CITY OF TSHWANE
IGNITING EXCELLENCE

Economic Development and Spatial Planning
City Planning & Development

Room 12007 | 12th floor, Isivuno | 143 Lilian Ngoyi Street (Van der Walt) | Pretoria | 0002
PO Box 3242 | Pretoria / 0001

To whom it may concern

COVID-19 CIRCULAR 6: UPDATE WITH REGARDS TO CITY PLANNING AND DEVELOPMENT OPERATIONAL ARRANGEMENTS

This circular serves to replace Circular 5 issued on 18 June 2020. The following arrangements applicable to the City Planning & Development (CP&D) Division will be effective from **8 July 2020**, subject to change as may be required.

1. **Access to offices:**
   - CP&D offices and information counters (**excluding the Centurion Office**) are ready for occupation by staff from **8 July 2020** on a rotation basis.
   - Public access to CP&D offices will be allowed to the identified areas in Isivuno House (First Floor), Centurion Block F (Conference Room and First Floor Lobby) and Akasia (Information Counter) by prior appointment.
   - Public access to Geomatics information counters will be per the arrangements prior to the lockdown.
   - All visitors will be required to wear a face mask and apply hand sanitiser.

2. **Availability of staff:**
   - CP&D staff are able to access the office (**excluding the Centurion Office**) for normal duties on a rotation basis, with specific arrangements made for staff who are over 60, or have comorbidities or are pregnant.
   - CP&D staff as indicated in Table A are available during normal office hours (**excluding the Centurion Office**) by cell phone, email, office phones or on appointment.
   - Office email, office phone contact and appointments are limited given that Directors need to rotate staff at the office in the interest of social distancing.
   - Staff who are able to work from home may be allowed to do so by the responsible Director.
   - Should you experience difficulty in reaching staff, please escalate the matter to the responsible Deputy Director or Director.

3. **Submission of new land development applications**
   - From 8 July 2020 new land development applications may be submitted by email to Newlanduseapplications@tshwane.gov.za.

     "Please note that you will not receive a reply from this "Inbox" to confirm receipt of an application. The application will be allocated to the Deputy Director, Planning Professional and Planning Officer and all correspondence enquiries or other matters must be sent directly to the respective official. Please follow the naming protocols in the subject line being: Property Description or Township Name and Extension. Applications must be scanned as PDF documents based on the provision of the Tshwane LUM Bylaw F/10. We reserve the right to delete your application from the "Inbox" if you do not comply with the directives of the Municipality as per our Circulars and as per this reply. If you have not complied please send a notice of withdrawal from the "Inbox" and do a re-submission. Clearly mark the withdrawal and re-submission."

   - SDPs and building plans will be evaluated as per arrangements to be communicated by the Built Environment & Enforcement Division.

4. Enquiries, Submission and collection of other documentation

- Submission and distribution of documentation is preferable by email.
- Post approval applications for Section 28(1), Extensions of Time and PCP's can be submitted to PCPDevCompliance@tshwane.gov.za as per the Development Compliance and Legislation Circular.
- Other applications for Development Compliance and Legislation can be submitted in hard copy with Registry and e-mail copy to the Post Approval Specialist as per the contact list.
- Geo-info enquiries must be emailed to geoinfoservice@tshwane.gov.za.
- Requests for address allocations and related enquiries must be emailed to address@tshwane.gov.za.
- Toponomy enquiries may be emailed to toponomy@tshwane.gov.za.
- Request for the confirmation of land use rights for the registration or amendment of sectional title schemes (Section 28(9) of the By-law) must be emailed to LUS-STS@tshwane.gov.za.
- Submission of the request for the conformation of land use rights for Gambling and Liquor Licences, must be made to DonaldMak@tshwane.gov.za or ThamiF@tshwane.gov.za
- Post Approval enquiries on applications allocated or previously submitted must be emailed to the responsible Post Approval Specialist.
- The ability of the Application Processing System (APS) have been upgraded to allow authorised staff to electronically upload documentation relating to **existing land development applications** (applications already on APS). To facilitate this process, documents emailed for loading onto APS must comply to the following:
    - .pdf format only;
    - a separate file per document;
    - maximum email-size of 5Mb;
    - the file name must start with the application number (Item number on APS), followed by a short document description, e.g. 20636 Title Deed.pdf
- Documentation relating to **existing land development applications** (applications already on APS) must be emailed to the Planning Officer and the Planning Professional responsible for that application (cc the responsible LUMA Deputy-Director).
- Submission and collection of hard copy documentation can be done at the identified areas in Isivuno House (First Floor), Centurion Block F (Conference Room and First Floor Lobby) and Akasia (Information Counter) by prior arrangement; or at Registration.

5. Advertising, commenting and other compliance periods

The CP&D Division will not calculate the period of "lockdown" from 26 March up to and including 14 July 2020, for purposes of compliance and submission of documents by any applicant, objector or interested and affected parties, with the number of days in which any action had to have been taken by them or the CP&D Division, in terms of the Spatial Planning and Land Use Management Act, 16 of 2013 or the Land Use Management By-law, 2016 or any condition imposed on a land development application. The calculation of days will thus be extended by 111 days as indicated above for purposes of compliance and submission of documents to this division. New applications and applications submitted but not advertised, may be advertised from 15 July 2020.

A directive wrt electronic advertising procedures will be communicated before 15 July 2020.

6. Arrangements wrt meetings

Additional to previous arrangements, the following meetings will resume subject to social distancing, sanitising requirements and regulations as may be issued.

- MPT hearings;
- SUD meetings;
- meetings of the Property Development Forum (PDF);
- internal meetings;
- meetings required by Directors, Deputy Directors & Planning Professionals; and
- meetings on request of external role players.

The city apologise for any inconvenience caused and requests your support and indulgence in fighting the Covid-19 pandemic.

[signed electronically]

Pieter Swanepoel, Pr.Pln
DIVISIONAL HEAD: CITY PLANNING AND DEVELOPMENT

3 July 2020

Table A: City Planning & Development contact list – 3 July 2020

Section	Sub-Section	Position	Employee Name	Office Tel nr [rotation time	Cell nr	Email
Office of the DH	Office of the DH	Divisional Head	Pieter Swanepoel	012 358 0940	072 598 3971	pietersw@tshwane.gov.za
Office of the DH	Office of the DH	Senior Secretary	Vivian Motsepe	012 358 4513		vivianmot@tshwane.gov.za
Office of the DH	Office of the DH	Admin Officer	Imelda Matlou	012 358 7342		imeldam@tshwane.gov.za
Spatial Planning	Office of the Director	Director	Dennis Madumo	012 358 1529	072 253 7215	dennisma@tshwane.gov.za
Spatial Planning	Dir Office	Secretary	Cecile van der Merwe			cecileh@tshwane.gov.za
Spatial Planning	Regional Spatial Plannir	Planning Professional	Mpho Morolo	012 358 7646	072 077 5599	mphomoro@tshwane.gov.za
Spatial Planning	Regional Spatial Plannir	Planning Professional	Tebello Ramorapelli	012 358 0991	076 187 8733	tebellor@tshwane.gov.za
Spatial Planning	Regional Spatial Plannir	Planning Professional	Gordon Thale	012 358 7813	083 668 8166	gordont@tshwane.gov.za
Spatial Planning	Regional Spatial Plannir	Planning Professional	Tembelani Titi	012 358 4802	083 9463200	tembelanit@tshwane.gov.za
Spatial Planning	Capital Investment Plar	Deputy Director	Henriette Koch	012 358 5756	082 781 3760	henriettek@tshwane.gov.za
Spatial Planning	Capital Investment Plar	Admin Officer	Linkie Matabane	012 3583738		linkiem1@tshwane.gov.za
Spatial Planning	Spatial Research, Strate	Deputy Director	Namugaya Kisuule	012 358 7926	072 371 8790	namugayak@tshwane.gov.za
Spatial Planning	Spatial Research, Strate	Planning Professional	Solomon Modise	012 358 5105		solomonmo@tshwane.gov.za
Spatial Planning	Spatial Research, Strate	Planning Professional	Funeka Tshaka	012 3584854	078 153 9702	funekat@tshwane.gov.za
Spatial Planning	Spatial Research, Strate	Planning Professional	Angela Mahopo	012 3587620		angelama@tshwane.gov.za
Spatial Planning	Spatial Research, Strate	Researcher	Sharon Kaufmann	012 3587924		sharonka@tshwane.gov.za
Spatial Planning	Spatial Research, Strate	Researcher	Caryn Sibambo			carynv@tshwane.gov.za
Spatial Planning	Spatial Research, Strate	Admin Officer	Maureen Radingoana	012 3586153		maureenr@tshwane.gov.za
LUSTAM	Office of the Director	Director	Malie van der Vyver	012 358 7956	082 331 3781	malievdv@tshwane.gov.za
LUSTAM	Land Use Scheme	Deputy Director	Lettie van den Berg		082 926 3545	lettievdb@tshwane.gov.za
LUSTAM	Land Use Scheme	Planning Professional	Mimi-Lize Geldenhuys	012 358 5758		Mimi-liseM@tshwane.gov.za
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LUSTAM	Land Use Scheme	Planning Professional	Othijé du Plessis	012 358 7790		OthiljeP@tshwane.gov.za
LUSTAM	Land Use Scheme	Planning Professional	Thami Makalima	012 358 1638		ThamiF@tshwane.gov.za
LUSTAM	Land Use Scheme	Planning Officer	Nadia Esau-Bock	012 358 1541		nadiae@tshwane.gov.za
LUSTAM	Land Use Scheme	Planning Officer	Floris Fourie	012 358 7903		florisf@tshwane.gov.za
LUSTAM	Land Use Scheme	Planning Officer	Mpho Moukangwe	012 358 7660		mphomou@tshwane.gov.za
LUSTAM	Land Use Scheme	Planning Officer	Danny Müller	012 358 2366		dannymu3@tshwane.gov.za
LUSTAM	Land Use Scheme	GIS Technician	Matthys Labuschagne	012 358 7792		matthysl@tshwane.gov.za
LUSTAM	Land Use Scheme	GIS Technician	Itumeleng Mokgosana	012 358 1636		Ithumelengm@tshwane.gov.za
LUSTAM	Land Use Scheme	GIS Technician	Siphesihle Zulu	012 358 3671		Siphesihle2@tshwane.gov.za
LUSTAM	Land Use Scheme	Admin Officer	Elsie le Roux			elsielr@tshwane.gov.za
LUSTAM	Appl. Management & To	Deputy Director	Anne Shanmugam			annes@tshwane.gov.za
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LUSTAM	Appl. Management & To	Toponomy Officer	Lebohang Mathola	012 3581429		lebohagmn@tshwane.gov.za
LUSTAM	Appl. Management & To	Toponomy Officer	Kholofelo Aphane	012 3584511		kholofeloa4@tshwane.gov.za
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LUSTAM	Appl. Management & To	GIS Technician	Lufuno Mudau	012 3585220		LufunoMudau@tshwane.gov.za
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Dev Compliance & L.	Office of the Director	Director	Nicolene Le Roux		0834170522	nicolenelr@tshwane.gov.za
Dev Compliance & L.	Dir Office	Secretary	Eunice Kgole	012 3583299		eunicek@tshwane.gov.za
Dev Compliance & L.	Post Approval DC&L	Deputy Director	Francois Coetzee		0827719908	francoisc@tshwane.gov.za
Dev Compliance & L.	Post Approval DC&L	Post Approval Speciali	Gert Muller	012 358 7402		gertmu@tshwane.gov.za
Dev Compliance & L.	Post Approval DC&L	Post Approval Speciali	Thinus Grobbelaar	012 358 7432		ThinusG@tshwane.gov.za
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Dev Compliance & L.	Post Approval DC&L	Development Consult	Ebrahim Dawood	012 358 4939	0716813383	EbrahimD@tshwane.gov.za
Dev Compliance & L.	Post Approval DC&L	Senior Admin Officer	Mari-Ann Wheeler	012 3587396		mari-annw@tshwane.gov.za
Dev Compliance & L.	Post Approval DC&L	Admin Officer	Yvonne Sehlare	012 358 4906		YvonneS@tshwane.gov.za
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Dev Compliance & L.	Tribunal Secretariat Sup	Tribunal Registrar	Elma Verschuren	012 3581848		emlav@tshwane.gov.za
Dev Compliance & L.	Tribunal Secretariat Sup	Tribunal Registrar	Mokgadi Mabolawa			MokgadiT@tshwane.gov.za
Dev Compliance & L.	Tribunal Secretariat Sup	Tribunal Registrar	Philip Everett			PhillipE@tshwane.gov.za
Dev Compliance & L.	Tribunal Secretariat Sup	Admin Officer	Lindiwe Thabethe	012 358 8078		LindiweT@tshwane.gov.za
Dev Compliance & L.	Tribunal Secretariat Sup	Admin Officer	Maria Lekganyane			MariaL@tshwane.gov.za

Table A: City Planning & Development contact list – 3 July 2020 (continued)

Section	Sub-Section	Position	Employee Name	Office Tel nr [rotation time	Cell nr	Email
Land Use Man Admin	Office of the Director	Director	Ashok Sudu	012 358 7933	0833245823	ashoks@tshwane.gov.za
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Land Use Man Admin	LUM Region 1	Deputy Director	Tiisetso Mdovu	012 358 6588	0724033907	tiisetsomas@tshwane.gov.za
Land Use Man Admin	LUM Region 1	Admin Officer	Mariette Theron	012 3589092		mariettet@tshwane.gov.za
Land Use Man Admin	LUM Region 1	Planning Professional	Hannes Koster		0828981524	hannesko@tshwane.gov.za
Land Use Man Admin	LUM Region 1	Planning Professional	InaMarie Hattingh	012 358 3601	0828724457	inamarieh@tshwane.gov.za
Land Use Man Admin	LUM Region 1	Planning Professional	Siphamandla Mkhize	012 3580897	0739177904	siphamandlam@tshwane.gov.za
Land Use Man Admin	LUM Region 1	Functional Head	Jeanne Loots	012 3589110		jeannel@tshwane.gov.za
Land Use Man Admin	LUM Region 1	Planning Officer	Linda Bosman	012 3589124		lindab@tshwane.gov.za
Land Use Man Admin	LUM Region 1	Planning Officer	Valencia Maseko	012 3585211		valenciama@tshwane.gov.za
Land Use Man Admin	LUM Region 2	Deputy Director	Zashe Pheeha	012 358 7578	0721462573	ZasheS@TSHWANE.GOV.ZA
Land Use Man Admin	LUM Region 2	Planning Professional	Yvonnia Thena	012 358 4876	0784588577	yvonniat@tshwane.gov.za
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Land Use Man Admin	LUM Region 2	Planning Professional	Jooste Wasserfall	012 3587862	0713259899	joostew@tshwane.gov.za
Land Use Man Admin	LUM Region 2	Planning Professional	Kgomotso Malope			KgomotsoMalo@tshwane.gov.za
Land Use Man Admin	LUM Region 2	Functional Head	Richard Mashile	012 3587961	0847644542	richardmas@tshwane.gov.za
Land Use Man Admin	LUM Region 3	Deputy Director	Ntokozo Zuma	012 358 7768	0846220013	ntokozoz@tshwane.gov.za
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Land Use Man Admin	LUM Region 3	Planning Professional	Francois Naude	012 3587905	0833902185	francoisn1@tshwane.gov.za
Land Use Man Admin	LUM Region 3	Planning Professional	Koos de Beer		0835543432	koosdb@tshwane.gov.za
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Land Use Man Admin	LUM Region 3	Planning Professional	Thato Matshitsa	012 358 0514	0718792979	thatomat@tshwane.gov.za
Land Use Man Admin	LUM Region 3	Planning Professional	Emmilda Mokubyane			EmmildaM@tshwane.gov.za
Land Use Man Admin	LUM Region 3	Functional Head	Kgaogelo Masethe	012 3583831		KgaogeloM@Tshwane.gov.za
Land Use Man Admin	LUM Region 3	Planning Officer	Bonani Skosana	012 3587943		bonanis@tshwane.gov.za
Land Use Man Admin	LUM Region 3	Planning Officer	Dorcas Kwestsane	012 3583501		dorcask@tshwane.gov.za
Land Use Man Admin	LUM Region 3	Planning Officer	Maeri Seboa	012 3589591		maeris@tshwane.gov.za
Land Use Man Admin	LUM Region 4	Deputy Director	Louis van der Walt	012 385 7948	0828789838	louisvdw@tshwane.gov.za
Land Use Man Admin	LUM Region 4	Planning Professional	Pat de Vos	012 3583568	0726277081	patdv@tshwane.gov.za
Land Use Man Admin	LUM Region 4	Planning Professional	Jaco Cronje	012 2583459	0824522851	jacoc1@tshwane.gov.za
Land Use Man Admin	LUM Region 4	Planning Professional	Lodi Olivier	012 3583589	0824438886	lodio@tshwane.gov.za
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Land Use Man Admin	LUM Region 4	Planning Professional	Pauline van de Venter	012 3583460	0832808668	paulinevdv@tshwane.gov.za
Land Use Man Admin	LUM Region 4	Planning Professional	Leon Gerber	012 358 4617	0828506300	leong@tshwane.gov.za
Land Use Man Admin	LUM Region 4	Planning Officer	Thenji Letsika	012 3581966		thenjil@tshwane.gov.za
Land Use Man Admin	LUM Region 4	Planning Officer	Gerda Groenewald	012 3583035		gerdag@tshwane.gov.za
Land Use Man Admin	LUM Region 4	Planning Officer	Linda Zeelie	012 3583259		lindaz@tshwane.gov.za
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Land Use Man Admin	LUM Region 5&6n	Planning Professional	Wilma Coetzee		0829468360	wilmaco@tshwane.gov.za
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Land Use Man Admin	LUM Region 5&6n	Planning Professional	Malefu Rosy Makhaba	012 3580730	0848976726	malefum@tshwane.gov.za
Land Use Man Admin	LUM Region 5&6n	Planning Professional	Kabelo Nkgodi	012 358 4128	072 522 7794	KabeloNkg@tshwane.gov.za
Land Use Man Admin	LUM Region 5&6n	Planning Officer	Lilly Phiri	012 3580063		lillyp@tshwane.gov.za
Land Use Man Admin	LUM Region 5&6n	Planning Officer	Thobile Molakeng	012 3587951		thobilem@tshwane.gov.za
Land Use Man Admin	LUM Region 5&6n	Planning Officer	Ernie Mtjie	012 3589086		erniem@tshwane.gov.za
Land Use Man Admin	LUM Region 6s	Deputy Director	Andre Du Plessis	012 358 9081	0823374898	andredpl@tshwane.gov.za
Land Use Man Admin	LUM Region 6s	Planning Professional	Pierre Audie	012 358 3043	0823742587	pierrea@tshwane.gov.za
Land Use Man Admin	LUM Region 6s	Planning Professional	Gustav van der Walt		0824680208	GustavvdW@tshwane.gov.za
Land Use Man Admin	LUM Region 6s	Planning Professional	Aldo Krige	012 3589097	0825558750	aldok@tshwane.gov.za
Land Use Man Admin	LUM Region 6s	Planning Professional	Hannes van der Westh	012 358 7904	0826577138	HannesKo@tshwane.gov.za
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Land Use Man Admin	LUM Region 6s	Planning Officer	Charie Calvert	012 3583462		chariec@tshwane.gov.za
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Land Use Man Admin	LUM Region 7	Deputy Director	Siphiwe Masango	012 3581832	0845014842	siphiwemas@tshwane.gov.za
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Land Use Man Admin	LUM Region 7	Planning Officer	Brenda Selota	012 3587644		BrendaSe@tshwane.gov.za

Table A: City Planning & Development contact list – 3 July 2020 (continued)

Section	Sub-Section	Position	Employee Name	Office Tel nr [rotation time	Cell nr	Email
Dev Facilitation &I	Office of the Director	Director	Ntsako Hobyani	012 358 8283	072 468 5033	ntsakoh@tshwane.gov.za
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Dev Facilitation &I	Project Implementatior	Deputy Director	Lucy Nkadimeng	012 358 6401	082 550 6401	lucyn@tshwane.gov.za
Dev Facilitation &I	Project Implementatior	Project Manager	Kulani Tlhabela	012 358 6330	073 797 8499	ThomphoK@tshwane.gov.za
Dev Facilitation &I	Project Implementatior	Project Manager	Thompho Khakhu	012 358 6342	073 379 5032	KulaniT@tshwane.gov.za
Dev Facilitation &I	Project Implementatior	Admin Officer	Sasa Maluleke	012 358 6339		sasim3@tshwane.gov.za
Dev Facilitation &I	Development Facilitatic	Deputy Director	Marius Nadel		083 657 2987	mariusn@tshwane.gov.za
Geomatics	Dir Office	Secretary	Nadia Pearce	012 3587864		nadiap@tshwane.gov.za
Geomatics	Cadastral Survey Manag	Deputy Director	Sakkie Bredenkamp		082 897 1944	sakib@tshwane.gov.za
Geomatics	Cadastral Survey Manag	Land Surveyor	Rikus Joubert	012 3587868	082 450 3360	rikusj@tshwane.gov.za
Geomatics	Cadastral Survey Manag	Land Surveyor	David Mtshali	012 3584925	082 215 3038	mtshalim@tshwane.gov.za
Geomatics	Cadastral Survey Manag	Land Surveyor	Nkosi Hadebe	012 3586589	076 647 5587	NkosiyethuH@tshwane.gov.za
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Geomatics	Cadastral Survey Manag	GIS Technician	Kgolla Phalane	012 3586592		KgollaP@tshwane.gov.za
Geomatics	Cadastral Survey Manag	Survey Assistant	Joseph Boroko	012 3584670		josephbor@tshwane.gov.za
Geomatics	Cadastral Survey Manag	Survey Assistant	Phiwe Ntombela	012 3584670		phiwayinkosin@tshwane.gov.za
Geomatics	Cadastral Survey Manag	Survey Assistant	Stephens Mkhabela	012 3584670		stephensmk@tshwane.gov.za
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Geomatics	Engineering Survey Mar	Senior Surveyor	Dirk Olivier	012 358 7848		DirkOl@tshwane.gov.za
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Geomatics	Engineering Survey Mar	Surveyor	Ntokozo Myeza	012 3582521	083 988 7825	ntokozom@tshwane.gov.za
Geomatics	Engineering Survey Mar	Surveyor	Bheki Ncube	012 358 7915	073 234 6394	VivianN@tshwane.gov.za
Geomatics	Engineering Survey Mar	Surveyor	Njabulo Magagula	012 358 7867	078 222 1767	NjabuloMa@tshwane.gov.za
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Geomatics	Engineering Survey Mar	Survey Assistant	Sam Mokgobu	012 358 4670		SamuelMokg@tshwane.gov.za
Geomatics	Engineering Survey Mar	Survey Assistant	Nicholas Nondabula	012 358 4670		BonganiN@tshwane.gov.za
Geomatics	Engineering Survey Mar	Survey Assistant	Sydney Shibambo	012 358 4670		SydneyS@tshwane.gov.za
Geomatics	Engineering Survey Mar	Survey Assistant	Cedrick Nxumalo	012 358 4670		CedrickN@tshwane.gov.za
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