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MANUAL

IN ACCORDANCE WITH

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



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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General Notice
Department of Land Affairs

Manual: Promotion of Access to Information Act, 2000

In terms of regulation 4(1)(b) of the regulations issued under the Promotion of Access to Information Act, 2000 (Act 2 of 2000) the Department of Land Affairs hereby publishes its manual on the functions of, and index of records held by the Department, as contemplated in section 14(1) of Act 2 of 2000. The manual is published in English, isiZulu and Setswana.

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Abbreviations and Acronyms

ABET	- Adult Basic Education and Training
CBO	- Community-based Organisation
DIO	- Deputy Information Officer
DLA	- Department of Land Affairs
GIS	- Geographic Information System
NGO	- Non-governmental Organisation
PLRO	- Provincial Land Reform Officer
SAHRC	- South African Human Rights Commission

1. INTRODUCTION**1.1 PURPOSE OF THE MANUAL**

Section 32 of the Constitution provides for:

- the right of access to any information held by the State;
- the similar right of access to any information held by another person and that is required for the exercise or protection of any rights; and
- legislation to be enacted to promote access to information.

It is against this background that the **Promotion of Access to Information Act 2000 (Act 2 of 2000)** (hereafter called "the Act") came into existence. The main objective of the Act is to give effect to the constitutional right of access to any information held by the State or another person, subject to justifiable limitations. The Act may be employed, among others:

- to stop the abuse of power;
- to stop human rights violations;
- to promote transparency and accountability;
- to protect the rights of citizens; and
- to promote the constitutional right of access to information.

The Act came into effect on 9 March 2001, with the exception of sections 10, 14, 16 and 51, which came into effect on 15 February 2002. Section 14 of the Act makes it compulsory for all public bodies, such as the Department of Land Affairs, to publish a manual in a minimum of three official languages. This manual must be updated every year.

The manual contains many topics of information, including how the Department is structured, how to make contact when information is required and what types of records the Department holds.

The Department of Land Affairs is a large organisation, which is comprised of three branches and 11 Chief Directorates, each comprising various Directorates. The Chief Directors, who are also programme managers, have all been designated to assist the Information Officer/Director-General in implementing the provisions of the Act. For the sake of clarity, a separate section in the manual is allocated to each Chief Directorate.

Section 14 of the Act guides the Department regarding the topics of information that should be published and each division will take turns in responding to these prescribed topics. In this way, the Department hopes to inform you better on what our main business activities are and to show that the intentions of the Act are being complied with. You may contact us for any assistance, as required in terms of the Act.

Although every effort has been made to ensure that this manual complies with the Act and Regulations, it should be borne in mind that if the contents of this manual should conflict with the Act or the Regulations, the provisions of the Act and Regulations would take precedence.

1.2 GUIDE TO BE COMPILED BY THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Apart from the information contained in this manual, the Act further requires that the South African Human Rights Commission (hereafter SAHRC) compile a guide in terms of Section 10, in all the official languages and in an easily readable format, within 18 months from 15 February 2002.

At the time of publication, the above mentioned guide had not yet become available. Once published, the guide will include the following information: -

- The objectives of the Act.
- Contact information of all Information Officers and Deputy Information Officers of every public body.
- Available particulars of private bodies.
- Information on how to make an application for access to records held by public as well as private bodies.
- The type of assistance that may be available from the Information Officer of a public body.
- The type of assistance that is available from the SAHRC.
- Legal remedies available in particular circumstances, including how to lodge an internal appeal and applications to court as the ultimate recourse to exercising any rights contemplated in the Act.
- Descriptions of certain sections addressed to public (and private) institutions.
- Notices regarding fees for access and copies, etc.
- Description of the regulations formulated in terms of the Act.

This guide will be updated and published every two years.

1.2.1 AVAILABILITY OF THE GUIDE

The guide to be issued by the SAHRC should be available for perusal, in all official languages, through the following institutions, among others:

- Every Post Office.
- Selected libraries in each province, designated as "place(s) of legal deposit", in terms of the Legal Deposit Act No. 54, 1997.
- Every legally established tertiary education institution.
- Every Magistrate's Office.
- Every other office of the Department of Justice and Constitutional Development.
- Every office of every public body.

It should also be available from offices of the SAHRC. In addition, it will be published in the Government Gazette and will be available on the website of the SAHRC at <http://www.sahrc.org.za>. It may be perused free of charge at these institutions, although a copy charge may be levied, where applicable, from time to time.

2. HOW TO MAKE AN APPLICATION FOR INFORMATION

Application for access to records held by the Department should be made on the prescribed form published in terms of Government Notice R187 of 15 February 2002. The Act refers extensively to the "Information Officer" as being the person who will receive and process such applications. It should be noted, however, that section 17 allows for the designation of additional persons to assist and such a duly designated person is referred to as a "Deputy Information Officer" (DIO).

Completion of the form is simple and may easily be done by applicants themselves. If necessary, however, the Deputy Information Officer may be called upon to assist. Should an applicant be unable to make a written application, due to disability or illiteracy, such an individual may make a verbal application. In such an instance, the DIO will complete the form and provide a copy to the applicant.

2.1 BEFORE COMPLETION OF THE APPLICATION FORM

- 2.1.1 Know which record you want. It will assist both the applicant and the DLA if the records being sought are known in sufficient detail to allow them to be identified. Having a good description of the record will be of assistance and will facilitate a quick response.

- 2.1.2 Know who holds the record. Determine which of the Deputy Information Officers is most likely to be the custodian of the record and address the application to that DIO. Use the lists of subjects and categories of information held by each DIO for this purpose. Each DIO is responsible for deciding whether or not to grant access to records under his or her control.

2.2 COMPLETING THE APPLICATION FORM

- 2.2.1 Copies of the application form are obtainable from any DIO's office, or a photocopy may be used. The completed application form should contain as many particulars as an applicant is able to furnish.

2.3 PAYMENT OF APPLICATION FEE

Only cash, postal orders and cheques will be accepted. Payment may be made at your nearest DLA office (if such an office does not have a cashier, it will refer you to the nearest DLA office which has a cashier) and a certified copy of the receipt must be attached to the application form. Alternatively, your payment may accompany the application form and a receipt will be issued to you.

2.4 SUBMISSION OF THE COMPLETED APPLICATION FORM

After completion of the application form, it must be submitted to the relevant DIO. It is not necessary to deliver it by hand, nor will this always be possible without making prior arrangements. The completed document may also be faxed, e-mailed, posted or sent by courier to the relevant DIO.

2.5 MAKING A VERBAL APPLICATION

- 2.5.1 If you are unable to make a written application because of illiteracy or a disability, then you are welcome to ask the relevant DIO for assistance.

- 2.5.2 Where possible, it is advisable to make an appointment in advance and mention why a verbal application will be made.

- 2.5.3 During the interview, the DIO will complete an application form on your behalf and will also furnish you with a copy of the completed form.

2.6 DUTY OF DEPUTY INFORMATION OFFICERS TO ASSIST

Our DIOs will gladly be of assistance, if you wish to make an application for a record held by the DLA. In addition, our DIOs will also be glad to assist you, if you wish to make an application to any other Government Department or public body. Your application is, however, likely to be dealt with more quickly if you submitted it directly to the relevant public body and you are, therefore, advised to do so.

2.7 TRANSFER OF APPLICATIONS

- 2.7.1 Upon receipt of your application, the DIO will determine where the desired record is being held.

- 2.7.2 If it is held by the DLA, the relevant DIO under whose control the record is being held will process the application.

- 2.7.3 If any other Government body/public body holds the information, then the application will be transferred to the Information Officer or DIO of that body. Such a transfer will be done within 14 days of receipt by the DLA. When doing a transfer, the DIO who received your application may also supply any additional information available at the time, which may be of value to the application.

2.8 WHAT SHOULD AN APPLICANT EXPECT IN A TRANSFER?

- 2.8.1 The second receiving DIO will give priority to the application. You can expect a notice indicating:
- 2.8.1.1 that the application has been transferred and to which public body;
- 2.8.1.2 the reasons for the transfer; and
- 2.8.1.3 the period within which the application will be processed.

2.9 DECISION ON APPLICATION AND NOTICE THEREOF

- 2.9.1 This decision will be communicated to you in the manner you requested when you completed the application form.
- 2.9.2 If access has been granted, the notice will, among other things, include the amount that must be paid (refer to Regulations), the form in which access will be given and the language or languages in which the record is available.
- 2.9.3 If access has been denied, reasons for the denial will be furnished, in terms of the Act. You will also be informed of your further rights to lodge an internal appeal/make a court application for relief and the procedure to be followed. The following section explains this further.
- 2.9.4 Alternatively, if a decision has not been received from the DIO within the prescribed period, it must be deemed that the application has been refused.

2.10 GRANTING OF ACCESS TO A DISABLED APPLICANT

- 2.10.1 If you have a disability that prevents you from reading, viewing, or listening to the record concerned in the form held by the public body, the DIO will make every endeavour to make it available in a form that can be read, viewed or heard. No extra access fees will be levied.

3. INTERNAL APPEAL AND ACCESS TO COURT**3.1 GROUNDS FOR INTERNAL APPEAL**

Any decision by the DIO on the following grounds is not considered final and an applicant may pursue the application further:

- 3.1.1 an application is refused;
- 3.1.2 there is no agreement on the access fee to be paid;
- 3.1.3 there is disagreement over any deposits being levied;
- 3.1.4 the access fee paid was not refunded to you after the application was refused;
- 3.1.5 you wish to appeal against the withholding of a record until the applicable fees have been paid;
- 3.1.6 you do not agree that parts of a record should be withheld;
- 3.1.7 you are not being given access to the record in the preferred form and the reason given for this denial is that: -
- 3.1.7.1 It will interfere unreasonably with the effective administration of the Department;

- 3.1.7.2 It will be detrimental to the preservation of the record; or

- 3.1.7.3 the record cannot be copied due to the existence of copyright not owned by the State.

- 3.1.8 Apart from the applicant lodging an appeal when refused access, third parties involved may conversely lodge an internal appeal when access is granted to the applicant.

The grounds listed above are explanations intended for ease of understanding. In contemplating an internal appeal or court action, cognisance must be taken of the sections from which the foregoing explanations have been sourced. In the instance of an internal appeal or an application to court being lodged, access to the record may be given only after the final decision has been confirmed.

3.2 HOW TO LODGE AN INTERNAL APPEAL

- 3.2.1 Internal appeals must be prepared in the format prescribed in terms of the regulations. This form is available through the DIO who accepted your application, or any other DIO, or you may use a photocopy of Form B, to be found in the regulations published in terms of Government Notice 187 of 15 February 2002.
- 3.2.2 You have 60 days from date of refusal of application to lodge an internal appeal.
- 3.2.3 You have 30 days from date of refusal to lodge an internal appeal, if third parties have to be notified. The third parties would be the same people that the DIO had informed of your application in the first place, if circumstances had demanded it at that time.
- 3.2.4 All the relevant questions in the form should be completed and the form presented to the DIO, either by personal delivery, courier, fax, post, or e-mail.
- 3.2.5 If a late lodgement is unavoidable, sufficient reasons for the late lodgement should be provided for consideration by the relevant authority.

3.3 DECISION ON INTERNAL APPEAL

- 3.3.1 A decision will be made available as soon as reasonably possible, alternatively within 30 days of having received the internal appeal, subject to certain exceptions stated in section 77 of the Act.
- 3.3.2 If no response has been received by the end of that period, it must be accepted that the internal appeal has been dismissed in terms of the Act.
- 3.3.3 Any decision communicated to the applicant will also be copied to any third parties that were involved in the appeal.
- 3.3.4 If an application was granted but subsequently led to an internal appeal by a third party, which was considered by the relevant authority, then the applicant in this instance will also be served a notice of the decision.
- 3.3.5 The notice will contain at least the following:
- 3.3.5.1 adequate reasons for the decision, quoting any relevant provisions of the Act; and
- 3.3.5.2 a statement that the parties involved may lodge a court application against the decision.

3.4 APPLICATIONS TO COURT

- 3.4.1 An applicant or objecting third party may only apply to a court for appropriate relief after having exhausted the internal appeal procedure.
- 3.4.2 Applications must be lodged within 30 days with a court having jurisdiction.
- 3.4.3 An application will follow the procedure stipulated in section 79 of the Act.
- 3.4.4 This will include, *inter alia*, a detailed affidavit, true copies of all supporting documents and a declaration that all internal appeal procedures contemplated in section 74 have been exhausted.
- 3.4.5 The court hearing an application may grant an order that is just and equitable, including orders: -
- (a) confirming, amending, or setting aside the decision being reviewed;
 - (b) directing a relevant authority to take action or refrain from taking action as the court finds fit, within a specified period;
 - (c) granting an interdict, interim or specific relief, a declaratory order or compensation; and
 - (d) stipulating the payment of costs.

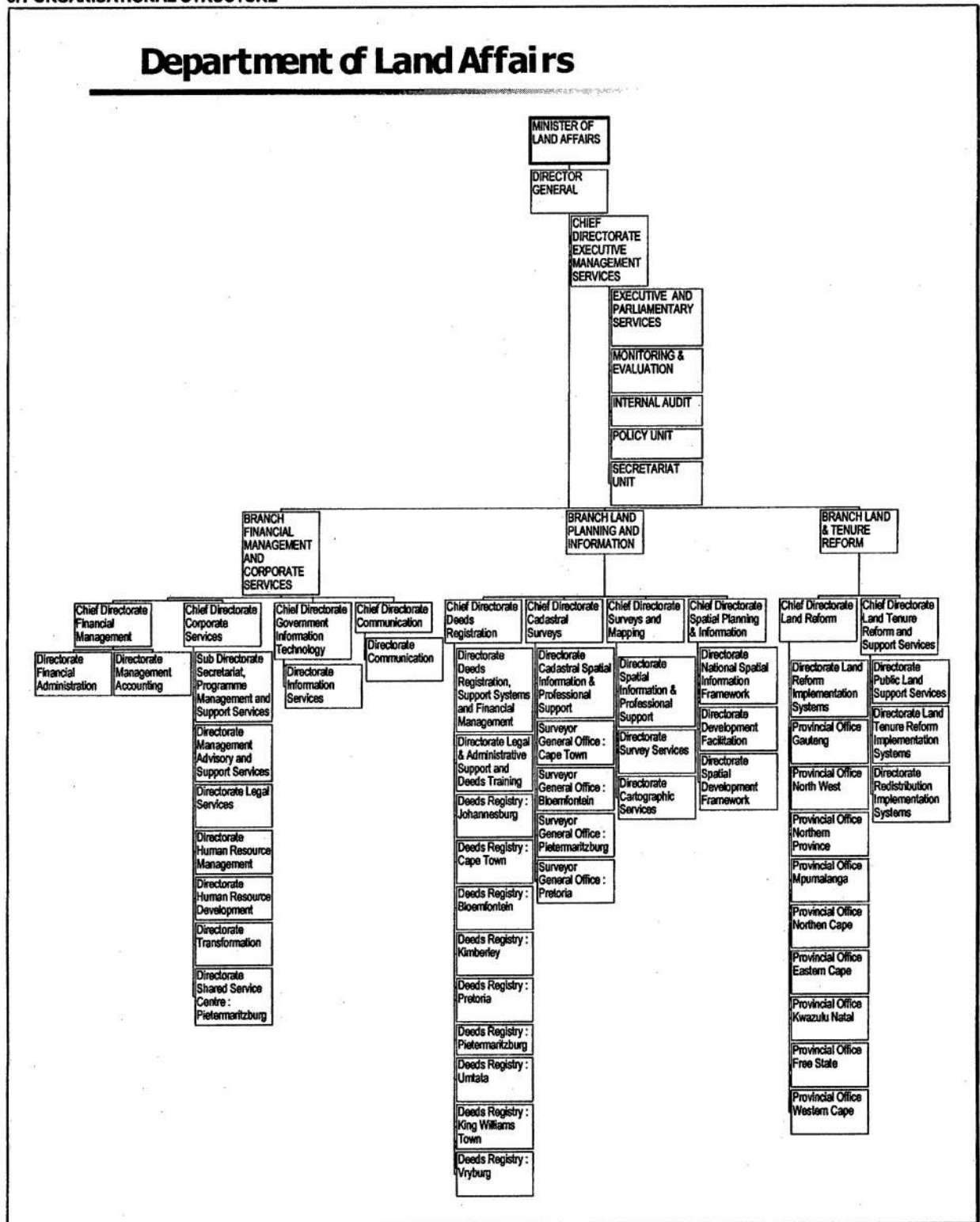
4. NOTICE IN TERMS OF SECTION 15(2)

It is required that a notice in terms of Section 15(2) of the Act (if any) be published in this manual. At the time of publication of this manual, no such notice had yet been published but a notice can be expected in future revisions of the manual. The information to be included in such a notice is guided by Section 15(1) of the Act, namely:

- (a) *The categories of records of the public body that are automatically available without a person having to request access in terms of this Act, including such categories available*
- (i) *for inspection in terms of legislation other than this Act;*
 - (ii) *for purchase or copying from the body; and*
 - (iii) *from the body free of charge.*
- (b) *How to obtain access to such records.*

In the sections below dealing with the records held by each DIO, every effort has been made to provide this information in any event.

5. PARTICULARS OF THE DEPARTMENT IN TERMS OF SECTION 14
5.1 ORGANISATIONAL STRUCTURE



5.2 CONTACT DETAILS OF THE INFORMATION OFFICER

In terms of the Act, the Director-General is the Information Officer of the DLA and is assisted by Deputy Information Officers in the execution of his duties.

Job title	-	Director-General (Information Officer)
Name	-	Dr G P Mayende
Postal address	-	Private Bag X 833, Pretoria, 0001
Physical address	-	184 Jacob Maré Street, Pretoria, 0001
Telephone	-	+27 12 312 - 8911
Fax	-	+27 12 323 - 6072
E-mail address	-	gkoopman@dla.gov.za
Website address	-	http://land.pwv.gov.za/

5.3 DESCRIPTION OF THE FUNCTIONS AND SERVICES OF THE DEPARTMENT OF LAND AFFAIRS

The Director-General is the administrative head of the DLA and is tasked with overseeing the overall functions of the entire Department of Land Affairs. The Department is responsible for the following key functions:

- redressing the injustices of racially based land dispossessions through implementation of the restitution programme;
- addressing the inequitable distribution of land ownership;
- promoting security of tenure for all;
- recording and registering all rights with respect to property;
- providing spatial information; and
- providing information on cadastral surveys and the spatial database by the Surveyors-General.

5.3.1 THE COMMISSION ON RESTITUTION OF LAND RIGHTS

The Commission on Restitution of Land Rights, formed in accordance with the Restitution of Land Rights Act, 1994 (Act 22 of 1994) to deal with all restitution claims, is closely linked to the DLA and the Director-General of the DLA is also the accounting officer of the Commission. For the purpose of the Promotion of Access to Information Act, however, the Commission is a separate public body with its own Information Officer.

All applications for access to records held by the Commission should, therefore, be submitted directly to the Commission's Information Officer or Deputy Information Officers. The Commission has also published a manual similar to this one, which should be available from all the offices of the Commission.

5.4 DESCRIPTION OF RECORDS HELD BY THE DEPARTMENT OF LAND AFFAIRS

Information/records held by the Department are classified under the following broad categories throughout the Department:

- **Organisation and control**
 - Management systems

- Delegations
- Organisation and establishment
- Office procedures
- Audits

• Office Auxiliary Services

- Staffing
- Human Resource Development
- Labour Relations
- Acquisition, specifications and maintenance of equipment
- Services - library, printing, translations, mail and telephone
- Accommodation

• Legislation

- Acts
- Proclamations
- Government Notices
- Regulations

• Composition and meetings of bodies and other gatherings

- Reports, information, acknowledgements and communication
- This category includes regular and periodical reports, such as correspondence pertaining to reports, information, acknowledgements and task enquiries.

• Functional responsibilities (for example, monitoring and evaluation)

- This category deals with records relating to core functions of specific units. Details of types of records held in this category are dealt with in the respective sections that follow.

The list provided above is broadly based and not all the subjects indicated always have active files. Applications for access may be directed to the Information Officer. When making an application for access, as much detail as possible may be given to make the search easier. It is also considered helpful to mention which office holds the requested information, if this is known.

6. SERVICES AVAILABLE AND HOW THEY CAN BE ACCESSED

6.1 SERVICES AVAILABLE TO THE PUBLIC

Our services that are available directly to the public are offered in the following Chief Directorates:

- Cadastral Surveys
- Surveys and Mapping
- Deeds Registry
- Land Reform Implementation and Co-ordination

6.1.1 SERVICES OFFERED BY THE CHIEF DIRECTORATE: CADASTRAL SURVEYS

- **Processing of Registration Documents**
 - Quality Assurance
 - Advisory Services
 - Applications to expedite the processing of documents
 - Upliftments of any type of restrictions
- **Information Provisioning**
 - Regulation 2 Data by e-mail, fax and ordinary mail
 - Regulation 2 Data at the Plan Safe Counter
 - Map and Aerial Photography Sales
 - Digital Spatial Data

- Information available to the public
- **Assistance to Government Departments**
 - State Surveys
 - Research for Land Claims
 - Description of Judicial Boundaries
- **Reservation of Erf and Portion Numbers**
 - Reservation of Numbers for Diagrams
 - Reservation of Numbers for General Plans
- **Miscellaneous Services**
 - Withdrawal of documents
 - Endorsements/Amendments, including Name Changes
 - Certified copies
 - Certificates of Remainder
 - Certificates on Request
 - Incorporation of Land into a Township
 - Excision of Holdings from Agricultural Holdings
 - Taxation of Accounts
- **Practical Training of Land Surveyors-in-Training**

6.1.2 SERVICES OFFERED BY THE CHIEF DIRECTORATE: SURVEYS AND MAPPING

- **Lending professional support in surveying and mapping**
 - Control of survey networks
 - Maintenance of beacons of the National Control Survey network.
 - Maps of the National Mapping Series
 - Provision of map awareness/ map literacy (Map-Aware) products
 - Supply of prints and aerial photography and mosaics of aerial photographs
 - Co-ordinates and/or heights of trigonometrical stations, town survey marks and benchmarks
 - Trig-Net (Global Positioning System) correction data (post-processing data only)
 - Digital geospatial information
 - Preparation of certificates (authentication of copied information pertaining to aerial photography or other spatial information)

6.1.3 SERVICES OFFERED BY THE CHIEF DIRECTORATE: DEEDS REGISTRY

- Issuing of an alphabetical list, in electronic or paper format, containing the names of all the townships, or sectional title schemes, or allotment areas, or agricultural holdings, or farms, in a registry office.
- A list of erven in a township, or units in a sectional scheme, or portions of a farm, or holdings in an agricultural holding area, or erven in an allotment area, or any other similar list of registered properties.
- Cancellation of, or release of a person or property from the operation of, a registered mortgage or notarial bond.
- Registration or annotation in registers or records, including certificates of title, and all other registrations that are not exempted by law or where no purchase price is involved.
- Registration of transfers of land or cession of mineral rights.
- Issuing of a certified copy of a deed in terms of regulation 68(1).
- Safekeeping of a client's copy of a deed, on approval and at discretion of the registrar.

6.1.4 PRODUCTS AND SERVICES OFFERED BY LAND REFORM OFFICES

- Facilitating access to land reform grants.
- Facilitating the establishment of legal entities.
- Facilitating the appointment of professional services.
- Facilitating the registration of a transfer of land or cession of mineral rights.

6.2 HOW TO ACCESS SERVICES OF THE DEPARTMENT

It is of paramount importance to the Department that our services be accessible to the general public. Depending on the type of service required, our services may be accessed directly from our Land Reform Offices based in the nine provinces, nine Deeds Offices, Surveyors-General's Offices (in Pretoria, Bloemfontein, Cape Town and Pietermaritzburg) and from our Surveys and Mapping office based in Cape Town. There is also "Bulk Information" that may be directly accessed from the mainframe. Registration information with regard to our Deeds Registry offices and services from surveys and mapping are also electronically accessible to users who have the necessary computer equipment, communication software and Telkom or Openet connection, via the Aktex Information System.

7. HOW THE PUBLIC CAN INFLUENCE POLICY FORMULATION, EXERCISING OF POWERS OR PERFORMANCE OF DUTIES

7.1. PARTICIPATION BY THE PUBLIC IN POLICY FORMULATION, EXERCISING OF POWERS OR PERFORMANCE OF DUTIES

There are various ways in which persons can participate in or influence the formulation of policy and the exercising of powers or performance of duties by the Department, including the following:

- (a) When the Department wishes to introduce new major policies, it normally publishes the draft policy as a green paper (in the Gazette and sometimes in other publications), and any person is then welcome to submit their comments on the green paper to the Department. Such comments are taken into consideration when formulating the final policy.
- (b) Draft bills or summaries of them are published for public comment in the Gazette before they are introduced in Parliament.
- (c) When a new policy or bill is being drafted, the Department also identifies and consults with specific interested persons or groups. This is in addition to publishing the policy (sometimes) or bill for general public comment from, for example, Non-Governmental Organisations (NGOs), Farmers / Agricultural Unions, Community-based Organisations (CBOs), religious organisations, Land Reform beneficiaries and stakeholders and traditional leaders.
- (d) Any person is welcome, at any time, to write to the Department with suggestions regarding new policies and changes to existing policies that the Department is considering. All meaningful suggestions will be considered.

Apart from these more general ways of participating in or influencing policy-making, there are also the following more specific mechanisms:

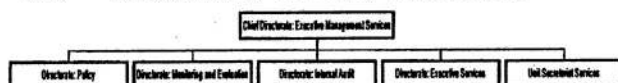
- (a) The Deeds Registries Regulations Board includes members/ representatives from the conveyancing profession, who may influence policy on registration matters by means of this Board.
- (b) The Sectional Titles Regulation Board, which advises the Minister for Agriculture and Land Affairs on sectional title matters, includes members/representatives from the conveyancing, land surveyor and architect professions, the banking sector, as well as two persons with special knowledge of sectional title development schemes (normally property developers or attorneys).
- (c) The South African Council for Professional and Technical Surveyors, which, among other things, advises the Minister for Agriculture and Land Affairs on matters relating to surveying, includes members/representatives from the professional and technical surveying professions in the private sector.
- (d) The Survey Regulations Board, which makes regulations in terms of the Land Survey Act, 8 of 1997, includes members of the surveying profession in the private sector.
- (e) The South African Council for Planners, which, among other things, advises the Minister for Agriculture and Land Affairs on matters relating to the planning profession, includes members/representatives from the planning profession in private practice, as well as one to three persons to represent the interests of communities who are or may be affected by planning decisions.

Certain professions and sectors of society can, therefore, influence policy and the exercising of powers or performance of duties in these specific fields through the above bodies.

7.2 RECOURSE IN RESPECT OF AN ACTION OR FAILURE TO ACT BY THE DEPARTMENT

The following courses of action are available to people that are dissatisfied with an action or failure to act by the Department:

- (a) A person dissatisfied with an action or failure to act by a Deputy Information Officer, may take the following courses of action:
 - (i) bringing the matter to the attention of the Department's Information Officer, the Director-General;
 - (ii) following the internal review proceedings in Chapter 1 of Part 4 of the Act;
 - (iii) applying to the High Court for the review of a Deputy Information Officer's decision; and
 - (iv) requesting the Human Rights Commission for assistance in exercising a right under the Act.
- (b) In general, in respect of an action or failure to act by any official or organ of the Department, the following courses of action are available.
 - (i) Firstly, contact the supervisor or manager of the official you have been dealing with, if you know the name of the supervisor/manager. Such supervisor/manager will try and resolve the matter.
 - (ii) The next step is a complaint to the Director-General, who will have the complaint investigated and take the necessary remedial steps, if the complaint is substantiated.
 - (iii) The complaint is then forwarded to the Public Protector.
 - (iv) Where appropriate, and as a last resort, a court of law may be approached for appropriate relief, such as a review of any administrative action by the Department or an order compelling the Department to perform some action (where there has been a failure to act).
- (c) Obviously, employees of the Department have certain internal avenues at their disposal, should their labour rights be affected, such as:
 - (i) lodging an internal grievance;
 - (ii) declaring a dispute under the Labour Relations Act; and
 - (iii) a right of appeal to the Minister, in the case of dismissal as a result of misconduct.

8. PARTICULARS OF DEPUTY INFORMATION OFFICERS**8.1 CHIEF DIRECTORATE: EXECUTIVE MANAGEMENT SERVICES****8.1.1 STRUCTURE OF THE CHIEF DIRECTORATE**

The Chief Directorate: Executive Management Services is directly linked to the office of the Director-General and is responsible for managing and co-ordinating functions within the office of the Director-General. Requests relating to the units listed in the structure above may be addressed to the Chief Operations Manager (Chief Directorate: Executive Management Services)

8.1.2 CONTACT DETAILS OF DEPUTY INFORMATION OFFICERS

(1)

Job title - Chief Operations Manager
 Name - Ms M Tong
 Postal address - Private Bag X833, Pretoria, 0001
 Physical address - 184 Jacob Maré Street, Pretoria, 0001
 Telephone - (012) 312-8412 / 8409
 Fax - (012) 323-6072
 E-mail address - mtong@dla.gov.za

(2)

Job title - Director: Monitoring and Evaluation
 Name - Ms R Ramokgopa
 Postal address - Private Bag X833, Pretoria, 0001
 Physical address - 184 Jacob Maré Street, Pretoria, 0001
 Telephone - (012) 312-8408
 Fax - (012) 323-8041
 E-mail address - rramokgopa@sqhq.pwv.gov.za

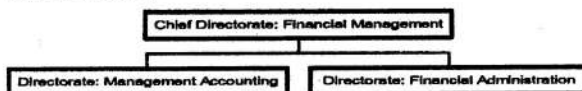
8.1.3 DESCRIPTION OF FUNCTIONS AND SERVICES

- Co-ordinating policy development within the Department
- Internal audit functions
- Management and administration of the office of the Director-General
- Provision of executive and parliamentary services to the Department
- Monitoring and evaluation of departmental programmes
- Secretarial services

8.1.4 DESCRIPTION AND CATEGORIES OF RECORDS HELD

- Research documents
- Monitoring and Evaluation reports
- Audit reports
- Policy documents

- Newsletters
- Statistics

8.2 CHIEF DIRECTORATE: FINANCIAL MANAGEMENT**8.2.1 STRUCTURE OF THE CHIEF DIRECTORATE****8.2.2 CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER**

Job title - Chief Director: Financial Management
 Name - Ms C Motsisi
 Postal address - Private Bag X833, Pretoria, 0001
 Physical address - 184 Jacob Maré Street, Pretoria, 0001
 Telephone - (012) 312-9310
 Fax - (012) 321-3279
 E-mail address - cmotsisi@dla.gov.za

8.2.3 DESCRIPTION OF FUNCTIONS AND SERVICES

The Chief Directorate: Financial Management is responsible for co-ordinating and managing the financial affairs of the Department. Its functions include: -

- Financial administration - providing accounting and payment services to the whole Department, including the payment of salaries to staff and necessary deductions to appropriate institutions, bookkeeping and accounts control.
- Provisioning and Administration - procurement of goods and services, logistic support and inventory control.
- Asset Management - safeguarding of assets, including the drawing up of policies and procedures.
- Budget Management - co-ordination, monitoring and maintenance of the budget allocated to the Department.
- Objective Management - supporting the Department in analysing the economic and financial feasibility of proposed policies.
- Financial Capacity-building and Support - providing financial and systems training to all staff members who need this kind of knowledge.

8.2.3 DESCRIPTION AND CATEGORIES OF RECORDS HELD

The Chief Directorate: Financial Management normally holds the following documents, among others. The documents are classified in terms of subject and the categories in which they fall.

Management Accounting (Subject)**Objective Management (Category)**

- Current and previous Annual Budgets and Draft Budgets
- Expenditure Reports

Accounting (Category)

- Auditor-General Reports and Audit Enquiries

- Internal Control, Reports to the Auditor-General
- Financial and stock inspections
- Theft and losses
- Annual statements of income
- Debts, debtors and services accounts, including loans

Financial Administration (Subject)**Salaries and Payments (Category)**

- Personnel compensation and salary record file
- Reconciliation with Paymaster-General (PMG)
- Records of payments, petty cash payments and session allowances
- Records on travel and residence expenses.

Provision Administration Records (Category)

- Acquisition records, individual contracts, State Tender Board contracts, individual formal tenders and informal tenders, grants, stocktaking, Board of Enquiry reports, annual statements and returns, formal tenders, price notations, Tender Committee records, and stock inspections.

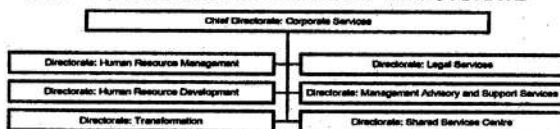
Logistic services (Category)

- Inventory control register and asset register

Transport control records (Category)

- Official vehicles: history, accidents, losses, irregularities, authorisation of trips, allocation of vehicles
- Hiring of vehicles, parking arrangements
- Government vehicle transport and subsidised transport
- Private motor vehicle transport (use during official services)
- Records on motor finance scheme for Senior Officers
- Records on train and air transport.

This Chief Directorate does not offer services directly to the public. The services are limited to supporting delivery of the core functions of the Department. Request for access to records held by the Chief Directorate may be directed to the Deputy Information Officer, whose contact details are presented in par. 8.2.2.

8.3 CHIEF DIRECTORATE: CORPORATE SERVICES**8.3.1 STRUCTURE OF THE CHIEF DIRECTORATE****8.3.2 CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER**

Job title - Chief Director: Corporate Services

Name - Mr S Mathiki

Postal address - Private Bag X833, Pretoria, 0001

Physical address - 184 Jacob Maré Street, Pretoria, 0001

Telephone - (012) 312-8144

Fax - (012) 325-6184

E-mail address - TSMathiki@dla.gov.za

8.3.3 DESCRIPTION OF FUNCTIONS AND SERVICES

The Chief Directorate: Corporate Services renders support services to the Department. It has various specialist functions, including:

- rendering an efficient Human Resource Management service;
- providing legal administration services to the Department in respect of the co-ordination and drafting of legislation, litigation, support services, legal support, legal opinions and contracts;
- facilitating employee training and development in the Department;
- facilitating transformation of the Department, focusing on addressing issues of representation, decentralisation of departmental functions and services, promotion of diversity and maintenance of high-quality services to all its clients; and
- rendering administrative auxiliary services and security services.

8.3.4 DESCRIPTION OF CATEGORIES OF RECORDS HELD

The Chief Directorate: Corporate Services holds the following documents, among others, in the normal course of its business.

Human Resource Management (Category)

Information held in this category includes policies and employee records.

- Service benefits (medical aid; housing subsidy; leave; State guarantee scheme and relocation benefits).
- Staffing, performance management and mobility, including termination of service.
- Labour Relations (investigation of grievances; misconduct hearings and negotiations with unions on matters of interest)

Legal Services (Category)

- Legislation administered and draft bills initiated by the Department
- Records on litigation, loss control and contracts
- Legal opinions

Human Resource Development (Category)

Information in this category includes departmental policies and employee records on the following:

- Training and development
- Skills development
- ABET programme
- Bursaries

Transformation (Category)

- Records on organisational culture change interventions
- Employment equity records and employment equity plans
- Service delivery improvement plans
- Plans and progress reports on decentralisation of departmental services and functions

Management Advisory and Support Services (Category)

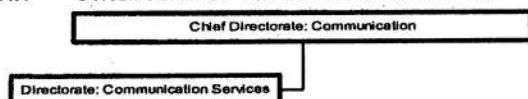
- Departmental establishment and the review and development of organisational structures
- Job evaluation reports for mandated and vacant positions

- Accommodation and maintenance (of buildings) records
- Record control

This Chief Directorate does not offer many services directly to the public. The services are mostly limited to supporting delivery of the core functions of the Department. Request for access to records held by the Chief Directorate may be directed to the Deputy Information Officer, whose contact details are presented in par. 8.3.2.

8.4 CHIEF DIRECTORATE: COMMUNICATION

8.4.1 STRUCTURE OF THE CHIEF DIRECTORATE



8.4.2 CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER

Job title - Chief Director: Communication

Name - Mr A Makoe

Postal address - Private Bag X833, Pretoria, 0001

Physical address - 184 Jacob Maré Street, Pretoria, 0001

Telephone - (012) 312-8143

Fax - (012) 323-3693

E-mail address - AJMakoe@dla.gov.za

8.4.3 DESCRIPTION OF FUNCTIONS AND SERVICES

- Promoting and creating awareness of DLA programmes and projects, both internally and externally.
- Assisting in the printing of promotional materials for both policy and *ad hoc* requirements, such as T-shirts, posters and information leaflets.
- Managing the corporate image.
- Producing annual reports
- Organising media functions and press releases.

8.4.4 DESCRIPTION OF RECORDS HELD

Promotional material (Category)

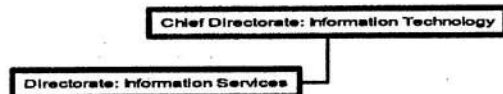
- Information booklets on products, posters, leaflets
- Newsletters

Reports and policy documents

- Annual reports
- Manuals and journals
- White Paper on the South African Land Policy

8.5 CHIEF DIRECTORATE: INFORMATION TECHNOLOGY

8.5.1 STRUCTURE OF THE CHIEF DIRECTORATE



8.5.2 CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER

Job title - Chief Director: Information Services

Name - Mr K Hlahla

Postal address - Private Bag X833, Pretoria, 0001

Physical address - 184 Jacob Maré Street, Pretoria, 0001

Telephone - (012) 312-9497

Fax - (012) 312-2399

E-mail address - khlahla@dla.gov.za

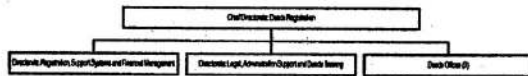
8.5.3 DESCRIPTION OF FUNCTIONS AND SERVICES

Delivering and supporting an integrated IT service that is reliable, consistent, fit for the purpose and strategically aligned to the needs of the Department through:

- the decentralisation and meaningful management of information;
- equipping, supporting and maintaining the IT Services;
- the technical development and maintenance of the departmental website;
- upgrading infrastructure and providing user support;
- managing the Resource Centre;
- the procurement of IT infrastructure;
- spatially enabling the Corporate Data Warehouse and Land Base; and
- the maintenance and management of the Central Network System.

8.5.4 DESCRIPTION OF RECORDS HELD

- IT policies
- Computer training records
- Procurement of IT infrastructure
- IT contracts
- Books, magazines and research documents (*Resource Centre Material*)

8.6 CHIEF DIRECTORATE: DEEDS REGISTRATION**8.6.1 STRUCTURE OF CHIEF DIRECTORATE****8.6.2 CONTACT DETAILS OF DEPUTY INFORMATION OFFICERS**

This Chief Directorate has ten Deputy Information Officers – The Chief Registrar of Deeds, as well as the nine Registrars of Deeds

(1)

Job title - Chief Registrar of Deeds
 Name - Mr J Slothouber
 Postal address - Private Bag X 918, Pretoria, 0001
 Physical address - Poyntons Building, Cnr. Church and Bosman Streets, Pretoria, 0001
 Telephone - (012) 338-7227
 Fax - (012) 323-3347
 E-mail address - gislothouberg@dla.gov.za

(2)

Job title - Registrar of Deeds: Pretoria
 Name - Ms S Lefafa
 Postal address - Private Bag X918, Pretoria, 0001
 Physical address - Sentrale, Cnr. Vermeulen and Bosman Streets, Pretoria
 Telephone - (012) 338-7034 / 7000
 Fax - (012) 338-7103
 E-mail address - SLEFAFA@dla.gov.za

(3)

Job title - Registrar of Deeds: Cape Town
 Name - Mr K Pillay
 Postal address - Private Bag X9073, Cape Town, 8000
 Physical address - New Revenue Building, 90 Plein Street, Cape Town
 Telephone - (021) 462-3530
 Fax - (021) 462-3539 / 3540
 E-mail address - kpillay@dla.gov.za

(4)

Job title - Registrar of Deeds: Johannesburg
 Name - Mr A Stephen
 Postal address - P O Box 61873, Marshalltown, 2107

Physical address - 2 Rissik Street, next to Receiver of Revenue, Johannesburg

Telephone - (011) 378-2249
 Fax - (011) 378-2100

E-mail address - AHStephen@gov.za

(5)

Job title - Registrar of Deeds: King Williams Town

Name - Mr J Badenhorst

Postal address - Private Bag X7402, King Williams Town, 6500

Physical address - 113 Alexander Road, King Williams Town

Telephone - (043) 642-2741
 Fax - (043) 642-4539

E-mail address - JLBADENHORST@sqhq.pwv.gov.za

(6)

Job title - Registrar of Deeds: Bloemfontein

Name - Ms C. Knoesen

Postal address - Private Bag X 20613, Bloemfontein, 9300

Physical address - Cnr. Nelson Mandela Avenue and Aliwal Street, Bloemfontein, 9300

Telephone - (051) 403 0302 / 0300
 Fax - (051) 403 0370

E-mail address - cceknoesen@dla.gov.za

(7)

Job title - Registrar of Deeds: Pietermaritzburg

Name - Mr H Basson

Postal address - Private Bag X9028, Pietermaritzburg, 3200

Physical address - 300 Pietermaritz Street, Pietermaritzburg

Telephone - (033) 355-6810 / 6800
 Fax - (033) 345-5101

E-mail address - HPBasson@sqhq.pwv.gov.za

(8)

Job title - Registrar of Deeds: Umtata

Name - Mr N Mantanga

Postal address - Private Bag X 5040, Umtata, 5100

Physical address - Ground Floor, Botha Sigcawu Building, Cnr. Leads and Owen Streets, Umtata

Telephone - (047) 531 2150
 Fax - (047) 531 2873

E-mail address - NWMatanga@sqhq.pwv.gov.za

(9)

Job title - Registrar of Deeds: Vryburg

Name - Mr M Sechele

Postal address - Private Bag X1, Vryburg, 8600

Physical address - Government Building, 26 De Kock Street, Vryburg

Telephone - (053) 927-1076

Fax - (053) 927-4002

E-mail address - MSechele@sqhq.pwv.gov.za

(10)

Job title - Registrar of Deeds: Kimberley

Name - Ms L. Smit

Postal address - Private Bag X5026, Kimberley, 8300

Physical address - New Public Building, Cnr. Knights and Stead Streets, Kimberley

Telephone - (053) 832 7228/9

Fax - (053) 832 5888

E-mail address - lcsmitt@dla.gov.za

8.6.3 DESCRIPTION OF FUNCTIONS AND SERVICES

The Chief Directorate: Deeds Registration is charged with the administration of the property registration system, including the registration of rights to land and other matters prescribed by the Deeds Registries Act (Act 47 of 1937), the Sectional Titles Act (Act 95 of 1986) and other laws relating to land or rights to land. The Office is tasked to ensure the uniform registration of deeds and other documents in the Deeds Registries by providing legal support and statutory policy. This responsibility includes the following functions:

- maintaining a public register and a system of registration;
- registering deeds and other documents and performing related duties as stipulated in section 3 of the Deeds Registries Act, 1937 (Act 47 of 1937);
- preserving records as prescribed in section 3(1)(a) of the Deeds Registries Act; and
- furnishing information in terms of section 7 of the Deeds Registries Act.

The Deeds Registry offices in Pretoria, Cape Town, Bloemfontein, Johannesburg, Pietermaritzburg, King Williams Town, Vryburg, Kimberley and Umtata fulfill these responsibilities.

8.6.4 DESCRIPTION AND CATEGORIES OF RECORDS HELD

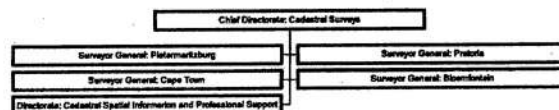
The Chief Directorate: Deeds Registration normally holds the following records.

- Deeds Register
- Registration information
- Property information
- Policy documents
- Registration Trading Account

- Microfilm archive systems

8.7 CHIEF DIRECTORATE: CADASTRAL SURVEYS

8.7.1 STRUCTURE OF THE CHIEF DIRECTORATE



8.7.2 CONTACT DETAILS OF DEPUTY INFORMATION OFFICERS

This Chief Directorate has five Deputy Information Officers – The Chief Surveyor-General, as well as four Surveyors-General.

(1)

Job title - Chief Surveyor-General

Name - Mr A van den Berg

Postal address - Private Bag X 954, Pretoria, 0001

Physical address - Fedsure Forum, 8th Floor, South Tower, van der Walt Street, Pretoria

Telephone - (012) 322 5400

Fax - (012) 322 5418

E-mail address - AvdBerg@dla.gov.za

(2)

Job title - Surveyor-General Pretoria

Name - Mr C van Dyk

Postal address - Private Bag X291, Pretoria, 0001

Physical address - Central Government Building, Cnr. Church and Bosman Streets, Pretoria

Telephone - (012) 323-1527

Fax - (012) 303-1601

E-mail address - CvanDyk@sqhq.pwv.gov.za

(3)

Job title - Surveyor-General: Cape Town

Name - Mr J Obree

Postal address - Private Bag X9028, Cape Town, 8000

Physical address - New Revenue Building, 90 Plein Street, Cape Town

Telephone - (021) 467-4800/1

Fax - (021) 465-3008

E-mail address - jobree@Lq021.wcape.gov.za

(4)

Job title - Surveyor-General: Bloemfontein

Name - Mr M Riba

Postal address - Private Bag X20634,
Bloemfontein, 9300

Physical address - Omni Building, 73 Aliwal Street,
Bloemfontein

Telephone - (051) 488-0955 / 0014

Fax - (051) 447-8003

E-mail address - mriba@lg051 ofs.gov.za

(5)

Job title - Surveyor-General:
Pietermaritzburg

Name - Mr C Williams - Wynn

Postal address - PO BOX 396, Pietermaritzburg,
3200

Physical address - 300 Pietermaritz Street,
Pietermaritzburg, 3201

Telephone - (033) 345-1215

Fax - (033) 394-7610

E-mail address - CcdWillwm@dla.gov.za

8.7.3 DESCRIPTION OF FUNCTIONS AND SERVICES

The Chief Directorate: Cadastral Surveys, through the offices of the Surveyors-General, conducts accurate cadastral surveys by means of examination and approval of legal documents to be registered with the Deeds Registry offices, as well as by maintaining a current and accurate spatial database. There are four offices of Surveyors-General in South Africa, which regulate cadastral surveys in the provinces for which they are responsible. Their principal functions are:

- examining and approving diagrams, general plans and sectional title plans prior to them being registered in a Deeds Registry;
- preserving and keeping all documents and records pertaining to cadastral surveys up-to-date;
- preparing and keeping cadastral maps and plans up-to-date, both in paper and digital form;
- supplying copies of documents kept in the office in hard copy or digital form and providing advice and information pertaining to the cadastre;
- Cadastral Data Processing to check the consistency of the numeric data on newly submitted documents and to capture alphanumeric information from approved documents into the database of the Cadastral Information System;
- scanning onto electronic format all approved documents, in order to protect the only legal copies from damage and manual use and to provide an efficient on-line service to the Deeds Office and a quick and efficient service to our clients at the public counter;
- maintaining a spatial database of Surveyed Real Rights that provides a powerful tool for Macro-planning environments; and
- providing a cadastral mapping service when there is a need for cadastral maps or when the historical cadastre has to be recreated, for example, restitution claims, mineral rights, and more.

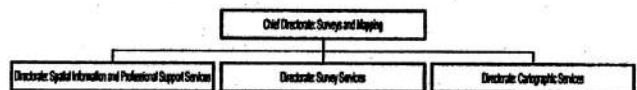
8.7.4 DESCRIPTION AND CATEGORIES OF RECORDS HELD

The Chief Directorate: Cadastral Surveys normally holds the following records.

- Approved diagrams
- General plans
- Sectional plans (hard copies and electronic data)
- Aerial photographs as supplied by the Chief Directorate: Surveys and Mapping
- Map sheets, also supplied by the above
- Cadastral Spatial Information (hard copies or electronic data)
- Records on the National Land Information System Surveys handed in regarding Township Establishment
- Survey records and beacon agreements
- Records on investigations/surveys for State Land

8.8 CHIEF DIRECTORATE: SURVEYS AND MAPPING

8.8.1 STRUCTURE OF THE CHIEF DIRECTORATE



8.8.2 CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER

Job title - Chief Director: Surveys and Mapping

Name - Mr D Clarke

Postal address - Private Bag X10, Mowbray,
7705

Physical address - Van der Sterr Building, Rhodes
Avenue, Mowbray, Cape Town

Telephone - (021) 658-4301

Fax - (021) 686-1351

E-mail address - dclarke@sls.wcape.gov.za

8.8.3 DESCRIPTION OF FUNCTIONS AND SERVICES

- Providing spatial information and professional support in surveying and mapping.
- Maintaining control survey networks and acquiring aerial photography and mapping data.
- Undertaking field surveys and acquiring ancillary data and aerial photography.
- Processing survey and mapping data.
- Maintaining beacons of the National Control Survey network.
- Producing maps and providing cartographic services.
- Providing national mapping and cartographic services.

8.8.4 DESCRIPTION AND CATEGORIES OF RECORDS HELD

The Chief Directorate: Surveys and Mapping normally holds the following records. This Chief Directorate produces the following records for sale.

- Maps of the National Mapping Series.
- Map awareness/ map literacy (Map-Aware) products.
- Supply of prints and aerial photography.
- Mosaics of aerial photographs.
- Co-ordinates and/or heights of trigonometrical stations, town survey marks and benchmarks.
- Trig-Net (Global Positioning System) correction data (post-processing data only).
- Digital geo-spatial information.
- Preparation of certificates (authentication of copied information pertaining to aerial photography or other spatial information).

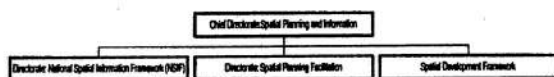
Information that can be accessed through the Information Act is listed under the subject, Main Series. Kindly note the list is broad-based and not all the subjects indicated have active files all the time. Your Deputy Information Officer will be happy to assist with anything in terms of this Act.

8.8.4.1 SUBJECTS

- Records relating to the organisation and control of the Chief Directorate.
- Records relating to personnel matters of this Chief Directorate.
- Financial records of the Chief Directorate.
- Records on the Office of Auxiliary Services of the Chief Directorate.
- Transport records of the Chief Directorate.
- Composition and meetings of bodies and other gatherings (agendas, minutes, etc.).
- Records on Ministerial and Parliamentary Enquiries addressed to this Chief Directorate.
- Records on National Land Information Systems.
- Records on accidental investigations/surveys for State Land.
- Records on properties surveyed according to property number.

8.9 CHIEF DIRECTORATE: SPATIAL PLANNING AND INFORMATION

8.9.1 STRUCTURE OF THE CHIEF DIRECTORATE



8.9.2 CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER

Job title	-	Chief Director: Spatial Planning and Information
Name	-	Mr K Kabagambe
Postal address	-	Private Bag X 833, Pretoria, 0001
Physical address	-	184 Jacob Maré Street, Pretoria, 0001

Telephone	-	(012) 312- 9574
Fax	-	(012) 312 – 8135

E-mail address	-	khkabagambe@dla.pwv.gov.za
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8.9.3 DESCRIPTION OF FUNCTIONS AND SERVICES

The Chief Directorate: Spatial Planning and Information is responsible for:

- establishing a framework of policies, institutional arrangements, standards and technologies to provide access to and utilisation of spatial information;
- developing national policies and legislation regarding spatial planning;
- developing technical standards or guidelines for the formulation of spatial plans, e.g. scale densities and urban edge, including the development of a National Spatial Development Framework;
- coordinating and facilitating the formulation of land development policy and planning frameworks; and
- developing and maintaining a catalogue of spatial data holdings in the country.

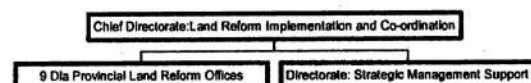
8.9.4 DESCRIPTION AND CATEGORIES OF RECORDS HELD

Records held by this Chief Directorate include the following.

- Legislation and policy documents and guidelines
- GIS data (spatial data)
- Catalogue of spatial data holdings
- Technical standards or guidelines for the formulation of spatial plans, for example, scale densities and urban edge.

8.10 CHIEF DIRECTORATE: LAND REFORM IMPLEMENTATION AND CO-ORDINATION

8.10.1 STRUCTURE OF THE CHIEF DIRECTORATE



8.10.2 CONTACT DETAILS OF DEPUTY INFORMATION OFFICERS

This Chief Directorate has ten Deputy Information Officers – The Chief Director as well as nine Provincial Directors.

(1)

Job title	-	Chief Director: Land Reform Implementation and Co-ordination
Name	-	(Currently vacant) ¹
Postal address	-	Private Bag X 833, Pretoria, 0001
Physical address	-	184 Jacob Maré Street, Pretoria, 0001

¹ Requests for information from the Chief Director's office can in the interim be directed to the office of the Information Officer (the Director-General)

Telephone	-	(012) 312-8911	Job title	-	(6) Director: KwaZulu Natal PLRO
Fax	-	(012) 312-8222	Name	-	Mr M Shabane
		(2)	Postal address	-	Private Bag X9000, Pietermaritzburg, 3201
Job title	-	Director: Gauteng PLRO	Physical address	-	188 Berg Street, Pietermaritzburg
Name	-	Mr M Ndlela	Telephone	-	(033) 355-4300
Postal address	-	Private Bag X01, Arcadia, 0007	Fax	-	(033) 394-3753
Physical address	-	9 Bailey Lane, Arcadia, 0007	E-mail address	-	mshabane@sqhq.pwv.gov.za
Telephone	-	(012) 310-6501			(7)
Fax	-	(012) 328-3160	Job title	-	Director: Mpumalanga PLRO
E-mail address	-	mndlela@dla.gov.za	Name	-	Ms L Archary
		(3)	Postal address	-	Private Bag X11305, Nelspruit, 1200
Job title	-	Director: Free State PLRO	Physical address	-	4 th Floor Home Affairs Building, Cnr. Henshall and Brander Streets, Nelspruit
Name	-	(Currently vacant) ²	Telephone	-	(013) 755-3499
Postal address	-	Private Bag X20546, Bloemfontein, 9300	Fax	-	(013) 755-3529
Physical address	-	SA Eagle Building, 136 Maitland Street, Bloemfontein	E-mail address	-	LCARCHARY@sqhq.pwv.gov.za
Telephone	-	(051) 400-4200			(8)
Fax	-	(051) 430- 8869	Job title	-	Director: Northern Cape PLRO
E-mail address	-	gramagaga@dla.pwv.gov.za	Name	-	Mr O Mvula
		(4)	Postal address	-	Private Bag X5007, Kimberly, 8300
Job title	-	Director: Western Cape PLRO	Physical address	-	6 th New Public Building, Cnr. Stead and Knight Streets, Kimberley
Name	-	Mr T Fife	Telephone	-	(053) 831-4090
Postal address	-	Private Bag X9159, Cape Town, 8000	Fax	-	(053) 832-8137
Physical address	-	63 Strand Street, 3 rd Floor Nedbank Centre, Cape Town, 8001	E-mail address	-	obmvula@sqhq.pwv.gov.za
Telephone	-	(021) 426-2947			(9)
Fax	-	(021) 426-2702	Job title	-	Director: Limpopo PLRO
E-mail address	-	TUFIFE@dla.gov.za	Name	-	Ms E Letsoalo
		(5)	Postal address	-	Private Bag X9312, Polokwane, 0700
Job title	-	Director: Eastern Cape PLRO	Physical address	-	19 Andria Building, Cnr. Rissik and Schoeman Streets, Polokwane
Name	-	Mr M. Kenyon	Telephone	-	(015) 297-3539
Postal address	-	PO Box 1958, East London, 5200	Fax	-	(015) 297-4988
Physical address	-	42 Terminus Street, Permanent Building, Mezzanine Floor, East London, 5200	E-mail address	-	EMLETSOALO@sqhq.pwv.gov.za
Telephone	-	(043) 743 4689			(10)
Fax	-	(043) 743 4786	Job title	-	Director: Northwest PLRO
E-mail address	-	MKenyon@sqhq.pwv.gov.za	Name	-	Ms P Mongae

² Requests for records from this office can in the interim still be directed to the address below where it will be dealt with by the acting Director from time to time.

Postal address - Private Bag X74, Mmabatho, 2735

Physical address - 105 Ground Floor, NWDC Building, Cnr. University Drive and Provident Street, Mmabatho

Telephone - (018) 387-6401

Fax - (018) 384-3529

E-mail address - ppkmongae@dla.pwv.gov.za

8.10.3 DESCRIPTION OF FUNCTIONS AND SERVICES

The purpose of DLA provincial land reform offices is to implement the land reform programmes. The functions of these offices are:

- assisting communities to gain access to the redistribution programme;
- co-ordinating redistribution in the province;
- supporting restitution in the province;
- promoting the land rights culture;
- promoting tenure security;
- promoting land administration; and
- communicating information on land reform.

8.10.4 DESCRIPTION AND CATEGORIES OF RECORDS HELD

Project Information (Subject) Redistribution/Tenure Reform/State Land Disposal (Category)

- List of registered, approved and transferred projects
- Business plans
- Valuations
- Legal entities, including constitutions
- Registration documents
- Project identification reports
- Beneficiary background information (profiles)
- Approval/designation memoranda
- General correspondence relating to projects
- Minutes of meetings held

Records on Projects Approval Committees (category)

- Agendas and minutes of meetings
- Provincial Projects Approval Committees and District Screening Committee Records

Financial Records

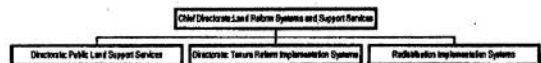
- Grants Expenditure Records
- Project Expenditure Files

Procurement

- Registered Service Providers
- Provincial tender committee records, including minutes.
- Active contracts
- Completed contracts

8.11 CHIEF DIRECTORATE: LAND REFORM SYSTEMS AND SUPPORT SERVICES

8.11.1 STRUCTURE OF THE CHIEF DIRECTORATE



8.11.2 CONTACT DETAILS OF DEPUTY INFORMATION OFFICER

Job title - Chief Director: Land Reform Systems and Support Services

Name - Ms V. Nxasana

Postal address - Private Bag X833, Pretoria, 0001

Physical address - 184 Jacob Maré Street, Pretoria

Telephone - (012) 312 9246

Fax - (012) 312 9441

E-mail address - VYNXASANA@dla.gov.za

8.11.3 DESCRIPTION OF FUNCTIONS AND SERVICES

The main functions of this Chief Directorate are:

- facilitating the development of systems, procedures and strategies for the land redistribution (LRAD, Commonage, Share Equity Schemes) and tenure reform programmes and contributing to policy development;
- developing, implementing and maintaining a comprehensive inventory of all State and other public land;
- managing the alienation of State land to beneficiaries;
- developing policy and procedures for development and financial support to land reform beneficiaries and private sector initiatives;
- promoting, supporting and co-ordinating land rights accorded to occupiers, farmworkers and labour tenants in accordance with the Land Reform (Labour Tenants) Act (LTA) and Extension of Security of Tenure Act (ESTA);
- administering State land under the control of the Minister of Land Affairs;
- administering the Communal Property Associations Act and registering Communal Property Associations;
- managing lease agreements, as well as prospecting and mining permits, managing and registering servitudes over State land and land held in trust by the Minister of Agriculture and Land Affairs;
- administering and maintaining an asset register for all immovable assets;
- providing cartographical drawing services; and
- promoting and managing the disposal of State land, including issuing item 28(1) certificates, in terms of which State land is vested in either national or provincial government.

8.11.4 DESCRIPTION AND CATEGORIES OF RECORDS HELD

The Chief Directorate: Land Reform Systems and Support Services normally holds the following categories of records:

POLICIES, GUIDELINES AND PROCEDURES (category)	
Description	Ref.
Policies, systems and procedures for the Redistribution programme:	2000/1
- Land Redistribution for Agricultural Development - Municipal Commonage Policy - Farm Share Equity Schemes	12/1997 (Revised 2000)
Grants and Services: Grants available and how to access them	(Revised in 2001)
Accessing the Balance of the Settlement/Land Acquisition Grant for the Purchase of Capital Goods	RC6/2/P
Exemption from the Payment of Donations Tax where Immovable Property is Donated to Beneficiaries in Terms of the Land Reform Programme	PC.DOC.36/1998
Flexible Application of the Balance of Settlement/Land Acquisition Grant to Accommodate Purchase of a Broader Range of Agricultural Inputs	PC.DOC.35/1998
Guidelines for the Design of Project Business Plans	PC.DOC.10/1997
Guidelines for the Design of Project Identification Reports	PC.DOC.10/1997
Municipal Commonage Policy and Procedures	PC.DOC.12/1997
Policies and Procedures Regarding Expropriation of Land in terms of Act 126 and ESTA	PC.DOC.48/1999
Procedural Guidelines Related to the Registration of Beneficiaries on the Critical Project Database	PC.DOC.16/1997
Private Sector Initiative to Land Reform	PC.DOC.5/1996
Procedural Guidelines	PC.DOC.40/1998
Procedures for Farmworker Equity Schemes	PC.DOC.9/1997
Land Reform Gender Policy Framework	N/A
Tenure Reform	
Entitlement Policy	
Benefits Policy	
Policies and Procedures for Implementation of Extension of Security of Tenure Act, 62 of 1997 and Land Reform (Labour Tenants) Act, 3 of 1996	
Database of all legal entities registered in terms of the Communal Property Association Act	
State Land	
Policies and procedures for administration, disposal of State land	
Land audit reports	
Comprehensive inventory of all State and other public land	

Please note that this is not an exhaustive list but rather an indication of the categories of information that can be accessed from the Chief Directorate.

9. INFORMATION AVAILABLE

The Communications Directorate publishes flyers, brochures, manuals, magazines, and posters, as required by the Department. The following list contains publications that are available free of charge, subject to stock availability. Alternatively, they are available for perusal at selected offices, also subject to availability, in which case copies may be made, for which a copy charge may be levied.

Publications and key documents published in 2001/2002**9.1 Policy documents**

- Land Redistribution for Agricultural Development Policy Document
- Integration of Environmental Planning into the Land Reform Process

9.2 Land Reform Programme documents

- Know your land rights: Extension of Security of Tenure Act (ESTA) protects occupiers and owners. (*Pamphlet in all languages*).
- What the Extension of Security of Tenure Act (ESTA) means for occupiers and owners. (*Booklet available in English, Afrikaans, isiXhosa, isiZulu and Setswana*).
- A Guide to the Implementation of the Extension of Security of Tenure Act (ESTA). (*Available in English and Afrikaans*).
- The Interim Protection of Informal Land Rights (IPILRA), Act 31 of 1996. (*Available in English, isiZulu, isiXhosa, Sepedi, Setswana and Xitsonga*).
- Using a Communal Property Association (CPA) to manage land as a community. (*Available in all official languages*).
- Women too have land rights – poster promoting gender sensitivity. (*English*).
- The South African Cadastral Survey System. (*Pamphlet for the Chief Surveyor-General. English only*).
- The Chief Surveyor-General Information Booklet. (*English only*).
- National Spatial Information Framework. (*Booklet for the NSIF. English only*).
- Deeds Registration and Deeds web. (*Information pamphlets in English*).
- Manual: Land Redistribution for Agricultural Development Sub-programme.
- The way to a better life on your own agricultural land. (*Information booklet on the Land Redistribution for Agricultural Development - all official languages*).
- Guidelines for the Integration of Environmental Planning into Land Reform and Land Development. (*From a project co-funded by Danced: Danish Co-operation for Environment and Development. English only*).

9.3 Regular publications

- Annual Reports
- Land Info - regular external publication, five issues annually
- M&E Newsletter – regular newsletter, three issues annually

9.4 Internet

- The Department of Land Affairs maintains a Website, which is updated regularly. You may access information on this site free of charge at <http://land.pwv.gov.za/>

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ABET	- Ezemfundo Nokuqeqeshwa Kwasebekhulile
CBO	- Inhlango eyakhiwe ngumphakathi
DIO	- Iphini lesiPhathimandla sezoLwazi
DLA	- uMnyango wezeMihlaba
GIS	- Isimiso Sezokwaziswa Ngomumo Wezwe (Geographic Information System)
NGO	- Inhlango engeyona ekahulumeni
PLRO	- ISikhulu Sokubuyiselwa Kwamalungelo Emihlaba Esifundazweni
SAHRC	- iKhomishana yamaLungelo Abantu yaseNingizimu Afrika

1. ISETHULO**1.1 INJONGO YALE NCWAJANA**

Isigaba 32 soMthetho-Sisekelo sihlizeka ngalokhu okulandelayo: -

- Ilungelo lokuthola noma yiluphi ulwazi olugcinwe uMbuso
- Ilungelo elifanayo lokuthola ukwaziswa okugcinwe ngomunye umuntu futhi okudingekayo ngenjongo yokusebenzisa noma ukuvikela noma yimaphi amalungelo
- Ukumiswa kwesishaya-mthetho ukuze kukhuthazwe ukutholakala kolwazi.

Yingalesi sizathu kuye kwaba khona *UMthetho Wokukhuthazwa Kokutholakala Kokwaziswa (Umthetho 2 ka-2000)*. Injongo eyinhloko yalo Mthetho ukwenza ukuba libenze ilungelo elingokomthetho-sisekelo lokutholakala kwanoma yiluphi ulwazi olugodlwe uMbuso noma omunye umuntu ngaphandle uma imibandela yokungakhishwa kwalokho ifaneleka. Phakathi kokunye, lo Mthetho ungasetsenziswa: -

- Ukuze kuqedwe ukusetsenziswa kabi kwamagunya;
- Ukuze kuqedwe ukukhinyabezwa kwamalungelo abantu;
- Ukuze kukhuthazwe intando yeningi (kungafihlwa lutho) nokulandisa ngesikwenzayo;
- Ukuze kuvikelwe amalungelo ezakhamuzi; futhi
- Ukuze kukhuthazwe ilungelo elingokomthetho-sisekelo lokuthola ulwazi.

LoMthetho waqala ukusebenza ngomhla ka-9 March 2001, ngaphandle kwesigaba 10, 14, 16 no-51, ezaqala ukusebenza ngomhla ka-15 February 2002. Isigaba 14 salo Mthetho senza kube yisibopho ngazo zonke izinhlangano zomphakathi, njengoMnyango wezeMihlaba ukuba zinyathelise incwajana ngezilimi ezisemthethweni ezintathu. Ngaphezu kwalokho lencwajana kufanele ibuyekwezwe minyaka yonke.

Lencwajana lqukethe izihloko eziningi zokwaziswa, kuhlenganise nendlela loMnyango ohlelwe ngayo, indlela ongaxhumana ngayo lapho udinga ulwazi nokuthi hlobo luni lwemibhalo egciniwe loMnyango oyilondolozile.

UMnyango wezeMihlaba uyinhlangano enkulu, enamagatsha amathathu neBhodi labaQondisi Abakhulu (Chief Directorates) ayishumi nanye, abalekelelwa ngabaQondisi abahlukahlukeni. AbaQondisi Abakhulu, abaphinde babengabaphathi bezinhlelo, bakhethwa ukuba basize isiPhathimandla sezoLwazi /uMqondisi-Jikelele (Director-General) ukuze benze zisebenze izimiso ezihlinzekwa yilo Mthetho. Ukuze kucaciswe kahle, iBhodi LabaQondisi Abakhulu ngalinye labelwe ingxenye yalo ehlukile kule ncwajana. Njengoba isigaba 14 isiqondisa ngokuphathelele nohlobo lwezihloko zokwaziswa okumelwe sizinyathelise, ingxenye ngayinye izonikeza umbiko ngalezi zihloko ezethuliwe. Ngale ndlela uMnyango wezeMihlaba unethemba lokuthi oyifundayo uzokwazi kabanzi ngemisebenzi yethu, nokuthi izinhloso zalo Mthetho kwenziwe okuhambelana nawo. Ungaxhumana nathi nganoma yiluphi usizo oludingekayo ngokuvumelana nemibandela yalo Mthetho.

Nakuba kwenziwe konke okusemandleni ethu ukuba kuginisekiswa ukuthi le ncwajana iyavumelana noMthetho neZiqondiso (Regulations), kumele kukhunjulwe ukuthi uma kungenzeka kube khona ukungqubuzana phakathi kwale ncwajana, noMthetho kanye neZiqondiso, kusho ukuthi uMthetho neZiqondiso yizona ezizolandelwa.

1.2 ISIQONDISO OKUMELWE SIDIDIYELWE IKHOMISHANI YAMALUNGELO ABANTU YASENINGIZIMU AFRIKA

Ngaphandle kokwaziswa okukule ncwajana, lo Mthetho udinga futhi ukuba iKhomishani yamaLungelo Abantu yaseNingizimu Afrika (okuyi-SAHRC) ididiyele iSiqondiso ngokuvumelana nesigaba seshumi, ngolimi ngalunye olusemthethweni, nangombhalo ofundeka kalula ngaphambi kokuba kuphele izinyanga ezingu-18 kusukela ku-February 2002.

Ngenkathi kunyatheliswa lencwajana, iSiqondiso okukhulunywe ngaso ngenhla besingakatholakali. Lapho nje lesi Siqondiso sesinyathelisiwe, siyohlenganisa lokhu kwaziswa okulandelayo: -

- Imigomo yoMthetho;
- Ukwaziswa nokuxhumana nazo zonke iZiphathimandla zoLwazi namaphini eZiphathimandla zoLwazi azo zonke izinhlangano zomphakathi;
- Ukutholakala kwemininingwane ekhona yazo zonke izinhlangano zangasese;
- Indlela yokwenza isicelo sokuthola ulwazi lwemibhalo egcinwe izinhlangano zomphakathi nezangasese;
- Hlobo luni lokwaziswa olungase lutholakale kuso isiPhathimandla soLwazi senhlangano yomphakathi;
- Hlobo luni lokwaziswa olutholakala kwi-SAHRC;
- Amakhambi angokomthetho atholakala ngaphansi kwezimo ezithile ahlenganisa indlela ongakala ngayo isikhalo sangaphakathi; ukufaka izicelo enkantolo okuyindlela yokugcina ongayisebenzisa ukuze usebenzise noma yimaphi amalungelo acatshangelwe kulo Mthetho.
- Izincwadi zezigaba ezithile ezibhekiswe ezinhlanganweni zomphakathi (nezangasese)
- Izaziso ngokuphathelene nezimali ezikhokhwayo uma uzothola ukwaziswa kanye namakhophi (copies), nokunye
- Incwadi yeziqondiso ezenziwe ngokuvumelana noMthetho.

Lesi Siqondiso sizobuyekizwa futhi sinyathelisiwe njalo eminyakeni emibili.

1.2.1 UKUTHOLAKALA KWEISIQONDISO

Isiqondiso esizokhishwa yi-SAHRC kufanele sitholakale ngazo zonke izilimi ezisemthethweni kulezi zinhlangano ezilandelayo, phakathi kwezinye: -

- Wonke amaPosi
- Imitapo ekhethiwe esifundazweni ngasinye esikhethwe 'njengendawo ye-legal deposit' ngokuvumelana noMthetho No.54 weLegal Deposit (uMthetho 54 ka-1997)
- Zonke izindawo zezifundo eziphakeme kabanzi eziqophwe ngokusemthethweni.
- Wonke amaHhovisi EziMantshi
- Namanye amaHhovisi oMnyango wezoBulungisa nokuThuthukiswa KoMthetho Sisekelo
- Wonke amahhovisi azo zonke izinhlangano zomphakathi

Kufanele sitholakale futhi nasemaHhovisi e-SAHRC. Ngaphezu kwalokho, kufanele sinyathelisiwe kwi-Government Gazette (iPhephandaba Likahulumeni), futhi sitholakale nasengosini ye-internet ye-SAHRC ethi <http://www.sahrc.org.za>. Singatholakala mahhala kodinga ukusifunda kula mahhovisi, nokho kuzocelwa imadlana ukuze kukhokhelwe ikhophi ngezinye izikhathi uma kwenziwa isicelo.

2. INDELELA YOKWENZA ISICELO SOKWAZISWA

Izicelo zokuthola ulwazi olusemibhalweni elondolozwe yilo Mnyango kumelwe zenziwe efomini (form) elilungiselelwe, futhi elinyathelisiwe ngokuvumelana neGovernment Notice R187 yangomhla ka-15 February 2002. LoMthetho ubhekisela kakhulu 'kwisiPhathimandla soLwazi' njengomuntu oyokwamukela futhi asingathe izicelo ezinjalo. Nokho, kumele kuphawulwe ukuthi isigaba 17 siyakuvumela ukuba kwengezwe inani labantu abazosiza isiPhathimandla soLwazi. Laba bantu abazosiza isiPhathimandla soLwazi bazobizwa ngokuthi "iPhini lesiPhathimandla soLwazi" (Deputy Information Officer)

Kulula ukugcwalisa leli fomu futhi abenzi bezicelo bangazigcwalisela lona ngokwabo. Nokho, uma kudingekile, iPhini lesiPhathimandla soLwazi singacelwa ukuba sisize. Uma umenzi wesicelo engakwazi ukwenza isicelo esilotshiwe, ngenxa yokukhubazeka noma engafundile, angasenza isicelo ngomlomo. IPhini lesiPhathimandla soLwazi sizoligcwalisa lona ngokwalo ifomu ezimweni ezinjalo bese linikeza umenzi wesicelo ikhophi.

2.1 NGAPHAMBI KOKUGCWALISA IFOMU (FORM) LESICELO

2.1.1 Yazi ukuthi yimiphi imibhalo oyidingayo - kuzosiza umenzi wesicelo noMnyango wezeMihlaba uma leyo mibhalo oyidingayo wazi imininingwane ngokuphelele ukuze itholakale kalula. Ukuwuchaza kahle umbhalo ogciniwe kuyoba usizo, futhi kuyokwenza ukuba umuntu asheshe ayithole impendulo.

2.1.2 Yazi ukuthi ngubani onalowo mbhalo ogciniwe - Tholisisa ukuthi yiliphi iPhini lesiPhathimandla soLwazi okungenzeka ukuthi singumphathiswa walowo mbhalo ogciniwe futhi uqondise isicelo sakho kuso. Sebenzisa uhlu lwezihloko nezihlu zezokwaziswa ezigcinwe yiPhini lesiPhathimandla soLwazi ngasinye echaziwe engxenyeni yesibili yalencwajana. IPhini lesiPhathimandla soLwazi ngasinye sinesibopho sokunquma ukuthi sinikane noma singanikani ngemibhalo egciniwe engaphansi kokulawula kwayo.

2.2 UKUGCWALISA IFOMU LESICELO (REQUEST FORM)

2.2.1 Amakhophi efomu lesicelo ayatholakala kunoma iliphi ihhovisi le-DIO, noma kungase kusetshenziswe ikhophi (photocopy). Umenzi wesicelo kufanele agcwalise ngokuphelele imininingwane kuleli fomu.

2.3 UKUKHOKHWA KWEMALI YOKWENZA ISICELO

Ukheshi, ama-postal order, namasheke kuphela ayokwamukelwa. Kungase kukhokhwe ehhovisi loMnyango wezeMihlaba eliseduze nawe (uma lelo hhovisi lingenaye u-cashier, lizokuthumela ehhovisi loMnyango

wezeMihlaba eliseduze elino-cashier), futhi ikhophi efakazelwe yipheshana elikhombisa ukuthi ukhokhile kumele linanyatheliswe efomini lesicelo. Noma imali oyikhokhayo ingase ithambisane nefomu lesicelo, futhi uzonikezwa ipheshana elikhombisa ukuthi ukhokhile.

2.4 UKUDLULISA IFOMU LESICELO ELIGCWALISIWE

Ngemva kokuba usugcwalise ifomu lesicelo, kumele ulithule kulo iPhini lesiPhathimandla soLwazi elifanele. Akudingekile ukuba ulithe wena siqu, futhi ukulitha siqu sakho ngeke kwaphumelela ngaso sonke isikhathi ngaphandle kokuhlela kusengaphambili. Ifomu eligcwalisiwe lingase futhi lithunyelwe ngesikhahla mezi, nge-email, ngeposi noma lithunyelwe nge-courier.

2.5 UKWENZA ISICELO NGOMLOMO

2.5.1 Uma ungeke ukwazi ukwenza isicelo esilotshiwe ngenxa yokuthi awufundile noma ukhubazekile, uvumelekile ukucela iPhini lesiPhathimandla soLwazi esifanele ukuba sikusize.

2.5.2 Kuyatuswa ukuba kwenziwe uhlelo lokubonana (appointment) kusengaphambili futhi kushiwo ukuthi kungani kwenziwa isicelo.

2.5.3 Phakathi nokuxoxisana (interview) iPhini lesiPhathimandla soLwazi lizogcwalisa ifomu lesicelo egameni lakho futhi lizokunika ikhophi ngemva kokuligcwalisa.

2.6 UMSEBENZI OMELE AMAPHINI EZIPHATHIMANDLA ZOLWAZI

AmaPhini eziPhathimandla zoLwazi ayokujabulela ukukusiza uma ufisa ukwenza isicelo semibhalo elondolozwe nguMnyango wezeMihlaba. Ngaphezu kwalokho, amaPhini eziPhathimandla zoLwazi ethu azokusiza futhi uma ufisa ukwenza isicelo kunoma yimuphi uMnyango kaHulumeni noma inhlango yomphakathi. (public body) Nakuba cishe isicelo sakho siyosingathwa ngokushesha kakhulu uma usifaka kuleyonhlango yomphakathi efanele, ngakho-ke siyakucebisa ukuba wenze njalo.

2.7 UKUDLULISWA KWEZICELO

2.7.1 Ngemva kokuba isicelo sakho sesamukelwe, iPhini lesiPhathimandla soLwazi izofunisisa ukuthi ngabe isicelo sakho silondolozwe kuphi.

2.7.2 Uma kuwukuthi sigcinwe nguMnyango wezeMihlaba, iPhini lesiPhathimandla soLwazi lifanele lombhalo ogciniwe ongaphansi kokulawula kwayo usisingathe lesi sicelo.

2.7.3 Kunoma iyiphi inhlango kaHulumeni noma yomphakathi elondolozwe lokhu kwaziswa, kusho ukuthi isicelo sizodluliselwa kwiPhini lesiPhathimandla soLwazi noma i-Deputy Information Officer (DIO) yaleyo nhlangano. Lokho kudluliswa kuzokwenziwa ngaphambi kokuba kuphele izinsuku eziyishumi nane ngemva kokuba samukelwe nguMnyango wezeMihlaba. Lapho isidlulisela, i-DIO eyamukele isicelo sakho ingase futhi inikezele nganoma yikuphi okunye ukwaziswa okutholalayo ngaleso sikhathi, uma kubonakala ukuthi kuyoba usizo esicelweni sakho.

2.8 YINI OKUFANELE ILINDELWE NGUMENZI WESICELO LAPHO SIDLULISWA

2.8.1 I-DIO yesibili eyamukela isicelo izosinakekela ngokuphuthumayo isicelo. Ungakulindela ukuthola isaziso esibonisa ukuthi: -

2.8.1.1 isicelo sakho siye sadluliswa futhi sadluliselwa kuyiphi inhlango yomphakathi;

2.8.1.2 izizathu zokudluliswa kwaso; kanye

2.8.1.3 nokuthi kuzothatha isikhathi esingakanani ukuba isicelo sakho sisingathwe.

2.9 ISINQUMO ESITHATHIWE NGESICELO KANYE NESAZISO

2.9.1 Kuyoxhunyanwa nawe ngalesi sinqumo ngendlela ekhethwe nguwe lapho ugcwalisa ifomu lesicelo.

2.9.2 Uma uvunyelwa ukuba uthole ulwazi, phakathi kokunye isaziso siyohlenganisa izimali okumelwe zikhokhwe (Bhekisela eZigondisweni); indlela oyonikezwa ngayo ulwazi; kanye nolimi noma izilimi ulwazi olutholakala ngayo.

2.9.3 Uma wenqatshelwa ukuthola ulwazi, uyonikezwa izizathu zokwenqaba ngokwemibandela yoMthetho. Uyokwaziswa futhi ngamanye amalungelo akho ukufaka isikhalo sangaphakathi/wenze isicelo sasenkantolo (internal appeal/ court application) ukuba ikusize, nenqubo okumele uyilandele. Lengxenywe elandelayo ichaza lokhu kabanzi.

2.9.4 Kokunye, uma isinqumo se-DIO singazange samukelwe ngesikhathi esinqunyiwe, kumele kuthathwe ngokuthi isicelo senqatshelwe.

2.10 UKUVUMELA UKUTHOLAKALA KOKWAZISWA KUMENZI WESICELO OKHUBAZEKILE

2.10.1 Uma unokukhubazeka okuyisithiyo ekufundeni, ekubukeni, noma ekulaleleni umbhalo ogciniwe owufunayo olondolozwe yinhlangano yomphakathi, i-DIO izokwenza yonke imizamo ukuba utholakale ngendlela ongakwazi ukuwufunda, ukuwubuka noma ukuwulalela ngayo. Akukho zimali ezengeziwe okuzolindeleka ukuba uzikhokhe.

3. ISIKHALO SANGAPHAKATHI NOKUYA ENKANTOLO

3.1 IZIZATHU ZOKWENZA ISIKHALAZO SANGAPHAKATHI

Noma yisiphi isinqumo esiyokwenziwa yi-DIO ngalezi zizathu ezilandelayo angeke sibhekwe njengesiwuqu futhi umenzi wesicelo angasidlulisela phambili isicelo sakhe. Lokhu kungenziwa uma: -

3.1.1 Isicelo senqatshiwe;

3.1.2 singekho isivumelwano sokukhokhwa kwezimali zokutholakala kolwazi;

3.1.3 kukhona ukungavumelani nganoma yiziphi izimali eziceliwe;

- 3.1.4 Imali yakho yokuthola ulwazi ingabuyiswa ngemva kokuba isicelo sakho senqatshiwe;
- 3.1.5 ufisa ukufaka isikhalazo ngokugodiwa kombhalo ogciniwe kuze kube yilapho izimali ezifanele sezikhokhiwe;
- 3.1.6 ungavumelani nokuthi izigaba ezithile zombhalo kufanele zigodlwe;
- 3.1.7 ungavunyelwa ukuthola ulwazi olugciniwe ngendlela ofuna ngayo futhi isizathu salokho kwenqatshelwa kuwukuthi: -
- 3.1.7.1 kuzophazamisa ngokungadingekile ukuqhutshwa komsebenzi woMnyango.
- 3.1.7.2 kuzokhinyabeza ukulondolozwa kombhalo ogciniwe; noma
- 3.1.7.3 umbhalo ogciniwe awunakwenziwa ikhophi ngenxa yamalungelo okukopisha (copyright) okungewona awoMbuso.
- 3.1.8 Ngaphandle kokwenza isikhalazo kukamenzi wesicelo lapho enqatshelwa ukuthola ulwazi, abanye abathintekayo (third parties) bangase benze isikhalazo sangaphakathi esiphikisayo lapho umenzi wesicelo evunyelwa ukuba athole ulwazi.
- Izizathu ezihlelwe ngenhla ziyizincazelo ezihlose ukwenza kube lula ukuqonda isimo. Lapho kucatshangelwa ukwenza isikhalazo sangaphakathi noma ukuthatha isinyathelo senkantolo, kufanele kubhekisise ukuthi izingxenye zezincazelo ezinikezwe ngaphambili zithathwe kumuphi umthombo. Endabeni yokufakwa kwesikhalo sangaphakathi noma isicelo sasenkantolo, ukutholakala kwemibhalo kunganikezwa kuphela ngemva kokuba sekuqinisekise isinqumo sokugcina.
- 3.2 INDLELA YOKUFAKA ISIKHALO SANGAPHAKATHI**
- 3.2.1 Izikhalo zangaphakathi kumelwe zilungiselelwe ngendlela yokubhala (*format*) evumelana nemibandela yeQondiso. Lendlela itholakala kwi-DIO eyamukele isicelo sakho; noma lyiphi enye i-DIO; noma ungase usebenzise i-*photocopy* yeFomu (form) B eliyotholakala eziqondisweni ezinyatheliswe ngokuvumelana neGovernment Notice 187 yangomhla ka-15 February 2002.
- 3.2.2 Unezinsuku ezingu-60 kusukela osukwini isicelo sakho esenqatshwa ngalo ukuba ufake isikhalo sangaphakathi.
- 3.2.3 Unezinsuku ezingu-30 kusukela osukwini isicelo sakho esenqatshwa ngalo ukuba ufake isikhalo sangaphakathi uma kufanele wazise abanye abathintekayo (third parties). Abanye abathintekayo kuyoba ngabantu abafanayo labo i-DIO eye yabazisa ngesicelo sakho okokuqala, uma kuye kwaphakama isimo esinjalo ngaleso sikhathi.
- 3.2.4 Yonke imibuzo efanelekile esefomini kufanele igcwaliswe ngokuphelele futhi leli kufanele lithunyelwe kwi-DIO ngokulihambisa wena siqu, nge-*courier*, ngesikhahlezi (*fax*), ngeposi, noma nge-*email*.

- 3.2.5 Uma ingekho enye indlela ngaphandle kokuthi kufakwe isicelo esiphuzile, kufanele kunikezwe izizathu ezanele ngalokhu ukuze zizocatshangelwa kabanzi yizikhulu ezifanele.

3.3 ISINQUMO SANGAPHAKATHI NGESIKHALAZO

- 3.3.1 Isinqumo siyokhishwa ngokushesha ngangokunokwenzeka, okungenani phakathi nezinsuku ezingu-30 ngemva kokwamukelwa kwesikhalo sangaphakathi, kuye ngokwemibandela eshiwo esigabeni 77 soMthetho.
- 3.3.2 Uma ungatholi mpendulo ekupheleni kwaleyo nkathi, kufanele uphethe ngokuthi isikhalo sakho sangaphakathi sichithiwe ngokwemibandela yoMthetho.
- 3.3.3 Noma yisiphi isinqumo esiye sadluliselwa kumenzi wesicelo sidluliselwa kunoma yibaphi abathintekayo ababehlanganisiwe esikhalazweni.
- 3.3.4 Uma kuwukuthi isicelo sasivunyiwe kodwa kamuva saholela ekwenziweni kwesinye isikhalazo ngabathintekayo (third party), futhi isikhalazo esinjalo siye sacatshangelwa yisikhulu esifanele, khona-ke kulokhu umenzi wesicelo uzokwaziswa ngesinqumo.
- 3.3.5 Isaziso siyoqokutha okungenani lokhu okulandelayo: -
- 3.3.5.1 Izizathu ezanele zesinqumo, kucashunwe noma yini lo Mthetho oyihlinzekayo okwethenjewe kuyo
- 3.3.5.2 isitatimende esibonisa ukuthi abanye abathintekayo bangase basifake isicelo enkantolo ngokumelene nesinqumo.
- 3.4 UKWENZA ISICELO ENKANTOLO**
- 3.4.1 Umenzi wesicelo noma abanye abathintekayo (third party) abangavumelani nomphumela bangaenza isicelo sokusizwa yinkantolo kuphela ngemva kokuba lowo muntu esezilandele zonke izinqubo zokwenza isicelo zangaphakathi.
- 3.4.2 Izicelo kumelwe zifakwe kungakapheli izinsuku ezingu-30 nenkantolo egunyazwe ukusingatha lezi zikhhalazo.
- 3.4.3 Isicelo kufanele silandele inqubo ebekwe esigabeni 79 saloMthetho.
- 3.4.4 Lokhu kuyohlanganisa, phakathi kokunye, i-*affidavit* echaza kabanzi, amakhophi angempela ezincwadi ezisekelayo, nesimemezelo sokuthi zonke izinqubo zokwenza izikhhalazo zangaphakathi ezicatshangelwe esigabeni 77 zilandelwe ngokuphelele nangokwanele.
- 3.4.5 Inkantolo esingatha lesi sicelo ingase ikhiphe umthetho onobulungisa nongabandlululi, kuhlangukise nemithetho: -
- (a) Eqinisekisa, elungisa, noma ebekela eceleni isinqumo esibukezwayo.
- (b) Eqondisa isiphathimandla esithintekayo ukuba sithathe

Isinyathelo noma slyeke ukuthatha
isinyathelo kuye ngokwalokho
inkantolo ekuthola kufaneleka,
phakathi nesikhathi esinqunyiwe.

- (c) Enqabelayo, usizo lwesikhashana
noma olukhethekile, umthetho
ocacile ongagudli guma noma
isinxephezelo.
- (d) Ukukhokhela izindleko.

4. ISAZISO NGOKUVUMELANA NENGXENYE 15 (2)

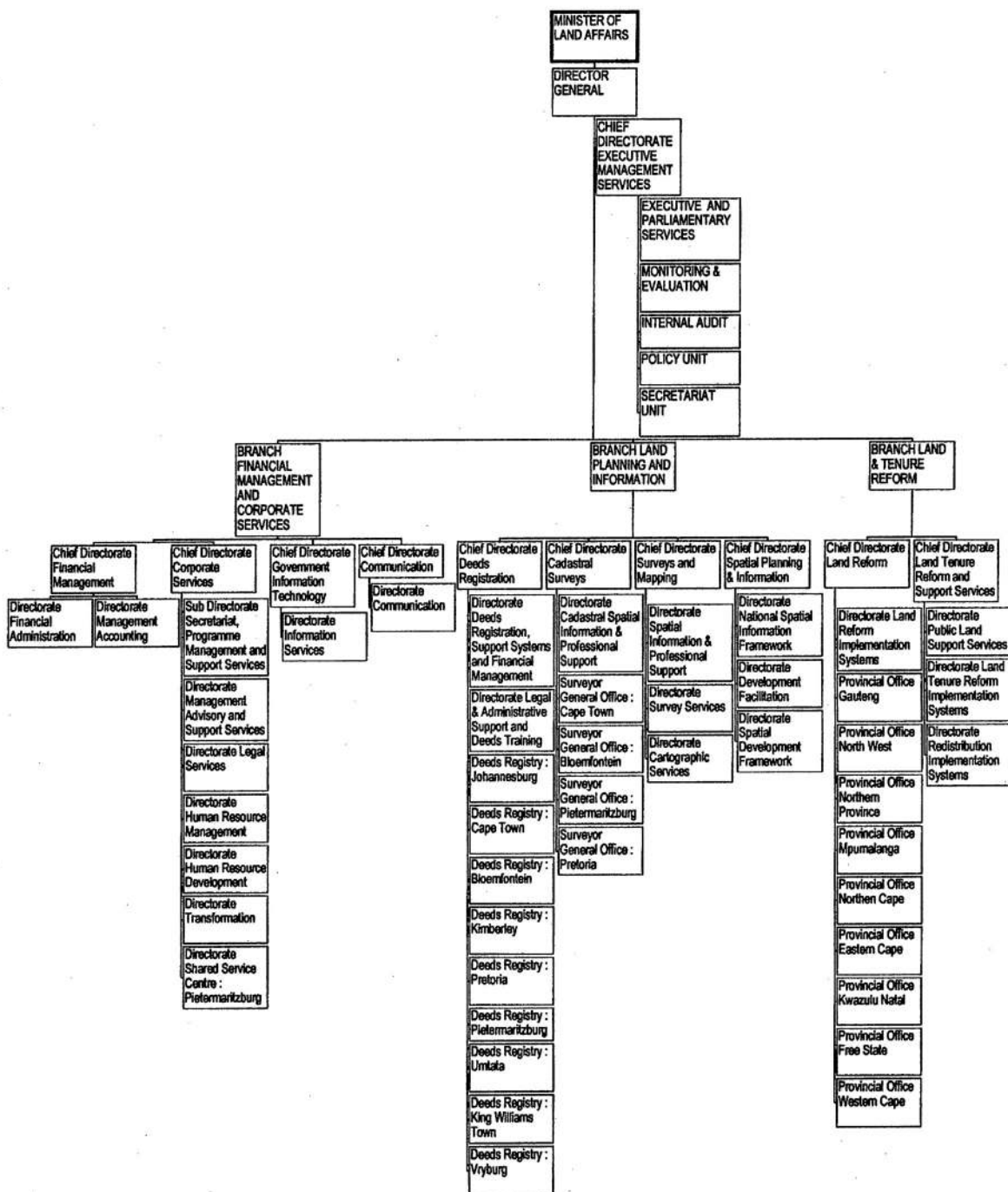
Kudingeka ukuba isaziso ngokuvumelana neNgxenye 15(2) yoMthetho (uma sikhona) sinyathelisiwe kulencwajana. Ngesikhathi sokunyatheliswa kwale ncwajana asikho isaziso esinjalo ebesesinyathelisiwe kodwa kungalindelwa ukuba sibe khona ekwazisweni okulungisiwe kwangesikhathi esizayo kwale ncwajana. Ukwaziswa, lesi saziyo esiyokuhlanganisa, kuqondiswa yisigaba 15(1) yoMthetho, okungukuthi: -

- (a) *Izigaba zemibhalo egciniwe yezinhlangothi zomphakathi etholakala kalula ngaphandle kokuba umuntu aze acole ukuthola ukwaziswa ngokwemibandela yoMthetho, kuhlanganise nalezo zigaba eziitholakala*
- (i) *Ngenjongo yokuhlola ngokwemibandela yesishaya-mthetho ngaphandle kwalo Mthetho,*
- (ii) *Ukuthengwa noma ukukopishwa enhlanganweni;*
- (iii) *Enhlanganweni mahhala.*
- (b) *Nendlela yokuthola ukwaziswa emibhalweni enjalo egciniwe.*

Ezingxenyeni zalencwajana ezingezansi eziphathelele nemibhalo elondolozwe yi-DIO ngayinye, kwenziwa yonke imizamo ukuze lokhu kwaziswa kutholakale nganoma yisiphi isikhathi.

5. IMINININGWANE YALOMNYANGO NGOKUVUMELANA NESIGABA 14
5.1 UMDWEBO OWUHLAKA LOKWAKHEKA KWALOMNYANGO

Department of Land Affairs



5.2 IMININGWANE YOKUXHUMANA YESIPHATHIMANDLA SOLWAZI

UMqondisi-Jikelele (Director-General) nguyena oyisiPhathimandla soLwazi ngokuvumelana noMthetho futhi usizwa ngamaPhini esiPhathimandla soLwazi ukufeza imisebenzi yakhe.

Isikhundla Somsebenzi -	UMqondisi-Jikelele (IsiPhathimandla soLwazi)
Igama -	Dr G P Mayende
Ikheli Leposi -	Private Bag X 833, Pretoria, 0001
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I-email -	gkoopman@dla.gov.za
Ikheli Lengosi -	
Ye-Internet -	http://land.pwv.gov.za/

5.3 UKUCHAZWA KWEMISEBENZI NEZINKONZO ZOMNYANGO WEZEMIHLABA

UMqondisi-Jikelele uyinhloko ephethe uMnyango wezeMihlaba futhi uphathiswe ukuqondisa yonke imisebenzi yawo wonke loMnyango. LoMnyango unesibopho sokwenza le misebenzi eyisihluthulelo:

- Ukulungisa izenzo zokungabi nabulungisa zokuphucwa kwabantu imihlaba yabo ezisekelwe obandlulweni ngokusebenzisa uhlelo lokubuyisela.
- Ukusingatha ukwabiwa kobunikazi bemihlaba ngokungalingani
- Ukukhuthaza izimo zokulondeka ngabo bonke
- Ukugcina emarekhodini nokubhalisa wonke amalungelo ngempahla
- Ukulungiselelwa kokwaziswa okusha
- UMholi-Jikelele Ongumdabuli Wemihlaba ulungiselela ukwaziswa okuphathelene nokudatshulwa kwemihlaba ngokobungako nobunikazi kanye nokwaziswa okusha.

5.3.1 IKHOMISHANE YOKUBUYISELWA KWAMALUNGELO EZEMIHLABA

IKhomishane Yokubuyiselwa Kwamalungelo Ezemihlaba, eyamiswa nguMthetho Wokubuyiselwa Kwamalungelo Emihlaba, ka-1994 (UMthetho 22 ka-1994) ukuba isingathe zonke izicelo zokubuyiselwa, ihlobene nezoMnyango wezeMihlaba, futhi uMqondisi-Jikelele we zoMnyango wezeMihlaba uyisikhulu esiphathisiwe sale Khomishane. Nokho, ngenjongo YoMthetho Wokukhuthazwa Kokutholakala Kokwaziswa, leKhomishane iyinhlangano yomphakathi ezimele, enesiPhathimandla sayo soLwazi.

Zonke izicelo zokuthola imibhalo elondolozwe yile Khomishane kufanele zithunyelwe ngokuqondile eSikhulwini Sezokwaziswa sale Khomishane noma izikhulu Sezokwaziswa Ezingamabamba. Le Khomishane inyathelise futhi incwajana efanayo nalena, okufanele itholakale kuwo wonke amahhovisi ale Khomishane.

5.4 UKUCHAZWA KWEMIBHALO ELONDOLOZWE NGUMNYANGO WEZEMIHLABA

Ukwaziswa/imibhalo elondolozwe yilo Mnyango kuhlelwe ngaphansi kwezigaba eziningi ezilandelayo:

- INhlangano Nokuphatha (*Isigaba*)
 - Izimiso zokuphatha (*Isigaba esingaphansi*)
 - Ukuphathisa abanye izikhundla
 - INhlangano nokumisa (establishment)
 - Izinqubo zoMnyango
 - Ukugcinwa kwamabhuku ezimall
- Izinkonzo Zokusiza UMnyango
 - Ukuqasha izisebenzi
 - Ukuthuthukiswa kwabasebenzi
 - Ukusebenzisana nezisebenzi (Human Relations)
 - Ukutholakala, ukuchazwa nokugcinwa kwezinto zokusebenza zisezingeni elifanele
 - Izinkonzo – umtapo, ukunyathelisa, ukuhumusha, ukuthumela ncingo
 - Indawo yokuhlala/ amahhovisi okusebenzela
- Isishaya-Mthetho (*Isigaba*)
 - Izenzo (*Isigaba esingaphansi*)
 - Izimemezelo,
 - Izaziso zikaHulumeni
 - Izinqondiso
- Ukwakhiwa nemihlangano yezindikimba (abezinhlangano) neminye imibuthano
 - Imibiko, ukwaziswa, amazwi okubonga nokuxhumana
 - Lesi sigaba sikhanganisa imibiko yanjalo neyangezikhathi ezithile kuhlangukise nezincwadi zeposi eziphathelene nemibiko, ukwaziswa manazwi okubonga nemibuzo ngemisebenzi ethile
- Imithwalo yemfanelo yemisebenzi (ngokwesibonelo, ukuqondisa nokuhlaziya)
 - Lesi sigaba sisingatha imibhalo ephathelene nemisebenzi ewumgogodla yemikhakha ethile ekhethekile. Imininingwane yezinhlobo zemibhalo engaphansi kwalesi sigaba isingathwa ezingxenyeni ezilandelayo ngokulandelayo kwazo.

Uhlu olunikezwe ngenhla lunemixhantela eminingi futhi akuzona zonke izihloko ezibonisiwe ezinamafayela asebenzayo ngaso sonke isikhathi. Izicelo zokuthola ukwaziswa zingase ziqondiswe koyisiPhathimandla soLwazi. Lapho wenza isicelo sokuthola ulwazi, kufanele unikeze imininingwane ephelile ukwenzela ukuba izinto zibelule. Kucatshangelwa njengokuwusizo futhi ukusho ukuthi yiliphi ihhovisi elinolwazi olucelile, uma ulazi.

6. IZINKONZO EZITHOLAKALAYO NENDLELA EZINGATHOLAKALA NGAYO

6.1 IZINKONZO EZITHOLAKALELWA UMPHAKATHI

Izinkonzo zethu ezitholakalela umphakathi zinikezwa ngala maBhodi Abaqondisi Abayinhloko abalandelayo:

- Ukudatshulwa kwemihlaba Ngokobungako Bawo Nobunikazi
- Ukudatshulwa kwemihlaba Nokudwetshwa Kwamabalazwe
- Ukubhaliswa Kwamatayitela (Deeds Registry)
- Ukumiswa Kohlelo Lokwabiwa Kabusha Kwamazwe Nokuxhumana

6.1.1 IZINKONZO EZENZIWA IBHODI LABAQONDISI ABAKHULU: UKUDATSHULWA KWEMIHLABA NGOKOBUNGAKO BAWO NOBUNIKAZI

- **Ukusingatha Izincwadi Zokubhalisa (Registration Documents)**
 - Isiqinisekiso Sezinga Eliphakeme (Quality Assurance)
 - Izinkonzo Zokweluleka/Amacebiso (Advisory Services)
 - Izicelo Zokusheshiswa Kokusingathwa Kwezincwadi
 - Ukufukula Izinga Lokuphila Komphakathi
- **Ukuhlinzeka Ngokwaziswa (Information Provisioning)**
 - Isiqondiso 2 Sokwaziswa okuthunyelwa nge-email, isikhahlelamezi nangePosi Elivamile
 - Isiqondiso 2 Sokwaziswa Okutholakala kuyi-Plan Safe Counter
 - Ezentengiselwano Zamabalazwe Nezithombe Ezithathwe Emoyeni
 - I-Digital Spatial Data
 - Ukwaziswa Okutholakalela Umphakathi
- **Usizo Olunikezwa IMinyango KaHulumeni**
 - Ukudatshulwa kwemihlaba OMBuso
 - Ucwangingo Lwezicelo Zokubuyiselwa Amazwe
 - Incazelo Yemingcele Enqunywa Ngumthetho
- **Ukwabiwa Kweziza Nezinqombolo Zezabelo**
 - Ukwabiwa Kwezinqombolo Zemidwebo
 - Ukwabiwa Kwezinqombolo Zamafulani Avamile
- **Izinkonzo Ezizizinhlobonhlobo**
 - Ukuhoxiswa kwezincwadi (Withdrawal of Documents)
 - Ukugunyaza/ukulungisa, kuhlangukise nokushintshwa kwamagama
 - Amakhophi fakazelwe
 - Izitifiketi zenzalo (Certificates of Remainder)
 - Izitifiketi ezenzelwe zicelo
 - Ukufakwa wemihlaba kwisibumba selokishii (Incorporation of Land into a Township)
 - Ukukhishwa kwamaHoldings kuma-Agricultural Holdings
 - Ukutheliswa Kwezimali
- **Ukuqeqeshwa Okuwusizo Kwabadabuli Bamamazwe Abaqeqeshwayo**

6.1.2 IZINKONZO EZENZIWA IBHODI LABAQONDISI ABAKHULU: UKUDATSHULWA KWEMIHLABA NOKUDWETSHWA KWAMABALAZWE

Ukuhlinzeka ngoxhaso lwezobuchwepheshe kwezokudatshulwa kwamazwe nokudwetshwa kwamabalazwe:

- Izimiso zokuxhumana zokulawula ukudatshulwa kwemihlaba (control survey networks)
- Ukulungiswa kwezimpawu zemingcele yezimiso Zikazwelonke Zokulawulwa Kokudatshulwa Kwamazwe
- Amabalazwe Ochungechunge Lokusikwa Kwamabalazwe Kukazwelonke
- Ilungiselelo Lemikhiqizo yokuqwashiswa ngamabalazwe/ukuba nolwazi ngamabalazwe (Map Aware)
- Imikhiqizo yezithombe nokuthathwa kwezithombe emoyeni nemifanekiso yezithombe ezithathwe emoyeni
- Ama-Co-ordinates kanye/noma ukuphakama kwezitshi ezi-trigono-metrical, izimpawu zokudatshulwa kwamazwe emadolobheni kanye nezimpawu zemingcele
- Ukwaziswa kokulungisa (ukusingathwa kokwaziswa okutholakala ngemva kwesenzakalo kuphela) kwe-Trig-Net (Global Positioning System)
- I-Digital geo spatial information
- Ukulungiselelwa kwezitifiketi (ubufakazi obuqinisekisa ukwaziswa okukopishiwe okuphathelele nokuthathwa kwezithombe emoyeni noma okunye ukwaziswa kwakamuvu)

6.1.3 IZINKONZO EZENZIWA IBHODI LABAQONDISI ABAKHULU: UKUBHALISWA KWAMATAYITELA (DEEDS REGISTRY)

- Ukukhishwa kohlu olulandelana ngokwama-alfabhethi, ngendlela yokubhala ngomshini noma ngephepha elinamagama awo wonke amalokishi, noma ama-sectional title scheme, noma izindawo ezabiwe, noma izindawo zezolimo (agricultural holdings), noma amapulazi, ehhovisi lokubhalisa
- Uhlu lweziza elokishini, noma izindawo ngazinye ze-sectional scheme, noma izingxenywe zepulazi, noma amapulazana ezindaweni zezolimo, noma iza ezindaweni ezabiwe, nanoma yiluphi olunye uhlu olufanayo lwezindawo ezibhalisiwe
- Ukusula, noma ukuyekiswa komuntu noma impahla ekusebenziseni i-mortgage ebhalisiwe noma i-notarial bond
- Ukubhalisa noma ukwenezela kumarejista noma imibhalo egciniwe, kuhlangukise nezitifiketi zetayitela, nakho konke okunye ukubhalisa umthetho okudingayo noma lapho izimali zokuthenga zingahlelekile khona.
- Ukubhalisa ukudluliselwa kwamazwe kubanikazi noma ukudelwa kwama-mineral rights
- Ukukhishwa kwekhophi efakazelwe yetayitela ngokuvumelana nesiqondiso 68(1)
- Ukugcinwa ngokuphephile kwekhophi yetayitela lowenze isicelo, lapho sivunywa nangokubona kombhalisi (registrar)

6.1.4 IMIKHIQIZO NEZINKONZO EZENZIWA NGAMAHHOVISI OKUBUYISELWA KWAMALUNGELO AMAZWE

- Ukwenza kube lula ukutholaka koxhaso lokubuyiselwa kwamalungelo amazwe,

- Ukwenza kube lula ukwakhiwa kwezinhlangano zomthetho;
- Ukwenza kube lula ukumiswa kwezinkonzo zobuchwepheshe
- Ukwenza kube lula ukubhalisa ukudluliswa kwamazwe noma ukudelwa kwama-mineral rights

6.2 INDLELA YOKUTHOLA IZINKONZO ZALOMNYANGO

Ukutholakala kwezinkonzo zethu emphakathini kubaluleke kakhulu kulo Mnyango. Kuye ngohlobo lwenkonzo edingekayo, izinkonzo zethu zingatholakala ngokuqondile emaHhovisi ethu Okubuyiselwa Kwamalungelo Amazwe aseziFundazweni ezingu-9, emaHhovisi angu-9 amaTayitela (Deeds Offices), emaHhovisi Abadabuli Bamazwe-Jikelele (Surveyor-Generals') (ePitoli, eBloemfontein, eKapa, nasePletemaritzburg) nakuyi-Surveys and Mapping Office yethu eKapa. Kukhona futhi 'neNtlibathwa Yokwazi' engase itholakale kwi-mainframe. Ukwaziswa kokubhalisa ngokuphathelele namahhovisi eDeeds Registry nezinkonzo zokudatshulwa kwamazwe (survey) nokudwetshwa kwamabalazwe (mapping) nakho kutholakala emishini eyizigcina lwazi (electronically accessible) kubasebenzisi abanemishini ye-computer, i-software yezokuxhumana nabakwaTelkom no-Openet ngeSimiso Sezokwaziswa sakwa-Aktex.

7. INDLELA YOKUTHI IZWI LOMPHAKATHI LIZWAKALE EKWAKHIWENI KWEZINKAMBISO, UKUSETSHENZISWA KWAMANDLA NOMA UKWENZIWA KWEMISEBENZI

7.1. UKUBAMBA IQHAZA KOMPHAKATHI EKWAKHIWENI KWEZINKAMBISO, UKUSETSHENZISWA KWAMANDLA NOMA UKWENZIWA KWEMISEBENZI

Kunezindlela ezihlukahlukene abantu abangabamba ngalo iqhaza noma bathonye ukwakhiwa kwezinkambiso nokusetshenziswa kwamandla noma ukwenziwa kwemisebenzi yiloMnyango, kuhlangukise nalokhu okulandelayo:

- Uma loMnyango ufisa ukwethula izinkambiso ezinkulu ezintsha ukhipha i-draft policy embikweni wokuqala wokuhlangoza (kwiGazette nakwezinye izincwadi), futhi noma yimuphi umuntu ukhululekile ukuba asike elijikayo embikweni wokuqala wokuhlangoza okhishwe yiloMnyango. Ukuphawula okunjalo kuyacatshangelwa lapho sekuphuthulwa umbiko wezinkambiso.
- Umthetho-sivivinyo noma ukubukeza okungaphothuliwe kuyakhishwa ukuze umphakathi usike elijikayo kwi-Gazette ngaphambi kokuba wethulwe ePhalamende.
- Lapho kuhlulwa inkambiso noma umthetho-sivivinyo, loMnyango uzihlanganisa futhi uthintane nabantu abanesithakazelo nama lizinhlangano. Lokhu kwenzela ekushicilelweni kwenkambiso (ngezinye izikhathi) noma umthetho-sivivinyo ukuze umphakathi usike elijikayo, njengeziNhlangozo Ezingezona EzikaHulumeni (NGOs), Abalimi, Izinyonyana Zezollimo, Izinhlangano Zomphakathi (CBOs), Izinhlangano Zezenkolo, abaninimafa

Bokubuyiswa Kwamalungelo Amafa abathintekayo, nabaholi bomdabu.

- Wonke umuntu ukhululekile nganoma yisiphi isikhathi ukuba abhalele loMnyango asikisele ngezinkambiso ezintsha nezinguquko ezenziwe ezinkambisweni ebezivele zikhona loMnyango okufanele uzicabangele. Konke ukusikisela okunengqondo kuzocatshangelwa.

Ngaphandle kwalokho okuphawulwe ngenhla izindlela ezengeziwe zokubamba iqhaza ekwenziweni kwezinkambiso noma ukuthonya ukwenziwa kwazo, kunanezinye izindlela ezilandelayo:

- I-Deeds Registries Regulations Board ihlanganisa amalungu/abameleli abavela kochwepheshe bokudluliswa kwemihlabathi kubanikazi, ngaleli Bhodi abangase bathonye inkambiso ezindabeni zokubhalisa.
- I-Sectional Titles Regulation Board, icebisa uNgqongqoshe Wezollimo Nezindaba Zamazwe ngezindaba eziphathelele nama-sectional titles, ihlanganisa amalungu/abameleli abavela kochwepheshe bokudluliswa kwemihlabathi kubanikazi, kubadabuli bamazwe (land surveyor) nakochwepheshe bezokudweba amapulani, emkhakheni wezamazabange kanye nabantu ababili abanolwazi olukhethekile lwezinhlelo zokuthuthukiswa kwama-sectional title (ngokuvamile abathuthukisi bezindawo noma abameli).
- I-South African Council for Professional and Technical Surveyors, phakathi kokunye ecebisa uNgqongqoshe Wezollimo Nezindaba Zamazwe ngezindaba eziphathelele nokudatshulwa kwamazwe (surveying) nezindaba eziqhelekile, ihlanganisa amalungu/abameleli abavela kochwepheshe bezokudatshulwa kwamazwe (surveying) emkhakheni ozimele.
- I-Survey Regulations Board, eyenza iziqondiso ngokuvumelana noMthetho 8 ka-1997 WeLand Survey, ihlanganisa amalungu ochwepheshe bezokusaveya emkhakheni ozimele.
- I-South African Council for Planners, phakathi kokunye icebisa uNgqongqoshe Wezollimo nezeMihlaba ngezindaba eziphathelele nobuchwepheshe bokuhlala, ihlanganisa amalungu/abameleli abavela kochwepheshe bezokuhlala kwamazwe emkhakheni ozimele. Kanye naphakathi komuntu oyedwa nabathathu ukumelela izithakazelo zemiphakathi ethintwa noma engase ithintwe izinqumo zokuhlala

Ngalezi zindikimba ezingenhla ochwepheshe kanye nemikhakha ethile yomphakathi ingakwazi ukuthonya inkambiso nokusetshenziswa kwamandla noma ukwenziwa kwemisebenzi kuleyo mikhakha ekhethekile.

7.2 AMAKHAMBI ANGASISIZA LAPHO LOMNYANGO WEHLULEKA UKUTHATHA ISINYATHELO

Amakhambi alandelayo ayatholakala kubantu abangeneliswa yisenzo sokwehluleka kwaloMnyango:

- Umuntu ongeneliswa yisenzo sokwehluleka kweSikhulu Sezokwaziswa Esilyibamba ukuthatha isinyathelo angabalekela kula makhambi alandelayo:

- (i) Alethe le ndaba ekunakekeleni kweSikhulu Sezokwazisa saloMnyango, esinguMqondisi-Jikelele.
- (ii) Ukulandela izinqubo zokubukeza zangaphakathi kuSahluka sokuqala seNgxenywe yesine yalo Mthetho.
- (iii) Yenza isicelo eNkantolo Ephakeme sokuhlolwa kabusha kwesinqumo sePhini lesiPhathimandla solwazi.
- (iv) Ikhomishane yamaLungelo Abantu nayo ingase icelwe umuntu ukuba incede ekusebenziseni ilungelo lakhe ngaphansi kwalo Mthetho.

(b) Ngokuvamile, ukwehluleka kwesikhulu noma umqondisi woMnyango ukuthatha isinyathelo, kuholela ekutheni lamakhambi alandelayo kubalekelwe kuwo:

- (i) Okokuqala, thintana nomqondisi (supervisor) noma umphathi (manager) wesikhulu ebesikusiza, uma ulazi igama lomqondisi noma umphathi. Lowo mqondisi/umphathi uzozama ukuyixazulula le ndaba.
- (ii) Isinyathelo sesibili ukukhalaza kuMqondisi-Jikelele, ozokwenza ukuba kwenziwe uphenyo ngesikhhalazo sakho futhi kuthathwe izinyathelo ezidingekile zokulungisa uma kuwukuthi isikhhalazo sakho sinesisindo.
- (iii) Yisa isikhhalazo kuMvikeli Womphakathi (Public Protector).
- (iv) Lapho kudingeka khona, futhi lokhu kuyisinyathelo sokugcina esingathathwa, kungase kuyiwe enkantolo yomthetho ukuze uthole usizo olufanele, njengokubukezwa kwanoma yisiphi isinyathelo sabaphathi esiye sathathwa uMnyango noma umthetho ophoqelega uMnyango ukuba uthathe isinyathelo (lapho kube khona ukwehluleka ukuthatha isinyathelo).

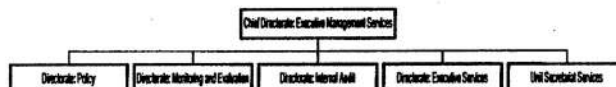
(c) Izisebenzi zoMnyango kusobala zinawo amanye amakhambi angaphakathi ezingaphendukela kuwo uma amalungelo azo ezisebenzi ethinteka, njengalawa:

- (i) Ukufaka isikhhalazo sangaphakathi;
- (ii) Ukubika ingxabano ngaphansi koMthetho Wobudlelwano Bezisebenzi (Labour Relations Act); futhi
- (iii) Lapho umuntu exoshwa ngenxa yokuziphatha ngendlela engafanele, ilungelo lokwenza isikhalo kuNgqongqoshe.

8. IMININGWANE YEZIKHULU EZINGAMAPHINI ESIPHATHIMANDLA SOLWAZI

8.1 IBHODI LABAQONDISI ABAKHULU: IZINKONZO ZABAPHATHI ABAKHULU

8.1.1 UKUHELELWA KWEBHODI LABAQONDISI ABAKHULU



IZinkonzo zeBhodi labaQondisi abangabaPhathi Abakhulu zisebenzisana kakhulu nehovisi loMphathi-Jikelele, futhi umthwalo walo ukuqondisa imisebenzi yokuxhumana ngaphakathi kwehovisi loMphathi-Jikelele. Izicelo ezihlobene nemikhakha yokusebenza efakwe ohlwini lohlobo olungenhla, ingase iqondiswe kwi-Chief Operations Manager (Chief Directorate Executive Management Services)

8.1.2 IMININGWANE YOKUXHUMANA YEPHINI LESIPHATHIMANDLA SOLWAZI

(1)

Isikhundla Somsebenzi	-	Chief Operations Manager
Igama	-	Ms M Tong
Ikheli Leposi	-	Private Bag X833, Pretoria, 0001
Ikheli Lomgwaqo	-	184 Jacob Maré Street, Pretoria, 0001
Inombolo Yocingo	-	(012) 312-8412 / 8409
Isikhahlamezi	-	(012) 323-6072
I-Email	-	mtong@dla.gov.za

(2)

Isikhundla Somsebenzi	-	UMqondisi (Director): Ukuqondisa Nokuhlaziya (Monitoring and Evaluation)
Igama	-	Ms R Ramokgopa
Ikheli Leposi	-	Private Bag X833, Pretoria, 0001
Ikheli Lomgwaqo	-	184 Jacob Maré Street, Pretoria, 0001
Inombolo Yocingo	-	(012) 312-8408
Isikhahlamezi	-	(012) 323-8041
I-Email	-	rpramokgopa@sqhq.pwv.gov.za

8.1.3 UKUCHAZWA KWEMISEBENZI NEZINKONZO

- Ukuxhumanisa ukwakhiwa kwezinkambiso ngaphakathi koMnyango
- Imisebenzi yokugcinwa kwamabhuku ezimali ngaphakathi

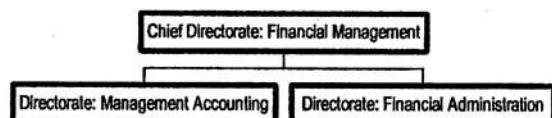
- Ukuphathwa nokuqondiswa kwehhovisi likaMqondisi-Jikelele
- Ukuhlazekwa koMnyango ngezinkonzo zobuphathi obuphezulu nezasephalamende
- Ukuqondisa nokuhlaziya izinhlelo zoMnyango
- Izinkonzo zokuqondisa (Secretariat Services)

8.1.4 UKUCHAZWA KWEZINHLOBO ZEMIBHALO ELONDOLOZIWE

- Izincwadi zokucwaninga (research documents)
- Imibiko yokuqondisa nokuhlaziya (Monitoring and Evaluation Reports)
- Imibiko yokugcinwa kwamabhuku ezimali
- Izincwadi eziphathelene nezinkambiso (Policy Documents)
- Amaphephandaba (Newsletters)
- Imininingwane yezibalo (statistics)

8.2 IBHODI LABAQONDISI ABAKHULU: UKUPHATHWA KWEZIMALI

8.2.1 UKUHLLELWA KWEBHODI LABAQONDISI ABAKHULU



8.2.2 IMINININGWANE YOKUXHUMANA YEPHINI LESIPHATHIMANDLA SOLWAZI

Isikhundla Somsebenzi	-	UMqondisi Omkhulu: Ukuphathwa Kwezimali
Igama	-	Ms C Motsisi
Ikheli Leposi	-	Private Bag X833, Pretoria, 0001
Ikheli Lomgwaqo	-	184 Jacob Maré Street, Pretoria, 0001
Inombolo Yocingo	-	(012) 312-9310
Isikhahlemezi	-	(012) 321-3279
I-Email	-	cmotsisi@dla.gov.za

8.2.3 UKUCHAZWA KWEMISEBENZI NEZINKONZO

IBhodi labaQondisi bokuPhathwa kweZimali (Chief Directorate Financial Management) linesibopho sokuxhumanisa nokuqondisa izindaba zezimali zalo Mnyango. Imisebenzi yalo ihlanganisa lokhu: -

- Ukuqondisa ukusingathwa kwezizimali – ukulungiselela izinkonzo zokubalwa nokukhokhwa kwezimali ngaphakathi koMnyango, kuhlenganisa nokukhokhwa kwemihlo yezisebenzi nokudonswa kwezimali okufanele zithunyelwe ezinhlanganweni ezifanele, ukugcinwa kwamabhuku nokulawulwa kwezimali,
- Ukuhlazeka Nokuqondisa (Provisioning & Administration) – ukutholakala kwezimpahla nezinkonzo, ukusekelwa kwezokuxhumana ekusebenzelaneni (logistical support) nokulawulwa kohlu oluphelele lwezimpahla

- Ukuphathwa Kwamagugu – Ukulondolozwa kwamagugu kuhlengene nokwenziwa kwezinkambiso nezinqubo
- Ukuphathwa Kohlelo Lwezimali – Ukuxhumanisa, ukuqondisa nokugcinwa esimweni esihle kohlelo lwezimali ezabelwe uMnyango.
- Ukuphatha Okunemigomo (Objective Management) – kusekela uMnyango ekuhlaziyeni ukuphumelela okungokomnotho nokungokwezimali kwezinkambiso ezihlongozwayo;
- I-Financial Capacity Building and Support – Ilungiselela ukuqeqeshelwa ezezimali nezinhlelo ze-computer ezisetshezeniselwa lenjongo kuwo wonke amalungu ayizisebenzi aludingayo lolu lwazi.

8.2.4 UKUCHAZWA KWEZINHLOBO ZEMIBHALO ELONDOLOZIWE

IBhodi labaQondisi bokuPhathwa kweZimali phakathi kwezinye zezincwadi abanazo, balondoloza lezi zicwadi ezilandelayo emsebenzini wabo wansukuzonke. Izincwadi zihlelwa ngokuvumelana nezihloko nezigaba ezigcinwe ngaphansi kwazo.

I-Management Accounting (Isihloko)

Ukuphatha Okunemigomo (Objective Management) (Isigaba)

- Uhlelo lwezimali lwaminyaka yonke nohlelo lwezimali olusahlongozwa (draft budget) lwamanje nolwangesikhathi esidlule.
- Imibiko yezimali ezisetshezenisiwe

Ukugcinwa Kwamarekhodi Ezimali (Accounting) (Isigaba)

- Imibiko yoMgcini Mabhuku-Jikelele ne-Audit Enquiries.
- I-Internal Control, imibiko eya kuMgcini Mabhuku-Jikelele.
- Ukuhlolwa kwezimali nezimpahla ezikhona.
- Ukweba nokulahlekelwa.
- Isitatimende saminyaka yonke somholo.
- Izikweletu, abantu abakweletayo nezimali zezinkonzo ezenzelwa abantu, kuhlenganise nezibolekiswa.

Ezokuqondiswa Kwezimali (Financial Administration) (Isihloko)

Imihlo Nezinkokhelo (Isigaba)

- Ifayela lemibhalo egciniwe yokunxheshelelwa kwezisebenzi nomholo.
- I-Reconciliation with Paymaster – General (PMG).
- Imibhalo egciniwe ngezimali ezikhokhiwe, izimali ezikhokhwe ziwukheshi nama-session allowance.
- Imibhalo egciniwe ngezindleko zokuhamba nezokuhlala.

Imibhalo Egciniwe Ye-Provision Administration (Isigaba)

- Imibhalo egciniwe yempahla ezuziwe, izivumelwano zemisebenzi zabantu ngabanye, izivumelwano zemisebenzi zeState Tender Board, amathenda (tenders) enziwa ngokulandela iziqondiso kanye namathenda enziwa ngokuzibonela kwabantu, izimali zoxhaso, ukubalwa kwempahla, imibiko yeBoard of Enquiry, izitatimende zaminyaka yonke

nemiphumela yamathenda enziwa ngokulandela iziqondiso, ukwaziswa ngamanani, imibiko egciniwe yamaKomiti amathenda nokuhlolwa kwempahla.

Izinkonzo zokuxhumana ekusebenzelaneni (Logistical services) (Isigaba)

- Irejista (register) yokulawulwa kohlu oluphelele lwezimpahla, nerejista yezinto eziyigugu

Imibhalo egciniwe yokulawula ezokuthutha (Isigaba)

- Umlando wezimoto zoMnyango ezisemthethweni, izingozi, ukulahlekelwa, imininingwane engaqondile, ukugunyazwa kohambo, ukwabiwa kwezimoto,
- Ukuqashwa kwezimoto, amalungiselelo okupaka,
- Izimoto zokuthutha zikaHulumeni nezimoto zokuthutha ezixhasiwe ngokwezimali;
- Ukuthutha ngezimoto zomuntu siqu (ukuzisebenzisela izinkonzo zomsebenzi)
- Imibhalo egciniwe yezinhlelo zokukhokhelwa kwezimoto zeZikhulu Eziphethe;
- Imibhalo egciniwe yokuhamba ngesitimela nangendiza.

Laba Baphathi Abakhulu umsebenzi abawenzayo awuthinti umphakathi ngo. Izinkonzo zabo ziphelela ekusekelweni kokwenziwa kwemisebenzini esemqoka yangaphakathi kwaloMnyango. Izicelo zokuthola ukwaziswa ngemibhalo elondolozwe yi-Chief Directorate zingase ziqondiswe kwiPhini lesiPhathimandla soLwazi, imininingwane yaso eboniswe ngenhla kusigaba 8.2.2.

8.3 IBHODI LABAQONDISI ABAKHULU: IZINKONZO ZENKAMPANI

8.3.1 UKUHLLELWA KWEBHODI LABAQONDISI ABAKHULU



8.3.2 IMINININGWANE YOKUXHUMANA YEPHINI LESIPHATHIMANDLA SOLWAZI

Isikhundla Somsebenzi	-	UMqondisi Omkhulu: Izinkonzo Zenkampani (Corporate Services)
Igama	-	Mr S Mathiki
Ikheli Leposi	-	Private Bag X833, Pretoria, 0001
Ikheli Lomgwaqo	-	184 Jacob Maré Street, Pretoria, 0001
Inombolo Yocingo	-	(012) 312-8144
Isikhahlemez	-	(012) 325-6184
I-E-mail	-	TSMathiki@dla.gov.za

8.3.3 UKUCHAZWA KWEMISEBENZI NEZINKONZO

I-Chief Directorate Corporate Services yenza izinkonzo zokusekela loMnyango. Yenza imisebenzi ehlukahlukene, futhi ekhethekile phakathi kweminye okuyilena elandelayo:

- Ukwenza inkonzo ewusizo kuBaphathi be-Human Resources.
- Ukulungiselela izinkonzo ngezomthetho kulo Mnyango kwezokuxhumana nokuhlongozwa kwesishaya-mthetho, ukumangala, izinkonzo zokusekela (support services), ukusekela kwezomthetho, imibono yezomthetho nezivumelwano zemisebenzi.
- Ukwenza lula ukuqeqeshwa kwezisebenzi nokuthuthukiswa kwezisebenzi kulo Mnyango
- Ukwenza lula ukulethwa kwezinguquko kuloMnyango ngokugxila ekusingatheni izindaba zokumelelwa, ukwabiwa kwemisebenzi nezinkonzo zomnyango, ukukhuthazwa kokusebenzisa abantu bazo zonke izinhlanga, nokulondolozwa kwezinkonzo eziseqophelweni eliphezulu kuwo wonke amakhasimende awo.
- Ukwenza izinkonzo zokuqondisa nezinkonzo zezokuphepha.

8.3.4 UKUCHAZWA KWEZINHLOBO ZEMIBHALO ELONDOLOZIWE

IBhodi labaQondisi Abakhulu phakathi kwezinye zezincwadi enazo, igcine lezi ezilandelayo emsebenzini wayo wansukuzonke.

Abaphathi be-Human Resources. (Isigaba)

Ukwaziswa okulondolozwe kulesi sigaba kuhlenganisa izinkambiso nemibhalo egciniwe maqondana:

- Nezinzuzo ezitholakalayo (IMedical aid; uxhaso ngezimali zokukhokhela indlu, iLivu, i-State guarantee scheme, nezinzuzo zokuthuthela kwenye indawo).
- Ukuqasha izisebenzi, ukuphatha ukwenziwa komsebenzi, ukuthutha kuhlenganise nokuyeka emsebenzini
- I-Labour Relations (Ukuphenya ngezikhaziso; ukusingatha amacala okuziphatha ngendlela engafanele nokubonisana nezinyonyana ngezindaba ezithile).

Inkonzo yezoMthetho (Isigaba)

- LoMnyango uqondisa ukushaywa komthetho nokuhlongozwa komthetho-sivivinyo
- Kugcinwe imibhalo ngezimangalo, kulawulwe ukulahlekelwa nezivumelwano zemisebenzi
- Imibono yezomthetho

Ukuthuthukiswa kwe-Human Resources. (Isigaba)

Ukwaziswa kulesi sigaba kuhlenganisa izinkambiso zoMnyango nemibhalo egciniwe yezisebenzi ngalokhu okulandelayo

- Ukuqeqeshwa nokuthuthuka
- Ukuthuthukiswa kwamakhono;
- Uhlelo lwe-ABET;
- Imifundaze;

Ezenququko (Isigaba)

- Imibhalo egciniwe yokushintsha kwempucuko engokwenhlangano;
- Imibhalo egciniwe yokulingana emsebenzini nezinhlelo zokulingana emsebenzini;
- Izinhlelo zokuthuthukiswa kokwenziwa kwezinkonzo
- Izinhlelo nemibiko yentuthuko ekwabiweni kwemisebenzi yezinkonzo nokusebenza koMnyango

I-Management Advisory and Support Services (Isigaba)

- Ukwakhiwa koMnyango nokubuyekeza nentuthuko yokuhlelwa kwenhlangano;
- Imibiko yokuhlaziya kwemisebenzi yezikhundla ezigunyaziwe nezivulekile;
- Ukuphathwa nokugcinwa kahle kwamabhuku ezakhiwo;
- Ukulawulwa kombhalo ogciniwe

Laba Baphathi Abakhulu abenzeli umphakathi ngokuqondile lezi zinkonzo. Izinkonzo zabo ziphelela ekusekelweni kokwenziwa kwemisebenzini esemgoka yangaphakathi yaloMnyango. Izicelo zokuthola ukwaziswa ngemibhalo elondolozwe yi-Chief Directorate zingase ziqondiswe kwiPhini lesiPhathimandla solwazi, emininigwane yaso iboniswe ngenhla kusigaba 8.3.2.

8.4 IBHODI LABAQONDISI ABAKHULU: EZOKUXHUMANA

8.4.1 UKUHELELWA KWEBHODI LABAQONDISI ABAKHULU

Chief Directorate: Communication

Directorate: Communication Services

8.4.2 IMINININGWANE YOKUXHUMANA YEPHINI LESIPHATHIMANDLA SOLWAZI

Isikhundla Somsebenzi	-	UMqondisi Omkhulu: Ezokuxhumana
Igama	-	Mr A Makoe
Ikheli Leposi	-	Private Bag X833, Pretoria, 0001
Ikheli Lomgwaqo	-	184 Jacob Maré Street, Pretoria, 0001
Inombolo Yocingo	-	(012) 312-8143
Isikhahlamezi	-	(012) 323-3693
I-Email	-	AJMakoe@dla.gov.za

8.4.3 UKUCHAZWA KWEMISEBENZI NEZINKONZO

- Ukukhuthaza nokuqwashisa ngezinhlelo nemisebenzi yoMnyango ngaphakathi nangaphandle;
- Ukusiza ekunyathelisweni kwezinto ezikhuthazayo ngenkambiso nangezikhungiso njengezikipa, amaposter, namapheshana okwaziswa;
- Ukuphatheka nesimo senkampani (corporate image);
- Ukukhishwa kwencwadi yemibiko yonyaka wonke (annual reports); kanye

- Nokuhlela imisebenzi yabemithombo yezindaba nokukhishwa kombiko wephephandaba.

8.4.4 UKUCHAZWA KWEZINHLELO ZEMIBHALO ELONDOLOZIWE

Izinto ezihloselwe ukukhangisa/ukukhuthaza (Promotional Material) (Isigaba)

- Izincwajana zezokwaziswa ngemikhiqizo, amaposter, amapheshana (leaflets)
- Amaphephandaba (newsletters)

Imibiko nezincwadi zenkambiso

- Incwadi yemibiko yonyaka wonke
- Izincwajana namaphephandaba
- Isiqalo Enkambisweni Yamazwe YaseNingizimu Afrika (White Paper on the South African Land Policy)

8.5 IBHODI LABAQONDISI ABAKHULU: UBUCHWEPHESHE BEZOKWAZISWA (INFORMATION TECHNOLOGY)

8.5.1 UKUHELELWA KWEBHODI LABAQONDISI ABAKHULU

Chief Directorate: Information Technology

Directorate: Information Services

8.5.4 IMINININGWANE YOKUXHUMANA YEPHINI LESIPHATHIMANDLA SOLWAZI

Isikhundla Somsebenzi	-	UMqondisi Omkhulu: Izinkonzo Zezokwaziswa
Igama	-	Mr K Hlahla
Ikheli Leposi	-	Private Bag X833, Pretoria, 0001
Ikheli Lomgwaqo	-	184 Jacob Maré Street, Pretoria, 0001
Inombolo Yocingo	-	(012) 312-9497
Isikhahlamezi	-	(012) 312-2399
I-Email	-	khlahla@dla.gov.za

8.5.3 UKUCHAZWA KWEMISEBENZI NEZINKONZO

Ukuze kwenziwe, futhi kusekelwe inkonzo yobuchwepheshe bezokwaziswa enokwethenjela, ehambisana nenjongo evunyelaniswe ngokwamasu nezidingo zalo Mnyango ngalokhu:

- Ukwabiwa kwemisebenzi nokuphathwa kokwaziswa ngendlela efanele;
- Ukuhlomisa, ukusekela nokugcina iZinkonzo Zobuchwepheshe Bezokwaziswa busezingeni elifanele;
- Intuthuko yezobuchwepheshe nokugcinwa kwengosi ye-internet yalo Mnyango lsezingeni elifanele;
- Ukuthuthukiswa kwengqalasizinda nokuhlazeka nge-user support;
- Ukuphatha iResource Centre;
- Ukunakekelwa kwengqalasizinda Yobuchwepheshe Bezokwaziswa;

- Ukwenza ukuba iCorporate Data Warehouse and Land Base kusebenze; kanye
- Nokulondoloza nokuphatha iCentral Network System.

Isikhahlezi - (012) 338-7103
I-Email - SLEFAFA@dla.gov.za

(3)

8.5.4 UKUCHAZWA KWEZINHLOBO ZEMIBHALO ELONDOLOZIWE

- Izinkambiso zoBuchwepheshe Bokwaziswa
- Imibhalo egciniwe yokuqeqeshelwa ukusebenzisa isigcina-mazwi (Computer)
- Ukunakekelwa kwengqalasizinda Yobuchwepheshe Bokwaziswa
- Izivumelwano zoBuchwepheshe Bokwaziswa
- Izincwadi, oMagazini Nezincwadi Zokucwaninga (Resource Centre Material)

Isikhundla Somsebenzi - I-Registrar of Deeds Ekapa
Igama - Mr K Pillay
Ikheli Leposi - Private Bag X9073, Cape Town, 8000
Ikheli Lomgwaqo - New Revenue Building, 90 Plein Street, Ekapa
Ucingo - (021) 462-3530
Isikhahlezi - (021) 462-3539 / 3540
I-Email - kpillay@dla.gov.za

(4)

8.6 IBHODI LABAPHATHI ABAKHULU: UKUBHALISWA KWAMATAYITELA (DEEDS REGISTRATION)

8.6.1 UKUHLELWA KWABAPHATHI ABAKHULU:



8.6.2 IMINININGWANE YOKUXHUMANA YEPHINI LESIPHATHIMANDLA SOLWAZI

I-Chief Directorate inamaPhini esiPhathimandla soLwazi ayishumi, okuyi-Chief Registrar of Deeds kanye namaRegistrars of Deeds ayisishiyagalolunye.

(1)

Isikhundla Somsebenzi - I-Chief Registrar of Deeds
Igama - Mr J Slothouber
Ikheli Leposi - Private Bag X 918, Pretoria, 0001
Ikheli Lomgwaqo - Poytons Building, Cnr. Church and Bosman Streets, Pretoria, 0001
Ucingo - (012) 338-7227
Isikhahlezi - (012) 323-3347
Ikheli le-Email - gjslothouber@dla.gov.za

(2)

Isikhundla Somsebenzi - I-Registrar of Deeds: Pretoria
Igama - Ms S Lefafa
Ikheli Leposi - Private Bag X 918, Pretoria, 0001
Ikheli Lomgwaqo - Sentrale, Cnr. Vermeulen & Bosman Street, Pretoria
Ucingo - (012) 338-7034 / 7000

Isikhundla Somsebenzi - I-Registrar of Deeds: King Williams Town
Igama - Mr J Badenhorst
Ikheli Leposi - Private Bag X7402, King Williams Town, 6500
Ikheli Lomgwaqo - 113 Alexander Road, King Williams Town,
Ucingo - (043) 642-2741
Isikhahlezi - (043) 642-4539
I-Email - JLBADENHORST@sqhq.pwv.gov.za

(6)

Isikhundla Somsebenzi - I-Registrar of Deeds: Bloemfontein
Igama - Ms C. Knoesen
Ikheli Leposi - Private Bag X 20613, Bloemfontein, 9300

Ikheli Lomgwaqo - Cnr. Nelson Mandela Avenue and Aliwal Street, Bloemfontein, 9300

Ucingo - (051) 403 0302 / 0300

Isikhahlamezi - (051) 403 0370

I-E-mail - cceknoesen@dia.gov.za

(7)

Isikhundla Somsebenzi - I-Registrar of Deeds: Pietermaritzburg

Igama - Mr H Basson

Ikheli Leposi - Private Bag X9028, Pietermaritzburg, 3200

Ikheli Lomgwaqo - 3000 Pietermaritz Street, Pietermaritzburg

Ucingo - (033) 355-6810 / 6800

Isikhahlamezi - (033) 345-5101

I-E-mail - HPBasson@sqhq.pwv.gov.za

(8)

Isikhundla Somsebenzi - I-Registrar of Deeds: Umtata

Igama - Mr N Mantanga

Ikheli Leposi - Private Bag X 5040, Umtata, 5100

Ikheli Lomgwaqo - Ground Floor Botha Sigcawu Building, Cnr. Leads & Owen, Umtata

Ucingo - (047) 531 2150

Isikhahlamezi - (047) 531 2873

I-E-mail - NWMatanga@sqhq.pwv.gov.za

(9)

Isikhundla Somsebenzi - I-Registrar of Deeds: Vryburg

Igama - Mr M Sechele

Ikheli Leposi: - Private Bag X 918, Pretoria, 0001

Ikheli Lomgwaqo - Government Building, 26 De Kock Street, Vryburg

Ucingo: - (053) 927-1076

Isikhahlamezi - (053) 927-4002

I-E-mail - MSechele@sqhq.pwv.gov.za

(10)

Isikhundla Somsebenzi - I-Registrar of Deeds: Kimberley

Igama - Ms L. Smit

Ikheli Leposi - Private Bag X5026,

Kimberly, 8300

Ikheli Lomgwaqo - New Public Building, Corner Knights & Stead Street, Kimberly

Ucingo - (053) 832 7228/9

Isikhahlamezi - (053) 832 5888

I-E-mail - icsmit@dia.gov.za

8.6.3 UKUCHAZWA KWEMISEBENZI NEZINKONZO

IBhodi labaPhathi Abakhulu: I-Deeds Registration iphathiswe ukuba iqondise isimis sokubhaliswa kwempahla. Lokhu kuhlenganisa nokubhaliswa kwamalungelo ngendawo nangezinye izindaba ezithintwa nguMthetho Wokubhaliswa Kwamatayitela (UMthetho 47 ka-1937), iSectional Titles Act, (UMthetho 95 ka-1986), kanye neminye imithetho ephathelene nezwe namalungelo omhlaba. Leli Hhovisi liphathiswe ukuqinisekisa ukubhaliswa kwamatayitela okuvumelanayo nezinye izincwadi ze-Deeds Registries ngokuhlizeka nokusekela okungokomthetho nenkambiso ehambisana nomthetho. Lo mthwalo wemfanelo uhlenganisa lokhu okulandelayo:

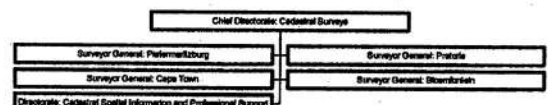
- Ukulondoloza i-public register kanye nesimiso sokubhalisa;
- Ukubhalisa amatayitela nezinye izincwadi, nokwenza imisebenzi ehlobene njengoba ichazwe engxenyeni 3 yoMthetho weDeeds Registries, ka-1937 (uMthetho 47 ka-1937);
- Ukugcina imibhalo egcinile njengoba ichazwe engxenyeni 3(1)(a) yoMthetho weDeeds Registries;
- Ukulungiselela ukwaziswa ngokuvumelana nengxenyeni yesikhombisa yoMthetho weDeeds Registries.

Lemisebenzi ifezwa ngokuba khona kwamahhovisi eDeeds Registry ePitoli, eKapa, eBloemfontein, eGoli, eKing Williams Town, eVryburg, eKimberly naseMtata.

8.6.4 UKUCHAZWA KWEZINHLALO ZEMIBHALO ELONDOLOZIWE

IBhodi Labaphathi Abakhulu: I-Deeds Registration inale mibhalo elandelayo eyigcinile, emsebenzini wayo wansukuzonke.

- I-Deeds Register
- Ukwaziswa okuphathelele nokubhalisa
- Ukwaziswa ngempahla
- Izincwadi zenkambiso
- I-Registration Trading Account
- IMicrofilm archive systems

8.7 IBHODI LABAPHATHI ABAKHULU: UKUDATSHULWA KWEMIHLABA NGOKOBUNGAKO BAWO NOBUNIKAZI**8.7.1 UKUHLLELWA KWEBHODI LABAPHATHI ABAKHULU**

8.7.2 IMININGWANE YOKUXHUMANA YEPHINI LESIPHATHIMANDLA SOLWAZI

LeliBhodi labaPhathi Abakhulu (Chief Directorate) linamaPhini esiPhathimandla solwazi amahlanu, okuyi-Chief Surveyor-General kanye nawo ama-Surveyor General amane.

(1)

Isikhundla Somsebenzi	-	I-Chief Surveyor General
Igama	-	Mr A van den Berg
Ikheli Leposi	-	Private Bag X 954, Pretoria, 0001
Ikheli Lomgwaqo	-	Fedsure forum, 8 th Floor, South Tower, van der Walt Street, Pretoria.
Ucingo	-	(012) 322 5400
Isikhahlamezi	-	(012) 322 5418
I-E-mail	-	AvdBerg@dla.gov.za

(2)

Isikhundla Somsebenzi	-	I-Surveyor General yasePitoli
Igama	-	Mr C van Dyk
Ikheli Leposi	-	Private Bag X291, Pretoria, 0001
Ikheli Lomgwaqo	-	Central Government Building, Corner Church and Bosman Street, Pretoria
Ucingo	-	(012) 323-1527
Isikhahlamezi	-	(012) 303-1601
I-E-mail	-	CvanDyk@sqhq.pwv.gov.za

(3)

Isikhundla Somsebenzi	-	I-Surveyor General: EKapa
Igama	-	Mr J Obree
Ikheli Leposi	-	Private Bag X9028, Cape Town, 8000
Ikheli Lomgwaqo	-	New Revenue Building, 90 Plein Street, Cape Town
Ucingo:	-	(021) 467-4800/1
Isikhahlamezi	-	(021) 465-3008
I-E-mail	-	jobree@Lq021.wcape.gov.za

(4)

Isikhundla Somsebenzi	-	I-Surveyor General Bloemfontein
Igama	-	Mr M Riba
Ikheli Leposi	-	Private Bag X20634, Bloemfontein, 9300

Ikheli Lomgwaqo	-	Omni Building, 73 Aliwal Street, Bloemfontein
Ucingo	-	(051) 488-0955 / 0014
Isikhahlamezi	-	(051) 447-8003
I-E-mail	-	mrriba@lq051 ofs.gov.za

(5)

Isikhundla Somsebenzi	-	I-Surveyor General: Pietermaritzburg
Igama	-	Mr C Williams - Wynn
Ikheli Leposi	-	P.O. BOX 396, Pietermaritzburg, 3200
Ikheli Lomgwaqo	-	300 Pietermaritz Street, Pietermaritzburg, 3201
Ucingo	-	(033) 345-1215
Isikhahlamezi	-	(033) 394-7610
I-E-mail	-	CcdWillwyn@dla.gov.za

8.7.3 UKUCHAZWA KWEMISEBENZI NEZINKONZO

IBhodi labaPhathi Abakhulu: Ukudatshulwa kwemihlaba ngokobungako nobunikazi (Cadastral Surveys), ngamahhovisi oMdabuli Wamazwe-Jikelele (Surveyor-General) kuhlinzeka ngokudatshulwa nokulinganiswa kwamazwe okunembile, ngokuhlola nangokugunyazwa kwezincwadi zomthetho ukuze kubhaliswe namahhovisi eDeeds Registry. Kanye nokulondoloza ukwaziswa kamuva okunembile. Kunamahhovisi ama-Surveyor-General amane eNingizimu Afrika, ngalinye liqondisa ukudatshulwa nokulinganiswa kwamazwe ngokobungako nobunikazi ezifundazweni anomthwalo wokuziqondisa. Imisebenzi yawo esemqoka ngamanqampu nje yile:

- Ukuhlola nokugunyaza imidwebo, amapulani avamile namapulani esecional title ngaphambi kokuba ayobhaliswa kwi-Deeds Registry.
- Ukulondoloza nokugcina zonke izincwadi nemibhalo egcniwe ephathelene nokudatshulwa nokulinganiswa kwamazwe (imihlaba)
- Ukulungiselela nokugcina amabalazwe ezindawo ezidatshulwe namapulani ephetheni nasemishinini eyizigcina-mazwi (computers)
- Ukulungiselela amakhophi ezincwadi ezigcinwe ehhovisi ngephepha noma ngesigcina-mazwi. Leli hhovisi lihlinzeka futhi nangamacebiso nokwaziswa okuphathelene nokudatshulwa kwamazwe
- Lenza i-Cadastral Data Processing ukuze lihlole ukuthi ukwaziswa kwezimbolo kuyavumelana yini ezincwadini ezisanda kuthunyelwa nokufaka kusigcina-mazwi seCadastral Information System. ukwaziswa okunama-alfabhethi nezinombolo ezincwadini esezigunyaziwe.
- Ukuskena (scan) kwi-electronic format zonke izincwadi ezigunyaziwe ukuze kuvikelwe amakhophi asemthethweni ukuba angalinyazwa nokuba angasetshenziswa noma yikanjani, nokulungiselela izinkonzo ezanele ezitholakala ezingosini zokuxhumana eHhovisi lamaDeeds nenkonzo esheshayo newusizo kumakhasimende ethu nasemphakathini ozofuna ukusizwa mathupha.
- Ukulondoloza ukwaziswa okufika ngesikhathi kwe-Surveyed Real Rights eyithuluzi elinamandla lama-Macro Planning environment.
- Ukulungiselela izinkonzo zokudwetshwa kwamabalazwe emihlaba edatshulwe, noma uma

kuwukuthi ukudatshulwa kwemihlaba kwangesikhathi esidlule kumelwe kwenziwe kabusha, ngokwesibonelo, izicelo zokubuyiselwa imihlaba nokunye, amalungelo okumbiwa phansi, nokunye.

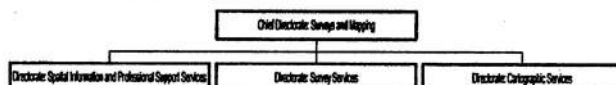
8.7.4 UKUCHAZWA KWEZINHLOBO ZEMIBHALO ELONDOLOZIWE

IBhodi Labaphathi Abakhulu: I-Cadastral Surveys inale mibhalo elandelayo eyigcinile, emsebenzini wayo wanzukuzonke.

- Imifanekiso egunyaziwe,
- Amapulani avamile (general plans),
- Ama-sectional plan (asephepheni nasezigcina-mazwini)
- Izithombe ezithathwe emoyeni njengoba zithunyelwa yiBhodi labaPhathi Abakhulu: ukuDatshulwa kweMihlaba nokuDwetshwa kwaMabalazwe
- Izigeshana zamaphepha anamabalazwe, nawo alungiselelwa yiMnyango ophawulwe ngenhla
- I-Cadastral Spatial Information (ephepheni nasezigcina-mazwini)
- Imibhalo egciniwe ephathelene neNational Land Information System Surveys efakiwe ngokuqondene noKwakiwa Kwamalokishi.
- Imibhalo egciniwe yokudatshulwa kwemihlaba nezivumelwano zezimpawu zemingcele.
- Imibhalo egciniwe ephathelene nophenyo/ukudatshulwa kwemihlaba yoMbuso.

8.8 IBHODI LABAPHATHI ABAKHULU: UKUDATSHULWA KWEMIHLABA NOKUDWETSHWA KWAMABALAZWE

8.8.1 UKUHELELWA KWEBHODI LABAPHATHI ABAKHULU



8.8.2 IMINININGWANE YOKUXHUMANA YEPHINI LESIPHATHIMANDLA SOLWAZI

Isikhundla Somsebenzi	-	UMqondisi Omkhulu: Ukudatshulwa Kwemihlaba Nokudwetshwa Kwamabalazwe
Igama	-	Mr D Clarke
Ikheli Leposi	-	Private Bag X10, Mowbray, 7705
Ikheli Lomgwaqo	-	Van der Sterr Building, Rhodes Ave., Mowbray, Cape Town
Ucingo:	-	(021) 658-4301
Isikhahlemezeli	-	(021) 686-1351
I-Email	-	dclarke@sls.wcape.gov.za

8.8.3 UKUCHAZWA KWEMISEBENZI NEZINKONZO

- Ukuhlinzeka ngokwaziwa okufika ngesikhathi nokusekela kwezobuchwepheshe kwezokudatshulwa kwemihlaba nokudwetshwa kwamabalazwe;
- Ukulondoloza ukuxhumana ekulawulweni kokudatshulwa kwemihlaba nokuthola ukwaziwa

kokuthathwa kwezithombe emoyeni nokokudwetshwa kwamabalazwe

- Ukuhambela izindawo ngenhloso yokuthola ulwazi olwengeziwe okuthwetshulwa kwezithombe emoyeni (field surveys);
- Ukuhlaziya ulwazi ngokudatshulwa kwamazwe nokudwetshwa kwamabalazwe
- Ukugcina izimpawu zemingcele yezimiso zikazwelonke zokulawulwa kokudatshulwa kwamazwe
- Ukukhuliza amabalazwe nokwenza izinkonzo zokudweba amabalazwe; kanye
- Nokulungiselela ukudwetshwa kwamabalazwe kukazwelonke nokwenza izinkonzo ezifanayo.

8.8.4 UKUCHAZWA KWEZINHLOBO ZEMIBHALO ELONDOLOZIWE

IBhodi labaPhathi Abakhulu: I-Surveys and Mapping inale mibhalo elandelayo eyigcinile, emsebenzini wayo wansukuzonke. LeBhodi labaQondisi lihlinzeka ngale mibhalo elandelayo, futhi ethengiswayo:

- Amabalazwe ochungechunge lokusikwa kwamabalazwe kukazwelonke
- Imikhiqizo yokuqwashisa ngamabalazwe/nokuba nolwazi ngamabalazwe (Map Aware)
- Ukuhlinzeka ngezinto ezinyathelisiwe nokuthwetshulwa kwezithombe emoyeni
- Imifanekiso yezithombe ezithathwe emoyeni
- Ama-Co-ordinates kanye/noma ukuphakama kweziteshi ezi-trigono-metrical, izimpawu zokudatshulwa kwamazwe emadolobheni kanye nezimpawu zemingcele
- Ukwaziwa kokulungisa (ukusingathwa kokwaziwa okutholakala ngemva kwesenzakalo kuphela) kwe-Trig-Net (Global Positioning System)
- I-Digital geo-spatial information
- Ukulungiselelwa kwezitifiketi (ubufakazi obuqinisekisa ukwaziwa okukopishiwe okuphathelene nokuthathwa kwezithombe emoyeni noma okunye ukwaziwa kwakamuva)

Ukwaziwa okungatholakala ngoMthetho woKwaziwa kuhlelwe ochungechungeni lwezihloko imibhalo elondolozwe ngaphansi kwazo. Loluhlu alubanzi kakhulu, ngakhoke sicela uqaphele ukuthi akuzona zonke izihloko ezibonisiwe ezinamafayele asebenzayo ngaso sonke isikhathi. Iphini lesiPhathimandla soLwazi siyokujabulela ukukusiza nganoma yini okuvumelana noMthetho.

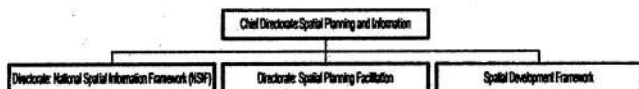
8.8.4.1 IZIHLOKO EZIKHETHEKILE

- Imibhalo egciniwe ephathelene nenhlango nokulawula kweBhodi labaPhathi Abakhulu.
- Imibhalo egciniwe ephathelene nezindaba zeziSebenzi zaleli Bhodi labaPhathi Abakhulu
- Imibhalo egciniwe yezimali zaleliBhodi labaPhathi Abakhulu.
- Imibhalo egciniwe ephathelene ne-Office Services yeBhodi labaPhathi Abakhulu.
- Imibhalo egciniwe yezinto zokuthutha yaleliBhodi labaPhathi Abakhulu.
- Ukuhlelwa kwemibhalo egciniwe nemihlango yezindikimba neminye imibuthano (ama-Agenda, amaminithi, nokunye)
- Imibhalo egciniwe ye-Ministerial and Parliamentary Enquiries eqondiswe kuleliBhodi labaPhathi Abakhulu.
- Imibhalo egciniwe ephathelene neNational Land Information Systems.
- Imibhalo egciniwe ephathelene nophenyo lwezinguzi/ukusaveya uMhlaba Wombuso.

- Imibhalo egcniwe ephathelene nezakhiwo ezihloliwe (surveyed) ngokuvumelana nenombolo yesakhiwo.

8.9 IBHODI LABAPHATHI ABAKHULU: I-SPATIAL PLANNING AND INFORMATION

8.9.1 UKUHLELWA KWEBHODI LABAPHATHI ABAKHULU



8.9.2 IMINININGWANE YOKUXHUMANA YEPHINI LESIPHATHIMANDLA SOLWAZI

Isikhundla Somsebenzi	-	UMqondisi Omkhulu: I-Spatial Planning and Information
Igama	-	Mr K Kabagambe
Ikheli Leposi	-	Private Bag X 833, Pretoria, 0001
Ikheli Lomgwaqo	-	Jacob Maré Street, Pretoria, 0001
Ucingo	-	(012) 312- 9574
Isikhahlamezi	-	(012) 312 - 8135
I-E-mail	-	-khkbagambe@dla.pwv.gov.za

8.9.3 UKUCHAZWA KWEMISEBENZI NEZINKONZO

IBhodi Labaphathi Abakhulu: Spatial Planning and Information inalesi sibopho:

- Ukwakha uhlaka lwezinkambiso, amalungiselelo angokwenhlangano, izindinganiso nezobuchwepheshe ukuze ilungiselele ukusetshenziswa kwalokhu kwaziwa;
- Ukwakha izinkambiso zikazwelonke nesishayamthetho ngokuphathelene ne-spatial planning.
- Ukwakha izindinganiso zezobuchwepheshe noma iziqondiso ngokwakhiwa kwama-spatial plan, ngokwesibonelo, ubungako besilinganiso, idolobha liphelelaphi njli, kuhlangukise nokwakhiwa kweNational Spatial Development Framework.
- Ukuxhumanisa nokwenza lula ukwakhiwa kwenkambiso yokuthuthukiswa komhlaba nezinhla zokuhlela.
- Ukwakha nokulondoloza uhlu lwakho konke ukwaziwa kwemihlaba etholwe ngezivumelwano ezweni.

8.9.4 UKUCHAZWA KWEZINHLOBO ZEMIBHALO ELONDOLOZIWE

Imibhalo egcniwe elondolozwe yileli Bhodi Labaqondisi ihlanganisa lokhu okulandelayo:

- Izincwadi neziqondiso zeSishayamthetho neNkambiso
- Ukwaziwa kwe-GIS (spatial data)
- Uhlu lwakho konke ukwaziwa kwemihlaba etholwe ngezivumelwano
- Izindinganiso zezobuchwepheshe noma iziqondiso zokwakhiwa kwama-spatial plan, ngokwesibonelo, ubungako besilinganiso, idolobha liphelelaphi, njli.

8.10 IBHODI LABAPHATHI ABAKHULU: UKUMISWA KOHLELO LOKWABIWA KABUSHA KWAMAZWE NOKUXHUMANA

8.10.1 UKUHLELWA KWEBHODI LABAPHATHI ABAKHULU

8.10.2 IMINININGWANE YOKUXHUMANA YEPHINI



LeliBhodi labaPhathi Abakhulu linamaPhini esiPhathimandla sezoLwazi ayishumi, okunguMqondisi Omkhulu kanye naBaqondisi BeziFundazwe abayisishiyagalolunye.

(1)

Isikhundla Somsebenzi	-	UMqondisi Omkhulu: Ukumiswa Kohlelo Lokwabiwa Kabusha Kwamazwe Nokuxhumana
Igama	-	(Okwamanje akunamphathi) ¹
Ikheli Leposi	-	Private Bag X 833, Pretoria, 0001
Ikheli Lomgwaqo	-	184 Jacob Maré Street, Pretoria, 0001
Ucingo	-	(012) 312-8911
Isikhahlamezi	-	(012) 312-8222

(2)

Isikhundla Somsebenzi	-	UMqondisi: Gauteng PLRO
Igama	-	Mr M Ndlela
Ikheli Leposi	-	Private Bag X01, Arcadia, 0007
Ikheli Lomgwaqo	-	9 Bailey Lane, Arcadia, 0007
Ucingo	-	(012) 310-6501
Isikhahlamezi	-	(012) 328-3160
I-E-mail	-	mdlela@dla.gov.za

(3)

Isikhundla Somsebenzi	-	UMqondisi: Free State PLRO
Igama	-	Okwamanje sivulekile) ²

¹ Izicelo zemibhalo egcniwe yokwaziwa ehovisi loMqondisi Omkhulu zingase esikhathini samanjanje ziqondiswe emnyango weHovisi Lezokwaziwa (kuMqondisi-Jikelele)

² Izicelo zemibhalo egcniwe ehovisi zingase kulesikhathi samanjanje zithunyelwe ekhelini elingezansi lapho ziyosingathwa khona uMqondisi obambeke ngezikhathi ezithile.

Ikheli Leposi	-	Private Bag X20546, Bloemfontein, 9300	Igama	-	Ms L Archary
Ikheli Lomgwaqo	-	SA Eagle Building, 136 Maitland Street, Bloemfontein	Ikheli Leposi	-	Private Bag X11305, Nelspruit, 1200
Ucingo	-	(051) 400-4200	Ikheli Lomgwaqo	-	4 th Floor Home Affairs Building, Corner Henshall & Brander Street, Nelspruit
Isikhahlamezi	-	(051) 430- 8869	Ucingo	-	(013) 755-3499
I-Email	-	-gramagaga@dla.pwv.gov.za	Isikhahlamezi	-	(013) 755-3529
(4)			I-Email	-	<u>-LCARCHARY@sghq.pwv.gov.za</u>
Isikhundla Somsebenzi	-	UMqondisi: I-PLRO YaseNtshonalanga Kapa	(8)		
Igama	-	Mr T Fife	Isikhundla Somsebenzi	-	UMqondisi: I-PLRO YaseNyakatho Kapa
Ikheli Leposi	-	Private Bag X9159, Cape Town, 8000	Igama	-	Mr O Mvula
Ikheli Lomgwaqo	-	63 Strand Street, 3 rd Floor Nedbank Centre, Cape Town, 8001	Ikheli Leposi	-	Private Bag X5007, Kimberly, 8300
Ucingo	-	(021) 426-2947	Ikheli Lomgwaqo	-	6 th New Public Building, Cnr. Stead & Knight Street, Kimberley
Isikhahlamezi	-	(021) 426-2702	Ucingo	-	(053) 831-4090
I-Email	-	<u>TUFIFF@dla.gov.za</u>	Isikhahlamezi	-	(053) 832-8137
(5)			I-Email	-	<u>obmvula@sghq.pwv.gov.za</u>
Isikhundla Somsebenzi	-	UMqondisi: I-PLRO YaseMpumalanga Kapa	(9)		
Igama	-	Mr M. Kenyon	Isikhundla Somsebenzi	-	UMqondisi: I-PLRO YaseGauteng
Ikheli Leposi	-	P.O. Box 1958, East London, 5200	Igama	-	Ms E Letsoalo
Ikheli Lomgwaqo	-	42 Terminus Street, Permanent Building, Mezzanine Floor, East London, 5200	Ikheli Leposi	-	Private Bag X9312, Polokwane, 0700
Ucingo	-	(043) 743 4689	Ikheli Lomgwaqo	-	19 Andria Building, Cnr. Rissik & Schoeman Street, Polokwane
Isikhahlamezi	-	(043) 743 4786	Ucingo	-	(015) 297-3539
I-Email	-	<u>-MKenyon@sghq.pwv.gov.za</u>	Isikhahlamezi	-	(015) 297-4988
(6)			I-Email	-	<u>-EMLETSOALO@sghq.pwv.gov.za</u>
Isikhundla Somsebenzi	-	UMqondisi: I-PLRO yaKwaZulu Natal	(10)		
Igama	-	Mr M Shabane	Isikhundla Somsebenzi	-	UMqondisi: I-PLRO YaseNorth West
Ikheli Leposi	-	Private Bag X9000, Pietmaritzburg, 3201	Igama	-	Ms P Mongae
Ikheli Lomgwaqo	-	188 Berg Street, Pietmaritzburg	Ikheli Leposi	-	Private Bag X74, Mmabatho, 2735
Ucingo	-	(033) 355-4300	Ikheli Lomgwaqo	-	Ground Floor 105, NWDC Building, Corner University Drive & Provident Street, Mmabatho
Isikhahlamezi	-	(033) 394-3753	Ucingo	-	(018) 387-6401
I-Email	-	<u>-mshabane@sghq.pwv.gov.za</u>	Isikhahlamezi	-	(018) 384-3529
(7)			I-Email	-	<u>-ppkmongae@dla.pwv.gov.za</u>
Isikhundla Somsebenzi	-	UMqondisi: I-PLRO yaseMpumalanga			

8.10.3 UKUCHAZWA KWEMISEBENZI NEZINKONZO

Injongo yamahhovisi okubuyiselwa kwamalungelo emihlaba e-DLA asefizundazweni ukumisa izinhlelo zokubuyiselwa kwamalungelo emihlaba kubanikazi. Imisebenzi yala mahhovisi yile:

- Ukusiza imiphakathi ukuba ikwazi ukufinyelela kulezi zinhlelo zokwaba kabusha.
- Ukuxhumanisa ukwabiwa kabusha esifundazweni.
- Ukusekela ukubuyiselwa kwemihlaba kubanikazi esifundazweni.
- Ukukhuthaza impucuko yamalungelo emihlaba
- Ukusekela ukulondoka kwempahla yomuntu.
- Ukuthuthukisa ukulawulwa kwemihlaba.
- Ukudlulisa ukwaziwa ngokubuyiselwa kwamalungelo emihlaba.

8.10.4 UKUCHAZWA KWEZINHLOBO ZEMIBHALO ELONDOLOZIWE**Ukwaziswa Ngama-Project (Project Information) (Isihloko)**

Ukwabiwa Kabusha/Ukubuyiswa Kwamalungelo Emihlaba/Ukuhlelwa Komhlaba WoMbuso (Isigaba)

- Uhlu lwama-Project Abhalisiwe, agunyaziwe naqedwe adluliswa
- Izinhlelo/amapulani ebhizinisi (business plans),
- Ukunquma amanani (Valuations)
- Izinhlangano Ezisemthethweni kuhlangukise nama-constitution
- Izincwadi zokubhalisa (Registration documents)
- Imibiko yeProject Identification
- Ukwaziswa okuphathelele nesizinda sokuzuzwa kwamafa (Profiles)
- Imibiko yangaphakathi yokugunyaza/ukuklama (designated)
- Izincwadi ezivamile eziphathelele nama-project
- Amaminithi emihlangano eqhutshiwe

Imibhalo Egcinwe YamaKomiti Agunyaza Ama-Project (Isigaba)

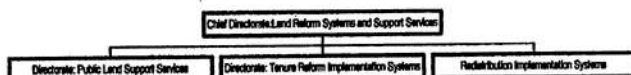
- I-Agenda namaminithi emihlangano
- AmaKomiti agunyaza ama-Project ezifundazwe ne-District Screening Committee Records

Imibhalo Egcinwe Yezimali

- Imibhalo egcinwe yokusetshenziswa kwezimali zoxhaso
- Amafayela okusetshenziswa kwezimali kuma-Project

Ukuzuza (Procurement)

- Ama-Service Providers abhalisiwe
- Imibhalo egcinwe yamaKomiti amathenda ezifundazwe, kuhlangukise namaminithi.
- Izivumelwano ezisebenzayo
- Ukwaziswa kokuxhumana okugcwalisiwe

8.11 IBHODI LABAPATHI ABAKHULU: UHLELO LOKUBUYISELWA KWAMALUNGELO AMAZWE NEZINKONZO ZOKUSEKELA ZOKUSEKELA**8.11.1 UKUHELELWA KWEBHODI LABAPATHI ABAKHULU****8.11.2 IMINININGWANE YOKUXHUMANA YEPHINI LESIPHATHIMANDLA SEZOLWAZI**

Isikhundla Somsebenzi - UMqondisi Omkhulu: Ukubuyiselwa Kwamalungelo Emihlaba Kubanikazi (I-Systems and Support Services)

Igama - Ms V. Nxasana

Ikheli Leposi - Private Bag X833, Pretoria, 0001

Ikheli Lomgwaqo - 184 Jacob Maré Street, Pretoria,

Ucingo - (012) 312 9246

Isikhahlezi - (012) 312 9441

I-E-mail - VYNXASANA@dlr.gov.za

8.11.3 UKUCHAZWA KWEMISEBENZI NEZINKONZO

Imisebenzi eyinhloko yaleli Bhodi Labaphathi Abakhulu yile:

- Ukwenza lula ukuthuthukiswa kwezimiso, izinqubo namasu ngenjongo yokwabiwa kwezwe (LRAD, Commonage, Share Equity Schemes) nezinhlalo zokubuyiselwa kwamalungelo emihlaba egodliwe, futhi libamba iqhaza ekwakhiweni kwezinkambiso.
- Ukwakha, ukumisa nokulondoloza ukugcinwa kwalo lonke uhlu lwemininingwane yemihlaba yombuso neyomphakathi.
- Ukuphatha nokudlulisela amazwe ombuso kubadli mafa
- Ukwakha izinkambiso nezinqubo zokuthuthukiswa nokusekelwa ngokwezimali kwabadli mafa abuyiselwa kubo nemikhankaso ethinta izinhlangano zangasese.
- Ukuthuthukisa, ukusekela nokuxhumanisa amalungelo emihlaba anikezwe abahlali, izisebenzi zasemapulazini nabahlali abayizisebenzi kuyi Land Reform (Labour Tenants) Act (LTA) and Extension of Security of Tenure Act (ESTA).
- Ukusingatha ukuphathwa komhlaba woMbuso ngaphansi kokulawula kukaNgqongqoshe Wezindaba Zemihlaba.
- Ukusingatha uMthetho weCommunal Property Associations, nokubhalisa iCommunal Property Associations.
- Ukuphatha izivumelwano zokudluliswa kwamazwe kanye nezimvume zokumbiwa phansi nezimayini, ukuphatha nokubhalisa ukusetshenziswa komhlaba woMbuso ngesivumelwano nomhlaba ophathiswe uNgqongqoshe Wezindaba Zemihlaba.
- Ukusingatha nokulondoloza ukubhaliswa kwamagugu ngazo zonke izinto ezingamagugu angenakusiswa ezindaweni zawo.
- Ukwenza izinkonzo zemidwebo yamapulani.
- Ukuthuthukisa nokuphatha ukusetshenziswa komhlaba wombuso kuhlangukise nokukhishwa kwezitifiketi zika-Item 28(1) ngokwemibandela yokuthi umhlaba woMbuso uphathiswe uhlulumeni kazwelonke noma wesifundazwe yini.

8.11.4 UKUCHAZWA KWEZINHLOBO ZEMIBHALO ELONDOLOZIWE

IBhodi Labaphathi Abakhulu: Izimiso Zokubuyiselwa Kwamalungelo Emihlaba Nezinkonzo Zokusekela zinalazi zigaba ezilandelayo zemibhalo egcinwe, emsebenzini wayo wansukuzonke:

IZINKAMBISO, IZIQONDISO NEZINQUBO (Isigaba)	
Incazelo	Ref.
Izinkambiso, izimiso nezinqubo zezinhlelo Zokwabiwa Kabusha Komhlaba	
<i>Ukwabiwa Kabusha Komhlaba Ngenjongo Yokuthuthukiswa Kwezolimo</i> <i>Inkambiso Kamasipala Yokuhlanganyela Umhlaba (Municipal Commonage Policy)</i> <i>Izinhlelo Zokuhlanganyela Amapulazi Ngokulinganayo</i>	2000/1 (Ibuyekeze ngo-2000)
Izimali Zoxhaso Nezinkonzo: Izimali zoxhaso ezitholakalayo nendlela yokuthola lolo xhaso	Ibuyekeze ngo-2001
Ukuthola iBalance of the Settlement/Land Acquisition Grant for the Purchase of Capital Goods	RC6/2/P
Ukukhululwa ekukhokheni Izimali Zentela Yeminikelo lapho izimpahla Ezingenakususwa Endaweni Yazo	PC.DOC.36/1998
Zinikelwa Kubadli Mafa Ngokuvumelana Nohlelo Lokubuyiselwa Kwamalungelo Emihlaba	
Isicelo Esivumelana Nezimo seBalance of the Settlement/Land Acquisition Grant to Accommodate Purchase of a Broader Range of Agricultural Inputs	PC.DOC.35/1998
Iziqondiso Zokuklanywa KwamaProject Business Plans	PC.DOC.10/1997
Iziqondiso Zokuklanywa KwamaProject Identification Reports	PC.DOC.10/1997
Inkambiso Kamasipala Yokuhlanganyela Umhlaba (Municipal Commonage Policy) Nezinqubo	PC.DOC.12/1997
Izinkambiso Nezinqubo Zokuthathwa Kwemihlaba Kubanika ngokuvumelana noMthetho 126 ne-ESTA	PC.DOC.48/1999
Iziqondiso Zezinqubo Ezihlobene Nokubhaliswa Kwabadli Mafa noma I-Critical Project Database	PC.DOC.16/1997
Imikhankaso Yezinhlangano Zangaseye Yokubuyiselwa Kwemihlaba Kubanikazi	PC.DOC.5/1996
Iziqondiso Eziphathelene Nezinqubo	PC.DOC.40/1998
Izinqubo Zezinhlelo Zokulingana Kwezisebenzi Zasemapulazini	PC.DOC.9/1997
Uhlaka LweGender Policy Lokubuyiselwa Kwamalungelo Emihlaba	N/A
Ukubuyiselwa Kwamalungelo Amazwe Agodliwe (Tenure Reform)	
Inkambiso Yobunikazi (Entitlement Policy)	
Inkambiso Yezinzuzo	
Izinkambiso Nezinqubo zokwenza uMthetho 62 ka-1997 we-Extension of Security on Tenure ukuba usebenze kanye noMthetho 3 ka-1996 .Wokubuyiselwa Kwemihlaba (Labour Tenants)	
Ukwaziswa okugcinwa kwazo zonke izinhlangano zomthetho ngokuvumelana noMthetho weCommunal Property Association	
Umhlaba WoMbuso	
Izinkambiso nezinqubo zokuqondisa, ukusetshenziswa komhlaba woMbuso	
Imibiko yokugcinwa kwamabhuku ezimali zomhlaba	
Ukugcinwa kwalo lonke uhlu lwemininingwane yemihlaba yoMbuso neyomphakathi.	

Sicela uphawule ukuthi lolu hlu alujulile kakhulu kodwa lumane lubonakalisa izinhlobo zokwaziswa ezingatholakala eRhodini labaPhathi Abakhulu.

9. ULWAZI OLUTHOLAKALAYO

IBhodi labaPhathi bezoKuxhumana lishicilela amapheshana okukhangisa, izincwajana, omagazini, nezikhangiso ngokwezimfuno zoMnyango Lolu hlu luqukethe izincwadi ezitholakala mahhala, kuye ngokuthi siyatholakala yini isitokwe. Ngale kwalokho, lezi ziyatholakalela ukusetshenziswa emahhovisi akhethiwe, kuye nangokuthi ziyatholakala yini, futhi ezimweni ezinjalo ikhophi ingathathwa, futhi kungase kucelwe imali yokukhokhela leyo khophi.

Izincwadi namaphepha abalulekile aye anyatheliswa ngo-2001/2002

9.1 Izincwadi zenkambiso

- Ukwabiwa Kabusha Komhlaba Ngenjongo Yokuthuthukiswa Kwencwadi Yenkambiso Yezolimo
- Ukuhlenganiswa kohlelo lwendawo ezungezile nenqubo yokubuyiselwa kwamalungelo emihlaba

9.2 Izincwadi zohlelo lokubuyiselwa kwamalungelo emihlaba

- Extension of Security of Tenure Act (ESTA) protects occupiers and owners – *Leli pheshana litholakala ngazo zonke izilimi*
- What the Extension of Security of Tenure Act (ESTA) means for occupiers and owners (*Le ncwajana itholakala ngesiNgesi, isiBhunu, isiXhosa, isiZulu nangeSetswana*)
- A Guide to the Implementation of the Extension of Security of Tenure Act (ESTA) (*Itholakala ngesiNgesi nangesiBhunu*)
- The Interim Protection of Informal Land Rights (IPILRA), Act 31 of 1996 (*Itholakala ngesiNgesi, isiZulu, isiXhosa, iSepedi, iSetswana nangeXitsonga*)
- Using a Communal Property Association (CPA) to manage land as a community (*Itholakala ngazo zonke izilimi ezisemthethweni*)
- Women too have land rights – poster promoting gender sensitivity (*NgesiNgesi*)
- The South African Cadastral Survey System (*Pamphlet for the Chief Surveyor-General. Itholakala ngesiNgesi kuphela*)
- The Chief Surveyor-General Information Booklet. (*Itholakala ngesiNgesi kuphela*)
- National Spatial Information Framework - (*Booklet for the NSIF. Itholakala ngesiNgesi kuphela*)
- Deeds Registration & Deeds-web. (*amapheshana okwaziswa atholakala ngesiNgesi*)
- Manual: Land Redistribution for Agricultural Development Sub-programme
- The way to a better life on your own agricultural land (*Information booklet on the Land Redistribution for Agricultural Development – Itholakala ngazo zonke izilimi ezisemthethweni*)
- Guidelines for the integration of environmental planning into land reform and land development (*From project co-funded by Danced: Danish Co-operation for Environment and Development. NgesiNgesi*)

9.3 Izincwadi Ezivamile

- Imibiko Yaminyaka Yonke
- Ukwaziswa Ngemihlaba – Incwadi enyatheliswa ngaphandle ephuma njalo, amakhophi angu-5 minyaka yonke
- Iphephandaba i-M&E – Iphephandaba eliphuma njalo, amakhophi amathathu minyaka yonke

9.4 I-Internet

- UMnyango wezindaba zemihlaba unengosi ye-*internet* efakwa ukwaziswa okusha ngaso sonke isikhathi. Ungase uthole ukwaziswa kule ngosi ye-*internet* mahhala futhi ikheli layo lithi: <http://land.pwv.gov.za/>

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Dikhutswafatso le diakeroneme

ABET	-	Thutotheo le Katiso ya Bagolo
CBO	-	Mekgatlho ya Baagi
DIO	-	Mothusa Motihankedi wa Tshedimosetso
DLA	-	Lefapha la Merero ya Mafatshe
GIS	-	Thulaganyo ya Tshedimosetso ya Jeokerafi
NGO	-	Mokgatlho o e seng wa Puso
PLRO	-	Motihankedi wa Tlhabololo ya Mafatshe wa Porofense
SAHRC	-	Komisene ya Ditshwanelo tsa Botho ya Aforika Borwa

1. MATSENO**1.1 MAILTHOMO A TOKOMANE**

Karolo 32 ya Molaotheo e tlamela ka:

- Tshwanelo ya go fitlhelela tshedimosetso nngwe le nngwe e e tshotsweng ke Puso
- Tshwanelo e e tshwanang le eo ya go fitlhelela tshedimosetso nngwe le nngwe e e tshotsweng ke motho mongwe mme e tlhokega go diragatsa gongwe go sireletsa ditshwanelo dingwe le dingwe.
- Go fetisiwa ga Molao o o godisang phitlhelelo ya tshedimosetso

Ke ka ntlha ya moo go ntleng le Molao wa Kgodiso ya Phitlhelelo ya Tshedimosetso wa 2000 (Molao 2 wa 2000) (o o bidlwang gotwe "Access to Information Act 2 of 2000") Mailthomo magolo a Molao ono ke go diragatsa tshwanelo ya molaotheo ya go fitlhelela tshedimosetso e e tshotsweng ke Puso gongwe motho mongwe go ya ka ditekanyetso tse di tlhokegang. Molao o ka dirisiwa go fitlhelela, gareng ga tse dingwe: -

- Go fedisa tiriso e e botlhaswa ya dithata;
- Go fedisa kgatako ya ditshwanelo tsa botho;
- Go godisa malkarabelo le go baya dilo mo pontsheng;
- Go sireletsa ditshwanelo tsa baagi; le
- Go godisa tshwanelo ya molaotheo ya go fitlhelela tshedimosetso.

Molao o simolotse go dira ka 9 Mopitlwe 2001, ntle fela le dikarolo 10, 14, 16, le 51, tse di simolotseng go dira ka 15 Tlhakole 2002. Karolo 14 ya Molao e pateletsa ditheo tsa setšhaba di tshwana le Lefapha la Merero ya Mafatshe go phasalatsa tokomane ka bonnye, dipuo tsa semmuso di le 3. Tokomane eno e tshwanetse go baakanngwa ngwaga le ngwaga.

Tokomane e na le ditlhogo di le mmalwa tsa tshedimosetso, go akarediwa ka moo Lefapha le bopiliweng ka teng, tsela ya go ikgolaganya le lefapha fa go na le tlhokego ya tshedimosetso le mefuta ya direkoto tse Lefapha le di tsholang.

Lefapha la Merero ya Mafatshe ke setheo se segolo mme se na le makala a le 3 le Maphata a Bokaedibogolo a le 11, mme lengwe le lengwe le na le maphata a a farologaneng a Bokaedi. Bakaedibagolo, bo gape e leng batsamaishi ba mananeo, a a neilweng tiro ya go thusa Motihankedi wa Tshedimosetso / Mokaedi-Kakaretso go tsenya tirisong ditlamelo tsa Molao. Gore go fapogwe tlhakatlhakano, Lephata lengwe le lengwe la Bokaedibogolo le abetswe karolo e e farologaneng mo tokomaneng. Jaaka karolo 14 ya Molao e re kaela tebang le ditlhogo tsa tshedimosetso tse di tshwanetseng go phatthalatswa, dikarolo tse di farologaneng di tla amagana go tsibogela ditlhogo tseno tse di rebotsweng. Ka go dira jalo, Lefapha le solofela fa o tla bona tshedimosetso e e botoka tebang le tiro e kgolo ya rona, le go netefatsa gore go ikobelwa maikaelelo a Molao. Go ka ikgolaganngwa le rona gore re thuse ka thuso nngwe le nngwe e e ka tlhokegang go ya ka Molao.

Le fa go dirilwe maiteko otlhe go netefatsa gore tokomane eno e ikaega ka Molao le Melawana, go tshwanetse go itsiwe gore fa go nang le kgotlhang magareng ga tokomane eno, Molao le Melawana, ditlamelo tsa Molao le Melawana ke tsona di laolang.

1.2 KAEDI E E TSHWANETSENG GO RULAGANNGWA KE KHOMISHENE YA DITSHWANELO TSA BOTHO YA AFORIKA BORWA

Ntle le tshedimosetso e e fitlhelwang mo tokomaneng eno, Molao o laela gape gore Khomishene ya Ditshwanelo tsa Botho ya Aforika Borwa (KDBAB) e tshwanetse go rulaganya kaedi go ya

ka Karolo 10, ka dipuo tsotlhe tsa semmuso, ka mokgwa o o buisegang bonolo mo sebakeng sa dikgwedi di le 18 go tloga ka 15 Tihakole 2002.

Ka nako ya phasalatso, Kaedi e e kailweng fa godimo e ne e ise e nne gona. Fa e setse e phasaladitswe, Kaedi e tla akaretsa tshedimosetso e e latelang: -

- Maitlthomo a Molao;
 - Tshedimosetso tebang le go kgoaganya le Batlhankedi botlhe ba Tshedimosetso le Batlatsa Batlhankedi ba Tshedimosetso botlhe ba ba mo ditheong tsa setšhaba;
 - Dintlha tse di leng teng tebang le ditheo tsa poraefete;
 - Tsela ya go dira kopo ya go fitlhelela direkoto tse di tshotseng ke ditheo tsa setšhaba le tsa poraefete;
 - Mofuta wa thuso e e ka nnang gona kwa Motlhankeding wa Tshedimosetso wa setheo sa setšhaba;
 - Mofuta wa thuso e e ka nnang gona go tswa kwa Khomisheneng ya Ditshwanelo tsa Botho ya Aforika Borwa;
 - Dithuso tsa semolao tse di ka bonwang mo mabakeng a a rileng, go akaretswa tsela ya go tsenya boikuelo ka fa gare; le go dira kopo kwa kgotlatshekelo e leng tsela ya bofelo ya go diragatsa dithata dingwe le dingwe jaaka go kabakangwa mo Molaong.
 - Tlhaloso ya dikarolo tse di rileng tse di kwaletsweng ditheo tsa setšhaba (le tsa poraefete);
 - Dikitsiso tebang le dituelo tsa go fithelela tshedimosetso le dikhopi, jalo le jalo
 - Tlhaloso ya melawana e e dirilweng go ya ka Molao.
- Kaedi eno e tla baakanngwa le go phatlalatswa dingwaga dingwe le dingwe di le 2.

1.2.1 GO NNA TENG GA KAEDI

Kaedi e e tla rebolwang ke Khomishene ya Ditshwanelo tsa Botho ya Aforika Borwa, e tshwanetse go phatlalatswa gore e kgone go buisiwa mo dipuong tsotlhe tsa semmuso ka ditheo tse di latelang, gareng ga tse dingwe: -

- Kantorong nngwe le nngwe ya poso
- Dilaeborari tse di kgethegileng mo porofenseng nngwe le nngwe tse di tshotseng jaaka "lefelo la polokelo ya molao" go ya ka Molao wa Poloko ya Molao wa 54, 1997
- Setheo sengwe le sengwe se se tihamilweng ka molao sa thuto e kgolwane
- Kantorong nngwe le nngwe ya Maglseterata
- Kantorong nngwe le e nngwe ya Lefapha la Bosiamisi le Tlhabololo ya Molaotheo
- Kantorong nngwe le nngwe ya setheo sa setšhaba

E tshwanetse go fitlhelela gape kwa dikantorong tsa Khomishene ya Ditshwanelo tsa Botho ya Aforika Borwa. Gape e tshwanetse go phatlalatswa mo Khaseteng ya Mmuso, mme e fitlhelela gape mo website ya Khomishene ya Ditshwanelo tsa Botho ya Aforika Borwa kwa <http://www.sahrc.org.za>. E ka buisiwa mahala kwa dikantorong tseno, fela go tla nna le tuelo ya khopi go ya ka seelo se se beilweng nako le nako.

2. TSELA YA GO DIRA KOPO YA TSHEDIMOSETSO

Dikopo tsa go fithelela direkoto tse di tshotseng ke Lefapha di tshwanetse go dirwa mo foromong e e rebotsweng mme e phatlaladitswe go ya ka Kitsiso ya Puso ya R187 ya 15 Tihakole 2002. Molao o tlhalosa thata "Motlhankedi wa Tshedimosetso" jaaka motho yo o tla amogelang le go diragatsa dikopo tse di jalo. Le gale, go tshwanetse ga elwa tlhoko gore karolo 17 e letla gore go ka reboiwa batho ba bangwe gape go thusa mme

motho o o jalo o bidiwa "Mothusa Motlhankedi wa Tshedimosetso" (MMT).

Go tlatsa foromo go bonolo mme go ka dirwa bonolo fela ke bakopi. Le gale fa go tlhokega, Mothusa Motlhankedi wa Tshedimosetso a ka bidiwa go thusa. Fa mokopi a sa kgone go dira kopo e e kwadilweng, e ka nna ka ntsha ya botsofe gongwe go tlhoka kitso ya go buisa le go kwala, gona motho yoo a ka dira kopo ka molomo. Mo mabakeng a a jalo, Mothusa Motlhankedi wa Tshedimosetso o tla tlatsa foromo mme a neye mokopi khopi.

2.1 PELE GA GO TLATSA FOROMO YA KOPO

2.1.1 Itse gore o batla rekoto efe – Go ka thusa mokopi le Mothusa Motlhankedi wa Tshedimosetso mmogo fa go itsewe dintlha tse di lekaneng tebang le direkoto tse di batliwang go thusa gore di kgone go bonwa. Fa go na le tlhaloso e e siameng ya direkoto go ka thusa le go dira gore tiro ebe bonolo gape e dirwe ka bonako.

2.1.2 Itse gore ke mang yo o tshotseng rekoto – Batlisisa gore ke Mothusa Motlhankedi wa Tshedimosetso ofe o a ka nnang le rekoto mme o fetise kopo kwa go ena. Dirisa lenaane la dintlha le mofuta ya tshedimosetso e e tshotseng ke Mothusa Motlhankedi wa Tshedimosetso mongwe le mongwe mo Karolo 2 mo mabakeng ano. Mothusa Motlhankedi wa Tshedimosetso mongwe le mongwe o rwele maikarabelo a go dira gore a o rebola gore go fithelele direkoto tse di mo taolong ya gagwe kgotsa go neela phitlhelelo ya direkoto tse di kafa tlase ga boikarabelo jwa gagwe.

2.2 GO TLATSA FOROMO YA KOPO

2.2.1 Dikhopi tsa foromo ya kopo di ka bonwa kwa kantorong nngwe le nngwe ya Mothusa Motlhankedi wa Tshedimosetso, gongwe go ka dirisiwa fotokhopi. Foromo e e tladitsweng ya kopo e tshwanetse go nna le dintlha di le dintsi go ya ka moo mokopi a ka kgonang ka teng.

2.3 TUELO YA MADI YA KOPO

Go amogelwa fela madi mo seatleng, diposeotere gongwe ditšheke. Dituelo di ka dirwa kwa kantorong ya Mothusa Motlhankedi wa Tshedimosetso e e gaufi nao (fa kantorong eo e sena motsholamadi, e tla go fetisetsa kwa kantorong e e gaufi ya Mothusa Motlhankedi wa Tshedimosetso e e nang le motsholamadi, mme go tshwanetse ga dirwa khopi e e kanetsweng ya tshupatefo mo foromong ya kopo. Go seng jalo, tuelo ya gago e ka tsamaya le foromo ya kopo, mme o tla nwa tshupatefo.

2.4 GO FETISIWA GA FOROMO E E TLADITSWENG YA KOPO

Fa o feditse go tlatsa foromo ya kopo, e tshwanetse go nwa Mothusa Motlhankedi wa Tshedimosetso yo o maleba. Ga go botlhokwa go e isa ka seatla, mme gape seno ga se kitla se kgonega mo mabakeng a le mantsi fa go sa dirwa dithulaganyo pele. Setlankana se se tladitsweng se ka romelwa ka fekese, poso ya e-mail, poso gongwe sa romelwa ka thomelo e e bofelo go Mothusa Motlhankedi wa Tshedimosetso yo o maleba.

2.5 GO DIRA KOPO KA MOLOMO

2.5.1 Fa o sa kgone go dira kopo e e kwadilweng ka ntsha ya go tlhoka kitso ya go buisa le go kwala gongwe bogolo kana gosalekanelang mo mmeleng, gona o ka kopa Mothusa Motlhankedi wa Tshedimosetso yo o maleba go go thusa.

2.5.2 Go botoka gore fa go kgonega, o dire peelano pele ga nako mme o tihalse gore ke ka ntiha ya eng o ya go dira kopo ka molomo.

2.5.3 Ka nako ya go botswa dipotso, Mothusa Motlhankedi wa Tshedimoseiso o tla tlatsa foromo ya kopo mo boemong jwa gago mme o tla go naya khopi ya yona fa a feditse go e tlatsa.

2.6 TIRO YA BATHUSA BATLHANKEDI BA TSHEDIMOSEISO YA GO THUSA

Bathusa Batlhankedi ba Tshedimoseiso ba rona ba tla go thusa ka boitumelo fa o eletsa go dira kopo ya rekoto e e tshotsweng ke Lefapha la Merero ya Mafatshe. Gape Bathusa Batlhankedi ba Tshedimoseiso ba rona ba tla go thusa fa o eletsa go dira kopo go Lefapha lengwe le lengwe la Puso gongwe setheo sa setshaba. Mme gona kopo ya gago e ka tsibogelwa ka bonako go gaisa fa o e fetisetsa ka tlhamalalo kwa setheong se se maleba sa setshaba, mme o tla gakololwa go dira jalo.

2.7 GO FETISIWA GA DIKOPO

2.7.1 Morago ga go amogela kopo ya gago, Mothusa Motlhankedi wa Tshedimoseiso o tla batlisisa gore a direkoto tse di batiwang tseo di kwa kae.

2.7.2 Fa di tshotswe ke Lefapha la Merero ya Mafatshe, Mothusa Motlhankedi wa Tshedimoseiso yo direkoto tseo di leng mo taolong ya gagwe, o tla diragatsa kopo.

2.7.3 Fa e le gore tshedimoseiso e tshotswe ke setheo sengwe sa Puso/setheo sa setshaba, kopo e tla fetisetswa kwa Motlhankeding wa Tshedimoseiso gongwe Mothusa Motlhankedi wa Tshedimoseiso wa setheo seo. Phetiso eo e tla dirwa mo sebakeng sa malatsi a le 14 morago ga gore Lefapha la Merero ya Mafatshe le amogele kopo. Fa go fetisiwa kopo, Mothusa Motlhankedi wa Tshedimoseiso yo o amogetseng kopo a ka tlamela ka tshedimoseiso nngwe le nngwe ya tlaleletso e e ka nnang gona ka nako eo, fa e le gore go bonwa tshedimoseiso eo e ka nna le mosola mo kopong.

2.8 MOKOPI O TSHWANETSE GO SOLOFELA ENG MO PHETISONG

2.8.1 Mothusa Motlhankedi wa Tshedimoseiso wa bobedi go amogela kopo, o tla e tsaya e le ya bothokwa. O ka solofela kitsiso e e supang:-

2.8.1.1 gore kopo e fetisitswe le gore a fetiseditswe kwa setheong sefe sa setshaba;

2.8.1.2 mabaka a phetiso;

2.8.1.3 le paka e kopo e ka diragadiwang mo go yona.

2.9 TSHWETSO YA KOPO LE KITSISO YA YONA

2.9.1 O tla itsisewe ka tshwetso eno ka mokgwa o o tihalositsweng fa o ne o tlatsa foromo ya kopo.

2.9.2 Fa go rebotswe phithhelelo, kitsiso e tla akaretse, gareng ga tse dingwe, tuelo e e tshwanetseng go duelwa (Lebelelela Melawana); mokgwa o phithhelelo e tla rebolwang ka ona; le puo gongwe dipuo tse direkoto di fithelwang mo go tsona.

2.9.3 Fa e le gore phithhelelo ga ea letlwa, go tla rebolwa mabaka a go gana go ya ka Molao. O tla itsisewe gape ka ditshwanetso tse dingwe tsa gago tsa go ka ikuela ka fa gare/ kgotsa go dira kopo ya boikuelo

kwa kgotlatshekelo, ga mmogo le thulaganyo e e latelwang. Karolo e e latelang e tihalosa go ya pele.

2.9.4 Go seng jalo, fa go sa amogelwa tshwetso go tswa go Mothusa Motlhankedi wa Tshedimoseiso mo pakeng e e rebotsweng, go tshwanetse ga tsewa gore kopo e ganeditsewe.

2.10 GO REBOLWA GA PHITHHELELO GO MOKOPI YO O SA ITEKANELANG MO MMELENG

2.10.1 Fa o sa itekanela mo mmelele mme seno se go thibela go buisa, bona, kgotsa go reetsa direkoto tse di maleba ka sebopego se se tshotsweng ke setheo sa setshaba, mothusa motlhankedi wa tshedimoseiso o tla dira maiteko otihe a go dira gore o di amogele ka sebopego se o leng mo go sona di ka buisiwang, bonwang le go utlwiwa. Ga go kitla go nna le tuelo ya tlaleletso.

3. BOIKUELO JWA KA FA GARE LE GO FITHHELELA KGOTLATSHEKELO

3.1 MABAKA A BOIKUELO JWA KA FA GARE

Tshwetso nngwe le nngwe ya Mothusa Motlhankedi wa Tshedimoseiso ka ntiha ya mabaka a a latelang, ga e tsewe e le ya bofelo mme mokopi a ka tseweletsa kopo go ya pele. Seno se ka dirwa fa:-

3.1.1 kopo e gannwe;

3.1.2 go sena tumelano tebang le tuelo e e tshwanetseng go duelwa go kgona go fithhelela direkoto;

3.1.3 ga gona tumelano tebang le dipoloko dingwe le dingwe tse di kopiwang;

3.1.4 ga o busetswe tuelo e o e dueletseng go fithhelela direkoto morago ga gore kopo ya gago e gangwe;

3.1.5 o eletsa go ikuela kgatshanong le go ganelwa ka rekoto go fithhelela dituelo tse di rebotsweng di duetswe;

3.1.6 ga o dumele gore dikarolo tsa rekoto di se rebolwe;

3.1.7 ga o kgontshiwe go fithhelela rekoto ka sebopego se o se eletseng mme mabaka a seno ke gore:

3.1.7.1 seno se tla kgoreletsa tsamaiso ya Lefapha ka mokgwa o o sa isegeng

3.1.7.2 seno se tla ama thata go bolokiwa ga rekoto; kgotsa

3.1.7.3 go ka seke ga dirwa khopi ya rekoto ka ntiha ya go nna teng ga tlotlokhopi e e seng mo diatleng tsa Mmuso.

3.1.8 Ntle le gore mokopi a ka dira boikuelo fa a ganetswa go fithhelela tshedimoseiso, batho ba bangwe ba ba nang le seabe ba ka tsenya boikuelo jwa ka fa gare fa mokopi a nwa tetla ya go fithhelela tshedimoseiso.

Mabaka a a thadisitsweng fa godimo ke ditlhaloso tse maikaelelo a tsona e leng go thusa gore go tihaloganngwe. Fa go akanngwa ka go dira

boikuelo jwa ka fa gare gongwe go tsaya dikgato kwa kgotlatshekelo, go tshwanetse ga elwa tlhoko dikarolo tse ditlhalosang tse di fa godimo di tswang mo go tsona. Mo mabakeng a go dirwang boikuelo jwa ka fa gare gongwe kopo ya kgotlatshekelo, tseta ya go fithelela direkoto e ka rebolwa fela morago ga gore go tihomamisiwa tshwetso ya bofelo.

3.2 TSELA YA GO TSENYA BOIKUELO JWA KA FA GARE

3.2.1 Buikuelo jwa ka fa gare bo tshwanetse go rulaganngwa ka go dirisa thulaganyo e e rebotseng go ya ka melawana. Foromo eno e ka bonwa go tswa go Mothusa Motlhankedi wa Tshedimosetso yo o amogetseng kopo ya gago; Mothusa Motlhankedi wa Tshedimosetso mongwe le mongwe; kgotsa o ka dirisa fotokhopi ya Foromo ya B e e fitlhelwang mo melawaneng e e phasaladitsweng go ya ka Kitsiso ya Puso ya 187 ya 15 Tlhakole 2002.

3.2.2 O na le sebaka sa malatsi a le 60 a o tshwanetseng go ka tsenya boikuelo jwa ka fa gare, go tloga ka letlha la ga ganwa ga kopo ya gago.

3.2.3 O na le sebaka sa malatsi a le 30 a o tshwanetseng go ka tsenya boikuelo jwa ka fa gare, go tloga ka letlha la ga ganwa ga kopo fa e le gore go na le batho ba bangwe ba ba tshwanetseng go itsise. Batho bao e tla nna batho ba Mothusa Motlhankedi wa Tshedimosetso a ba itsisetseng ka kopo ya gago la ntlha, fa e le gore go nnile le tlhokagalo ya seo ka nako eo.

3.2.4 Go tshwanetse ga tlatswa dipotso tsotlhe tse di maleba mo foromong mme e iswe go Mothusa Motlhankedi wa Tshedimosetso e ka nna ka letsogo, poso ya potlako, fekese, poso gongwe poso ya e-mail.

3.2.5 Fa e le gore ga go kgonege gore go ka dirwa gore go tsenngwa ga boikuelo thari, go tshwanetse ga tlhagisiwa mabaka a a utlwalang a go ikuela thari gore a sekasekwe ke bothati jo bo maleba.

3.3 TSHWETSO KA BOIKUELO JWA KA FA GARE

3.3.1 Tshwetso e tla tlhagisiwa ka bonako jo bo ka kgonegang, gongwe mo sebakeng sa malatsi a le 30 morago ga go amogela boikuelo jwa ka fa gare, go lebeletse phapano dingwe jaaka di kailwe mo karolo 77 ya Molao.

3.3.2 Fa go sa amogelwe tsibogo epe kwa bokhutlong jwa paka eo, go tshwanetse ga tsewa gore boikuelo jwa ka fa gare bo tsholotse go ya ka Molao.

3.3.3 Tshwetso nngwe le nngwe e e bolelelwang yo o ikuelang e tla rebolelwa batho ba bangwe ba ba nnileng le seabe mo boikuelong.

3.3.4 Fa kopo e ne e rebotswe mme e ngokile boikuelo jwa ka fa gare go tswa go mongwe o sele, mme boikuelo joo jwa ka fa gare bo sekasekilwe ke bothati jo bo maleba, gona mokopi le ena o tla nwa kitsiso ya tshwetso eo.

3.3.5 Kitsiso e tla nna le bonnye, tse di latelang:-

3.3.5.1 mabaka a a utlwalang a tshwetso eo, go nopolwa ditlamelo dingwe le dingwe tse go ikagilweng ka tsona tsa Molao.

3.3.5.2 senya boikuelo jwa go nna kgatthanong le tshwetso eno kwa kgotlatshekelo.

3.4 DIKOPO TSA KWA KGOTLATSHEKELO

3.4.1 Mokopi gongwe mongwe yo o kgatthanong le tshwetso a ka dira kopo kwa kgotlatshekelo go bona thuso e e maleba morago ga motho yo o a dirisitse dithulaganyo tsotlhe tsa boikuelo jwa ka fa gare.

3.4.2 Dikopo di tshwanetse go dirwa mo sebakeng sa malatsi a le 30 kwa kgotlatshekelong e e dirang mo lefelong leo.

3.4.3 Kopo e tla latela thulaganyo e e kailweng mo karolo 79 ya Molao.

3.4.4 Seno se tla akaretse, gareng ga tse dingwe, maikano ka botlalo, dikhopi tsa nnete tsa makwalo otlhe a tshetsetso, le tihomamiso ya gore go latetswe dithulaganyo tsotlhe tsa boikuelo jwa ka fa gare tse di kabakanngwang mo karolo 74.

3.4.5 Kgotsatshekelo e e reetsang kopo e ka rebola taelo e e sa gobeleteng mme e na le tekatekano, go akaretswa ditaelo:

- (a) Tse di tihomamisang, baakanyang, gongwe di beelang thoko tshwetso e e sekasekwang.
- (b) Tse di kaelang bothati jo bo maleba go tsaya dikgato kgotsa go dira go tsaya dikgato go ya ka moo kgotsatshekelo e boneng ka teng, mo sebakeng se se rileng.
- (c) Tse di nayang kiletso, tamolo ya nakwana gongwe e e rileng, taelo ya tihomamiso kgotsa pusetso.
- (d) Tsa tuelo ya ditshenyegelo.

4. KITSISO GO YA KA KAROLO 15 (2)

Go tlhokega gore go phatlhalatswe kitsiso go ya ka Karolo 15 (2) ya Molao (fa e le gona) mo Tokomaneng eno. Ka nako ya go phatlhalatsa ga tokomane eno, kitsiso ya go nna jalo e ne e ise e phatlhalatswe mme seno se ka solofelwa mo dipoeletsong tsa tokomane eno mo isagong. Tshedimosetso e kitsiso ya go nna jalo e tshwanetseng go e akaretse, e kaelwa ke Karolo 15(1) ya Molao, e leng:-

(a) *Dithopha tsa direkoto tsa setheo sa setšhaba tse di ka bonwang fela ntle le gore motho a dire kopo ya go di fithelela go ya ka Molao ono, go akarediwa dithopha tseo tse di leng gona -*

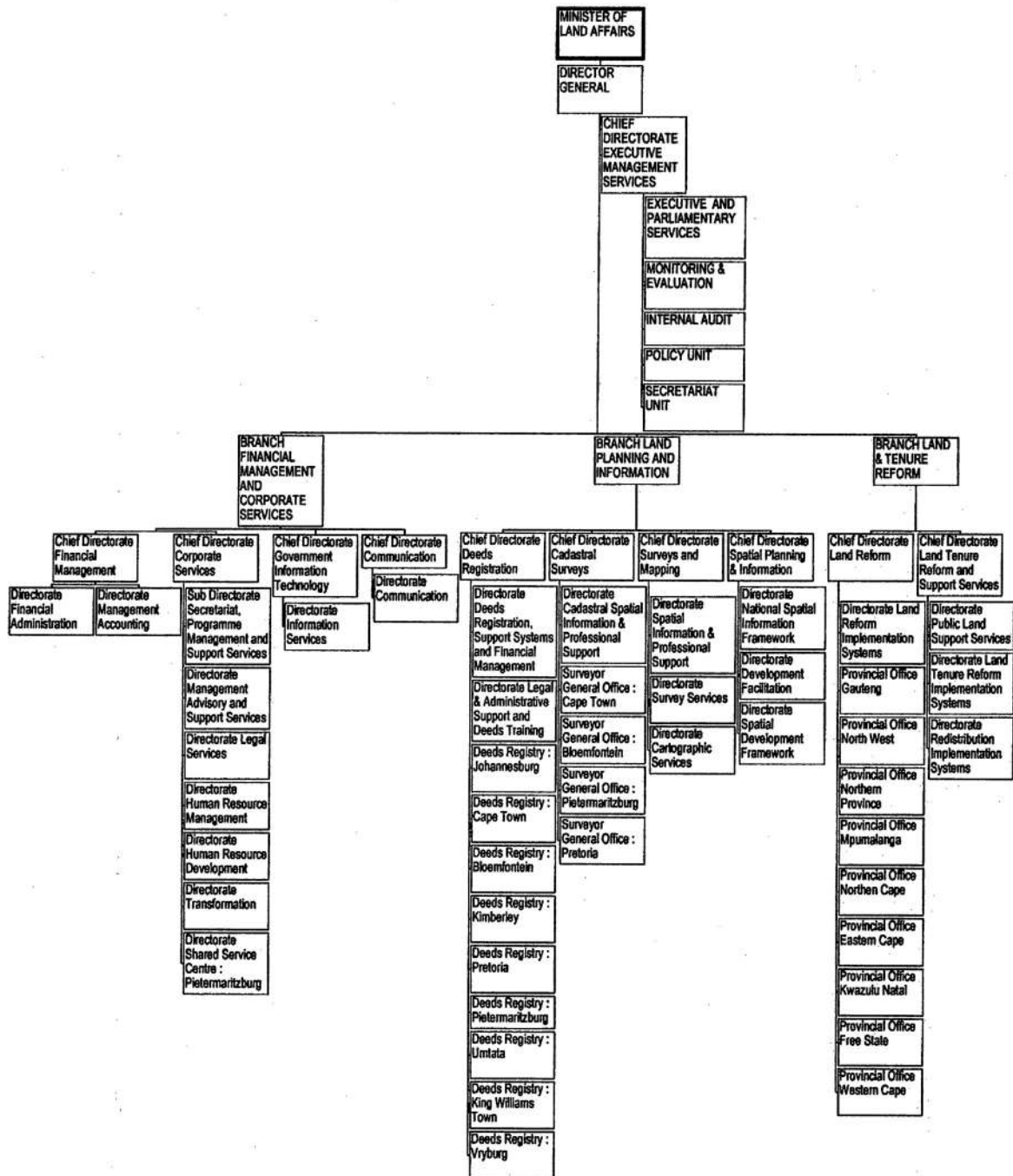
- i. *Go ka sekasekwa go ya ka molao o mongwe ntle le Molao ono;*
- ii. *Go ka rekwa gongwe go dirwa dikhopi go tswa kwa setheong; le*
- iii. *Mahala go tswa mo setheong; le*

(b) *Tsela ya go kgona go fithelela direkoto tsa go nna jalo.*

Mo dikarolong tsa tokomane tse di fa tlase tse di buang ka direkoto tse di tshotsweng ke Mothusa Motlhankedi wa Tshedimosetso mongwe le mongwe, go diriwe matsapa a a ka kgonegang go tlamela ka tshedimosetso eno ka nako nngwe le nngwe.

5. DINTLHA KA GA LEFAPHA GO YA KA KAROLO 14
5.1 POPEGO THEO YA LEFAPHA LA MERERO YA MAFATSHE

Department of Land Affairs



5.2 DINTLHA KA GA GO IKGOLAGANYA LE MOTLHANKEDI WA TSHEDIMOSETSO

Mokaedi-Kakaretso ke Motlhankedi wa Tshedimisetso wa Lefapha la Merero ya Mafatshe go ya ka Molao mme o thusiwa ke Mothusa Motlhankedi wa Tshedimisetso go diragatsa ditiro tsa gagwe.

Tiro	-	Mokaedi-Kakaretso (Mothankedi Wa Tshedimisetso)
Leina	-	Ngaka G P Mayende
Aterese ya Poso	-	Kgetsi ya Poraeefe X833, Pretoria, 0001
Aterese ya lefelo	-	184 Mmila wa Jacob Maré, Pretoria, 0001
Mogala	-	+27 12 312 – 8911
Fekese	-	+27 12 323 – 6072
Poso ya e-mail	-	gkoopman@dla.gov.za
Aterese ya Website	-	http://land.pwv.gov.za/

5.3 TLHALOSO YA DITIRO LE TSHALOFAPHA LA MERERO YA MAFATSHE

Mokaedi-Kakaretso ke tihogo ya tsamaiso ya Lefapha la Merero ya Mafatshe mme tiro ya gagwe ke go okamela ditiro tsothe tsa Lefapha la Merero ya Mafatshe. Lefapha lena le malkarabelo a ditiro tse di latelang tsa botlhokwa:

- Go siamisa masula a go tseelwa mafatshe, go go neng go tletse semorafe, ka go tsenya tirisong lenaneo la pusetso ya mafatshe
- Go siamisa go tlhoka tekatekano mo go nneng le mafatshe
- Go rotloetsa gore botihe ba nne le tshireletse go ya dikano tsa bong
- Go kwala le go kwadisa ditshwanelo tsothe tsa dithoto
- Go tlamela ka tshedimisetso e e kgethegileng
- Balekanyalefatshe kakaretso ba tlamela tshedimisetso tebang le ditekanyetso tsa kadaseterale le banka ya tshedimisetso ya e e kgethegileng.

5.3.1 KHOMISHENE YA PUSETSO YA DITSHWANELO TSA MAFATSHE

Khomishene ya Pusetso ya Ditshwanelo tsa Mafatshe, e e tlhamilweng ka Molao wa Pusetso ya Ditshwanelo tsa Mafatshe wa 1994 (Molao wa 22 wa 1994) go dira ka dikopo tsa dipolelo tsa mafatshe, e golagane thata le Lefapha la Merero ya Mafatshe, mme Mokaedi-Kakaretso wa Lefapha la Merero ya Mafatshe gape ke ena motlhankedi yo o ikarabelang mo mererong ya Khomishene. Le gale, go tseweletsa ntsha ya Molao wa Kgodiso ya Phitlhelelo ya Tshedimisetso, Khomishene e tsewa e le setheo se se farologaneng sa setšhaba, mme se na le Motlhankedi wa Tshedimisetso wa sona.

Ka jalo, dikopo tsothe tsa phitlhelelo ya direkoto tse di tshotsweng ke Khomishene di tshwanetse go isiwa ka tlhamalalo kwa Motlhankeding wa Tshedimisetso wa Khomishene gongwe Mothusa Motlhankedi wa Tshedimisetso. Khomishene le yona e phatlhaladitse tokomane e o tshwanang le eno, o o tshwanetseng go bo o ka fitlhelwa kwa dikantong tsa Khomishene.

5.4 TLHALOSO YA DIREKOTO TSE DI TSHOTSWENG KE LEFAPHA LA MERERO YA MAFATSHE

Tshedimisetso/direkoto tse di tshotsweng ke Lefapha la farologanngwa ka fa tiase ga dithlopha tse di anameng go ralala Lefapha:

- **Thulaganyo le Taolo**
 - Dithulaganyo tsa Tsamaiso
 - Phetiso ya dithata
 - Thulaganyo le theo
 - Thulaganyo ya tsamaiso ya kantoro
 - Boruni
- **Ditirelo tsa Thuso tsa Kantoro**
 - Badiri
 - Tlhabololo ya Badiri
 - Dikamano tsa Badiri
 - Theko, tlhaloso ya dintlha tebang le se se tlhokwang gammogo le tlhokomelo ya didiriswa
 - Ditirelo – Laeborari, Kgatiso, Phetolelo, Poso le Mogala
 - Bonno
- **Peomolao**
 - Melao (Setlhopana)
 - Dikgoeletso
 - Dikitsiso tsa Puso
 - Melawana
- **Popego le dikopano tsa ditheo gammogo le dikopano tse dingwe**
 - Dipegelo, tshedimisetso, dithomamiso gammogo le tlhaeletsano
 - Setlhopa seno se akaretsa dipegelo tsa nako le nako tse di akaretsang makwalo a a leng ka ga dipegelo, tshedimisetso, thomamiso le dipotsiso ka ga ditiro.
- **Malkarabelo a a Diregang (go fa sekai, Tlhokomelo le tekanyetso)**
 - Karolo eno e dira ka direkoto tse di malebana le ditiro tsa diyuniti tse di rileng. Dintlha tebang le direkoto tse di tsholwang ka fa tiase ga karolo eno di fitlhelwa mo dikarolong tse di rileng tse di latelang.

Lenaane le le tlametsweng fa godimo le amane mme ga se dintlha tsothe tse di kailweng tse di tla fitlhelwang di na le difaele ka gale. Dikopo tsa go fitlhelela direkoto di ka romelwa kwa Motlhankeding wa Tshedimisetso. Fa o dira kopo ya go fitlhelela direkoto, o ka thagisa dintlha di le dintsi ka moo o ka kgonang ka teng gore go di batla go nne bonolo. Go tsewa gape gore go ka thusa tota go thagisa gore tshedimisetso e e kopiwang e ka fitlhelwa kwa kantong efe fa e le gore seno se a itsiwe.

6. DITIRELO TSE DI LENG TENG LE KA MOO DI KA FITLHELELWANG KA GONA

6.1 DITIRELO TSE DI KA FITLHELELWANG KE SETSHABA

Ditirelo tsa rona tse di ka fithelelwang ke setshaba di fithelelwa mo Mapathateng a a latelang a Bokaedibogolo:

- Ditekanyomafatshe tsa Kadaseterae
- Tekanyomafatshe le Dimmapa
- Kwadiso ya Dikano
- Go tsenngwa tiriso le Kgokaganyo ya Tihabololo ya Mafatshe

6.1.1 DITIRELO TSE DI TLAMELWANG KE LEPHATA LA BOKAEDIBOGOLO: DITEKANYOMAFATSHE TSA KADASETERALE

- **Tsamaiso ya Makwalo a Kwadiso**
 - Netefatso ya Boleng
 - Ditirelo tsa Bogakolodi
 - Dikopo tsa gore go lthaganedisiwe Tsamaiso ya Makwalo
 - Dikgodiso
- **Tlamele ka Tshedimisetso**
 - Molawana 2 Tshedimisetso ka Poso ya E-mail, Fekese gongwe Poso ya Tlwaelo
 - Molawana 2 Tshedimisetso e e kwa Khaontareng ya Togamaano e e Babalesegileng
 - Dithekiso tsa Dimmapa le ditshwantsho tse di tserweng go tswa kwa lefaufaug
 - Tshedimisetso ya dijitala ya sepatiale
 - Tshedimisetso e e ka fithelelwang ke setshaba
- **Thuso go Mafapha a Puso**
 - Tshakatsheko ya Mmuso
 - Dipatlisiso tsa Dikopo tsa Mafatshe
 - Tihalosio ya Melelwane ya Bosiamisi
- **Go beelwa thoko ga Dinomoro tsa setsha le dikarolo**
 - Go beelwa thoko ga Dinomoro tsa Ditshwantsho
 - Go beelwa thoko ga Dinomoro tsa Dipolane ka Kakaretso
- **Ditirelo tse dingwe**
 - Go gogela makwalo kwa morogo
 - Dikano/Dipaakanyo, go akaretswa go fetolwa ga Maina
 - Dikhopi tse di kannweng
 - Ditifiketi tsa Ditshalelo
 - Ditifiketi fa di Kopwa
 - Go akarediwa ga Lefatshe mo Metsesetoropong

- Go tloswa ga mafatshe a a hirilweng go tswa mo go a a dirisetswang Temothuo
- Go kgethiwa ga Diakhaonte tsothe

- **Katiso ya Balekanyalefatshe ba ba mo Katisong**

6.1.2 DITIRELO TSE DI TLAMELWANG KE LEPHATA LA BOKAEDIBOGOLO: TEKANYOLEFATSHE LE DIMMAPA

Go bona tshegetso ya bomankge tekanyolefatsheng le dimmapa:

- Mafaratihathiha a taolo ya tekanyolefatshe
- Tihokomelo ya dipaakane tsa mafaratihathiha a Taolo ya Tekanyolefatshe a Bosetshaba
- Dimmapa tsa Motseletsele wa Dimmapa wa Bosetshaba
- Tlamele ka ditlhagiso tsa ditemoso tsa dimmapa/ thuto ka dimmapa (Temogo ya dimmapa)
- Tlamele ka dikgatiso le ditshwantsho tse di tserweng go tswa kwa lefaufaug gammogo le dimosaikae tsa ditshwantsho tseo tse di tserweng go tswa kwa lefaufaug
- Dikopano le/gongwe bogodimo jwa diteisene tsa ditekanyokhutlotharo, matshwao a ditekanyolefatshe tsa ditloropo le matshwaotekanyetso a balekanyalefatshe
- (Thulaganyo ya Seemo sa Lefatshe ka Bophara) mokgwa wa paakanyo ya tshedimisetso wa Trig-Net (tshedimisetso ya morago fela)
- Tshedimisetso ya dijitala ya jiosepatiale
- Paakanyo ya disetifiketi (netefatso ya dikhopi tsa tshedimisetso tse di malebana le ditshwantsho tse di tserweng go tswa kwa lefaufaug kgotsa tshedimisetso nngwe le nngwe ya sepatiale)

6.1.3 DITIRELO TSE DI TLAMELWANG KE LEPHATA LA BOKAEDIBOGOLO: KWADISO YA DIKANO

- Go ntshiwa ga lenaane le le tlhomaganeng go ya ka dialefabete, e ka nna ka sebopego sa eleketononiki gongwe mo pampiring, le le nang le maina a metsesetoropo, kgotsa dikema tsa bong jwa dikarolo, kgotsa mafelo a kabo, kgotsa ditsha tse di hiretsweng temothuo, kgotsa dipolase kwa kantorong ya kwadiso
- Lenaane la ditsha tse di mo metsesetoropong, kgotsa diyuniti mo sekemeng sa dikarolo, kgotsa bontlhabongwe jwa polase, kgotsa mafatshe a a hirilweng mo mafelong a temothuo, kgotsa ditsha mo mafelong a kabo, kgotsa lenaane lengwe le lengwe le le tshwanang le leno la dithoto tse di kwaditsweng
- Go phimolwa, gonwe go gololwa ga motho kgotsa dithoto go tswa mo tirong ya peeelo e e kwaditsweng kgotsa bonto ya ditlamano.
- Kwadiso gongwe kwadisoina mo dibukeng tsa kwadiso kgotsa direkoto, go akaretswa ditifiketi tsa bong, gammogo le dikwadiso tse dingwe tsothe tse di sa gololwang ke molao kgotsa mo go sa nnang le tihotlwa ya theko

- Kwadiso ya diphetiso tsa mafatshe kgotsa go neelwa ditshwanelo tsa diminerale.
- Go newa khopi e e kannweng ya kano go ya ka molawana 68(1)
- Poloko ya khopi ya modirisi ya kano, morago ga thebolo le ka tshwetso ya mokwadisi

6.1.4 DITLHAGISO LE DITIRELO TSE DI TLAMELWANG KE DIKANTORO TSA TLHABOLOLO YA MAFATSHE

- Go tsamaisa thulaganyo ya go fithelela madi a tlhabololo ya mafatshe;
- Go tsamaisa go tlhamiwa ga ditheo tsa molao;
- Go tsamaisa go thapiwa ga ditirelo tsa seporofesenale;
- Go tsamaisa kwadiso ya – Phetiso ya lefatshe gongwe go newa ga ditshwanelo tsa diminerale.

6.2 TSELA YA GO FITLHELELA DITIRELO TSA LEFAPHA

Gore setšhaba ka kakaretso se fithelele ditirelo tsa rona ke ntlha ya botlhokwa tota mo Lefapheng. Go ya le gore go tlokega tirelo ya mofuta ofe, ditirelo tsa rona di ka fithelelwa ka tlhamalalo go tswa kwa Dikantong tsa rona tsa Tlhabololo ya Mafatshe kwa diporofenseng di le robongwe, dikantoro tsa dikano di le robongwe, Dikantoro tsa Balekanyalefatshe-Kakaretso (kwa Pretoria, Bloemfontein, Cape Town le Pietermaritzburg), le go tswa kwa dikantong tsa rona tsa Tekanyolefatshe le Dimmapa e e fithelelwang kwa Cape Town. Gape go na le "Tshedimosetso ka Mogoso" e e ka fithelelwang ka tlhamalalo go tswa kwa popegongkgolo. Tshedimosetso ya kwadiso tebang le dikantoro tsa rona tsa Kwadiso ya Dikano le ditirelo go tswa kwa ditekanyomafatsheng le dimmapa di ka bonwa gape ka mokgwa wa elektoroniki ke badirisi ba ba nang le didirisa tse di tlokegang tsa khomphutara, sofotowere ya tshaeletsano gammogo le kgolagano ya Telkom le Openet, ka Thulaganyo ya Tshedimosetso ya Aktex.

7. KA MOO SETŠHABA SE KA NNANG LE TSHUSUMETSO KA TENG MO GO TLHAMIWENG GA MOLAOTSAMAISO, GO DIRAGATSA DITHATA KGOTSA GO DIRA DITIRO

7.1 GO NNA LE SEABE GA SETSHABA MO GO TLHAMIWENG GA MOLAOTSAMAISO, GO DIRAGATSA DITHATA KGOTSA GO DIRA DITIRO

Go na le ditsela di le mmalwa tse batho ba ka nnang le seabe gongwe ba nna le tshusumetso mo go tlhamiweng ga molaotsamaiso le mo tiragatsong ya dithata gongwe go dirwa ga ditiro ke Lefapha, go akaretswa tse di latelang:

- Fa Lefapha le eletsa go itsese molaotsamaiso o montšha go le gantsi le phasalatsa molaotsamaisothomo e le Green Paper (mo Kasateng mme ka dinako dingwe, mo diphasalatsong tse dingwe), mme motho mogwe le mongwe a ka tlhagisa ditshwaelo tsa gagwe go Lefapha mo go Green paper. Ditshwaelo tseo di elwa tlhoko fa go dirwa molaotsamaiso ya bofelo.
- Phatlhalatswa melaotthomotho gongwe dikhutswafatso tsa yona gore setšhaba se tshwaele mo Khasateng pele ga e ka itsisewe kwa Palamenteng.
- Fa go santse go kwala theo ya molaottho o montšha gongwe molaotthomo, Lefapha le supa le go buisana le batho gongwe ditlhopho tse di rileng tse di amegang. Seno ke mo godimo ga go phatlhalatsa molaotsamaiso (ka dinako dingwe) kgotsa molaotthomo go bona ditshwaelo ka kakaretso mo setšhabeng, go tshwana le Mekgatho e e seng ya Puso e e maleba, Mekgatho ya Balemirui, Mekgatho ya Baagi, Mekgatho ya Sedumedi, baamogeladitshiamelo ba Tlhabololo ya Mafatshe gongwe ba ba nang le kgatlhego, gammogo le baeteledipele ba setso.
- Motho mongwe le mongwe o na le tletla ya gore a ka kwalela Lefapha ka nako nngwe le nngwe fa a na le ditshitsinyo tebang le molaotsamaiso e mentšha gongwe diphetogo tse di ka dirwang mo molaotsamaisong e e leng teng e Lefapha le ka e lebelelang. Ditshitsinyo tsotlhe tse di agang di tia elwa tlhoko.

Ntle le ditsela tse di akaretsang tse di katiwang fa godimo tsa go nna le seabe gongwe go nna le tshusumetso mo go tlhamiweng ga molaotsamaiso, go na gape le ditsela tse di rileng tse di latelang:

- Bolaoditaolo jwa Kwadiso ya Dikano e akaretsa ditokololo/ baemedi gotsa kwa boruteging jwa phetiso ya dithoto, ba e leng gore, ka tiriso ya Boto, ba ka nna le tshusumetso mo molaotsamaisong ya merero ya kwadiso.
- Bolaoditaolo jwa Bong jwa Karolo, e e gakololang Tona ya Temothuo le Merero ya Mafatshe mo mererong ya bong jwa karolo, e akaretsa ditokololo/ baemedi go tswa kwa boruteging jwa phetiso ya dithoto, balekanyamafatshe gammogo le baagiteke, lephata la dibanka, gammogo le batho ba le babedi ba ba nang le kitso e e riling ya dikema tsa tlhabololo ya bong jwa karolo (go le gantsi ke baagi gongwe babueledi).
- Khansela ya Aforika Borwa ya Balekanyamafatshe ba Porofesenale le ba Tegeniki, e gareng ga tse dingwe,

e gakololang Tona ya Temothuo le Merero ya Mafatshe mo dintlheng tse di malebana le tekanyolefatshe le tse di amanang le yona, e akaretsa ditokololo/ baemedi go tswa kwa boruteging jwa seporofesenale gongwe jwa setegeniki jwa tekanyomafatshe mo lephateng la poraefete.

- d) Bolaodi jwa taolo ya Tekanyomafatshe e e dirang melawana go ya ka Molao wa Tekanyomafatshe wa 8 wa 1997, e akaretsa ditokololo tsa borutegi jwa tekanyomafatshe mo lephateng la poraefete.
- e) Khansele ya Aforika Borwa ya Badiri ba dipolane, e, gareng ga tse dingwe, e gakololang Tona ya Temothuo le Merero ya Mafatshe malebana le dintlha tse di amanang le borutegi jwa go dira dipolane, e akaretsa ditokololo/ baemedi go tswa mo boruteging jwa go dira dipolane ba itirelang poraefete. Gammogo le batho ba le magareng ga bongwe le tharo ba ba emelang dikgatlhego tsa baagi ba ba amegang gongwe ba ba ka amiwang ke ditshwetso tsa dipolane.

Ka ditheo tse di fa godimo tseno, borutegi le maphata a mangwe a baagi a ka nna le tshusumetso mo molaotsamaisong gammogo le tiragatso ya dithata kgotsa go dirwa ga ditiro mo maphateng a a rileng ao.

7.2 TSHIAMISO TEBANG LE TIRAGATSO GONGWE GO RETELELWA GO DIRAGATSA KE LEFAPHA

Batho ba ba sa kgotsofalang ka ntlha ya tiragatso gongwe go tlhoka go diragatsa ga Lefapha ba na le ditshiamiso tse di latelang:

- a. Motho yo o sa kgotsofalang ka ntlha ya tiragatso gongwe go tlhoka go diragatsa ga Mothusa Motlhankedi wa Tshedimosetso o na le ditshiamiso tse di latelang:
- A ka tlisa kgang eno fa pele ga Motlhankedi wa Tshedimosetso wa Lefapha, e leng Mokaedi-Kakaretso
 - A ka latela thulaganyo ya tshetshetso ya ka fa gare e e mo Kgaolo 1 ya Karolo 4 ya Molao.
 - A ka dira kopo kwa Kgatlatshekelokgolo gore go sekasekwe tshwetso ya Mothusa Motlhankedi wa Tshedimosetso.
 - Motho yoo a ka kopa gape Komisene ya Ditshwanelo tsa Botho go mo thusa go diragatsa tshwanelo ya gagwe ka fa tlase ga Molao ono.
- b. Ka kakaretso, malebana le tiragatso gongwe go se diragatse ga motlhankedi gongwe lephata la Lefapha, go na le ditshiamiso tse di latelang:
- Sa ntlha, ikgolaganye le motlhokomedi gongwe motsamaisi wa motlhankedi yo o ntseng o dira nae, fa o itse leina la motlhokomedi/motsamaisi. Motlhokomedi/Motsamaisi yoo o tla leka go rarabolola bothata.
 - Kgato e e latelang ke ya go tsenya ngongorego kwa go Mokaedi-akaretso, yo o tla dirang gore ngongorego e batlisisiwe mme go tsewe dikgato tse di maleba tsa tshiamiso fa ngongorego e na le mooko.
 - Fetisetse ngongorego go Mosireletsi wa Setshaba.
 - Fa go le maleba, mme e le kgato ya bofelo, o ka latela kgatlatshekelo ya

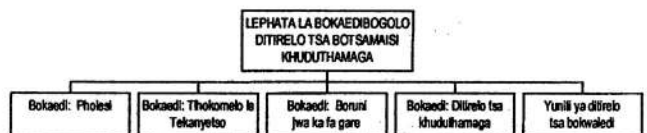
semolao go bona tshiamiso e e maleba, go tshwana le go sekaseka tiragatso ya tsamaiso ya Lefapha kgotsa taelo e e pateletsang Lefapha go diragatsa tiro nngwe (fa go ntle le go tlhoka go diragatsa).

- c. Badiri ba Lefapha le bona ba na le ditshiamiso tse di riling tsa ka fa gare fa e le gore ditshwanelo tsa bona jaaka badiri di a amega, go tshwana le:
- Go tsenya ngongorego ka fa gare;
 - Go goeletsa kganetsano ka fa tlase ga Molao wa Dikamano tsa Badiri; le
 - Mo mabakeng a go belesediwa ka ntlha ya maitsholo a a sa amogelesegeng, tshwanelo ya go ikuela kwa go Tona.

8. DINTLHA TSA BATHUSA BATLHANKEDI BA TSHEDIMOSETSO

8.1 LEFAPHA LA BOKAEDIBOGOLO: DITIRELO TSA BOTSAMAI KHUDUTHAMAGA

8.1.1 POPEGO YA LEFAPHA LA BOKAEDIBOGOLO



Lephata la Bokaedibogolo jwa Ditirelo tsa Botsamaisi Khuduthamaga le golagane ka tlhamalalo le kantoro ya Mokaedi Kakaretso mme le na le maikarabelo a go tsamaisa le go gokaganya ditiro mo kantorong ya Mokaedi Kakaretso. Dikopo tse di malebana le diyuniti tse di thaditsitweng mo popegong e e fa godimo, di ka romelwa go Motsamaisimogolo wa Ditiro (Lephata la Bokaedibogolo jwa Ditirelo tsa Botsamaisi Khuduthamaga)

8.1.2 DINTLHA TSA GO IKGOLAGANYA LE BATHUSA BATLHANKEDI BA TSHEDIMOSETSO

(1)	
Tiro	- Motsamaisimogolo wa Ditiro
Leina	- Moh. M Tong
Aterese ya Poso	- Kgetsana ya Poraefete X833, Pretoria, 0001
Aterese ya Lefelo	- 184 Mmila wa Jacob Maré, Pretoria, 0001
Nomoro ya Mogala	- (012) 312-8412 / 8409
Nomoro ya Fekese	- (0120) 323-6072
Poso ya e-mail	- mtong@dla.gov.za
(2)	
Tiro	- Mokaedi: Thokomelo le Tekanyetso
Leina	- Moh. R Ramokgopa

Aterese ya Poso	- Kgetsana ya Poraefete X833, Pretoria, 0001
Aterese ya Lefelo	- 184 Mmila wa Jacob Maré, Pretoria, 0001
Nomoro ya Mogala	- (012) 312-8408
Nomoro ya Fekese	- (012) 323-8041
Poso ya e-mail	- rromokgopa@sqhg.pwv.gov.za

8.1.3 TLHALOSO YA DITIRO LE DITIRELO

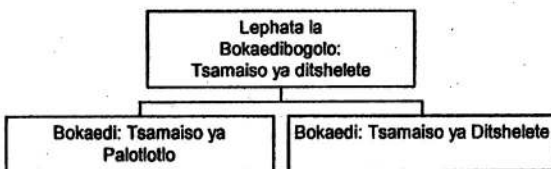
- Go gokaganya tihabololo ya Molaotsamaiso mo Lefapheng
- Ditiro tsa Boruni jwa ka fa gare
- Tsamaiso ya kantoro ya Mokaedi Kakaretso
- Go tlamela Lefapha ka ditirelo tsa khuduthamaga le tsa palamente
- Go tihokomela le go Lekanyetsa mananeo a Lefapha
- Ditirelo tsa Bokwaledi

8.1.4 TLHALOSO LE DIKAROLO TSA DIREKOTO TSE DI TSHOTSWENG

- Makwalo a dipatlisiso
- Dipegelo tsa tihokomelo le tekanyetso
- Dipegelo tsa boruni
- Makwalo a molaotsamaiso
- Makwalokgang
- Dipalopalo

8.2 LEPHATA LA BOKAEDIBOGOLO: TSAMAISSO YA MADI

8.2.1 POPEGO YA LEPHATA LA BOKAEDIBOGOLO



8.2.2 DINTLHA TSA GO IKGOLAGANYA LE MOTHUSA MOTLHANKEDI WA TSHEDIMOSSETSO

Tiro	- Mokaedimogolo: Tsamaiso ya Ditshetele
Leina	- Moh. C Motsisi
Aterese ya Poso	- Kgetsana ya Poraefete X833, Pretoria, 0001
Aterese ya Lefelo	- 184 Mmila wa Jacob Maré, Pretoria, 0001
Nomoro ya Mogala	- (012) 312-9310
Nomoro ya Fekese	- (012) 321-3279
Poso ya e-mail	- cmotsisi@dla.gov.za

8.2.3 TLHALOSO YA DITIRO LE DITIRELO

- Tsamaiso ya dithoto – tihokomelo ya polokego ya dithoto go akarediwa le go thadihiwa ga melaotsamaiso le dithulaganyo tsa tsamaiso
- Tsamaiso ya tekanyetsokabo – Kgokaganyo, go baya leitho le tihokomelo ya tekanyetsokabo e e abetsweng Lefapha
- Tsamaiso ka maikaelelo – go tshetsetsa Lefapha go sekaseka bokgoni jwa melaotsamaiso e e tshitsintsweng malebana le ikonormi le madi
- Koketso ya Bokgoni jwa madi le Tshetsetso – go tlamela badiri ba ba tihokang kitso ka katso ya madi le thulaganyo

8.2.4 TLHALOSO LE DIKAROLO TSA DIREKOTO TSE DI TSHOTSWENG

Lephata la Bokaedibogolo: Tsamaiso ya Madi le tshola makwalo a a latelang, gareng ga a mangwe, mo tirong ya lona e e tiwaelegileng. Makwalo a arogantswe go ya ka diithogo le dikarolo tse di tshotsweng ka fa tlase ga tsona.

Botsamaisi jwa Palotlotlo (Setlhogo) Tsamaiso ntle le kgobelelo (Karolo)

- Ditekanyetsokabo tsa Ngwaga le Ngwaga tsa ga jaana le tsa nako e e fetileng gammogo le ditekanyetsokabothomo.
- Dipegelo tsa Ditshenyegelo

Palotlotlo (Karolo)

- Dipegelo tsa Moruni Kakaretso le Dipotsiso tsa Boruni.
- Taolo ya ka fa gare, Dipegelo tse di yang go Moruni Kakaretso.
- Ditlathatho tsa dithoto le madi.
- Bogodu le ditatlhegelo.
- Kanego ya ngwaga le ngwaga ya lotseno.
- Dikoloto, diakhaonte tsa bakoloti le ditirelo, go akarediwa dikadimo tsa madi

Tsamaiso ya Madi (Setlhogo) Dituelo tsa badiri le ditelo (Karolo)

- Faele ya dituelo tsa badiri le direkoto tsa dituelo
- Tetlanyo le Radituelo-kakaretso.
- Direkoto tsa dituelo, dituelo tsa sekgwamana gammogo le ditelo tsa nakwana
- Direkoto tsa ditshenyegelo tsa maeto le bonno.

Direkoto tsa nakwana tsa Tsamaiso (Karolo)

- Direkoto tsa ditheko, dikonteraka tsa batho ba ba farologaneng, dikonteraka tsa Boto ya Dithendara ya Mmuso, dithendara tsa semmuso, dikabelo, palothoto, dipegelo tsa Boto ya Dipotsiso, dikanego tsa ngwaga le ngwaga le dipolelo tsa dithendara tsa semmuso, rekoto ya diithothwa, direkoto tsa Komiti ya dithendara, le ditlathatho tsa dithoto.

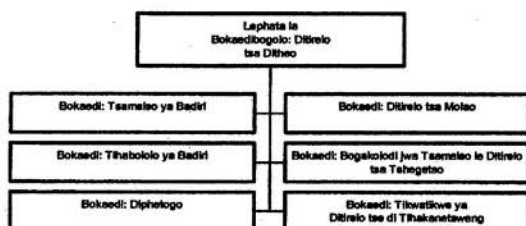
Ditirelo tsa thulaganyo ya dithoto (logistics) (Karolo)

- Rejisetara ya taolo ya lenanethoto; le rejisetara ya Dithoto

Direkoto tsa taolo ya dipalangwa (Karolo)

- Lemorago la dipalangwa tsa semmuso, dikotsi, ditatthegele, bothaswa, tetla ya maeto, kabo ya dipalangwa;
- Go thapiwa ga dipalangwa, thulaganyo ya go phaka,
- Dipalangwa tsa Puso le dipalangwa tse di etleediwang;
- Sepalangwa sa poraefete (se dirisediwa ditirelo tsa semmuso);
- Direktoto tsa sekema sa madi a dikoloi sa Bathankedi bagolwane;
- Direktoto tsa tiriso ya diterena le difofane.

Lephata leno la Bokaedibogolo ga le tlamela setshaba ka ditirelo ka tihamalalo. Ditirelo di felela mo go tshegetseng Lefapha mo go diragatseng ditiro tsa lona tsa bothokwa. Dikopo tsa go fithelela direkoto tse di tshotsweng ke Lephata la Bokaedibogolo di ka romelwa go Mothusu Motlhankedi wa Tshedimosetso, yo dintlha ka ga go ikgolaganya nae di fithelelang mo temeng ya 8.2.2.

8.3 LEPHATA LA BOKAEDIBOGOLO: DITIRELO TSA DITHEO**8.3.1 POPEGO YA LEPHATA LA BOKAEDIBOGOLO****8.3.2 DINTLHA TSA GO IKGOLAGANYA LE MOTHUSA MOTLHANKEDI WA TSHEDIMOSETSO**

Tiro	- Mokaedimogolo: Ditirelo tsa Ditheo
Leina	- Rre S Mathiki
Aterese ya Poso	- Kgetsana ya Poraefete X833, Pretoria, 0001
Aterese ya Lefelo	- 184 Mmila wa Jacob Maré, Pretoria, 0001
Nomoro ya Mogala	- (012) 312-8144
Nomoro ya Fekese	- (012) 325-6184
Poso ya e-mail	- tsmathiki@dla.gov.za

8.3.3 TLHALOSO YA DITIRO LE DITIRELO

Lephata la Bokaedibogolo jwa Ditirelo tsa Ditheo le naya ditirelo tsa tshegetso go lefapha. Le na le ditiro tse di kgethegileng tse di akaretsang gareng ga tse dingwe:

- Go neelana ka tirelo e e bokgoni ya Tsamaiso ya Badiri

- Go tlamela Lefapha ka ditirelo tsa tsamaiso ya molao malebana le kgokaganyo le go kwala molao, go tsaya dikgato tsa semolao, ditirelo tsa tshegetso, tshegetso ya molao, dikgakololo tsa semolao gammogo le dikonteraka.
- Go tsamaisa katso le tihabololo ya badiri mo Lefapheng
- Go tsamaisa kagoseswa ya Lefapha go lebeleletse go siamisa dintlha di tshwana le kemedi, go anamisa ditiro le ditirelo tsa lefapha ka dikgaolo, go godisa tirisano mmogo ya mefuta e e farologaneng, tsweletso ya ditirelo tsa seemo se se kwa godimo go badirisi botlhe.
- Go tlamela ka ditirelo tsa thuso tsa tsamaiso le tsa pabalesego

8.3.4 TLHALOSO YA DIKAROLO TSA DIREKOTO TSE DI TSHOTSWENG

Lephata la Bokaedibogolo: Ditirelo tsa Ditheo le tshola makwalo a a latelang, gareng ga a mangwe, mo tirong ya lona e e tswaelegileng.

Tsamaiso ya Badiri (Karolo)

Tshedimosetso e e tsholwang ka fa tiase ga karolo eno e akaretsa melaotsamaiso le direkoto tsa badiri ka ga:

- Ditshiamelo tsa tiro (Sekema sa thuso ya Kalafi; Ketleetsa ya Matlo; Malatsi a boikhutso; Sekema sa netefaletsa sa Mmuso, le ditshiamelo tsa Phudugo).
- Badiri, tsamaiso ya tiragatso ya tiro gammogo le motsamao go akarediwa go rola tiro
- Dikamano le Badiri (tshekatsheko ya dingongorego; ditheetso tsa maitsholomabe, le dipuisano le mekgatlo ya badiri mo mererong e e kgethegelwang)

Ditirelo tsa Molao (Karolo)

- Peomolao e e tsamaisiwa ke Lefapha gammogo le melaotlhommo e e simolotsweng ke Lefapha
- Direktoto tsa dikgato tsa molao, taolo ya ditatthegele le dikonteraka
- Dikgakololo tsa semolao.

Tihabololo ya Badiri (Karolo)

Tshedimosetso mo karolong eno e akaretsa melaotsamaiso tsa lefapha gammogo le direkoto tsa badiri mo go tse di latelang

- Katso le tihabololo
- Tihabololo ya bokgoni;
- Lenaneo la Thuto ya Bagolo (ABET)
- Dibasari;

Kagoseswa (Karolo)

- Direktoto ka ga mekgwa ya tsereganyo ya go fetola setso sa setheo
- Direktoto tsa Tekatekano ya Thapo le maano a thapo ka tekatekano;
- Maano a Tokafatso ya Ditirelo
- Maano le dipegelo tsa tswelolepele tebang le go anamisetsa ditirelo le ditiro tsa lefapha kwa dikgaolong

Ditirelo tsa Bogakolodi le Tshegetso ya Botsamaisi (Karolo)

- Tihamo ya lefapha gammogo le tshakatsheko le tihabololo ya dipopegotheo tsa setheo;
- Dipegelo tsa ditekanyetso tsa tiro tsa diphatlatiro tse di ntsheditsweng thomo gammogo le tse di lolea;
- Direkoto tsa bonno le tihokomelo (ya dikago);
- Taolo ya direkoto

Lephata leno la Bokaedibogolo ga le tlamele setshaba ka ditirelo ka tlhamalalo. Ditirelo di felela mo go tshhegetseng Lefapha mo go diragatseng ditiro tsa lona tsa botlhokwa. Dikopo tsa go fithelela direkoto tse di tshotsweng ke Lephata la Bokaedibogolo di ka romelwa go Mothusa Motlhankedi wa Tshedimosetso, yo dintlha ka ga go ikgolaganya nae di fitlhelwang mo temeng ya 8.3.2.

8.4 LEPHATA LA BOKAEDIBOGOLO: TLHAELETSANO

8.4.1 POPEGO YA LEPHATA LA BOKAEDIBOGOLO



8.4.2 DINTLHA TSA GO IKGOLAGANYA LE MOTHUSA MOTLHANKEDI WA TSHEDIMOSETTO

Tiro	- Mokaedimogolo: Tlhaleletsano
Leina	- Rre A Makoe
Aterese ya Poso	- Kgetsana ya Poraefete X833, Pretoria, 0001
Aterese ya Lefelo	- 184 Mmila wa Jacob Maré, Pretoria, 0001
Nomoro ya Mogala	- (012) 312-8143
Nomoro ya Fekese	- (012) 323-3693
Poso ya e-mail	- ajmakoe@dia.gov.za

8.4.3 TLHALOSO YA DITIRO LE DITIRELO

- Go godisa le go dira gore go nne le temogo ya mananeo le diporojeke tsa Lefapha la Merero ya Mafatshe, ka fa gare le kwa ntle;
- Go thusa ka go gatisiwa ga dimateriale tsa kgodiso e ka nna tsa molaotsamaisogongwe tse di tshohegang ka nakwana go tshwana le dikipa, diposetara gammogo le matlhatsana a tshedimosetso;
- Tsamaiso ya selebo sa setheo;
- Tihagiso ya dipegelo tsa ngwaga le ngwaga; le
- Go rulaganya ditiro tsa bobegakgang le dipegelo tsa bobegakgang.

8.4.4 TLHALOSO YA DIREKOTO TSE DI TSHOLWANG

Materiale wa kgodiso (karolo)

- Dibukana tsa tshedimosetso tse di ka ga ditlhagiso, diposetara le matlhatsana
- Makwalokgang

Dipegelo le makwalo a Molaotsamaiso

- Dipegelo tsa ngwaga le ngwaga
- Ditokomane le dijenale
- White Paper e e ka ga molaotsamaiso ya Aforika Borwa ya Mafatshe

8.5 LEPHATA LA BOKAEDIBOGOLO: TSHEDIMOSETTO YA THEKENOLOJI

8.5.1 POPEGO YA LEPHATA LA BOKAEDIBOGOLO



8.5.2 DINTLHA TSA GO IKGOLAGANYA LE MOTHUSA MOTLHANKEDI WA TSHEDIMOSETTO

Tiro	- Mokaedimogolo: Ditirelo tsa Tshedimosetso
Leina	- Rre K Hlala
Aterese ya Poso	- Kgetsana ya Poraefete X833, Pretoria, 0001
Aterese ya Lefelo	- 184 Mmila wa Jacob Maré, Pretoria, 0001
Nomoro ya Mogala	- (012) 312-9497
Nomoro ya Fekese	- (012) 325-2399
Poso ya e-mail	- khlahla@dia.gov.za

8.5.3 TLHALOSO YA DITIRO LE DITIRELO

Go tlamela le go tshhegetsisa tirelo e e tihakaneng ya tshedimosetso ya Thekenoloji e e ikanyegang, thomameng, le e e siametseng tiro eo Mme e lebagane sentle le ditlhokego tsa Lefapha ka:

- Tsamaiso e e siameng le go anamisiwa ga tshedimosetso;
- Go tlamela ka didirisiwa, go tshhegetsisa le go tihokomela ditirelo tsa Thekenoloji ya Tshedimosetso;
- Tihabololo ya setegeniki le tihokomelo ya website ya lefapha;
- Go baakanya mafaratlhatlha le go tlamela ka tshhegetso go badirisi;
- Tsamaiso ya Tikwatikwe ya Tshedimosetso
- Theko ya mafaratlhatlha a Tshedimosetso ya Thekenoloji;
- Go kgontsha Polokelo ya Tshedimosetso ya Setheo le Bobeelo jo bo mo Lefatsheng go dira ka mokgwa wa sepatiale; le
- Tihokomelo le tsamaiso ya Thulaganyo ya bogareng ya mafaratlhatlha.

8.5.4 TLHALOSO YA DIREKOTO TSE DI TSHOLWANG

- Melaotsamaiso ya Tshedimoetso ya Thekenoloji
- Direkoto tsa katiso ya dikhomphiutara
- Theko ya mafaratlhatlha a Tshedimoetso ya Thekenoloji
- Dikonteraka tsa Tshedimoetso ya Thekenoloji
- Dibuka, dimakasini, Makwalo a dipattisiso (Materiale wa Tikwatikwe ya Tshedimoetso)

Aterese ya Poso

- Kgelsana ya Poraefete X9073, Cape Town, 8000

Aterese ya Lefelo

- Kago ya New Revenue, 90 Mmila wa Plein, Cape Town

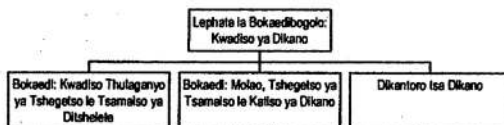
Nomoro ya Mogala
Nomoro ya Fekese

-(021) 462-3530
-(021) 462-3539/3540

Poso ya e-mail

- kpillay@dla.gov.za

(4)

8.6 LEPHATA LA BOKAEDIBOGOLO: KWADISO YA DIKANO**8.6.1 POPEGO YA LEPHATA LA BOKAEDIBOGOLO****8.6.2 DINTLHA TSA GO IKGOLAGANYA LE BATHUSA BATLHANKEDI BA TSHEDIMOSETSO**

Lephata leno la Bokaedibogolo le na le Bathusa Batlhankedi ba Tshedimoetso ba le 10 – Mokwadisimogolo wa Dikano gammogo le Bakwadisi ba Dikano ba le 9

(1)

Tiro - Mokwadisimogolo wa Dikano

Leina - Rre J Slothouber

Aterese ya Poso - Kgelsana ya Poraefete X918, Pretoria, 0001

Aterese ya Lefelo - Kago ya Poytons, Khona ya Mebila ya Church le Bosman, Pretoria, 0001

Nomoro ya Mogala - (012) 338-7227
Nomoro ya Fekese - (012) 323-3347

Poso ya e-mail - gislothouberg@dla.gov.a

(2)

Tiro - Mokwadisi wa Dikano: Pretoria

Leina - Moh. S Lefafa

Aterese ya Poso - Kgelsana ya Poraefete X918, Pretoria, 0001

Aterese ya Lefelo - Sentrale, Khona ya Mebila ya Vermeulen le Bosman, Pretoria

Nomoro ya Mogala - (012) 338-7034/7000
Nomoro ya Fekese - (012) 338-7103
Poso ya e-mail - slefafa@dla.gov.za

(3)

Tiro - Mokwadisi wa Dikano: Cape Town

Leina - Rre K Pillay

Tiro

- Mokwadisi wa Dikano: Johannesburg

Leina

- Rre A Stephen

Aterese ya Poso

- Lebokoso la Poso 61873, Marshalltown, 2107

Aterese ya Lefelo

- 2 Mmila wa Rissik, Go bapa le Dikantoro tsa Moamogedi wa Lekgetho, Johannesburg

Nomoro ya Mogala
Nomoro ya Fekese

-(011) 378-2249
-(011) 378-2100

Poso ya e-mail

- ahstephen@dla.gov.za

(5)

Tiro

- Mokwadisi wa Dikano: King Williams Town

Leina

- Rre J Badenhorst

Aterese ya Poso

- Kgelsana ya Poraefete X7402, King Williams Town, 6500

Aterese ya Lefelo

- 11 Tsela ya Alexander, King Williams Town,
-(043) 642-2741
-(043) 642-4539

Nomoro ya Mogala
Nomoro ya Fekese

Poso ya e-mail

- jlbadenhorst@sqhg.pwv.gov.za

(6)

Tiro

- Mokwadisi wa Dikano: Bloemfontein

Leina

- Mme C. Knoesen

Aterese ya Poso

- Kgelsana ya Poraefete X20613, Bloemfontein, 8000

Aterese ya Lefelo

- Khona ya mmila wa Nelson Mandela le Aliwal, Bloemfontein, 9300

Nomoro ya Mogala
Nomoro ya Fekese

-(051) 403 0302/0300
-(051) 403 0370

Poso ya e-mail

- cceknoesen@fdla.gov.za

(7)

Tiro

- Mokwadisi wa Dikano: Pietermaritzburg

Leina

- Rre H Basson

Aterese ya Poso	- Kgetsana ya Poraefete X9028, Pietermaritzburg
Aterese ya Lefelo	- 3000 Mmilla wa Pietermaritz, Pietermaritzburg
Nomoro ya Mogala Nomoro ya Fekese	- (033) 355-6810/6800 - (033) 345-5101
Poso ya e-mail	- hpbasson@sqhg.pwv.gov.za
	(8)
Tiro	- Mokwadisi wa Dikano: Umtata
Leina	- Rre N Mantanga
Aterese ya Poso	- Kgetsana ya Poraefete X5040, Umtata, 5100
Aterese ya Lefelo	- Boalo jo bo kwa tiase jwa kago ya Botha Sigcawu, Khona ya Leads le Owen, Umtata
Nomoro ya Mogala Nomoro ya Fekese	- (047) 531 2150 - (047) 531 2873
Poso ya e-mail	- nwmatanga@sqhg.pwv.gov.za
	(9)
Tiro	- Mokwadisi wa Dikano: Vryburg
Leina	- Rre M Sechele
Aterese ya Poso	- Kgetsana ya Poraefete X1, Vryburg, 8600
Aterese ya Lefelo	- Kago ya Puso, 26 Mmilla wa De Kock, Vryburg
Nomoro ya Mogala Nomoro ya Fekese	- (053) 927 1076 - (053) 927 4002
Poso ya e-mail	- msechele@sqhg.pwv.gov.za
	(10)
Tiro	- Mokwadisi wa Dikano: Kimberley
Leina	- Mme L Smit
Aterese ya Poso	- Kgetsana ya Poraefete X5026, Kimberley, 8300
Aterese ya Lefelo	- Kago e ntshwa ya Setshaba, Khona ya Mmilla wa Knights le Stead, Kimberley
Nomoro ya Mogala Nomoro ya Fekese	- (053) 832 7228/9 - (053) 832 5888
Poso ya e-mail	- lcsmit@dla.gov.za

8.6.3 TLHALOSO YA DITIRO LE DITIRELO

Lephata la Bokaedibogolo: Kwadiso ya Dikano le rwele malkarabelo a tsamaiso ya thulaganyo ya kwadiso ya dithoto. Seno se akaretsa go kwadisiwa ga ditshwanelo tsa mafatshe le dintlha tse dingwe jaaka di rebotswe ke Molao wa Kwadiso ya Dikano (Molao wa 47 wa 1937), Molao wa Dikarolo tsa Bong,

(Molao wa 95 wa 1986), gammogo le melao e mengwe e e amanang le mafatshe gongwe ditshwanelo tsa mafatshe. Kantor e filwe malkarabelo a go netefatsa gore go kwadisiwa ga dikano le makwalo a mangwe mo Rejisetareng ya Dikano go dirwa ka mokgwa o o tshwanang ka go thusa ka tshetsetso ya molao gammogo le molaotsamaiso wa molao. Malkarabelo a akaretsa ditiro tse di latelang:

- Go tshola rejisetara ya setshaba gammogo le thulaganyo ya kwadiso;
- Go kwadisa dikano gammogo le makwalo a mangwe, gammogo le go dira ditiro tse dingwe tse di maleba jaaka di kabakanngwa mo karolo 3 ya Molao wa Kwadiso ya Dikano, 1937 (Molao 47 wa 1937);
- Go boloka direkoto jaaka go rebotswe mo karolo 3(1)(a) ya Molao wa Kwadiso ya Dikano;
- Go tlamela ka tshedimisetso go ya ka karolo 7 ya Molao wa Kwadiso ya Dikano.

Malkarabelo ano a fithelelwa ka go nna teng ga dikantoro tsa Kwadiso ya Dikano kwa Pretoria, Cape Town, Bloemfontein, Johannesburg, Pietermaritzburg, King Williams Town, Vryburg, Kimberley le Umtata.

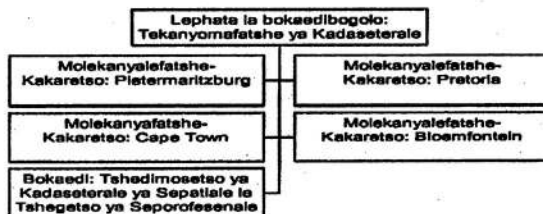
8.6.4 TLHALOSO LE DIKAROLO TSA DIREKOTO TSE DI TSHOLWANG

Lephata la Bokaedibogolo: Kwadiso ya Dikano le tshola direkoto tse di latelang mo tirong ya lona ya ka gale.

- Rejisetara ya Dikano
- Tshedimisetso ka ga kwadiso
- Tshedimisetso ka ga dithoto
- Makwalo a melaotsamaiso
- Akhaonte ya Kgwebo ya Kwadiso
- Thulaganyo ya maekerofilimi ya diakhaefe

8.7 LEPHATA LA BOKAEDIBOGOLO: DITEKANYOMAFATSHE TSA KADASETERALE

8.7.1 POPEGO YA LEPHATA LA BOKAEDIBOGOLO



8.7.2 DINTLHA TSA GO IKGOLAGANYA LE BATHUSA BATLHANKEDI BA TSHEDIMOSSETSO

Lephata la Bokaedibogolo le nale Bathusa Batlhankedi ba Tshedimisetso ba le 5 – Molekanyalefatshe-kakaretsomogolo gammogo le balekanyalefatshe-kakaretso ba le 4

(1)

Tiro	- Molekanyalefatshe-kakaretsomogolo
Leina	- Rre A van den Berg
Aterese ya Poso	- Kgetsana ya Poraefete X954,

	Pretoria, 0001
Aterese ya Lefelo	- Fedsure Forum, Boalo jwa 8, South Tower, Mmila wa van der Walt, Pretoria
Nomoro ya Mogala	- (012) 322 5400
Nomoro ya Fekese	- (012) 322 5418
Poso ya e-mail	- avdberg@dla.gov.za
	(2)
Tiro	- Molekanyalefatshe-kakaretso: Pretoria
Leina	- Rre C van Dyk
Aterese ya Poso	- Kgetsana ya Poraefete X291, Pretoria, 0001
Aterese ya Lefelo	- Kago ya Puso ya Bogareng, Khona ya Mmila wa Church le Bosman, Pretoria
Nomoro ya Mogala	- (012) 323 1527
Nomoro ya Fekese	- (012) 303 1601
Poso ya e-mail	- cvandyk@sqhg.pwv.gov.za
	(3)
Tiro	- Molekanyalefatshe-kakaretso: Cape Town
Leina	- Rre J Obree
Aterese ya Poso	- Kgetsana ya Poraefete X9028, Cape Town, 8000
Aterese ya Lefelo	- Kago ya New Revenue, 90 Mmila wa Plein, Cape Town
Nomoro ya Mogala	- (021) 467-4800/1
Nomoro ya Fekese	- (021) 465-3008
Poso ya e-mail	- jobree@lg021.wcape.gov.za
	(4)
Tiro	- Molekanyalefatshe-kakaretso: Bloemfontein
Leina	- Rre M Riba
Aterese ya Poso	- Kgetsana ya Poraefete X20634, Bloemfontein, 9300
Aterese ya Lefelo	- Kago ya Omni, 79 Mmila wa Aliwal, Bloemfontein
Nomoro ya Mogala	- (051) 488-0955/0014
Nomoro ya Fekese	- (051) 447-8003
Poso ya e-mail	- mriba@lg051.ofs.gov.za
	(5)
Tiro	- Molekanyalefatshe-kakaretso: Pietermaritzburg
Leina	- Rre C Williams-Wynn

Aterese ya Poso - Lebokoso la poso 396, Pietermaritzburg, 3200

Aterese ya Lefelo - 300 Mmila wa Pietermaritz, Pietermaritzburg, 3201

Nomoro ya Mogala - (033) 345-1215
Nomoro ya Fekese - (033) 394-7610

Poso ya e-mail - ccdwillwyn@dla.gov.za

8.7.3 TLHALOSO YA DITIRO LE DITIRELO

Lephata la Bokaedibogolo: Ditekanyomafatshe tsa Kadaseterale, ka dikantoro tsa Balekanyalefatshe-kakaretso, le tlamela ka ditekanyomafatshe tsa kadaseterale tse di ikanyegang ka go tthatlhoba le go rebola makwalo a semmuso go kwadisiwa le dikantoro tsa Kwadiso ya Dikano, gammogo le go tihokomela banka ya tshedimosetso ya ga jaana ya sepatiale. Go na le dikantoro tsa Balekanyalefatshe-kakaretso di le nne mo Aforika Borwa, mme nngwe le nngwe ya tsona e laola ditekanyomafatshe tsa kadaseterale mo diporofenseng tse di di tihokometseng. Ditiro tse dikgolo tsa tsona ke:

- Go sekaseka le go rebola ditshwantsho, dipolane ka kakaretso gammogo le dipolane tsa dikarolo tsa bong pele ga di ka kwadisiwa mo Rejisetareng ya Dikano.
- Go tihokomela le go baya mo dinakong makwalo othe le direkoto tse di ka ga ditekanyomafatshe tsa kadaseterale.
- Go tihokomela le go baya mo dinakong dimmapa tsa kadaseterale le dipolane tse di kwadilweng le tsa dijitala.
- Go tlamela ka dikhopi tsa makwalo a a tshotsweng mo kantorong e le dikhopi tsa dipampiri le tsa dijitala. Kantoro e tlamela gape ka kgakololo le tshedimosetso tebang le rejisetara ya dithoto.
- Go dira tsamaiso ya tshedimosetso ya kadaseterale go tihola gore a tshedimosetso ya dipalo e tsamaelana le ya makwalo a a sa tswang go amogelwa le go tsenya tshedimosetso ya dialofabete le dipalo go tswa mo makwalong a a rebotsweng mo bankeng ya tshedimosetso ya Thulaganyo ya Tshedimosetso ya Kadaseterale.
- Go gatisa makwalo othe a a rebotsweng ka sekene gore a nne ka mokgwa wa elektoroniki gore go sirelediwe dikhopi tsa semolao gore di seke tsa senyega gongwe go dirisiwa tokomane, gammogo le go tlamela ka tirelo e e bokgoni ya mo mogaleng go Kantoro ya Dikano gammogo le tirelo e e bonako le e e bokgoni go badirisi ba rona kwa khaontareng ya setshaba.
- Go tshola banka ya tshedimosetso ya sepatiale ya Ditshwanelo tsa Nnete tse di Lekanyeditshweng tse di tlamelang ka sedirisiwa se se maatia se se ka dirisediawang tikologo ya Togamaanokgolo.
- Go tlamela ka tirelo ya kadaseterale ya mmapa moo go nang le tihokego ya dimmapa tsa kadaseterale gongwe fa e leng gore go tshwanetse ga dirwa gape rejisetara ya dithoto, go fa sekai, dikopo tsa mafatshe, ditshwanelo tsa diminerale le tse dingwe.

8.7.4 TLHALOSO LE DIKAROLO TSA DIREKOTO TSE DI TSHOTSWENG

Lephata la Bokaedibogolo: Tekanyomafatshe ya Kadaseterale le tshola direkoto tse di latelang mo tirong ya lona ya ka gale:

- Ditshwantsho tse di rebotsweng,
- Dipolane ka kakaretso,

- Dipolane tsa dikarolo (dikhopi le tshedimisetso ya elektoroniki)
- Ditshwantsho tse di tserweng go tswa kwa lefaufaug jaaka di tlametswe ke Lephata la Bokaedibogolo: Surveys and Mapping
- Tshedimisetso ya Sepatiale ya Kadaseterele (dikhopi le tshedimisetso ya elektoroniki)
- Direkoto tse di ka ga Tshekatsheko ya Thulaganyo ya Bosetshaba ya Tshedimisetso ya Mafatshe tse di tlametsweng tebang le go tihangwa ga Metsesetoropo.
- Direkoto tsa ditekanyetsomafatshe le ditumelano tsa dipaakane.
- Direkoto tsa dipatlisiso/tshekatsheko ya Lefatshe la Mmuso.

8.8 LEPHATA LA BOKAEDIBOGOLO: DITEKANYOMAFATSHE LE DIMMAPA

8.8.1 POPEGO YA LEPHATA LA BOKAEDIBOGOLO



8.8.2 DINTLHA TSA GO IKGOLAGANYA LE MOTHUSA MOTLHANKEDI WA TSHEDIMOSSETSO

Tiro	- Mokaedimogolo: Ditekanyomafatshe le Dimmapa
Lelina	- Rre D Clarke
Aterese ya Poso	- Kgotsana ya Poraefete X10, Mowbray, 7705
Aterese ya Lefelo	- Kago ya van der Sterr, Mmilla wa Rhodes, Mowbray, Cape Town
Nomoro ya Mogala	- (021) 658-4301
Nomoro ya Fekese	- (021) 686-1351
Poso ya e-mail	- dclarke@sl.wcape.gov.za

8.8.3 TLHALOSO YA DITIRO LE DITIRELO

- Go tlamela ka tshedimisetso ya sepatiale gammogo le tshagetsa ya seprofesenele mo go tekanyomafatshe le dimmapa
- Go tihokomela mafaratlhatlha a taolo ya tekanyomafatshe le go bona ditshwantsho tse di tsewang go tswa kwa lefaufaug gammogo le tshedimisetso ka dimmapa
- Go tswelatsa tekanyolefatshe gammogo le go bona tshedimisetso e nngwe le ditshwantsho tse di tsewang go tswa kwa lefaufaug;
- Go diragatsa tshedimisetso ya tekanyolefatshe le ya dimmapa
- Go tihokomela dipaakane tsa mafaratlhatlha a Taolo ya Bosetshaba ya Tekanyomafatshe.
- Go tshagisa dimmapa le go thusa ka ditirelo tsa katogerafi; le
- Go tlamela ka ditirelo tsa bosetshaba tsa dimmapa gammogo le go tlamela ka ditirelo tsa katogerafi

8.8.4 TLHALOSO LE DIKAROLO TSA DIREKOTO TSE DI TSHOTSWENG

Lephata la Bokaedibogolo: Tekanyolefatshe le Dimmapa le tshola direkoto tse di latelang mo tirong ya lona ya ka gale. Lephata la Bokaedibogolo le tshagisa direkoto tse di latelang tse di rekisiwang:

- a) Dimmapa tsa Motseletsele wa Dimmapa tsa Bosetshaba
- b) Ditshagiswa tsa temoso ya dimmapa/ kitso ya dimmapa (temogo ya dimmapa)
- c) Go tlamela ka ditshwantsho le ditshwantsho tse di tserweng go tswa kwa lefaufaug
- d) Dimosaake tsa ditshwantsho tse di tserweng go tswa kwa lefaufaug
- e) Dikopano le/gongwe bogodimo jwa diteishene tsa ditekanyokhutlotharo, matshwao a ditekanyolefatshe tsa ditorepo le matshwaotekanyetso a balekanyalefatshe
- f) Thulaganyo ya Seemo sa Lefatshe ka Bophara mokgwa wa paakanyo ya tshedimisetso wa Trig-Net (tshedimisetso ya morago fela)
- g) Tshedimisetso ya dijitala ya Josepatiale
- h) Paakanyo ya disetifiketi (netefatso ya dikhopi tsa tshedimisetso tse di malebana le ditshwantsho tse di tserweng go tswa kwa lefaufaug kgotsa tshedimisetso nngwe le nngwe ya sepatiale)

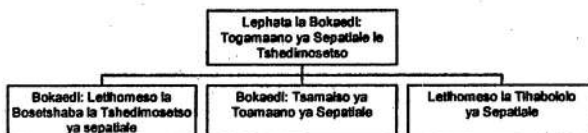
Tshedimisetso e e ka fithelelwang ka Molao wa Tshedimisetso e thadisitse mo Motseletseleng o Mogolo wa ditlhago tse direkoto di tshotsweng ka fa tlase ga tsona. Lemoga tswetswee gore lenaane le atologile mme ga se ditlhago tsothe tse di kailweng tse go tla fithelelwang di na le difaele ka dinako tsothe. Mothusi Motlhankedi wa Tshedimisetso wa gago o tla itumelela go go thusa ka sengwe le sengwe go ya ka Molao ono.

8.8.4.1 DITLHAGO

- Direkoto tse di ka ga setheo le taolo ya Lephata la Bokaedibogolo.
- Direkoto tse di ka ga merero ya Badiri ba Lephata leno la Bokaedibogolo.
- Direkoto tsa madi tsa Lephata la Bokaedibogolo.
- Direkoto tse di ka ga Kantoro ya Ditirelo tsa Thuso ya Lephata la Bokaedibogolo.
- Direkoto tsa dipalangwa tsa Lephata la Bokaedibogolo
- Diteng tsa direkoto le dikopano tsa maphata gammogo le dikokoano tse dingwe (mananeo, metsotso, jj.)
- Direkoto tsa Dipotsiso tsa Tona le Palamente tse di rometsweng mo Lephata leno la Bokaedibogolo.
- Direkoto ka ga Dithulaganyo tsa Bosetshaba tsa Tshedimisetso ka Mafatshe.
- Direkoto ka ga dipatlisiso tsa kotsi/ tekanyolefatshe ya Lefatshe la Mmuso.
- Direkoto tsa dithoto tse mafatshe a tsona a lekanyeditsweng go ya ka nomoro ya thoto.

8.9 LEPHATA LA BOKAEDIBOGOLO: TOGAMAANO YA SEPATIALE LE TSHEDIMOSSETSO

8.9.1 POPEGO YA LEPHATA LA BOKAEDIBOGOLO



8.9.2 DINTLHA TSA GO IKGOLAGANYA LE MOTHUSA MOTLHANKEDI WA TSHEDIMOSETSO

Tiro	- Mokaedimogolo: Togamaano ya Sepatiale le Tshedimosetso
Leina	- Rre K Kabagambe
Aterese ya Poso	- Kgetsana ya Poraefete X833, Pretoria, 0001
Aterese ya Lefelo	- Mmilla wa Jacob Maré, Pretoria, 0001
Nomoro ya Mogala	- (012) 312-9574
Nomoro ya Fekese	- (012) 312-8135
Poso ya e-mail	- khkabagambe@dla.pwv.gov.za

8.9.3 TLHALOSO YA DITIRO LE DITIRELO

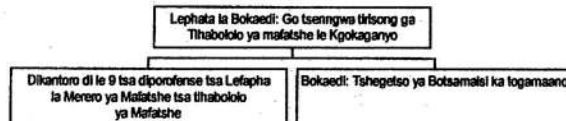
Lephata la Bokaedibogolo: Togamaano ya Sepatiale le Tshedimosetso Le na le maikarabelo a: -

- Go tihama letihomeso la melaotsamaiso, dithulaganyo tsa setheo, seemo le thekenoloji go tlamela ka phitlhelelo le tiroso ya tshedimosetso ya sepatiale;
- Go tihama melaotsamaiso tsa bosetshaba le melao tebang le togamaano ya sepatiale.
- Go tihama seemo sa setegeniki kgotsa kaedi ya go tlhamiwa ga maano a sepatiale jaaka, kitlano ya sekale, dintshi tsa motsesetoropo ji, go akarediwa le tihabololo ya Letihomeso la Bosetshaba la Tihabololo ya Sepatiale.
- Go gokaganya le go tsamaisa go tlhamiwa ga molaotsamaiso wa tihabololo ya mafatshe le matlhomeso a togamaano.
- Go tihabolola le go tlhokomela kgathololo ya ditshodi tsa tshedimosetso ya sepatiale mo nageng.

8.9.4 TLHALOSO LE DIKAROLO TSA DIREKOTO TSE DI TSHOTSWENG

Direkoto tse di tshotsweng ke Lephata leno la Bokaedibogolo di akaretsa tse di latelang:

- Melao le makwalo a Molaotsamaiso le diakedi
- Tshedimosetso ya GIS (tshedimosetso ya sepatiale)
- Karaloko ya ditshodi tsa tshedimosetso ya sepatiale
- Seemo sa setegeniki kgotsa kaedi ya go tlhamiwa ga maano a sepatiale, go naya sekai, kitlano ya sekale, dintsi tsa motsesetoropo jalo le jalo.

8.10 LEPHATA LA BOKAEDIBOGOLO: GO TSENNGWA TIRISONG GA LE KGOKAGANYO YA TLHABOLOLO YA MAFATSHE**8.10.1 POPEGO YA LEPHATA LA BOKAEDIBOGOLO****8.10.2 DINTLHA TSA GO IKGOLAGANYA LE BATHUSA BATLHANKEDI BA TSHEDIMOSETSO**

Lephata leno la Bokaedibogolo le na le Bathusa Batlhankedi ba Tshedimosetso ba le 10 – Mokaedimogolo gammogo le Bakaedi ba Diporofense ba le 9.

(1)

Tiro	- Mokaedimogolo: Go Tsenngwa Tirisong le Kgokaganyo ya Tihabololo ya Mafatshe
Leina	- (Go na le phatlatrio ga jaana) ¹
Aterese ya Poso	- Kgetsana ya Poraefete X833, Pretoria, 0001
Aterese ya Lefelo	- 184 Mmilla wa Jacob Maré, Pretoria, 0001
Nomoro ya Mogala	- (012) 312-8911
Nomoro ya Fekese	- (012) 312-8222

(2)

Tiro	- Mokaedi: Gauteng PLRO
Leina	- Rre M Ndelela
Aterese ya Poso	- Kgetsana ya Poraefete X01, Arcadia, 0007
Aterese ya Lefelo	- 9 Bailey Lane, Arcadia, 0007
Nomoro ya Mogala	- (012) 310-6501
Nomoro ya Fekese	- (012) 328-3160
Poso ya e-mail	- mndlela@dla.gov.za

(3)

Tiro	- Mokaedi: Foreisetata PLRO
Leina	- (Go na le phatlatrio) ²
Aterese ya Poso	- Kgetsana ya Poraefete X20546, Bloemfontein, 9300
Aterese ya Lefelo	- Kago ya SA Eagle, 136 Mmilla wa Maitland, Bloemfontein
Nomoro ya Mogala	- (051) 400-4200
Nomoro ya Fekese	- (051) 430-8869
Poso ya e-mail	- gramagaga@dla.pwv.gov.za

(4)

Tiro	-Mokaedi: Kapa Bophirima PLRO
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Leina	- Rre T Fife	(8)	Tiro	-Mokaedi: Kapa Bokone PLRO
Aterese ya Poso	- Kgetsana ya Poraefete X9159, Cape Town, 8000		Leina	- Rre O Mvula
Aterese ya Lefelo	- 63 Mmila wa Strand, Boalo jwa 3 Tikwatikwe ya Nedbank, Cape Town, 8001		Aterese ya Poso	- Kgetsana ya Poraefete X5007, Kimberley, 8300
Nomoro ya Mogala Nomoro ya Fekese	- (021) 426-2947 - (021) 426-2702		Aterese ya Lefelo	- 6 Kago e ntšhwa ya Setšhaba, Khona ya Mmila wa Stead le Knight, Kimberley
Poso ya e-mail	- tufife@dla.gov.za		Nomoro ya Mogala Nomoro ya Fekese	- (053) 831-4090 - (053) 832-8137
	(5)		Poso ya e-mail	- obmvula@sghq.pwv.gov.za
Tiro	- Mokaedi: Kapa Botlhaba PLRO			(9)
Leina	- Rre M Kenyon		Tiro	-Mokaedi: Limpopo PLRO
Aterese ya Poso	- Lebokoso la Poso 1958, East London, 5200		Leina	- Mme T Letsoalo
Aterese ya Lefelo	- 42 Mmila wa Terminus, Kago ya Permanent, Boalo jwa Mezzanine, East London, 5200		Aterese ya Poso	- Kgetsana ya Poraefete X9312, Polokwane, 0700
Nomoro ya Mogala Nomoro ya Fekese	- (043) 743 4689 - (043) 743 4786		Aterese ya Lefelo	- 19 Kago ya Andria, Khona ya Mmila wa Rissik le Schoeman, Polokwane
Poso ya e-mail	- mkenyon@sghq.pwv.gov.za		Nomoro ya Mogala Nomoro ya Fekese	- (015) 297-3539 - (015) 297-4988
	(6)		Poso ya e-mail	- emletsoalo@sghq.pwv.gov.za
Tiro	-Mokaedi: KwaZulu Natal PLRO			(10)
Leina	- Rre M Shabane		Tiro	-Mokaedi: Bokone Bophirima PLRO
Aterese ya Poso	- Kgetsana ya Poraefete X9000, Pietermaritzburg, 3201		Leina	- Mme P Mongae
Aterese ya Lefelo	- 188 Mmila wa Berg, Pietermaritzburg		Aterese ya Poso	- Kgetsana ya Poraefete X74, Mmabatho, 2735
Nomoro ya Mogala Nomoro ya Fekese	- (033) 355-4300 - (033) 394-3753		Aterese ya Lefelo	- Boalo jo bo fa fatshe 105, Kago ya NWDC, Khona ya Mmila wa University le Provident, Mmabatho
Poso ya e-mail	- mshabane@sghq.pwv.gov.za		Nomoro ya Mogala Nomoro ya Fekese	- (018) 387-6401 - (018) 384-3529
	(7)		Poso ya e-mail	- ppkmonqae@dla.gov.za
Tiro	-Mokaedi: Mpumalanga PLRO			
Leina	- Mme L Archary			
Aterese ya Poso	- Kgetsana ya Poraefete X11305, Nelspruit, 1200			
Aterese ya Lefelo	- Boalo 4 jwa Kago ya Merero ya Selegae, Khona ya Mmila wa Henshall le Brander, Nelspruit			
Nomoro ya Mogala Nomoro ya Fekese	- (013) 755-3499 - (013) 755-3529			
Poso ya e-mail	- lcarchary@sghq.pwv.gov.za			

8.10.3 TLHALOSO YA DITIRO LE DITIRELO

Maitlhom a dikantoro tsa porofense tsa tlhabololo ya mafatshe tsa Lefapha la Merero ya Mafatshe ke go tsenya tirisong mananeo a tlhabololo ya mafatshe. Tiro ya dikantoro tseno ke:

- Go thusa baagi go kgona go fithelela lenaneo la go busetswa mafatshe.
- Go gokaganya go busetswa ga mafatshe mo diporofenseng.
- Go tshegetsa pusetso mo porofeseng.
- Go godisa setso sa ditshwanelo tsa mafatshe
- Go godisa tshireletsego ya bong
- Go godisa tsamaiso ya mafatshe.
- Go phasalatsa tshedimosetso ka ga tlhabololo ya mafatshe

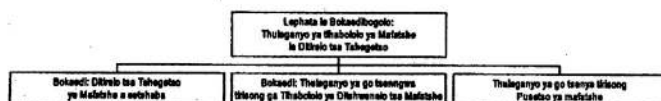
8.10.4 TLHALOSO LE DIKAROLO TSA DIREKOTO TSE DI TSHOLWANG

Tshedimosetso ka ga Porojeke (Setihogo)
Pusetso/tihabololo ya bong/Kabo ya mafatshe a Mmuso (Karolo)

- Lenaane la diporojeke tse di kwadisitsweng, tse di rebotsweng le tse di fetisitsweng
- Maano a kgwebo
- Ditekanyo
- Ditheo tsa semolao go akarediwa le botokololo
- Makwao a kwadiso
- Dipegelo tsa go supiwa ga diporojeke
- Tshedimosetso ka lemoro la baamogeladitshiamelo (diporofaele)
- Memorantamo wa thebolo/phetiso ya dithata
- Dikwalo ka kakaretso tse di amanang le diporojeke
- Metsotso ya dikopano tse di tshwerweng
- **Direkoto tsa Dikomiti tse di rebolang diporojeke (Karolo)**
- Lenaneo le metsotso ya dikopano
- Direkoto tsa Dikomiti tsa porofense tse di rebolang diporojeke le Dikomiti tsa Kgaolo tse di sekasekang
- **Direkoto tsa madi**
- Direkoto tsa Ditshenyegelo tsa madi ya thuso
- Difaele tsa Ditshenyegelo tsa Porojeke
- **Theko ya dithoto**
- Batlamedi ba ditirelo ba ba kwadisitsweng
- Direkoto tsa Komiti ya dithendara ya porofense, go akarediwa le metsotso
- Dikonteraka tse di mo tirisong
- Dikonteraka tse di konoseditsweng.

8.11 LEPHATA LA BOKAEDIBOGOLO: DITHULAGANYO TSA TLHABOLOLO YA MAFATSHE LE DITIRELO TSA TSHEGETSO

8.11.1 POPEGO YA LEPHATA LA BOKAEDIBOGOLO



8.11.2 DINTLHA TSA GO IKGOLAGANYA LE MOTHUSA MOTLHANKEDI WA TSHEDIMOSETSO

Tiro	-Mokaedimogolo: Tlhabololo ya Mafatshe le ditirelo tsa tshegetso
Leina	- Mme V Nxasana
Aterese ya Poso	- Kgetsana ya Poraeefete X833, Pretoria, 0001
Aterese ya Lefelo	- Lefapha la Merero ya Mafatshe, 184 Mmila wa Jacob Maré, Pretoria
Nomoro ya Mogala	- (012) 312 9246

Nomoro ya Fekese - (012) 312 9441
 Poso ya e-mail - vyxasana@dla.gov.za

8.11.3 TLHALOSO YA DITIRO LE DITIRELO

Tiro e kgolo ya Lephata leno la Bokaedibogolo ke:

- Go tsamaisa go dirwa ga dithulaganyo, ditsela le maano a pusetso ya mafatshe (LRAD, mafatshetlhakanelo, Dikema tsa tekano ya Dišere) le mananeo a tlhabololo ya bong, gammogo le go tshwaela mo go thamiweng ga melaotsamaiso.
- Go simolola, go tsenya tirisong le go tlhokomela lenaane la mafatshe otlhe a puso le a setshaba.
- Go tsamaisa go busediwa ga lefatshe la mmuso go baamogeladitshiamelo
- Go tlhama molaotsamaiso le dithulaganyo tsa tlhabololo le tshegetso ya madi a baamogeladitshiamelo ba tlhabololo ya mafatshe gammogo le maiteko a ditheo tsa poraeefete.
- Go godisa, go tshegetsa le go gokaganya ditshwanelo tsa mafatshe tse di neilweng banni, badiri ba dipolase gammogo le badiri ba ba hirileng mo Molaong wa Tlhabololo ya Mafatshe (Badiri ba Bahiri) gammogo le Molao wa Katoloso ya Tshireletso ya Bong.
- Go tsamaisa lefatshe la Mmuso le ka fa tlase ga taolo ya Tona ya Merero ya Mafatshe.
- Go tsamaisa Molao wa Mekgathiho ya Dithoto tsa Merafe, gammogo le go kwadisa Mekgathiho ya Dithoto tsa Merafe.
- Go tsamaisa ditumelano tsa khiri gammogo le ditumelano tsa go batla gongwe go epa, go tsamaisa le go kwadisa ditseto mo Lefatsheng la Mmuso gammogo le lefatshe le le tshotsweng mo teraseteng ke Tona ya Temothuo le Merero ya Mafatshe.
- Go tsamaisa le go tlhokomela rejisetara ya dithoto ya dithoto tsothe tse di sa suteng.
- Go tlamela ka ditirelo tsa go ditshwantsho tsa katokerafi.
- Go godisa le go tsamaisa go fetisiwa ga lefatshe la mmuso go akarediwa le go abiswa ga ditifiketi tsa ntho 28(1) tse go ya ka tsona lefatshe la Mmuso le newang puso ya bogareng gongwe ya porofense.

8.11.4 TLHALOSO LE DIKAROLO TSA DIREKOTO TSE DI TSHOLWANG

Lephata la Bokaedibogolo: Thulaganyo ya Tlhabololo ya Mafatshe le Ditirelo tsa Tshegetso le tshola dikarolo tse di latelang tsa direkoto mo tirong ya lona ya ka gale:

MELAOTSAMAISO, DIKAEDI GAMMOGO LE DITSELA TSA TSAMAISO (Karolo)	
Tlhaloso	Tshupetso
Meloatsamaiso, diithulaganyo gammogo le ditsela tsa tsamaiso tsa lenaneo la Pusetso ya Mafatshe: • Pusetso ya Mafatshe go tlhabolola Temothuo • Moloatsamaiso ya Mmasepala ya Mafatshetlhakanelo • Dikema tsa Dipolase tsa Tekatekano ya Disere	2000/1 12/1997 (E boeleditswe ka 2000)
Dithuso tsa madi le ditirelo: Dithuso tse di leng teng tsa madi le tsela ya go di fithelela	(E boeleditswe ka 2001)
Go fithelela balanse ya Tuelegotlhe/ Madi a thuso ya go fithelela Lefatshe ya go reka Dithoto tsa Kapitale	RC6/2/P
Kgololo ya go Duella Lekgetho la Dikabo fa Dithoto tse di sa sutisiweng di abelwa baamogeladitshwanelo go ya ka Lenaneo la Tlhabololo ya Mafatshe	PC.DOC.36/1998
Tiriso ka Kobego ya Balanse ya Tuelegotlhe /Madi a thuso ya go fithelela Lefatshe go kgontsha go rekwa ga ditlamelo tsa Temothuo ka bophara	PC.DOC.35/1998
Kaedi ya go Thadisa Maano a kgwebo a porojeke	PC.DOC.10/1997
Kaedi ya go Thadisa Dipegelo tsa Go supiwa ga Diporojeke	PC.DOC.10/1997
Melaotsamaiso le Tsela ya Tsamaiso ya Mmasepala ya Mafatshetlhakanelo	PC.DOC.12/1997
Melaotsamaiso le tsela ya tsamaiso ya thakolo ya Mafatshe go ya ka Molao 126 gammogo le ESTA	PC.DOC.48/1999
Dikaedi tsa tsela ya tsamaiso tse di amanang le Kwadiso ya baamogeladitshwanelo mo Bankeng ya tshedimosetso ya Diporojeke tsa Bothokwa	PC.DOC.16/1997
Maiteko a Lephata la Poraeefe a Tlhabololo ya Mafatshe	PC.DOC.5/1996
Kaedi ya tsela ya tsamaiso	PC.DOC.40/1998
Tsela ya tsamaiso ya Dikema tsa Tekatekano ya Badiri ba Dipolase	PC.DOC.9.1997
Lethomeso la Melaotsamaiso ya Bong ya Tlhabololo ya Mafatshe	GA E GONA
Tlhabololo ya Bong	
Melaotsamaiso ya tshwanelo	
Melaotsamaiso ya ditshiamelo	
Melaotsamaiso le ditsela tsa tsamaiso tsa go tsenya tirisong Molao wa Katoloso ya Pabalesego ya Bong, 62 wa 1997 gammog le Molao wa Tlhabololo ya Mafatshe (Bahiri ba Badiri) 3 wa 1996	
Banka ya tshedimosetso ya ditheo tsotlhe tsa semolao tse di kwadisitsweng go ya ka Molao wa Mokgatliho wa Dithoto tsa morafe	
Lefatshe la Mmuso	
Melaotsamaiso le ditsela tsa tsamaiso le go sithamololwa ga lefatshe la Mmuso	
Dipegelo tsa boruni jwa mafatshe	
Lenaane le le feletseng la mafatshe otihe a mmuso le a setshaba	

Ela tlhoko gore lenaane leno ga le akaretse dilo tsotlhe, fela le supa dikarolo tsa tshedimosetso e e ka fithelelwang go tswa go Lephata la Bokaedibogolo.

9. TSHEDIMOSETSO E E GONA

Lephata la bokaedi la Tihaeletsano le phasalatsa dipampitshana, dibukana, ditokomane, dimakasini le diposetara go ya ka ditlhokego tsa Lefapha. Lenaane le na le diphasalatso tse ka bonwang ntle le tuelelo, fa dithoto di le teng. Ntle le moo, di gona go ka buisiwa mo dikantong tse di rileng, fa di le gona, mme mo mabakeng ao go ka tsewa dikhopi mme go kopiwe tuelo ya khopi.

Diphasalatso le makwalo a botlhokwa a a phasaladitsweng mo pakeng ya 2001/2002

9.1 Makwalo a molaotsamaiso

- Lekwalo la Molaotsamaiso wa Kabo ya Mafatshe a a dirisediwa Tihabololo ya Temothuo
- Go thakanngwa ga togamaano ya tikologo mo thulaganyong ya tihabololo ya mafatshe

9.2 Makwalo a lenaneo la tihabololo ya mafatshe

- Itse ditshwanelo tsa gago tsa lefatshe: Molao wa Katoloso ya Pabalesego ya Bong (ESTA) o tihokomela banni le beng – Phamfolete ka dipuo tsothe
- Bokao jwa Molao wa Katoloso ya Pabalesego ya Bong go banni le beng (Bukana e ka bonwa ka Sekgowa, Seburu, Sethosa, Sezulu le Setswana)
- Kaedi ya go tsenngwa tirisong ga Molao wa Katoloso ya Pabalesego ya Bong (E bonwa ka Sekgowa le Seburu)
- Tihokomelo ya Nakwana ya Ditshwanelo tse e seng tsa semmuso tsa Mafatshe, Molao 31 wa 1996 (E ka bonwa ka Sekgowa, Sezulu, Sethosa, Sepedi, Setswana le Setsonga)
- Tiriso ya Mokgatlo wa Dithoto tsa Morafe go tsamaisa lefatshe jaaka baagi (E ka bonwa ka dipuo tsothe tsa semmuso)
- Basadi le bona ba na le ditshwanelo tsa mafatshe – posetara e e godisang kelotlhoko ya ditshwanelo tsa bong (Sekgowa)
- Thulaganyo ya Aforika Borwa ya Tekanyomafatshe ya Kadaseterale (Pamfolete ya Molekanyamafatshemogolo-kakaretso. Ka sekgowa fela)
- Bukana ya tshedimosetso ya Molekanyamafatshemogolo-kakaretso. Sekgowa fela
- Letlhomiso la Bosetshaba la Tshedimosetso ya Sepatiale – (Bukana ya NSIF – Sekgowa fela)
- Kwadiso ya dikano le web ya dikano (Dipamfolete tsa tshedimosetso ka sekgowa)
- Tokomane: Kabo ya lefatshe go lenaneopotlana la Tihabololo ya Temothuo
- Tsela ya botshelo jo bo botoka mo lefatsheng la gago la temothuo (Bukana ya tshedimosetso ka ga Kabo ya Mafatshe go dirisediwa Tihabololo ya Temothuo – Dipuo tsothe tsa semmuso)
- Kaedi ya thakanyo ya togamaano ya tikologo mo tihabololo ya mafatshe le tihabololo ya mafatshe (Go tswa go diporojeke tse di thusitsweng ka matlole ke Danced: Tirisano mmogo ya Danish ya Tikologo le Tihabololo. Sekgowa)

9.3 Diphasalatso tsa ka gale

- Dipegelo tsa ngwaa le ngwaga
- Tshedimosetso ka mafatshe – phasalatso ya ka metlha ya kwa ntle, ditlhagiso di le 5 ka ngwaga
- Lekwalokgang la M&E – lekwelokgang la kgapetsakgapetsa, ditlhagiso di le 3 ka ngwaga

9.4 Inthanete

- Lefapha la Merero ya Mafatshe le na le Web-site e e tsenngwang tshedimosetso gangwe le gape. O ka bona tshedimosetso fano ntle le tuelo mme aterese yona ke: [http:// www.land.pwv.gov.za](http://www.land.pwv.gov.za)

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