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16 OCTOBER 2015
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No. 2585

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DEPARTMENT OF HEALTH

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Government Printing Works

Notice submission deadlines

Government Printing Works has over the last few months implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submit your notice request.

In line with these business rules, GPW has revised the notice submission deadlines for all gazettes. Please refer to the GPW website www.gpwonline.co.za to familiarise yourself with the new deadlines.

CANCELLATIONS

Don't forget!

Cancellation of notice submissions are accepted by GPW according to the deadlines stated in the table above.

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.

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

take note!

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

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.

PROOF OF PAYMENTS



GPW reminds you that all notice submissions **MUST** be submitted with an accompanying proof of payment (PoP) or purchase order (PO). If any PoP's or PO's are received without a notice submission, it will be failed and your notice will not be processed.

When submitting your notice request to submit.egazette@gpw.gov.za, please ensure that a purchase order (GPW Account customer) or proof of payment (non-GPW Account customer) is included with your notice submission. All documentation relating to the notice submission must be in a single email.

A reminder that documents must be attached separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment/purchase order – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment).

REMINDER OF THE GPW BUSINESS RULES

- ☐ Single notice, single email – with proof of payment or purchase order.
- ☐ All documents must be attached separately in your email to GPW.
- ☐ 1 notice = 1 form, i.e. each notice must be on a separate form
- ☐ Please submit your notice **ONLY ONCE**.
- ☐ Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
- ☐ The notice information that you send us on the form is what we publish. Please do not put any instructions in the email body.

DISCLAIMER:

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email info.egazette@gpw.gov.za

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GENERAL NOTICES • ALGEMENE KENNISGEWINGS

NOTICE 507 OF 2015

DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

NOTICE IN TERMS OF SECTION 14(5) OF LOCAL GOVERNMENT: MUNICIPAL STRUCTURES ACT, 1998(ACT NO.117 OF 1998)

I, Refilwe Maria Mtshweni, Member of the Mpumalanga Executive Council responsible for local government in the Province of Mpumalanga, under powers vested in me by section 14(5) of local Government: Municipal Structures Act, 1998 (Act No.117 of 1998) and after consulting with affected Municipalities in the Province, hereby make transitional measures to facilitate the disestablishment of existing municipalities, the establishment of a new Municipality in Mpumalanga as set out in the Schedule hereto.

Thus Given under my hand at Mbombela on this 06th day of October 2015



MS. R.M. MTSHWENI, MPL
MEC: CO-OPERATIVE GOVERNANCE AND
TRADITIONAL AFFAIRS

SCHEDULE**Definitions**

1. In this Schedule, an expression or word to which a meaning has been assigned in the Municipal Structures Act, shall have the meaning so assigned unless the context indicates otherwise-

“Affected Municipalities” means the following municipalities affected by the redetermination of boundaries in terms of section 21 of Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998) and set out in Provincial Gazette dated 02 July 2015-

- (a) Mbombela Local Municipality (MP322), and

(b) Umjnidi Local Municipality (MP323),

“Committees” means the Municipal Political Steering and Technical Change Management Steering Committees established in terms of this notice for the new municipality;

“Department” means the Department of Co-operative Governance and Traditional Affairs in the Province;

“District” means the Ehlanzeni District Municipality in the Province

“MEC” means the member of the Executive Council responsible for Local Government in the Province of Mpumalanga.

“Municipal Structures Act” means the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

“Municipal Demarcation Act” means the Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998);

“New Municipality” means the area to be disestablished as determined by the Demarcation Board in terms of Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998), for the establishment of new municipal area in terms of section 12 of the Municipal Structures Act;

2. Object of Transitional Measures

- (1) The object of the transitional measures set out in this Schedule is to facilitate the amalgamation of the disestablished municipalities into a new municipality.
- (2) Facilitate the establishment of a new municipality.

3. Establishment of the Political Change Management Committee

- (1) For the new municipality as determined by the Municipal Demarcation Board in terms of section 21 of the Municipal Demarcation Act, 1998, a facilitation Committee called the Political Change Management Committee is hereby established.
- (2) The main objectives of the Committee are to –
 - (a) Act as a consultative and advisory forum for the MEC concerning the amalgamation of the Mbombela and Umjindi Local Municipalities;

- (b) Support and guide the amalgamation in the restructuring process, unblocking blockages where occurring and ensuring compliance with regard to agreed time frames and legislative requirements; and
 - (c) Ratify recommendations made by the Technical Change Management Committee and report to the affected Municipalities.
- (3) To achieve these objectives, the Political Change Management Committee will receive technical reports from the Technical Change Management Committee established in terms of this Schedule.

4. Functions of the Political Change Management Committee are:-

- (a) To provide overall political guidance and direction on the amalgamation project process; to support and guide the effected Municipalities on the amalgamation process, resolving occurring problems and ensuring compliance with regard to laid down time frames and legislative requirements;
- (b) To ensure political buy-in of all stakeholders;
- (c) To make key strategic decisions and grant approvals;
- (d) To ensure that the implementation plan on the amalgamation of Umjindi and Mbombela Local Municipalities is adopted;
- (e) To monitor implementation of the plan in terms of agreed milestones and advise on possible political priorities and make recommendations;
- (f) To keep abreast of project outputs;
- (g) To assist with information dissemination to public and business, and
- (h) Attend to any other matter related to the process

5. Composition of Political Change Management Committee

- (1) The Political Change Management Committee shall consist of-
- (a) The MEC for Local Government as the chairperson;
 - (b) The Executive Mayor of the Ehlanzeni District Municipality;
 - (c) The Executive Mayors of the affected Municipalities;

- (d) Speaker of the Ehlanzeni District Municipality
- (e) Speakers of the affected Municipalities;
- (f) Members of the Mayoral Committees as designated by the Executive Mayors of the affected Municipalities
- (g) 2 (two) representatives of the Provincial Executive of the South African Local Government Association (SALGA) Mpumalanga, Province;

6. Establishment of the Technical Change Management Committee

For the new Municipality as determined by the Municipal Demarcation Board in terms of section 21 of the Municipal Demarcation Act, a facilitation Committee called the Technical Change Management Committee is hereby established.

7. Function of the Technical Change Management Committee

- (1) The function of the Technical Change Management Committee are to recommend to the Political Change Management Committee measures regarding –
 - (a) The transfer of staff from the affected Municipalities to the new Municipality as well as the filling of vacancies during the transitional period;
 - (b) The drafting of a new organogram for the new Municipality;
 - (c) The transfer of the assets, rights, liabilities and obligations of the affected Municipalities to the new Municipality;
 - (d) The transfer of administrative and other records relating to the assets, rights, liabilities and obligations of the affected Municipalities to the new Municipality;
 - (e) The rationalization of by-laws and policies of the disestablished municipalities for implementation by the new municipalities, and the continued application of the by-laws, policies, and Councils resolutions of the affected Municipalities in new Municipality and to the extent of such application;
 - (f) The alignment of the Integrated Development Plans of the affected Municipalities for adoption by the new Municipalities;
 - (g) The integration of the budgets of the disestablished municipalities for adoption by the new Municipality;

- (h) The acquisition and disposal of assets with a value exceeding R500 000.00 (five hundred thousand rand);
- (i) The negotiation and approval of long term loans and the utilization of reserves;
- (k) The facilitation, in any other manner, of the disestablishment of the affected Municipalities;
- (l) The location of the head office of the new municipality;
- (m) The transfer of the assets, rights, liabilities and obligations of the affected Municipalities to the new Municipality;
- (o) The Municipal powers and functions of the new municipality;
- (p) The proposed process to be followed to determine a name for the new Municipality;
- (q) Development of the Terms of Reference for the disestablishment of the affected Municipalities; and
- (r) Attend to any other matter related to the process.

8. Technical Change Management Committee shall consist of-

- (a) The Head of Department as the Chairperson
- (b) The Municipal Manager of the Ehlanzeni District Municipality,
- (c) The Municipal Managers of the affected Municipalities;
- (d) Designated Senior Managers of the Department;
- (e) Designated section 56 Managers of the Ehlanzeni District Municipality;
- (f) The Section 56 Managers of the affected Municipalities;
- (g) Designated representatives from organized labour;
- (h) Designated officials from SALGA, and
- (i) Designated officials from the Provincial Treasury.

9. Appointment of additional member to the Committees

- (1) The MEC may in her discretion appoint any person on the grounds of that person's knowledge and expertise in any field or discipline which may enhance the efficiency of the Committees.
- (2) The Technical Change Management Committees may establish Sub-Committees to assist the Committees in the performance of their functions or the exercise of any of their powers.

10. Restriction on appointment of staff in the affected Municipalities

- (1) The affected Municipalities may not conclude on new appointments regarding the filling of vacant posts, including managers directly accountable to the municipal managers from the date of the publication hereof until the MEC establishes the new municipality in terms of section 12 of the Municipal Structures Act.
- (2) Notwithstanding the above-mentioned, the Executive Mayors of the affected Municipalities may request the MEC, through a motivation to the Political Change Management Committee, for special exemption in respect of critical posts that are key to service delivery, taking into consideration the organogram of the other affected Municipality.

11. Operationalization of this notice

Within 14 (fourteen) days from the date of publication hereof the MEC must convene a joint meeting of the Municipal Councils of the affected Municipalities for the purpose of adopting the Terms of Reference in respect of the amalgamation of Umjindi and Mbombela Local Municipalities.

12. Conduct of Members

- (1) A member of the Committees must perform the functions of office –
 - (a) in good faith, and
 - (b) without fear, favour or prejudice.
- (2) A member of a Committee may not –

- (a) use the position or privileges of a member for private gain or to improperly benefit another person; or
- (b) act in any other way that compromises the credibility, impartiality or integrity of the Committee.

13. Meetings of Committees

The Chairpersons of the Committees and Sub-Committees decides where and when the Committees meets, but a majority of the members may request the Chairperson, in writing, to convene a meeting of the Committees at a place and time set out in the request.

14. Administrative and technical support to Committees

- (1) Every affected Municipality must provide such technical and administrative support to a Committee that is necessary for it to fulfil its functions and duties in terms of this notice.
- (2) The Secretariat for both Committees will come from the Department.

15. Term of Office

The term of office of the Committees and the Sub-Committees shall commence on the date on which the members are appointed and shall expire on the day on which the MEC establishes the new municipality in terms of section 12 of the Municipal Structures Act.

16. Report to the MEC

The Head of Department shall within 30 days in line with sub-clause 14 of this notice submit to the MEC a detailed report on the process of redetermination of municipal outer boundaries.

17. General

- (1) In order to give effect to the intent and purpose of this notice, the MEC may, issue directives concerning:
 - (a) the prioritization of functions of the Committees and set dates for reports on specific matters;
 - (b) procedural arrangements;
 - (c) short term financial arrangements; and
 - (d) any other matter described in this notice.

- (2) Nothing in this notice must be interpreted as affecting the rights, roles, functions and obligations of the Municipal Council, Mayor, Speaker, Municipal manager and any structure of an existing municipality determined to include a disestablished municipality.
- (3) The provisions of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and any other legislation in terms which the rights, roles, functions and obligations of the Council, Mayor, Speaker, Municipal Manager and any structure of an existing municipality, find authority.

IMPORTANT Information from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format 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)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.



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