

COMPILED BY:
DEPARTMENT:
CORPORATE SERVICES

Updated Manual 30 October 2025

MIDVAAL LOCAL MUNICIPALITY: PROMOTION OF ACCESS TO INFORMATION

MANUAL

1. Description of the structure and Information

1.1 Structure

The Midvaal Local Municipality was established soon after the Municipal elections held on 5 December 2000 striving to create a conducive, economical and developmental structure within the disestablished councils (Randvaal, Suikerbosrand, De Deur/ Walkerville, Eikenhof and Vaal Marina)

The political structure of Midvaal Local Municipality comprises of 31 councillors, 6 of whom form the Mayoral Committee led by the Executive Mayor, Councillor Peter John Teixeira.

The Administration of Midvaal Local Municipality is led by the Municipal Manager, **Mr. Phumudzo Magodi** with the assistance of the departmental heads, Corporate Services: **(Mr. Solly Cave)** Engineering Services: **(Mrs. Lungile Thwala)** Development & Planning: **(Mr. Katlego Mokwena)** Finance: **(Acting ED: K. Desai)** Community Services: **(Mrs. A. Ntengenyane)** and Public Safety & Roads: **(Mr. Eugene Lensley)**

1.1 Functions

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

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

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

Local Government: Municipal System Act, 2000 (Act 32 of 2000)

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

Other statutes affecting Municipal governance include (through the list is not exhaustive):

- Water Services Act, 1998 (Act 108 of 1997)
- National Water Act, 1998 (Act 36 of 1998)
- Electoral Act, 1998 (Act 1973 of 1998)
- Promotion of Local Government Affairs Act, 1983 (Act 91 of 1983)
- Fire Brigade Services Act, 1987 (Act 99 of 1987)
- Electricity Act, 1987 (Act 41 of 1987)
- National Health Act, 2003 (Act 61 of 2003)
- Occupational Health and Safety Act 1983 (Act 85 of 1983)
- Labour Relations Act, 1995 (Act 66 of 1995)
- Basic conditions of Employment Act, 1997 (Act 75 of 1997)
- Employment Equality Act 1998 (Act 55 of 1998)
- Skills Development Act, 1998 (Act 97 of 1998)
- Pension Insurance Act, 2001 (Act 63 of 2001)
- Housing Act, 1997 (Act 107 of 1997)
- Prevention of illegal Eviction from unlawful Occupation of Land Act, 1998 (Act 19 of 1998)
- Removal of Restrictions Act, 1967 (Act 84 of 1967)
- Expropriation Act, 1975 (Act 63 of 1975)
- Limitation of Legal Proceedings (Provincial Local Authorities) Act, 1970 (Act 94 of 1970)
- Arbitration Act, 1965 (Act 42 of 1965)
- Public Audit Act, 2004 (Act 25 of 2004)
- National Road Traffic Act, 1996 (Act 93 of 1996)

In terms of the above- mentioned statutes the powers and functions of Midvaal Local Municipality include **inter alia**:

- a) Ensuring integrated development planning
- b) Provision of potable water supply
- c) Bulk supply of electricity, which includes transmission distribution and the generation of electricity
- d) Provision of bulk sewage purification works and main sewage disposal systems
- e) Solid Waste disposal sites, insofar as it relates to:
 - i. The determination of a waste disposal strategy
 - ii. The regulation of waste disposal
 - iii. The establishment, operation and control of waste disposal sites, bulk waste transfer facilities and waste disposal for more than one local municipality in the district.
- f) Municipality roads which form an integral part of a road transport system:
- g) Regulation of passenger transport services
- h) Development of Municipal airports
- i) Provision of Municipal health services
- j) Provision of firefighting services, which includes:
 - (i) Planning, co- ordination and regulations of fire services:
 - (ii) Specialised fire fighting services such as mountain, veld and chemical fire services through district council

- (iii) Co- ordination of the standardisation of infrastructure, vehicles equipment and procedures:
- (iv) Training of fire fighters as a district function.
- k) The establishment, conduct and control of fresh produce markets and abattoirs
- l) The establishment, conduct and control of cemeteries and crematoria
- m) Promotion of local tourism
- n) Provision of Municipal public works relating to any of the above functions or any other functions assigned to the municipality.
- o) The receipt, allocation and distribution of grants made to the municipality.
- p) The imposition and collection of taxes, levies and duties as related to the above functions or may be assigned in terms of national legislation.

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

- 2.1 Physical address of Midvaal Local Municipality
Corner Junius and Michelle Streets
Meyerton
1960
- 2.2 Postal Address
P.O Box 9
Meyerton
1960
- 2.3 Telephone Number (016) 360- 7400
- 2.4 Fax Number (016) 360-7519
- 2.5 Website address: [www. Midvaal.gov.za](http://www.Midvaal.gov.za)

3. Description of section 10 Guide

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

The guide is available for inspection at the Human Rights Commission at 29 Princess of Wales Terrace Cnr. York and St. Andrews Street Parktown and its website at www.sahr.org.za

4. Subjects and categories of records held by Midvaal Local Municipality.

4.1 GENERAL INFORMATION ON MIDVAAL LOCAL MUNICIPALITY

General progress on the development of Midvaal Local Municipality.

By-laws and tariffs promulgated by Midvaal Local Municipality and its predecessors.

General policies

Customer related records

Social responsibility projects reports

Integrated Development Planning

Note: Much of this Information is also available on the municipality website www.midvaal.gov.za.

4.2 INFORMATION TO FORMALLY REQUESTED IN TERMS OF THE ACT INCLUDES

- Statutory Documents
- Financial Records
- Annual Financial Reports
- Cheque Returns
- Management Reports
- Human Resources
- Salary advices
- Employees Leave records
- UIF returns
- Documentations on policies and Conditions of Employment
- Documentation on Disciplinary matters
- Database of service recipients including but not limited to residents, customers etc.
- Agreements entered between Midvaal Local Municipality and third parties.
- Tender documents and other procurement related documents
- Minutes of all Midvaal Local Municipality committees and sub committees.
- Internal correspondence
- Internal Policies and Procedures
- Records obtained from third parties held by Midvaal Local Municipality.

5. Latest Notice in terms of section 15

No notice has been published on the categories of records that are automatically available without the person having to request access in terms of the provision of Access to Information Act.

The categories of records which are automatically available are on Midvaal Local Municipality website and are also obtainable at the Corporate Services department.

6. Services available

Midvaal Local Municipality has the following services available to the members of the public and inquiries can be made at Customer Care Centres on how these services could be accessed.

Engineering Services

- Electricity
- Water and Sanitation
- Solid Waste
- Storm Water
- Public Transport
- Fleet Management
- Civil Works

Social Services

- Health and Social Development
- Environmental Health
- Sport & Recreation, Arts and Culture
- Library Services

Corporate Services

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

Town Development Services

- Economic Development
- Development and Planning
- Integrated Development Planning
- Housing

Protection Services

- Public safety

- Traffic
- Licensing
- Police

7. Request Procedure

7.1 Access to Information that is not automatically available shall be requested by

- Completing prescribed form A” request form “in schedule 1
- Payment of the prescribed fee as stated in schedule 2 hereto.
- The prescribed form must be completed with all information required to enable the Information Officer to identify the following particulars
 - the records required by the requester
 - the identity of the requested agent
 - the form of access that is required, if access is granted
 - the contact details of the requester
 - the manner in which the requester wishes to be informed of the decision of the Information Officer
 - the capacity in which the request is made in the event that the information is requested on behalf of somebody else.

7.2 The requester must state that the information is required in order to exercise or protect a right and clearly indicate what the nature of the right is to be exercised or protected.

7.3 After the Information Officer has decided on the request, the requester must be notified of such a decision in such a manner which the requester wished to be notified.

7.4 The requester must indicate if the request is for a copy of the record or if the requester wishes to inspect the records at the offices of Midvaal Local Municipality.

7.5 Access to the aforesaid information will only be granted to the requester in a manner requested, unless such manner would unreasonably interfere with the running and operation of the Midvaal Local Municipality

7.6 If for practical reasons access cannot be given in the requested manner but in an alternative manner, then the fee for access will be calculated according to the manner that the requester has requested.

7.7 If the requester is unable to read or write, or has a disability, he/she can make a request for record orally, in which the event the information Officer will complete the form on behalf of such requester and furnish the requester with such completed form.

7.8 Midvaal Local Municipality will process the request within 30 days, unless the request contains considerations that are of such a nature that an extension of the 30 day time limit is necessitated.

7.9 Where an extension of 30 day time limit is required, the requester shall be notified, together with the explanation why such extension is necessitated.

CONTACT DETAILS OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

INFORMATION OFFICER

Name : Phumudzo Magodi
Position : Municipal Manager
E-mail address : eranev@midvaal.gov.za
Telephone Number : (016) 360-7411
Fax Number : (016) 360-7519

DEPUTY INFORMATION OFFICER

Name : Solly Cave
Position : Executive Director : Corporate Services
E-mail address : sannetn@midvaal.gov.za
Telephone Number : (016) 360-7400
Fax Number : (016) 360-7519

PHYSICAL ADDRESS

Corner Mitchell & Junius : P.O Box 9
Streets Meyerton
Meyerton 1960
1960

CONTACT DETAILS

Telephone Number : (016) 360-7400
Fax Number : (016) 360-7519

Request for access to record of public body

FOR DEPARTMENTAL USE

Reference number : _____

Request received by _____
(state rank, name and surname of information/deputy information Officer) on _____
(date)
at _____ (place)

Request	(if any)	R
fee	(if any)	R
Deposit	(if any)	R
Access		
fees		

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. PARTICULARS OF PUBLIC BODY

The information Officer/Deputy Information Officer : _____

B. PARTICULARS OF PERSON

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

Full Names and Surnames: _____

Identity Number: _____

Postal Address: _____

Telephone Number : _____ Email address: _____

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

C. Particulars of person on whose behalf request is made

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

This section must be completed ONLY if request for information is made on behalf of another person.

Full names and Surnames: _____

Identity Number: _____

D. Particulars of record

a) Provide full particulars of 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 additional folios.

1. Description of record or relevant part of the record _____

E. FEES

(a) A requester for access to record, other than a record containing personal information about yourself, will be processed only after a request 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, please state the reason for exemption.

Reason for exemption for payment of fees

F. Form for access to record

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

Copy of record			Inspection record
2. If record consists of visual images:			
Disability (this includes photographs, slides, video recording, computer generated images, sketches, etc.)	Form in which is required		
Mark the appropriate box with an x	Copy images		Transcription of images
NOTES:			
3. If record consists of recorded words or information which can be reproduced in sound:			
a. If record is in the specified form, may depend on the form in which the record is available.	Transcription of soundtrack written or printed document		
b. Access in the form requested may be refused in certain circumstance. In such a case you will be informed if access will be granted in another form.	4. If record is held on computer or in an electronic or machine readable form		
Printed copy on record	Printed copy of information derived from record	Copy in computer readable form (stiffy, or com act disc)	
c. The fee payable for access to the record if you requested a copy of transcription of a record (above) do you the copy of transcription to be posted to you? Postage payable	YES	NO	
which access is requested			

1. If record is written or printed form :

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?

MIDVAAL PLAASLIKE MUNISIPALITEIT

HANDLEIDING TOT BEVORDERING VAN TOEGANG TOT
INLIGTING

Voorberei ooreenkomstig Artikel 14

Van die Wet op die Bevordering van toegang tot

Inligting, 2000 (Wet 2 van 2000)

Predated Handleing October 2025

**MIDVAAL PLAASLIKE MUNISIPALITEIT HANDLEIDING TOT DIE BEVORDING VAN
TOEGANG TOT INLIGTING**

1. Beskrywing van die struktuur en funksies :

1.1 STRUKTUUR

Die Midvaal Plaaslike Munisipaliteit is gestig kort na die Munisipale Verskiesing wat op 5 Desember 2000 gehou is, en streef na die visie om 'n knap, kreatiewe en ontwikkelende stad te skep. Dit behels die volgende plaaslike gebiede; (Randvaal, De DeurtWolkerville, Eikenhof, Suikerbosrand, Meyerton en Vaal Marina.

Op 'n politieke vlak bestaan die Midvaal plaaslike Munisipaliteit uit 29 raadslede, waarvan 5 die Burgermeesterkomitee vorm, wat gelei word deur die Uitvoerende Burgermeester, raadslid **Peter Texiria**.

Administratief gesproke, word die Midvaal plaaslike Munisipaliteit gelei deur Stadsbetuurder, **Phumudzo Magodi**, bystaan deur Uitvoerende Direkteure van **Korporatiewe Dienste (S. Cave)** **Stads beplanningsdienste, (K. Mokwena)** **Gemeenskapdienste (A. Ntengenyane)** **Infrastruktuurdienste (L.Thwala)** **Veiligheids Dienste en Bestuurs dienste (E. Lensley)**

1.2 Funksies

Die magte en funksies van die Midvaal plaaslike Munisipaliteit word gereguleer deur verskeie wette. insluitent:

Grondwet van die Republiek van Suid — Afrika, 1996 (wet 108 van 1996):

Plaaslike Regering : Wet op Plaaslike Regering : Munisipale Stelsels, 2000 (Wet 32 van 2000) Plaaslike Regering : Wet op Plaaslike Regering : Munisipale Strukture, 1998 (117 van 1998) .

Plaaslike Regering : Wet op Plaaslike Regering: Munisipale Finansiële Bestuur, 2003 (Wet 56 van 2003)

Ander Wette wat die bestuur van Midvaal Plaaslike Regering: Munisipaliteit beïnvloed, sluit in (die lys is nie volledig nie):

- Wet op Waterdiens, 1997 (Wet 108 VAN 1997)
- Nasionale Waterwet , 1998 (Wet 36 van 1998)
- Kieswet, 1998 (Wet 73 van 1998)
- Wet op Bevordering van Plaaslike Regeringsake, 1983 (Wet 91 van 1993)
- Wet op Brandweerdienste, 1987 (Wet 41 van 1987)
- Elektriesiteitswet, 1987 (41 van 1987)
- Nasionale Gesondheidswet 2003 (Wet 61 van 2003)
- Wet op Begroepgesondheid en veiligheid, 1993 (Wet 85 van 1993)
- Wet op Arbeidsverhoudinge, 1995 (Wet 66 van 1995)
- Wet op Basiese Diensvoorwaardes, 1997 (Wet 75 van 1997)
- Wet op Vaardigheidsontwikkeling 1998 (Wet 97 van 1998)
- Wet op Diensbillikheid, 1998 (Wet 55 van 1 998)
- Wet op Werkloosheidsversekeringswet 2001 (Wet 63 van 2001)
- Wet op Pensionfondse, 1956 (Wet 24 van 1956)
- Behuisingwet, 1997 (Wet 107 van 1997)

- Wet op Voorkoming van Onwettige Uitsetting van Onregmagtige Besetting van Grond, 1998 (Wet 19 van 1998)
- Wet op Opheffing van Beperkings, 1967 (Wet 84 van 1967)
- Onteieingswet, 1975 (Wet 63 van 1975)
- Wet op Beperking van Regsgedinge (Provinsiale en Plaaslike Owerhede) 1970 (Wet 94 van 1970)
- Wet op Arbitrasie, 1965 (Wet 42 VAN 1965)
- Wet op Openbare Oudit, 2004 (Wet 25 van 2004)
- Nasionale Padverkeerswet, 1966 (Wet 93 van 1996)

Kragtens die bogenoemde wette stuit die magte en funksies van Midvaal Plaastike Munisipaliteit die volgende inter alia in :

- (a) Om geintegreerde ontwikkelingsbaplaning te verseker ;
- (b) Voorsiening van drinkwaterveskaffingstelsels;
- (c) Grootmaatvoorsiening van elektrisiteit en opwekking van elektrisiteit met die oog op sodanige elektrisiteitsvoorsiening.
- (d) Voorsiening van grootmaat rioolsuiweringswerke hoofriool- verwerkingstelsels:
- (e) Stortingsterreine vir vaste afval, in siverre dit verband hou met:
 - (i) die bepaling van afvalverwerkingstrategie.
 - (ii) die regulering van afvalwerking;
 - (iii) die vestiging, bedryf en beheer van afvalverwerkingsterreine, grootmaat afvalvervoerfasiliteite en afval verwerkingsgeriewe vir meer as een plaaslike munisipaliteit in die distriek.
- (f) Munisipale paaie, wat 'n kerndeel van die padvervoerstelsel uitmaak:
- (g) Regulering van passasiersvervoerdienste:
- (h) Ontwikkeling van Munisipale lughawens
- (i) Voorsiening van Munisipale gesondheidsdienste:
- (j) Voorsiening van brandweerdienste, uitsluitend:
- (k)
 - (i) beplanning, koördineering en beheer van brandweerdienste:
 - (ii) gespesialiseerde brandweerdienste soos bergveld en chemiese brandweerdienste: koördineering van die standardisering van infrakstruktuur voertuie, toerusting en prosedures ;
 - (iii) opleiding van brandweerbeamptes.
- (l) Die vestiging, bedryf en beheer van varshoueryndustrie en abbatoirs:
- (m) Die bevestiging, bedryf en beheer van begrafplase en crematoria;
- (n) Bevordering van plaaslike toerisme
- (o) Voorsiening van Munisipale openbare werke wat verband hou met enige van bogenoemde funksies wat aan die munisipaliteit toegeken word:
- (p) Die ontvangs, toekenning en verspreiding van skenkings wat aan die munisipaliteit gedoen word.

- (q) Die instelling en invordering van befastings en heffings wat verband hou met bogenoemde funksies of wat kragtens nasionale wetgewing ingestel kan word:

2.Posadres, telefoon- faksnommer en webwerfadres:

2.1 Straatadres van Midvaal Ptaaslike Munisipaliteit Hoofkantoor

Hoek van Junius & Mitchelle Str.

Meyerton

1960

2.2 Posadres

Posbus 9

Meyerton

1960

2.3 **Telefoonnommer:** + 2716 360-7400

2.4 **Faksnommer :**+ 2716 360-7519

2.5 **Webwerfadres :** www.midvaal.gov.za

3 Beskrywing van die artikel 10 Gids

The Menseregtekomissie het 'n gids saamgestel kragtens Artikel 10 van die Wet op die Bevordering van Toegang tot Inligting. Dit bevat inligting vir iemand wat enige reg wil uitoefen wat ter sprake is in die Wet op die Bevordering van Toegang tot Inligting. Dit is beskikbaar in al die amptelike tale.

Die Gids is beskikbaar en ter isae, inter alia by the kantore van die Menseregtekomissie by Piness of Wales Terrace 29, h/v York-en St. Andrewstraat, Parktown en op hul webwerf www.sahrc.org.za.

4 Onderwerpe en kategoriee van rekords en bewaring.

4.1 ALGEMENE INLIGTING OOR MIDVAAL PLAASLIKE MUNISIPALITEIT

Algemene vordering van die ontwikkeling van Midvaal Plaaslike Munisipaliteit .

Regulasies en tariewe wat deur Midvaal Plaaslike Munisipaliteit en sy voorgangers gepromulgeer is.

Beleid

Algemene

Klientverwante rekords.

Verstae oor Sosia Veraantwoordlikheidsprojekte.

Geïntegreerde ontwikkelingsbeplanning.

Nota. Die meeste van hierdie inligting is ook op die munisipaliteit se website beskikbaar by www.midvaal.gov.za

4.2 INLIGTING WAT KRAGTENS DIE WET FORMEEL AANGEVRA MOET WORD, SLUIT IN:

- Wetlike dokumente :
- Finansiële Rekords
- Bestuurverslae :
- Tjekbewyse :
- Menslike Hulpbronne;
- Salariestrokies :
- Werknemers se Verlofrekords
- WVF — bewyse
- Dokumentasie oor Diensbeleid en voorwaardes :
- Dokumentasie oor dissiplinêre sake :
- Databasis oor ontvangers van dienste wat onder meer inwoners, kliente, ens. insluit.
- Verskeie ooreenkomste wat gesluit is tussen Midvaal Plaaslike Munisipaliteit en derde partye.
- Dokumente oor Tenders en ander verkrygingsverwante sake:
- Notules van die Midvaal Plaaslike Munisipaliteit en sy onderskeie komitees en subkomitees:
- Interne korrespondensie:
- Interne Beleid en Prosedures:
- Rekords in Midvaal Plaaslike Munisipaliteit se besit wat verkry is van derde partye.

5. Die Jongste Kennisgewing Kragtens Artikel 15

Geen Kennisgewing is uitgegee oor die rekordkategorie wat automaties beskikbaar is sonder dat iemand toegang hoef aan te vra kragtens die Wet op Bevordering van Toegang tot Inligting nie. Die rekord kategorie wat automaties beskikbaar is, verskyn op die Midvaal Plaaslike Munisipaliteit se webwerf en kan verkry word deur die betrokke Klientedienssentrum te skakel.

6. Dienste Beschikbaar

Midvaal Plaaslike munisipaliteit bied die volgende dienste aan tede van die publiek, aavraag oor hoe dit verkry kan word, kan gedoen word by al klientedienssentrums :

Infrastruktuurdienste

- Elektrisiteit
- Water en Sanitasie
- Vaste Afval

Paaie, Vervoer en Siviele Werke:

- Stormwater . Openbare Vervoer
- Vlootbestuur
- Siviele werke

Gemeenskapdienste

- Gesondheids en Sosiale Ontwikkeling
- Openbare Veiligheid

- Behuising
- Sport, Ontspanning, Kuns en Kultuur

Korporatiewe Dienste

- Finansies
 - o Menslike Hulpbronne
- Inligtingstegnologie
- Korporatiewe en Regsake

Stadsontwikkelingsdienste

- Ekonomiese Ontwikkeling
- Ontwikkelingsbeplanning
- Omgewing en Toerisme
- Geïntegreerde Ontwikkelingsbeplanning

7. Aanvra-prosedure

7.1 Toegang tot inligting wat nie automasies beskikbaar is nie, moet aangevra word deur:

- Die voorgeskrewe vorm A (AansoekVorm) te voltooi
- Betaling van die voorgeskrewe fooi, soos genome in Bylae 2 hierby.
- Die voorgeskrewe vorm moet voltooi word met genoeg besonderhede om die inligtingsbeampte in staat te stel om minstens die volgende besonderhede te identifiseer :-

- Die rekords wat deur die aansoeker aangevra word.
- Die identiteit van die Ansoeker of die aansoeker se agent (indien enige); . Welke vorm van toegang verlang word as die aansoek toegestaan word.
- Die telefoonnommer, posadres of faksnommer van die aansoeker.
- Die wyse waarop die aansoeker in kennis gestel wil word van die inligtingsbeampte se besluit.
- Die hoedigheid waarin die aansoek gerig word indien die inligting namens iemand anders aangevra word.

7.2 Die aansoeker moet aandui dat die inligting verlang word om 'n reg uit te oefen of te beskerm en duidelik die aard van die reg wat uitgeoefen of beskerm word aandui. Daarbenewens moet die aansoeker duidelik spesifiseer hoekom die rekord nodig is om sodanige reguit te oefen of te verdedig.

7.3 Nadat die inligtingsbeampte 'n besluit oor die aansoek geneem het, moet die aansoeker op die verlangde wyse van sodanige besluit in kennis gestel word.

7.4 Die aansoeker moet aandui of 'n afskrif van die rekord aagevra word, en of die aansoeker insae in die rekords wil he by die kantore van Midvaal Paaslike Munisipaliteit.

7.5 Toegang tot die genoemde inligting sal slegs verleen word op die wyse waarvoor aansoek gedoen is, tensy daardie wyse onredelik sal inmeng met die

bestuur en bedryf van Midvaal Plaaslike Munisipaliteit, sy reputasie sal skaad of sy kopiereg sal skend.

7.6 Indien toegang weens praktiese redes nie op die verlangde manier verleen kan word nie, maar wel op 'n alternatiewe manier, sal die toegangsfooie bereken word ooreenkomstig die wyse waarop die aansoeker dit aangevra het.

7.7 Indien die aansoeker nie in staat is om te lees of te skryf nie, of 'n gestremheid het, kan hy/sy die rekord mondelings aanvra: die inligtingsbeampte sal die vorm dan namens so 'n aansoeker voltooi en die voltooië vorm aan die aansoeker oorhandig.

7.8 Midvaal Plaaslike Munisipaliteit sal die aansoek binne 30 dae verwerk, tensy die aansoeker oorwegings bevat wat van so 'n aard is dat 'n verlenging van die 30 dae limiet genoodsaak word.

7.9 Waar 'n verlenging van die 30 dae limiet benodig word, sal die aansoeker in kennis gestel word en 'n verduideliking ontvang waarom die verlenging genoodsaak word.

KANTAKBESONDERHEDE VAN INLIGTING IADJUNK- INLIGTING BEAMPTES

INLIGTINGBEAMPTES

Naam	: Phumudzo Magodi
Pos	: Stadsbestuurder
E-posadres	: eranev@midvaal.gov.za
Telefoon nommer	: (016) 360-7411
Faks nommer	: (016) 360- 7519

ADJUNK- INLIGTINGSBEAMPTES

Naam	: Solly Cave
Pos	: Uitvoerende Direkteur
Korporatiewe Dienste	
E-posadres	: sanetn@midvaal.gov.za
Telefoon nommer	: (016) 360-7400
Faks nommer	: (016) 360-7519

Versoek om toegang tot rekord van openbare liggaam

(Artikel 18(1) van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet 2 van 2000)
(Regulasie 6)

Vir Departementele Gebruik

Verwysingsnommer:

Versoek ontvang deur

(meld inligtingsbeample/adjunk-inligtingbeampte se rang, naam en van) op

_____ Datum te _____
(plek)

Versoekfooie

R

(indien enige)

R.....

Deposit

R

(endien enige) :

Toegangsfooie :

HANDTEKENING
INGTINGSBEAMPTE

VAN

INLIGTINGBEAMPTE/ADJUNK-

A. Besonderhede van openbare liggaam

Die Inligtingbeampte/adjunk-Inligtingsbeampte:

B. Besonderhede van persoon wat toegang tot doe record versoek

- (a) Die besonderhede van die persoon wat toegang tot die inligting versoek, moet hieronder verstrek word.
- (b) Die adres en/of taksnomer in die Republiek waarheen die inligting gestuur moet.
- (c) Bewys van die hoedigheid waarin die versoek gerig word, indien van toepassing, moet aan ehe word.

Volle name en van:**Identitesnommer:**

Posadres

_____ Faksnommer : _____

Tetefoonnommer: _____ E-posadres : _____

Hoedanigheid waarin die versoek gerig word, indien dit namens 'n ander persoon
gedoen word.**C. Besonderhede van persone namens wie die versoek gerig word.**Hierdie gedeelte moet SLEGS ingevul word indien 'n versoek om inligting namens 'n
ander ersoon eri word.

Volle name en van :

Identiteitsnommer
D, Besonderhede van rekord
(a) Voorsien volle besonderhede van die rekord waartoe toegang versoek word, insluitende die verwysingsnommer indien dit aan u bekend is, om die opsoring van die rekord moontlik te maak. (b) Indien die ruimte wat voorsien word nie voldoende is nie, gaan asseblief voort gaan asseblief voort op aparte folio en heg dit aan hierdie vorm. Die vesoeker moet alle addisionele folio onderteken.
1 . Beskrywing van rekord of toepaslike gedeelte van rekord _____ _____ _____ _____ _____ 2. Vewysingnommer, indien beskikbaar : _____ 3. Enige verdere besonderhede van rekord : _____ _____ _____
E.Fooie
(a) 'n Versoek om toegang tot ander rekord as 'n rekord wat persoonlike inligting van uself bevat, sal verwerk
Word slegs nadat versoekfooie betaal is. (b) U sal in kennis gestel word van die bedrag wat as versoekfooie betaal moet word. (c) Die fooie betaalbaar vir toegang tot die rekord hang van die format af waarin toegang verlang word en die redelike tyd wat nodig is om rekord te soek en voor te berei. Indien u kwalifiseer vir vrystekking van die betalibg van enige fooie, meld asseblief die redes deervoor.
F. Formaat van toegang tot rekord

Indien u as gevolg van gestremdheid verhinder word om die rekord te tees of te besigtig of daarna te luister in die formaat van toegang waarvoor in 1 tot 4 hieronder voorsiening gemaak word, meld u estremdheid en dui aan in watter formaat die rekord verlan word

Gestremdheid _____Formaat waarin rekord verlang word

Merk die toeplaslike blok me " x "

Let WEL :

(a) Voldoening aan u versoek om toegang in 'n bepaalde formaat kan van die formaat aanhang waarin die rekord beskikbaar is.

(b) Toegang in die formaat wat versoek word, kan in sekere omstandighede geweir word. In so 'n geval sal u in kennis gestel word of toegang in 'n ander formaat sal toegestaan word.

Die fooie betaalbaar vir toegaan tot die rekord, indien enige, sal gedeelte bepaal word deur die formaat waarin toe an verlan word

1 .Indien in die rekord in skriftelike of edrukte vorm is :

Afskrif van rekord

Ins eksie van rekord

2. Indien die rekord uit virtuele afbeeldings bestaan- (dit sluit foto's, skrywe, skyfies, video — opnames,

Rekenaar e enereerde afbeeldin s, sketse, ens. In.

Besigtig die afbeeldings

Kopie van die afbeeldings

Transkripsie van die afbeeldin s

3. Indien die rekord bestaan uit opgeneemde woorde of inligting wat as klank ere roduseer kan word

Luister na die klankbaan klankkasset

Transkriepsie van ktankbaan (geskrywe of edrukte document

4. Indien die rekord op rekenaar of in elektoniese of masjienbare formaat ehout word :

Gedrukte afskrif van

Gedrukte afskrit van inligting verkry uit die rekord

Kopie in rekenaarleesbare formaat(star—of taserisk

Indien u 'n kopie of transkripsie van 'n rekord (soos bo) versoek, wil u he dat die kopie of transkripsie aan u gepos word. Pos eld is betaalbaar

JA

NEE

Neem kennis dat indien die rekord nie beskikbaar is in die taal wat u verkies, nie, toegang kn word.

In watter taal sal u die rekord verkies ?_____

G. Kenis ewing van besluit rakende versoek to ang

U sal skriftelik in kennis gestel word of u versoek goegekeur/ geweir is. Indien u verkies om op 'n ander wyse in kennis gestel te word, spesifiseer asseb/iief die wyse en voorsien die nodige inli tin sodat aan u versoek ehoot e ee kan word.

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

Geteken _____ op hierdie _____ dag van _____ 2000

HANTEKENING VAN VERSOEKER/PERSOON
NAMENS WIE DIE VERSOEK GERIG IS

MASEPALA WA MOTSETOROPPO WA MIDVAAL - BUKANA YA KGOTHALETSO YA PHIHLELLO HO TLHAHISOLESERING

5. Tlhaloso ya sebopeho te ditshebetso •

5.1 Sebopeho

Masepala wa Motsetoropo wa Midvaal o theilwe hantle feela kamora dikgetho tsa Masepala tswe tshwerweng ka la 5 Tshitwe 2000 mme o tsitlallela Maikemisetso a ho theha toropo e raditweng ka bokgabane e nang le ntshetsopele e tsoseletswang ka dikarolo tse ileng tsa qhalwa (Randvaal, Suikerbosrand, De Deur/Watkerville, Ekenhof, Vaal Marina and Meyerton.

Boemeong ba sepolotiki, Masepala wa Toropo ya Midvaal o na le balekgotla ba 29, bao hara bona ba, 5 ba bopileng komiti ya Majoro e eteletsweng pele ke Mojoro wa Phethahatso, Molekgotla **Peter Texiria**

Tsamaisong, Masepala wa Midvaal o eteletsweng pele ke mookamedi wa Motsetoropo, **Phumudzo Magodi** ka thuso ya balaodi ba Phethehatso ba Meralo ba sehlopha sa ditshebetso tsa **Corporate Services, Development and Planning, Engineering Services, Finance, Community Services, Protection Services and Management Services.**

5.2 Ditshebetso

Matla le ditshebetso Tsa Masepala wa Motsetoropo wa Midvaal di laolwa ke melao ya ketsomelao ye kenyeletsang:

Molao theo wa Rephaboliki ya Afrika Borwa, 1196 (Molao 108 wa 1996)

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

Mmuso wa Lehae: Molao wa Neheletsano, (Transitional Act), 1993 (Molao wa 209 wa 1993).

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

Mmuso wa Lehae ; Molao wa Taoto ya Ditjhelete tsa Bomasepala
,2003 (molao 56 wa 2003)

Melao e meng ya ketsomolao e amang puso ya Masepala wa Motsetoropo
wa Midvaal e kenyeletsa (lenane lena la ha le a fella)

- Molao wa Ditshebeletso tsa Metsi, 1997 (Motao wa 108 wa 1997).
- Molao wa Naha wa Metsi , 1998 (Molao 36 wa 1998)
- Molao wa Dikgetho t, 1998 (Motao 73 wa 1998)
- Molao wa Ntshetsopele ya Ditaba tsa Mmuso wa Lehae, 1983 (Molao 91 wa 1983)
- Morao wa Lekgotla la Ditshebeletso tsa Ditikoloho, 1985 (Molao 108 wa1985)
- Morao wa Ditshebeletso tsa Ditimamollo , 1987 (Molao 41 wa 1987)
- Molao wa Motiakase 1987 (41 wa 1987)
- Molao wa Naha wa Bophelo 2003 (Molao 61 wa 2003)
- Molao wa Bopheto le Polokeho Tsibetsong, 1993 (Molao 85 wa 1993)
- Molao wa Dikamano tsa Basebetsi, 1995 (Molao 66 wa 1995)
- Molao wa Dipehelo tsa Mantlha Tsa Kgiro 1997 (Morao 75 wal 997)
- Molao wa Ntlatfatso ya Ditsebo, 1998 (Molao 97 wal 998)
- Molao wa Tekatekano Kgirong, 1998 (Molao 55 wa 1998)
- Molao wa Inshorennse ya Tahlehelo ya Mosebetsi 2001 (Molao 63 wa 2001)
- Molao wa Matlole a dipenshene, 1956 (Molao 24 wa 1956)
- Motao wa Matio, 1997 (Molao 107 wa 1997)
- Morao wa Thibelo ya ho Tebelwa Sebakeng Le Ho Ikabela Mobu ka ntle le
- Molao,1998 (Molao 19 wa 1998)
- Molao wa Phediso ya Dithibelo , 1967 (Motao 84 wa 1967)
- Molao wa Kgapo ya Mobu ke Mmuso, 1975 (Molao 63 wa 1975) . Molao wa Meedi ya Melao ya Ditshekisano (Mebuso ya Diprofensi le Lehae) 1970 (Molao 94 wa 1970)
- Molao wa Bonamodi, 1965 (Molao 42 wa 1965)
- Molao wa Booditara ba Setjhaba, 2004 (Molao 25 wa 2004)
- Molao wa Naha wa Sephetephe, 1966 (Molao 93 wa 1996)

Ho latela Melao e boletsweng kahodimo mona matla le Ditshebeletso tsa Masepala wa Motsetoropo wa Midvaal a kenyeletsa hara tse ding:

- (i) Netefatso ya hore merero ya ntlatfatso e ahellwa mmoho:
- (ii) Phano ya disistimi tsa phephelo ya metsi a nowang ;
- (iii) Phepheto ya motlakase ka bongata, e kenyeletsang merero e jwalo ka phephelo, phetiso, kabo le phephelo ya motlakase.
- (iv) Phano ya mesebetsi ya tlhwekiso ya dikgwerekgwere ka bongata le disistimi tse kgolo tsa ho qhalwa ha dikgwerekgwere :
- (v) Ditsha tsa ho lahlwa ha matlakala, ho latela ka moo ho bolelang:

- (a) tthaloso ya moralo wa ho qhalwa ha matlakala .
- (b) taolo ya ho lahlwa ha matlakala
- (c) ho thehwa, tshebetso le taolo ya ditsha tsa matlakala, ditsi tsa phetiso ya matlakala ka bongata le ditsi tsa ho lahlwa bakeng sa bomasepala ba fetang bonngwe setrekeng
- (d) Ditsela tsa Masepala tse thehang karolo ya bohlokwa ya sistimi ya teranseporoto ya ditsela
- (e) Taolo ya ditshebeletso tsa teranseporoto ya bapalami
- (f) Ntlafatso ya boemafofane ba masepala:
- (g) Phano ya Ditshebeletso tsa Bohelo tsa masepala
- (aa) Phano ya Ditshebeletso tsa botimamollo, e kenyeletsang :
 - (i) ho rera ho hokahanya (e ho laola ditshebeletso tsa
 - (ii) botimamolto: ditshebeletso tse kgethehileng tsa twantsho ya molto jwa(o ka ditshebe(etso tsa botimamolto ba dithabeng, ba jwang le ba dikhemikhale
 - (iii) bohokahanyi ba tekanyetso ya maemo bakeng sa infrastrakijha, makoloi, thepa le mekgwatshebetso ;
 - (iv) thupelo ya baofisiri ba botimamollo
- (bb) Ho thehwa, ho tsamaiswa le taolo ya mebaraka ya dihlahiswa tse foreshe te dilakgapane :
- (cc) Ho thehwa, ho tsamaiswa le taolo ya ditsha tsa mabitla le tjheso ya ditopo;
- (dd) Kgothaletso ya bahahlaudi
- (ee) Phano ya mesebetsi ya setjhaba ya masepala e mabapi e efe kapa efe ditshebetsong tse kahodimo mona kapa tshebetso efe kappa efe e abetsweng masepala
- (ff) Kamohelo, kabo le qhalakanyo ya dikerante tse fuwang masepala
- (gg) Tefiso ya lekgetho le pokeletso ya lona, ditefiso tsa "levy" le ditefiso hodima thepa e romelwang ka kamano le ditshebetso tse kahodimo mona kapa jwalo ka ha di ajwa ho latela molao wan naha wa palemente

6.Aterese ya poso, nomoro ya fono, ya fekse le aterese ya webosate:

6.1 Aterese ya diahelo tsa Ntlokgolo ya Masepala wa Motsetoropo wa Midvaal: Cnr Junius & Michelle Streets
Meyerton
1960

2.2 Aterese ya poso

P.O Box 9
Meyerton

1960

2.3 Nomoro ya mohala: + 2716 360-7400

2.6 Nomoro ya fekse + 2716 360-7519

2.7 Aterese ya Webosaete : www.midvaal.gov.za

7.Tlhaloso ya Tataiso ya karolo ya 10

Bukana ya tataiso e htophisitswe, ho latela Karolo ya 10 ya Molao wa Kgothatetso ya phihfello ho Tthahisoteseding, ke Komishene ya Ditokelo tsa Botho. E na (e Tlhalisoleseding e htokwang ke motho o batlang ho sebedisa tokelo efe kapa efe, e htalositsweng ke molao wa Kgothaletso ya Phihlello ho Tlhalosoleseding. E fumaneha ka malemo ohle a semolao.

Bukana ena ya Tataiso e a fumaneha bakeng sa tlhahlobo, hara dibaka tse ding, diofising tsa Komishene ya Ditokelo tsa Botho e 29 Princess of Wales Terrace, cnr York le St. Andrews Street, Partown le webosaeteng ya yona website ho www.sahrc.org.za

8.Dihlooho le Mekgahleho ya direkoto tse tshwerweng

4.1 LESEDI LE AKARATSANG LE MABAPI LE MASEPALA WA MOTSETOROPO WA MIDVAAL.

Kgatelopele e akaretsang mabapi le ho thehwa ha Masepala wa Motsetoropo wa Midvaal

Melao ya Lehae le ditharife tse fetisitsweng ke Masepala wa Motsetoropo wa Midvaal le bomasepala ba tiileng pele.

Direkoto tse amang le dikhastomara.

Diprojeke tsa ditlaleho tsa thekolohelo setjhabeng.

Merero ya ntlafatso e hokahantsweng

4.2 TLHAHISOLESERING E LOKELANG HO KOTJWA SEMOLAO HO LATELA MOLAO E KENYELETSA :

- Ditokomane tsa melao ya Ketsamolao
- Direkoto tsa Ditjhelete
- Ditlaleo tsa Ditjhelete tsa selemo le selemo
- Ditiatio tsa Bookamedi
- „Dipusetso tsa ditjheke
- Tshwara ya Basebetsi (Human Resources)
- Ditlankana tsa meputso
- Direkoto tsa Phomoto tsa Basebetsi
- Dipuseletso tsa I-JIF
- Ditokomane tse mabapi le Maano le Diphehelo tsa kgoro
- Ditokomane tsa ditaba tse mabapi le kagalemo
- Databeisi ya Baamohedi ba ditshebeletso ho kenyeletswa, empa eseng feela bakeng sa badudi, dikhastomara, jwalo jwalo.
- Ditumellano tse fapaneng tse kenetsweng ke Masepala wa Motsetoropo wa Midvaal le mafapha a mang.
- Ditokomane tse mabapi le Dithendara le phumano ya ditshebeletso tse amehang . Ditlaleho tsa dikopano tsa lekgotla tsa Lekgotla la Masepala wa Motsetoropo wa Midvaal le Komoti le Dikomitjana tsa wona ka ho fapana.
- Ngoltano ya ka hare
- Maano le Mekgwatshebetso tsa Kahare

- Direkoto tse fumanweng mafapeng a mang tse polokoheng ya Masepala wa
- Motsetoropo wa Midvaal.

5. Tsebiso ya Maraorao ho latela Karoto ya 15

Ha ho tsebiso e phattaladitsweng mabapi le mekgahleho ya direkoto tse ka fumanehang ntle le ho etsa kopo ya ya ho di fihlella ka metjha ya Molao wa Kgothaletso ya Phihlello ho Thlahisoleseding. Mekgahleho ya Direkoto tse fumanehang ntle le ho etsa kopo e fumaneha webosateng ya Masepala wa Mosetoropo ya Midvaal hape e fumaneha ka ho ikopanya le Setsi sa Thlokomelo ya Breki se amehang.

6. Ditshebeletso tse Fumanehang

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

Ditshebeletso tsa Infrastrakjha :

- Motlakase
- Metsi le Tsamaiso ya Dikgwerekgwere
- Matlakala

Ditsela, Teransepoto le Mesebetsi ya Setjhaba :

- Metsi a Dikgohola
- Teransepoto ya Setjhaba
- Taolo ya Polokeho ya Makoloi
- Mesebetsi ya Baahi

Ditshebetetso tsa Setjhaba

- Ntshetsopele ya Bophelo bo Botle le Thekolohelo
- Polokeho ya Setjhaba
- Matlo
- Dipapadi, Boithabiso, Bonono le Botjhaba

Ditshebeletso tsa Koporeite

- Tsa Ditjhete
- Tshwaro ya Basebetsi (Human Resources)
- Tegnoloji ya Tkhahisoleseding
- Tsa Koporeite le Molao

Ditshebetetso tsa Ntshetsopele ya Toropo :

- Ntshetsopele ya Maruo
- Merero ya Ntshetsopele
- Tikoloho le Boahlaudi

- Merero ya Ntshetsopele e Hokahantshweng

7.Mokgwatshebetso wa Dikopo

7,1 Phihleto ho tlhahisoleseding e sa fumaneheng ntle le ho etsa kopo e tla kotjwa ka:

- Ho tlatsa Foromo yaA e hlalositsweng ("foromo ya kopo") Khejuleng sa 1
- Tefo ya Tefiso e hlalositsweng jwalo ka ha ho boletswe Skhejuleng sa 2 tabeng
- Foromo e etseditsweng sena e lokelwa ho tlatswa ka dintlha tse lekaneng hore bonyane e tuse Moofisiri wa Tlhahisoleseding ho bona dintlha tse latelang :-
- Direkoto tse hlokwang ke Mokopi.
- Boitsebiso ba Mokopi kappa motho ya Lebitsong la Mokopi
- Moitsebiso ba Mokopi kappa motho ya Lebitsong la Mokopi (haeba bo le teng):
- Ke sebopeho sefe sa phihlello se batlwang, ha eba e fanwa :
- Nomoro ya founu, aterese ya poso kapa nomoro ya fakse ya mokopi,
- Mokgwa 00 Mokopi a batlang ho tsebiswa ka qeto ya Moofisiri wa Tlhahisoleseding.
- Maemo ao motho a etsang kopo ka ona ha eba kopo e etswa lebitsong la motho e mong osele.

7,2 Mokopi o lokela ho bolela hore tlhahisoleseding e kotjwa hore a sebedise kappa a sireletse tokelo, mme a bontshe ka ho hlaka hore na sebopeho sa toketo ena e sebediswang kapa e sireletswang ke sefe. Hodimo mona, Mokopi o tlameha ho bontsha ka ho hlaka hore ke hobaneng rekoto e hlokeha hore a sebedise kappa a sireletse tokelo e jwalo.

7,3 Kamora hore Moofisiri wa Tlhahisoleseding a etse qeto, Mokopi a tlameha ho tsebiswa ka C qeto e jwalo ka tsela eo Mokopi a kopileng ho tsebiswa ka yona.

7.4.1 Mokopi o tlameha ho bontsha haeba kopo e bakeng sa khopi ya rekoto kappa ha eba Mokopi a batla ho hlahloba direkoto diofising tsa Masepala wa Motsetoropo wa Midvaal.

7,5 Phihlello ho tlhahisoteseding e boletsweng ka hodimo mona e tra fanwa ho mokopi feela ka tsela eo a kopileng hore a fanwe ka yona, ntle le ha eba mokgwa oo otlal kenakenana le tsamaiso le tshebetso ya Masepala wa Motsetoropo wa Midvaal kapa ho senya dirokoto tsa wona kapa ho senya Khopiraete.

7.6 Haeba ka mabaka a bonahalang phihlello e ke ke ya fanwa ka sebopeho se kopilweng empa ka tseta enngwe esete, tefiso bakeng sa phihlello e tla sebetswa ho latela mokgwa oo Mokopi a neng a kopite ka wona.

7.7 Haeba Mokopi a sa kgone ho bala, le ho ngola, kapa ana le bokowa , aka etsa kopo bakeng sa rekoto ka motomo, elemg moo Moofisiri wa Tlhahisoleseding a tla tlatsa foromo lebitsong la Mokopi ya jwalo mme a fane ka nomoro eo e tlatsitsweng ho Mokopi.

7.8 MASEPALA WA MOTSETOROPO WA MIDVAAL o tla sebetsana te kopo nakong ya matsatsi a 30 ntle le haeba kopo e na dintlha tsa sebopeho seo ho tshetjhiswa ka nako ya matsatsi a sa feteng 30 ho tlamehang ho etswa.

7.9 Moo ho tshetjhiswa ka matsatsi a sa feteng 30 ho hlokehang, Mokopi Otta tsebiswa, mmoho le ho hlosoetswa mabapi le hore ke hobaneng ho tshetjhiswa ho jwalo ho hlokeha.

DINTLHA TSA BOIKOPANYO TSA BAOFISIRI / BATLATSI BA TLHAHISOLESING MOOFISIRI WA TLHAHISOLESING

Lebitso	:Phumudzo Magodi
Maemo	:Mookomedi waToropo
Aterse ya imeile	: eranev@midvaal.gov.za
Nomoro ya Founu	:(016) 360-7400
Nomoro ya Fekse	:(016) 360-7519

MOTLATSI WA MOOFISIRI WA TLHAHISOLESING

Lebitso	:Solly Cave
Maemo	:Molaodi wa Phethahatso Ditshebeletso tsa Koporeite
Aterse ya imeite	: sanet@midvaal.gov.za
Nomoro ya Founu	(016) 360-7400
Nomoro ya fekse	(016) 360-7519

SKHEJULE 1

Kopo ya phihlello ho rekoto ya mmuso

(Karo 18(1) ya Mo(ao wa Kgothaletso ya Phihlello ho Th!alosoleding. 2000 (Molao 2 wa 2000) (Mofawana 6)

BAKENG SA TSHEBEDISO YA LEFAPHA

Nomoro ya referense : _____

Kopo e amohetswe ke _____

(bolela maemo, lebitso, le fane, tsa moofisiri wa tlhahisoleding) ka la _____ letsatsi
tulong ya _____ (lebitso la tulo)

Tefiso ya kopo

(haeba e _____ lefiswa) R _____

Deposite : _____

(haeba e

lefiswa)

Tefiso ya phihlello : _____

TSHAENO YA MOOFISIRI/MOTLATSA MOOFESIRI WA TLHAHISOLEDING

A. Dintlha tse maba i le Lefa ha la Mmuso

Moofisiri / Motlatsa wa Moofisiri wa Tlhahisoledin

B. Dintlha tse maba i le motho a ko an rekoto

(a) Dintlha tse mabapi le motho ya kopang phihlello rekotong di lokela ho fanwa ka Oase mona

(b) Ateresele/kappa nomoro ya fekse e kahara Rephaboliki eo tlhahisoleding e tla romeiwa ho Yona, e lokela ho fanwa c Bo aki ba maemo ao ko o e etswan ka wona, haeba a hlokeha, ho lokela ho hokelwa.

Mabitso te difane ka botlato:

Nomoro ya _____

boitsibiso _____

Aterese ya poso _____

Nomoro ya mohala : _____ Aterse ya imeile : _____

Nomoro ya fekse: _____

Maemo ao kopo Etswang ka wona, haeba etswa lebitsong la motho e mong : _____

C. Dintlha tse maba i le motho eo kopo e etswan lebitson la hae

Karolo ena e lokela ho tlatswa FEELA haeba ko o a tlhahisoledin e tswa lebitson la motho e mon

Mabitso le fane ka botlalo : _____

Nomoro ya boitsibiso : _____

D. Dintlha tse maba i le rekoto

(a) Fana ka dintCha tse feletseng tsa rekoto e o phihlello ho yona e kotjwang, ho kenyeletswa nomoro ya referense ha eba o e tseba, ho thusa hore rekoto e fumanwe

(b) Haeba sebaka se fanweng se sa lekana, ka kopo tswela pete leqepheng le kathoko mme ole hokele fromom ena. Moko i o tlameha ho saena ma e he ohla a tlatsetso.

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

2. Nomoro ya referense haeba _____ e (e teng :

3. Dintlha dife kapa dife tse _____ o to : _____ mabapi le
rekoto

E. Ditefiso								
(a) Kopo ya phihlello rekotong, ntle le rekoto e tshewereng tlhahisoleseding e mabapi le motho ka boyena, e tia sebetswa feela kamara hore tefello a ko o e tswe								
(b) O tia tsebiswa mabapi le tjhelete e hlokehang ho lufiwa ele tefiso ya kopo. (c) Tefo e lokelang ho lufiwa bakeng sa phihlello rekotong e papisitse le sebopeho seo phihlello e kotjwang ka sona le nako e utlwahalang e hlokehang bakeng sa ho batla le ho hiopihisa rekoto (d) Haeba o na le tshwarelo (exemption) mabapi le tefiso efe kapa efe, ka kopo bolela lebaka la tshwarelo								
Lebaka la tshwarelo (o maba i le ditefiso)								
F. Sebo e o seo rekoto e kot•wan ka sona								
Haeba o na le tshitiso ya ho se kgone ho bala, ho sheba kappa ho mamela rekoto ka sebopeho sa phihlello se fanwang katlase mona, ho bolela bokowa ba hao mme o bontshe hore rekoto e hlokwa ka sebopeho sefe.								
Tshitiso _____ Sebopeho seo rekoto e hlokehang ka sona _____ _____								
Tshwaya lebokose le nepahetseng ka " x " DINOUTU :								
(a) Boikamahanyo le kopo ya hao bakeng sa phihlello ka sebopeho se hlalositsweng bo ipapisitse le sebopeho seo rekoto e fumanehang ka sona. (b) Phihlello ka sebopeho se kopilweng e ka hanelwa tlasa maemo a itseng. Maamong a jwalo o tia tsebiswa haeba phihlello e tia fanwa ka sebopeho sesele. (c) Tefiso e lefuwang bakeng sa phihlello rekotong, haeba e le teng, e tia iekannngwa ka letsohong le leng ke sebo eho seo ko o e kot•wan ka sona.								
1 .Haeba rekoto e le sa sebopeho sa mangolo kappa e printilwe :								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">Khopi ya rekoto</td> <td style="text-align: center;">Tlhahlobo ya rekoto</td> </tr> </table>			Khopi ya rekoto	Tlhahlobo ya rekoto				
Khopi ya rekoto	Tlhahlobo ya rekoto							
2. Haeba rekoto e na le diswantsho tse polokong- (sena se kenyetsa difoto, dislith, divideo, diswantsho tse kom huteng diseke, •walo 'walo .								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">Ho sheba diswantsho</td> <td style="text-align: center;">Ho kopitsa diswantsho</td> <td style="text-align: center;">Transkripshene ya diswantsho</td> <td></td> </tr> </table>					Ho sheba diswantsho	Ho kopitsa diswantsho	Transkripshene ya diswantsho	
Ho sheba diswantsho	Ho kopitsa diswantsho	Transkripshene ya diswantsho						
3. Haeba rekoto e na le mantswe a rekotilweng kappa tlhalosoleseding e ka hlalishwang botjha ka modumo								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">Ho mamela modumo (khaseteng ya modumo</td> <td style="text-align: center;">Transkripshene ya modumo (tokomane e n otswen ka a e rintilwen</td> </tr> </table>			Ho mamela modumo (khaseteng ya modumo	Transkripshene ya modumo (tokomane e n otswen ka a e rintilwen				
Ho mamela modumo (khaseteng ya modumo	Transkripshene ya modumo (tokomane e n otswen ka a e rintilwen							
9. se 10. balwan ka mothini : 4. Haeba rekoto e bolokilwe khomphuteng kappa motjhining wa elektroniki kapa sebopeho								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">Khopi e printilweng ya rekoto</td> <td style="text-align: center;">Khopi printilweng thahisoleseding ho tswa rekotong</td> <td style="text-align: center;">Khopi ka sebopeho se balwang ka khomputa (stifi</td> <td style="text-align: center;">ka im act disc</td> </tr> </table>					Khopi e printilweng ya rekoto	Khopi printilweng thahisoleseding ho tswa rekotong	Khopi ka sebopeho se balwang ka khomputa (stifi	ka im act disc
Khopi e printilweng ya rekoto	Khopi printilweng thahisoleseding ho tswa rekotong	Khopi ka sebopeho se balwang ka khomputa (stifi	ka im act disc					

Haeba o batla khopi ya transkripshene ya rekoto (e kahodimo mona) na o batla hore khopi eo kapa transkripshene e posetswe ho wena? O tla lefiswa t•hefete a osa	JA	NEE
Hlokome/a hore haeba rekoto e sa fumanehe ka leleme leo o le batlang, phihlello e tla fanwa ka leleme leo rekoto eo e fumanehan ka lona.		
Olakatsa hore rekoto e fanwe ka leleme lefe ?_____		
G. Tsebiswa ka mangolo mabapi le hore na kopo ya hao e amohetswe /hannwe . Haeba o batla ho tsebiswa ka sebopeho se seng, ka kopo hlalosa mokgwa mme o fane ka dintlha tse hlokehang ho k onahatsa boikaman ole ko o a hao.		

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

E saenetswe _____ ka la _____ kgwedding ya _____ 200

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

UMASIPALA WASEMIDVAAL - IBHUKU LOKUKHUTHAZA UKUTHOLAKALA KOLWAZI

1. Incazelo yesakhiwo nemisebenzi :

1.1 Isakhiwo

UMasipala waseMidvaal wasungulwa ngemuva kancane ko Kokhetho loMasipala mhlaka 5 Disemba 2000 kanti unempokophelo yokuqamba idolobha elibukekayo, eliqhamuka nokusha nelithuthukayo ngokuhlanganisa amadolobha alandelayo: Randvaal, Suikerbosrand, De Deur/Walkerville, Eikenhof, Vaal Marina neMeyerton.

Ezingeni lezombusazwe, umasipala waseMidvaal unamakhansela angu 29, angu 5 kuwona enza iKomidi leMeya eliholwa yiMeya ephethe, Ukhansela Peter Texiria.

Ngokwezokuphatha, uMasipala waseMidvaal uholwa wuMphathi we Dolobha, uMnuz Phumudzo Magodi, esizwa ngabaQondisi ama- Executive Directors beSupport Services (Iqoqo Lezinsiza) Community Services (Engineering Services, Development & Planning, Protection Services ne-Finance Department.

1.2 Imisebenzi

Amandla nemisebenzi kukaMasipala waseMidvaal kulawulwa yimithetho ehlukeni okubalwa kuyo.

Umthethosisekelo we Riphabhlikhi yaseNingizimu Afrika, 1996 (uMthetho 108 ka 1996)

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

UHulumeni weziNdawo: UMthetho wesiKhashana 1993 (UMthetho 209 ka 1993).

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

UHulumeni weziNdawo ; UMthetho Wokuphathwa Kwezimali ZoMasipala (UMthetho 56 , 2003).

Eminyane imithetho ethintha ukubuswa kukaMasipala wase Midvaal ibandakanya (uhla aluphelele):

- UMthetho weZinsiza zamanzi, 1997 (UMthetho 108 ka 1997)
- UMthetho kaZwelonke zamanzi, 1998 (UMthetho 36 ka 1998)
- UMthetho wezoKhetho, 1998 (UMthetho 73 ka 1998)
- UMthetho woku Qhubekisa izindaba zoHulumeni, 1983 (UMthetho 91 ka 1983) . UMthetho wemikhandlu yeziNsiza yeziFunda, 1985 (UMthetho 108 ka 1985)
- UMthetho weziNsiza zaba cimimlilo , 1987 (UMthetho 41 ka 1987)

. UMthetho kaGesi, 1987 (41 ka 1987)

- UMthetho kaZwelonke wezeMpilo 2003, (UMthetho 61 ka 2003) . UMthetho wezeMpilo nokuPhepha Emsebenzini, 1993 (UMthetho 85 ka 1993)
- UMthetho wezobudlelwane nabasebenzi, 1995 (UMthetho 66 ka 1995) . UMthetho wemiGomo Ebalulekile Yokuqasha, 1997 (uMthetho 75 ka 1997)
- UMthetho wokuthuthukiswa kwamakhono , 1998 (UMthetho 97 ka 1998)
- UMthetho wezobulungiswa kwezokuqasha,, 1998 (UMthetho 55 ka 1998)
- UMthetho womshwalense wabangasebenzi 2001 (UMthetho 63 ka 2001)
- UMthetho Wezikhwama zeziMpesheni, 1956 (UMthetho 24 ka 1956)
- UMthetho wezeZindlu, 1997 (UMthetho 107 ka 1997)
- UMthetho Wokukhishwa Ngokungemthetho noKuhlala
- Ngokungemthetho 998 (Umthetho 19 ka 1998)
- UMthetho wokusuzwa kwemekhawuko , 1967 (UMthetho 8 ka 1967)
- UMthetho wokuthatha Ngokusemthethweni, 1975 (UMthetho 63 ka 1975)
- UMthetho Womkhawuko wezingubozoMthetho (Omaziphathe beziFundazwe nabeZindawo) 1970 (UMthetho 94 ka 1970) . UMthetho wokuLamuta , 1965 (uMthetho 42 ka 1965)
- UMthetho woKuhlolwa kwamaBhuku, 2004 (UMthetho 25 ka 2004) . UMthetho weMigwaqo kaZwelonke, 1966 (UMthetho 93 ka 1996)

Ngokwemigomo yemithetho ebalwe ngenhla amandla nemisebenzi ka-Masipala WaseMidvaal kuhlenganisa , phakathi kokunye.

- (a) Ukuqinisekisa ukuhlelefa intuthuko okuhlangene:
- (b) Ukuhlinzekwa kwezinhlelo zamanzi ompompi ;
- (c) Ukuhlinzekwa kwemithamo emikhulukazi kagesi, okubandakanya ngezinhloso zaloku hlinzekwa, ukulethwa, ukusatshalaliswa nokukhiqizwa kukagesi.
- (d) Ukuhlinzekwa kwemisebenzi emikhulu yokuphuculwa kwendle nezinhlelo izinkulu zokulahlwa kwendle :
- (e) Izindawo zokulahla imfucua engini, ngendlela okuhlobene ngayo nokulandelayo:

(i) ukusungulwa kwesu lokulahla imfucua .

(ii) ukulawulwa kokulahlwa kwemfucua.

(iii) ukusungulwa, ukusetshenziswa nokulawulwa kwezindawo zokulahlwa kwemfucua, izindawo zokudluliswa imfucua eyimithamo emikhulu kanye nezindawo zokulahla imfucua zomasipala abangaphezu koyedwa esifundeni.

(f) Imigwaqo kamasipala eyenza ingxenge ehlangene nohlelo lwemigwayo yokuthutha.

(g) Ukulungiswa kwezinsiza zokuthutha abagibeli

(h) Ukuthuthukiswa kwezikhumulo zezindiza zo Masipala

(i) Ukuhlinzekwa kwezinsiza zezempilo zoMasipala

(j) Ukuhlinzekwa kwezinsiza zabacimjmlilo, ukubandakanya

(i)ukuhlela, ukuvumelanisa izinciza zabacimimlilo (ii)incinsiza zabacimimlilo ezigxilisiwe njengaleso zasezintabeni zasemageleni nezemlilo yamakhemikhali

(iii) ukuqondaniswa nokutonganiswa kwengqalasizinda, izinqola, imishini nezinqubo

(iv) ukuqeqeshwa kwezikhutu zabamlilo

(k) Ukusungulwa, ukuphathwa nokulawulwa kwezimakethe zemikhiqizo efreshi.

(l) Ukusungulwa, ukuphathwa nokulawulwa kwamathuna nezindawo zokushisa izidumbu.

(m) Ukuthuthukiswa kwezokuvakasha zendawo.

(n) Ukuhlinzekwa kwemisebenzi yomphakathi kaMasipala ehlobene nanoma yimiphi imisebenzi engenhla noma imiphi eminye imisebenzi enikezwe umasipala.

(o) Ukwamukela, ukukhipha nokusabalalisa izimali ezinekezwa umasipala (p) Ukusungulwa nokuqoqwa kwezintela, izinhlawulo nezinkokhelo ezihlobene nemisebenzi engenhla noma ezifumaneka ngokwemithetho kazwelonke.

2, Amakheli okuposa, ezinobolo zocingo nama-Fax, namakheii e- website:

2.1Ikheli tezakhiwo zeKomkhulu lika Masipa!a waseMidvaal.

Corner Junius & Mitchell Streets.

Meyerton

1960

2.2tkheli Lokuposa

P.O Box 9

Meyerton

1960

2.3Inombolo Yocingo : +2716 360-7400

2.4Inombolo ye fax +2716 360-7519

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

Cnr Junius & Mitchell Streets
Meyerton
1960

3.Incazelo yoMkhombandlela weSigaba 10

Ikhomishini yamaLungeto eSintu isihlanganise uMkhombandlela ngokwemigomo yeSigaba 10 soMthetho wokukhuthaza ukutholaka!a kolwazi. Unemininingwane edingwa wumuntu ofisa ukusebenza noma itiphi ilungelo, elihlaziywa wumthetho wokukhuthaza ukutholakala kolwazi. Utholakala ngazo zonke izilimi ezisemthethweni.

Umkhombandlela ungahlolwa, phakathi kwezinye izindawo, emahovisi ekhomishani yamalungelo eSintu ko 29 Princess of Wales Terrace, ekhomeni lika York no St Andrews Streets, Parktown kanye nakwi-website yabo ethi www.sahrc.org.za

4. Izihloko nezigaba zamarekhodi aqukethwe

4.1UKWAZISWA JEKELELE MAYELANA NOMASIPALA WASEMIDVAAL

Inqubekela phambili jikelele ekuthuthukisweni kukaMasipala waseMidvaal.

Imithetho nezinhlawulo okashaywa wuMasipala waseMidvaal nabangaphambi kwawo.

Izinqubomgomo.

Amarekhodi ahlobene namakhastoma.

Imibiko ngamaprojekthi ayisibopho emphakathini.

Ukuhlelwa kwentuthuko Okuhlangene.

4.2 ULWAZI OKUFANELE LUCELWE NGOKUSEMTHETHWENI NGOKWEMIGOMO YOMTHETHO LUHLANGANISA:

- Amadokhumenti anemithetho :
- Amarekhodi ezimali
- Imibiko yonyaka yezezimali - Imibiko ngokuphatha - Amasheke abuyisjwe
- Imithombo Yezabasebenzi
- Izincwadi Zokuhola
- Amarekhodi amalivu Abasebenzi
- Ama-returns e- UIF
- Amaphepha angeziNqubomgomo nemiGomo yokuqashwa
- Amaphepha anezindaba zokuqondiswa kwezigwegwe
- Umthombo wemininingwane yabathole usizo kubandakanye kodwa kungagcini ngabahlali amakhastoma, nabanye
- Izivumeiwano ezihlukene ezenziwe wuMasipala waseMidvaal namaqembu esithathu:
- Amaphepha amayelana namaThenda nokuqondene noloKho

- Amamithingi oMkahndlu kaMasipala waseMidvaai namakomidi namakomidana ehlukeni angaphansi kwawo;
- Ukuxhumana kwangaphakathi
- Amarekodi atholakala kumaqembu esithatho agciniwe wuMasipala

waseMidvaal.

5, Isaziso Sakamuva ngokweMigomo yeSigaba 15

Asikho isaziso esishicilelwe mayelana nezigaba zamarekhodi ezitholakala ngokuzenzela ngaphandle kokuwacela ngokwemigomo yoMthetho wokuHlinzeka uku tholakala koLwazi. Izigaba zamarekhodi ezitholakata ngaphandle kokucelwa zikwiwebsite ka Masipala waseMidvaal futhi zitholakala ngokuxhumana nesiKhungo sokuSiza Amakhastoma esifanele.

6, Izinsiza Ezithofakalayo

UMasipala waseMidvaal unezinsiza ezilandelayo ezitholakala kumalungu omphakathi kanti kungabuzwa ezikhungweni zokuSiza amakhastoma ukuthi zitholakala kanjani lezi nsiza:

IzinsizazeziNgqalasizinda

- Ugesi
- Amanzi neNhlanzeko
- Imfucuzo Eginile

Imigwaqo, Ukuthutha, neMisebenzi Yabantu:

- Amanzi Ezikhukhula
- Ukuthuthwa Komphakathi . Ukuphathwa kwezingola Eziningi . tmisebenzi Yabantu

Izinsiza Zomphakathi:

- Ezempilo nokuThuthukiswa komphakathi
- Ukuphepha komphakathi
- Ezezindlu
- Ezimidlalo, ukungcebeleka, amaciko nobuciko

Izinsiza Zokuphathwa Kwezinkampani

- Ezizimali
- Imithombo Yezabasebenzi
- Ubuchwepheshe Bezokwazisa
- Ezezinkampani nezoMthetho

Izinsiza Zokuthuthukiswa Kwedolobha

- Intuthuko Kwezomnotho . Ukuhlelwa Kwentuthuko
- Ezemvelo nokuVakasha
- Ukuhlelwa kwentuthuko Okuhlangene

7. Indlela Yokucela

7.1 Ukutholakala kolwazi okongazenzekeli kuzocelwa ngendtela e landelayo:

- Ukugcwalisa iFomu A eyaletwe (" ifomu yesicelo") uHlelo 1.
- Ukukhokha imali eyalelwe ngokusho kuka koHlelo 2 olulapho.
- Ifomu eyalelwe kufanele igcwaliswe imininingwane eyenele ukuze isikhulu solwazi sikwazi ukuthola imininingwane elandelayo:
- Amarekhodi adingwa yilowo ocelayo.
- Igama locelayo noma umsizi wocelayo (uma ekhona).
- Yinhloboni yokutholakala kokudingekayo, uma isicelo sivunywa;
- Inombolo yocingo, ikheli lokuposa noma inombolo ye-fax yocelayo:
- Indlela ocelayo afuna ukwaziswa ngayo ngesinqumo sesikhulu solwazi. . Isikhundla salowo owenza isicelo uma senziwa egameni lomunye.

7.2 Ocelayo kufanele asho ukuthi ulwazi ludingeka ngenhloso yokusebenzisa noma yokuvikela ilungefo, futhi acacise ukuthi yiliphi ilungelo elizosetshenziswa noma elizovikelwa. Ngaphezu kwatokho, ocelayo kufanele acacise kahle ukuthi kungani lidingeka irekhodi ukuze asebenzise noma a vikele lelo lungelo.

7.3 Emva kokuba isikhulu solwazi sesisenzile isinqumo ngesicelo, ocelile kufanele aziswe o ngaleso sinqumo ngendlela abacele ukwaziswa ngayo.

7.4 Ocelayo kufanele asho ukuthi ngabe isicelo esekhophi yerekhodi noma ufuna ukuhlola lawo marekhodi emahovisi ka Masipala wase Midvaal.

7.5 Ukutholakala kolwazi olushiwo kuzogunyazwa kuphela kocelayo ngendlela eceliwe, ngaphandle uma leyo ndlela izophazamisa ngokungafanete ukuqhubeka komsebenzi ka Masipala WaseMidvaal noma ilimaze irekhodi lakhe noma yephule ilungelo lakhe lokushicilela.

7.6 Uma ocelile engakwazi ukufunda noma ukubhala, noma uma enokukhubazeka, angenza icicelo ngomlomo, bese isikhulu solwazi sigcwalisa ifomu egameni locelayo bese sinika ocelayo leyo fomu.

7.7 Uma ngezizathu ezizwakalayo ukutholakala ngeke kunikezwe ngendlela eceliwe Kodwa ngenye indlela, inkokhelo yokutholakala izobalwa ilinganiswe nendlela eceliwe.

7.8 Umasipala WaseMidvaal uzosisebenza leso sice[lo ngaphambi kwezinsuku eziwu 30, ngaphandle uma isicelo sinemininingwane edinga ukuba sandiswe isikhathi ngaphezu kuka 30 wezinsuku.

7.9 Uma kudingeka sandiswe isikhathi esiwu 30 wezinsuku, ocelayo uzokwaziswa futhi achazelwe ukuthi kungani Sandia isikhathi.

IMINININGWANE YOKUXHUMANA NEZIKHULU ZOLWAZI/AMASEKELA AZO

ISIKHULU SOLWAZI

Igama : Phumudzo Magodi

Isikhundta :Umphathi Dolobha

Ikheli te e-mail : eranev@midvaal.gov.za

Inombolo Yocingo : (016) 360-7400

Inombolo ye Fax : (016) 360-7519

ISEKELA LESIKHULU SOLWAZI

Igama : Solly Cave

Isikhundla : Umqondisi ophethe: Izinsiza zokuPhatha nezoMthetho

Ikheli le e-mail : sanet@midvaat.gov.za

Inombolo Yocingo : (016) 360-7400

Inombolo ye Fax : (016) 360-7519

ISEKELA LESIKHULU SOLWAZI

Igama : Ameer Van Wyk

Ikheli le email : ameerv@midvaal.gov.za

Inombolo Yocingo : 016 360 7574

Inombolo ye Fax

Isicelo sokuthola irekhodi lohlaka lukahulumeni

Isigaba 18(1) somthetho okhuthaza ukutholakala kolwazi iPromotion of Access to Information Act, 2000 (Umthetho 2 ka 2000)

(Isilungiso 6)

INGXENYE YOMNYANGO Inombolo yokulandela :

Isicelo samukwelwe ngu

(yisho isikhundla, igama nesibongo kwesikhulu solwazi/sekela lesokhutu solwazi)
mhlaka _____

(usuku) _____ (Indawo)

Ikonkhelo ye sicelo (uma ikhona) R
Idiphozi (uma ikhona) R.....
Inkokhelo yokuthola (uma ikhona) R.....

ISIGNESHAYESIKHULU SOLWAZI/SOKELA LESIKHULU SOLWAZI

A. Imininin ohlaka lukakhulumeni
wane

Isikhulu solwazi/ Isekela lesikhulu solwazi:

B. Imininingwane yalowo ocela ukuthola irekhodi

- (a) Imininingwane yomontu ocela ukuthola irekhodi kufanele inikezwe ngezanzi.
- (b) Ikheli kanye/noma inombolo yefax eRephabhutiki okufanele kuthunyelwe okufane(e kuthunyelwe koku ulwazi, kumele kunikezwe.
- (c) Ubufakazi besikhundla sowenza isicelo, uma kufanele, makufakwe.

Amagama agcwele nezibongo :

Inombolo kamazisi

Ikheli Lokuposa

Inombolo ye Fax

Inombolo Yocingo _____ Ikheli le email :
_____ Isikhundla salowo owenza isicelo, uma senziswa egameni
lomunye : _____

C. Imininingwane yomuntu esenziswa egameni lakhe isicelo

Le ngxenye kufanele igcwaliswe KUPHELA uma isicelo solwazi senziwa egameni lomunye.

Amgama agcwele necibongo:

Inombolo kamazisi:

D. Imininin wane erekhodi

(a) Yisho imininingwane ecgwele yerekhodi elicelwayo, kubandakanya nenombolo yokulandela uma uyazi ukuze litholakale kalula irekhodi.

(b) Uma isikhala esihlinzekiwe singeneli, uceEwa ukuba uqhubekele kwelinye ikhasi bese ulixhuma kule fomu.

Ocela o kufanele awasa ine wonke amakhasi en eziwe

1. Incazelo yerekhodi noma ingxenye idingekayo yerekhodi:

2. Inombolo yokutandela, uma ikhona

3. Noma yimiphi eminye imininingwane yerekhodi

E, Izinkokhelo

(a) Isicelo sokuthola irekhodi, ngaphandte kwerekhodi elinemininingwane ngawe, sizosetshenzwa kuphela emva kokuba sikukhokhwe imali yesicelo.

(b) Uyokwaziswa ukuthi malini yesicelo okufanele ikhokhwe.

(c) (d) Imati yokuthola irekhodi incike kwendlela elizotholakala ngayo kanye nesikhathi esilengene ukuicinga nokulongisa irekhodi.

Uma unegunya lokungayikhokhi iamali edingekayo kanye nesikhathi isilengene ukulicinga nokululin isa erekhodi.

F. Indlela okuthola irekhodi

Uma, ngenxa yokukhubazeka, ungeke ukwazi ukufunda, ukubuka noma ukulatela erekhodi ngendlela ehlinzekiwe ku 1 kuyaku 4 ngezanzi, yisho ukukhubazeka kwakho kanye nendlela elidingeka ngayo irekhodi.

Ukukhubazeka

Indtefa irekhodi ilidingeka ngayo

Maka ibhokisi elifanele ngo x Amanothi:

- (a) Ukufeza isicelo sakho sokuthola irekhodi ngendlela eceliwe kungancika kwendlela irekhodi ilitholakala ngayo
- (b) Ukutholakala kwerekhodi ngendlela eceliwe kunganqatshwa ngaphantsi kwezimo ezithile. Uma kunjalo uyokwaziswa ukuthi ukutholakala kwerekhodi kuzogunyazwa ngenye indlela. c Imali ekhokhelwa ukuthola irekhodi, uma

ikhona, izongunywa nayindlela yokutholakala eceliwe.

1. Uma irekhodi kuzoba elibhaliwe noma eli hrintiwe :

Ikho hi erekhodi

Ukuhlola kwerekhodi

2. Uma irekhodi liyizithombe (lokhu kubandakanya izithombe, amaslides, okuqoshwe ngevidiyo, izithombe ezenziwe ngekhompyuta, imidwebho, nokunye)

3. Uma irekhodi kun ama amaa oshiwe noma ulwazi olun enziwa unsibdo:

Lalela umsindo ikhasethi elilatelwa
0

Kho i omsindo dokhumenti ebhaliwe noma e rintiwe

4. Uma irekhodi likukhom uta noma lin endlela eelekhronikhi noma efundeka n omshini:

Ikhophi yerekhodi
eprintiwe

Ikhophi eprintiwe yolwazi oluthathwe kwerekhodi

Ikhopi yendlela efundeka nge kompyutha (istiffinoma com act disc
--

Uma ucele ikhophi yokuthathwe kwerekhodi (ngenhla) nagbe ufisa ukuba ikhophi noma ukuthathiwe u oselwe kona?	YES	NO
Uzokhokha imali yokuposa Qa ela ukuthi uma irekhodi lin athotakali n oljmi olukhethite, un ahle ulithole n olimi elitholakala n alo.		
Ufisa ukulithola ngaluphi ulimi irekhodi?		
G. Isaziso sesingumo mayelana nesicelo Uyobhalelwa waziswe ukuthi isicelo sakho sivunyiwe/sinqatshiwe.Uma ufisa ukwaziswa ngenye indlela, uceiwa ukuba usho leyo indlela bese usho neminingwane afanele ezokwenza kufezuke isicelo sakho. N abe ukhetha ukuziwsa kan•ani n esln umo esima elana nesicelo sakho sikuthola irekhodi.		

Isayinwe e..... mhlaka.....enyangeni
.....20.....

ISIGNESHA YOCELILE/YOMUNTU ISICELO ESENZIWA EGAMENI LAKHE

INKOMBA YEZINKOKHELO EZINQUNYIWE

UHLELO 2

INGXENGE 11 YESAZISO 187 KWIGAZETHI KAHULUMELI MHLAKA 15
FEBHRUWARI 2002

IZINKOKHELO EZIQONDENENE NEZINHLAKA ZOMPHAKATHI

- 1.Inkokhelo yekhophi yebhuku njengokwesilungu 5 (c) wu ifothokhophi yekhasi eliwu A4 noma ingxenge yayo. **R0.60**
- 2,Izinkokhelo zokwenzelwa okushiwo kwisilungu 7(1) yilezi ezilandelayo **R0.60**
 - (a)Ngayinye ifothokhophi yekhasi eliwu A4 noma ingxenge yalo
 - (b)Ngayinye ikhophi ephrinthiwe yekhasi eliwu A4 noma ingxenge yalo
- elikhompyutha noma ngendlela eyielektroniki noma efundeka ngomshini **R0.40**
- (c) Ngayinye ikhophi eyindlela efundeka ngomshini istiffy **5.00**
- Discicompact disc **4.00**
- (d) (i) Ngokufana nse kwamefanekiso ebukwayo, ngekhasi eliwu A4 noma Ingxenge yalo. **22.00**
- (ii) Ngekhophi yemifanekiso ebukwayo **60.00**
- (e) Ngokufana nse kwerekhodi eli'alelwayo, ngekhasi eliwu A4 noma Ingxe yalo **12.00**
- (ii) Ngekhophi yerekhodi eliEalelwayo **17.00**

(f)Ukucinga nokuiungiseEa ukudalula erekhodi, R15.OO ngalinye ihora noma ingxenye yalo, singalibali elokuqala ihora, okuqala, okuyisikhathi isidengeka ngalo msebenzi.

5, Ngezinhlalo zesigaba 22(2) soMthetho, kuzosebenza ukulandelayo:

- (a) Amahora ayisithipha okufanele aphete ngaphambi kokuba kukhokwe idiphozi; kanye
- (b) ingxenye eyodwa kwezindathu yemali yokuthota ikhokhwa wocelayo njengediphozi 6, Imali yokuposa ikhokhwa ngesikhathi sekufanele ikhophi yerekhodi iposelwe ocelile.

Umthombo wemininingwane	AmaGazethi kaHulumeni
Incomb. yeGazethi	28107
incomb. yeZasizo	991
Incomb. yeGazethi eyiSilungiso	8325
Usuku	20051014
Izasiso sikaHumtumeli	

C) UMNANGO WEZOBULUNGESWA NOKUTHUTHUKISWA KOMTHETHOSISEKELO

No. R 991 14 Okthoba 2005

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

Mina, Ubrigetee Sylvia Mabandla, uNgqongqoshe wezo Bulungisa nokuThuthukiswa KonMthethosisekelo, ngokugunyazwa yisigaba 22(8) soMthetho wokukhuthaza ukutholakala kolwazi 200 (uMthetho ongoNOMB. 2 KA 2000) ngalokhu-

(a_)ngiyabakhulula abantu abalandelayo ekukhokheni imali yokutho(a amarekhodi efuneka gisigaba 22(6) so Mthetho:

(i)Umuntu ongashadiie oholo lakhe lonyaka, ngemva kokubanjwa kwezemali okuvunyelwe okushiwo oHlweteni lwale saziso, lingaphansi kuka R 14 712,00: kanye

(ii)nabantu abashadile noma umuntu kanye nophathina wakhe oholo labo lonyaka, ngemva kokubanjwa kwezimali okuvunyelwe okushiwo oHlelweni lwale saziso, lingaphantsi kuka R27 192,00 kanti futhi

(b)nginquma ukuthi —

(i)uma izindleko zokuqoqa imati efuneka kusigaba 22 soMthetho, singaphezu kwemali ebiziwe, leyo mali ngeke ikhokhwe;

(ii)inkokhelo yokuthota irekhodi efuneka kusigaba 22(6) soMthetho ayisebenzi uma kurekhodi locelayo siqu ; futhi

(iii)inkokhelo yesicelo efuneka kusigaba 22(1) soMthetho nonkokhelo yokuthola efuneka kusigaba 22(6) soMthetho ayisebenzi kwerekhodi elicelwa yisikhulu sezondlo noma umphenyi ngezondlo ngezinhEoso zephenyo lwesondlo ngokwemigomo yo Mthetho weZondlo, 1988 (uMthetho ongoNomb.99 ka1998) noma izilungiso ezenziwe ngaphantsi kwesigaba 44 salowo Mthetho.

UHLELO

1.Ngezinhlalo zesigatshana (a) (i) no (ii) sesaziso, kuvunyelwe ukubanjwa kwezimali Okulandelayo:

(a)Intela yabasebenzi ngokwemigomo yesigatshana 2 seNgxenywe ii yoHlelo lwe Sine loMthetho we Ntela, 1962 (uMthetho onguNomb. 58 ka 1962):

(b)Isinkokheto ngokwemigomo yesigaba 5 soMthetho we Zinkokhelo zoMshwalenzi waBangasebenzi (UIF), 2002 soMthetho onguNomb.4 ka 2002):

(c)izinkokhelo eziphoqelekile zesiKhwama seQembu soMshwalenzi (Group Insurance Fund) ngokwemigomo yomyalelo wekantolo noma yesivumelwano phakathi ngomqashi nabasebenzi:

(d)izinkokhelo zanoma yiluphi uhthero (wezokwelashwa olubhaliswe ngaphanzi kwezimiso zoMthetho weZinhlelo Zokwelashwa, 1988 (uMthetho onguNomb.131 ka 1988), nizivunyelwe ukuba zibanjwe ngokwemigomo yesigaba 18(1) (a) seIncome Tax Act, 1962 (uMthetho ongu 58 ka 1962);

(e) izinkokheto zezikhwama zempesheni ngokwemigomo yesigaba 13A soMthetho wezikhwama zeziMpesheni, 1956 (uMthetho 24 ka 1956);

(f) izinkokhelo zerenti noma zebhondi kuze kufike ku R12 000,00 ngnyaka;

(g) isondlo isikhokwa ngokwemigomo yomyatelo wekantoEo, kanye

(h) nemali yesikole, ngaphandle kwaleyo ekhokhwa esikoleni sangasese