



PROVINCE OF THE EASTERN CAPE
IPHONDO LEMPUMA KOLONI
PROVINSIE OOS-KAAP

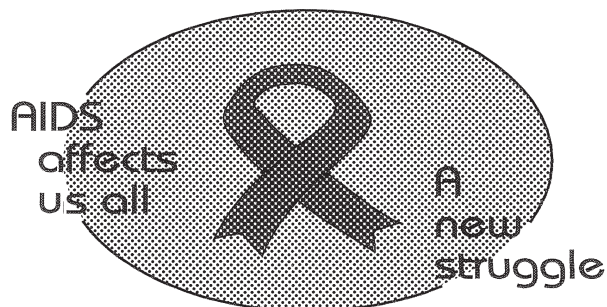
**Provincial Gazette
Igazethi Yephondo
Provinsiale Koerant**

Vol. 23

BISHO/KING WILLIAM'S TOWN
29 AUGUST 2016
29 AUGUSTUS 2016

No. 3726

We all have the power to prevent AIDS



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HELPLINE**

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DEPARTMENT OF HEALTH

Prevention is the cure

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IMPORTANT ANNOUNCEMENT**Closing times for the ORDINARY WEEKLY
EASTERN CAPE PROVINCIAL GAZETTE 2016**

The closing time is 15:00 sharp on the following days:

- 22 April 2016, Friday for the issue of Monday 02 May 2016
- 29 April 2016, Friday for the issue of Monday 09 May 2016
- 09 May 2016, Monday for the issue of Monday 16 May 2016
- 16 May 2016, Monday for the issue of Monday 23 May 2016
- 23 May 2016, Monday for the issue of Monday 30 May 2016
- 30 May 2016, Monday for the issue of Monday 06 June 2016
- 06 June 2016, Monday for the issue of Monday 13 June 2016
- 10 June 2016, Friday for the issue of Monday 20 June 2016
- 20 June 2016, Monday for the issue of Monday 27 June 2016
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- 31 October 2016, Monday for the issue of Monday 07 November 2016
- 07 November 2016, Monday for the issue of Monday 14 November 2016
- 14 November 2016, Monday for the issue of Monday 21 November 2016
- 21 November 2016, Monday for the issue of Monday 28 November 2016
- 28 November 2016, Monday for the issue of Monday 05 December 2016
- 05 December 2016, Monday for the issue of Monday 12 December 2016
- 09 December 2016, Friday for the issue of Monday 19 December 2016
- 19 December 2016, Monday for the issue of Monday 26 December 2016
- 23 December 2016, Friday for the issue of Monday 02 January 2017

LIST OF TARIFF RATES FOR PUBLICATION OF NOTICES

COMMENCEMENT: 1 APRIL 2016

NATIONAL AND PROVINCIAL

Notice sizes for National, Provincial & Tender gazettes 1/4, 2/4, 3/4, 4/4 per page. Notices submitted will be charged at R1000 per full page, pro-rated based on the above categories.

Pricing for National, Provincial - Variable Priced Notices		
Notice Type	Page Space	New Price (R)
Ordinary National, Provincial	1/4 - Quarter Page	250.00
Ordinary National, Provincial	2/4 - Half Page	500.00
Ordinary National, Provincial	3/4 - Three Quarter Page	750.00
Ordinary National, Provincial	4/4 - Full Page	1000.00

EXTRA-ORDINARY

All Extra-ordinary National and Provincial gazette notices are non-standard notices and attract a variable price based on the number of pages submitted.

The pricing structure for National and Provincial notices which are submitted as **Extra ordinary submissions** will be charged at **R3000** per page.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

The **Government Printing Works (GPW)** has established rules for submitting notices in line with its electronic notice processing system, which requires the use of electronic *Adobe Forms*. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

CLOSING TIMES FOR ACCEPTANCE OF NOTICES

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.
2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website www.gpwonline.co.za

All re-submissions will be subject to the standard cut-off times.

All notices received after the closing time will be rejected.

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
National Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 12h00 - 3 days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00, to be published the following Friday	Tuesday, 12h00 - 3 days prior to publication
Petrol Price Gazette	As required	First Wednesday of the month	One week before publication	3 days prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00, to be published the following Friday	3 days prior to publication
Unclaimed Monies (justice, labour or lawyers)	January / As required 2 per year	Any	15 January / As required	3 days prior to publication
Parliament (acts, white paper, green paper)	As required	Any		3 days prior to publication
Manuals	As required	Any	None	None
State of Budget (National Treasury)	Monthly	Any	7 days prior to publication	3 days prior to publication
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 12h00 - 3 days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 12h00 - 3 days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days after submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 days prior to publication
North West	Weekly	Tuesday	One week before publication	3 days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 days prior to publication
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 days after submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline
Mpumalanga Liquor License Gazette	2 per month	Second & Fourth Friday	One week before	3 days prior to publication

GOVERNMENT PRINTING WORKS - BUSINESS RULES**NOTICE SUBMISSION PROCESS**

3. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website www.gpwonline.co.za.
4. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
5. The completed electronic *Adobe* form has to be submitted via email to submit.egazette@gpw.gov.za. The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
6. Each notice submission should be sent as a single email. The email should contain **all documentation relating to a particular notice submission**, each as a separate attachment:
 - 6.1. Electronically completed *Adobe* form, specific to the type of notice that is to be placed.
 - 6.1.1. For National *Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
 - 6.1.2. The notice content (body copy) **MUST** be a separate attachment.
 - 6.2. Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
 - 6.3. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should also be attached as a separate attachment. (See specifications below, point 11).
 - 6.4. Any additional notice information if applicable.
7. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
8. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
9. Notices brought to **GPW** by "walk-in" customers on electronic media can only be submitted in *Adobe* electronic form format. All "walk-in" customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
10. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

GOVERNMENT PRINTING WORKS - BUSINESS RULES**COPY (SEPARATE NOTICE CONTENT DOCUMENT)**

11. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03
 - 11.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.

The content document should contain only one notice. (You may include the different translations of the same notice in the same document).
 - 11.2. The notice should be set on an A4 page, with margins and fonts set as follows:

Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

CANCELLATIONS

12. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. Non-compliance to these deadlines will result in your request being failed. Please pay special attention to the different deadlines for each gazette. Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.
13. Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

14. With effect from 01 October 2015, **GPW** will not longer accept amendments to notices. The cancellation process will need to be followed according to the deadline and a new notice submitted thereafter for the next available publication date.

REJECTIONS

15. All notices not meeting the submission rules will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za). Reasons for rejections include the following:
 - 15.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.
 - 15.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.
 - 15.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.
 - 15.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.

GOVERNMENT PRINTING WORKS - BUSINESS RULES**APPROVAL OF NOTICES**

16. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.
17. No amendments will be accepted in respect to separate notice content that was sent with a Z95 or Z95Prov notice submissions. The copy of notice in layout format (previously known as proof-out) is only provided where requested, for Advertiser to see the notice in final Gazette layout. Should they find that the information submitted was incorrect, they should request for a notice cancellation and resubmit the corrected notice, subject to standard submission deadlines. The cancellation is also subject to the stages in the publishing process, i.e. If cancellation is received when production (printing process) has commenced, then the notice cannot be cancelled.

GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY

18. The Government Printer will assume no liability in respect of—
 - 18.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
 - 18.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;
 - 18.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

LIABILITY OF ADVERTISER

19. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

CUSTOMER INQUIRIES

Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While **GPW** deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a 2-working day turnaround time for processing notices received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

20. Requests for information, quotations and inquiries must be sent to the Contact Centre ONLY.
21. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

PAYMENT OF COST

22. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
23. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
24. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: info.egazette@gpw.gov.za before publication.
25. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.
26. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.
27. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

PROOF OF PUBLICATION

28. Copies of any of the *Government Gazette* or *Provincial Gazette* can be downloaded from the **Government Printing Works** website www.gpwonline.co.za free of charge, should a proof of publication be required.
29. Printed copies may be ordered from the Publications department at the ruling price. The **Government Printing Works** will assume no liability for any failure to post or for any delay in despatching of such *Government Gazette(s)*.

GOVERNMENT PRINTING WORKS CONTACT INFORMATION

Physical Address:

Government Printing Works
149 Bosman Street
Pretoria

Postal Address:

Private Bag X85
Pretoria
0001

GPW Banking Details:

Bank: ABSA Bosman Street
Account No.: 405 7114 016
Branch Code: 632-005

For Gazette and Notice submissions: Gazette Submissions:

For queries and quotations, contact: Gazette Contact Centre:

E-mail: submit.egazette@gpw.gov.za

E-mail: info.egazette@gpw.gov.za

Tel: 012-748 6200

Contact person for subscribers: Mrs M. Toka:

E-mail: subscriptions@gpw.gov.za

Tel: 012-748-6066 / 6060 / 6058

Fax: 012-323-9574

GENERAL NOTICES • ALGEMENE KENNISGEWINGS

NOTICE 28 OF 2016**NELSON MANDELA BAY MUNICIPALITY****REMOVAL OF RESTRICTIONS ACT, 1967 (ACT 84 OF 1967)
ERF 1145, WESTERING (44 REDWING DRIVE) (CF27/01145) (SN) (Ref. 248)**

Notice is given in terms of Section 3(6) of the above Act that the undermentioned application has been received and is open to inspection at room 4178, fourth floor, Office for Housing and Local Government: Eastern Cape, Tyamzashe Building, Civic Square, Bhisho, and at the offices of the Nelson Mandela Bay Municipality, second floor, Lillian Diedericks building, Govan Mbeki Avenue, Port Elizabeth. Any objections, with full reasons therefor, should be lodged in writing with the City Manager, P O Box 116, Port Elizabeth 6000 **within 21 days of the appearance of this notice in the Provincial Gazette (Eastern Cape Gazette)**, quoting the above act and the objector's erf number.

Applicant: DJ George on behalf of MA Xhanti

Nature of application: Removal of title conditions applicable to Erf 1145, Westering, to permit a double garage to be erected on the street boundary.

PROVINCIAL GAZETTE-Within 21 days of the appearance of this Notice in the Provincial Gazette (Eastern Cape)

KENNISGEWING 28 VAN 2016**NELSON MANDELABAAI MUNISIPALITEIT****AANSOEK OM OPHEFFING VAN BEPERKINGS INGEVOLGE DIE WET OP RUIMTELIKE
BEPLANNING EN GRONDGEBRUIKBESTUUR, 2013 (WET 16 VAN 2013)
ERF 1145, WESTERING (REDWINGRYLAAN 44) (CF27/01145) (SN) (Verw. 248)**

Kennis word kragtens Artikel 3(6) van bogenoemde Wet gegee dat onderstaande aansoek ontvang is en ter insae lê by kamer 4178, vierde verdieping, Kantor vir Behuising en Plaaslike Regering : Oos-Kaap, Tyamzashe-gebou, Civic Square, Bhisho en in die kantore van die Nelson Mandelabaai Munisipaliteit, tweede verdieping, Lillian Diedericks-gebou, Govan Mbekilaan, Port Elizabeth. Enige besware, volledig gemotiveer, **moet binne 21 dae van die verskyning van hierdie Kennisgewing in die Provinsiale Koerant (Oos-Kaap)** skriftelik by die Stadsbestuurder, Posbus 116, Port Elizabeth 6000 ingedien word, met vermelding van bogenoemde wet en die beswaarmaker se ernommer.

Aansoeker: DJ George namens MA Xhanti

Aard van aansoek: Die opheffing van die titelvoorwaardes van toepassing op Erf 1145, Westering ten einde 'n dubbelgarage op die straatgrens op te rig.

PROVINSIALE KOERANT – Binne 21 dae van die verskyning van hierdie Kennisgewing in die Provinsiale Koerant (Oos-Kaap)

PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE 191 OF 2016



PROMOTION OF ACCESS TO
INFORMATION MANUAL

COMPILED IN COMPLIANCE WITH SECTION 14 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT
(ACT NO. 2 OF 2000)

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1. INTRODUCTION

This Manual has been compiled in accordance with the Promotion of Access to Information Act of 2000 (Act No. 2 of 2000) (the Act). The Act prescribes that a public body must provide details of records held by such public body so that any request for information may be accommodated.

The Manual is to serve as a guide on how members of the public can access the information that is being kept in the records of Provincial Treasury. It gives effect to the right of access to information as contained in the Constitution of the Republic of South Africa and the Promotion of Access to Information Act 2 of 2000 (PAIA). This provides for the right of access to information held by the State or other public bodies by members of the public.

The Manual also prescribes the manner in which the information must be accessed. Set out below is the procedure with regard to the lodging of a request for access to the Provincial Treasury's information. The Manual also contains information of the designated Deputy Information Officer who is responsible for handling all the applications that are made for access to information as well as the name of each Programme and its core function and a list of all records kept by the Provincial Treasury.

2. DEFINITIONS

2.1 For the purpose of this Manual, unless the context indicates otherwise:

- 2.1.1 **DIO'** means Deputy Information Officer
- 2.1.2 **'GAAP'** means Generally Accepted Accounting Practice;
- 2.1.3 **'GRAP'** means Generally Recognised Accounting Practice;
- 2.1.4 **'MEC'** means the Member of the Executive Council responsible for Provincial Treasury;
- 2.1.5 **'MFMA'** means the Municipal Finance Management Act of 2003 (Act No. 56 of 2003);
- 2.1.6 **"MTEF"** means Medium-Term Expenditure Framework;
- 2.1.7 **"PAIA"** means Promotion of Access to Information Act of 2000 (Act 2 of 2000);
- 2.1.8 **'PFMA'** means the Public Finance Management Act of 1999 (Act No. 1 of 1999);
- 2.1.9 **"Programmes"** means forming the new proposed structure of Provincial Treasury comprised of four independent branches;
- 2.1.10 **'Record'** of, or in relation to a public or private body, means any recorded information- regardless of form or medium; in the possession or under the control of that public or private body respectively; and whether or not it was created by that public or private body, respectively;
- 2.1.11 **'SAHRC'** means the South African Human Rights Commission;
- 2.1.12 **'The Act'** means the Promotion of Access to Information Act 2000 (Act No. 2 of 2000); and
- 2.1.13 **'the Manual'** means this manual together with all the annexures and which are available at the Provincial Treasury

3 CONTACT DETAILS OF DEPUTY INFORMATION OFFICER

Mr Daluhlanga Majeke

Head of Department

Tel No : +27 40 1010 161

Fax No. : +27 40 1010 731

Email: daluhlanga.majeke@ectreasury.gov.za

4 HOW TO GAIN ACCESS TO THE MANUAL

The Guide can be obtained at the offices of Provincial Treasury at:

Physical Address: Tyamzashe Building
Phalo Avenue
Bhisho, 5605

Postal Address: Private Bag X0029,
Bhisho, 5605

Website: www.ectreasury.gov.za

5 STRATEGIC GOALS AND OBJECTIVES

Vision

We envision a prosperous province supported by sound financial and resource management.

Mission

Our Mission is to provide strategic and technical leadership in the allocation, management and utilisation of financial resources in order to improve the quality of life in the province.

Values

We strive for EXCELLENCE through:

- Dedication – we are 100% committed to our work;
- Integrity – we steadfastly adhere to high professional standards;
- Accountability – we take full responsibility for our actions and our work.

Strategic outcome oriented goals

- Efficient and effective management of financial resources in the province;
- Sound financial accounting in the province;
- Allocative efficacy;
- Sound stakeholder relations;
- Well-functioning department.

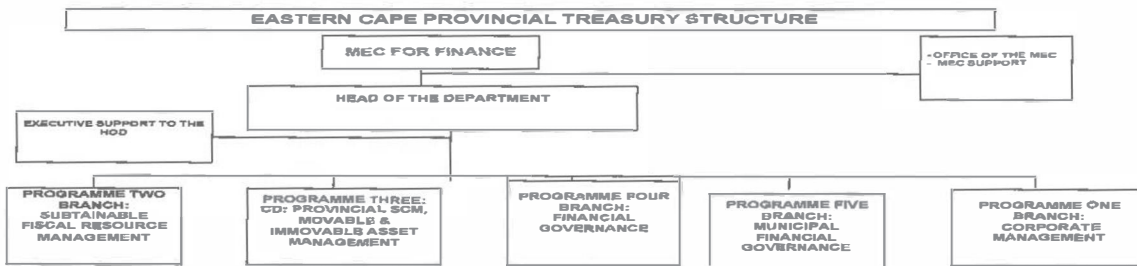
The Provincial Treasury, guided by its mandate as enshrined in the PFMA and MFMA, commits itself to provide strategic and technical leadership in the allocation, management and utilisation of financial resources in order to improve the quality of life in the province.

6 STRUCTURE OF PROVINCIAL TREASURY

The structure of Provincial Treasury consists of the Head Office situated in Bhisho and 6 (six) district offices situated in the six district municipalities of the province, namely:

DISTRICT OFFICES			
1.	Sarah Baartman District Director – Mr. Themba Gwija No. 163 Corner Drew and Durban Street Korsten, Port Elizabeth Tel: 041-1010 827	4.	O.R Tambo District Director - Mr Mbuyiseli Mandla Owen Street, 3 rd Floor, KD Building, Mthatha Tel: 047-1010 026
2.	Joe Gqabi District Director – Mr Neo Smouse Corner Chases and Queens Terrance Street Aliwal North Tel: 051-1010 321	5.	ChrisHani District Director: Ms Anita Mfecane (Acting) Comer Shepstone & Robinson Street, Old Garden Building, Queenstown 5320 Tel: 045-1010 033
3.	Amathole District Director: Ms Phumeza Sikuza No.34, Western Avenue Suite No.4, 1st Floor, Norvia House, East London Tel: 043-1010 085	6.	Alfred Nzo District Director - Mr Wesley Groom (Acting) Corner Chief Jojo and Ngqubusini Street Mount Ayliff, 4735 Tel: 039-1010 021

7 SCHEMATIC DIAGRAM OF PROVINCIAL TREASURY



8 FUNCTIONS OF PROVINCIAL TREASURY

Provincial Treasury is structured into five Programmes, namely:

8.1 Programme 1 - Administration:

Programme Purpose

Provide leadership and strategic management and appropriate support services to all other programmes.

- **Office of the MEC** - sets priorities and political directives in order to meet the mandate of the department;
- **Management Services** - translates policies and priorities into strategies for effective service delivery, manages and monitors organizational performance and provides legal services and information technology support;
- **Corporate Services** - provides an internal enabling environment and support service to other programmes with regard to human resource management and development, records management, and security and facilities management.
- **Financial Management** – to manage and facilitate the provision of financial, supply chain, asset management and internal control services to the department;
- **Internal Audit** – to manage internal audit and risk management services.
-

8.2 Programme 2 - Sustainable Resource Management:

Programme Purpose

To ensure the effective and efficient planning, utilization, implementation and monitoring of Provincial Fiscal Resources.

- **Programme Support** - provides strategic leadership in implementing strategies to ensure the Programme's contribution in realizing departmental objectives;
- **Economic Analysis** - determines and evaluate economic parameters and socio-economic imperatives within a provincial and macro-economic context;
- **Fiscal Policy** – promotes optimal financial resource allocation and enable Government to finance its service delivery obligations, and also promotes sound planning, budgeting, financial management and reporting in Public Entities;
- **Budget Management** - promotes effective optimal financial resource allocation, manages fiscal assets, optimises liquidity requirements and returns on financial investments and maximizes the latter within acceptable levels of risk.

8.3 Programme 3 - Asset and Liability Management:

Programme Purpose

To provide policy direction, promote and enforce transparency and effectiveness of Supply Chain management and Asset Management in the province.

- **Programme Support** - provides strategic leadership in implementing strategies to ensure the programmes' contribution in realizing departmental objectives;

- **Asset Management** – to provide policy direction, facilitate the effective and efficient management of physical assets and promotes economic development targeted government procurement.

8.4 Programme 4 - Financial Governance:

Programme Purpose

To promote accountability through comprehensive accounting practices, financial information systems, governance as well as compliance with financial norms and standards in PFMA compliant institutions and financial systems management.

- **Programme Support** - provides strategic leadership in implementing strategies to ensure the Programme's contribution in realizing departmental objectives;
- **Accounting Services** - to ensure the effective implementation of accounting practices in line with Generally Acceptable Accounting Practice (GAAP) Generally Recognized Accounting Practice (GRAP) and prepare consolidated financial statements that reflect the financial position of the province;
- **Norms and Standards** - develops and implements financial norms and standards and ensure effective communication.
- **Risk Management** – provides provincial risk profile, develops and monitors the implementation of the Provincial Risk Management Framework;
- **Provincial Internal Audit Services** – coordinates the activities and provide technical support for all provincial internal audit offices & Audit Committees.
- **Supporting and Interlinked Financial Systems** - to provide for the oversight and management of existing financial systems and the transition to the integrated Financial Management Systems, enhancement of systems to support the business processes of government and provides capacity building in the usage of financial systems aimed at better provincial financial management.

8.5 Programme 5 – Municipal Financial Governance

Provides support to the achievement of sound and sustainable financial management at municipal level through the provision of technical support, and capacity building in the following areas: budgeting, accounting practises, supply chain management, asset management, social infrastructure spending and delivery of basic services, as well as MFMA compliance.

- **Programme Support** - Provides strategic leadership in implementing strategies to ensure the programme's contribution in realising departmental objectives.
- **Municipal Budget and Institutional Governance** – to monitor the implementation of the budgeting frameworks, coordinate, monitor and report on MFMA.
- **Municipal Accounting and Reporting** - Ensures that accounting and financial reporting of municipalities is according to the prescribed Generally Recognised Accounting Practices (GRAP) and assists municipalities in complying with Supply Chain Management and Asset Management regulations.

9 A GUIDE ON HOW TO USE PAIA (Section 14(1)(c))

Provincial Treasury has, in terms of section 10 of PAIA, developed a guide on how to use PAIA to access information held by the department as well as the contact details of its DIO. The Guide is available on the departmental website at www.ectreasury.gov.za. Members of the public can inspect or make copies of the Guide from the Head Office and any District office of Provincial Treasury.

10 RECORDS IN POSSESSION OF PROVINCIAL TREASURY (Section 14(1)(d))

10.1 Records automatically available (Section 14(1)(e))

In terms of Section 14(1)(d) of the Act, Provincial Treasury is required to list those records which are automatically available. Such automatically available records usually do not have information which can reasonably be said to be of sensitive nature. In order to access these records, it is not a requirement to fill in the prescribed **FORM A**. It is also not a requirement that requestor fees be paid unless voluminous copies of such record needs to be made. Each and every office of Provincial Treasury must provide the means to access records that are automatically available.

The records on the website of Provincial Treasury: www.ectreasury.gov.za are available for viewing or downloading without a person having to make such a request in terms of the said Act.

The manner of access shall include:

- Perusal with copying of material if needed and at the prescribed fee for copies;
- Access to visual, audio-visual material with transcription, dubbing or copying or both, if required.

- All legislation applicable to Provincial Treasury;
- Policy and Procedure Documents;
- Annual Reports;
- Annual Performance Plan;
- Strategic and Operational Plans;
- Approved Organogram;
- Performance reports;
- Eastern Cape Budget Information;
- Eastern Cape Medium Term Budget Statements
- Eastern Cape Combined Financial Statements; and

Other publications:

- Ikhwezi Lomso external newsletter
- E-Talk Publications
- Bulk SMS
- Posters
- Pamphlets
- E mails

A comprehensive list of documents is available on the Provincial Treasury's website: www.ectreasury.gov.za and do not require formal process to access the same.

10.2 Categories of records not automatically available (Section 14(1)(f) (These records must be formally requested by lodging a request form* see form on page 16 below)

- Internal Correspondence
- Executive Management internal sensitive communication
- Security-related information
- Records held by Legal Services Department
- Privileged information held in the course of disciplinary hearings and third party information
- Human Resource Personnel information, including files relating to discipline, medical information, etc.
- Asset disclosures and asset protection procedures
- Service level agreements and employment contracts
- Tender documentation
- Agendas and minutes of meetings and correspondence
- Draft reports, policies and discussions documents

**The records listed in the categories above must be formally requested, but access to parts of these records or the whole record may be refused on legal grounds.*

Provincial Treasury further reserves the right to refuse access to records where the processing of the record will result in a substantial and unreasonable diversion of its resources. Access will also be refused where requests are clearly frivolous and/or vexatious.

11. ARRANGEMENT ALLOWING FOR PUBLIC PARTICIPATION IN POLICY FORMULATION

Where policy formulation will emanate in legislation, Provincial Treasury solicits public comment on the policy by publication in the Provincial Gazette for public comment and may also facilitate the holding of public hearings.

Members of the public may furthermore indirectly influence policy formulation by communicating with their elected representatives and attending sessions of the provincial legislature.

12. REQUEST PROCEDURE

12.1 Nature of requests

12.1.1 Requester shall be given access to a record of Provincial Treasury if the requester complies with all the procedural requirements in the Act relating to the request for access to that record; and

12.1.2 Access to that record is not refused on any ground of refusal mentioned in the Act.

12.2 Telephonic requests

Requests may be made telephonically to the Provincial Treasury. Such requests may be directed to the DIO on the contact information provided in this Manual. Requesters may be directed to lodge formal requests where this is established to be required from the nature of the verbal request.

12.3 Voluntary access

12.3.1 Information that is automatically available can be obtained from the website of the Provincial Treasury. In certain instances a reproduction fee may be charged. Transcription and copying of records in other media attract reproduction fees. The manner of access to these documents is not limited to inspection and perusal.

12.4 Manner of Request

12.4.1 A requester must complete the form similar to the one attached at the end of the Manual.

12.4.2 A requester must indicate the form or manner of access sought as prescribed by section 29;

12.4.3 Provincial Treasury will endeavour to give access in the form requested unless this would tamper with the smooth running of Provincial Treasury;

12.4.4 Giving access will give due consideration to preservation of material, infringement of copyright and request or access fees as prescribed must be paid before a request is processed and, search and preparation fees are also payable before access is given;

12.4.5 A 30 (thirty) working day time frame is permitted for a response to the request where this is necessary. These 30 (thirty) days may further be extended to another 30 (thirty) working days on notification to the requester.

12.4.6 Fee impositions are required in terms of PAIA. A fee schedule is attached to this manual.

12.4.7 Fees are paid at the inception of a request and thereafter, fees are incurred for search processes and reproduction costs. Certain categories of persons are exempt from paying fees. These categories include those who qualify on the basis of their annual income and those who are requesting personal information.

12.4.8 Persons who are requesting personal information about themselves or their next of kin do not have to pay a request fee. All other persons have to pay the request fee of R35, 00.

12.4.9 A requester representing another must submit proof that they have been requested to do so by giving details of the capacity in which they act; s18(2)(f);

12.4.10 A requester who cannot read nor write or needs assistance in completing a request form, may present the request orally and the DIO is obliged to assist such a requester. 18(3);

12.4.11 If the DIO fails to give the decision on a request for access to the requester concerned within 30 days after the request is received, the DIO is, regarded as having refused the request.

13. PAYMENT OF FEES IN TERMS OF THE REQUEST

13.1 Request Fees

13.1.1 Every other requester, who is not a personal requester, must pay the required request fee:

13.1.2 The DIO must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing the request;

- 13.1.3 The request payable to public bodies is R35.00. Requests for voluminous non-personal records will not be accepted without payment.
- 13.1.4 After the DIO has made a decision on the request, the requester must be notified of such a decision in the way in which the requester wanted to be notified in;
- 13.1.5 If the request is granted, then a further access fee must be paid for the search, preparation and reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

13.2 Payment method

- 13.2.1 Every requester who is not a personal requester must pay the required request fee. The requester must deposit the request fee into Provincial Treasury's bank account (details of which will be given to the requester by Provincial Treasury). The proof of the deposit slip must be forwarded to Provincial Treasury's DIO before any request can be processed.
- 13.2.2 It is important to note the provisions of section 22(1) of the Act to the effect that no request may be processed unless a request fee is paid.

14. RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST

If all reasonable steps have been taken to find a record requested and there are reasonable grounds for believing that the record is in Provincial Treasury's possession but is lost or damaged or does not exist then the DIO must by way of an affidavit notify the requester that it is not possible to give access to that record. The affidavit must give a full account of all steps taken to find the record in question or to determine whether the record exists, including communicating with every person who conducted the search on behalf of the DIO.

15. REFUSAL OF REQUEST AND INTERNAL APPEALS AGAINST DECISIONS

15.1 The Internal Appeal Procedure

- 15.1.1 The Act provides for an internal appeal against the decision of the DIO on the following grounds:
- 15.1.2 A refusal to grant access; or a decision taken in terms of sections 22, 26(1) or 29(3).
- 15.1.3 The MEC is the relevant authority to review any decision taken on appeal. An aggrieved party has to approach the Courts if dissatisfied with the decision of the MEC.
- 15.1.4 When the requester / third party lodges an appeal, the prescribed appeal Form (Annexure C attached at the end of the Manual), has to be completed and lodged with the DIO within 60 days.
- 15.1.5 The internal appeal must identify the subject of the internal appeal and state the reasons thereof and may include any other relevant information known to the appellant.
- 15.1.6 The internal appeal must state the manner and provide the particulars which the appellant desires to be informed of on the decision of the internal appeal in addition to a written reply and specify a postal address or fax number.
- 15.1.7 The DIO will forward all internal appeals and accompanying documentation to the relevant authority, which in this case is the MEC.

15.1.8 The DIO will inform the requester / third party of the outcome of the internal appeal.

15.1.9 A requester / third party who is dissatisfied with the outcome of the internal appeal may, within 30 days of receipt of the response, submit an application to the court for a final decision.

16. APPLICATION TO COURT

A requester or third party may only, after exhausting the internal appeal procedure against a decision of the DIO, apply to a court for appropriate relief.

A requester whose internal appeal has been unsuccessful or aggrieved by a decision of the MEC or the person designated in writing by the MEC to disallow the late lodging of the appeal in terms of section 75(2) of the Act, may by way of an application, within 30 days apply to a court for appropriate relief in terms of section 82.

The unsuccessful third party in an internal appeal to the relevant Executing Authority may, by way of an application, within 30 days apply to a court for appropriate relief in terms of section 82.

17. UPDATING OF THIS MANUAL

This manual will be updated whenever amendments to current information need to be reflected, or annually.

18. AVAILABILITY OF MANUAL

A copy of this Manual is made available as prescribed in Section 14 (3) of the Act in the following manner. The Manual shall be published in three official languages being English, Afrikaans and isiXhosa, and shall be made available to the South African Human Rights Commission.

This Manual shall be made available on the Provincial Treasury's website at www.ectreasury.gov.za.


MR D MAJEKE
HEAD OF DEPARTMENT
PROVINCIAL TREASURY

4/7/2016
DATE

Annexure A

Form A
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 6]

FOR DEPARTMENTAL USE		Reference number:
Request received by (state rank, name and surname of information officer/deputy information officer) on		(date) at
		(place).
Request fee (if any):	R	
Deposit (if any):	R	
Access fee:	R	
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER		

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

C. Particulars of person 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 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.

If the record is in written or printed form:		
<input type="checkbox"/> copy of record*	<input type="checkbox"/>	<input type="checkbox"/> inspection of record
2. If record consists of visual images— (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):		
<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:		
<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/>	<input type="checkbox"/> 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* (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? Postage is payable.			<table border="1"> <tr> <td style="width: 50%;">YES</td> <td style="width: 50%;">NO</td> </tr> </table>	YES	NO
YES	NO				
<p><i>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.</i></p> <p>In which language would you prefer the record?</p>					

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.

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

**PART II
Government Gazette Notice 187 of 15 February 2002**

FEES IN RESPECT OF PUBLIC BODIES

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:

	R
(a) For every photocopy of an A4-size page or part thereof	0,6 0
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,4 0
(c) For a copy in computer-readable form—	
(i) soft copy	5,00
(ii) compact discs	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	6,00
(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 regulations 7(2) is R35,00.

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	0,6 0
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,4 0
(c) For a copy in computer-readable form—	
(i) soft copy	5,00
(ii) compact discs	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

(f) To search for and prepare the record referred to in clause (e), R15,00 per hour or part of an hour, excluding the fee for the search and preparation.

(2) For purposes of section 22(2) of the Act, the following apply:

- (a) Sixty hours or more shall not be exceeded by a requester; and
- (b) one third of the access fee shall be payable as a deposit by the requester.

(3) The access fee is payable when a copy of a record must be provided to the requester.

Annexure C**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:

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:

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:	
<input type="checkbox"/>	Refusal of request for access
<input type="checkbox"/>	Decision regarding fees prescribed in terms of section 22 of the Act
<input type="checkbox"/>	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26 (1) of the Act
<input type="checkbox"/>	Decision in terms of section 29 (3) of the Act to refuse access in the form requested by the requester
<input type="checkbox"/>	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

RELEVANT AUTHORITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT AUTHORITY ON (date):

PROVINSIALE KENNISGEWING 191 VAN 2016



**HANDLEIDING VIR DIE BEVORDERING VAN TOEGANG TOT
INLIGTING**

**SAAMGESTEL MET INWILLIGING VAN ARTIKEL 14 VAN DIE WET
OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING (WET
NO.2 VAN 2000)**

INHOUDSOPGAWE

1. Inleiding
2. Definisies
3. Kontakbesonderhede van die Adjunk Inligtingsbeampte
4. Hoe om toegang tot die handleiding te kry
5. Strategiese doelwitte
6. Struktuur van die Provinsiale Tesourie (Artikel 14(1)(a)
7. Skematiese diagram van die department
8. Werkverrigtinge van die department (Artikel 14(1)(a)
 - 8.1 Program 1 – Administrasie
 - 8.2 Program 2 – Volhoubare hulpbronbeheer
 - 8.3 Program 3 – Bate en lasbeheer
 - 8.4 Program 4 – Finansiëlebestuur
 - 8.5 Program 5 – Munisipale finansiëlebestuur
9. 'n Gids oor hoe om die WBTI te gebruik (Artikel 14 (1)(d)
10. Rekords in besit van die Provinsiale tesourie (Artikel 14(1)(d)
 - 10.1 Rekords wat outomaties beskikbaar is (Artikel 14(1)(e)
 - 10.2 Kategorieë van rekords wat nie outomaties beskikbaar is nie (Artikel 14(1)(f)
11. Ooreenkomste wat vir openbare deelname in beleidsvorming toelaat (Artikel 14(1)(g)
12. Versoekprosedure
 - 12.1 Aard van versoek
 - 12.2 Telefoniese versoek
 - 12.3 Vrywillige toegang
 - 12.4 Wyse van versoek
13. Betaling van gelde ten opsigte van die versoek
 - 13.1 Versoekgelde
 - 13.2 Betaalwyse
14. Rekords wat nie gevind kan word of wat nie bestaan nie
15. Weiering van versoeke en interne appëlle teen besluite
16. Aansoek aan die hof
17. Besikbaarheid van die handleiding
 - Aanhangsel: A. Versoek vir toegang tot Rekords deur die Openbare Liggaam
 - B. Gelde ten opsigte van toegang tot openbare liggame
 - C. Kennisgewing van interne appél

1. INLEIDING

Hierdie handleiding is saamgestel volgens die Wet vir die Bevordering van toegang tot Inligting (WBTI) van 2000 (wet no.2 van 2000). Die Wet beveel dat 'n openbare liggaam besonderhede moet verskaf van rekords behou deur daardie openbare liggaam sodat enige versoek vir inligting aangepas kan word.

Die handleiding is bedoel om te dien as gids oor hoe lede van die publiek toegang kan verleen tot inligting wat in rekords van die Provinsiale Tesourie se besit is. Dit gee effek aan die reg vir toegang tot inligting soos ingesluit in die Grondwet van die Republiek van Suid Afrika en die Wet vir die Bevordering van Toegang Tot Inligting nommer 2 van 2000 (WBTI). Dit maak voorsiening vir die reg vir Toegang tot inligting behou deur die Staat of enige ander Openbare liggaam deur lede van die publiek.

Die handleiding skryf ook die wyse voor hoe die inligting gekry kan word. Hieronder is die prosedure met betrekking tot die aantekening van 'n versoek vir toegang tot die Provinsiale Tesourie se inligting. Die handleiding bevat ook inligting van die aangewese Adjunk Inligtingsbeampte wat verantwoordelik is vir die behandeling van alle aansoeke vir toegang tot inligting sowel as die naam van elke Program en sy kern funksies en 'n lys van alle rekords in besit van die Provinsiale Tesourie.

2. DEFINISIES

2.1 Vir die doel van hierdie Handleiding indien anders aangedui:

- | | | |
|--------|--------------------------|--|
| 2.1.1 | 'AARP' | Algemeen Aarvarde Rekenkundige Praktyk; |
| 2.1.2 | 'AERP' | Algemeen Erkende Rekenkundige Praktyk; |
| 2.1.3 | 'AIB' | Adjunk-Inligtingsbeampte; |
| 2.1.4 | 'LUR' | Lid van die Uitvoernde Raadverantwoordelik vir Proncinsiale Tesourie; |
| 2.1.5 | 'MTBR' | Mediumtermyn-bestedingsraamwerk; |
| 2.1.6 | 'WBTI' | Wet op Bevordering van Toegang tot Inligting van 2000 (Wet 2 van 2000); |
| 2.1.7 | 'WMFB' | Wet op Munisipaliteit Finansiële Bestuur van 2003 (Wet Nr. 56 van 2003); |
| 2.1.8 | 'WOFB' | Wet op Openbare Finansiële Bestuur van 1999 (Wet Nr. 1 van 1999); |
| 2.1.9 | 'Programme' | die vorming van die nuwe voorgestelde struktuur van die Provinsiale Tesourie wat bestaan uit vier onafhanklike take; |
| 2.1.10 | 'Rekord' | van of ten opsigte van 'n openbare liggaam, beteken enige vermeldde inligting, ondanks die vorm of middel, in die besit van of onder beheer van daardie openbare of private liggaam; |
| 2.1.11 | 'SAHRC' | South African Human Rights Commission; |
| 2.1.12 | 'Die Wet' | die Wet vir die Bevordering Van Toegang tot Inligting (Wet No.2 van 2000); |
| 2.1.13 | 'Die Handleiding' | hierdie handleiding saam met al die aanhangsels en wat by die Provinsiale Tesourie beskikbaar is |

3. KONTAKBESONDERHEDE VAN DIE ADJUNK INLIGTINGSBEAMPTTE

Mnr. Daluhlanga Majeke

Departementshoof

Tel Nr: 040 1010 161

Faksnommer: 040 1010 731

E-pos: daluhlanga.majeke@ectreasury.gov.za

4. HOE OM TOEGANG TOT DIE HANDLEIDING TE KRY

Die handleiding kan by die kantore van die Provinsiale tesourier gekry word by:

Fisiese adres: Tyamzashe Gebou

Phalolaan

Bhisho, 5605

Posadres: Privaatsak X0029

Bhisho, 56 05

Webwerf: www.ectreasury.co.za

5. STRATEGIESE DOELWITTE

Visie

Ons beoog 'n voorspoedige Provinsie gesteun deur sterk finansiële en hulpbronbeheer

Missie

Ons missie is om strategiese en tegniese leierskap te verskaf met die toekenning, beheer en gebruik van finansiële hulpbronne ten einde die lewensgehalte in die Provinsie te verbeter.

Norme

Ons streef na uitmuntendheid deur:

- Toegewydheid-Ons is 100% verbonde aan ons werk;
- Integriteit- Ons kleef standvastig aan hoë professionele standaarde
- Verantwoordelikheid-Ons neem volle verantwoordelikheid vir ons optrede en werk.

Strategiele doelwitte

- Doelteffende en effektiewe beheer van finansiële hulpbronne in die Provinsie
- Sterk finansiële rekeningkunde in die Provinsie
- Sterk betrekkings met insethouers
- 'n Goed-funksionerende departement

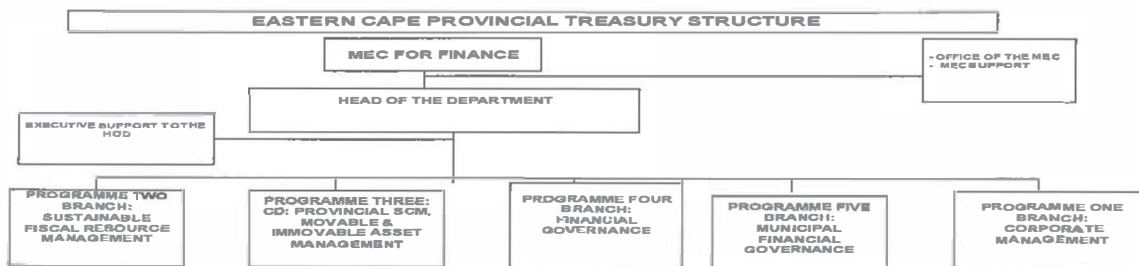
Die Provinsiale Tesourie, gelei deur sy mandaat soos bewaar in die WOFB en WMFB kommitteer om strategiese en tegniese leierskap te verskaf met die toekenning, bestuur en benutting van finansiële hulpbronne om die lewensstandaard in die provinsie te verbeter.

6. SAMESTELLING VAN DIE PROVINSIALE TESOURIER

Die samestelling van die Provinsiale Tesourie bestaan uit die Hoofkantoor geleë in Bisho en 6 (ses) distrik kantore geleë in die ses distrik munisipaliteite van die Provinsie, naamlik:

DISTRIK KANTORE	
1.	<p>Sarah Baartman Distrikhoof: - Mr Themba Gwija Nr. 163 Hoek van Drew en Durbanstraat Korsten, Port Elizabeth Tel: 041-1010 827</p>
2.	<p>Joe Gqabi Distrikhoof- Mnr. Neo Smouse Hoek van Chases en Queens TerraceStraat Aliwal Noord Tel: 051-1010321</p>
3.	<p>Amathole Distrikhoof: Ms Phumeza Sikuza Nr.34, Westerniaan Suite nr 4, 1ste Verdieping, Norviahuis Oos Londen Tel: 043-1010 085</p>
4.	<p>O.R Tambo Distrikhoof: Mr Mbuyiseli Mandla Owenstraat, 3rde Verdieping, KD Gebou Mthatha Tel: 047-1010 026</p>
5.	<p>ChrisHani Distrikhoof: Ms. Anita Mfecane (Waarnemende) Hoek van Shepstone en Robinsonstraat, Old Garden gebou, Queenstown 5320 Tel 045 – 1010 033</p>
6.	<p>Alfred Nzo Distrikhoof: Mnr. Wesley Groom (Waarnemende) Hoek van Chief Jojo en Ngqubusinistraat Mount Ayliff, 4735 Tel: 039-1010 021</p>

7. SKEMATIESE DIAGRAM VAN DIE PROVINSIALE TESOURIE



8. WERKVERRIGTINGE VAN DIE PROVINSIALE TESOURIE

Die Provinsiale Tesourie is saamgestel uit 5 programme, naamlik::

8.1 Program 1- Administrasie:

Doel van program

Verskaf leierskap en strategiese bestuur en voldoende steun aan al die ander programme.

- **Kantoor van die LUR** - bepaal prioriteite en politiese riglyne om sodoende die mandaat van die departement te verwesenlik;
- **Bestuurdienste** – Herlei beleide en prioriteite in strategieë vir effektiewe dienslewering, beheer en kontroleer organisatoriese prestasie en verskaf regsdienssteun vir informasie tegnologie.
- **Korporatiewedienste** – verskaf 'n interne bemaatigende omgewing en ander ondersteuningsdienste aan ander programme met betrekking tot menslike hulpbronbeheer en ontwikkeling en beheer van rekords, sekuriteit en fasiliteitbeheer.
- **Finansiële bestuur** – Om die verskaffing van finansiële, verkrygingslyn, batebestuur en interne kontroledienste aan die Departement te beheer en fasiliteer.
- **Interne ouditering** – Om interne oudit en risikobestuurdienste te hanteer.

8.2 Program 2 – Volhoubare hulpbronbeheer

Program doelwitte

Om die effektiewe en voldoende beplanning, gebruik, toepassing en kontrole van provinsiale finansiële hulpbronne te verseker.

- **Programonderhoud**- verskaf strategiese leierskap in die implementering strategieë om die program se bydrae tot die verwesenliking van departementele doelwitte te verseker;
- **Ekonomiese analise** - om ekonomiese parameters en sosio-ekonomiese imperatiewe binne 'n provinsiale en makro-ekonomiese konteks te bepaal en te evalueer;
- **Fiskaalbeleid** – bevorder optimale finansiële hulpbrontoekenning en stel die regering instaat om sy diensleweringobligasies te finansieer en bevorder ook goeie beplanning, begroting, finansiëlebestuur en verslaggewing in Openbare entiteite.
- **Begrotingbeheer** – bevorder effektiewe optimale finansiële hulpbrontoekenning, beheer fiskaalbates, optimaliseer likwiditeitsvereistes en opgawes vir finansiëlebeleggings en maksimeer die laasgenoemde binne aanvaarbare risikopeile.

8.3 Program 3 – Bate en lastebeheer:

Program doeleindes

Om beleidsrigting te verskaf en te bevorder en om deursigtigheid en doeltreffendheid van aanvoerkettingsbeheer en batebestuur in die Provinsie toe te pas.

- **Programonderhoud** – verskaf strategiese leierskap met die implementering van strategieë om die programme se bydrae tot die verwesenliking van departementele doelwitte te verseker;
- **Batebestuur**- om beleidsrigting te verskaf, effektiewe en doeltreffende bestuur van fisiese bate te fasiliteer en om staatsverkryging bedoel vir ekonomiese ontwikkeling te fasiliteer.

8.4 Program 4 – Finansiëlebestuur;

Doel van program

Om aanspreeklikheid deur alomvattende rekeningkunde, finansiële informasiesistels, staatsbestuur sowel as inwilliging met finansiële norme en standaarde in WOFB toegewende instellings en finansiëlestelselbeheer te bevorder.

- **Programonderhoud** – Verskaf strategiese leierskap met die implementering van strategië om die programme se bydrae tot die verwesenliking van departementele doelwitte te verseker.
- **Rekeningkundediens** – om die effektiewe toepassing van rekeningkunde in ooreenstemming met AARP en AERP te verseker en om gekonsolideerde finansiëlestate voor te berei wat die finansiële posisie van die provinsie weergee.
- **Norme en Standaarde** – ontwikkel en implementeer finansiële norme en standaarde en verseker effektiewe kommunikasie.
- **Risikobestuur** – verskaf 'n Provinsiale risikoprofiel, ontwikkel en monitor die implementering van die Provinsiale Risikobestuur raamwerk.
- **Provinsiale interne ouditdienste** – koördineer die aktiwiteite en verskaf tegniese ondersteuning aan alle Provinsiale interne ouditkantore en ouditkomitees.
- **Ondersteunende en onderling verbonde finansiële stelsels** – om voorsiening te maak vir die oorsig en beheer van die bestaande finansiëlestelsels en die oorgang na die samegestelde finansiëlebestuurstelsels sowel as die versterking van stelsels om die besigheidspesesse van die staat te steun en verskaf ook bekwaamheid in die gebruik van finansiëlestelsels vir 'n beter provinsiale finansiëlebestuur.

8.5 Program 5 – Munisipale finansiëlebestuur

Verskaf onderhoud aan die prestasie van sterk en volhoubare finansiëlebestuur op munisipalevlak deur die verskaffing van tegniese steun en die bou van kapasiteit in die volgende areas: begroting, rekeningkunde, verkrygingskettingbestuur, batebestuur, maatskaplike infrastruktuurbesteding en die lewering van basisedienste sowel as WMFB inwilliging.

- **Programonderhoud** – Verskaf strategiese leierskap met die implementering van strategië om die programme se bydrae tot die verwesenliking van departementele doelwitte te verseker.
- **Munisipalebegroting en institusionelebestuur** – Om die toepassing van die begrotingsraamwerk te monitor en ook om die WMFB te koördineer en te monitor.
- **Munisipale boekhou en rapportering** – Verseker dat alle boekhou en finansiële rapportering van munisipaliteite volgens die voorgeskrewe Algemeen erkenbare boekhoudiens is en help munisipaliteite om met verkrygingskettingbestuur en aan die beheer van bate regulasies gehoor te gee.

9. 'N GIDS OOR HOE OM WBTI TE GEBRUIK (Artikel 14 (1) (c))

Die Provinsiale tesourie het volgens afdeling 10 van WBTI 'n gids ontwikkel oor hoe om WBTI te gebruik om inligting wat deur die Departement behou word te kry sowel as die kontakbesonderhede van sy Inligtingsbeampte. Die gids is beskikbaar op die Departementele webwerf www.ectreasury.gov.za. Lede van die publiek kan die gids van die Hoofkantoor en enige Distrikkantoor van die Provinsiale tesourie besigtig of afskrifte daarvan maak.

10. REKORDS IN BESIT VAN DIE PROVINSIALE TESOURIE (Artikel 14 (1)(d))**10.1 Rekords wat outomaties beskikbaar is (Artikel 14 (1)(e))**

Ingevolge Artikel 14 (1)(d) van die Wet word daar verys dat die Provinsiale Tesourie 'n lys maak van die rekords wat outomaties beskikbaar is. Sulke rekords wat outomaties beskikbaar is bevat gewoonlik nie inligting wat as sensitief van aard beskou kan word nie. Dit is nie 'n vereiste om die voorgeskrewe Form A in te vul om hierdie rekords te verkry nie. Dit is ook nie 'n vereiste dat versoekgelde betaal moet word nie tensy daar baie dik afskrifte van sulke rekords gemaak moet word. Elke kantoor van die Provinsiale Tesourie moet wyse verskaf om rekords wat outomaties beskikbaar is te verkry.

Die rekords op die webwerf van die Provinsiale Tesourie: www.ectreasury.gov.za is beskikbaar vir besigtiging sonder dat 'n persoon 'n versoek daarvoor maak ingevolge die betrokke Wet.

Die wyse van toegang sal die volgende insluit:

- Sorgvuldige deurlesing met kopieerwerk van material indien nodig en teen die voorgeskrewe geld vir afskrifte;
- Toegang tot visuele, ouAIBvisuele material met afskrywing, oorklanking of kopieerwerk of albei indien daar vereis word.
- Alle wetgewing toepaslik by die Provinsiale Tesourie;
- Beleid en Proseduurdokumente;
- Jaarverslae;
- Jaarlikse prestasieplan
- Beproeefde Organogram
- Prestasie verslae
- Oos-Kaapse begrotingsinligting;
- Oos-Kaapse Middelterm begrotingstaat
- Oos-Kaapse saamgestelde finansiëlestate; en

Ander Uitgawes:

- Ikhwezi Lomso eksterne nuusbrief
- Elektroniese uitgawes
- SMS
- Plakkate
- Pamflette
- E-poste

'n Alomvattende lys van dokumente is beskikbaar op die provinsiale tesourier se webwerf: www.ectreasury.gov.za en vereis nie formele prosesse om toegang tot dieselfde te kry.

10.2. Kategorië van rekords wat nie outomaties beskikbaar is nie (Artikel 14(1)(f)(Hierdie rekords moet formeel versoek word deur 'n versoekvorm te loods * kyk na vorm op bladsy 16)

- Interne korrespondensie
- Uitvoerende beheer van interne sensitiewe kommunikasie

- Sekuriteitverwante inligting
- Rekords behou deur die Regsdienste Departement
- Beskermd inligting wat behou word gedurende 'n tugsak en derde party inligting
- Menslike hulpbron personeel inligting, insluitende lêers oor disipline, mediese inligting, ens.
- Openbaar making van bate en beskermingprosedure
- Diensvlak ooreenkomste en werkkontrakte
- Tenderdokumente
- Agendas en notule van vergaderings en korrespondensie
- Ontwerp verslae en besprekingsdokumente.

*Die bogenoemde rekords moet formeel versoek word, maar toegang tot gedeeltes van hierdie rekords of die volle rekords kan geweier word.

Die Provinsiale Tesourie behou die reg om toegang tot rekords te weier in gevalle waar die behandeling van die rekords in 'n aansienlike en onregverdigte afwending van sy hulpbronne sal lei. Toegang sal ook geweier word in gevalle waar versoeke ligsinnig en/of vervelend is.

11. OPENBARE DEELNAME IN BELEIDSFORMULERING

Waar beleidsformulasie in wetgewing uitvloei, versoek die Provinsiale Tesourie kommentaar oor die beleid deur bekendstelling in die Staatskoerant vir openbare kommentaar en kan ook openbare aanhoring fasiliteer.

Lede van die publiek mag bowendien beleidsvorming indirek beïnvloed deur kommunikasie met hul gekose verteenwoordigers en deur provinsiale parlement sessies by te woon.

12. VERSOEKPROSEDURE

12.1 Aard van versoek

12.1.1 Die versoeker sal toegang tot 'n rekord verleen word as die versoeker aan al die vereistes voldoen ten opsigte van die wet vir die versoek vir toegang tot inligting na daardie rekord; en

12.1.2 Toegang tot daardie rekord word nie geweier op gronde van die weiering aangemeld in die Wet.

12.2 Telefoniese versoeke

Versoeke mag telefonies aan die Provinsiale Tesourie gemaak word. Sulke versoeke mag aan die Adjunk inligtingsbeampte gerig word na die kontakbesonderhede wat in hierdie handleiding verskaf is.

12.3 Vrywillige toegang

12.3.1 Inligting wat outomaties beskikbaar is kan gekry word by die webwerf van die Provinsiale Tesourie. In sekere gevalle kan vereis word dat herproduksie gelde betaal word. Transkripsie en afskrywing van rekords in ander mediavorms vereis herproduksie gelde. Die wyse van toegang tot hierdie dokumente is nie beperk tot inspeksie en noukeurige deurlesing nie.

12.4 Wyse van versoek

12.4.1 'n Versoeker moet die vorm voltooi wat dieselfde lyk soos dié wat aan die einde van die handleiding geheg is.

12.4.2 'n Versoeker moet die vorm aandui of die wyse van toegang wat vereis word soos voorgeskryf in Artikel 29;

12.4.3 Die Provinsiale Tesourie sal strewende om toegang te verleen op die wyse waarin dit versoek word, behalwe as dit die vlot verloop van die Provinsiale Tesourie belemmer;

12.4.4 Die vergunning van toegang sal behoorlike vergoeding aan die bewaring van materiaal gee, oortreding van kopieregte en versoek of toegang gelde soos voorgeskryf moet betaal word voordat 'n versoek behandel word en opsoek en voorbereiding gelde moet ook betaal word voordat toegang gekry word.

12.4.5 'n 30 (Dertig) werkdag tydperk word toegelaat om te reageer op 'n versoek indien nodig. Hierdie 30 (dertig) dae kan verder verleng word tot 'n ander 30 werkdag met kennisgewing aan die versoeker.

12.4.6 Heffing van gelde word verels ingevolge van die WBTI. 'n Skedule van gelde is aan hierdie handleiding geheg.

12.4.7 Geld word aan die begin van 'n versoek betaal en daarna word geld betaal vir deursoeking prosesse en herproduksie. Sekere mense word verhoed om gelde te betaal. Hierdie mense sluit in dié wat kwalifiseer as gevolg van hul jaarlikse inkomste en diegene wat persoonlike inligting versoek.

12.4.8 Persone wat persoonlike inligting oor hulself soek of hul naasbestaande, hoef nie versoekgelde betaal nie. Al die ander persone moet versoekgelde van R35.00 betaal

12.4.9 'n Versoeker wat 'n ander persoon verteenwoordig moet kan bewys dat hy versoek is om die versoek te maak deur besonderhede te gee oor die kapasiteit waarin hy optree.

12.4.10 'n Versoeker wat nie kan skryf of lees nie of wat gehelp moet word om 'n versoek te voltooi, mag die versoek mondeling aanbied en die AIB is verplig om so 'n versoeker uit te help. 18(3)

12.4.11 Indien 'n adjunk inligtingsbeampte versuim om 'n besluit te maak oor 'n versoek vir toegang tot inligting aan die betrokke versoeker binne 30 dae nadat die versoek ontvang is, beteken dit dat die adjunk inligtingsbeampte die versoek geweier het.

13. BETALING VAN GELDE TEN OPSIGTE VAN DIE VERSOEK

13.1 Versoekgelde

13.1.1 Alle versoekers wat nie persoonlike versoekers is nien moet die vereiste versoekgelde betaal;

13.2 Die adjunk inligtingsbeampte moet die versoeker (behalwe 'n persoonlike versoeker) per kennisgewing in kennis stel en versoek dat die versoeker die voorgeskrewe geld betaal voordat die versoek verder behandel kan word.

- Die versoekgelde betaalbaar deur openbare liggame is R35.00. Versoeke vir dik nie-persoonlike rekords sal nie aanvaar word nie sonder dat daar 'n betaling vir hulle gemaak is.

13.2.1 Nadat die adjunk inligtingsbeampte 'n besluit gemaak het oor die versoek, moet die versoeker in kennis gestel word oor so 'n besluit in 'n manier waarin hy in kennis gestel wil word.

13.2.2 Indien 'n versoek aanvaar word dan moet 'n verdere toegangsbedrag betaal word vir die soek, voorbereiding en herproduksie en vir enige tyd wat die voorgeskrewe tyd oorskry het vir die soek en voorbereiding van die record vir openbaarmaking.

13.3 Betaalwyse

13.3.1 Elke versoeker wat nie 'n persoonlike versoeker is nie moet die vereiste versoekegeld betaal. Die versoeker moet die versoekegeld in die Provinsiale Tesourie se bankrekening deponeer (Besonderhede hiervan sal aan die versoeker verskaf word deur die provinsiale tesourier). Die bewys van die deposito strokie moet aan die Provinsiale Tesourie se adjunk inligtingsbeampte gestuur word voordat die versoek behandel kan word..

13.4 Dit is belangrik om kennis te neem van die bepalinge van artikel 22 van die wet dat geen versoek behandel mag word tensy daar versoekegelde betaal is.

14. REKORDS WAT NIE GEVIND KAN WORD NIE OF WAT NIE BESTAAN NIE.

Indien alle redelike stappe geneem is om 'n rekord wat versoek is te vind en daar redelike gronde is om te glo dat die rekord in die provinsiale tesourier se besit is maar dat dit verlore of beskadig is of dat dit nie bestaan nie, dan moet die adjunk inligtingbeampte deur middel van 'n beëdigde verklaring die versoeker in kennis stel dat dit nie moontlik is om toegang tot daardie versoekte rekord te kry nie. Die beëdigde verklaring moet 'n volle verslag gee van die stappe wat geneem is om die betrokke rekord te vind of om te bepaal of die rekord bestaan insluitende kommunikasie met elke persoon wat die rekord namens die adjunk inligtingbeampte gesoek het.

15. WEIERING VAN VERSOEK EN INTERNE APPÉLLE TEEN BESLUIE

15.1 Die interne appél prosedure

15.2 Die wet maak voorsiening vir 'n interne appél teen die besluite van die adjunk inligtingsbeampte op die volgende gronde;

15.2.1 'n weiering om toegang te kry; of 'n besluit geneem kragtens Artikel 22, 26(1) of 29(3).

15.2.2 Die LUR is die betrokke owerheid om enige besluit van 'n appél te beoordeel. 'n Persoon wat veronreg voel kan die howwe benader indien hy ontevrede is met die besluit van die LUR.

15.2.3 Wanneer die versoeker/ derde party 'n appél aanteken, moet die voorgeskrewe appélvorm (aanhangel C wat aan die einde van die handleiding geheg is) voltooi word en binne 60 dae ingehandig word by die adjunk inligtingsbeampte..

15.2.4 Die interne appél moet die onderwerp van die interne appél identifiseer en die rede daarvoor aanmeld en mag enige relevante inligting insluit.

15.2.5 Die interne appél moet die wyse noem en die besonderhede wooroor die appellant ingelig wil word verskaf van die besluit van die interne appél.

15.2.6 Die adjunk inligtingsbeampte sal alle interne appélle en bygaande stukke aanstuur na die betrokke owerheid wie in dié geval die LUR is.

15.2.7 Die adjunk inligtingsbeampte sal die versoeker/ derde party inlig van die gevolge van die interne appél.

15.2.8 'n Versoeker/ derde party wat ontevrede is met die gevolge van die interne appél, mag binne 30 dae van die ontvangs van die terugvoer 'n aansoek vir 'n finale besluit by die hof inhandig.

16. AANSOEK BY DIE HOF

'n Versoeker of derde party mag slegs by 'n hof om toepaslike regshulp aansoek doen nadat die versoeker of derde party die interne prosedure teen 'n besluit van die inligtingsbeampte, indien toepaslik, uitgeput het.

'n Versoeker wie se interne appél onsuksesvol is of veronreg is deur die besluit van die LUR of die persoon wat skriftelik deur die LUR aangestel is om die laat aantekening van 'n appél kragtens Artikel 75(2) van die wet te weier, mag by wyse van 'n aansoek binne 30 dae aansoek doen aan 'n hof om toepaslike regshulp kragtens Artikel 82.

Die onsuksesvolle derde party in 'n interne appél aan die relevante Uitvoerende gesag mag by wyse van 'n aansoek binne 30 dae aansoek doen by die hof vir toepaslike regshulp kragtens artikel 82.

17. MODERNISERING VAN HIERDIE HANDLEIDING

Hierdie handleiding sal altyd gemoderniseer word wanneer wysigings van die huidige inligting weergee moet word of jaarliks.

18. BESKIKBAARHEID VAN DIE HANDLEIDING

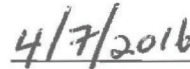
'n Afskrif van hierdie Handleiding is beskikbaar soos voorgeskryf in artikel 14(3) van die Wet op die volgende wyse;

Die Handleiding sal in 3 amptelike tale naamlik Engels, Afrikaans en isiXhosa gepubliseer word en sal aan die Suid Afrikaanse Menseregte kommissie beskikbaar gemaak word.

Hierdie handleiding sal op die Provinsiale Tesourier se webwerf www.ectreasury.gov.za, beskikbaar gemaak word.



MNR. D MAJEKE
HOOF VAN DIE DEPARTEMENT
PROVINSIALE TESOURIER



DATUM

Aanhangsel A**Vorm A****Versoek vir toegang tot rekord van openbare liggaam**

(Artikel 18 (1) van die Wet vir die Bevordering van Toegang tot inligting, 2000

(Wet Nr. 2 van 2000))

[Regulasie 6]

VIR DEPARTEMENTELE GEBRUIK		Aanwysingsnommer:
Versoek ontvang deur		
(meld die rang, naam en van van die inligtingsbeampte/adjunk inligtingsbeampte) op		(plek).
(datum) by		
Versoekgelde (Indien enige):	R	
Deposito (indien enige):	R	
Toegangsgelde:	R	
HANDTEKENING VAN INLIGTINGSBEAMPTE/ADJUNK INLIGTINGSBEAMPTE		

A. Besonderhede van openbare liggaam

Die inligtingsbeampte/Adjunk inligtingsbeampte

B. Besonderhede van die person wat toegang tot inligting versoek

- (a) Die besonderhede van die person wat toegang tot inligting versoek moet hieronder verskaf word.
- (b) Die adres en/of faksnommer van die Republiek waarna die inligting gestuur gaan word, moet verskaf word.
- (c) Bewys van die kapasiteit waarin die versoek gemaak is moet aangeheg word indien nodig.

Volle naam en van:

Identiteitsnommer:

Posadres:

Faksnommer:

Telefoonnommer:

E-posadres:

Kapasiteit waarin die versoek gemaak is indien dit namens 'n ander person gemaak is:

C. Besonderhede van die person namens wie die versoek gemaak is:

Hierdie afdeling moet slegs voltooi word indien 'n versoek vir inligting namens iemand anders gedoen word

Volle naam en van:

Identiteitsnommer:

D. Besonderhede van die rekord

(a) *Verskaf die volle besonderhede van die rekord waarvoor toegang versoek word, insluitende die bewysnommer indien dit bekend is aan u.*
 (b) *Indien die ruimte wat verskaf is onvoldoende is, gaan asseblief voort op 'n afsonderlike folio en heg dit aan hierdie vorm. Die versoeker moet al die bykomende folios onderteken.*

1. Beskrywing van rekord of die betrokke gedeelte van die rekord:
2. Bewysnommer, indien beskikbaar:
3. Enige ander besonderhede van die rekord:

E. Gelde

(a) *'n Versoek vir toegang tot 'n rekord, behalwe een wat persoonlike inligting van jouself bevat sal slegs behandel word nadat versoekgeld betaal is.*
 (b) U sal in kennis gestel word van die bedrag wat vereis word.
 (c) Die bedrag betaalbaar vir toegang tot rekords hang af van die vorm waarin toegang vereis is en die redelike tyd wat vereis word om 'n rekord te soek en voor te berei.
 (d) Indien u vir 'n ontheffing van die betaling van enige geld kwalifiseer, meld asseblief die rede vir die ontheffing aan.

Rede vir die ontheffing van die betaling van gelde:

F. Die vorm van die toegang tot 'n rekord

Indien u deur 'n liggaamsgebrek verhoed word om die rekord in die vorm waarin toegang verskaf is, te lees, beskou of lulster, dui aan in watter vorm die rekord verels word.

Liggaamsgebrek:

Vorm waarin rekord vereis word:

Merk die geskikte spasie met 'n X.
NOTAS:
 (a) *Onderworpenheid aan jou versoek vir toegang tot inligting in die aangewese vorm kan afhang van die vorm waarin die rekord beskikbaar is.*
 (b) *Toegang in die vorm waarin dit versoek is kan in sekere omstandighede geweier word. In so 'n geval sal u ingelig word as toegang in 'n ander vorm verskaf sal word.*
 (c) *Die geld betaalbaar vir toegang tot die rekord, indien enige, sal gedeeltelik bepaal word deur die vorm waarin toegang versoek is.*

Indien die rekord in 'n geskrewe of gedrukte vorm is:

Afskrif van rekord*	Besigtiging van rekord
---------------------	------------------------

2. Indien rekord uit visuele beelde bestaan—

(dit sluit in fotos, skyfies, video opname, reenaarverwekte beelde, sketse, ens.):

Beskou die beelde	Afskrif van die beelde*	Transkripsie van die beelde *
-------------------	-------------------------	-------------------------------

3. Indien rekord bestaan uit opgeneemde woorde of inligting wat in geluide geproduseer is:		
Luister na die klankbaan (ouAIBkasset)		Transkripsie van klankbaan* (geskrewe of gedrukte dokument)

4. Indien die rekord op 'n rekenaar aangehou word of in 'n elektroniese of masjien leesbare vorm :			
Gedrukte afskrif van rekord*	Gedrukte afskrif van inligting wat oorgeneem is van die rekord*	Afskrif in rekenaar leesbare vorm*	
*As u 'n afskrif of transkripsie van 'n rekord versoek (hierbo), begeer u dat die afskrif of transkripsie aan u gepos moet word			JA
Posgeld is betaalbaar			NEE
<i>Let wel dat indien die rekord nie in u voorkeurtaal beskikbaar is nie , mag toegang verleen word in die taal waarin dit beskikbaar is.</i>			
In watter taal sal u die rekord verkies?			

G. Kennisgewing van besluit oor versoek vir toegang

U sal skriftelik in kennis gestel word of u versoek aanvaar / geweier word. Indien u op 'n ander manier ingelig wil word, meld dit aan en verskaf die nodige besonderhede om onderworpenheid met u versoek te verskaf.

Hoe sal u verkies om ingelig te word van die besluit oor u versoek vir toegang tot die rekord?

Onderteken by

hierdie

dag van

20

HANDTEKENING VAN VERSOEKER/PERSOON
NAMENS WIE DIE VERSOEK GEMAAK IS

Aanhangsel B**Deel II
Staaskoerant 187 van 15 Februarie 2002****GELDE TEN OPSIGTE VAN OPENBARE LIGGAME**

1. Die gelde vir 'n afskrif van die handleiding soos in Regulasie 5(c) bedoel is R0,60 vir elke fotokopie van 'n A4-grootte bladsy of deel daarvan.

2 Die gelde vir reproduksie waarna daar in Regulasie 7(1) verwys word, is soosvolg:

	R
(a) Vir elke fotokopie van 'n A4-grootte bladsy of deel daarvan	0,60
(b) Vir elke gedrukte afskrif van 'n A4-grootte bladsy of deel daarvan wat op 'n rekenaar of in elektroniese of masjienleesbare vorm gehou word	0,40
(c) Vir 'n afskrif in 'n rekenaarleesbare vorm op -	
(i) disket	5,00
(ii) kompakskyf	40,00
(d) (i) Vir 'n transkripsie van visuele beelde, vir 'n A4-grootte bladsy of deel daarvan	22,00
(ii) Vir 'n afskrif van visuele beelde	60,00
(e) (i) Vir 'n transkripsie van 'n ouAlBrekord, vir 'n A4-grootte bladsy of deel daarvan	12,00
(ii) Vir 'n afskrif van 'n ouAlBrekord	17,00
(f) Om te soek vir en die rekord vir openbaarmaking voor te berei, R15,00 vir elke uur of deel van 'n uur, uitgesonderd die eerste uur, wat redelikerwys nodig is vir sodanige soek en voorbereiding.	

(2) Vir die doeleindes van Artikel 22(2) van die Wet geld die volgende:

- (a) Ses uur as die ure wat oorskry moet word voordat 'n deposito betaal is; en
- (b) Een-derde van die toegangsgeld is as 'n deposito deur die versoeker betaalbaar.

(3) Die werklike posgeld is betaalbaar indien 'n afskrif van 'n rekord aan'nversoeker gepos moet word.

Aanhangsel C**Vorm B
KENNISGEWING VAN INTERNE APPÉL**

(Artikel 75 van die wet vir die bevordering van toegang tot inligting, 2000 (Wet Nr. 2 of 2000))

[Regulasie 8]

**MELD U BEWYSNOMMER
AAN:****A. Besonderhede van openbare liggame**

Die Inligtingsbeampte/Adjunk Inligtingsbeampte:

B. Besonderhede van versoeker/derde party wat die interne appél aanteken

- (a) Die besonderhede van die person wat die interne appél aanteken
 (b) Bewys van die kapasiteit waarin appél aangeteken word, indien toepaslik, moet aangeheg word., if applicable, must be attached.
 (c) Indien die appellant 'n derde person is en nie die person wat oorspronklik die inligting versoek het nie, moet die besonderhede van die versoeker hieronder by C verskaf word.

Volle name en van:

Identiteitsnommer:

Posadres:

Faksnommer:

Telefoonnommer:

E-pos address:

Kapasiteit waarin 'n interne appél namens 'n ander person aangeteken is:

C. Besonderhede van versoeker

Hierdie afdeling moet slegs voltooi word indien 'n derde party (uitgesonderd 'n persoonlike versoeker) die interne appél aanteken

Volle name en van:

Identiteitsnommer:

D. Die besluit waarteen die interne appél aangeteken is

<i>Dui die besluit aan teen wie die interne appél aangeteken is met 'n x in die regte spasie:</i>	
	Weiering van versoek vir toegang
	Besluit oor voorgeskrewe gelde kragtens artikel 22 van die Wet
	Besluit oor die verlenging van die tydperk waarin die versoek behandel moet word kragtens Artikel 26 (1) van die Wet.

	Besluit kragtens Artikel 29 (3) van die Wet om toegang in die vorm wat deur die versoeker versoek is te weier
	Besluit om toegang vir die versoek te verleen.

E. Gronde vir die appél

*Indien die ruimte wat verskaf is onvoldoende is, gaan asseblief voort op 'n afsonderlike folio en heg dit aan hierdie vorm. **U moet al die bykomende folios onderteken***

Meld die gronde aan waarop die interne appél gebaseer is:

Meld enige ander inligting aan wat ter sake is vir die oorweging van die appél:

F. Kennisgewing van besluit oor appél

U sal skriftelik in kennis gestel word van die besluit oor die interne appél. Indien u op 'n ander wyse in kennis gestel wil word, spesifiseer asseblief die wyse en verskaf die nodige besonderhede om inwilliging met u versoek te vergemaklik

Meld die wyse aan:

Besonderhede van wyse:

Onderteken by

hierdie

dag van

20

HANDTEKENING VAN APPELLANT

VIR DEPARTMENTELE GEBRUIK	
AMPTELIKE REKORD VAN INTERNE APPÉL:	
Appél ontvang op	(datum) deur
(meld aan die rang, naam en van van die inligtingbeampte, adjunk inligtingbeampte).	
Appél tesame met die motiewe vir die inligtingsbeampte/adjunk inligtingsbeampte se besluit en waar toepaslik, die besonderhede van enige derde party aan wie of waarby die rekord ter sake is, deur die inligtingsbeampte/adjunk inligtingsbeampte ingehandig op	
(datum) aan die betrokke owerheid..	
GEVOLGE VAN APPÉL:	
BESLUIT VAN INLIGTINGSBEAMPTE/ ADJUNK INLIGTINGSBEAMPTE BEKRAGTIG/NUWE BESLUIT VERVANG	
NUWE BESLUIT:	
DATUM	BETROKKE OWERHEID
ONTVANG DEUR DIE INLIGTINGSBEAMPTE/ADJUNK INLIGTINGSBEAMPTE VAN DIE BETROKKE OWERHEID OP (datum):	



IMANYUWALI YENKUTHAZO KUFIKELELO KULWAZI

IQULUNQWE NJENGOMMISELO WECANDELO LE- 14
LOMTHETHO WENKUTHAZO KUFIKELELO KULWAZI
(UMTHETHO NOMB. 2 KA-2000)

ISICWANGCISO

- 1: Intshayelelo
 - 2: linkcazelo
 - 3: linkcukacha zoqagamshelwano loSekela Gosa Lwazi (iCandelo 14(1)(b))
 - 4: Ungafikelela njani kwiXwebhu olu?
 - 5: Iinjongo nemigomo yengcebo
 - 6: Ubume beSebe leziMali lePhondo (iCandelo 14(1)(a))
 - 7: Umzobo wesakheko sesebe
 - 8: Imisebenzi yesebe (iCandelo 14(1)(a))
 - 8.1 IProgramu 1 – Ulawulo
 - 8.2 IProgramu 2 – Ulawulo logcineko lweziBonelelo
 - 8.3 IProgramu 3 – Ulawulo lwee-asethi kunye nezinto eziluxanduva lukarhulumente
 - 8.4 IProgramu 4 – URhulumentu lweziMali
 - 8.5 IProgramu 5 – URhulumentu lweziMali zikaMasipala
 - 9: ISikhokelo sokusebenzisa i-PAIA (iCandelo 14(1)(c))
 - 10: IiRekhodi ezikwiSebe leziMali lePhondo (iCandelo 14 (1) (d))
 - 10.1 IiRekhodi ezifumaneka lula (iCandelo 14(1)(e))
 - 10.2 Iindidi zeerekhodi ezingafumaneki lula (iCandelo 14 (1) (f))
 - 11: Ulungiselelo oluvumela uluntu ukuba luthatha inxaxheba ekuqulunqeni umgaqo nkqubo (iCandelo 14(1)(g))
 - 12: Indlela yokufaka isicelo
 - 12.1 Udidi lwesicelo
 - 12.2 Isicelo ngokutsala umnxeba
 - 12.3 Ufikelelo ngokuzithandela
 - 12.4 Ukufaka isicelo
 - 13: Indlela yokuhlawula ngokwesicelo
 - 13.1 Iintlawulo zesicelo
 - 13.2 Indlela yokuhlawula
 - 14: Iirekhodi ezingakwazi ukufumaneka okanye ezingafumanekiyo kwaphela
 - 15: Ukwaliwa kwesicelo kunye nezibheni zangaphakathi ezinxamnye nesigqibo
 - 16: Ukufaka isicelo enkundleni
 - 17: Ukufumaneka koxwebhu
- Izihlomelo: A – Ukufaka isicelo sokufikelela kwiiRekhodi luluntu
 B – Iintlawulo malunga nokufikelela koluntu
 C – Isaziso sesiBheni sangaphakathi

1. INTSHAYELELO

Olu xwebhu luye lwaqulunqwa ngokoMthetho weNkuthazo kuFikelelo kuLwazi ka-2000 (uMthethi Nomb. 2 ka-2000) (uMthetho). Lo Mthetho umele ukunika iinkcukacha zeerekhodi zesebe likarhulumente elizigcinileyo ukuze nasiphi na isicelo sibe nokulandelwa.

Olu xwebhu lisebenza njegesikhokelo ukuba amalungu oluntu angafikelela njani kulwazi olugcinwe kwiirekhodi zeSebe leziMali kwiPhondo. Linika indlela yokufikelela kulwazi njengoko kumiselwe kuMgaqo siseko weRhiphabhlikhi yoMzantsi Afrika kunye noMthetho weNkuthazo kuFikelelo kuLwazi Nomb. 2 ka- 2000 (PAIA). Oku kunika indlela yofikelelo yoluntu kulwazi olukugcino lukaRhulumente okanye amaQumrhu kaRhulumente.

Imanyuwali le inika indlela apho ulwazi lungathi lufumaneka ngalo. Apha ngezantsi yinkcazelo yenkqubo malunga nokufaka isicelo sokufikelela kulwazi lweSebe leziMali lePhondo. Olu xwebhu lukwaqulathe ulwazi malunga noSekela Gosa loLwazi onoxanduva lokujongana nazo zonke izicelo zokufikelela kulwazi kunye neProgramu nganye kwanemisebenzi engundoqo eyenziwa leli sebe noludwe lweerekhodi ezigcinwe kweli Sebe leziMali zePhondo.

2. IINTSINGISELO

2.1 Ngokweenjongo zeli Xwebhu, ngaphandle kokuba kuchazwe ngenye indlela:

- 2.1.1 **DIO**’ uthetha uSekela Gosa loLwazi
- 2.1.2 **GAAP**’ uthetha INkqubo eyemkelekileyo Jikelele yoPhicotho zincwadi;
- 2.1.3 **GRAP**’ uthetha iNkqubo eyaziwayo Jikelele yoPhicotho zincwadi;
- 2.1.4 **MEC**’ uthetha uMphathiwe weSebe lezeziMali wePhondo;
- 2.1.5 **MFMA**’ uthetha uMthetho kaMasipala woLawulo lweziMali ka- 2003 (uMthetho Nomb. 56 ka-f 2003);
- 2.1.6 **MTEF**’ uthetha iSikhokelo seNkcitho phakathi eNyakeni;
- 2.1.7 **PAIA**’ uthetha uMthetho weNkuthazo kuFikelelo kuLwazi ka- 2000 (uMthetho 2 ka-2000);
- 2.1.8 **PFMA**’ uthetha uMthetho woLawulo ziMali zikaRhulumente ka- 1999 (Nomb. 1 ka-1999);
- 2.1.9 **IIProgramu**’ uthetha ngokwaxhiwa okutsha kwesimo seSebe leziMali lePhondo elinamasebe azimele geqe amane;
- 2.1.10 **iiRekhodi**’ ze, okanye mayela noluntu okanye amaQumrhu, kubhekisele kulo naluphi na ulwazi olurekhodiweyo- nokuba lukweyiphi imeko okanye imo; olusesandlelni okanye oluphantsi kolawulo lukarhulumente okanye leQumrhu ngokulandelayo; kwaye nokuba yenziwe ngurhulumente okanye liQumrhu, ngokulandelelana;
- 2.1.11 **SAHRC**’ uthetha iKomishini yoMzantsi Afrika yamalungelo abantu;
- 2.1.12 **uMthetho**’ uthetha uMthetho weNkuthazo kuFikelelo kuLwazi ka-2000 (uMthetho Nomb. 2 ka-2000);
- 2.1.13 **imanyuwali**’ uthetha olu xwebhu kunye nazo zonke izihlomelo ezifumanekayo kwiSebe lezeziMali;

3. IINKCUKACHA ZOQAGAMSHELWANO ZOSEKELA GOSA LOLWAZI

Mnu Daluhlanga Majeke

INTloko yeSebe

INombo yomnxeba: +27 40 1010 161

INombo yeFeksi: +27 40 1010 731

I-lmeyili: daluhlanga.majeke@ectreasury.gov.za

4. UFIKELELA NJANI KOLU XWEBHU

Esi sikhokelo singafumaneka kwii-ofisi zeSebe leziMali kwiPhondo e:

Idilesi yesakhiwo: Tyamzashe Building

Phalo Avenue

Bhisho, 5605

Idilesi yeposi : Ingxowa eyodwa X0029,

Bhisho, 5605

IWebhusayithi: www.ectreasury.gov.za

5. IINJONGO NEMIGOMO YENGCEBO**Imbono**

Sinqwenela iphondo eliyimpumelelo elixhaswa lulawulo olululo lwezimali nezibonelelo.

IMishini

Imishini yethu kukunika isikhokelo sengcebo esinobuchwephesha kwiindawo, kulawulo nasekusetyenziswe kwezibonelelo zemali ukuze kuphucuke ikwalithi yobomi kweli phondo.

Ixabiso

Sizama oku**QQWESILEYO** ngokwenza oku:

- Zinikela – sizimisele ngokuli-100% kumsebenzi wethu;
- Intlonelo – sizimisele ekulandeleni imigangatho ephezulu yobuchule;
- Uxanduva – sithatha uxanduva olupheleleyo ngezenzo zethu kunye nomsebenzi wethu.

Iinjongo zengcebo ezingqamene nesiphumo

- Ulawulo olufezekileyo noluphunyeziweyo lozibonelelo zezimali kweli phondo;
- Ubalo mali olululo kweli phondo;
- ubonelelo oluphunyeziweyo;
- ubudlelwane noluvakalayo nababandakanyekayo;
- isebe elisebenza kakuhle.

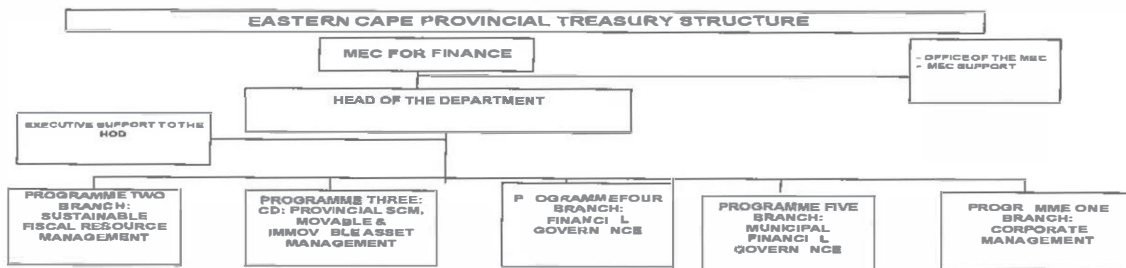
ISebe leziMali, likhokelwa ngumyalelo oshicilelwe kwi-PFMA kunye neMFMA, liyazibophelela ngokukhokela ngengcebo kunye nongobuchule ekwabiweni, ekulawuleni kunye nasekusetyenzisweni kwezimali ukuze kuphuculwe indlela yokuphila kweli phondo.

6. ISAKHEKO SESEBE LEZIMALI LEPHONDO

Isakheko seSebe leziMali libandakanya uNdlu Nkulu osekeke eBhisho kunye nee-ofisi zedistrikthi ezi-6 (ntandathu) ezikwiidistrikthi zoomasipala abathandathu kweli phondo, ezizezi:

IIOFISI ZEDISTRIKTHI			
1.	Sarah Baartman UMphathi Distrikthi – Mnu. Themba Gwija No. 163 Corner Drew and Durban Street Korsten, Port Elizabeth Umnxeba: 041-1010 827	4.	O.R Tambo UMphathi Distrikthi - Mnu Mbuyiseli Mandla Owen Street, 3 rd Floor, KD Building, Mthatha Umnxeba: 047-1010 026
2.	Joe Gqabi UMphathi Distrikthi – Mnu Neo Smouse Corner Chases and Queens Terrace Street Aliwal North Umnxeba: 051-1010 321	5.	Chris Hani UMphathi Distrikthi: Nksz Anita Mfecane (Ibambela) Corner Shepstone & Robinson Street, Old Garden Building, Queenstown 5320 Umnxeba: 045-1010 033
3.	Amathole UMphathi Distrikthi: Nksz Phumeza Sikuza No.34, Western Avenue Suite No.4, 1st Floor, Norvia House, East London Umnxeba: 043-1010 085	6.	Alfred Nzo UMphathi Distrikthi - Mnu Wesley Groom (iBambela) Corner Chief Jojo and Ngqubusini Street Mount Ayliff, 4735 Umnxeba: 039-1010 021

7. UMZOBO WESAKHEKO SESEBE LEZIMALI EPHONDWENI



8. IMISEBENZI YESEBE LEZIMALI LEPHONDO

ISebe leziMali lePhondo lineeProgramu ezi-5, ezizezi:

8.1 IProgramu 1 - ULawulo:

Injongo yeProgramu

Ukunika ubunkokheli kunye nolawulo lwengcebo kunye nenkxaso efanelekileyo kwiinkonzo zazo zonke ezinye iiProgramu.

- **I-Ofisi yoMphathiswa** – ikhomba indlela ngokubalulekileyo nakwezopolitiko ukuze kufikelelwe kumyalelo wesebe;
- **Iinkonzo zoLawulo** – ukutshintshwa kweemigaqo nkqubo kunye nokubalulekileyo kwiingcebo ngokuphumeza ukuhanjiswa kweenkonzo, ulawulo, ukuqwalasela ukusebenza kwesebe kunye nokunika inkxaso kwiinkonzo zomthetho nolwazi lobuchwephesha;
- **Iinkonzo zeSebe** – ukunika imo elungiselelweyo nenkonzo eyinkxaso kuzo zonke iiProgramu mayela nolawulo lwabasebenzi kunye nophuhliso, ulawulo lweerekhodi kunye nokhuseleko nolawulo lwezakhiwo.
- **Ulawulo lweziMali** – ukulawula kunye nokuququzelela izbonelelo zezimali, ulawulo lwentengo kunye nneenkonzo zangaphakathi zolawulo kwisebe
- **UPhicotho lwangaPhakathi** – ukulawula uphicotho lwangaphakathi kunye neenkonzo zolawulo lomgcipheko.

8.2 IProgramu 2 – Ulawulo lwezibonelelo ezinokugcineka:

Injongo yeProgramu

Ukuqiniseka ucwangciso olufezekileyo noluphunyeziweyo, ukusetyenziswa, ukuphumeza kunye nokusa iliso kwizibonelelo zeMali zePhondo.

- **Inkxaso yeProgramu** – ukunika ubunkokheli ekuphumezeni iingcebo ukuze kunqinisekiswa ukuba igalelo leProgramu liqondakale kwiinjongo zesebe;
- **Uhlalutyo lwezoqoqosho** – ukuchaza nokuvavaya imiqathango kunye nokubalulekileyo ekuhlaleni nakwezoqoqosho ephondweni kunye nakummandla woqoqosho olukhulu;
- **Umgqaqo nkqubo weziMali** – ukukhuthaza imfezeko kulwabiwo lwezibonelelo zemali kunye nokunceda uRhulumente ukuze ahlawulele uxanduva lwakhe lokuhlambisa iinkonzo, kwakunye nokukhuthazwa kwesicwangciso esivakalayo, uhlahlo mali, ulawulo lwezimali kunye nokunika ingxelo kumaQumrhu kaRhulumente;
- **Ulawulo loHlahlo Mali** – ukukhuthaza imfezeko kulwabiwo mali olugqibeleleyo, ukulawula ii-asethi kulawulo lwemali, ukusebenzisa ngcono iimfuno zokuchithwa kunye noko kubuyayo kutyalo lwezimali kunye kunye nokusebenzisa ngokugqibeleleyo kumanqanaba amkelekileyo omgcipheko.

8.3 IProgramu 3 – Ulawulo lwee-Asethi kunye noXanduva:

Injongo yeProgramu

Ukunika umkhomba ndlela, ukukhuthaza kunye nokunyanzelisa ukuveza ebala nemfezeko kuLawulo lweNtengo yezinto zikaRhulumente kunye neLawulo lwee-Asethi kwiphondo.

- **INkxaso yeProgramu** – ukunika ubunkokheli ephumezeni iingcebo ukuqinisekisa ngegaleleo leeProgramu ekuqondeni iinjongo zesebe;
- **ULawulo lwee-Asethi** – ukunika umkhomba ndlela kumgaqo nkqubo, ukuququzelela ulawulo lwemfezeko nophunyezo lwee-asethi ezibambekayo nokukhuthaza uphuhliso lwezoqoqosho okujoliswe kwintengo kakrhulumente.

8.4 IProgramu 4 – Urhulumento lweziMali:

Injongo yeProgramu

Kukukhuthaza uxanduva ngokweendlela zokusebenza zobalo mali, iinkqubo zolwazi zezimali, urhulumento kunye nokulandela izithethe nemigangatho ekwi- PFMA yeziko lalowo ukhalazayo kunye nolawulo lwenkqubo yezimali.

- **INkxaso yeProgramu** - ukunika ubunkokheli ephumezeni iingcebo ukuqinisekisa ngegaleleo leeProgramu ekuqondeni iinjongo zesebe;
- **Iinkonzo zobalo mali** – Ukuqinisekisa uphunyezo olufezekileyo lokusebenza ngobalo mali Indlela yokuSebenza eyaMkelekileyo Jikelele (GAAP) iNdlela yokuSebenza eyaZiwayo Jikelele (GRAP) kunye nokuhlanganisa iinkcazelo zezimali ezibonisa isimo sezimali ephondweni
- **Izithethe nemigangatho** – ukuphuhlisa kwanokuphumeza izithethe nemigangatho yezimali kunye nokuqinisekisa unxibelelwano olufezekileyo.
- **Ulawulo lomngcipheko** – ukunika ubume bomngcipheko wephondo, kuphunyezwe kuqwalasela isiKhokelo soLawulo loMngcipheko kwiPhondo.
- **Iinkonzo zoPhicotho lwangaPhakathi lwePhondo** – ukuququzelela iinxaxheba kunye nokunika nokunika inkxaso yobuchwephesha yazo zonke ii-ofisi zophicotho lwangaphakathi ephondweni & neeKomiti zophicotho zimali.
- **Inkxaso noHianganiso lweNkqubo yeziMali**- ukunika ungonyamelo nolawulo lweenkqubo ezikhoyo kunye notshitsho lweNkqubo ehlangayo yoLawulo lweziMali, ukuphuculwa kweenkqubo ukuxhasa iinkqubo zoshishino lukarhulumente ancedise ngamandla ngokwakha ekusebenziseni iinkqubo zezimali kuqwalasele ulawulo lwezimali zephondo.

8.5 IProgramu 5 – URhulumento lweziMali zikaMasipala

Ukunika inkxaso ekuzuzeni ulawulo olululo noluthe gqolo lwezimali kwinqanaba likamasiapala ngokunika inkxaso enobuchwephesha kunye nokuxhobisa kule mimandla ilandelayo: uhlahlo mali, imisebenzi yobalo mali, ulawulo lwentengo yeempahla zikarhulumente, ulawulo lwee-asethi, inkcitho kwizakhiwo zoluntu kunye nohanjiso lweenkonzo, kunye nokulandela umthetho we- MFMA.

- **INkxaso yeProgramu** - ukunika ubunkokheli obucetyiweyo ekuphumezeni iingcebo ukuqinisekisa ngegaleleo leeProgramu ekuqondeni iinjongo zesebe.
- **Uhlahlo mali lukaMasipala kunye noRhulumento lweSebe** – Ukuqwalasela uphunyezo lolahlo mali olupheleleyo kunye noququzelelo, uqwalaselo kunye nophunyezo lweengxelo ze-MFMA.
- **Ubalo mali luka Masipala kunye nokunika ingxelo** – Ukuqinisekisa ukuba ubalo mali kunye nokunika ingxelo koomasipala kuhambelana nemithetho Jikelele yokuQondwa kobalo mali (GRAP) kunye

nokunceda oomasipala ekulandelelni imithetho ehambelana noLawulo lokuThenga izinto zikaRhulumente kunye noLawulo lwee-Asethi.

9. ISIKHOKELO SOKUSEBENZISA I-PAIA (ICandelo 14(1)(c))

ISebe leziMali, ngokwemiqathango yeCandelo le- 10 lika-PAIA, liphuhlise isikhokelo ngendlela yokusebenzisa i-PAIA ekuzuzeni ulwazi okugcinwe lisebe kunye neenkukacha ze- DIO. Esi sikhokelo siyafumaneka kwiwebhusayithi yesebe engu www.ectreasury.gov.za. Uluntu lungalihlola olu xwebhu okanye lwenze iikopi zesikhokelo ngoncedo lweNdlu enkulu yesebe kunye nakwii-ofisi zeDistrikthi zeSebe leziMali.

10. IIREKHODI EZIFUMANEKA KWISEBE LEZIMALI LEPHONDO (ICandelo 14(1)(d))

10.1 IiRekhodi ezifumaneka lula (ICandelo 14(1)(e))

Ngokwemiqathango yeCandelo 14(1)(d) laio Mthetho, iSebe leziMali lilindeleke ukuba lidwelise zonke iirekhodi elinazo ezithi zifumaneke lula. Ezo rekhodi zifumaneka lula ziye zingabi nalwazi lunobuzaza. Ukuze ezi rekhodi zifumaneke kumele kuzaliswa u-FOMU A. Umfaki sicelo akalindelekanga ukuba ahlawule ngaphandle kokuba olo Lwazi lufumaneka ngamaphepha amaninzi xa kusenziwa iikopi. Nayo nayiphi na i-ofisi yeziMali yePhondo kumele yenze iinzame zokuba iirekhodi zifumaneke lula.

Iirekhodi ezifumaneka kwiwebhusayithi yesebe lezimali: www.ectreasury.gov.za zingabonwa okanye zingajongwa nokuba ubani akenzanga sicelo ngokwemiqathango yeMthetho.

Indlela yokufikelelo kumele iquke:

- Ukuphenguululwa kwekopi yemathiriyeli efunwayo ukuba iyafuneka ngentlawulo exeliweyo yeekopi ezo;
- Ufikelelelo kwimathiriyeli ebukelwayo, ebukelwa ijongwe kwabaliwe, erhekhodiweyo okanye ikopi okanye zombini.
- Yonke imithetho yeSebe leziMali;
- Amaxwebhu emiGaqo Nkqubo kunye neeNkqubo;
- Iingxelo zoNyaka;
- Isicwangciso soNyaka sokuSebenza;
- Isicwangciso zeNgcebo kunye nokuSebenza;
- Isakheko sesebe esiVunyiweyo;
- Iingxelo zokusebenza;
- ULwazi lohlahla mali lweMpuma Koloni;
- Iinkcazelo zoHlahlo mali lwexesha eliphakathi eMpuma Koloni;
- Iinkcazelo zoHlahlo mali eziHlangeneyo zeziMali; kunye

Nolunye upapasho:

- Ikhwezi Lomso iphepha nangaphakathi
- I-E-Talk Publications
- IiSMS ezininzi
- Iiipowusta

IMANYUWALI YE-PAIA

9

- liphamfelethi
- li-imeyili

Uludwe oludibeneyo lwamaxwebhu luyafumaneka kwiwebhusayithi yeSebe leziMali: www.ectreasury.gov.za kwaye oko akufuni ndlela esesikweni yokufikelela kulwazi.

10.2 Iindidi zeerekhodi ezingafumaneki lula (ICandelo 14(1)f) (*ezi rekhodi kumele ukuba kufakwe isicelo esisesikweni kwifomu yoko * jonga ifomu kwiphepha lesi-16 apha ngaphantsi*)

- Iimbhalelwano yangaphakathi
- Iimbhalelwano yesigqeba solawulo yangaphakathi enobuzaza
- Ulwazi olumayela noKhuselelo
- Iirekhodi ezigcinwe liSebe leeNkonzo zoMthetho
- Ulwazi olubalulekileyo oluthe lwakho ngenxa yemvavanyo zophononongo simo kunye nolwazi lommeli
- Ulwazi lweCandelo loLwazi ngabaSebenzi kuqokwe iifayile ezimayela novavanyo lwesomo, ulwazi ngezempilo njl njl.
- Ukuveza ebala ii-asethi kunye neenkqubo zkhuselelo lwee-asethi
- Izivumelwano zokusebenza kunye neekhonthakthi zokuqeshwa
- Amaxwebhu eziniki maxabiso
- Ii-ajenda kunye nemizuzu yeentlanganiso kunye nembalelwano
- Iingxelo eziyidrafti, imigaqo nkqubo kunye namaxwebhu eengxoxo

**Ezi rekhodi zidweliswe apha ngentla kumele zicelwe ngokusesikweni, kodwa ukufumaneka kwexalenye yazo okanye ziphelela kungaliwa ngenxa yemiqathango yomthetho.*

ISebe leziMali liye lilinyine ilungelo lokuvulela ukuba iirekhodi zifumaneka xa ukufumaneka kwazo kufuna ukuba kwenziwe izibonelelo ezininzi nezingahambelani nemisebenzi yalo ngqo. Ufikelelo liya kwaliwa xa isicelo eso siyinkcitha xesha kwaye/ okanye sicaphukisa.

11. AMALUNGISELELO OKUVUMELA ULUNTU UKUBA LUTHATHA INXAXHEBA EKUQULUNQENI UMGAQO NKQUBO

Xa kuza kwenziwa umgaqo nkqubo ovela kumthetho, iSebe leziMali liye lifumane izimvo zoluntu mayela nalo mgaqo nkqubo ngokuthi upapashwe kwiGazethi yePhondo ukuze uluntu luhlomle kwaye lungaququzelela ukuba kubekho iintethwano esidlangaleni.

Amalungu oluntu angathi mayane abe nempembelelo ekuqulunqeni umgaqo nkqubo ngokuthi bathethe nabameli babo kwaye baye kwilseshini ezo kwiNdlu yowiso mthetho yePhondo.

12. INDLELA YOKUFAKA ISICELO

12.1 Uddi lwesicelo

12.1.1 Umfaki sicelo uya kunikwa irekhodi lweSebe lezimali ukuba umfaki sicelo uthe walandela zonke iinkqubo ezifunekayo ezikuMthetho mayela nesicelo eso sokufumana irekhodi; kwaye

12.1.2 Ufikelelo kwelo rekhodi alaliwa nangayiphi na indlela ngaphandle kokuchaza umqathango ngokoMthetho.

12.2 Izicelo zomnxeba

12.3 Izicelo zingenziwa kwiSebe leziMali ngomnxeba. Ezo zicelo zingasiwa kwi- DIO ngeenkukacha ezichazwe kule Manyuwali. Abafaki sicelo bangafaka isicelo ngokusesikweni xa kuthe oko kwaqondakala ngokwenza isicelo ngomlomo..

12.4 Ukufumaneka ngokukokwalo

12.4.1 Ulwazi olufumaneka lula lungafumaneka kwiwebhusayithi yeSebe leziMali. Kwezinye iimeko intlawulo ingafunwa ukuze ubani afumane ikopi. Ukubhalwa kwakhona kunye nokukopa iirekhodi ngenye indlela opapasho kungafuna intlawulo. Indlela yokufumana amaxwebhu ayiphelelanga ekuhloleni nasekuphengululeni.

12.5 Ukufaka Isicelo

- 12.5.1 Umfaki sicelo makazalise ifomu efana nale incanyathiselwe apha ekupheleni kwale Manyuwali.
- 12.5.2 Umfaki siceli makachaze udidi okanye indlela yokufikelela kulwazi njengoko kuchazwe kwiCandelo lama-29;
- 12.5.3 ISebe leziMali liya kuzama ufikelelo kolo lwazi ngaloo ndlela iceliweyo ngaphandle kokuba oko kuya kuphazamisana nendlela ezolileyo yeSebe leziMali elisebenza ngayo;
- 12.5.4 Ukwenza indlela yofikelelo kuya kunikwa ingqwalasela mayela nokugciswa kwemathiriyeli, ukwaphulwa kwezigqibo zamalungelo okukopa okushicilelweyo kunye nesicelo okanye nentlawulo yofikelelo njengoko kuchaziwe ukuba makuhlawulwe phambi kokuba isicelo sibe siyalandelwa kwaye kwakhangelwa ze kwalungiselelwa intlawula emazihlawulwe phambi kokuba ufikelelo lwenziwe;
- 12.5.5 Iintsuku ezingama- 30 (amashumi amathathu) zexesha elimiselweyo lokuvulwa kwee-ofisi liya nikwa ukuze kufumaneke impendulo xa kuyimfuneko. Ezi ntsuku zingama-30 (amashumi amathathu) zingandiswa kangangezinye iintsuku ezingama-30 (amashumi amathathu) zokuvulwa kwee-ofisi xa exelelwe lowo ufake isicelo.
- 12.5.6 Iintlawulo ezimiselweyo zifunwa ngokwemiqathango ye-PAIA. Isikhokelo sentlawulo sincanyathiselwe apha kule manyuwali.
- 12.5.7 Iintlawulo ezinziwe ekuqaleni kwesicelo nasemva koko, ezi ntlawulo ziya kusetyenziselwa ukukhangela ulwazi olo kunye nokulovelisa. Ezinye iindidi zabantu ziye zingafuni ntlawulo. Ezi ndidi ziquka abantu abanesiqiniseko ngenxa yemali abayifumanayo ngonyaka kunye nabo bafuna ulwazi ngeziqu zabo.
- 12.5.8 Abantu abafuna ulwazi ngeziqu zabo okanye abafuna ulwazi ngaba bazalana nabo akumele ukuba bahlawule. Kambe bonke abanye kumele bahlawule ama- R35, 00.
- 12.5.9 Umfaki sicelo omele omnye makafake isiqinisekiso sokuba baceliwe ukuba benze oko ngokuthi banike iinkukacha ezibonisa isizathu sokuba enze oko; s18(2)(f);
- 12.5.10 Umfaki sicelo angakwaziyo ukufunda nokubhala okanye ofuna uncedo mayela nokuzalisa ifomu yesicelo, unokucela ngokuthi athethe, i- DIO iyanyanzeleka ukuba incede loo mfaki sicelo. 18(3);
- 12.5.11 Ukuba i-DIO ayikwazi kunika isigqibo malunga nesicelo sokufikelela kulwazi zingadlulanga iintsuku ezingama- 30 emva kokufakwa kwesicelo, i- DIO imele ukuba ithathwe njengeyalayo ukuphendula isicelo eso.

13. INTLAWULO NGOKWEMIQATHANGO YESICELO**13.1 Intlawulo yesicelo**

13.1.1 Wonke umfaki sicelo, angafuni lwazi ngesiqu sakhe, umele ukuhlawula intlawulo yesicelo:

13.2 I-DIO kumele yazise umfaki sicelo (ngaphandle kwalowo ofake isicelo esenzela isiqu sakhe) ngokwenza isaziso, kufunwa ukuba umfaki sicelo ahlawule intlawulo echaziweyo phambi kokuba kuphendulwe isicelo eso;

- Isicelo eshlawulwa luluntu ngama-R35.00. Izicelo ezikhulu ezingezo rekhodi malunga nomntu azisayi kwamkeleka intlawulo ingenziwanga.

13.2.1 Emva kokuba i-DIO ithe yenza yenze isigqibo malunga nesicelo, umfaki sicelo makaziswe ngeso sigqibo ngendlela le umfaki sicelo afuna ukwaziswa ngayo;

13.2.2 Ukuba isicelo sivunyiwe, ngoko intlawulo eyenye yofikelelo mayihlawulwe ngenxa yokuba kufuneka ulwazi lufunwe ze luvezwe kwakunye nalo naluphi na ixesha ekuthe kwagqithwa kulo lokufuna nokulungiswa kwerekhodi leyo ukuze ivezwe ebala.

13.3 Indlela yentlawulo

13.3.1 Nawuphi na umfaki sicelo ongafuni lwazi ngaye makahlawule intlawulo efanelekileyo. Umfaki sicelo makafake imali eyintlawulo kwi-akhawunti yeSebe leziMali (iinkcukacha ziya kunikezelwa kumfaki sicelo liSebe leziMali). Isiqinisekiso sentlawulo mazigqithiselwe kwi-DIO yeSebe leziMali ePhondweni phambi kokuba kuqhutywe naso nasiphi na isicelo.

13.4 Kubalulekile ukuqwalasela ukuba amalungiselelo eCandelo lama- 22(1) oMthetho athi akukho sicelo siya kuqwalaselwa ngaphandle kwentlawulo.

14. IIREKHODI EZINGENZKUFUMANEKA OKANYE EZINGEKHOYO

Ukuba onke amanyathelo afanelekileyo alandelwe ukuzama ukufumana iirekhodi ezifunwa ngumfaki sicelo athe awa phantsi kwaye kukho izizathu ezivakalayo ezithi ezo rekhodi zikwiSebe leziMali kodwa zilahlekile okanye zamoshakala kwaye azifumaneki ngoku u- DIO mayibhali ubungqina obusayinwe ngamapolisa(afidavithi) echaza umfaki sicelo malunga naloo meko ukuba ezo rekhodi azifumaneki.

Ubungqina obo bubhlaiweyo mabucacise ngokupheleleyo amanyathelo awenziweyo ukufuna ezo rekhodi kuqukwe nonxulumano olwenziweyo nabantu abathile ababandakanyekayo ukufuna ezo rekhodi bekwenza oko bemele i-DIO.

15. UKWALIWA KWESICELO KUNYE NEZIBHENO ZANGAPHAKATHI EZINXAMNYE NEZIGQIBO**15.1 Inkqubo yangaphakathi kwesebe yesibheno**

15.2 Lo Mthetho unika isibheno sangaphakathi kwisebe esinxamnye nesigqibo se- DIO kule mimandla ilandelayo:

15.2.1 Ukwaliwa kokunikwa kwesibonelelo sofikelelo kulwazi; okanye isigqibo esithathwe ngokwemiqathango yeCandelo 22, 26(1) okanye 29(3).

15.2.2 UMphathiswa weSebe ngunye ugunyaizwe omele ukuphendla nasiphi na isigqibo emasithathwe malunga nesibheno. Lowo ungonelisekanga kumele aye kwiNkundla yamaTyala ukuba akonelisekanga mayela nesigqibo soMphathiswa weSebe.

- 15.2.3 Xa umfaki sicelo/ lowo ummeleo uthe wafaka isibheni, kwiFomu ebekelwe oko (Isihlomelo C esincanyathiselwe ekupheleni kwale Manyuwali), kumele izaliswe kwaye ifakwe kwi- DIO zingadlulanga iintsuku ezingama-60.
- 15.2.4 Isibheni sangaphakathi masichaze umba wesibheni kwaye sixele izizathu ngoko kwaye oko kunokuquka naluphi na olunye ulwazi olwaziwayo ngulowo ubhenayo.
- 15.2.5 Isibheni sangaphakathi kwesebe masixele indlela kwaye sinike iinkcukacha ezinqwelwa ngulowo ubhenayo ukuba zijongwe xa kuthathwa isigqibo ngesibheni eso sangaphakathi ukongeza kuzo zonke iimpendulo ezibhalwe phantsi ze kuchazwe idilesi yokuposa kunye nenombolo yokufeksa.
- 15.2.6 I-DIO iya kugqithisela zonke izibheni zangaphakathi kunye namaxwebhu ahamba noko kungunyaziwe ofanelekileyo, ibe kule imeko inguMphathiswa weSebe.
- 15.2.7 I-DIO iya kwazisa umfaki sibheni/ ummeli ngeziphumo zesibheni eso.
- 15.2.8 Umfaki sibheni/ ummeli onganelisekanga sisiphumo eso uya kufaka isibheni sangaphakathi zingaphelanga iintsuku- ezingama- 30 emva kokufumana impendulo, afake isicelo enkundlelni ukuze afumane isigqibo sokugqibela.

16. UKUFAKA ISICELO KWINKUNDLA YAMATYALA

UMfaki sicelo okanye ummeli uyakuthi emva kokuba enze zonke iinzame zenkqubo yesibheni sangaphakathi esilwa nesigqibo se- DIO, afake isicelo kwinkundla yamatyala efuna umnyinyiva ofanelekileyo.

Umfaki sicelo ongaphumelelanga kwisibheni sangaphakathi okanye okhathazwe sisigqibo soMphathiswa okanye umntu omele oko ngokubhalwe nguMphathiswa ukuba angamvumeli ukuba afake isibheni emva kwexesha ngokwemiqathango yeCandelo 75(2) lalo Mthetho, athi afake isicelo kwinkundla yamatyala, zingaphelanga iintsuku ezinamama-30 ukuze afumane umnyinyiva ngokwemiqathango yeCandelo lama- 82.

Ukungaphumeleli kummeli kwisibheni sangaphakathi kuGunyaziwe oLawulayo angafaka isicelo zingaphela iintsuku ezingama- 30 kwinkundla yamatyala afumana umnyinyiva ngokwemiqathango yeCandelo lama-82.

17. UHLAZIYO LWEMANYUWALI

Le manyuwali iya kuhlaziywa xa kukho izilungiso kulwazi olukhoyo kwayo lufuna utshintsho okanye ngonyaka.

18. UKUFUMANEKA KWEMANYUWALI

Ikopi yale Manyuwali iyakufumaneka njengoko kumiselwe kwiCandelo 14 (3) lalo mthetho ngale ndlela ichazwe apha.

Ikopi engeelwimi ezintathu ezisemthethweni ezizezi isiNgesi, isiAfrikansi nangesiXhosa ithe yenziwa ukuba ifumaneke kwiKomishini yamaLungelo aBantu yoMzantsi Afrika.

Le manyuwali iyafumaneka kwiwebhusayithi yeSebe lezeMali zePhondo www.ectreasury.gov.za.


 MNU D MAJEKE
 UMLAWULI OYINTLOKO WESEBE
 ISEBE LEZIMALI
 IMANYUWALI YE-PAIA


 UMHLA

ISIHLOMELO A

Ifomu A

ISICELO SOKUFIKELELA KWIIREKHODI ZEQUMRHU/MBUTHO KARHULUMENTE

(ICandelo 18 (1) loMthetho wokuKhuthaza Ukufikelela kwiNgcaciso okanye kuLwazi, ka 2000

(UMthetho Nomb. 2 ka 2000))

[Ummiselo 6]

INDAWO EZAKUGCWALISWA LISEBE	
	Inombolo yeriferensi:
ISicelo samkelwe ngu (chaza isikhundla, igama nefani yegosa lengcaciso/ igosa lengcaciso elilisekela) ngowama	(indawo).
Imali yesicelo (ukuba ikhona):	R
Imali ebekwayo (ukuba ikhona):	R
UMSAYINO WEGOSA LENGCACISO/WEGOSA LENGCACISO ELILISEKELA	

A. Inkukacha zequmrhu likarhulumente

IGosa lengcaciso/IGosa elilisekela leNgcaciso:

B. Inkukacha zomntu ocela ukufumana iirekhodi

- (a) Inkukacha zomntu ofuna ukufumana iirekhodi mazibhalwe ngezantsi.
- (b) Idilesi okanye inombolo yefeksi apho kumele ithunyelwe khona ingcaciso mayibhalwe.
- (c) Ubungqina bokuba isicelo usenza ungubani, ukuba kuyimfuneko, mabuqhotyoshelwe apha.

Amagama apheleleyo nefani:

Inombolo yesazisi:

Idilesi yeposi:

Inombolo yefeksi:

Inombolo yomnxeba:

Idilesi ye imeyile:

Uyintoni kulo mntu wenzelwa isicelo, xa isicelo sisenzelwa omnye umntu:

C. Inkukacha zomntu ekwenzelwa yena

Eli candelo malizaliswe KUPHELA xa isicelo sengcaciso senzela omnye umntu.

Igama eligcweleyo nefani:

Inombolo yesazisi:

D. Inkcukacha zerekhodi

(a) Nika iinkcukacha ezizeleyo ezingerekhodi lifunayo, kuquka inombolo yereferensi ukuba uyayazi, oku kuya kunceda xa kukhangelwa irekhodi.
 (b) Ukuba indawo yokubhala incinci, bhala kwelinye iphepha uze ulincamathelise kule fomu. *Umceli kufuneka asayine onke amaphepha ongezelekileyo.*

1. Inkcazelo yerekhodi okanye Inxalenye ebalulekileyo yerekhodi:

2. Inombolo yereferensi, ukuba ikhona:
 3. Naziphi na Iinkcukacha ezongezelekileyo ngerekhodi:

E. Imali

(a) Isicelo sokufikelela a kwirekhodi, rekhodi elo ingelilo eliqulethe inkcukacha yobuqu ngawe siyakuthi siqwalaselwe okanye sisetyenzwe kuphela emva kokuba imali yesicelo lhlawulwe.
 (b) Uyakuthi waziswe ngemali emayihlawulwe njengomrhumo wesicelo.
 (c) Imali ebhatalwayo xa ufuna irekhodi ixhomekeka kwindlela ufikelelo olweziwa ngayo nakwixesha elisengqiqweni elifunekayo ukufuna nokulungisa irekhodi elo.
 (d) Ukuba ukuluhlu lokuba **ungahlawuli mali**, nceda uchaze isizathu soko kungabhatali.

Isizathu sokuba unghlawuli mali:

F. Indlela yokufikelela kwiirekhodi

Ukuba uthintelwa kukukhubazeka ukuba ungafundi, ubone okanye umamele kwirekhodi ngendlela yokufikelela ekubonelelwe ngayo ku 1 naku 4 ngezantsi, chaza ukukhubazeka kwakho uze uxele ukuba iirekhodi uyifuna ngayiphi na indlela.

Ukukhubazeka:

Indlela efuneka ngayo irekhodi:

Phawula ngo x ibhokisi efanelekileyo.

QAPHELA:

- (a) *Ukuhambisana nesicelo sakho sokufikelelela ngendlela echaziweyo kunokuthi kuxhomekeke kwindlela efuneka ngayo irekhodi leyo.*
- (b) Ukufikelela ngendlela yesicelo kunokuthi kungavunywa kwiimeko ezithile. Kwimeko enjalo uyakuthi waziswe ukuba ukufikelela kunokuthi kuvunyelwe ngenye indlela.

(c) Intlawulo ebhatalwayo ukufikelela kwirekhodi, ukuba ikho, iyakuthi ixhomekeke kwindlela ukufikelela okucelwe ngayo.			
1.			
Ukuba irekhodi lbalwe:			
	Ikopi yerekhodi*		Ukuhlolwa kwerekhodi
2.			
Ukuba irekhodi zinemifanekiso ebukelwayo (oku kuquka imifanekiso, izilayidi, ushicilelo lwevidiyo iziketshi njalo, njalo):			
	Jonga imifanekiso	Ikopi yemifanekiso*	Inkcazelo yomfanekiso*
3.			
Ukuba irekhodi inamazwi ashicilelweyo okanye ingcaciso enokuveliswa ngesandi:			
	Ukumamela isandi(kwikhasethi lwesandi)		Inkcazelo yesandi* (uxwebhu olubhaliweyo okanye oluprintiweyo)
4.			
Ukuba igcinwe kwikhompyutha okanye nge-elektronikhi okanye ifundwa ngomatshini:			
	Ikopi ebhaliweyo yerekhodi*	Ikopi ebhallweyo yengcaciso ethatyathwe kwirekhodi *	Ikopi ekwindlela yekhompyutha efundekayo * (ekwistifi okanye idiski)
*Ukuba wenze isicelo sekopi okanye sokukhutshelwe kwirekhodi ngasentla apha, ingaba unqwenela ukuba ikopi okanye okukhutshelweyo kuthunyelwe kuwe ngeposi?			EWE
IPosi iyahlawulelwa.			HAYI
<i>Qaphela ukuba xa irekhodi lingafumaneki ngolwimi olufunayo, unokuthi uyinikwe ngolwimi olufumanekayo.</i>			
Irekhodi uyifuna ngoluphi ulwimi?			

G. Isaziso sesigqibo esiphathelelene nesicelo sokufikelela kulwazi.

Uyakuthi waziswe ngembalelwano ukuba ukuba isicelo sakho sivunyiwe kusini na okanye sikhathiye. Ukuba ufuna ukwaziswa ngolunye uhlobo, nceda uchaze olo hlobo uze unike inkcukacha ezimalunga noko ukuncedisana nokusatyelwa kwesicelo sakho.

Ungathanda ukuba waziswe njani ngesigqibo esiphathelele ne nesicelo sakho sokufikelela kwirekhodi?

Isayinwe kule nadwo
20

ngalo mhla

UMSAYINO WOMCELI/UMNTU LOWO WENZELWA
ISICELO

ISIHLOMELO B**ISIQENDU II****ISaziso seGazethi kaRhulumente 187 sowe 15 kuFebruwari 2002****INTLAWULO NGOKUPHATHELELE AMAQUMRHU KARHULUMENTE****Intlawulo yekopi yemanyuwali njengoko kucetywe kummiselo 5 (c) yi R0, 60 kwifotokopi nganye engumlinganiselo wephepha eliyi A4 okanye inxenye yoko.**

2. Intlawulo yokuvellsa ekubhekiselwe kuyo kumgaqo 7(1) ihamba ngolu hlobo:

	R
(a) Kwifotokopi nganye engumlinganiselo wephepha eliyi A4-size page okanye inxenye yoko	0,60
(b) Kwikopi nganye ebhaliweyo engumlinganiselo we A4 okanye inxenye yoko egcinwe kwikhompyutha okanye efundeka ngomatshini okanye ikumatshini.	0,40
(c) Kwikopi efundeka ngomatshini—	
(i) kwidiski	5,00
(ii) kwidiski ekhompakthi	40,00
(d) (i) Ukukhutshelwa kwemifanekiso kwiphepha elingumlinganiselo we A4 okanye inxenye yoko	22,00
(ii) Kwikopi yemifanekiso ebukelwayo	60,00
(e) (i) Ukukhutshelwa kwerekhodi emanyelwayo, ekumlinganiselo wephepha eliyi A4 okanye inxenye yoko	12,00
(ii) Kwikopi yerekhodi emnyelwayo	17,00

3. Intlawulo yesicelo ebhatalwa ngumceli ngamnye, ingenguye yena umntu woqobo obeyicille ekubhekiselwe kuye kumgaqo 7 (2) yi R35,00.

4. Intlawulo yokufikelela kulwazi ebhatalwa ngumceli ekubhekiselwe kuye kumgaqo 7(3) ihamba ngolu hlobo:

	R
(1) (a) Kwifotokopi engumlinganiselo wephepha oyi A4 okanye inxenye yoko	0,60
(b) Kwikopi nganye ebhaliweyo engumlinganiselo wephepha oyi A4- okanye inxenye yoko egcinwe kwikhompyutha okanye umatshini ofundekayo (machine-readable form)	0,40
(c) Kwikopi efundeka ngekhompyutha ikwi—	
(i) kwidisk esisitifi	5,00
(ii) Kwidiski ekhompakthi	40,00
(d) (i) Ukukhutshelwa kwemifanekiso kwiphepha elingumlinganiselo we A4 okanye inxenye yoko	U
(ii) Kwikopi yemifanekiso	60,00
(e) (i) Ukukhutshelwa kwerekhodi emanyelwayo kwiphepha elingumlinganiselo we A4 okanye inxenye yoko	12,00
(ii) Kwikopi yerekhodi emanyelwayo	17,00
(f) Ukukhangela nokulungisa irekhodi usenzela ukubhengeza yi, R15,00 iyure nganye okanye inxenye yeyure, xa ungayibali iyure yokuqala, yinto esengqiqweni ukuphumeza oko kukhangela noko kulungisa.	
(2) Ngokweenjongo zecandelo 22(2) loMthetho, kufuneka oku:	
(a) Iiyure ezintandathu ekufuneka kudlulwe ngazo(exceeded) phambi kokuba idiphozithi ihlawulwe; yaye	
(b) isiqingatha sesithathu ekhulwini (one third) semali yofikelelo ihlawulwa njengediphozithi ngumceli.	
(3) Ukuposa ngokuthe ngqo kuhlawulelwa xa ikopi yerekhodi kufuneka ithunyelwe kumceli.	

ISIHLOMELLO.C**Fomu B
ISAZISO SESIBHENO SANGAPHAKATHI**

UMthetho weNgcaciso ongokuKhuthaza ukufikelela kuLwazi (uMthetho, 2000 (uMthetho namba 2 ka 2000)

[Ummiselo 8]

**CHAZA INOMBOLO YAKHO
YERIFERENSI:****A. Inkcukacha zequmrhu likarhulumente**

IGosa leNgcaciso eliliSekela:

B. Inkcukacha zomceli-rekhodi/Iqela elilelinye okanye umntu ongomnye ofaka isibheno sangaphakathi

- (a) Inkcukacha zomntu ofaka isibheno sangaphakathi mazibhalwe ngezantsi.
 (b) Ubungqina bokuba ungubani lo ufaka isibheno, ukuba oko kuyimfuneko, mabufakwe nabo,
 (c) Ukuba umbheni ungomnye umntu yaye akanguye lowa mntu ubecele Ingcaciso, neenkukacha zomceli mazinikwe apha ku **C** ngezantsi.

Amagama apheleleyo nefani:

Inombolo yesazisi:

Idilesi yeposi:

Inombolo yefeksi:

Inombolo yomnxeba:

Idilesi ye-imeyile:

Uyintoni kulo mntu ufakelwa isibheno sangaphakathi:

C. Inkcukacha zofaki sicelo*Eli candelo malizaliswe KUPHELA xa elinye iqela (umNtu ongenguye lo ungumceli) efaka isibheno sangaphakathi.*

Amagama apheleleyo nefani:

Inombolo yesazisi:

D. Isigqibo esichaswa sisibheno sangaphakathi*Phawula ngo x kwibhokisi efanelekileyo isigqibo esifakelwa isibheno sangaphakathi:*

	Ukungavunyelwa kwesicelo sokufikelela kulwazi
	Isigqibo esiphathelele imali emiselwe ngokomgaqo wama- 22 woMthetho.
	Isigqibo esiphathelele ekwandisweni kwexesha emakuqwalaselwe ngalo ixesha ngokwemigaqo yecandelo 26(1) loMthetho.
	Isigqibo ngokwemigaqo yecandelo 29 (3) loMthetho sokukhaba ufikelelo kwindlela ecelwe ngulowo wenze Isicelo.
	Isigqibo sokuvuma isicelo sokufikelela kwiirekdodi

E. Izizathu zokwenza isibheno

Ukuba indawo yokubhalela ayonelanga, nceda qhubeka ubhale ephepheni elahlukileyo ze ulincamathelise kule fomu. Sayina onke amaphepha ongezelekileyo.

Xela izizathu ezisekelwe phezu kwaso isibheno sangaphakathi

Bhala enye ingcaciso enokubhekiselela apha xa kuqwalaselwa isibheno:

F. Isaziso malunga nesigqibo kwisibheno

Uya kubhalelwa malunga nesigqibo malunga nesibheno sakho sangaphakathi. Ukuba unqwenela ukuba waziswe ngenye indlela, nceda uchaza ngokuthe ngqo ngendlela leyo ofuna ukuba waziswe ngayo ze unikezela ngeenkukacha zoko ukuze kuqhuba ukulandeleka komthetho kwisicelo sakho.

Chaza uhlobo :

linkcukacha zohlobo:

Isayinwe e

ngolu suku

Iwama20

UMSAYINO WESIBHENO**EYOKUSETYENZISWA LISEBE**

I REKHODI ELISEMTHETHWENI LESIBHENO SANGAPHAKATHI
(umhla) ngu

Isibheno sifunyenwe nge

(xela isikhundla, igama, ifani yegosa lengcaciso/ usekela gosa lengcaciso) Isibheno sikhathwa zizizathu zesigqibo esithathwe ligosa lengcaciso/usekela gosa lengcaciso) ukuba sikhona, iinkcukacha zomntu wesithathu apho okanye apho I rekhodi libhekisa khona, elingeniswe kwigosa lengcaciso/ usekela gosa lengcaciso kwi

(umhla) obhekiselele kwabasemagunyeni

ISIPHUMO SESIBHENO:

**ISIGQIBO SEGOSA LENGCACISO/USEKELA GOSA LENGCACISO SAMKELWE/ KUFAKELWE ISIGQIBO
ESITSHA
ISIGQIBO ESITSHA:**

UMHLA

UGUNYAZIWE OFANELEKILEYO

**YAMKELWE LIGOSA LENGCACISO/USEKELA GOSA LENGCCACISO KUGUNYAZIWE OFANELEKILEYO
(umhla):**

PROVINCIAL NOTICE 192 OF 2016



NOTICE IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT NO. 2 OF 2000)

1. RECORDS THAT ARE AUTOMATICALLY AVAILABLE AND ACCESS TO SUCH RECORDS

Description of category of records automatically available in terms of Section 15(1)(a) of the Promotion of Access to Information Act, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i) AND FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):	
<ol style="list-style-type: none"> 1. Annual Performance Plans and Operational Plans 2. Strategic Plans and Service Delivery Improvement Plans 3. Annual reports and Combined Financial Statements 4. All legislation applicable to Provincial Treasury 5. Provincial Treasury Circulars 6. Municipal Finance Consolidated Statements 7. Transversal Supply Chain Management Circulars and Instruction Notes 8. Resolutions/Regulations 9. Provincial Budget Information 10. Approved Organogram 11. Policy and Procedure documents 	<p>The records listed are available from the Provincial Treasury website:</p> <p>www.ectreasury.gov.za</p>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<ol style="list-style-type: none"> 1. Publications 2. Policy and Budget speeches 3. Annual Reports 4. Event Calendars 5. Media Statements and Press Releases 6. Tender Bulletin 7. Posters and Pamphlets 	<p>Available from the Provincial Treasury website:</p> <p>www.ectreasury.gov.za</p>

2. UPDATING OF THIS MANUAL

This manual will be updated whenever amendments to current information need to be reflected, or annually.

3. AVAILABILITY OF THIS NOTICE

A copy of this Notice is made available as prescribed in Section 15 of the Act in the following manner. The Notice shall be published in three official languages being English, Afrikaans and isiXhosa, and shall be made available to the South African Human Rights Commission.

This Notice shall be made available on the Provincial Treasury's website at www.ectreasury.gov.za.



MR D MAJEKE
HEAD OF DEPARTMENT
PROVINCIAL TREASURY

DATE

PROVINSIALE KENNISGEWING 192 VAN 2016


 Province of the
EASTERN CAPE
 PROVINCIAL TREASURY

**KENNISGEWING INGEVOLGE ARTIKEL 15 VAN DIE WET OP DIE BEVORDERING
 VAN TOEGANG TOT INLIGTING (WET NR. 2 VAN 2000)**
1. REKORDS WAT OUTOMATIES BESKIKBAAR IS EN TOEGANG TOT DAARDIE REKORDS.

Beskrywing van die kategorie van rekords wat outomaties beskikbaar is ingevolge artikel 15(1)(a) van die Wet tot die bevordering van toegang tot inligting.	HOE TOEGANG TOT REKORDS VERKRY KAN WORD (bv. Webwerf)(ARTIKEL 15(1)(a))
VIR INSPEKSIE INGEVOLGE ARTIKEL 15(1)(a)(i) EN VIR KOPIEERWERK INGEVOLGE ARTIKEL 15(a)(ii)	
<ol style="list-style-type: none"> 1. Jaarlikse Prestasie en Operasionelebeplannings 2. Strategiesebeplannings en Dienslewering verbeteringsplanne 3. Jaarverslae en saamgestelde finansile state 4. Alle wetgewing wat toepaslik is by die Provinsiale Tesourie 5. Provinsiale Tesourie omsendbriewe 6. Saamgestelde state van Munisipale finansies 7. Transversale Verkrygingslynbestuur Omsendbriewe en Instruksie notas 8. Besluite/Regulasies 9. Provinsiale Begrotingsinligting 10. Goedgekeurde Organogram 11. Beleid en Proseduredokumente 	Die Rekords hieronder is beskikbaar by die Provinsiale Tesourie webwerf: www.ectreasury.gov.za
VRYLIK BESKIKBAAR INGEVOLGE ARTIKEL 15(1)(a)(iii)	
<ol style="list-style-type: none"> 1. Publikasies 2. Beleid en Begrotingsrede 3. Jaarverslae 4. Rangskikking van voorvalle 5. Mediestate en Persmededeling 6. Tender Bulletin 7. Plakkate en Pamflette 	Beskikbaar by die Provinsiale Tesourie webwerf:: www.ectreasury.gov.za

2. MODERNISERING VAN HIERDIE HANDLEIDING

Hierdie handleiding sal elke keer gemoderniseer word as wysigings aan huidige informasie weerspieël moet word, of jaarliks.

3. BESKIKBAARHEID VAN HIERDIE KENNISGEWING

'n Afskrif van hierdie kennisgewing is beskikbaar gemaak ingevolge Artikel 15 van die Wet op die volgende wyse. Die kennisgewing sal in drie amptelike tale, Engels, Afrikaans en isiXhosa gepubliseer word en sal beskikbaar gemaak word aan die Suid Afrikaanse Menseregtekommissie.

Hierdie kennisgewing sal beskikbaar gemaak word by die Provinsiale Tesourie webwerf: www.ectreasury.gov.za.



MNR D MAJEKE
DEPARTEMENTSHOOF
PROVINSIALE TESOURIE

4/7/2016

DATUM



**ISASIZO NGOKWEMIQATHANGO YECANDELO LE- 15 LOMTHETHO WENKUTHAZO
KUFIKELELO KULWAZI (UMTHETHO NOMB. 2 KA- 2000)**

1. IIREKHODI EZIFUMANEKA LULA NOKUFIKELELA KUZO

<p>Inkcazelo yeendidi zerekhodi ezifumaneka lula ngokwemiqathango yeCandelo le- 15(1)(a) yoMthetho weNkuthazo kuFikelelo lolwazi, 2000</p>	<p>NDLELA YOKUFIKELELA KWIIREKHODI (umzk. wewebhusayithi) (ICANDELO 15(1)(a))</p>
<p>NGOHLLOLO NGOKWEMIQATHANGO YECANDELO 15(1)(a)(i) KUNYE NEKOPI NGOKWEMIQATHANGO YECANDELO 15(1)(a)(ii):</p>	
<ol style="list-style-type: none"> 1. Izicwangciso zomsebenzi zonyaka 2. Izicwangciso zeNgcebo nezokuPhuculwa koHanjiso lweNkonzo 3. Iingxelo zoNyaka kunye neenkcazelo zeziMali eziHlangeneyo 4. Yonke imithetho yeSebe leziMali 5. Izaziso zeSebe leziMali 6. Iinkcazelo eziHlangeneyo zeziMali zikaMasipala 7. Izaziso ezinqamlezileyo zolawulo lwentengo kunye nemiyalelo 8. Izisombululo/ imimiselo 9. Ulwazi ngoHlahlo mali lwePhondo 10. I-Aganogram esivunyiweyo 11. Amaxwebhu omgaqo nkqubo kunye neenkqubo 	<p>Ezi rekhodi zidweliswe apha ziyafumaneka kwiwebhusayithi yeSebe leziMali:</p> <p>www.ectreasury.gov.za</p>
<p>EZIFUMANEKA ZINGAHLAWULELWANGA NGOKOMQATHANGO WECANDELO 15(1)(a)(iii)</p>	
<ol style="list-style-type: none"> 1. Okupapashiweyo 2. Iintetho zomgaqo nkqubo kunye nezoHlahlo mali 3. Iingxelo zokuphela konyaka 4. Ikhalenda ebonisa iziganeko 5. Iingxelo zosasazo kunye nezo zikhutshwa ngamaziko osasazo 6. Amaxwebhu eeThenda 7. IiPowusta namaphetshana 	<p>Okufumaneka kwiwebhusayithi yeSebe leziMali:</p> <p>www.ectreasury.gov.za</p>

2. UKUHLAZIYWA KOLU XWEBHU

Olu xwebhu luya kuhlaziywa xa kukho izilungiso kolu lwazi lukhoyo, okanye ngonyaka.

3. UKUFUMANEKA KWESI SAZISO

Ikopi yesi Saziso iyafumaneka njengoko kuchaziwe kwiCandelo le-15 lalo Mthetho ngale ndlela. Esi saziso sipapashwe ngeelwimi ezintathu ezisemthethweni ezisiNgesi, Afrikansi nesiXhosa kwaye siza kufumaneka nakwiKhomisoni yoMzantsi Afrika yamaLungelo aBantu. Esi saziso siza kufumaneka nakwiwebhusayithi yeSebe leziMali ku www.ectreasury.gov.za.


MNU D MAJEKE
UMLAWULI OYINTLOKO WESEBE
ISEBE LEZIMALI

4/7/2016
UMHLA

PROVINCIAL NOTICE 193 OF 2016**EASTERN CAPE PROVINCE****DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS****NELSON MANDELA BAY MUNICIPALITY****REMOVAL OF RESTRICTIONS ACT, 1967:****ERF 4 COTSWOLD, PORT ELIZABETH**

Under section 2(1) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) as amended, and on application by the owner of Erf 4 Cotswold: Port Elizabeth, Conditions A.A. (a), (b), (c), (d), B (a) and D (j) in Deed of Transfer No.s. T000006947/ 2013 and T000018930 are hereby removed

PROVINCIAL NOTICE 194 OF 2016**EASTERN CAPE PROVINCE****DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS****NELSON MANDELA BAY MUNICIPALITY****REMOVAL OF RESTRICTIONS ACT, 1967****ERF 1946 DESPATCH**

Under section 2(1) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) as amended, and on application by the owner of Erf 1946 Despatch: Conditions A (b), (c), (d) and B (e) in Deed of Transfer No. T064526/08 are hereby removed.

PROVINCIAL NOTICE 195 OF 2016**EASTERN CAPE PROVINCE****DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS****NELSON MANDELA BAY MUNICIPALITY****REMOVAL OF RESTRICTIONS ACT, 1967****ERF 2190 NEWTON PARK, PORT ELIZABETH**

Under section 2(1) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) as amended, and on application by the owner of Erf 2190 Newton Park, Port Elizabeth: Conditions C6, and C7 in Deed of Transfer No. T063792/2009 are hereby removed.

PROVINCIAL NOTICE 196 OF 2016**EASTERN CAPE PROVINCE****DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS****NELSON MANDELA BAY MUNICIPALITY****REMOVAL OF RESTRICTIONS ACT, 1967:****ERF 240 NEWTON PARK, PORT ELIZABETH**

Under section 2(1) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) as amended, and on application by the owner of Erf 240 Newton Park: Port Elizabeth, Conditions C6, C7, C8, C9 and C10 in Deed of Transfer No. T4559/2012 are hereby removed.

PROVINCIAL NOTICE 197 OF 2016**EASTERN CAPE PROVINCE****DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS****KOUGA MUNICIPALITY****REMOVAL OF RESTRICTIONS ACT, 1967****ERF 411 CAPE ST FRANCIS**

Under section 2(1) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) as amended, and on application by the owner of Erf 411 Cape St Francis: Condition C6 (b) in Deed of Transfer No. T 7431/2003 is hereby removed.

PROVINCIAL NOTICE 198 OF 2016**EASTERN CAPE PROVINCE****DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS****NELSON MANDELA BAY MUNICIPALITY****REMOVAL OF RESTRICTIONS ACT, 1967:****ERF 1948 THEESCOMBE, PORT ELIZABETH**

Under section 2(1) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) as amended, and on application by the owner of Erf 1948 Theescombe: Port Elizabeth, Conditions D (a), (b) and (d) in Deed of Transfer No. T92624/2007 are hereby removed.

PROVINCIAL NOTICE 199 OF 2016**EASTERN CAPE PROVINCE****DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS****NELSON MANDELA BAY MUNICIPALITY****REMOVAL OF RESTRICTIONS ACT, 1967****ERF 785 COTSWOLD, PORT ELIZABETH**

Under section 2(1) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) as amended, and on application by the owner of Erf 785 Cotswold, Port Elizabeth: Conditions B6 (a), (b), (c) and (d) in Deed of Transfer No. T55941/2010 are hereby removed.

PROVINCIAL NOTICE 200 OF 2016**EASTERN CAPE PROVINCE****DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS****NELSON MANDELA BAY MUNICIPALITY****REMOVAL OF RESTRICTIONS ACT, 1967****ERF 996 UITENHAGE**

Under section 2(1) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) as amended, and on application by the owner of Erf 996 Uitenhage: Conditions (A) (4) (b), (c), (d) and (C) (d) in Deed of Transfer No. T14413/1959 are hereby removed.

PROVINCIAL NOTICE 201 OF 2016**EASTERN CAPE PROVINCE****DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS****NELSON MANDELA BAY MUNICIPALITY****REMOVAL OF RESTRICTIONS ACT, 1967****ERF 89 NEWTON PARK, PORT ELIZABETH**

Under section 2(1) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) as amended, and on application by the owner of Erf 89 Newton Park, Port Elizabeth: Conditions C 5, C6, and C8 in Deed of Transfer No. T25801/1999 are hereby removed.

LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS

LOCAL AUTHORITY NOTICE 76 OF 2016

KING SABATA DALINDYEBO MUNICIPALITY**NOTICE NO. 46 OF 2016****APPLICATION FOR THE REZONING OF ERF 1045 MTHATHA**

Notice is hereby given in terms of the Townships Ordinance No. 33 of 1934 and / the Spatial Planning and Land Use Management Act No. 16 of 2013 as read with the approved Umtata Town Planning Scheme. The Council of the King Sabata Dalindyebo Municipality has received an application for the rezoning of Erf 1045, Norwood, Mthatha, from Special Residential to General Residential 3 for the purpose of developing residential units.

Copies of the proposed development plan and supporting documentation will be available for inspection during normal working hours, at office 221, second floor, Munitata Building in Sutherland Street, Mthatha.

Any objections must be lodged in writing with the Municipal Manager, King Sabata Dalindyebo Local Municipality, P.O. Box 44, Mthatha, 5099 within 21 days of the publication of this notice. Technical inquires must be directed to Ms. Nontoko Zwane, office 219A also in Munitata Building 047 501 4060.

ISAZISO SE 46 SIKI 2016

Isicelo sokucanda ngokutsha kwesiza u1045, Norwood, Mthatha ekubeni iyindawo yokuhlala ekhethekileyo ibeyindawo yokuhlala kawonke – wonke ngenjongo yokwenza iindawo zokuhlala ezahlukeneyo.

Oku kukwazisa ngokomthetho woMasipala onguNombolo 33 ka 1934 kunye Nochwangciso Mhlaba, nomthetho wokuphatwa kosebenziso mhlaba uNombolo 16 ka 2013 ifundwe kunye nesikimi socwangciso. Dolophu yaseMthatha esipasisiweyo. Ikansile yomasipala weKumkani Sabatha Dalindyebo ifumene isicelo sokucanda ngokutsha kwesiza u 1045 Mthatha, ekubeni ibiyindawo yokuhlala ekhethekileyo ibeyindawo yokuhlala kawonke –wonke 3 ngenjongo yokwenza indawo zokuhlala ezizintlobo ngeentlobo.

Iplani neenkukacha zoluphuhliso lucetywayo ziyafumaneka ngenjongo yokuziphonononga kumasipala ngamaxesha omsebenzi, ofisi 221, second floor, Munitata Building eSutherland istrato.

Naluphina uchaso kolucebo lungathunyelwa ngembalelwano kwiofisi kaMasipala King Sabatha Dalindyebo Local Municipality, P.O. Box 44, Mthatha, 5099 zingekagqithi iintsuku ezima 21 kusukela ngosuku lokuqala lokubhengezwa kolucebo. Imibuzo yobuchule ingajongiswa kuNontoko Zwane e ofisini 219A, 047 501 4060.


M. ZENZILE
MUNICIPAL MANAGER

PUBLICATION DATES: JULY 2016
DAILY DISPATCH NEWSPAPER

LOCAL AUTHORITY NOTICE 77 OF 2016**MATATIELE MUNICIPALITY
NOTICE CALLING FOR THE INSPECTION OF SUPPLEMENTARY VALUATION ROLL**

Notice is hereby given in terms of section 49(1) (a) (i) read with section 78(2) of the Local Government: Municipal Property Rates Act, 2004 (Act 6/2004), hereinafter referred to as the "Act", that the supplementary valuation roll for the Financial years 2015 – 2016 is open for public inspection at the Municipal Offices, **from the 1st of September 2016 to the 30th September 2016. The closing date for objections is the 30th of September 2016 at 16h00.**

Office 102 Main Street,
Matatiele Municipal Offices

In addition, the valuation roll is available on website address: **www.matatiele.gov.za**

An invitation is hereby made in terms of Section 49 (1) (a) (ii) of the Act that any owner of property or other person who so desires should lodge an objection with the Municipal Manager in respect of any matter reflected in, or omitted from the supplementary valuation roll as such.

The form for the lodging of an objection is obtainable at all Revenue offices of Matatiele Local Municipality.

The completed forms addressed to the Municipal Manager must be returned to the addressed and for the attention of the people indicated:

**Municipal BTO office – Mountainview section
Miss Matelile Mokhesi 039 737 8188**

For further enquiries please contact: **Mrs B. Myers 039 737 8186**

**Dr D.C.T. Nakin
Municipal Manager
16 August 2016**

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