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MANUAL

IN ACCORDANCE WITH

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



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MANUAL OF BOLAND DISTRICT MUNICIPALITY

Compiled in terms of the provisions of

***THE PROMOTION OF ACCESS TO
INFORMATION ACT, 2000 (ACT 2 OF 2000)***

<u>Municipal Manager:</u>	Mr K Chetty
<u>Street address:</u>	46 Alexander Street, Stellenbosch, 7600
<u>Postal address:</u>	PO Box 100, Stellenbosch, 7600
<u>Telephone number:</u>	021 – 887 2900
<u>Fax number:</u>	021 – 487 9440
<u>E-mail address:</u>	admin@bolanddm.co.za

BOLAND DISTRICT. MUNICIPALITY**ACCESS TO INFORMATION MANUAL****1. INTRODUCTION**

This Manual has been compiled in terms of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000) with the object to give effect to the constitutional right of access to information and applies to all records of the District Municipality as defined in the Act.

2. DESCRIPTION OF THE DISTRICT MUNICIPALITY'S STRUCTURE

Boland District Municipality is an organ of state within the local sphere of government and was established in terms of Notice No P.N. 486 dated 22 September 2000, as amended.

The structure of the District Municipality consists of a political and administrative structure.

The political structure comprises of the district council and various committees that have specific functional areas of which the executive committee is the principle committee. The council consists of 36 members of which 8 members are full-time councillors and 14 are proportional members. The Speaker presides at meetings of the council and performs the duties and exercises the powers referred to in the Local Government : Municipal Structures Act, 1998 (Act No 117 of 1998). One of the main functions of the Speaker is to ensure that councillors comply with the code of conduct. The Mayor presides at meeting of the executive committee and performs the duties, including any ceremonial functions, and exercises the powers delegated by the council or the executive committee. The Deputy Mayor assists the Mayor and presides when the Mayor is not available.

The administrative structure comprises of the Municipal Manager appointed in terms of Section 82 of the Local Government : Municipal Structures Act, 1998 (Act No 117 of 1998) and a staff establishment consisting of the following departments:

- (a) Corporate and Strategic Services;
- (b) Financial Services;
- (c) Planning and Infrastructure Services;
- (d) Community and Developmental Services;

3. DESCRIPTION OF THE DISTRICT MUNICIPALITY'S FUNCTIONS

The District Municipality has legislative and executive authority in respect of the powers and functions as conferred on it in terms of the Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996) and other appropriate legislation.

The core functions and powers of the District Municipality in terms of Section 84 of the Municipal Structures Act, 1998 (Act No 117 of 1998), include the following:

- 3.1 Integrated development planning for the district municipality as a whole, including a framework for integrated development plans of all municipalities in the area of the district municipality.
- 3.2 Municipal health services (to be clarified and finalized by the National Minister of Provincial and Local Government)
- 3.3 Fire fighting services serving the area of the district municipality as a whole, which includes—
 - 3.3.1 planning, co-ordination and regulation of fire services;
 - 3.3.2 specialised fire fighting services such as mountain, veld and chemical fire services;
 - 3.3.3 co-ordination of the standardisation of infrastructure, vehicles, equipment and procedures;
 - 3.3.4 training of fire officers.
- 3.4 Promotion of local tourism for the area of the district municipality.
- 3.5 Municipal public works relating to any of the above functions or any other functions assigned to the district municipality.
- 3.6 The receipt, allocation and, if applicable, the distribution of grants made to the district municipality.
- 3.7 The imposition and collection of taxes, levies and duties as related to the above functions or as may be assigned to the district municipality in terms of national legislation.

The District Municipality finance its functions and powers by the levying of a regional establishment levy and a regional services levy, charging fees for services and imposing surcharges on fees and rates on property.

4. GUIDE TO BE DEVELOPED BY THE HUMAN RIGHTS COMMISSION

The Human Rights Commission, established in section 181(b) of the Constitution of the Republic of South Africa Act, 1996 (Act 108 of 1996), will in due course in accordance with section 10 of the abovementioned Act, compile a guide containing such information as may reasonably required by a person who wishes to exercise any right contemplated in the Act. This guide must be published within 18 months of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000) coming into effect. If a person wishes to obtain further information, he or she should contact:

Human Rights Commission
132 Adderley Street
CAPE TOWN
8000

Telephone Number: 021-426 2277
Fax Number: 021-426 2875

5. DETAILS OF THE INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER

The contact details of the Information Officer and Deputy Information Officer are listed below:

INFORMATION OFFICER:

MR K CHETTY (Municipal Manager)

STREET ADDRESS: 46 Alexander Street
STELLENBOSCH
7600

POSTAL ADDRESS: PO Box 100
STELLENBOSCH
7600

TELEPHONE NUMBER: 021-887 2900

FAX NUMBER 021-887 2271

ELECTRONIC MAIL ADDRESS: maritha@bolanddm.co.za

DEPUTY INFORMATION OFFICER:

MR GF QONDE (Deputy Municipal Manager)

STREET ADDRESS: 46 Alexander Street
STELLENBOSCH
7600

POSTAL ADDRESS: PO Box 100
STELLENBOSCH
7600

TELEPHONE NUMBER: 021-887 2900

FAX NUMBER 021-887 2271

ELECTRONIC MAIL ADDRESS: maritha@bolanddm.co.za

6. DESCRIPTION OF RECORDS HELD BY THE BOLAND DISTRICT MUNICIPALITY

The Boland District Municipality holds the following records:

SUBJECT	CATEGORIES
Legislation	Drafting and Amendment
Demarcation, Abolishment and Grading of regions	Demarcation
	Local Government Transformation
Representation	Representation
	Councillors
	Elections
Council and Portfolio Committees: Composition and Meetings	Delegation to Committees
	Election of Committees
	Fixed Committees
	Agendas, Minutes, Reports and Recommendations
	Aspects regarding Agendas and Minutes
Organisation and Control	Departmental Organisation
	Administration
	Delegation of power
	Record control
	Meetings
	Work Groups
Finance	Budget
	General Budget
	Road Budget
	Assessments and Interim Assessments
	Levies
	Loans and Advances
	Tariffs and Membership Fees
	Subsidies Received
	Funds and Levies
	Investments
	Claims and Prescribed Payments
	Settlement of Accounts
	Payment of Grants
	Collection of money
	Accounting responsibility
	Allocations to participating bodies
	Losses
	Bank Account
	Returns and Reports
	Grants and Pension Funds : Councillors
	Financial Assistance
	Insurance

SUBJECT	CATEGORIES
Domestic Supplies and Services, Grounds and Buildings	Domestic Supplies Furniture and Equipment Domestic Services Transport Communication : Acquiring and Maintenance Grounds and Buildings Acquisition Leasing and Using
Tenders, Contracts and Agreements	Main Files Specific Tenders and Contracts Agreements
Employees of the Council	Staff Establishment and Grading Determination and Amendment of Service Conditions Vacancies and Appointments Training and Qualifications Financial Assistance Retirement and Resignations Staff Control Personnel evaluation Staff Returns and Statistics Labour Relations Housing of Employees Occupational Health and Safety
Reports and Returns	Reports Annual Reports of Departments Quarterly Reports Monthly Reports Returns and Reports
Publicity and Information	Own Publicity, Information Publicity : Private Persons and Instances
Festival and Social Interaction	Main Files Festivals Social Interaction Other Receptions and Functions
Composition and Meetings of Councils, Institutions, Associations, Committees and Other Bodies	Agendas, Minutes and Reports National and Provincial Region Local
Legal Matters	Legal opinions and Court decisions Claims Prosecutions Law Enforcement Officers
Licences, Certificates and Permits	Licences Certificates Permits Applications and Authorisations and Issues

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SUBJECTS	CATEGORIES
Planning Development and Building Control	Regional and Integrated Development Plans
	Subdivision of Land and Building Control
Essential Services	Roads and Streets
	Cemeteries
	Electricity Supply
	Water Supply
	Sewerage
	Sanitation
Community Services	Public Places
	Fire Rescue and Ambulance Services
	Disaster Management
	Health
	Pleasure Resorts and Rest-areas
	Public Nuisance
	Nature Conservation and Problem Control
	Museums and Memorabilia
	Housing
	Schools and Creches
	Sport and Recreation
	Welfare
	Economic Development
	Libraries
	Municipal Police

7. CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE:

The following records are automatically available and a formal request is unnecessary:

- 7.1 Municipal legislation, by-laws and policies;
- 7.2 Delegations;
- 7.3 Time, venue, agendas and minutes of meetings of the council, the executive and other committees excluding minutes and agendas marked "confidential";
- 7.4 Information regarding meetings of municipal council ;
- 7.5 Integrated Development Plan;
- 7.6 Business Plans;
- 7.7 Budget and tariffs, levies, fees etc;
- 7.8 Auditor General reports;
- 7.9 Tender registers;
- 7.10. Staff establishments and organograms ;

7.11 Annual reports;

7.12 Councillor Information;

REQUEST PROCEDURE FOR ACCESS TO RECORDS

FORMAL REQUEST:

If a person wishes to make a request for access to a record of the Boland District Municipality in terms of the provision of the promotion of Access to Information Act, 2000 (Act 2 of 2000), a written request must be made to the Information Officer whose contact information is listed in 3 of this manual on Form A as prescribed in Government Gazette No 22125 of 9 March 2002 (Government Notice No R 223) which is included in this manual as Annexure A. The Information Officer will render reasonable assistance in completing the application form and explaining the process. A person means a natural person or a juristic person. A partnership is not a person and may not be given access to information.

INFORMAL REQUEST:

A person who is illiterate or otherwise unable to make a request for access to a record because of a disability may make an oral request. The Information Officer or the Deputy Information Officer must assist the requester with putting the request in writing on the required form and give a copy of the written request to the requester. The Information Officer must also assist a person who requires reasonable assistance free of charge.

LANGUAGE:

The language in which the requester wishes to obtain the record must be stated by the requester. If the record is not available in the language preferred by the requester, access may be granted in the language in which the record is available.

APPLICATION:

The application should provide enough information to enable the Information Officer to:

- identify the records requested (including a description of the record, a reference number and any further particulars on the record; and
- the requester, including all contact information.

FORM OF ACCESS:

The information should also enable the Information Officer to identify the form of access required by the requester, for instance:

- Whether the requester wishes to make a copy of a written or printed record or inspect the record;
- whether the requester wishes to view or copy visual images which may be photographs, slides, video recordings, computer generated images or sketches or obtain a transcription of the images;

- Whether the requester wishes to listen to a soundtrack or obtain a written or printed transcription of the soundtrack;
- whether the requester wishes to obtain a printed copy of a computer or an electronic or machine readable form derived from the aforesaid.

FEES:

The application form must be accompanied by the prescribed search fee listed in Annexure C of this manual. A person who is seeking information about himself or herself does not have to pay the initial fee, while a requestor other than a personal requester has to pay an initial fee of R35-00 for a record. All requesters, except those who are exempted in terms of section 22(8)(a) of the Promotion of Access to Information Act, 200 (Act No 2 of 200), must pay the required fees to obtain a record.

REASONABLE TIME:

The requester will be given the required information, if available, within a reasonable time after receipt of the application form and prescribed fee.

WHERE A RECORD IS NOT UNDER THE CONTROL OR IN THE POSSESSION OF THE BOLAND DISTRICT MUNICIPALITY:

The Information Officer may transfer a request where a record is not under the control or in the possession of the Boland District Municipality or where the subject matter is more closely connected with the functions of another public body or where the record contains commercial information in which another public body has a greater interest. The request will be transferred as soon as reasonably possible, but in any event within 14 days after the request is received. The Information Officer must notify the requester of the transfer as well as the reasons for the transfer and the period within which the request must be addressed.

IF A RECORD IS NO LONGER AVAILABLE OR CANNOT BE FOUND:

If information is no longer available or cannot be found and all reasonable steps have been taken to find such a record, the Information Officer must, by way of an affidavit of affirmation notify the requester accordingly.

IF A RECORD IS NOT YET AVAILABLE:

Access may be deferred where a record is not yet available. The requester will be notified accordingly.

IF ACCESS IS GRANTED:

The Information Officer must decide within 30 (THIRTY) days whether to grant the request. If access is granted, a notice must be sent to the requester stating the following:

- the access fee, if any, must be paid upon being granted access;
- the form in which access will be given; and
- that the requestor may lodge an internal appeal with the Boland District Municipality or an application with a court against the access fee to be paid or the form in which access is to be granted.

IF ACCESS IS REFUSED:

If access is not granted to the record, the notice by the Information Officer or Deputy Information Officer must give adequate reasons for the refusal, excluding any reference to the content of the record and stating that the requester may

lodge an internal appeal with the District Municipality or application with a court against the refusal of the request and the procedure to lodge an internal appeal or application.

EXTENSION OF TIME:

The Information Officer of a Deputy Information Officer may extend the period of 30 (THIRTY) days in which to decide on the request if:

- if it is for a large number of records and compliance would unreasonably interfere with the activities of the Boland District Municipality;
- requires a search of collection of records in an office not situated in the same town or city as the Information Officer and the Information Officer cannot reasonably be expected to complete the request within the initial 30 (THIRTY) days; or
- consultations with other departments of the Boland District Municipality or with another public body are necessary or desirable and the Information Officer can not be reasonably be expected to complete the consultations within the initial 30 (THIRTY) days; or
- the requester consents in writing to the extension.

If a period is extended, the Information Officer must within 30 (THIRTY) days after the request is received, notify the requester of that extension and the reasons. The notice must state the period of extension as well as adequate reasons for the extensions. The notice must also state that the requester may lodge an application with a court against the extension and the procedure (including the period) for lodging the application.

8. DESCRIPTION OF SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE BOLAND DISTRICT MUNICIPALITY AND ACCESSING SERVICES

All requests for access to information must go through the Information Officer, however, to provide information about services to the public, the under mentioned contact points are given.

STELLENBOSCH
PO Box 100
STELLENBOSCH
7600

Telephone: 021-887 2900
Fax: 021-887 2271
E-Mail: maritha@bolanddm.co.za

WORCESTER
PO Box 91
WORCESTER
6850

Telephone: 023-347 0945
Fax: 023-342 8442
E-Mail: admin@bolanddm.co.za

PAARL
PO Box 23
PAARL
7620

Telephone: 021-871 1001
Fax: 021-872 0860
E-Mail: wynadmin@adept.co.za

CERES
PO Box 62
CERES
6835

Telephone: 023-312 3111
Fax: 023-312 3177
E-Mail: hvisser@lando.co.za

ROBERTSON
PO Box 51
ROBERTSON
6705

Telephone: 023-626 3191
Fax: 023-626 5059

MONTAGU
Bath Street
MONTAGU
6720

Telephone: 023-614 2380

9. ARRANGEMENTS AND PROVISIONS FOR PERSONS TO MAKE REPRESENTATIONS, CONSULT OR OTHERWISE TO PARTICIPATE OR INFLUENCE THE FORMULATION OF POLICY OR THE EXERCISING OF POWERS OR PERFORMANCE OF DUTIES BY THE BOLAND DISTRICT MUNICIPALITY.

The Municipal Systems Act, 2000 (Act 32 of 2000), instructs each municipality to encourage and create conditions for the local community to participate in the affairs of the municipality. Therefore certain mechanisms and interaction processes are created to enable the public to participate in the affairs of the municipality, i.e.:

INTERACTION - COUNCIL TO THE PUBLIC:

- adequate public notice of any intention to formulate by-laws and policies on any matter which may affect the public;
- timeous preparation and distribution of agendas of council and committee meetings;
- Government Gazette Notices or other legislation regarding the Boland District Municipality;
- annual report to the community regarding the results achieved by the municipality;
- council meetings that are open to the public;
- the media i.e. the radio and local newspapers;

INTERACTION – PUBLIC TO COUNCIL:

- proportional representative councillors and councillors representing the local municipality;
- liaison with the public affairs office;
- consultative sessions with local community organisations;
- Written input on proposed policies or by-laws or regarding any other matter concerning the exercise of powers of performance of duties by the Municipality may be submitted to the Municipal Manager or the Mayor at the address set out in paragraph 5.

INTERACTION PROCESSES OF COUNCIL:

- public meetings;
- recognition of Community Based Organisations, which bodies will be incorporated in planning processes such as the integrated development process etc;
- a budget process designed to encourage community participation;
- invitations to the public to submit written comments or representations on any matter before council;

10 REFUSAL OF ACCESS TO RECORDS

The municipality has a responsibility to protect the rights of other people and that rights cannot be exercised to the detriment of the rights of other people. Therefore the Information Officer has in terms of Sections 34 to 45 of the Promotion of Access to Information Act, 2000 (Act 2 Of 2000) the right to refuse access to records.

10.1 DISCRETIONARY REFUSAL OF ACCESS TO RECORDS

The Information Officer or Deputy Information Officer has the discretion to refuse access of records where a request for access to information would involve disclosure of inter alia:

- information supplied in confidence by a third party, the disclosure of which could reasonably be expected to cause prejudice ;
- information, the disclosure of which would be likely to impair the security of a building, structure or system, which may be a computer system, means of transport or any other property;
- information regarding methods, systems, plan or procedures for the protection of an individual in a witness protection scheme, the safety of the public or the security of property;
- a record containing the methods, techniques or guidelines for the prevention, detection, curtailment or investigation of a contravention or possible contravention of law or prosecution of an alleged offender;
- a record on the prosecution of an alleged offender where disclosure of the record could reasonably be expected to impede the prosecution or result in a miscarriage of justice;
- a record, the disclosure of which could reasonably be expected to:
 - prejudice the investigation of a contravention or possible contravention of the law;
 - reveal or enable a person to identify a confidential source of information related to the enforcement or administration of the law;
 - result in the intimidation or coercion of a witness or a person who may be called as a witness in criminal or other proceedings to enforce the law;
 - of a contravention of the law; or
 - prejudice or impair the fairness of a trial or the impartiality of adjudication;
 - information, the disclosure of which could cause prejudice to the defence, security or international relations of the Republic of South Africa;

- information, the disclosure of which is likely to materially jeopardise the economic or financial interests of the Republic of South Africa or the ability of the government to manage the economy of the Republic of South Africa effectively;
- information, which contains trade secrets of the state or a public body or could put a public body at a disadvantage in a contractual or other relations or prejudice a public body in commercial competition.
- information which contains financial, commercial, scientific or technical information, other than trade secrets, the disclosure of which would be likely to cause harm to the commercial or financial interests of the state or a public body;
- information which is a computer program, defined in the Copyright Act, 1978 (Act No 98 of 1978), owned by the state of a public body;
- information about research being carried out or likely to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose a public body, person carrying out the research or subject matter of the research to serious disadvantage; or
- information about a record of a public body which contains an opinion, advice, report or recommendation obtained or prepared or an account of a consultation, discussion, deliberation or minutes of a meeting on the formulation of a policy or taking a decision in the exercise of a power or performance of a duty conferred by law if disclosure could reasonably be expected to frustrate the deliberative process or success of the policy.

10.2. MANDATORY REFUSAL OF A REQUEST FOR ACCESS TO A RECORD

The Information Officer must refuse access to a record where a request for access to information would involve the unreasonable disclosure of personal information or trade secrets about a third party (including a deceased individual) or any information, other than trade secrets, that can cause harm to the commercial or financial interests of a third party

Access must also be refused where a request for access to information would involve disclosure of information which is a computer program owned by a private body or where access to the record is prohibited in terms of Section 60(14) of the Criminal Procedure Act, 1977 (Act No 51 of 1977) or where the information is privileged or where the information can endanger the life or safety of an individual or the protection of property.

The Information Officer must refuse access to a record where the information would involve the disclosure of information supplied in confidence by a third party and it can reasonably be expected to put the third party at a disadvantage in contractual or other negotiations. Where the information would be a breach of duty of a confidence to a third party or where the disclosure of information about research would expose the person or third party carrying out the research or the subject matter of the research causing serious disadvantage, access must be refused.

The Information Officer may refuse a request for access to a record if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the public body.

11. REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE BOLAND DISTRICT MUNICIPALITY

If the Information Officer fails to give a decision on a request for access within 30 (THIRTY) days, the Information Officer is deemed to have refused the request and the requestor may lodge an internal appeal with the Boland District Municipal Council. An internal appeal must be lodged in the prescribed form within 60 (SIXTY) days in terms of section 75(1)(a)(i) of the Promotion of Information, Act 2 of 2000. See Annexure B.

A requester may lodge an internal appeal against a refusal of a request or a decision of the Information Officer:

- with respect to the prescribed fees; or the form of access;
- the extension of period to deal with a request;
- the form of access.

A third party may lodge an internal appeal with the Boland District Municipal Council in terms of Section 72(c) against a decision by the Information Officer to disclose information.

A requester who has lodged an internal appeal and is not satisfied with the result may make an application for appropriate relief to a court, in terms of section 78 of the Promotion of Information, Act 2000 (Act 2 of 2002), within 30 days of the decision on the internal appeal. A requester may not make an application to a court unless the requester has lodged an internal appeal.

12. MANNER OF AN INTERNAL APPEAL AND APPEAL FEES.

An internal appeal must be lodged on the prescribed form within a period of 60 (SIXTY) days. If a notice to a third party is required, within 30 (THIRTY) days after notice is given to the appellant of the decision to appeal, an internal appeal must be lodged. It must be posted, faxed or sent by electronic mail to the Information Officer. The subject matter must be identified and the reasons for appeal must be stated. If, in addition to a written reply, the appellant wishes to be informed of the decision of the internal appeal in any other manner, he or she must state that manner and provide the necessary particulars to be so informed. If applicable the prescribed appeal fee must accompany the form. Late appeals, upon good cause shown, can be allowed. The Information Officer must within 10 (TEN) working days, after receipt of an internal appeal, submit the appeal to the Municipal Council for the decision concerned.

13. GENERAL INFORMATION

The Information officer or any Deputy Information Officer may be contacted for further information not contained in this manual. The Boland District Municipality will if necessary update and publish this manual at least once a year.

BOLAND DISTRICT MUNICIPALITY**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

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

[Regulation 2]

<u>FOR DEPARTMENTAL/OFFICIAL USE ONLY</u>	
Reference number: _____	
Request received by: _____	
(state rank, name and surname of information officer/deputy information officer) on _____	
_____ at _____	_____
(date)	(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:
Boland District Municipality

B. Particulars of person requesting access to the record

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

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 on whose behalf request is made

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 a 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 therefore.

Reason for exemption from payment of fees : _____

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, 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) Your indication as to be required form of access depends 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:

☐	copy of record*	☐	Inspection of record
--------------------------	-----------------	--------------------------	----------------------

2. If record consists of visual images:

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

☐	view the images	☐	copy of the images*	☐	transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

☐	listen to the soundtrack (audio cassettes)	☐	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)
--------------------------	-------------------------	--------------------------	--	--------------------------	---

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

YES

NO

A postal fee is payable.

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 request for 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.

20

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

ANNEXURE B

BOLAND DISTRICT MUNICIPALITY**FORM B**

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 8]

STATE YOUR REFERENCE NUMBER:

A. Particulars of public body

**The Information Officer/Deputy Information Officer
Boland District Municipality**

B. Particulars of requester/third party who lodges the internal appeal

- (a) The particulars of the person who lodge the internal appeal must be given below.
- (b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
- (c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.

Full names and surname: _____

Identity number:

[illegible]

Postal address: _____

Fax number: _____

Telephone number: _____ E-Mail address: _____

Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of requester

This section must be completed **ONLY** if a third party (other than the requester) lodges the internal appeal.

Full names and surname: _____

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. Grounds for appeal

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **You must sign all the additional folios.***

State the grounds on which the internal appeal is based: _____

State any other information that may be relevant in considering the appeal: _____

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner : _____

Particulars of manner : _____

Signed at _____ this _____ day of

_____ 20

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:**OFFICIAL RECORD OF INTERNAL APPEAL:**

Appeal received on _____ (date) by _____

(state rank, name and surname of information officer/deputy information officer.)

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on _____ (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
CONFIRMED/NEW DECISION SUBSTITUTED

NEW DECISION: _____

DATE _____

_____ BOLAND DISTRICT MUNICIPALITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
FROM BOLAND DISTRICT MUNICIPALITY ON (date):

ANNEXURE C**FEES PAYABLE IN TERMS OF THE INFORMATION ACT, 2000**

- | | | |
|----|---|--------------------------|
| 1. | Copy of this Manual | R (available on request) |
| 2. | Request fee, except for a personal requester requesting personal information | R 35-00 |
| 3. | Fees for reproduction:
Every photocopy of an A 4-size or a part thereof | R 0-60 |
| | Every printed copy of an A 4-size page or a part thereof held on a computer or in electronic or machine-readable form | R 0-40 |
| | A copy in a computer-readable form on:
stiffy disc | R 5-00 |
| | compact disc | R 40-00 |
| | A transcription of visual images for an A 4-size page or part thereof | R 22-00 |
| | for a copy of visual images | R 60-00 |
| | for a transcription of an audio record, for an A 4-size page or part thereof | R 12-00 |
| | for a copy of an audio record | R 17-00 |
| 4. | Access Fees (unless exempted under section 22 (8) of the Act:
Every photocopy of an A 4-size page or a part thereof | R 0-60 |
| | Every printed copy of an A 4-size page or a part thereof held on a computer or in electronic or machine-readable form | R 0-40 |
| | A copy in a computer-readable form on:
stiffy disc | R 5-00 |
| | compact disc | R 40-00 |
| | A transcription of visual images for an A 4-size page or part thereof | R 22-00 |
| | for a copy of visual images | R 60-00 |
| | for a transcription of an audio record, for an A 4-size page or part thereof | R 12-00 |
| | for a copy of an audio record | R 17-00 |
| 5. | To search for the record for disclosure, for each hour or part of an hour, excluding the first hour | R 15-00 |
| 6. | Deposit:
A deposit is not required until six hours are exceeded in terms of paragraph 5. One-third of the access fee, listed in paragraph 4, is payable by the requester as a deposit. | |

Postage is payable by the requester when a copy of the record must be posted to the requester.



HANDLEIDING VAN BOLAND DISTRIKSMUNISIPALITEIT

Opgestel ingevolge die bepalinge van

***DIE WET OP DIE BEVORDERING VAN TOEGANG
TOT INLIGTING, 2000 (WET 2 VAN 2000)***

<u>Munisipale Bestuurder:</u>	Mnr K Chetty
<u>Straatadres:</u>	Alexanderstraat 46, Stellenbosch, 7600
<u>Posadres:</u>	Posbus 100, Stellenbosch, 7600
<u>Telefoonnommer:</u>	021 – 887 2900
<u>Faksnommer:</u>	021 – 487 9440
<u>e-pos-adres:</u>	admin@bolanddm.co.za

BOLAND DISTRIKSMUNISIPALITEIT**HANDLEIDING: TOEGANG TOT INLIGTING****1. INLEIDING**

Hierdie Handleiding is ingevolge die Wet op die Bevordering van Toegang tot Inligting, 2000 (Wet nr 2 van 2000) opgestel. Dit is daarop gemik om uitvoering te gee aan die grondwetlike reg van toegang tot inligting en is op al die rekords van die Distriksmunisipaliteit soos omskryf in die Wet, van toepassing.

2. BESKRYWING VAN DISTRIKSMUNISIPALITEIT SE STRUKTUUR

Die Boland Distriksmunisipaliteit is 'n staatsorgaan in die plaaslike regeringsfeer wat ingevolge Provinsiale Kennisgewing nr 486 van 22 September 2000, soos gewysig, ingestel is.

Die Distriksmunisipaliteit bestaan uit 'n politieke en 'n administratiewe struktuur.

Die politieke struktuur is saamgestel uit die Distriksraad en verskeie komitees wat spesifieke funksionele areas het. Die Uitvoerende Komitee is die hoofkomitee. Die Raad bestaan uit 36 lede waarvan 8 lede voltydse raadslede is en 14 proporsionele lede. Die Speaker tree as voorsitter by Raadsvergaderings op en voer die pligte uit en oefen die bevoegdhede uit waarna daar in die Wet op Plaaslike Regering: Munisipale Strukture, 1998 (Wet nr 117 van 1998) verwys word. Een van die Speaker se belangrikste funksies is om te verseker dat raadslede die gedragskode nakom. Die Burgemeester tree as voorsitter by vergaderings van die Uitvoerende Komitee op en voer die pligte uit, insluitend enige seremoniële funksies, en oefen die bevoegdhede uit wat deur die Raad of die Uitvoerende Komitee aan om gedelegeer word. Die Onderburgemeester staan die Burgemeester by en sit voor wanneer die Burgemeester nie beskikbaar is nie.

Die administratiewe struktuur bestaan uit die Munisipale Bestuurder wat ingevolge artikel 82 van die Wet op Plaaslike Regering: Munisipale Strukture, 1998 (Wet nr 117 van 1998) aangestel is, en 'n diensstaat bestaande uit die volgende departemente:

- (a) Korporatiewe en Strategiese Dienste;
- (b) Finansiële Dienste;
- (c) Beplannings- en Infrastruktuurdienste;
- (d) Gemeenskaps- en Ontwikkelingsdienste.

3. BESKRYWING VAN DISTRIKSMUNISIPALITEIT SE FUNKSIES

Die Distriksmunisipaliteit beskik oor wetgewende en uitvoerende gesag met betrekking tot die bevoegdhede en funksies wat ingevolge die Grondwet van die Republiek van Suid-Afrika, 1996 (Wet nr 108 van 1996) en ander toepaslike wetgewing aan hom verleen is.

Ingevolge artikel 84 van die Munisipale Strukturewet, 1998 (Wet nr 117 van 1998) sluit die kernfunksies en -bevoegdhede van die Distriksmunisipaliteit die volgende in:

- 3.1 Geïntegreerde ontwikkelingsbeplanning vir die Distriksmunisipaliteit, as geheel, insluitend 'n raamwerk vir geïntegreerde ontwikkelingsplanne van die plaaslike munisipaliteite in die gebied van die Distriksmunisipaliteit.
- 3.2 Munisipale gesondheidsdienste (moet deur die Nasionale Minister van Provinsiale en Plaaslike Regering gefinaliseer en uitgeklaar word)
- 3.3 Brandbestrydingsdienste wat die gebied van die Distriksmunisipaliteit as geheel bedien, insluitend –
 - 3.3.1 beplanning, koördinerings en regulering van brandbestrydingsdienste;
 - 3.3.2 gespesialiseerde brandbestrydingsdienste soos berg-, veld- en chemiese brandbestryding;
 - 3.3.3 koördinerings van die standaardisering van infrastruktuur, voertuie, toerusting en prosedures;
 - 3.3.4 opleiding van brandweermanne.
- 3.4 Bevordering van plaaslike toerisme vir die gebied van die Distriksmunisipaliteit.
- 3.5 Munisipale openbare werke met betrekking tot bostaande funksies of enige ander funksies wat aan die Distriksmunisipaliteit opgedra is.
- 3.6 Die ontvangs, toedeling en, indien van toepassing, die verdeling van toekennings wat aan die Distriksmunisipaliteit gemaak is.
- 3.7 Die opleë en invordering van belastinge, heffings en regte wat op bostaande funksies betrekking het, of wat ingevolge nasionale wetgewing aan die Distriksmunisipaliteit opgedra mag word.

Die Distriksmunisipaliteit finansier sy funksies en bevoegdhede deur die opleë van 'n streekstigtingheffing en streeksdiensheffing, deur dienste teen betaling te lewer en bobelasting op gelde en belasting op eiendom te hef.

4. GIDS WAT DEUR MENSEREGTEKOMMISSIE ONTWIKKEL GAAN WORD

Die Menseregtekommissie, wat ingevolge artikel 181(b) van die Grondwet van die Republiek van Suid-Afrika, 1996 (Wet nr 108 van 1996) ingestel is, sal met verloop van tyd in ooreenstemming met artikel 10 van bogenoemde Wet 'n gids opstel. Die gids sal inligting bevat wat enige persoon wat enige reg soos beoog by die Wet, wil uitoefen, redelikerwyse mag nodig hê. Hierdie gids moet gepubliseer word binne 18 maande nadat die Wet op die Bevordering tot Toegang tot Inligting, 2000 (Wet nr 2 van 2000) in werking getree het. Verdere inligting is beskikbaar by:

Menseregtekommissie
Adderleystraat 132
KAAPSTAD
8000

Tekefoonnommer: 021-426 2277
Faksnommer: 021-426 2875

5. BESONDERHEDE VAN INLIGTINGSBEAMPTTE EN ADJUNK-INLIGTINGSBEAMPTTE

Die kontakbesonderhede van die Inligtingsbeampte en Adjunkinligtings-beampte verskyn hieronder:

INLIGTINGSBEAMPTTE:

MNR K CHETTY (Munisipale Bestuurder)

STRAATADRES: Alexanderstraat 46
STELLENBOSCH
7600

POSADRES: Posbus 100
STELLENBOSCH
7600

TELEFOONNOMMER: 021-887 2900

FAKSNOMMER: 021-887 2271

ELEKTRONIESE POSADRES: maritha@bolanddm.co.za

ADJUNKINLIGTINGSBEAMPTTE:

MNR GF QONDE (Adjunk- Munisipale Bestuurder)

STRAATADRES: Alexanderstraat 46
STELLENBOSCH
7600

POSADRES: Posbus 100
STELLENBOSCH
7600

TELEFOONNOMMER: 021-887 2900

FAKSNOMMER: 021-887 2271

ELEKTRONIESE POSADRES: maritha@bolanddm.co.za

6. **BESKRYWING VAN REKORDS WAT DEUR DIE BOLAND DISTRIKSMUNISIPALITEIT GEHOU WORD**

Die Boland Distriksmunisipaliteit hou die volgende rekords:

ONDERWERP	KATEGORIEË
Wetgewing	Opstel en Wysiging
Afbakening, Herroeping en Gradering van streke	Afbakening
	Plaaslike Regeringstransformasie
Verteenwoordiging	Verteenwoordiging
	Raadslede
	Verkiesings
Raad en Portefeuljekomitees: Samestelling en Vergaderings	Delegasie na Komitees
	Verkiesing van Komitees
	Staande Komitees
	Agendas, Notules, Verslae en Aanbevelings
	Aspekte rakende Agendas en Notules
Organisasie en Beheer	Departementele Organisasie
	Administrasie
	Delegasie van Bevoegdheid
	Rekordbeheer
	Vergaderings
Finansies	Werkgroepe
	Begroting
	Algemene Begroting
	Padbegroting
	Aanslae en Tussentydse Aanslae
	Heffings
	Lenings en Voorskotte
	Tariewe en Lidmaatskapgelede
	Subsidies Ontvang
	Fondse en Heffings
	Beleggings
	Eise en Voorgeskrewe Betalings
	Vereffening van Rekeninge
	Betaling van Toelaes
	Invordering van Geld
	Rekeningkundige Verantwoordelikheid
	Toekennings aan Deelnemende Liggame
	Verliese
	Bankrekening
	Opgawes en Verslae
	Toelaes en Pensioenfondse: Raadslede
	Finansiële Bystand
	Versekering

ONDERWERP	KATEGORIEË
Huishoudelike Voorraad en Dienste, Grond en Geboue	Huishoudelike Voorraad
	Meubels en Toerusting
	Huishoudelike Dienste
	Vervoer
	Kommunikasie: Verkryging en Instandhouding
	Grond en Geboue
	Verkryging
	Verhuring en Gebruik
Tenders, Kontrakte en Ooreenkomste	Hoofleërs
	Spesifieke Tenders en Kontrakte
	Ooreenkomste
Werknemers van die Raad	Personeeldiensstaat en Gradering
	Bepaling en Wysiging van Diensvoorwaardes
	Vakatures en Aanstellings
	Opleiding en Kwalifikasies
	Finansiële Bystand
	Aftrede en Bedanking
	Personeelbeheer
	Personeelevaluering
	Personeelopgawes en -statistiek
	Arbeidsverhoudinge
	Werknemerbehuising
	Beroepsgesondheid en -veiligheid
Verslae en Opgawes	Verslae
	Jaarverslae van Departemente
	Kwartaalverslae
	Maandverslae
	Opgawes en Verslae
Publisiteit en Inligting	Eie Publisiteit, Inligting
	Publisiteit: Private Persone en Instansies
Feeste en Sosiale Interaksie	Hoofleërs
	Feeste
	Sosiale Interaksie
	Ander Onthale en Funksies
Samestellings en Vergaderings van Rade, Instellings, Verenigings, Komitees en ander Liggame	Agendas, Notules en Verslae
	Nasionaal en Provinsiaal
	Streek
	Plaaslike
Regsaangeleenthede	Regsmenings en Hofbeslissings
	Eise
	Vervolgings
	Wetstoepassingsbeampies
Lisensies, Sertifikate en Permitte	Lisensies
	Sertifikate
	Permitte
	Aansoeke en Magtigings en Uitreikings

ONDERWERP	KATEGORIEË
Beplanningsontwikkeling en Gebouebeheer	Streeks- en Geïntegreerde Ontwikkelingsplanne
	Onderverdeling van Grond en Boubeheer
Essensiële Dienste	Paaie en Strate
	Begraafplase
	Elektrisiteitsvoorsiening
	Watervoorsiening
	Riolering
	Sanitasie
Gemeenskapsienste	Openbare Plekke
	Brandweer-, Reddings- en Ambulansdienste
	Rampbestuur
	Gesondheid
	Plesieroorde en Rusplekke
	Openbare Oorlaste
	Natuurbewaring en Probleembeheer
	Museums en Gedenkwaardighede
	Behuising
	Skole en Crèches
	Sport en Ontspanning
	Welsyn
	Ekonomiese Ontwikkeling
	Biblioteke
	Munisipale Polisie

7. KATEGORIEË REKORDS OUTOMATIES BESKIBAAR

Die volgende rekords is outomaties beskikbaar en 'n formele versoek word nie vereis nie:

- 7.1 Munisipale wetgewing, verordeninge en beleidsrigtings;
- 7.2 Delegasies;
- 7.3 Tyd, plek, agendas en notules van vergaderings van die Raad, Uitvoerende en ander Komitees, uitsluitend notules en agendas gemerk "Vertroulik";
- 7.4 Inligting oor vergaderings van die Munisipale Raad ;
- 7.5 Geïntegreerde Ontwikkelingsplan;
- 7.6 Sakeplanne;
- 7.7 Begroting en Tariewe, Heffings, Fooie, ens;
- 7.8 Verslae van die Ouditeur-generaal;
- 7.9 Tenderregisters;

- 7.10. Personeelstrukture en organogramme;
- 7.11 Jaarverslae;
- 7.12 Raadslidinligting;

VERSOEKPROSEDURE VIR TOEGANG TOT REKORDS

FORMELE VERSOEK:

Indien 'n persoon 'n versoek om toegang tot 'n rekord van die Boland Distriksmunisipaliteit wil rig ingevolge die bepalings van die Wet op die Bevordering van Toegang tot Inligting, 2000 (Wet 2 van 2000), moet 'n skriftelike versoek aan die Inligtingsbeampte gerig word. Die kontakbesonderhede verskyn in paragraaf 5 van hierdie Handleiding. Die versoek moet op Vorm A ingevul word, soos voorgeskryf in Staatskoerant nr 22125 van 9 Maart 2002 (Staatskennisgewing nr R 223), wat as Bylae A by die Handleiding ingesluit is. Die Inligtingsbeampte sal redelike hulp verleen in die invul van die aansoek vorm en om die proses te verduidelik. 'n Persoon beteken 'n natuurlike of 'n regspersoon. 'n Vennootskap is nie 'n persoon nie en kan nie toegang tot inligting kry nie.

INFORMELE VERSOEK:

'n Persoon wat ongeletterd is of weens 'n gestremdheid nie in staat is om 'n versoek te rig om toegang tot 'n rekord te verkry nie, kan 'n mondelinge versoek rig. Die Inligtingsbeampte of Adjunkinligtingsbeampte moet die persoon wat die versoek rig, help om die versoek op die vereiste vorm op skrif te stel, en 'n afskrif van die skriftelike versoek aan die persoon wat die versoek rig, gee. Die Inligtingsbeampte moet ook 'n persoon wat redelike bystand vereis, gratis bystaan.

TAAL:

Die persoon wat die versoek rig, moet aandui in watter taal die rekord wat hy/sy versoek, moet wees. Indien die rekord nie beskikbaar is in die taal wat die persoon wat die versoek rig, verkies nie, kan toegang verleen word in die taal waarin die rekord beskikbaar is.

AANSOEK:

Die aansoek moet genoegsame inligting verskaf om die Inligtingsbeampte in staat te stel om:

- die rekords wat versoek word, te identifiseer (insluitend 'n beskrywing van die rekord, 'n verwysingsnommer en enige verdere besonderhede van die rekord); en
- die persoon wat die versoek rig, te identifiseer, insluitend alle kontakbesonderhede.

SOORT TOEGANG:

Die inligting moet ook die Inligtingsbeampte in staat stel om die soort toegang wat deur die persoon wat die versoek rig, vereis word, te identifiseer, byvoorbeeld:

- Of die persoon wat die versoek rig, 'n afskrif van 'n skriftelike of gedrukte rekord wil maak, of die rekord wil nagaan;
- Of die persoon wat die versoek rig, visuele beelde soos foto's, skyfies, video-opnames, rekenaargegenereerde beelde, of sketse wil sien of afskrifte daarvan wil maak, of 'n transkripsie van die beelde wil bekom;
- Of die persoon wat die versoek rig, na 'n klankbaan wil luister of 'n skriftelike of gedrukte transkripsie van 'n klankbaan wil bekom;
- Of die persoon wat die versoek rig, 'n gedrukte afskrif van 'n rekenaar- of elektroniese of masjienleesbare vorm afkomstig van voornoemde, wil bekom.

GELDE:

Die aansoekvorm moet vergesel word van die voorgeskrewe opsporingsgelde wat in Bylae C van hierdie Handleiding gelys word. 'n Persoon wat inligting oor homself/haarself soek, hoef nie die aanvanklike gelde te betaal nie, terwyl enige persoon wat 'n ander versoek as 'n persoonlike versoek rig, aanvanklike gelde van R35-00 vir 'n rekord moet betaal. Alle persone wat versoeke rig, buiten diegene wat ingevolge artikel 22(8)(a) van die Wet op die Bevordering van Toegang tot Inligting, 2000 (Wet nr 2 van 2000) vrygestel is, moet die vereiste gelde betaal om 'n rekord te bekom.

REDELIKE TYD:

Die vereiste inligting sal, indien dit beskikbaar is, binne 'n redelike tyd na ontvangs van die aansoekvorm en voorgeskrewe gelde, aan die persoon wat die versoek rig, beskikbaar gestel word.

WAAR 'N REKORD NIE ONDER DIE BEHEER OF IN DIE BESIT VAN DIE BOLAND DISTRIKSMUNISIPALITEIT IS NIE:

Waar 'n rekord nie onder die beheer of in besit van die Boland Distriksmunisipaliteit is nie, of waar daar 'n nouer band is tussen die onderwerp en die funksies van 'n ander openbare liggaam, of waar die rekord kommersiële inligting bevat waarby 'n ander openbare liggaam groter belang het, kan die Inligtingsbeampte 'n versoek oordra. Die versoek sal so gou dit redelik moontlik is, oorgedra word, maar in elk geval binne 14 dae nadat die versoek ontvang is. Die Inligtingsbeampte moet die persoon wat die versoek gerig het, in kennis stel van die oordrag asook die redes vir die oordrag en die tydperk waarbinne die versoek aangespreek moet word.

INDIEN 'N REKORD NIE MEER BESKIKBAAR IS OF NIE OPGESPOOR KAN WORD NIE:

Indien inligting nie meer beskikbaar is nie, of nie opgespoor kan word nie, en alle redelike stappe is gedoen om sodanige rekord op te spoor, moet die Inligtingsbeampte die persoon wat die versoek gerig het, dienooreenkomstig inlig by wyse van 'n beëdigde plegtige verklaring.

INDIEN 'N REKORD NOG NIE BESKIKBAAR IS NIE:

Toegang kan uitgestel word indien 'n rekord nog nie beskikbaar is nie. Die persoon wat die versoek gerig het, sal dienooreenkomstig in kennis gestel word.

INDIEN TOEGANG VERLEEN WORD:

Die Inligtingsbeampte moet binne 30 (DERTIG) dae besluit of hy die versoek gaan toestaan, al dan nie. Indien toegang verleen word, moet 'n kennisgewing wat die volgende aandui, aan die persoon wat die versoek gerig het, gestuur word:

- die toegangsgelde, indien enige, wat betaal moet word by die verleen van toegang;
- die formaat waarin toegang verleen word; en
- dat die persoon wat die versoek gerig het, interne appèl by die Boland Distriksmunisipaliteit mag aanteken, of 'n aansoek by 'n hof mag indien teen die toegangsgelde wat betaal moet word of die formaat waarin die toegang verleen is.

INDIEN TOEGANG GEWEIER WORD:

Indien toegang tot die rekord nie verleen word nie, moet die kennisgewing deur die Inligtingsbeampte of Adjunkinligtingsbeampte voldoende redes vir die weiering uiteensit, uitsluitend enige verwysing na die inhoud van die rekord. Dit moet voorts aandui dat die persoon wat die versoek gerig het, interne appèl by die Boland Distriksmunisipaliteit mag aanteken, of 'n aansoek by 'n hof mag indien teen die weiering van die versoek, asook die prosedure vir die aanteken van 'n interne appèl of hofaansoek.

VERLENGING VAN TYD:

Die Inligtingsbeampte of Adjunkinligtingsbeampte kan die tydperk van 30 (DERTIG) dae waarin daar oor die versoek besluit moet word, verleng indien:

- dit vir 'n groot aantal rekords is en voldoening onredelik met die aktiwiteite van die Boland Distriksmunisipaliteit sal inmeng;
- die nagaan van 'n versameling rekords in 'n kantoor wat nie in dieselfde dorp of stad as die Inligtingsbeampte is nie, vereis word, en daar nie redelik van die Inligtingsbeampte verwag kan word om binne die aanvanklike 30 (DERTIG) dae aan die versoek te voldoen nie;
- konsultasie met ander departemente van die Boland Distriksmunisipaliteit of met 'n ander openbare liggaam nodig of wenslik is, en daar nie redelik van die Inligtingsbeampte verwag kan word om die konsultasie binne die aanvanklike 30 (DERTIG) dae af te handel nie; of
- die persoon wat die versoek gerig het, skriftelik tot die verlenging toestem.

Indien 'n tydperk verleng word, moet die Inligtingsbeampte binne 30 (DERTIG) dae nadat die versoek ontvang is, die persoon wat die versoek gerig het, van die verlenging en die redes daarvoor in kennis stel. Die kennisgewing moet die verlengde tydperk asook voldoende redes vir die verlenging aandui. Die kennisgewing moet ook aandui dat die persoon wat die versoek gerig het, by 'n hof aansoek kan doen teen die verlenging en die prosedure (insluitend die tydperk) vir die indiening van 'n aansoek.

8. **BESKRYWING VAN DIENSTE BESIKBAAR AAN LEDE VAN DIE PUBLIEK DEUR DIE BOLAND DISTRIKSMUNISIPALITEIT EN TOEGANGSDIENSTE**

Alle versoek om toegang tot inligting moet deur die Inligtingsbeampte gaan. Die volgende kontakpunte kan egter genader word vir die verskaffing van inligting oor dienste aan die publiek:

STELLENBOSCH

Posbus 100
STELLENBOSCH
7600

Telefoonnommer: 021-887 2900
Faksnommer: 021-887 2271
e-pos: maritha@bolanddm.co.za

WORCESTER

Posbus 91
WORCESTER
6850

Telefoonnommer: 023-347 0945
Faksnommer: 023-342 8442
e-pos: admin@bolanddm.co.za

PAARL

Posbus 23
PAARL
7620

Telefoonnommer: 021-871 1001
Faksnommer: 021-872 0860
e-pos: wynadmin@adept.co.za

CERES

Posbus 62
CERES
6835

Telefoonnommer: 023-312 3111
Faksnommer: 023-312 3177
e-pos: hvisser@lando.co.za

ROBERTSON

Posbus 51
ROBERTSON
6705

Telefoonnommer: 023-626 3191
Faksnommer: 023-626 5059

MONTAGU

Bathstraat
MONTAGU
6720

Telefoonnommer: 023-614 2380

9. **REËLINGS EN VOORSIENING VIR PERSONE OM VERTOË TE RIG, TE KONSULTEER OF OP 'N ANDER WYSE DEEL TE NEEM AAN OF OM INVLOED UIT TE OEFEN OP BELEIDSFORMULERING OF DIE UITOEFENING VAN BEVOEGDHEDE OF DIE UITVOER VAN PLIGTE DEUR DIE BOLAND DISTRIKSMUNISIPALITEIT**

Die Munisipale Stelselswet, 2000 (Wet 32 van 2000) beveel elke munisipaliteit om toestande wat bevorderlik is vir die plaaslike gemeenskap om aan die sake van die munisipaliteit deel te neem, te skep. Daarom word sekere meganismes en interaktiewe prosesse geskep om die publiek in staat te stel om aan die sake van die munisipaliteit deel te neem, nl:

INTERAKSIE – VAN RAAD NA PUBLIEK:

- voldoende openbare kennisgewing van enige voorneme om verordeninge en beleidsrigtings oor enige aangeleentheid wat die publiek mag raak, te formuleer;
- tydige opstel en verspreiding van agendas van Raads- en komiteevergaderings;
- Staatskoerantkennisgewings of ander wetgewing rakende die Boland Distriksmunisipaliteit;
- jaarverslag aan die gemeenskap oor resultate wat deur munisipaliteit bereik is;
- Raadsvergaderings wat toeganklik is vir die publiek;
- die media, nl radio en plaaslike koerante;

INTERAKSIE – VAN PUBLIEK NA RAAD:

- proporsioneelverteenvoordigende Raadslede en Raadslede wat plaaslike munisipaliteit verteenwoordig;
- skakeling met openbare betrekkingekantoor;
- konsultasiesessies met plaaslike gemeenskapsorganisasies;
- skriftelike insette oor voorgestelde beleidsrigtings of verordeninge of met betrekking tot enige ander aangeleentheid rakende die uitoefening van bevoegdhede of die uitvoer van pligte deur die munisipaliteit voorgelê aan Munisipale Bestuurder of Burgemeester by die adres soos uiteengesit in paragraaf 5.

INTERAKSIEPROSESSE VAN DIE RAAD:

- openbare vergaderings;
- erkenning van gemeenskapsgebaseerde organisasies, welke liggame by beplanningsprosesse soos die geïntegreerde ontwikkelingsproses ens geïnkorporeer word;
- 'n begrotingsproses wat gemeenskapsdeelname aanmoedig;
- uitnodigings aan die publiek om skriftelike kommentaar te lewer op of vertoë te rig oor enige aangeleentheid wat voor die Raad dien.

10 WEIERING VAN TOEGANG TOT REKORDS

Die Munisipaliteit het 'n verantwoordelikheid om die regte van ander mense te beskerm. Regte kan nie tot nadeel van ander mense se regte uitgeoefen word nie. Die Inligtingsbeampte het dus ingevolge artikel 34 en 45 van die Wet op die Bevordering van Toegang tot Inligting, 2000 (Wet 2 van 2000) die reg om toegang tot rekords te weier.

10.1 DISKRESIONÊRE WEIERING VAN TOEGANG TOT REKORDS

Die Inligtingsbeampte of Adjunkinligtingsbeampte beskik oor diskresie om toegang tot rekords te weier waar 'n versoek om toegang tot inligting die openbaarmaking van onder andere die volgende sal behels:

- inligting wat vertroulik deur 'n derde party voorsien is, en waarvan die openbaarmaking na verwagting redelikerwys kan benadeel;

- inligting waarvan die openbaarmaking waarskynlik die sekuriteit van 'n gebou, struktuur of stelsel, wat 'n rekenaarstelsel kan wees, vervoermiddel, of enige ander eiendom kan benadeel;
- inligting oor metodes, stelsels, planne of prosedures vir die beskerming van 'n individu in 'n getuiebeskermingsprogram, die veiligheid van die publiek of die sekuriteit van eiendom;
- 'n rekord van die metodes, tegnieke en riglyne vir die voorkoming, opsporing, inperking of ondersoek van 'n oortreding of moontlike oortreding van die wet, of vervolging van 'n beweerde oortreder;
- 'n rekord van die vervolging van 'n beweerde oortreder waar openbaarmaking van die rekord na verwagting redelikerwyse die vervolging sal belemmer of tot 'n regsdwaling sal lei;
- 'n rekord waarvan die openbaarmaking na verwagting redelikerwyse:
 - die ondersoek van 'n oortreding of moontlike oortreding van die wet kan benadeel;
 - 'n vertroulike bron van inligting met betrekking tot wetstoepassing of wetsadministrasie sal bekend maak of 'n persoon in staat stel om dit te identifiseer;
 - tot die intimidering of dwang van 'n getuie of 'n persoon wat in 'n kriminele saak of ander verrigtinge om die wet toe te pas, as 'n getuie geroep kan word;
 - tot 'n oortreding van die wet sal lei;
 - die regverdigheid van 'n verhoor of die onpartydigheid van die beslissing sal benadeel of belemmer;
 - inligting waarvan die openbaarmaking vooroordeel teenoor die verdediging, sekuriteit of internasionale verhoudinge van die Republiek van Suid-Afrika sal veroorsaak;
 - inligting waarvan die openbaarmaking waarskynlik die ekonomiese of finansiële belange van die Republiek van Suid-Afrika wesentlik in gevaar sal stel, of die vermoë van die regering om die ekonomie van die Republiek van Suid-Afrika doeltreffend te bestuur;
 - inligting wat handelsgeheime van die staat of 'n openbare liggaam bevat, of wat 'n openbare liggaam in kontraktuele of ander verhoudinge sal agterstel, of 'n openbare liggaam in kommersiële kompetisie sal benadeel;
 - inligting wat ander finansiële, kommersiële, wetenskaplike of tegniese inligting as handelsgeheime bevat, waarvan die openbaarmaking waarskynlik die kommersiële of finansiële belange van die staat of 'n openbare liggaam sal benadeel;
 - inligting wat 'n rekenaarprogram is, soos omskryf in die Wet op Kopiereg, 1978 (Wet nr 98 van 1978), wat aan die staat of 'n openbare liggaam behoort;
 - inligting oor navorsing wat uitgevoer word, of wat waarskynlik uitgevoer gaan word deur of namens 'n derde party, waarvan die openbaarmaking waarskynlik 'n openbare liggaam, persoon wat die navorsing doen, of onderwerp van navorsing aan ernstige nadeel sal blootstel; of
 - inligting bevat oor 'n rekord van 'n openbare liggaam wat 'n mening, advies, verslag of aanbeveling bevat wat verkry of opgestel is, of 'n weergawe van 'n konsultasie, bespreking, beraadslaging of notule van 'n vergadering oor beleidsbepaling of die neem van 'n besluit in die uitoefening van 'n bevoegdheid of

uitvoer van 'n plig wat by wet opgelê is indien openbaarmaking na verwagting redelikerwyse die beraadslaging of sukses van die beleid sal benadeel.

10.2. VERPLIGTE WEIERING VAN 'N VERSOEK OM TOEGANG TOT 'N REKORD

Die Inligtingsbeamppte moet toegang tot 'n rekord weier waar 'n versoek om toegang tot inligting die onredelike openbaarmaking van persoonlike inligting of handelsgeheime oor 'n derde party (insluitend 'n afgestorwe individu) of enige ander inligting as handelsgeheime wat die kommersiële of finansiële belange van 'n derde party kan benadeel, sal behels.

Toegang moet ook geweier word waar 'n versoek om toegang tot inligting die openbaarmaking van inligting sal behels wat 'n rekenaarprogram is wat aan 'n private liggaam behoort, of waar toegang tot die rekord ingevolge artikel 60(14) van die Strafproseswet, 1977 (Wet nr 51 van 1977) verbied word, of waar die inligting geprivilegieerd is, of waar die inligting die lewe of veiligheid van 'n individu of die beskerming van eiendom in gevaar kan stel.

Die Inligtingsbeamppte moet toegang tot 'n rekord weier waar die inligting die openbaarmaking van inligting behels wat vertroulik deur 'n derde party voorsien is, en na verwagting redelikerwyse die derde party kontraktueel of in ander onderhandelinge kan benadeel. Waar die inligting 'n verbreking van 'n plig van vertroulikheid teenoor 'n derde party is, of waar die bekendmaking oor navorsing die persoon of derde party wat die navorsing uitvoer, of die onderwerp van die navorsing ernstig sal benadeel, moet toegang geweier word.

Die Inligtingsbeamppte mag 'n versoek om toegang tot 'n rekord weier indien die versoek onmiskienbaar beuselagtig of kwelsugtig is of indien die verwerking van die versoek die hulpbronne van die openbare liggaam beduidend en onredelik sou ontwrig.

11. REGSMIDDELE BESKIKBAAR TEN OPSIGTE VAN BOLAND DISTRIKS-MUNISIPALITEIT SE OPTREDE OF VERSUIM OM OP TE TREE

Indien die Inligtingsbeamppte nie binne 30 (DERTIG) dae 'n besluit neem oor 'n versoek tot toegang nie, word hy of sy geag die versoek te geweier het, in welke geval die persoon wat die versoek gerig het, 'n interne appèl by die Raad van die Boland Distriksmunisipaliteit mag aanteken. 'n Interne appèl moet op die voorgeskrewe wyse binne 60 (SESTIG) dae ingevolge artikel 75(1)(a)(i) van die Wet op die Bevordering van Toegang tot Inligting, Wet nr 2 van 2000 aangeteken word. Sien Bylae B.

Die persoon wat die versoek rig, mag 'n interne appèl aanteken teen die weiering van 'n versoek of 'n besluit deur die Inligtingsbeamppte met betrekking tot:

- die voorgeskrewe gelde
- die verlenging van die tydperk om die versoek af te handel
- die vorm van toegang.

Ingevolge artikel 72(c) mag 'n derde party 'n interne appèl by die Raad van die Boland Distriksmunisipaliteit aanteken teen 'n Inligtingsbeampte se besluit om inligting beskikbaar te stel.

Indien die persoon wat die versoek gerig het, 'n interne appèl aanteken en nie tevrede is met die uitslag nie, mag hy of sy binne 30 (DERTIG) dae na die uitslag van die interne appèl by 'n hof aansoek doen om toepaslike bystand ingevolge artikel 78 van die Wet op die Bevordering van Toegang tot Inligting, 2000 (Wet 2 van 2002). Die persoon wat die versoek gerig het, mag nie by 'n hof aansoek doen tensy hy/sy 'n interne appèl aangeteken het nie.

12. WYSE VAN INTERNE APPÈL EN APPÈLGELDE

'n Interne appèl moet op die voorgeskrewe vorm aangeteken word binne 'n tydperk van 60 (SESTIG) dae. Indien kennisgewing aan 'n derde party vereis word, moet 'n interne appèl aangeteken word binne 30 (DERTIG) dae nadat die appellant in kennis gestel is van die besluit om te appelleer. Die appèl moet per pos, faks of elektroniese pos aan die Inligtingsbeampte gestuur word. Die onderwerp sowel as die redes vir die appèl moet duidelik verstrekkend word. Indien die appellant, bykomend tot 'n skriftelike antwoord, ook op 'n ander wyse van die uitslag van die interne appèl in kennis gestel wil word, moet hy of sy aandui watter wyse verlang word en die nodige besonderhede verstrekkend sodat daar aan die versoek voldoen kan word. Indien van toepassing moet die voorgeskrewe appèlgelde die vorm vergesel. Laat appèlle, indien met 'n grondige rede, kan wel aanvaar word. Die Inligtingsbeampte moet binne 10 (TIEN) werksdae na ontvangs van 'n interne appèl, die appèl aan die Munisipale Raad voorlê vir die betrokke besluit.

13. ALGEMENE INLIGTING

Die Inligtingsbeampte of enige Adjunkinligtingsbeampte mag genader word vir nadere inligting wat nie in hierdie Handleiding vervat is nie. Indien nodig, sal die Boland Distriksmunisipaliteit hierdie Handleiding ten minste een keer per jaar bywerk en uitgee.

BYLAE A**BOLAND DISTRIKSMUNISIPALITEIT****VERSOEK OM TOEGANG TOT REKORDS VAN OPENBARE LIGGAAM**

(Artikel 18(1) van die Wet op die Bevordering van Toegang tot Inligting, 2000
(Wet nr 2 van 2000))

[Regulasie 2]

<u>SLEGS VIR DEPARTEMENTELE/AMPTELIKE GEBRUIK</u>	
Verwysingsnommer: _____	
Versoek ontvang deur: _____	
(verstrek rang, naam en van van Inligtingsbeampte/Adjunkinligtingsbeampte) op _____ te _____	
(datum)	(plek)
Versoekgeld (indien enige):	R.....
Deposito (indien enige):	R
Toegangsgeld:	R
HANDTEKENING VAN INLIGTINGSBEAMPT/ ADJUNKINLIGTINGSBEAMPT	

A. Besonderhede van openbare liggaam

Die Inligtingsbeampte/Adjunkinligtingsbeampte:
Boland Distriksmunisipaliteit

B. Besonderhede van persoon wat toegang tot die rekord versoek

(a)	<i>Verstrek die besonderhede van die persoon wat die versoek om toegang tot die rekord rig, hieronder.</i>
(b)	<i>Verstrek 'n adres en/of faksnommer in die Republiek waarheen die inligting gestuur moet word.</i>
(c)	<i>Heg bewys aan van die hoedanigheid waarin die versoek gerig word, indien van toepassing.</i>

Volle naam en van: _____

18

3. Enige verdere besonderhede van rekord: _____

E. Gelde

(a)	'n Versoek om toegang tot 'n rekord, behalwe tot 'n rekord wat persoonlike inligting oor uself bevat, sal slegs verwerk word indien die versoekgeld betaal is.
(b)	U sal in kennis gestel word watter bedrag as versoekgeld betaalbaar is.
(c)	Die gelde betaalbaar vir toegang tot 'n rekord hang af van die tipe toegang wat vereis word en die redelike tyd wat nodig is om die rekord op te spoor en voor te berei.
(d)	Indien u kwalifiseer vir kwytskelding van die betaling van enige gelde, verstrek asseblief die rede(s) hieronder.

Rede(s) vir kwytskelding van die betaling van gelde: _____

F. Soort toegang tot rekord

Indien u weens ongeskiktheid nie 'n rekord kan lees, of daarna kan kyk of luister in die vorm van toegang waarvoor daar in 1 tot 4 hieronder voorsiening gemaak word nie, verstrek asseblief besonderhede van u ongeskiktheid en dui aan in watter vorm die rekord beskikbaar gestel moet word.

Ongeskiktheid:	Vorm waarin rekord beskikbaar gestel moet word:
_____	_____
_____	_____
_____	_____

Merk die toepaslike blokkie met 'n X

LET WEL:

- (a) Voldoening aan u versoek om in die verlangde vorm toegang tot die rekord te verkry, hang af van die vorm waarin die rekord beskikbaar is.
- (b) Toegang in die vorm wat versoek word, mag in sekere omstandighede geweier word. In so 'n geval sal u in kennis gestel word of toegang in 'n ander vorm wel toegestaan sal word.
- (c) Die gelde betaalbaar vir toegang tot die rekord, indien enige, word gedeeltelik bepaal deur die vorm van toegang wat verlang word.

1. Indien die rekord in geskrewe of gedrukte vorm is:

☐	afskrif van rekord*	☐	inspeksie van rekord
--------------------------	---------------------	--------------------------	----------------------

2. Indien die rekord uit beeldmateriaal bestaan:

(dit sluit foto's, skyfies, video-opnames, rekenaargegenereerde beelde, sketse, ens. in):

☐	kyk na die beelde	☐	afskrif van beelde*	☐	transkripsie van die beelde*
--------------------------	-------------------	--------------------------	---------------------	--------------------------	------------------------------

3. Indien rekord bestaan uit klankopnames of inligting wat in klank weergegee kan word:

☐	luister na die klankbaan (oudiokasset)	☐	transkripsie van klankbaan* (geskrewe of gedrukte dokument)
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4. Indien rekord op rekenaar gehou word of in elektroniese of masjienleesbare vorm beskikbaar is:

☐	Gedrukte afskrif van rekord*	☐	Gedrukte afskrif van inligting afkomstig uit die rekord*	☐	Kopie in rekenaarleesbare vorm* (disket of CD)
--------------------------	------------------------------	--------------------------	--	--------------------------	--

*Indien u 'n afskrif of transkripsie van 'n rekord (bogenoemde) versoek het, moet sodanige afskrif of transkripsie aan u gepos word?

JA

NEE

Posgeld is betaalbaar.

Let daarop dat as die rekord nie beskikbaar is in die taal wat u verkies nie, toegang verleen kan word in die taal waarin die rekord beskikbaar is.

In watter taal sou u die rekord verkies?

G. Kennisgewing van besluit rakende versoek om toegang

U sal skriftelik in kennis gestel word of u versoek toegestaan is al dan nie. Indien u op 'n ander wyse in kennis gestel wil word, spesifiseer asseblief die wyse en verstrek die nodige besonderhede sodat daar aan u versoek voldoen kan word.

20

Hoe sou u verkies om in kennis gestel te word van die besluit rakende u versoek om toegang tot die rekord te verkry? _____

Geteken te _____ op hede die _____ dag van _____ 20__.

HANDTEKENING VAN PERSOON WAT
VERSOEK RIG/PERSOON NAMENS WIE
DIE VERSOEK GERIG WORD

BYLAE B**BOLAND DISTRIKSMUNISIPALITEIT****VORM B****KENNISGEWING VAN INTERNE APPÈL**

(Artikel 75 van die Wet op die Bevordering van Toegang tot Inligting, 2000)

(Wet nr 2 van 2000)

[Regulasie 8]

VERSTREK U VERWYSINGSNOMMER:

A. Besonderhede van openbare liggaamDie Inligtingsbeampte/Adjunkinligtingsbeampte:
Boland Distriksmunisipaliteit**B. Besonderhede van persoon wat die versoek rig/derde party wat die interne appèl aanteken**

- (a) *Die besonderhede van die persoon wat die interne appèl aanteken, moet hieronder verstrek word.*
- (b) *Bewys van die hoedanigheid waarin die appèl aangeteken word, indien van toepassing, moet aangeheg word.*
- (c) *Indien die appellant 'n derde persoon is, en iemand anders is as die persoon wat oorspronklik die inligting versoek het, moet die besonderhede van die persoon wat die versoek rig, by C hieronder verstrek word.*

Volle naam en van: _____

Identiteitsnommer:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Posadres: _____

Faksnommer: _____

Hoedanigheid waarin 'n interne appèl namens 'n ander persoon aangeteken word: _____

C. Besonderhede van persoon wat versoek rig

Hierdie afdeling moet SLEGS voltooi word indien 'n derde party (iemand anders as die persoon wat die versoek rig) die interne appèl aanteken.

Volle naam en van: _____

Identiteitsnommer:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. Die besluit waarteen die interne appèl aangeteken word

Merk die besluit waarteen die interne appèl aangeteken word, met 'n X in die toepaslike blokkie:

	Weiering van versoek om toegang
	Besluit rakende voorgeskrewe gelde ingevolge artikel 22 van die Wet
	Besluit rakende die verlenging van die tydperk waarin die versoek ingevolge artikel 26(1) van die Wet afgehandel moet word
	Besluit ingevolge artikel 29(3) van die Wet om toegang te weier in die vorm soos verlang deur die persoon wat die versoek rig
	Besluit om versoek om toegang toe te staan

E. Rede vir appèl

*Indien die ruimte hieronder nie voldoende is nie, gebruik asseblief 'n afsonderlike folioblad en heg dit by hierdie vorm aan. **U moet alle bykomende folioblaie teken.***

Op grond waarvan word die interne appèl aangeteken? _____

Verstrek enige ander inligting wat tersaaklik mag wees by die oorweging van die appèl:

F Kennisgewing van uitslag van appèl

U sal skriftelik in kennis gestel word van die uitslag van u interne appèl. Indien u op 'n ander wyse in kennis gestel wil word, spesifiseer asseblief, en verstrek die nodige besonderhede sodat daar aan u versoek voldoen kan word.

Wyse waarop u in kennis gestel wil word: _____

Besonderhede: _____

Geteken te _____ op hede die _____ dag van

_____ 20__.

HANDTEKENING VAN APPELLANT

VIR DEPARTEMENTELE GEBRUIK:**AMPTELIKE REKORD VAN INTERNE APPÈL:**

Appèl ontvang op _____ (datum) deur _____

(verstrek rang, naam en van van Inligtingsbeampte/Adjunkinligtingsbeampte)

Appèl vergesel van die redes vir die Inligtingsbeampte/Adjunkinligtingsbeampte se besluit en, waar van toepassing, die besonderhede van enige derde party waarop die rekord betrekking het, ingedien by die betrokke owerheid deur die Inligtingsbeampte/Adjunkinligtingsbeampte op _____ (datum).

UITSLAG VAN APPÈL:

BESLUIT DEUR INLIGTINGSBEAMPTE/ADJUNKINLIGTINGSBEAMPTE
BEVESTIG/NUWE BESLUIT TER VERVANGING

NUWE BESLUIT: _____

DATUM _____

BOLAND DISTRIKSMUNISIPALITEIT

ONTVANG DEUR DIE INLIGTINGSBEAMPTE/ADJUNKINLIGTINGSBEAMPTE
VAN BOLAND DISTRIKSMUNISIPALITEIT OP (datum):

BYLAE C**GELDE BETAALBAAR INGEVOLGE DIE INLIGTINSWET, 2000**

- | | | |
|----|---|------------------------------|
| 1. | Afskrif van hierdie Handleiding | R
(beskikbaar op versoek) |
| 2. | Versoekgeld, behalwe indien iemand persoonlike inligting versoek | R35-00 |
| 3. | Reproduksiegeld: | |
| | Elke fotostaat van A4-grootte of 'n gedeelte daarvan | R0-60 |
| | Elke gedrukte afskrif van 'n A4-grootte bladsy of 'n gedeelte daarvan op rekenaar of in elektroniese of masjienleesbare vorm | R0-40 |
| | 'n Afskrif in rekenaarleesbare vorm op: | |
| | disket | R5-00 |
| | CD | R40-00 |
| | 'n Transkripsie van beeldmateriaal op 'n A4-grootte bladsy of 'n gedeelte daarvan | R22-00 |
| | Vir 'n afskrif van beeldmateriaal | R60-00 |
| | Vir 'n transkripsie van 'n klankrekord op 'n A4-grootte bladsy of 'n gedeelte daarvan | R 12-00 |
| | Vir 'n kopie van 'n klankrekord | R 17-00 |
| 4. | Toegangsgeld (tensy vrygestel ingevolge artikel 22 (8) van die Wet): | |
| | Elke fotostaat van 'n A4-grootte bladsy of 'n gedeelte daarvan | R0-60 |
| | Elke gedrukte kopie van 'n A4-grootte bladsy of 'n gedeelte daarvan op rekenaar of in elektroniese of masjienleesbare vorm | R0-40 |
| | 'n Afskrif van 'n rekenaarleesbare vorm op: | |
| | disket | R5-00 |
| | CD | R40-00 |
| | 'n Transkripsie van beeldmateriaal op 'n A4-grootte bladsy of 'n gedeelte daarvan | R22-00 |
| | Vir 'n afskrif van beeldmateriaal | R60-00 |
| | Vir 'n transkripsie van 'n klankrekord op 'n A4-grootte bladsy of 'n gedeelte daarvan | R12-00 |
| | Vir 'n kopie van 'n klankrekord | R17-00 |
| 5. | Vir die opspoor van 'n rekord, vir elke uur of gedeelte daarvan, met uitsondering van die eerste uur | R 15-00 |
| 6. | Deposito: | |
| | 'n Deposito word nie verlang tot tyd en wyl ses ure ingevolge paragraaf 5 oorskry is nie. Een derde van die toegangsgeld, soos gelys in paragraaf 4, is as 'n deposito betaalbaar deur die persoon wat die versoek rig. | |

Posgeld is betaalbaar deur die persoon wat die versoek rig wanneer 'n afskrif van die rekord aan hom of haar gepos moet word.



UMASIPALA WESITHILI SASEBOLAND INCWADI YEENGXELO

Equlunqwe ngamagatya

**OMTHETHO WOKUKHUTHAZA ILUNGELO
LOKUFUMANA ULWAZI, 2000 (UMTHETHO 2 KA- 2000)**

UMlawuli kaMasipala:

Idilesi yesitrato:

Idilesi yeposi:

Inombolo yefoni:

Inombolo yefeksi:

Idilesi ye-E-meyile:

Mr K Chetty

46 Alexander Street, Stellenbosch, 7600

PO Box 100, Stellenbosch, 7600

021 – 887 2900

021 – 487 9440

admin@bolanddm.co.za

UMASIPALA WESITHILI SASEBOLAND
INCWADI YELUNGELO LOKUFUMANA ULWAZI

1. INTSHAYELELO

Le ncwadi yenziwe njengezigqibo zoMthetho wokukhuthaza iLungelo lokufumana Ulwazi, 2000 (Umthetho inombolo 2 ka-2000) ngenjongo yokufezekisa ilungelo loMgaqo-siseko lokufumana ulwazi kwaye ibhekisela kwiingxelo zonke zikaMasipala wesiThili ezichongwe kulo mthetho.

2. INKCAZO YOLWAKHIWO LUKAMASIPALA WESITHILI

Umasipala wesithili saseBoland ulisebe lorhulumente kwicandelo lorhulumente lwale ndawo kwaye umiselwe ngokubhekisela iSaziso No P.N. 486 esinomhla we-22 Septemba 2000, njengokuba sitshintshiwe.

Ulwakhiwo lukaMasipala wesithili lwenziwa ulwakhiwo lwezopolitiko nolwakhiwo lolawulo.

Ulwakhiwo lwezopolitiko lwenziwa libhunga lesithili neekomiti ezahlukeneyo ezineenjongo ezithile, ikomiti elawulayo yikomiti eyintloko kuzo. Ibhunga lenziwa ngamalungu angama-36, amalungu asibhozo angamalungu ebhunga exesha lonke namalungu ali-14 awalameneyo namanani. Isithethi sikhokela ezintlanganisweni zebhunga senze imisebenzi sisebenzise amandla agqithiselwe kuMthetho woRhulumente wale ndawo: uMthetho woLwakhiwo looMasipala, 1998(uMthetho No 117 ka-1998). Enye yeenjongo eziyintloko zesiThethi kukuqinisekisa ukuba amalungu ebhunga athobele ikhowudi yokuziphatha. Isibonda seDolophu sikhokela iintlanganiso zekomiti elawulayo senze imisebenzi, equka nemisebenzi engamatiletile, sisebenzise amandla agunyaziswe libhunga okanye ikomiti elawulayo. Isekela leSibonda seDolophu linceda iSibonda seDolophu sikhokele xa iSibonda seDolophu singekho.

Ulwakhiwo lolawulo lwenziwa nguMlawuli kaMasipala oqeshwe ngokubhekisela iCandelo 82 loMthetho woRhulumente wale ndawo: uMthetho woLwakhiwo lukaMasipala, 1998 (Inombolo yoMthetho 117 ka-1998) nokumiswa kwabasebenzi okuquka amasebe alandelayo:

- (a) linkonzo zequmrhu nezomphamba;
- (b) linkonzo zezemali;
- (c) iinkonzo zokuceba nezamaziko akhoyo;
- (d) linkonzo zoluntu nezophuhliso;

3. INKCAZO ZEENJONGO ZIKAMASIPALA WESITHILI

Umasipala wesithili unegunya lokwenza imithetho nokulawula mayela namandla neenjongo ezigunyaziswe kuwo ngoMgaqo-Siseko woMzantsi Afrika, 1996 (Inombolo yoMthetho 108 ka-1996) neminye imimiselo efanelekileyo.

Iinjongo namandla abalulekileyo kaMasipala wesithili ngokubhekisela Icandelo 84 loMthetho woLwakhiwo lukaMasipala, 1998 (Inombolo yoMthetho 117 ka-1998), aquka alandelayo:

- 3.1 Ucwangciso lophuhliso olumanyanweyo lukamasipala wesithili wonke, oluquka nobume bamacebo ophuhliso olumanyanweyo oomasipala bonke abakummandla kamasipala wesithili.
- 3.2 Iinkonzo zikaMasipala zezempilo (eziza kucaciswa zigqitywe nguMphathiswa weSizwe woRhulumente lwaMaphondo nale ndawo)
- 3.3 Iinkonzo zokucima ukutsha ezikhonza ummandla wonke kamasipala wesithili, eziquka—
 - 3.3.1 ukuceba, ukulungelelanisa nokumiswa kakuhle kweenkonzo zokutsha;
 - 3.3.2 iinkonzo ezizodwa zokucima ukutsha njengeenkonzo zokutsha ezintabeni, endle nokutsha komchiza;
 - 3.3.3 ukulungelelanisa ukumiswa emgangathweni kwamaziko akhoyo, izithuthi, izixhobo namanyathelo eenkqubo;
 - 3.3.4 ukuqeqesha amagosa okutsha.
- 3.4 Ukukhuthazela ummandla kamasipala wesithili ukhenketho lwale ndawo.
- 3.5 Imisebenzi kawonke-wonke kamasipala enxulumana naziphi na iinjongo ezingaphezulu okanye naziphi na ezinye iinjongo ezinikwe umasipala wesithili.
- 3.6 Ukufumana, ukubeka kwicala elithile, kwaye, xa kufanele, ukusasazwa kweengxowa-mali ezinikwa umasipala wesithili.
- 3.7 Ukunyanzelisa nokuqokelela iirhafu ezahlukeneyo ezinxulumana neenjongo ezingaphezulu okanye ezinokugqithiselwa umasipala wesithili ngokubhekisela imimiselo yesizwe.

Umasipala weSithili ufumana imali yokwenza iinjongo namandla awo ngokurhafisa iirhafu yokumiswa kwesithili nerhafu yeenkonzo zesithili, ukucela imali yeenkonzo nokunyanzelisa imali eyongeziweyo kwimali yeenkonzo nerhafu yomhlaba.

4.

ISIKHOKELO ESIZA KUPHUHLISWA YIKOMISHONI YAMALUNGelo ABANTU

Ikomishoni yaMalungelo aBantu, emiselwe kwiCandelo 181 (b) loMthetho woMgaqo-Siseko woMzantsi Afrika, 1996 (uMthetho 108 ka-1996), iza kwenza, emva kwexesha ngokubhekisela icandelo 10 loMthetho obalulweyo ngaphezulu, esiza kuba nolwazi oluza kufuneka ngengqiqo ngumntu ofuna ukusebenzisa naliphi na ilungelo elikulo Mthetho. Kufuneka esi sikhokelo sipapashwe ngaphakathi kweenyanga ezili-18 emva kokugunyaziswa koMthetho wokukhuthaza ukufumana ulwazi, 2000 (Inombolo yoMthetho 2 ka-2000). Xa umntu efuna ukufumana ulwazi olungaphezulu, kufuneka adibane ne-:

Human Rights Commission
132 Adderley Street
CAPE TOWN
8000

Inombolo yeFoni: 021-426 2277
Inombolo yeFeksi 021-426 2875

5. IINKCUKACHA ZEGOSA LOLWAZI NESEKELA LEGOSA LOLWAZI

Iinkcukacha zokudibana neGosa loLwazi neSekela leGosa loLwazi
zingaphantsi:

IGOSA LOLWAZI:

UMnu. K CHETTY (uMlawuli kaMasipala)

IDILESI YESITRATO: 46 Alexander Street
STELLENBOSCH
7600

IDILESI YEPOSI: PO Box 100
STELLENBOSCH
7600

INOMBOLO YEFONI: 021-887 2900

INOMBOLO YEFEKSI: 021-887 2271

IDILESI YE-E-MEYILE: maritha@bolanddm.co.za

ISEKELA LEGOSA LOLWAZI:

UMnu. GF QONDE (Isekela loMlawuli kaMasipala)

IDILESI YESITRATO: 46 Alexander Street
STELLENBOSCH
7600

IDILESI YEPOSI: PO Box 100
STELLENBOSCH
7600

INOMBOLO YEFONI: 021-887 2900

INOMBOLO YEFEKSI: 021-887 2271

IDILESI YE-E-MEYILE: maritha@bolanddm.co.za

6. INKCAZO YEENGXELO EZIGCINIWE NGUMASIPALA WESITHILI SASEBOLAND

Umasipala weSithili saseBoland ugcina iingxelo ezilandelayo:

UMCIMBI	IINDIDI
Imimiselo	Uyilo noTshintsho
Ukumiswa kwemida, Ukubangiswa nokuHlela ngokweendidi kwemimandla	Ukumiswa kwemida Urhulumente wale ndawo neNguqulo
Ukumela	Ukumela Amalungu eBhunga Unyulo
likomiti zebhunga nezinepotifoliyo: Ukwakhiwa neeNtlanganiso	Ukugqithisela likomiti Ukunyulwa kweeKomiti likomiti ezisisigxina Ii-agenda, iMizuzu, iingxelo neZindululo Iingqobo ezimayela nee-Agenda neMizuzu
Ukulungelelanisa nokuLawula	Ukulungelelanisa ngokweSebe Ulawulo Ukugqithisela amandla Ukulawula iingxelo Iintlanganiso Amagela okusebenza
Ezemali	Isicwangciso-mali Isicwangciso-mali jikelele Isicwangciso-mali seeNdlalela Iimvavanyo neemVavanyo zexesha eliphakathi Iirhafu Iimboleko-mali neMali enikwe phambi kokugqiba umsebenzi Iintlawulo nemali yoBulungu Iinkxaso-mali ezifumanekileyo Iingxowa-mali neRhafu Imali ezaliswayo Amabango neeNtlawulo ezimisiweyo Ukuhlawulwa kwaMatyala Ukuhlawulwa kweMinikelo Ukuqokelela imali Uxanduva lokugcina iincwadi zemali Ulwabiwo lwemibutho ethatha inxaxheba Ilahleko I-akhawunti yeBhanki Iimbuyiselo neeNgxelo Iminikelo neeNgxowa-mali zephenshoni: Amalungu eBhunga Uncedo lweZemali I-inshurensi

UMCIMBI Ubutyebi neeNkonzo zobuKhaya, Imihlaba neZakhiwo	IINDIDI Ubutyebi bobukhaya Iifenitshala neZixhobo linkozo zoBukhaya Izithuthi Unxibelelwano: Ukufumana nokuGcina kakuhle Imihlaba neZakhiwo Ukufumana Ukuqesha nokuSebenzisa
Izicelo zokwenza umsebenzi, Izibophelelo neZivumelwano	lingxelo eziyintloko Izicelo zomsebenzi neZibophelelo ezithile Izivumelwano
Abasebenzi beBhunga	Ukumiswa nokuvavanywa kwaBasebenzi Ukumiswa nokuGuquka kweeMeko zokusebenza Amathuba oMsebenzi nokuQesha Ingqesha neziQinisekiso Uncedo lwezeMali Umhlala-phantsi neeNotisi ezifakiweyo Ukulawula aBasebenzi Ukuvavanya aBasebenzi limbuyiselo yabasebenzi nengqokelelo yamanani ento ethile Ulwalamano lwaBasebenzi Izindlu zaBasebenzi Impilo noKhuseleko emsebenzini
lingxelo neeMbuyiselo	lingxelo lingxelo zonyaka zaMasebe lingxelo zeKota lingxelo zeNyanga limbuyiselo neeNgxelo
Ukwazisa uwonke-wonke noLwazi	Ukwazisa noLwazi olulolwakhe uMasipala Ukwazisa: Abantu neMibutho yangasese
Umbhiyozo neNtsebenziswano yeZentlalo	lingxelo eziyintloko Imibhiyozo Intsebenziswano yeZentlalo Amanye aMatheko
Ukwakhiwa neeNtlanganiso zamaBhunga, zamaZiko, imiButho, iKomiti neminye imiButho	li-agenda, iMizuzu neeNgxelo Isizwe neZamaphondo Ummandla Kule ndawo
Imicimbi yeZomthetho	Izimvo zeZomthetho neZigqibo zeNkundla Amabango Ukutshutshisa Amagosa okunyanzelisa uMthetho
Ililayisenisi, iZiqinisekiso naMaphepha-mvume	ililayisenisi Iziqinisekiso Amaphepha-mvume

	Izicelo naMagunya neeNzala
IMICIMBI	IINDIDI
Ukuceba uPhuhliso nokulawula ukwakha	Amacebo ophuhliso lommandla nophuhliso olumanyanweyo
	Ukwahlula uMhlaba nokulawula ukwakha
linkonzo ezifunekayo	Iindlela neZitrato
	Amangcwaba
	Umbane
	Amanzi
	Amanzi amdaka
	Ukucocwa
linkonzo zoluNtu	Iindawo zikaWonke-wonke
	linkonzo zokuhlangula abantu ekutsheni neze-ambulensi
	Ukulawula lintlekele
	Impilo
	Iindawo zolonwabo nezokuphumla
	Izinto ezihlupha uWonke-wonke
	Ulonolozo lweZendalo nokulawula lingxaki
	Imuziyam neZikhumbuzo
	Izindlu
	Izikolo neeNdawo zokugcina aBantwana abatsha
	Imidlalo nezoLonwabo
	Intlalo-ntle
	Uphuhliso lweZogogoshu
	Amathala eeNcwadi
	Amapolisa kaMasipala

7. IINDIDI ZEENGXELO EZINOKUFUMANEKA NJE:

lingxelo ezilandelayo zinokufumaneka nje, akufuneki isicelo esisesikweni:

- 7.1 Imimiselo kaMasipala, imimiselo yeDolophu neenkqubo;
- 7.2 Izigunyaziso;
- 7.3 Ixesha, indawo, ii-agenda nemizuzu yeentlanganiso zeBhunga, ikomiti elawulayo nezinye iikomiti, ngaphandle kwemizuzu nee-agenda eziphawulwa "ngokwehlebo";
- 7.4 Ulwazi mayela neentlanganiso zebhunga likamasipala ;
- 7.5 Icebo loPhuhliso olumanyanweyo;
- 7.6 Amacebo oShishino;
- 7.7 Isicwangciso-mali namaxabiso, iirhafu neentlawulo njl-njl;
- 7.8 lingxelo zoMphicothi-ziincwadi zemali oyintloko;
- 7.9 Iincwadi zeziCelo zokwenza umsebenzi;

7.10. Ukwakhiwa kokumiswa kwaBasebenzi;

7.11 iingxelo zonyaka;

7.12 Ulwazi lwaMalungu eBhunga;

INKQUBO YOKUCELA UKUFUMANA IINGXELO

ISICELO ESISESIKWENI:

Xa umntu efuna ukwenza isicelo sokufumana ingxelo kaMasipala wesithili saseBoland ngokubhekisela uMthetho wokukhuthaza ukufumana Ulwazi, 2000 (uMthetho 2 ka-2000), kufuneka isicelo esibhaliweyo senziwe sithunyelwe kwiGosa loLwazi, iinkcukacha zokudibana nalo ziku-3 kule ncwadi, kwifomu A njenokumiselwe kwiPhepha-ndaba loMbuso loRhulumente No 22125 lika-9 Matshi 2002 (Isaziso soRhulumente No R 223) equkwa kule ncwadi njengeSongezo A. Igosa loLwazi liza kunika uncendo olunengqiqo ekuzalisweni kwefomu yesicelo nasekucacisweni kwenkqubo. "Umntu" uthetha ukuba umntu wenene okanye into ekhoyo ngokomthetho njengenkampani. Uthelelwano alungomntu, alunakuvunywa ukufumana ulwazi.

ISICELO ESINGAMISELEKANGA:

Umntu ongakwazi ukufunda nokubhala okanye umntu ongenakwenza sicelo sokufumana ingxelo ngenxa yobulwelwe angenza isicelo ngokuthetha. Kufuneka iGosa loLwazi okanye iSekela leGosa loLwazi lincede umntu owenza isicelo ngokubhala isicelo kwifomu efunekayo linike umntu ocelayo ikopi yesicelo esibhaliweyo. Kufuneka iGosa loLwazi lincede mahala umntu ofuna uncendo elinengqiqo.

ULWIMI:

Kufuneka umntu ocelayo axele ulwimi ofuna ukufumana ingxelo ngalo. Xa ingxelo ingenakufumaneka ngolwimi olukhethwayo ngumntu ocelayo, ungavunywa ukufumana ingxelo ngolwimi olufumanekayo.

ISICELO:

Kufuneka isicelo sibe nolwazi olwaneleyo ukuze iGosa loLwazi libe nakho:

- ukuchonga iingxelo ezicelwayo (equka nenkcazo yale ngxelo, inombolo yesalathiso naziphi na iinkcukacha ezingaphezulu zengxelo;
- nezomntu ocelayo, eziquka nolwazi lonke lokudibana naye.

UHLOBO EKUFUNYANWA NGALO ULWAZI:

Ulwazi lumele ukunika iGosa loLwazi ukuba nakho ukuchonga uhlobo ekufunyanwa ngalo ulwazi olufunwayo umntu ocelayo, ngomzekelo:

- Ukuba umntu ocelayo ufuna ukwenza ikopi yengxelo ebhaliweyo okanye echwetheziweyo okanye ufuna ukuyikhangela;
- ukuba umntu ocelayo ufuna ukubukela okanye ukwenza ikopi yemifanekiso enokuba iifoto, iifoto ezinokufakwa kumatshini, ushicilelo lwevidiyo, imifanekiso eyenziwe yikompyutha okanye imizobo okanye ufuna ukufumana ikopi yemifanekiso;

- ukuba umntu ocelayo ufuna ukumamela ushicilelo olunesandi okanye ufuna ukufumana ukukhuphela okubhaliweyo okanye okuchwetheziweyo koshicilelo olunesandi;
- ukuba umntu ocelayo ufuna ukufumana ikopi echwetheziweyo yikompyutha okanye uhlobo lwekopi olunokufundeka ngumatshini evela kwikompyutha.

IINTLAWULO:

Kufuneka ifomu yesicelo ikhatshwe nentlawulo yokufumanisa emiselweyo ekwiSongezo C kule ncwadi. Akufuneki umntu ofuna ulwazi mayela naye abhatale intlawulo yokuqala, kodwa kufuneka umntu ongafuni lwazi mayela naye abhatale intlawulo yokuqala ye-R35-00 yokufumana ingxelo. Bonke abantu abacelayo, ngaphandle kwabantu abacelayo abakhululwe ngokubhekisela icandelo 22(8)(a) loMthetho wokukhuthaza ukufumana koLwazi, 200(Inombolo yoMthetho 2 we-200), mababhatale iintlawulo ezifunekayo zokufumana ingxelo.

IXESHA ELINENGQIQO:

Umntu ocelayo uza kunikwa ulwazi olufunekayo, xa lunokufumaneka, ngexesha elinengqiqo emva kokufumana ifomu yesicelo nentlawulo emiselweyo.

XA INGXELO INGEKHO PHANTSI KOLAWULO OKANYE ENGENAYO UMASIPALA WESITHILI SASEBOLAND:

Igosa loLwazi linokugqithisela isicelo xa ingxelo ingekho phantsi kolawulo okanye engenayo uMasipala wesithili saseBoland okanye xa umcimbi wayo unxulumana ngokufutshane neenjongo zomnye umbutho kawonke-wonke okanye xa ingxelo inolwazi loshishino olunomdla omkhulu komnye umbutho kawonkewonke. Isicelo siza kugqithiselwa kamsinya xa kunokwenziwa, kodwa ngaphakathi kweentsuku ezili-14 emva kokufumana isicelo. Kufuneka iGosa loLwazi lazise umntu ocelayo ukuba isicelo sigqithiselwa, izizathu zokusigqithisela nethuba ekuphendulwa ngalo isicelo.

XA INGXELO INGASENAKUFUMANEKA OKANYE INGAFUNYANWA:

Xa ulwazi lungafumaneki ngeli xesha okanye lungenakufumaneka, kwaye onke amanyathelo anengqiqo athathwe ukufumana le ngxelo, kufuneka iGosa loLwazi lazise umntu ocelayo ngengxelo efungelweyo okanye ngesiqinisekiso.

XA INGXELO INGEKAFUMANEKI

Ukufumaneka kunokumiselwa xa ingxelo ingekafumaneki. Umntu ocelayo uza kwaziswa ngalo mcimbi.

XA UKUFUMANEKA KUNIKIWE:

Kufuneka iGosa loLwazi ligqibe ngaphakathi kweentsuku ezingama-30 (AMASHUMI AMATHATHU) ukuvuma isicelo okanye hayi na. Xa ukufumana ulwazi kunikiwe, kufuneka isaziso sithunyelwe kumntu ocelayo esithi ezilandelayo:

- intlawulo yokufumaneka xa ikho mayibhatalwe xa kunikwe ukufumaneka koLwazi;
- uhlobo lokunika ukufumaneka; kwaye
- umntu ocelayo angabhenela ngaphakathi kuMasipala wesithili saseBoland okanye angafaka isicelo enkundleni ukuthintela intlawulo yokufumana ulwazi okanye uhlobo oluza kufumaneka ngalo ulwazi.

XA UKUFUMANEKA KUSALIWA:

Xa ukufumaneka kwengxelo kunganikwa, kufuneka isaziso esivela kwigosa loLwazi okanye iSekela leGosa loLwazi, sinike izizathu ezaneleyo zokwala, ngaphandle kokubhekisela kwisiquatho sengxelo kwaye sixele ukuba

umntu ocelayo angabhenela ngaphakathi kuMasipala wesithili okanye angafaka isicelo enkundleni sokuthintela ukwaliwa kwesicelo nenkqubo yokubhenela ngaphakathi okanye yokufaka isicelo.

UKWANDISWA KWEXESHA:

Igosa loLwazi okanye iSekela leGosa loLwazi linokwandisa ithuba leentsuku ezingama-30 (AMASHUMI AMATHATHU) lokugqiba ngesicelo xa:

- isisicelo senani elingaphezulu leengxelo kwaye ukuvuma naso kuza kuthintela ngokungenangqiqo imisebenzi eqhelekileyo kaMasipala wesithili saseBoland;
- sifuna ukufunwa kwingqokelela yeengxelo ekwi-ofisi engasedolophini yeGosa loLwazi kwaye iGosa loLwazi lingenakulindleka ngokwengqiqo ukugqiba isicelo ngaphakathi kweentsuku zokuqala ezingama-30 (AMASHUMI AMATHATHU);
- ukucebisa namanye amasebe kaMasipala wesithili saseBoland okanye nomnye umbutho kawonke-wonke kuyafuneka kwaye iGosa loLwazi lingenakulindleka ngokwengqiqo ukugqiba ngokucebisa ngaphakathi kweentsuku zokuqala ezingama-30 (AMASHUMI AMATHATHU); okanye
- umntu ocelayo uvuma ngokubhala nokwandisa ixesha.

Xa ithuba lisandiswa, kufuneka iGosa loLwazi lazise umntu ocelayo ukuba ithuba landiswe nezizathu zokwenza oko, ngaphakathi kweentsuku ezingama-30 (AMASHUMI AMATHATHU) emva kokufumana isicelo. Kufuneka isaziso sixele ithuba lokwandisa nezizathu ezaneleyo zokwandisa. Kufuneka isaziso sixele nokuba umntu ocelayo angafaka isicelo enkundleni sokuthintela ukwandisa nenkqubo (equka nethuba) yokufaka ngayo isicelo.

8. INKCAZO YEENKONZO ANOKUZIFUMANA AMALUNGU KAWONKE-WONKE ZIKAMASIPALA WESITHILI SASEBOLAND NEENKONZO ZOKUFUMANA

Zonke izicelo zokufumana ulwazi maziye kwiGosa loLwazi, kodwa iindawo ezinenjongo yokunika uwonke-wonke ulwazi mayela neenkonzo ezibalulwa ngaphantsi zinikiwe.

STELLENBOSCH

PO Box 100
STELLENBOSCH
7600

Ifoni: 021-887 2900
Ifeksi: 021-887 2271
I-E-meyile: maritha@bolanddm.co.za

WORCESTER

PO Box 91
WORCESTER
6850

Ifoni: 023-347 0945
Ifeksi: 023-342 8442
I-E-meyile: admin@bolanddm.co.za

PAARL
PO Box 23
PAARL
7620

Ifoni: 021-871 1001
Ifeksi: 021-872 0860
I-E-meyile: wynadmin@adept.co.za

CERES
PO Box 62
CERES
6835

Ifoni: 023-312 3111
Ifeksi: 023-312 3177
I-E-meyile: hvisser@lando.co.za

ROBERTSON
PO Box 51
ROBERTSON
6705

Ifoni: 023-626 3191
Ifeksi: 023-626 5059

MONTAGU
Bath Street
MONTAGU
6720

Ifoni: 023-614 2380

9. AMALUNGISELELO NAMAGATYA AWENZIWEYO UKUZE ABANTU BANIKE AMACEBO BACEBISE OKANYE BATHATHE INXAXHEBA OKANYE BAPHEMBELELE NGEZINYE IINDLELA UKWENZIWA KWEENKQUBO OKANYE UKUSETYENZISWA KWAMANDLA OKANYE UKWENZIWA KWEMISEBENZI NGOMASIPALA WESITHILI SASEBOLAND.

Umthetho weZixokelelwano zikaMasipala, 2000 (Umthetho 32 ka-2000), walela umasipala ngamnye ukukhuthaza nokuyila iimeko olunokuthatha inxaxheba kuzo uluntu lwale ndawo kwimicimbi kamasipala. Yiyo loo nto izinto ezisebenzayo neenkqubo zolwalamano ezithile ziyilwe ngenjongo yokunika uwonke-wonke ukuba nakho kokuthatha inxaxheba kwimicimbi kamasipala, ngomzekelo:

ULWALAMANO – IBHUNGA NOWONKE-WONKE:

- ukwazisa uwonke-wonke ngokwaneleyo mayela nayiphi na injongo yokwenza imimiselo yedolophu okanye iinkqubo mayela nawuphi na umcimbi onokuphembelela uwonke-wonke;
- ukulungiselela nokusasaza exesheni ii-agenda zeentlanganiso zebhunga nezeekomiti;
- Izaziso zePhepha-ndaba lombuso loRhulumente okanye eminye imimiselo mayela noMasipala kwesithili;
- ingxelo yonyaka eya kuluntu yeziphumo eziphumelelweyo nguMasipala;
- iintlanganiso zebhunga ezivulekileyo kuwonke-wonke;
- izinto zokusasaza iindaba, ngomzekelo unomathotholo namaphepha-ndaba ale ndawo;

ULWALAMANO – UWONKE-WONKE NEBHUNGA:

- amalungu ebhunga amela abantu namalungu ebhunga amela umasipala wale ndawo;
- ukudibana ne-ofisi yemicimbi kawonke-wonke;
- amathuba okucebisana nemibutho yoluntu lwale ndawo;

- Ingeniso ebhaliweyo mayela neenkqubo okanye imimiselo yedolophu ecetywayo okanye mayela nawuphi na umcimbi obhekisela ekusetyenzisweni kwamandla okwenza imisebenzi nguMasipala, inganikwa uMlawuli kaMasipala okanye iSibonda seDolophu ngedilesi echazwa kwisahlulo 5.

IINKQUBO ZOLWALAMANO ZEBHUNGA:

- iintlanganiselo zikawonke-wonke;
- ukuqaphela iMibutho esekwe kuLuntu, eza kubandakhanywa kwiinkqubo zokuceba ngomzekelo inkqubo yophuhliso olumanyanwayo nji-nji;
- inkqubo yocwangciso-mali eyilwa ngenjongo yokukhuthaza ukuthatha inxaxheba koluntu;
- izimemo eziya kuwonke-wonke zokufaka amanqaku abhaliweyo okanye iinkcazelo mayela nawuphi na umcimbi kwibhunga;

10 UKWALA UKUFUMANA IINGXELO

Umasipala unoxanduva lokukhusela amalungelo abanye abantu, kwaye amalungelo akanakusetyenziswa ngokonakalisa amalungelo abanye. Yiyo loo nto iGosa loLwazi linelungelo lokwala ukufumana iingxelo ngokubhekisela amaCandelo-34 ukuya ku-45 oMthetho wokukhuthaza ukufumaneka koLwazi, 2000 (Inombolo yoMthetho 2 ka-2000).

10.1 UKWALA NGOKWENGQIQO UKUFUMANEKA IINGXELO

Igosa loLwazi okanye iSekela leGosa loLwazi linengqiqo lokwala ukufumana iingxelo xa isicelo sokufumana ulwazi siza kubandakanya ukuxela ezilandelayo naziphi izinto:

- ulwazi olunikiweyo ngokwehlebo ngeqela lesithathu, ukuxelwa kwalo kungalindeleka ngokwengqiqo ukubangela ukuqala ukugweba;
- ulwazi, ukuxelwa kwalo kunethuba elikhulu lokufaka ukhuseleko lwesakhiwo, ulwakhiwo okanye isixokelelwano, esinokuba sisixokelelwano sekompyutha, uhlobo lwesithuthi okanye naziphi na iintlobo zepropati, engozini;
- ulwazi mayela neenkqubo, izixokelelwano, icebo okanye amanyathelo eenkqubo anenjongo yokukhusela umntu okwisikimu sokukhusela ingqina okanye ukhuseleko lukawonke-wonke okanye lwepropati;
- ingxelo eneendlela yokwenza into, amanyathelo okanye izikhokelo zokuthintela, ukufumana, ukunqanda okanye ukuphanda ukwaphula-mthetho okanye ukwaphula-mthetho kungaba kuza kwenzeka okanye ukutshutshisa umntu othathwa njengesaphula-mthetho;
- ingxelo mayela nokutshutshiswa komntu othathwa njengesaphula-mthetho xa ukuxela kwengxelo kungalindeleka ngokwengqiqo ukuthintela ukutshutshisa okanye kungabangela ukuphatha kakubi kobulungisa;
- ingxelo, ukuxelwa kwayo kungalindeleka ngokwengqiqo uku-:
 - ba nomonakalo wophando lolwaphulo-mthetho okanye ulwaphulo-mthetho olunokwenzeka;
 - tyhila okanye ukunika umntu ukuba nakho ukuchonga imvelaphi elihlebo yolwazi olunxulumene nokunyanzelisa okanye ukulawula komthetho;

- bangela ukoyikisa okanye ukunyanzela kwengqina okanye umntu onokubizwa njengengqina kwiinkqubo zolwaphulo-mthetho okanye ezinye iinkqubo ezinenjongo yokunyanzelisa umthetho;
- bangela ukwaphulwa komthetho; okanye
- ukuba nomonakalo okanye ukuthintela ubulungisa betyala okanye ukungathathi macala kokugweba;
- ulwazi, ukuxelwa kwalo kunokubangela umonakalo wolwalamano lwezomkhosi, ezokhuseleko nalwezamazwe loMzantsi Afrika;
- ulwazi, ukuxelwa kwalo kunethuba elikhulu lokufaka umdla wezoqoqosho nezemali woMzantsi Afrika okanye ukuba nakho korhulumente kokulawula kakuhle uqoqosho loMzantsi Afrika engozini;
- ulwazi olunamahlebo oshishino karhulumente okanye umbutho kawonke-wonke okanye olunokubeka umbutho kawonke-wonke unesithintelo kulwalamano lwesibophelelo okanye olunye ulwalamano okanye lungaba umonakalo wombutho kawonke-wonke xa kukhutshiswana kushishino.
- ulwazi lwezemali, lwezoqoqosho, lwenzululwazi okanye lobugcisa, ngaphandle kwamahlebo orhwebo, ukuxelwa kwalo kunethuba elikhulu lokonakalisa umdla wezoqoqosho okanye wezemali karhulumente okanye umbutho kawonke-wonke;
- ulwazi oluyinkqubo lwekompyutha, echongwa kuMthetho wokuba neLungelo leKopi, 1978 (Inombolo yoMthetho 98 ka-1978) olunayo urhulumente okanye umbutho kawonke-wonke;
- ulwazi mayela nophando olwenzekayo okanye oluza kwenzeka, olwenziwa liqela lesithathu okanye olwenzelwayo iqela lesithathu, ukuxelwa kwalo kunethuba elikhulu lokutyhila umbutho kawonke-wonke, umntu owenza uphando okanye umcimbi wophando kwisithintelo esinondileko; okanye
- ulwazi mayela nengxelo yombutho kawonke-wonke enesimvo, icebo, ingxelo okanye ingcebiso efumanekayo okanye elungiselelweyo okanye ingxelo yokucebisa, yengxoxo, uthethathethwano okanye imizuzu yentlanganiso mayela nokuyilwa kwenkqubo okanye ukuthathwa kwesigqibo sokusebenzisa amandla okanye sokwenza umsebenzi ogqithiselwe ngumthetho xa ukuxelwa kunokulindeleka ngokwengqiqo ukuthintela inkqubo yengxoxo okanye impumelelo yenkqubo.

10.2. UKWALA OKUNYANZELEKILEYO KWESICELO SOKUFUMANEKA KWENGXELO

Kufuneka iGosa loLwazi lale ukufumana ingxelo xa isicelo sokufumana ingxelo siza kubandakanya ukuxelwa ngokungenangqiqo kolwazi lomntu okanye amahlebo orhwebo mayela neqela lesithathu (kuquka nomntu oswelekileyo) okanye naluphi na ulwazi, ngaphandle kwamahlebo orhwebo, olunokonakalisa umdla worhwebo okanye wezemali weqela lesithathu.

Kufuneka ukufumana kwaliwe xa isicelo sokufumana ulwazi siza kubandakanya ukuxelwa kolwazi oluyinkqubo yekompyutha onayo umbutho wangasese okanye xa ukufumana ingxelo akuvumelekanga ngokubhekisela iCandelo 60(14) loMthetho wamanyathelo eNkqubo yoLwaphulo-mthetho, 1977 (Inombolo yoMthetho 51 ka-1977) okanye xa ulwazi lunokufunyanwa ngabantu abathile kuphela okanye xa ulwazi lungafaka engozini ubomi okanye ukhuselelko lomntu okanye ukhuseleko lwepropati.

Kufuneka iGosa loLwazi lale ukufumana ingxelo xa ulwazi luza kubandakanya ukuxelwa kolwazi olunikwe ngokwehlebo liqela lesithathu kwaye lungalindeleka ngokwengqiqo ukubeka iqela lesithathu esithintelweni kuthethathethwano lwesibophelelwano okanye olunye. Xa ulwazi luza kwaphula ithemba leqela lesithathu okanye x

ukuxelwa kolwazi mayela nophando kuza kutyhila umntu okanye iqela lesithathu elenza uphando okanye umcimbi wophando okuza kubangela isithintelo esinondileko.

Igosa loLwazi linokwala isicelo sokufumana ingxelo xa isisicelo esiyimfeketho okanye esicaphukisayo ngokucacileyo okanye umsebenzi wokuphendula isicelo uza kuthatha kakhulu ubutyebi bombutho kawonke-wonke.

11. IZINTO EZINOKWENZIWA MAYELA NESENZO OKANYE UKUYEKA UKWENZA INTO NGUMASIPALA WESITHILI SASEBOLAND

Xa iGosa loLwazi litshona ukunika isigqibo mayela nesicelo sokufumana ngaphakathi kweentsuku ezingama-30 (AMASHUMI AMATHATHU), kugqitywa ukuba iGosa loLwazi lale isicelo, kwaye umntu ocelayo angabhenela ngaphakathi kuMasipala wesithili saseBoland. Isibheni esingaphakathi masifakwe ngohlobo olumiselweyo ngaphakathi kweentsuku ezingama-60 (AMASHUMI AMATHANDATHU) ngokubhekisela icandelo 75(1)(a)(i) loMthetho wokukhuthaza Ulwazi, uMthetho 2 ka-2000. Jonga iSongezo B.

Umntu ocelayo angabhenela ngaphakathi alwe ukungavumi kwesicelo okanye isigqibo seGosa loLwazi:

- mayela neentlawulo ezimiselweyo; okanye uhlobo lokufumana;
- ukwandiswa kwethuba lokuphendula isicelo;
- uhlobo lokufumana ulwazi.

Iqela lesithathu lingabhenela ngaphakathi kwiBhunga likaMasipala wesithili saseBoland ngokubhekisela iCandelo 72(c) isigqibo seGosa loLwazi lokuxela ulwazi.

Umntu ocelayo obhenele ngaphakathi, anganeli sisiphumo, angenza isicelo sokucela uncedo olufanelekileyo enkundleni, ngokubhekisela icandelo 78 loMthetho wokukhuthaza Ulwazi, uMthetho 2000 (uMthetho 2 ka-2002), ngaphakathi kweentsuku ezingama-30 emva kwesigqibo sesibheni esingaphakathi. Umntu ocelayo akanakufaka isicelo enkundleni, ngaphandle kwaxa ubhenele ngaphakathi.

12. UHLOBO LOKUBHENELA NGAPHAKATHI NGALO NENTLAWULO YESIBHENO.

Kufuneka isibheno esingaphakathi masifakwe ngokusebenzisa ifomu emiselweyo ngaphakathi kwethuba leentsuku ezingama-60 (AMASHUMI AMATHANDATHU). Xa kufuneka isaziso esiya kwiqela lesithathu, kufuneka isibheno esingaphakathi siqalwe ngaphakathi kweentsuku ezingama-30 (AMASHUMI AMATHATHU) emva kokunika umntu obhenela isaziso sesigqibo sokubhenela. Kufuneka ithunyelwe ngeposi, ngefeksi okanye nge-E-meyile kwiGosa loLwazi. Kufuneka umcimbi uchongwe kwaye kuxelwe izizathu zesibheno. Ngaphezu kwempendulo ebhaliweyo, xa umntu obhenayo efuna ukwaziswa ngesigqibo sesibheno esingaphakathi nangaluphi na olunye ohlobo, kufuneka aluxele anike iinkcukacha ezifunekayo zokwaziswa ngolu hlobo. Xa kufanelekile, kufuneka intlawulo emiselweyo yesibheno ikhapse ifomu. Izibheno ezifika emva kwexesha zinokuvumeleka, xa kunokuboniswa izizathu ezintle. Kufuneka iGosa loLwazi lifakele isibheno, ngaphakathi kweentsuku zokusebenza ezili-10 (ISHUMI) emva kokufumana isibheno esingaphakathi, kwiBhunga likaMasipala isigqibo.

13. ULWAZI JIKELELE

Igosa loLwazi okanye naliphi na iSekela leGosa loLwazi linokudityaniswa ngenjongo yokufumana ulwazi olungaphezulu olungekhoyo kule ncwadi. Xa kufuneka, uMasipala wesithili saseBoland aqwalasele kwakhona apapashe le ncwadi kanye ngonyaka ngobuncinane.

ISONGEZO A**UMASIPALA WESITHILI SASEBOLAND****ISICELO SOKUFUMANA INGXELO YOMBUTHO KAWONKE-WONKE**

(Icandelo 18 (1) loMthetho wokukhuthaza ukufumaneka koLwazi, 2000
(Inombolo yoMthetho 2 ka-2000))

[Ummiselo 2]

UKUSETYENZISWA LISEBE KUPHELA	
Inombolo yesalathiso: _____	
Isicelo samkelwa ngu: _____	
(xela ubume, igama nefani yegosa lolwazi/isekela legosa lolwazi) ngo- _____	
_____ (umhla)	e _____ (indawo).
Intlawulo yesicelo (xa ikho):	R.....
Idiposithi (xa ikho):	R
Intlawulo yokufumaneka:	R
USAYINO LEGOSA LOLWAZI/ISEKELA LEGOSA LOLWAZI	

A. Iinkcukacha zombutho kawonke-wonke

Igosa loLwazi/Isekela leGosa loLwazi
Umasipala wesithili saseBoland

B. Iinkcukacha zomntu ocela ukufumana ingxelo

(a)	Kufuneka iinkcukacha zomntu ocela ukufumana ingxelo zinikwe ngaphantsi.
(b)	Nika idilesi ne-/okanye inombolo yefeksi ekweli lizwe zokuthumela ulwazi kuzo.
(c)	Kufuneka ubungqina bobume kwenziwe isicelo ngabo, xa kufanelekile, buncanyathiselwe.

Amagama azeleyo nefani: _____

Inombolo ye-ID:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Idilesi yeposi: _____

Inombolo yefeksi: _____

Inombolo yefoni: _____ Idilesi ye-E-meyile: _____

Ubume senziwe isicelo kubo, xa senzwe omnye umntu:

C. Iinkcukacha zomntu owenzelwe isicelo

Kufuneka eli candelo lizaliswe OKWANGOKU enzelwa omnye umntu isicelo sokufumana ulwazi.

Amagama azeleyo nefani: _____

Inombolo ye-ID:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. Iinkcukacha yengxelo

(a)	Nika iinkcukacha ezizeleyo zengxelo ezifunekayo, eziquka nenombolo yesalathiso xa uyazi, ukuze ingxelo inokufumaneka.
(b)	Xa indawo enikiweyo inganelanga, nceda uqhube kwelinye iphepha, ulincamathisele kule fom. Kufuneka umntu ocelayo asayine onke amaphepha angaphezulu

1. Inkcazo yengxelo okanye inxalenye yengxelo efanelekileyo:

2. Inombolo yesalathiso, ikho: _____

3. naziphi na ezinye iinkcukacha zengxelo: _____

E. Iintlawulo

(a)	Isicelo sokufumana ingxelo ngaphandle kwengxelo enolwazi mayela nawe, siza kwenziwa okwangoku intlawulo yesicelo ibhatalwe.
(b)	Uza kwaziswa ngemali ekufuneka ibhatalwe njengentlawulo yesicelo.
(c)	Intlawulo efuna ukubhatalwa ukufumana ingxelo ixhomekeke kuhlobo lokuyifumana nexesha elifanelekileyo elifunekayo yokufuna nokulungiselela ingxelo.
(d)	Xa ulungele ukukhululwa ukubhatalwa nayiphi na intlawulo, nceda uxele isizathu.

Isizathu sokukhululwa ukubhatalwa iintlawulo : _____

F. Uhlobo ekufumaneka ngalo ingxelo

Xa unqandwa ngobulwelwe ukufunda, ukubukela okanye ukumamela ingxelo ngohlobo lokufumana olunikiweyo ku-1 ukuya ku-4 ngaphantsi, xela ubulwelwe bakho kwaye loluphi uhlobo lwengxelo olufunekayo.

Ubulwelwe:	Uhlobo lwengxelo olufunekayo:
_____	_____
_____	_____

Phawula ibhokisi efanelekileyo ngokuthi **X**

AMANQAKU:

(a) Ukuphawula kwakho mayela nohlobo lokufumana olufunekayo kuxhomekeke kuhlobo efumanekayo ngalo ingxelo.			
(b) Ukufumana ngohlobo oluceliweyo kunokwalwa kwiimeko ezithile. Kwesi sihlo, uza kwaziswa ukuba ukufumana kuza kunikwa ngolunye uhlobo.			
(c) Intlawulo ebhatalelwa ukufumaneka ukuba ikho, iya kuxhomekeka ubuncinane kwindlela ekucelwe ngayo ukuba ifumaneka..			
1. Xa ingxelo ibhaliwe okanye ichwetheziwe:			
Ikopi yengxelo*		Ukuhlola ingxelo	
2. Xa ingxelo yenziwa imifanekiso: (Ie iquka iifoto, iifoto ezifakwa kumatshini, ushicilelo lwe-"video", imifanekiso eyenziweyo yikomputha, imizobo, njl-njl):			
Bukela imifanekiso	Yenza ikopi yemifanekiso*	Bhala ngemifanekiso*	
3. Ingxelo iquka amagama ashicilelweyo okanye ulwazi olunokuvakaliswa ngesandi:			
Mamela ushicilelo lwesandi (iitheyiphu)	Ukubhala ushicilelo lwesandi* (iphepha elibhaliweyo okanye elichwethezweyo)		
4. Xa ingxelo igciniwe kwikompyutha okanye ngohlobo olunokufundeka ngumatshini:			
Ikopi echwetheziweyo yengxelo*	Ikopi echwetheziweyo yolwazi oluvela kwingxelo*	Ikopi lohlobo olunokufundeka yikompyutha* (idiski eqinileyo okanye idiski ebumbeneyo)	

*Xa ucele ikopi okanye isibhalo sengxelo (ngaphezulu), ufuna ukuba ikopi okanye isibhalo masithunyelwe kuwe ngeposi?

EWE

HAYI

Kufuneka intlawulo yeposi ibhatalwe.

Qaphela ukuba xa ingxelo ingenakufumaneka ngolwimi olukhethileyo, kungaba ukufumaneka kuza kunikwa ngolwimi ingxelo inokufumaneka ngalo.

Uza kukhetha ingxelo yoluphi ulwimi?

G. Isaziso sesigqibo mayela nesicelo sokufumana

Uza kwaziswa ngembalelwano ukuba isicelo sakho sivumelekile na okanye hayi. Xa ufuna ukwaziswa ngenye indlela, nceda ucacise indlela, unike iinkcukacha ezifunekayo ukuba isicelo sakho sinokuphendulwa.

Uza kukhetha ukwaziswa njani ngesigqibo mayela nesicelo sakho sokufumana ingxelo? _____

20

Isayinwe e _____ kulo mhla we- _____ ka-
_____ 20 _____

USAYINO LOMNTU OCELAYO/UMNTU
OCELELWE ISICELO

UMASIPALA WESITHILI SASEBOLAND

IFOMU B

ISAZISO SESIBHENO ESINGAPHAKATHI

[Ummiselo 8]

XELA INOMBOLO YAKHO YESALATHISO:

A. linkcukacha zombutho kawonke-wonke

**Igosa loLwazi/Isekela leGosa loLwazi
Umasipala wesithili saseBoland**

B. linkcukacha zomntu ocelayo/iqela lesithathu elifaka isibheno esingaphakathi

- (a) Kufuneka iinkcukacha zomntu ofaka isibheni esingaphakathi zinikwe ngaphantsi.
- (b) Kufuneka ubungqina bobume esifakwa kubo isibheni, xa kufanelekile, buncanyathiselwe.
- (c) Xa umntu obhenela ungumntu wesithathu, akangomntu ofune ulwazi kuqala, kufuneka iinkcukacha zomntu ocelayo zinikwe ku-c ngaphantsi.

Amagama azeleyo nefani: _____

Inombolo ye-ID:

[illegible]

Idilesi yeposi: _____

Inombolo yefeksi: _____

Ubume besibheno esingaphakathi sifakelwe omnye umntu kubo:

C. linkcukacha zomntu ocelayo

Kufuneka eli candelo ligqitywe OKWANGOKU xa iqela lesithathu (omnye womntu ocelayo) lifake isibheno esingaphakathi.

Amagama azeleyo nefani: _____

Inombolo ye-ID:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. Isigqibo esibhenelwe ngaphakathi

<i>Phawula isigqibo esibhenelwe ngaphakathi ngokuthi X kwibhokisi esifanelekileyo:</i>	
	Ukwaliwa kwesicelo sokufumaneka
	Isigqibo mayela neentlawulo ezimiseliweyo ngokubhekisela icandelo 22 loMthetho
	Isigqibo mayela nokwandisa ithuba kufuneka isicelo senziwe ngalo ngokubhekisela icandelo 26(1) loMthetho
	Isigqibo esibhekisela icandelo 29(3) loMthetho ukwala ukufumana ngohlobo olucelweyo ngumntu ocelayo
	Isigqibo sokuvumela isicelo sokufumana

E. Izizathu zokubhenela

*Xa indawo enikiweyo inganeli, nceda uqhube kwelinye iphepha ulincamathisele kule fomu. **Kufuneka usayine onke amaphepha angaphezulu.***

Xela izizathu esisekwa kuzo isibheno esingaphakathi: _____

Xela naluphi na olunye ulwazi olunokuba lubalulekile xa isibheno sicingeka: _____

F. Isaziso sesigqibo mayela nesibheni

Uza kwaziswa ngokubhala ngesaziso mayela nesibheni sakho esingaphakathi. Xa ufuna ukwaziswa ngolunye uhlobo, nceda ucacise uhlobo, unike iinkcukacha ezifunekayo zokuphendula isicelo sakho.

Xela uhlobo: _____

Iinkcukacha zohlobo: _____

Isayinwe e _____ kulo mhla we _____
ka- _____ 20

USAYINO LOMNTU OBHENAYO

UKUSETYENZISWA LISEBE:**INGXELO ESESIKWENI SESIBHENO ESINGAPHAKATHI:**

Isibheni sifumaneke ngo_____ (umhla) ngu-_____

(xela ubume, igama, nefani yegosa lolwazi/isekela legosa lolwazi.)

Isibheni esikhatshwa ngezizathu zesigqibo zegosa lolwazi/isekela legosa lolwazi kwaye, xa kufanelekile, iinkcukacha zalo naliphi na iqela lesithathu elinxulumana nalo ngxelo, efakwa ngegosa lolwazi/isekela legosa lolwazi ngo-_____
(umhla) kwigunya elifanelekileyo.

ISIPHUMO SESIBHENO:

ISIGQIBO SEGOSA LOLWAZI/ISEKELA LEGOSA LOLWAZI SIQINISEKISWE/
ISIGQIBO ESITSHA ENDAWENI YESIGQIBO SOKUQALA

ISIGQIBO ESITSHA: _____

UMHLA

UMASIPALA WESITHILI SASEBOLAND

IFUNYENWE LIGOSA LOLWAZI/ISEKELA LEGOSA LOLWAZI LIKAMASIPALA
WESITHILI SASEBOLAND NGO- (umhla):

ISONGEZO C

**IINTLAWULO EZIFUNA UKUBHATALWA NGOKUBHEKISELA UMTHETHO
WOLWAZI, 2000**

1. Ikopi yencwadi R (inokufumaneka ngesicelo)

Intlawulo yesicelo, ngaphandle komntu
ocelayo ocela ulwazi mayela naye R 35-00
3. Iintlawulo zokwenza ikopi:
Ifotokopi nganye enobukhulu be-A4 okanye
inxalenye yayo R 0-60
Ikopi nganye echwetheziweyo yephepha
elinobukhulu be-A4 okanye inxalenye yalo
egcinwe kwikompyutha okanye ngohlobo
olunokufundeka ngumatshini R 0-40
Ikopi yohlobo olunokufundeka yikompyutha:
Idiski eqinileyo R 5-00
Idiski ebumbeneyo R 40-00
Isibhalo semifanekiso sephepha elinobukhulu
Be-A 4 okanye inxalenye yalo R 22-00
Ikopi yemifanekiso R 60-00
Isibhalo soshicilelo lwesandi,
Iphepha elinobukhulu be-A 4 okanye inxalenye yalo R 12-00
Ikopi loshicilelo lwesandi R 17-00
4. iintlawulo zokufumana (ngaphandle zikhululwa phantsi kwecandelo 22 (8)
lomthetho:
5. Iintlawulo zokwenza ikopi:
Ifotokopi nganye enobukhulu be-A4 okanye
inxalenye yayo R 0-60
Ikopi nganye echwetheziweyo yephepha
elinobukhulu be-A4 okanye inxalenye yalo
egcinwe kwikompyutha okanye ngohlobo
olunokufundeka ngumatshini R 0-40
Ikopi yohlobo olunokufundeka yikompyutha:
Idiski eqinileyo R 5-00
Idiski ebumbeneyo R 40-00
Isibhalo semifanekiso sephepha elinobukhulu
Be-A 4 okanye inxalenye yalo R 22-00
Ikopi yemifanekiso R 60-00
Isibhalo soshicilelo lwesandi,
Iphepha elinobukhulu be-A 4 okanye inxalenye yalo R 12-00
Ikopi loshicilelo lwesandi R 17-00
6. Ukufuna ingxelo ukuyityhila,
Iyure nganye okanye inxalenye yeyure, ngaphandle
kweyure yokuqala R 15-00
7. Idiposithi:
Akufuneki idiposithi de iiyure ezintathu zigqitywe ngokubhekiselele isahlulo 5.

Kufuneka isinye kwisithathu sentlawulo yokufumana, ebalulwa kwisahlulo 3, libhatalwe ngumntu ocelayo njengediposithi.

Kufuneka imali yeposi ibhatalwe ngumntu ocelayo xa kufuneka athunyelwe ikopi.

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