



UMASIPALA WASE **THEEWATERSKLOOF**

INCWADI YOKUFUNDISA

**Ngokwe Sahluko 14 Somthetho
Okhuthaza abantu ukuba bafumane
ulwazi, Umthetho 2 ka 2000**

Prepared by: Marelize Faul

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UKUFUMANA ULWAZI

Lencwadi yokufundisa ibhalwe ngokwemigaqo Yomthetho okhuthaza abantu ukuba bafumane Ulwazi (Umthetho 2 ka 2000)

Lencwadi yokufundisa ibhalwe ngeenjongo:

- Zokudala intembeko kunye nokwenza izinto ngokuphandle ukuze wonke umntu anikwe ilungelo lokufumana naluphi na ulwazi/iinkcukaca azidingayo.
- Benze lengingqi yase Theewaterskloof indawo apho abahlali bakwaziyo ukufumana naluphi na ulwazi okanye iinkcukaca abazifunayo ezizakukhusela amalungelo abo.

ISAHLUKO 1

SECTION 14(1)(a) – IMISEBENZI KUNYE NOKWAKHIWA KUKA MASIPALA WASE THEEWATERSKLOOF

Umasipala wase Theewaterskloof wamiswa ngokusesikweni ngomhla we 22 September 2000 ngokwemigaqo Yesaziso Somhlathi 12 – Isaziso Sephondo, PN480/2000 sangomhla we 22 September 2000.

1. IMISEBENZI

- 1.1 Imodeli Yolawulo Lwedolophu yaqala ukusebenza ngenyanga ka July 2007 yaye lemisebenzi ilawulwa Yiofisi Yolawulo kunye Neeofisi Zedolophu.
- 1.2 Imisebenzi eyenziwa Yiofisi Yezolawulo yile ilandelayo:

1.2.1 Iofisi Yomphathi Masipala

- § Ukuphicothwa kweencwadi ngaphakathi
- § Uthungelwano

1.2.2 Icandelo Leenkonzozo Zolawulo

- § Ulawulo
- § Icandelo Lezoo Ceba
- § Ulawulo Lweencwadi Ezicelugcinweni
- § Secretarial Services
- § Iinkonzozo Zasemthethweni
- § Icandelo Lomthombo Woluntu
- § Ilizixhobo Zobugcisa Zothungelwano

1.2.3 Icandelo Lezemali

- § Ulawulo Lwezemali kuqukwa Neofisi Yohlahlo Lwabiwo Mali
- § Imali ngeniso
- § Ukuqokelelwa Kwamatyala
- § Inkcitho Mali
- § Ulawulo Lwamaxabiso ka Masipala
- § Ulawulo Lwezixhobo Zokusebenza
- § Ulawulo Lweengozi Nemiceli Mngeni
- § Ukuqwalaselwa kwamaxabiso

1.2.4 Icandelo Leenkonzozo Zobugcisa

- § Iinkonzozo Zombane
- § Ulawulo Lweentlekele
- § Ulawulo Lwezithuthi
- § Ulawulo Lwee Project zeenkonzozo zamanzi [amadama, ubuxhakaxhaka neempompo ezihambisa amanzi, kunye nokucocwa kwamanzi]; (b) Ukucocwa kwelindle; (c) uthutho lwenkunkuma kunye neendawo ekulahlwa kuzo iinkunkumo (d) izitalato kunye namanzi adamayo [ukulungiswa kwezinto ezophukileyo , ukulungiswa kwezitalato].

§ Ezempilo apha kwa Masipala

1.2.5 Icandelo Leenkonzo Zophuhliso

§ Icandelo Lezithithi kunye Neligxininisa ezomthetho
 § Ezezindlu
 § Iplani Ehlangeneyo Yophuhliso
 § Uphuhliso Lwezoqoqosho Lwasekuhlaleni
 § Ezokhenketho
 § Uyilo Lwedolophu
 § Ulawulo Lwezakhiwo
 § Ulawulo Lwemihlaba Nendlela esetyenziswa ngayo
 § Ulawulo Lwemihlaba Nezakho
 § Ezemidlalo Nenkcubeko
 § Amathala Eencwadi

1.3 Lemisebenzi iphantsi Kwecandelo Lezenkqubo – Iiofisi Zedolophu

§ Ulawulo Lwedolophu
 § Ukuqeshisa ngehlo [xa kukho imfuneko]
 § Iinkonzo Zamathala Eencwadi
 § Izitalato kunye Namanzi Adamayo
 § Imibhobho ehambisa ilindle nokucocwa kwamanzi
 § Imibhobho ehambisa Amanzi Nokucocwa Kwamanzi
 § Amangcwaba
 § Imihlaba engenanto yakhiweyo, lipaka zokudlala abantwana kunye NEegadi
 § Uthutho Lwenkunkuma kunye Neendawo Zokulahla Inkunkuma likomiti ze Ward
 §

2. UKWAKHIWA KUKA MASIPALA

- 2.1 Umasipala wase Theewaterskloof unoo Ceba abayi 25 apho konyulwa khona Isithethi, Usodolophu Wesebe Lombuso Elilawulayo kunye Nekomiti yakhe. Ikomiti ka Sodolophu iqulathe Usodolophu, Isekela lakhe kunye noo Ceba abane.
- 2.3 Abalawuli balo Masipala wase Theewaterskloof okwangoku ngaba balandelayo: Umphathi Masipala kunye Nababalawuli balamacandelo: Icandelo Lezolawulo, Icandelo Lezemali, Icandelo Lezobugcisa, Icandelo Lezenkqubo kunye Necandelo Lezophuhliso. Bancediswa Ngamasekela abo, Abaphathi bamacandelo kunye Neentloko zamacandelo.
- 2.4 Okwangoku sinabasebenzi abayi 609 kulo Masipala wase Theewaterskloof. Eyona Ofisi inkulu ise Caledon.

ISAPHLUKO 2

ISAPHLUKO 14(1)(b) – IINKCOKAKA ZONXIBELELWANO ZAMAGOSA ANIKEZELA NGOLWAZI

1. Iqosa elinikezela ngolwazi/ngeenkukaka
Mr H S D Wallace – Umlawuli Masipala
2. Isekela Legoza elinikezela ngolwazi
Ms M Faul – Manager: Wecandelo Lezolawulo
3. Idilesi yesitalato
6 Plein Street
CALEDON
7230
4. Idilesi yeposi
P.O. Box 24
CALEDON
7230
5. Inombolo yomnxeba
028-2143300
6. Inombolo ye Fax
028-2141289
7. Inombolo ye E-mail
twkmun@twk.org.za
8. Idilesi ye Website
www.twk.org.za

ISAPHLUKO 3

ISAPHLUKO 14(1)(C) – ISAPHLUKO 10 IMIGAQO NGOKUSETYENZISWA KWALOMTHETHO

Lemigaqo iyafumaneka Kwikomishini Yamalungelo Abantu base Mzantsi Afrika

Imibuzo ingabhekiswa ku:

The Department of Research and Documentation
South African Human Rights Commission
PAIA Unit
Private Bag x 2700
HOUGHTON
2041

Inombolo yomnxeba : 011-4848300

Inombolo ye Fax : 011-4841360

I Website : www.sahrc.org.za

I E-mail : paia@sahrc.org.za

ISAPHLUKO 4

UKUFUMANA IINCWADI EZISELUGCINWENI

4.1 isahluko 14(1)(d) – Ulwazi ekufuneka kufunwe ngokomgqo:

4.1.1 Kukho ulwazi olugcinakeleyo/iinkcukaca ezithe vetshe ezimalunga nalamacandelo achazwe ngezantsi: Umntu xa ezifuna kufuneka aqale afake isicelo ngokwemigaqo yegatya 4.2.

4.1.1.1 Ezasemthethweni

- § Imithetho ka Zwelonke echaphazela Umasipala
- § Imithetho Yephondo echaphazela Umasipala
- § Imithetho Yedolophu
- § Imimiselo, Nezaziso ezichaphazela Urhulumente Wezekhaya Nomasipala

4.1.1.2 Ulawulo

- § Ukunikezela Ngamagunya
- § Ulawulo Lweencwadi – Inkqubo Yogcino ngcwadi

4.1.1.3 Inkqubo yepolitiki

- § I Agenda kunye Nemizuzu yemibutho yezopolitiko
- § Imithetho Yenkqubo elawula iintlanganiso
- § Iinkcukaca zoo Ceba
- § Uluhlu loo Ceba abamele Ibhunga kwabanye Oomasipala bangaphandle
- § Ingxelo malunga Nebhunga Elincinci Ledolophu
- § Ingxelo malunga Nenkqubo Yekomiti ye Ward

4.1.1.4 Ulawulo Lwecandelo Lomthombo Woluntu

- § Abasebenzi ngokwezikhundla zabo
- § Ukukhangelwa kwabasebenzi abalungele imisebenzi kunye Nokuqeshwa kwabo
- § Inkcazelo malunga Nemisebenzi / Nezikhundla kunye Novavanyo lwemisebenzi
- § Imigaqo yokusebenza
- § Ingxelo malunga nabasebenzi abaye bayokuqeqeshelwa umsebenzi
- § Ingxelo malunga nabasebenzi abaye bawushiya umsebenzi kunye Nabaye babizwa kwiintlanganiso zokohlwaya
- § Abasebenzi abonzakele emsebenzini
- § Abasebenzi abaye bafumana amagunya okwenza umsebenzi wangaphandle
- § Abantu abamele ii Union
- § Imithetho elawula I penshini kunye nemali ka Gqirha

4.1.1.5 Ezemali

- § Imali Esebenzayo nesuka Kuhlalo Lwabiwo Mali
- § Eyona Mali ibekiweyo nekufuneka isetyenziswe ekuthengeni nasekubhataleni izixhobo ezinkulu zosebenza
- § Ukuqwalaselwa kwamaxabiso ezemihlala/ezindlu
- § Iimali: Igama, injongo nemeko yezemali
- § Utyalo mali: Imali etyaliweyo, inkonzo nemigaqo
- § I Portfolio ye inshorensi: Ikhampani ye inshorensi, imali ehlawulwa nyanga nenyanga, nemali ezakubhatalwa xa kuthe kwavela ingxaki/ingozi
- § Iingozi eziye zenzeka: Ingxelo, amanyathelo athathiweyo okunqanda ukuba zingaphindi zenzeke, iingxelo, nembuyekezo.
- § Ulawulo Lwezixhobo zokusebenza : Incwadi esetyenziswayo
- § Ulawulo Lweengozi: Incwadi ekubhalwa kuyo
- § Iingxelo Zophengululo Ncwadi {Lwangaphakathi Nangaphandle
- § Iiakhawunti zebhanka: Igama lebhanka, iingxelo
- § Uqokelelo mali
- § Irhafu, neemali ezibhatalwayo

4.1.1.6 Imihlaba Nezakhiwo

- § Imihlaba Nezakhiwo eziqeshiswa ngu Masipala
- § Iingcombolo/iikcukaca
- § Imihlaba Nezakhiwo ezithengiweyo nezizakusetyenziswa ngu Masipala
- § Imihlaba Nezakhiwo ezithengiweyo: Iinkcukaza zazo

4.1.1.7 Ii Tender Nezivumelwano ekungenwe kuzo

- § Inkqubo yamaxabiso ka masipala: Iinkcukaca ezithe vetshe malunga nee tender, amaxabiso kunye nezivumelwano.

4.1.1.8 Iingxelo kunye nemali ngeniso

- § Iingxelo ethe vetshe malunga nengxelo Yonyaka
- § Iingxelo ethe vetshe malunga nengxelo Yokuqwalasela
- § Iingxelo ezithunyelwe kwamanye amacandelo ka rhulumente
- § Iingxelo zangaphakathi

4.1.1.9 Izibhengezo neengcombolo

- § Izibhengezo eziye zakhutshwa
- § Incwadana ezineendaba zika Masipala kunye Neeleta eziqulathe iindaba
- § Iingcombolo eziye zafunwa / Izikhalazo ezingeniswe ngabahlali

4.1.1.10 Ezasemthethweni

- § Legal Opinions
- § Legal actions instituted by the Municipality
- § Legal actions instituted against the Municipality

4.1.1.11 Iilayisenisi zoqhuba Neemvume

- § Vehicle licences
- § Drivers licences
- § Trading licences
- § Liquor licences

4.1.1.12 Icebo elihlangeneyo Lophuhliso [IDP]

- § Related information and correspondence in respect of the Integrated Development
- § Projects identified in IDP
- § Performance Management System and Service Delivery Budget Implementation Plan [SDBIP]

4.1.1.13 Uyilo Lwedolophu, Ulawulo Lwezakhiwo kunye Nezibhengezo

- § Izicelo, nezaziso malunga nokohlulwa kwemihlaba, iimvume zokusebenzisa imihlaba okanye iifama
- § Icebo Lokuphuhlisa imihlaba
- § Iplani Yokwakha
- § Ukubhaliswa kwemisebenzi eyenziwa kwimihlaba yalengingqi
- § Izivumelwano malunga nee bhodi zokubhengeza izinto ezithengiswayo okanye iinkonzo ezikwidolophu
- § Iiplani zokwakha

4.1.1.14 Iinkonzo ezingu ndoqo4.1.1.14.1 Amanzi:

- § Ukufakelwa nokulungiswa kwezixhobo zamanzi, ukucocwa kwamadama, neminxunya ekutsalwa kuyo amanzi
- § Ukuncitshiswa kwamanzi
- § Izivumelwano zokukha amanzi emadamini
- § Iindawo ezidama amanzi
- § Iingxelo neenkonz zokuqwalasela

4.1.1.14.2 Ezombane:

- § Ukulungiswa kweentambo ezihambisa umbane.
- § Izibane zesitalato kunye nezitishi, iingxelo

4.1.1.14.3 Iindlela kunye Namanzi Adamayo

- § Ukulungiswa kweendlela
- § Ukulungiswa kwezitalato, I payviment knye nemingxunya engena amanzi amdaka
- § Ukuvalwa kweendlela nezitalato

4.1.1.14.4 Imibhobho nobuxhakaxhaka Belindle

- § Ukulungiswa kwemibhobho nobuxhakaxhaka bezelindle
- § Izikhalazo eziye zangena malunga nokuvaleka kweedreyini ezihamba ilindle lingxelo
- §

4.1.1.14.5 Amangcwaba:

- § Ukulungiswa nokucocwa kwamangcwaba
- § Izicelo Zomhlaba Wokungcwaba
- § Incwadi egcina iingcombolo zengcwaba

4.1.1.14.6 Ukucocwa Kwamanzi Amdaka:

- § Ukulungiswa kobuxhakaxhaka obuhambisa amanzi amdaka
- § Imvume
- § lingxelo ezikhoyo

4.1.1.14.7 Uthutho Lwenkunkuma, Iindawo Zokulahla Inkunkuma

- § Yamashishini, Ezindlini
- § Ukucocwa nokulungiswa kweendawo ekulahlwa kuzo inkunkuma
- § lingxelo

4.1.1.14.8 Ulawulo Lwentlekele:

- § lingxelo namanani eentlekele ezithe zahla
- § Inkqubo Yolawulo Lwentlekele

4.1.1.15 Iinkonzo Zasekuhlaleni:4.1.1.15.1 Iinkonzo Zempilo Ekuhlaleni

- § lingxelo, namanani eengozi

4.1.1.15.2 Iinkonzo Zezendlela:

- § Ukulungiswa kwezitishi zokuqeqeshela uqhuba

- § Izicelo Zemvume
- § Izicelo zokuxhoma iisayini zendlela nokulungiswa kwazo

4.1.1.15.3 Ilayibrari:

- § Ukulungiswa kweelayibrari
- § Iincwadi, ii vidiyo nee diski
- § Iingxelo ezibhaliwey

4.1.1.15.4 Ezezindlu

- § Izicelo zezezindlu
- § Uluhlu lwabagama abantu abalindele izindlu
- § Ii project zezindlu
- § Izivumelwano zezezindlu
- § Iingxelo malunga nabantu abadinga izindlu nabanezindlu

4.1.2 Lengxelo ingasentla iyafumaneka yaye ungayifumana ngoluhlobo:

4.1.2.1 Imithetho ka Masipala, Imithetho Yedolophu kunye Neenkqubo:

- § Kuwo onke lamaxwebhu

4.1.2.2 Ukunikezela ngamagunya :

Amagunya anikwa:

- § Amalungu emibutho yezopolitiko
- § Ooceba
- § Abasebenzi
- § Iikomiti

Incwadi ekubhalwa kuyo

4.1.2.3 Ooceba :

Iinkcukaca/ingcombolo malunga nabo bonke Ooceba:

- § Igama, idilesi, inombolo yomnxeba
- § Amanani Ooceba kumbutho ngamnye, Umbutho Wezopolitiko, kunye neenkukaca zonyulo
- § Amalungu eekomiti
- § Abantu abamele ezinye iinkonzo

4.1.2.4 li Agenda kunye Nemizuzu

li Agenda kunye nemizuzu yazo zonke iintlanganiso ezibanjwe libhunga ngaphandle kwee agenda kunye nemizuzu ekufuneka igcinwe iyimfihlo.

4.1.2.5 Uhlahlo Lwabiwo Mali:

Onke amaxwebhu anxulumene ne

- § NECEBO ELIHLANGENEYO LEZOPHUHLISO
- § Ohlahlo Lwabiwo Mali
- § Nemali ebekelwe izinto zemihla ngemihla

4.1.2.6 Amaxwebhu ezemali:

- § Amaxwebhu onyaka
- § Iimali ezingekabhataleki nabantu abasemva ngokubhatala
- § Amaxwebhu / amanani
- § Zonke iimali zerhafu ezimiswe Libhunga kulo nyaka-mali
- § Amaxabiso emihlaba nezindlu zalengingqi

4.1.2.7 Registers :

Registers in connection with –

- § Assets [movable and immovable]
- § Risks
- § Agreements / Contracts
- § Cemetery register

4.1.2.8 Amanani :

- § Amanani kwicandelo ngalinye
- § Amanani ngokufunwa ngumthetho

4.1.2.9 Izibhengezo:

Zonke izibhengezo ezikhutshwe ngu Masipala okanye ezikhutshwe egameni lika Masipala.

4.1.2.10 Uyilo:

- § Icebo Lezophuhliso Kwemihlaba
- § Iplani Yokwakhiwa okanye yobume buka Masipala
- § Ukubhaliswa kwemisebenzi eyenziwa kumhlaba ka Masipala
- § Iiplani zokwakha
- § Iincwadi Zemihlaba kune nezicelo zemihlaba ezingenileyo

4.1.2.11 Ezezindlu:

- § Izicelo zezezindlu kunye nezicelo ezamkelweyo
- § Uluhlu lwamagama abantu abalindele izindlu
- § Ii project zezindli
- § Izivumelwano zezindlu
- § Amanani abantu abanezindlu nabadinga izindlu

4.2 **Section 14(1)(f) – Inkqubo Yokufaka Izicelo:**

4.2.1 Ezinkcukaca zingasentla zizakufumaneka ngoluhlobo:

4.2.1.1 Ngokuthi agcwalise Uxwebhu A (neligcwaliswa xa umntu efaka isicelo) [Usheduli 2].

4.2.1.2 Ngokuthi abhatale lemali ifunekayo nechazwe ku Sheduli 1 walencwadi. Ukuba umntu ufuna iinkcukaca zomntu akunyanzelekanga ukuba abhatale mali..

4.2.2 Emveni kokuba Abasemagunyeni bethathe isigqibo, umntu lowo ufake isicelo kufuneka achazelwe isigqibo ngoluhlobo afuna ukwaziswa ngalo.

4.2.3 Umntu lowo ufake isicelo kufuneka achaze ukuba ingaba ufuna ikopi yamaxwebhu okanye ufuna ukuza eofisini Ka Masipala azokuphengulula amaxwebhu.

4.2.4 Lengxelo izakukhutshwa emva kokuba kufakwe isicelo kuphela kodwa ukuba ukukhutshwa kwayo okanye indlela yokukhutshwa kwayo izakudodobalisa unikezelo nkonzo luka Masipala okanye ulawulo luka Masipala ayizokhutshwa.

4.2.5 Ukuba lengxelo/ezinkcukaca azikwazanga ukukhutshwa ngalendlela umfaki sicelo afuna ngayo, nemali azakuyibhatala izakulinganiswa nalendlela akhutshelwe ngayo.

4.2.6 Ukuba umntu lowo ufuna ukufaka isicelo akakwazi ukubhala nokufunda, angakwazi ukuyothetha negosa elikhupha ulwazi/iinkcukaca ukuze limncede limgcwalisele elixwebhu.

4.2.7 Umntu lowo ufake isicelo kufuneka achaze ezizinto zilandelayo kwelixwebhu:

4.2.7.1 Ukuba bafuna ukuchazelwa impendulo ngomnxeba okanye kwenziwe njani/

4.2.7.2 Ingaba umntu lowo uyifunela yena lengxelo okanye uthunyiwe okanye uyenzela egameni lomnye umntu/lenye inkonzo.

4.3 **Section 14(1)(h) Ukufaka Isibheno xa kuye akwavunywa ukukhupha lingcombolo/ingxelo**

4.3.1 Xa umntu eye wayilandela yonke imigaqo echazwe ku 4.2 laze:

4.3.1.1 Isekela Legosa elinikezela ngeenkukaca liye alavuma ukunikezela ngazo;

4.3.1.2 Akukho zizathu zivakalayo zokungavumi;

Umntu lowo ufake isicelo angafaka isibheno Kwigosa acele ukuba kuphinde kuqwalaselwe esisigqibo.

4.3.2 Ukuba Umfaki sicelo akonelisekanga sisigqibo Segosa Lezolwazi, angafaka isibheno Kusomlomo emva koko Kwibhunga lika Masipala wase Theewaterskloof.

4.3.3 Ukuba Ibhunga liye lasikhapba isicelo nalo, umntu lowo angafaka isimangalo / isbheno Enkundleni.

ISAPHLUKO 5

ISAPHLUKO 14(1)(e) ISAZISO ESIBHENGEZWE NGOKWEMIGAQO KA SECTION 15 (2)

Akukhonto

ISAPHLUKO 6

ISAPHLUKO 14(1)(g) - INKCAZELO MALUNGA NAMALUNGISELELO ALOMNTU UCHAZWE KUMHLATHI (A).

Municipal Council of Theewaterskloof Municipality consisting of the Speaker.

ISAPHLUKO 7

ISAPHLUKO 14(1)(i) – EZINYE IINGCOMBOLO EZIFUNWA NGUMTHETHO OKANYE YIMIMISELO

Umphathiswa Wezobulungisa uye wapasisa lemithetho ilandelayo, ngokwemigaqo Yomthetho Okhuthaza ukukhutshwa kweengcombolo / kolwazi, ka 2000 [Act 2 ka 2000]:

1. 2001 – Imimiselo enxulumene Nokukhutshwa Kolwazi / Kweengcombolo [R.223, 09 March 2001]
2. 2002 – Imimiselo enxulumene Nokukhutshwa Kolwazi / Kweengcombolo [R.187, ka 15 February 2002]
3. 2003 – Umthetho wokulungiswa kwemimiselo emalunga Nokukhutshwa Kolwazi / Neengcombolo, Act, 2000 (English / Afrikaans) [Isaziso 25411]
4. 2003 – Imimiselo Elungisiweyo - Umphathiswa Wezobulungisa uye wamisa lomimiselo [R124 – English / Afrikaans] ngokwemigaqo yesahluko 92 Somthetho Okhuthaza Unikezelo Ngolwazi / Ngeenkukaca.
5. 2006 – isaziso sika Rhulumente R.990 sangomhla we 13 October 2006 siye sabhengezwa kwiphepha-ndaba I Gazette, 29278. Ukulungiswa kwemimiselo ka PAIA, Isahluko 91 (a)(7) & Isahluko (2(4)).
6. 2007 – Ukulungiswa Kwemimiselo yezahluko ezifakelweyo, 5A & 9A (English & Afrikaans) [R.466]

ISAPHLUKO 8

ISAPHLUKO 14(2) & (3) – UKONGEZA NOKUFUMANEKA KWALENCWADANA IFUNDISAYO

8.1 Lencwadana iza:

8.1.1 Kongezwa nyaka nonyaka;

8.1.2 Izakufumaneka kwezindawo zilandelayo ngeeyure zomsebenzi:

8.1.2.1 South African Human Rights Commission

8.1.2.2 Kumphathi Dolophu weofisi ngaye ka Masipala wase Theewaterskloof.

8.1.2.3 Kumathala Eencwadi ka Masipala wase Theewaterskloof

SHEDULI 1**IIMALI EKUFUNeka ZIBHATELWE NENDLELA EZIBALWE NGAYO**

linkonzo zika Rhulumente ezibhaliswe phantsi kwe Value-Added Tax Act, 1991 (Act 89, 1991) njengeenkonzozo ezithengisayo zingongeza irhafu kumaxabiso azo.

ICANDELO 1 : IIMALI EZINXULUMENTE NEMIGAQO YESIKHOKELI 14

Xa ufuna ikopi yephepha kwisikhokelimali ebhatalwa xa ufuna lencwadi / esisikhokeli ixabisa The fee for a copy of the guide as contemplated in Regulations 2(3)(b and 3(4)(c) is R 0.60 for every photocopy of an A4-size page or part thereof.

ICANDELO II : IIMALI EZINXULUMENE NEENKONZO ZIKA WONKE-WONKE

1. Ikopi yephepha ngalinye (A4) lale ncwadana ifundisayo yi R0.60 njengooko kuchaziwe Kummiselo 5(c).
2. Iimali njengooko kuchaziwe Kummiselo 7(1) zihamba ngoluhlobo:

(a)	Ikopi nganye yephepha elibukhulu bungu A4	R0.60
(b)	Xa umntu efuna uku printelwa iphephepa elise khomputheni	R0.40
(c)	Ikopi efakwe kwi	
	(i) stiffy disk	R 5.00
	(ii) laser disk	R 40.00
(d)	(i) Imifanekiso	
	A4 ubukhulu	R 22.00
	(ii) Ikopi yemifanekiso	R 60.00
(e)	(i) Ingxelo erekhodiweyo	
	A4 ubukhulu	R 12.00
	(ii) Ikopi yento erekhodoweyo	R 17.00
3. Imali ehamba nesicelo ebhatalwa ngumntu wonke ngaphandle komntu ofuna iinkcukaca zomntu yi R35.00 njengooko kuchaziwe Kummiselo 7(2).

4. Imali ebhatalwa ngumntu ofake isicelo ngokwemigaqo Yommiselo 7(3) ihamba ngoluhlobo:

- | | | |
|--------|--|-------|
| (1)(a) | Ikopi nganye yephepha elibukhulu bungu A4 | R0.60 |
| (1)(b) | Xa umntu efuna uku printelwa iphephepa elise khomputheni | R0.40 |
| (1)(c) | Ikopi efundekayo nefakwe kwi | |
| | (i) stiffy disk | 5.00 |
| | (ii) laser disk | 40.00 |
| (1)(d) | (i) Imifanekiso | |
| | A4 ubukhulu | 22.00 |
| | (ii) Ikopi yemifanekiso | 60.00 |
| (1)(e) | (i) Ingxelo erekhodiweyo | |
| | A4 ubukhulu | 12.00 |
| | (ii) Ikopi yento erekhodoweyo | 17.00 |
| (1)(f) | Ukukhangela nokulungisa ezirekhodi ukuze kubhengezwe okuqulathwe kuzo ebantwini kuzakuxabisa I R15.00 iyure ngaye okanye ngaphantsi kweyure. | |
| (2) | Ngokwemigaqo ka Section 22(2) waloMthetho, oku kubalulekile: | |
| | (a) Ukuba umntu uzakusebenzisa ezincwadi uthuba elingaphezulu kweeyure eziyi 6, kufuneka akhuphe idiphozithi. | |
| | (b) Umntu lowo kufuneka akhuphe isiqingatha semali esingu 1/3 njenge diphozithi. | |
| (3) | Imali yokuposa ibhatalwa xa kufuneka kuposelwe umntu ikopi yento erekhodiweyo. | |

ANNEXURE B

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Article 18(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 van 2000))

[Regulation 6]

FOR DEPARTMENTAL USE

Reference number : _____

Request received by _____ (state
rank, name and surname of Information Officer/Deputy Information Officer) on
_____ (date) at _____ (place).

Request fee (if any): R

Deposit (if any): R

Access fee: R

SIGNATURE OF
INFORMATION OFFICER/
DEPUTY INFORMATION OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.*
- (b) The address and/or fax number in the Republic to which the information is to be sent, must be given.*
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: _____

Identity number: _____

Postal address: _____

_____ Fax number: _____

Telephone number: _____ E-mail address: _____

Capacity in which request is made, when made on behalf of another person: _____

C. Particulars of person requesting access to the record

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) If the provided space is inadequate, please continue on separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
- (b) You will be notified of the amount required to be paid as the request fee.*
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:

Mark the appropriate box with an **X**.

NOTES :

- (a) *Compliance with your request for access in the specified form may depend on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. If the record is in written or printed form:

<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
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2. If record consists of visual images –

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc):

<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*	<input type="checkbox"/>	Transcription of the images*
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3. If the record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)
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4. **If record is held on computer or in an electronic or machine – readable form:**

	Printed copy of record*		Printed copy of information derived from the record*		Copy in computer readable form* (stiffy or compact disc)
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*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable	YES	NO
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Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record? _____

G. Notice of decision regarding access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record? _____

Signed at _____ this _____ day of

_____ 20 _____

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS
MADE