

Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 571

Pretoria, 18 January 2013
Januarie

No. 36075

M A N U A L

IN ACCORDANCE WITH

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

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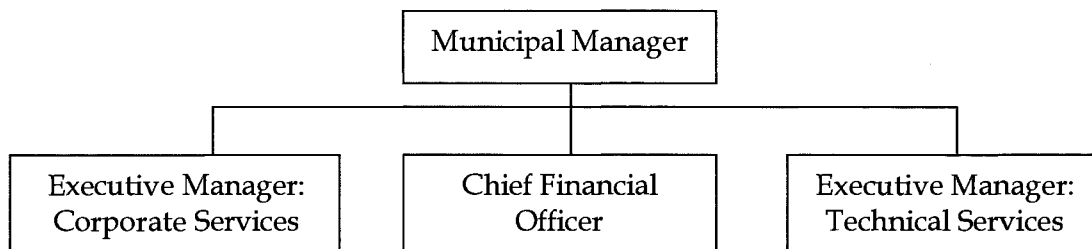
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**MANUAL OF THE ENDUMENI MUNICIPALITY
IN ACCORDANCE WITH SECTION 14 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT, 2000
(ACT NO. 2 OF 2000)**

**Issued By The Department Of Corporate Services
At Endumeni Municipality**

1. **STRUCTURE OF THE SERVICES**



2. **FUNCTIONS**

Section 152 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), provides that the functions and objects of Local Government are as follows:

- (a) To provide democratic and accountable government for local communities;
- (b) To ensure the provision of services to communities in a sustainable manner;
- (c) To promote social and economic development;
- (d) To promote a safe and healthy environment; and
- (e) To encourage the involvement of communities and community organizations in the matters of local government.

3. **ACCESS PROCEDURE**

The information regarding categories of records of the Endumeni Municipality which are available without a person having to request access in terms of the Act will be dealt with in this manual under the heading "Records Automatically Available".

In terms of section 17 of Act 2 of 2000, as amended, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information

officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

The information officer of a public body has direction and control over every deputy information officer of that body and may delegate a power of duty conferred or imposed on that information officer by the Act, to a deputy information officers of that public body.

Endumeni Municipality has identified the following persons to be the information officer and deputy information officers:

INFORMATION OFFICER: The Municipal Manager as in terms of the definition of information officer (Act 2 of 2000, as amended).

DEPUTY INFORMATION OFFICER: The Executive Manager: Corporate Services as a Section 57 Employee Act 32 of 2000 as amended (Contractual Responsibility).

With regard to the delegating powers of the Information Officer (Section 17(3) of Act 2 of 2000, as amended), delegations will in writing in terms Section 17(6) (a) of said act, be available upon request, from the Information Officer (Municipal Manager) to clarify any delegation to said deputies.

Section 18(1) of the Act is dealing with the form to request information and a request for access must be made in the prescribed form addressed to the Information Officer at his address, fax or e-mail address which is available under the heading "Contact Details".

The form mentioned above is the same as promulgated under notice R 187 dated 15 February 2002 and attached as appendix (1) one to this manual.

In terms of section 22 of Act 2 of 2000, as amended, the Information Officer, must by notice require the requester, other than a personal requester, to pay the prescribed request fee, before further processing the request. The fee structures for Endumeni Municipality is the same as per notice R187 dated 15 February 2002 and is attached as appendix (2) two, to this manual.

SECTION 22

4. CONTACT INFORMATION

4.1 INFORMATION OFFICER

The Municipal Manager is Endumeni Municipalities Information Officer and his contact details are as follows:

Designation: Municipal Manager
 Address: Victoria Street, Dundee, 3000
 Private Bag 2024, Dundee, 3000
 Telephone: (034) 212-2121
 Fax: (034) 212-3856
 E-Mail: registry@endumeni.gov.za

4.2 DEPUTY INFORMATION OFFICERS

Designation: Executive Manager: Corporate Services
 Address: Victoria Street, Dundee, 3000
 Private Bag 2024, Dundee, 3000
 Telephone: (034) 212-2121
 Fax: (034) 212-2381
 E-Mail: registry@endumeni.gov.za

5. FUNCTIONS AND CONTACT DETAILS OF ORGANIZATIONAL STRUCTURE

Endumeni Municipality is established in terms of section 155 (1)(b) of the Constitution of the Republic of South Africa a category B Municipality as a local sphere of Government.

The organisational structure and contact details are as follows:

OFFICE OF THE MAYOR AND OFFICE BEARERS: VICTORIA STREET

Mayor
 Telephone number: (034) 212-2121

Speaker

Deputy Mayor

OFFICE OF THE MUNICIPAL MANAGER

Municipal Manager:
 Personal Assistant to the Municipal Manager
 Telephone number: (034) 212-2121

OFFICE OF THE MANAGER: CORPORATE SERVICES

Executive Manager Corporate Services:
 Personal Assistant to the Executive Manager Corporate Services
 Telephone number: (034) 212-2121

Responsibilities

- General Administration & Committee Administration
- Registry – Municipal Records

- Property Administration: Staff Housing A7 Public Facilities i.e. Halls
- Property Valuations
- Legal Services
- Human Resource Management
- Protection Services
- Environmental Health
- Marketing and Publicity
- Libraries
-

Chief Safety and Security Officer: Tel. No. (034) 393-1121

Responsibilities

- Safety and Security
- Law Enforcement
- Traffic Control
- Learners and Drivers Licenses
- Vehicle Testing
- Disaster Management

OFFICE OF THE CHIEF FINANCIAL OFFICER

Chief Financial Officer;

Personal Assistant to the Chief Financial Officer

Telephone number:

(034) 212-2121

Responsibilities

- Financial Planning
- Revenue Management
- Debt Management
- Financial Control
- Insurance
- Housing
- Motor Licensing

OFFICE OF THE EXECUTIVE MANAGER TECHNICAL SERVICES

Executive Manager Technical Services

Secretary to the Executive Manager Technical Services

Telephone number:

(034) 212-2121

Responsibilities

- ❖ Waste Management
 - Parks and Gardens
 - Cleansing

- ❖ Water, Sanitation and Roads
 - Roads and Sanitation
 - Structural
 - Civil (Mechanical)
 - Water
 - Sanitation / Sewerage
 - Maintenance
 - Building Control

- ❖ Electricity
 - Reticulation
 - Networks
 - New Projects
 - Maintenance
 - Fleet Management
 - Mechanical Workshop

- ❖ Community Projects

6. PUBLIC PARTICIPATION AND REMEDIES

Participation

All Municipal Councillors were elected on 5 December 2000 by the voters who had two votes, a vote for the Ward Councillor and a vote for a Political Party.

In terms of section 72 of the Municipal Structures Act, act 117 of 1998, as amended the Endumeni Municipality has established ward committees for the (6) six wards within its area of jurisdiction. A ward committee consists of the Ward Councillor, which is the Chairperson and not more than 10 other persons. The purpose of said committee is to ensure effective communication and participation in Municipal affairs.

An Audit Committee consisting of members of the public which was established to perform an evaluation function regarding the financial procedures in place, execution of financial regulations and to oversee the overall financial status, to ensure a democratic and accountable government. Further to it, the committee is also tasked in terms of section 40 of the Municipal Systems Act, act 32 of 2000, as amended to monitor and value the Performance Management System, to obtain community participation in terms of section 42 and to audit performance in terms of section 45.

Annual reports are compiled in terms of section 46 of the above-mentioned act, to reflect the Management Performance and the Financial Status. Notice is given in the local press informing the public of said meeting, the date and time thereof, when Council will consider the reports. The said meeting is open to the public and the press.

A Representative Forum was established to participate in the compilation of the Integrated Development Plan, as prescribed in Sections 23 to 32 of the Municipal systems Act. The said forum is also involved in the annual review process.

An advertisement is placed annually in the local press, inviting individuals and or organizations to participate in the budgeting process of that financial year.

Remedies:

Appeal Procedures:

An person who's rights is effected in terms of a resolution taken by a political structure, political office bearer, Councillor or a member of staff in terms of his/ her delegated powers, will be dealt with in terms of section 62 of the Municipal Systems Act, act 32 of 2000, as amended.

The notice of internal appeal is attached as appendix (3) three to this manual.

Code of Conduct of Municipal councilors (Section 54 Act 32 of 2000)

Should any of Endumeni Municipal Councillors be seen to derelict their duties or fail to comply with the Code of Conduct, the public has recourse, in the first instance to the Speaker, failure to obtain satisfaction, to the Municipal Council as a whole, and if failure to obtain satisfaction to the MEC of Local Government.

Code of Conduct of Municipal Employees (Section 69 of Act 32 of 2000) and Condition of Service: Bargaining Council KwaZulu Natal.

Should any municipal employee seem to derelict in their duties or misconducts himself/herself, both the above-mentioned avenues may be followed in writing to the Municipal Manager, who will follow the procedures as prescribed in the Local Government Conditions of Service.

7. RECORD DESCRIPTION

Records are kept in terms of the KwaZulu Natal Archives Act, act 5 of 2000 and consists of the following main series which is kept in the records section.

1. LEGISLATION
2. ORGANIZATION AND CONTROL
3. ELECTIONS
4. OWN COUNCIL AND COMMITTEE MATTERS
5. STAFF
6. FINANCE
7. DOMESTIC SUPPLIES AND SERVICES
8. ACCOMMODATION AND GROUPS
9. TENDERS AND CONTRACTS
10. REPORTS AND RETURNS
11. PUBLICITY, INFORMATION AND STATISTICS
12. FESTIVALS AND SOCIAL MATTERS
13. COMPOSITION OF BODIES AND ASSEMBLIES
14. LEGAL MATTERS
15. LICENCES AND PERMITS
16. TOWN PLANNING AND CONTROL
17. ESSENTIAL SERVICES
18. COMMUNITY SERVICES
19. EXTENSION OF SERVICES FROM OTHER LOCAL AUTHORITIES

The under-mentioned items are not part of the above system and are kept within the records section separately.

Securities consist of:

- ❖ Title Deeds
- ❖ Internal agreements
- ❖ External Agreements
- ❖ Conditions of Establishment
- ❖ Valuation Rolls

Property Records

- ❖ File for each lot / erf in terms of Sibongile layout plan
- ❖ File for each lot / erf in terms of Sithembile layout plan
- ❖ File for each lot / erf in terms of the Dundee layout plan
- ❖ File for each lot / erf in terms of the Glencoe layout plan

8. RECORDS AUTOMATICALLY AVAILABLE

The under-mentioned list of records are available without a person having to request access in terms of the Promotion of Access Information Act, act 2 of 2000 as amended.

1. Minutes of any Council's or any Committee of Council's meetings, except the part of the minutes marked In-Committee (Confidential)
2. Business License files
3. Business License register
4. Business License receipts
5. Town Planning Schemes and Maps
6. Rezoning register
7. Sub-Division register
8. Valuation Rolls updated yearly manual
9. Valuation Rolls register
10. Hostel Lease Agreements manual register
11. Housing list
12. Property transfers
13. IDP minutes
14. Local Economic Development minutes, policies and strategies
15. Performance Management System organizational frame work and score card
16. Motor vehicle licensing
17. By-Laws
18. Tariff of Charges
19. Traffic Summonses
20. Drivers Licenses
21. Learners Licenses
22. Professional drivers permits
23. Delegated Powers
24. Audit Reports and Financial Statements
25. Annual Budgets
26. Information regarding the individual concern's
27. Personal services and Rates accounts
28. Burials manual register, general enquiries and operations.
29. Complaints
30. Gardens Refuse
31. Building Plans
32. Water connection, manual register, general enquiries and operations.
33. Electricity connection, manual register, general enquiries and operations.
34. Burst water main, manual register, general enquiries and operations.
35. Electricity disruption, manual register, general enquiries and operations.
36. Vehicle Maintenance, manual register, general enquiries & operations.
37. Vehicle Log Books, Log Books, general enquiries and operations.
38. Capital Budget, computerized records, general enquiries and operations.
39. Purification records (water & sewer plants) manual register, general enquiries and operations.

APPENDIX 1

REQUEST FOR ACCESS TO RECORD OF ENDUMENI MUNICIPALITY

(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: Municipal Manager
 Private Bag 2024
 DUNDEE
 3000
 Tel : (034) 212-2121
 Fax: (034) 212-3856
 e-mail:
registry@endumeni.gov.za

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.

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

<input type="checkbox"/>	copy of record*	<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"/>	transcription of soundtrack* (written or printed document)
--------------------------	--	--------------------------	---

4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
--------------------------	-------------------------	--------------------------	--	--------------------------	---

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?	YES	NO
---	-----	----

Postage is payable.

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?

G. Notice of decision regarding request for access

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

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

APPENDIX 2

FEES IN RESPECT OF ENDUMENI MUNICIPALITY

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	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.

4. The access fees payable by 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	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	5,00
(ii) compact disc	40,00

- | | | | |
|-----|------|--|-------|
| (d) | (i) | For a transcription of visual images,
for an A4-size page or part thereof | 22,00 |
| | (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 for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. | |
- (2) For purposes of section 22(2) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

MUNICIPAL MANAGER
INFORMATION OFFICER
PRIVATE BAG 2024
DUNDEE
3000

Fax: (034) 212-3856

APPENDIX 3**ENDUMENI MUNICIPALITY
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: Officer: Municipal Manager
 Private Bag 2024
 DUNDEE
 3000
 Tel : (034) 212-2121
 Fax: (034)212-3856
 e-mail: registry@endumeni.gov.za

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

<i>Mark the decision against which the internal appeal is lodged with an X in the appropriate box:</i>	
	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. Grounds for appeal

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

State the grounds on which the internal appeal is based:

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

F. Notice of decision on appeal

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

State the manner:

Particulars of manner:

.....

.....

Signed at this day of 20.....

.....
SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on (date) by
(state rank, name and surname of information officer/ deputy information officer).

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

OUTCOME OF APPEAL:

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

.....
RELEVANT AUTHORITY

.....
DATE

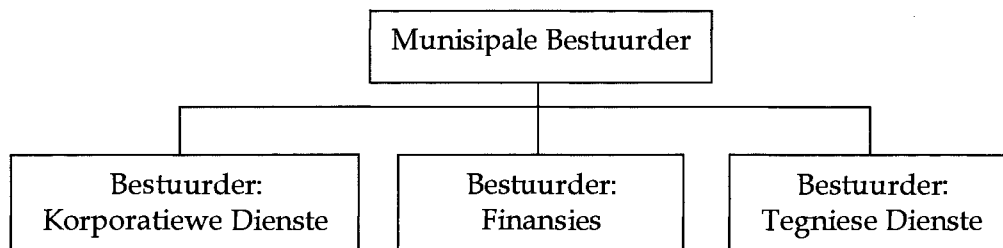
RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
FROM THE RELEVANT AUTHORITY ON (date):

ENDUMENI MUNISIPALITEIT

HANDLEIDING TEN OPSIGTE VAN WET OP BEVORDERING VAN TOEGANG TOT INLIGTING 2000 (WET 2 VAN 2000)

Uitgereik deur die Departement Korporatiewe Dienste
te Endumeni Munisipaliteit

1. DIENSSTRUKTUUR



2. FUNKSIES

Artikel 152 van die Grondwet van die Republiek van Suid-Afrika, 1996 (Wet Nr. 108 van 1996), maak voorsiening vir die volgende funksies en doelwitte van Plaaslike Regering:

- (a) Om demokratiese en verantwoordbare regering te voorsien aan plaaslike gemeenskappe;
- (b) Om die voorsiening van dienste op 'n volhoubare wyse aan gemeenskappe te verseker;
- (c) Om sosiale en ekonomiese ontwikkeling te bevorder;
- (d) Om 'n veilige en gesonde omgewing te skep; en
- (e) Om die betrokkenheid van gemeenskappe en gemeenskapsorganisasies in die sake van plaaslike regering aan te moedig.

3. TOEGANG PROSEDURE

Die inligting met betrekking tot rekordkategorieë van die Munisipaliteit Endumeni wat beskikbaar is sonder dat 'n persoon aansoek om toegang hoef te doen ingevolge die Wet sal in hierdie handleiding onder die opskrif "Rekords Outomaties Beschikbaar" verskyn.

Ingevolge Artikel 17 van Wet 2 van 2000, soos gewysig, moet elke publieke liggaam, onderworpe aan wetgewing wat die indiensneming van personeel

van sodanige publieke liggaam reël 'n getal persone as gevolmagtigde inligtingsbeamptes soos benodig aanstel om die publieke liggaam se inligting gereedelik aan aanvraers daarvoor beskikbaar te stel.

Die inligtingsbeampte van 'n publieke liggaam het beheer en kontrole oor elke gevolmagtigde inligtingsbeampte van die liggaam en mag magte van verpligtinge soos opgedra of opgelê kragtens wetgewing aan die gevolmagtigde inligtingsbeampte deleger.

Munisipaliteit Endumeni het die volgende persone as inligtingsbeampte en gevolmagtigde inligtingsbeamptes geïdentifiseer:

INLIGTINGSBEAMPTE:	Munisipale Bestuurder ooreenkomstig die definisie van inligtingsbeampte (Wet 2 van 2000, soos gewysig)
--------------------	---

GEVOLMAGTIGDE INLIGTINGSBEAMPTE:	Bestuurder: Korporatiewe Dienste as 'n Artikel 57 werknemer ingevolge Wet 32 van 2000, soos gewysig (Kontraktuele Verpligting).
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Met betrekking tot die delegeringsmagte van die Inligtingsbeampte (Artikel 13(3) van Wet 2 van 2000, soos gewysig) sal gedelegeerde magte skriftelik wees ooreenkomstig Artikel 17(6)(a) van genoemde Wet en op aanvraag van die Inligtingsbeampte (Munisipale Bestuurder) beskikbaar wees om enige delegering na genoemde gevolmagtigdes uit te klaar.

Artikel 18(1) van die Wet deel met die vorm om inligting aan te vra en 'n versoek tot toegang moet gedoen word deur die voorgeskrewe vorm te voltooi en te adresseer aan die Inligtingsbeampte by sy adres, faks of e-pos adres wat beskikbaar is onder die opskrif "Kontak Besonderhede".

Die bogenoemde vorm is dieselfde soos gepromulgeer per kennisgewing R187 gedateer 15 Februarie 2002 en aangeheg as aanhangsel (1) van hierdie handleiding.

Ingevolge Artikel 22 van Wet 2 van 2000, soos gewysig, moet die inligtingsbeampte by wyse van kennisgewing die aansoeker, ander as 'n persoonlike aansoeker, versoek om die voorgeskrewe aansoekfooi te betaal alvorens die aansoek geprosesseer word. Die voorgeskrewe fooi is dienselfde as in kennisgewing R187 gedateer 15 Februarie 2002 bepaal en is aangeheg as aanhangsel (2) van hierdie handleiding.

ARTIKEL 22

4. KONTAK BESONDERHEDE

4.1 INLIGTINGSBEAMPTE

Die Munisipale Bestuurder is die Munisipaliteit Endumeni se inligtingsbeampte en sy kontak besonderhede is as volg:

Ampsbeskrywing: Munisipale Bestuurder
 Adres: 64 Victoriastraat, Dundee, 3000
 Privaatsak 2024, Dundee, 3000
 Telefoon: (034) 212-2121
 Faks: (034) 212-3856
 E-Pos: registry@endumeni.gov.za

4.2 GEVOLMAGTIGDE INLIGTINGSBEAMPTE:

Ampsbenaming: Bestuurder: Korporatiewe Dienste
 Adres: 64 Victoriastraat, Dundee, 3000
 Privaatsak 2024, Dundee, 3000
 Telefoon: (034) 212-2121
 Faks: (034) 212-2381
 E-Pos: registry@endumeni.gov.za

5. FUNKSIES EN KONTAK BESONDERHEDE VAN ORGANISATORIESE STRUKTURE

Die Munisipaliteit Endumeni is gevestig ooreenkomstig Artikel 155(1)(b) van die Grondwet van die Republiek van Suid-Afrika as 'n kategorie B Munisipaliteit en as 'n plaaslike sfeer van Regering.

Die organisasiestruktuur en kontak besonderhede is as volg:

KANTOOR VAN DIE BURGEMEESTER EN AMPSDRAERS: VICTORIASTRAAT

Burgemeester
 Telefoon Nommer: (034) 212-2121
 Speaker
 Onder Burgemeester

KANTOOR VAN DIE MUNISIPALE BESTUURDER

Munisipale Bestuurder
 Persoonlike Assistent van Munisipale Bestuurder
 Telefoon Nommer: (034) 212-2121

KANTOOR VAN DIE BESTUURDER: KORPORATIEWE DIENSTE

Bestuurder: Korporatiewe Dienste:

Persoonlike Assistent

Telefoon Nommer: (034) 212-2121

Verantwoordelikhede

- Algemene Administrasie en Komitee Administrasie
- Registrasie – Munisipale Rekords
- Eiendomsadministrasie: Publieke fasiliteite, bv. sale
- Eiendomswaardasies
- Regsdienste
- Personeelbestuur
- Beskermingsdienste
- Gesondheidsdienste
- Bemaking en publisiteit
- Biblioteke

Hoof Veiligheid- en Sekuriteitsbeampte: Tel. No. (034) 393-1121

Verantwoordelikhede

- Veiligheid en sekuriteit
- Wetstoepassing
- Verkeersbeheer
- Leerders- en Bestuurslisensies
- Toets van voertuie
- Rampbestuur

KANTOOR VAN DIE FINANSIËLE BESTUURDER

Finansiële Bestuurder:

Persoonlike Assistent

Telefoon Nommer: (034) 212-2121

Verantwoordelikhede

- Finansiële beplanning
- Inkomstebeheer
- Uitgawebeheer
- Finansiële kontrole
- Versekering
- Behuising
- Motorlisensiëring

KANTOOR VAN DIE BESTUURDER: TEGNIESE DIENSTE

Bestuurder: Ingenieursdienste:

Persoonlike Assistent

Telefoon Nommer:

(034) 212-2121

Verantwoordelikhede

- ❖ Waste Management
 - Parke en Tuine
 - Reiniging
- ❖ Sanitasie en Water
 - Paaie en Reinigingsdienste
 - Strukture
 - Siviël (Meganies)
 - Sanitasie
 - Onderhoud
 - Boubehoer
- ❖ Elektrisiteit
 - Retikulasie
 - Netwerke
 - Nuwe projekte
 - Onderhoud
 - Vlootbestuur
 - Meganiese Werkswinkel
- ❖ Gemeenskapsprojekte

6. GEMEENSKAPSDEELNAME EN REMEDIES**Deelname**

Alle Munisipale Raadslede is verkies deur kiesers wat oor twee stemme beskik het, 'n stem vir die Wyksraadslid en 'n stem vir 'n Politieke Party.

Ingevolge Artikel 72 van die Wet op Munisipale Strukture, Wet 117 van 1998, soos gewysig, is (6) ses wykskomitees deur die Munisipaliteit Endumeni gevestig binne sy gebied van jurisdiksie vir 6 (ses) wyke. 'n Wykskomitee bestaan uit die Wyksraadslid wat dien as voorsitter en nie meer as 10 (tien) ander persone nie. Die doel van genoemde komitees is om effektiewe kommunikasie en deelname aan munisiipale sake te verseker.

'n Ouditkomitee bestaande uit lede van die publiek is aangewys vir die evalueringsfunksies met betrekking tot die bestaande finansiële prosedures, uitvoering van finansiële regulasies en toesighouding oor die finansiële status om 'n demokratiese en verantwoordbare regering te verseker. Daarby is aan die Komitee die funksies ingevolge Artikel 40 van die Wet op Munisipale Stelsels, Wet 32 van 2000, soos gewysig, opgedra om die Prestasie

Bestuurstelsel te monitor en te evalueer, om gemeenskapsdeelname ingevolge Artikel 45 te oudit.

Jaarverslae word saamgestel ingevolge Artikel 46 van bogenoemde Wet, om die Bestuursprestasies en Finansiële status te reflekteer. Kennisgewing verskyn in die plaaslike pers waarin die publiek van soderglike vergadering, datum en tyd in kennis gestel word, waar die verslae deur die Raad oorweeg sal word. Die vergadering is oop vir die publiek en die pers.

'n Verteenwoordigende Forum is gestig om deel te neem aan die opstelling van die Geïntegreerde Ontwikkelings Program, soos voorgeskryf deur Artikels 23 tot 32 van die Wet op Munisipale Stelsels. Die genoemde forum is ook betrokke by die jaarlikse hersieningsproses.

'n Advertensie verskyn jaarliks in die plaaslike pers waarin individue en organisasies genooi word om aan die begrotingsproses van daardie finansiële jaar deel te neem.

Remedies:

Appél Prosedures:

Enige persoon wie se regte aangetas word deur 'n besluit, geneem deur 'n politieke struktuur, politieke ampsdraer, raadslid of personeellid in terme van sy/haar gedelegeerde bevoegdhe, sal mee gehandel word in terme van Artikel 62 van die Wet op Munisipale Stelsels, Wet 32 van 2000, soos gewysig.

Die kennisgewing van interne appél is aangeheg as Aanhangsel (3) van hierdie handleiding.

Gedragkode vir Munisipale Raadslede (Artikel 54 van Wet 32 van 2000)

Sou enige van die Munisipaliteit Endumeni se Raadslede geag word om nie hulle pligte na te kom of nalaat om aan die gedragkode te voldoen, kan die publiek hulle toevlug neem, in die eerste plek na die Speaker, en indien nie tevrede, na die volle Munisipale Raad en, indien steeds nie tevrede, na die LUK van Plaaslike Regering.

Gedragkode vir Munisipale Diensnemers (Artikel 69 van Wet 32 van 2000) en Diensvoorwaardes Bedingingsraad KwaZulu Natal.

Sou enige munisipale amptenaar geag word om nie hulle pligte na die kom nie of hom/haar wangedra, kan bogenoemde prosedures gevolg word deur skriftelike kommunikasie aan die Munisipale Bestuurder, wat die voorgeskrewe prosedure soos in die Plaaslike Regering se Diensvoorwaardes volg.

7. REKORDSBESKRYWING

Rekords word gehou ooreenkomstig bepalinge van die KwaZulu-Natal Argiewe Wet, Wet 5 van 2000 en bestaan uit die volgende series wat in die registrasiekantoor gehou word:

1. WETGEWING
2. ORGANISASIE EN KONTROLE
3. VERKIESINGS
4. EIE RAAD EN KOMITEE AANGELEENTHEDE
5. PERSONEEL
6. FINANSIES
7. PLAASLIKE VOORRADE EN DIENSTE
8. AKKOMMODASIE EN GROEPE
9. TENDERS EN KONTRAKTE
10. VERSLAE EN TERUGVOERING
11. PUBLISITEIT, INLIGTING EN STATISTIEKE
12. FEESTE EN SOSIALE AANGELEENTHEDE
13. SAMESTELLING VAN LIGGAME EN SAMEKOMSTE
14. WETLIKE AANGELEENTHEDE
15. LIENSIES EN PERMITTE
16. STADSBEPLANNING EN BEHEER
17. NOODSAAKLIKE DIENSTE
18. GEMEENSKAPSDIENSTE
19. UITBREIDING VAN DIENSTE VAN ANDER PLAASLIKE REGERINGSLIGGAME

Die ondergenoemde vorm nie deel van bogenoemde registrasiesistelsel nie en word apart gehou binne die Registrasie afdeling.

Sekuriteite bestaan uit:

- ❖ Titelaktes
- ❖ Interne Ooreenkomste
- ❖ Eksterne Ooreenkomste
- ❖ Stigtingsvoorwaardes
- ❖ Waardasierolle

Eiendoms Rekords

- ❖ Leër vir elke erf ingevolge Sibongile uitlegplan
- ❖ Leër vir elke erf ingevolge Sithembile uitlegplan
- ❖ Leër vir elke erf ingevolge Dundee uitlegplan
- ❖ Leër vir elke erf ingevolge Glencoe uitlegplan

8. REKORDS OUTOMATIES BESKIKBAAR

Die ondergenoemde lys van records is beskikbaar sonder die nodigheid van aanvraag ooreenkomstig die Wet op Bevordering van Toegang tot Inligting, Wet 2 van 2000 soos gewysig.

1. Notules van enige Raads- of Komiteevergaderings, behalwe die gedeeltes gemerk In-Komitee (Vertroulik)
2. Besigheidslisensie leërs
3. Besigheidslisensie register
4. Besigheidslisensie kwitansies
5. Stadsbeplanning skemas en Kaarte
6. Hersoneringsregister
7. Onderverdelingsregister
8. Jaarliks opgedateerde waardasierol
9. Waardasierol register
10. Hostel Huurooreenkoms register
11. Behuisingslys
12. Eiendomsoordragte
13. GOP Notules
14. Plaaslike Ekonomies Ontwikkeling nodules, beleid en strategieë
15. Prestasie Bestuurstelsel organisatoriese raamwerk en telkaart
16. Motor voertuig lisensiëring
17. Verordeninge
18. Kostetariëwe
19. Verkeersdagvaardigings
20. Bestuurderslisensies
21. Leerlingslisensies
22. Professionele bestuurderspermitte
23. Gedelegeerde bevoegdhede
24. Ouditeursverslae en finansiële state
25. Jaarlikse begrotings
26. Inligting betreffende individuele besware
27. Persoonlike dienste en belastingsrekeninge
28. Begrafnisregister, algemene navrae en werksaamhede
29. Klagtes
30. Tuinvullis
31. Bouplanne
32. Elektriese aansluitingsregister, algemene navrae en werksaamhede
33. Elektriesiteitsonderbrekings register, algemene navrae en werksaamhede
34. Voertuigonderhouds register, algemene navrae en werksaamhede
35. Voertuig registrasies, algemene navrae en werksaamhede
36. Kapitale begroting, gerekanariseerde records, algemene navrae en werksaamhede

BYLAAG 1

**AANSOEK OM TOEGANG TOT REKORDS
VAN DIE MUNISIPALITEIT ENDUMENI**
(Artikel 18(1) van die Wet op Bevordering van Toegang tot Inligting 2000
(Wet No. 2 of 2000))
[Regulasie 6]

VIR DEPARTEMENTELE GEBRUIK

Verwysingsnommer:

Aansoek ontvang deur
(noem ampstittel, naam en van van inligtingsbeampte/ gedelegerde inligtingsbeampte) op
(datum) te (plek).

Aansoek fooi (indien enige): R

Deposito (indien enige): R

Toegangsfooi: R

.....
HANDTEKENING VAN INLIGTINGSBEAMPTE/GEDELEGEERDE INLIGTINGSBEAMPTE**A. Besonderhede van publieke liggaam**

Die Inligtingsbeampte/Gedelegerde Inligtingsbeampte:

Munisipale Bestuurder
Privaatsak 2024
DUNDEE
3000
Tel : (034) 212-2121
Faks: (034) 212-3856
e-pos: registry@endumeni.gov.za

B. Besonderhede van persoon wat toegang tot rekords aanvra

- | | |
|-----|---|
| (a) | Die besonderhede van persoon wat toegang tot rekords aanvra moet hieronder verskaf word |
| (b) | Die adres en/of faksnommer in die Republiek waarheen die inligting gestuur moet word, moet verskaf word |
| (c) | Bewys van die magtiging waaronder aansoek gedoen word, indien van toepassing, moet aangeheg word |

Volle name en van:

Identiteitsnommer:

Posadres:

Faksnommer:

Telefoonnommer:

E-Pos Adres:

Magtiging waaronder aansoek gedoen word, indien gemaak ten behoeve van 'n ander persoon:

.....

C. Besonderhede van persoon namens wie die aansoek gedoen word:

Hierdie gedeelte moet slegs voltooi word indien 'n versoek om inligting namens 'n ander persoon gedoen word

Volle name en van:

Identiteitsnommer:

D. Besonderhede van Rekords

- (a) *Voorsien volle besonderhede van die rekords waarvoor toegang gevra word, insluitend die verwysings nommer, indien bekend, ten einde die opsporing te vergemaklik.*
- (b) *Indien die spasie onvoldoende is, gaan asseblief voort op 'n aparte folio en heg dit by hierdie vorm aan.. Die versoeker moet al die aadisionele folios onderteken.*

1. Beskrywing van rekords of relevante gedeelte daarvan:

.....

2. Verwysingsnommer, indien beskikbaar:

3. Enige verdere besonderhede van rekords :

.....

E. Fooie

- (a) *'n Versoek vir toegang tot 'n rekord, uitgesluit 'n rekord wat persoonlike inligting bevat, sal slegs na betaling van 'n aansoekfooi geprosesseer word;*
- (b) *U sal voorsien word van die bedrag van die aansoekfooi;*
- (c) *Die fooi betaalbaar vir toegang tot 'n rekord hang af van die formaat waarin toegang versoek word en 'n redelike tydperk nodig vir die opsporing en voorbereiding van die rekords;*
- (d) *Indien u kwalifiseer vir vrystelling van die betaling van enige fooie, noem asseblief die rede vir vrystelling.*

Rede vir vrystelling van betaling van fooie:

.....

F. Vorm vir Toegang tot Rekords

Indien u deur 'n gebrek verhoed word om te lees, sien of luister na die formaat waarin inligting voorsien is soos aangetoon in 1 tot 4 hieronder, noem u gebrek en dui aan in watter formaat die rekords benodig word.

Gebrek:		Formaat waarin Rekords benodig word:	
<p>Merk toepaslike blokkie met X. LET WEL:</p> <p>(a) Nakoming aan u aansoek om inligting in 'n gespesifiseerde wyse mag afhang van die beskikbaarheid waarin die rekords beskikbaar is;</p> <p>(b) Toegang tot die wyse van inligting mag in sekere gevalle geweier word. In so 'n geval sal u in kennis gestel word of inligting in 'n gewysigde vorm beskikbaar gestel kan word;</p> <p>(c) Die fooi betaalbaar vir toegang tot rekords sal gedeeltelik bepaal word deur die formaat waarin inligting aangevra word.</p>			
1. As die rekords in geskrewe of gedrukte formaat is:			
	Afskrif van rekord*		Inspeksie van rekord
2. As rekords uit visuele beel bestaan - (Dit sluit in fotos, skyfies, video opnames, rekennaargegenereerde beelde, sketse, ens.):			
	Beskouing van materiaal	Afskrifte*	Transkripsies*
4. As rekords bestaan uit woordelose opnames of inligting wat in klank geproduseer kan word:			
	Om na klankopname te luister (opname kaset)		Transkripsie van klankopname (geskrewe of gedrukte dokument)*
4. Rekords indien gerekenariseerd of in elektroniese formaat:			
	Gedrukte afskrif van rekord*	Gedrukte afskrif van inligting afkomstig van rekords*	Afskrif van rekenaar leesbare format (kompakskyf)
*Indien 'n afskrif of transkripsie van 'n rekord (hierbo) aangevra is, moet dit aan u geops word? Posgelde is betaalbaar.			JA NEE
Indien die rekord nie in die verkose taal beskikbaar is nie, mag dit in die taal waarin dit beskikbaar is, gelewer word.			
In watter taal moet rekord beskikbaar gestel word?			

G. Kennigewing van Besluit betreffende Aansoek vir Toegang tot Inligting

U sal skriftelik in kennis gestel word of versoek goedgekeur/geweier is. Indien u op 'n ander wyse van inligting bedien wil word, spesifiseer asseblief die wyse en verskaf die nodige inligting sodat aan u versoek voldoen kan word.

Hoe sou u verkies in kennis gestel te word van die besluit rakende u aansoek om toegang tot rekords?

Geteken te hierdie dag van 20.....

.....
HANDTEKENING VAN AANSOEKER
/PERSOON TEN BEHOEWE VAN WIE
AANSOEK GEDOEN WORD

AANHANGSEL 2

FOOIE TEN OPSIGTE VAN MUNISIPALITEIT ENDUMENTI

1. Die fooi vir 'n afskrif van die handleiding soos omskryf in regulasie 5(c) is R0.60 vir elke A4-grootte bladsy van elke afskrif of gedeelte daarvan.

2. Die fooie vir reproduksie soos omskryf in regulasie 7(1) is as volg:

	R
(a) Vir elke A4-grootte bladsy van fotostaat of gedeelte daarvan	0,60
(b) Vir elke A4-grootte gedrukte afskrif van inligting wat op rekenaar of in elektroniese format of masjienleesbare vorm verskyn	0,40
(c) Vir 'n afskrif van 'n rekenaarleesbare vorm:	
(i) Inligtingstiffie	5,00
(ii) Kompakskyf	40,00
(d) (i) Vir 'n transkripsie van visuele beeld, vir 'n A4-grootte bladsy of gedeelte daarvan	22,00
(ii) Vir 'n afskrif van die visuele beeld	60,00
(e) (i) Vir 'n transkripsie van oudio rekord, vir A4-grootte bladsy of gedeelte daarvan	12,00
(ii) Vir afskrif van oudiele rekord	17,00

3. Die aansoekfooie deur elke aansoek betaalbaar, buiten 'n persoonlike aansoek soos waarna verwys in regulasie 7(2) is R35,00.

4. Die aansoekfooie betaalbaar deur 'n aansoeker soos waarna verwys in regulasie 7(3) is as volg::

	R
(1)(a) Vir elke A4-grootte fotokopie afskrif of gedeelte daarvan	0,60
(b) Vir elke gedrukte A4-grootte bladsy of gedeelte daarvan wat op rekenaar of in elektroniese of masjienvorm gehou word	0,40
(c) Vir 'n afskrif in rekenaar leesbare formaat -	
(i) disket	5,00
(ii) kompakskyf	40,00

-
- | | | | |
|-----|------|---|-------|
| (d) | (i) | Vir 'n transkripsie van visuele beeld, vir 'n A4-grootte bladsy of gedeelte daarvan | 22,00 |
| | (ii) | Vir 'n afskrif van die visuele beeld | 60,00 |
| (e) | (i) | Vir 'n transkripsie van oudio rekord, vir A4-grootte bladsy of gedeelte daarvan | 12,00 |
| | (ii) | Vi afskrif van oudiele rekord | 17,00 |
| (f) | | Om rekords te soek en voor te berei, R15,00 per uur of gedeelte daarvan, uitsluitend die eerste uur, redelik benodig vir soek en voorbereiding. | |
- (2) Vir doeleindes van Artikel 22(2) van die Wet, geld die volgende:
- (a) Indien ses ure oorskry word, sal 'n deposito geheg word; en
 - (b) Een-derde van die aansoekfooi sal as deposito van die aanvrager geheg word.
- (3) Die volle posgeld is betaalbaar indien 'n afskrif van 'n rekord aan 'n aansoeker gepos moet word.

MUNISIPALE BESTUURDER
INLIGTINGSBEAMPTTE
PRIVAATSAK 2024
DUNDEE
3000

Faks: (034) 212-3856

AANHANGSELF 3**MUNISIPALITEIT ENDUMENI
KENNISGEWING VAN INTERNE APP L**

(Artikel 75 van die Wet op Bevordering van Toegang tot Inligting (No. 2 of 2000))

[Regulasie 8]

Verskaf u Verwysingsnommer:

A. Besonderhede van Publieke Liggaam

Die Inligtingsbeampte:

Munisipale Bestuurder

Privaatsak 2024

DUNDEE

3000

Tel : (034) 212-2121

Faks: (034)212-3856

e-pos: registry@endumeni.gov.za

B. Besonderhede van Aansoeker/Derdeparty wat die Interne App l Indien

- (a) Die besonderhede van die persoon wat app l indien moet hieronder voltooi word;
- (b) Bewys van magtiging waaronder app l ingedien word, indien toepaslik, moet aangeheg word;
- (c) Indien die appellant 'n derde persoon is, en nie die persoon wat oorspronklik die inligting aangevra het nie, moet die besonderhede van die aansoeker hieronder ingevul word.

Volle name en van:

Identiteitsnommer:

Posadres:

Faksnommer: Telefoonnommer:

E-pos adres:

Magtiging waarvolgens 'n interne app l namens 'n ander persoon ingedien word:

C. Besonderhede van Aansoeker

Hierdie gedeelte moet slegs ingevul word indien 'n derde party die interne app l loods.

Volle name en van:

Identiteitsnommer:

D. Die besluit waarteen die interne appél geloods word

<i>Merk die besluit waarteen die innterne appél geloods word met X in die toepaslike blokkie:</i>	
	Weiering van aansoek tot toegang
	Besluit rakende fooie soos voorgeskryf ingevolge Artikel 22 van die Wet
	Besluit rakende die verlenging van die periode waarbinne die aansoek mee gehandel moet word ingevolge Artikel 26(1) van die Wet
	Besluit ingevolge Artikel 29(3) van die Wet om toegang op die wyse soos deur die aansoeker versoek te weier
	Besluit om aansoek tot toegang toe te staan

E. Gronde van Appél

Indien die voorsiene spasie onvoldoende is, gaan asseblief voort op 'n aparte folio en heg dit hierby aan. Al die addisionele folios moet onderteken word.

Noem die gronde waarop die interne appél berus:

Noem enige ander inligting wat betrekking mag hê in die oorweging van die appél:

F. Inkennisstelling van Besluit van Appél

U sal skriftelik in kennis gestel word van die besluit oor u skriftelike appél. Indien u graag op 'n ander manier in kennis gestel wil word, dui asseblief die wyse aan en voorsien ie nodige besonderhede om aan u versoek te voldoen.

Dui die wyse aan:

Besonderhede van wyse:

.....

.....

Geteken te hierdie dag van 20.....

.....
HANDTEKENING VAN APPELLANT

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

Appél ontvang op (datum)
deur (noem rang, naam en van van inligtingsbeampte/gedelegeerde inligtingsbeampte).
Appél vergesel met rede van die inligtingsbeampte/gedelegeerde inligtingsbeampte se
besluit, en waar toepaslik, die besonderhede van enige derde party waarop die rekords
van toepassing is, soos verskaf deur die inligtingsbeampte/gedelegeerde
inligtingsbeampte op (datum) aan
die relevante owerheid.

UITKOMS VAN APPÉL:

BESLUIT VAN INLIGTINGSBEAMPTE/GEDELEGEERDE INLIGTINGSBEAMPTE
BEVESTIG/VERVANG DEUR NUWE BESLUIT
NUWE BESLUIT:

.....
GEVOLMAGTIGDE

.....
DATUM

ONTVANG DEUR DIE INLIGTINGSBEAMPTE/GEDELEGEERDE INLIGTINGSBE-
AMPTPE VAN DIE TOEPASLIKE GEVOLMAGTIGDE OP (datum):

**USOMQULU KAMASIPALA WASENDUMENI
NGOKUHAMBISANA NESIGABA 14 SOMTHETHO
WOKUKHUTHAZA UKUFINYELELA OLWAZINI, 2000
(UMTHETHO NO.2 WEZI- 2000)**

**Ukhishwe wuPhiko Lwezemisebenzi Edidiyele
lukaMasipala waseNdumeni**

1. **UHLAKA LWEMISEBENZI**



2. **IMISEBENZI**

Isigaba 152 soMthethosisekelo weRiphabliki yaseNingizimu AFrika, we-1996 (uMthetho uNo.108 we- 1996), sihlizeka ngokuthi imisebenzi kanye nezinhloso zikaHulumeni Wasekhaya zimi kanje:

- (a) Ukuhlizeka ngohulumeni wentando yabantu onesibopho sokubika emiphakathini yendawo;
- (b) Ukuqinisekisa ukuhlizekwa kwezidingongqangi emiphakathini ngendlela esimeme;
- (c) Ukukhuthaza ukuthuthukiswa komphakathi nomnotho;
- (d) Ukukhuthaza ukuphepha nokunakekelwa kwendawo; kanye
- (e) Nokugqoguzela ukubandakanyeka komphakathi kanye nezinhlangano zomphakathi ezindabeni ezithinta uhulumeni wendawo.

3. **INQUBO YOKUFINYELELA**

Ulwazi olumaqondana nezigaba zamarekhodi kaMasipala waseNdumeni olutholakala ngaphandle kokuthi umuntu afake isicelo ngokuhambisana noMthetho kuzokhulunywa ngalo kulo somqulu ngaphansi kwesihloko esithi "Amarekhodi Avele Etholakala".

Ngokwesigaba 17 soMthetho uNo.2 wezi- 2000, njengalokhu uchitshiyelwe, ilolo nalolo hlaka lomphakathi kumele luqoke inani elithile labantu abangamasekela esikhulu esibhekele ulwazi njengoba kudingeka ukuba bahlinzekele ukuba abafakizicelo bamarekhodi bakwazi ukufinyelela kulawo marekhodi, kuncike emithethweni elawula ukuqashwa kwabasebenzi bohlaka lomphakathi eliqondene.

Isikhulu esibhekele ulwazi sohlaka lomphakathi yisona esilawula wonke amasekela esikhulu esibhekele ulwazi alolo hlaka futhi singayalela isekela lesikhulu esibhekele ulwazi lalolo hlaka lomphakathi ukuba lenze umsebenzi obekufanele wenziwe yisikhulu esibhekele ulwazi njengokusho koMthetho.

UMasipala waseNdumeni usuhlonze laba bantu abalandelayo ukuba babe yisikhulu esibhekele ulwazi kanye nesekele laso:

ISIKHULU ESIBHEKELE ULWAZI:	IMenenja njengokuhambisana yesikhulu esibhekele ulwazi (uMthetho uNo. 2 wezi-2000, njengoba uchitshiyelwe).	kaMasipala nencazelo
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ISEKELA LESIKHULU ESIBHEKELE ULWAZI: Isikhulu Esiphezulu: Imisebenzi Edidiyelwe njengoba kuchitshiyelwe eSigabeni 57 soMthetho Wezabasebenzi uNo. 32 wezi- 2000 (Umsebenzi Wesikhashana).

Maqondana nokudluliselwa kwamandla eSikhulu Esibhekele Ulwazi (ISigaba 17 (3) soMthetho uNo.2 wezi-2000, njengoba uchitshiyelwe), ukudluliselwa kwamandla kumele kubhalwe phansi njengokusho kweSigaba 17 (6) (a) somthetho oshiwo, bese kutholakala uma kuceliwe eSikhulwini Esibhekele Ulwazi (iMenenja kaMasipala) ukuze kucaciswe ukunikezelwa kwamandla kulawo masekela ashiwo.

Isigaba 18 (1) soMthetho sikhuluma ngefomu lokucela ulwazi futhi isicelo sokufinyelela olwazini kumele senziwe efomini elinqunyelwe ukusetshenziswa bese liqondiswa eSikhulwini Esibhekele Ulwazi ekhelini laso, kwifeksi noma ekhelini le-imeyili elitholakala ngaphansi kwale sihloko esithi "Imininingwane Yokuxhumana".

Ifomu elibalulwe ngenhla liyafana nalelo elamenyezelwa ngaphansi kwesaziso u-R187 esabhalwa mhla ziyi-15 kuNhlolanja wezi-2002 futhi elabe selinamatheliswa njengeSengezo (1) kulo somqulu.

Ngokwesigaba 22 soMthetho uNo. 2 wezi-2000, njengoba uchitshiyelwe, iSikhulu Esibhekele Ulwazi, kumele siyalele umfakisicelo ngokumnika isaziso, ngaphandle kwalowo ofake isicelo ngolwazi oluqondene naye, ukuba akhokhe imali enqunyiwe, ngaphambi kokuba kucutshungulwe isicelo. Umumo wemali ekhokhwayo kuMasipala waseNdumeni uyafana nalowo

owakhishwa esazisweni u-R187 esabhalwa mhla ziyi -15 kuNhlolanja wezi-2002, futhi unanyatheliswe njengeSengezo (2),kulo somqulu.

ISIGABA 22

4. IMININGWANE YOKUXHUMANA

4.1 ISIKHULU ESIBHEKELE ULWAZI

IMenenja kaMasipala, yiSikhulu Esibhekele Ulwazi kuMasipala waseNdumeni kanti imininingwane yaso yokuxhumana yile:

Isikhundla: IMenenja kaMasipala
Ikheli : Victoria Street, Dundee, 3000
Private Bag 2024, Dundee, 3000
Ucingo: (034) 212-2121
Ifeksi: (034) 212-3856
I-imeyli: registry@endumeni.gov.za

4.2 ISEKELA LESIKHULU ESIBHEKELE ULWAZI

Isikhundla: ISikhulu Esiphezulu: Imisebenzi Edidiyelwe
Ikheli : Victoria Street, Dundee, 3000
Private Bag 2024, Dundee, 3000
Ucingo: (034) 212-2121
Ifeksi: (034) 212-2381
I-imeyli: registry@endumeni.gov.za

5. IMISEBENZI KANYE NEMININGWANE YOKUXHUMANA YESIKHUNGO

UMasipala waseNdumeni usungulwe ngokuhambisana nesigaba 155 (1) (b) soMthethosisekelo weRiphabliki yaseNingizimu Afrika njengoMasipala osesigabeni B owuhlaka lwendawo lukaHulumeni.

Umumo Wesikhungo kanye nemininingwane yokuxhumana imi kanje:

IHOVISI LEMEYA KANYE NABASEZIKHUNDLENI: VICTORIA STREET

IMeya
Inombolo yocingo: (034) 212-2121

USomlomo

ISekela-Meya**IHHOVISI LEMENENJA KAMASIPALA**

IMenenja kaMasipala:

UMsizi WeMenenja kaMasipala

Inombolo yocingo: (034) 212-2121

IHHOVISI LEMENENJA: IMISEBENZI EDIDIYELWE

ISikhulu Esiphezulu seMisebenzi Edidiyelwe:

UMsizi weSikhulu Esiphezulu seMisebenzi Edidiyelwe:

Inombolo Yocingo: (034) 212-2121

Imisebenzi

- Ukuphatha Jikelele Kanye Nokuphathwa kwamaKomidi
- Ukugcinwa Kwamarekhodi-Amarekhodi kaMasipala
- Ukuphathwa Kwezakhiwo: Izindlu zabasebenzi A7 Izikhungo Zomphakathi isib.Amahholo
- Izilinganiso Zamanani Ezakhiwo
- Imisebenzi Yezomthetho
- Ukuphathwa Kwezindaba Zabasebenzi
- Imisebenzi Yezokuvikela
- Ezokunakekelwa Kwemvelo
- Ukukhangisa Nokwazisa
- Imitapo Yolwazi

ISikhulu Esiyinhloko Sezokuphepha Nokuvikela:**Inombolo Yocingo****(034) 393-1121****Imisebenzi**

- Ezokuphepha Nokuvikela
- Ukuphoqelelwa koMthetho
- Ukulawulwa Kwesinyaminya emgwaqeni
- Amalayisensi Okufunda Ukushayela Nawokushayela
- Ukuhlolwa Kwezimoto
- Ukulawulwa Kwezinhlekelalele

IHHOVISI LESIKHULU ESIYINHLOKO SEZEZIMALI

ISikhulu Esiyinhloko Sezezimali;

UMsizi weSikhulu Esiyinhloko Sezezimali

Inombolo Yocingo

(034) 212-2121

Imisebenzi

- Ukuhlelwa Kwezimali
- Ukulawulwa Kwentela
- Ukulawulwa Kwezikweletu
- Ukulawulwa Kwezimali
- Umshwalense
- Izindlu
- Ukukhishwa Kwamalayisensi Ezimoto

**IHOVISI LEMENENJA EPHEZULU YEZEMISEBNZI
YEZOBUCHWEPHESHE**

IMENENJA EPHEZULU YEZEMISEBNZI YEZOBUCHWEPHESHE

Umabhalane Wemenenja Ephezulu Yezemisebnzi Yezobuchwepheshe
Inombolo Yocingo: (034) 212-2121

Imisebenzi

- ❖ Ukulawulwa kwemfucuza
 - Amapaki Nezingadi
 - Ukuhlanzwa
 -
- ❖ Amanzi, Ukukhucululwa kwendle kanye neMigwaqo
 - Imigwaqo kanye nokukhucululwa kwendle
 - Izakhiwo
 - I-Civil (Mechanical)
 - Amanzi
 - Ukukhucululwa Kwendle/ izitamkoko
 - Ukunakekelwa
 - Ukulawulwa Kwezakhiwo
- ❖ Ugesi
 - Ukufakelwa kukagesi
 - Ubuxhakaxhaka
 - Imiklamo Emisha
 - Ukunakekelwa
 - Ukulawulwa kwezimoto
 - Indawo lapho kukhandwa khona izimoto
- ❖ Imiklamo Yomphakathi

6. UKUBAMBA IQHAZA KOMPHAKATHI KANYE NOKULUNGISA**Ukubamba iqhaza**

Wonke amaKhansela kaMasipala aqokwa mhla ziyi- 5 kuZibandlela wezi-2000 ngabavoti abavota kabili, ukuvotela iKhansela leWadi kanye neQembu lezePolitiki.

Ngokwesigaba 72 soMthetho Wezinhlaka zikaMasipala, uMthetho uNo.117 we-1998, njengoba uchitshiyelwe, uMasipala waseNdumeni usungule amakomidi amawadi, emawadini ayisithupha (6) angaphansi kwendawo yawo. Ikomidi lewadi lineKhansela leWadi, elinguSihlalo kanye nabanye abantu abengeqile kwabayi-10. Inhlalo yaleli komidi ukuqinisekisa ukuxhumana okuyimpumelelo kanye nokubamba iqhaza ezindabeni zikaMasipala.

Kwasungulwa iKomidi lezokuCwaningwa Kwamabhuku elinamalungu omphakathi, ngenhloso yokuba lenze umsebenzi wokuhlola maqondana nezinqubo zezezimali ezisetshenziswayo, ukusetshenziswa kwemithethonqubo yezezimali kanjalo nokuqapha isimo sezimali sisonke, ukuze kuqinisekise uhulumeni wentando yabantu nonesibopho sokubika. Ngaphezu kwalokhu, iKomidi lanikezwa umsebenzi ngokwesigaba 40 soMthetho Wezinhlalo zikaMasipala, uMthetho uNo. 32 wezi-2000, njengoba uchitshiyelwe, wokuba liqaphe futhi lihlale uHLelo Lokulawulwa Kokwenziwa Komsebenzi, ukuze kube nokubamba iqhaza komphakathi njengokusho kwesigaba 42 kanye nokucwaninga ukwenziwa komsebenzi njengokusho kwesigaba 45.

Imibiko Yonyaka ihlanganiswa ngokuhambisana nesigaba 46 somthetho obalulwe ngenhla, ukuze kubonakale isimo sokuLawulwa Kokwenziwa Komsebenzi kanye nesezimali. Kukhishwa isaziso emaphephandabeni endawo esazisa umphakathi ngalowo mhlango, usuku nesikhathi lapho uMkhandlu uyobe usucubungula khona imibiko. Umhlango oshiwoyo uvuleleke emphakathini kanjalo nakwabezindaba.

Kwasungulwa iSigungu Sabamelele ukuze sibambe iqhaza ekuhlanganiseni koHlelo Lwentuthuko Edidiyele, njengoba kunqunywe eziGabeni 23 no 32 zoMthetho Wezinhlelo zikaMasipala. ISigungu esishiwoyo siphinde sibandakanyeke ohlelweni lonyaka lokubuyekeza.

Kufakwa isikhangiso emaphephandabeni endawo njalo ngonyaka, esimema abantu kanye nezinhlango ukuba babambe iqhaza ohlelweni lwesabelomali salowo nyaka wezimali.

Ukulungisa:

Izinqubo Zokudluliselwa Kwesikhalo:

Nanoma yimuphi umuntu olungelo lakhe lihlukumezekile ngenxa yesinqumo esithathwe wuhlaka lwezepolitiki, osesikhundleni ngokwepolitiki, yiKhansela noma ngumsebenzi ngenxa yamandla agunyazwe wona, kuyobhekwanwa naye ngokuhambisana nesigaba 62 soMthetho Wezinhlelo zikaMasipala, uMthetho uNo. 32 wezi-2000, njengoba uchitshiyelwe.

Isaziso sokudluliselwa kwesikhalo sangaphakathi sinanyathiselwe njengesengezo (3) sesithathu kulo somqulu.

Inqubo Yokuziphatha Kwamakhansela kaMasipala (iSigaba 54 uMthetho uNo.32 wezi- 2000)

Uma kwenzeka nanoma yiliphi ikhansela likaMasipala waseNdumeni lishaya indiva imisebenzi yalo noma lihluleka ukuhambisana neNqubo Yokuziphatha, umphakathi unelungelo lokungenelela, ngesehlakalo sokuqala ukhulume noSomlomo, uma ungagculiseki ungadlulela eMkhandlwini kaMasipala uwonke, uma futhi ungagculiseki nalapho bese udlulela kuNgqongqoshe Wezohulumeni Basekhaya.

Inqubo Yokuziphatha Kwabasebenzi bakaMasipala (Isigaba 69 soMthetho uNo. 32 wezi-2000) kanye Nemibandela Yokusebenza: UMkhandlu Wokuxoxisana waKwaZulu Natali

Uma kubonakala ukuthi omunye umsebenzi kamasipala ushaya indiva imisebenzi yakhe noma akaziphathi kahle, yomibili le migudu engenhla ingalandelwa ngokuba kubhalelwe iMenenja kaMasipala, okuyiyona ezolandela imigudu njengoba kunqunyiwe kwiMigomo Yokusebenza koHulumeni Basekhaya.

7. UKUCHAZWA KWAMAREKHODI

Amarekhodi agcinwa ngokuhambisana noMthetho Wokulondolozwa Kwemibhalo Eyigugu, uMthetho uNo.5 wezi-2000, futhi uqukethe la maphuzu asemqoka alandelayo agcinwa esigabeni samarekhodi.

1. UKUSHAYWA KWEMITHETHO
2. UKUPHATHWA NOKULAWULWA KWESIKHUNGO
3. UKHETHO
4. IZINDABA ZOMKHANDLU KANYE NEZAMAKOMIDI
5. ABASEBENZI
6. IZIMALI
7. IZIMPAHLA NEMISEBENZI YANGAPHAKATHI
8. INDAWO YOKUHLALA KANYE NAMAQEMBU
9. AMATHENDA KANYE NEZINKONTILEKA
10. IMIBIKO KANYE NOKUBUYISELWE EMUVA
11. UKUSHICILELA, ULWAZI KANYE NEZIBALO
12. AMADILI OMCULO KANYE NEZINDABA ZOMPHAKATHI
13. UKWAKHEKA KWEZINHLAKA KANYE NEMIBUTHANO
14. IZINDABA ZOMTHETHO
15. IZIMVUME KANYE NAMALAYISENSI
16. UKULAWULWA KANYE NOKUHLELWA KWEDOLOBHA
17. IMISEBENZI ESEMQOKA
18. IMISEBENZI YOMPHAKATHI
19. UKWENABISELWA KWEMISEBENZI KWABANYE
OMAZIPHATHE BENDAWO

Lezi zinto ezibalwe ngezansi azisiyo ingxenye yohlelo olungenhla futhi agcinwa endaweni yokugcinwa kwamarekhodi eyehlukile.

Ukuvikela kuqukethe lokhu:

- ❖ Amatayitela
- ❖ Izivumelwano zangaphakathi
- ❖ Izivumelwano zangaphandle
- ❖ Imibandela yokusungula
- ❖ Ibhukwana eliqukethe imininingwane yezilinganiso zamanani

Amarekhodi Ezakhiwo

- ❖ Ifayela lesiza ngasinye/ isiza ngokomumo wepulani yaseSibongile
- ❖ Ifayela lesiza ngasinye / isiza ngokomumo wepulani yaseSithembile
- ❖ Ifayela lesiza ngasinye / isiza ngokomumo wepulani yaseDundee
- ❖ Ifayela lesiza ngasinye / isiza ngokomumo wepulani yaseGlencoe

8. AMAREKHODI AVELE ETHOLAKALA

Lolu luhlu lwamarekhodi olubalulwe ngenzansi lutholakala ngaphandle kokuthi umuntu awacele njengokusho koMthetho Okhuthaza Ukufinyelela Olwazini, uMthetho uNo. 2 wezi-2000, njengoba uchitshiyelwe.

1. Amaminithi anoma yimuphi umhlangano woMkhandlu noma wanoma yiliphi iKomidi loMkhandlu, ngaphandle kwengxenywe yamaminithi aqoshwe eKomidini ukuthi (Kuyimfihlo).
2. Amafayela amalayisensi ebhizinisi
3. Irejista Yamalayisensi ebhizinisi
4. Amarisidi amalayisensi ebhizinisi
5. Amabalazwe kanye Nezinhlelo Zokuhlelwa Kwedolobha
6. Irejista yokuklanywa kabusha kwedolobha
7. Irejista yokuhlukanisa ngezigtshana
8. Ibhukwana eliqukethe imininingwane yezilinganiso ezifakwa imininingwane emisha njalo ngonyaka
9. Irejista yebhukwana lohlu lwezilinganiso zamanani
10. Irejista yezivumelwano sokuqashiswa kweHostela
11. Uhlu lwezindlu
12. Ukudluliselwa Kwezakhiwo
13. Amaminithi oHlelo Lwentuthuko Edidiyele
14. Amaminithi ezokuthuthukiswa komnotho wendawo, izinqubomgomo kanye namasu okusebenza.
15. Uhlaka lwenqubo Yokulawulwa Kokwenziwa Komsebenzi esikhungweni kanye nohlu lwamaphuzu ukukhishwa kwamalayisensi ezimoto
17. IMithetho kaMasipala
18. Imali yokuthelisa
19. Amasamanisi Ezemigwaqo
20. Amalayisensi Okushayela
21. Amalayisensi Okufundela Ukushayela
22. Izimvume zokushayela izimoto zokuthutha umphakathi
23. Amandla Anikezelwe
24. Imibiko yocwaningo lwamabhuku kanye Nezitatimende zezimali
25. Izabelomali zonyaka
26. Ulwazi oluqondene nezinkinga zomuntu ngamunye
27. Imisebenzi yomuntu ngqo kanye nama- akhawunti entela
28. Irejista yebhukwana lemingcwabo, imibuzo ephathelene nokuthile kanye nemisebenzi
29. Izikhalo
30. Imfucuza yasezingadini
31. Amapulani ezakhiwo
32. Ukuxhunywa kwamanzi, irejista, imibuzo ephathelene nokuthile kanye nokusebenza.
33. Ukuxhunywa kukagesi, irejista, imibuzo ephathelene nokuthile kanye nokusebenza
34. Ukuqhuma kwepayipi lamanzi elikhulu, irejista, imibuzo ephathelene nokuthile kanye nokusebenza.
35. Ukuphazamiseka kukagesi, irejista kanye nokusebenza.
36. Ukunakekelwa kwezimoto, irejista, imibuzo ephathelene nokuthile kanye nokusebenza.
37. Ama-Log Books ezimoto, imibuzo ephathelene nokuthile kanye nokusebenza.
38. Isabelomali Sokuqalisa umsebenzi, amarekhodi asekhompyutheni, imibuzo ephathelene nokuthile kanye nokusebenza.

39. Amarekhodi okuhlaza (amanzi kanye nezizinda zendle) irejista, imibuzo ephathelene nokuthile kanye nokusebenza.

ISENGEZO 1

ISICELO SOKUTHOLA IREKHODI KUMASIPALA WASENDUMENI
 (ISigaba 18(1) soMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi-2000)
 (uMthetho uNo. 2 wezi-2000))
[UMthethonqubo 6]

OKOMNYANGO KUPHELA	
	Inombolo yenkomba:.....
Isicelo samukelwe ngu	(Shono
isikhundla, igama nesibongo sesikhulu esibhekelel ulwazi/ isekela laso) ISikhundla	, mhla
(Usuku)	E..... (Indawo)
Imali yesicelo (uma ikhona):R.....	
Idiphozithi (uma ikhona) R.....	
Imali yokufinyelela kwirekhodi: R	
<hr/>	
ISIGNESHA YESIKHULU ESIBHEKELE ULWAZI /ISEKELA LESIKHULU ESIBHEKELE ULWAZI	

A. Iminingwane yohlaka lomphakathi

ISikhulu Esibhekele Ulwazi/ Isekela leSikhulu Esibhekele Ulwazi: IMeninja
 kaMasipala:

Private Bag 2024
 DUNDEE
 3000
 Ucingo : (034) 212-2121
 Ifeksi: (034) 212-3856
 I-imeyli:
registry@endumeni.gov.za

B. Iminingwane yomuntu ocela ukuthola irekhodi

- (a) Iminingwane yomuntu ocela ukufinyelela erekhodini kumele inikezwe ngezansi.
 (b) Nikeza ikheli kanye/ noma inombolo yefeksi yeRiphabliki lapho iminingwane kumele ithunyelwe khona.
 (c) Ubufakazi besikhundla somuntu owenza isicelo, uma bukhona, kumele bunanyatheliswe.

Amagama aphelele kanye nesibongo

Inombolo kamazisi.....

Ikheli Lokuposa.....

Inombolo yefeksi.....

Inombolo yocingo.....

Ikheli le-imeyili.....

Isikhundla somuntu ofaka isicelo uma kungukuthi isicelo usifakela omunye umuntu.....

C. Imininingwane yomuntu isicelo esifakwa egameni lakhe

Le ngxenye kumele igcwaliswe kuphela uma isicelo solwazi senziwa egameni lomunye umuntu.

Amagama aphelele nesibongo:

.....

Inombolo kamazisi:

.....

D. Imininingwane Yerekhodi

(a) Hlinzeka ngemininingwane egcwele yerekhodi elidingekayo, kuhlanganisa nenombolo yenkomba uma uyazi, ukuze kube lula ukutholakala kwerekhodi.

*(b) Uma indawo ehlinzekiwe ingenele, qhubeka kwelinye ikhasi eliseceleni bese ulinamathisela efomini. **Ofaka isicelo kumele asayine wonke amakhasi angeziwe***

1. **Incazelo ngerekhodi kumbe ingxenye efanele yerekhodi:**

.....

2. **Inombolo eyinkomba, uma ikhona:**

.....

3. **Eminye imininingwane yerekhodi:**

.....

E. Izimali

<p>(a) Isicelo sokufinyelela kumarekhodi, ngale kwerekhodi elinolwazi oluqondene nawe qobo, siyokwenziwa kuphela uma sekukhokhwe imali yokufaka isicelo</p> <p>(b) Uzokwaziswa ngesamba semali okudingeka ukuba ikhokhelwe njengemali yokufaka isicelo.</p> <p>(c) Imali ekhokhelwa ukufinyelela kwirekhodi incike efomini okumele kufinyelelwe kulo kanye nesikhathi esifanele esidingeka ukucinga kanye nokulilungisa irekhodi.</p> <p>(d) Uma ukulungele ukukhululwa ekukhokheni imali ethile, sicela uveze izizathu zalokho.</p>
--

Isizathu sokukhululwa ekukhokheni izimali ezithile:.....

Indlela yokufinyelela kwirekhodi

Uma ungakwazi ukufunda, ukubona noma ukuzwa irekhodi ngenxa yokukhubazeka, ngokwendlela yokufinyelela ehlinzekwe lapha ngezansi ku-1 no-4, chaza indlela okhubazeke ngayo bese uveza ukuthi iyiphi indlela olidinga ngayo irekhodi.

Ukukhubazeka:	Indlela irekhodi elidingeka ngayo:
---------------	------------------------------------

Faka uphawu "X" esikhaleni esifanele
QAPHELA:
 (a) Ukuveza kwakho indlela olidinga ngayo irekhodi kuncike ekutheni irekhodi litholakala ngayiphi indlela.
 (b) Ezimweni ezithile kungenqatshelwa ukuthola irekhodi ngendlela osuke ucele ngayo. Ezimweni ezinjalo uzokwaziswa uma ungakwazi ukulitholakala ngenye indlela.
 (c) Imali ekhokhwayo yokuthola irekhodi, uma ikhona, izonqunywa ngokubheka indlela okucelwe ngayo ukuthola irekhodi.

1. Uma irekhodi libhaliwe noma liprintiwe:

Ikhophi yerekhodi*	Ukuhlolwa kwerekhodi
--------------------	----------------------

2. Uma irekhodi linezithombe ezibukwayo -

(lokhu kuhlenganisa izithombe, ama-slide, izithombe zama-video, izithombe ezenziwe ngekhompuyutha, izithombe ezidwetshiwe, njll.)

Ukubuka izithombe	Ikhophi yezithombe*	Ukuqoshwa kwezithombe*
-------------------	---------------------	------------------------

3. Uma irekhodi linamagama aqoshiwe kumbe ulwazi olungaphinde lwenziwe umsindo:

	Ukulalela umsindo womculo (ikhasethi elilalelwayo)		Ukuqoshwa komsindo womculo* (umbhalo obhaliwe noma oprintiwe)			
4. Uma irekhodi ligcinwe kwikhompuyutha kumbe kwifomu elifundeka emshinini:						
	Ikhophi eprintiwe yerekhodi*		Ikhophi eprintiwe yolwazi olususelwe kwirekhodi*		Ikhophi yohlobo olufundeka kwikhompuyutha* (stiffy or compact disc)	
* Uma ucele ikhophi noma umbhalo werekhodi oqoshiwe (ngenhla), ngabe ufisa ukuthunyelelwa ngeposi? Kukhokhwa imali yokuposa.					YEBO	CHA
<i>Qaphela ukuthi uma irekhodi lingatholakali ngolimi olukhethile, uyolinikezwa ngolimi elitholakala ngalo.</i>						
Ungathanda ukulithola ngaluphi ulimi irekhodi?						

G. Isaziso ngesinqumo mayelana nesicelo sokuthola irekhodi

Uzokwaziswa ngokubhalwe phansi ukuthi isicelo sakho sivunyiwe noma sichithiwe. Uma ufuna ukuthi waziswe ngenye indlela, uyacelwa ukuba usho leyo ndlela bese uhlinzeka ngemininingwane efanele ukuphumelelisa isicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokuthola irekhodi?

Sisayinwe e.....mhla zi.....ku.....wezi-20

.....
**ISIGINESHA YOFAKA ISICELO/ UMUNTU
 OKUFAKWA ISICELO EGAMENI LAKHE**

ISENGEZO 2**IMALI ENQUNYIWE EQONDENE NOMASIPALA WASENDUMENI**

1. Imali yekhophi lebhukwana njengoba kuningwe kumthethonqubo 5(c) ngama-R0.60 ikhophi ngayinye eyenziwe ekhasini elingu-A4 kumbe ingxenye yayo.
2. Imali yokukhiqiza okukhulunywe ngayo kumthethonqubo 7(1) imi kanje:
- | | R |
|---|-------|
| (a) Ikhophi ngayinye eyikhasi elingu-A4 kumbe ingxenye yayo | 0, 60 |
| (b) Ikhophi ngayinye eprintiwe eyikhasi elingu-A4 kumbe ingxenye yayo egcinwe kwikhompyutha kumbe ngendlela yokuthi ifundwe emshinini | 0, 40 |
| (c) Ikhophi engendlela yokuthi ifundeke kwikhompyutha: | |
| (i) kwi- stiffy disc | 5,00 |
| (ii) kwi- compact disc | 40,00 |
| (d) (i) yezithombe ezibukwayo eziqoshwe ekhasini elingu-A4 kumbe ingxenye yayo | 22,00 |
| (ii) Ikhophi enezithombe ezibukwayo | 60,00 |
| (e) (i) yerekhodi lomsindo eliqoshwe ekhasini elingu-A4 kumbe ingxenye yayo | 12,00 |
| (ii) Ikhophi yerekhodi lomsindo | 17,00 |
3. Imali yesicelo ekhokhwa yibo bonke abafaka izicelo, ngale kwalowo ozifakela esakhe isicelo okukhulunywe ngaye kumthethonqubo 7(2) ngama-R35,00.
4. Imali yokufinyelela kumarekhodi ekhokhwa ngofaka isicelo okukhulunywe ngayo kumthethonqubo 7(3) imi kanje:
- | | R |
|---|-------|
| (1)(a) Ikhophi ngayinye eyikhasi elingu-A4 kumbe ingxenye yayo | 0, 60 |
| (b) Ikhophi ngayinye eprintiwe eyikhasi elingu-A4 kumbe ingxenye yayo egcinwe kwikhompyutha kumbe ngendlela yokuthi ifundwe emshinini | 0, 40 |
| (c) Ikhophi engendlela yokuthi ifundeke kwikhompyutha: | |
| (i) kwi- stiffy disc | 5,00 |
| (ii) kwi- compact disc | 40,00 |
| (d) (i) yezithombe ezibukwayo eziqoshwe ekhasini elingu-A4 kumbe ingxenye yayo | 22,00 |

- | | | |
|------|---|-------|
| (ii) | Ikhophi enezithombe ezibukwayo | 60,00 |
| (e) | (i) yerekhodi lomsindo eliqoshwe ekhasini elingu-A4 kumbe ingxenye yayo | 12,00 |
| | (ii) Ikhophi yerekhodi lomsindo | 17,00 |
| (f) | Ukucinga kanye nokulungiselela ukuvezwa kwerekhodi, yi- R15, 00 ihora ngalinye kumbe ingxenye yehora, lingabalwa ihora lokuqala, eliyisikhathi esilingene ukucinga kanye nokwenza amalungiselelo. | |

(2) Ngokwezinhloso zesigaba 22(2) soMthetho, kusetshenziswa lokhu okulandelayo:

- (a) amahora ayisithupha njengamahora angeqiwa ngaphambi Kokuba kukhokhwe idiphozithi kanye
- (b) nengxenye yokukodwa kokuthathu yenkokhelo yokufinyelela kumarekhodi ekhokhwa njengediphozithi yilowo ofaka isicelo.

(3) Imali yokuposa iyakhokhwa uma ikhophi yerekhodi kumele iposelwe ofaka isicelo.

IMENENJA KAMASIPALA
ISIKHULU ESIBHEKELE ULWAZI
PRIVATE BAG 2024
DUNDEE
3000

Ifeksi: (034) 212-3856

ISENGEZO 3**UMASIPALA WASENDUMENI****ISAZISO SESIKHALO SANGAPHAKATHI**

(Isigaba 75 soMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi-2000 (uMthetho uNo.2 wezi-2000)

[Umthethonqubo 8]

BHALA INOMBOLO YAKHO EYINKOMBA:

A. Imininingwane yohlaka lukahulumeni:

ISikhulu Esibhekele Ulwazi/ ISekela Lesikhulu Esibhekele Ulwazi:

IMenenja kaMasipala

Private Bag 2024

DUNDEE

3000

Ucingo: (034) 212-2121

Ifeksi: (034)212-3856

I-imeyili: registry@endumeni.gov.za

B. Imininingwane yofaka isicelo/ uhlaka lwesithathu olwedlulisela isikhalo

(a) Imininingwane yomuntu ofaka isikhalo sangaphakathi kumele irekhodwe ngezansi.

(b) Ubufakazi besikhundla somuntu ofaka isicelo, uma kufanele, kumele bunanyathiselwe.

(c) Uma kungukuthi odlulisa isikhalo wuhlaka lwesithathu futhi akusiyena lo muntu obefake isicelo solwazi ekuqaleni, imininingwane yofaka isicelo kumele inikezelwe ku- C ngezansi

Amagama aphelele nesibongo:

Inombolo kamazisi:

Ikheli lokuposa:

Inombolo yefeksi: Inombolo Yocingo:

Ikheli le-imeyili:

Isikhundla somuntu odlulisele isikhalo sangaphakathi somunye umuntu:

C. Iminingwane yomfakisicelo

Le ngxenye igcwaliswa KUPHELA uma kunguhlaka lwesithathu (ngale kofaka isicelo) olwedlulisa isikhalo kwangaphakathi.

Amagama aphelele kanye nesibongo:

.....

Inombolo kamazisi:

.....

D. Izizathu zokwedlulisa isikhalo sangaphakathi

Khombisa isinqumo sakho maqondana nokwedluliswa kwesikhalo kwangaphakathi ngokufaka uphawu X esikhaleni esifanele:

	Ukwenqatshwa kwesicelo sokufinyelela.
	Isinqumo mayelana nemali ngokwesigaba 22 soMthetho.
	Isinqumo mayelana nokwelulwa kwesikhathi okumele kusetshenzwe ngaso isicelo ngokwesigaba 26(1) soMthetho.
	Isinqumo ngokwesigaba 29(3) soMthetho ukwenqaba ukufinyelela olwazini ngendlela okucelwe ngayo ngofaka isicelo.
	Isinqumo sokuvumela isicelo sokufinyelela

E. Izizathu zokudlulisa kwesikhalo

*Uma isikhala esihlinzekiwe singanele, uyacelwa ukuba uqhubeke ekhasini eliseceleni bese ulinamathelisa kwifomu. **Kumele usayine wonke amakhasi angeziwe***

Veza izizathu ezidale ukuba ulandele ukwedlulisa kwesikhalo kwangaphakathi:

Veza nolunye ulwazi olungaba wusizo ekubhekweni kwesicelo sakho sokwedlulisa isikhalo:

F. Isaziso ngesinqumo Sokwedlulisa kwesikhalo

Uzokwaziswa ngokubhalwe phansi ngesinqumo mayelana nokwedlulisa kwesikhalo kwangaphakathi. Uma ufisa ukwaziswa ngenye indlela, sicela ubalule leyo ndlela bese usihlinzeka ngemininingwane efanele ukuze sihambisane nesicelo sakho..

Balula indlela:

Iminingwane yendlela:.....

.....

 Isayinwe emhla zi.....kuwezi-20 -----

.....
ISIGNESHA YODLULISA ISIKHALO

OKOMNYANGO KUPHELA :

IREKHODI ELISEMTHETHWENI LOKWEDLULISWA KWESIKHALO KWANGAPHAKATHI:

Ukwedluliswa kwesikhalo kwamukelwe mhla (Usuku)

ngu..... (Shono isikhundla,

igama nesibongo sesikhulu esibhekele ulwazi/ isekela laso.

Ukwedluliswa kwesikhalo okuhambisana nezizathu zesinqumo seSikhulu Esibhekele

Ulwazi/ iSekela Lesikhulu Esibhekele Ulwazi kanye nalapho kufanele khona,

imininingwane yohlaka lwesithathu eliqondene naye irekhodi, kuthunyelwe yiSikhulu

Esibhekele Ulwazi/ iSekela Lesikhulu Esibhekele Ulwazi mhla.....

(usuku) eziphathimandleni ezifanele.

UMPHUMELA WOKWEDLULISWA KWESIKHALO:

ISINQUMO SESIKHULU ESIBHEKELE ULWAZI/ ISEKELA LESIKHULU ESIBHEKELE

ULWAZI SIQINISEKISIWE/ ISINQUMO ESISHA SITHATHIWE

ISINQUMO ESISHA _____

ISIPHATHIMANDLA ESIFANELE _____

USUKU _____

LAMUKELWE YISIKHULU ESIBHEKELE ULWAZI/ ISEKELA LESIKHULU ESIBHEKELE ULWAZI ESIPHATHIMANDLENI ESIFANELE MHLA (USUKU):