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1. Background

- 1.1 The rationalisation project seeks to give effect to the goals of the National Development Plan (NDP) of reengineering the social, psychological and geographic elements of apartheid and continue to shape the lives and outlook of many South Africans.
- 1.2 This, it seeks to achieve through spatial transformation in order to redress the legacy of inequality perpetuated by spatial injustices of the past. The NDP articulates that “Policies, plans and instruments are needed to reduce travel distances and costs, especially for poor households”.
- 1.3 The rationalisation of the areas of jurisdiction of the courts seeks to enhance territorial access to justice by ensuring, among others, that:-
- “There is a Magistrates’ Court in every municipality and that in large municipalities and metros, sub-districts are created with a view to ensuring that communities do not have to travel long distances to access services at the seat of the district”.*
- 1.4 The rationalisation of magisterial districts in respect of the Northern Cape Province is part of the roll-out of the rationalisation project which commenced on 1 December 2014 in the Gauteng and North West provinces.
- 1.5 The Northern Cape rationalisation project started in 2013 with the convening of Regional Coordinating Committee (RCC) meetings as well as consultations with various other stakeholders and communities affected by the rationalisation project.
- 1.6 The municipal boundaries determined by the Municipal Demarcation Board in respect of municipalities constitute the basis for the rationalisation of magisterial districts and areas of jurisdiction of courts. This is with a view to enhancing the integration and synergy across the government sector in order to improve service delivery and access to courts.
- 1.7 During the last mentioned project, the Northern Cape Regional Coordinating Committee also concluded recommendations for the alteration of the jurisdiction of the High Court pertaining to Kudumane (formerly-North West High Court) and the conversion of the Galeshewe Branch Court to a full service court.
- 1.8 These recommendations have been approved and came into effect in August 2013 and July 2015 respectively.

2. Current Position

- 2.1 The Northern Cape Province is divided into 26 local municipalities and 5 district municipalities. The province has 37 courts, each with its own exclusive magisterial district/area of jurisdiction.
- 2.2 The Regional Coordinating Committee has concluded public consultations and made recommendations concerning the rationalisation of magisterial districts in the Northern Cape.
- 2.3 These recommendations are set out in Schedule 1. **Annexure A**
- 2.4 During the process of rationalisation and prior to making the recommendations in Schedule 1, the Northern Cape Regional Coordinating Committee (RCC) at all times carefully

considered, evaluated and assessed all inputs from stakeholders regarding the following factors:

- a) The existing challenges that may impact on the objectives of the rationalisation process;
- b) The issues and blockages that need to be corrected where applicable;
- c) How identified challenges can be corrected;
- d) Whether the infrastructure can support the service delivery requirements;
- e) Whether consultation is required and with whom consultation should be done;
- f) Maps of both the current magisterial districts and the existing local municipal boundaries;
- g) The impact rationalisation may have on the human resource requirements;
- h) Any possible interim arrangements that could be put in place to facilitate the rationalisation process without impacting negatively on service delivery;
- i) Recommendations from the Chief Magistrate, Northern Cape in respect of the impact on service delivery and judicial capacity;
- j) Inputs from the Regional Court President, Northern Cape Regional Division concerning mainstreaming of the current Regional Backlog Courts at Postmasburg and Kimberley/Galeshewe respectively as well as recommendations concerning the establishment of additional seats of the Civil Regional Court.

3. Summary of Annexure A

The schedule recommends a reduction in the existing number of magisterial districts from 37 to 5 and establishes 32 sub-districts without consequential challenges. It further proposes, in furtherance of social transformation, that the names of Magisterial Districts bear the names of the District municipalities.

Where practical and in the interest of transformation and public certainty, the proposed magisterial districts will follow the corresponding municipal boundaries as set out in **Annexure A**.

Establishment of a sub-district in respect of the local municipality of Joe Morolong could not be implemented subject to the availability of a full service court facility within the Joe Morolong local municipality. Consequently a deviation from the local municipality boundary has been recommended to ensure that the latter municipality is serviced by the Magistrate's court, Mothibistad.

Periodical courts share concurrent jurisdiction with their sub-district place for the holding of a court for the sub-district or the seat of the magistracy; whichever is applicable.

The establishment of a periodical court at Augrabies is recommended subject to finalisation of the minimum resource requirements on or before 30 November 2016.

To further improve access to justice it is envisaged, subject to funding, that additional periodical courts are established at Pella, Onseepkans, Aggeneys, Alexander Baai, Kleinsee and Kuboes over the next 3-5 financial years.

The schedule further takes into account that:

Local and provincial government has clustered all their resources and services in the five districts equally.

All the other national departments have clustered their resources and services in alignment with the five district municipalities as well as in alignment with the Provincial and Local Governments resources.

The Department of Justice and Constitutional Development must follow suit to ensure service and resource integration commensurate with public needs and court support services.

The establishment of sub-districts with more than 1 full service court has been avoided to prevent discretionary forum selection.

The latter discretion will potentially cause uncertainty, additional legal costs and travel time for litigants and the public.

4. Legal authority for recommendations:

4.1 The Constitution of South Africa Act 108 of 1996

4.2 Superior Courts Act 10 of 2013

4.3 The Magistrates' Court Act 32 of 1944 as amended

4.4 Spatial Planning and Land Use Management Act 16 of 2003

5. Consultation

The Regional Coordinating Committee has undertaken a broad and inclusive interdepartmental and external consultation approach to ensure public participation and stakeholder involvement.

Various meetings were held including public consultation engagements as well as a formal presentation to the Northern Cape Heads of Department Forum on 10 October 2016. No objections were received during the consultation process. The Heads of Department Forum further supports the recommendations as indicated in Annexure A.

The latter presentation was also made to the Technical Social Cluster on 11 October 2016 who, in turn, approved that a memorandum be presented to the Political Social Cluster on 19 October 2016.

6. Financial Implications

No immediate financial implications in respect of additional human resource requirements are envisaged as a consequence of the rationalisation except as stated below:

Post Required	Financial Implications
3 x Senior Magistrates Springbok (1), De Aar and (1), Galeshewe (1)	R2 756 673,00
8 x Additional Magistrates Galeshewe (3), De Aar (1), Springbok (1) Upington (2), Port Nolloth (1)	R6 683 552,00
2 x District Court Prosecutors Port Nolloth (1), Pofadder (1)	R494 472,00
2 x Deputy Directors De Aar (1) Kuruman (1)	R1 225 644,00

7. Other resources and implications

The Regional Coordinating Committee further assessed the impact of rationalisation on the existing and future court infrastructure to avoid undesired consequences in respect of infrastructure capacity.

A list of current capital works projects and planned maintenance is attached. These projects will however not delay the rationalisation process but enhance capacity and service delivery.

Furthermore the Regional Coordinating Committee has assessed the impact rationalisation will have on service delivery and access to court services in the current Magisterial District of Pampierstad.

Rationalisation of the latter magisterial district cannot be effected at this stage as it is subject to the creation of court infrastructure at Kgomotso which will service the Ga-Mothibi villages situated in the North West Province.

It is envisaged that the said infrastructure will be in place by the end of the current financial year and thereafter rationalisation will be effected.

A progress and status template is attached.

In order to mitigate any consequential challenges the Regional Coordinating Committee has assessed the impact rationalisation will have on each proposed new magisterial district and sub-district. All 5 proposed magisterial districts can be rationalised except for the area affecting Pampierstad.

The general public and court users will as a consequence of rationalisation have court services and/or periodical court services within the local municipality where they reside.

8. Human Resource Capacity

Except as stated in paragraph 6 above no additional human resources will be required to implement the recommendations as outlined in Annexure A attached.

No additional post can be created due to budget constraints and implementation of principles to remain within the capped HR remuneration budget for 2016/17 and 2017/18.

Critical contract positions and vacant funded posts at affected courts will be motivated for filling and/or extension of contracts after 31 March 2017 depending on available funds and or relocation of personnel to be considered, where applicable.

The proposed governance structure and considerations of management efficiency will necessitate the creation and funding of 2 additional Area Court Manager positions (Deputy Director Level).

The current human resource capacity within the Region is adequate for the provision of comprehensive administrative and logistical support services to all lower courts including periodical courts.

All stakeholders have confirmed that no additional human resource capacity will be required as aforesaid. Minutes of Regional Coordinating Committee meetings and stakeholder communication are available.

The number of existing magistrates and prosecutors are as follows:

Position	Total
Prosecutors	117
Senior Prosecutors	9
Chief Prosecutors	2
Magistrates	50
Chief Magistrate	1
Regional Court Magistrates	13
Regional Court President	1

9. Infrastructure and Equipment

The region has assessed the infrastructure and equipment needs to support the recommendations in Annexure A. The current capacity in respect of available court rooms and sexual offences equipment are sufficient in support of the rationalisation process. The implementation of current capital works and upgrading of infrastructure is ongoing and as indicated above, it will enhance capacity and contribute to improved service delivery.

Confirmation of the list of courts and periodical courts requiring new court recording technology has been communicated.

The proposed periodical court at Augrabies is 90% completed and only requires the installation of new Court Recording Technology, data lines and phone lines.

10. Backlog Courts

After consultation with the Regional Court President it is recommended that the Regional Backlog Courts at Postmasburg and Galeshewe be considered for mainstreaming as permanent Regional Courts.

Kimberley/Galeshewe Regional Court

Human Resource Capacity	Status	Appointment
Regional Court Magistrate x1	Non-Permanent	Contract (3 months renewable)
Interpreter x1	Non-Permanent	Contract (12 months fixed term)
Court Clerk x1	Non-Permanent	Contract (12 months fixed term)

Postmasburg Regional Court

Human Resource Capacity	Status	Appointment
Regional Court Magistrate x1	Non-Permanent	Contract (3 months renewable)
Interpreter x1	Non-Permanent	Contract (12 months fixed term)
Court Clerk x1	Non-Permanent	Contract (12 months fixed term)

Statistics

Period 1/4/2015-31/8/2016

Court	Cases Finalised	Cases Outstanding	Percentage Backlog at 31/08/2016
Kimberley/Galeshewe	44	65	63%
Postmasburg	11	16	18%

After consultation with the Chief Magistrate it is recommended that the District Backlog Courts Upington be considered for mainstreaming as a permanent District Court at Upington (inclusive of Paragraph 6 above).

District Backlog Court

Upington

Human Resource Capacity	Status	Appointment
Magistrate x1	Non-Permanent	Contract (3 months renewable)
Interpreter x1	Non-Permanent	Contract (12 months fixed term)
Court Clerk x1	Non-Permanent	Contract (12 months fixed term)

Regional Courts have regular sessions at all main courts and ad hoc sessions at each court at least 2-3 times per month depending on case volumes and service delivery needs.

11. Impact on major stakeholders

11.1 Department of Correctional Services

No additional resources will be required to facilitate implementation of the recommendations made in this report. The installation of an Audio Visual Remand System will further enhance efficiency and reduce costs of travelling between the Correctional Facility in Upington and the Court in Springbok. The latter system will be fully installed on or before 31 January 2017.

11.2 National Prosecuting Authority

The appointment of a Magistrate at Pofadder has created a need for the appointment for of a District Court Prosecutor at Pofadder. Furthermore, in the event that the proposed appointment of a Magistrate at Port Nolloth is approved, the appointment of a District Court Prosecutor at Port Nolloth will be essential. The Region does not have adequate prosecutors that could be transferred to the said magistrates' courts. No other consequential challenges are foreseen.

11.3 Department of Health

No consequential challenges were identified during the consultation process.

11.4 South African Police Services

The SAPS has already aligned its management structures and resource allocations within the 5 district municipalities of the Northern Cape. The latter approach clearly supports the proposed alignment of the magisterial districts in the Region. The SAPS will not experience any negative impact on service delivery and/or access to courts as a result of the proposed rationalisation.

11.5 Legal Aid South Africa

No consequential challenges were identified during the consultation process.

11.6 Department of Social Development

No consequential challenges were identified during the consultation process.

ANNEXURE A**SCHEDULE 1**

MUNICIPALITY	MAGISTERIAL DISTRICTS CREATED	COURTS ESTABLISHED	SEAT OF THE MAGISTRACY	SUB-DISTRICTS	PLACES FOR THE HOLDING OF THE SUB-DISTRICT COURTS	PLACES FOR THE HOLDING OF A COURT AND/OR PERIODICAL COURTS
Frances Baard	Frances Baard	Kimberley	Kimberley	-	-	Modderivier (place for the holding of a periodical court)
				Galeshewe	Galeshewe	-
				Barkly West	Barkly West	Delpartshoop (place for the holding of a periodical court) Windsorton (place for the holding of a periodical court)
John Taolo Gaetsewe	John Taolo Gaetsewe	Kuruman	Kuruman	Jan Kempdorp	Jan Kempdorp	-
				Hartswater	Hartswater	-
				Warrenton	Warrenton	-
				-	-	Tsineng (place for the holding of a periodical court) Van Zylsrus (place for a periodical court)
				Kathu	Kathu	Dibeng (place for the holding of a periodical court)
				Olifantshoek	Olifantshoek	-
Kudumane	Mothibistad	Bothithong (place for the holding of a periodical court) Heuningvlei (place for a periodical court)				

MUNICIPALITY	MAGISTERIAL DISTRICTS CREATED	COURTS ESTABLISHED	SEAT OF THE MAGISTRACY	SUB-DISTRICTS	PLACES FOR THE HOLDING OF THE SUB-DISTRICT COURTS	PLACES FOR THE HOLDING OF A COURT AND/OR PERIODICAL COURTS
Namaqualand	Namaqualand	Springbok	Springbok	-	-	Violsdrif (place for the holding of a periodical court)
				Calvinia	Calvinia	Brandvlei (place for the holding of a periodical court)
						Loeriesfontein (place for the holding of a periodical court)
						Nieuwoudtville (place for the holding of a periodical court)
				Garies	Garies	-
				Port Nolloth	Port Nolloth	-
				Williston	Williston	-
				Pofadder	Pofadder	-
				Sutherland	Sutherland	-
				Fraserburg	Fraserburg	-
Pixley Ka Seme	Pixley Ka Seme	De Aar	De Aar	-	-	-
				Hanover	Hanover	-
				Britstown	Britstown	-
				Victoria West	Victoria West	Loxton (place for the holding of a periodical court)
				Richmond	Richmond	-
				Douglas	Douglas	-
				Griekwastad	Griekwastad	-
				Phillipstown	Phillipstown	Petrusville (place for the holding of a periodical court)

MUNICIPALITY	MAGISTERIAL DISTRICTS CREATED	COURTS ESTABLISHED	SEAT OF THE MAGISTRACY	SUB-DISTRICTS	PLACES FOR THE HOLDING OF THE SUB-DISTRICT COURTS	PLACES FOR THE HOLDING OF A COURT AND/OR PERIODICAL COURTS
Pixley Ka Seme	Pixley Ka Seme	De Aar	De Aar	Prieska	Prieska	Marydale (place for the holding of a periodical court) Niekerkshoop (place for the holding of a periodical court)
				Hopetown	Hopetown	Strydenburg (place for the holding of a periodical court)
				Noupoort	Noupoort	-
				Carnavon	Carnavon	Van Wyksvlei (place for the holding of a periodical court) Vosburg (place for the holding of a periodical court)
				Colesberg	Colesberg	-
ZF Mgcawu	ZF Mgcawu	Upington	Upington	-	-	Rietfontein (place for the holding of a periodical court) Witdraai (place for the holding of a periodical court)
				Keimoes	Keimoes	-
				Kenhardt	Kenhardt	-
				Kakamas	Kakamas	Augrabies (place for the holding of a periodical court)
				Groblershoop	Groblershoop	-
ZF Mgcawu	ZF Mgcawu			Postmasburg	Postmasburg	Danielskuil (place for the holding of a periodical court) Lime Acres (place for the holding of a periodical court)

ANNEXURE B**STAKEHOLDER MANAGEMENT CONSULTATION**

Stakeholders		Status
Internal Government Departments	<ul style="list-style-type: none"> • National and Regional Department of Justice and Constitutional Development • NPA 	Consulted
External Government Departments	<ul style="list-style-type: none"> • South African Police Services • Department of Social Development • Department of Correctional Services • Department of Health • Provincial Traffic Department • Department of Transport, Liaison and Safety • Government Communication & Information System • Department of Cooperative Governance, Human Settlement and Traditional Affairs • Office of the Premier • Department of Agriculture 	Consulted
Committees	<ul style="list-style-type: none"> • Provincial Joints Committee • Provincial Development Committee 	Consulted
Non- Governmental Organizations	<ul style="list-style-type: none"> • South African Local Government Association • Agri-SA-NC 	Consulted
Judiciary	<ul style="list-style-type: none"> • Regional Court President • Judicial Cluster Heads • Chief Magistrate • Judge President 	Consulted
South African Board of Sheriffs	<ul style="list-style-type: none"> • Sheriffs Board Cape Town 	Consulted
Sheriff's in the Northern Cape Province	<ul style="list-style-type: none"> • Frances Baard 	Stakeholder was invited to all our meetings but due to their unavailability has not been consulted with. Proposed consultation in October 2016.
	<ul style="list-style-type: none"> • John Taolo Gaetsewe • Namaqualand • Pixley Ka Seme • ZF Mgcawu 	Proposed consultation in October 2016.

Stakeholders		Status
Communities	<ul style="list-style-type: none"> • Niekerkshoop • Ganspan • Van Zylsrus • Platfontein • Galeshewe • Local Municipality of Sol Plaatje-Counsellors • Local Municipality of Vosburg • Local Municipality of Niekerkshoop • Magisterial District of Kudumane 	Consulted
Circle of Attorneys	<ul style="list-style-type: none"> • Kimberley 	Stakeholder was invited to all our meeting but due to their unavailability has not been consulted with. Proposed consultation in October 2016.
	<ul style="list-style-type: none"> • Upington • Springbok • De Aar • Kuruman 	Proposed consultation in October 2016.
Legal Aid South Africa	<ul style="list-style-type: none"> • Kimberley 	Consulted

NATURE AND EXTEND OF THE CONSULTATION PROCESS.

Province	Activity	Date	Status	Consultation
NC	A memorandum setting out progress with regard to the alignment of Magisterial Districts with Local Municipal Boundaries –Northern Cape was submitted to the Chief Directorate: Policy Development	22 August 2013	n/a	n/a
NC	A memorandum seeking Ministerial approval for the alteration of areas of jurisdiction of the Northern Cape High Court was submitted to the Chief Directorate: Policy Development	2 April 2013	Finalized	n/a
	Regional Coordinating Committee Consultative Meetings	16 July 2013 20 September 2013 15 November 2013 8 December 2014 25 November 2015 15 March 2016 2 September 2016	n/a	Inter-departmental and External
	Community Consultation Meeting – Niekerkshoop	13 October 2013	Finalized	External
	Community Consultation Meeting – Van Zylsrus	29 November 2013	Finalized	External
NC	Municipality confirmation in support of rationalization – Vosburg	22 October 2013	Finalized	External
	Municipality confirmation in support of rationalization-Niekerkshoop	6 December 2013	Finalized	External
NC	Meeting with Agri-Northern Cape – Request for support of rationalization and facilitation of communication with affected agricultural community	30 September 2013 28 May 2014 20 June 2014 24 June 2014 7 July 2014 12 September 2014 2 February 2015	Finalised	External
NC	Consultation Meeting-Kudumane Magisterial District-excised from the North West and included into the Northern Cape	23 July 2013 1 August 2013	Finalised	Internal

Province	Activity	Date	Status	Consultation
	Community and Municipality Consultation Meeting-Conversation to full service court Galeshewe Branch Court	Platfontein 11/2/2015 Platfontein 16/2/2015 Sol Plaatje Municipality Counsellors 17/02/2015 Ganspan 5 February 2015	Finalised	External
	Regional Coordination Committee (RCC) – Workshop-Rationalization of Magisterial Districts – Northern Cape	25 November 2015	Finalised	Interdepartmental and External
	Presentation of Proposed Magisterial Districts and objectives of Rationalization process to Northern Cape Provincial Joints	25 November 2015	Finalised	Interdepartmental
	Presentation-Judicial Sub Cluster Heads: Proposed Rationalization:	26 November 2015	Finalised	District Court Judiciary
	Core Stakeholder Consultation Meeting (Chief Magistrate, South African Polices Services (SAPS), Office of Public Prosecution(DPP), Legal Aid South Africa, Department of Justice and Correctional Development(DoJ&CD)	11 August 2016	Finalised	Interdepartmental
	Presentation to National Development Committee	7/9/2016	Finalised	Interdepartmental

4.3 NORTHERN CAPE-REGIONAL COORDINATING COMMITTEE INPUTS AND IMPACT ON RATIONALIZATION-TABLE 5

PROPOSED NEW MAGISTERIAL DISTRICT	MAIN SEATS AND SUB DISTRICTS RECOMMENDATIONS/IMPACT OF RATIONALIZATION
<p>Frances Baard Magisterial District</p>	<ul style="list-style-type: none"> • Rationalization is recommended with the exclusion of the existing magisterial district of Pampierstad. • Rationalization and alignment with the Phokwane local municipality will result in undue hardship for the community of the Ga-Mothibi villages who is situated in the North West Province but utilizes court services at Pampierstad i.e. Phokwane local municipality, which is situated in the Northern Cape Province. • The Ga-Mothibi community requires court infrastructure to ensure the provision of accessible periodical court services from Taung. • The Modderriver periodical court based at the SAPS precinct must be relocated to Ritchie to enhance public access and deal with public perception of judicial independence. The Richie facility, infrastructure and resources are 80% complete. Estimated date of completion 31/3/2017. • There will be no impact on administrative human resource requirements. • Areas of jurisdiction of each court in the magisterial district and sub-district must be defined by way of a point to point description and aligned to the relevant local municipality boundaries; • The area of jurisdiction of the seat of the magistracy (Kimberley) must be defined in line with the Sol Plaatje local municipality boundary with the exclusion of the Galeshewe Sub-District.
<p>Pixley ka Seme</p>	<ul style="list-style-type: none"> • Rationalization is recommended. • Vosburg periodical court must be excised from the current Victoria West Magisterial District (Ubuntu local municipality) and included in the proposed Kareeberg Sub-District (Carnarvon) to enhance access, reduce travel cost and time. • No impact on infrastructure, service delivery/access or administrative human resource requirements. • Niekerkshoop periodical court must be excised from the current Griekwastad magisterial district and included in the proposed Siyathemba Sub-District (Prieska) to enhance access, reduce travel cost and time.
<p>John Taolo Gaetsewe</p>	<ul style="list-style-type: none"> • Rationalization is recommended. • Long term planning is required for the establishment of court infrastructure within the Joe Morolong local municipality to ensure court services is available within the local municipality. • Van Zylsrus and Tsineng periodical courts must be administered by the Kuruman magistrate court to enhance access and reduce travel time and cost. • No immediate impact on infrastructure and administrative human resource requirements.

PROPOSED NEW MAGISTERIAL DISTRICT	MAIN SEATS AND SUB DISTRICTS RECOMMENDATIONS/IMPACT OF RATIONALIZATION
Namaqualand	<ul style="list-style-type: none"> • Rationalization is recommended. • Area of jurisdiction of the seat of the magistracy (Springbok) to follow the boundary of the local municipalities of Nama-Khoi. • No impact on service delivery or administrative human resource requirements.
ZF Mgcawu	<ul style="list-style-type: none"> • Rationalization is recommended. No impact on service delivery and infrastructure. • Recommended that Danielskuil Periodical Court be considered in future for upgrading to full service court in the Kgatelopele local municipality. • It is recommended that the area of jurisdiction of the seat of the magistracy i.e Upington follow the boundary of the Dawid Kruiper local municipality (former Mier and Khara//Hais local municipalities).

ANNEXURE C

**INFRASTRUCTURE CONSIDERED DURING RATIONALIZATION PROCESS:
CAPITAL AND PLANNED MAINTENANCE PROJECTS: AS AT 30 SEPTEMBER 2016**

KIMBERLEY CLUSTER INFRASTRUCTURE

NO	NAME OF OFFICE	PROJECT TYPE	PROJECT DESCRIPTION	FINANCIAL TENDER DATE	REVISED TENDER DATE	PROJECT IDENTIFICATION	STATUS OF PROJECT
1.	Strydenburg P/C	Capital Works	New Construction of Periodical Court	07/08/2015	07/08/2016	WCS 053698	Department of Public Works Town Planning is still awaiting feedback from the Department of Roads and Public Works for land acquisition.
2.	Jan Kempdorp Mag. Court	Capital Works	New Construction of Court	18/09/2015	15/07/2016	WCS 046363	The Mechanical Engineer HQ has provided clarity on the type of air conditioners to be installed. Sketch plan meeting will be scheduled in September 2016

SPRINGBOK CLUSTER INFRASTRUCTURE

NO	NAME OF OFFICE	PROJECT TYPE	PROJECT DESCRIPTION	FINANCIAL TENDER DATE	REVISED TENDER DATE	PROJECT IDENTIFICATION	STATUS OF PROJECT
1.	Springbok Mag. Court	Capital Works	Construction of a new building	18/09/2015	29/07/2016	WCS 050790	PJOB was received from the Municipality and busy with process for the transfer of land. Revised needs were submitted to Department of Justice and Correctional Development and National Office
2.	Garies Mag. Court	Capital Works	Construction of a new building	19/08/2016	25/09/2017	WCS 045817	KAM region requested clarity from KAM HQ Justice if project will still commence on the current site. An urgent need to have a meeting with the Project Manager to confirm this and advise National Office accordingly, considering the site challenges raised.

UPINGTON CLUSTER INFRASTRUCTURE

NO	NAME OF OFFICE	PROJECT TYPE	PROJECT DESCRIPTION	FINANCIAL TENDER DATE	REVISED TENDER DATE	PROJECT IDENTIFICATION	STATUS OF PROJECT
1.	Marydale P/C	Capital Works	Construction of a new building	18/09/2015	29/07/2016	WCS 053328	Department of Public Works is still awaiting Council resolution for the acquisition of the land
2.	Tsineng P/C	Capital Works	Construction of a new building	01/07/2016		WCS 053610	PI issued to Department of Public Works for procurement of site (Tribal Authority).
3.	Keimoes Mag. Court	Capital Works	Construction of a new building	16/10/2015	16/10/2016	WCS 046641	Sketch plan committee members names were received from DPW Head Office and a meeting must still be arranged for the approval of the drawings
4.	Victoria West Mag. Court	Planned Maintenance	Renovations	29/04/2017		WCS050936	Project Manager confirmed project was identified to be executed by DBSA as per HQ identification.
5.	Pofadder Mag. Court	Planned Maintenance	Renovations	29/04/2017	29/04/2018	WCS050931	Project Manager confirmed project was identified to be executed.

A total number of 105 fixed structure court rooms are available with 1 additional mobile court room facility at Mothibstad Court and one being constructed at Richie Township.

ANNEXURE D**PAMPIERSTAD: STATUS AT 6 OCTOBER 2016**

NO.	ITEM	PROGRESS AS AT 23 SEPTEMBER 2016	STATUS	TIME FRAME (Estimated)
1.	Proclamation of Kgomotso	<ul style="list-style-type: none"> Draft proclamation as per Government Notice 37028 included Kgomotso, but final proclamation GN 38268 effective 1 December 2014 excluded Kgomotso. Submission made to Court Services (Policy Unit) to promote proclamation by Minister of Kgomotso as a place of sitting of court (sub-district of Taung) 	In Progress	31 March 2017 (Date confirmed with the acting Regional Head of the North West)
2.	Identification of unused court building at Kgomotso	<ul style="list-style-type: none"> Unused surplus building within Kgomotso SAPS identified and agreed to by all key stakeholders (DOJ, Judiciary, Prosecution, DPW, SAPS). Building has in excess of 14 offices (with toilets, kitchen, waiting area, court room, cash hall, etc.) 	Complete	31 August 2016
3.	Repairs to unused surplus building at	<ul style="list-style-type: none"> Minor capital works required. DPW Kimberley in the process of appointing service providers to undertake general repairs to plumbing, electrical work, etc. Security infrastructure assessment to be undertaken by DOJ & SAPS. 3 offices to be converted into a court room 	In Progress	31 October 2016
4.	Procurement of furniture and equipment	<ul style="list-style-type: none"> Procurement of all required equipment completed (furniture, office equipment, coat of arms, etc.) Purchase orders issued to suppliers Follow up in place to ensure timeous delivery 	In Progress	31 October 2016
5.	Installation of server, PABX and network points	<ul style="list-style-type: none"> Submission made to ISM National Office Site assessment done by ISM National Office in August 2016 LAN installations 	In Progress	30 November 2016

NO.	ITEM	PROGRESS AS AT 23 SEPTEMBER 2016	STATUS	TIME FRAME (Estimated)
6.	Appointment of administrative support personnel	<ul style="list-style-type: none"> Surplus posts at Pampierstad identified Additional posts required advertised Shortlisting completed Interviews scheduled 	In Progress	31 October 2016
7.	Appointment of judicial officer, prosecution and Legal Aid officer	<ul style="list-style-type: none"> Underway by relevant stakeholders 	In Progress	31 March 2017

ANNEXURE E

NORTHERN CAPE-REGIONAL COORDINATING COMMITTEE INPUTS AND IMPACT ON RATIONALIZATION

PROPOSED NEW MAGISTERIAL DISTRICT	MAIN SEATS AND SUB DISTRICTS RECOMMENDATIONS/IMPACT OF RATIONALIZATION
Frances Baard Magisterial District	<ul style="list-style-type: none"> Rationalization is recommended with the exclusion of the existing magisterial district of Pampierstad. Rationalization and alignment with the Phokwane local municipality will result in undue hardship for the community of the Ga-Mothibi villages who is situated in the North West Province but utilizes court services at Pampierstad i.e. Phokwane local municipality, which is situated in the Northern Cape Province. The Ga-Mothibi community requires court infrastructure to ensure the provision of accessible periodical court services from Taung. The Modderriver periodical court based at the SAPS precinct must be relocated to Ritchie to enhance public access and deal with public perception of judicial independence. The Ritchie facility, infrastructure and resources are 80% complete. Estimated date of completion 31/3/2017. There will be no impact on administrative human resource requirements. Areas of jurisdiction of each court in the magisterial district and sub-district must be defined by way of a point to point description and aligned to the relevant local municipality boundaries; The area of jurisdiction of the seat of the magistracy (Kimberley) must be defined in line with the Sol Plaatje local municipality boundary with the exclusion of the Galeshewe Sub-District.

PROPOSED NEW MAGISTERIAL DISTRICT	MAIN SEATS AND SUB DISTRICTS RECOMMENDATIONS/IMPACT OF RATIONALIZATION
Pixley ka Seme	<ul style="list-style-type: none"> • Rationalization is recommended. • Vosburg periodical court must be excised from the current Victoria West Magisterial District (Ubuntu local municipality) and included in the proposed Kareeberg Sub-District (Carnarvon) to enhance access, reduce travel cost and time. • No impact on infrastructure, service delivery/access or administrative human resource requirements. • Niekerkshoop periodical court must be excised from the current Griekwastad magisterial district and included in the proposed Siyathemba Sub-District (Prieska) to enhance access, reduce travel cost and time.
John Taolo Gaetsewe	<ul style="list-style-type: none"> • Rationalization is recommended. • Long term planning is required for the establishment of court infrastructure within the Joe Morolong local municipality to ensure court services is available within the local municipality. • Van Zylsrus and Tsineng periodical courts must be administered by the Kuruman magistrate court to enhance access and reduce travel time and cost. • No immediate impact on infrastructure and administrative human resource requirements.
Namaqualand	<ul style="list-style-type: none"> • Rationalization is recommended. • Area of jurisdiction of the seat of the magistracy (Springbok) to follow the boundary of the local municipalities of Nama-Khoi. • No impact on service delivery or administrative human resource requirements.
ZF Mgcawu	<ul style="list-style-type: none"> • Rationalization is recommended. No impact on service delivery and infrastructure. • Recommended that Danielskuil Periodical Court be considered in future for upgrading to full service court in the Kgatelopele local municipality. • It is recommended that the area of jurisdiction of the seat of the magistracy i.e Upington follow the boundary of the Dawid Kruiper local municipality (former Mier and Khara//Hais local municipalities).

ANNEXURE F**HUMAN RESOURCE CAPACITY PER COURT EXCLUDING JUDICIAL OFFICERS**

OFFICE	PERMANENT	VACANT	ADDITIONAL	CONTRACT
REGIONAL OFFICE	76	4	0	0
KIMBERLEY	110	13	0	0
BARKLY WEST	14	0	0	0
HARTSWATER	9	0	0	0
JAN KEMPDORP	7	0	0	0
DOUGLAS	11	0	0	0
HOPETOWN	6	1	0	0
WARRENTON	8	0	1	0
GALESHEWE	31	1	0	0
SPRINGBOK	24	1	1	0
FRASERBURG	5	0	0	0
CALVINIA	10	1	0	0
PORT NOLLOTH	5	0	0	0
GARIES	4	0	0	0
WILLISTON	3	0	0	0
UPINGTON	66	3	0	0
KAKAMAS	10	0	1	0
KEIMMOES	7	0	0	0
GROBLERSHOOP	5	1	0	0
GRIQUATOWN	8	1	0	0
KENHARDT	4	0	0	0
POFADDER	6	1	0	0
POSTMASBURG	14	0	0	0
OLIFANTSHOEK	4	0	0	0
KATHU	10	0	0	0
KURUMAN	13	3	0	0
PRIESKA	10	0	0	0
KUDUMANE	25	3	0	0

OFFICE	PERMANENT	VACANT	ADDITIONAL	CONTRACT
DE AAR CLUSTER	20	0	1	0
BRITSTOWN	4	0	0	0
CARNARVON	7	0	0	0
NOUPOORT	5	0	0	0
RICHMOND	5	0	0	0
VICTORIA WEST	12	1	0	0
COLESBERG	12	0	0	0
HANOVER	4	0	0	0
PHILIPSTOWN	9	0	0	0
OFFICE OF THE REGIONAL COURT PRESIDENT,	4	0	0	0
TOTAL	587	36	4	0

ANNEXURE G

REGION : NORTHERN CAPE (COURT ROOMS)

Name of Court	Main	Branch	Detached	Periodical	Name of Periodical courts	Total number of court rooms	Accommodation for office space /court room in mobile unit at main seat
Barkly West	2	0	0	2	Winsorton Delpportshoop	4	No
Britstown	1	0	0	0		1	Yes (Offices)
Calvinia	1	0	0	3	Loeriesfontein, Niewoudville Brandvlei	4	No
Carnarvon	1	0	0	1	Van Wyksvlei	2	No
Colesburg	3	0	0	0		3	No
De Aar	4	0	0	0		4	No
Douglas	2	0	0	1	Campbell	3	No
Fraserburg	1	0	0	0		1	No
Garies	1	0	0	0		1	No
Griekwastad	2	0	0	1	Niekerkshoop	3	No
Groblershoop	1	0	0	0		1	No
Hanover	2	0	0	0		2	No

Name of Court	Main	Branch	Detached	Periodical	Name of Periodical courts	Total number of court rooms	Accommodation for office space /court room in mobile unit at main seat
Hartswater	2	0	0	0		2	No
Hopetown	1	0	0	1	Strydenburg	2	No
Jan Kempdorp	1	0	0	0		1	No
Kakamas	2	0	0	0		2	No
Kathu	2	0	0	1	Deben	3	No
Keimoes	1	0	0	0		1	No
Kenhardt	1	0	0	0		1	No
Kimberley	12	0	0	1	Modderrivier	13	No
Kuruman	2	0	0	1	VanZylsrust	3	Yes (Offices)

REGION : NORTHERN CAPE (COURT ROOMS)

Name of Court	Main	Branch	Detached	Periodical	Name of Periodical courts	Total number of court rooms	Additional accommodation for office space /court room in mobile unit at main seat
Noupoort	1	0	0	0		1	No
Olifantshoek	1	0	0	0		1	No
Phillipstown	1	0	0	1	Petrusville	2	No
Pofadder	1	0	0	0		1	No
Port Nolloth	1	0	0	0		1	No
Postmasburg	2	0	0	2	Lime Acres Danielskuil	4	No
Prieska	1	0	0	1	Marydale	2	No
Richmond	1	0	0	0		1	No
Springbok	2	0	0	1	Violsdrift	3	Yes (Offices)
Sutherland	1	0	0	0		1	No
Upington	13	0	0	2	Witdraai Rietfontein	15	No
Victoria West	1	0	0	2	Vosburg Loxton	3	No

Name of Court	Main	Branch	Detached	Periodical	Name of Periodical courts	Total number of court rooms	Additional accommodation for office space /court room in mobile unit at main seat
Warrenton	1	0	0	0		1	No
Williston	1	0	0	0		1	Yes (Offices)
Galeshewe	6	0	0	0		6	
Kudumane	2	0	0	3	Boititong Tsineng Heiningsvlei	5	Yes (1 RC Court Room and Offices)
TOTALS	81	0	0	24		105	

The table above illustrates the number of court rooms available in the Region. A total number of 105 fixed structure court rooms are available with 1 additional mobile court room facility at Mothibistad Court and one being constructed at Richie Township.

ANNEXURE H

SEXUAL OFFENCES COURTS

Name of Court	System Operational	Challenges	Interventions	Comply to (MATSO) Standards
Kimberley Cluster				
Barkly West	Yes	Outdated CCTV system still in use and needs to be upgraded.	Barkly West court is in the process of being upgraded for re-establishment to deal with all sexual offences cases in compliance with the minimal requirements and will be completed on or before 31 March 2017.	No
Britstown	No	Sexual offences cases are not being heard in Britstown but in De Aar.	An assessment will be conducted with judiciary to confirm the need for the required minimum infrastructure.	No
Colesberg	Yes	None	Colesberg court is comprehensively equipped with all required infrastructure and equipment to deal with sexual offences cases.	Yes

Name of Court	System Operational	Challenges	Interventions	Comply to (MATSO) Standards
De Aar	Yes	Outdated CCTV system still in use.	De Aar court is equipped with basic infrastructure requirements.	No
Douglas	Yes	Outdated CCTV system still in use. Insufficient space.	Basic infrastructure and equipment to enable the Regional Court to deal with sexual offences.	No
Galeshewe	Yes	None	Galeshewe court is comprehensively equipped with all required infrastructure and equipment to deal with sexual offences cases.	Yes
Hanover	Yes	Outdated CCTV system still in use. Insufficient space for MATSO compliance.	The court has the basic infrastructure and equipment to enable the regional court to deal with sexual offences.	No
Hartswater	Yes	As above.	The court has the basic infrastructure and equipment to enable the regional court to deal with sexual offences.	No
Hopetown	Yes	As above.	As above.	No
Jan Kempdorp	No	No basic infrastructure for sexual offences matters. Matters are heard at Hartswater Magisterial Court.(20km from Jan Kempdorp)	A new project has been registered with the Department of Public Works for construction of a new court to address all requirements.	No
Kimberley	Yes	None	Kimberley court is comprehensively equipped.	Yes
Noupoort	Yes	Outdated CCTV system still in use. Insufficient office space for MATSO requirements.	The court has the basic infrastructure and equipment to enable the regional court to deal with sexual offences. A project has been registered with Department of Public Works for additional accommodation.	No
Phillipstown	No	Court does not deal with sexual offences cases.	n/a	No

Name of Court	System Operational	Challenges	Interventions	Comply to (MATSO) Standards
Richmond	Yes	Outdated CCTV system still in use. Insufficient office space for MATSO requirements.	The court has the basic infrastructure and equipment to enable the Regional court to deal with sexual offences	No
Warrenton	Yes	As above	As above	No
Upington Cluster				
Griekwastad	Yes	As above.	Additional space has been identified. The request for refurbishment of the space has been submitted to National Office.	No
Groblershoop	Yes	As above.	The court has the basic infrastructure and equipment.	No
Kakamas	Yes	As above	A project has been registered with DPW	No
Kathu	Yes	New CCTV system will be installed on or before 30 November `16.	Kathu court is in the process of being upgraded for re-establishment. Project to be completed on or before 31/3/17.	No
Keimoes	No	Court does not have the basic required infrastructure to deal with sexual offences cases.	Current cases dealt with in Upington Magistrate Court. A project has been registered with the Department of Public Works for the construction of a new court which will address the MATSO requirements.	No
Kenhardt	No	As above.	Current cases dealt with in Upington Magistrate Court.	No
Kuruman	Yes	Outdated CCTV system still in use. Insufficient office space for MATSO requirements.	The court has the basic infrastructure and equipment to enable the regional court to deal with sexual offences.	No
Kudumane (Mothibistad)	Yes	As above.	Mobile court has been procured to serve as Regional Court with relevant space but would still require installation of a new CCTV.	No

Name of Court	System Operational	Challenges	Interventions	Comply to (MATSO) Standards
Olifantshoek	Yes	Outdated CCTV system still in use. Insufficient office space for MATSO requirements.	The court has the basic infrastructure and equipment to enable the regional court to deal with sexual offences.	No
Pofadder	Yes	As above.	The court has the basic infrastructure and equipment to enable the Regional court to deal with sexual offences. A new project for additional office space is registered with DPW.	No
Postmasburg	Yes	As above	As above	No
Prieska	Yes	As above	As above.	No
Upington	Yes	None	Upington court is comprehensively equipped with all required infrastructure and equipment to deal with sexual offences cases.	Yes
Victoria West	Yes	Outdated CCTV system still in use. Insufficient office space for MATSO requirements.	The court has the basic infrastructure and equipment to enable the regional court to deal with sexual offences.	No
Springbok Cluster				
Calvinia	Yes	As above	As above.	No
Carnarvon	No	Court does not deal with sexual offences cases.	Current cases dealt with in Williston Magistrate Court.	No
Fraserburg	No	Court can deal with sexual offences cases.	CCTV equipment has been procured and installed at the Fraserburg court..	No
Garies	No	Court does not deal with sexual offences cases.	An assessment will be conducted with judiciary to confirm the need for the required.	No
Port Nolloth	Yes	Court can deal with SOC matters.	CCTV equipment has been procured and installed at the Port Nolloth court .	No

Name of Court	System Operational	Challenges	Interventions	Comply to (MATSO) Standards
Springbok	Yes	Outdated CCTV system still in use. Insufficient office space for MATSO requirements.	The court has the basic infrastructure and equipment to enable the regional court to deal with sexual offences. A Construction Project has been registered with Department of Public Works for the new court.	No
Sutherland	Yes	As above.	The court has the basic infrastructure to enable the regional court to deal with SOC.	No
Williston	Yes	As above.	The court has the basic infrastructure and equipment to enable the Regional court to deal with sexual offences.	No

ANNEXURE I

Requirements	Yes/No	Action Taken	Progress	Timeframe	Status
Human Resources Admin-Mon-Fri	No	No funds to create additional posts.	n/a	n/a	Staff from the main court will be released on court days to provide services at the Periodical Court.
Telephones	No	Call is logged with Telkom for the installation of handsets.	Approval obtained. Awaiting Telkom delivery.	30 November 2016	Quotations have been accepted. Awaiting delivery from Telkom.
Data lines	Yes	Logged call with IMS for installation of a server.	Memo submitted to IMS.	30 November 2016	Laptop will be used and a 3-G card for the interim.
Office Furniture	Yes *	Memo for procurement approved.	Await quotations.	30 November 2016	Await response from ISM
Court Room Furniture	Yes	n/a	n/a	n/a	Court Furniture in good Condition
Safes	Yes (Walk-in safe available)	Memo submitted for approval of procurement of small safe.	n/a	21 October 2016	Await quotations
Cash hall Furniture and Equipment	Yes *	Procurement needs have been identified	Shifting of funds to be done by 21 October 2016.	30 November 2016	Procurement in process

Requirements	Yes/No	Action Taken	Progress	Timeframe	Status
Court Recording Technology	No	CRT needs identified and confirmed with N/O	Awaiting installation roll out- Dec`16-Jan`17	31 January 29016	CRT installation need confirmed and communicated on 6/10/2016.
Cleaning Service	No	RO/Facility manager engaged in sourcing the service	DPW and DoJ&CD discussions is ongoing		A site meeting was held on 26 of September 2016 by DPW
Security	No	Memo to RO/Security manager to be engaged in sourcing the service	Memo already send to RO/ Security Manager	31 March 2017	Private Security Service provider has been advised to post existing staff to site as soon as operation commence.
Fax Machine and Fax Line	No	Needs identified and memo submitted	Is already send awaiting funds approval.	30 November 2016	Memo completed Awaiting approval.
Desktop Computers	No	Needs identified	Sourced 2 desktops from existing equipment	30 November 2016	Procurement of 1 desktop is in progress.
Air-conditioning	Yes	Air Cons needs service Logged call with DPW	Call logged on 22 March 2016	30 November 2016	Central unit needs service. Awaiting DPW for service provider.
Parking (Magistrate and Staff)	Yes	n/a	n/a	Done	n/a
Ablution Facilities (Public and Staff)	Yes*	Minor maintenance required	n/a	Done	Done
Signage	No	Memo to RO/ Facility manager to source service provider	Await procurement of signage	30 November 2016	Internal signage is available.

ANNEXURE J**Regional and Periodical Court Sessions**

Municipality	Magisterial District	Court	Seat	Regional Court Sessions (Yes/No)	RC Civil seat	Periodical Courts
Frances Baard	Frances Baard	Kimberley	Kimberley (Sol Plaatje Local Municipality)	Yes	Yes	Modderrivier (place for the holding of a periodical court) 2 days per week
				Galeshewe (Yes)	No	-
				Barkly West (Yes)	No	Delpportshoop (place for the holding of a periodical court) 1 day per week Windsorton (place for the holding of a periodical court) 1 day per week
				Hartswater (Yes)	No	n/a
				Warrenton (Yes)	No	n/a
				Jan Kempdorp (Yes)	No	n/a
John Taolo Gaetsewe	John Taolo Gaetsewe	Kuruman	Kuruman (Ga-Segonyane Local Municipality)	Yes	Yes	Tsineng (place for the holding of a periodical court) (sessions suspended pending facilities availability) Van Zylsrus (place for a periodical court) 1 day per month
				Kathu (Yes)	No	Dibeng (place for the holding of a periodical court) 1 day per month

Municipality	Magisterial District	Court	Seat	Regional Court Sessions (Yes/No)	RC Civil seat	Periodical Courts
John Taolo Gaetsewe	John Taolo Gaetsewe	Kuruman	Kuruman (Ga-Segonyane Local Municipality)	Kudumane (Yes)	No	Bothithong (place for the holding of a periodical court) 2 days per month Heuningvlei (place for a periodical court) 2 days per month)
				Olifantshoek (Yes)	No	n/a
Namaqualand	Namaqualand	Springbok	Springbok (Nama-Khoi Local Municipality)	Yes	Yes	Vioolsdrif (place for the holding of a periodical court) 1 day per month
				Calvinia (Yes)	No	Brandvlei (place for the holding of a periodical court) 1 day per month Loeriesfontein (place for the holding of a periodical court) 1 day per month Nieuwoudtville (place for the holding of a periodical court) 1 day per month
				Garies (Yes)	No	n/a
Namaqualand	Namaqualand	Springbok	Springbok	Port Nolloth (Yes)	Yes	n/a
				Fraserburg (Yes)	No	n/a
				Sutherland (Yes)	No	n/a
				Williston (Yes)	No	n/a
				Pofadder (Yes)	No	n/a

Municipality	Magisterial District	Court	Seat	Regional Court Sessions (Yes/No)	RC Civil seat	Periodical Courts
Pixley Ka Seme	Pixley Ka Seme	De Aar	De Aar (Emthanjeni Local Municipality)	De Aar (Yes)	Yes	n/a
				Victoria West (Yes)	No	Loxton (place for the holding of a periodical court) 2 days per month
				Douglas (Yes)	No	n/a
				Phillipstown (Yes)	No	Petrusville (place for the holding of a periodical court) 1 day per week
				Richmond	No	n/a
				Hanover	No	n/a
				Griekwastad (Yes)	No	n/a
				Britstown (Yes)	No	n/a
Pixley Ka Seme	Pixley Ka Seme	De Aar	De Aar	Prieska (Yes)	Yes	Marydale (place for the holding of a periodical court) 2 days per month Niekerkshoop (place for the holding of a periodical court) 2 days per month
				Hopetown (Yes)	No	Strydenburg (place for the holding of a periodical court) 1 day per week
				Carnarvon (Yes)	No	Van Wyksvlei (place for the holding of a periodical court) 1 day per month Vosburg (place for the holding of a periodical court) 2 days per month
				Colesberg (Yes)	No	Noupoort (place for the holding of a court)
				Noupoort (Yes)	No	n/a

Municipality	Magisterial District	Court	Seat	Regional Court Sessions (Yes/No)	RC Civil seat	Periodical Courts
ZF Mgcawu	ZF Mgcawu	Upington	Upington (Dawid Kruiper Local Municipality)	Yes	Yes	Rietfontein (place for the holding of a periodical court) 1 - 2 days per month
			Keimoes (Yes)Yes			Witdraai (place for the holding of a periodical court) 1 day per month
			Kenhardt (Yes) Yes	n/a		
			Groblershoop (Yes)No	n/a		
			Kakamas (Yes) Yes	n/a		
ZF Mgcawu	ZF Mgcawu	Upington	Upington	Postmasburg (Yes)	No	Danielskuil (place for the holding of a periodical court) 1 day per week Lime Acres (place for the holding of a periodical court) 1 day per month

L. Bougan

Signature of Secretariat

10/02/2017

Date

[Signature]

Chief Magistrate:

2017/02/10

Date

[Signature]

Signature of Chairperson

10/02/2017

Date