KWAZULU-NATAL PROVINCE
KWAZULU-NATAL PROVINSIE
ISIFUNDAZWE SAKWAZULU-NATALI

Provincial Gazette • Provinsiale Koerant • Igazethi Yesifundazwe

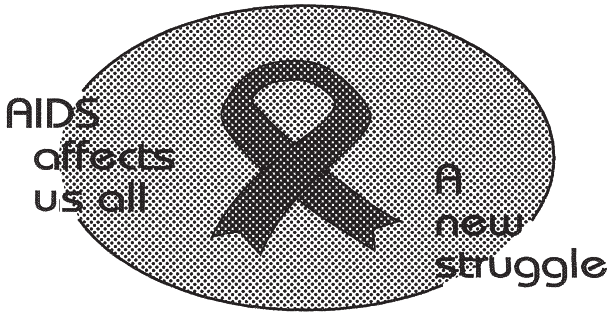
GAZETTE EXTRAORDINARY—BUITENGEWONE KOERANT—IGAZETHI EYISIPESHELI

(Registered at the post office as a newspaper) • (As 'n nuusblad by die poskantoor geregistreer)
(Irejistiwee njengephephandaba eposihhovisi)

PIETERMARITZBURG

Vol. 9	17 AUGUST 2015 17 AUGUSTUS 2015 17 KUNCWABA 2015	No. 1469

We all have the power to prevent AIDS



AIDS
HELPLINE
0800 012 322
DEPARTMENT OF HEALTH

Prevention is the cure

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

ISSN 1994-4558
01469

IMPORTANT

Information

from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.

government printing
Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

eGazette

DISCLAIMER:

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email ***info.egazette@gpw.gov.za***

ADVERTISEMENT

		Gazette No.	*Page No.*
	PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS		
119	Promotion Of Access To Information Act (2/2000): KwaZulu-Natal Department of Transport	1469	4
119	Wet Op Die Bevordering Van Inligting (2/2000): KwaZulu-Natal Departement van Vervoer.....	1469	25
119	Umthetho Wokukhuthaza Ukufinyelela Olwazini, Wezi-2000 (Umthetho Uno. 2 Wezi-2000): UMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi-2000 (Umthetho uNo. 2 wezi-2000)	1469	46

PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE 119 OF 2015

KWAZULU-NATAL DEPARTMENT OF TRANSPORT

MANUAL ON THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

(ACT NO. 2 OF 2000)

2014-2015

KWAZULU-NATAL DEPARTMENT OF TRANSPORT MANUAL ON THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO.2 OF 2000)

TABLE OF CONTENTS

TOPIC	PAGE NO.
1. Introduction	3
2. Description of the Kwazulu-Natal Department of Transport and its functions	4
3. Contact information for the Kwazulu-Natal Department of Transport Information Officer	5
4. Guide to be developed by the Human Rights Commission	5
5. Access to Information	6
6. Notice	7
7. Description of services available to the Public from the Kwazulu-Natal Department of Transport and accessing services	8
8. Description of arrangements and provisions for a person to make representations and participate in the formulation of policy and exercise of powers or performance of duties	11
9. Remedies	11
10. Other information	12

KWAZULU-NATAL DEPARTMENT OF TRANSPORT MANUAL ON THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO.2 OF 2000)

1. INTRODUCTION

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), referred to in this Manual as the Information Act, originates from section 32 of the Constitution of the Republic of South Africa Act, 1996 (Act 108 of 1996), referred to as the Constitution in this Manual, which states:

"(1) Everyone has the right of access to-

(a) Information held by the state; and
(b) Any information that is held by another person and that is required for the exercise or protection of any rights.

(2) National legislation must be enacted to give effect to this right, and may provide the reasonable measures to alleviate the administrative and financial burden on the state."

The goal of the Information Act is to promote society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights fully.
On 2 February 2000 the national Legislature enacted the Information Act to comply with section 32 of the Constitution to ensure that the right of access to information is protected. With the exception of sections 10,14,16 and 51, the Information Act came into effect of the 9 March 2000. Sections 10,14,16 and 51 came into effect on 15 February 2002.

This means that the Information Act is available to any person who wishes to request information from a public body or private body. The person making the request for information is known as the "requestor".

Every public and private body is required to compile a manual in at least three official languages explaining how to use the Information Act. This Manual has been designed to assist a requestor who wishes to obtain information from the KwaZulu-Natal Department of Transport, which is a public body. The Manual is available in English, Zulu and Afrikaans.

This Manual does not contain information about how to make a request to other government bodies or a private body. If a requestor wishes to make a request to a government body other than the Kwazulu-Natal Department of Transport, the requestor should obtain a copy of the manual from the relevant government body. If a requestor wishes to make a request to a private body, the requestor should obtain a copy of the manual from the relevant private body.

This Manual is divided into sections to assist a requestor with obtaining information from the KwaZulu-Natal Department of Transport.

2. **Description Of the KwaZulu-Natal Department of Transport and its functions**

The KwaZulu-Natal Department of Transport is part of the KwaZulu-Natal Provincial Government and In terms of its Legislative mandate is responsible for the management and operation of the transportation system in KwaZulu-Natal. The Department is responsible for the:

- Construction, upgrading, maintenance and control of the provincial road network;
- Regulation, subsidisation and overall control of public transport operations;
- Registration and licensing of vehicles and drivers;
- Regulation of traffic on provincial roads;
- Road safety; and
- Management of the provincial fleet.

The strategic objectives of the KwaZulu-Natal Department are as follows:

- Improving and ensuring road and public transport safety;
- Developing the people, the economy and infrastructure of KwaZulu-Natal;
- Institutionalising public participation and strengthening democratic governance;
- Facilitating rural development, reducing poverty and inequality and ensuring infrastructure balance;
- Facilitating the growth and development of the road construction industry in KwaZulu-Natal, so as to be fully representative of the demographic profile of the province; and
- Ensuring financial accountability, value based resource management and development of integrated management systems.

To achieve these goals, the KwaZulu-Natal Department of Transport is responsible for developing and implementing national and provincial transport policy, norms, frameworks and standards to achieve, within the Province's available resources, the progressive realisation of the right of access to public land transport and provincial road network services. The Department is committed to transparency in the development and implementation of public land transport and provincial road network policies and practices.

The core functions of the KwaZulu-Natal Department of Transport are:

- Road construction, reconstruction, maintenance and repair, which consists of the construction of new roads, maintenance of existing roads and the repair of damaged roads, remain a permanent responsibility of the KwaZulu- Natal Department of Transport.
- Road transportation, which consists of the planning and provision or urban and rural public transport facilities, conducting transport studies, the control of road transportation, provision of transport planning frameworks and management of public transport services and public road network.
- Road Traffic, which consists of the registration and licensing of vehicles and drivers, the regulation of traffic on public roads, the maintenance and provision of visible road traffic signs and the implementation of road safety campaigns and awareness programmes.

The KwaZulu-Natal Department of Transport is headed by the Minister of Transport, Safety and Security who is a member of the KwaZulu-Natal Executive Council and responsible for developing provincial transport policy. The Head of Department is the accounting officer for the KwaZulu-Natal Department of Transport and is responsible for the overall administration and management of the

Department. The Department's main administrative offices are located in Pietermaritzburg, with regional offices located throughout the Province.

As described in section 7 of this Manual, the Kwazulu-Natal Department of Transport is divided into regions, which are responsible for the management and administration of the provincial road network, which is established in terms of section 44 of the KwaZulu-Natal Provincial Roads Act, 2001, (Act No. 4 of 2001), referred to in this Manual as the KwaZulu-Natal Provincial Roads Act.

The KwaZulu-Natal Department of Transport also provides services listed in section 7.

3. Contact information for the KwaZulu-Natal Department of Transport Information Officer

At the time of going to the press, the Information Officer for the KwaZulu-Natal Department of Transport is the Head of Department and the Deputy Information Officer appointed in terms of the Information Act is Ms S Ngubo, Senior Manager: Legal Services. Additional Deputy Information Officer is Mr Kobus van Staden: Assistant Manager: Motor Transport Services.

The Department's physical address is:

KwaZulu-Natal Department of Transport

172 Burger Street

Pietermaritzburg

3201

The Department's postal address is:

KwaZulu-Natal Department of Transport

Private Bag X 9043

Pietermaritzburg

3200

The Department's main telephone number is 033-355-8600. The Department's facsimile number for requestors requesting information from the Department is 033-355-8967.

The e-mail address for the requestors requesting information from the Department is :

Simanga.Ngubo@kzntransport.gov.za

Kobus.vanstaden@kzntransport.gov.za

4. Guide to be Developed by the Human Rights Commission

The South African Human Rights Commission, established in section 181(b) of the Constitution, is responsible for developing a guide in each of the country's official languages, with information on how to use the Information Act. This guide must be published within 18 months of the Information Act going into effect, which is the 15 August 2003. If a person wishes to obtain further information, he or she should contact:

The South African Human Rights Commission
33 Hoofd Street
Braampark, Forum 3
Braamfontein, Gauteng

Telephone: (27) 11 877 3694
E-mail: nmolefe@sahrc.org.za

5. **Access to Information**

a. Request for Access to a record

If a requestor wishes to make a request for access to a record of the Kwazulu-Natal Department of Transport, he or she must make a written request to the Information Officer or Deputy Information Officer, whose contact information is listed in section 3 of this Manual.

A requestor wishing to make a request must use Form A, which is included in this Manual as Annexure A. The requestor must provide enough information in Form A to:

- Enable the Information Officer to identify the:
  - The records requested, including a description of the record, a reference number(if any) and any further particulars on the record; and
  - The requestor, including all contact information;
- The form of access required by the requestor, that is if he:
  - Record is in the written or printed form, whether the requestor wishes to make a copy of the record or inspect the record;
  - Record is a visual image, which may be photographs, slides, video recordings, computer generated images or sketches, whether the requestor wishes to view the images, copy the images or obtain a transcription of the images;
  - Record is recorded words or information which can be produced by sound, whether the requestor wishes to listen to the soundtrack or obtain a written or printed transcription of the soundtrack; or
  - Record is held on a computer or in an electronic machine readable form, whether the requestor wishes to obtain a printed copy of the record, printed copy of information derived from the record or copy in computer readable for (stiffy or compact disk).

A requestor must also state the language in which the requestor wishes to obtain the record. If the record is not available in the language preferred by the requestor, access may be granted in the language in which the record is available.

A requestor who is illiterate or otherwise unable to make a request for access to a record because of a disability may make an oral request. The Information Officer or Deputy Information Officer must assist the requestor with putting the request in writing in the required form and give a copy of the written request to the requestor.

The Information Officer or Deputy Information Officer must assist a person who requires reasonable assistance with making a request for record. Assistance must be provided free of charge.

b. Transfer of a request for Access to a Record

The Information Officer or Deputy Information Officer may transfer a request where:

- A record is not under the control of the KwaZulu-Natal Department of Transport;
- The subject matter of a record is more closely connected with the functions of another public body; or
- The record contains commercial information in which another public body has a greater interest.

A transfer of request must be made within 14 days of the request being received and the Information Officer or Deputy Information Officer must notify the requestor of the transfer, reasons for the transfer and the period within which the request must be addressed.

c. Fees Payable

The initial fee payable by the requestor, other than a personal requestor, for a record is R35.00. A personal requestor, who is a person seeking information about himself or herself, does not have to pay the initial fee. All requestors, except those who are exempted in terms of section 22(8)(a) of the Information Act, must pay the required fees to obtain a record. Fees are listed in Annexure C of this Manual.

d. Procedure Where Record Cannot Be Found

If a record cannot be found, the Information Officer or the Deputy Information Officer must, by way of affidavit or affirmation, notify the requestor that it is not possible to give access to the record.

e. Deferral of Access to a Record

Access may be deferred where a record is not yet available.

f. Timeframes and Notice to a Requestor

The Information Officer or a Deputy Information Officer must decide within 30 days whether to grant the request and then send a notice to the requestor. Where access is to be granted, the notice must state:

- That the access fee, if any, must be paid upon being granted access;
- The form in which access will be given; and
- That the requestor may lodge an internal appeal with the Department or an application with a court against the access fee to be paid or the form in which access is to be granted.

g. Denial of access to a Record

If access is not to be granted to the record, the notice by the Information Officer or Deputy Information Officer must:

- Give adequate reasons for the refusal;
- Exclude, from the reasons, any reference to the content of the record; and
- State that the requestor may lodge an internal appeal with the Department or application with a court against the refusal of the request and the procedure to lodge an internal appeal or application.

h. Extension of period to decide on Request

The Information Officer or a Deputy Information Officer may extend the period of 30 days in which to decide on the request if:

- The request is for a large number of records and compliance would unreasonably interfere with the activities of the KwaZulu-Natal Department of Transport;
- The request requires a search or collection of records in an office not situated in the same town or city as the Information Officer and the Information Officer cannot reasonably be expected to complete the request within the initial 30 days;
- Consultations among sections of the KwaZulu-Natal Department of Transport or with another public body are necessary or desirable and the Information Officer cannot reasonably be expected to complete the consultations within the initial 30 days; or
- The requestor consents in writing to the extension.

i. Mandatory Refusal of Request for Access to Record

The Information Officer or a Deputy Information Officer must refuse access to a record where a request for access to information would involve disclosure of:

- Personal information about a third party;
- Trade secrets of a third party;
- Financial, commercial, scientific or technical information, other than trade secrets, if the disclosure of the information is likely to cause harm to the commercial or financial interests of a third party;
- Information which is a computer program owned by a private body;
- Information supplied in confidence by a third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition;
- Information which would be a breach of duty of a confidence owed to a third party;
- Information which could reasonably be expected to endanger the life or physical safety of an individual;
- A record if access to the record is prohibited in terms of the Criminal Procedure Act, 1977(Act No. 51 of 1977);
- Information which is privileged from production in legal proceedings unless the affected person must consent in writing to the release of the information; or
- Information about research being carried out or likely to be carried out by or on behalf of the third party, the disclosure of which would be likely to expose the third party, person carrying out the research or subject matter of the research to serious disadvantage.

j. Discretionary Refusal of Request for Access to Record

The Information Officer or a Deputy Information Officer may refuse access to a record where a request for access to information would involve disclosure of:

- Information supplied in confidence by the third party, the disclosure of which could reasonably be expected to prejudice the supply of similar information or information from the same source and it is in the public interest that similar information or information from the same source should continue to be supplied;
- Information, the disclosure of which would be likely to impair:
    - The security of a building, structure or system, which may be a computer system, means of transport or any other property; or

- Methods, systems, plan or procedures for the protection of an individual in a witness protection scheme, the safety of the public or the security of property;

- A record containing the methods, techniques or guidelines for the prevention, detection, curtailment or investigation of a contravention or possible contravention of law or prosecution of an alleged offender;
- A record on the prosecution of an alleged offender where disclosure of the record could reasonably be expected to impede the prosecution or result in a miscarriage of justice;
- A record, the disclosure of which could reasonably be expected to:

  - Prejudice the investigation of a contravention or possible contravention of the law;
  - Reveal or enable a person to identify a confidential source of information related to the enforcement or administration of the law;
  - Result in the intimidation or coercion of a witness or a person who may be called as a witness in criminal or other proceedings to enforce law;
  - Facilitate the commission of a contravention of the law; or
  - Prejudice or impair the fairness of a trial or the technique or the impartially of an adjudication;

- Information, the disclosure of which could cause prejudice to the defence, security or international relations of the Republic of South Africa;
- Information, the disclosure of which is likely to materially jeopardise the economic or financial interests of the Republic of South Africa or the ability of the government to manage the economy of the Republic of South Africa effectively;
- Information; which:
  - Contains trade secrets of the state or a public body
  - Contains financial, commercial, scientific or technical information, other than trade secrets, the disclosure of which would be likely to cause harm to the commercial or financial interests of the state or a public body;
  - Could put a public body at a disadvantage in contractual or other relations or prejudice a public body in commercial competition;

- Is a computer program, defined in the Copyright Act, 1978 (Act No. 98 OF 1978), owned by the state or a public body;
- Information about research being carried out or likely to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose a public body, person carrying out the research or subject matter of the research to serious disadvantage; or
- Information about a record of a public body which contains an opinion, advice, report or recommendation obtained or prepared or an account of a consultation, discussion, deliberation or minutes of a meeting on the formulation of a policy or taking a decision in the exercise of a power or performance of a duty conferred by law if disclosure could reasonably be expected to frustrate the deliberative process or success of the policy.

k. Other Grounds for Refusal of Request for Access to a Record

The Information Officer or Deputy Information Officer may refuse a request for access to a record if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the KwaZulu-Natal Department of Transport.

6. **Notice of Categories of Records Available from the KwaZulu-Natal Department of Transport Without a Person Requesting Access**

The following categories of records may be purchased from the KwaZulu-Natal Department of Transport and do not require a request for access.

- KwaZulu-Natal Department of Transport Annual Reports
- KwaZulu-Natal Department of Transport Departmental Guidelines and Procedures
- KwaZulu-Natal Department of Transport Financial Statements
- KwaZulu-Natal Department of Transport Research Reports
- KwaZulu-Natal Department of Transport staff Records (which are available only to the member of staff and are not available to third parties without the relevant member of staff's consent)
- KwaZulu-Natal Department of Transport Strategic Plans
- National Land Transport Act, 2009 (Act No 05 of 2009) (See attachment of excerpts)

7. **Description of services Available to the Public from the KwaZulu-Natal Department of Transport and Accessing Services**

The control, establishment, administration and management of all provincial roads is vested in the Minister in terms of section 4 of the KwaZulu-Natal Provincial Roads Act, 2001. See section 2 for a description of Departmental Services. To meet its obligations, the KwaZulu-Natal Department of Transport is divided into regions, which are responsible for the management and administration of the provincial road network. The names and contact information for each of the regions follow:

- Mr S Mbhele
  General Manager
  Durban Region
  Private Bag X9063
  DURBAN
  3600
  Telephone: 031-7002222
  Fax : 031-7006454
  E-Mail : siboniso.mbhele@kzntransport.gov.za

- Ms B Ntombela
  General Manager
  Pietermaritzburg Region
  Private Bag X9003
  PIETERMARITZBURG
  3200
  Telephone: 033-8455802
  Fax : 033-8455896
  E-Mail : Bongiwe.Ntombela@kzntransport.gov.za

- Mr L Mtambo
  General Manager
  Empangeni Region
  Private Bag X 20007
  EMPANGENI
  3880
  Telephone: 035-7878363
  Fax : 035-7872916
  E-Mail : Lawrence.Mtambo@kzntransport.gov.za

- Ms B Nogwanya
  Acting: General Manager
  Ladysmith Region
  Private Bag X 9911
  LADYSMITH
  3370
  Telephone: 036-6384410
  Fax : 036-6384429
  E-Mail : Bathandwa.Nogwanya@kzntransport.gov.za

The KwaZulu-Natal Department of Transport provides various community outreach, poverty alleviation and development programmes and services, which are administered by the regions and include:

- Rural Road Transport Forums which are responsible for making recommendations to the Minister and the Head of Department;
- Zibambele, which is a programme whereby communities elect the most needy women headed households to maintain sections of roads at a fixed monthly cost;
- Vukuzakhe, which is a four stage development programme that specifically targets emerging black contractors.
- Community Road Safety Councils, which assist with the identification and implementation of Road Safety Programmes.

8. **Description of Arrangements and Provisions for a person to make Representations and participate in the Formulation of Policy and Exercise of Powers or Performance of Duties**

The Department welcomes written representations from any person on departmental policies and the exercise of departmental powers and performance of duties, which will be considered by the Department.

9. **Remedies**

If the Information Officer or a Deputy Information Officer fails to give a decision on a request to access within 30 days, the Information Officer is deemed to have refused the request.

A requestor may lodge an internal appeal:

- Against a refusal of request or a decision of the Information Officer or a deputy Information Officer who has refused a request for access; or
- With respect to the prescribed request fee, extension of period to deal with a request or the form of access

A third party may also lodge an internal appeal against a decision to grant a request for access.

An internal appeal must be lodged in the prescribed form within 60 days in terms of section 75(1) (a) (i) of the Information Act. (see Annexure B)

A requestor who has lodged an internal appeal and is not satisfied with the result may make an application for appropriate relief to a court, in terms of section 78 of the Information Act, within 30

days of the decision on the internal appeal. A requestor may not make an application to court unless the requestor has lodged an internal appeal.

10. **Other Information**

It is important to note that the Information Act deals with information held by public or private bodies. This is distinguished from the Promotion of Administration of Justice Act, 2000 (Act No. 3 of 2000) which requires that a government department must, on request, give reasons for its actions.

Annexure A

Form A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

Section 18 (1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

(Regulation 6)

FOR DEPARTMENTAL USE

Reference Number .....

Request received by.....

(state rank, name and surname of the information officer/deputy information officer) on .....

.....(date)
at.....place.

Request fee (if any): R.....

Deposit (if any): R.....

Access Fee: R.....

.....
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of Public Body

The Information Officer/Deputy Information Officer:

.....
.....
.....
.....
.....

B. Particulars of the 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 / of 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, if applicable, must be attached.

Full Names and surname:.....

.....

Identity Number:.....

Postal Address:.....

.....

.....

.....Fax Number:.....

Telephone Number:.....E-mail address:.....

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

.....

.....

C. Particulars of the 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 requestor must sign all the additional folios.***

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

2. Reference number, if available:.....

3. Any further particulars of the record:.....
.....
.....

E. **Fees**

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed 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.

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 the record*		Inspection of record
2. If record consists of visual images- (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
	View images	Copy of images	Transcription of images
3. If record consists of recorded words or information which can be reproduced in sound			
	Listen to the Soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine –readable form:			
	Printed copy of record*	Printed copy of information derived from the record	Copy in computer readable form* (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?.....

.....

Singed at ..... this .....day of .....

20.....

.....

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

Annexure B

Form B

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000(Act No. 2 of 2000)

(Regulation 8)

STATE YOUR REFERENCE NUMBER
.....

A. Particulars of public body

The Information Officer/Deputy Information Officer:

.....

.....

B. **Particulars of requester/third party who lodges the internal appeal**

(a)	*The particulars of the person who lodge the internal appeal must be given below.*
(b)	*Proof of the capacity in which appeal is lodged, if applicable, must be attached.*
(c)	*If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.*

Full names and surname:.....

Identity Number:.....

.....

Postal Address:.....

.....

.....Fax Number:.....

Telephone Number:.....E-mail address:.....

Capacity in which an internal appeal on behalf of another person is lodged:.....

.....

.....

C. **Particulars of requester**

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full Names and Surname:.....

.....

Identity Number:.....

D. **The decision against which the internal appeal is lodged**

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

E. **Grounds for appeal**

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

State the grounds on which the internal appeal is based:.....

.....

.....

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

.....

.....

.....

.....

F. **Notice of decision on appeal**

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

State the manner.....

Particulars of the manner:.....

.....

Signed at.....this.....day of .....20.....

.....
SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on.....(date)by.....

.....(state rank, name and surname of information officer/deputy information officer

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

..... (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

CONFIRMED/NEW DECISION SUBSTITUTED

NEW DECISION:

.....

.....

.....

.....

....

DATE RELEVANT AUTHORITY

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

.....

Annexure C

FEES PAYABLE IN TERMS OF THE INFORMATION ACT

1.	Copy of this manual	R12.60
2.	Request fee, except for personal requestor requesting information about himself or herself	R35.00
3.	Fees for reproduction: • Each photocopy of an A4 page or part thereof • Each printed copy of an A4 page or part thereof held • On a computer or machine readable form • Copy in computer readable form or stiffy disk • Copy in computer readable form or compact disk • Transcription of visual image for an A4 page or part thereof • Transcription of visual image for a copy of the visual image • Transcription of an audio record for an A4 page or part thereof • Copy of an audio record	 R0.60 R0.40 R6.00 R40.00 R22.00 R60.00 R12.00 R17.00
4.	Fees for reproduction: • Each photocopy of an A4 page or part thereof • Each printed copy of an A4 page or part thereof held • On a computer or machine readable form • Copy in computer readable form or stiffy disk • Copy in computer readable form or compact disk • Transcription of visual image for an A4 page or part thereof • Transcription of visual image for a copy of the visual image • Transcription of an audio record for an A4 page or part thereof • Copy of an audio record	 R0.60 R0.40 R5.00 R40.00 R22.00 R60.00 R12.00 R17.00 R17.00
5.	Fee for search and prepare record for disclosure, after first hour for which there is no charge	R15.00 per hour or part thereof
6.	A deposit is not required until six hours are exceeded in terms of paragraph 5.	
7.	One-third of the access fee, listed in paragraph 4, is payable by the requestor as a deposit	
8.	Postage is payable by the requestor when a copy of the record must be posted to the requestor	

PROVINSIALE KENNISGEWING 119 VAN 2015

KWAZULU-NATAL DEPARTEMENT VAN VERVOER

HANDLEIDING RAKENDE DIE WET OP DIE BEVORDERING VAN INLIGTING, 2000

(WET NR 2 VAN 2000)

2014-2015

KWAZULU-NATAL DEPARTEMENT VAN VERVOER-HANDLEIDING RAKENDE DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (WET NR 2 VAN 2000)

INHOUDSOPGAWE

ONDERWERP	BLADSYNOMMER
1. Inleiding	3
2. Beskrywing van die KwaZulu-Natal Departement van Vervoer en sy funksies	4
3. Kontakbesonderhede vir die KwaZulu-Natal Departement van Vervoer se Inligtings-beampte	5
4. Gids wat deur die Menseregtekommissie ontwikkel is	5
5. Toegang tot inligting	6
6. Kennisgewing van kategorieë van rekords beskikbaar by die KwaZulu-Natal Departement van Vervoer sonder dat 'n persoon toegang hoef te versoek	7
7. Beskrywing van dienste vir die publiek beskikbaar by die KwaZulu-Natal Departement van Vervoer en toegang tot dienste	8
8. Beskrywing van reëlings en voorwaardes vir 'n persoon ten einde vertoë te rig en deel te neem aan die formulering van beleid en die uitoefening van bevoegdhede of verrigting van pligte	11
9. Regstellings	11

10. Ander inligting	12

KWAZULU-NATAL DEPARTEMENT VAN VERVOER-HANDLEIDING RAKENDE DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (WET NR 2 VAN 2000)

1. Inleiding

Die Wet op die Bevordering van Inligting, 2000 (Wet nr 2 van 2000), genoem die Inligtingswet in hierdie handleiding, spruit voort uit artikel 32 van die Grondwet van die Republiek van Suid-Afrika, 1996 (Wet nr 108 van 1996), genoem die Grondwet in hierdie handleiding, wat meld:

"(1) Elkeen het die reg tot toegang tot -

(a) inligting wat deur die staat gehou word; en
(b) enige inligting wat deur 'n ander persoon gehou word en wat nodig is vir die uitoefening of beskerming van enige regte.

(2) Nasionale wetgewing moet verorden word om aan hierdie reg uitvoering te gee, en kan voorsiening maak vir redelike maatreëls om die administratiewe en finansiële las op die staat te verlig."

Die doel van die Inligtingswet is om 'n samelewing te bevorder waarin die mense van Suid-Afrika doeltreffende toegang tot inligting het ten einde hulle regte ten volle uit te oefen en te beskerm.

Op 2 Februarie 200 het die nasionale wetgewer die Inligtingswet verorden om te voldoen aan artikel 32 van die Grondwet ten einde te verseker dat die reg tot die toegang tot inligting beskerm word. Met die uitsondering van artikels 10, 14, 16 en 51, het die Inligtingswet op 9 Maart 2000 in werking getree. Artikels 10, 14, 16 en 51 het op 15 Februarie 2002 in werking getree.

Dit beteken dat die Inligtingswet tot enige persoon se beskikking is wat inligting van 'n openbare of private liggaam wil aanvra. Die persoon wat die versoek rig, is die "aansoeker."

Elke openbare en private liggaam moet 'n handleiding in minstens drie amptelike tale opstel wat verduidelik hoe die Inligtingswet gebruik kan word. Hierdie handleiding is ontwerp om 'n aansoeker by te staan wat inligting van die KwaZulu-Natal Departement van Vervoer, wat 'n openbare liggaam is, te bekom. Die handleiding is beskikbaar in Engels, Zoeloe en Afrikaans.

Hierdie handleiding bevat nie inligting oor hoe om 'n versoek aan ander regeringsliggaam of 'n private liggaam te rig nie. As 'n aansoeker 'n versoek aan 'n regeringsliggaam anders as die KwaZulu-Natal Departement van Vervoer wil rig, moet die aansoeker 'n afskrif van die handleiding van die betrokke regeringsliggaam bekom. As 'n aansoeker 'n versoek aan 'n private liggaam wil rig, moet die aansoeker 'n afskrif van die handleiding van die betrokke private liggaam bekom.

Hierdie handleiding is opgedeel in afdelings om 'n aansoeker te help met die verkryging van inligting van die KwaZulu-Natal Departement van Vervoer.

2. Beskrywing van die KwaZulu-Natal Departement van Vervoer en sy funksies

Die KwaZulu-Natal Departement van Vervoer is deel van die KwaZulu-Natal Provinsiale Regering en in terme van sy wetgewende mandaat verantwoordelik vir die bestuur en bedryf van die vervoerstelsel in KwaZulu-Natal. Die Departement is verantwoordelik vir die:

- konstruksie, opgradering, instandhouding en beheer van die provinsiale padnetwerk;
- regulering, subsidiëring en algehele beheer van openbare vervoerbedrywighede;
- registrasie en lisensiëring van voertuie en bestuurders;
- regulering van verkeer op provinsiale paaie;
- padveiligheid; en
- bestuur van die provinsiale vloot.

Die strategiese doelwitte van die Departement is soos volg:

- om pad- en openbare vervoerveiligheid te verbeter en te verseker;
- om die mense, ekonomie en infrastruktuur van KwaZulu-Natal te ontwikkel;
- om openbare deelname en die bevordering van demokratiese regering te institusionaliseer;
- om landelike ontwikkeling te fasiliteer, armoede en ongelykheid te verminder en infrastruktuurbalans te verseker;
- om die groei en ontwikkeling van die padkonstruksiebedryf in KwaZulu-Natal te fasiliteer om ten volle verteenwoordigend van die demografiese profiel van die provinsie te wees; en
- om finansiële aanspreeklikheid, waardegebaseerde hulpbronbestuur en die ontwikkeling van geïntegreerde bestuurstelsels te verseker.

Om hierdie doelwitte te bereik, is die KwaZulu-Natal Departement van Vervoer verantwoordelik vir die ontwikkeling en implementering van nasionale en provinsiale vervoerbeleid, norme, raamwerke en standaarde om, binne die provinsie se beskikbare hulpbronne, die progressiewe verwesenliking van die reg op toegang tot openbare landvervoer en provinsiale padnetwerkdienste te bereik. Die Departement is verbind tot deursigtigheid in die ontwikkeling en implementering van openbare landvervoer en provinsiale padnetwerkbeleid en -praktyke.

Die kernfunksies van die KwaZulu-Natal Departement van Vervoer is:

- Padkonstruksie, heropbou, onderhoud en herstel, wat bestaan uit die bou van nuwe paaie en die instandhouding van bestaande paaie; die herstel van beskadigde paaie bly 'n permanente verantwoordelikheid van die KwaZulu-Natal Departement van Vervoer.
- Padvervoer, wat die beplanning en voorsiening van stedelike en landelike openbare vervoergeriewe behels, die doen van vervoerstudies, die beheer van padvervoer, die voorsiening van vervoerbeplanningsraamwerke en die bestuur van openbare vervoerdienste en die openbare padnetwerk.
- Padverkeer, wat bestaan uit die registrasie en lisensiëring van voertuie en bestuurders, die regulering van verkeer op openbare paaie, die instandhouding en voorsiening van sigbare verkeerstekens en die implementering van padveiligheidsveldtogte en bewusmakingsprogramme.

Die KwaZulu-Natal Departement van Vervoer staan onder leiding van die Minister van Vervoer, Veiligheid en Sekuriteit wat 'n lid van die KwaZulu-Natal Uitvoerende Raad is en verantwoordelik is vir die ontwikkeling van provinsiale vervoerbeleid. Die Hoof van die Departement is die rekenpligtige beampte vir die KwaZulu-Natal Departement van Vervoer en is verantwoordelik vir die algehele

administrasie en bestuur van die Departement. Die Departement se hoof- administratiewe kantoor is in Pietermaritzburg en die streekkantore regoor die provinsie geleë.

Soos beskryf in afdeling 7 van hierdie handleiding is die Kwazulu-Natal Departement van Vervoer verdeel in streke wat verantwoordelik is vir die bestuur en administrasie van die provinsiale padnetwerk wat gevestig is ingevolge artikel 44 van die KwaZulu-Natal Wet op Provinsiale Paaie, 2001 (Wet nr 4 van 2001) waarna in hierdie handleiding as die KwaZulu-Natal Wet op Provinsiale Paaie verwys word.

Die KwaZulu-Natal Departement van Vervoer verskaf ook die dienste gelys in afdeling 7.

3. **Kontakbesonderhede vir die KwaZulu-Natal Departement van Vervoer se Inligtingsbeampte**

Teen druktyd van die handleiding was die Inligtingsbeampte vir die KwaZulu-Natal Departement van Vervoer die Hoof van die Departement en die Adjunk-Inligtingsbeampte aangestel ingevolge die Wet op Inligting me S Ngubo, Senior Bestuurder: Regsdienste. Die bykomende Adjunk-Inligtingsbeampte is mnr Kobus van Staden: Assistent Bestuurder: Motorvervoerdienste.

Die Departement se fisiese adres is:

KwaZulu-Natal Departement van Vervoer

Burgerstraat 172

Pietermaritzburg

3201

Die Departmente se posadres is:

KwaZulu-Natal Departement van Vervoer

Privaatsak X9043

Pietermaritzburg

3200

Die Departement se hooftelefoonnommer is 033 355 8600. Die Departement se faksimileenommer vir aansoekers wat inligting van die Departement versoek, is 033 355 8967.

Die e-posadres vir aansoekers wat inligting van die Departement versoek, is:

Simanga.Ngubo@kzntransport.gov.za

Kobus.vanstaden@kzntransport.gov.za

4. **Gids wat deur die Menseregtekommissie ontwikkel is**

Die Suid-Afrikaanse Menseregtekommissie, ingestel volgens artikel 181(b) van die Grondwet, is verantwoordelik vir die ontwikkeling van 'n gids in elk van die land se amptelike tale met inligting oor hoe om die Wet op Inligting te gebruik. Hierdie gids moet binne 18 maande van die Wet op Inligting se inwerkingtreding, wat 15 Augustus 2003 is, gepubliseer word. Indien 'n persoon meer inligting wil bekom, moet hy of sy kontak maak met die:

Suid-Afrikaanse Menseregtekommissie
Hoofdstraat 33
Braampark, Forum 3
Braamfontein, Gauteng

Telefoon: (27) 11 877 3694
E-pos: nmolefe@sahrc.org.za

5. **Toegang tot inligting**

a. Aansoek vir toegang tot 'n rekord

Indien 'n aansoeker 'n versoek vir toegang tot 'n rekord van die Kwazulu-Natal Departement van Vervoer wil rig, moet hy of sy 'n skriftelike versoek aan die Inligtingsbeampte of Adjunk-inligtingsbeampte, wie se kontakbesonderhede in afdeling 3 van hierdie handleiding gelys is, rig.

'n Aansoeker wat 'n versoek rig, moet Vorm A, wat in hierdie handleiding as Bylae A ingesluit is, gebruik. Die aansoeker moet die volgende inligting in Vorm A verskaf:

- Genoeg inligting om die Inligtingsbeampte in staat te stel om –
  - die rekord wat versoek word, te identifiseer, en dit moet 'n beskrywing van die rekord, 'n verwysingsnommer (indien enige) en enige verdere besonderhede aangaande die rekord bevat; en
  - alle kontakbesonderhede betreffende die aansoeker.
- Die wyse van toegang wat die aansoeker verlang, met ander woorde, indien die:
  - rekord in geskrewe of gedrukte vorm is, wil die aansoeker 'n afdruk van die rekord maak of die rekord nagaan?;
  - rekord 'n visuele beeld is wat foto's, skyfies, video-opnames, rekenaarbeelde of sketse is, wil die aansoeker die beelde sien, dit kopieer of 'n transkripsie bekom?;
  - rekord opgeneemde woorde of inligting is wat deur middel van klank beskikbaar gestel kan word, wil die aansoeker na die klankopname luister of 'n geskrewe of gedrukte transkripsie van die klankopname bekom?; of
  - rekord op 'n rekenaar of in elektroniese masjienleesbare vorm gehou word, wil die aansoeker 'n geskrewe kopie van die rekord, 'n gedrukte kopie van die inligting wat van die rekord gemaak is of 'n kopie wat deur 'n rekenaar gelees kan word (stiffie of kompakskyf) bekom?.

'n Aansoeker moet ook die taal waarin hy of sy die rekord wil bekom, aandui. Indien die rekord nie beskikbaar is in die taal wat deur die aansoeker verkies word nie, moet toegang verleen word in die taal waarin die rekord beskikbaar is.

'n Aansoeker wat ongeletterd is of andersins nie in staat is om 'n versoek vir toegang tot 'n rekord te rig nie weens 'n gestremdheid kan 'n mondelingse versoek rig. Die Inligtingsbeampte of die Adjunk-inligtingsbeampte moet die aansoeker bystaan om die versoek op skrif te stel in die vereiste vorm en 'n kopie van die skriftelike versoek aan die aansoeker gee.

Die Inligtingsbeampte of die Adjunk-inligtingsbeampte moet 'n persoon wat redelike bystand vir die rig van 'n versoek vir inligting verlang, bystaan. Die bystand moet gratis verleen word.

b. Oordrag van 'n versoek vir toegang tot 'n rekord

Die Inligtingsbeampte of die Adjunk-inligtingsbeampte kan 'n versoek oordra indien:

- 'n rekord nie onder die beheer van die KwaZulu-Natal Departement van Vervoer is nie;
- die onderwerp van die rekord nouer verband hou met die funksies van 'n ander openbare liggaam; of
- die rekord kommersiële inligting bevat waarin 'n ander openbare liggaam 'n groter belang het.

'n Oordrag van versoek moet gedoen word binne 14 dae nadat die versoek ontvang is en die Inligtingsbeampte of Adjunk-inligtingsbeampte moet die aansoeker van die oordrag in kennis stel, redes gee vir die oordrag en die tydperk waarbinne die versoek hanteer moet word.

c. Gelde betaalbaar

Die aanvanklike gelde betaalbaar deur die aansoeker, buiten 'n persoonlike aansoeker, vir 'n rekord is R35.00. 'n Persoonlike aansoeker, wat 'n persoon is wat inligting oor hom- of haarself soek, hoef nie die aanvanklike gelde te betaal nie. Alle aansoekers, behalwe diegene wat ingevolge artikel 22(8)(a) van die Inligtingswet vrygestel is, moet die vereiste gelde betaal om 'n rekord te bekom. Die gelde word in Bylae C tot hierdie handleiding gelys.

d. Prosedure in gevalle waar die rekord nie gevind kan word nie

Indien 'n rekord nie gevind kan word nie, moet die Inligtingsbeampte of die Adjunk-inligtingsbeampte, by wyse van 'n beëdigde verklaring of bevestiging, die aansoeker in kennis stel dat dit nie moontlik is om toegang tot die rekord te gee nie.

e. Uitstel van toegang tot 'n rekord

Toegang kan uitgestel word waar 'n rekord nog nie beskikbaar is nie.

f. Tydraamwerke en kennisgewing aan aansoeker

Die Inligtingsbeampte of 'n Adjunk-inligtingsbeampte moet binne 30 dae besluit of die versoek toegestaan is en dan 'n kennisgewing aan die aansoeker stuur. Waar toegang verleen word, moet die kennisgewing die volgende vermeld:

- dat die gelde vir toegang, indien enige, betaalbaar is wanneer die toegang verleen word;
- die wyse waarop toegang verleen sal word; en
- dat die aansoeker interne appèl by die Department kan aanteken of 'n aansoek by 'n hof kan indien teen die gelde vir toegang betaalbaar of die wyse waarop die toegang verleen gaan word.

g. Weiering van toegang tot 'n rekord

Indien toegang tot die rekord nie verleen word nie, moet die kennisgewing deur die Inligtingsbeampte of die Adjunk-inligtingsbeampte –

- voldoende redes vir die weiering gee;
- enige verwysing na die inhoud van die rekord in die redes uitsluit; en
- meld dat die aansoeker 'n interne appèl by die Department of 'n aansoek by die hof teen die weiering van die versoek kan indien en die prosedure vir die indiening van 'n interne appel of aansoek.

h. Verlening van die tydperk om te besluit oor die versoek

Die Inligtingsbeampte of Adjunk-inligtingsbeampte kan die tydperk van 30 dae om oor die versoek te besluit, verleng indien –

- dit 'n versoek vir 'n groot getal rekords is en voldoening daaraan op 'n onredelike wyse op die werksaamhede van die KwaZulu-Natal Departement van Vervoer inbreuk sal maak;
- die versoek 'n soektog of versameling van rekords vereis by 'n kantoor wat nie in dieselfde dorp of stad as die Inigtingsbeampte is nie en daar nie rederlikwys van die Inligtingsbeampte verwag kan word om die versoek binne die aanvanklike 30 dae aft e handel nie;
- konsulatasie tussen afdelings van die KwaZulu-Natal Departement van Vervoer of 'n ander openbare liggaam nodig of wenslik is en daar nie redelikerwys van die Inligtingsbeampte verwag kan word om die beraadslagings binne die aanvanklike 30 dae aft e handel nie; of
- die aansoeker skriftelik tot die verlenging instem.

i. Verpligte weiering van 'n versoek vir toegang tot 'n rekord

Die Inligtingsbeampte of 'n Adjunk-inligtingsbeampte moet toegang tot 'n rekord weier indien 'n versoek vir toegang tot inligting die bekendmaking van die volgende tot gevolg sou hê:

- persoonlike inligting aangaande 'n derde party;
- handelsgeheime van 'n derde party;
- finansiële, kommersiële, wetenskaplike of tegniese inligting, buiten handelsgeheime, indien die bekendmaking van die inligting waarskynlik skade aan die kommersiële of finansiële belange van 'n derde party sal berokken;
- inligting wat 'n rekenaarprogram is wat deur 'n private liggaam besit word;
- inligting wat vertroulik deur 'n derde party gegee is, waarvan die bekendmaking rederlikwys verwag kan word om die derde party in 'n nadelige posisie te plaas met betrekking tot kontraktuele of ander onderhandelinge of tot nadeel van die derde party kan wees in kommersiële mededinging;
- inligting wat 'n skending van die reg tot vertroulikheid met betrekking tot 'n derde party sal wees;
- inligting wat redelikerwys verwag kan word om die lewe of fisiese veiligheid van 'n individu in gevaar te stel;
- 'n rekord indien toegang tot die rekord verbode is ingevolge die Strafproseswet, 1977 (Wet nr 51 van 1977);
- inligting wat beskerm word teen gebruik in geregtelike verrigtinge tensy die geaffekteerde persoon skriftelik toestemming gegee het dat die inligting vrygestel mag word; of
- inligting aangaande navorsing wat gedoen word of waarskynlik gedoen gaan word deur of namens die derde party, waarvan die bekendmaking die derde party, persoon wat

die navorsing doen of die onderwerp van die navorsing waarskynlik aan 'n ernstige nadeel sal blootstel.

j. Diskresionêre weireing van 'n versoek vir toegang tot 'n rekord

Die Inligtingsbeampte of 'n Adjunk-inligtingsbeampte kan toegang tot 'n rekord weier indien 'n versoek vir inligting die openbaarmaking van die volgende sal behels:

- inligting wat vertroulik deur die derde party verskaf is, waarvan die openbaarmaking rederlikwys verwag kan word om die verskaffing van soortgelyke inligting of inligting van dieselfde bron te benadeel en dit in die openbare belang is dat soortgelyke inligting of inligting van dieselfde bron voortgaan om verskaf te word;
- inligting, waarvan die openbaarmaking waarskynlik die volgende sal aantas:
  - die veiligheid van 'n gebou, struktuur of stelsel, wat 'n rekenaarstelsel kan wees, vervoermetode of enige ande eiendom; of
  - metodes, stelsels, plan of prosedure vir die beskerming van 'n individu in 'n getuiebeskermingskema, die veiligheid van die publiek of die veiligheid van eiendom;
- 'n rekord wat die metodes, tegnieke of riglyne bevat vir die voorkoming, opsporing en beperking of ondersoek van 'n oortreding of moontlike oortreding van die wet of die vervolging van 'n beweerde oortreder;
- 'n rekord aangaande die vervolging van 'n oortreder waar die openbaarmaking van die rekord rederlikwys op die vervolging inbreuk kan maak of tot 'n regsdwaling kan lei;
- 'n rekord waarvan die openbaarmaking redelikerwys –
  - die ondersoek van 'n oortreding of moontlike oortreding van die wet kan benadeel;
  - onthul of 'n persoon in staat stel om 'n vetroulike bron van inligting te identifiseer wat verband hou met die toepassing of administrasie van die reg;
  - lei tot die intimidasie of dwang van 'n getuie of persoon wat as getuie geroep mag word in straf- of ander verrigtinge om die reg toe te pas;
  - die magtiging van 'n oortreding van die wet bewerkstellig; of
  - die regverdigheid van 'n verhoor benadeel of die tegniek of die onverbondenheid van 'n beoordeling;
- inligting, waarvan die openbaarmaking die verdediging, veiligheid of internasionale verhoudinge van die Republeik van Suid-Afrika kan benadeel;
- inligting, waarvan die openbaarmaking rederlikwys die ekonomiese en finansiële belange van die Republiek van Suid-Afrika kan benadeel of die vermoë van die regering om die ekonomie van die Republiek van Suid-Afrika doeltreffend te bestuur;
- inligting wat –
  - handelsgeheime van die staat of 'n openbare liggaam bevat;
  - finansiële, kommersiële, wetenskaplike of tegniese besonderhede bevat waarvan die openbaarmaking waarskynlik die kommersiële of finansiële belange van die staat of openbare liggaam sal skaad;
  - 'n openbare liggaam in kontraktuele of ander verhoudinge of in kommersiële mededinging kan benadeel;
- 'n rekenaarprogram is, omskryf in die Wet op Kopiereg, 1978 (Wet nr 98 van 1978), wat die eiendom van die staat of 'n openbare liggaam is;
- inligting aangaande navorsing wat gedoen word of waarskynlik gedoen gaan word deur of namens 'n derde party, waarvan die openbaarmaking waarskynlik 'n openbare liggaam, persoon wat die navorsing doen of die onderwerp van die navorsing kan blootstel; of

- inligting aangaande 'n rekord van 'n openbare liggaam wat 'n mening, advies, verslag of aanbeveling verkry of voorberei van 'n verslag van 'n konsultasie, gesprek, beraadslaging of notule van 'n vergadering rakende die formulering van 'n beleid of die neem van 'n besluit in die uitoefening van 'n bevoegdheid of die uitvoering van 'n plig deur die wet opgelê, bevat indien openbaarmaking rederlikwys die beraadslagingsproses of sukses van die beleid kan belemmer.

k. Ander gronde vir weiering van versoek vir toegang tot 'n rekord

Die Inligtingsbeampte of Adjunk-inligtingsbeampte kan 'n versoek vir toegang tot 'n rekord weier indien die versoek duidelik beuselagtig of hinderlik is of die werk wat nodig is om die versoek te hanteer die hulpbronne van die KwaZulu-Natal Departement van Vervoer aansienlik en onredelik sal aantas.

6. Kennisgewing van kategorieë van rekords beskikbaar by die KwaZulu-Natal Departement van Vervoer sonder dat 'n persoon toegang hoef te versoek

Die volgende rekords wat by die KwaZulu-Natal Departement van Vervoer aangekoop kan word, vereis nie 'n versoek vir toegang nie:

- KwaZulu-Natal Departement van Vervoer se jaarverslae
- KwaZulu-Natal Departement van Vervoer se riglyne en prosedures
- KwaZulu-Natal Departement van Vervoer se finsansiele state
- KwaZulu-Natal Departement van Vervoer se navorsingsverslae
- KwaZulu-Natal Department van Vervoper se personeelrekords (wat slegs tot die personeellid se beskikking is en nie tot die beskikking van derde partye is nie tensy die betrokke personeelid toestemming daartoe verleen)
- KwaZulu-Natal Departement van Vervoer se strategiese planne
- Wet op Nasionale Landvervoer, 2009 (Wet nr 5 van 2009) (sien aanhangsels vir uittreksels)

7. Beskrywing van dienste vir die publiek beskikbaar by die KwaZulu-Natal Departement van Vervoer en toegang tot dienste

Die beheer, vestiging, administrasie en bestuur van van alle provinsiale paaie berus by die Minister ingevolge artikel 4 van die KwaZulu-Natal Wet op Provinsiale Paaie, 2001. Sien afdeling hierbo vir 'n beskrywing van departementele dienste. Om sy verpligtinge na te kom is die KwaZulu-Natal Departement van Vervoer in streke verdeel wat verantwoordelik is vir die bestuur en administrasie van die provinsiale padnetwerk. Die name en kontakinligting vir elke streek is soos volg:

- Mnr S Mbhele
  Hoofbestuurder
  Durban-streek
  Privaatsak X9063
  DURBAN
  3600
  Tel. : 031-7002222
  Faks : 031-7006454
  E-pos : siboniso.mbhele@kzntransport.gov.za

  Me B Ntombela
  Hoofbestuurder
  Pietermaritzburg-streek
  Privaatsak X9003
  PIETERMARITZBURG
  3200
  Tel. : 033-8455802
  Faks : 033-8455896
  E-pos : Bongiwe.Ntombela@kzntransport.gov.za

➢ Mnr L Mtambo
Hoofbestuurder Tel. : 035-7878363
Empangeni-streek Faks : 035-7872916
Privaatsak X20007
EMPANGENI E-pos : Lawrence.Mtambo@kzntransport.gov.za
3880

➢ Me B Nogwanya
Waarnemend: Hoofbestuurder Tel. : 036-6384410
Ladysmith-streek Faks : 036-6384429
Privaatsak X9911
LADYSMITH E-pos : Bathandwa.Nogwanya@kzntransport.gov.za
3370

Die KwaZulu-Natal Departement van Vervoer verskaf verskeie programme en dienste aangaande gemeenskapsuitreiking, armoedeverligting en ontwikkeling wat deur die streke geadminsitreer word en sluit die volgende in:

- Landelike vervoerforums wat verantwoordelik is om aanbevelings aan die Minister en die Hoof van die Departement te maak.
- Zibambele, dit is 'n program waar die behoeftigste huishoudings met 'n vrou aan die hoof gekies word om sekere dele van paaie teen 'n maandelikse koste te onderhou.
- Vukuzakhe, dit is vierstadia-ontwikkelingsprogram wat spesifiek gemik is op ontluikende swart kontrakteurs.
- Gemeenskapspadveiligheidsrade wat help met die identifikasie en implementering van padveiligheidsprogramme.

8. **Beskrywing van reeëings en bepalings vir 'n persoon ten einde vertoë te rig en deel te neem in die formulering van beleid en die uitoefening van bevoegdhede en die uitvoering van pligte**

Die Departement verwelkom skriftelike vertoë van enige persoon aangaande departementele beleidsrigtings en die uitoefening van departementele bevoegdhede en uitvoering van pligte wat deur die Departement oorweeg sal word.

9. **Regstellings**

Indien die Inligtingsbeampte of 'n Adjunk-inligtingsbeampte nalaat om 'n besluit te neem aangaande 'n versoek tot toegang binne 30 dae, word dit geag dat die Inligtingsbeampte die versoek geweier het.

'n Aansoeker kan 'n interne appèl inien –

- teen 'n weiering van 'n versoek of 'n besluit van die Inligtingsbeampte of die Adjunk-inligtingsbeampte wat 'n versoek vir toegang geweier het; of
- ten opsigte van die voorgeskrewe gelde, verlengingstydperk om met die versoek te handel of die wyse van toegang.

'n Derde party kan ook 'n interne appèl indien teen 'n besluit om 'n versoek vir toegang goed te keur.

'n Interne appèl moet op die voorgeskrewe wyse ingedien word binne 60 dae ingevolge artikel 75(1)(a)(i) van die Inligtingswet (sien Bylae B)

'n Aansoeker wat 'n interne appèl ingedien het en nie tevrede met die uitslag is nie mag 'n aansoek by 'n hof vir toepaslike herstel indien ingevolge artikel 78 van die Inligtingswet binne 30 dae na die besluit aangaande die appèl. 'n Aansoeker kan nie 'n aansoek by 'n hof indien tensy hy of sy 'n interne appèl ingedien het nie.

10. **Ander inligting**

Dit is belangrik om kennis te neem dat die Inligtingswet handel met inligting wat deur openbare of private liggame gehou word. Dit word onderskei van die Wet op Bevordering van Adminsitratiewe Geregtigheid, 2000 (Wet nr 3 van 2000) wat vereis dat 'n regeringsdepartement, op versoek, redes moet gee vir sy aksies.

Bylae A

Vorm A

VERSOEK VIR TOEGANG TOT REKORD VAN OPENBARE LIGGAAM

Artikel 18 (1) van die Wet op die Bevordering van Inligting, 2000

(Wet nr 2 van 2000)

(Regulasie 6)

VIR DEPARTEMENTELE GEBRUIK

Verwysingsnommer .....

Versoek ontvang deur .....

(meld rang, naam en van die inligtingsbeampte/ adjunk-inligtingsbeampte) op .....

..... (datum) te ..... (plek).

Aansoekgelde (indien enige): R.....

Deposito (indien enige): R.....

Gelde vir toegang: R.....

.....
HANDTEKENING VAN INLIGTINGSBEAMPTE/
ADJUNK-INLIGTINGSBEAMPTE

A. **Besonderhede van openbare liggaam**

Die Inligtingsbeampte/ Adjunk-inligtingsbeampte:

.....
.....
.....
.....
.....

B. **Besonderhede van persoon wat toegang tot die rekord versoek**

(a)	*Die besonderhede van die persoon wat toegang tot die rekord versoek, moet hieronder gegee word.*
(b)	*Die adres en/of faksnommer in die Republiek waarheen die inligting gestuur moet word, moet gegee word.*
(c)	*Bewys van die hoedanigheid waarin die versoek gerig word, indien van toepassing, moet aangeheg word.*

Volle naam en van: .....

.....

Identiteitsnommer: .....

Posadres: .....

.....

.....

.....Faksnommer: .....

Telefoonnommer:.....E-posadres:.....

Hoedanigheid waarin versoek gerig word indien dit namens 'n ander persoon gemaak word:

.....

.....

C. **Besonderhede van die persoon namens wie die versoek gerig word**

Hierdie afdeling moet SLEGS voltooi word indien 'n versoek vir toegang namens 'n ander persoon gemaak word.

Volle naam en van:.....

.....

Identiteitsnommer:.....

D. **Besonderhede van rekord**

(a)	*Verskaf volledige besonderhede aangaande die rekord waartoe toegang versoek word, met inbegrip van die verwysingsnommer indien dit aan jou bekend is ten einde die rekord op te spoor.*
(b)	*Indien die spasie wat voorsien is onvoldoende is, verskaf die inligting op 'n afsonderlike foliobladsy en heg dit hierby aan.* ***Die aansoeker moet al die bykomende foliobladsye onderteken.***

Beskrywing van die rekord of betrokke deel van die rekord:

.....

.....

.....

.....

1. Verwysingsnommer, indien beskikbaar: .....

2. Enige verdere besonderhede aangaande die rekord: .....

.....

.....

E. **Gelde**

(a) 'n Versoek vir toegang tot 'n rekord, buiten 'n rekord wat persoonlike inligting aangaande jou bevat, sal hanteer word nadat die versoekgelde betaal is.
(b) U sal in kennis gestel word van die bedrag wat betaalbaar is as die versoekgelde.
(c) Die gelde betaalbaar vir toegang tot 'n rekord hang af van die wyse waarop toegang verlang word en 'n redelike tyd wat nodig is om die rekord te soek en dit voor te berei.
(d) Indien u vir vrystelling vir die betaling van enige gelde kwalifiseer, meld asseblief die rede vir vrystelling.

F. **Wyse van toegang tot rekord**

Indien u deur 'n gestremdheid verhoed word om 'n rekord te lees, sien of daarna te luister in die vorm wat toegang verskaf word in 1 tot 4 hieronder, meld u gestremdheid en dui die wyse waarop toegang verlang word aan.

Gestremdheid:.....
.....
.....
.....
.....

Wyse waarop toegang verlang word:.....
.....
.....
.....

Merk die toepaslike ruimte met 'n X

NOTA'S:

(a) *Voldoening aan u versoek vir toegang op die spesifieke wyse kan afhang van die wyse waarop die rekords beskikbaar is.*

(b) *Toegang op die wyse versoek kan geweier word onder bepaalde omstandighede. In sodanige geval sal u in kennis gestel word of toegang op 'n ander wyse verleen sal word.*

(c) *Die gelde betaalbaar vir toegang tot die rekord, indien enige, sal gedeeltelik bepaal word deur die wyse waarop toegang verlang word.*

1.	**Indien rekord in geskrewe of gedrukte vorm is:**		
	Kopie van rekord*		Inspeksie van rekord
2.	**Indien rekord uit visuele beelde bestaan** (dit sluit foto's, skyfies, video-opnames, rekenaargeproduseerde beelde, sketse, ensovoorts, in):		
	Kyk na beelde	Kopie van beelde	Transkripsie van beelde
3.	**Indien rekord bestaan uit opgeneemde woorde of inligting wat in klank gereproduseer kan word:**		
	Luister na die klankbaan (klankkasset)		Transkripsie van klankbaan* (geskrewe of gedrukte dokument)
4.	**Indien rekord op rekenaar geberg word of in 'n elektroniese masjienleesbare vorm:**		
	Gedrukte kopie van rekord*	Gedrukte kopie van inligting afkomstig van die rekord	Kopie in rekenaarleesbare vorm* (stiffie of kompakskyf)
* Indien u 'n kopie of transkripsie van 'n rekord (hierbo) versoek het, moet die kopie of transkripsie aan u gepos word? **Posgeld is betaalbaar.**		JA	NEE
Neem kennis: Indien die rekord nie beskikbaar is in die taal wat u verkies nie, kan toegang verleen word in die taal wat dit beskikbaar is. *In watter taal verkies u die rekord?*			

G. **Kennisgewing van besluit aangaande die versoek vir inligting**

U sal skriftelik in kennis gestel word of u versoek goedgekeur/geweier is. Indien u op 'n ander wyse in kennis gestel wil word, dui asseblief die wyse aan.

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

.....

Geteken te ..... hierdie ..... dag van ..... 20.....

.....

HANDTEKENING VAN AANSOEKER/PERSOON NAMENS WIE DIE VERSOEK GERIG WORD

Bylae B

Vorm B

KENNISGEWING VAN APPèL

(Artikel 75 van die Wet op die Bevordering van Toegang tot Inligting, 2000 (Wet nr 2 van 2000)

(Regulasie 8)

MELD U VERWYSINGSNOMMER
.....

A. Besonderhede van openbare liggaam

Die Inligtingsbeampte/Adjunk-inligtingsbeampte:

.....

.....

B. Besonderhede van aansoeker/derde party wat die interne appèl aanteken

(a)	*Die besonderhede van die persoon wat die interne appèel aanteken moet hieronder gegee word.*
(b)	*Bewys van die hoedanigheid waarin die appèl aangeteken word, indien enige, moet aangeheg word.*
(c)	*Indien die appellant 'n derde persoon is en nie die persoon wat oorspronklik die inligting versoek het nie moet die besonderhede van die aansoek in C hieronder gegee word.*

Volle naam en van:.....

Identiteitsnommer:.....

Posadres:.....

.....

.....Faksnommer:.....

Telefoonnommer:.....E-posadres:.....

Hoedanigheid waarin 'n interne appèl namens 'n ander persoon aangeteken word:

.....

.....

C. **Besonderhede van aansoeker**

Hierdie afdeling moet SLEGS voltooi word indien 'n derde party (buiten die aansoeker) interne appèl aanteken.

Volle naam en van:.....

.....

Identiteitsnommer:.....

D. **Die besluit waarteen interne appèl aangeteken word**

Merk die besluit waarteen interne appèl aangeteken word met 'n X in die toepaslike ruimte:	
	Weiering van versoek vir toegang
	Besluit rakende gelde voorgeskryf ingevolge artikel 22 van die Wet
	Besluit rakende die verlening van uitstel van die tydperk waarbinne die versoek hanteer moet word ingevolge artikel 26(1) van die Wet
	Besluit ingevolge artikel 29(3) van die Wet om toegang te weier in die vorm wat die aansoeker versoek
	Besluit om versoek vir toegang goed te keur

Indien die spasie wat verskaf word nie voldoende is nie, gaan voort op 'n afsonderlike folio en heg dit by hierdie vorm aan. ***U moet al die bykomende folio's onderteken.***

E. **Gronde vir appèl**

Meld die gronde waarop interne appèl aangeteken word: .....

.....

.....

Meld enig ander inligting wat tersaaklik mag wees vir oorweging van die appèl:.....

.....

.....

.....

.....

F. **Kennisgewing van besluit rakende appèl**

U sal skriftelik in kennis gestel word van die besluit rakende u interne appèl. Indien u 'n ander wyse in kennis gestel wil word, dui asseblief die wyse aan en verskaf die nodige besonderhede ten einde aan u versoek te voldoen.

Meld die wyse: .....

Besonderhede rakende die wyse:.....

.....

Geteken te .....hierdie.....dag van.....20.....

.....
HANDTEKENING VAN APELLANT

VIR DEPARTEMENTELE GEBRUIK:

AMPTELIKE REKORD VIR INTERNE APPèL:

Appèl ontvang op ..... (datum) deur..... (meld rang, naam en van van inligtingsbeampte/adjunk-inligtingsbeampte)

Appèl vergesel van die redes vir die inligtingsbeampte/ adjunk-inligtingsbeampte se besluit en, waar van toepassing, die besonderhede van enige derde party met wie die rekord in verband staan, deur die inligtingsbeampte/ adjunk-inligtingsbeampte by die betrokke gesag ingedien op ..... (datum).

UITKOMS VAN APPèL:

BESLUIT VAN INLIGTINGSBEAMPTE/ ADJUNK-INLIGTINGSBEAMPTE BEVESTIG/ NUWE BESLUIT WAT DIT VERVANG:

NUWE BESLUIT:

.....

.....

.....

.....

....

DATUM BETROKKE GESAG

ONTVANG DEUR DIE INLIGTINGSBEAMPTE/ ADJUNK-INLIGTINSGBEAMPTE VANAF DIE BETROKKE GESAG OP (datum):.....

.....

Bylae C

GELDE BETAALBAAR INGEVOLGE DIE INLIGTINGSWET

1.	'n Kopie van hierdie handleiding	R12.60
2.	Aansoekgelde, buiten vir 'n persoonlike aansoeker wat inligting aangaande hom- of haarself versoek	R35.00
3.	Gelde vir reproduksie: Elke fotokopie van 'n A4-bladsy of deel daarvan • Elke gedrukte kopie van 'n A4-bladsy of deel daarvan • Op 'n rekenaar of masjienleesbare vorm • Kopie in rekenaarleesbare vorm of stiffie • Kopie in rekenaarleesbare vorm of kompakskyf • Transkripsie van visuele beeld vir 'n A4-bladsy of deel daarvan • Transkripsie van visuele beeld vir 'n kopie van die visuele beeld • Transkripsie van audiorekord vir 'n A4-bladsy of deel daarvan • Kopie van 'n audiorekord	 R0.60 ??? R0.40 R6.00 R40.00 R22.00 R60.00 R12.00 R17.00
4.	Gelde vir reproduksie: Elke fotokopie van enige A4-bladsy of deel daarvan • Elke gedrukte kopie van 'n A4-bladsy of deel daarvan • Op 'n rekenaar of masjienleesbare vorm • Kopie in rekenaarleesbare vorm of stiffie • Kopie in rekenaarleesbare vorm of kompakskyf • Transkripsie van visuele beeld vir 'n A4-bladsy of deel daarvan • Transkripsie van visuele beeld vir 'n kopie van die visuele beeld • Transkripsie van audiorekord vir 'n A4-bladsy of deel daarvan • Kopie van 'n audiorekord	 R0.60 R0.40 R5.00 R40.00 R22.00 R60.00 R12.00 R17.00 R17.00
5.	Gelde vir soek en voorbereiding van rekord vir openbaarmaking na die eerste uur, waarvoor daar geen koste is nie.	R15.00 per uur of deel daarvan
6.	'n Deposito word nie vereis nie totdat ses uur oorskry word ingevolge paragraaf 5.	
7.	Een derde van die gelde vir toegang, gelys in paragraaf 4, is deur die aansoeker betaalbaar as 'n deposito.	
8.	Posgeld is deur die aansoeker betaalbaar indien 'n kopie van die rekord aan die aansoeker gepos moet word.	

PROVINCIAL NOTICE 119 OF 2015

UMNYANGO WEZOKUTHUTHA KWAZULU-NATALI

UMQULU OMAYELANA NOMTHETHO WOKUKHUTHAZA UKUFINYELELA OLWAZINI, WEZI-2000

(UMTHETHO UNO. 2 WEZI-2000)

2014-2015

UMQULU WOMNYANGO WEZOKUTHUTHA OMAYELANA NOMTHETHO WOKUKHUTHAZWA UKUFINYELELA OLWAZINI, WEZI-2000 (UMTHETHO UNO.2 WEZI-2000)

OKUQUKUTHWE

ISIHLOKO	INOMBOLO YEKHASI
1. Isingeniso	3
2. Ukuchazwa Komnyango Wezokuthutha Kwazulu-Natali kanye Nemisebenzi Yawo	4
3. Imininingwane Yokuxhumana Yesikhulu Esibhekele Ulwazi Emnyangweni Wezokuthutha Kwazulu-Natali	5
4. Umhlahlandlela Ozokwakhiwa Yikhomishini Yezamalungelo Abantu	6
5. Ukufinyelela Olwazini	6
6. Isaziso	10
7. Incazelo Yezinsiza Ezinikezelwa Umphakathi Ngumnyango Wezokuthutha Kwazulu-Natali kanye Nendlela Yokufinyelela Kuzona	10
8. Incazelo Yezinhlelo Nezihlinzeko zokuthi Umuntu Akwazi Ukwenza Izethulo kanye Nokubamba Iqhaza Ekwakhiweni Kwenqubomgomo ngokunjalo Nokusetshenziswa Kwamandla kumbe Ukwenziwa Kwemisebenzi	12
9. Izindlela Zokulungisa	12
10. Olunye ulwazi	12

UMQULU WOMNYANGO WEZOKUTHUTHA OMAYELANA NOMTHETHO WOKUKHUTHAZWA UKUFINYELELA OLWAZINI, WEZI-2000 (UMTHETHO UNO.2 WEZI-2000)

1. ISINGENISO

UMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi-2000 (uMthetho uNo. 2 wezi-2000), okuthi uma kubhekiswe kuwo kulo Mqulu kuthiwe uMthetho woLwazi, ususelwe esigabeni 32 soMthethosisekelo weRiphabhlikhi yaseNingizimu Afrika, we-1996 (uMthetho uNo. 108 we-1996), obizwa ngokuthi nguMthethosisekelo kulo Mqulu, oyalela ukuthi:
"(1) Wonke umuntu unelungelo lokufinyelela-

(a) Olwazini olugcinwe uhulumeni; kanye
(b) Nakunoma yiluphi ulwazi olugcinwe ngomunye umuntu futhi oludingeka ukuze kusetshenziswe noma kuvikelwe nanoma yimaphi amalungelo.

(2) Umthetho kaZwelonke kumele umiswe ukuze kusetshenziswe ngendlela efanele leli lungelo, futhi ungahlinzeka izindlela ezinqala zokwehlisa umthwalo kwezokuphatha nakwezezimali kuhulumeni."
Injongo yalo Mthetho woLwazi ukukhuthaza ukuthi kube nomphakathi lapho abantu baseNingizimu Afrika bekwazi ukufinyelela olwazini olubasiza ekutheni basebenzise futhi bavikele amalungelo abo ngokugcwele.
Mhla zi-2 kuNhlolanja wezi-2000, isiShayamthetho sikaZwelonke samisa uMthetho woLwazi ukuze sihambelane nesigaba 32 soMthethosisekelo ukuqinisekisa ukuthi ilungelo lokufinyelela olwazini liyavikeleka. UMthetho woLwazi waqala ukusebenza mhla ziyi-9 kuNdasa wezi- 2000, ngaphandle kwezigaba 10, 14, 16 kanye no 51. Izigaba 10, 14, 16 kanye no 51 zona zaqala ukusebenza mhla ziyi-15 kuNhlolanja wezi-2002.

Lokhu kusho ukuthi uMthetho woLwazi usebenza kunoma ngubani ofisa ukucela ulwazi ohlakeni lukahulumeni noma oluzimele. Umuntu ofaka isicelo sokuthola ulwazi ubizwa ngokuthi "umfakisicelo".

Zonke izinhlaka zikahulumeni nezizimele kudingeka ukuba zihlanganise uMqulu okungenani ngezilimi ezintathu ezisemthethweni ochaza kabanzi ukuthi usetshenziswa kanjani uMthetho woLwazi. Lo Mqulu wakhelwe ukulekelela umfakisicelo ofisa ukuthola ulwazi eMnyangweni Wezokuthutha KwaZulu-Natali, owuhlaka lukahulumeni. Lo Mqulu uthokala ngeSingisi, isiZulu nangesiBhunu.

Lo Mqulu awukuchazi ukuthi usifaka kanjani isicelo kwezinye izinhlaka zikahulumeni noma ohlakeni oluzimele. Uma umfakisicelo efisa ukufaka isicelo ohlakeni lukahulumeni olungewona uMnyango Wezokuthutha Kwazulu-Natali, kumele athole ikhophi yoMqulu kulolo hlaka lukahulumeni oluqondene. Nxa umfakisicelo efisa ukufaka isicelo ohlakeni oluzimele, kumele athole ikhophi yoMqulu kulolo hlaka oluzimele oluqondene.

Lo Mqulu uhlukaniswe ngezigaba ukuze ulekelele umfakisicelo ukuba athole ulwazi emnyangweni Wezokuthutha KwaZulu-Natali.

2. **Ukuchazwa koMnyango Wezokuthutha KwaZulu-Natali kanye nemisebenzi yawo**

UMnyango Wezokuthutha KwaZulu-Natali uyingxenye kaHulumeni wesiFundazwe saKwaZulu-Natali futhi ngokujutshwa kwawo nguMthetho ubhekelele ukulawulwa nokusebenza kohlelo lWezokuthutha KwaZulu-Natali. UMnyango ubhekelele:

- Ukwakhiwa, ukuthuthukiswa, ukunakekelwa kanye nokulawulwa ubuxhakaxhaka bemigwaqo;
- Ukulawula, ukuxhasa ngezimali kanye nokulawulwa jikelele kokusebenza kWezokuthutha zomphakathi;
- Ukurejista nokunikeza amalayisensi ezimoto kanye nawabashayeli;
- Ukulawula isiminyaminya emigwaqeni yesifundazwe;
- Ukuphepha emgwaqeni; kanye
- Nokulawula izimoto zikahulumeni wesifundazwe.

Yilezi izinhlosongqangi zamasu okusebenza zoMnyango Wezokuthutha KwaZulu-Natali:

- Ukwenza ngcono kanye nokuqinisekisa ukuphepha emgwaqeni nakWezokuthutha zomphakathi;
- Ukuthuthukisa abantu, umnotho kanye nengqalasizinda yaKwaZulu-Natali;
- Ukukwenza kube yinqubo esetshenziswayo ukubamba iqhaza komphakathi kanye nokuqinisa ukubusa ngokwentando yabantu;
- Ukulekelela ukuthuthukiswa kwezindawo zasemakhaya, ukunciphisa ububha kanye nokungalingani ngokunjalo nokuqinisekisa izinga elilinganayo lengqalasizinda;
- Ukulekelela ukukhula kanye nokuthuthukiswa kwemboni yezokwakhiwa komgwaqo KwaZulu-Natali, ukuze imeleleke ngokugcwele ohlwini lwemininingwane yezindawo zesifundazwe; kanye
- Nokuqinisekisa ukuba nesibopho sokubika ngezimali, ukulawula izinsizakusebenza ezisemqoka kanye nokuthuthukiswa kwezinhlelo zokulawula ezididiyele.

UMnyango Wezokuthutha KwaZulu-Natali ubhekelele ukuthuthukiswa kanye nokuqalisa kokusebenza kwenqubomgomo, amazinga, izinhlaka kanye namaqophelo ezokuthutha kazwelonke nawesifundazwe, ukuze kufezekiswe lezi zinjongo, ngokusebenzisa izinsizakusebenza ezikhona zesiFundazwe, ukuqonda kanzulu amalungelo okufinyelela ezikhumulweni zezokuthutha zomphakathi kanye nakuzinsiza zobuxhakaxhaka bemigwaqo yesifundazwe. UMnyango uzibophezele ukusebenza ngokusobala ekuthuthukiseni nasekuqaliseni ukusebenza kwezikhumulo zezokuthutha zomphakathi nezinqubomgomo ngokunjalo nemithetho yobuxhakaxhaka bemigwaqo yesifundazwe.

Imisebenzi esemqoka yoMnyango Wezokuthutha KwaZulu-Natali yilena elandelayo:

- Kusalokhu kungumsebenzi oqhubeka nje woMnyango Wezokuthutha KwaZulu-Natali ukwakhiwa kwemigwaqo, ukwakhiwa kabusha, ukunakekelwa kanye nokulungiswa, okubandakanya ukwakhiwa kwemigwaqo emisha, ukunakekelwa kwaleyo evele ikhona nokulungiswa kwaleyo eyonakele.
- Ezokuthutha zezomgwaqo, okubandakanya ukuhlelwa kanye nokuhlinzekwa kwezinsiza zezokuthutha zomphakathi zasemadolobheni nezasezindaweni zasemakhaya, ukuqhuba izifundo eziphathelene nezokuthutha, ukulawula ezokuthutha zezomgwaqo, ukuhlinzeka ngezinhlaka zokuhlela ezokuthutha ngokunjalo nokulawula izinsiza zezokuthutha zomphakathi bobuxhakaxhaka bemigwaqo yomphakathi.
- Ezezimoto emgwaqeni, okubandakanya ukurejista nokukhipha amalayisensi ezimoto nawabashayeli, ukulawulwa kwesiminyaminya emigwaqeni yomphakathi,

ukunakekelwa nokuhlinzekwa kwezimpawu zomgwaqo ezibonakalayo ngokunjalo nokuqalisa imikhankaso nezinhlelo zokuxwayisa ngokuphepha emgwaqeni.

UMnyango Wezokuthutha KwaZulu-Natali uholwa nguNgqongqoshe Wezokuthutha, Ezokuphepha Nokuvikela oyilungu lesiGungu Esiphezulu KwaZulu-Natali futhi ubhekele ukwakhiwa kwenqubomgomo yezokuthutha yesifundazwe. INhloko yoMnyango yona engumsebenzi onesibopho sokubika woMnyango Wezokuthutha KwaZulu-Natali futhi ibhekelele ukuphathwa nokulawulwa jikelele koMnyango. Izinhlokohhovisi zoMnyango ziseMgungundlovu, bese kuba khona amahhovisi ezifunda athe chithi saka kuso sonke isiFundazwe.

Njengalokhu kuchaziwe esigabeni 7 salo Mqulu, uMnyango Wezokuthutha KwaZulu-Natali uhlukaziswe ngezifunda, okuyizona ezibhekelele ukulawulwa nokuphathwa kobuxhakaxhaka bemigwaqo yesifundazwe, ezisungulwe ngokwesigaba 44 soMthetho Wezemigwaqo wesiFundazwe saKwaZulu-Natali, wezi-2001, (uMthetho uNo. 4 wezi-2001), kulo Mqulu obizwa ngokuthi uMthetho Wezemigwaqo wesiFundazwe saKwaZulu-Natali.

UMnyango Wezokuthutha KwaZulu-Natali uphinde uhlinzeke nale misebenzi ebalwe esigabeni 7.

3. **Imininingwane yokuxhumana yeSikhulu Esibhekele Ulwazi eMnyangweni Wezokuthutha KwaZulu-Natali**

Ngesikhathi sokushicilela lokhu, iSikhulu Esibhekele Ulwazi yiNhloko yoMnyango kanye neSekela leSikhulu Esibhekele Ulwazi abaqokwe ngokoMthetho Wezolwazi nguNk. S Ngubo, iMenenja Eyinhloko: yoPhiko Lwemisebenzi Yezomthetho. Omunye kube yiSekela leSikhulu Esibhekele Ulwazi uMnu. Kobus van Staden: UMsizi weMenenja: yoPhiko Lwezezimoto.

Ikheli lomgwaqo lapho amahhovisi oMnyango ekhona yileli:

UMnyango Wezokuthutha KwaZulu-Natali

172 Burger Street

Pietermaritzburg

3201

Ikheli leposi loMnyango yileli:

UMnyango Wezokuthutha KwaZulu-Natali

Private Bag X 9043

Pietermaritzburg

3200

Inombolo yocingo yoMnyango eqonde ngqo ithi, 033-355-8600. Inombolo yefeksi yoMnyango okumele isetshenziswe yilabo abafaka izicelo zokuthola ulwazi emnyangweni, ithi- 033-355-8967.

Ikheli le-I-imeyli okumele lisetshenziswe yilabo abafaka izicelo zokuthola ulwazi emnyangweni, lithi:-

Simanga.Ngubo@kzntransport.gov.za noma

Kobus.vanstaden@kzntransport.gov.za

4. **Umhlahlandlela ozokwakhiwa yiKhomishini Yezamalungelo Abantu**

IKhomishini Yezamalungelo Abantu yaseNingizimu Afrika, eyasungulwa ngokwesigaba 181(b) soMthethosisekelo, ibhekele ukwakhiwa komhlahlandlela ngazo zonke izilimi ezisemthethweni ezweni, elizoqukatha futhi imininingwane yokuthi ungawusetshenziswa kanjani uMthetho Wolwazi. Lo mhlahlandlela kumele umenyezelwe ezinyangeni eziyi-18 uMthetho Wolwazi uqale ukusebenza, okungumhla ziyi-15 kuNcwaba wezi-2003. Uma kukhona ofisa ukuthola olunye ulwazi, angaxhumana ne-

Khomishini Yezamalungelo Abantu YaseNingizimu Afrika
Kuleli kheli:-
33 Hoofd Street
Braampark, Forum 3
Braamfontein, Gauteng

Inombolo yocingo: (27) 11 877 3694
I-imeyli: nmolefe@sahrc.org.za

5. **Ukufinyelela olwazini**

a. Isicelo sokufinyelela erekhodini

Uma umfakisicelo efisa ukwenza isicelo sokufinyelela erekhodini eligcinwe uMnyango Wezokuthutha KwaZulu-Natali, kumele abhalele iSikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi, imininingwane yabo yokuxhumana ibhalwe esigabeni 3 salo Mqulu.

Umfakisicelo ofisa ukwenza isicelo kumele asebenzise iFomu A, elihambisana nalo Mqulu eliyisiThasiselo A. Umfakisicelo kumele ahlinzeke ngolwazi olugcwele kuFomu A, ukuze:

- ISikhulu Esibhekele Ulwazi sikwazi ukuhlonza:
  - Amarekhodi acelwayo, kubandakanya nencazelo yerekhodi, inombolo yenkomba (uma ikhona) kanye nanoma yimiphi eminye imininingwane maqondana nerekhodi; kanye
  - Nalowo mfakisicelo, kubandakanya yonke imininingwane yokuxhumana;
- Indlela yokufinyelela umfakisicelo ayidinga ngalo, uma kungukuthi:
  - Irekhodi libhaliwe noma liprintiwe, okungaba ngukuthi umfakisicelo ufisa ukwenza ikhophi yerekhodi noma ukulihlola nje irekhodi;
  - Irekhodi elibukwayo, okungaba yizithombe, ama-slide, ividiyo, izithombe noma imidwebo eyenziwe kukhompyutha, okungaba ngukuthi umfakisicelo ufisa ukubuka nje izithombe, ukwenza amakhophi ezithombe noma ukuthola lapho izithombe eziqoshwe zisuselwa khona;
  - Irekhodi amazwi noma ulwazi oluqoshiwe olungakhiqizwa ngokomsindo, okungaba umfakisicelo ufisa ukulalela lowo msindo noma ukuthola amagama abhaliwe kumbe aprintiwe alowo msindo othathelwe kweminye imibhalo; noma
  - Irekhodi eligcinwe kukhompyutha noma elingafundelwa emshinini, okungaba umfakisicelo ufisa ukuthola ikhophi yerekhodi eprintiwe, ikhophi eprintiwe yolwazi ethathiselwe kurekhodi noma kukhophi efundeka kukhompyutha (i-stiffy noma i-compact disk).

Umfakisicelo kumele futhi abalule ulimi afisa ukuthola ngalo irekhodi. Uma irekhodi lingatholakali ngalolo limi olukhethwe umfakisicelo, anganikezwa ngalolo limi irekhodi elitholakala ngalo.

Umfakisicelo ongakwazi ukufunda nokubhala noma nganoma yiyiphi indlela engakwazi ukufaka isicelo sokufinyelela erekhodini ngenxa yokukhubazeka, angafaka isicelo ngomlomo. ISikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele uLwazi kumele lilekelele umfakisicelo ngokumbhalela isicelo efomini elisetshenziswayo bese linikeza umfakisicelo ikhophi yaleso sicelo esibhaliwe.

ISikhulu ESibhekele Ulwazi noma iSekela leSikhulu ESibhekele Ulwazi kumele lilekelele umuntu odinga usizo ngokufanelekile ekufakeni isicelo serekhodi. Usizwa mahhala.

b. Ukudluliselwa kwesicelo sokufinyelela erekhodini

ISikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi lingasedlulisela isicelo lapho:

- Irekhodi lingekho ezandleni zoMnyango Wezokuthutha KwaZulu-Natali;
- Ingqikithi yerekhodi iphathelene kakhulu nemisebenzi yolunye uhlaka lukahulumeni; noma
- Irekhodi liqukethe ulwazi lwezokuhweba lolo olunye uhlaka lukahulumeni lunentshisekelo enkulu ngalo.

Ukudluliselwa kwesicelo kumele kwenziwe zingakapheli izinsuku eziyi-14 futhi kumele iSikhulu Esibhekele Ulwazi noma iSekele leSikhulu Esibhekele Ulwazi sazise umfakisicelo mayelana nokudluliselwa kwesicelo, izizathu zokudluliselwa kanye nesikhathi isicelo esizophothulwa ngaso ukucutshungulwa.

c. Imali ekhokhwayo

Imali emisiwe ekhokhwa umfakisicelo, ngale kwalowo ofaka isicelo serekhodi lakhe qobo, ngerekhodi elicelwayo,ngama- R35.00. Umfakisicelo serekhodi lakhe qobo, okunguyena ofuna ulwazi ngaye uqobo asikho isidingo sokuba akhokhe le mali. Bonke abafaka izicelo, ngaphandle kwalabo abakhululwa ekukhokheni ngokwesigaba 22(8)(a) soMthetho Wolwazi, kumele bakhokhe imali edingeka ukuba ikhokhwe ukuze uthole irekhodi. Uhlu lwezimali ezikhokhwa lutholakala kuSithasiselo C salo Mqulu.

d. Inqubo elandelwayo uma irekhodi lingatholakali

Uma lingatholakali irekhodi, kumele iSikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi, ngokwenza incwadi efungelwe, lazise umfakisicelo ukuthi angeke akwazi ukufinyelela erekhodini.

e. Ukwelulwa kwesikhathi sokufinyelela erekhodini

Singelulwa isikhathi sokufinyelela erekhodini uma irekhodi lingakatholakali.

f. Izikhathi ezibekiwe kanye nesaziso esiya kumfakisicelo

ISikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi kumele sinqume zingakapheli izinsuku ezingama-30 ukuthi siyasigunyaza yini isicelo bese lithumela isaziso kofake isicelo. Uma ukufinyelela kuzogunyazwa, kumele isaziso sibalule:

- Ukuthi imali ekhokhelwa ukuthola irekhodi, uma ikhona, kumele ikhokhwe ngesikhathi kugunyazwa ukutholakala kwerekhodi
- Indlela elizonikezwa ngayo irekhodi lelo; kanye
- Nokuthi umfakisicelo angadlulisela isikhalo ngaphakathi eMnyangweni noma afake isimangalo enkantolo sokuphikisana nemali yokufinyelela okumele ayikhokhe ukuze kugunyazwe ukufinyelela.

g. Ukunqatshwa kwesicelo sokufinyelela erekhodini

Uma ukufinyelela erekhodini kunqatshwa, kumele isaziso esenziwe iSikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi:

- Sinikeze izizathu ezizwakalayo zokwenqatshwa kwesicelo;
- Ngaphandle kwezizathu, singafaki yinoma yikuphi okuqondene nerekhodi; futhi
- Sibalule ukuthi umfakisicelo angasidlulisela isikhalo ngaphakathi eMnyangweni noma afake isimangalo enkantolo sokuphikisana nokunqatshwa kwesicelo ngokunjalo nenqubo elandelwayo yokudlulisela isikhalo ngaphakathi noma yokumangala.

Ukunwetshwa kwesikhathu sokuthatha isinqumo maqondana nesicelo

ISikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi linganweba isikhathi sezinsuku ezingama-30 ukuze lithathe isinqumo maqondana nesicelo uma:

- Isicelo kungesamarekhodi amaningi futhi ukuhambisana naso kungaphazamisa imisebenzi yoMnyango Wezokuthutha waKwaZulu-Natali ngokungenasidingo;
- Isicelo sidinga ucwaningo noma ukuqoqwa kwamarekhodi ehhovisi elingekho edolobheni elifanayo nalelo lesiKhulu Esibhekele Ulwazi kanti iSikhulu Esibhekele Ulwazi angeke kwalindeleka ukuba siphothulwe ukucutshungulwa kwesicelo ezinsukwini ezingama-30 ezimisiwe;
- Kusemqoka kumbe kudingeka ukuxhumana kwezimpiko zoMnyango Wezokuthutha KwaZulu-Natali noma nolunye uhlaka lukahulumeni futhi iSikhulu Esibhekele Ulwazi angeke salindeleka ukuphothula lokho kuxhumana ezinsukwini ezingama-30 ezimisiwe; noma
- Umfakisicelo ekuvuma ngokubhala ukunwetshwa lokho.

h. Ukunqatshwa kwesicelo sokufinyelela erekhodini okugunyaziwe ngumthetho

ISikhulu Esibhekele Ulwazi noma iSekela lesiKhulu Esibhekele Ulwazi kumele sinqabe ukufinyelela erekhodini uma isicelo sokufinyelela olwazini sizobandakanya ukudalulwa:

- Kolwazi oluqondene ngqo nomunye umuntu;
- Kwezimfihlo zokuhweba zomunye umuntu;
- Kolwazi lwezezimali, lwezokudayisa, lwezesayensi noma lwezobuchwepheshe, ngale kwezimfihlo zokuhweba, uma ukudalulwa kolwazi kungenzeka kuthikameze ngakwezentengiso noma ezezimali zomunye umuntu;
- Kolwazi oluyi-progremu yekhompyutha okungeyohlaka oluzimele;
- Kolwazi oluhlinzekwe ngokuyimfinhlo ngomunye umuntu, ukudalulwa kwalo kungabeka omunye umuntu othintekayo engcupheni yezinkontileka nakwezinye izingxoxo kumbe ukubandlululeka komunye umuntu ekuncintisaneni okuthinta ezentengiso;
- Kolwazi olungathunaza isithunzi somunye umuntu;
- Kolwazi okungabonakala luzocekela phansi impilo noma ukuphepha komuntu;
- Kwerekhodi uma ukufinyelela kulona kungavunyelwe ngokoMthetho Wenqubo Yamacala Okwelelesa, we-1977(uMthetho uNo. 51 we- 1977);
- Kolwazi okungavumelekile ukuba lisetshenziswe ekuqulweni kwecala ngaphandle uma umuntu othintekayo ezobhala phansi ukunikeza imvume yokuthi uyaludalula ulwazi; noma
- Kolwazi oluphathelene nocwaningo olwenziwe noma olungase lwenziwe maqondana nomunye umuntu, ukudalulwa okungase kuveze omunye umuntu, umuntu owenza

ucwaningo noma lokho ucwaningo oluphathelene nako ngokuwela ezandleni ezingafanele.

i. Ukwenqatshwa okungabophezelekile kokufinyelela erekhodini

ISikhulu Esibhekele Ulwazi noma iSekela leSikhulu ESibhekele Ulwazi kumele linganqaba ukufinyelela erekhodini uma isicelo sokufinyelela olwazini sizobandakanya ukudalulwa:

- Kolwazi oluhlinzekwe ngokuyimfihlo ngomunye umuntu, ukudalulwa kwalo okungalindeleka ukuba kuthikameze ulwazi olufanayo noma ulwazi oluvela emthonjeni ofanayo futhi kungukuthanda komphakathi ukuthi lolo lwazi olufanayo noma ulwazi oludalulwa ngumthombo ofanayo lungaqhubeka ludalulwe;
- Kolwazi, ukudalulwa kwalo okuzophazamisa:
    - Ukuphepha kwesakhiwo, kohlaka noma kohlelo okungaba nguhlelo lwekhomyutha, uhlobo lWezokuthutha noma enye nje impahla; noma
    - Izindlela, izinhlelo, amasu noma izinqubo zokuvikela umuntu osohlelweni lokuvikelwa kofakazi, ukuphepha komphakathi noma ukuvikelwa kwesakhiwo;

- Irekhodi eliqukethe izinqubo, amasu noma amathiphu okugwema, okuhlonza, okudidisa noma okuphenya ukwaphulwa noma okungase kwenzeke ukuphulwa komthetho noma ukushushiswa komsolwa;
- Irekhodi eliphathelene nokushushiswa komsolwa lapho ukudalulwa kwerekhodi okungabonakala ukuthi kuzonqinda ukushushiswa kumbe kudale ukuthi ubulungiswa bungafezwa ngokufanelekile;
- Irekhodi, ukudalulwa kwalo okungabonakala ukuthi:
    - Kuzophazamisa uphenyo lokwephulwa noma okungacishe kube ngukwephulwa komthetho;
    - Kuzodalula noma kuzokwenza umuntu ahlonze umthombo wolwazi oluyimfihlo oluphathelene nokuphoqelelwa kumbe ukusebenza komthetho;
    - Kuzodala ukwesatshiswa noma ukucindezelwa kukafakazi kumbe umuntu ongenziwa ufakazi ebugebengwini noma kokunye ukuqhubeka kokusebenza komthetho;
    - Kuzolekelela ekubhebhethekiseni ukwaphulwa komthetho; noma
    - Kuzophazamisa noma kuzokona ukuqhubeka ngendlela efanele kwecala noma isu kumbe ukungenzeleli kwesinqumo senkantolo;

- Ulwazi, ukudalulwa kwalo okungaphazamisa ezokuvikela, ezokuphepha noma ezobudlelwaneni namazwe angaphandle kweRiphabhlikhi yaseNingizimu Afrika;
- Ulwazi, ukudalulwa kwalo kungase kucekele phansi umnotho noma intshisekelo kwezezimali yeRiphabhlikhi yaseNingizimu Afrika noma ukukwazi kukahulumeni ukulawula umnotho weRiphabhlikhi yaseNingizimu Afrika ngendlela efanelekile;
- Ulwazi, :
    - Oluqukethe izimfihlo zokuhweba zombuso noma zohlaka lukahulumeni
    - Oluqukethe ulwazi lwezezimali, lwezokuthengisa, lwezesayensi noma lwezobuchwepheshe, okungelona izimfihlo zokuhweba, ukudalulwa kwalo okungacishe kulimaze izintshisekelo zezokudayisa noma zezemali zombuso kumbe zohlaka lukahulumeni;

- Olungabeka uhlaka lukahulumeni engozini esivumelwaneni noma kwezinye izindaba kumbe kungaphazamisa ukuncintisana ngokwezokuthengisa kohlaka lukahulumeni;

➢ Oluyiprogremu yekhompyutha, echazwe eMthethweni Onika Ilungelo Lokushicilela, 1978 (UMthetho uNo. 98 we-1978), okungekahulumeni noma uhlaka lukahulumeni;

➢ ulwazi olumayelana nocwaningo olwenziwayo noma okungenzeka lwenziwe noma ngenxa yomunye umuntu othintekayo, ukudalulwa kwalo okungenzeka kufake enkingeni enkulu inhlangano kahulumeni, umuntu owenza ucwaningo noma udaba olucwaningwayo; noma

➢ ulwazi olumayelana nerekhodi lohlaka lukahulumeni oluqukethe umbono, iseluleko, umbiko noma isincomo esitholakele noma esilungisiwe noma umbiko wokubonisana, ingxoxo, obekuxoxwa noma amaminithi omhlangano wokwakhiwa kwenqubomgomo noma ukuthatha isinqumo ekuphatheni noma ukwenziwa komsebenzi obekwe ngumthetho uma ukudalulwa kwawo kungenzeka kudikibalise inqubo eqondiwe noma umphumela wenqubomgomo.

Ezinye izizathu zokwenqatshwa kwesicelo sokufinyelela erekhodini

ISikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi lingasiphikisa isicelo sokufinyelela erekhodini uma isicelo sibonakala singenasisindo noma sicunula kumbe-ke uma umsebenzi ozokwenziwa ekulungiseni isicelo uzophambukisa kakhulu ngokungenasidingo izinsizakusebenza zoMnyango Wezokuthutha KwaZulu-Natali

6. **Isaziso semikhakha yamarekhodi atholakala eMnyangweni Wezokuthutha KwaZulu-Natali ngaphandle kokuba umuntu afake isicelo sokufinyelela**

Le mikhakha elandelayo yamarekhodi ingathengwa eMnyangweni Wezokuthutha KwaZulu-Natali futhi akudingi ukuba kufakwe isicelo sokufinyelela kuwona.

➢ Imibiko yonyaka yoMnyango Wezokuthutha KwaZulu-Natali
➢ Imihlahlandlela neziNqubo Ezilandelwayo zoMnyango Wezokuthutha KwaZulu-Natali
➢ Izitatimende zezimali zoMnyango Wezokuthutha KwaZulu-Natali
➢ Imibiko yocwaningo yoMnyango Wezokuthutha KwaZulu-Natali
➢ Amarekhodi aphathelene nabasebenzi boMnyango Wezokuthutha KwaZulu-Natali (lawo anikezelwa kubasebenzi kuphela kepha angeke anikezelwe kwabanye abantu ngaphandle uma kunemvume yabasebenzi)
➢ Izinhlelo zamasu okusebenza zoMnyango Wezokuthutha KwaZulu-Natali
➢ UMthetho olawula Ezokuthutha Ezihamba emigwaqeni kaZwelonke, wezi- 2009 (uMthetho uNo. 05 wezi- 2009) (bheka iziqephu ezinanyathiselwe lapha zalokho okucashuniwe)

7. **Incazelo Yezinsiza Ezinikezelwa Umphakathi Ngumnyango Wezokuthutha Kwazulu-Natali kanye Nendlela Yokufinyelela Kuzona**

Ukulawulwa, ukwakhiwa, ukuphathwa kanye nokwenganyelwa kwayo yonke imigwaqo yesifundazwe kusemahlombe kaNgqongqoshe ngokwesigaba 4 soMthetho Wezemigwaqo wesiFundazwe saKwaZulu-Natali, wezi-2001. Bheka isigaba 2 ukuze ubone incazelo yemisebenzi ehlinzekwa nguMnyango. UMnyango Wezokuthutha KwaZulu-Natali uhlukaniswe ngezifunda, okuyizona ezibhekele ukulawulwa nokuphathwa kobuxhakaxhaka bemigwaqo yesifundazwe. Amagama kanye nemininingwane yokuxhumana yezifunda yile elandelayo:

- UMnu. S Mbhele
  IMenenja Eyinhloko
  Durban Region
  Private Bag X9063
  DURBAN
  3600
  Inombolo yocingo : 031-7002222
  Ifeksi : 031-7006454
  I-imeyli : siboniso.mbhele@kzntransport.gov.za

- UNk. B Ntombela
  IMenenja Eyinhloko
  Pietermaritzburg Region
  Private Bag X9003
  PIETERMARITZBURG
  3200
  Inombolo yocingo : 033-8455802
  Ifeksi : 033-8455896
  I-imeyli : Bongiwe.Ntombela@kzntransport.gov.za

- UMnu. L Mtambo
  IMenenja Eyinhloko
  Empangeni Region
  Private Bag X 20007
  EMPANGENI
  3880
  Inombolo yocingo : 035-7878363
  Ifeksi : 035-7872916
  I-imeyli : Lawrence.Mtambo@kzntransport.gov.za

- UNk. B Nogwanya
  Acting: IMenenja Eyinhloko
  Ladysmith Region
  Private Bag X 9911
  LADYSMITH
  3370
  Inombolo yocingo : 036-6384410
  Ifeksi : 036-6384429
  I-imeyli : Bathandwa.Nogwanya@kzntransport.gov.za

UMnyango Wezokuthutha KwaZulu-Natali uhlinzeka ngezinhlelo ezahlukene zokusiza umphakathi, ukunciphisa ububha kanye nezokuthuthukisa ngokunjalo nezinsiza ezenganyelwe izifunda okubandakanya:

- Izigungu Zezokuthtutha Zasezindaweni Zasemakhaya ezibhekele ukwenza izincomo eziya kuNgqongqoshe kanye nakuNhloko yoMnyango;
- IZibambele, okuwuhlelo lapho umphakathi uqoka abesifazane abaswele okuyibona abayinhloko zamakhaya ukuba banakekele izingxenye zomgwaqo ngemali emisiwe njalo ngenyanga;
- IVukuzakhe, okuwuhlelo olunezigaba ezine olubhekelela ikakhului osonkontileka abasafufusa abamnyama.
- Imikhandlu Yomphakathi Yezokuphepha Emgwaqeni, elekelela ukuhlonzwa nokuqalisa kokusebenza kwezinhlelo zokuphepha emgwaqeni.

8. **Incazelo Yezinhlelo Nezihlinzeko zokuthi Umuntu Akwazi Ukwenza Izethulo kanye Nokubamba Iqhaza Ekwakhiweni Kwenqubomgomo ngokunjalo Nokusetshenziswa Kwamandla kumbe Ukwenziwa Kwemisebenzi**

UMnyango uyazemukela izethulo ezibhaliwe ezivela kunoma ngubani maqondana nezinqubomgomo zomnyango kanye nokusetshenziswa kwamandla omnyango ngokunjalo nokwenziwa kwemisebenzi, eziyobe sezicutshungulwa nguMnyango.

9. **Izindlela Zokulungisa**

Uma iSikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi ehluleka ukuthatha isinqumo mayelana nesicelo sokufinyelela olwazi kungakapheli izinsuku ezingama-30, kuyoba ngukuthi iSikhulu Esibhekele Ulwazi sisenqabile isicelo.

Umfakisicelo angafaka isikhalo sangaphakathi:

- Sokuphikisana nokwenqatshwa kwesicelo noma isinqumo seSikhulu Esibhekele Ulwazi noma seSekela leSikhulu Esibhekele Ulwazi esinqabe isicelo sokufinyeleka erekhodini; noma
- Maqondana nemali enqunyiwe yokufaka isicelo, ukunwetshwa kwesikhathi sokucutshungulwa kwesicelo kumbe indlela yokufinyelela erekhodini

Omunye umuntu angasifaka isikhalo sangaphakathi sokuphikisana nesinqumo sokugunyazwa kwesicelo sokufinyelela erekhodini.

Ukufakwa kwesikhalo ngaphakathi kumele kwenziwe ngefomu elinqunyelwe ukusetshenziswa kungakapheli izinsuku ezingama- 60 ngokwesigaba 75(1) (a) (i) soMthetho Wolwazi. (Bheka Isithasiselo B)

Ngokwesigaba 78 soMthetho Wolwazi umfakisiscelo ofake isikhalo ngaphakathi futhi engagculisekile ngomphumela, angadlulisela isikhalo sakhe enkantolo ukuze athole ukweneliseka kungakapheli izinsuku ezingama-30 kuphume isinqumo sesikhalo sangaphakathi. Umfakisicelo angeke akwazi ukumane ayomangala enkantolo ngaphandle kokuba eqale wafaka isikhalo sangaphakathi.

10. **Olunye ulwazi**

Kusemqoka ukuqaphela ukuthi uMthetho Wolwazi ubhekele ulwazi olugcinwe izinhlaka zikahulumeni noma ezizimele. Lona wehlukile kuoMthetho Wokukhuthazwa Kobulungiswa Kwezokuphatha, wezi- 2000 (UMthetho uNo. 3 wezi- 2000) oyalela iminyango kahulumeni ukuba inikeze izizathu zokuthatha kwayo izinqumo, lapho kuceliwe.

13

Isithasiselo A

IFomu A

ISICELO SOKUFINYELELA EREKHODINI LOHLAKA LUKAHULUMENI

ISigaba 18 (1) soMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi- 2000

(UMthetho uNo. 2 wezi- 2000)

(UMthethonqubo 6)

OKOMNYANGO KUPHELA

INombolo yenkomba .....

Isicelo samukelwe ngu .....

(Isikhundla, igama kanye nesibongo sesikhulu esibhekele ulwazi /isekela lesikhulu esibhekele ulwazi)

mhla .....(usuku) e..... (indawo)

Imali yokufaka isicelo: R.....

Idiphozithi: R .....

Imali yokufinyelela erekhodini: R.....

.....

ISIGNISHA YESIKHULU ESIBHEKELE ULWAZI/YESEKELA LESIKHULU ESIBHEKELE ULWAZI

A. Imininingwane yohlaka lukahulumeni

ISikhulu Esibhekele Ulwazi /ISekela leSikhulu Esibhekele Ulwazi:

.....
.....
.....
.....
.....

Imininingwane yomuntu ocela ukufinyelela erekhodini

(a) Imininingwane yomuntu ocela ukufinyelela kurekhodi kumele ukuba ibhalwe ngezansi.
(b) Kumele kunikezwe ikheli kanye/kumbe inombolo yefeksi yalapha eNingizimu Afrika okuyothunyelwa kuyona imininingwane.
(c) Kumele kulethwe nobufakazi besikhundla umuntu acela ngaso, uma bukhona.

Amagama aphelele nesibongo: .....

.....

Inombolo kamazisi: .....

Ikheli leposi: .....

.....

.....

.....

Inombolo yefeksi: .....

Inombolo yocingo: .....Ikheli le-imeyli:.....

Isikhundla umuntu afaka isicelo ekuso, uma isicelo senziwa egameni lomunye umuntu: .....

.....

Imininingwane yomuntu isicelo esenziwa egameni lakhe

Le ngxenye kumele igcwaliswe KUPHELA uma ngabe isicelo sokufinyelela olwazini senziwa egameni lomunye umuntu.

Amagama aphelele nesibongo: .....

Inombolo kamazisi: .....

A. Imininingwane Yerekhodi

(a) Nikeza imininingwane ephelele yerekhodi elicelwayo, kubandakanya nenombolo yenkomba uma uyazi, ukuze kubelula ukulithola lelo rekhodi.
(b) Uma ngabe isikhala esihlinzekiwe singenele, sicela ukuba uqhube indaba yakho kwelinye iphepha bese ulinamathisela kuleli fomu. ***Umfakisicelo kumele asayine wonke amaphepha engeziwe.***

15

Incazelo yerekhodi kumbe ingxenye yerekhodi okukhulunywa ngalo: .....

.....

.....

1. Inombolo yenkomba, uma ikhona:.....

2. Eminye imininingwane yerekhodi:.....

.....

.....

(a) Isicelo sokufinyelela kwirekhodi, ngaphandle kwerekhodi eliqukethe imininingwane eqondene nawe ngqo, siyocutshungulwa kuphela emva kokukhokhwa **kwemali yokufaka isicelo.**
(b) Uyokwaziswa ngenani okumele ulikhokhe okuyimali yokufaka isicelo
(c) **Imali okumele ikhokhelwe ukufinyelela erekhodini** incike ekutheni umuntu ufuna ukufinyelela kanjani kulelo rekhodi kanye nesikhathi esiyothathwa kubhekwa futhi kulungiswa irekhodi.
(d) Uma ufanelekile ukuthi ungakhululwa ekukhokheni nanoma iyiphi imali, sicela ukuba usho isizathu sokukhululwa

B. **Imali Ekhokhwayo**

C. Indlela yokufinyelela erekhodini

Uma ngenxa yokukhubazeka ungakwazi ukufunda, ukubona kumbe ukulalela irekhodi ngokwendlela yokufinyelela ehlinzekwe ku-1 kuya ku-4 lapha ngezansi, chaza indlela okhubazeke ngayo, bese uveza ukuthi iyiphi indlela olidinga ngayo irekhodi.

Ukukhubazeka:	Indlela irekhodi elidingeka ngayo:
.....	.....
.....	.....
.....	.....
.....	.....

Faka uphawu u–X esikhaleni esifanele

QAPHELA:

(a) Ukuhlangabezana nesicelo sakho sokufinyelela erekhodini ngendlela oyibalulile,kuyoya ngokuthi lelo rekhodi litholakala ngaluphi uhlobo.

b) Ezimweni ezithile, kunganqatshwa ukufinyelela kwirekhodi ngokohlobo elicelwe ngalo. Esimweni esinjalo, uyokwaziswa uma uzovunyelwa ukufinyelela kwirekhodi ngolunye uhlobo.

(c) Imali ekhokhwayo yokufinyelele erekhodini, uma idingeka, iyonqunywa ngokohlobo lokufinyelela oluceliwe.

1. Uma irekhodi libhaliwe kumbe liprintiwe:			
	Ikhophi yerekhodi *		Ukuhlolwa kwerekhodi
Uma irekhodi linezithombe-(lokhu kubandakanya izithombe, ama-slides, ama-video aqoshiwe, izithombe ezikhishwe kwikhompyutha, imidwebo, njll):			
	Ukubuka izithombe	Ikhophi yezithombe	Ukuthathelwa kwezithombe kweminye imibhalo
2. Uma irekhodi liqukethe amagama kumbe ulwazi oluqoshiwe olungaguqulwa kabusha lube umsindo			
	Ukulalela umsindo (ikhasethi elilalelwayo)		Umsindo othathelwe kweminye imibhalo* (umqulu obhaliwe kumbe oprintiwe)
3. **Uma irekhodi likwikhompyutha kumbe lingafundelwa emshinini:**			
	Ikhophi eprintiwe yerekhodi *	Ikhophi eprintiwe yolwazi olususelwe kwirekhodi	Ikhophi ewuhlobo olufundeka kwikhompyutha * (I-stiffy noma i-compact disc)
* Uma ucele ikhophi kumbe umbhalo werekhodi oqoshiwe (ngenhla), ngabe ufisa ukuba uposelwe ikhophi kumbe umbhalo? Kukhokhwa imali yokuposa.		YEBO	CHA
Qaphela, uma irekhodi lingatholakali ngolimi olukhethile, liyobe selinikezwa ngolimi elitholakala ngalo Ungathanda ukulithola ngaluphi ulimi irekhodi?.....			

D. Isaziso sesinqumo maqondana nesicelo sokufinyelela erekhodini

Uyokwaziswa ukuthi isicelo sakho sivunyiwe/sichithiwe. Uma ufisa ukwaziswa ngenye indlela, sicela ukuba usho indlela ofisa ukwaziswa ngayo bese unikeza nemininingwane ukuze kuhlangabezwane nesicelo sakho.

Ufisa ukuba waziswe kanjani ngesinqumo maqondana nesicelo sakho sokufinyelela kwirekhodi?.....
.....

Kusayinwe
e.....mhla.....ku.....wezi-20.....

.....
ISIGNISHA YOMFAKISICELO/UMUNTU LOWO ISICELO ESENZIWA EGAMENI LAKHE

17

Isithasiselo B

IFomu B

ISAZISO SOKUFAKWA KWESIKHALO SANGAPHAKATHI

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

(UMthethonqubo 8)

NIKEZA INOMBOLO YAKHO YENKOMBA
.....

A. Imininingwane yohlaka lukahulumeni

ISikhulu Esibhekele Ulwazi/ iSekela leSikhulu Esibhekele Ulwazi:

.....

.....

B. Imininingwane yomfakisicelo /yomunye umuntu ofaka isikhalosa ngaphakathi

(a) Imininingwane yalowo ofaka isikhalo sangaphakathi kumele inikezwe lapha ngezansi
(b) Ubufakazi besikhundla akuso ofaka isikhalo sangaphakathi, uma kudingekile, kumele bunanyathiselwe.
(c) Uma ofaka isikhalo kungomunye umuntu, hhayi lo owacela ukufinyelela olwazini ekuqaleni, imininingwane yomfakisicelo kumele inikezwe ku-C lapha ngezansi.

Amagama aphelele nesibongo: .....

Inombolo kamazisi: .....

.....

Ikheli leposi:.....

.....

Inombolo yefeksi: .....

Inombolo yocingo: .....

Ikheli le I-imeyli: .....

Isikhundla akuso lowo muntu ofaka isikhalo sangaphakathi egameni lomunye umuntu: .....

.....

.....

C. **Imininingwane yumfakisicelo**

Le ngxenye kumele igcwaliswe KUPHELA uma kungomunye umuntu (kungesiyena lowo ofake isicelo) ofaka *isikhalo sangaphakathi.*

Amagama aphelele nesibongo: .....

.....

Inombolo kamazisi: .....

D. **Isinqumo esenza ukuba kufakwe isikhalo sangaphakathi**

Khombisa isinqumo esenza ukuba kufakwe isikhalo sangaphakathi ngokufaka uphawu X esikhaleni esifanele.	
	Ukwenqatshwa kwesicelo sokufinyelela erekhodini.
	Isinqumo mayelana nemali ekhokhwayo ngokwesigaba 22 soMthetho.
	Isinqumo mayelana nokwelulwa kwesikhathi okumele kusetshenzwe ngaso isicelo ngokwesigaba 26(1) soMthetho.
	Isinqumo ngokwesigaba 29(3) soMthetho sokwenqaba ukufinyelela olwazini ngendlela okucelwe ngayo ngumfakisicelo.
	Isinqumo sokuvumela isicelo sokufinyelela

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

E. **Izizathu zokufaka isikhalo**

Veza izizathu ezidale ukuba ufake isikhalo sangaphakathi: .....

.....

.....

Veza nolunye ulwazi olungaba wusizo ekubhekweni kwe*sikhalo sangaphakathi*: .....

.....

.....

.....

F. **Isaziso ngesinqumo Sesikhalo**

Uzokwaziswa ngokubhalwe phansi ngesinqumo mayelena nesikhalo sangaphakathi sakho. Uma ufisa ukwaziswa ngenye indlela, sicela ubalule leyo ndlela bese usihlinzeka ngemininingwane efanele ukuze sihlangabezane nesicelo sakho.

Balula indlela.....

Imininingwane Yendlela ofuna ukwaziswa ngayo: .....

.....

Kusayinwe e.....mhla.....ku.....wezi-20.....

.....
ISIGNESHA YOFAKA ISIKHALO

OKOMNYANGO KUPHELA :

IREKHODI ELUSEMTHETHWENI LOKUFAKWA KWESIKHALO SANGAPHAKATHI:

Isikhalo samukelwe ngomhla ..... (Usuku)

ngu.....

(balula isikhundla, igama nesibongo sesikhulu esibhekele ulwazi/ sesekela lesikhulu esibhekele ulwazi).

Isikhalo sihambisana nezizathu zesinqumo seSikhulu Esibhekele Ulwazi/ iSekela Lesikhulu Esibhekele Ulwazi kanye, lapho kufanele khona, imininingwane lomunye umuntu eliqondene naye irekhodi, kuthunyelwe yiSikhulu Esibhekele Ulwazi/ iSekela Lesikhulu Esibhekele Ulwazi ngo..... (usuku) kwiziphathimandla ezifanele.

UMPHUMELA WESIKHALO:

ISINQUMO SESIKHULU ESIBHEKELE ULWAZI/ ISEKELA LESIKHULU ESIBHEKELE ULWAZI

ISINQUMO ESIQINISEKISIWE/ ESISHA ESESIGUQULIWE

ISINQUMO ESISHA:

.....

.....

.....

.....

....

USUKU ISIPHATHIMANDLA ESIFANELE

USUKU ISIKHULU ESIBHEKELE ULWAZI/ ISEKELA LESIKHULU ESIBHEKELE ULWAZI ESAMUKELE NGALO KWISIPHATHIMANDLA ESIFANELE:

.....

.....

Isithasiselo C

IMALI EKHOKHWAYO NGOKOMTHETHO WEZOLWAZI

1.	Ikhophi yalo Mqulu	R12.60
2.	Imali yokufaka isicelo ekhokhwa yilowo nalowo ocelayo, ngaphandle kwalowo osuke ezenzela isicelo ngokwakhe	R35.00
3.	Imali ekhokhelwa ukwenziwa kwekhophi: • ngekhophi ngayinye yekhasi elingu-A4 kumbe ingxenye yalo • ngekhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo egcinwe yikhompyutha kumbe ngendlela yokuthi lifundwe emshinini • ngekhophi okwazi ukuyifunda kwikhompyutha ikwi-stiffy disc • ngekhophi okwazi ukuyifunda kwikhompyutha ikwi-compact disc • ngekhophi esuselwe ezithombeni ezisekhasini elingu-A4 kumbe ingxenye yalo • ngekhophi esuselwe ezithombeni eyikhophi yezithombe • ikhophi esuselwe kwirekhodi lomsindo oqoshiwe, ngekhasi elingu-A4 kumbe ingxenye yalo • ngekhophi yerekhodi lomsindo	 R0.60 R0.40 R6.00 R40.00 R22.00 R60.00 R12.00 R17.00
4.	Imali ekhokhelwa ukuphinde kwenziwe ikhophi: • ngekhophi ngayinye yekhasi elingu-A4 kumbe ingxenye yalo • ngekhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo egcinwe yikhompyutha kumbe ngendlela yokuthi lifundwe emshinini • ngekhophi okwazi ukuyifunda kwikhompyutha ikwi-stiffy disc • ngekhophi okwazi ukuyifunda kwikhompyutha ikwi-compact disc • ngekhophi esuselwe ezithombeni ezisekhasini elingu-A4 kumbe ingxenye yalo • ngekhophi esuselwe ezithombeni eyikhophi yezithombe • ikhophi esuselwe kwirekhodi lomsindo oqoshiwe, ngekhasi elingu-A4 kumbe ingxenye yalo • ngekhophi yerekhodi lomsindo	 R0.60 R0.40 R5.00 R40.00 R22.00 R60.00 R12.00 R17.00 R17.00
5.	Imali yokulibheka kanye nokulungiselela irekhodi ukuba lidalulwe, emva kwehora lokuqala elingakhokhelwa	R15.00 ngehora kumbe isigamu salo
6.	Idiphozithi ayidingeki uma engazokuphela amahora ayisithupha ngokwebinzana 5.	
7.	Okukodwa kokuthathu kwemali ekhokhelwa ukufinyelela kumarekhodi ibe yisibambiso, ebalululwe kubinzana 4 ikhokhwa umfakisicelo	
8.	Imali yokuposa ekhokhwa ngumfakisicelo uma kungukuthi ikhophi yerekhodi kumele iposelwe umfakisicelo	

IMPORTANT

Information

from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.

government printing
Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

eGazette

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001.
Contact Centre Tel: 012-748 6200. eMail: info.egazette@gpw.gov.za