



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 452

Pretoria, 18 February 2003
Februarie

No. 24455

MANUAL

IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

INDEX

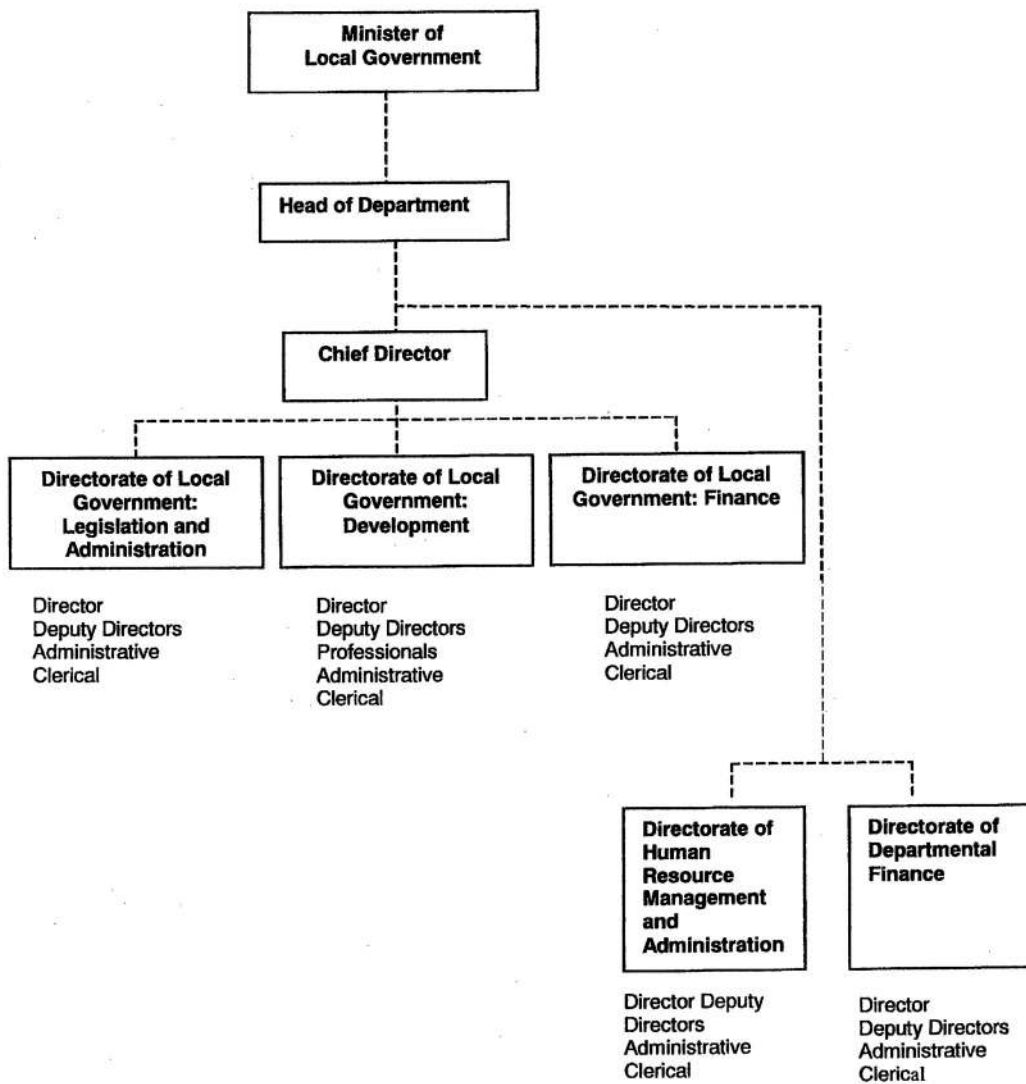
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**DEPARTMENT OF LOCAL GOVERNMENT
WESTERN CAPE PROVINCIAL ADMINISTRATION**

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1. STRUCTURE OF THE DEPARTMENT
SECTION 14(1)(a)



2. FUNCTIONS OF THE DEPARTMENT

- Rendering assistance to municipalities to function according to applicable legislation
- Promoting developmental local government
- Rendering management support to municipalities and monitoring the financial viability of municipalities
- Initiating capacity building programmes for municipalities regarding the creation and maintenance of infrastructure in accordance with the Consolidated Municipal Infrastructure Programme

DIRECTORATE OF LOCAL GOVERNMENT: LEGISLATION AND ADMINISTRATION

- Rendering assistance to municipalities to function within applicable legislation
- Rendering assistance to municipalities regarding the administration of legislation
- Drafting provincial legislation related to local government

DIRECTORATE OF LOCAL GOVERNMENT: DEVELOPMENT

- Managing institutional development
- Co-ordinating risk management and fire prevention
- Monitoring and assisting with property valuations
- Researching local government development
- Monitoring and assisting with integrated development plans and performance management

DIRECTORATE OF LOCAL GOVERNMENT: FINANCE

- Monitoring high level financial indicators of municipalities and submitting a report to the provincial Minister of Local Government on their financial status
- Providing management support programmes to municipalities and/or co-ordinating the implementation thereof
- Monitoring the Auditor-General's reports on annual audits of financial statements of municipalities
- Granting specific financial approvals to municipalities as required in terms of local government legislation

3. CONTACT DETAILS OF DEPUTY INFORMATION OFFICER
SECTION 14(1)(b)

Mr C.O. du Preez
27 Wale Street/Private Bag X9076
CAPE TOWN
Tel.: (021) 483-2587
Fax: (021) 483-8789
E-mail: cdupreez@pawc.wcape.gov.za

4. GUIDE BY THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON
HOW TO USE THE ACT
SECTION 14(1)(c)

The guide on how to use the Promotion of Access to Information Act, 2000, will be available from the South African Human Rights Commission by no later than August 2003. Queries can be made at:

South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
HOUGHTON
2041

Tel.: (011) 484-8300

Fax: (011) 484-1360

Website: www.sahra.org.za

E-mail: PAIA@sahra.org.za

5. RECORDS

SECTION 14(1)(d)

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

- Legislation
- By-laws
- Legal opinions in respect of local government
- Councillor remuneration
- Code of Conduct for Councillors
- Commissions/Committees of investigation
- Litigation
- Questions in the Legislature
- Disaster Management
- Civil Protection Organisation
- First Aid and Evacuation Emergency Plans
- Emergency Planning
- Fire Prevention
- Valuation Courts/Boards
- Valuation Appeal Boards
- Legal actions against or by a Valuation Appeal Board
- Interim Valuations
- Monitoring and Reporting: Valuation Quality
- Levy on Property Tax
- Local Government Development
- Integrated Sustainable Rural Development
- Urban and Renewal Development
- National Strategy for Capacity Development
- Transformation

- Municipal Demarcation
- Local Government Elections
- Performance Management
- Research
- Local Economic Development Fund
- Communication
- Social Development Funds
- Equitable Share
- Project Viability
- Budget
- Audit Enquiries
- Revolving Fund
- Consolidation Fund
- Financial statements of local government

5.2 RECORDS AUTOMATICALLY AVAILABLE

SECTION 14(1)(e)

No formal notice has been published regarding the categories of records within the Department that are automatically available to the public without a person having to request access in terms of the procedures provided for in the Promotion of Access to Information Act. Herewith a list of such records:

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
(a) Index list of municipal by-laws (b) Provincial policy documents	Copies of these records may be obtained on payment of the prescribed fee from the Director: Legislation and Administration, 27 Wale Street,

_____ (c) Budget speech _____ (d) Annual report of the Department of Local Government (e) Strategic Plan (f) Budget (Gazetted)	Private Bag X9083, Cape Town. _____ Copies of these records may be obtained on payment of the prescribed fee from the Ministerial Liaison Officer, 27 Wale Street, Private Bag X9083, Cape Town. _____ Copies of these records may be obtained on payment of the prescribed fee from the Director: Finance, 27 Wale Street, Private Bag X9083, Cape Town.
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5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- Provision is made on the afore-mentioned form for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- The form also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.

- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc.) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- A request fee is payable should the requester for instance need copies of the requested record. In certain instances, a requester may also be requested to pay a deposit. A requester may lodge an internal appeal against the payment of these fees. The fee payable with regard to an internal appeal is R50,00. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC

SECTION 14(1)(f)

None

**7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION
OF POLICY AND PERFORMANCE OF FUNCTIONS**

SECTION 14(1)(g)

In most instances legislation prescribes the procedures for making matters known and for public participation.

- Notification in the media, such as the Provincial Gazette, provincial newspapers and local/community newspapers
- The radio, especially local or community radio stations
- Workshops and meetings with municipalities and organised local government
- Notification on the Department's website
- Manuals and guideline documents (sometimes)

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT

SECTION 14(1)(h)

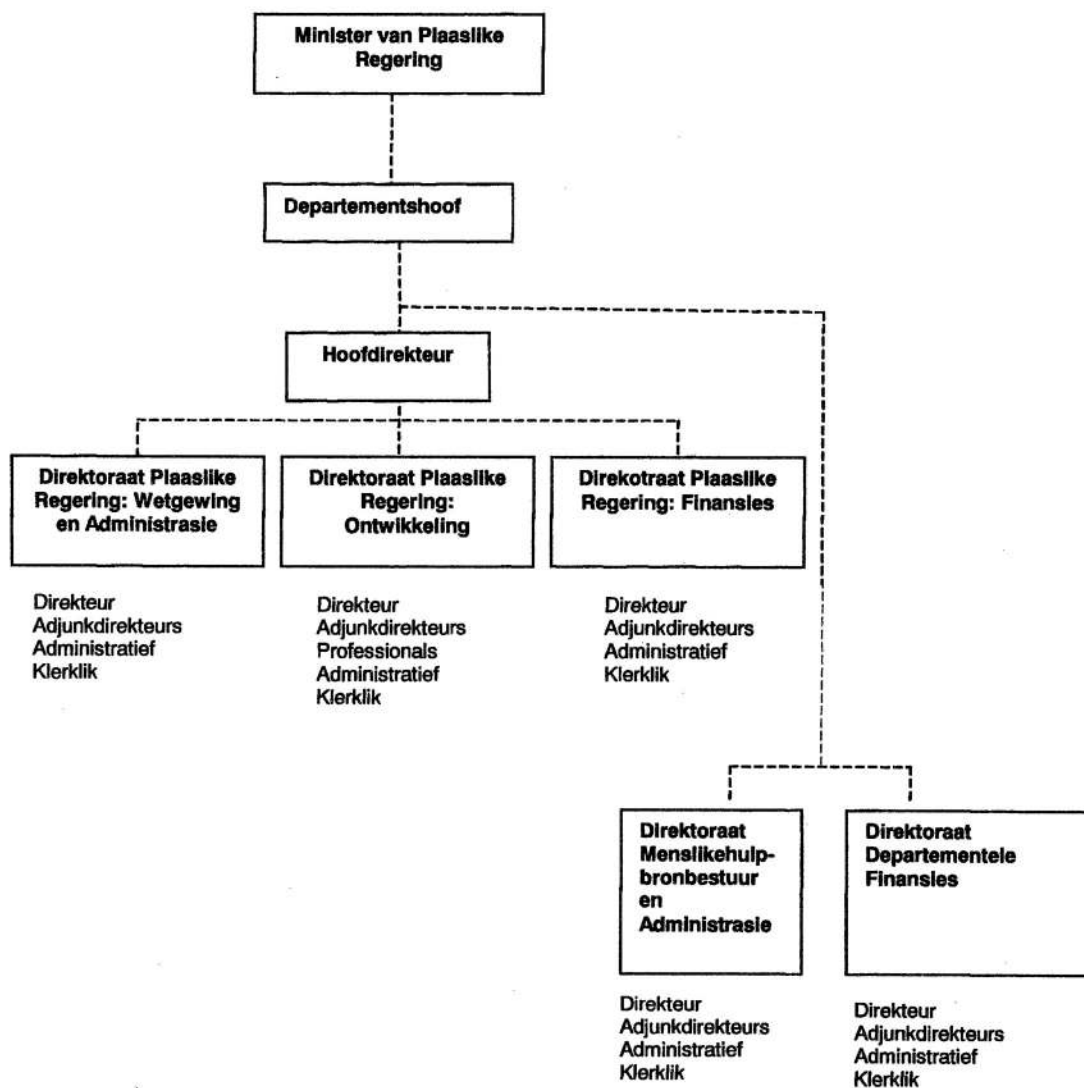
Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or should no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTEMENT VAN PLAASLIKE REGERING

WES-KAAPSE PROVINSIALE ADMINISTRASIE

INHOUDSOPGAWE

- 1. Struktuur van die Departement**
- 2. Funksies van die Departement**
- 3. Kontakbesonderhede van die adjunk-inligtingsbeampte**
- 4. Gids deur die Suid-Afrikaanse Menseregtekommissie oor die
gebruik van die Wet**
- 5. Rekords**
 - 5.1 Beskrywing van onderwerpe waaroor die Departement rekord hou**
 - 5.2 Rekords wat outomaties beskikbaar is**
 - 5.3 Versoekprosedure**
- 6. Dienste beskikbaar aan die publiek**
- 7. Reëling wat betrokkenheid by die formulering van beleid en die
uitvoering van funksies toelaat**
- 8. Regsmiddele beskikbaar ten opsigte van handeling of versuim
om te handel**

1. STRUKTUUR VAN DIE DEPARTEMENT**ARTIKEL 14(1)(a)**

2. FUNKSIES VAN DIE DEPARTEMENT

- Verleen bystand aan munisipaliteite om volgens die toepaslike wetgewing te funksioneer
- Bevorder ontwikkelende plaaslike regering
- Lewer bestuursondersteuning aan munisipaliteite en monitor die finansiële lewensvatbaarheid van munisipaliteite
- Inisieer vermoëbouprogramme vir munisipaliteite ten opsigte van die skep en instandhouding van infrastruktuur volgens die Gekonsolideerde Munisipale Infrastruktuurprogram

DIREKTORAAT PLAASLIKE REGERING: WETGEWING EN ADMINISTRASIE

- Verleen bystand aan munisipaliteite om binne die toepaslike wetgewing te funksioneer
- Verleen bystand aan munisipaliteite ten opsigte van die administrasie van wetgewing
- Stel provinsiale wetgewing in verband met plaaslike regering op

DIREKTORAAT PLAASLIKE REGERING: ONTWIKKELING

- Bestuur institusionele ontwikkeling
- Koördineer risikobestuur en brandvoorkoming
- Monitor eiendomswaardasies en verleen hulp daarmee
- Doen navorsing oor die ontwikkeling van plaaslike regering
- Monitor geïntegreerde ontwikkelingsplanne en prestasiebestuur en verleen hulp daarmee

DIREKTORAAT PLAASLIKE REGERING: FINANSIES

- Monitor hoëvlakse finansiële aanwysers van munisipaliteite en dien 'n verslag oor hul finansiële status by die provinsiale Minister van Plaaslike Regering in
- Verskaf bestuursondersteuningsprogramme aan munisipaliteite en/of koördineer die implementering daarvan
- Monitor die verslae van die Ouditeur-generaal oor jaarlikse oudits van finansiële state van munisipaliteite
- Staar spesifieke finansiële goedkeuring aan munisipaliteite toe soos vereis ingevolge wetgewing in verband met plaaslike regering

**3. KONTAKBESONDERHEDE VAN ADJUNK-INLIGTINGSBEAMPTES
ARTIKEL 14(1)(b)**

Mnr. C.O. du Preez

Waalstraat 27/Privaat sak X9076

KAAPSTAD

Tel.: (021) 483-2587

Faks: (021) 483-8789

E-pos: cdupreez@pawc.wcape.gov.za

**4. GIDS DEUR DIE SUID-AFRIKAANSE MENSEREGTEKOMMISSIE OOR
DIE GEBRUIK VAN DIE WET
ARTIKEL 14(1)(c)**

Die gids oor die gebruik van die Wet op Bevordering van Toegang tot Inligting, 2000, sal teen nie later nie as Augustus 2003 by die Suid-Afrikaanse Menseregtekommissie beskikbaar wees. Doen navraag by:

Suid-Afrikaanse Menseregtekommissie

Eenheid vir die Wet op Bevordering van Toegang tot Inligting

Afdeling Navorsing en Dokumentasie

Posadres: Privaat sak 2700
HOUGHTON
2041

Tel.: (011) 484-8300

Faks: (011) 484-1360

Webwerf: www.sahra.org.za

E-pos: PAIA@sahra.org.za

5. REKORDS**ARTIKEL 14(1)(d)****5.1 BESKRYWING VAN ONDERWERPE WAAROM DIE DEPARTEMENT
REKORD HOU**

- Wetgewing
- Verordeninge
- Regsmerings ten opsigte van plaaslike regering
- Vergoeding van Raadslede
- Gedragskode vir Raadslede
- Kommissies/Komitees van Onderzoek
- Litigasie
- Vrae in die Wetgewer
- Rampbestuur
- Burgerlikebeskermingsorganisasie
- Noodhulp en Noodplanne vir Ontruiming
- Noodbeplanning
- Brandvoorkoming
- Waardasiehowe/-rade
- Appèlrade vir Waardasie
- Regsaksies teen of deur 'n Appèlraad vir Waardasie
- Tussentydse waardasies
- Monitering en verslaglewering: Waardasiegehalte
- Heffing op Eiendomsbelasting
- Ontwikkeling van Plaaslike Regering
- Geïntegreerde Volhoubare Landelike Ontwikkeling

- Stedelike en Hernuwingsontwikkeling
- Nasionale Strategie vir Vermoë-ontwikkeling
- Transformasie
- Munisipale Afbakening
- Plaaslikeregeringsverkiesings
- Prestasiebestuur
- Navorsing
- Plaaslike Ekonomiese Ontwikkelingsfonds
- Kommunikasie
- Fondse vir Maatskaplike Ontwikkeling
- Billike Verdeling
- Lewensvatbaarheid van projekte
- Begroting
- Ouditnavrae
- Wentelfonds
- Konsolidasiefonds
- Finansiële state van plaaslike regering

5.2 REKORDS WAT AUTOMATIES BESKIKBAAR IS

ARTIKEL 14(1)(e)

Geen formele kennisgewing is gepubliseer in verband met die kategorieë rekords binne die Departement wat outomaties aan die publiek beskikbaar is sonder dat 'n persoon toegang moet versoek ingevolge die prosedures wat in die Wet op Bevordering van Toegang tot Inligting bepaal word nie. Hieronder is 'n lys van sodanige rekords.

BESKRYWING VAN KATEGORIEË REKORDS WAT AUTOMATIES BESKIKBAAR IS INGEVOLGE ARTIKEL 15(1) VAN DIE WET OP BEVORDERING VAN TOEGANG TOT INLIGTING, 2000	MANIER WAAROP TOEGANG TOT REKORDS VERKRY WORD

BESKRYWING VAN KATEGORIEË REKORDS WAT OUTOMATIES BESIKBAAR IS VIR KOPIËRING OF AANKOPE INGEVOLGE ARTIKEL 15(1)(a)(ii)

(a) Indekslys van munisipale verordeninge (b) Provinsiale beleidsdokumente	Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Direkteur: Wetgewing en Administrasie, Waalstraat 27, Privaat sak X9083, Kaapstad.
(c) Begrotingstoespraak	Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Ministeriële Skakelbeampte, Waalstraat 27, Privaat sak X9083, Kaapstad.
(d) Jaarverslag van die Departement van Plaaslike Regering (e) Strategiese Plan (f) Begroting (in staatskoerant)	Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Direktoraat Finansies, Waalstraat 27, Privaat sak X9083, Kaapstad.

5 VERSOEKPROSEDURE

- 'n Versoeker moet Vorm A, soos voorgeskryf in die regulasies wat ingevolge die Wet op Bevordering van Toegang tot Inligting (Regeringskennisgewing R223 van 9 Maart 2001) gepubliseer is, gebruik.

- 'n Versoekfooi ten bedrae van R35,00 is betaalbaar voordat die versoek verwerk sal word.
- Op die bogenoemde vorm word voorsiening gemaak vir die versoeker om aan te dui of hy/sy 'n afskrif van die rekord wil hê en of hy/sy bloot daarna wil kyk.
- Die vorm maak ook daarvoor voorsiening dat die versoeker kan aandui in watter taal die rekord verlang word, hoewel daar geen verpligting op die Departement rus om dit te vertaal nie.
- 'n Versoeker kan ook aandui op watter wyse (dit wil sê 'n afskrif op papier, 'n elektroniese afskrif, ensovoorts) toegang tot die rekord verleen moet word. Daar sal by hierdie versoek gehou word, tensy dit onredelik sal inmeng met die bedrywighede van die Departement of indien daar om praktiese redes nie in die spesifieke vorm of medium toegang tot die rekords verleen kan word nie.
- 'n Versoekfooi is betaalbaar indien die persoon byvoorbeeld afskrifte van die rekord verlang. In sekere gevalle mag die betrokke persoon ook versoek word om 'n deposito te betaal. Die versoeker kan 'n interne appèl indien teen die betaling van hierdie gelde. Die bedrag wat ten opsigte van 'n interne appèl betaalbaar is, beloop R50,00. Indien die versoeker 'n interne appèl wil indien, moet Vorm C (soos voorgeskryf in Regeringskennisgewing R223 van 9 Maart 2001) ingevul word.
- Ingeval al die prosedures vir 'n interne appèl gevolg is en die versoeker nog nie tevrede is met die uitkoms nie, kan 'n hof genader word vir 'n toepaslike bevel.

- Toegang tot 'n rekord sal weerhou word totdat al die toepaslike gelde betaal is.
- Inligting kan namens 'n ander persoon aangevra word, maar daar moet aangedui word in watter hoedanigheid die versoek gerig word.
- Indien die versoeker nie kan lees of skryf nie, of as gevolg van 'n gestremdheid nie die vorm kan invul nie, kan die versoek mondeling gerig word. Die inligtingsbeampte of 'n persoon aan wie die bevoegdheid gedelegeer is, moet dan die vorm namens hierdie persoon invul en vir hom/haar 'n afskrif van die voltooide vorm gee.

6. DIENSTE BESKIKBAAR AAN DIE PUBLIEK
ARTIKEL 14(1)(f)

Geen

7. REËLING WAT BETROKKENHEID BY DIE FORMULERING VAN
BELEID EN DIE UITVOERING VAN FUNKSIES TOELAAT
ARTIKEL 14(1)(g)

In die meeste gevalle skryf wetgewing die prosedures vir die bekendmaking van aangeleenthede en vir openbare deelname voor.

- Kennisgewing in die media, byvoorbeeld die Provinsiale Koerante, provinsiale nuusblaaie en plaaslike/gemeenskapskoerante
- Die radio, veral plaaslike of gemeenskapsradiostasies
- Werkwinkels en vergaderings met munisipaliteite en georganiseerde plaaslike regering
- Kennisgewing op die Departement se webwerf
- Handleidings en riglyndokumente (soms)

**8. REGSMIDDELE BESKIKBAAR TEN OPSIGTE VAN HANDELINGE OF
VERSUIM OM TE HANDEL**

ARTIKEL 14(1)(h)

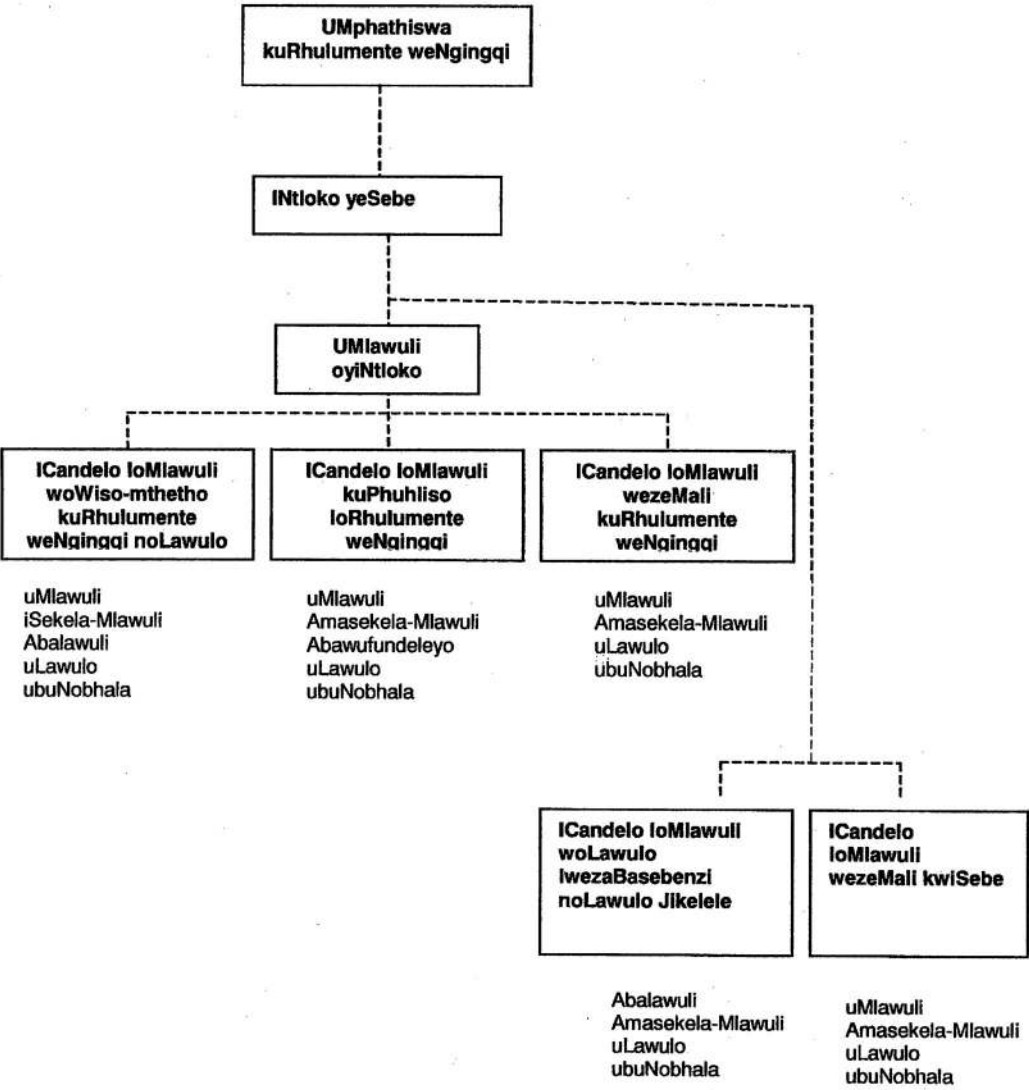
Wetgewing wat op die Departement van toepassing is, kan voorsiening maak vir 'n interne hersienings- of appèlprosedure. Indien hierdie prosedure gevolg is, of indien daar nie vir sodanige prosedure voorsiening gemaak is nie, kan 'n hof vir die toepaslike bevel genader word.

ISEBE LORHULUMENTE WEENQILA
ULAWULO LWEPHONDO LENTSHONA KOLONI

ISIQULATHO

- 1. ULwakhiwo lweSebe**
- 2. Imisebenzi yeSebe**
- 3. Iinkcukacha zoqhagamshelwano negosa elilisekela lolwazi**
- 4. Isikhokhelo seKhomishoni yamaLungelo oLuntu eMzantsi Afrika**
- 5. Iingxelo**
 - 5.1 Inkcazelo yezinto ezigcinwe liSebe**
 - 5.2 Iingxelo ezivele zifumaneka**
 - 5.3 Indlela yokucela**
- 6. Iinkonzo ezifumaneka kuluntu jikelele**
- 7. Amalungiselelo avumela ukuthatha inxaxheba kwisiseko semigaqo-nkqubo kwakunye nokwenziwa kwemisebenzi**
- 8. Izilungiso ezikhoyo ngokunxulumene nemithetho okanye ukungaphumeleli komthetho**

1. ULWAKHIWO LWESEBE
ICANDELO 14(1)(a)



2. IMISEBENZI YESEBE

- Unikezelo loncedo koomasipala ukuze basebenze ngokowiso-mthetho olumisiweyo
- Ukunyusa umgangatho wophuhliso lukarhulumente weengingqi
- Unikezelo lwenkxaso yolawulo koomasipala kwakunye nokongamela okunokuthi kwenzeke ngokwasezimalini koomasipala
- Ukuqaliswa kweenkqubo zokwakhiwa kwezikhundla koomasipala ngokunxulumene nokudalwa kwakunye nokugcinwa kwezibonelelo zomsebenzi ngokuhambelana neNkqubo eManyanisiweyo yeZibonelelo zomsebenzi woMasipala (Consolidated Municipal Infrastructure Programme).

ICANDELO LOMLAWULI WOWISO-MTHETHO KURHULUMENTE WENGINGQI NOLAWULO

- Unikezelo loncedo koomasipala ukuze basebenze ngokowiso-mthetho olumisiweyo
- Unikezelo loncedo koomasipala ngokunxulumene nolawulo lowiso-mthetho
- Uyilo lowiso-mthetho wephondo olunxulumene norhulumente wengingqi.

ICANDELO LOMLAWULI KUPHUHLISO LORHULUMENTE WENGINGQI

- Ulawulo lophuhliso lwamaziko
- Ulungelelaniso lolawulo lothintelo-ngozi kunye nokhuselo lomlilo
- Ukongamela kwakunye nokuncedisa kuvavanyo lwemihlaba nezakhiwo
- Ukwenziwa kophando kuphuhliso lorhulumente wengingqi
- Ukongamela kwakunye nokuncedisa ngezicwangciso zophuhliso olumanyanayo kunye nolawulo lomsebenzi.

ICANDELO LOMLAWULI WEZEMALI KURHULUMENTE WENGINQI

- Ukongamela izalathisi zemali ezikumgangatho ophezulu koomasipala kwakunye nokugqithisa ingxelo kuMphathiswa wePhondo kuRhulumente weNgingqi malunga nomgangatho wabo wezemali
- Unikezelo kunye / okanye ulungelelaniso lokuzalisekiswa kweenkqubo zolawulo lwenkxaso koomasipala
- Ukongamela iingxelo zoMphicothi-zincwadi zemali Jikelele kuphicotho lwarhoqo ngonyaka lweengxelo zemali koomasipala
- Unikezelo lolwamkelo olulodwa lwezemali koomasipala njengoko kufuneka njalo kuwiso-mthetho lukarhulumente weengingqi.

**3. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LENGCACISO
ELILISEKELA
ICANDELO 14(1)(b)**

Mnu. C.O. du Preez

27 Wale Street/Private Bag X9076

CAPE TOWN

Inombolo yefowuni: (021) 483-2587

Inombolo yefeksi: (021) 483-8789

E-mail: cdupreez@pawc.wcape.gov.za

**4. ISIKHOKELO SENDLELA YOKUSEBENZISA UMTHETHO
ICANDELO 14(1)(c) SEKOMISHONI YAMALUNGELO OLUNTU
LOMZANTSI AFRIKA**

Isikhokelo sendlela yokusebenzisa umthetho oyiPromotion of Access to Information Act, 2000, siya kufumaneka kwiKomishoni yaMalungelo oLuntu loMzantsi Afrika ingedlulanga inyanga kaAgasti 2003. imibuzo ingabhekiswa kwi:

South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Idilesi yePosi: Private Bag 2700
Houghton
2041

Ifowuni: 011 – 484 8300
Ifaksi: 011 – 484 1360
IWebsite: www.sahra.org.za
E-meyile: PAIA@sahra.org.za

5. IINGXELO
IINGXELO 14(1)(d)

5.1 INKCAZELO YENGXELO YEZINTO EZIGCINWE LISEBE

- Uwiso-mthetho
- Imithetho kaMasipala
- Izimvo ngokwasemthethweni ezinxulumene norhulumente wengingqi
- Imivuzo yamaLungu eBhunga okanye ooCeba
- Umgaoqo wendlela yokuziphatha kwamaLungu eBhunga
- IiKhomishoni / iiKomiti zophando
- Umangalelwano
- Imibuzo kwiNdlu yoWiso-mthetho
- ULawulo lweeNtlekele
- UMbutho woKhuselo loLuntu
- UNcedo lokuQala kunye neziCwangciso zokuFuduka ngeXesha likaXakeka
- IsiCwangciso seXesha likaXakeka
- UKhuselo loMiilo
- IiNkundla/iiBhodi zoVavanyo
- IiBhodi zoVavanyo lweziBheni

- Amanyathelo asemthethweni ngokuchasene okanye ahambelana neBhodi yoVavanyo lweziBheni
- UVavanyo lweXeshana
- UKongamela noGqithiso lweNgxelo: uMgangatho woVavanyo
- Iintlawulo zerhafu kwiiRhafu zeMihlaba neZakhiwo
- UPuhliso loRhulumente weeNgingqi
- UPuhliso lwamaPhandle oluGcinekileyo noluManyanisiweyo
- UPuhliso lweeDolophu noHlaziyo
- IQhinga loBuchule kuZwelonke kuPhuhliso lweziKhundla
- INguqulelo
- Ukwahlulwa ngokweMida kooMasipala
- UloNyulo kuRhulumente weeNgingqi
- ULawulo lwendlela yokwenziwa komsebenzi
- UPhando
- INgxowa-mali yoPhuhliso lwezoQoqosho kwiiNgingqi
- UQhagamshelwano
- IiNgxowa-mali zoPhuhliso lweNtlalo
- ULwabelwano oluliNganayo
- IiProjekthi ezinokubakho
- Uhlahlo lwabiwo-mali
- Imibuzo ngophicotho-zincwadi
- INgxowa-mali eJikelezayo (Revolving Fund)
- INgxowa-mali eManyanisiweyo
- Iingxelo zemali kurhulumente wengingqi.

5.2 IINGXELO EZIVELE ZIFUMANEKE

ICANDELO 14(1)(e)

Akukho saziyo sisemthethweni sikhe sapapashwa ngokubhekiselele kwizigaba zezi ngxelo kwiSebe ezivele zifunyanwe luluntu ngaphandle kokuba umntu ethe wenza isicelo sokuzifumana ngokwemiqathango yeenkqubo ezilandelwayo ngokomthetho oyiPromotion of Access to Information Act. Nalu uluhlu lweengxelo ezilolo hlobo.

INKCAZELO NGEENDIDI ZEENGXELO

EZIVELE ZIFUMANEKE PHANTSI

KWECANDELO 15(1) LOMTHETHO

OBIZWA NGOKUBA YI-PROMOTION OF

INDLELA YOKUFIKELELA KWEZI NGXELO

ACCESS TO INFORMATION ACT, 2000	
INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE EKUKOPENI NASEKUTHENGENI PHANTSI KWECANDELO 15(1)(a)(ii)	
(a) Isalathiso soluhlu lwemithetho kamasipala (b) Amaxwebhu omgaqo-nkqubo wePhondo. _____ (c) Ingxelo yohlahlo lwabiwo-mali _____ (d) Ingxelo yonyaka yeSebe likaRhulumente weNgingqi (e) IsiCwangciso seQhinga loBuchule (f) Uhlahlo lwabiwo-mali (kwiGazethi).	likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kuMlawuli: uWiso-mthetho noLawulo jikelele, 27 Wale Street, Private Bag X9083, Cape Town. _____ likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiGosa loNxibelelwano kwiCandelo, 27 Wale Street, Private Bag X9083, Cape Town _____ likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli wezeMali, 27 Wale Street, Private Bag X9083, Cape Town.

**7. AMALUNGISELELO AVUMELA UKUTHATHA INXAXHEBA
KWISISEKO SEMIGAQO-NKQUBO KWAKUNYE NOKWENZIWA
KWEMISEBENZI
ICANDELO 14(1)(g)**

Kumaxesha amaninzi, uwiso-mthetho luchaza iinkqubo zokwenza imiba ethile ukuba yaziwe kwakunye nokuba uluntu jikelele luthathe inxaxheba.

- Ukwaziswa kumajelo eendaba, anjengamaphephandaba engingqi/ kuluntu jikelele.
- Iradiyo, ingakumbi eyenqila kungenjalo izikhululo zeeradiyo ezikwiindawo zoluntu.
- Kuye kuqhutywe ucweyo kunye nnomasipala ndaownye nemibutho yorhulumente weenqila
- Ukwaziswa ngewebsite yeSebe
- Iincwadana ezifundisayo nezikhokelo (ngamanye amaxesha)

**8. IZILUNGISO EZIKHOYO NGOKUNXULUMENE NEMITHETHO
OKANYE UKUNGAPHUMELELI KOMTHETHO
ICANDELO 14(1)(h)**

Uwiso-mthetho olusebenzayo kwiSebe lunganikeza uhlaziyo lwangaphakathi okanye inkqubo yesibheni. Xa inokuthi le nkqubo ipheliswe, okanye kungabikho malungiselelo awenziweyo kwinkqubo enjalo, kungaqhagamshelwana nenkundla ukuze kufumaneke umyalelo ofanelekileyo.

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001

Publications: Tel: (012) 334-4508, 334-4509, 334-4510

Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504

Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737

Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001

Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510

Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504

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