will never ask you to deposit any funds for any business transaction. *GPW* has alerted the relevant law enforcement authorities to investigate this scam to protect legitimate businesses as well as the name of the organisation.

Example of e-mails these fraudsters are using:

PROCUREMENT@GPW-GOV.ORG

Should you suspect that you are a victim of a scam, you must urgently contact the police and inform the *GPW*.

GPW has an official email with the domain as @gpw.gov.za

Government e-mails DO NOT have org in their e-mail addresses. All of these fraudsters also use the same or very similar telephone numbers. Although such number with an area code 012 looks like a landline, it is not fixed to any property.

GPW will never send you an e-mail asking you to supply equipment and goods without a purchase/order number. *GPW* does not procure goods for another level of Government. The organisation will not be liable for actions that result in companies or individuals being resultant victims of such a scam.

Government Printing Works gives businesses the opportunity to supply goods and services through RFQ / Tendering process. In order to be eligible to bid to provide goods and services, suppliers must be registered on the National Treasury's Central Supplier Database (CSD). To be registered, they must meet all current legislative requirements (e.g. have a valid tax clearance certificate and be in good standing with the South African Revenue Services - SARS).

The tender process is managed through the Supply Chain Management (SCM) system of the department. SCM is highly regulated to minimise the risk of fraud, and to meet objectives which include value for money, open and effective competition, equitability, accountability, fair dealing, transparency and an ethical approach. Relevant legislation, regulations, policies, guidelines and instructions can be found on the tender's website.

Fake Tenders

National Treasury's CSD has launched the Government Order Scam campaign to combat fraudulent requests for quotes (RFQs). Such fraudulent requests have resulted in innocent companies losing money. We work hard at preventing and fighting fraud, but criminal activity is always a risk.

How tender scams work

There are many types of tender scams. Here are some of the more frequent scenarios:

Fraudsters use what appears to be government department stationery with fictitious logos and contact details to send a fake RFQ to a company to invite it to urgently supply goods. Shortly after the company has submitted its quote, it receives notification that it has won the tender. The company delivers the goods to someone who poses as an official or at a fake site. The Department has no idea of this transaction made in its name. The company is then never paid and suffers a loss.

OR

Fraudsters use what appears to be government department stationery with fictitious logos and contact details to send a fake RFQ to Company A to invite it to urgently supply goods. Typically, the tender specification is so unique that only Company B (a fictitious company created by the fraudster) can supply the goods in question.

Shortly after Company A has submitted its quote it receives notification that it has won the tender. Company A orders the goods and pays a deposit to the fictitious Company B. Once Company B receives the money, it disappears. Company A's money is stolen in the process.

Protect yourself from being scammed

- If you are registered on the supplier databases and you receive a request to tender or quote that seems to be from a government department, contact the department to confirm that the request is legitimate. Do not use the contact details on the tender document as these might be fraudulent.
- Compare tender details with those that appear in the Tender Bulletin, available online at www.gpwonline.co.za
- Make sure you familiarise yourself with how government procures goods and services. Visit the tender website for more information on how to tender.
- If you are uncomfortable about the request received, consider visiting the government department and/or the place of delivery and/or the service provider from whom you will be sourcing the goods.
- In the unlikely event that you are asked for a deposit to make a bid, contact the SCM unit of the department in question to ask whether this is in fact correct.

Any incidents of corruption, fraud, theft and misuse of government property in the *Government Printing Works* can be reported to:

Supply Chain Management: Ms. Anna Marie Du Toit, Tel. (012) 748 6292.
Email: Annamarie.DuToit@gpw.gov.za

Marketing and Stakeholder Relations: Ms Bonakele Mbhele, at Tel. (012) 748 6193.
Email: Bonakele.Mbhele@gpw.gov.za

Security Services: Mr Daniel Legoabe, at tel. (012) 748 6176.
Email: Daniel.Legoabe@gpw.gov.za

Closing times for **ORDINARY WEEKLY** 2020

NORTHERN CAPE PROVINCIAL GAZETTE

*The closing time is **15:00** sharp on the following days:*

- **19 December 2019**, Thursday for the issue of Monday **30 December 2019**
- **27 December 2019**, Friday for the issue of Monday **06 January 2020**
- **06 January**, Monday for the issue of Monday **13 January 2020**
- **13 January**, Monday for the issue of Monday **20 January 2020**
- **20 January**, Monday for the issue of Monday **27 January 2020**
- **27 January**, Monday for the issue of Monday **03 February 2020**
- **03 February**, Monday for the issue of Monday **10 February 2020**
- **10 February**, Monday for the issue of Monday **17 February 2020**
- **17 February**, Monday for the issue of Monday **24 February 2020**
- **24 February**, Monday for the issue of Monday **02 March 2020**
- **02 March**, Monday for the issue of Monday **09 March 2020**
- **09 March**, Monday for the issue of Monday **16 March 2020**
- **16 March**, Monday for the issue of Monday **23 March 2020**
- **23 March**, Monday for the issue of Monday **30 March 2020**
- **30 March**, Monday for the issue of Monday **06 April 2020**
- **03 April**, Monday for the issue of Monday **13 April 2020**
- **09 April**, Thursday for the issue of Monday **20 April 2020**
- **20 April**, Monday for the issue of Monday **27 April 2020**
- **24 April**, Friday for the issue of Monday **04 May 2020**
- **04 May**, Monday for the issue of Monday **11 May 2020**
- **11 May**, Monday for the issue of Monday **18 May 2020**
- **18 May**, Monday for the issue of Monday **25 May 2020**
- **25 May**, Monday for the issue of Monday **01 June 2020**
- **01 June**, Monday for the issue of Monday **08 June 2020**
- **08 June**, Monday for the issue of Monday **15 June 2020**
- **12 June**, Friday for the issue of Monday **22 June 2020**
- **22 June**, Monday for the issue of Monday **29 June 2020**
- **29 June**, Monday for the issue of Monday **06 July 2020**
- **06 July**, Monday for the issue of Monday **13 July 2020**
- **13 July**, Monday for the issue of Monday **20 July 2020**
- **20 July**, Monday for the issue of Monday **27 July 2020**
- **27 July**, Monday for the issue of Monday **03 August 2020**
- **03 August**, Monday for the issue of Monday **10 August 2020**
- **07 August**, Friday for the issue of Monday **17 August 2020**
- **17 August**, Monday for the issue of Monday **24 August 2020**
- **24 August**, Monday for the issue of Monday **31 August 2020**
- **31 August**, Monday for the issue of Monday **07 September 2020**
- **07 September**, Monday for the issue of Monday **14 September 2020**
- **14 September**, Monday for the issue of Monday **21 September 2020**
- **18 September**, Friday for the issue of Monday **28 September 2020**
- **28 September**, Monday for the issue of Monday **05 October 2020**
- **05 October**, Monday for the issue of Monday **12 October 2020**
- **12 October**, Monday for the issue of Monday **19 October 2020**
- **19 October**, Monday for the issue of Monday **26 October 2020**
- **26 October**, Monday for the issue of Monday **02 November 2020**
- **02 November**, Monday for the issue of Monday **09 November 2020**
- **09 November**, Monday for the issue of Monday **16 November 2020**
- **16 November**, Monday for the issue of Monday **23 November 2020**
- **23 November**, Monday for the issue of Monday **30 November 2020**
- **30 November**, Monday for the issue of Monday **07 December 2020**
- **07 December**, Monday for the issue of Monday **14 December 2020**
- **11 December**, Friday for the issue of Monday **21 December 2020**
- **18 December**, Friday for the issue of Monday **28 December 2020**

LIST OF TARIFF RATES

FOR PUBLICATION OF NOTICES

COMMENCEMENT: 1 APRIL 2018

NATIONAL AND PROVINCIAL

Notice sizes for National, Provincial & Tender gazettes 1/4, 2/4, 3/4, 4/4 per page. Notices submitted will be charged at R1008.80 per full page, pro-rated based on the above categories.

Pricing for National, Provincial - Variable Priced Notices		
Notice Type	Page Space	New Price (R)
Ordinary National, Provincial	1/4 - Quarter Page	252.20
Ordinary National, Provincial	2/4 - Half Page	504.40
Ordinary National, Provincial	3/4 - Three Quarter Page	756.60
Ordinary National, Provincial	4/4 - Full Page	1008.80

EXTRA-ORDINARY

All Extra-ordinary National and Provincial gazette notices are non-standard notices and attract a variable price based on the number of pages submitted.

The pricing structure for National and Provincial notices which are submitted as **Extra ordinary submissions** will be charged at **R3026.32** per page.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

The **Government Printing Works (GPW)** has established rules for submitting notices in line with its electronic notice processing system, which requires the use of electronic *Adobe Forms*. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

CLOSING TIMES FOR ACCEPTANCE OF NOTICES

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.
2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website www.gpwnonline.co.za

All re-submissions will be subject to the standard cut-off times.

All notices received after the closing time will be rejected.

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
National Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Petrol Price Gazette	Monthly	Tuesday before 1st Wednesday of the month	One day before publication	1 working day prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00 for next Friday	3 working days prior to publication
Unclaimed Monies (Justice, Labour or Lawyers)	January / September 2 per year	Last Friday	One week before publication	3 working days prior to publication
Parliament (Acts, White Paper, Green Paper)	As required	Any day of the week	None	3 working days prior to publication
Manuals	Bi- Monthly	2nd and last Thursday of the month	One week before publication	3 working days prior to publication
State of Budget (National Treasury)	Monthly	30th or last Friday of the month	One week before publication	3 working days prior to publication
<i>Extraordinary Gazettes</i>	As required	Any day of the week	<i>Before 10h00 on publication date</i>	<i>Before 10h00 on publication date</i>
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 15h00 - 3 working days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days after submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
North West	Weekly	Tuesday	One week before publication	3 working days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 working days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 working days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 working days prior to publication

GOVERNMENT PRINTING WORKS - BUSINESS RULES

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 working days after submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days after submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days after submission deadline
Mpumalanga Liquor License Gazette	Bi-Monthly	Second & Fourth Friday	One week before publication	3 working days prior to publication

EXTRAORDINARY GAZETTES

3. *Extraordinary Gazettes* can have only one publication date. If multiple publications of an *Extraordinary Gazette* are required, a separate Z95/Z95Prov *Adobe* Forms for each publication date must be submitted.

NOTICE SUBMISSION PROCESS

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website www.gpwonline.co.za.
5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
6. The completed electronic *Adobe* form has to be submitted via email to submit.egazette@gpw.gov.za. The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.
8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.
 - 8.1. Each of the following documents must be attached to the email as a separate attachment:
 - 8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.
 - 8.1.1.1. For National *Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
 - 8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.
 - 8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice. (*Please see Quotation section below for further details*)
 - 8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
 - 8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. (*Please see the Copy Section below, for the specifications*).
 - 8.1.5. Any additional notice information if applicable.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
11. Notices brought to **GPW** by “walk-in” customers on electronic media can only be submitted in *Adobe* electronic form format. All “walk-in” customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

QUOTATIONS

13. Quotations are valid until the next tariff change.
 - 13.1. **Take note:** **GPW**'s annual tariff increase takes place on **1 April** therefore any quotations issued, accepted and submitted for publication up to **31 March** will keep the old tariff. For notices to be published from 1 April, a quotation must be obtained from **GPW** with the new tariffs. Where a tariff increase is implemented during the year, **GPW** endeavours to provide customers with 30 days' notice of such changes.
14. Each quotation has a unique number.
15. Form Content notices must be emailed to the e*Gazette* Contact Centre for a quotation.
 - 15.1. The *Adobe* form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied.
 - 15.2. It is critical that these *Adobe* Forms are completed correctly and adhere to the guidelines as stipulated by **GPW**.
16. **APPLICABLE ONLY TO GPW ACCOUNT HOLDERS:**
 - 16.1. **GPW** Account Customers must provide a valid **GPW** account number to obtain a quotation.
 - 16.2. Accounts for **GPW** account customers **must** be active with sufficient credit to transact with **GPW** to submit notices.
 - 16.2.1. If you are unsure about or need to resolve the status of your account, please contact the **GPW** Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).
17. **APPLICABLE ONLY TO CASH CUSTOMERS:**
 - 17.1. Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.
18. The responsibility lies with you, the customer, to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s).
19. Each quotation will be associated with one proof of payment / purchase order / cash receipt.
 - 19.1. This means that the quotation number can only be used once to make a payment.

GOVERNMENT PRINTING WORKS - BUSINESS RULES**COPY (SEPARATE NOTICE CONTENT DOCUMENT)**

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03
- 20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.
- The content document should contain only one notice. (You may include the different translations of the same notice in the same document).
- 20.2. The notice should be set on an A4 page, with margins and fonts set as follows:
- Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;
- Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

CANCELLATIONS

21. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. Non-compliance to these deadlines will result in your request being failed. Please pay special attention to the different deadlines for each gazette. Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.
22. Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

23. With effect from 01 October 2015, **GPW** will not longer accept amendments to notices. The cancellation process will need to be followed according to the deadline and a new notice submitted thereafter for the next available publication date.

REJECTIONS

24. All notices not meeting the submission rules will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za). Reasons for rejections include the following:
- 24.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.
- 24.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.
- 24.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.
- 24.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.

GOVERNMENT PRINTING WORKS - BUSINESS RULES**APPROVAL OF NOTICES**

25. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.
26. No amendments will be accepted in respect to separate notice content that was sent with a Z95 or Z95Prov notice submissions. The copy of notice in layout format (previously known as proof-out) is only provided where requested, for Advertiser to see the notice in final Gazette layout. Should they find that the information submitted was incorrect, they should request for a notice cancellation and resubmit the corrected notice, subject to standard submission deadlines. The cancellation is also subject to the stages in the publishing process, i.e. If cancellation is received when production (printing process) has commenced, then the notice cannot be cancelled.

GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY

27. The Government Printer will assume no liability in respect of—
 - 27.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
 - 27.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;
 - 27.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

LIABILITY OF ADVERTISER

28. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

CUSTOMER INQUIRIES

Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While **GPW** deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a 2-working day turnaround time for processing notices received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

29. Requests for information, quotations and inquiries must be sent to the Contact Centre ONLY.
30. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

PAYMENT OF COST

31. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
32. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
33. Every proof of payment must have a valid **GPW** quotation number as a reference on the proof of payment document.
34. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: info.egazette@gpw.gov.za before publication.
35. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.
36. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.
37. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

PROOF OF PUBLICATION

38. Copies of any of the *Government Gazette* or *Provincial Gazette* can be downloaded from the **Government Printing Works** website www.gpwonline.co.za free of charge, should a proof of publication be required.
39. Printed copies may be ordered from the Publications department at the ruling price. The **Government Printing Works** will assume no liability for any failure to post or for any delay in despatching of such *Government Gazette*(s)

GOVERNMENT PRINTING WORKS CONTACT INFORMATION

Physical Address:

Government Printing Works
149 Bosman Street
Pretoria

Postal Address:

Private Bag X85
Pretoria
0001

GPW Banking Details:

Bank: ABSA Bosman Street
Account No.: 405 7114 016
Branch Code: 632-005

For Gazette and Notice submissions: Gazette Submissions:

For queries and quotations, contact: Gazette Contact Centre:

E-mail: submit.egazette@gpw.gov.za

E-mail: info.egazette@gpw.gov.za

Tel: 012-748 6200

Contact person for subscribers: Mrs M. Toka:

E-mail: subscriptions@gpw.gov.za

Tel: 012-748-6066 / 6060 / 6058

Fax: 012-323-9574

GENERAL NOTICES • ALGEMENE KENNISGEWINGS

NOTICE 60 OF 2020**PHOKWANE MUNICIPALITY/MUNISIPALITEIT****PROPOSED REZONING AND REMOVAL OF RESTRICTIVE TITLE DEED CONDITIONS OF ERF 59, HARTSWATER.**

NOTICE is hereby given that the PHOKWANE Municipality has received an application for Erf 59 Hartswater from "MVD Kalahari", represented by Mr Nicolaas Haarhoff in accordance with Section 3(2)(b); Section 3(2)(c); Section 5 & 15 of the Phokwane Land Use Management By-Law 2015 read together with the Spatial Planning and Land Use Management Act (Act 16 of 2013) for the:

- Proposed rezoning of Erf 59, Sandrock Street, Hartswater, from Residential Zone I to Institutional Zone, in order to allow a School, Crèche and Church on the property.
- Removal of restrictive title deed conditions on Page 2 Section (a) and Page 3 Section (e)(5), of the Title Deed.

Particulars regarding this application can be obtained during office hours at the Urban Planning Section of PHOKWANE Local Municipality, 24 Hertzog Street, Hartswater. Any person, who wishes to comment, object or represent themselves, regarding the submitted application, may communicate in writing to the Municipal official Tebogo Mabilo at Private Bag X3, Hartswater, 8570 or send to mabilo@phokwane.gov.za. Any person unable to write, may during office hours come to Phokwane Local Municipality, where an official of the Municipality will assist in transcribing their objection, comment, or representation. Objection(s) stating comprehensive reasons, must reach this office within a period of 30 days from the date of publication hereof, before or on **03 AUGUST 2020**.

KENNISGEWING 60 VAN 2020**VOORGESTELDE HERSONERING EN VERWYDERING VAN BEPERKENDE TITEL VAN ERF 59, HARTSWATER.**

KENNISGEWING word hiermee gegee dat die PHOKWANE Munisipaliteit 'n aansoek ontvang het vir Erf 59 Hartswater vanaf "MVD Kalahari", verteenwoordig deur Mnr Nicolaas Haarhoff in ooreenstemming met Artikel 3(2)(b); Artikel 3(2)(c); Artikel 5 & 15 van die Phokwane Verordening op Grondgebruiksbestuur 2015 saam gelees met die Wet op Ruimtelike Beplanning en Grondgebruiksbestuur Wet (Wet 16 van 2013), vir die:

- Voorgestelde hersonering van Erf 59, Sandrock Straat, Hartswater, vanaf Residensiële Sone I na Institusionele Sone, ten einde die toelating van 'n Skool, Crèche en Kerk op die eiendom.
- Opheffing van beperkende titelaktevoorwaardes op bladsy 2 Artikel (a) en bladsy 3 Artikel (e)(5), van die Titel Akte.

Besonderhede rakende hierdie aansoek kan gedurende kantoorure by die Stedelike Beplanning Afdeling van die Phokwane Plaaslike Munisipaliteit, 24 Hertzog Straat, Hartswater, verkry word. Enige persoon wat kommentaar wil lewer, beswaar wil maak of hulself wil verteenwoordig met betrekking tot die aansoek wat ingedien is, kan dit skriftelik aan die Munisipale amptenaar Tebogo Mabilo by Privaatsak X3, Hartswater, 8570, kommunikeer of aan mabilo@phokwane.gov.za stuur. Persone wat nie kan skryf nie, kan gedurende kantoorure na die Phokwane Plaaslike Munisipaliteit kom, waar 'n amptenaar van die Munisipaliteit sal help om hul besware, kommentaar of vertoë in te dien. Besware met volledige redes, moet hierdie kantoor bereik binne 'n tydperk van 30 dae vanaf die datum van publikasie hiervan, voor of op **03 AUGUSTUS 2020**.

NOTICE 61 OF 2020

GASEGONYANA LOCAL MUNICIPALITY

RESOLUTION LEVYING PROPERTY RATES FOR THE FINANCIAL YEAR 1 JULY 2020
TO 30 JUNE 2021

Notice is hereby given in terms of section 14(1) and (2) of the Local Government: Municipal Property Rates Act, 2004; that at its meeting of 19 June 2020, the Council resolved by way of council resolution number 01, to levy the rates on property reflected in the schedule below with effect from 1 July 2020.

Category of property	Amount
Households	0.007385
Business	0.012497
Industrial	0.012711
Guesthouses	0.009885
Agricultural	0.000371
State Owned Property	0.022858

Full details of the Council resolution and rebates, reductions and exclusions specific to each category of owners of properties or owners of a specific category of properties as determined through criteria in the municipality's rates policy are available for inspection on the municipality's offices, website (www.ga-segonyana.gov.za) and all public libraries.

Mr. M.M Tsatsimpe
Municipal Manager
Private Bag X1522
KURUMAN
8460
053 712 9300

NOTICE 62 OF 2020

GA-SEGONYANA LOCAL MUNICIPALITY Notice for proposed Removal of Restrictive Title Deed Conditions, Rezoning and Building line relaxation application of Erf 4006, kuruman.	GA-SEGONYANA PLAASLIKE MUNISIPALITEIT Kennisgewing vir die voorgestelde opheffing van titelvoorwaardes, hersonering en boulynvorslappening van Erf 4006, kuruman.
<p>Notice is hereby given in terms of Section 5(2)(a)(ii), (iii) and (b)(iv) of the Ga-Segonyana Local Municipality Spatial Planning and Land Use Management Bylaw 2015, for:</p>	<p>Kennis geskied hiermee in terme van Artikel 5 (2) (a) (ii), (iii) en (b) (iv) van die Ga-Segonyana Plaaslike Munisipaliteit Ruimtelike Beplanning en Grondgebruiksbestuur Verordening 2015, vir:</p>
<p>Erf / Erven number(s): Erf 4006</p>	<p>Erf / Erwe nommer (s): Erf 4006</p>
<p>Locality/Address: 08 DS Van Jaarsveld Road, Kuruman, 8460</p>	<p>Ligging / Adres: 08 DS Van Jaarsveld Pad, Kuruman, 8460</p>
<p>Nature of application: Removal of Title Deeds Conditions (11. (5) and 111. D of T795/2015), Rezoning and Relaxation of building lines of Erf 4006 from Residential Zone I to Residential Zone III in order to operate a guest house.</p>	<p>Aard van aansoek: Die opheffing van titelaktes-voorwaardes (11. (5) en 111. D van T795 / 2015), hersonering en verslappening van boulyne van Erf 4006 vanaf Residensiële Sone I na Residensiële Sone III ten einde 'n gastehuis te bedryf.</p>
<p>Current Zoning: Residential zone I</p>	<p>Huidige sonering: Residensiële sone I</p>
<p>Proposed Zoning: Residential zone III</p>	<p>Voorgestelde sonering: Residensiële sone III</p>
<p>Proposed Land Use: Guesthouse</p>	<p>Voorgestelde Landgebruik: Gastehuis</p>
<p>Applicant: Tshikoh Tshashu (Pty) Ltd</p>	<p>Aansoeker: Tshikoh Tshashu (Pty) (Ltd)</p>
<p>Particulars of this application can be obtained during office hours at the municipal offices from Monday to Friday between 7:30 to 13:00 and 14:00 to 16:30. Any objections against the proposed land use change must be lodged in writing to the municipal manager before Friday, 31 July 2020.</p>	<p>Besonderhede van hierdie aansoek is beskikbaar gedurende kantoorure by die munisipale kantore, van Maandag tot Vrydag tussen 7:30 tot 13:00 en 14:00 tot 16:30. Enige besware teen die voorgestelde verandering in grondgebruik moet skriftelik by die munisipale bestuurder ingedien word voor Vrydag, 31 Julie 2020.</p>
<p>MUNICIPAL MANAGER MR M TSATSIMPE PRIVATE BAG X 1522 KURUMAN 8460</p>	<p>MUNICIPALE BESTUURDER MR M TSATSIMPE PRIVATE BAG X 1522 KURUMAN 8460</p>

NOTICE 63 OF 2020**CALL FOR PUBLIC COMMENTS ON THE REGULATIONS FOR THE ELECTIONS OF AND DETERMINATION
FOR THE CONSTITUTION OF A SCHOOL GOVERNING BODY**

The Notice for the regulations for the elections and determination for the constitution of a school governing body. Amendment is hereby published for comment.

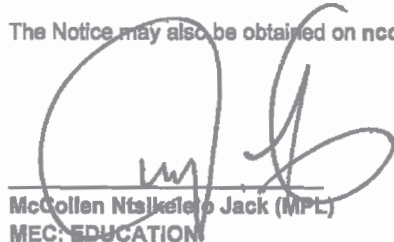
All interested persons and organisations are invited to comment on the Notice in writing and direct their comments to:

The Head of Department: Education, Private Bag X5029, KIMBERLEY 8301 or 156 Barkly Road, Homestead, Kimberley 8301

Kindly provide the name, address, telephone and fax numbers and email address for the person or organization submitting the comment

The comments must reach the Department by 31 July 2020.

The Notice may also be obtained on ncdos.ncpg.gov.za



Mphahlele Jack (MPL)
MEC: EDUCATION

SOUTH AFRICAN SCHOOLS ACT, 84 OF 1996 as amended

REGULATIONS FOR THE ELECTIONS OF AND DETERMINATION FOR THE CONSTITUTION OF A SCHOOL GOVERNING BODY.

I, the undersigned **Mr. McCollen Ntsikelelo Jack** Member of the Executive Council (MEC) for Education in the Northern Cape Province, acting in terms of Section 28 of the South African Schools Act, 1996 (read with section 31 of the Northern Cape School Education Act, 1996), and Section 18 (1) of the South African Schools Act 1996, hereby publish in the Schedule hereto, the Northern Cape Regulations for the Election of School Governing, and the minimum requirements to which the Constitution of the School Governing Body of Public Schools must comply.

A handwritten signature in black ink, appearing to be 'M. Jack', written over a horizontal line.

Mr. McCollen Ntsikelelo Jack (MPL)
MEC: EDUCATION

SCHEDULE

To provide for a uniform system for the organisation and elections of school governing bodies; to amend and repeal certain regulations relating to schools and to provide for matters connected therewith.

1. Definitions

Any word or expression to which a meaning has been attached in the Act shall have the same meaning in these regulations.

In these regulations, unless the context indicates otherwise—

“Combined school” means a public school providing education in grades falling in the foundation, intermediate and senior phases of curriculum;

“Educator” means any person, excluding a person who is appointed to exclusively perform extracurricular duties, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services, employed at a school;

“Parent” means:

- a) the biological or adoptive *parent* or legal guardian of a *learner*; or
- b) the person legally entitled to custody of a *learner*; or
- c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the *learner's* education at school;

“Election process” means the nomination and election meeting of all components including the election of office bearers;

“Day” means calendar days including Saturdays, Sundays and public holidays;

“Department” means the Northern Cape Education Department;

“District Director” means any official of the department appointed as director or acting director of the education district in which a public school is situated;

“District Electoral Officer” means any district departmental official appointed by the Provincial Electoral Officer to manage the election process in the education district;

“Learner member” means a learner officially enrolled in a secondary public school and who has been elected to the governing body in terms of these regulations;

“Member” means a member of the governing body who has been elected in terms of these regulations;

“Member of staff” means a person appointed at a public school according to the Public Service Act or the South African Schools Act and is not an educator at a school;

“Public school” may be—

- i. an ordinary public school; or
- ii. a public school for learners with special education needs; or
- iii. a public school that provides education with a specialised focus on talent, including sport, performing arts or creative arts.

“Primary school” means a public school that offers grade R -7 or offer learning within that range;

“Provincial electoral officer” means any official appointed by the Head of Department to manage the election process in the province;

"Public school for learners with special education needs" means a public school for learners who experience barriers to learning and development;

"SASAMS" means the South African Schools Administration and Management System, which must be used by schools to upload and update their learner information including details of parents linked to each learner;

"Secondary school" means a public school providing education from the eighth grade to the twelfth grade;

"School Electoral Officer" means the Principal or a school management team member of another school or a departmental official appointed by the District Electoral Officer to manage the election process in a public school;

"The Act" means the South African Schools Act, 84 of 1996;

"Voters roll" means the school admission register as per the latest updated SASAMS database;

2. Application

These regulations shall apply to all public schools in the Northern Cape Province and shall come into operation upon publication in the Provincial Gazette.

3. Composition of School Governing Bodies

The number of parent, educator and learner members of a governing body shall vary according to the type and grading of the school, as appears more fully in Annexure "A" (I) and (II).

4. Composition of Governing Bodies of Ordinary Public Schools

4.1 A governing body of an ordinary public school shall consist of:

- a) elected members;
- b) the principal, in his or her official capacity;
- c) Co-opted members.

4.2 Elected members of the governing body shall comprise a member or members of each of the following categories:

- a) parents of the learners admitted to the school;
- b) educators employed at the school;
- c) non-educator members of staff employed at the school; and
- d) learners in the eighth grade or higher admitted at the school

5 Composition of Governing Bodies of Public Schools for Learners with Special Education Needs

The School Governing Body (SGB) of a public school for learners with special education needs shall be constituted as prescribed in section 24 (a) –(j) of the Act.

5.1 The number of members per category for parents of learners at the school, if reasonably practicable, educators, members of staff at the school who are not educators and learners attending grade eight and higher, if reasonably practicable, will be as per Annexure "A" (II): Composition of Governing Bodies of Public Schools for Learners with Special Education Needs. The procedure described in regulations 17 – 22 shall apply to the elections of these categories.

5.2 Members of each category referred to in Section 24 (e – j) of the Act must furnish the Head of Department with appointment letters from their organization for the duration of the Governing Body term of office within 14 days after the school's election.

5.3 Any member of the governing body elected or appointed from the categories of persons referred to in the Act, Section 24 (1) (a), (e), (f), (g), (h), and (i) may serve as the chairperson.

6 Criteria for representation in public schools

6.1 Criteria for the achievement of the highest practicable level of representativity of members of the governing body as prescribed in Section 28 (e) of the Act.

6.2 Representativity shall refer to the following aspects:

- a) Race;
- b) Gender;
- c) Disability

6.3 The School Governing Body shall discuss as part of its meetings and with parents the aspect of representativity in preparing for the tri- annual School Governing Body Elections and by elections.

6.4 Nominations shall reflect the aspect of representativity where practical or possible.

6.5 Prior to the election of office-bearers the principal shall make the members of the governing body aware of their responsibilities.

7 Profile of a Governing Body

The particulars of each member of a SGB must be recorded as per Annexure "H1" for ordinary public schools or Annexure "H2" for public schools for Learners with Special Education Needs and submitted to the district office. This data must be updated when a by - election occurred or during the election of office bearers annually.

8 Co-opted Membership

8.1 The governing body of an ordinary public school which provides education to learners with special needs must, where practically possible, co-opt a person or persons with expertise regarding the special education needs of such learners.

8.2 A governing body may co-opt a member or members of the school community to assist it in discharging its functions. Such cooption must be discussed, endorsed and communicated in writing to the relevant community member by the governing body. A co –opted member may attend the governing body meeting when his area of expertise are needed. Details of co –opted member(s) must be reflected on the governing body data form, Annexure H.

8.3 The governing body of a public school contemplated in section 14 may co-opt the owner of the property occupied by the school or the nominated representative of such owner.

8.4 Subject to regulation (8.6), co-opted members do not have voting rights on the Governing body.

8.5 If the number of parents at any stage is not more than the combined total of other members with voting rights, governing body must temporarily co-opt parents with voting rights.

8.6 If a parent is co – opted with voting rights the co-option ceases when the vacancy has been filled through a by- election which must be held within 90 days after the vacancy has occurred.

9 Term of office of members and office-bearers of governing bodies.—

9.1 The term of office of a member of a governing body other than a learner may not exceed three years.

9.2 The term of office of a member of a governing body who is a learner may not exceed one year.

9.3 The term of office of an office-bearer of a governing body may not exceed one year.

9.4 A member or office-bearer of a governing body may be re-elected or co-opted, as the case may be, after the expiry of his or her term of office.

10 Eligibility

10.1 A person shall be ineligible to be a member of a governing body if he or she:

- a) is mentally ill and has been so declared by a competent court;
- b) is an un-rehabilitated insolvent;
- c) has been convicted of a criminal offence and sentenced to imprisonment in a court of law in South Africa or in a foreign country, without the option of a fine for a period exceeding six months or has not yet served his or her full period of imprisonment;
- d) has been declared to be unsuitable to work with children as stipulated in terms of the Children's Act, 2005 (Act 38 of 2005) the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007; or
- e) has been found guilty on an act of misconduct in respect of his or her performance of governing body functions in terms of the Provincial Code of Conduct for members of Governing Bodies in public schools.

10.2 If a person elected as a member of a governing body ceases to fall within the category for which they were nominated and elected, he or she shall cease to be a member of the governing body.

10.3 A parent who is employed by the school may not be elected as a parent member of a governing body at the school.

10.4 A principal of a school may not be elected as an educator member of a governing body at the school.

10.5 No learner may be elected to a governing body of an ordinary public school unless he or she is admitted to the eighth grade or higher and he or she is an elected member of the Representative Council of Learners at the school concerned.

10.6 In the case of learners with special education needs learners in the eighth grade or higher may be elected, only if it is reasonably practicable.

10.7 A parent shall be entitled to vote only for a parent member of the governing body and shall have one vote in respect of each parent candidate.

10.8 An educator employed at a public school shall be entitled to vote only for educator members and shall have one vote in respect of each educator candidate.

10.9 A non-educator member of staff shall be entitled to vote only for non-educator members and shall have one vote in respect of each non-educator candidate.

10.10 Every member of the representative council of learners shall be entitled to vote only for a learner member, and shall have one vote in respect of each nominated learner candidate on the RCL.

10.11 It is the responsibility of the person who alleges to have complied with the definition of a parent to inform the principal on the change of personal details.

11. Electoral Officers

11.1 Provincial Electoral Officer

11.1.1 The Head of Department shall appoint an official of the department as the Provincial Electoral Officer.

11.1.2 The duties of the Provincial Electoral Officer will be to:

- a) monitor the nomination and election process in the province;
- b) adapt the templates to suit provincial monitoring objectives;
- c) support the district electoral officers;
- d) liaise between the Head of Department and the districts;
- e) appoint district electoral officers in consultation with the District Directors;
- f) ensure that there is adequate notification of the election date;
- g) ensure compliance with provincial procedures with regard to elections;
- h) develop materials and procedures for the training of district and school Electoral Officers and teams, and ensuring that this training takes place as planned;
- i) adjudicate on all appeals resulting from the nomination and election process;
- j) monitor and evaluate the election process in the province;
- k) develop a database of SGBs on taking office; and
- l) within 30 days of receipt of the report of the district electoral officers and the election monitors compile a report on the elections to the Head of Department and MEC, and in such report shall take into account the reports of the election monitors;
- m) Investigate and address any matter brought under his/her attention by a member of the public which are not in line with these Regulations.

11.2 District Electoral Officer

11.21 The Provincial Electoral Officer shall, in consultation with the District Director, appoint a District Electoral Officer who shall be a senior district official of the district concerned.

11.2.2 The district electoral officer shall:

- a) appoint a district electoral team;
- b) co-ordinate the election processes in the district;
- c) advise the provincial electoral officer on any matter relating to the elections and shall ensure the implementation of these regulations in the district;
- d) compile a management plan to implement these regulations;
- e) designate school electoral officers for each school in the district and also ensure that each school has established a school election team;
- f) ensure that each election official working at a school in the district is adequately trained to support the elections;
- g) ensure that all school electoral officers receive the provincial election regulations and other documents in good time;
- h) ensure that election advocacy is conducted in the district in terms of a provincial plan;
- i) monitor the election process by visiting schools during elections;
- j) compile election dates for all schools in the district as per Annexure "B";
- k) ensure that the School Electoral Officers have informed the district office in writing of the dates of the election and of the names and contact numbers of the persons elected to SGBs;
- l) ensure that they receive the Data Form as per Annexure "H1" for Ordinary Public Schools or Annexure "H2" for Public Schools of Learners With Special Educational Needs from the School Principal; and submit it to the district within 30 days of the school election meeting;
- m) provide the Provincial Electoral Officer with a composite SGB Data form within 30 days of the final election date;
- n) compile a district report on the elections and submit it to the provincial electoral officer within 30 days of the final election date;
- o) capacitate school electoral officers to be able to manage the school election process;
- p) prepare recognition letters of newly elected governing body members for the signature of the District Director and distribute to schools.

11.2.3 The district election team shall consist of:

- a) The District Electoral Officer or a person delegated by the District Director;

- b) The Institutional Management Governance Development Unit in providing secretariat services;
- c) Chief Educator Specialist: Circuit Coordination, Circuit Managers and district officials monitoring and supporting schools.

11.2.4 The district election team shall:

- a) Assist the district electoral officer with all election duties;
- b) Be responsible for an advocacy strategy to ensure that SGB elections are well advertised amongst all stakeholders in the district.

11.2.5 The provincial and district electoral officers may not be nominated, elected or co-opted as members of any governing body of any school in the province.

11.3 School Electoral Officer and Principal

11.3.1 The functions of the school electoral officer before the election meeting shall be to:

- a) Consult with the principal and prepare notices giving details of the date, time and venue of the election and nomination meeting. The format of the notice must be as per Annexure "C".

11.3.2 The responsibilities and functions of the principal before the elections:

- a) distributes notices of the elections to the following eligible voters:
parents, educators, non-educators and learners not less than 21 days before the election date;
- b) ensure that nomination forms are available during the nomination and election meeting. The format of the nomination form must be as per Annexure "D";
- c) ensure that there is a suitable venue for the election meeting;
- d) monitor and sign off that an accurate voters rolls have been compiled;
- e) ensure that school election team is established, operational and supported by staff members;
- f) ensure that the school election team understands the procedures that are applicable, and that all the resources that will be needed for the elections are available.

11.3.3 A school electoral officer shall not be nominated or elected as a member of a governing body of a school for which he or she is the electoral officer.

11.3.4 During the election meeting the school electoral officer shall:

- a) explain the procedure for nominations and elections to the voters;
- b) let the nominees introduce themselves in accordance with these regulations;
- c) draw the attention of the voters to the provisions of the Act and of these regulations;
- d) manage the election process;
- e) Intervene and resolve any disputes on the day of election;

- f) submit election results, voters roll and SGB data to the district electoral officer within 5 days after the elections have been conducted.

11.3.5 The school election team shall consist of:

- a) The deputy principal of the school or a person delegated by the principal;
- b) The admin clerk to assist with administrative duties including the compiling of the voters roll;
- c) Number of educators determined by the principal.

11.3.6 The school election team shall:

- a) Assist the principal and school electoral officer with all their duties;
- b) Be responsible for an advocacy strategy to ensure that SGB elections are well advertised amongst all stakeholders;
- d) Assist with the attendance register and minutes of the nomination and election meeting.

12 Prohibited Conduct

- a) No Electoral Officer or Election Team Member nor the Principal may –

Abuse a position of power, privilege or influence, including parental, or employment authority to influence the conduct or outcome of an election.

13. Monitoring of Elections

13.1 The Provincial Electoral Officer/District Electoral Officer shall appoint any number of persons to monitor all processes during all the SGB elections.

13.2 Such a person/s shall:

- a) have access to any proceeding relevant to the elections as far as reasonably possible;
- b) not interfere with any process relating to the elections;
- c) compile a written report of his observations and submit it to the provincial electoral officer/district electoral officer within 14 days of the conclusion of the elections.

14. The registration of voters

14.1 A voters' roll for each of the categories must be available containing the names of all eligible parents, educators, members of staff and learners. **Annexure "K" reflects the Voter's roll for parents.**

- a) It is the responsibility of the principal to ensure that parents; Learners and Educators update their particulars when there are changes to their details. All updates and changes to the SASAMS database must be verified and approved by the school principal on a quarterly basis prior to the database being sent to the District EMIS Unit;
- b) The voters' roll for educators must consist of all educators employed at the school;

- c) The voters' roll for members of staff must consist of all staff members employed at the school;
- d) The voters roll for learners must consist of all elected RCL members at the school;
- e) The voters roll for Learners; Educators; members of staff and Parents must be based on the approved updated SASAMS database of the school.

14.2 The principal must issue a 7 day notice inviting parents to verify their details on the voters roll. The verification and updating process must be completed 14 days prior to the date of the nomination and election meeting. The verification period as well as regulation 14.3 must be clearly stated in the school's notice to parents.

14.3 The school shall regard the parents details on the admission register as correct should parents fail to update their details on the school admission register during the period referred to in regulation 14.2.

14.4 The details of the final verified and updated voters roll must be recorded on "Annexure J" and signed off by the principal as a true record of all registered parents.

14.5 All nominations, seconders and nominees must be people who are listed on the voters' roll. The voters roll for all categories close 48h hours before the voting day to ensure that the electoral officer can focus on the nomination and voting processes and quality assure the voters roll.

15 Order of Elections

15.1 The electoral officer should follow the principle of inclusion, transparency and democracy.

15.2 The election of the parent component on the governing body shall be held after the nominations and elections of the educator, member of staff and learner members of the governing body.

16 Nomination and Election meeting of Educator Members

16.1 The principal of a school shall provide the school electoral officer with a voters roll for educators.

16.2 The school electoral officer must in consultation with the school principal determine the date, time, and place for the nomination and election meeting for educator members.

16.3 The school principal must ensure educators at the school received the notice of the nomination meeting at least 14 days before the day of the meeting. The format of the notice and the ballot paper must be as per Annexure "C" and "E", respectively.

16.4 The nomination of an educator shall be done by the submission of a nomination form duly completed and signed by an educator employed at the school making the nomination, one educator employed at the school supporting the nomination and the candidate, to the school electoral officer at the nomination and election meeting.

16.5 If the total number of candidates whose nominations have been accepted:

- a) is less than the number of members allowed for the category of the school concerned as set out in Annexure "A",
 - i. The nomination time shall be extended by a period not exceeding 30 minutes, if the nominations are still lower than the required number allowed for the category the meeting shall adjourn and the school electoral officer must convene another meeting within a period not exceeding 7 days before the parents' nomination and election meeting. Members nominated prior to the rescheduling of the meeting, will remain nominated for election at the rescheduled election but further nomination may still be lodged and accepted.

- ii. If after the second nomination meeting held in terms of regulation 16.6 (a) the total number of valid nominations is still lower than the required number of educator members, the school electoral officer shall declare the nominated candidates to be duly elected and the provisions of regulation 8 shall apply: provided that by-elections shall be conducted within 80 days after the day of such election.

- b) Is equal to the number of the members referred to in regulation 16.6 (a), the school electoral officer shall declare all the nominees duly elected to the governing body; or

- c) Is greater than the number of the members referred to in regulation 16.6 (a), an election shall be held by secret ballot.

16.7 Where a school has only two educators on its staff, the school electoral officer may draw lots or use some other method that allows for a random selection between the tied nominees. This must be done openly and by agreement of the nominees.

17 Nomination and Election meeting of Members of Staff

17.1 The procedure described prescribed in regulation 16 shall apply to the nomination and election of non-educator members of staff: provided that the format of the notice of the meeting and the ballot paper must be as per Annexure "C" and "E", respectively.

17.2 In cases where there is no non-educator member of staff at a school, the position will be left unfilled.

17.3 Where there is one non-educator member of staff he or she shall be regarded as duly elected to the governing body.

17.4 Where there are two members of staff at a school, the school electoral officer will draw a lot or use some other method that allows for a random selection between the tied nominees. In the case of more than two non-educators a democratic election must be held to determine who should be elected to the governing body

18 Nomination and Election meeting of Learner Members

18.1 The nomination and election of Representative Council of Learners on to the SGB must be as per Annexures "A3" (notice of the meeting), "B3" (nomination form) and "C2" (ballot paper) as prescribed in Notice 110 of 2016 (The Establishment, Election and Functioning of Representative Councils of Learners in Public Schools in the Northern Cape).

18.2 The learners must be made aware of Section 32 of the Act, which outlines the status of minors on the governing body.

19 Nomination and Election meeting for Parent Members

19.1 The school electoral officer must in consultation with the principal prepare notices of the combined nomination and election meeting in which the date, time, and place of the nomination and election meeting shall be stated. The format of the notice and the ballot paper must be as per Annexure "C" and "E", respectively.

19.2 The date, time and venue should be considered that will allow for maximum parent participation in the election.

19.3 Notices of the date time and venue of the nomination and election should be distributed and displayed in prominent places in the school and community at least 14 days prior to the date of the nomination and election meeting.

19.4 The principal of the school must ensure that:

- a) a hard copy of the notice is handed to every learner at least 14 days prior to the proposed nomination and election meeting with clear verbal instruction to the learner to hand it to his or her parent; and

- b) Any other communication method that works for the school community, as long as it in no way disadvantages any member of the school community;
- c) The notification must be in the school's language of instruction and where practical, in the home language of learners.

20 Quorum

- 20.1** A quorum of 15 % of the total number of parents on the voters roll is required for the nomination and election meeting to proceed. Annexure J "Declaration on the verification and updating of the parent details on the voters roll" must be completed and signed off 14 days before the nomination and election meeting.
- 20.2** If at the first nomination and election meeting a quorum is not reached, the election must be rescheduled for not less than 7 or more than 14 days from the date of the first meeting in which event the procedure prescribed in regulation 21 shall be repeated.
- 20.3** Notice of the second election meeting should clearly state that no quorum is required for this meeting.

21 Nominations and Elections

- 21.1** The school election team must verify voters' credentials on the voters roll. A green barcode identity document or smart card, passport or valid driver's license shall serve as proof of an eligible voter
- 21.2** The school electoral officer will determine the time and duration of the nomination process: provided the time allocated is not less than 30 minutes and not more than 1 hour.
- 21.3** The nomination of a candidate shall take place during the nomination and election meeting giving the following process:
- a) A nomination is made during the time allowed for nomination provided that such nomination shall be supported by another parent and a nomination form is duly completed by the proposer, the seconder and the candidate, and is lodged with the electoral officer in the meeting. The proposer, seconder and candidate must be present in the nomination meeting. The nomination process must be done in written format, no show of hands shall be allowed.
 - b) No proxy votes will be allowed.
- 21.4** After the nomination time has expired the school electoral officer must:
- a) consider the nominations and reject the nomination of any candidate who:
 - I. has not been nominated in accordance with the procedure set out in these regulations;
 - II. is not eligible to be nominated and elected in terms of these regulations;
 - b) announce the names of the candidates whose nominations have been accepted.
- 21.5** If the total number of candidates whose nominations have been accepted:
- a) is less than the number of members allowed for the category of the school concerned as set out in Annexure "A",
 - i. the nomination time shall be extended by a period not exceeding 30 minutes, if the nominations are still lower than the required number allowed for the category the meeting shall adjourn and the school electoral officer must

convene another meeting rescheduled for not less than 7 or more than 14 days from the date of the first meeting. Members nominated prior to the rescheduling of the meeting, will remain nominated for election at the rescheduled election but further nomination may still be lodged and accepted.

- ii If after the second nomination meeting held and the total number of valid nominations is still lower than the required number of parent members, the school electoral officer shall declare the nominated candidates to be duly elected and the provisions of regulation 8.5 and 8.6 shall apply: provided that the by - elections shall be conducted within 90 days after the day of such election.

- b) Is equal to the number of the members referred the school electoral officer shall declare all the nominees duly elected to the governing body; or
- c) Is greater than the number of the members referred to in paragraph an election shall be held by secret ballot.

22 Casting of Votes

22.1 Prohibited conduct at voting station

No candidate within the boundaries of a voting station may attempt to induce, influence or persuade a person to vote or not to vote.

22.2 The election shall be held on the date, time and place indicated in the notice of the nomination meeting.

22.3 The school electoral officer shall explain the procedure that will be followed in the meeting and must at least stipulate that every nominated candidate will have the opportunity to state verbally in the meeting:

- a) his or her name;
- b) the names and grades of his or her children in the school;
- c) occupation and experience or skills; and
- d) his or her vision for the governance of the school, for parents to make an informed decision during the election process.

22.4 The election shall be by secret ballot. The format of the ballot paper must be as per Annexure "E". Ballot papers issued should not be taken outside the voting station.

22.5 Before the ballot papers are distributed, the school electoral officer must ensure that every ballot paper has the school stamp on it.

22.6 The school electoral officer must explain the voting process, the minimum and maximum number of candidates to be voted for as well as how to record the vote

22.7 Before the election meeting the school electoral officer shall prepare the ballot paper with the names of all nominees on them in alphabetical order based on surnames.

22.8 A voter shall, in secrecy, record his or her vote on the ballot paper and then deposit the ballot paper in a box or other closed container provided for the purpose.

22.9 An illiterate voter or a voter who suffers from a physical disability may, at their own request, be assisted by the school electoral officer or member of the electoral team in the presence of a witness identified by the voter.

22.10 The school electoral officer shall reject any spoiled paper before counting the votes recorded for every candidate if:

- a) The ballot paper on which the official mark or stamp does not appear;
- b) Ballot papers on which more votes are recorded than the number of members to be elected;

- c) A vote which is completed in such a way that it is, in the opinion of the electoral officer, uncertain for which candidate or candidates a vote was recorded for.

22.11 After the rejection of spoilt papers, the school electoral officer must:

- a) count the votes in the presence of every candidate who wishes to be present;
- b) announce to the whole meeting the name of each candidate and the number of votes cast for each; and
- c) complete the form as per Annexure "F" indicating the number of votes each candidate obtained.

22.12 The school electoral officer must announce the candidates who have been elected, in the descending order of the number of votes obtained.

22.13 Where there is a tie in the number of votes obtained by two or more candidates and this affects the result of the election, the school electoral officer shall draw lots to ascertain a result or use some other method that allows for a random selection between the tied nominees. This must be done openly and by agreement of the nominees.

22.14 The school electoral officer shall decide all matters relating to the nominations and election.

22.15 The school electoral officer shall complete an election declaration form as per Annexure "G" after the parents' election and submit it to the district electoral officer.

23 Dispute Resolution

23.1 The school electoral officer shall decide all matters connected with the nomination of candidates and the poll.

23.2 All disputes shall be reported to the school electoral officer during the elections.

23.3 The school electoral officer is authorised to attempt to resolve all disputes and, as far as possible, ensure that the elections are free and fair.

23.4 Should the school electoral officer, for any reason, be unable to resolve a dispute, he or she must allow the election to be completed and thereafter refer the dispute to the district electoral officer within 7 days of the election.

23.5 If a complainant is not satisfied with the decision of the School Electoral Officer he or she may refer a dispute to the district electoral officer within 7 days of receiving written notice of the final decision of the School Electoral Officer.

23.6 Should a complainant be dissatisfied with the decision of the district electoral officer he or she may lodge an appeal with the MEC within 7 days of receiving written notice of the final decision of the decision of the district electoral officer.

23.7 The decisions referred to in 23.4, 23.5 and 23.6 must be made within 30 days of the receipt of referral.

23.8 Any dispute lodged after the processes referred to in regulations 23.7 will be regarded as a complaint and regulation 11.1.2 (m) will take effect.

24 Procedure after the elections

24.1 After the election of a governing body the school electoral officer must place all documents, including ballot papers, used at such election in envelopes and seal the envelopes and hand them over to the Principal within 5 days of the election meeting.

24.2 The Principal should manage the handing – over process as per Annexure "I" by:

- a) Officially handing over all governing body files to the newly elected governing body;
- b) Conducting an induction session for the newly elected members and;
- c) Answering any questions that the newly elected governing body may have.

- 24.3** The principal must keep the envelopes in safe custody for a period of 3 years
- 24.4** The school electoral officer must notify the principal in writing of the names and contact numbers of the persons elected as members, and in such notice direct the principal to inform all parents of the school of the election results within 5 days of the elections.
- 25 Election of Office-Bearers**
- 25.1** Prior to the election of office-bearers the principal shall make the members of the governing body aware of their responsibilities and the need to ensure that office-bearers are as representative of gender and racial diversity of the school as possible.
- 25.2** The principal shall convene the first meeting of the governing body within 7 days after publication of the results of the elections.
- 25.3** At the first meeting of the governing body such body shall, from amongst its members, elect office bearers who must include at least a chairperson, a treasurer and a secretary; provided that the chairperson shall be a parent member of the governing body who is not employed at the school concerned.
- 25.4** Where for any reason the office of any office-bearer becomes vacant, the governing body shall, subject to the above provisions, at the first meeting after that vacancy has occurred, elect one of its members to fill that vacancy for the unexpired period of office of his or her predecessor.
- 25.5** The principal shall preside at the meeting if both the offices of chairperson and vice-chairperson are vacant.
- 25.6** It is advisable not to have more than two educator members serving as office bearers of the governing body;
- 25.7** Governing body members are advised not to hold more than one office at the same time on the governing body;
- 25.8** The principal must, after a meeting at which any office-bearer has been elected in accordance with these regulations, forthwith notify in writing the district director concerned of the date and names of the persons elected. Annexure "H" must be completed and submitted to the district director within 5 days after the meeting.
- 25.9** A governing body may—
- (1) (a) establish committees, including an executive committee; and
 - (b) appoint persons who are not members of the governing body to such committees on grounds of expertise, but a member of the governing body must chair each committee.
 - (2) A governing body of an ordinary public school which provides education to *learners* with special education needs must establish a committee on special education needs.
- 26 Deviation from Prescribed Procedures**
- 26.1** The Principal may after consultation with the district electoral officer and within 30 days prior to the election and nomination meeting, apply to the Head of Department for permission to deviate from the requirement of a single nomination and election meeting.
- 26.2** The Head of Department will consider such application if he or she is satisfied that:
- I. The deviation will promote the best interest of the school community and the school and will allow for the maximum participation of voters in the voting process;
 - II. The deviation will not discriminate unfairly against any potential voter or group of voters;
 - III. Sufficient provision is made to bring the information regarding nominees to parent's attention.
- 26.3** The Head of Department shall decide on the application within 14 days of the receipt thereof.

- 26.4** The Head of Department may, on good cause shown, allow any other deviation from the requirements in these regulations if, in his opinion, such deviation is justified.

27 Registration of Governing Body Members and Hand-over Procedure

- 27.1** At the first meeting the school principal must ensure that the particulars of every member of the new governing body appear on the data form referred to in regulation 7.
- 27.2** The principal must, within 5 days of the election of office bearers meeting, submit the data form to the District Director.
- 27.3** The principal must inform the District Director of any changes to the membership of the governing body within 14 days of those changes.
- 27.4** The principal must plan and facilitate the Hand – over procedure in accordance with Annexure “I”.

28 Constitution of School Governing Body

- 28.1** The Constitution of a School Governing Body (SGB) of a public school shall reflect but not be limited to the following :

- a) The vision and mission statement of the school
- b) Duties of office bearers
- c) Establishment of committees with clear functions
- d) Meeting procedures and frequency
- e) Procedure to manage amendments to the constitution

29.1 A vacancy shall occur whenever a member:

- (a) Resigns in writing;
- (b) Becomes deceased;
- (c) Becomes disqualified as contemplated in regulation 10
- (d) Absents him or herself from two or more consecutive meetings of the governing body without the authorization of the governing body to do so;
- (e) Is removed from office in accordance with provisions contained in a code of conduct contemplated in Section 18A of the Act;
- (f) No longer falls within the category of members that he or she represented at the time of the election;
- (g) If at any point, through an investigation by an electoral officer is found that an irregularity occurred during the election of such a member.

29.2 By-Elections due to vacancies in the governing body

29.2.1 Should a vacancy contemplated in regulation 29.1 exist, the principal of the school must in writing and within 14 days, inform the District Director of the existence of such vacancy.

29.2.2 A school electoral officer must be appointed for each by - election.

29.3 A by - election must be held whenever:

- (a) the number of parent members of a governing body falls to a number equal to or less than the total of the other members of the governing body;
- (b) the number of members who, at the constitution of a governing body, were elected, or declared elected, falls to a number equal to or less than the quorum referred to in the constitution of a fully constituted governing body; or
- (c) a member of the category of members of a governing body referred to in section 23 or 24 of the Act is no longer represented on a governing body

29.4 Whenever a vacancy occurs as envisaged in regulation 29 a by- election must be held within 90 days of occurrence of such vacancy.

29.5 The procedure described in regulations 17– 22 shall apply to the by - elections.

29.6 A member elected in accordance with this paragraph remains in office for the unexpired term of office of his or her predecessor.

29.7 Should a vacancy contemplated in regulation 29.4 occur in respect of an elected parent member, a school governing body must temporarily co-opt a parent to serve as a member with full voting rights for a period not exceeding 90 days.

29.8 In the event of a vacancy in the categories of membership referred to in regulation 4.2 (b), (c) and (d) eligible members of the category concerned shall, within 60 days, hold an election to fill the vacancy.

29.9 The appointment of the co-opted parent referred to in regulation 29.8 shall take place within 21 days.

29.10 A governing body member with a child in the exit grade (7 or 12) must inform in writing, the governing body chairperson and principal three months in advance before the end of the academic year.

29.11 If the Head of Department determines on reasonable grounds that a governing body has ceased to perform functions allocated to it in terms of the Act or has failed to perform one or more functions, he or she must follow procedure as set out in Section 22 and 25 of the Act.

30 Functioning of the new governing body

The newly elected governing body must start to function immediately after the successful completion of the election process.

31 Removal or suspension of Governing Body Members from Office

A member of the governing body of a public school may be removed from office in terms of section 18A of the South African Schools Act.

32 Electoral code of conduct

(1) No registered candidate may use a language or act in a way that may provoke:

- (a) interruption/violence during an election; or
- (b) the intimidation of candidates, or voters;
- (c) influence parents on the voters roll to attend or not to attend an election meeting; or
- (d) to vote or not to vote, or to vote or not to vote in any particular way; or
- (e) to refuse a nomination as a candidate or to withdraw as a candidate; or
- (f) abuse a position of power, privilege or influence, including parental, or employment authority to influence the conduct or outcome of an election.

33 General provisions

33.1 Undue influence:

- (1) Subject to these regulations, no person may prevent anyone from exercising a right conferred by these regulations.
- (2) No person, knowing that another person is not entitled to be registered as a parent/guardian, may-
 - (a) persuade such a person that he/she is entitled to be registered as a parent/guardian; or
 - (b) represent to anyone else that that other person is entitled to be registered as a parent/guardian.
- (3) No person, knowing that another person is not entitled to vote, may-
 - (a) assist, compel or persuade that other person to vote; or
 - (b) represent to anyone else that that other person is entitled to vote.

34. Review of Regulations

These Regulations may be reviewed at any given time.

35 Repeal of Regulations

The Governing Body Regulations for Public Schools contained in Notice 35 of 2017 and Notice 166 of 2017 and published in the Extraordinary Provincial Gazette 24 April 2017 and 27 November 2017 are hereby repealed.

36. Short Title

These Regulations shall be known as the Regulations for the Constitution and Election of Governing Bodies in Public Schools in the Northern Cape, and shall come into effect on publication in the Provincial Gazette.

TEMPLATES

Annexure	Template notation
A	Composition of governing bodies by type and grading of school
B	SGB Election Schedule
C	Election of governing body members Notice of SGB elections
D	Nomination Form
E	Ballot Paper
F	Counted Ballot Papers and Declaration of Number of Voters
G	Election Declaration Form
H1	SGB Composition Data Form for Ordinary Public Schools
H2	SGB Composition Data Form for Public School for Learners with Special Educational Needs
I	Handover Certificate
J	Declaration on the verification and updating of parent details on the voters roll
K	School governing body elections parents voters roll
L	SGB Election Dates
M	SGB Reporting Template
N	SGB Election State of Readiness

ANNEXURE "A" (I)

1 Type of school	3 No. of learners enrolled	4 No. of parent members	5 No. of educator members	6 No. of learner members	7 No. of staff members	8 Principal	9 Total no of members
1. Primary Ordinary Schools	<80	4	1	0	1	1	7
	80-159	4	1	0	1	1	7
	160-719	5	2	0	1	1	9
	720+	6	3	0	1	1	11
2. Secondary Ordinary Schools	<630	7	2	2	1	1	13
	630+	9	3	3	1	1	17
3. Combined Schools	<500	7	2	2	1	1	13
	500+	9	3	3	1	1	17

COMPOSITION OF GOVERNING BODIES OF PUBLIC ORDINARY SCHOOL

1. The number of members of a governing body of a public school is set out for each category of membership in the table below.
2. The number of members in each category will vary in terms of regulation 4 (2), according to the type of school and its grading as set out in column 1 and 2 below.
3. In a school which does not have non-teaching staff, the number of parents set out in column 4 below shall be reduced by one and the total number of members set out shall be reduced by two.
4. The governing body of a public combined ordinary school or comprehensive public school will have the same composition as a public secondary ordinary school.

ANNEXURE "A" (II) Composition of Governing Bodies of Public Schools for Learners with Special Education Needs - Number of members appointed must be included within 14 days after the school's election.

1. The number of members of a governing body of a public school for learners with special education needs is set out for each category of membership in the table below.
2. The number of members in each category will vary in terms of regulation 5 (1), according to the type of school and its grading as set out in column 1 and 2 below. Schools with more than 30 non educator members may elect 2 representatives.
3. In a school which does not have learner members, the number of parents set out in column 5 below shall be reduced by three.
4. Any member of the governing body elected or appointed from the categories of persons referred to in the Act, Section 24 (1) (a), (e), (f), (g), (h), and (i) may serve as the chairperson.
5. A combined school with a number of learners of 150 and more but without learners able to serve on the SGB will be 2 less.

TYPE OF SCHOOL	NUMBER OF LEARNERS ENROLLED AT SCHOOL	PRINCIPAL	NUMBER OF EDUCATOR MEMBERS	NUMBER OF PARENT MEMBERS	NUMBER OF NON EDUCATOR MEMBERS	NUMBER OF LEARNER MEMBERS	NUMBER OF ELECTED MEMBERS
Primary School	1 to 149	1	1	5	1		8
Combined School	150 and more	1	2	5	1		9
Combined School	150 and more	1	2	8	1	2	14

The following categories of persons must be represented on a governing body of a public school for learners with special education needs

Categories

(e) representatives of sponsoring bodies, if applicable;

(f) representatives of organisations of *parents of learners* with special education needs, if applicable;

(g) representatives of organisations of disabled persons, if applicable;

(h) disabled persons, if applicable; and

(i) experts in appropriate fields of special needs education.

Total number including appointed members:



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ANNEXURE C

ELECTION OF GOVERNING BODY MEMBERS NOTICE OF SGB ELECTIONS

NAME OF SCHOOL: _____

Component: (Please tick with an X in the appropriate box)

EDUCATOR: ☐ NON-EDUCATOR: ☐ PARENT: ☐

Notice is hereby given that a meeting for the nomination/election of candidates for the election of members of the governing body of the above-mentioned school, will be held

on _____ at _____ at _____
(date) (time) (place)

Candidates (who must be parents of learners at the school and who are not employed at the school/educators at the school/non-educators at the school/learners at the school) may be nominated during the nomination and election meeting by lodging with the electoral officer a nomination form duly completed by the candidates and his / her proposer and seconder. Both proposer and seconder must be illegible voters at the school.

Nominations will only be accepted at the nomination and election meeting. The proposer, seconder and candidate MUST be present in the nomination meeting.

An election and/or nomination meeting will be held on the date(s) as mentioned above. Proof of Identification will be required to participate in the nomination and election processes (green barcode identity document or card, passport or valid driver's licence; valid residence/work permit).

NB. It is the responsibility of parents/guardians to ensure that their names are on the school's admission register, which can be viewed at the school.

For the meeting to proceed a quorum of 15% is required, in the event of no quorum, the next nomination and election meeting must be held within 7 days.

.....
SIGNATURE OF ELECTORAL OFFICER

.....
DATE



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ANNEXURE D

ELECTION OF GOVERNING BODY MEMBERS NOMINATION FORM

COMPONENT (Please tick with an X in the appropriate box)

EDUCATOR: ☐

NON-EDUCATOR: ☐

PARENT: ☐

NAME OF SCHOOL: _____

PROPOSER: I, _____

(full name and surname)

of _____

(residential address)

being (indicate correct response) a parent or guardian ☐ of ☐ her,

an educator, ☐ non-educator, ☐ of the above-mentioned school, hereby propose:

(full name of candidate)

as a member of the governing body of the above-mentioned school.

SIGNATURE OF THE PROPOSER

DATE

SECONDER: I, _____

(full name and surname)

of _____

(residential address)

being (indicate correct response) a parent or guardian ☐ of a learner,

an educator ☐ non-educator ☐ of the above-mentioned school, hereby propose:

(full name of candidate)

as a member of the governing body of the above-mentioned school.

SIGNATURE OF THE SECONDER

DATE

NOMINEE:

I _____

(full name and surname)

of _____

(residential address)

Being a parent or guardian ☐ of a learner, an educator ☐ a non-educator ☐ of the above-mentioned

school, hereby accept the nomination and declare that I am not/have not:

- mentally ill and have not been declared as such by a competent court;
- an un-rehabilitated insolvent;
- Has been convicted of an offence and sentenced to imprisonment in a court of law in South Africa or in a foreign country, without the option of a fine for a period exceeding six months or has not yet served his or her full period of imprisonment;
- been declared to be unsuitable to work with children as stipulated in terms of the Children's Act, 2005 (Act 38 of 2005) or the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007.
- Does not fall within one of the categories of members who make up a governing body;
- No longer falls within the category of members that he or she represented at the time of his/her election; and
- Been removed from office in accordance with provisions contained in a code of conduct contemplated in Section 18A of the Act.

SIGNATURE OF NOMINEE

DATE

The nomination is (Indicate correct response) accepted / rejected

FULL NAMES OF ELECTORAL OFFICER: _____

SIGNATURE OF ELECTORAL OFFICER

DATE



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ANNEXURE E

BALLOT PAPER (SURNAME IN ALPHABETICAL ORDER)

NAME OF DISTRICT: _____

NAME OF SCHOOL: _____

COMPONENT (Please tick with an (X) in the appropriate box)

EDUCATOR: ☐ NON-EDUCATOR: ☐ PARENT: ☐

CHOOSE CANDIDATES BY PLACING A CROSS IN THE BOX NEXT TO THE CANDIDATE(S) OF YOUR CHOICE e.g. ☒

No	Names of Candidates	Place your (X) in this column
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

SIGNATURE OF ELECTORAL OFFICER

DATE

SCHOOL STAMP



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ANNEXURE F

COUNTED BALLOT PAPERS AND DECLARATION OF NUMBER OF VOTES

NAME OF DISTRICT: _____

NAME OF SCHOOL: _____

COMPONENT (Please tick with an (X) in the appropriate box)

EDUCATOR: ☐ NON-EDUCATOR: ☐ PARENT: ☐

DATE OF ELECTIONS NOMINATION:

No	Names of candidates (Most to least votes)	Total no. of votes
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

TOTAL NUMBER OF ELIGIBLE VOTERS:

TOTAL NUMBER OF CASTED VOTES:

SPOILED PAPERS:

FULL NAMES OF ELECTORAL OFFICER

SIGNATURE OF ELECTORAL OFFICER

DATE

SCHOOL STAMP



Northern Cape Department of Education



ANNEXURE G

ELECTION DECLARATION FORM

NAME OF DISTRICT: _____

NAME OF CIRCUIT: _____

NAME OF SCHOOL: _____

NAME OF ELECTORAL OFFICER: _____

DATE OF ELECTIONS FOR:

Parent component: _____

Educator component: _____

Non-Educator component: _____

Learner component: _____

Complete the relevant section

SECTION A: Undisputed Elections

As the Electoral Officer for the above-mentioned elections I declare that the election of all components were undisputed.

Signature: _____ Date: _____


SECTION B: Disputed Elections

As the Electoral Officer for the above-mentioned I declare that the following component/s of the election was/were disputed

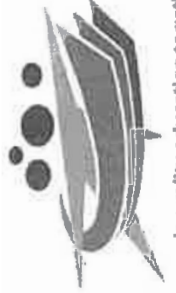
And hereby provide the detail of the said dispute/s.

Signature: _____

Date: _____



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ANNEXURE "H1"
(To be completed by Ordinary Public Schools only)

SCHOOL GOVERNING BODY DATA FORM

(NB: This form must be submitted after the school's election and every time a vacancy is filled through a by election by the School Principal including updating the SASAMS Governance Model)

DISTRICT: _____

NAME OF SCHOOL: _____ EMIS NO. _____ CIRCUIT: _____

CIRCUIT MANAGER: _____

SCHOOL STAMP

Surname & Initials	ID / Residential Permit Number	Gender		Race					Disability		Contact Number	SGB Portfolio	SGB Committee	Previous SGB experience In years	
		F	M	A	C	W	I	YES	NO						
Principal															
Parents															
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
Educators															
1.															
2.															
3.															
Non-Educators															
1.															

Surname & Initials	ID / Residential Permit Number	Gender			Race				Disability		Contact Number	SGB Portfolio	SGB Committee	Previous SGB experience in years
		F	M	A	C	W	I	YES	NO					

Learners														
1.														
2.														
3.														
Co-opted Members (indicate the special education needs expertise for which the member is co-opted - beneath the name)														
1.														
Special education needs expertise														
2.														
Special education needs expertise														
Co-opted Members of the Community (indicate the SGB function for which the member was co-opted to assist with - beneath the name)														
1.														
SGB Function:														
2.														
SGB Function:														

[illegible][illegible]

NO. OF SGB MEMBERS (Including the Principal): _____

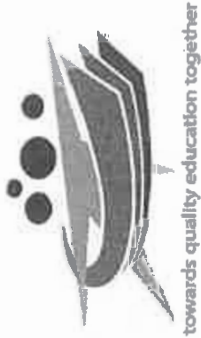
CIRCUIT: _____

CIRCUIT MANAGER: _____





Northern Cape Department of Education



ANNEXURE "H2"

(To be completed by Public school for learners with special education needs only)

SCHOOL GOVERNING BODY DATA FORM

(NB: This form must be submitted after the school's election and every time a vacancy is filled through a by election by the School Principal including updating the SASAMS Governance Model)

DISTRICT: _____

NAME OF SCHOOL: _____ EMIS NO. _____ CIRCUIT: _____

CIRCUIT MANAGER: _____

SCHOOL STAMP

Surname & Initials	ID / Residential Permit Number	Gender		Race					Disability		Contact Number	SGB Portfolio	SGB Committee	Previous SGB experience in years
		F	M	A	C	W	I	YES	NO					
Principal														
Parents														
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
Educators														
1.														
2.														
3.														
Non-Educators														
1.														
2.														

Surname & Initials	ID / Residential Permit Number	Gender		Race					Disability	Contact Number	SGB Portfolio	SGB Committee	Previous SGB experience in years
		F	M	A	C	W	I	YES					

Learners													
1.													
2.													
3.													
Governing body members Appointed from the categories of persons referred to in the Act, Section 24 (1) (a), (e), (f), (g), (h), and (i) (LSEN schools)													
Co-opted Members (Indicate the area of expertise beneath the name)													

➤ NB: Where persons referred to in Section 24 (a), (e), (f), (g) and (i) of the Act have been Appointed, Please attach copies of Official letters from their organisation/sponsoring body appointing them to serve as representatives on the Governing Body.

NUMBER OF LEARNERS ENROLLED AT THE SCHOOL				African	White	Coloured	Indian	Total

NO. OF SGB MEMBERS (Including the Principal): _____



Northern Cape Department of Education



ANNEXURE I

(These documents are the property of the school and must be kept safely by the School Principal.)

(A copy of this document must be submitted to the District Office 5 days after the Hand- Over process)

SCHOOL : _____

DISTRICT : _____

I, _____ (full names), the newly elected chairperson of the

School Governing Body of _____ (school's name) hereby certify that I have received the following documents from the outgoing chairperson:

KEY AREA	ITEM	Mark with a cross (X) where applicable	
		YES	NO
1. LEGISLATION	1.1 The South African School Act (SASA), 1996 (Act 84 of 1996)		
	1.2 Policy for the consideration of governing bodies in adopting a code of conduct for learners (General Notice of 15 May 1998)		
	1.3 Amended National norms and standards for school funding (General Notice no. 646 of 27 August 2012)		
	1.4. Relevant Sections of EEA - PAM e.g. CHAPTER B		
	1.4 Circular 74/ 2009 – conducting disciplinary hearing against learners.		
	1.5 Office Notice 10 of 2007 – Notice determining conduct that constitutes serious misconduct in public schools in the Northern Cape and related matters.		

KEY AREA	ITEM	Mark with a cross (X) where applicable	
		YES	NO
	1.6 Official Notice 27 of 2005 – code of conduct for members of governing bodies in public schools.		
	1.7 The Constitution of the School Governing Body		
	1.8 The vision and mission statement of the school		
	1.9 Action plans for the following year based on the school development plan		
2. POLICIES	2.1 Admission policy		
	2.2 Policy regarding school sport and cultural activities		
	2.3 Policy regarding use of school buildings and facilities by non-school community members		
	2.4 Policy on occupational health and Safety		
	2.5 Religious policy		
	2.6 Language policy		
	2.7 HIV and AIDS policy		
	2.8 Code of conduct for learners		
	2.9 School's policy regarding payment of school fees and the school's sliding scale for determining partial exemption		
3. FINANCIAL RESOURCES	3.1 Finance Com minute book		
	3.2 Copy of assets register of school		
	3.3 Cash book		
	3.4 Receipt book (current) (Serial number :...)		
	3.5 Receipt book/s (completed) (Serial numbers :...)		
	3.6 Cheque book (current) (Serial number:..)		
	3.7 Cheque book/s (used) (Serial numbers :...)		
	3.8 Petty cash (Amount :...)		
	3.9 Bank statements for period 1 January to 30 June of current financial year		
	3.10 Documentary proof of investment(s) (if any)		
	3.11 List of NGOs/partners approved by district and operating in schools		

KEY AREA	ITEM	Mark with a cross (X) where applicable	
		YES	NO
	3.12 Copy of 10 th school day statistics		
	3.13 Copies of contracts of all staff employed by the SGB		
	3.14 Audited Financial Statements for period 1 January to 31 December of previous year		
	3.15 School's financial policy		
	3.16 School approved budget for current financial Year		
4. LEARNER PERFORMANCE	4.1 Copies of analysis of results of previous three years (grades 1 to 12)		
	4.2 Strategy to improve learner performance		
	4.3 The school's development plan		
5. Any other document(s)			

Outgoing Chairperson:

Name: _____

Signed: _____

Date: _____

Elected Chairperson:

Name: _____

Signed: _____

Date: _____

Principal

Name: _____

Signed: _____

Date: _____

SCHOOL STAMP



Northern Cape Department of Education



ANNEXURE J

DECLARATION ON THE VERIFICATION AND UPDATING OF PARENT DETAILS ON THE VOTERS ROLL

DISTRICT : _____

SCHOOL : _____ EMIS No. _____

I, _____

(Name and Surname of the School Principal) and school electoral team of the above named school hereby duly declare that:

Nr	Statement	YES	NO
1	Parents were given a 14 day notice to verify their registration details on the schools learner admission register.		
2	The verification and updating process was completed within 14 days prior to the nomination and election as per the regulation 14.2.		
3	The record book of the school electoral team is a true reflection of the verification process.		

4. The voters roll after the completion of verification and updating process indicate the following:

	F	M	Total
Registered parents prior to the verification and updating process.			
Number of parents who verified and updated their details.			
Final number of registered parents on the voters roll after the verification and updating process.			

FULL NAMES OF PRINCIPAL

SIGNATURE OF PRINCIPAL

DATE

NOTICE 64 OF 2020**DAWID KRUIPER MUNICIPALITY****FINAL NOTICE: CLOSURE OF ERF 169, PHILANDERSBRON**

Dawid Kruiper Municipality hereby gives final notice in terms of the Spatial Planning and Land use Management Act. of Act 16 of 2013 (SPLUMA) of the Land Survey Act 8/1997 for the amendment of General Plan S.G. F1292/1993, (p 107) dated 07 February 2017, for the closure of Erf 169, Philandersbron,

E NTOBA
MUNICIPAL MANAGER

Civic Centre
Market Square
Private Bag X6003
UPINGTON
8800

Erf 169, Philandersbron

PROVINCIAL GAZETTE: 06 JULY 2020

KENNISGEWING 64 VAN 2020

MUNISIPALITEIT DAWID KRUIPER**FINALE SLUITINGSKENNISGEWING: SLUITING VAN ERF 169, PHILANDERSBRON**

Dawid Kruiper Munisipaliteit gee hiermee finale kennisgewing ingevolge die Wet op Ruimtelike Beplanning en die Grondgebruik Bestuurswet, Wet 16 van 2013, (SPLUMA) vir Landmeter-Generaal Art. 8 van 1997 vir die wysiging van Algemene Plan LG F1292/1993 (bl 107) gedateer 07 Februarie 2017, vir die sluiting van Erf 169, Philandersbron.

E NTOBA
MUNISIPALE BESTUURDER

Burgersentrum
Markstraat
Privaatsak X6003
UPINGTON
8800

Erf 169, Philandersbron

PROVINSIALE KOERANT: 06 JULIE 2020

NOTICE 65 OF 2020**GA-SEGONYANA LOCAL MUNICIPALITY****NOTICE OF AN APPLICATION FOR REZONING AND REMOVAL OF RESTRICTIVE TITLE CONDITIONS IN TERMS OF SECTION 5 (2) (A)(II) READ TOGETHER WITH SECTION 7 (1) OF THE GA-SEGONYANA LOCAL MUNICIPALITY SPATIAL PLANNING AND LAND USE MANAGEMENT BYLAW, 2015**

I, Rendani Musetha of YB Mashalaba PTY LTD being the authorised agent of the owner of Erf 416 Kuruman, situated at No 3 Loubser Street, Kuruman, hereby give notice in terms of Section 27 read with Section 28 and 29 of the **GA-SEGONYANA LOCAL MUNICIPALITY SPATIAL PLANNING AND LAND USE MANAGEMENT BYLAW, 2015**, that I have applied to the City of Ga-Segonyana Municipality for the amendment of the Zoning Scheme, 2003, by the rezoning of the property as described from "Residential i" to "Residential Zone iii" to permit the development flats and removal of restrictive title condition in terms of Section 5(2)(a)(iii) read together with section 7 (1) of the Ga-Segonyana Local Municipality Spatial Planning and Land Use Management Bylaw, 2015.

Any objection(s) and/or comment(s), including the grounds for such objection(s) and/or comment(s) and the person(s) rights and how their interests are affected by the application with the full contact details of the person submitting the objection(s) and/or comment(s), without which the Municipality cannot correspond with the person or body submitting the objection(s) and/or comment(s), shall be lodged with, or made in writing to the Municipal Manager: Ga-Segonyana Municipality, Private Bag X 1522, Kuruman, 8640 or submitted by hand at **Cnr Voortrekeker and School Street, Kuruman**, to reach the Municipality from **06 July 2020** until **05 August 2020**.

Full particulars of the applications and plans (if any) may be inspected during normal office hours at the Municipal offices as set out above for a period of 30 days from the date of first publication of the notice Monday to Friday between 8:00 and 15h30.

Dates on which notices will be published: **06 and 13 July 2020**

Closing date for any objections and/or comments: **05 August 2020**

Reference_ Rezoning: **400065**

6-13

KENNISGEWING 65 VAN 2020**GA-SEGONYANA PLAASLIKE MUNISIPALITEIT****KENNISGEWING VAN 'N AANSOEK OM HERSONERING EN OPHEFFING VAN BEPERKINGS TITELVOORWAARDES INGEVOLGE ARTIKEL 5 (2) (A) (II) LEES SAAM MET AFDELING 7 (1) VAN DIE GA-SEGONYANA PLAASLIKE MUNISIPALITEIT RUIMTELIKE BEPLANNING EN GRONDGEBRUIK 2015**

Ek, Rendani Musetha van YB Mashalaba PTY LTD, is die gemagtigde agent van die eienaar van Erf 416 Kuruman, gelee te Loubserstraat 3, Kuruman, gee hiermee kennis in terme van Artikel 27 gelees met Afdeling 28 en 29 van die **GA-SEGONYANA PLAASLIKE MUNISIPALITEIT** Ruimtelike beplanning en grondgebruikbestuur BYLAW, 2015, dat ek by die Stad Ga-Segonyana Munisipaliteit aansoek gedoen het vir die wysiging van die soneringskema, 2003, deur die hersonering van die eiendom soos beskryf van "Residensiële i" na "Residensiële Sone" iii "om die ontwikkeling van woonstelle toe te laat en die beperkende titelvoorwaarde te verwyder ingevolge artikel 5 (2) (a) (iii) saamgelees met artikel 7 (1) van die Ga-Segonyana Plaaslike Munisipaliteit Ruimtelike Beplanning en Grondgebruiksbestuur, 2015 .

Enige besware (s) en / of kommentaar (s), met inbegrip van die gronde vir sodanige beswaar (e) en / of kommentaar (s) en die persoon (e) se regte en hoe hul belange deur die aansoek beïnvloed word, met die volledige kontakbesonderhede van die persoon wat die beswaar (e) en / of kommentaar (s) indien, waarsonder die munisipaliteit nie kan ooreenstem met die persoon of liggaam wat die beswaar (e) en / of kommentaar (s) voorlê nie, moet ingedien word by of ingedien word in aan die Munisipale Bestuurder: Ga-Segonyana Munisipaliteit, Privaatsak X 1522, Kuruman, 8640 of per hand voorgelê te **h / v Voortrekeker- en Skool straat, Kuruman**, om die munisipaliteit te bereik vanaf **06 Julie** tot **05 Augustus 2020**.

Volledige besonderhede van die aansoeke en planne (as daar is) kan gedurende gewone kantoorure by die Munisipale kantore, soos hierbo uiteengesit, besigtig word vir 'n periode van 30 dae vanaf die datum van eerste publikasie van die kennisgewing, Maandag tot Vrydag, tussen 8:00 en 15:30. .

Datums waarop kennisgewings gepubliseer moet word: **06 and 13 Julie 2020**

Sluitingsdatum vir besware en / of kommentaar: **05 Augustus 2020**

Verwysing_ Hersonering: **400065**

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Kimberley, 8301. Tel. : (053) 839-8073. Fax: (053) 839-8094.