



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID AFRIKA

Vol. 611

24 May
Mei 2016

No. 40011

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ISSN 1682-5843



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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.gpwnline.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.

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 NOTICES • GOEWERMENTSKENNISGEWINGS

ELECTORAL COMMISSION**NO. 564****24 MAY 2016****ELECTION TIMETABLE**

In terms of section 11 of the Local Government: Municipal Electoral Act, 2000 (hereinafter referred to as “the Act”), the Electoral Commission (hereinafter referred to as “the Commission”) hereby compiles this election timetable to apply to the 2016 municipal elections that will be held on 3 August 2016. (A reference to “section” in this election timetable is a reference to that section of the Act and a reference to “regulation” is a reference to that regulation in the Municipal Electoral Regulations, 2000.)

Cut-off time for act to be performed

1. An act required in terms of the Act and the Municipal Electoral Regulations, 2000, to be performed by no later than a date stated in the election timetable must be performed before 17:00 on that date.

Notice that list of addresses of voting stations is available for inspection

2. The Commission must give notice by 7 July 2016 that from the date of the notice until the voting day copies of a list of all voting stations and their addresses will be available for inspection at the office of the Commission’s local representative.

Notice of route of mobile voting station

3. The Commission must give notice by 7 July 2016 of the route, including the locations and estimated times of stopping of each mobile voting station.

Cut-off date for publication of voters’ roll

4. By 31 May 2016 the Chief Electoral officer must certify the voters’ roll or the municipality’s segments of the voters’ roll to be used in this election in terms of section 6(2), and make those segments available for inspection by 3 June 2016.

Opening of submissions to contest the elections, list of candidates and nomination of ward candidates

5. The list of candidates and nomination of ward candidates commences on the date that the elections are proclaimed on 23 May 2016.

Cut-off date for submissions to contest the elections, list of candidates and nomination of ward candidates

6.(1) Registered parties that intend to contest this election in terms of section 14 must nominate and submit a party list of their candidates and the prescribed deposit with the supporting documents for the election in the manner provided for in section 14(1A) (a) or (b) in the prescribed form by 2 June 2016.

(2) Registered parties and nominators of independent candidates that intend to contest a ward in this election in terms of section 17, must submit their nominations and the prescribed deposits with the supporting documentation for the said ward election in a manner provided for in section 14(1A) (a) or (b) in the prescribed form by 2 June 2016.

(3) Payment of the prescribed deposits in terms of section 14A must be made by 2 June 2016.

Notice of non-compliance

7.(1)(a) The Commission must notify a registered party that has submitted a party list of candidates in terms of section 14 but has not fully complied with section 14(3), of that non-compliance by 13 June 2016.

(b) If the notified party takes the opportunity to comply with section 14(3), that party must do so by 20 June 2016.

(2)(a) The Commission must notify the nominating party or person of a candidate who has not fully complied with section 17(2)(b) and (c), of that non-compliance by 13 June 2016.

(b) If the nominating party or person takes the opportunity to comply with section 17(2)(b) or (c), that party or person must do so by 20 June 2016.

Multiple nominations of candidates

8.(1) The Commission must notify a candidate whose name appears on more than one party list for an election submitted in terms of section 14 and all the parties on whose party lists such a candidate appears by 22 June 2016.

(2) If the notified party decides to act in terms of section 14(4A)(b), that party must do so by 24 June 2016.

(3) The Commission must notify a ward candidate that has been nominated by more than one party or person for an election, and each party or person who has nominated such candidate by 22 June 2016.

(4) If the notified nominating party or person decides to act in terms of section 17(2B)(b), that party or person must do so by 24 June 2016.

List of parties entitled to contest election and list of candidates

9. By 27 June 2016 the Commission-

- (a) must compile the list of the registered parties entitled to contest this election;
- (b) must certify the party lists for this election; and
- (c) keep those lists available at the office of the Commission's local representative.

List of ward candidates to contest ward election

10. By 27 June 2016 the Commission must-

- (a) compile and certify for each ward contested in this election, a list of candidates contesting that ward; and
- (b) keep copies of those lists available at the office of the Commission's local representative.

Issue of certificate to candidate

11. By 1 July 2016 the Commission must issue-

- (a) the prescribed candidate certificate to each candidate on the certified party lists in this election; and
- (b) the prescribed candidate certificate to each candidate on the certified list of ward candidates in this election.

Application for special vote

12.(1) By not later than 8 July 2016 a voter may apply in terms of Regulation 28B(1) to cast a special vote within the voting district where she or he is registered. [Applications for special votes will only be received from 10 June 2016].

(2) On 1 and 2 August 2016 voters who had successfully applied to cast their special votes at the voting station, may visit the voting station between 08h00 and 17h00 to cast their special votes.

(3) On 1 and 2 August 2016 voting officers must visit voters who had successfully applied to cast their special votes at their places of residence, to afford them the opportunity to cast their votes there.

WARNING!!!

To all suppliers and potential suppliers of goods to the Government Printing Works

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

Government Printing Works condemns such illegal activities and encourages service providers to confirm the legitimacy of purchase orders with GPW SCM, prior to processing and delivery of goods.

To confirm the legitimacy of purchase orders, please contact:

Renny Chetty (012) 748-6375 (Renny.Chetty@gpw.gov.za),

Anna-Marie du Toit (012) 748-6292 (Anna-Marie.DuToit@gpw.gov.za) and

Siraj Rizvi (012) 748-6380 (Siraj.Rizvi@gpw.gov.za)

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001
Contact Centre Tel: 012-748 6200. eMail: info.egazette@gpw.gov.za
Publications: Tel: (012) 748 6053, 748 6061, 748 6065