

Vol. 576

Pretoria, 3 June
Junie 2013

No. 36495

M A N U A L

IN ACCORDANCE WITH

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

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MANUAL FOR THE DEPARTMENT OF HUMAN SETTLEMENTS KWAZULU NATAL PROVINCE

*In terms of
Section 14 of
The Promotion of Access of Information Act, 2000
(Act No.2 of 2000)*

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FUNCTIONS OF DEPARTMENT OF HUMAN SETTLEMENTS – KWAZULU NATAL

1. Overview

Vision

The vision of the department is: Innovative champions of change in the housing sector to improve the quality of life for all in KZN.

Mission statement

The mission statement of the department is: To create an enabling environment for the development of sustainable human settlements in partnership with stakeholders to improve the quality of life for all in KZN.

Strategic Objectives

Strategic policy direction: By focusing on its role of creating sustainable human settlements throughout the province, the department seeks to align its operations and strategic position with the overall aim of government to achieve accountability and effective service delivery for all citizens of the province in the following areas: create sustainable human settlements and improved quality of household life, and create vibrant, equitable, sustainable rural communities contributing towards food security for all.

The strategic objectives set by the department are:

- Eradication of slums in KZN by 2014;
- Addressing instructional and systemic constraints;
- Identification and addressing risks in the housing delivery process;
- Strengthening governance and service delivery;
- Ensuring job creation through housing delivery;
- Accelerating housing delivery in rural arrears;
- Accelerating the Community Residential Unit (CRU) programme;
- Creating rental/social housing opportunities;
- Building capacity of housing stakeholders (especially municipalities)
- Promotion of home-ownership;
- Provision of housing for vulnerable groups including those affected by HIV and AIDS;
- Ensuring the provision of incremental housing and
- Implementation of the Financial Services Market programme.

Core Functions

The following core functions have identified as key for the attainment of the strategic objectives:

- To promote the provision of housing development;
- To promote the provision of affordable housing and essential services ;
- To manage, control and maintain the immovable assets of the department;
- To administer and manage housing subsidies of targeted groups;
- To research, establish, monitor and implement policies within the National Housing Policy Framework;
- To formulate a Provincial Housing Development Plan for the province;
- To facilitate and create housing institutions;
- To provide legal advice on land and environment issues;
- To administer and co-ordinate the CRU programme;
- To administer the clearance of slums in KZN; and
- To capacitate housing stakeholders

Legislative mandates

The principal legislative mandates governing the operations of the department are:-

- Constitution of the Republic of South Africa, 1996
- Housing Act, 1997, as amended
- Housing Consumers Protection Measures Act, 1998, as amended
- Rental Housing Act, 1999
- Sectional Titles Act, 1986
- Abolition of Certain Title Conditions Act, 1999
- Prevention of Illegal Eviction and Unlawful Occupation of Land Act, 1998
- Home Loan and Mortgage Disclosure Act, 2000
- Disestablishment of South African Trust Limited Act, 2000
- Constitution Court judgment, 2000, on the enforceability of social and economic rights
- KwaZulu-Natal Housing Act, 1998, as amended.
- Housing Development Schemes for Retired Persons Act, 1998, as Amended
- National Building Regulations and Building Standards Act, 1977
- Construction Industry Development Board Act, 2000
- Preferential Procurement Policy Framework Act, 2000
- Public Finance Management Act, 1999, as amended, and Treasury Regulations
- Broad Based Black Economic Empowerment Act 2003
- National Environment Management Act, 1998, as amended
- Communal Property Associations Act, 1996
- Deeds Registries Act, 1937
- Extension of Security of Tenure Act, 1997
- Land Administration Act, 1995
- Reconstruction and Development Programme Fund Act, 1994
- Municipal Finance Management Act, 2003
- Corruption Act, 1994, as amended
- National Heritage Resource Act, 1999
- State Land Disposal Act, 1999
- Standards Act, 1993
- The KZN Traditional Leadership and Governance Act, 2005
- Social Housing Act, 2008
- Housing Development Agency Act, 2008
- Elimination and Prevention of the Re-emergence of Slums Act, 2007

2. STRUCTURE OF DEPARTMENT OF HOUSING - KZN

The department is currently restructuring.

3. Contact Details of information officer

The Head of Department is its information Officer in terms of the Promotion of Access to Information Act. The deputy information officer has been designated for as the manager: Legal Services.

Contact Details:-

Information Officer

Private Bag X9157

Pietermaritzburg, 3201

Tel: 033-392 6425

Fax: 033-392 6454

Email: portia.myakayaka@kzndhs.gov.za

Deputy Information Officer

Private Bag X9157

Pietermaritzburg

3201

Tel: 033-392 6414

Fax: 033-392 6465

Email: odette.anderson@kzndhs.gov.za

4. GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION OF HOW TO USE THE ACT

The guide on how to use the Promotion of Access to Information Act, 2000, available from the South African Human Rights Commission.

South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700

Houghton

2041

Telephone: 011-484 8300

Fax: 011-484 1360

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za

5. RECORDS

5.1 Description of Subjects on which DHS-KZN Holds Records and Categories of Records held on each subject

For purpose of facilitating a request in terms of the Act, the subjects on which the DHS KZN holds records and the categories of records held on each subject are as follows:

(A) HUMAN RESOURCES

- Matters Concerning All Components/Employees i.e Personnel Files.
- Senior Management Service
- Skills Development/Capacity Building
- Training Strategy
- Conditions of Service
- Remuneration Policy and Compensation Management
- Job Evaluation
- Negotiations
- Labour Relations
- Records of Disciplinary Proceedings

(B) Service Delivery Information**Project Management**

- Projects approved by the Executive
- Matters recommended at the Housing Evaluation and Assessment Committee.
- Reports on project status and expenditure.
- Contracts concluded by the Department
- Beneficiary and Subsidy information
- Policies applicable in the Department

(C) Support services Information

- For matters related to Finance
- Matters related to Supply Chain Management and Procurement
- Procedures
- Matters related to Anti-Communication risk and Audit Cases
- Matters related to transport DOHS – KZN and logistics
- Matters related to Legal Services

5.2 Records Automatically Available

No notice has been published yet regarding the categories of records of the which are available without a person having to request access in terms of the procedure in the Promotion of Access to Information Act. However, the records on the website of DOHS –KZN www.kznhousing.gov.za are available for viewing or downloading without a person having to make such a request in terms of the said Act.

5.3 Request Procedure

a) Granting or refusal of request:

A requester must be given access to a record of public body if the requester complies with the following:

The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and

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

b) How do I request access to a record:

- A requester must use the form (Form A) that was printed in the Government Gazette (Government Notice R167 of 15 February 2002).

The requester must also indicate if the requester want a copy of the record or if the requester wants to come in and look at the record at the offices of the public body. Alternatively if the record is not a paper document it can then be viewed in the requested form, where possible.

If a person asks for access in a particular form (e.g: a paper copy, electronic copy, etc) then the requester should get access in that form. This is unless doing so would interfere unreasonably with the running of the public body concerned, or damage the record, or infringe a copyright not owned by the state. If for practical reasons access cannot be given in the required form but in another form, then the fee must be calculated according to the way that the requester first asked for it.

- If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated.
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made must be indicated.
- If a requester is unable to read or write, or has a disability, then the request can be made orally. The information officer must then fill in the form on behalf of such a requester and gave them a copy of the completed form.

(C) Fees Payable for a request and notification of decision on access

- Requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester must pay the request fee of R35.
- The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay prescribed request fee (if any) and deposit (if any) before further processing the request.
- The requester may lodge and internal appeal, where appropriate, or an application to the court against the tender or payment fee. • After the information officer 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.
- If the request is granted then a further access fee must be paid for the reproduction and for search and preparation for any time required in excess of stipulated hours to search and prepare the record for disclosure.
- Access to a record will be withheld until all the applicable fees have been paid.

6. SERVICE AVAILABLE TO PUBLIC

- The Department relies on the assistance of municipalities in the process of delivery of housing and the creation of Sustainable Human Settlements. However the applicable subsidies and policies are available to the public.

7. ARRANGEMENT ALLOWING INVOLVEMENT IN FORMULATION OF POLICY AND PERFORMANCE OF FUNCIONS

Policy and legislation: When the DOHS – KZN process new policy or legislation it undertakes consultation with all stakeholders through inviting comment on published papers and/or workshops/conferences. The process of participating differs according to the kind of project and is usually made known before the start of the project or thereafter.

Administrative action: In cases where an administrative action materially and adversely affects

- The rights or legitimate expectations of any person; or
- The rights of the public,

The prescripts for a procedurally fair administrative action set out in the provisions of the Promotion of the Administrative Justice Act, 2000 (Act No. 3 of 2000), will be adhered to (sections 4 and 5 in particular).

Conditions of service of public service employees: The conditions of service and other matters of mutual interest of public service employees are negotiated at bargaining councils created in terms of the Labour Relations Act, 1995 (Act No 66 of 1995). Trade unions representing a stipulated number of public service employees may become a party to such a bargaining council. The Public Service Coordinating Bargaining Council is the body at which inter alia all conditions of service applying to all public service employees uniformly are negotiated. The following Sectoral Bargaining Councils exist:

- General Public Service Sectoral Bargaining Council
- Education Labour Relations Council
- Public Health and Welfare Sectoral Bargaining Council
- Safety and Security Sectoral Bargaining Council

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

The following procedures exist for persons to report or remedy alleged irregular, improper or unlawful officials acts or omissions by DOHS – KZN

- (a) Procedures for reporting or remedying :
 - (i) Remedies in respect of acts or failures to act in terms of the Promotion of Access Information Act: The internal appeal authority for purpose of this Act is the member of executive committee responsible for Human Settlements. After exhausting the internal appeal remedy an application may be lodge with a court (section 78 – 82).
 - (ii) A public service employee may lodge a grievance or compliant for investigation by the Public Service Commission concerning an official act or omission (section 35 of the Public Service Act, 1994).
 - (iii) A person may use labour remedies regarding official acts or omissions of a labour nature, namely disputes of rights (the Public Service Act, 1994, and Labour Relations Act, 1995);
 - (iv) A person may lodge a complaint with a labour inspector concerning any alleged contravention of the Basic Conditions of Employment Equity Act, 1998 (Act No. 55 of 1998 – section 34(e).
 - (v) A person may lodge a complaint with the Public Protector concerning a suspected unlawful or improper official act or omission (the Constitution and the Public Protector Act, 1994 (Act No. 23 of 1994)).
 - (vi) A person may lodge a complaint with the South African Human Rights Commission concerning an official act or omission that is suspected to constitute a violation of or threat to any fundamental right (Human Rights Commission Act, 1994 (Act No.54 of 1994)).
 - (vii) In order to be protected from reprisals because of a disclosure regarding unlawful or irregular conduct by an employer or a fellow employee, the person in question may follow the disclosure procedures in the Protected Disclosures Act, 2000 (Act No. 26 of 2000).

- (viii) The use of other legal remedies such as the institution of proceedings for the judicial review of an administrative action in terms of the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000)
- (b) Other supportive remedies:**
- (i) A person may request reasons for a administrative action in terms of the promotion of Administrative Justice Act, 2000(Section 5).
- (ii) A person may request access to records of a government department or other public body in terms of the Promotion of Access to Information Act, 2000 (Section 5).
- (c) Duty to report:**
- (i) A public service employee, in the course of his or her official duties, is obliged in terms of the Code of Conduct for public service employees to report to the appropriate authorities, fraud, corruption, nepotism, mal-administration and any other act which constitutes an offence or which is prejudicial to the public interest. An employee who fails to comply with this, is guilty of misconduct. (Regulation B.3 and C.4.10 of Chapter 2 of the Public Service Regulations, 2001).
- (ii) The responsibility of every employer and employee to disclose criminal and any other irregular conduct in the workplace also underpins the Protected Disclosures Act, 2000 (Preamble).

9. UPDATING AND AVAILABILITY OF MANUAL

9.1 The manual shall be updated within twelve months after publication of this first manual.

The Department of Housing of KwaZulu Natal shall also consider increasing the number of languages in which the manual is published until the legislative aim of publishing in all official languages is achieved.

9.2 Availability of the manual

The manual shall be available in places prescribed by the Legal Deposit Act, and at the offices of the South African Human Rights Commission as well as on our website (www.kznhousing.gov.za)

10. FEES FOR RECORDS OF PUBLIC AS STIPULATED BY THE CURRENT REGULATIONS TO THE ACT.

The fee for reproduction, referred to in section 15(3) of the Act, is as follows:

- | | |
|-------------------------------------------------------------------------------------------------------------|------|
| (a) For every photocopy of an A4-size page or part thereof. | 0-60 |
| (b) For every print copy of an A4-size page or part there of | 0-40 |
| (c) Held on a computer or in electronic or machine readable form for a copy in a computer-readable form on- | |

(i)	Stiffy disc	5-00
(ii)	Compact disc	40-
(d)	(i) for transcription of visual images, for an A4-size 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
The request fee payable by every requester, other than a personal request referred to in section 22(1) of the Act, is		35-00

The access fees payable by a requester referred to in section 22(7) of the Act, unless exempted under section 22(8) of the Act, are as follows:-

(a)	For every photocopy of an A4-size page or part thereof	0-60
(b)	For every printed copy of an A4-size page or part thereof held in a computer or in electronic or machine-readable format	0-40
(i)	Stiffy	5-00
(ii)	Compact disc	40-00
(c)	(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
(d)	(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

To search for the record for disclosure R15.00 for each hour or part of an hour, excluding the first hour, reasonable required for such search.

The actual postal fee is payable when a copy of a record must be posted to a requester.

For the purpose 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.

11. FORM OF REQUEST

A request for access to a record as contemplated in section 53(1) of the Act, must be made in the form of Form A of the Annexure.



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REPUBLIC OF SOUTH AFRICA

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:

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

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:

Telephone number: (.....) Fax 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:

.....

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

2. Reference number, if available:

3. Any further particulars of record:

.....

.....

.....

.....

.....

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

.....

.....

.....

.....

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X.	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
	copy of record*	inspection of record			
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images	copy of the images*	transcription of the images*		

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (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.				YES	NO
Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.					
In which language would you prefer the record?					

G. Notice of decision 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 year

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE

SECTION 32 REPORT

Name of Public Body: <u>KZN HUMAN SETTLEMENTS</u> Report in terms of section 32 of PAIA	
Reporting period: 01 April 2011 to 31 March 2012	Total
(a) Number of PAIA requests received	5
(b) Number of requests granted in full	3
(c) Number of requests granted despite their being a ground of refusal, but granted in the public interest	0
(d) Number of requests refused in full or refused partially	2
(e) Number of times a provision of PAIA was relied on to refuse a request in full / partially	2
(f) Number of instances where the 30 day period to deal with a request was extended	once
(g) Number of internal appeals lodged with the relevant authority	NONE
(h) Number of cases where requests were granted as a result of an internal appeal	NONE
(i) Number of internal appeals lodged on account of a deemed refusal	NONE
(j) Number of applications to court as a result of the relevant authority failing to give notice of its decision	NONE
Other information – please include your recommendations/ observations in this category. The information requested has been in relation to the number of housing projects and has been requested by persons requiring it for research/post graduate study. The request not granted was in respect of a financial institution that wanted private confidential information for their business purposes.	
MS.ODETTE GILLIAN ANDERSON Name of Deputy Information Officer MS.C.G.GUMBI-MASILELA Name of the Information Officer/[Head of Department] Signature Date: 14 April 2011	

**HANDLEIDING VIR DIE DEPARTEMENT VAN
MENSLIKE NEDERSETTINGS KWAZULU-NATAL
PROVINSIE**

*Kragtens
Artikel 14 van
Die Wet op die Bevordering van Toegang tot Inligting,
2000
(Wet Nr.2 van 2000)*

INHOUDSOPGAWE

1. Funksies van die Departement van Menslike Nedersettings, KwaZulu-Natal Provinsie
2. Struktuur van die (DMN – KZN)
3. Kontakbesonderhede van inligtingsbeampte
4. Gids van Suid-Afrikaanse Menseregtekommissie oor hoe om die Wet te gebruik
5. Rekords
- 5.1 Beskrywing van onderwerpe waaroor die DMN - KZN rekords hou en kategorieë van rekords wat oor elke onderwerp gehou word
- 5.2 Rekords wat outomaties beskikbaar is
- 5.3 Aansoek-prosedure
6. Diens aan publiek beskikbaar
7. Reëling wat betrokkenheid by beleidsvorming en werksverrigting toelaat
8. Oplossings beskikbaar met betrekking tot optrede of die versuim om op te tree
9. Bywerking en beskikbaarheid van handleiding
10. Gelde
11. Vorms

FUNKSIES VAN DIE DEPARTEMENT VAN MENSLIKE NEDERSETTINGS – KWAZULU NATAL

1. Oorsig

Visie

Die visie van die departement is: Innoverende voorstanders van verandering in die behuisingsektor om die lewensgehalte vir almal in KZN te verbeter.

Missiestelling

Die missiestelling van die departement is: Om 'n bemagtigingsomgewing te skep vir die ontwikkeling van volhoubare menslike nedersettings in vennootskap met belanghebbendes om die lewensgehalte vir almal in KZN te verbeter.

Strategiese Doelwitte

Strategiese beleidsrigting: Deur te fokus op sy rol om volhoubare menslike nedersettings regdeur die provinsie te skep, wil die departement sy werking en strategiese posisie in lyn bring met die algehele doelwit van die regering om verantwoordelikheid en doeltreffende dienslewering vir alle burgers van die provinsie te bewerkstelling op die volgende gebiede: skep volhoubare menslike nedersettings en verbeterde gehalte van huislike lewe, en skep lewenslustige, redelike, volhoubare plattelandse gemeenskappe wat bydra tot voedselsekuriteit vir almal.

Die strategiese doelwitte wat deur die departement gestel word, is:

- Uitwissing van krotbuurte in KZN teen 2014;
- Om opvoedings- en stelselperke aan te spreek;
- Om risikos in die behuisingsleweringproses te identifiseer en aan te spreek;
- Om bestuur en dienslewering te versterk;
- Om werkskepping deur behuisingslewering te verseker;
- Om behuisingslewering in plattelandse gebied te bespoedig;
- Om die program van die Gemeenskaps- Residensiële Eenheid (GRE) te bespoedig;
- Om huur-/maatskaplike behuisingsgeleenthede te skep;
- Om die hoeveelheid behuisingsbelanghebbendes te vergroot (veral munisipaliteite)
- Bevordering van huiseienaarskap;
- Voorsiening van behuising vir kwesbare groepe insluitende diegene wat deur MIV en VIGS geraak word;
- Om die voorsiening van toenemende behuising te verseker en
- Implementasie van die Finansiële Dienstemark-program.

Kernfunksies

Die volgende kernfunksies is geïdentifiseer as sleutelfaktore tot die bereiking van die strategiese doelwitte:

- Om die voorsiening van behuisingsontwikkeling te bevorder;
- Om die voorsiening van bekostigbare behuising en noodsaaklike dienste te bevorder ;
- Om die vaste bates van die departement te bestuur, te beheer en in stand te hou;
- Om behuisingssubsidies van geteikende groepe te administreer en bestuur;
- Om beleide binne die Nasionale Behuisingsbeleidsraamwerk na te vors, in te stel, te monitor en te implementeer;
- Om 'n Provinsiale Behuisingsontwikkelingsplan vir die provinsie uit te werk ;
- Om behuisingsinstellings te fasiliteer en skep;
- Om regsadvies oor grond- en omgewingskwessies te voorsien;
- Om die GRE-program te administreer en koördineer;
- Om die opruiming van krotbuurte in KZN te administreer; en
- Om die vermoë van behuisingsbelanghebbendes te vergroot

Wetgewende mandate

Die hoof- wetgewende mandate wat die werking van die departement rig, is:-

- Grondwet van die Republiek van Suid-Afrika, 1996
- Behuisingswet, 1997, soos gewysig
- Wet op Beskermingsmaatreëls vir Behuisingsverbruikers, 1998, soos gewysig
- Wet op Huurbehuising, 1999
- Wet op Deeltitels, 1986
- Wet op die Afskaffing van Sekere Titelloosheid, 1999
- Wet op die Voorkoming van Onwettige Uitsetting en Onregmatige Besetting van Grond, 1998
- Wet op die Openbaarmaking van Huislenings en Verbande, 2000
- Wet op die Afskaffing van Suid-Afrikaanse Behuisingstrust Beperk, 2000
- Uitspraak van die Grondwetlike Hof, 2000, oor die afdwingbaarheid van maatskaplike en ekonomiese regte
- KwaZulu-Natal Behuisingswet, 1998, soos gewysig
- Wet op Behuisingsontwikkelingskemas vir Afgetrede Persone, 1998, soos gewysig
- Wet op Nasionale Bouregulasies en Boustandaarde, 1977
- Wet op die Konstruksiebedryf-Ontwikkelingsraad, 2000
- Wet op die Voorkeurverkrygingsbeleidraamwerk, 2000
- Wet op Openbare Finansiële Bestuur, 1999, soos gewysig, en Tesourieregulasies
- Wet op Breë-basis Swart Ekonomiese Bemagtiging, 2003
- Wet op Nasionale Omgewingsbestuur, 1998, soos gewysig
- Wet op Verenigings vir Gemeenskaplike Eiendom, 1996
- Wet op Registrasie van Aktes, 1937
- Wet op die Uitbreiding van Sekerheid van Verblyf, 1997
- Wet op Grondadministrasie, 1995
- Wet op die Heropbou- en Ontwikkelingsprogramfonds, 1994
- Wet op Munisipale Finansiële Bestuur, 2003
- Wet op Korrupsie, 1994, soos gewysig
- Wet op Nasionale Erfenishulpbronne, 1999
- Wet op Beskikking oor Staatsgrond, 1999
- Standaardewet, 1993
- Die KZN Wet op Tradisionele Leierskap en Regering, 2005
- Wet op Maatskaplike Behuising, 2008
- Wet op die Ontwikkelingsagentskap vir Behuising, 2008
- Wet op die Uitskakeling en Voorkoming van die Herverskyning van Krotbuurte, 2007

**2. STRUKTUUR VAN DIE DEPARTEMENT VAN BEHUISING
- KZN**

Die departement word tans geherstruktureer.

3. Kontakbesonderhede van inligtingsbeampte

Die Hoof van die Departement is die inligtingsbeampte daarvan ooreenkomstig die Wet op die Bevordering van Toegang tot Inligting. Die adjunk-inligtingsbeampte is aangewys as die bestuurder: Regsdienste.

Kontakbesonderhede:-

Inligtingsbeampte

Privaatsak X9157

Pietermaritzburg, 3201

Tel: 033-392 6425

Faks: 033-392 6454

E-pos: portia.myakayaka@kzndhs.gov.za

Adjunk-Inligtingsbeampte

Privaatsak X9157

Pietermaritzburg

3201

Tel: 033-392 6414

Faks: 033-392 6465

E-pos: odette.anderson@kzndhs.gov.za

4. GIDS VAN SUID-AFRIKAANSE MENSEREGTE-KOMMISSIE OOR HOE OM DIE WET TE GEBRUIK

Die gids oor hoe om die Wet op die Bevordering van Toegang tot Inligting, 2000, te gebruik, is by die Suid-Afrikaanse Menseregtekommissie beskikbaar

Suid-Afrikaanse Menseregtekommissie:

WBTI-Eenheid

Die Navorsings- en Dokumentasiedepartement

Posadres: Privaatsak X2700

Houghton

2041

Telefoon: 011-484 8300

Faks: 011-484 1360

E-pos: PAIA@sahrc.org.za

Webwerf: www.sahrc.org.za

5. REKORDS

5.1 Beskrywing van onderwerpe waaroor die DMN-KZN rekords hou en kategorieë van rekords wat oor elke onderwerp gehou word

Met die doel om 'n aansoek ooreenkomstig die Wet maklik te maak, is die onderwerpe waaroor die DMN KZN rekords hou en die kategorieë van rekords wat oor elke onderwerp gehou word, soos volg:

(A) MENSLIKE HULPBRONNE

- Sake met betrekking tot alle komponente/werknemers d.i. Personeellêers.
- Senior Bestuursdiens
- Vaardigheidsontwikkeling/Vermoë-opbouing
- Opleidingstrategie
- Diensvoorwaarders
- Vergoedingsbeleid en Vergoedingsbestuur
- Werkevaluasie
- Onderhandelinge
- Arbeidsbetrekkinge
- Rekords van Dissiplinêre Verrigtinge

(B) Diensleweringsinligting**Projekbestuur**

- Projekte wat deur die Uitvoerende Raad goedgekeur is
- Sake wat by die Behuisingsevaluasie en -bepalingskomitee aanbeveel is.
- Verslae oor stand en besteding van projekte.
- Kontrakte wat deur die Departement aangegaan is
- Begunstigde en Subsidie-inligting
- Beleide wat in die Departement van toepassing is

(C) Ondersteuningsdienste-inligting

- Vir sake in verband met Finansies
- Sake in verband met Voorraadkettingbestuur en Aankope
- Prosedures
- Sake in verband met Anti-Kommunikasie-risiko en Ouditsake
- Sake in verband met vervoer DMN – KZN en logistiek
- Sake in verband met Regsdienste

5.2 Rekords wat outomaties beskikbaar is

Geen kennisgewing is al gepubliseer met betrekking tot die kategorieë van rekords wat beskikbaar is sonder dat 'n persoon toegang moet versoek ooreenkomstig die prosedure in die Wet op die Bevordering van Toegang tot Inligting. Maar die rekords op die webwerf van DMN–KZN www.kznhousing.gov.za is beskikbaar om besigtig of afgelaai te word sonder dat 'n persoon so 'n aansoek moet doen ooreenkomstig die genoemde Wet.

5.3 Aansoekprosedure

- a) Die toestaan of weiering van 'n aansoek:
'n Aansoeker moet toegang gegee word tot 'n rekord van 'n openbare liggaam as die aansoeker aan die volgende voldoen:
Die aansoeker voldoen aan al die vereistes volgens prosedures in die Wet in verband met die aansoek om toegang tot daardie rekord; en
Toegang tot daardie rekord word nie geweier op enige grond vir weiering wat in die Wet genoem word nie.
- b) **Hoe doen ek aansoek om toegang tot 'n rekord:**
- 'n Aansoeker moet die vorm (Vorm A) gebruik wat in die Staatskoerant gedruk is (Staatskennisgewing R167 van 15 Februarie 2002).
Die aansoeker moet ook aandui of die aansoeker 'n afskrif van die rekord wil hê en of die aansoeker eerder na die rekord wil kom kyk in die kantoor van die openbare liggaam. As die rekord andersins nie 'n papierdokument is nie, kan dit, waar moontlik, in die aangevraagde vorm besigtig word.
As 'n persoon toegang in 'n spesifieke formaat aanvra (bv.: 'n papierafskrif, elektroniese afskrif, ens.), dan moet die aansoeker in daardie formaat toegang verkry. Dit is die geval tensy dit sodoende op onredelike wyse sal inmeng met die werking van die betrokke openbare liggaam, of die rekord sal beskadig, of 'n kopiereg sal skend wat nie deur die staat besit word nie. As toegang om praktiese redes nie in die vereiste formaat gegee kan word nie, maar in 'n ander formaat gegee kan word, moet die gelde dan bereken word volgens die formaat waarin die aansoeker dit aanvanklik aangevra het.
 - As die aansoeker, buiten 'n skriftelike antwoord op hulle aansoek om die rekord, op enige ander manier van die besluit in kennis gestel wil word, bv. per telefoon, moet dit aangedui word.
 - As 'n aansoeker vir iemand anders die inligting aanvra, moet die hoedanigheid waarin die aansoek gedoen word, aangedui word.
 - As 'n aansoeker nie kan lees of skryf nie, of 'n gestemdheid het, kan die aansoek dan mondelings gedoen word. Die inligtingsbeampte moet dan die vorm vir so 'n aansoeker invul en hulle 'n afskrif van die ingevulde vorm gee.

(C) Gelde betaalbaar vir 'n aansoek en kennisgewing van besluit oor toegang

- 'n Aansoeker wat toegang tot 'n rekord wil hê wat persoonlike inligting oor daardie aansoeker bevat, hoef nie die aansoekgelde te betaal nie. Elke ander aansoeker moet die aansoekgelde van R35 betaal..
- Die inligtingsbeampte moet die aansoeker (buiten 'n persoonlike aansoeker) deur middel van 'n kennisgewing in kennis stel dat die aansoeker die voorgeskrewe aansoekgelde (indien enige) en deposito (indien enige) moet betaal voordat hy die aansoek verder verwerk.
- Die aansoeker kan, waar gepas, 'n interne appèl aanteken of 'n aansoek by die hof indien teen die betaling van aansoekgelde.
- Nadat die inligtingsbeampte 'n besluit oor die aansoek geneem het, moet die aansoeker van hierdie besluit in kennis gestel word op die manier waarop die aansoeker in kennis gestel wou word.
- As die aansoek toegestaan word, moet verdere toegangsgelde betaal word vir die reproduksie en vir soek en voorbereiding vir enige tyd wat nodig is buiten die gestipuleerde ure om die rekord vir openbaarmaking te soek en voor te berei.
- Toegang tot 'n rekord sal weerhou word totdat al die toepaslike gelde betaal is.

6. DIENS BESKIKBAAR AAN DIE PUBLIEK

- Die Departement vertrou op die bystand van munisipaliteite in die proses om behuising te lewer en Volhoubare Menslike Nedersettings te skep. Maar die toepaslike subsidies en beleide is aan die publiek beskikbaar.

7. REËLING WAT BETROKKENHEID BY BELEIDSVORMING EN WERKSVERRICHTING TOELAAT

Beleid en wetgewing: Wanneer die DMN – KZN nuwe beleide of wetgewing verwerk, onderneem dit konsultasie met alle belanghebbendes deur kommentare te vra oor gepubliseerde verhandelings en/of werkswinkels/konferensies. Die proses van deelname verskil na gelang van die soort projek en word gewoonlik bekend gemaak voor die begin van die projek of daarna.

Administratiewe optrede: In gevalle waar 'n administratiewe optrede 'n belangrike of ongunstige uitwerking het op

- Die regte of wettige verwagtinge van enige persoon; of
 - Die regte van die publiek,
- Die voorskrifte vir 'n billike administratiewe optrede volgens prosedure soos dit uiteengesit word in die bepalinge van die Wet op die Bevordering van Administratiewe Geregtigheid, 2000 (Wet Nr. 3 van 2000), sal gevolg word (veral artikels 4 en 5).

Diensvoorwaardes van werknemers in die openbare diens: Die diensvoorwaardes en ander sake van wedersydse belang van werknemers in die openbare diens word

by bedingingsrade onderhanel wat geskep is ooreenkomsig die Wet op Arbeidsverhoudinge, 1995 (Wet Nr. 66 van 1995). Vakverbonde wat 'n gestipuleerde aantal werknemers in die openbare diens verteenwoordig, kan 'n party in so 'n bedingingsraad word. Die Koördinerende Openbare Diens Bedingingsraad is die liggaam waarby alle diensvoorwaardes wat deurgans op alle werknemers in die openbare diens van toepassing is onder andere onderhandel word. Die volgende Sektorale Bedingingsrade bestaan:

- Sektorale Bedingingsraad vir die Algemene Openbare Diens
- Onderwys-Arbeidsverhoudingeraad
- Sektorale Bedingingsraad vir Openbare Gesondheid en Welsyn
- Sektorale Bedingingsraad vir Veiligheid en Sekuriteit

8. OPLOSSINGS BESIKBAAR MET BETREKKING TOT OPTREDE OF DIE VERSUIM OM OP TE TREE

Die volgende prosedures bestaan vir persone om beweerde onreëlmatige, ongepaste of onwettige amptelike optrede of versuim om op te tree deur die DMN – KZN te rapporteer of reg te stel

- (a) Prosedures om te rapporteer of reg te stel :
- (i) Oplossings met betrekking tot optrede of die versuim om op te tree ooreenkomsig die Wet op die Bevordering van Toegang tot Inligting: Die interne appèlgesag vir die doel van hierdie Wet is die lid van die uitvoerende raad verantwoordelik vir Menslike Nedersettings. Nadat alle interne appèloplossings probeer is, kan 'n aansoek by 'n hof ingebring word (artikel 78 – 82).
- (ii) 'n Werknemer in die openbare diens kan 'n grief of klagte aangaande 'n amptelike optrede of versuim om op te tree by die Openbare Dienskommissie vir ondersoek indien (artikel 35 van die Wet op Openbare Diens, 1994).
- (iii) 'n Persoon kan arbeidsoplossings gebruik met betrekking tot amptelike optrede of die versuim om op te tree wat verband hou met arbeid, naamlik geskille oor regte (die Wet op Openbare Diens, 1994, en die Wet op Arbeidsverhoudinge, 1995);
- (iv) 'n Persoon kan 'n klag by 'n arbeidsinspekteur indien aangaande enige beweerde oortreding van die Wet op die Basiese Voorwaardes van Indiensnemings-gelykheid, 1998 (Wet Nr. 55 van 1998 – artikel 34(e)).
- (v) 'n Persoon kan 'n klagte by die Openbare Beskermer indien aangaande 'n verdagte, onwettige of ongepaste amptelike optrede of versuim om op te tree (die Grondwet en die Wet op die Openbare Beskermer, 1994 (Wet Nr. 23 van 1994)).
- (vi) 'n Persoon kan 'n klag by die Suid-Afrikaanse Menseregtekommissie indien aangaande 'n amptelike optrede of versuim om op te tree as daar vermoed word dat dit 'n oortreding van of bedreiging vir enige fundamentele reg is (Wet op die Menseregtekommissie, 1994 (Wet Nr.54 van 1994)).
- (vii) Ten einde 'n persoon te beskerm teen vergelding as gevolg van 'n bekendmaking aangaande onwettige of onreëlmatige gedrag deur 'n werkgewer of 'n mede-werknemer, kan die betrokke persoon die bekendmakingsprosedures volg in die Wet op Beskermdes Bekendmakings, 2000 (Wet Nr. 26 van 2000).
- (viii) Die gebruik van ander wetlike oplossings soos om geregtelike stappe te doen vir die geregtelike hersiening van 'n administratiewe optrede ooreenkomsig die Wet

op die Bevordering van Administratiewe Geregtigheid, 2000 (Wet Nr. 3 van 2000)

(b) Ander ondersteunende oplossings:

- (i) 'n Persoon kan redes aanvra vir 'n administratiewe optrede ooreenkomstig die Wet op die Bevordering van Administratiewe Geregtigheid, 2000 (Artikel 5).
- (ii) 'n Persoon kan toegang tot rekords van 'n regeringsdepartement of ander openbare liggaam aanvra ooreenkomstig die Wet op die Bevordering van Toegang tot Inligting, 2000 (Artikel 5).

(c) Plig om te rapporteer:

- (i) 'n Werknemer in die openbare diens is, in die uitvoering van sy of haar amptelike pligte, onder verpligting om, ooreenkomstig die Gedragskode vir werknemers in die openbare diens, bedrog, korrupsie, nepotisme, wanbestuur en enige ander optrede wat 'n oortreding is of wat nadelig is vir die openbare belang, aan die betrokke owerhede te rapporteer. 'n Werknemer wat versuim om dit te doen, is skuldig aan wangedrag. (Regulasie B.3 en C.4.10 van Hoofstuk 2 van die Regulasies vir die Openbare Diens, 2001).
- (ii) Die verantwoordelikheid van elke werkgewer en werknemer om kriminele en enige ander onreëlmatige gedrag in die werksplek bekend te maak, ondersteun ook die Wet op Beskernde Bekendmakings, 2000 (Inleiding).

9. BYWERKING EN BESKIKBAARHEID VAN HANDLEIDING

9.1 Die handleiding sal binne twaalf maande ná die publikasie van hierdie eerste handleiding bygewerk word.

Die Departement van Behuising van KwaZulu-Natal sal dit ook oorweeg om die aantal tale waarin die handleiding gepubliseer word, te vermeerder totdat die wetgewende doelwit bereik is om dit in alle amptelike tale te publiseer.

9.2 Besikbaarheid van die handleiding

Die handleiding sal beskikbaar wees op plekke wat voorgeskryf word deur die Wet op Pliglewering, en by die kantoor van die Suid-Afrikaanse Menseregte-kommissie sowel as op ons webwerf (www.kznhousing.gov.za)

10. GELDE VIR OPENBARE REKORDS SOOS BEPAAL DEUR DIE HUIDIGE BEPALINGS VAN DIE WET

Die gelde vir reproduksie, waarna daar in artikel 15(3) van die Wet verwys word, is soos volg:

- | | | |
|------|-------------------------------------------------------------------------------------------------------------------------------|-------|
| (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 | 0-40 |
| (c) | Wat op 'n rekenaar of in elektroniese of masjienleesbare formaat gehou word vir 'n afskrif in 'n rekenaarleesbare formaat op- | |
| (i) | Stiffieskyf | 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 klankrekord, vir 'n A4-grootte bladsy of deel daarvan | 12-00 |
| | (ii) | Vir 'n afskrif van 'n klankrekord | 17-00 |
| Die aansoekgelde wat deur elke aansoeker betaal moet word buite 'n persoonlike aansoek waarna daar verwys word in artikel 22(1) van die Wet, is | | | 35-00 |

Die toegangsgelde wat deur 'n aansoeker betaal moet word waarna daar in artikel 22(7) van die Wet verwys word, tensy vrygestel onder artikel 22(8) van die Wet, is soos volg:-

- | | | | |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------|-------|
| (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 | 0-40 | |
| Wat op 'n rekenaar of in elektroniese of masjienleesbare formaat gehou word vir 'n afskrif in 'n rekenaarleesbare formaat op- | | | |
| (i) | Stiffieskyf | 5-00 | |
| (ii) | Kompakskyf | 40-00 | |
| (c) | (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 |
| (d) | (i) | Vir 'n transkripsie van 'n klankrekord, vir 'n A4-grootte bladsy of deel daarvan | 12-00 |
| | (ii) | Vir 'n afskrif van 'n klankrekord | 17-00 |

Om te soek na die rekord vir bekendmaking R15.00 vir elke uur of deel van 'n uur, buite die eerste uur, wat redelikerwys nodig is vir so 'n soektog.

Die eintlike posgelde is betaalbaar wanneer 'n afskrif van 'n rekord aan 'n aansoeker geos moet word.

Vir die doel van artikel 22(2) van die Wet, is die volgende van toepassing:

- | | |
|-----|---------------------------------------------------------------------------------|
| (a) | Ses ure as die ure wat oorskry moet word voordat 'n deposito betaalbaar is; en |
| (b) | 'n Derde van die toegangsgelde is betaalbaar as 'n deposito deur die aansoeker. |

11. AANSOEKVORM

'n Aansoek om toegang tot 'n rekord soos bespreek word in artikel 53(1) van die Wet, moet in die vorm van Vorm A van die Byvoegsel gedoen word.

J750



REPUBLIEK VAN SUID-AFRIKA

VORM A

AANSOEK OM TOEGANG TOT REKORD VAN OPENBARE LIGGAAM

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

[Bepaling 6]

VIR DEPARTEMENTELE GEBRUIK

Verwysingsnommer:

Aansoek ontvang deur (meld rang,

Naam en van van inligtingsbeampte/adjunk-inligtingsbeampte) op (datum)

te (plek)

Aansoekgelde (indien enige): R

Deposito (indien enige): R

Toegangsgelde: R

HANDTEKENING VAN INLIGTINGSBEAMPT/ADJUNK-INLIGTINGSBEAMPT

A. Besonderhede van openbare liggaam

Die Inligtingsbeampte/Adjunk-Inligtingsbeampte:

VORM A: AANSOEK OM TOEGANG TOT REKORD VAN OPENBARE LIGGAAM

B. Besonderhede van persoon wat toegang tot die rekord aanvra

- (a) Die besonderhede van die persoon wat toegang tot die rekord aanvra, moet hieronder aangegee word.
 (b) Die adres en/of faksnommer in die Republiek waarheen die inligting gestuur moet word, moet aangegee word.
 (c) Bewys van die hoedanigheid waarin die aansoek gedoen word, indien van toepassing, moet aangeheg word.

Volle name en van:

Identiteitsnommer:

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

Posadres:

Telefoonnommer: (.....) Faksnommer: (.....)

E-posadres:

Hoedanigheid waarin die aansoek gedoen word, wanneer dit vir 'n ander persoon gedoen word:

C. Besonderhede van die persoon vir wie die aansoek gedoen word

Hierdie afdeling moet SLEGS ingevul word as 'n aansoek om inligting vir 'n ander persoon gedoen word.

Volle name en van:

Identiteitsnommer:

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

D. Besonderhede van rekord

- (a) Voorsien volle besonderhede van die rekord waartoe toegang aangevra word, insluitende die verwysingsnommer as dit aan u bekend is, sodat die rekord opgespoor kan word.
 (b) As die spatie wat voorsien word, onvoldoende is, gaan asseblief op 'n aparte bladsy aan en heg dit aan hierdie vorm. Die aansoeker moet al die bykomende bladsye onderteken

1. Beskrywing van rekord of toepaslike deel van die rekord:

.....

VORM A: AANSOEK OM TOEGANG TOT REKORD VAN OPENBARE LIGGAAM

2. Verwysingsnommer, indien beskikbaar:

3. Enige verdere besonderhede van rekord:

.....

.....

.....

.....

.....

E. Gelde

- (a) 'n Aansoek om toegang tot 'n rekord, buiten 'n rekord wat persoonlike inligting oor uself bevat, sal eers verwerk word nadat aansoekgelde betaal is.
- (b) U sal in kennis gestel word van die bedrag wat as die aansoekgelde betaal moet word.
- (c) Die **gelde wat betaal moet word vir toegang** tot 'n rekord hang van die vorm af waarin toegang vereis word en die redelike hoeveelheid tyd wat vereis word om na die rekord te soek en dit voor te berei.
- (d) As u kwalifiseer om vrygestel te word van die betaling van enige gelde, moet u asseblief die rede vir vrystelling meld.

Rede vir vrystelling van die betaling van gelde:

.....

.....

.....

.....

F. Formaat van toegang tot rekord

Indien u as gevolg van 'n gestremdheid nie die rekord in die formaat van toegang waarvoor daar in 1 tot 4 hieronder voorsiening gemaak word, kan lees, besigtig of daarna kan luister nie, meld u gestremdheid en dui aan in watter formaat die rekord verlang word.

Gestremdheid: Formaat waarin rekord
verlang word:
Merk die toepaslike blok met 'n X.

LET WEL:

- (a) Die toestaan van u aansoek om toegang in die aangeduide formaat, kan afhang van die formaat waarin die rekord beskikbaar is.
- (b) Toegang in die aangevraagde formaat kan in sekere omstandighede geweier word. In sulke gevalle sal u in kennis gestel word of die toegang in 'n ander formaat toegestaan sal word.
- (c) Die gelde wat vir toegang tot die rekord betaalbaar is, sal deels bepaal word deur die formaat waarin toegang aangevra word.

1. As die rekord in geskrewe of gedrukte formaat is:					
afskrif van rekord*		besigtiging van rekord			
2. As rekord bestaan uit visuele beelde - (dit sluit foto's, skyfies, video-opnames, rekenaargegenereerde beelde, sketse, ens. in):					
besigtig die beelde		afskrif van die beelde*		transkripsie van die beelde*	

VORM A: AANSOEK OM TOEGANG TOT REKORD VAN OPENBARE LIGGAAM

3. As 'n rekord bestaan uit opgeneemde woorde of inligting wat as klank gereproduseer kan word :					
	luister na die klankbaan (klankkasset)		transkripsie van klankbaan* (geskrewe of gedrukte dokument)		
4. As die rekord op rekenaar of in 'n elektroniese of masjienleesbare formaat gehou word:					
	gedrukte afskrif van rekord*		gedrukte afskrif van inligting verkry uit die rekord*		afskrif in rekenaar- leesbare formaat* (stiffie- of kompakskyf)

*As u 'n afskrif of transkripsie van 'n rekord (hierbo) aangevra het, wil u hê dat die afskrif of transkripsie aan u geos moet word? Posgeld is betaalbaar.	JA	NEE
Let daarop dat indien die rekord nie in die taal van u keuse beskikbaar is nie, kan toegang verleen word in die taal waarin die rekord beskikbaar is.		
In watter taal sou u die rekord verkies?		

G. Kennisgewing van besluit aangaande aansoek om toegang

U sal skriftelik in kennis gestel word of u aansoek toegestaan/geweier is. As u op 'n ander manier in kennis gestel wil word, moet u asseblief die manier aandui en die nodige besonderhede voorsien sodat daar aan u versoek voldoen kan word.

Hoe sou u verkies om ingelig te word van die besluit aangaande u aansoek om toegang tot die rekord?

.....

Geteken te op hierdie dag van jaar

.....
HANDTEKENING VAN AANSOEKER /
PERSOON VIR WIE DIE AANSOEK GEDOEN WORD

ARTIKEL 32-VERSLAG

Naam van Openbare Liggaam:
KZN MENSlike NEDERSETTINGS
Verslag ooreenkomstig artikel 32 van WBTI

Verslagtydperk: 01 April 2011 tot 31 Maart 2012	Totaal
(a) Aantal WBTI-aansoeke ontvang	5
(b) Aantal aansoeke ten volle toegestaan	3
(c) Aantal aansoeke wat toegestaan is ondanks die feit dat daar 'n rede was vir weiering, maar toegestaan is in die openbare belang	0
(d) Aantal aansoeke wat ten volle geweier is of gedeeltelik geweier is	2
(e) Aantal kere wat 'n voorsiening van WBTI gebruik is om 'n aansoek ten volle/gedeeltelik te weier	2
(f) Aantal kere waar die 30 dae-tydperk om 'n aansoek te hanteer, verleng is	Een keer
(g) Aantal interne appèlle wat by die toepaslike owerheid ingedien is	GEEN
(h) Aantal gevalle waar aansoeke toegestaan is as gevolg van 'n interne appèl	GEEN
(i) Aantal interne appèlle wat ingedien is op grond van wat as 'n weiering beskou is	GEEN
(j) Aantal sake by die hof aanhangig gemaak omdat die betrokke owerheid versuim het om 'n kennisgewing van sy besluit te gee	GEEN

Ander inligting – sluit asseblief u aanbevelings/ waarnemings in hierdie kategorie in.

Die inligting wat aangevra is, was in verband met die aantal behuisingsprojekte en is aangevra deur persone wat dit vir navorsing/nagraadse studies nodig het. Die aansoek wat nie toegestaan is nie, was met betrekking tot 'n finansiële instelling wat private, vertroulike inligting vir hulle besigheidsdoeleindes wou hê.

ME.ODETTE GILLIAN ANDERSON

.....
 Naam van Adjunk-Inligtingsbeampte

ME.C.G.GUMBI-MASILELA

.....
 Naam van die Inligtingsbeampte/[Hoof van die Departement]

.....
 Handtekening

Datum: 14 April 2011

**UMQULU WOMNYANGO WEZOKUHLALISWA
KWABANTU ESIFUNDAZWENI SAKWA
KWAZULU NATAL**

*Ngokwesigaba 14 soMthetho Wokukhuthaza Ukufinyelela
Olwazini, wezi 2000,
(UMthetho No.2 wezi- 2000)*

OKUQUKETHWE

1. Imisebenzi yoMnyango Wezokuhlaliswa Kwabantu esiFundazweni saKwaZulu-Natali
2. Isakhiwo soMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali
3. Imininingwane yokuxhumana yeSikhulu eSibhekele Ulwazi
4. Umhlahlandlela Wekhomishini Yamalungelo Abantu Eningizimu Afrika Maqondana Nokuthi Usetshenziswa Kanjani Umthetho
5. Amarekhodi
 - 5.1 Ukuchazwa kwezihloko lezo uMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali ogcine ngaphansi kwazo amaRekhodi kanye neZigaba Zamarekhodi agcinwe ngaphansi kwesigaba ngasinye
 - 5.2 Amarekhodi avele etholakala
 - 5.3 Inqubo yokufaka Isicelo
6. Umsebenzi ovulelekile emphakathini
7. Uhlelo Oluvumela Ukumbandakanyeka Ekwakhiweni Kwezinqubomgomo Kanye Nokwenziwa Kwemisebenzi
8. Izindlela Zokulungisa Ezikhona Maqondana Nezenzo Noma Ukuhluleka ukwenza
9. Ukubuyekwezwa Kanye Nokutholakala Kwalo Mqulu
10. Imali Ekhokhwayo
11. Amafomu

IMISEBENZI YOMNYANGO WEZOKUHLALISWA KWABANTU-KWAZULU NATALI

1. Isethulo

Umbono

Umbono womnyango yilo: Ukuba ngongqaphambili ekuqhamukeni namsu amasha okuletha inguquko emkhakheni wezezindlu ukuze kuthuthukiswe impilo yabo bonke abantu baKwaZulu-Natali.

Impokophelo

Impokophelo yomnyango yile: Ukwenza isimo esihungele ukuthuthukiswa kwezindawo zokuhlaliswa kwabantu ezizinzile ngokubambisana nababambiqhaza ukuze kuthuthukiswe impilo yabo bonke abantu baKwaZulu-Natali.

Izinhlosongqangi Zamasu Okusebenza

Umkhombandlela Wenqubomgomo yamasu okusebenza: Ngokugxila emsebenzini wawo wokuhlinzeka ngezindawo zokuhlaliswa kwabantu ezizinzile esifundazweni sonkana, uMnyango uhlose ukuqondanisa umsebenzi wawo kanye namasu awo okusebenza ngokuhambisana nenhlosongqangi kahulumeni yokufezeikisa ukuzibophezela kanye nokuhlinzekwa kwezidingongqangi zomphakathi kuzo zonke izakhamuzi zesifundazwe kule minxa elandelayo: ukuhlinzeka izindawo zokuhlaliswa kwabantu ezizinzile kanye nempilo yamakhaya esezingeni elingcono, kanye nokwakha imiphakathi yasemakhaya ephilile, enokulingana neminye, nesimeme, enegalelo ekuqinisekiseni ukutholakala kokudla kubo bonke abantu.

Izinhlosongqangi zamasu okusebenza ezibekwe ngumnyango yilezi:

- Ukuqedwa kwemijondolo KwaZulu-Natali ngowezi-2014;
- Ukubhekana nezingqinamba eziqondene nemiyalelo kanjalo nezinhlalo;
- Ukuhlonzwa kanye nokulawulwa kobungozi ohlelweni lokunikezwa kwezindlu;
- Ukuqinisa indlela yokubusa kanye nokunikezelwa kwezidingo;
- Ukuqinisekisa ukuthi kwakhiwa amathuba omsebenzi ngokwakha izindlu;
- Ukugqugquzela ukunikezwa kwezindlu ezindaweni zasemakhaya;
- Ukugqugquzela uHlelo loPhiko Lwendawo ehlala Umphakathi (CRU) ;
- Ukwakha amathuba okuthola izindlu kanye nokuqashwa kwazo;
- Ukwandisa umthamo wababambiqhaza maqondana nokwakhiwa kwezindlu (ikakhulu omasipala);
- Ukugqugquzela ubunikazi bemizi;
- Ukuhlinzekwa kwezindlu emiphakathini esengcupheni kumbandakanya naleyo ekhahlaneyezwe yigciwane leSandulelangculazi kanye neNgculazi;
- Ukuqinisekisa ukuhlinzekwa kwezindlu eziningi kanye

- Nokuqaliswa koHlelo Lwezimakethe LweMisebenzi Yezimali

Imisebenzi Esemqoka

Le misebenzi esemqoka elandelayo yahlonzwa njengenqala ekuzuzeni izinhlosongqangi zamasu okusebenza:

- Ukukhuthaza ukuhlinzekwa kwentuthuko kwezezindlu;
- Ukukhuthaza ukuhlinzekwa kwezindlu ezingambi eqolo kanye nemisebenzi esemqoka;
- Ukuphathwa, ukulawulwa kanye nokunakekelwa kwempahla engagudluleki yomnyango;
- Ukuphathwa kanye nokulawulwa kwemali eluxhaso lukahulumeni lwezindlu yalabo bantu abahlonziwe;
- Ukucwaninga, ukusungula, ukuqapha kanye nokuqalisa ukusebenza kwezinqubomgomo ezingena ngaphansi koHlaka Lukazwelonke lweNqubomgomo Yezezindlu;
- Ukwakha uHlelo Lwesifundazwe Lokuthuthukiswa Kwezindlu;
- Ukweluleka kanye nokwakhiwa kwezikhungo zezindlu;
- Ukuhlinzeka ngezululeko zezomthetho maqondana nezindaba zemihlaba nesimo sendawo;
- Ukulawula kanye nokuhlelwa kohlelo lwe- CRU;
- Ukulawula ukuqedwa kwemijondolo KwaZulu-Natali; kanye
- Ukunikeza ababambiqhaza bezindlu amandla.

Amagunya NgokoMthetho

Amagunya asemqoka ngokomthetho okuyiwona abhekelele ukusebenza komnyango yilawa:-

- UMthethosisekelo weRiphabliki yaseNingizimu Afrika, we-1996
- UMthetho Wezezindlu, we-1997, njengalokhu uchibiyelwe
- UMthetho Ovikela Abathengi Bezindlu, we-1998, njengalokhu uchibiyelwe
- UMthetho Wokuqashiswa Kwezindlu, we- 1999
- UMthetho Obhekelela Amatayitela Ezindlu, we-1986
- UMthetho Obhekelela Ukuqedwa Kwemibandela Ethile Yamatayitela Ezindlu, we-1999
- UMthetho Ovikela Ukuxoshwa Ngokungemthetho kanye Nokuhlala Endaweni Ngokungemthetho, we-1998
- UMthetho Wokudalulwa kwemali-mboleko Yokuthengwa Kwemizi kanye neZikweletu, wezi-2000
- UMthetho Wokuqedwa kwe- South African Trust Limited, wezi- 2000
- Isinqumo seNkantolo yoMthethosisekelo, sowezi-2000, maqondana

- nokuphoqelelwa Kwamalungelo Ezenhlalo kanye Nomnotho.
- UMthetho Wezezindlu KwaZulu Natali, we-1998, njengalokhu uchibiyelwe.
- UMthetho Wezinhlalo Zezindlu Zalabo Asebethathe Umhlalaphansi, we-1998, njengalokhu uchibiyelwe
- UMthetho Kazwelonke Wamazinga Okwakha kanye Nemithethonqubo kaZwelonke yeZokwakha, we-1977
- UMthetho weBhodi Lezokuthuthukiswa Kwemboni Yezokwakha, wezi- 2000
- UMthetho woHlaka LweNqubomgomo Yokuthengwa Kwempahla Ngokucatshangelwa Kuqala Kwababencisheke Amathuba, wezi-2000
- UMthetho Wezokuphathwa Kwezimali zikaHulumeni, we-1999, njengalokhu uchibiyelwe, kanye neMithethonqubo kaMgcinimafa
- UMthetho Obhekelela Ukuthuthukiswa Kwezomnotho Wezababhizinisi Abantu Abamnyama, wezi-2003
- Umthetho kaZwelonke Wezokuphathwa Kwemvelo, we-1998, njengalokhu uchibiyelwe
- UMthetho Oqondene Nezinhlangothi Ezibhekelele Impahla Yomphakathi, we-1996
- Umthetho Wezokurejista Kwamatayitela, we-1937
- UMthetho Oqondene Nezokuphepha Ekuqashisweni Kwemizi, we-1997
- UMthetho Wezokuphathwa Komhlaba, 1995
- UMthetho Wezokwakha Kabusha kanye Nokuthuthukiswa Kohlelo Lwezimali, 1 we-994
- UMthetho Wezokuphathwa Kwezimali zikaMasipala, we-2003
- UMthetho Wezokulawula Ubugebengu, we-1994, njengalokhu uchibiyelwe
- UMthetho kaZwelonke Wezokugcinwa Kwamagugu, we-1999
- UMthetho Wezokuchithwa Komhlaba kaHulumeni, we-1999
- UMthetho Wamazinga, we-1993
- UMthetho Obhekelele Ukubusa kanye Nobuholi Bomdabu KwaZulu-Natali, we-2005
- UMthetho Wezezindlu Zomphakathi, 2008
- UMthetho Wezophiko Lezokuthuthukiswa Kwezindlu, 2008
- UMthetho Obhekela Ukuqedwa Nokuvimbela Ukuvumbuka kabushaKwemijondolo, wezi-2007

2. ISAKHIWO SOMNYANGO WEZEZINDLU KWAZULU-NATALI

UMnyango njengamanje wakhiwa kabusha.

3. Iminingwane Yokuxhumana Yesikhulu Esibhekele Ulwazi

Inhloko yoMnyango yiyona eyisikhulu esibhekele ulwazi ngokoMthetho Wokukhuthaza ukufinyelela Olwazini. Isikhulu esibhekele ulwazi kuba yimenenja: Uphiko LwezeMithetho.

Imininingwane Yokuxhumana:-
Isikhulu Esibhekele Ulwazi
Private Bag X9157
Pietermaritzburg, 3201
Ucingo: 033-392 6425
Ifeksi: 033-392 6454
I-imeyili: portia.myakayaka@kzndhs.gov.za

ISekela leSikhulu Esibhekele Ulwazi
Private Bag X9157
Pietermaritzburg
3201
Ucingo: 033-392 6414
Ifeksi: 033-392 6465
I-imeyili: odette.anderson@kzndhs.gov.za

**4. UMHLAHLANDLELA WEKHOMISHINI YAMALUNGelo
ABANTU ENINGIZIMU AFRIKA MAQONDANA NOKUTHI
USETSHENZISWA KANJANI UMTHETHO**

Umhlahlaandlela maqondana nokuthi usetshenziswa kanjani uMthetho
Wokukhuthaza Ukufinyelela Olwazini, wezi-2000, otholakala kwiKhomishini
Yamalungelo Abantu eNingizimu Afrika.

IKhomishini Yamalungelo Abantu eNingizimu Afrika:
UPhiko lwe-PAIA

UMnyango Wezocwaningo kanye Nemibhalo

Postal address: Private Bag 2700
Houghton
2041

Ucingo: 011-484 8300

Ifeksi: 011-484 1360

I-imeyili: PAIA@sahrc.org.za

Iwebhusaythi: www.sahrc.org.za

5. AMAREKHODI

**5.1 Ukuchazwa kwezihloko lezo uMnyango Wezokuhlaliswa
Kwabantu KwaZulu-Natali ogcine ngaphansi kwazo amaRekhodi**

kanye neZigaba Zamarekhodi agcinwe ngaphansi kwesigaba ngasinye

Ngenhloso yokucubungula isicelo ngokoMthetho, zonke izihloko lezo uMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali ogcine ngaphansi kwazo amaRekhodi kanye neZigaba Zamarekhodi agcinwe ngaphansi kwesigaba ngasinye zimi kanje:

(A) EZOKUPHATHWA KWABASEBENZI

- Izindaba ezithinta bonke abasebenzi/ Uphiko ngalunye isib, aMafayela Abasebenzi
- Ezemisebenzi Yabaphathi Abaphezulu
- Ukuthuthukiswa Kwamakhono/ Ukuqeqeshwa Kwabasebenzi
- Amasu Okuqeqesha
- Imibandela Yomsebenzi
- INqubomgomo Yamaholo kanye Nokulawulwa Kwezinxephezelo
- Ukuhlolwa Komsebenzi
- Izingxoxo
- Izindaba Zobudlelwano Babasebenzi
- Amarekhodi Emihlangano Yokuqondiswa Kwezigwegwe

(B) Ulwazi maqondana NokuNikezelwa Kwezidingongqangi

Ukuphathwa Kwemiklamo

- Imiklamo evunywe yiziPhathimandla
- Izindaba ezinconywe yiKomidi Lezokuhlola Nokucwaninga ezezindlu kwezezindlu.
- Imibiko ngenqubekela phambili yemiklamo kanye nezindleko.
- Izinkontileka eseziphothulwe nguMnyango
- Ulwazi maqondana Nabahlomulile kanye nezibonelelo Zoxhaso Lukahulumeni Lwezindlu
- Izinqubomgomo ezisebenzayo eMnyangweni

(C) Ulwazi Lwezemisebenzi Yokweseka

- Okuqondene neZezimali
- Izindaba ezimayelana Nezokuphathwa Kokuthengwa Nokusatshalaliswa Kwempahla
- Izinqubo

- Izindaba ezimayelana nobungozi bokungaxhumani ngendlela kanye namacala amaqondana nezokuCwaningwa Kwamabhuku
- Izindaba ezimayelano neZokuthutha eMnyangweni Wezokuhlaliswa kwabantu kwaZulu- Natali nokuhambisana nakho
- Izindaba ezimaqondana nezeMisebenzi Yezemithetho

5.2 Amarekhodi Avele Etholakala

Akukho saziyo esesishicilelwe maqondana nezigaba zamarekhodi atholakalayo ngaphandle kokuba umuntu aze awacele ngokweNqubo yoMthetho Okhuthaza Ukufinyelela Olwazini. Kepha- ke amarekhodi atholakala kwi-website yoMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali www.kznhousing.gov.za avulelekile ukuba abhekwe noma umuntu azikhiqizele wona ngaphandle kokuba aze afake isicelo ngokwalo Mthetho.

5.3 Inqubo Yokufaka Isicelo

a) Ukuvunywa noma ukunqatshwa kwesicelo:

Umfakisisicelo kumele anikezwe ilungelo lokuthola irekhodi elisohlakeni lukahulumeni uma ehambisana nalokhu okulandelayo:

Umfakisisicelo uhambisana nayo yonke imigomo edingwa uMthetho maqondana nesicelo sokuthola irekhodi; futhi
Ukutholakala kwalelo rekhodi akunqatshiwe nganoma yiziphi izizathu zokunqatshwa kwesicelo ezibalulwe eMthethweni.

b) Ngilicela kanjani irekhodi:

- UMfakisisicelo kumele asebenzise ifomu (IFOMU A) elaprintwa kwiGazethi kaHulumeni (Isaziso sikaHulumeni R167 se-15 samhla ziyi-15 kuNhlolanja wezi-2002).

Umfakisisicelo kumele aphinde asho ukuthi ufuna ikhophi yerekhodi yini kumbe ufuna ukungena nje azibhekele yena irekhodi emahhovisi ohlaka lomphakathi. Okunye okungenziwa uma kungukuthi irekhodi aliwona umbhalo osephapheni, lingabonwa ngendlela elicelwe ngayo,uma kwenzeka.

Uma umuntu ecela ukuthola irekhodi ngendlela ethile (isib: ikhophi yephepha, ikhophi ngobuchwepheshe,njll) lokho kusho ukuthi umfakisisicelo kumele alithole ngaleyo ndlela. Lokho kuyokwenzeka kuphela uma kungeke kuphazamise umsebenzi wohlaka oluthintekayo,noma kulimaze irekhodi, noma kuiphazamise ilungelo ekungesilo elikahulumeni . Uma kwenzeka ngezizathu ezithile irekhodi lingatholakali ngendlela elicelwe ngayo,kepha litholakala ngenye indlela, imali

okumele ikhokhwe kumele ibalwe ngokuhambisana nendlela umfakisicelo abeqale walicela ngayo irekhodi.

- Uma, ngaphezu kwempendulo ebhaliwe kulowo obefake isicelo serekhodi, umfakisicelo efuna ukwaziswa ngenye indlela maqondana nesinqumo, isib. ucingo, lokho kumele kubalulwe.
- Uma umfakisicelo ecelela omunye umuntu ulwazi, isizathu sokuthi kungani emcelela kumele sivezwe esicelweni.
- Uma umfakisicelo engakwazi ukufunda nokubhala, kumbe enokukhubazeka, isicelo singenziwa ngomlomo. Isikhulu esibhekele ulwazi kumele singcwalisele ifomu bese simnikeza ikhophi yefomu eligcwalisiwe.

(C) Imali ekhokhelwa isicelo serekhodi kanye nokwaziswa ngesinqumo esithathiwe maqondana nokutholakala kwerekhodi

- Umfakisicelo ofuna ukuthola irekhodi eliqukethe imininingwane yakhe akudingeki ukuthi akhokhe imali. Bonke abanye abafakizicelo kumele bakhokhe imali engama-R35.
- Isikhulu esibhekele ulwazi kumele sazise umfakisicelo (ngaphandle komuntu ofake isicelo serekhodi lakhe) ngesaziso esimazisa ngemali okumele ayikhokhe (uma ikhona) kanye nediphozithi (uma ikhona) ngaphambi kokuba acubungule isicelo.
- Umfakisicelo angafaka isikhalo sangaphakathi, uma kunesidingo noma afake isicelo enkantolo uma ephikisana nethenda kumbe nokukhokha imali. • Emva kokuba isikhulu esibhekele ulwazi sesisithathile isinqumo maqondana nesicelo, umfakisicelo kumele aziswe ngesinqumo esithathiwe ngendlela ayecela ukwaziswa ngayo.
- Uma isicelo sivunywa lokho kusho ukuthi kumele kukhokhwe imali yokukhiqiza irekhodi kumbe ukulibheka noma ukulilungisa noma yingasiphi isikhathi eseqile kuleso esinqunyelwe ukulilungisa nokulibheka ukuze likhishwe.
- Ukutholakala kwerekhodi kungabanjwa kuze kube ukuthi imali edingekayo iyakhokhwa.

6. UMSEBENZI OVULELEKILE EMPHAKATHINI

- UMnyango uthembele ekulekelelweni ngomasipala ohlelweni lokunikezela ngezindlu kanye nasekwakheni izindawo zokuhlalisa abantu ezizinzile Nokho-ke izibonelelo zoxhaso lukahulumeni kanye nezinqubomgomo zivulelekile emphakathi.

7. UHLELO OLUVUMELA UKUMBANDAKANYEKA EKWAKHIWENI KWEZINQUBOMGOMO KANYE NOKWENZIWA KWEMISEBENZI

Inqubomgomo kanye nemithetho: Uma uMnyango Wezokuhlaliswa Kwabantu kwaZulu-Natali akha inqubomgomo noma umthetho omusho uxhumana nabo bonke ababambiqhaza ngokubamema ukuba balethe imibono yabo emaphepheni/ eimhlanganweni yokucobelelana ngolwazi/kanye nasezingqungqutheleni. Uhlelo lokubamba iqhaza luhlukahlukana ngokuhambisana nohlobo lomklamo futhi ngokujwayelekile lwaziwa ngaphambi kokuqala komklamo noma emva kwawo.

Isenzo Sezokuphathwa kwehhovisi: Esimweni lapho ukusebenza kwehhovisi kuyikho okuthikameza ngandlela thile

- Amalungelo noma amathemba omthetho anoma yimuphi umuntu; kumbe
- Amalungelo omphakathi,

- Imitheshwana elawula isenzo sezokuphatha esinenqubo yokungenzeleli esibalulwe ezihlinzekweni zoMthetho Okhuthaza Ubulungiswa Kwezokuphatha, wezi-2000 (UMthetho No.3 wezi- 2000), yiyo eyolandelwa (ikakhulu isigaba 4 no 5).

Imibandela yokusebenza kwabasebenzi bakahulumeni: Imibandela yokusebenza kanye nezinye izindaba ezithinta abasebenzi bakahulumeni zidingidwa eMkhandlwini Wokuxoxisana Ngezindaba Eziphathelelene Nenhlalakahle Yabasebenzi obunjwa ngokuhambisana noMthetho Ophathelene Nobudlelwano Babasebenzi (UMthetho No 66 we 1995). Izinyunyana ezimele inani elithile labasebenzi bakahulumeni zingaba yingxenywe yezingxoxo eMkhandlwini Wokuxoxisana Ngezindaba Eziphathelelene Nenhlalakahle Yabasebenzi. UMkhandlu Odidiyele Oxoxisana Ngezindaba Eziphathelelene Nenhlalakahle Yabasebenzi Bakahulumeni, phakathi kokunye, uluhlaka, olubonisana ngayo yonke imibandela yokusebenza emaqondana nabo bonke abasebenzi bakahulumeni ngokufanayo. Le Mikhandlu Yokuxoxisana Yeminyango yiyona esebenzayo:

- UMkhandlu Jikelele Oxoxisana Ngezindaba Eziphathelelene Nenhlalakahle Yabasebenzi Bakahulumeni Emnyangweni
- UMkhandlu Obhekele Izindaba Zabasebenzi kweZemfundo
- UMkhandlu Oxoxisana Ngezindaba Eziphathelelene Nenhlalakahle Yabasebenzi Kwezempilo Yomphakathi Nezenhlalakahle yabantu
- Oxoxisana Ngezindaba Eziphathelelene Nenhlalakahle Yabasebenzi Kwezokuphepha Kanye Nezokuvikeleka Komphakathi

8. IZINDLELA ZOKULUNGISA EZIKHONA MAQONDANA NEZENZO NOMA UKUHLULEKA UKWENZA

Lezi zinqubo ezilandelayo zisebenza kubantu abafisa ukubika noma ukulungisa isenzo zokuphatha okungekuhle, okungahungile nokungahambisani nomthetho kumbe ubudedengu boMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali.

- (a) Inqubo elandelwayo yokubika noma yokulungisa:
- (i) Izindlela zokulungisa maqondana nezenzo noma ukuhluleka ukwenza ngokoMthetho Okhuthaza Ukufinyelela Olwazini: Isiphathimandla esibhekele izikhalo zangaphakathi ngokwale mthetho nguNgqongqoshe Wezokuhlaliswa Kwabantu. Emva kokuba sezizanywe zonke izindlela zokulungisa zokubhekela izikhalo zangaphakathi, isicelo sesingafakwa enkantolo (iSigaba 78 – 82).
 - (ii) UMsebenzi kaHulumeni angafaka isikhalo noma ukunganami kwakhe ukuze iKhomishini Yezemisebenzi kaHulumeni yenze uphenyo maqondana nalokho kwaphulwa komthetho noma lobo budedengu (iSigaba 35 soMthetho Wezemisebenzi kaHulumeni, 1994).
 - (iii) Umuntu angasebenzisa izindlela zokulungisa zabasebenzi maqondana nokwaphulwa komthetho noma ubudedengu obuphatheleleni nomsebenzi, okuyilokhu, ukuphikisana namalungelo (uMthetho Wezemisebenzi kaHulumeni, we- 1994, kanye noMthetho Ophathelene Nobudlelwano Nabasebenzi, we-1995);

- (iv) Umuntu angafaka isikhalo kuchwepheshe wezindaba zobudlelwano babasebenzi maqondana nanoma yikuphi ukuphulwa komthethwa okusolekayo koMthetho Nemibandela Yokuqashwa Ngendinganiso, we-1998 (uMthetho No. 55 we-1998 - iSigaba 34(e).
- (v) Umuntu angafaka isikhalo kuMvikeli Womphakathi maqondana nokungaziphathi kahle kanye nokwaphulwa komthetho okusolakalayo (uMthethosisekelo kanye noMthetho Oqondene Nomvikeli Womphakathi,1994 (uMthetho No. 23 we-1994)).
- (vi) Umuntu angafaka isikhalo kwiKhomishini Yamalungelo Abantu eNingizimu Afrika maqondana nokwaphulwa komthetho okusolakala ukuthi kunokwaphuca omunye amalungelo akhe asemthethweni (uMthetho Wekhomishini Yamalungelo Abantu, we-1994 (uMthetho No.54 we-1994)).
- (vii) Ukuze avikeleka ekuziphindiseleni komqashi ngenxa yokudalula ukungaziphathi ngendlela /ukwapzokudalula eziseMthethweni Wokudalula Ulwazi Okuvikelekile, wezi-000 (uMthetho No. 26 wezi- 2000).
- (viii) Ukusetshenziswa kwezinye izindlela zokulungisa ezisemthethweni ezifana nokufaka isimangalo sokuba sokuba kubuyekwezwe isenzo sezokuphatha esisemthethweni ngokoMthetho Wokukhuthaza Ubulungiswa Kwezokuphatha, wezi- 2000 (uMthetho No. 3 wezi-2000)

(b) Ezinye Izindlela zokulungisa ezingasetshenziswa:

- (i) Umuntu angacela izizathu zesenzo sezokuphatha esenziwe ngokuhambisana noMthetho Wokukhuthaza Ubulungiswa Kwezokuphatha, wezi 2000, (iSigaba 5).
- (ii) Umuntu angacela ukuthola amarekhodi omnyango kahulumeni noma olunye uhlobo lukahulumeni ngokuhambisana noMthetho Wokukhuthaza Ubulungiswa Kwezokuphatha, wezi 2000, (iSigaba 5)

(c) Umsebenzi Wokubika:

- (i) Umsebenzi kahulumeni,uma esemsebenzini, uphoqekile ngoKwemigomo Yokuziphatha Yabasebenzi Bakahulumeni, ukuba abike eziphathimandleni ezifanele, inkohlakalo,ukukhwabanisa, ukuqashana ngobuhlobo, ukungaziphathi ngendlela kanye nobunye ubuhlobongela obudicilela phansi isithunzi sikahulumeni. Umsebenzi ohluleka ukulandela le migomo uyobekwa icala lokungaziphathi kahle.
(Umthethonqubo B.3 no C.4.10 weSahluko 2 Wemithethonqubo Yezemisebenzi kaHulumeni,2001).
- (ii) Kungumsebenzi wanoma yimuphi umsebenzi kanye nomqashi ukuba abike ubugebengu kanye nanoma yikuphi ukuziphatha okungafanelekile emsebenzini nokunomthelela eMthethweni Wokudalula Ulwazi Okuvikelekile, wezi-2000 (Isethulo).

9. UKUBUYEKEZWA KANYE NOKUTHOLAKALA KWALO MQULU

- 9.1 Umqulu kumele ubuyekezwe zingakapheli izinyanga eziyishumi nambili emva kokuba kushicilelwe lo mqulu wokuqala.

UMnyango Wezokuhlaliswa Kwabantu KwaZulu Natali kumele ucabangisise udaba lokwenyusa inani lezilimi okumele kushicilelwe ngazo lo mqulu kuze kube kufezeka inhloso yomthetho yokuwushicilela ngazo zonke izilimi ezisemthethweni.

- 9.2 Ukutholakala Komqulu

Lo mqulu kumele utholakale ezindaweni ezinqunywe uMthetho Wezokugcinwa Kwamabhuku Ezomthetho, kanye nasemahhovisi eKhomishini Yamalungelo Abantu ENingizimu Afrika kanjalo nakwi- website yethu ethi: (www.kznhousing.gov.za)

10. IMALI EKHOKHELWA AMAREKHODI KAHULUMENI NJENGALOKHU KUNQUMA IMITHETHONQUBO YOMTHETHO ESEBENZA MANJE

Imali yokukhiqiza irekhodi, ebalulwe esigabeni 15(3) soMthetho, imi kanje:

- | | | |
|------|------------------------------------------------------------------------------------|-------------|
| (a) | Ikhophi ngayinye efothokhophiwe eyikhasi eliwu- A4 e noma ingxenye yalo | 0-60 |
| (b) | Ikhophi ngayinye eprintiwe eyikhasi eliwu- A4 size noma ingxenye yalo | 0-40 |
| (c) | Ikhophi eligcinwe ekhompyutheni noma ngobuchwepheshe kumbe enye indlela efundekayo | |
| (i) | kwi-Stiffy disc | 5-00 |
| (ii) | kwi-Compact disc | 40- |
| (d) | (i) Ukuphindaphindwa kwezithombe ezibonakalayo, ikhasi eliwu-A4 noma ingxenye yalo | 22-00 |
| | (ii) Ikhophi yezithombe ezibonakalayo | 60-00 |
| (e) | (i) Ukuphindaphindwa kwerekhodi elilalelwayo, ikhasi eliwu- A4 noma ingxenye yalo | 12-00 |
| | (ii) Ikhophi yerekhodi elilalelwayo | 17-00 |
| | Imali ekhokhwa yibo bonke abafakizicelo eshiwo esigabeni soMthetho, yile: | 22(1) 35-00 |

Imali ekhokhwa umfakisicelo ukuze athole irekhodi eshiwo esigabeni 22(7) soMthetho, ngaphandle uma ekhululiwe ngaphansi kwesigaba 22(8) soMthetho, yile elandelayo:-

- | | | |
|-----|--------------------------------------------------------|------|
| (a) | Ikhophi ngayinye eyikhasi eliwu -A4 noma ingxenye yalo | 0-60 |
|-----|--------------------------------------------------------|------|

- (b) Ikhophi ngayinye eprintiwe eyikhasi eliwu -A4 noma ingxenye yalo eligcinwe ekhompuyutheni noma ngobuchwepheshe kumbe enye indlela efundekayo
0-40
- (i) kwi-Stiffy disc 5-00
(ii) kwi-Compact disc 40-00
- (c) (i) Ukuphindaphindwa kwezithombe ezibonakalayo, ikhasi eliwu-A4 noma ingxenye yalo 22-00
(ii) Ikhophi yezithombe ezibonakalayo 60-00
- (d) (i) Ukuphindwaphindwa kwerekhodi elilalelwayo, ikhasi eliwu- A 4 noma ingxenye yalo 12-00
(ii) Ikhophi yerekhodi elilalelwayo 17-00

Uma ubheka irekhodi elizokhishwa R15.00 ihora ngalinye noma ingxenye yalo, ngaphandle kwehora lokuqala, okuyilona elanele lalokho kubhekwa kwerekhodi.

Imali yokuposa ekhokhwayo uma umfakisicelo ezoposelwa ikhophi yerekhodi.

Ngokwenhloso yesigaba 22 (2) soMthetho, yilokhu okulandelayo okusebenzayo:

- (a) Kumele kweqe ngamahora ayisithupha ngaphambi kokuba kukhokhwe idiphozithi; kanye
(b) Kumele umfakisicelo akhokhe ingxenye eyodwa kokuthatha yemali ekhokhwayo njengediphozithi.

11. IFOMU LOKUFAKA ISICELO

Isicelo sokuthola irekhodi njengoba kuningwe esigabeni 53 (1) soMthetho, kumele senziwe ku- Fomu A leSithasiselo.

J750



IRIPHABHLIKHI YASENINGIZIMU AFRIKA

IFOMU A

ISICELO SOKUKWAZI UKUFINYELELA KUMAREKHODI OHLAKA LUKAHULUMENI

(Isigaba 18 (1) soMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi -2000 (uMthetho No.2 wezi -2000)

[Umthethonqubo 6]

OKOMNYANGO KUPHELA

Inombolo yenkomba:

Isicelo samukelwe ngu (isikhundla, igama
 nesibongo sesikhulu esibhekele ulwazi / isekela lesikhulu esibhekele ulwazi) mhla
 (usuku) e (indawo)

Imali yesicelo (uma ikhona): R.

Idiphozithi (uma ikhona) R.

Imali yokufinyelela kwirekhodi: R.

.....

ISIGNESHA YESIKHULU ESIBHEKELE ULWAZI / ISEKELA LESIKHULU ESIBHEKELE ULWAZI

A. Imininingwane yohlaka lukahulumeni:

ISikhulu Esibhekele Ulwazi / Isekela Lesikhulu Esibhekele Ulwazi

IFOMU A: ISICelo SOKUKWAZI UKUFINYELELA KUMAREKHODI OHLAKA LUKAHULUMENI

B. Imininingwane yomuntu ocela ukufinyelela kumarekhodi:

(a) Imininingwane yomuntu ocela ukufinyelela kumarekhodi kumele irekhodwe ngezansi.

(b) Nikeza ikheli kanye/ noma inombolo yefeksi yeRiphabliki lapho imininingwane 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

IFOMU A: ISICelo sOKUKWAZI UKUFINYELELA KUMAREKHODI OHLAKA LUKAHULUMENI

C. Imininingwane yomuntu isicelo esifakwa egameni lakhe

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

Amagama aphelele kanye nesibongo.....

Inombolo kamazisi

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

D. Iminingwane yerekhodi:

(a) Hlinzeka ngemininingwane egcwele yerekhodi elidingekayo, kuhlenganisa 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 yonke imininingwane eyengeziwe**

1. Incazelo ngerekhodi kumbe ingxenye efanele yerekhodi

.....

.....

2. Inombolo yenkomba, uma khona:.....

3. Eminye imininingwane yerekhodi

.....

.....

.....

.....

.....

IFOMU A: ISICelo sOKUKWAZI UKUFINYELELA kUMAREKHODI OHLAKA LUKAHULUMENI**E. Izimali:**

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

Isizathu sokukhululwa ekukhokheni izimali ezithile:

.....

.....

.....

.....

.....

.....

.....

F. Indlela yokufinyelela kumarekhodi:

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 litholaka 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.

IFOMU A: ISICELO SOKUKWAZI UKUFINYELELA KUMAREKHODI OHLAKA LUKAHULUMENI

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 ngendlela efundeka emshinini-			
	Ikhophi eprintiwe yerekhodi*	Ikhophi eprintiwe yolwazi olususelwe kwirekhodi*	Ikhophi yohlobo olufundeka kwikhompuyutha* (stiffy or compact disc)

IFOMU A: ISICELO SOKUKWAZI UKUFINYELELA KUMAREKHODI OHLAKA LUKAHULUMENI

*Uma ucele ikhophi noma umbhalo werekhodi oqoshiwe (ngenhla), ngabe ufisa ukuthunyelelwa ngeposi? Kukhokhwa imali yokuposa.				YEBO	CHA
Qaphela ukuthi uma irekhodi lingatholakali ngolimi olukhethele, uyolinikezwa ngolimi elitholakala ngalo.					
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 - _____

 ISIGINESHA YOFAKA ISICELO/UMUNTU OKUFAKWA
 ISICELO EGAMENI LAKHE

UMBIKO NGOKWESIGABA 32

Igama Lohlaka Lomphakathi: <u>EZOKUHLALISWA KWABANTU KWAZULU-NATALI</u> Umbiko ngokwesigaba 32 se-PAIA	
Isikhathi Sokubika: 01 kuMbasa wezi-2011 kuya kuma-31 kuMbasa wezi-2012	Isamba
(a) Inani lezicelo ze- PAIA ezamukeliwe	5
(b) Inani lezicelo ezivunye ngokuphelele	3
(c) Inani lezicelo ezivunye yize bezikhona izizathu zokuzengqaba, kepha zavunywa ngenxa yokucabangela umphakathi	0
(d) Inani lezicelo ezingatshwe ngokuphelele noma ingxenywe yazo	2
(e) Inani lezikhathi lapho kwasetshenziswa khona isihlinzeko se-PAIA njengesizathu sokwengqaba isicelo ngokuphelele noma ingxenywe yaso	2
(f) Inani lezikhathi lapho kwadingeka khona ukuba sengezwe isikhathi esibekiwe esiyizinsuku ezingama- 30 sokubhekana nesicelo	kanye
(g) Inani lezikhatho zangaphakathi ezifakwe esiphathimandleni esifanele	AZIKHO
(h) Inani lezikhatho zangaphakathi ezifakwe esiphathimandleni esifanele	AZIKHO
(i) Inani lezikhatho zangaphakathi ezifakwe ngenxa yokuthi isicelo siyengatshwa	AZIKHO
(j) Inani lezicelo ezifakwe enkantolo ngenxa yokuthi isiphathimandla esifanele sehlulekile ukukhipha isaziso maqondana nesinqumo saso.	AZIKHO
<p>Olunye ulwazi- ucelwa ukuba ufake izincomo/ umbono wakho kulesi sigaba.</p> <p>Lolu lwazi oluceliwe belumaqondana neminye imiklamo yezezindlu futhi luceliwe ngabantu abaludingela ucwaningo lwezifundo zabo zeziqu eziphakeme. Isicelo esingavunywanga besimaqondana nesikhungo sezezimali ebesidinga ulwazi oluyimfihlo ukufezekisa izinhloso zaso zezebhizinisi.</p>	
<p>uNK.ODETTE GILLIAN ANDERSON</p> <p>.....</p> <p>Igama leSekela lesikhulu Esibhekele Ulwazi</p>	
<p>uNK.C.G.GUMBI-MASILELA</p> <p>.....</p> <p>Igama leSikhulu Esibhekele Ulwazi/[INhloko YoMnyango]</p> <p>.....</p> <p>Isiginesha</p> <p>Usuku: 14 kuMbasa wezi- 2011</p>	