



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 542

Pretoria, 27 August 2010
Augustus 2010

No. 33321

M A N U A L

IN ACCORDANCE WITH

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

*N.B. The Government Printing Works will
not be held responsible for the quality of
"Hard Copies" or "Electronic Files"
submitted for publication purposes*



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

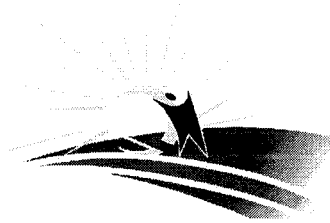
IMPORTANT NOTICE

The Government Printing Works will not be held responsible for faxed documents not received due to errors on the fax machine or faxes received which are unclear or incomplete. Please be advised that an "OK" slip, received from a fax machine, will not be accepted as proof that documents were received by the GPW for printing. If documents are faxed to the GPW it will be the sender's responsibility to phone and confirm that the documents were received in good order.

Furthermore the Government Printing Works will also not be held responsible for cancellations and amendments which have not been done on original documents received from clients.

INDEX

Company Name	Gazette No.	Date	Page No.
Lesedi Local Municipality	33321	25 June 2010	3



LESEDI
Local Municipality / Plaaslike Munisipaliteit

**IBHUKU LOKUKHUTHAZA
UKUTHOLAKALA KOLWAZI**

**Lihlanganiswe ngokuhambisana
ngeSigaba 14 soMthetho oKhuthaza
ukuTholakala koLwazi 2000,
(uMthetho 2 ka 2000)**

UMASIPALA WASELESEDI IBHUKU LOKUKHUTHAZA UKUTHOLAKA KOLWAZI

1. Incazelo yesakhiwo nemisebenzi:

1.1. Isakhiwo

UMasipala waseLesedi wasungulwa ngemuva kancane koKhethe loMasipala mhlaka 5 Zibandlela 2000 kanti isifiso somkhandlu, ukuba inhlango e sebenzela abantu, futhi ebekephezulu ukusebenzela abantu.

Ezingeni lezombusazwe, uMasipala waseLesedi unamakhansela angu 21, angu 4 kuwona enza Ikomidi leMeya eliholwa yiMeya ePhethe, uKhansela Busi Modisakeng.

Ngakwezokuphatha, uMasipala waseLesedi uholwa wuMphathi weDolobha, uMnuzana Pieter van den Heever.

1.2. Imisebenzi

Amandla nemisebenzi kaMasipala waseLesedi kulawula imithetho ehlukeni okubalwa kuyo:

UMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika, 1996 (uMthetho 108 ka 1996);

UHulumeni weziNdawo: UMthetho weZakhiwo zoMasipala, 1998 (uMthetho 117 ka 1998);

UHulumeni weziNdawo: UMthetho wesikhashana, 1993 (uMthetho 209 ka 1993);

UHulumeni weziNdawo: UMthetho weZinhlelo zoMasipala, 2000 (uMthetho 32 ka 2000);

UHulumeni weziNdawo: UMthetho Wokuphathwa Kwezimali Zomasipala, 2003 (uMthetho 56 ka 2003)

Eminye imithetho ethinta ukubuswa kukaMasipala waseLesedi ibandakanyana (uhla oluphelele):

- UMthetho weZinsiza zaManzi, 1997 (uMthetho 108 ka 1997);
- UMthetho kaZwelonke waManzi, 1998 (uMthetho 36 ka 1998);
- UMthetho wezoKhethe, 1998 (uMthetho 73 ka 1998);
- UMthetho wokuQhubekisa Izindaba zoHulumeni beziNdawo, 1983 (uMthetho 91 ka 1983);
- UMthetho wemiKhandlu yeziNsiza yeziFunda, 1985 (uMthetho 109 ka 1985);
- UMthetho weziNsiza zabaCimimlilo, 1987 (uMthetho 99 ka 1987);
- UMthetho kaGesi, 1987 (uMthetho 41 ka 1987);
- UMthetho wezeMpilo nokuPhepha Emsebenzini, 1993 (uMthetho 85 ka 1993);
- UMthetho wezoBudlelwane naBasebenzi, 1995 (uMthetho 66 ka 1995);
- UMthetho wemiGomo Ebalulekile Yokuqasha, 1997 (uMthetho 75 ka 1997);
- UMthetho wezoBulungiswa kwezokuQasha, 1998 (uMthetho 55 ka 1998);
- UMthetho wokuThuthukiswa kwamaKhono, 1998 (uMthetho 97 ka 1998);
- UMthetho woMshwalensi wabaNgasebenzi, 2001 (uMthetho 63 ka 2001);
- UMthetho weziKhwama zeziMpesheni, 1956 (uMthetho 24 ka 1956);
- UMthetho wezeZindlu, 1997 (uMthetho 107 ka 1997);
- UMthetho Wokukhishwa Ngokungemthetho noKuhlala Ngokungemthetho Ezindaweni, 1998 (uMthetho 19 ka 1998);
- UMthetho wokuSuswa kwemiKhawuko, 1967 (uMthetho 84 ka 1967);
- UMthetho wokuThatha Ngokusemthethweni, 1975 (uMthetho 63 ka 1975);

- UMthetho woMkhawuko weziNqubo zoMthetho (Omaziphathe beziFundazwe nabeziNdawo), 1970 (uMthetho 94 ka 1970);
- UMthetho wokuLamula, 1965 (uMthetho 42 ka 1965);
- UMthetho wokuHlolwa kwamaBhuku kaHulumeni, 2004 (uMthetho 25 ka 2004)

Ngokwemigomo yemithetho ebalwe ngenhla amandla nemisebenzi kaMasipala waseLesedi kuhlanganisa, **phakathi kokunye:**

- (a) Ukuqinisekisa izindlelo zentuthuko ehlangene;
- (b) Ukuhlizekwa kwezinhlelo zamanzi ompompi;
- (c) Ukuhlinzekwa kwemithamo emikhulukazi kagesi, okubandakanya ngezinhloso zaloku hlinzekwa, ukulethwa, ukusatshalaliswa nokukhiqizwa kukagesi;
- (d) Ukuhlinzekwa kwemisebenzi emikhulu yokuphuculwa kwendle nezinhlelo ezinkulu zokulahlwa kwendle;
- (e) Izindawo zokulahla imfucuzwa eqinile, ngendlela okuhlobene ngayo nokulandelayo:
 - (i) ukusungulwa kwesu lokulahla imfucuzwa;
 - (ii) ukulawulwa kokulahlwa kwemfucuzwa;
 - (iii) ukusungulwa, ukusetshenziswa nokulawulwa kwezindawo zokulahla imfucuzwa, izindawo zokudlulisa imfucuzo eyimithamo emikhulu kanye nezindawo zokulahla imfucuzwa zomasipala abangaphezu koyedwa esifundeni;
- (f) Imigwaqo kamasipala eyenza ingxenye ehlangene nohlelo lwemigwaqo yokuthutha;
- (g) Ukulungiswa kwezinsiza zokuthutha abagibeli;
- (h) Ukuthuthukiswa kwezikhumulo zezindiza zoMasipala;
- (i) Ukuhlinzekwa kwezinsiza zezempilo zoMasipala;
- (j) Ukuhlinzekwa kwezinsiza zabacimimlilo, okubandakanya:
 - (i) ukuhlela, ukuvumelanisa nokulungisa izinsiza zabacimimlilo;
 - (ii) izinsiza zabacimimlilo ezigxilisiwe njengalezo zasentabeni, zasemaqeleni nezemililo yamakhemikhali;
 - (iii) ukuqondaniswa kokulinganiswa kwegqalasizinda, izinqola, imishini nezinqubo;
 - (iv) ukuqeqeshwa kwezikhulu zabacimimlilo.
- (k) Ukuthuthukiswa kwezokuvakasha zendawo;
- (l) Ukuhlinzekwa kwemisebenzi yomphakathi kaMasipala ehlobene nanoma yimiphi imisebenzi engenhla noma yimiphi eminye imisebenzi enikezwe umasipala;
- (m) Ukwamukela, ukukhipha nokusabalalisa izimali ezinikezwa umasipala;
- (n) Ukusungulwa nokuqoqwa kwezintela, izinhlawulo nezinkokhelo ezihlobene nemisebenzi engenhla noma ezifuneka ngokwemithethokazwelonke.

2. Amakheli okuposa, izinombolo zocingo nama-Fax, namakheli e-website:

- 2.1. **Ikheli lezakhiwo zeKomkhulu likaMasipala waseLesedi**
No 1 Corner HF Verwoerd and Louw Streets
HEIDELBERG
1438
- 2.2. **Ikheli Lokuposa**
P.O. Box 201
HEIDELBERG
1438
- 2.3. **Inombolo Yocingo: +2716 340-4300**
- 2.4. **Inombolo ye Fax: +2716 340-4394**

2.5. Ikheli le-website: www.lesedilm.gov.za

3. Incazelo yoMkhombandlela weSigaba 10

Ikhomishani yamaLungelo eSintu isihlanganise uMkhombandlela ngokwemigomo yeSigaba 10 soMthetho wokuKhuthaza Ukutholakala koLwazi. Unemininingwane edingwa wumuntu ofisa ukusebenzisa noma yiliphi ilungelo, elihlaziywa wuMthetho wokuKhuthaza Ukutholakala koLwazi. Utholakala ngazo zonke izilimi ezisemthethweni.

UMkhombandlela ungahlolwa, *phakathi kwezinye izindawo*, emahhovisi eKhomishani yamaLungelo eSintu kunombolo 29 Princess of Wales Terrace, ekhoneni lika York no St Andrews Street, Parktown kanye nakwi-website yabo ethi www.sahrc.org.za.

4. Izindikimba neziGaba zolwazi oluqhukethiweyo

4.1. UKWAZISWA JIKELELE MAYELENA NOMASIPALA WASELESEDI

Izaziso mayelana nenqubekela phambili yomasipala waseLesedi.

Imithetho nezinhlawulo ezaqokwa wuMasipala waseLesedi nabangaphambi kwawo.

Izinqubomgomo.

Imiqulu ephathelene nabathengi.

Uhla lwenkambiso yokuthuthukiswa komphakathi.

Uhlelo oluhlangene lentuthuko.

4.2. ULWAZI OLUDINGEKAYO MAYELANA NEMITHETHO ELANDELAYO:

- Izincwadi ezishicilelwe ngokomthetho;
- Imiqulu yezezimali;
- Imibiko yonyaka yokuphatha yezezimali;
- Imibiko ngokuphatha;
- Amasheke abuyisiwe;
- Imithombo Yezabasebenzi;
- Izincwadi zemiholo;
- Izincwadi zezicelo zokungabibikho kwabasebenzi;
- Ama>Returns e-UIF;
- Amaphepha womthetho nemiGomo yokuqashwa;
- Amaphepha anezindaba zokuqondiswa kwezigwegwe zabasebenzi;
- Umthobo wemininingwane yabathole usizo kubandakanya;
- Umthombo wemininingwane yabathole usizo kubandakanya kodwa kungacini ngabahlali, namabathengi, nabanye;
- Izivumelwano ezihlukene ezenziwe nguMasipala waseLesedi namanye amaqembu;
- Amaphepha aphathelene nemisebenzi ekhishwa nguHulumeni wasekhaya, nokuqondene nalokho;
- Amaminithi oMkhandlu kaMasipala waseLesedi namakomidi namakomidana ehlukene angaphansi kwawo;
- Ukuxhumana kwangaphakathi;
- Izinqubomgomo nezinhlelo zangaphakathi;

- Izincwadi ezitholakala kubantu abasebenzisana nomasipala, eziphethwe umasipala waseLesedi.

5. Isaziso Sakamuva ngoKweMigomo yeSigaba 15

Asikho isaziso esishicilelwe mayelana nezigaba zezincwadi ezitholakala ngokuzenzekela ngaphandle kokuzicela ngokwemigomo yoMthetho wokuHlinzeka ukuTholakala koLwazi. Izigaba zezincwadi ezitholakala ngaphandle kokucelwa zikwi-website ka Masipala waseLesedi futhi zitholakala ngokuxhumana namahovisi wakamasipala.

6. Izinsiza Ezitholakalayo

Umasipala waseLesedi unezinsiza ezilandelayo ezitholakala kumalungu omphakathi kanti kungabuzwa emahovisini kamasipala ukuthi zitholakala kanjani lezi nsiza:-

Izinsiza zeziNgqalasisinda

- Ugesi
- Amanzi neNhlanzeko
- Imfucuza Eginile

Imigwaqo, Ukuthutha neMisebenzi Yabantu

- Amanzi Ezikhukhula
- Ezokuthuthwa Komphakathi
- Uhlelo lokuphathwa kwezinqola zakamasipala
- Imisebenzi Yabantu

Izinsiza Zomphakathi

- Ezempilo nokuThuthukiswa Komphakathi
- Ezokuphepha Komphakathi
- Ezezindlu
- Ezemidlalo, Ukungcebeleka, Amasiko nobuCiko

Izinsiza Zokuphathwa Kwezinkampani

- Ezezimali
- Imithombo Yezabasebenzi
- Ubuchwepheshe Bezokwazisa
- Ezezinkampani nezomthetho

Izinsiza Zokuthuthukiswa Nokuhlelwa Kwedolobha

- Intuthuko Kwezomnotho
- Ukuhlelwa Kwentuthuko
- Ezemvelo nokuVakasha
- Uhlelo oluhlangene nezentuthuko

7. Indlela Yokucela

7.1. Ukutholakala kolwazi olungazenzakeli lizocelwa ngendlela elandelayo:

- Ukugcwalisa iFomu A eyalelwe ("ifomu yesicelo") uHlelo 1

- Ukukhokha imali eyalelwe ngokusho koHlelo 2 olulapho
 - Ifomu eyalelwe kufanele igcwaliswe imininingwane eyanele ukuze isikhulu solwazi sikwazi ukuthola imininingwane elandelayo:-
 - Izincwadi ezindingwa yilowo ocelayo;
 - Igama loCelayo noma umenzeli wocelayo (uma ekhona);
 - Yinhloboni yokutholakala okudingekayo, uma isicelo sivunywa;
 - Inombolo yocingo, ikheli lokuposa noma inombolo ye-fax yocelayo;
 - Indlela ocelayo afuna ukwaziswa ngayo ngesinqumo sesiKhulu soLwazi.
 - Isikhundla salowo owenza isicelo uma senziwa egameni lomunye.
- 7.2. Ocelayo kufanele asho ukuthi ulwazi ludingeka ngenhloso yokusebenzisa noma yokuvikela ilungelo, futhi acacise ukuthi yiliphi ilungelo elizosetshenziswa noma elizovikelwa. Ngaphezu kwalokho, ocelayo kufanele acacise kahle ukuthi kungani kudingeka izincwadi ukuze asebenzise noma avikele lelo lungelo.
- 7.3. Emva kokuba Isikhulu soLwazi sesisenzile isinqumo ngesicelo, ocelile kufanele aziswe ngaleso sinqumo ngendlela abecele ukwaziswa ngayo.
- 7.4. Ocelayo kufanele asho ukuthi ngabe isicelo esekhophi lencwadi noma ufuna ukuhlola lezo zincwadi emahovisini kaMasipala waseLesedi.
- 7.5. Ukutholakala kolwazi olushiwo kuzogunyazwa kuphela kocelayo ngendlela eceliwe, ngaphandle uma leyondlela izophazamisa ngokungafanele ukuqhubeka komsebenzi kaMasipala waseLesedi noma ilimaze irekhodi lakhe noma yephule ilungelo lakhe lokushicilela.
- 7.6. Uma ngezizathu ezizwakalayo ukutholakala ngeke kunikezwe ngendlela eceliwe kodwa ngenye indlela, inkokhelo yokutholakala izobalwa ilinganiswe nendlela eceliwe.
- 7.7. Uma ocelile engakwazi ukufunda noma ukubhala, noma uma enokukhubazeka, angenza isicelo ngomlomo, bese isikhulu soLwazi sigcwalisa ifomu egameni locelayo bese sinika ocelayo leyo fomu.
- 7.8. UMasipala waseLesedi uzosisebenza leso sicelo ngaphambi kwezinsuku eziwu 30, ngaphandle uma isicelo sinemininingwane edinga ukuba sandiswe isikhathi ngaphezu kuka 30 wezinsuku.
- 7.9. Uma kudingeka sandiswe isikhathi esiwu 30 wezinsuku, ocelayo uzokwaziswa, futhi achazelwe ukuthi kungani sandiswa isikhathi.

IMININGWANE YOKUXHUMANA NABAPHATHELENE NOLWAZI

OPHATHELENE NOLWAZI

Igama	:	Mnuz. P van den Heever
Isikhundla	:	Umpathi Dolobha
Ikheli le e-mail	:	vandenheeverpj@lesedilm.co.za mm@lesedilm.co.za
Inombolo Yocingo	:	(016) 340-4469/4305
Inombolo ye Fax	:	(016) 340-4394

UHLELO 1

Isicelo sokuthola irekhodi lohlaqa lukahumumeni

ISigaba 18 (1) somthetho okhuthaza ukutholakala kolwazi, (uMthetho 2 ka 2000)
[Isilungiso 6]**INGXENYE YOMNYANGO**

Inombolo yokulandela: _____

Isicelo samukelwe ngu _____

(yisho isikhundla, igama nesibongo kwesikhulu solwazi/isekela lesikhulu solwazi) mhlaka _____
(usuku) e _____ (indawo).

Inkokhelo yesicelo (R)

(Uma ikhona): R

Idiphosi (uma ikhona) R

ikhona:

Inkokhelo yokuthola:

ISIGINESHA YESIKHULU SOLWAZI/ISEKELA LESIKHULU SOLWAZI

A. Imininingwane yohlaka lukahumumeni

Isikhulu soLwazi/isekela lesiKhulu soLwazi:

B. Imininingwane yalowo ocela ukuthola irekhodi

- (a) Imininingwane yomuntu ocela ukuthola irekhodi kufanele inikezwe ngezansi.
 (b) Ikheli kanye/noma inombolo ye-fax eeNingizimu okufanele kuthunyelwe kuyo ulwazi, kumele kunikezwe.
 (c) Ubufakazi besikhundla sowenza isicelo, uma kufanele, makufakwe.

Amagama agcwele nesibongo: _____

Inombolo kamazisi: _____

Ikheli Lokuposa: _____

Inombolo ye-Fax: _____

Inombolo Yocingo: _____ Ikheli le e-mail: _____

Isikhundla salowo owenza isicelo, uma senziwa egameni lomunye: _____

C. Imininingwane yomuntu esenziwa egameni lakhe isicelo

Le ngxeya kufanele igcwaliswe KUPHELA uma isicelo solwazi senziwa egameni lomunye

Amagama agcwele nesibongo: _____

Inombolo kamazisi: _____

D. Imininingwane yerekhodi

- a) Yisho imininingwane egcwele yerekhodi elicelwayo, kubandakanya nenombolo yokulandela uma uyazi, ukuze litholakale kalula irekhodi.
 b) Uma isikhalo esihlinzekwe singeneli, ucelwa ukuba uqhubeke kwelinye ikhasi bese ulixhuma kule fom. **Ocelayo kufanele awasayine wonke amakhasi engeziwe.**

1. Incazelo yelekhodi noma ingxenye edingekayo yerekhodi: _____

2. Inombolo yokulandela, uma ikhona: _____

3. Noma yimiphi eminye imininingwane yelekhodi: _____

E. Izinkokhelo

- a) Isicelo sokuthola ilekhodi, ngaphandle kwerekhodi elinemininingwane ngawe, sizosetshenzwa kuphela emva kokuba sekukhokhwe imali yesicelo.
 b) Uyokwaziswa ukuthi malini yesicelo okufanele ikhokhwe.
 c) Imali yokuthola irekhodi incike kwindlela elizotholakala ngayo kanye nesikhathi esilingene ukulifuna nokulilungisa ilekhodi.
 d) Uma unegunya lokungayikhokhi imali edingekayo, ucelwa ukuba usho isizathu salelo gunya.

Isizathu sokungayikhokhi imali edingekayo: _____

F. Indlela yokuthola irekhodi

Uma, ngenxa yokukhubazeka, ungeke ukwazi ukufunda, ukubuka noma ukulalela irekhodi ngendlela ehlinzekiwe kuyaku 4 ngezansi, yisho ukukhubazeka kwakho kanye nendlela elidingeka ngayo irekhodi.

Ukukhubazeka: _____ Indlela irekhodi elidingeka ngayo: _____

Maka ibhokisi elifanele ngo X.

ISAZIZO:

- a) Ukuze isicelo sakho sokuthola irekhodi ngendlela eceliwe kungancika kwindlela ilekhodi elitholakala ngayo.
 b) Ukutholakala kwerekhodi ngendlela eceliwe kunganqatshwa ngaphansi kwezimo ezithile. Uma unqatshelwa uyokwaziswa ukuthi ukutholakala kwelekhodi kuzogunyazwa ngenye indlela.
 c) Imali ekhokhelwa ukuthola irekhodi, uma ikhona, izonqunywa nayidndlela yokutholakala eceliwe.

1. Uma irekhodi kuzoba elibhaliwe noma eliphrintiwe

Ikhophi yelekhodi* Ukuhlolwa kwelekhodi

2. Uma irekhodi liyizithombe-(lokhu kubandakanyana izithombe, ama-slides, okuqoshwe ngevidiyo, izithombe ezenziwe ngekhompyutha, imidewbo, nokunye):

Buka izithombe Kopisha izithombe* Ikhophi yezithombe*

3. Uma irekhodi kungamagama aqoshiwe noma ulwazi olungenziwa umsindo:

Lalela umsindo (ikhasethi elilalelwayo) Ikhophi yomsindo* (idokhumenti ebhaliwe noma ephrintiwe)

4. Uma irekhodi likukhompuyutha noma lingendlela ye-elektronikhi noma efundeka ngomshini:

Ikhophi yerekhodi ephrintiwe* Ikhophi ephrintiwe yolwazi oluthathwe kwilekhodi* Ikhophi yendlela efundeka ngekhompuyutha* (i-stiffy noma compact disc)

*Uma ucela ikhophi yokuthathwe kwirekhodi (ngenhla), ngabe ufisa ukuba ikhophi noma okuthathiwe uposelwe kona? Uzokhokha imali yokuposa	YEBO	CHA
Qaphela ukuthi uma ilekhodi lingatholakali ngolimi olukhethile, ungahle ulithole ngolimi elitholakala ngalo.		
Ufisa ukulithola ngaluphi ulimi ilekhodi? _____		

G. Isaziso sesinqumo mayelana nesicelo
Uyobhalwelwa waziswa ukuthi isicelo sakho sivunyiwe/sinqatshiwe. Uma ufisa ukwaziswa ngenye indlela, ucelwa ukuba usho leyo ndlela bese usho neminingwane efanele ezokwenza kufezeke isicelo sakho.

Ngabe ukhetha ukwaziswa kanjani ngesinqumo esimayelana nesicelo sakho sokuthola ilekhodi?

Isayinwe e _____ mhlalka _____ enyangeni _____ 20 _____

ISIGNESHA YOCELILE/YOMUNTU ISICELO ESEZIWA EGAMENI LAKHE

UHLELO 2

INKOMBA YEZINKOKHELO EZINQUNYIWE**INGXENYE 11 YESAZISO 187 KWIGAZETHI KAHULUMENI MHLAKA 15 NHTLOLANJA 2002 IZINKOKHELO
EZIQONDENE NEZINHLAKA ZOMPHAKATHI R**

1. Inkokhelo yekhophi yebhuku njengokwesilungiso 5 (c) wu R0.60 ngayinye ifothokhophi yekhasi eliwu A4 noma ingxenye yayo.
2. Izinkokhelo zokwenzelwa okushiwo kwisilungiso 7(1) yilezi ezilandelayo:

(a)	Ngayinye ifothokhophi yekhasi eliwu A4 noma ingxenye yalo	0,60
(b)	Ngayinye ikhophi ephrintiwe yekhasi eliwu A4 noma ingxenye yalo elikukhompyutha noma ngendlela eyi-elektronikhi noma efundeka ngomshini	0.40
(c)	Ngayinye ikhophi eyindlela efundeka ngomshini-	
	i-stiffy disc	5.00
	i-compact disc	40.00
(d)	(i) Ngokufana nse kwemifanekiso ebukwayo, ngekhasi eliwu A4 noma ingxenye yalo	22.00
	(ii) Ngekhophi yemifanekiso ebukwayo	60.00
(e)	(i) Ngokufana nse kwelekhodi elilalelwayo, ngekhasi eliwu A4 noma ingxenye yalo	12.00
	(ii) Ngekhophi yerekhodi elilalelwayo	17.00
3. Imali yokucela ekhokhwa yibo bonke abacelayo, ngaphandle kocela okuqondene naye, okushiwo kusilungiso 7 (2) wu R35.00.
4. Imali yokuthola irekhodi ekhokhwa ocelayo okushiwo kusilungiso 7 (3) yilena elandelayo:
 - (1) (a) Ngayinye ifothokhophi yekhasi eliwu A4 noma
 - (b) Ngayinye ikhophi ephrintiwe yekhasi eliwu A4 noma ingxenye yalo elikukhompyutha noma ngendlela eyi-elektronikhi noma efundeka ngomshini
 - (c) Ngayinye ikhophi eyindlela efundeka ngomshini-

(i)	i-stiffy disc	0.40
(ii)	i-compact disc	5.00
 - (d) (i) ngokufana nse kwemifanekiso ebukwayo, ngekhasi eliwu A4 noma ingxenye yalo
 - (iii) Ngekhophi yemifanekiso ebukwayo
 - (e) (i) Ngokufana nse kwerekhodi elilalelwayo, ngekhasi eliwu A4 noma ingxenye yalo
 - (ii) Ngekhophi yerekhodi elilalelwayo
- (f) Ukucinga nokulungisela ukudalula irekhodi, R15.00 ngalinye ihora noma ingxenye yalo, Singalibali elokuqala ihora, okuyisikhathi esidingeka ngalo umsebenzi.
- (2) Ngezinhloso zesigaba 22(2) soMthetho, kuzosebenza okulandelayo:
 - (a) Amahora ayisithupha okufanele aphele ngaphambi kokuba kukhokhwe idiphozi, kanye
 - (b) ingxenye eyodwa kwezintathu yemali yokuthola ikhokhwa wocelayo njengediphozi.
- (3) Imali yokuposa ikhokhwa ngesikhathi sekufanele ikhophi yerekhodi iposelwe ocellile.

Umtombo wemininingwane	Government Gazettes
Inomb. yeGazethi	28107
Inomb. yeSaziso	991
Inomb. yeGazethi eyiSilungiso	8325
iGazethi	UHUL
Usuku	20051014

Isaziso sikaHulumeni

UMNYANGO WEZOBULUNGISWA NOKUTHUTHUKISWA KOMTHETHOSISEKELO

No. R.991

14 Mandulo 2005

UMTHETHO WOKUKHUTHAZA UKUTHOLAKALA KOLWAZI, 2000 OKUKHISHIWE NEZINQUMO NGOKWEZINHLOSO ZESIGABA 22(8)

Mina, Brigitte Sylvia Mabandla, uNgqongqoshe wezoBulungiswa nokuThuthukiswa koMthethosisekelo, ngokungunyazwa yisigaba 22(8) soMthetho wokuKhuthaza Ukutholakala Kolwazi, 2000 (uMthetho onguNomb. 2 ka 2000) ngalokhu-

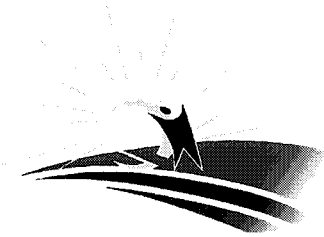
- (a) ngiyabakhulula abantu abalandelayo ekukhokheni imali yokuthols izincwadi ezifuneka kusigaba 22(6) soMthetho:
- (i) Umuntu ongashadile oholo lakhe lonyaka, ngemva kokubanjwa kwezimali okuvunyelwe okushiwo oHlelweni lwale saziso, lingaphansi kuka R14 712.00; kanye
- (ii) nabantu abashadile noma umuntu kanye nophathina wakhe oholo labo lonyaka, ngemva kokubanjwa kwezimali okuvunyelwe okushiwo oHlelweni lwale saziso, lingaphansi kuka R27 192.00; kanti futhi
- (b) ngiquma ukuthi:-
- (i) uma izindleko zokuqoqa imali efuneka kusigaba 22 soMthetho, zingaphezu kwemali ebiziwe, leyo mali ngeke ikhokhwe;
- (ii) inkokhelo yokuthola izincwadi ezifuneka kusigaba 22(6) soMthetho ayisebenzi uma kuyincwadi locelayo siqu; futhi
- (iii) inkokhelo yesicelo efuneka kusigaba 22(1) soMthetho nenkokhelo yokuthola efuneka kusigaba 22(6) soMthetho ayisebenzi kwizincwadi ezicelwa yisikhulu sezondlo noma umphenyi ngezondlo ngezinhloso zophenyo lwesondlo ngokwemigomo yoMthetho wezondlo, 1998 (uMthetho onguNomb. 99 ka 1998) noma izilungiso ezenziwe ngaphansi kwesigaba 44 salowo Mthetho.

UHLELO

1. Ngezinhloso zesigatshana (a) (i) no (ii) sesaziso, kuvunyelwe ukubanjwa kwezimali okulandelayo:
- (a) Intela yabasebenzi ngokwemigomo yesigatshana 2 seNgxenywe ii yoHlelo lweSine loMthetho weNtela, 1962 (uMthetho onguNomb. 58 ka 1962);
- (b) izinkokhelo ngokwemigomo yesigaba 5 soMthetho weZinkokhelo zoMshwalensi waBangasebenzi (UIF), 2002 (uMthetho onguNomb. 4 ka 2002);
- (c) izinkokhelo eziphokelekile zesiKhwama seQembu soMshwalensi (Group Insurance Fund) ngokwemigomo yomyalelo wenkantolo noma yesivumelwano phakathi komqashi nabasebenzi;
- (d) izinkokhelo zanoma yiluphi uhlelo lwezokwelashwa olubhaliswe ngaphansi kwezimiso zoMthetho weziNhlelo Zokwelashwa, 1998 (uMthetho onguNomb. 131 ka 1998), nezivunyelwe ukuba zibanjwe ngokwemigomo yesigaba 18(1) (a) se-Income Tax Act, 1962 (uMthetho ongu 58 ka 1962);
- (e) izinkokhelo zezikhwama zempesheni ngokwemigomo yesigaba 13A soMthetho weziKhwama zeziMpesheeni, 1956 (uMthetho 24 ka 1956);
- (f) izinkokhelo zerenti noma zebhondi kuze kufike ku R12 000,00 ngonyaka;
- (g) isondlo esikhokhwa ngokwemigomo yomyalelo wenkantolo; kanye
- (h) nemali yesikole, ngaphandle kwaleyo ekhokhwa esikoleni sangasese.

B.S. MABANDLA, IL LEPH

uNgqongqoshe wezoKulungiswa nokuThuthukiswa koMthethosisekelo



LESEDI

Local Municipality / Plaaslike Munisipaliteit

**BUKANA YA KGOHALETSO
YA PHIHLELLO HO TLHAHISO LESEDING**

**E hlophisitswe ho latela Karolo ya 14
Ya Molao wa Kgothaleso ya
Phihlello ho Tlhahiso Leseding
(Molao wa Nmr 2 wa 2000)**

MASEPALA WA MOTSETOROPU WA LESEDI – BUKANA YA KGOThALETSO YA PHIHLELLO HO TLHAHISO LESEDING

1. Tlhaloso ya sebopeliso le ditshebetso:

1.1. Sebopeliso

Masepala wa Lesedi o thehilwe hantle feela kamora dikgetho tsa Masepala tse tshwerweng ka la 5 Tshitwe 2000 mme o tsitlella ho eba masepala o enang le ntshetsopeliso ya batho leya selehae.

Boemong ba polotiki, Masepala wa Lesedi o na le balekgotla ba 21, bao hara bona ba 5 ba bopileng Komiti ya Majoro e etetsweng pele ke Majoro wa phethahalo, Molekgotla Busi Modisakeng.

Masepala wa Lesedi o eteletse pele tsamaisong ke Mookamedi wa Masepala, Monghadi Pieter van den Heever.

1.2. Ditshebetso

Matla le ditshebetso tsa Masepala wa Motsetoropo wa Lesedi Local Municipality di laolwa ke melao ya ketsomolao e kenyeletsang:

Molaotheo wa Riphoboliki ya Afrika Borwa, 1996 (Molao 108 wa 1996);

Mmuso wa Lehae: Molao wa Dikarolo tsa Bomasepala, 1998 (Molao 117 wa 1998);

Mmuso wa Lehae: Molao wa Neheletsano, 1993 (Molao 209 wa 1993);

Mmuso wa Lehae: Molao wa Disistimi tsa Bomasepala, 2000 (Molao 32 wa 2000);

Mmuso wa Lehae: Molao wa Taolo ya Ditjhelete tsa Bomasepala, 2003 (Molao 56 wa 2003)

Melao e meng ya ketsomolao e amang puso ya Masepala wa Lesedi e kenyeletsa (lenane lena ha le a fella):

- Molao wa Ditshebetso tsa Metsi, 1997 (Molao 108 wa 1997)
- Molao wa Naha wa Metsi, 1998 (Molao 36 wa 1998)
- Molao wa Dikgetho, 1998 (Molao 73 wa 1998)
- Molao wa Ntshetsopeliso ya Ditaba tsa Mmuso wa Lehae, 1983 (Molao 91 wa 1983)
- Molao wa Lekgotla la Ditshebetso tsa Ditikoloho, 1985 (Molao 109 wa 1985)
- Molao wa Ditshebetso tsa Botimamollo, 1987 (Molao 99 wa 1987)
- Molao wa Motlakase, 1987 (Molao 41 wa 1987)
- Molao wa Bophelo le Polokeho Tshebetsong, 1993 (Molao 85 wa 1993)
- Molao wa Dikamano tsa Bosebetsi, 1995 (Molao 66 wa 1995)
- Molao wa Dipehele tsa Mantlha tsa Kgiro, 1997 (Molao 75 wa 1997)
- Molao wa Tekatekano Kgirong, 1998 (Molao 55 wa 1998)
- Molao wa Ntlatso ya Ditsebo, 1998 (Molao 97 wa 1998)
- Molao wa Inshoreense ya Tahlehelo ya Mosebetsi (Unemployment Insurance Act) 2001 (Molao 63 wa 2001)
- Molao wa Matlole a modula fatshe (Pension) 1956 (Molao 24 wa 1956)
- Molao wa Matlo 1997 (Molao 107 wa 1997)

- Moloa wa Thibelo ya ho Tebelwa Sebakeng le ho ikabela mobu ka thoko ho molao, 1998 (Moloa 19 wa 1998)
- Molao wa Phediso ya Dithibelo, 1967 (Moloa 84 wa 1967)
- Molao wa Kgabo ya mobu ke Mmuso, 1975 (Molao 63 wa 1975)
- Molao wa Meedi ya Melao ya Ditsekisano (Mebuso ya Diprofensi le Lehae) Molao, 1970 (Molao 94 wa 1970)
- Molao wa Bonamodi, 1965 (Molao 42 wa 1965)
- Molao wa Dioditara tsa Setjhaba, 2004 (Molao 25 wa 2004)

Ho latela melao e boletsweng kahodimo mona, matla le ditshebetso tsa Masepala wa Motsetoropo wa Lesedi Local Municipality a kenyeletsa, hara tse ding:

- (a) Netefatso ya hore merero ya ntlafatso e ahellwa mmoho;
- (b) Phano ya tshebediso tsa phepele ya metsis a nowang;
- (c) Phepele ya motlakasee ka bongata, e kenyeletsang merero e jwalo ka phepele, phetiso, kabo le phehlo ya motlakase;
- (d) Phano ya mesebetsi ya tlhwekiso ya dikgwerekgwere ka bongata le ditshebediso tse kgolo tsa ho qhalwa ha dikgwerekgwere;
- (e) Ditsha tsa ho lahlwa ha matlakala, ho latela ka moo ho bolelang:
 - (i) thaloso ya moralo wa ho qhalwa ha matlakala;
 - (ii) taolo ya ho lahlwa ha matlakala;
 - (iii) ho thehwa, tshebetso le taolo ya ditsha sa matlakala, ditsi tsa phetiso ya matlakala ka bongata le diti tsa ho lahlwa ha matlakala bakeng sa bomasepala ba fetang bonngwe seterekeng;
- (f) Ditsela tsa masepala tse thehang karolo ya bohlokwa ya tshebediso ya teranseporoto ya ditsela;
- (g) Taolo ya ditshebeletso tsa teranseporoto ya bapalami;
- (h) Ntlafatso ya boemafofane ba Masepala;
- (i) Phano ya ditshebeletso tsa bophelo tsa masepala;
- (j) Phano ya ditshebeletso tsa botimamollo, e kenyeletsang:
 - (i) ho rera, ho hokahanya le ho laola ditshebeletso tsa botimamollo;
 - (ii) ditshebeletso tse kgethehileng tsa twantsho ya mollo jwaloka;
 - (iii) ditshebeletso tsa botimamollo ba dithabeng, ba jwang le ba disebediswa (chemicals);
 - (iv) thupello ya baofisiri ba botima mollo.
- (k) Kgothaletso ya bohahlaudi ba lehae;
- (l) Phano ya mesebetsi ya setjhaba ya masepala e mabapi le efe kapa efe ditshebetsong tse ka hodimo mona kappa tshebetso efe kapa efe e abetsweng masepala;
- (m) Kamohelo, kabo le qhalakanyo ya dikerante tse abelwang masepala;
- (n) Tefo ya lekgetho le pokello ya lona, ditefiso tsa "levy" le ditefello hodima thepa e romellwang kamanong le ditshebetso tse ka hodimo mona kapa jwaleka ha di ka ebelwa ho latela molao wan aha wa palamente;

2. Aterese ya poso, nomoro ya mohala, nomoro ya setlakanna le aterese ya website:

2.1. Aterese ya moaho wa masepala wa Lesedi

No 1 Corner HF Verwoerd and Louw Streets
Heidelberg
1438

2.2. Aterese ya Poso

P.O. Box 201
HEIDELBERG
1438

2.3. Nomoro ya mohala: +2716 340-4300

2.4. Nomoro ya fekse: +2716 340-4394

2.5. Aterese ya Website: www.lesedilm.gov.za

3. Tlhaloso ya Tataiso ya Karolo ya 10

Bukana ya tataiso e hlophisitse, ho latela Karolo ya 10 ya Molao wa Kgothaletso ya Phihlelo ho Tlhaliso leseding, ke Khomishene ya Ditokelo tsa Botho. E nale tlhaliso leseding e hlokwang ke motho ya batlang ho sebedisa tokelo efe kapa efe, e hlalositse ke molao wa Kgothaletso ya Phihlelo ho Tlhaliso leseding. E fumaneha ka maleme ohle a semolao.

Bukana ena ya Tataiso e a fumaneha bakeng sa hlahlobo, hara dibaka tse ding, diofising tsa Khomishene ya Ditokelo tsa Botho tse fumanehang 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown le ho www.sahrc.org.za.

4. Dihloho le mekgahlelo ya direkoto tse tshwerweng**4.1. Lesedi le akaretsang le mapapi le masepala wa Lesedi**

Kgatelopele e akaretsang mabapi le ho thehwa ha masepala wa Lesedi.

Melao ya lehae le ditharife tse fetisitsweng ke masepala wa Lesedi le bomasepala ba tšileng pele.

Maano.

Bopaki bo amanang le bareki.

Diporojeke tsa ditlaleho tsa thekolohelo setjhabeng.

Merero ya Ntlatso e hokahantsweng.

4.2. Tlhaliso leseding e lokelang ho kotwa semolao ho latela melao e kenyeletsang:

- Ditokomane tsa melao ya ketsomolao;
- Bopaki ba tjehelete;
- Ditlaleho tsa ditjehelete tsa selemo le selemo;
- Ditlaleho tsa bookamedi;
- Dipusetso tsa ditjehelete;
- Tshwaro ya batho;
- Ditlankana tsa meputso;
- Direkoto tsa phomolo tsa basebetsi;
- Dipusetso tsa UIF;
- Ditokomane tse mabapi le maano le dipehelo tsa kgiro;
- Ditokomane tsa ditaba tse mabapi le kgalemo;

- Lenane la baamohedi ba ditshebeletso ho kenyeletswa, empa eseng feela bakeng sa badudi, dikhastomara, jwalo jwalo;
- Ditumellano tse fapaneng tse kenetsweng ke masepala wa Lesedi;
- Ditokomane tse mabapi le dithendara le phumano ya ditshebeletso tse amehang
- Ditlaleho ta dikopapno tsa lekgotla la masepala wa Lesedi le dikomiti tw ona ka ho fapana;Ngwa
- Ngwallano ya kahare;
- Direkoto tse fumanweng mafapeng a mang tse plokehong ya masepala wa Lesedi.

5. Tsebisō ya moraorao ho latela karolo ya 15

Ha ho tsebisō e phatlaladitsweng mabapi le mekgahlelo ya direkoto tse ka fumanehang ntle le ho etsa kopo ya ho di fihlella ka metjha ya molao wa Kgothaletso ya Phihlelo ho Tlhahiso leseding. Mekgahlelo ya direkoto tse fumanehang ntle le ho etsa kopo e fumanehang ho website ya masepala wa Lesedi hape e fumaneha ka ho ikopanya le Setsi sa Tlhokomelo ya Bareki se amehang.

6. Ditshebeletso tse fumanehang

Masepala wa Motsetoropo tse Lesedi o na le ditshebeletso tse latelang tse fumanehang ho setjhaba mme dipotso di ka etswa Ditsing tsohle tsa Tlhokomelo ya Bareki mabapi le hore na ditshebeletso tsena di ka fihlellwa jwang:-

Ditshebeletso tsa Infrastructure:

- Motlakase
- Metsi le tsamaiso ya dikgwerekgwere
- Matlakala

Ditsela, le dipalangwang le mesebetsi ya setjhaba:

- Metsi a dikgohola
- Teranseporoto ya setjhaba
- Taolo ya poloheho ya makoloi
- Mesebetsi ya baahi

Ditshebeletso tsa Setjhaba:

- Dipapadi, boithabiso, bonono le botjhaba
- Matlo

Ditshebetso tsa Khoporeite:

- Tsa ditjhelete
- Tshwaro ya basebetsi
- Tekginiki ya tlhahisoleseding
- Melao ya tsamaiso

Ditshebeletso tsa ntshetsopele ya toropo:

- Ntshetso pele ya moruo
- Merero ya ntshetso pele
- Tikoloho le bohahlaudi

- Meraro ya Ntshetso pele e hokahantsweng

7. Mokgwatshebetso wa dikopo

- 7.1. Phihlello ho tlhahiso lesedi e sa fumaneheng ntle le ho etsa kopo e tla kotjwa ka:
- Ho tlatsa foromo ya "A" e hlalositsweng ("foromo ya kopo") Schedule 1;
 - Foromo e etseditsweng sena e lokela ho tlatswa ka dintlha tse lekaneng hore bonyane e thuse moofisiri wa tlhahiso leseding ho bona dintlha tse latelang:-
 - Direkoto tse hlokwang ke mokopi;
 - Boitsebiso ba mokopi kappa motho ya emelang mokopi (haebe bo le teng);
 - Ke sebopeho sefe sa phihlello se batlwang, haeba e fanwa;
 - Nomoro ya founu, aterese ya poso kapa nomoro ya fax ya mokopi;
 - Mokgwa oo mokopi a batlang ho tsebiswa ka qeto ya moofisiri wa tlhahiso leseding.
 - Maemo ao motho a etsang kopo ka wona haeba kopo e etswa lebitsong la motho emong osele.
- 7.2. Mokopi o lokela ho bolela hore tlhahiso leseding e kotjwa hore a sebedise kapa a sireletse tokelo, mme a bontshe ka ho hlaka hore na sebopeho sa tokelo ena e sebediswa kapa e sireletswang ke sefe. Hodima mona, mokopi o tlameha ho bontsha ka ho hlaka hore ke hobaneng rekoto e hlokeha hore a sebedise kapa a sireletse tokelo e jwalo.
- 7.3. Komora hore Moofisiri wa Tlhahiso leseding a etse qeto ka kopo, mokopi o tlameha o tsebiswa ka qeto e jwalo ka tsela eo mokopi a kopileng ho tsebiswa ka yona.
- 7.4. Mokopi o tlameha ho bontsha haeba kopo e le bakeng sa khopi ya rekoto kapa haeba mokopi a batla ho hlahloba direkoto tse diofising tsa masepala wa Lesedi Local Municipality.
- 7.5. Phihlello ho tlhahiso leseding e boletsweng ka hodimo mona e tla fanwa ho mokopi feela ka tsela eo a kopileng hore e fanwe ka yona, ntle le haeba mokgwa oo o tla kenakenana le tsamaiso le tshebetso ya masepala wa Lesedi kapa ho senya direkoto tsa wona kapa ho senya khopiraete.
- 7.6. Haeba ka mabaka a bonahalang phihlello e ke key a fanwa ka sebopeho se kopilweng emapa ka tsela e nngwe esele, tefiso bakeng sa phihlello e tla sebetswa ho latela mokgwa oo mokopi a neng a e kopile ka wona.
- 7.7. Haeba mokopi a sa kgone ho bala le ho ngola, kapa a na le bokowa, a ka etsa kopo bakeng sa rekoto ka mololo, e leng moo Moofisiri wa Tlhahiso leseding a tla tlatsa foromo lebitsong la mokopi ya jwalo mme a fane ka foromo eo e tlasitsweng ho mokopi.
- 7.8. Masepala wa Lesedi o tla sebetsana le kopo nakong ya matsatsi a 30, ntle le haeba kopo e na le dintlha tsa sebopeho seo ho kgutlisetsa morao nako ya matsatsi a sa feteng 30 ho tlamehang ho etswa.
- 7.9. Moo ho kgutlisetsang morao matsatsi a sa feteng 30 ho hlokeha, mokopi o tla tsebiswa, mmoho le ho hlaloeswa mabapi le hore ke hobaneng ho tlameha ho kgutlisetswa matsatsi morao.

DINTLHA TSA BOIKOPANYO TSA BAOFISIRI**MOOFISIRI WA TLHAHISO LESEDING**

Lebitso : Mr Pieter van den Heever
Maemo : Mookamedi wa Toropo
Aterese ya imeile : vandenheeverpj@lesedilm.co.za
 : mm@lesedilm.co.za
Nomoro ya Mohala : (016) 340-4469/4305
Nomoro ya Fax : (016) 340-4394

SKHEJULE 1

Kopo ya phihlelo ho rekoto ya mmuso

(Karolo ya 18(1) ya Molao wa Kgothaletso ya Phihlelo ho Tlhahisoleseding, 2000 (Molao 2 wa 2000))
[Molawana wa 6]

BAKENG SA TSHEBEDISO YA LEFAPHA	
Nomoro ya referense:	_____
Kopo e amohetswe ke	_____
(bolela maemo, lebitso le fane tsa moofisiri/motlatsi wa moofisiri wa tlhahisoleseding) ka la	_____
(letsatsi) tulong ya	_____ (lebisto la tulo)

Tefiso ya kopo (R
(haeba e lefiswa):	R
Diposite (haeba e hlokeha (R
hlokehla):	
Tefiso ya phihlelo:	
TSHAENO YA MOOFISIRI/MOTLATSI WA MOOFISIRI WA TLHAHISOLESERING	

A. Dintlha tse mabapi le lefapha la mmuso
Moofisiri/Motlatsi wa Moofisiri wa Tlhahisoleseding:

B. Dintlha tse mabapi le motho ya kopang rekoto
(a) Dintlha tse mabapi le motho ya kopang phihlelo rekotong di lokela ho fanwa ka tlase mona.
(b) Aterese le/kappa nomoro ya fekse e kahara Riphaboliki eo tlhahisoleseding e tia romelwa ho yona, e lokela ho fanwa.
(c) Bopaki ba maeo ao kopo e etswang ka wona, haeba a hlokeha, bo lokela ho hokelwa.
Mabisto le difane ka bottalo: _____

Nomoro ya boitsebiso: _____
Aterese ya poso: _____

Nomoro ya fekse: _____
Nomoro ya mohala: _____ Aterese ya imelle: _____
Maemo ao kopo e etswang ka wona, haeba e etswa lebitsong la motho e mong: _____

C. Dintlha tse mabapi le motho eo kopo e etswang lebitsong la hae
Karolo ena e lokela ho tlatswa FEELA haeba kopo ya tlhahisoleseding e etswa lebitsong la motho e mong.
Mabisto le fane ka bottalo: _____

Nomoro ya boitsebiso: _____

D. Dintlha tse mabapi le rekotto

a) Fana ka dintlha tse feletseng tsa rekoto eo phihlello ho yona e kotjwang, ho kenyeletswa nomoro ya reference haeba o e tseba, ho thusa hore rekoto e fumanwe.

b) Haeba sebaka se fanwang se sa lekana, ka kopo tswela pele leqepheng le kathoko mme ole hokele foromong ena. **Mokopi o tlameha ho saena maqephe ohle a tlatsetso.**

1. Tlhaloso ya rekoto kapa karolo e amehang ya rekoto: _____

2. Nomoro ya reference, haeba e le teng: _____

3. Dintlha dife kapa dife tse ding mabapi le rekoto _____

E. Ditefiso

a) Kopo ya phihlello rekotong, ntle le rekoto e tshwereng tlhahisoleseding e mabapi le motho ka boyena, e tla sebetswa feela kamaro hore tefello ya kopo e etswa.

b) O tla tsebiswa mabapi le tijelete e hlokehang ho lefuwa e le tefiso ya kopo.

c) Tefo e lokelang ho lefuwa bakeng sa phihlello rekotong e ipapisitse le sebopoho seo phihlello e kotjwang ka sona le nako e utlwalang e hlokehang bakeng sa ho batla le ho hlophisa rekoto.

d) Haeba o na le tshwarelo (exemption) mabapile tefiso efe kapa efe, ka kopo bolela lebaka la tshwarelo eo.

Lebaka la tshwarelo mabapi tefo ya ditefiso: _____

F. Sebopoho seo rekoto e kotwang k asona

Haeba o na le tshliso ya ho se kgone ho bala, ho sheba kapa ho mamela rekoto ka sebopoho sa phihlello se fanwang katlase mona, bolela bokowa ba hao mme o bontshe hore rekoto e hlokwa ka sebopoho sefe.

Tshliso: _____

Sebopoho seo rekoto e hlokehang ka sona: _____

Tshwaya lebokose le nepahetseng ka X.

DINOUTU:

a) Boikamahanyo le kopo ya hao bakeng sa phihlelo ka sebopoho se hlalositse le sebopoho seo rekoto e fumanehang ka sona.

b) Phihlello ka sebopoho se kopilweng e ka hanelwa tlasa maemo a itseng. Maemong a jwalo o tla tsebiswa haeba phihlello e tla fanwa ka sebopoho sesele.

c) Tefiso e lefuwang bakeng sa phihlello rekotong, haeba e le teng, e tla lekangwa ka letsohong le leng ke sebopoho seo kopo e kotwang ka sona.

1. Haeba rekoto e le ka sebopoho sa mongolo kapa e printilwe:

Khopi ya rekoto*	Tlhahlobo ya rekoto
------------------	---------------------

2.. Haeba rekoto e na le ditshwantsho tse polokong-
(sena se kenyeletsa difoto, di-slide, divideo, dikgatiso tsa divideo, ditshwanthso tse khomphuteng, diseketjhe, jwalo jwalo.):

Ho sheba ditshwantsho	Ho kopitsa ditshwanthso*	Transkripsione ya ditshwantsho*
-----------------------	--------------------------	---------------------------------

3. Haeba rekoto e na le mantse a rekotilweng kapa tlhahisoleseding e ka hlahiswang botjha ka modumo:

Ho mamela modumo (khaseteng ya modumo)	Transkripsione ya modumo* (tokomane e ngotsweng kapa e printilweng)
--	---

4. Haeba rekoto e bolokilwe khomphuteng kapa motjhining wa elektroniki kapa ka sebopoho se balwang ka motjhini:

Khopi e printilweng ya rekoto*	Khopi e printilweng ya tlhahisoleseding ho tswa rekoting*	Khopi ka sebopoho se balwang ka khomphuta* (stiffy kapa compact disc)
--------------------------------	---	---

*Haeba o batla khopi ya transkripshene ya rekoto (e kahodimo mona), na o batla hore khopi eo kapa transkripshene e posetswe ho wena? O tla lefiswa tjhelete ya ho posa	EE	TJHE
Hlokomela hore haeba rekoto e sa fumanehe ka leleme leo o le batlang, phihlelo e tla fanwa ka leleme leo rekoto eo e fumanehang ka lona.		
O lakatsa hore rekoto e fanwe ka leleme lefeng? _____		

G. Tsebiswa ya qeto mabapi le phihlelo rekotong
O tla tsebiswa ka mongolo mabapi le hore na kopo ya hao e amoheletswe/hannwe. Haeba o batla ho tsebiswa ka sebopeho se seng, ka kopo hlalosa mokgwa mme o fane ka dintlha tse hlokehang ho kgonahatsa boikamahanyo le kopo ya hao.

O ka rata hore o tsebiswe jwang ka qeto e mabapi le kopo bakeng sa phihlelo rekotong?

E seanetswe _____ ka la _____ kgwedding ya _____ 20_____

TSHAENO YA MOKOPI/MOTHO EO KOPO E ETSWANG LEBITSONG LA HAE

SKHEJULE SA 2

DIKALA TSA DITEFISO TSE BEHILWENG**KAROLO YA II YA TSEBISO YA 187 GAZETENG YA MMUSO YA LA 15 HLAKOLA 2002 DITEFISO TSE MABAPI LE DITSI TSA SETJHABA R**

1. Tefiso bakeng sa khopi ya bukana e boletsweng molawana wa 5(c) ke R0.60 bakeng sa khopi ka nngwe ya leqephe la saese ya A4 kapa karolo ya lona.
2. Ditefello tsa ho etsetswa khopi tse boletsweng molawaneng wa 7(1) di ka tsela e latelang:
 - (a) Bakeng sa fotokhopi ya leqephe la saese ya A4 karolo ya lona 0,60
 - (b) Bakeng sa khopi e printilweng ya leqephe la saese ya A4 kapa karolo ya lona e bolokilweng khomphuteng kapa ka sebopeho sa elekrotoniki kapa se balwang ka motjhini 0.40
 - (c) Bakeng sa khopi ya sebopeho se balwang ka khomputa ho-

stiffy disc	5.00
compact disc	40.00
 - (d) (i) Bakeng sa transkripscheme ya ditshwantsho, leqepheng la saese ya A4 kapa karolo ya lona 22.00
 - (ii) Bakeng sa khopi ya ditshwanthso tse shejwang 60.00
 - (e) (i) Bakeng sa transkripscheme ya rekoto ya kgatiso ya modumo, leqepheng la saese ya A4 kapa karolo ya lona 12.00
 - (ii) Bakeng sa khopi ya rekoto ya modumo 17.00
3. Tefo a lefuwang ke mokopi e mong le e mong, ntle le motho ya ikopelang, ya boletsweng molawaneng wa 7(2) ke R35.00.
4. Ditefello tse lefuwang ke mokopi ya boletsweng molawaneng wa 7(3) di ka tsela e latelang:
 - (1) (a) Bakeng sa fotokhopi ya leqephe la saese ya A4 kapa 0.60
 - (b) Bakeng sa khopi e printilweng ya leqephe la saese ya A4 kapa karolo ya lona e bolokilweng khomphuteng kapa ka sebopeho sa elekrotoniki kapa se balwang ka motjhini 0.40
 - (c) Bakeng sa khopi ya sebopeho se balwang ka khomputa ho-
 - (i) stiffy disc 5.00
 - (ii) compact disc 40.00
 - (d) (i) Bakeng sa transkripscheme ya ditshwantsho, leqepheng la saese ya A4 kapa Karolo ya lona 22.00
 - (iii) Bakeng sa khopi ya ditshwantsho 60.00
 - (e) (i) Bakeng sa transkripscheme ya rekoto ya kgatiso ya modumo, leqepheng la saese ya A4 kapa karolo ya lona 12.00
 - (ii) Bakeng sa khopi ya rekoto ya modumo 17.00
 - (f) Ho batla le ho lokisetsa ho fanwa ha rekoto, R15.00 bakeng sa hora ka nngwe kapa karolo ya hora, ho sa kenyetswe hora ya pele, e hlokehang ka mabaka a utlwalang a ho batlwa le ho hlophisetswa ho fanwa.
 - (2) Bakeng sa karolo ya 22(2) ya Molao, dintlha tse latelang di a ameha:
 - (a) Dihora tse tshelatseng ke dihora tse lokelang ho fetwa pele diposite e ka lefuwa, le
 - (b) karolo ya boraro ya tefiso ya ho fihlela tlhahisoleseding e lefuwa e le diposite ke molopi.
 - (3) Tjhelete ya poso e a lefiswa ha khopi ya rekoto e tlameha ho posetswa mokopi.

Databeise	Masedinyana (Gazettes) a Mmuso
Nmr. Ya Gazete	28107
Nmr. Ya Tsebiso	991
Nmr. Ya Molawana	8325
Gazette	GOV
Letsatsi	20051014

Tsebiso ya Mmuso

LEFAPHA LA TOKA LE NTSHETSOPELE YA MOLAO THEO

Nmr. R.991

La Mphalane, 2005

MOLAO WA KGOHALETSO YA PHIHLELLO HO TLHAHISOLESERING, 2000 DITSHWARELO LE DITEKANYO BAKENG SA KAROLO YA 22(8)

I, Brigitte Sylvia Mabandla, Letona la Toka le Ntshetsopele ya Molaotheo, ke sebetsa ho latela karolo ya 22(8) ya Molao wa Kgothaleto ya Phihlello ho Tlhaahisoleseding, 2000 (Molao 2 wa 2000) mona ke-

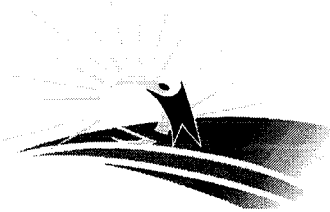
- (a) fana ka tshwarelo ho batho ba latelang hore ba se lefe tefiso ya phihlelo ho latela ditlohoko tsa karolo ya 22(6) ya Molao:
- (i) Motho a le mong eo moputso wa hae wa selemo, kamora ho hulelwa ditjhelete tse dumelleng tse boletsweng Skhejuleng sa tsebiso ena, a amohelang moputso o sa feteng R14 712.00 ka selemo; le
- (ii) batho ba lenyalong kapa motho ya phelang le molekane wa nako yohle bao moputso wa bona wa selemo, kamora ho hulelwa ditjhelete tse dumellehang tse boletsweng Skhejuleng sa tsebiso ena, a amohelang moputso o sa feteng R27 192.00 ka selemo, mme ke
- (b) laola hore:-
- (i) moo ditjeho tsa ho bokeletsa tefiso efe kapa efe e boletsweng karolong ya 22 ya Molao, di fetang tjhelete e lefisiwang, tefiso e jwalo ha e na ho lefisiwa;
- (ii) tefiso ya phihlello e boletsweng karolong ya 22(6) ya Molao ha e ame rekoto ya mokopi ka boyena; mme
- (iii) tefiso ya kopo e boletsweng karolong ya 22(1) ya Molao le tefiso ya phihlello e boletsweng karolong ya 22(6) ya Molao ha e ame rekoto e kopilweng ke moofisiri wa tsa baphedisuwa (maintenance) kapa mofuputsi wa tsa baphedisuwa ka mabaka a diphuputso kapa dipotso mabapi le tsa bophedisuwa ho latela dipehelo tsa Molao wa Baphedisuwa, 1998 (Molao Nmr. 99 wa 1998) kapa melwana e entsweng tlasa karolo ya 44 ya Molao oo.

SKHEJULE

1. Bakeng sa serapa sa (a) (i) le (ii) sa tsebiso dikgulo tse latelang di dumeletswa:
- (a) Lekgetho la basebetsi ho latela serapa sa 2 sa Karolo ya ii ya Skhejule sa Bone sa Molao wa Lekgetho, 1962 (Molao Nmr. 58 wa 1962);
- (b) ditlatsetso ho latela karolo ya 5 ya Molao wa Ditlatsetso Inshorenseng ya Tahlelo ya Mosebetsi (Unemployment Insurance), 2002 (Molao Nmr. 4 wa 2002);
- (c) ditlatsetso tse tlamang Letloleng la Inshorenseng ya Sehlopha (Group Insurance Fund) ho latela taelo ya lekgotla kapa ho latela konteraka dipakeng tsa mohiri le mohiruwa wa hae;
- (d) ditlatsetso ho "medical scheme" efe kapa efe e ngodisitsweng tlasa dipehelo tsa Molao wa di-"Medical Scheme", 1998 (Molao Nmr. 131 wa 1998), mme tse dumeletsweng ho hulwa ho latela karolo ya 18(1) ya Molao wa Lekgetho, 1962 (Molao Nmr. 58 wa 1962);
- (e) ditlatsetso matloleng a dipenshene ho latela karolo ya 13A ya Molao wa Matlole a Dipenshene, 1956 (Molao Nmr. 24 wa 1956);
- (f) ditfello tsa rente kapa "mortgage" tsa bophahamo bo sa feteng R12 000.00 ka selemo;
- (g) tjhelete ya bapheisuwa e lefuwang ho latela taelo ya lekgotla; le
- (h) ditfello tsa sekolo, ntle le ditfello tsa sekolo tse lefuwangsekolong sa poraetefe

B.S. MABANDLA,MP

Letona la Toka le Ntshetsopele ya Molaotheo



LESEDI
Local Municipality / Plaaslike Munisipaliteit

**PROMOTION OF ACCESS
TO INFORMATION MANUAL**

**Prepared in accordance with
Section 14 of the Promotion of
Access to Information Act 2000,
(Act 2 of 2000)**

LESEDI LOCAL MUNICIPALITY PROMOTION OF ACCESS TO INFORMATION MANUAL

1. Description of the structure and functions:

1.1. Structure

The LESEDI LOCAL MUNICIPALITY was established soon after the Municipal Elections held on 5 December 2000 and strives towards a vision that is people centred and performance driven.

At a political level, LESEDI LOCAL MUNICIPALITY comprises of 21 councillors, 4 of which form the Mayoral Committee and is led by the Executive Mayor, Councillor Busi Modisakeng.

Administratively, the Lesedi Local Municipality is led by the Municipal Manager, Mr P van den Heever.

1.2. Functions

The powers and functions of Municipality are regulated by various statutes which include:

Constitution of the Republic of South Africa, 1996 (Act 108 of 1996);

Local Government: Municipal Structures Act, 1998 (Act 117 of 1998);

Local Government: Transitional Act, 1993 (Act 209 of 1993);

Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);

Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)

Other Statutes affecting the governance of LESEDI LOCAL MUNICIPALITY include (the list is not exhaustive):

- Water Services Act, 1997 (Act 108 of 1997)
- National Water Act, 1998 (Act 36 of 1998)
- Electoral Act, 1998 (Act 73 of 1998)
- Promotion of Local Government Affairs Act, 1983 (Act 91 of 1983)
- Regional Services Council Act, 1985 (Act 109 of 1985)
- Fire Brigade Services Act, 1987 (Act 99 of 1987)
- Electricity Act, 1987 (Act 41 of 1987)
- Occupational Health and Safety Act, 1993 (Act of 1993)
- Labour Relations Act, 1995 (Act 66 of 1995)
- Basic Conditions of Employment Act, 1997 (Act 75 of 1997)
- Employment Equity Act, 1998 (Act 55 of 1998)
- Skills Development Act, 1998 (Act 97 of 1998)
- Unemployment Insurance Act 2001 (Act 63 of 2001)
- Pension Fund Act 1956 (Act 24 of 1956)
- Housing Act 1997 (Act 107 of 1997)
- Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, 1998 (Act 19 of 1998)
- Removal of Restrictions Act, 1967 (Act 84 of 1967)
- Expropriation Act, 1975 (Act 63 of 1975)

- Limitation of Legal Proceedings (Provincial and Local Authorities) Act, 1970 (Act 94 of 1970)
- Arbitration Act, 1965 (Act 42 of 1965)
- Public Audit Act, 2004 (Act 25 of 2004)

In terms of the aforesaid statutes the powers and functions of LESEDI LOCAL MUNICIPALITY include, *inter alia*:

- (a) Ensuring integrated development planning;
- (b) Provision of potable water supply systems;
- (c) Bulk supply of electricity, which includes for the purposes of such supply, the transmission, distribution and the generation of electricity;
- (d) Provision of bulk sewage purification works and main sewage disposal systems;
- (e) Solid waste disposal sites, in so far as it relates to:
 - (i) the determination of a waste disposal strategy;
 - (ii) the regulation of waste disposal;
 - (iii) the establishment, operation and control of waste disposal sites, bulk waste transfer facilities and waste disposal facilities for more than one local area within the municipality;
- (f) Municipal roads which form an integral part of a road transport system;
- (g) Regulation of passenger transport services;
- (h) Development of Municipal airports;
- (i) Provision of Municipal health services;
- (j) Provision of the fighting services, which includes:
 - (i) planning, co-ordination and regulation of fire services;
 - (ii) specialized fire fighting services such as mountain, veld and chemical fire services;
 - (iii) co-ordination of the standardization of infrastructure, vehicles, equipment and procedures;
 - (iv) training of the fire officers.
- (k) Promotion of local tourism;
- (l) Provision of Municipal public works relating to any of the above functions or any other functions assigned to the municipality;
- (m) The receipt, allocation and distribution of grants made to the municipality;
- (n) The imposition and collection of taxes, levies and duties as related to the above functions or as may be assigned in terms of national legislation;

2. Postal address, telephone, fax number and website address:

2.1. Physical Address of Lesedi Local Municipality

No 1 Corner HF Verwoerd and Louw Streets
HEIDELBERG
1438

2.2. Postal Address

P.O. Box 201
HEIDELBERG
1438

2.3. Telephone Number: +2716 340-4300

2.4. Fax Number: +2716 340-4394

2.5. **Website address:** www.lesedilm.gov.za

3. **Description of the Section 10 Guide**

A Guide has been compiled in terms of Section 10 of the Promotion of Access to Information Act by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by the Promotion of Access to Information Act. It is available in all of the official languages.

The Guide is available for inspection, *inter-alia*, at the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at www.sahrc.org.za.

4. **Subjects and Categories of records held**

4.1. **GENERAL INFORMATION ON LESEDI LOCAL MUNICIPALITY**

General progress on the development of LESEDI LOCAL MUNICIPALITY.

By-Laws and tariffs promulgated by Lesedi Local Municipality and its predecessors.

Policies.

Customer related records.

Social responsibility projects reports.

Integrated Development Planning.

4.2. **INFORMATION TO BE FORMALLY REQUESTED IN TERMS OF THE ACT INCLUDES:**

- Statutory Documents;
- Financial Records;
- Annual financial reports;
- Management reports;
- Cheque returns;
- Human Resources;
- Salary Advises;
- Employees' Leave Records;
- UIF Returns;
- Documentations on Policies and Conditions of employment;
- Documentation on disciplinary matters;
- Data base of service recipients including but not limited to residents, customers etc;
- Various agreements entered into between Lesedi Local Municipality and third parties;
- Documents pertaining to Tenders and other procurement related
- Minutes of the LESEDI LOCAL MUNICIPALITY Council and its various committees and sub-committees;
- Internal Policies and Procedures;
- Records obtained from third parties held by the LESEDI LOCAL MUNICIPALITY.

5. The Latest Notice In Terms Of Section 15

No notice has been published on the categories of records that are automatically available without a person having to request access in terms of the Provision of Access to Information Act. The categories of records which are automatically available are on the Lesedi Local Municipality website and obtainable by contacting the Municipal Offices.

6. Services Available

LESEDI LOCAL MUNICIPALITY has the following services available to the members of the public and inquiries can be made at all Municipal Offices on how these services could be accessed:-

Infrastructure Services:

- Electricity
- Water and Sanitation
- Solid Waste

Roads, Transport and Civil Works:

- Storm-Water
- Public Transport
- Fleet Management
- Civil Works

Community Services:

- Health and Social Development
- Public Safety
- Sport, Recreation, Arts and Culture

Corporate Services:

- Finance
- Human Resources
- Information Technology
- Legal and Administration

Development and Planning Services:

- Economic Development
- Development Planning
- Environment and Tourism
- Integrated Development Planning

7. Request Procedure

7.1. Access to information that is not automatically available, however it shall be requested by:

- Completing the prescribed Form A("request form") in Schedule 1
- Payment of the prescribed form must be completed with enough particulars to at least enable the Information officer to identify the following particulars:-

- The records required by the requester;
 - The Identity of the Requester or the requester's agent (if any);
 - What form of access is required, if the request is granted;
 - The telephone number, postal address or fax number of the requester;
 - The manner in which the requester wish to be informed of the decision of the Information Officer.
 - The capacity in which the request is made in the event the information is requested on behalf of somebody else.
- 7.2. The requester must state that the information is required in order to exercise or protect a right, and clearly indicate what the nature of the right is to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or to protect such right.
- 7.3. After the Information Officer has made a decision on the request the requester must be notified of such a decision in such manner, which the requester wanted to be notified in.
- 7.4. The requester must indicate if the request is for a copy of the record or if the requester wants to inspect the records at the offices of LESEDI LOCAL MUNICIPALITY.
- 7.5. Access to the aforesaid information will only be granted to the requester in a manner requested, unless such manner would unreasonably interfere with the running and operation of LESEDI LOCAL MUNICIPALITY or damage its record or infringe its copyright.
- 7.6. If the requester is unable to read or write, or has a disability, then they can make the request for the record orally, in which event the Information Officer will complete the form on behalf of such requester and furnish the requester with such completed form.
- 7.7. LESEDI LOCAL MUNICIPALITY will process the request within 30 days, unless the request contains considerations that are of such a nature that an extension of the 30-day time limit is necessitated.
- 7.8. Where an extension of the 30-day time limit is required, the requester shall be notified, together with explaining why such extension is necessitated.

CONTACT DETAILS OF INFORMATION

INFORMATION OFFICER

Name : Mr. P van den Heever
Position : Municipal Manager
Email address : vandenheeverpj@lesedilm.co.za
mm@lesedilm.co.za
Telephone Number : (016) 340-4469/4305
Fax Number : (016) 340-4394

SCHEDULE 1

Request for access to record of public body

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act 2 of 2000)
[Regulation 6]

<p>FOR DEPARTMENTAL USE</p> <p>Reference number: _____</p> <p>Request received by _____</p> <p>(state rank, name and surname of information officer/deputy information officer) on _____ (date) at _____ (place)</p>

<p>Request fee (if R any): R</p> <p>Deposit (if R any):</p> <p>Access fees:</p> <p style="text-align: center;">_____ SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER</p>
--

<p>A. Particulars of public body</p> <p>The Information Officer/Deputy Information Officer.</p> <p>_____</p> <p>_____</p> <p>_____</p>

<p>B. Particulars of person requesting to the record</p> <p>(a) The particulars of the person who requests access to the record must be given below. (b) The address and/or fax number in the Republic to which the information is to be sent, must be given. (c) Proof of the capacity in which the request is made, if applicable, must be attached.</p> <p>Full names and surname: _____</p> <p>Identity number: _____</p> <p>Postal address: _____ _____ _____</p> <p style="text-align: right;">Fax number: _____</p> <p>Telephone number: _____ E-mail address: _____</p> <p>Capacity in which request is made, when made on-behalf of another person: _____ _____</p>

<p>C. Particulars of person on whose behalf request is made</p> <p>This must be completed ONLY if a request for information is made on behalf of another person.</p> <p>Full names and surname: _____</p>
--

Identity number: _____

D. Particulars of records

- 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 for exemption.

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 below, state your disability and indicate in which form the record is required.

Disability: _____ _____	Form in which record is required: _____ _____
----------------------------	--

Mark the appropriate box with an X.

NOTES:

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

1. If the record is in written or printed form:			
	Copy of record*		Inspection of record
2.. If record consists of virtual images- (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
	View the images	Copy the images*	Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	Listen to the soundtrack (audio cassette)	Transcription of soundtrack* (written or printed document)	
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* (stiff or compact disc)

If you requested a copy of transcription of a record (above), do wish the copy or transcription to be posted to you? Postage is payable	YES	NO
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 of 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.

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 THE REQUEST IS MADE

SCHEDULE 2

PRESCRIBED FEES SCALES**PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY 2002 FEES IN RESPECT OF PUBLIC BODIES**

R

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	0,60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.40
(c)	For a copy in a computer-readable form on-	
	Stiffy disc	5.00
	Compact disc	40.00
(d)	(i) For a transcription of Visual images, for an A4-size page or part thereof	22.00
	(ii) For a copy of visual images	60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	12.00
	(ii) For a copy of an audio record	17.00
3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35.00.
4. The access fees payable by every requester referred to in regulation 7 (3) are as follows:

(1) (a)	For every photocopy of an A4-size page or	0.60
(b)	For every printed copy of an A4-size or part thereof held on a Computer or in electronic or machine –readable form	0.40
(c)	For a copy in a computer-readable form on-	
	(i) Stiffy disc	5.00
	(ii) compact disc	40.00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	22.00
	(iii) For a copy of visual images	60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	12.00
	(ii) For a copy of an audio record	17.00
(f)	To search for and prepare the record for disclosure, R15.00 for each hour or part of an hour, reasonably required for such search and preparation.	
(2)	For purposes of section 22(2) of the Act, the following applies:	
(a)	Six hours as the hours to be exceeded before a deposit is payable; and	
(b)	one third of the access fee is payable as a deposit by the requester.	
(3)	The actual postage is payable when a copy of a record must be posted to a requester.	

Database Government Gazettes
Gazette No 28107
Notice No 991
Regulation 8325
Gazette No
Gazette GOV
Date 20051014

Government Notice

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. R.991

14 October 2005

PROMOTION OF ACCESS TO INFORMATION ACT, 2000 EXEMPTIONS AND DETERMINATIONS FOR PURPOSES OF SECTION 22(8)

I, Brigitte Sylvia Mabandla, Minister for Justice and Constitutional Development, acting under section 22(8) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) hereby-

- (a) exempt the following persons from paying the access fee contemplated section 22 (6) of the Act:
 - (i) A single person whose annual income, after permissible deductions referred to in the Schedule to this notice are made, does not exceed R14 714.00 per annum; and
 - (ii) married persons or a person and his or her life partner whose annual income, after permissible deductions referred to in the Schedule to this notice are made, does not exceed R27 192.00 per annum and
- (b) determined that:-
 - (i) where the cost of collecting any fee contemplated in section 22 of the Act, exceeds the amount charged, such fee does not apply;
 - (ii) the access fee contemplated in section 22(6) of the Act does not apply to the personal record of a requester; and
 - (iii) the request fee contemplated in section 22(1) of the Act and the access fee contemplated in section 22(6) of the Act do not apply to a record requested by a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 (Act No. 99 of 1998) or the regulations made under section 44 of that Act.

SCHEDULE

1. For purposes of paragraph (a) (i) and (ii) of the notice the following deductions are permissible:
 - (a) Employees' tax in terms of paragraph 2 of Part II of the Fourth Schedule of the Income Tax Act, 1962 (Act No. 58 of 1962);
 - (b) contributions in terms of section 5 of the Unemployment Insurance Contributions Act, 2002 (Act No. 4 of 2002);
 - (c) compulsory contributions to a Group Insurance Fund in terms of a court order or in terms of a contract between an employer and his or her employee;
 - (d) contributions to any medical scheme registered under the provisions of the Medical Schemes Act, 1998 (Act No. 131 of 1998), and allowed to be deducted in terms of section 18 (1) (a) of the Income Tax Act, 1962 (Act No. 58 of 1962);
 - (e) contributions to pension funds in terms of section 13A of the Pension Funds Act, 1958 (Act No. 24 of 1956);
 - (f) rent or mortgage installments to the maximum of R12 000.00 per annum;
 - (g) maintenance paid in terms of a court order; and
 - (h) school fees, except school fees paid to a private school.

B.S. MABANDLA,MP
Minister for Justice and Constitutional Development

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001
Publications: Tel: (012) 334-4508, 334-4509, 334-4510
Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504
Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737
Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001
Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510
Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504
Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737
Kaapstad-tak: Tel: (021) 465-7531