



LIMPOPO PROVINCE
LIMPOPO PROVINSIE
XIFUNDZANKULU XA LIMPOPO
PROFENSE YA LIMPOPO
VUNDU LA LIMPOPO
IPHROVINSI YELIMPOPO

**Provincial Gazette • Provinsiale Koerant • Gazete ya Xifundzankulu
Kuranta ya Profense • Gazethe ya Vundu**

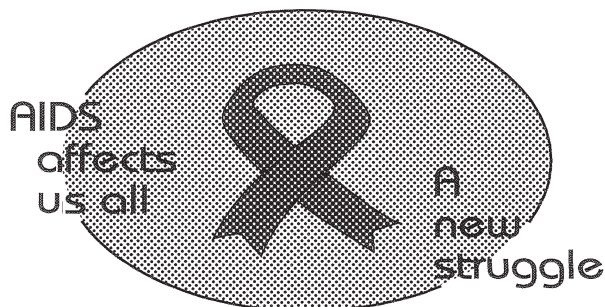
*(Registered as a newspaper) • (As 'n nuusblad geregistreer) • (Yi rhijistariwile tanihi Nyuziphepha)
(E ngwadisits`we bjalo ka Kuranta) • (Yo redzhistariwa sa Nyusiphepha)*

Vol. 27

POLOKWANE,
28 FEBRUARY 2020
28 FEBRUARIE 2020
28 NYENYENYANA 2020
28 FEBERWARE 2020
28 LUHUHI 2020

No. 3068

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 1682-4563



03068



IMPORTANT NOTICE OF OFFICE RELOCATION

government
printing

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

Private Bag X85, PRETORIA, 0001 149 Bosman Street, PRETORIA
Tel: 012 748 6197, Website:

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 [_____](#).

We apologies 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 [_____](#)
- 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** **LIMPOPO PROVINCIAL GAZETTE**

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

- **24 December 2019**, Tuesday for the issue of Friday **03 January 2020**
- **03 January**, Friday for the issue of Friday **10 January 2020**
- **10 January**, Friday for the issue of Friday **17 January 2020**
- **17 January**, Friday for the issue of Friday **24 January 2020**
- **24 January**, Friday for the issue of Friday **31 January 2020**
- **31 January**, Friday for the issue of Friday **07 February 2020**
- **07 February**, Friday for the issue of Friday **14 February 2020**
- **14 February**, Friday for the issue of Friday **21 February 2020**
- **21 February**, Friday for the issue of Friday **28 February 2020**
- **28 February**, Friday for the issue of Friday **06 March 2020**
- **06 March**, Friday for the issue of Friday **13 March 2020**
- **13 March**, Friday for the issue of Friday **20 March 2020**
- **20 March**, Friday for the issue of Friday **27 March 2020**
- **27 March**, Friday for the issue of Friday **03 April 2020**
- **03 April**, Friday for the issue of Friday **10 April 2020**
- **08 April**, Friday for the issue of Friday **17 April 2020**
- **17 April**, Friday for the issue of Friday **24 April 2020**
- **23 April**, Thursday for the issue of Friday **01 May 2020**
- **30 April**, Friday for the issue of Friday **08 May 2020**
- **08 May**, Friday for the issue of Friday **15 May 2020**
- **15 May**, Friday for the issue of Friday **22 May 2020**
- **22 May**, Friday for the issue of Friday **29 May 2020**
- **29 May**, Friday for the issue of Friday **05 June 2020**
- **05 June**, Friday for the issue of Friday **12 June 2020**
- **11 June**, Thursday for the issue of Friday **19 June 2020**
- **19 June**, Friday for the issue of Friday **26 June 2020**
- **26 June**, Friday for the issue of Friday **03 July 2020**
- **03 July**, Friday for the issue of Friday **10 July 2020**
- **10 July**, Friday for the issue of Friday **17 July 2020**
- **17 July**, Friday for the issue of Friday **24 July 2020**
- **24 July**, Friday for the issue of Friday **31 July 2020**
- **31 July**, Friday for the issue of Friday **07 August 2020**
- **06 August**, Thursday for the issue of Friday **14 August 2020**
- **14 August**, Friday for the issue of Friday **21 August 2020**
- **21 August**, Friday for the issue of Friday **28 August 2020**
- **28 August**, Friday for the issue of Friday **04 September 2020**
- **04 September**, Friday for the issue of Friday **11 September 2020**
- **11 September**, Friday for the issue of Friday **18 September 2020**
- **17 September**, Thursday for the issue of Friday **25 September 2020**
- **25 September**, Friday for the issue of Friday **02 October 2020**
- **02 October**, Friday for the issue of Friday **09 October 2020**
- **09 October**, Friday for the issue of Friday **16 October 2020**
- **16 October**, Friday for the issue of Friday **23 October 2020**
- **23 October**, Friday for the issue of Friday **30 October 2020**
- **30 October**, Friday for the issue of Friday **06 November 2020**
- **06 November**, Friday for the issue of Friday **13 November 2020**
- **13 November**, Friday for the issue of Friday **20 November 2020**
- **20 November**, Friday for the issue of Friday **27 November 2020**
- **27 November**, Friday for the issue of Friday **04 December 2020**
- **04 December**, Friday for the issue of Friday **11 December 2020**
- **10 December**, Thursday for the issue of Friday **18 December 2020**
- **18 December**, Friday for the issue of Friday **25 December 2020**
- **23 December**, Wednesday for the issue of Friday **01 January 2021**

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 [_____](#)

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 [_____](#)
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

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GENERAL NOTICES • ALGEMENE KENNISGEWINGS

NOTICE 17 OF 2020

**NOTICE IN TERMS OF SECTION 95(1)(A) OF
THE POLOKWANE MUNICIPAL PLANNING
BY-LAW, 2017**

We Mr. Simon Mogale Shokane and Mrs. Botshilo Jeneva Shokane being the Owners and applicant of property Portion 1 of ERF 2535 Pietersburg Extension 11 hereby give notice in terms of section 95(1)(a) of the Polokwane Municipal Planning By-law, 2017, that we have applied to Polokwane Municipality for the amendment of the applicable Land Use Scheme/or Town planning Scheme, by rezoning the above mentioned property from Residential 1 to Residential 2 for residential dwelling units in terms of section 61 of the Polokwane Municipal Planning By-law, 2017.

Any objection(s) and/or comment(s), including the grounds for such objection(s) and/or comment(s) with full contact details, without which the Municipality cannot correspond with the person or body submitting the objection(s) and/or comment(s), can be lodged with, or made in writing to: Manager: City Planning and Property Management, PO Box 111, Polokwane, 0700 within a period from 21 February 2020 to 31 March 2020.

Full particulars of the application may be inspected during normal office hours at the Municipal Town Planners offices, Second floor, West wing, Civic centre, Landros Mare Street, Polokwane Municipality.

KENNISGEWING 17 VAN 2020

KENNISGEWING INGEVOLGE ARTIKEL 95 (1) (A) VAN DIE POLOKWANE MUNISIPALE BEPLANNING BYWET VAN 2017

Mnr Simon Mogale Shokane en mev Botshilo Jeneva Shokane, synde die eenaars en aansoeker van eiendomsgedeelte 1 van ERF 2535 Pietersburg uitbreiding 11, ingevolge artikel 95 (1) (a) van die Polokwane Munisipale Beplanningverordening 2017, doen hiermee aansoek vir die wysiging van die toepaslike Grondgebruik skema/of dorpsbeplanningskema, vir die bogenoemde eiendom vanaf Residensieel 1 na Residensieel 2, ingevolge artikel 61 van die Polokwane Munisipale Beplanning van Verordening 2017.

Enige beswaar en/of kommentaar, insluitend die gronde vir sodanige beswaar en/of kommentaar met volledige kontakbesonderhede, waarsonder die Munisipaliteit nie kan kontak maak met die persoon of liggaam wat die beswaar en/of kommentaar stuur nie, moet ingedien word by, of skriftelik gemaak word by: Die Bestuurder: Stadsbeplanning en Eiendomsbestuur, Posbus 111, Polokwane, 0700; binne 'n tydperk vanaf 21 Februarie 2020 tot 31 Maart 2020.

Volledige besonderhede van die aansoek kan gedurende gewone kantoorure by die Munisipale Dorpsbeplanners Kantore, tweede Verdieping, Westelike vleuel, Burgersentrum, Marestraat Mare Street, Polokwane Munisipaliteit, besigtig word.

NOTICE 18 OF 2020**COLLINS CHABANE LAND USE SCHEME, 2018
AMENDMENT SCHEME NUMBERS: 57; 62; 63; 64 and 65****NOTICE OF APPLICATIONS FOR REZONING IN TERMS OF SECTION 64 OF THE COLLINS CHABANE SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW, 2019.**

I, Muthivhi Thabelo of Afriplan Development Consultants, being the authorized Town Planner hereby give notice for the applications lodged in terms of Section 64 of The Collins Chabane Spatial Planning and Land Use Management Bylaw, 2019 that the owners of the following properties have applied to Collins Chabane Local Municipality for rezoning on:

1. Scheme No: 57 - Site at Saselamani (Xifaxani) Village on Farm Tshikundu's Location 262-MT from "Agriculture" to "Industrial 1" for the purpose of Diesel Depot. 2. Scheme No: 62 - Site at Manele Village on Portion of Farm Linder 213 - LT from "Agriculture" to "Business 3" to allow for the purpose of Resort. 3. Scheme No: 63 - Site at Ximixoni Village on Portion of Farm Tshikundu's Location 262 - MT from "Agriculture" to "Business 1" for the purpose of Conference Facility and Private Vehicle Testing Station. 4. Scheme No: 64 - Site at Manghena Village on Remainder of Farm Bannatyne 271 - MT from "Agriculture" to Business 3" for the purpose of Resort. 5. Scheme No: 65 - Site at Saselamani on Remainder of Farm Tshikundu's Location 262 -MT from "Agriculture" to "Residential 3" for the purpose of Guest Lodge. Particulars of the applications will lie for inspection during normal office hours at the office of the Manager, Spatial Planning and Land Use, Collins Chabane Local Municipality, Malamulele for the period of 30 days from the first day of the notice. Objections and/or comments or representation in respect of the application must be lodged with or made in writing to the Municipal Manager at the above address or at Collins Chabane Local Municipality, Private Bag X9271, MALAMULELE, 0982 within 30 days from the date of first publication. Address of the applicant: P. O Box 1346, Thohoyandou, 0950; Cell: 079 473 7531; Email: afriplan.consultants@gmail.com .

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**COLLINS CHABANE LAND USE SCHEME, 2018
AMENDMENT SCHEME NUMBERS: 57; 62; 63; 64 and 65****XITIVISO XA SWIKOMBELO SWO CINCA MATIRHISELO YA MISAVA HI KU LANDZA NAWU WA SECTION 64 OF THE COLLINS CHABANE SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW, 2019.**

Mina, Muthivhi Thabelo wa Afriplan Development Consultants, Town Planner wa vanyi va tindhau, mi tivisa swikombelo leswi endliweke hi ku landza nawu wa Section 64 ya Collins Chabane Spatial Planning and Land Use Management By-Law, 2019 lowu va endleke swikombelo eka Masipala wa Collins Chabane swa ku cinca matirhisele ya misava eka:

1. Scheme No: 57 - Ndhawu eka Saselamani (Xifaxani) ka Farm Tshikundu's Location 262-MT xa "Agriculture" lexi xi va xa "Industrial 1" ra Diesel Depot. 2. Scheme No: 62 - Ndhawu eka Manele ka Portion of Farm Linder 213 - LT xa "Agriculture" lexi xi va xa "Business 3" ra Resort. 3. Scheme No: 63 - Ndhawu eka Ximixoni ka Portion of Farm Tshikundu's Location 262 - MT xa "Agriculture" lexi xi va xa "Business 1" ra Conference Facility na Private Vehicle Testing Station. 4. Scheme No: 64 - Ndhawu eka Manghena ka Remainder of Farm Bannatyne 271 - MT xa "Agriculture" lexi xi va xa "Business 3" ra Resort. 5. Scheme No: 65 - Ndhawu eka Saselamani ka Remainder of Farm Tshikundu's Location 262 -MT xa "Agriculture" lexi xi va xa "Residential 3" ra Guest Lodge. Swilo swa swikombelo leswi swi ta lawuriwa eka mufambisi wa Doroba ni vufambisi bya masipala, Spatial Planning and Land Use, Collins Chabane Local Municipality, Malamulele hi masiku yo ringana 30 ku sukela siku ro sungula ra xitiviso. Swibumabumelo ni swiletelo swa xikombelo swi fanele ku rhumeriwa eka masipala eka address leyi landzelaka: Collins Chabane Local Municipality, Private Bag X9271, MALAMULELE, 0982 ku nga si hela masiku ya 30 ya xitiviso lexi tivisiweke. Address ya mukomber: P. O Box 1346, Thohoyandou, 0950; Cell: 079 473 7531; Email: afriplan.consultants@gmail.com .

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NOTICE 19 OF 2020

BELA-BELA LOCAL MUNICIPALITY

NOTICE OF APPLICATION FOR THE ESTABLISHMENT OF TOWNSHIP IN TERMS OF SECTION 56 OF THE BELA-BELA LOCAL MUNICIPAL SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW, 2017

We, Origin Town and Regional Planning (Pty) Ltd, being the applicant of Portion 226 of the farm Buiskop 464-KR hereby give notice in terms of Section 92(1) of the Bela-Bela Local Municipal Spatial Planning and Land Use Management By-Law, 2017, that we have applied to the Bela-Bela Local Municipality for the establishment of a township in terms of Section 56 of the Bela-Bela Local Municipal Spatial Planning and Land Use Management By-Law, 2017, referred to in the Annexure hereto.

Any objection(s) and/or comment(s), including the grounds for such objection(s) and/or comment(s) with full contact details, 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 Office of the Municipal Manager, Private Bag X1609, Bela-Bela 0480 from 21 February 2020 until 27 March 2020.

Full particulars and plans (if any) may be inspected during normal office hours at the Municipal offices as set out below, for a period of 35 days from 21 February 2020 in the Provincial Gazette, Beeld and The Star newspaper.

Address of Municipal offices: The office of the Municipal Manager, Bela-Bela Local Municipality, Chris Hani Drive, Bela-Bela, Limpopo, 0480. Closing date for any objections and/or comments: 27 March 2020.

Address of applicant: 306 Melk Street, Nieuw Muckleneuk, 0181, Pretoria, P O Box 2162, Brooklyn Square, 0075. Telephone: 012 346 3735, Fax 012 346 4217 or E-mail: plan@origintrp.co.za

Date on which the application will be published: 21 February 2020 and 28 February 2020.

ANNEXURE

Name of Township: **Hide Away**

Full Name of Applicant: Origin Town and Regional Planning (Pty) Ltd on behalf of Hide Away Bela Bela Shareblock (Pty) Ltd. Number of Erven, Proposed Zoning and Development Control Measures: 48 Erven (Erven 1 to 48) zoned "Special" for purposes of a Dwelling Unit in a Lifestyle Estate or a mobile dwelling unit (one dwelling unit per erf), 53 Erven (Erven 49 to 101) zoned "Rural Residential" (one dwelling unit per erf), 4 Erven (Erven 102 to 105) zoned "Private Open Space" and 2 Erven (Erven 106 to 107) zoned "Special" for the purposes of Private Streets and Engineering Services.

The intention of the application is to obtain the necessary land use rights to develop rural residential dwelling units, with a maximum of 101 dwelling units, by way of township establishment.

Locality and description of the property on which township is to be established: The subject property is located approximately 6 km to the north-east of the township of Bela-Bela, along the Eersbewoon Road.

KENNISGEWING 19 VAN 2020**BELA-BELA PLAASLIKE MUNISIPALITEIT
KENNISGEWING VAN 'N AANSOEK VIR DORPSTIGTING IN TERME VAN ARTIKEL 56 VAN DIE BELA-BELA
PLAASLIKE MUNISIPALE RUIMTELIKE BEPLANNING EN GRONDGEBRUIKBESTUUR BYWET, 2017**

Ons, Origin Stads – en Streekbeplanning (Edms) Bpk, synde die applikant van Gedeelte 226 van die plaas Buiskop 464-KR, gee hiermee ingevolge Artikel 92(1) van die Bela-Bela Plaaslike Munisipale Ruimtelike Beplanning en Grondgebruikbestuur Bywet, 2017, kennis dat ons by die Bela-Bela Plaaslike Munisipaliteit aansoek gedoen het vir dorpstigting in terme van Artikel 56 van die Bela-Bela Plaaslike Munisipale Ruimtelike Beplanning en Grondgebruikbestuur Bywet, 2017, in die Bylae hierby uiteengesit.

Enige besware of kommentare wat duidelik die gronde van die beswaar en die persoon(ne) se regte uiteensit en aandui hoe hulle belange deur die aansoek geaffekteer gaan word asook die persone se volle kontakbesonderhede, waar sonder die Munisipaliteit nie met die persoon kan korrespondeer nie, moet ingedien word, skriftelik by of tot die Kantoor van die Munisipale Bestuurder, Privaatsak X1609, Bela-Bela, 0480 vanaf 21 Februarie 2020 tot 27 Maart 2020.

Volledige besonderhede en planne (indien enige) van die aansoek sal gedurende gewone kantoorure kan besigtig word by die Munisipale kantore soos hieronder uiteengesit, vir 'n tydperk van 35 dae vanaf 21 Februarie 2020 in die Provinsiale Gazette Beeld and The Star koerant.

Adres van die Munisipale kantore: Die kantoor van die Munisipale Bestuurder, Bela-Bela Plaaslike Munisipaliteit, Chris Hani Rylaan, Bela-Bela Limpopo, 0480. Sluitingsdatum vir enige beswaar(e): 27 Maart 2020.

Adres van gemagtigde agent: Origin Stadsbeplanningsgroep (Edms) Bpk, Melkstraat 306, Nieuw Muckleneuk. Posbus 2162, Brooklyn Square, 0075. Tel: (012) 346 3735, Faks: (012) 346 4217 of E-pos: plan@origintrp.co.za

Datum van publikasie van die kennisgewing: 21 Februarie 2020 en 28 Februarie 2020.

BYLAE

Naam van die dorp: **Hide Away**

Volle name van die aplikant: Origin Stads – en Streekbeplanning (Edms) Bpk namens Hide Away Bela Bela Shareblock (Edms) Bpk.

Aantal erwe, voorgestelde sonering en ontwikkelingsbeperkings: 48 erwe (erwe 1 tot 48) met 'n sonering van "*Spesiaal*" vir ladelike wooneenhede in 'n leefstyllandgoed of 'n mobiele wooneenheid (een wooneenheid per erf), 53 erwe (erwe 49 tot 101) met 'n sonering van "*Landelike Residensieel*" (een wooneenheid per erf), 4 erwe (erwe 102 tot 105) met 'n sonering vir "*Privaat Oop Ruimte*" en 2 erwe (erwe 106 tot 107) met 'n sonering van "*Spesiaal*" vir doeleindes van Privaat Strate en Ingenieursdienste.

Die intensie van die applikant is om die nodige grondgebruiksregte te verkry vir die ontwikkeling van landelike residensiele wooneenhede, met 'n maksimum van 101 wooneenhede, by wyse van dorpstigting.

Ligging en beskrywing van die eiendom waarop die dorp gestig word: Die dorp word gestig op Gedeelte 226 van die plaas Buiskop 464-KR wat geleë is ongeveer 6km noord-oos van die dorp Bela-Bela, op die Eersbewoon Rylaan.

NOTICE 20 OF 2020**POLOKWANE MUNICIPALITY****NOTICE OF A REZONING APPLICATION IN TERMS OF SECTION 61 OF THE POLOKWANE MUNICIPAL PLANNING BY-LAW, 2017**

I Lebogang Mohale of Opulence Developments being the applicant of property Erf 2992 Pietersburg Ext.11 hereby give notice in terms of Section 95(1)(a) of the Polokwane Municipal Planning By-law, 2017, that I have applied to the Polokwane Municipality for the amendment of the applicable Land Use Scheme and/or Town Planning Scheme, by the rezoning in terms of Section 61 of the PolokwaneMunicipalBy-law, 2017 of the property as described above. The property is situatedat: 7 Munnik Avenue, Polokwane. The rezoning is from "Residential 1" to "Educational".

Any objection(s) and/or comments, including the grounds for such objection(s) with full contact details, without which the municipality cannot correspond with the person or body submitting the objection(s) and/or comments shall be lodged with, or made in writing to: Manager; City Planning and Property Management, P.O Box 111, Polokwane, 0700 from 28 February 2020 until 28 March 2020.

Full particulars and plans may be inspected during normal office hours at the Municipal offices as set out below, for a period of 28 days from the date of the first publication of the advert in the provincial gazette/Observer newspaper.

Address of Municipal Offices: P.O Box 111, Polokwane, 0700

Address of authorized Agent: Opulence Developments, 6 Villa Santana Main Street, Heatherview 0156, Contact: 0840767294

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KENNISGEWING 20 VAN 2020**POLOKWANE MUNISIPALITEIT****KENNISGEWING VAN 'N HERSONERINGAANSOEKINGEVOLGEARTIKEL 61 VAN DIE POLOKWANE MUNISIPALEBEPLANNINGVERORDENING, 2017**

Ek Lebogang Mohale van weelderige ontwikkeling is die aansoeker van eiendom Erf 2992 Pietersburg uitbreiding. 11 gee hiermee kennis ingevolge artikel 95 (1) (a) van die Polokwane Munisipale Beplanningverordening, 2017, wat ek aansoek gedoen het by die Polokwane Munisipaliteit vir die wysiging van die toepaslike Grondgebruikskema en/of dorpsbeplanningskema, deur die hersonering ingevolge artikel 61 van die PolokwaneMunicipalBy-Wet, 2017 van die eiendom soos hierbo beskryf. Die eiendom is situatedat: 7 Munnik Avenue, Polokwane. Die hersonering is van "Residensieel 1" na "opvoedkundige".

Enige beswaar (s) en/of kommentaar, met inbegrip van die gronde vir sodanige beswaar (s) met volledige kontakbesonderhede, sonder dat die munisipaliteit nie kan ooreenstem met die persoon of liggaam wat die beswaar (s) en/of kommentaar stuur nie, moet saam met of op skrif gestel word aan: Bestuurder; Stadsbeplanning en Eiendomsbestuur, P. O Box 111, Polokwane, 0700 vanaf 28 Februarie 2020 tot 28 Maart 2020.

Volledigebesonderhede en plannekangedurende gewonekantouere by die Munisipalekantore, soos hieronder uiteengesit, vir n'typerkvan 28 dae vanaf die eerste publikasie van die advertensie in die provinsiale koerant/Observer-koerant besigtig word.

Adres van Munisipale Kantore: P. O Box 111, Polokwane, 0700

Adres van gemagtigde Agent: Opulence Developments, 6 Villa Santana Main Street, Heatherview 0156, Kontak: 0840767294

28-6

NOTICE 21 OF 2020

AMENDMENT OF LAND USE SCHEME OR REZONING IN TERMS OF SECTION 54(1) AND APPLICATION FOR CONSENT IN TERMS OF SECTION 66(1) OF THE LEPHALALE MUNICIPAL SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW 2017

AMENDMENT SCHEME NUMBER: 23
CONSENT NUMBER: 2 OF 2020

Notice is hereby given that I, Mokgethi Ramogale of **R'urban Development Facilitators (PTY) Ltd** being the authorized agents on behalf of the owner(s) of **Erf 240 Marapong** in terms of Sections 54(1) and 66(1) of the Lephale Municipal Spatial Planning and Land Use Management By-Law 2017 have applied for the amendment of the Lephale Land Use Scheme, 2017 by the rezoning of the property described above, situated at **no. 240 Motswiri Street, Marapong** from "**Residential 1**" to "**Residential 2 with Special Consent for a Residential Building (Guest House)**". The intention of the applicant in this matter is to develop a guest house on the property with a maximum of 7 rooms for guests and 1 manager's suite (Height: Maximum 3 storeys; Coverage: 60% and FAR: 1,2).

Particulars relating to the application will lie for inspection during normal office hours at the office of the Executive Manager, Development Planning Directorate, Lephale Civic Centre, Corner Joe Slovo and Douwater Road, Onverwacht, for a period of 30 (thirty) days from **28 February 2020**.

Objections to or representations in respect of the application must be lodged with or made in writing to the Municipal Manager, Lephale Municipality, Private Bag X136, Lephale, 0555, within a period of 30 days from **28 February 2020**.

Address of Authorized Agent:

Physical Address: 29 Basuin Crescent, Pretorius Park, Pretoria, 0081.

Postal Address: Same as Physical Address above.

Telephone number: 083 682 3930 (Mokgethi Ramogale)

E-mail Address: mokgethi@rurbandevelopment.co.za

Dates of the notice: 28 February 2020 and 6 March 2020

KENNISGEWING 21 VAN 2020**WYSIGING VAN GRONDGEBRUIKSKEMA OF HERSONERING IN TERME VAN ARTIKEL 54(1) EN AANSOEK OM TOESTEMMING INGEVOLGE ARTIKEL 66(1) VAN DIE LEPHALALE MUNISIPALE RUIMTELIKE BEPLANNING EN GRONDGEBRUIKBESTUUR, 2017****WYSIGINGSKEMA NOMMER: 23****TOESTEMMING NOMMER: 2 VAN 2020**

Kennis geskied hiermee dat ek, Mokgethi Ramogale van **R'urban Development Facilitators (PTY) Ltd**, synde die gemagtigde agent van die eienaar van **Erf 240 Marapong**, ingevolge Artikel 54(1) en Artikel 66(1) van die Lephale Munisipale Ruimtelike Beplanning en Grondgebruikbestuur Verordening, 2017, aansoek gedoen het vir die wysiging van die Lephale Grondgebruikskema, 2017, deur die hersonering van die bogenoemde eiendom, geleë te **Motswiristraat 240, Marapong** van "**Residensieel 1**" na "**Residensieel 2 met Spesiale Toestemming vir a Residensiële gebou (gastehuis)**".

Die applikant se bedoeling met hierdie saak is die ontwikkeling van 'n gastehuis op die eiendom met a maksimum van 7 kamers vir die gaste en 1 kamer vir die bestuurder (Hoogte: maksimum 3 Verdiepings; Dekking: 60% en FAR:1,2).

Besonderhede aangaande hierdie aansoek lê ter insae gedurende normale kantoorure by die kantoor van die Uitvoerende Bestuurder, Direkoraat Ontwikkeling Beplanning, Lephale Burgersentrum, h/v Joe Slovo en Douwaterstraat, Onverwacht, vir 'n periode van 30 dae vanaf **28 Februarie 2020**. Besware teen of voorleggings ten opsigte van die aansoek moet geopper word by of op skrif gestel en gerig word aan die Munisipale Bestuurder, Lephale Munisipaliteit, Privaatsak X136, Lephale, 0555, binne 'n periode van 30 dae vanaf **28 Februarie 2020**.

Adres van gemagtigde agent:

Fisiese adres: 29 Basuin Laan, Pretorius Park, Pretoria, 0081.

Posadres: Dieselfde as Fisiese adres hierbo.

Telefoonnommer: 083 682 3930 (Mokgethi Ramogale)

E-pos: mokgethi@rurbandevelopment.co.za

Datums van die kennisgewing: 28 Februarie 2020 en 6 Maart 2020

NOTICE 22 OF 2020

**COLLINS CHABANE LOCAL MUNICIPALITY
COLLINS CHABANE SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW 2019
NOTICE OF APPLICATION FOR ESTABLISHMENT OF TOWNSHIP**

I, Floris Jacques du Toit, being the authorized agent of the owner of Portion 6 of the Farm Hoogmoed 69LT, (a portion of the Remainder of the farm), hereby give notice in terms of Section 56(1) of the Collins Chabane Spatial Planning, Land Development and Land Use Management Bylaws, 2019, that I have applied to the Collins Chabane Local Municipality for the establishment of a township on the land as more fully set out in the Annexure:

ANNEXURE

Name of township:

Nkuzana-B Extension 1

Full name of the applicant:

Jacques du Toit and Associates on behalf of the owner.

Number of erven in proposed township:

Residential 1	: 399
Business 1	: 15
Public Open Space	: 9

Description of the land:

Portion 6 of the farm Hoogmoed 69 LT, extending over 63, 4035 ha

Locality of proposed township:

The proposed township is situated adjacent and west of the R578 in proximity to the intersection of the R578 and an unnumbered road, approximately 55km north-west of Giyani and 30km south-east of Elim, south of the existing Nkuzana Village.

Remarks:

The purpose of the application is to prepare the land for residential development with a business/commercial component.

Particulars of the application will lie for inspection during normal office hours at the office of the Acting Director Development Planning, Municipal offices, Main Road, Malamulele for the period of 30 days from 28 February 2020, being the date of first publication of this notice.

Objections to or representations in respect of the application must be lodged with or made in writing, and hand delivered to the above mentioned offices, within a period of 30 days from 28 February 2020 (date of first publication of this notice).

Any person who cannot write may, during office hours and within the objection period visit the Municipality where a staff member shall assist with the transcription with any objection or representation.

Contact details of responsible official: Tiko Shimange, Room 15, Municipal Offices, Malamulele Tel. 083 326 0539.

Address of agent: Jacques du Toit & Associates, 3 Windsor Street, PO Box 754, Tzaneen, 0850 Telephone no 015-307 3710.

Dates of the notice: 28 February & 6 March 2020

**MASIPALA WA COLLINS CHABANE
COLLINS CHABANE SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW 2019
XITIVISO XA XIKOMBELA XO KUMBULUXA DOROBA**

Mina Floris Jacques du Toit wa feme ya Jacques du Toit & Associates, Town and Regional Planners, niri muyimeri loyi anga pfumeleriwa hi nwinyi wa Xiphemu xa Vuntsevu (6) xa Purasi ra Hoogmoed 69LT, (Xiphemu lexi nga sala xa purasi) Ndzi nyika Xitiviso hi kuya hi xiyenge xa 56(1) xa Collins Chabane Spatial Planning, Land Development and Land Use Management Bylaw, 2019, leswaku Ndzi komberile eka Masipala wa Collins Chabane ku va ndzi tumbuluxa doroba hi ndlela leyi nga tshahiwa laha hansi:

ANNEXURE

Vito ra Doroba

Nkuzana-B Extension 1

Mavito yo helela ya mukomber

Jacques du Toit and Associates ematshanwini ya Muvuyeriwa

Nhlayo ya switandi eka Doroba leri kunguhatiwake

Vutshamo bya Nhlawulekiso wo sungula : 399

Bindzu ra Nhlawulekiso wo sungula : 15

Ndhawu yo pfuleka ya mani na mani : 9

Vuxokoxoko bya ndhawu/misava

Xiphemu xa Vuntsevu (6) xa Purasi ra Hoogmoed 69LT, Kuhundzisa 63, 4035 wati hekitara

Laha Ndhawu yinga kona

Ndhawu ya vutumbuluxi bya doroba leri byile tlhelo ra vupelandyambu bya patu ra R578 xikan'we na mahandzu ya patu ra R578 na patu ro pfumala vito, ku ringana 55km Nwalungu-vupela Dyambu bya Giyani na 30km Dzonga-Vuxa bya Elim, na Dzonga ra Tiko raka Nkuzana.

Swibumabumelo

Xikongomelo xa xikombelo lexi I ku lulamisela/lungisela ndhzawu leyi ku va ndhzawu ya vutshama xikan'wa na ndhzawu ya mabindzu.

Vuxokoxoko bya xikombelo lexi minga byi kuma hi nkarhi wa ntirho eka hofisi ya Mukhomela Xitulu eka Development and Planning, hofisi ya Munisipala, Malamulele kuringana masiku ya 30 kusukela hi 28 Nyenyenyani 2020 kunga siku ro sungula ro hangalasiwa ka xitiviso lexi.

Munhu unwana na unwana loyi anga tava na xivilelo mayelana na xikombelo lexi, anga yisa xivilelo/swivilelo leswinga tsariwa kunene eka Hofisi leyi yinga tshahiwa laha henhla ku sukela hi 28 Nyenyenyani 2020 kunga siku ro sungula ro hangalasiwa ka xitiviso lexi.

Munhu loyi o ka a nga koteku ku tsala a nga endzela hofisi ya masipala hi nkarhi wa ntirho leswaku a ta kota ku pfuniwa hi ku tsala

Vuxokoxoko bya Munhu loyi a ngana vutihlamuleri: Tiko Shimange, kamara 15 Municipal Office, Malamulele Tel: 083 326 0539

Kherefu ya Muyimeri: Jacques du Toit & Associates, 3 Windsor Street, PO Box 754, Tzaneen, 0850 Tel: 015-307 3710.

PROCLAMATION • PROKLAMASIE

PROCLAMATION 11 OF 2020**GREATER TZANEEN MUNICIPALITY
TZANEEN AMENDMENT SCHEME 394**

It is hereby notified in terms of the provisions of Section 57 of the Spatial Planning and Land Use Management By-Law of Greater Tzaneen Municipality read together with Section 57(1)(a) of the Town-Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986), that the Greater Tzaneen Municipality has approved the amendment of the Tzaneen Town Planning Scheme, 2000 by the rezoning of Erf 6041, Tzaneen Extension 47 from “**Municipal**” to “**Business 1**” with Annexure 270.

Map 3 and the scheme clauses of the amendment scheme are filed with the Municipal Manager of the Greater Tzaneen Municipality, TZANEEN, and the Director: Department Co-operative Governance, Human Settlements and Traditional Affairs, POLOKWANE, and are open for inspection during normal office hours.

This amendment is known as Tzaneen Amendment Scheme 394 and shall come into operation on the date of publication of this notice.

MR. B.S. MATLALA
MUNICIPAL MANAGER

Municipal Offices
P.O. Box 24
Tzaneen
0850

Date : 28 February 2020
Notice No. : PD 6/2020

PROKLAMASIE 11 VAN 2020**GROTER TZANEEN MUNISIPALITEIT
TZANEEN WYSIGINGSKEMA 394**

Hiermee word ingevolge die bepalings van Artikel 57 van die Ruimtelike Beplanning en Grondgebruikbestuurs Bywet van Groter Tzaneen Munisipaliteit saamgelees met Artikel 57(1)(a) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986 (Ordonnansie 15 van 1986), bekend gemaak dat die Groter Tzaneen Munisipaliteit die wysiging van die Tzaneen Dorpsbeplanningskema, 2000 goedgekeur het, deur die hersonering van Erf 6041, Tzaneen Uitbreiding 47 vanaf “**Munisipaal**” na “**Besigheid 1**” met Bylaag 270.

Kaart 3 en die skemaklousules van hierdie wysigingskema word deur die Munisipale Bestuurder van die Groter Tzaneen Munisipaliteit, TZANEEN, en die Direkteur: Departement Samewerkende Regering, Behuising en Tradisionele Sake, POLOKWANE, in bewaring gehou en lê gedurende gewone kantoorure ter insae.

Hierdie wysiging staan bekend as Tzaneen Wysigingskema 394 en tree op datum van publikasie van hierdie kennisgewing in werking.

MNR. B.S. MATLALA
MUNISIPALE BESTUURDER

Munisipale Kantore
Posbus 24
Tzaneen 0850

Datum : 28 Februarie 2020
Kennisgewing Nr : PD 6/2020

PROCLAMATION 12 OF 2020
EPHRAIM MOGALE LOCAL MUNICIPALITY
NOTICE OF APPROVAL OF AMENDMENT SCHEME NUMBER 34
AND
THE REMOVAL OF RESTRICTIVE CONDITIONS OF TITLE OVER
PORTION 1232 OF THE FARM LOSKOP NOORD NO 12-JS

The Ephraim Mogale Local Municipality hereby declares that: -

1. In terms of SECTION 57(1)(A) OF THE TOWN-PLANNING AND TOWNSHIP ORDINANCE 1986, ORDINANCE (TRANSVAAL) NO. 15, Read Together With Section 41(2)(e) of The Spatial Planning And Land Use Management Act 2013, (SPLUMA 2013)(ACT 16 OF 2013), has approved Amendment Scheme Number 34, by the rezoning of Portion 1232 of the Farm Loskop Noord No. 12-JS from "Special" for co-operation purposes" and "Industrial 1" to "Industrial 1 Special" with conditions and the removal of conditions 1A, 1B, 1C, and 1D as a whole, on Title deed No. T16011/2016PTA

MM Mathebela
MUNICIPAL MANAGER
Municipal Offices
P O Box 111
MARBLE HALL
0450

Date: 17/02/2020

PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE 18 OF 2020

AMENDMENT OF THE COLLINS CHABANE SPATIAL PLANNING, LAND DEVELOPMENT AND LAND USE MANAGEMENT BY-LAW 2019 BY REZONING THE PROPOSED SUBDIVIDED PORTION, PORTION 23 OF THE FARM MOLENJE 204-LT IN TERMS OF CHAPTER 5 SECTION 64 OF THE COLLINS CHABANE LOCAL MUNICIPAL SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW, 2019.

AMENDMENT SCHEME NUMBER 54

I, **Fumani Mathebula** of **Ngoti Development Consultants**, being the authorized agent of the owner of **Portion 23 of the Farm Molenje 204-LT** hereby give notice in terms of Section 61(1) of the Collins Chabane Spatial Planning, Land Development and Land Use Management, 2019, that I have applied to the Collins Chabane Municipality for the amendment of the Collins Chabane Land Use Scheme, 2019 in operation by the rezoning of the property described above, situated at **Dovheni Village** from "**Agricultural**" to "**Education**".

Particulars of the application will lie for inspection during normal office hours at the Director Development Planning office, C001, first-floor Civic Centre or Town Planning office, first-floor Civic Centre, for a period of 28 days from the **21st of February 2020**

Objections to or representations in respect of the application must be lodged with or made in writing and hand-delivered to the above-mentioned offices or posted to the Municipal Manager, Collins Chabane Municipality, Private Bag X2596, COLLINS CHABANE. 0920 within a period of 28 days from the **21st of February 2020**.

Address of authorized agent:

NGOTI DEVELOPMENT CONSULTANTS

Fearie Glen 06 Eros Road, Boardwalk Office Park, Block 9, Unit 2

Telephone No: 012 770 4022

Dates of the notices:

Provincial Gazette and Limpopo Mirror Newspaper: **21st of February 2020 & 28th February 2020**

21-28

U LANGULISWA HA TSHIKIMU TSHA COLLINS CHABANE LOCAL MUNICIPAL SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW, 2019 NGA U SHANDUKISWA HA MAVU A TSHIPIDA TSHA 23 TSHA BULASI YA MOLENJE 204 NGA U SHUMISWA HA MULAYO WA COLLINS CHABANE LOCAL MUNICIPAL SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW, 2019 CHAPTER 5 SECTION 64.

Nne **Fumani Mathebula** wa **Ngoti Development Consultants** sa dzhendedzi lire mulayoni la **Portion 23 ya Bulasi Molenje 204-LT** ndi khou vha divhadza nga khumbelo yo itiwaho kha masipala wa Collins Chabane malugana na u shandukiswa ha tshitensi yo bulwaho tshine tsha wanala la kusi lwa **Dovheni Village** u bva kha "**Agricultural**" uya kha "**Education**".

Vhane vha takalela u vhala ngaha khumbelo iyi na manwalo a yelanaho nayo, vha nga awana ofisini ya minidzhere muhulwane: wa ku dzudzanyele na mvelaphanda, C001 kha luta lwa u thoma lwa civic center. Manwalo ayo ado wanala lwa tshifhinga tshi edanaho maduvha a fumbili malo (28) ubva nga duvha la u thoma la u andadziwa ha heyi khumbelo la **21 February 2020**.

Vhane vhavha na mbilaelo malugana na iyi khumbelo vha nwalele minidzhere wa masipala wa Collins Chabane kha diresi I tevhelaho: Private Bag X2596, Collins Chabane, 0920. Mbilaelo dzido tangedziwa lwa maduvha a fumbili malo (28) ubva ha duvha la u thoma la u andadziwa ha iyi khumbelo la **21 February 2020**.

Diresi la dzhendedzi lire mulayoni malugana na iyi khumbelo:

NGOTI DEVELOPMENT CONSULTANTS

Fearie Glen, 06 Eros Road, Boardwalk Office Park, Block 9, Unit 2, 0083.

Telephone: 012 770 4022 / 072 573 2390.

Provincial Gazette and Limpopo Mirror Newspaper: **21 February 2020 & 28 February 2020**

PROVINCIAL NOTICE 24 OF 2020

NOTICE APPLICATION FOR THE REZONING OF PORTION 1 OF ERF 2209 SITUATED IN 45 NIKKEL STREET IN POLOKWANE EXTENSION 13 FROM “INDUSTRIAL” TO “EDUCATIONAL” (SCHOOL), IN TERMS OF SECTION 61 AND SCHEDULE 10 OF THE POLOKWANE SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAWS, 2017 AS WELL AS SECTION 28 OF THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT, ACT 16 OF 2013.

We, Tshiongolwe Development Planning Consultants being the agent of Motcas Investments (PTY) LTD hereby give notice that we have applied to Polokwane Municipality for the Rezoning of Portion 1 of Erf 2209 from Industrial to Educational in terms of Section 61 and Schedule 10 of the Polokwane Municipal Planning By-law, 2017, read together with the provision of Spatial Planning Land Use Management Act, Act 16 of 2013. The property is situated at 45 Nikkel Street in Polokwane Extension 13, Superbia, Polokwane.

Any objection(s) and/ or comments(s), including the grounds for such objection(s) and/ or comment(s) with full contact details, 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: Manager: City Planning and Property Management, PO Box 111, Polokwane, 0700 . Full particulars and plans may be inspected during normal office hours at the Municipal offices as set above, for a period of 28 days, from 17 February 2020 to 15 March 2020.

Enquiries on the application should be directed to the Director of Planning Civic Centre, Corner Landros Mare and Bodenstein Street, Polokwane, 0700, PO Box 111, Polokwane, 0700 or Mr. T.J. Madima (082 463 3495) of Tshiongolwe Development Planning Consultants, 7B Bodenstein Street, Polokwane, 0700, Email: ttshiongolwe@yahoo.com / madimatshisa@webmail.co.za

28–6

TSEBISHO YA KGOPELO YA GO FETOLELA SETENE SA PORTION 1 OF ERF 2209 GO TSWA GO TSA INDUSTERI (INDUSTRIAL) GO YA GO LEFELO LA TSA THUTO GO LA TELWA MOLAWANA WA 61 SEKETSULONG (SCHEDULE) SA 10 SA MELAWO YA MMASEPALA WA POLOKWANE YA 2017 E BALEGA GAMMOGO LE KAROLO YA TSA BO POLANE LE TSHUMISHO YA MOBU, ACT 16 OF 2013

Rena ba Tshiongolwe Development Planning Consultants, re le baemedi bao ba kgethilwego semolao ke mong wa lefelo le e leng Motcas Investments (PTY) LTD), re fa tsibisho go latelwa molawana wa 61 (Schedule 10) sa melawo ya mmasepala wa Polokwane wa 2017 e balega gammogo le karolo ya tsa bo polane le tshumisho ya mobu, Act 16 of 2013. gore re dirile kgopelo go Mmasepala wa Polokwane ya go fetola setene sa Portion 1 Erf 2209 go tswa go Industeri (Industrial) go ya go tsa thuto. Setene se mo mmileng wa 45 Seterateng sa Nikkel toropong ya Polokwane.

Ditokomane tsa kgopelo ye di ka humanwa le go lekolwa ka nako ya moshomo dikantorong tsa Mosipidishi wa tsa bopolane, Mmmasepaleng wa Polokwane , Corner Landros Mare. Kgopelo ye e tla dula dikantorong go fihlela matsatsi a 28 go thoma ka di 17 Dibokwane 2020 gofihla ka di 15 Hlakola 2020.

Ditletlebo le dingongorego tsa kgopelo ye di ka dirwa ka mokgwa wa go ngwalwa tsa lebishwa go aterese ye elego ka godimo goba No 7B Bodenstein Street Polokwane, 0700 go se gwa fela matsatsi a 28 go thoma ka di 17 Dibokwane 2020 gofihla ka di 15 Hlakola 2020.

Diputsisho mabapi le kgopelo ye dika libishwa go Senior Manager Planning and Development, Polokwane Local Municipality Civic Center, Corner Landros Mare and Bodenstein Street Polokwane goba Mr. T.J. Madima (082 463 3495) ka go ngwalela go Tshiongolwe Development Planning Consultants, 7B Bodenstein Street, Polokwane, 0700, Email: ttshiongolwe@yahoo.com / madimatshisa@webmail.co.za

28–6

PROVINCIAL NOTICE 25 OF 2020

NOTICE APPLICATION FOR THE REZONING OF PORTION 2 (PORTION OF PORTION 1) OF ERF 871 PIETERSBURG TOWNSHIP (178 MARSHALL STREET), POLOKWANE REGISTRATION DIVISION LS LIMPOPO PROVINCE, FROM RESIDENTIAL 1 TO RESIDENTIAL 2 IN TERMS OF SECTION 61 SCHEDULE 10 AND CHAPTER 6 OF THE POLOKWANE BY-LAWS 2017 AND POLOKWANE/PESKEBULT TOWN PLANNING SCHEME 2016 READ TOGETHER WITH THE PROVISIONS OF SPATIAL PLANNING AND LAND USE MANAGEMENT ACT (SPLUMA), ACT NO 16 OF 2013.

We, Tshiongolwe Development Planning Consultants being the agent of Mr. Thikhathali Charles Maboyi and Azwifani Maboyi hereby give notice that we have applied to Polokwane Municipality for the Rezoning of Portion 2 (Portion of Portion 1) of Erf 871 from Residential 1 to Residential 2 in terms of Section 61 and Schedule 10 and Chapter 6 of the Polokwane Municipal Planning By-law, 2017 and Polokwane/ Peskebult Town Planning Scheme 2016, read together with the provision of Spatial Planning Land Use Management Act, Act 16 of 2013. The property is situated at 178 Marshall Street, Polokwane.

Any objection(s) and/ or comments(s), including the grounds for such objection(s) and/ or comment(s) with full contact details, 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: Manager: City Planning and Property Management, PO Box 111, Polokwane, 0700. Full particulars and plans may be inspected during normal office hours at the Municipal offices as set above, for a period of 28 days, from 17 February 2020 to 15 March 2020.

Enquiries on the application should be directed to the Director of Planning Civic Centre, Corner Landros Mare and Bodenstein Street, Polokwane, 0700, PO Box 111, Polokwane, 0700 or Mr. T.J. Madima (082 463 3495) of Tshiongolwe Development Planning Consultants, 7B Bodenstein Street, Polokwane, 0700, Email: ttshiongolwe@yahoo.com / madimatshisa@webmail.co.za

28-6

TSEBISHO YA KGOPELO YA GO FETOLELA LE FELO LA BODULO E LE GO PORTION 2 (PORTION OF PORTION 1) OF ERF 871 PIETERSBURG TOWNSHIP (178 MARSHALL STREET) GO TSWA GO BODULO BA MATHOMO (RES 1) GO YA GO BODULO BA BOBEDI (RES 2) GO LATELWA MOLAWANA WA 61 SEKETSULONG SA 10 (SCHEDULE 10) LE TSHAPOTARA YA 6 YA MELAWO YA MMASEPALA WA POLOKWANE YA NGWAGA WA 2017 E BALEGA GAMMOGO LE KAROLO YA TSA BO POLANE LE TSHUMISHO YA MOBU, ACT 16 OF 2013

Rena ba Tshiongolwe Development Planning Consultants, re le baemedi bao ba kgethilwego semolao ke mong wa lefelo le e lego Mr. Thikhathali Charles Maboyi le Mrs. Azwifani Maboyi, re fa tsibisho go latelwa Molawana wa 61 (seketsule 10) le Tshapotara ya 6 ya Melawo ya Mmasepala wa Polokwane ya 2017 e balega gammogo le Karolo ya tsa bo Polane le Tshumisho ya mobu, Act 16 of 2013 gore re dirile kgopelo go Mmasepala wa Polokwane ya go fetola setene sa Bodulo sa mathomo (Res 1) go ya go setene sa tsa Bodulo sa bobedi (Res 2) Setene se mmileng wa 178 Marshall Street Polokwane.

Ditokomane tsa kgopelo ye di ka humanwa le go lekolwa ka nako ya moshomo dikantorong tsa Mosipidishi wa tsa bopolane, Mmasepaleng wa Polokwane, Corner Landros Mare. Kgopelo ye e tla dula dikantorong go fihlela matsatsi a 28 go thoma ka di 17 Dibokwane 2020 gofihla ka di 15 Hlakola 2020.

Ditlelebo le dingongorego tsa kgopelo ye di ka dirwa ka mokgwa wa go ngwalwa tsa lebishwa go aterese ye elego ka godimo goba No 7B Bodenstein Street Polokwane, 0700 go se gwa fela matsatsi a 28 go thoma ka di 17 Dibokwane 2020 gofihla ka di 15 Hlakola 2020.

Diputsisho mabapi le kgopelo ye dika libishwa go Senior Manager Planning and Development, Polokwane Local Municipality Civic Center, Corner Landros Mare and Bodenstein Street Polokwane goba Mr. T.J. Madima (082 463 3495) ka go ngwalela go Tshiongolwe Development Planning Consultants, 7B Bodenstein Street, Polokwane, 0700, Email: ttshiongolwe@yahoo.com / madimatshisa@webmail.co.za

28-6

PROVINCIAL NOTICE 26 OF 2020**POLOKWANE LAND USE SCHEME FOR MANKWENG, SEBAYENG, AGANANG AND RURAL AREAS****AMENDMENT SCHEME 01**

T3 CONSULTING ENGINEERS CC, being the authorised agent of Erf 642, Mankweng A, hereby give notice in terms of Section 95 of the Municipal Planning By-Law, 2017 that we have applied to the Polokwane Municipality for the amendment of the Polokwane Land Use Scheme 2017 for Mankweng, Sebayeng, Aganang and rural areas by rezoning of the said erf in terms of section 61 of the Polokwane Municipal Planning By-Law, 2017, from "Residential 1" to "Residential 3" and as well as simultaneous application for special consent of the Polokwane Municipality in terms of Clause 21 of the said scheme to allow the increase of F.A.R of 1.5 to 2.0. Particulars of the application will lie for inspection during normal office hours at the office of the Manager: City Planning and Property Management, second Floor, West Wing, Civic Centre, Landdros Mare Street, Polokwane for a period of 28 days from **28 February 2020**. Objections to or representations in respect of the application must be lodged with or made in writing to the Manager: City Planning and property management at: P.O. Box 111, Polokwane, 0700 within a period of 28 days from the date of publication **28 February 2020**.

Address of agent: T3 Consulting Engineers cc, P.O. Box 1108, Fauna Park, 0787 Cell: 082 482 7425/015 291 5301 Fax: 086 538 4825, eratshibvumo@gmail.com

28-6

PROVINSIALE KENNISGEWING 26 VAN 2020**POLOKWANE GRONDGEBRUIKSKEMA VIR MANKWENG, SEBAYENG, AGANANG EN LANDELIKE GEBIEDE WYSIGINGSKEMA 01**

T3 Raadgewende Ingenieurs cc, synde die gemagtigde agent van Erf 642, Mankweng A, gee hiermee ingevolge Artikel 95 van die Munisipale Beplanningsverordening, 2017 kennis dat ons by die Polokwane Munisipaliteit aansoek gedoen het om die wysiging van die Polokwane Grondgebruikskema 2017 vir Mankweng, Sebayeng, Aganang en landelike gebiede deur die genoemde erf te hersoneer ingevolge artikel 61 van die Polokwane Munisipale Beplanningswet, 2017, van "Residensieel 1" na "Residensieel 3" en terselfdertyd aansoek om spesiale toestemming van die Polokwane Munisipaliteit ingevolge klousule 21 van genoemde skema om die verhoging van FAR van 1,5 tot 2,0 toe te laat.

Besonderhede van die aansoek le ter insae gedurende gewone kantoorure by die kantoor van die Bestuurder: Stadsbeplanning en Eiendomsbestuur, tweede vloer, West Wing, Burgersentrum, Landdros Marestraat, Polokwane, vir 'n tydperk van 28 dae vanaf 28 Februarie 2020. Besware teen of vertoe ten opsigte van die aansoek moet skriftelik by die Bestuurder: Stadsbeplanning en eiendomsbestuur by: PO ingedien of gerig word. Box 111, Polokwane, 0700 binne 'n tydperk van 28 dae vanaf die datum van publikasie 28 Februarie 2020.

Adres van agent: T3 Raadgewende Ingenieurs cc, P.O. Boks 1108, Fauna Park, 0787 Cell: 082 482 7425/015 291 5301 Faks: 086 538 4825, eratshibvumo@gmail.com

28-6

PROVINCIAL NOTICE 27 OF 2020



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

Provincial Gazette;
Gazete ya Xifundzankulu;
Kuranta ya Profense;
Provinsiale Koerant;
Gazette ya Vundu

NOTICE FOR THE CODE OF CONDUCT OF SCHOOL GOVERNING BODY MEMBERS IN PUBLIC SCHOOLS IN THE
LIMPOPO PROVINCE



Prevention is the cure: AIDS HELPLINE 08000123-22

Notice of the Code of Conduct for School Governing Bodies in Public Schools in the Limpopo Province

PROVINCIAL NOTICE

Limpopo Department of Education**Notice of the Code of Conduct for School Governing Bodies in Public Schools in the Limpopo Province**

I, **Shela Paulina Boshielo**, Member of the Executive Council responsible for Education in the Province of Limpopo have determined notice **on the Code of Conduct for School Governing Bodies** in Public Schools in terms of section 18A of the South African Schools Act 84 of 1996 as amended.



S.P. Boshielo
Member of Executive Council: Education

67/11/2019
Date

Draft Notice of the Code of Conduct for School Governing Bodies in Public Schools in the Limpopo Province

PROVINCIAL NOTICE

1. PREAMBLE

- 1.1 This is a Code of Conduct for members of a School Governing Body of a public school, determined by the Member of the Executive Council (M.E.C) for Education in Limpopo, in terms of **section 18A** of the South African Schools Act **84 of 1996 as amended**.
- 1.2 .The code binds all members of the School Governing Body. Each member of the SGB must abide by its provisions.
- 1.3 The code does not apply to members of committees of the SGB appointed in terms of section **30(1) (b)** of the Act.
- 1.4 The code must be made available to each member of the school governing body.

2. PURPOSE OF THE CODE

- 2.1. The purpose of the Code is to regulate the conduct of members of the governing body when performing their roles and functions for and on behalf of the public school
- 2.2. To sets out minimum standards of conduct and behaviour required from members of the school governing body.
- 2.3. The Code is also intended:
 - (a) to establish a disciplined and purposeful school environment dedicated to the improvement and maintenance of a quality governance structure at the public school; and
 - (b) to provide for the procedure for the suspension or removal of members of the governing body and to safeguard their interests in such proceedings.
 - (c) minimum standards of conduct and behaviour required from members of the school governing body.

3. DEFINITIONS

Unless the context indicates otherwise, all words in the code of conduct have their ordinary meanings or the meaning given by the South African Schools Act and any other Education Legislation.

4. LEGAL FRAMEWORK

The following laws apply:

- 4.1 The Constitution of the Republic of South Africa, ACT 108 of 1996 as amended.
- 4.2 The South African Schools Act 84 of 1996 as amended.
- 4.3 The National Education Policy Act 27 of 1996 as amended
- 4.4 The Promotion of Administrative Justice Act, 3 of 2000 (PAJA).
- 4.5 The Northern Province School Education Act No 9 of 1995.
- 4.6 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000 (PEPUDA).
- 4.7 Provincial Regulations for Elections of School Governing Bodies.

4.8 Any other relevant Legislation.

5. GENERAL FUNCTION OF SCHOOL GOVERNING BODY

- 5.1. To promote the best interests of the school and strive to ensure its development through the provision of quality education for all learners at the school;
- 5.2. Adopt a constitution;
- 5.3. Develop the mission statement of the school;
- 5.4. Adopt a code of conduct for learners at the school;
- 5.5. Support principal, educators and other staff in performance of their professional functions;
- 5.6. Adhere or cooperate to any lawful actions taken by the Member of Executive and Head of Department to address the incapacity of a principal or educator to carry out his/her duties effectively;
- 5.7. Determine times of school day consistent with any applicable conditions of employment of staff at the school;
- 5.8. Determine the choice of school uniform;
- 5.9. Administer and control the school's property, and buildings and grounds occupied by the school but the exercise of this power must not in any manner interfere with or hamper the implementation of a decision made by the Member of the Executive Council or Head of Department in terms of any law or policy;
- 5.10. Allow the reasonable use of the facilities of the school for community, social and school fund-raising purposes, subject to such reasonable and equitable conditions as the governing body may determine, which may include the charging of a fee or tariff which accrues to the school; However the exercise of this power must not in any manner interfere with or hamper the implementation of a decision made by the Member of the Executive Council or Head of Department in terms of any law or policy or departmental directives;
- 5.11. Participation in school committees;
- 5.12. Management of school's finances;
- 5.13. Respect for authority; others; self; property;
- 5.14. Encouraging Parents, learners, educators and other staff at the school to render voluntary services to the school;
- 5.15. Recommend to the Head of Department the appointment of educators at the school, subject to the Employment of Educators Act, 1998 (Act 76 of 1998) and the Labour Relations Act, 1995 (Act 66 of 1995);
- 5.16. Recommend to the Head of Department the appointment of non-educator staff at the school, subject to the Public Service Act, 1994 (Proclamation 103 of 1994), and the Labour Relations Act, 1995 (Act 66 of 1995);
- 5.17. Make sure that Governing Body records such as SGB minutes and other record are available for inspection by departmental officials.
- 5.18. Prepare & Present the annual budget to the parents at an Annual General Meeting;

- 5.19. Send notice at least 30 days before to parents for consideration and approval by a majority of parents present and voting.
- 5.20. Make sure that the budget is available for inspection at the school at least 14 days prior to the meeting.
- 5.21. Establish a school fund & administer it in accordance with prescript issued by the Member of Executive and directions issued by the Head of Department and the school's Finance Policy.
- 5.22. Take all reasonable measures to supplement the resources supplied by the State in order to improve the quality of education provided by the school to all learners at the school.
- 5.23. Keep records of funds received and spent by the school and of its assets, liabilities and financial transactions and by no later than 3 months after the end of each financial year draw up annual financial statements in accordance with the guidelines determined by the Member of the Executive Council.
- 5.24. Appoint a person registered as an auditor in terms of the Auditing Profession Act, 2005 to audit the records and financial statements.
- 5.25. Submit to the Head of Department, within six months after the end of each financial year, a copy of the annual financial statements, audited or examined.
- 5.26. Consider that the financial year commences on 1st day of January and ends on the last day of December of each year.
- 5.27. Ensure that no party-political activities are conducted at school during school time thus protecting teaching and learning time for learners and teachers.
- 5.28. Protect and prevent any initiation practices on school premises, grounds and during school trips.

6. CODE OF CONDUCT

DUTIES AND OBLIGATIONS OF GOVERNING BODY MEMBERS:-

- 6.1 A governing body .member:
 - i. must, at all times, act in the best interests of the school in line with his/her fiduciary nature of his/her duties. His/her overriding concern should be the welfare of the school and not the group that elected him or her;
 - ii. must pursue any outcomes through embers of the School Governing Bodies in the performance of their functions and fulfilment of their obligations as set out in the South African Schools Act, 84 of 1996 as amended
- 6.2 Every member of a governing body occupies a position of trust towards his or her public school.
- 6.3 Every member of a governing body has a fiduciary duty to the public school, which requires that the member, at all times, acts:
 - i. with fidelity, honesty, integrity and in good faith; and

- ii. in the best interests of the school.
- 6.4 Members of a governing body are not responsible for the professional management of the public school and must not interfere with the professional management of the public school, which rests with the school principal.
- 6.5 When making decisions, in his or her capacity as a member of a governing body, a member must:
- i. ensure that they are procedurally fair and supported by reasons;
 - ii. act honestly and rationally, and not arbitrarily or capriciously; not conduct himself or herself in a manner that would raise a reasonable suspicion of bias; and
 - iii. not be influenced by an ulterior motive or purpose.
- 6.6 Every member of a governing body must govern the public school:
- i. ethically;
 - ii. in accordance with applicable legislation.
 - iii. in a manner that provides effective, transparent, and accountable school administration ensuring that decisions are justifiable and legitimate; and
 - iv. in a manner that facilitates effective education and learning in public schools.
- 6.7 Every member of a governing body must:
- i. take all practical steps to ensure that the stakeholders of public schools derive as much educational benefit from public schools as is possible;
 - ii. uphold the rights of all learners, parents, educators and other employees and promote their acceptance of responsibility for the organisation and governance of schools;
 - iii. uphold the democratic values of the Republic of South Africa;
 - iv. seek to redress the imbalances of the past; and
 - v. combat all forms of unfair discrimination and intolerance by ensuring that all learners irrespective of race, colour, ethnicity, gender and creed are provided with quality education.
- 6.8 Members of governing bodies must advance the principles of co-operative government, entrenched in Constitution by ensuring that:
- i. they conduct their activities without impeding nor contradicting the spirit and ethos of the Constitution and national legislation; and
 - ii. co-operate with other spheres of government in mutual trust and good faith by
 - (a) fostering friendly relations
 - (b) assisting and supporting one another;
 - (c) informing one another of, and consulting one another on, matters of common interest;

- (d) co-ordinating their actions with one another;
- (e) adhering to agreed procedures; and
- (f) avoiding legal proceedings against one another.

6.9 **Conflict of Interest: Duty of members of governing body to avoid conflicts of interest**

(1) Every member of a governing body must:

- a. take every possible step to avoid a conflict of interest between his or her personal interests and the interests of the school;
- b. not place himself or herself in a position where his or her personal interests could conflict with his or her duties to the public school, and in particular must not:
 - i. use confidential information improperly;
 - ii. accept secret profits, bribes or any other corrupt, or unconscionable benefits;
- c. not use information which is not yet available to the public for his or her own personal benefit; and
- d. disclose to the governing body in writing any conflict of interest that may arise.
- e. not solicit, request or accept a reward or gift in return for favours on any matter before the Governing Body.

(2) When a member of a governing body becomes aware that the governing body will be taking a decision in which a member, a member's close family, or associates have an interest, the member must:

- a. declare his or her interest in writing to the Chairperson of the governing body;
- b. ensure that the interest is declared and minuted at the next meeting of the governing body, and any other relevant sub-committee of the governing body; and
- c. recuse himself or herself from any meeting of the governing body or sub-committee of the governing body where the issue is considered

6.10 While executing their duties and functions, members of the governing body may have access to private and confidential information relating to learners, parents, and employees of the public school. A member of the governing body:

- i. must only use such information for the purpose for which it is disclosed;
- ii. must respect privacy and maintain confidentiality in respect of any such information; and
- iii. may not divulge such information except to the extent necessary to enable himself or herself to perform the duties or functions or required by law.

6.11 **CONTROL AND ADMINISTRATION OF PUBLIC SCHOOL PROPERTY**

Every Governing Body member in relation to control and administration of public school property must:

- i. exercise utmost care to ensure the reasonable protection of property of the public school; and
- ii. act with fidelity, honesty, integrity and in the best interest of the public school when administering, controlling and managing the property of the school.

6.12 CONTROL AND ADMINISTRATION OF PUBLIC SCHOOL FINANCE

- i. Every Governing Body member in relation to control and administration of public school finance must
 - ii. adopt a budget annually;
 - iii. approve the annual financial statements, upon the recommendation of the Financial Committee;
 - iv. open and maintain books of account and establish and administer a school fund;
 - v. act with fidelity, honesty, integrity and in the best interest of the public school when administering, controlling and managing the finances of the school;
 - vi. seek to prevent any prejudice to the financial interests of the public school;
 - vii. take steps to solicit sponsorships, donations or voluntary contributions from individuals and businesses in the community served by the school for the benefit of the public school in order to improve the quality of education provided by the public school to all learners, but subject to the conditions set out in applicable laws;
 - viii. take effective and appropriate steps to:
 - ix. prevent irregular, fruitless, and wasteful expenditure, and losses resulting from any criminal conduct, and any expenditure not complying with the policies of the public school; and
 - x. manage the funds of the public school efficiently and economically;
 - xi. keep proper records of:
 - xii. funds received and spent by the school;
 - xiii. assets and liabilities of the school; and
 - xiv. the school's financial transactions.
- b. Every Governing Body member must
 - i. act with fidelity, care, honesty, integrity, accountability and in the best interests of the school when handling the finances, movable and immovable property of the school;
 - ii. pursue the development of sound governance and financial practices, which ensures that every rand spent produces maximum benefits and insists that all school transactions are performed within an ethical and legal framework and,
 - iii. not derive personal gain and profit while managing and controlling the finances, property, buildings, grounds and other movable and immovable assets of the school.

6.13 GOVERNING BODY MEETING:

Every Governing Body member in relation to attendance of a meeting must

- i. Meet at least once every school term
- ii. hold a meeting with all roleplayers [Parentseach of the following constituencies at least once a year:
- iii. report to parents, learners and educators at least once a year
- iv. keep minutes of governing body meetings and make them available for inspection by the provincial Head of Department and any interested person;

7. COURTESY AND FAIR TREATMENT**Every member of a Governing Body:**

- 7.1 must desist from actions that hinder or obstruct any official of the Department or any educator of their school in the performance of his or her functions/duties in terms of the law;
- 7.2 must treat other members of the SGB with respect as having equal status;
- 7.3 has no legal authority to act individually, except when the SGB has given him or her authority to do so or when reporting a misdemeanour to any official of the Department of Education or any investigating agency;
- 7.4 has a duty to act fairly and without prejudice in all instances and to treat others with the necessary respect;
- 7.5 shall not, outside the SGB meeting, undermine decisions taken by the SGB and;
- 7.6 shall not, condone or ignore inappropriate conduct by any other member of the SGB;
- 7.7 shall not, threaten, assault or attempt to assault any member of the SGB or any member of the School.

8. CONFLICT RESOLUTION**If there is conflict in the SGB over SGB matters,**

- 8.1 Such a conflict must be resolved in the SGB by members of the SGB.
- 8.2 Any member of the SGB, who without the agreement of the SGB, involves anybody from outside the SGB in the resolution of the conflict, commits an act of misconduct.
- 8.3 If the SGB is unable to resolve the matter, the matter must be referred to the circuit office.

9. DUE PROCESS:**If a member of the SGB has committed an offence in terms of this code;**

- 9.1 The Head of Department shall lay a charge of misconduct against such a member. If such a member is an educator, and his /her misconduct is a misconduct as defined in terms of the Employment of Educators Act, the Head of Department may direct that disciplinary proceedings be also instituted in terms of that act. If such a member is a member of support staff and his /her misconduct is a misconduct as defined in terms of PSA, the Head of Department may direct that disciplinary proceedings be also instituted in terms of that act.

- 9.2 The charge must be sufficiently detailed to enable the member of the SGB to know and understand the allegations and be able to prepare a detailed defence.
- 9.3 The H.O.D may suspend a member of the SGB accused of having violated a Code of Conduct for a period of 3 months or until the finalization of misconduct proceedings.
- 9.4 The H.O.D shall appoint a Presiding officer and an Initiator.
- 9.5 The respondent member of the SGB shall have the right of representation at the hearing.
- 9.6 Both the H.O.D and the respondent shall adduce evidence including oral evidence, cross examine witnesses of the other party and be allowed to present closing arguments.
- 9.7 If the respondent is found guilty he/she shall be given the opportunity to present mitigating circumstances and the H.O.D will present aggravating circumstances.
- 9.8 If the respondent member absents himself/ herself from the hearing without a just cause, the hearing may proceed without him/her.

10. SANCTION

Depending on the seriousness of the offence, the presiding officer may impose one or both of the following sanctions:

- 10.1 Warning
- 10.2 Suspension
- 10.3 Termination of the membership of the SGB.

11. APPEAL

A respondent SGB member who is dissatisfied with the outcome of the hearing may appeal to the Member of the Executive Council (MEC) within 21 days from the date of receipt of both the findings and the sanction on a prescribed form.

ANNEXURES 1

Form A

Notice of Disciplinary Hearing: SGB Members

School: _____

Name of SGB Member: _____

ID number: _____

Position in the SGB: _____

SGB Chairperson: _____

A formal disciplinary hearing will be held and you are obliged to be present:

Date of hearing: _____

Venue of hearing: _____

Time of hearing: _____

Date served: _____

The charge against you is as follows: _____

Date of offence: _____

Nature of offence _____

Suspension from SGB Activities

You are further advised that you have been suspended from all SGB activities until the hearing has been finalized. During your period of suspension, you will not be permitted on the School premises unless written permission has been given to you by a senior member of school management or SGB Chairperson, or for attending this hearing.

Note: The SGB member receives one (1) copy and the signed copy must be kept and filed.

Received By: _____ Signature: _____ Time _____ Date: ___ / ___ / ___

Witness: _____ Signature: _____ Time _____ Date: ___ / ___ / ___

Example

ANNEXURE 2

FORM B

PRESCRIBED FORM FOR A SANCTION (FROM A DISCIPLINARY HEARING)

To: _____ parent of a learner, _____ who is in Grade _____ at _____ public school.

From: _____, presiding officer of the disciplinary hearing on _____ (date) at _____ (place) at _____ (time).

Nature of the misconduct _____
Findings (summary notes in a prescribed form)

Nature of the Sanction imposed by the Presiding Officer in commensurate with the nature of the misconduct committed by the SGB member:

Signature of Presiding Officer Date:
Contact Details:

Recourse of SGB member (s): Note that you have the right to appeal to the Member of the Executive Council for Education, (the MEC), within 21 days if you feel you are not satisfied with the above sanction.

ANNEXURE 3

Form C

PRESCRIBED FORM OF APPEAL:

Notice of appeal by a member of the School Governing Body to the Member of the Executive Council for Education

I, _____, hereby appeal against the FINDINGS and /or SANCTION that have been imposed in terms of the Code of Conduct for SGBs on _____ (date) at _____ (place) at _____ (time).

I attach a copy of the final outcome of the enquiry. My reasons of the appeal are

The desired outcome of the appeal is:

I wish /do not wish to provide additional evidence not available at the time of the disciplinary proceedings.

Signature of a member of the SGB :
 Date :
 Contact details :

PROVINCIAL NOTICE 28 OF 2020



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

Provincial Gazette;
Gazete ya Xifundzankulu;
Kuranta ya Profense;
Provinsiale Koerant;
Gazette ya Vundu

NOTICE ON DETERMINING WHAT CONSTITUTE SERIOUS MISCONDUCT, DISCIPLINARY PROCEEDINGS AND DUE PROCESS FOR LEARNER DISCIPLINE



Prevention is the cure: AIDS HELPLINE 08000123-22

NOTICE ON DETERMINING WHAT CONSTITUTE SERIOUS MISCONDUCT, DISCIPLINARY PROCEEDINGS AND DUE PROCESS FOR LEARNER DISCIPLINE

NOTICE ON DETERMINING WHAT CONSTITUTE SERIOUS MISCONDUCT, DISCIPLINARY PROCEEDINGS AND DUE PROCESS FOR LEARNER DISCIPLINE

Draft Notice for the determination of Serious Misconduct, Disciplinary Proceedings and Due Process for learner discipline

PROVINCIAL NOTICE

Limpopo Department of Education

Notice for the determination of **Serious Misconduct, Disciplinary Proceedings** to be followed and the provision of **Due Process** in disciplinary proceedings for learners in public schools.

I **Shela Paulina Boshielo**, member of the Executive Council responsible for Education in the province of Limpopo have determined in terms of section 9(3) of the South African Schools Act, 1996 Act No. 84 of 1996) as amended, hereby determine -

- (a) the behaviour by a learner at a public school which constitutes serious misconduct;
- (b) disciplinary proceedings to be followed in such cases; and
- (c) provisions of due process safeguarding the interests of learners and any other party involved in disciplinary proceedings ,



S.P. Boshielo
Member of Executive Council: Education

67/11/2019
Date

1. Definitions

- (1) Subject to subparagraph (2) and unless the context indicates otherwise, a word which is defined in section 1 of the South African Schools Act, 1996 (Act 84 of 1996 as amended) shall have the same meaning in this notice.
- (2) In this notice, unless the context indicates otherwise-

No	Concept	Meaning
01	Code	Means the code of conduct of a school;
02	Department Head	Means any person appointed to teach, managing the teaching staff, learners and financial resources allocated to them under their department. and in charge to raise the standards attained by learners within that subject area
03	Deputy Principal	Means an educator deputising the teacher appointed or acting as the head of a school
04	Disciplinary Panel	Means a disciplinary panel consisting of presiding officer, prosecutor / initiator and two assessors(one appointed by the presiding officer and the other one appointed by school governing Body); or Means a disciplinary panel consist of presiding officer and the Initiator / prosecutor.
05	Expulsion	Means the permanent prohibition of a learner from attending a school; OR a particular school
06	Governing body	Means the governing body as contemplated section 16(1) of the Act;
07	Grade Head / Senior teacher	Means a person allocated responsibility to manage teaching staff and learners in a particular grade(s)
08	Head of Department	Means the head of the education department or the Superintendent General in Limpopo Province
09	Learner	means any person receiving education or obliged to receive education in terms of this Act;
10	Member of the Executive Council	Means the Member of the Executive Council responsible for education in the Limpopo Province;
11	Misconduct / Transgression	Means misconduct committed by a learner and includes the following: <ol style="list-style-type: none"> (a) misconduct committed on the premises of a school, whether during or outside of school hours; (b) misconduct committed during any school activity, irrespective of whether it is committed within or outside the school premises, and during or outside of school hours; and (c) any conduct, committed in or out of school uniform and within or outside the school premises, which- <ol style="list-style-type: none"> i. tends to bring the school into disrepute; ii. interferes with the governance, authority and proper administration of the school; iii. interferes with the conditions necessary for any school activity; iv. subject to the reasonable exercise of the right to assemble, demonstrate, picket and petition as provided in the Constitution, 1996 and the code, is committed with the intention of preventing any person from exercising his or her rights, powers or duties as a member of the school community, or is committed in retaliation against such exercise; or v. is prohibited by the code of the school;

No	Concept	Meaning
12	Parent	Means a parent as defined in section 1 of the Act;
13	Precaution Suspension	Means a learner may be suspended by the governing body on the basis of precautionary measures such as protecting the learner or other learners and school properties and safe guarding important information.
14	Principal	Means an educator appointed or acting as the head of a school
15	Prosecutor / initiator	means the principal of the school or an educator appointed by the principal to present the case against a learner
16	Provisional Suspension	Means a learner may be provisionally suspended by the principal from the time transgression has been committed or charges of serious misconduct have been laid against a learner if, in the opinion of the principal it is in the interests of the learner or educators and the school community:
17	Representative	Means a parent of a learner, a co-learner or any other person chosen by the learner to represent the learner at a disciplinary hearing; "; "serious misconduct" Means misconduct as contained in Schedules 1 and 2;
18	School	Means a public ordinary and Special school which may include a hostel;
19	School days	Means days of the week, excluding Saturdays, Sundays, public holidays and school holidays
20	School Management Team [SMT]	Is management team led by the principal
21	School Support Based Team [SSBT]	Is a team comprise various role players in the school, meant to support teaching and learning
22	Serious misconduct	Means misconduct as contained in Schedules 1 and 2;
23	Suspension	(a) the temporary prohibition of a learner from attending a school; (b) a learner may not be entitled to attend a class at the school; (c) a learner may not be entitled to hold office or perform any duties and functions contemplated by any relevant law relating to school governance for the period of the suspension (d) a learner may not be entitled to participate in extra-curricular activities at the school; or (e) a learner may not be able to attend school for a period of time that may not exceed seven or fourteen school days
24	Teacher /Educator	Means any person, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services, at a school; and who is appointed in a post on any educator establishment under this Act;
25	The Act	Means the South African Schools Act. 1996 (Act 84 of 1996).as amended

2. Legislative frame work.

This regulation is informed by the following pieces of legislation;

2.1 Constitution of RSA

2.2 SASA (South African Schools Act 84 of 1996 as Amended)

- 2.3 Promotion of Administrative Justice Act 3 of 2000 (PAJA)
- 2.4 Dangerous Weapons Act 15 of 2013
- 2.5 Safety Regulations published by the Minister
- 2.6 National Guidelines on Code of conduct for learners
- 2.7 Departmental Circular No 96 of 2016 (Limpopo Department of Education)
- 2.8 Any other applicable law.

3. Purpose

The purpose of this notice is to assist schools in dealing with serious misconduct and to promote-

- (a) A school environment which is dedicated to the improvement and maintenance of a quality teaching and learning process,
- (b) A culture of human rights in schools;
- (c) Positive forms of discipline in schools;
- (d) A balance between maintaining discipline in schools and ensuring that learners' rights to dignity and integrity are upheld;
- (e) Restorative justice rather than retributory or punitive measures;
- (f) The principle and values of the constitution, 1996 in schools and
- (g) Effective school discipline.

4. Application

- (1) This notice and any code made in terms thereof apply to a learner who was at the time of the misconduct alleged against the learner subject to the discipline of the school.
- (2) A learner is subject to the discipline of the school if the learner is registered as a learner at a school.

5. The co-ordinated and integrated management of positive learner behaviour

5.1. Duties and responsibilities of the School Management Team

- a. The management of a culture of positive conduct requires active leadership to realise a constant flow of positive predisposition towards and belief in the basic education system.
- b. It therefore involves firm, co-ordinated and planned actions in the implementation of the general code of conduct for learners and school ethic
- c. Each member of the School Management Team has a clearly defined role in inculcating the culture of positive conduct.

5.1.1. The Principal

- i. Primarily responsible for establishing the concept of positive conduct within the school set-up.
- ii. Ensure that all personnel, parents and learners are aware of the policies regarding positive learner conduct and school based learner code of conduct.
- iii. Ensure that policy regarding disciplinary measures is implemented.
- iv. Ensure that learner conduct and learner issues are discussed regularly.
- v. Ensure that record is kept of learner conduct, which includes incident report.

- vi. Organise staff development sessions regarding the management of learners' conduct.
- vii. Organise interviews with parents about the progress and conduct of learners.
- viii. Ensure that the school has a good orientation programme for newly admitted learners.
- ix. Ensure that learners are dealt with fairly and consistently

5.1.2. The Deputy Principal

- i. Responsible for the application of discipline.
- ii. Support the principal in the performance of duties to create a school culture of positive discipline.
- iii. Support the principal in the provision of learner support and guidance regarding good discipline.
- iv. Supervise the representative council of learners.
- v. Responsible for the supervision and mentoring of a class learner representative's programme.

5.1.3. The Departmental Head

- i. Responsible for regular formal meetings with grade heads, senior teachers, phase leaders, teachers and any roleplayers in the upbringing of the learner etc.
- ii. Conduct discussions about disciplinary tendencies and concerns in the school.
- iii. Provide feedback regarding SSBT recommendations and interventions.
- iv. Liaison with multifunctional teams from circuit, district, province, community organisations and NGOs.

5.1.4. The Grade Head

- i. Organise regular scheduled meetings with grade, learning area and/or phase educators.
- ii. Hold discussions to identify possible referrals to the School Support Based Team [SSBT].
- iii. Organise interviews with parents to discuss learner conduct and needs.
- iv. Control and manage the administrative system of disciplinary referrals and interventions.
- v. Report to the SMT and SSBT on disciplinary tendencies and concerns.

5.1.5. The Teacher

- i. Create a learner-centred classroom where discussion is allowed between learners, but the discussion takes place in a focused and orderly manner.
- ii. Prepare well so that lessons can run smoothly and discipline can be applied more easily.
- iii. Expect co-operation of learners when learners are given lawful instruction, which must be followed.
- iv. Do not make threats that cannot be carried out.
- v. Use appreciative approach as way of maintaining discipline and not just criticise learners. When commenting on the learner's work, remember to praise the learner also.
- vi. Apply corrective measures only in accordance with the school's code of conduct for learners and the classroom code of conduct.
- vii. Make sure that the offender is taken to task. The whole class must not be punished. This is unfair and may not happen.
- viii. To avoid activities that will destabilise teaching and learning thus affecting learner discipline.
- ix. To move around and observe learners while they are busy with activities in the classroom.
- x. To report and consult with School Management Team when dealing with disciplinary problem

5.2. Duties and responsibilities of the School Governing Body

- i. Responsible for the development and regular revision of the code of conduct for learners in co-operation with parents, educators and learners.
- ii. Responsible for the creation of a disciplined and goal orientated environment to ensure teaching and learning.
- iii. Ensure that the disciplinary practices of the school take place within the framework of the South African Constitution and the South African Schools Act.

- iv. Appoint a disciplinary committee.
- v. Conduct fair hearings in which the focus is on positive intervention as a restorative option.
- vi. Keep full minutes of disciplinary hearings and meetings making recommendation to head of department
- vii. Hold regular meetings with parents to discuss disciplinary matters.

5.3. Duties and responsibilities of the Representative Council of Learners (RCL)

- i. Develop and promote a positive learner spirit and culture within the school.
- ii. Encourage fellow learners to participate and are responsible for the sound functioning of the school.
- iii. Promote good discipline by holding regular learner meetings and discussions.
- iv. Use communication channels to discuss learner frustrations and fears.
- v. Promote positive communication with educators and school management.
- vi. Create clubs and special projects to promote learner involvement.
- vii. Take part in school governing body activities.
- viii. Act as ambassadors in the school and community

5.4. Duties and responsibilities of the Class representative

- i. Promote good discipline in class and on the school premises.
- ii. Ensure a clean and tidy classroom.
- iii. Promote classroom pride.
- iv. Monitor class attendance.
- v. Liaise with class teachers about learner issues and learner grievances.

6. Serious misconduct

6.1. Serious misconduct that may lead to suspension as a sanction

A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse-

- (a) seriously threatens, disrupts or frustrates teaching or learning in a class;
- (b) engages in a conspiracy to disrupt the proper functioning of the school through collective action;
- (c) Insults the dignity of or defames any learner or any other person, which includes racist remarks;
- (d) distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination;
- (e) cheats in a test or examination or any other form of assessment such as assignments;
- (f) engages in any act of public indecency;
- (g) sexually harasses another person;
- (h) is found in possession of or distributes pornographic material; or
- (i) is under the influence or in the possession of alcohol.

6.2. Serious misconduct that may lead to expulsion as a sanction

A learner will be guilty of serious misconduct if he or she-

- (a) is found guilty of misconduct as contemplated in serious misconduct that may lead to suspension after having been found guilty of the same or similar misconduct on two previous occasions;
- (b) fails to comply with a punishment of suspension as a correctional measure; or
- (c) intentionally and without just excuse-
 - i. forges any document or signature to the potential or actual prejudice of the school;
 - ii. trades in any test or examination question paper or in any test or examination material;

- iii. attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein;
 - iv. engages in fraud;
 - v. engages in theft, or otherwise acts dishonestly to the prejudice of another person;
 - vi. is in possession, of, consumes or deals in any illegal substance or other harmful substance;
 - vii. is in possession of, uses or transmits narcotic or unauthorised drugs or on visible evidence of such possession, use or transmission;
 - viii. is in possession of any dangerous weapon;
 - ix. assaults or threatens to assault another person;
 - x. holds any person hostage;
 - xi. murders any person;
 - xii. rapes any person, or engages in any sexual activity which amounts to an offence in law; or
 - xiii. Maliciously damages property.
- d. a learner at a school who has been convicted by a court of a criminal offence and sentenced to imprisonment without the option of a fine; or used or had in his or her possession intoxicating liquor or other drugs on the school grounds or during a school activity;

7. Contravention Of Hostel Rules

Any contravention of hostel rules is, for the purposes of the application of these regulations, also regarded as a contravention of school rules.

8. Disciplinary Panel for serious misconduct

- (1) Upon notification by the principal to a learner that disciplinary action is instituted against that learner, the governing body must constitute a disciplinary panel.
- (2) The panel comprises of presiding officer, initiator and two assessors if required or presiding officer and the initiator
- (3) The presiding officer / chairperson of the panel shall adjudicate on the allegation of serious misconduct.
- (4) The appointment of persons to a disciplinary panel is subject to the following conditions:
 - (a) The presiding officer / chairperson of the disciplinary panel must be a parent member or community member in particular with legal background will be for the advantage;
 - (b) Initiator will be the principal or his /her delegate,
 - (c) Where there is a need the SGB may designate one SGB member to be an assessor and the presiding officer may also appoint the second assessor.
 - (d) No person may be appointed to the disciplinary panel if the person has personal knowledge of or any interest in any matter before the disciplinary committee except the initiator.
 - (e) An executive committee member of the representative council of learners (RCL) may attend the hearing as an observer.
- (5) A decision of the presiding officer shall be taken to the SGB meeting for ratification

9. Procedure for hearing of serious misconduct

9.1. Disciplinary Hearing Notices and a Charge of Misconduct

- (1) The appointed Presiding Officer shall issue a notice of disciplinary hearing containing charges.
- (2) The Notice shall be signed by both the presiding officer and the School Principal.

- (3) The notice shall be issued according to Annexure 1 of this regulation.
- (4) A learner charged with serious misconduct must be given no more than 7(seven) school days written notice of the hearing into the alleged misconduct unless-
 - (a) the governing body directs, with good cause, that a shorter notice period shall apply; and
 - (b) there is no prejudice caused to the learner by the shorter notice period
- (5) A learner charged with serious misconduct is entitled to a hearing adjudicated upon by the presiding officer.
- (6) The notice contemplated in subparagraph (1) must-
 - (a) contain sufficient particularity of the **date, place and nature of the alleged serious misconduct** to enable the learner to identify the incident in question and to respond thereto;
 - (b) inform the learner of the charges, place date and time of the hearing;
 - (c) The Notice shall clearly indicate or state the transgressed or violated clause or paragraph in the school code of conduct
 - (d) Inform the learner of the rights of a learner in terms hereof. Rights of representation or legal representation, bringing witnesses or any form evidence in the hearing, leading evidence and cross- examining the school witnesses
- (7) The principal must give the notice contemplated in subparagraph (1) and (2) to the learner and deliver a copy thereof to the parents of the learner at the address of the learner as indicated in the school register. Or request the parent to collect a copy of the notice at school
- (8) All recipient (the learner and Parent) of the notice are to acknowledge receipt of the notice.
- (9) At least one of the parents of the learner must accompany the learner at the hearing, unless the learner is 21 (twenty-one) years or older.
- (10) Inform the learner that if he or she fail to attend the hearing and fail to provide good and acceptable reason for not attending, the hearing will proceed in his or her absent

9.2. Provisional Suspension

1. The principal may, on reasonable grounds suspend a learner who committed serious misconduct immediately from attending school. without hearing
2. Provisional suspension shall be done immediately in consultation with the Governing Body Chairperson.
3. The learner shall be informed of provisional suspension, if any, the reasons therefore and any other matter required in connection with the provisional suspension; and
4. The learner shall be given opportunity to continue with school work under supervision of the parents.
5. The provisional suspension of a learner shall not exceed three school days.
6. If it warrant precautionary suspension, the governing body shall provide the parent of the learner and the learner to make representation.

9.3. Precautionary Suspension

- (1) The governing body may, on reasonable grounds and as a precautionary measure, suspend a learner who is suspected of serious misconduct from attending school.
- (2) Precautionary suspension may only be enforced after the parent of the learner and the learner has been granted a reasonable opportunity to make representations to it in relation to such suspension.
- (3) No Precautionary suspension without a hearing.
- (4) Reasonable Precautionary suspension hearing notice shall be two to three days.
- (5) The SGB can suspend a learner for 7 school days only. Any extension of the suspension period must be approved by the Head of Department.

9.4. Disciplinary Hearing

- (1) If a member of the disciplinary panel, the learner, his or her representative or a witness requires an interpreter, the disciplinary panel may not proceed with the hearing until an interpreter competent in the

- relevant language has been made available: Provided that it is not necessary to make use of a formally qualified interpreter.
- (2) If the learner fails to appear before the disciplinary Panel after due notice in terms of subparagraph (1) and without just cause for not attending the hearing, the hearing may continue in the absence of the learner.
 - (3) The disciplinary panel in particular the presiding officer must keep a full and accurate record of all proceedings before it.
 - (4) All panel members and attendees of the hearing shall complete attendance register. [Annexure 2]
 - (5) The presiding officer must write a typed detail comprehensive disciplinary hearing report, [See Annexure 3]
 - (6) The presiding officer must commence proceedings at the hearing by setting out ground rules on how the proceedings will be conducted, based on the principle of fairness and just, that is without prejudicing any party.
 - (7) The initiator or prosecutor must commence proceedings at the hearing by setting out the charge against the learner and thereafter presenting the case against the learner.
 - (8) The presiding officer must ask the learner whether the learner pleads guilty or not guilty to the charge. The learner must respond thereto. Should the learner fail to respond, the learner will be deemed to have pleaded not guilty to the charge.
 - (9) If the learner pleads guilty to the charge -
 - a. the presiding officer must question the learner with reference to the alleged facts comprising the misconduct as outlined by the initiator in order to satisfy the panel that the learner is indeed guilty of the charge;
 - b. if, upon questioning the learner, it appears that the version of the learner materially differs from the facts as outlined by the prosecutor, or if the presiding officer is not satisfied that the learner is guilty of the charge, the presiding officer must enter a plea of not guilty in respect of the charge on behalf of the learner;
 - c. if the presiding officer is satisfied that the learner is guilty of the charge, he / she must find the learner guilty of the charge.
 - d. If the learner understands the charges, the presiding officer announces a finding of guilty. The hearing goes directly to mitigation and aggravation.
 - (10) If the learner pleads not guilty to the charge-
 - a. the initiator / prosecutor may call witnesses or present other evidence on oath in respect of the allegations against the learner;
 - b. the learner or the representative of the learner may question any witness and examine any evidence presented by the prosecutor;
 - c. after all the evidence has been led against the learner, the learner or the representative of the learner may call witnesses or present other evidence on oath in support of the defense;
 - d. the initiator may question any witness and examine any evidence presented on behalf of the learner;
 - e. the presiding officer may question any witness or examine any evidence at any time;
 - f. after all the evidence has been presented, first the initiator and then the learner or the representative of the learner may address the disciplinary committee as to the guilt or otherwise of the learner;
 - g. the presiding officer must thereafter adjourn the hearing for not more than an hour or two school days depending on the nature of the offence and evidence presented, in order to decide whether, on a balance of probabilities, the learner is guilty or not guilty of the charge; and
 - h. If the hearing is adjourned for more than a day the learner must immediately be notified of a specified place, date and time of continuation of the hearing
 - i. At the date and time contemplated in subparagraph (h), the presiding officer must inform the learner of his her findings.

9.5. Adducing Evidence in the Hearing

- (1) Every person giving evidence must do so under Oath, Affirmation or Admonition to speak the truth

- (2) When taking oath an individual will swear that the evidence that he / she will take shall be the truth, the whole truth, nothing but the truth, so help me God.
- (3) Those who do not believe in God shall be made to give evidence through Affirmation or Admonition to speak the truth.

9.6. Mitigation and Aggravating Factors

- (1) If the finding is guilty the learner will give mitigating factors (reasons why a lighter sanction should be imposed) and the initiator will give aggravating factors (reasons for heavy sanction).
- (2) Mitigating and aggravating factors will include but not be limited to evidence of the personal circumstances of the learner, general record of past conduct at the school, the nature and seriousness of the misconduct in question, and the interests of the school community.
- (3) Immediately after considering any evidence presented in terms of subparagraph (1), the presiding officer must impose on the learner a penalty that is prescribed in terms of the school code of conduct and this notice and inform the learner in writing thereof.
- (4) If the presiding officer decides that the learner should be expelled from the school, he / she must make a recommendation to that effect to the Head of Department through governing body.
- (5) The presiding officer must present detail report, all minutes and attendance registers of the hearing to the SGB.
- (6) The report should include actual mitigating and aggravating factors.

10. Governing body meeting on Presiding officer's report

- (1) The governing body holds another meeting to discuss the report of the presiding officer.
- (2) If the governing body take a decision to expel the learner shall submit its recommendation to Head of department. Submission to the Head of Department should include the following:-
 - a. The notices and the charge sheet.
 - b. Acknowledged Suspension letter received by the learner
 - c. The Detail report of Presiding officer, which will include detail information on mitigation and aggravating factors.
 - d. Minutes and attendance register of the hearing wherein attendees have appended their own signatures.
 - e. Recommendation of the SGB signed by the chairperson, secretary of the SGB and Ex Officio member.
 - f. SGB Minutes of the meeting and Attendance register must be attached.
 - g. Code of conduct for Learners of the school. (Highlight the relevant clause)
- (3) If the governing body take a decision to expel may suspend or extend the suspension of a learner for a period not longer than 14 days pending the decision by the Head of Department whether or not to expel such learner from the public school.
- (4) No any governing body or the principal has the right to expel or indirectly expel the learner from the school using admission

11. Decision by the Head of Department

- (1) Head of Department must consider the recommendation by the governing body and decide whether or not to expel a learner within 14 days of receiving such recommendation.
- (2) If the period of 14 days elapses before the Head of Department takes a decision, the learner must return to classes and wait until the decision arrives.
- (3) Keeping the child out of the school for more than 14 days while waiting for the decision will only be done by Head of Department's approval.
- (4) The Head of Department's decision shall be informed by the best interest of the learner
- (5) A letter of expulsion to the learner and the parent, shall include reasons for the expulsion and their right of appeal to the MEC

- (6) Any learner who is expelled from a school because of serious misconduct towards the end of the year must be afforded the opportunity to be assessed or to write the final examination of the year in which he or she was expelled.
- (7) The condition to be assessed or to write the final examination shall be in accordance to the manner determined by the Head of Department

12. Appeal against decision of Head of Department to expel a learner

- (1) A learner or the parent of a learner may appeal to the Member of the Executive Council against-
 - (a) any finding of guilt by the Head of Department in respect of which a penalty of expulsion has been imposed;
 - (b) a penalty of expulsion imposed by the Head of Department; and
 - (c) An order made by the Head of Department.
- (2) A learner or the parent of a learner who wishes to appeal against a decision contemplated in subparagraph (1) must, within **14 (fourteen)** days of being notified of the decision, hand deliver a notice of appeal together with the grounds for the appeal to the office of the Member of the Executive Council.
- (3) Unless the Member of the Executive Council on good cause orders otherwise, the lodging of an appeal shall not have the effect of suspending the penalty imposed by the Head of Department.
- (4) Within five (5) days of receiving the notice of appeal, the Member of the Executive Council must inform the Head of Department and the governing body of the lodging of an appeal against HoD's decision.
- (5) A learner who has appealed against Head of Department's decision must, pending the outcome of the appeal, be given access to education in the manner determined by the Head of Department
- (6) Within 5 (five) days of receipt of the notice of appeal from the Member of the Executive Council, may require the Head of Department and the governing body to make a written representation stating the reasons why the appeal should be dismissed.
- (7) Member of the Executive Council may handle the appeal without requesting written representation from the Head of department and governing body, base his or her decision on the submitted documents.
- (8) Within 5 (five) days of receipt of the submissions contemplated in subparagraph (5), the Member of the Executive Council must-
 - (a) dismiss the appeal;
 - (b) impose on the learner a lesser punishment permitted by the code and this notice;
 - (c) impose any other sanction deemed appropriate by the Member of the Executive Council; or
 - (d) Find the learner not guilty; and notify the learner, parents and the representative of the learner and the Head of Department of the decision.
- (9) The decision of the Member of the Executive Council in respect of the appeal shall be final.

ANNEXURE 1

[School Emblem depending on how your school letter head is arranged]

Ref No: [Learner Admission Number]

Date [Written Notice Date]

Enq: [Name of the Principal]

Tel No: [School Contact Number]

Personal Particulars of the learner

Name of the learner: _____

Learner Identity Number: _____

Learner Grade: _____

Parent/Guardian Names: _____ and _____

Parent/Guardian Identity Number: _____ and _____

Subject: Notice of Disciplinary Hearing

1. The transgression / charge against the learner

1.1. On this _____ [date] you have contravened _____ [specify the violated clause] of the school code of conduct, level/grade _____ offence, by _____ [actual alleged committed offence]

[Note if a learner has committed two or more transgressions the second shall be 1.2. avoid writing two or more transgression in one paragraph]

2. Details of Hearing

2.1. The hearing is scheduled as follows:

Date of the Hearing: _____

Venue of the Hearing: _____

Time: _____

3. Learner Rights

3.1. You have the right of representation, you may be represented by your parent or by a legal practitioner appointed by your parent at their own cost.

3.2. Furthermore you have the right to an interpreter if you do not understand the language used

3.3. You may give evidence at the hearing and adduce evidence in the form of documents or through witnesses

3.4. You are entitled to question any witness called by the initiator as well as the initiator is entitled to question your witness.

4. Failure to attend Hearing

4.1. If you do not attend and cannot provide reasonable acceptable grounds for failing to attend, the hearing will be held in your absence.

Signature: _____

[Name of Principal]
[Title]

Signature: _____

[Name of Presiding Officer]
[Title]

Date: _____

Date: _____

Signature of recipient: _____

[Name of Learner] _____

Date received: _____

Signature of witness: _____

[Name of Parent] _____

Date: _____

ANNEXURE 2

Attendance Register of Learner Disciplinary Hearing

Date of Hearing: _____

Venue of Hearing: _____

Time: _____

No	Designation / Position	Full Name	Signature	Contact No
01	Presiding Officer			
02	Assessor 1 if there is any			
03	Assessor 2 if there is any			
04	Initiator			
05	Learner			
06	Parent / Guardian			
07	Parent / Guardian			
08	Learner Representative			
09	Witness for school			
10	Witness for school			
11	Witness for school			
12	Witness for Learner			
13	Witness for Learner			
14				
15				
16				
17				
18				

[Note all Annexures must be retyped and put on the school letterhead]

DISCIPLINARY HEARING REPORT SUMMARY

Name of the School: _____
Name of Learner Attending Hearing: _____
Name of the Presiding Officer: _____
Name of the Initiator: _____
Date of the Hearing: _____
Time and Duration of the Hearing: _____
Venue of the Hearing: _____

1. Presentation of the charge:

- 1.1. Who presented the charge
- 1.2. Types of transgression committed

2. Plea by the alleged transgressor

- 2.1. Recording of plea for each transgression alleged to have been committed

3. Oath, Affirmation or admonition

- 3.1. Every person giving evidence must do so under oath, or Affirmation or admonition and be recorded

4. Presentation of school case

- 4.1. Recording the name of witnesses
- 4.2. Recording summary of facts in evidence-in-chief
- 4.3. Recording summary of facts in cross examination
- 4.4. Recording summary of facts in re-examination
- 4.5. Note the procedure above apply to all witnesses

5. Presentation of Learner case

- 5.1. Recording the name of witnesses
- 5.2. Recording summary of facts in evidence-in-chief
- 5.3. Recording summary of facts in cross examination
- 5.4. Recording summary of facts in re-examination
- 5.5. Note the procedure above apply to all witnesses

6. Findings

- 6.1. Recording whether the learner is found guilty or not guilty per transgression
- 6.2. Recording reasons for findings

7. Evidence in Mitigation by the Learner

- 7.1. The learner provide reasons why a particular sanction should not be imposed.
- 7.2. Record mitigation submission made by the learner through his / her representative or witness.

8. Evidence in Aggravation by the school

- 8.1. The initiator provide reasons why a particular sanction should be imposed.
- 8.2. Record aggravation submission made by the Initiator either through documents or witness

9. Second Mitigation by Learner

- 9.1. The learner will be provided with second opportunity to give reasons why a particular sanction should not be imposed.
- 9.2. Record second mitigation submission made by the learner.

10. Recommendation of the Sanction

- 10.1. The presiding officer makes recommendation on the basis of cross examination, mitigation and aggravating circumstances.
 - 10.2. Record recommended sanction.
 - 10.3. Provide reasons for the type of sanction recommended
11. The Report must be signed by the presiding officer and two assessor [if any]

Signature: _____

[Name of Presiding Officer]
[Title]

Date: _____

Signature: _____

[Name of Assessor 1]
[Title]

Date: _____

Signature: _____

[Name of Assessor 2]
[Title]

Date: _____

[Note all Anneures must be retyped and put on the school letterhead]

Attendance Register for School Governing Body Disciplinary Hearing Meeting

Date of Meeting: _____

Venue of Meeting: _____

Time: _____

Name of the Learner(s): _____; _____; _____

Transgression(s) Committed:

(1) _____

(2) _____

(3) _____

No	Designation / Position	Full Name	Signature	Contact No
01	Chairperson			
02	Deputy Chairperson			
03	Secretary			
04	Deputy Secretary			
05	Treasurer			
06	Principal			
07	Additional Member			
08	Additional Member			
09	Additional Member			
10	Additional Member			
11	Additional Member			
12	Additional Member			
13	Additional Member			
14	Additional Member			
15	Additional Member			
16	Additional Member			
17	Additional Member			

Total Number Of SGB Members: _____ Number Present: _____

Number Absent: _____ Is the Quorum Formed: _____ [Yes/No]

[Note all Annexures must be retyped and put on the school letterhead]

ANNEXURE 5

School Governing Body Recommendation to Head of Department

NAME OF LEARNER(S): 1. _____; 2. _____;

ADMISSION NO / ID NO: 1. _____; 2. _____

AGE: 1. _____; 2. _____

1. The School Governing Body of the above mentioned school at its meeting held on: _____ at _____ decided that a proper sanction for the offence or transgression committed by the above mentioned learner(s) is expulsion
2. It is therefore recommended that the learner(s) be expelled from this school with immediate effect.
3. Reasons for our recommendation are as follows:
 - 3.1. _____
 - 3.2. _____
 - 3.3. _____

Name(s): _____

Signature: _____
 Title: Secretary Chairperson Principal

[Note all Annexures must be retyped and put on the school letterhead]

PROVINCIAL NOTICE 29 OF 2020

DRAFT PRESCRIPTS FOR MANAGEMENT OF FUNDS IN PUBLIC SCHOOLS



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

Provincial Gazette;
Gazete ya Xifundzankulu;
Kuranta ya Profense;
Provinsiale Koerant;
Gazette ya Vundu

PRESCRIPTION FOR THE MANAGEMENT OF FUNDS IN PUBLIC SCHOOLS IN LIMPOPO PROVINCE



Prevention is the cure: AIDS HELPLINE 08000123-22

DRAFT PRESCRIPTS FOR MANAGEMENT OF FUNDS IN PUBLIC SCHOOLS**Draft Notice for the management of funds in Public Schools****PROVINCIAL NOTICE****Limpopo Department of Education**

Notice for the management of school funds in Public Schools.

I Shela Paulina Boshielo, Member of the Executive Council responsible for Education in the province of Limpopo have determined prescriptions for the management of school funds in Public Schools in terms of the following sections of the South African Schools Act, 1996 Act No. 84 of 1996) as amended, which hereby determine on:

- Section 38, the Annual budget of the school ;
- Section 38A, Prohibition of payment of unauthorised remuneration or giving of financial benefit or benefit in kind to certain employees
- Section 39, School fees at public schools
- Section 40, Parent's liability for payment of school fees
- Section 41, Enforcement of payment of school fees
- Section 42, Financial records and statements of public schools
- Section 43, Audit or examination of financial records and statements



S.P. Boshielo
Member of Executive Council: Education

67/11/2019
Date

DRAFT PRESCRIPTS FOR MANAGEMENT OF FUNDS IN PUBLIC SCHOOLS**1. DEFINITIONS**

- 1.1 **“School Governing Body”** means a School Governing Body (SGB) as contemplated in **section 18** of South African Schools Act (Act No 84 of 1996);
- 1.2 **“School Fund”** means all monies lawfully received by a public school irrespective of the source as contemplated in **section 39** of the Schools Act;
- 1.3 **“Public School”** means a school contemplated in **section 12** of South African Schools Act 84 of 1996 as amended;
- 1.4 **“MEC”** means Member of Executive Council for Education in the Limpopo Province;
- 1.5 **“Head of Department”** (HOD) means Superintendent General, as the Principal Accounting Officer and Head of Department for Education in the Limpopo Province invested with powers and duties in terms of South African Schools Act, Public Finance Management Act and other related laws pertaining to Education in the Limpopo Province;
- 1.6 **“Prescripts”** means rules and Regulations and standards set for the managing and controlling of school funds in Public schools in the Limpopo Province;
- 1.7 **“No-fee schools”** means schools that will not be allowed to charge mandatory school fees.
- 1.8 **“School fees”** means school fees as contemplated in **section 39** of the South African Schools Act (Act No. 84 of 1996 as amended) and includes any form of contribution of a monetary nature made or paid by a person or body in relation to the attendance or participation by a learner in any programme of a public school.
- 1.9 **“Fund raising”** means a process of soliciting and gathering contribution in money or other resources to augment resources of the school.
- 1.10 **“Major expenditure”** refers to any payment from school fund in excess of R30, 000.
- 1.11 **“Indicative allocations”** means an indication of the amount to be transferred to schools.
- 1.12 **“Mandatory school fees”** means money charged towards the running of the school.

2. LEGISLATIVE FRAME WORK.

- 2.1 Constitution of RSA
- 2.2 SASA (South African Schools Act 84 of 1996 as Amended)
- 2.3 PFMA (Public Finance Management Act, No. 01 of 1999)
- 2.4 Amended National norms and standards for school funding.
- 2.5 Any other applicable law.

3. RESPONSIBILITY OF STATE

- 3.1 The state through the Provincial Governments has a responsibility to fund public schools from public revenue equitably.
- 3.2 The Provincial Education Department must on an annual basis provide public schools with indicative budget allocations to enable them to prepare their annual budgets for the following school financial year.
- 3.3 Indicative figures shall be provided to schools by not later than **30 September** of each year.

DRAFT PRESCRIPTS FOR MANAGEMENT OF FUNDS IN PUBLIC SCHOOLS

3.4 Final budget figures should be made available to the schools by **30 April** of each year.

4. RESPONSIBILITY OF SCHOOL GOVERNING BODIES

- 4.1 The powers of the School Governing Body are broadly set out in **section 20** of South African Schools Act (Act No 84 of 1996). Over and above these functions, the School Governing Body has a responsibility to make all reasonable efforts within its means to augment/supplement the resources supplied by the Provincial Education Department in order to improve the quality of education at the school, e.g. Donations. The Department is at present providing the following resources to schools: human resources, financial resources (funds as per school funding norms), learner teacher support materials (LTSM), furniture and Infrastructure. Budget template makes provision for different fundraising activities to supplement revenue. (moved from 4.3 to 4.1)
- 4.2 The School Governing Body shall however, not enter into any loan or overdraft agreement to supplement the school fund without the written approval of the MEC.
- 4.3 For engaging in commercial activities for fund raising, the School Governing Body should first consider the enabling Acts and all relevant legislation.
- 4.4 The deliberation and execution of SGB responsibilities should be documented i.e. minutes of all meetings to be readily available.
- 4.5 The SGB and Finance committee should meet once per month to effectively execute its responsibilities.

5. SCHOOL FUNDS OF PUBLIC SCHOOLS**5.1 ESTABLISHMENT OF SCHOOL FUNDS**

- 5.1.1 All monies received by a public school form part of that school's revenue and must therefore be recorded as such.
- 5.1.2 The School Governing Body must establish and administer a school fund.
- 5.1.3 Any school fund established and maintained by a school governing body, school finance committee, trust committee or management council, nutrition committee or other committees before the date of coming into operation of these Prescripts, must be deemed to be a school fund established in terms of these Prescripts. However, if the banking account is not a current/cheque account, the account must be closed, and one Current/Cheque account opened.
- 5.1.4 Schools should maintain one bank account for all activities, with the exception of schools with hostels and National Schools Nutrition Programme (NSNP), where separate accounts may be maintained with the permission of the MEC.
- 5.1.5 A Finance Committee must be established with the following as members: Principal, SGB Chairperson, Treasurer, Finance officer and a co-opted member with financial expertise. The recommendations of the Finance committee shall be ratified by the SGB.
- 5.1.6 The Principal, in consultation with the School Governing Body, must in writing delegate a permanently appointed Administrative Officer who is not an elected SGB member, to keep the school fund books. If the school does not have a permanently appointed Administrative officer, an educator with a financial background, who is not an elected SGB member, may be delegated in writing to keep the school fund books.

DRAFT PRESCRIPTS FOR MANAGEMENT OF FUNDS IN PUBLIC SCHOOLS

The term of office of the Finance Officer shall be 03 years and shall be in line with the term of office of the SGB.

- 5.1.7 The person referred to above will be known as the Finance Officer. The Finance Officer and the Treasurer should not be the same person.

6. SOURCE OF SCHOOL FUNDS AND REVENUE**6.1. THE SCHOOL REVENUE MAY TAKE ONE OR MORE OF THE FOLLOWING FORMS:**

- 6.1.1. Income from school fees.
- 6.1.2. Hostel fees (kept in a separate bank account)
- 6.1.3. Fund raising
- 6.1.4. Government allocations
- 6.1.5. Donations and grants
- 6.1.6. Investment [provided permission is granted]

6.2. THE USE OF SCHOOL FUNDS IN PUBLIC SCHOOLS (Quintile 1-5)

Any donation, grant and other payments with conditions attached must be complied with. Public schools (Quintile 1-5) must use school funds for:

- 6.2.1. Educational purposes at or in connection with such school.
- 6.2.2. Educational purposes at or in connection with another public schools, provided permission is obtained from the Head of Department.
- 6.2.3. Educational purposes at or in connection with another public school. There should however be an agreement between the two schools and permission should be obtained from the Head of Department.
- 6.2.4. Performance of the School Governing Body functions
- 6.2.5. Educational purposes agreed to between the School Governing Body and the Head of Department
- 6.2.6. Payment of expenses towards repairs and maintenance of school property
- 6.2.7. Procurement of security services.
- 6.2.8. Payment of services related to the running of the school.
- 6.2.9. Payment towards improvement of safety and security measures for schools as contemplated in SASA (as amended) and Occupational Health and Safety Act.
- 6.2.10. **Top up LTSM:** For example, textbooks, readers, reference books, atlases, dictionaries, workbooks, charts, models, posters, maps, televisions, video recorders, video tapes, home economics equipment, science laboratory equipment, musical instruments, etc.
- 6.2.11. **Non-LTSM equipment:** For example, top up learners desks, top up chairs, office furniture, photocopying paper, copying machines, telephones sets, fax machines, intercom systems, equipment for internet connectivity in schools, hardware tools, cleaning equipment, first aid kit, protective clothing for cleaners, sporting equipment, electrical accessories, cleaning material, etc.
- 6.2.12. **Educational tours/Excursions:** Schools must apply for approval from the District Director to use school allocations to subsidize or to pay for educational tours/excursions.
- 6.2.13. **Bereavements:** Schools may use school allocations to subsidize or pay for transport of learners to attend funerals of their fellow learners, educators, support staff and SGB members. Expenditure on transport for bereavements should not exceed 1% of the total allocations.

DRAFT PRESCRIPTS FOR MANAGEMENT OF FUNDS IN PUBLIC SCHOOLS

- 6.2.14. **Reimbursement:** School allocations may be used to reimburse SGB members who incur costs in the performance of their SGB activities or while they are accompanying learners on a school trip/excursion.
- 6.2.15. **Excellence awards:** Budgeted excellence awards and token of appreciation (to be catered for under curriculum budget)
- 6.2.16. **Affiliations:** Schools may pay affiliation to educational associations.
- 6.2.17. **No school shall embark on capital projects and capital assets without approval from the HOD.**

6.3. WHAT SCHOOL ALLOCATIONS CANNOT BE USED FOR :

- 6.3.1 Remuneration of SGB employed personnel
- 6.3.2 Erection of new buildings (Capital Projects)
- 6.3.3 Loans to individuals or other institutions
- 6.3.4 Hostel expenditure (where the hostels are managed by SGBs)
- 6.3.5 Subsidizing of school trips, matric dances and farewell functions

6.4 DISTRIBUTION MODEL OF ALLOCATIONS FOR PUBLIC SCHOOLS

- 6.4.1 Annual budgets of public schools should be guided by the following distribution model:
- i. **50% for Curriculum activities**
Examples: Supplementary LTSM, buying or leasing of copiers, Educator development, Career guidance, etc.
 - ii. **14% for School development, minor repairs and maintenance**
Examples: Safety and security systems, proper security fencing, repairs, boreholes, painting, servicing of fire equipment, eradication of termites and pests, etc.
 - iii. **10% for School administration activities**
Examples: Communication systems, operational expenses, water, electricity, etc.
 - iv. **10% for Transport.**
Examples: Principal's official trips, Educators' workshops, SGB meetings, etc.
 - v. **10% for Sports**
Examples: Sporting equipment and Departmental sporting activities and affiliations to bodies where learners are directly involved.
 - vi. **5% for cleaning materials and maintenance of ablution facilities**
 - vii. **1% for transport towards school bereavements**
- 6.4.2 All official claims for Principals must be authenticated and approved by the Circuit Manager and SGB Chairperson before payment can be effected. All relevant supporting documents must be attached. (Prescribed claim form for Principals' claims shall be developed by Head Office and be made available at Circuit Offices)
- 6.4.3 A governing body may pay travel and subsistence expenses relating to official activities but such expenses may not be greater than those that would be payable to a public servant in similar circumstances.
- 6.4.4 Travelling must be minimized and payments thereof must be according to SGB approved rates.
- 6.4.5 SGB must develop finance policy.
- 6.4.6 Schools must finance these requirements from the allocations received, and as such priorities should be determined on an annual basis.

7. SECTION 21 FUNCTIONS

- 7.1 A School Governing Body having the necessary capacity to manage the school may apply for functions in terms of section 21 of South African Schools Act 84 of 1996. These functions are as follows:

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- 7.1.1 To maintain and improve the school's property, buildings, and grounds occupied by the school, including school hostels, where applicable.
- 7.1.2 To determine the extra-mural curriculum of the school and the choice of subject options in terms of Provincial Curriculum Policy
- 7.1.3 To purchase textbooks, educational materials or equipment for the school
- 7.1.4 To pay for services to the school e.g. water, electricity and telephone
- 7.1.5 To provide an adult basic education and training classes or centers, subject to any applicable law and,
- 7.1.6 Other functions consistent with this Act, the Public Finance Management Act, or any applicable Provincial law.
- 7.1.7 All public ordinary schools declared: "No fee schools" are only allocated section 21 (1) (a) and (1) (d).
- 7.1.8 Schools that are interested in acquiring additional section 21 functions may apply on the official forms available at District offices.
- 7.1.9 The Department may on reasonable grounds withdraw the function(s) allocated to a School Governing Body in terms of section 22 of South African Schools Act 84 of 1996.
- 7.1.10 If these functions are withdrawn, the school's status changes and becomes a non-section 21 school and will be afforded a paper budget which implies that all procurement and payments will be done by the Department on behalf of the school.

8. ADMINISTRATION OF SCHOOL FUND**8.1 ADMINISTRATIVE FUNCTIONS OF FINANCE OFFICER**

The Financial officer must:

- 8.1.1 Maintain cashbook of the school
- 8.1.2 Do monthly bank reconciliation statement
- 8.1.3 Ensure completion of monthly and quarterly reports
- 8.1.4 Compile annual financial statements
- 8.1.5 Perform any other delegated tasks. as required by finance committee
- 8.1.6 issue a receipt immediately after receiving money
- 8.1.7 Only issue a new receipt book when the old one has been used up
- 8.1.8 Make out receipts in their serial number order. (No alterations to the name or amount in words or figure should be made).
- 8.1.9 Keep copies of all receipts issued
- 8.1.10 Cancel any receipt form on which a mistake is made and sign it. Insert a date on the receipt itself and attach signature. The cancelled receipt should be retained in the receipt book and a new receipt should be issued
- 8.1.11 Schools should utilize preprinted receipt book or computerized receipt bearing the name of the school and approved by the relevant Circuits or preprinted Governmental receipt book appended with the school stamp.
- 8.1.12 Record all monies received in the cash book daily
- 8.1.13 Record serial numbers of all receipt books in a reserve stock register and or distribution register
- 8.1.14 Obtain signatures of all persons to whom receipt fund books are issued.

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- 8.1.15 The SGB must delegate an Officer through the Principal in writing to keep and maintain a record of all Receipt books in a Reserve Stock or Distribution Register. Such officer must be a different officer from the one issuing receipts and banking school fund monies.

8.2 COLLECTION OF SCHOOL FUNDS BY EDUCATORS

- 8.2.1 Where educators are required to collect school fees from learners, they must (for that purpose) keep a school fund register as part of the class register reflecting each learner and amount paid.
- 8.2.2 The Principal must ensure that each class educator is issued with a receipt book for the purpose of collection of fees. Such an educator must be provided with a written delegation to handle monies as contemplated in these Prescripts.
- 8.2.3 Such an educator must issue out receipts for all monies received. He/she must in turn obtain a receipt when paying over the monies to the Finance Officer. This must be done daily.
- 8.2.4 It is the responsibility of the Principal to ensure that the Prescripts are adhered to at all times.
- 8.2.5 All financial books including cheque book must be kept in a safe or strong Room in the principal's office.

8.3 DIRECT DEPOSIT OF SCHOOL FEES INTO SCHOOL BANK ACCOUNT

- 8.3.1 The School Governing Body may allow parents to deposit school fees into the banking account of the school.
- 8.3.2 Direct depositing of school fees in current account may not replace collection of fees at the school.
- 8.3.3 All direct deposit payments should be supported by documentation from the parents.
- 8.3.4 A separate receipt book should be utilized for accounting for direct deposits.
- 8.3.5 Receipts should be issued to the parent for direct deposits received.
- 8.3.6 The deposit documentation should be retained in the receipt book to support the receipt.
- 8.3.7 The onus of proving payment lies with the parent in case of dispute where school fee was paid directly into the school's current account. However, the school must assist the parent to verify whether the payment has been directly deposited or not.
- 8.3.8 The Finance Officer must do reconciliation of the bank statement and receipts issued for direct deposits monthly.

8.4 BANKING OF SCHOOL FUND

- 8.4.1 The account must be opened in the name of the school and all monies received must be deposited into it.
- 8.4.2 The School Governing Body may deposit funds, which are not immediately required, in a fixed deposit account with a registered financial institution in the name of the school only after obtaining written permission from the HOD.
- 8.4.3 The Principal must ensure that all funds received are banked on the date of receipt of funds where possible, provided that banking is at least done on a weekly basis.
- 8.4.4 Schools should safeguard any unbanked money in a safe under lock and key.

8.5 WITHDRAWALS FROM SCHOOL FUNDS

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- 8.5.1 Provision must be made for cheques to be counter-signed by two signatories.
- 8.5.2 Signatories to the school's bank accounts shall be the SGB Treasurer, the SGB Deputy Chairperson and a third member. Under no circumstances shall the School Principal, the SGB chairperson and the Finance officer be appointed as signatories.
- 8.5.3 The School Principal or his/her delegate and the SGB Chairperson shall authorize payments. No payment shall be made without authorization.
- 8.5.4 A school account must never be overdrawn.
- 8.5.5 Under no circumstances must blank or "cash" cheques be issued. No blank cheques are allowed to be signed and kept for future use. The principal will be held personally accountable for any **contravention** in this regard.
- 8.5.6 Under no circumstances should private cheques be cashed from school fund even if such cheques were issued by the school.
- 8.5.7 All cheques must be crossed and marked "**not transferable**" and be issued to payee only.
- 8.5.8 Only salary and stipend cheque (for food handlers) are exempted from being crossed.
- 8.5.9 Under no circumstances should advance payments be made from school funds
- 8.5.10 No loans shall be granted to any person from school funds.
- 8.5.11 Expenditure may only be made from the school fund if provided for in the approved annual budget.
- 8.5.12 Expenditure unforeseen in the annual budget should first be discussed by the School Governing Body and then be ratified by the parents' general meeting before it can be effected.
- 8.5.13 No person(s) should condone or connive in any activity, which has the effect of financially compromising the school.
- 8.5.14 All cheques withdrawn should be substantiated by an approved payment voucher with adequate documentation (cheque requisitions, original invoice, adjudicated procurement documents and delivery notes).
- 8.5.15 The same requirements in 8.5.2 should apply to any internet transactions (Electronic Funds Transfer) including a transaction report from the system
- 8.5.16 Principals are not allowed to defray expenditure through internet banking.
- 8.5.17 Schools may use internet banking. Authorizing persons should be the same SGB appointed signatories. All transactions must be approved by the SGB. Clear checks and balances should be put in place to ensure that no single signatory is able to make payments alone. Official claim forms (PED 016) should still be fully completed and all other relevant documents such as original invoices, adjudicated procurement documents and delivery notes, should be prepared before electronic funds transfer (EFT) is made.

8.6 PROCUREMENT PROCESSES

- 8.6.1 The Finance Committee should serve as a bid adjudication committee and recommend the appointment of service providers.

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- 8.6.2 All procurement should be done on a minimum of 3 quotation basis. In the case where the school is unable to obtain 3 quotations, the SGB should obtain prior permission from the Circuit Manager to deviate from 3 quotations requirement.
- 8.6.3 Factors of price, quality and guarantee to be considered during the adjudication process.
- 8.6.4 The recommendation in 8.6.2 should be presented to the SGB for approval, acceptance and appointment. The service provider must be appointed in writing.
- 8.6.5 Under no circumstances may quotes be subdivided to fall within the above threshold.
- 8.6.6 No payment can be done in advance or before a complete service is rendered or goods supplied.
- 8.6.7 Service providers should be paid within 30 days of receipt of invoice.
- 8.6.8 Schools are encouraged to use the Departmental database or must develop their own database of suppliers on a rotational basis.
- 8.6.9 Proper secretariat should be provided and minutes be made available.
- 8.6.10 Bid applications should be submitted on open tender and the adjudication process should be done by the Finance Committee.
- 8.6.11 The Circuit Manager must approve all procurement on expenditure from R30, 000 to R99 000 to ensure compliance with the applicable prescripts.
- 8.6.12 All procurement on expenditure from R100 000 to R499 000 must be approved by the District Director. Applications thereof should include minutes of the adjudication process, advertisement of the project or tender, copy of the annual budget and all bid applications received by the SGB.
- 8.6.13 All procurement on expenditure exceeding R500 000 should be approved by the HOD.
- 8.6.14 Under no circumstances may quotes be subdivided to circumvent the above mentioned threshold.

8.7 CONTROL AND MONITORING OF SCHOOL FUNDS

The School Governing Body must:

- 8.7.1 Receive at each SGB meeting the latest report.
- 8.7.2 inspect supporting vouchers to ensure that they are in line with all Prescripts or other Departmental directives
- 8.7.3 satisfy itself that expenditure is in accordance with the approved budget and Public Finance Management Act (PFMA) regulations
- 8.7.4 Monthly expenditure and a Financial Report for the period against budget (variance report) should be reported to the Finance Committee and SGB on monthly basis.
- 8.7.5 Quarterly reports should be submitted to the Circuit Manager not later than the 14th of the first month of the subsequent quarter.

NB: Uniform reporting template should be designed by Head Office.

8.8 MAINTENANCE OF FINANCIAL RECORDS

- 8.8.1 The Finance Officer should:

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- 8.8.1.1 Keep proper documentation reflecting the name of payee, amount to be paid and the nature of the goods supplied or services rendered.
- 8.8.1.2 Keep the cheque book and vouchers a safe for audit purposes. Sharing of safes or strong rooms is not permitted, but if circumstances necessitate such sharing, arrangements in writing to the school governing body should be made to ensure that responsibility is given to the Finance officer.
- 8.8.1.3 Present all payments and supporting vouchers at the next Finance Committee meeting.
- 8.8.1.4 Cash-flow statement prepared on a monthly basis.
- 8.8.1.5 Prepare monthly bank reconciliations
- 8.8.1.6 Develop a filing and recordkeeping system.
- 8.8.1.7 Provide secretariat for the Finance Committee.
- 8.8.1.8 Keep an updated commitment register. (Head Office should provide a copy)
- 8.8.1.9 Keep the imprest amount in the safe at the beginning of the month.
- 8.8.1.10 Make out payments from petty cash upon submission of authorized supporting document
- 8.8.1.11 File all supporting documents in file(s) specifically reserved for such purposes.
- 8.8.1.12 Replenish (restore) the imprest amount at the end of each month.
- 8.8.1.13 Record all petty cash movements in the petty cash journal and post to the general ledger accounts
- 8.8.1.14 Reconciliation of petty cash vouchers to be done on a monthly basis before the float amount is restored.

8.9 DUTIES OF THE TREASURER**THE TREASURER SHALL:**

- 8.9.1 Chair all meetings of the Finance committee
- 8.9.2 Monitor all the financial affairs of the school through commitment register.
- 8.9.3 Present a finance report to the SGB and parents' general meeting.
- 8.9.4 Ensure that Finance Policy is adhered to at all times.

9. COLLECTION OF SCHOOL FEES**9.1 LEVYING OF SCHOOL FEES AT PUBLIC SCHOOLS EXCEPT NO FEE SCHOOLS**

- 9.1.1 The decision to levy or not to levy school fees and the determination of the amount to be levied rests with parents and, such a decision should be taken at a general meeting of parents.
- 9.1.2 If a resolution to levy school fees is adopted by a majority of parents, the amount of fees to be levied should also be agreed upon and minutes of that parents meeting should be kept.
- 9.1.3 Parents who cannot afford to pay school fees have a right to apply for exemption using a prescribed application form, which is obtainable from schools.
- 9.1.4 Automatic Exemptions should be considered in terms of paragraph 165 and 166 of the Amended National Norms and Standards for School Funding which stipulate as follows:

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- 9.1.4.1 Paragraph 165: "An automatic exemption applies to any learner who is an orphan or who has been abandoned by his or her parents".
- 9.1.4.2 Paragraph 166: "An automatic exemption applies to any learner for whom a poverty-linked state social grant is paid".
- 9.1.4.3 Only schools in Quintile 4 & 5 are allowed to levy school fees.

9.2 PARENTS' LIABILITY FOR PAYMENT OF SCHOOL FEES

- 9.2.1 A parent has a legal duty to pay school fees as determined by a parents' general meeting as contemplated in paragraph 9.1.1 above except if he/she has been granted fee exemption.
- 9.2.2 No learner should be denied admission, the right to learn or progress report in a public school because his/her parents are unable to pay school fees.
- 9.2.3 A Parent who is denied exemption by School Governing Body has a right to appeal within 30 days of receiving a response from the School Governing Body.
- 9.2.4 The letter of appeal should be directed to the Circuit Manager.
- 9.2.5 The Head of Department may depending on the reasons stated, over-rule the School Governing Body's decision not to grant the exemption.

9.3 ENFORCEMENT OF PAYMENT OF SCHOOL FEES

- 9.3.1 The School Governing Body may, by due process of law, enforce the payment of school fees by parents who are liable to pay. Special conditions as contemplated in the SASA as amended should also be adhered to.
- 9.3.2 The School Governing Body should improve or use the best legal route for recovering outstanding school fees; but no learner should be denied his/her progress report and learner support materials because his/her parents failed to pay school fees.

10 FINANCIAL RECORDS AND STATEMENTS OF PUBLIC SCHOOLS

- 10.1 **The School Governing Body of a public school must:**
- 10.1.1 Keep records of funds received and spent.
- 10.1.2 Keep records of assets, liabilities, and financial transactions and, draw up annual financial statements and budget documentations.
- 10.1.3 Present annual financial statements (Income Statement, Balance Sheet and Cash Flow Statement) to the parents meeting not later than 31 March the following year.

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- 10.1.4 Submit a copy of the audited financial statement to the Head of Department on or before 30 June of each year.
- 10.1.5 Annual financial statement as per SASA, 84, 1996 (42) (b) (as amended) shall be as per the annexure (to be provided by head office)

10.2 RECORDING OF FINANCIAL TRANSACTION IN CASH BOOK/JOURNAL

The School Governing Body and the Principal must ensure that-

- 10.2.1 Receipts are issued for all monies received by the school;
- 10.2.2 All income and expenditure is recorded and accounted for;
- 10.2.3 All records pertaining to the financial matters of the school and the decisions of the governing body pertaining thereto are kept in safe custody for at least five years. These Prescripts and other Departmental directives pertaining to the finances of the public school are being adhered to at all times.
- 10.2.4 The Head of Department may give written authority for deviations from these Prescripts.
- 10.2.5 Schools are encouraged to make use of computerized accounting systems e.g. financial module in SA-SAMS.

10.3 PETTY CASH

- 10.3.1 In case a school keeps petty cash, it becomes the function of the finance officer.
- 10.3.2 Despite the fact that in principle all payments should be made by not transferrable/crossed cheque, it may not be cost effective to issue out cheques for small or petty amounts. Schools may therefore administer petty cash.
- 10.3.3 The maximum amount of petty cash per month a school may keep is R1 000. Schools which need to keep an amount higher than R1 000 must obtain written permission from the Head of Department.
- 10.3.4 The School Governing Body should determine the imprest amount. Schools may only use the imprest system.
- 10.3.5 Under no circumstance may cash received be used as petty cash.
- 10.3.6 The Petty Cash amount may only be drawn from the bank by cheque/transfer.
- 10.3.7 The payment/transfer should be issued in the name of the principal as accounting officer, who will then hand it over to the Finance officer.
- 10.3.8 No unauthorized Petty cash payments may be made.

10.4 STOCK ITEM REGISTERS / ASSET REGISTERS

- 10.4.1 The Principal must in consultation with the SGB appoint an Asset Management Officer in writing, whose term of office will be 03 years in line with that of the SGB.
- 10.4.2 The following items should be kept in the asset register:
- 10.4.2.1 All assets Purchased from school funds,
- 10.4.2.2 All assets donated to the school or purchased from funds donated to the school, and
- 10.4.2.3 All assets provided by Department of Education e.g. Computers, School furniture.

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- 10.4.2.4 A separate asset register to record consumable items (Head Office must provide Asset Register for consumable items)
- 10.4.3 The Principal should ensure that all assets are properly marked and will also act as the administrator of all the schools assets.
- 10.4.4 The Asset Management Officer must ensure that stock-taking is conducted and recorded quarterly.
- 10.4.5 Redundant assets due for disposal should be communicated to the District office and disposed of in terms of Departmental processes.
- 10.4.6 All assets acquired by the school remain the property of the school.
- 10.5 ANNUAL BUDGET OF PUBLIC SCHOOL**
- 10.5.1 The SGB should, within its first year of election, develop a 3-year School Development Plan, in line with its term of office and should be ratified by the parents in a formal meeting and be approved by the Circuit Manager.
- 10.5.2 The School Governing Body must present the budget, to a general meeting of parents for consideration and approval by a majority of parents present and with voting powers. This budget should be accompanied by a list of learners exempted from paying school fees.
- 10.5.3 The proceedings of the meeting and the number of votes obtained on each motion, must be recorded in the minutes.
- 10.5.4 An attendance register signed by each parent who attended the meeting must be attached to the minutes.
- 10.5.5 Parents should be given at least 30 days' notice before the date of the said general meeting.
- 10.5.6 The budget should be made available for inspection by parents 14 days prior to the annual general meeting of parents
- 10.5.7 The approved budget together with the name of the auditor, as per section 43 of the Act, approved by the School Governing Body must be submitted to the Head of Department by 31 January of each year.
- 10.5.8 No expenditure should be incurred before the approved budget (as per section 38 of SASA, 84, of 1996) is endorsed by the Circuit Manager that the approved budget has gone through correct budgeting processes.

11 AUDIT OR EXAMINATION OF FINANCIAL RECORDS AND STATEMENTS

- 11.1 All Financial records including bank statements must be audited annually
- 11.2 A person registered as an accountant and auditor, in terms of the Auditing Profession Act 26 of 2005, must audit records and financial statements referred to above.
- 11.3 If not practicable, the School Governing Body may appoint a person qualified to perform the duties of an accounting officer in terms of section 60 of the Close Corporations Act of 1984 to examine and report on the records and financial statements or
- 11.4 Any person approved by the Member of the Executive Council provided, that no person who has a financial interest in the affairs of the public school may be appointed to audit and/or examine the school records and financial statements. The SGB should thus apply to the MEC for approval of such (a) person(s) and on approval thereof, use their services.

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- 11.5 The School Governing Body must appoint and submit the name of the auditor together with the approved budget to the Head of Department by 31 January each year.
- 11.6 The MEC may, where necessary, request the Auditor General to audit the records and financial statements of a public school
- 11.7 A copy of the annual financial statement must be submitted to the Head of Department on or before 30 June of the following year.
- 11.8 The School Governing Body must at the request of an interested party, make available to him/her the records and audited or examined financial statements. The said party, May however not under any circumstances, be allowed to remove the records from the school premises.

12 TRANSFER OF NORMS AND STANDARDS ALLOCATIONS FROM THE DEPARTMENT TO SCHOOLS

- 12.1 The Department will transfer allocations to schools in two tranches i.e. by 15 May and by 15 November each year.
- 12.2 The first tranche will represent 50% of the total allocation. This transfer will be dependent on the receipt of:
- 12.2.1 A written assurance from the school that, that school implements effective, efficient and transparent financial management and internal control systems.
- 12.2.2 Acknowledgement of receipt and bank statements reflecting the last transfer received.
- 12.3 The second tranche will be dependent on receipt of:
- 12.3.1 The audited financial statements for the preceding academic year which is due by 30 June each year.
- 12.4 The Schools Audited Financial Statements will be subjected to review by the Department for its appropriateness and compliance with prescribed formats.

13 THE FINANCIAL YEAR OF PUBLIC SCHOOL

The financial year of a public school commences on the 1st day of January and ends on the 31st of December of each year.

14 INVESTIGATIONS BY THE HEAD OF DEPARTMENT

- 14.1 The Head of Department may, at any time, call for a special report or such other particulars, as he or she may consider necessary, in connection with the administration of the school funds.
- 14.2 The Head of Department may also appoint an officer (within or outside of the Department) to investigate and report to him or her on the administration of a school fund.
- 14.3 Schools will be visited by Departmental officials from time to time to inspect and peruse all financial records and activities.

15 CLOSURE OF A PUBLIC SCHOOL

- 15.1 When a public school is closed, the governing body, or failing that, the Principal of such public school must:
- 15.1.1 ensure that financial statements are prepared for auditing purpose.

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15.1.2 ensure that final stock registers are prepared.

15.2 Upon the closure of the school, the Principal must:

15.2.1 Submit the final audited financial statements together with the final asset register, referred to above, to the Head of Department.

15.2.2 Hand over all assets issued to the school by the Department, purchased from school funds or donated to the school, subject to the conditions of any donation, bequest or trust, to the Head of Department.

15.3 Head of Department may make school funds and stock items, referred to in these Prescripts, after considering recommendations as previously mentioned, available for any other educational purpose he or she may consider desirable.

16. OBLIGATIONS OF SCHOOL PRINCIPALS

16.1 The Principal must maintain a complete set of the statutory provisions, Prescripts, and departmental directives relating to the finances and financial management of the public school.

16.2 The Principal must ensure that he/she and staff members under his/her control, appointed to assist the governing body in the execution of its duties, are acquainted with all statutory provisions, Prescripts and Departmental directives of which he/she must have knowledge to enable him/her, to assist the governing body in the execution of its duties

16.3 The Principal must ensure that all statutory provisions; Prescripts and Departmental directives are observed by him or her and by employees under his or her supervision without fail.

16.4 The principal should maintain and retain sufficient documentary evidence and make such documentation available for inspection.

16.5 The principal shall avoid fruitless, wasteful and unauthorized expenditure when expending school funds as contemplated by the PFMA (section 45).

16.6 Value for Money principles should be observed at all times.

16.7 The Principal must:

16.7.1 assist the governing body with the management of the school's funds,

16.7.2 take all reasonable steps to prevent any financial maladministration or mismanagement by any staff member or by the governing body of the school;

16.7.3 be a member of a finance committee or delegation of the governing body in order to manage any matter that has financial implications for the school; and

16.7.4 report any maladministration or mismanagement of financial matters to the governing body of the school and to the Head of Department.

17. ADMINISTRATION OF DONATIONS

17.1 All donations must be declared in writing to the HOD before any expenditure can be incurred.

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- 17.2 All supporting document e.g. business plan, contract and terms and conditions of the donation should be submitted to the HOD together with the declaration.
- 17.3 Monetary donations should be used for the purpose intended: deviations should be approved by the HOD.
- 17.4 Progress report of the project should be submitted to the donor and HOD.

18. IRREGULARITIES

The school governing body, the Principal, or any other person must immediately report all suspected irregularities with regard to the management of school funds immediately to the Head of Department and the South African Police Services.

19. DELEGATION OF POWERS

The Head of Department may delegate powers bestowed on him or her in terms of these Prescripts, to an officer in the employment of the Department of Education

20. COMPLIANCE WITH PRESCRIPTS

- 20.1 Failure by a school to comply with these Prescripts for Management of Funds in Public Schools may lead to the withdrawal of section 21 status by the Department in terms of the provisions of SASA, 84 of 1996 (22).
- 20.2 Failure to comply with these Prescripts by any person will constitute an act of misconduct.

21. COMMENCEMENT DATE

These Prescripts will come into effect from the date is gazetted.

PROVINCIAL NOTICE 30 OF 2020**NOTICE****LIMPOPO GAMBLING BOARD****ACT 3 OF 2013, AS AMENDED****APPLICATION FOR A LPM SITE OPERATOR LICENCE**

Notice is hereby given that:

Mudi & Brothers Family Trust (Muditambi Makhuvha) amending application to apply as **Vhumatshelo Hashu Trading Enterprise CC T/A Waterfall Restaurant** Intends on amending an application which was submitted to the Limpopo Gambling Board for the LPM Site Operator Licence on **05 August 2019**.

The purpose of the application is to obtain a LPM Site operator licence in the Province of Limpopo.

If successful the duration of the licence is in perpetuity subject to continuous suitability.

The application will be open for public inspections for 30 days at the office of the Limpopo Gambling Board at 08 Hans van Rensburg Street, Polokwane, Limpopo Province, South Africa, from **06 March 2020**.

The LPM Site operator licence will be operated at the proposed premises in the Limpopo province.

The applicant's proposed premises is located at: **Stand no 1265 Phiphidi Thohoyandou**

Attention is drawn to the provisions of section 26(6) of the Limpopo Gambling Act 3 of 2013 which makes provision for lodging of written representations and objections in respect of this application. A person lodging written representation should indicate whether or not they wish to make oral representations when the application is heard.

Such objections should be lodged with the Chief Executive Officer of the Limpopo Gambling Board, 8 Hans van Rensburg Street, Polokwane, or Private Bag X9520, Polokwane 0700, within 30 days from **06 March 2020**.

LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS

LOCAL AUTHORITY NOTICE 25 OF 2020**LOCAL AUTHORITY NOTICE 05 OF 2020****THABAZIMBI LAND USE SCHEME, 2014
AMENDMENT SCHEME 041****NOTICE OF APPLICATION IN TERMS OF SECTION 16 (1) OF THE THABAZIMBI LAND USE MANAGEMENT BY -LAW, 2015 READ WITH THE RELEVANT PROVISIONS OF THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013) (SPLUMA) AND REGULATIONS AS PROMULGATED**

The Owner of erven 2986 and 2987 Thabazimbi Extension 18 hereby gives notice in terms of Section 16 (1) of the Thabazimbi Land Use Management By-Law, 2015 read with the relevant provision of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) (Spluma) and Regulations as promulgated, that they have applied to the Thabazimbi Municipality for the Amendment of the Thabazimbi Land Use Scheme, 2014 by the rezoning of erven 2986 and 2987 Thabazimbi Extension 18 from "Residential 1" with a density of "1 dwelling per erf" to "Residential 4" with no density restriction as applicable in terms of the Thabazimbi Land Use Scheme, 2014 for "Residential 4" zoned erven.

Particulars of the application will lie for inspection during normal office hours at the office of the Director: Planning and Economic Development, Thabazimbi Municipality, 7 Rietbok Street, Thabazimbi for a period of 30 days from 21 February 2020.

Objections to or representation in respect of the application must be lodged with or made in writing to the Director: Planning and Economic Development, Thabazimbi Municipality, at below mentioned address or at Private bag x 530, Thabazimbi, 0380 within a period of 30 Days from 21 February 2020.

Contact details:

Rudzani Sadiki , P.O Box 3442, Mokopane, 0600. Tel: 072 415 0667

PLAASLIKE OWERHEID KENNISGEWING 25 VAN 2020
PLAASLIKE OWERHEID KENNISGEWING 05 VAN 2020

THABAZIMBI GRONDGEBRUIKSKEMA, 2014
WYSIGINGSKEMA 041

KENNISGEWING VAN AANSOEK INGEVOLGE ARTIKEL 16 (1) VAN DIE THABAZIMBI GRONDGEBRUIKBESTUUR VERORDENING, 2015 SAAMGELEES MET DIE BETROKKE BEPALINGS VAN DIE WET OP RUIMTELIKE BEPLANNING EN GRONDGEBRUIKBESTUUR, 2013 (WET 16 VAN 2013) (SPLUMA) EN REGULASIES SOOS GEPROKLAMEER.

Die Eienaar van erwe 2986 en 2987 Thabazimbi Uitbreiding 18 gee hiermee ingevolge Artikel 16 (1) van die Thabazimbi Grondgebruikbestuur Verordening, 2015 saamgelees met die betrokke bepaling van die Wet op Ruimtelike Beplanning en Grondgebruikbestuur, 2013 (Wet 16 van 2013) (Spluma) en regulasies soos geproklameer, kennis dat hulle aansoek gedoen het by die Thabazimbi Munisipaliteit vir die wysiging van die Thabazimbi Grondgebruikskema, 2014, deur die hersonering van erwe 2986 en 2987 Thabazimbi Uitbreiding 18 van "Residensial 1" met 'n digtheid van "1 woonhuis per erf" na "Residensial 4" met geen digtheid beperking soos van toepassing is op "Residensial 4" gesoneerde erwe in die Thabazimbi Grondgebruikskema, 2014.

Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die kantoor van die Direkteur: Beplanning en Ekonomiese Ontwikkeling, Thabazimbi Munisipaliteit, Rietbokstraat 7, Thabazimbi vir 'n tydperk van 30 dae vanaf 21 Februarie 2020.

Besware teen of verhoë ten opsigte van die aansoek, moet binne 'n tydperk van 30 dae vanaf 21 Februarie 2020 skriftelik by of tot die Direkteur: Beplanning en Ekonomiese Ontwikkeling, Thabazimbi Munisipaliteit, by onderstaande adres of by Privaatsak X 530, Thabazimbi, 0380 ingedien of gerig word.

Kontak besonderhede

Rudzani Sadiki, Posbus 3442, Mokopane, 0600. Tel: 072 415 0667

LOCAL AUTHORITY NOTICE 26 OF 2020**POLOKWANE LOCAL MUNICIPALITY
NOTICE OF A REZONING APPLICATIONS IN TERMS OF SECTION 61
OF THE POLOKWANE MUNICIPAL PLANNING BY-LAW, 2017
POLOKWANE / PERSKEBULT AMENDMENT SCHEME 100**

I, Thomas Pieterse of the firm Natura Professional Planners (Pty) Ltd, being the applicant of the notarial tied properties, being Portion 1 of Erf 960 and Portion 1 of Erf 961, both Pietersburg Township hereby give notice in terms of Section 95(1)(a) of the Polokwane Municipal Planning By-Law, 2017, that I have applied to the Polokwane Municipality for the amendment of the Polokwane / Perskebult Town Planning Scheme, 2016 for the rezoning of the properties as described above in terms of Section 61 of the Polokwane Municipal Planning By-Law, 2017.

The Rezoning of Portion 1 of Erf 960 and Portion 1 of Erf 961, both Pietersburg Township is from "Residential 1" to "Special" for dwelling offices and related uses. Both erven are located in Oost Street, between Grobler- and Thabo Mbeki Streets.

The intension of the owner/s in this matter is to use the existing dwelling houses located on the two notarial tied erven for dwelling offices.

Any objection(s) and/or comment(s), including the grounds for such objection(s) and/or comment(s) with full contact details, 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: Manager: City Planning and Property Management, P O Box 111, Polokwane, 0700 from 21 February 2020 until 20 March 2020. Any person who cannot write may during office hours attend the Office of the Municipal Manager, where an official will assist that person to lodge comments.

Full particulars and plans may be inspected during normal office hours at the Municipal offices as set out below, for a period of at least 28 days from the date of first publication of the notice in the Limpopo Provincial Gazette and Observer local newspaper.

Address of Municipal offices: Corner Landdros Mare & Bodenstein Streets, Polokwane

Closing date for any objections and/or comments: 20 March 2020

Address of applicant: Verloren Estate, Stand 52, Modimolle, Limpopo / P O Box 3501, Modimolle, 0510.

Telephone No: 0824467338 / 015-2974970. Email: theo@profplanners.co.za

Dates on which notices will be published: 21 February 2020 & 28 February 2020

PLAASLIKE OWERHEID KENNISGEWING 26 VAN 2020**POLOKWANE PLAASLIKE BESTUUR
KENNISGEWING VIR HERSONERING IN TERME VAN ARTIKEL 61 VAN DIE
POLOKWANE MUNISIPALE BEPLANNING BY-WET, 2017
POLOKWANE / PERSKEBULT WYSIGINGSKEMA 100**

Ek, Thomas Pieterse van the firma Natura Professional Planners (Pty) Ltd, die applikant vir die notarieël verbinde eiendomme, naamlik Gedeelte 1 van Erf 960 en Gedeelte 1 van Erf 961, beide Pietersburg dorpsgebied gee hiermee kennis in terme van Artikel 95(1)(a) van die Polokwane Munisipale Beplanning By-Wet, 2017, dat ek aansoek gedoen het by Polokwane Munisipaliteit vir die wysiging van die Polokwane / Perskebult Dorpsbeplanningskema, 2016 deur middel van herosnering van die eiendomme soos hierbo beskryf in terme van Artikel 61 van die Polokwane Munisipale Beplanning By-Wet, 2017.

Die herosnering van Gedeelte 1 van Erf 960 en Gedeelte 1 van Erf 961, beide Pietersburg dorpsgebied vanaf "Residensieël 1" na "Spesiaal" vir woonhuis kantore en aanverwante gebruike. Beide erwe is gelee in Oost straat, tussen Grobler straat en Thabo Mbeki straat.

Die oogmerk van die eienaar/s met hierdie aansoek is om die bestaande woonhuise wat geleë is op die twee notarieël verbinde eiendomme vir woonhuis kantore te gebruik.

Alle besware en/of kommentare, met insluiting van die redes vir sodanige besware en/of kommentare, moet ingedien word met volledige kontak besonderhede, waarsonder die Munisipaliteit nie met die persoon of instansie kan korrespondeer wat die besware en/of kommentare ingedien het nie. Alle besware en/of kommentare moet ingedien word by, of skriftelik gerig word aan die Bestuurder: Stedelike Beplanning en Eiendomsbestuur, Posbus 111, Polokwane, 0700 vanaf 21 Februarie 2020 tot en met 20 Maart 2020. Enige persoon wat nie kan skryf nie sal tydens kantoor-ure deur 'n amptenaar by die Kantoor van die Munisipale Bestuurder bygestaan word om kommentaar in te dien.

Volledige aansoek besonderhede en planne vir die aansoek/e kan nagegaan word gedurende normale kantoor ure by die Munisipale kantore soos hieronder uiteengesit, vir n periode van ten minste 28 dae, vanaf datum van eerste publikasie van die kennisgewing in die Limpopo Provinsiale koerant en Observer plaaslike koerant.

Adres van die Munisipale kantore: H/v Landdros Mare & Bodenstien Strate, Polokwane.

Sluitings datum vir alle besware en/of kommentare: 20 Maart 2020

Adres van applikant: Verloren Estate, Gedeelte 52, Modimolle, Limpopo / Posbus 3501, Modimolle, 0510.

Telefoon nommer: 0824467338 / 015-2974970, Epos: theo@proflanners.co.za

Datums waarop die kennisgewing gepubliseer word: 21 Februarie 2020 & 28 Februarie 2020

21–28

LOCAL AUTHORITY NOTICE 27 OF 2020**MAKHADO MUNICIPALITY SPATIAL PLANNING, LAND DEVELOPMENT AND LAND-USE MANAGEMENT
BY-LAW, 2016. PROMULGATION NOTICE
[AMENDMENT SCHEME NO: 332]**

Notice is hereby given in terms of in terms of Section 43(1) of the Spatial Planning and Land Use Management Act 16 of 2013 (16 of 2013) read together with Spatial Planning and Land Use Management Regulations: Land Use Management and General Matters and Makhado Municipality Spatial Planning, Land Development and Land Use Management By-Law, that Makhado Local Municipality has approved the simultaneous application for amendment of Makhado Land Use Scheme, 2009 by rezoning of Portion 1 of Erf 990 Louis Trichardt Township from "Residential 1" to "Residential 2" and the relaxation of density from 20 units to 45 units per hectare for the purpose of compact residential dwelling units; Map 3s and the Scheme Clauses are filed with at the office of the Town Planner at, Makhado Local municipality, Civic Center; No 83 Krogh Street ; Louis Trichardt; 0920 , and are open for inspection during normal office hours. These amendment schemes are known, as Makhado Land Use Scheme, 2009; Amendment Number 332 and shall come into operation on the date of publication of this notice. A copy of this notice will be provided in Tshivenda or any other official language to anyone requesting such in writing within 30 days of this notice.

Mr. N F Tshivhengwa
Municipal Manager
Makhado Local Municipality
Civic Center; No 83 Krogh Street; Louis Trichardt; 0920
Private Bag X2596; Louis Trichardt; Limpopo; 0920

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Also available at **The Provincial Administration: Limpopo Province**, Private Bag X9483, Office of the Premier, 26
Bodenstein Street, Polokwane, 0699. Tel. (015) 291-3910