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M A N U A L

IN ACCORDANCE WITH

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



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

INDEX

Company Name	Gazette No.	Date	Page No.
The Department of Provincial and Local Government	27262	11/02/05	3



the dplg

Department:
Provincial and Local Government
REPUBLIC OF SOUTH AFRICA

MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)

This manual is also
available in isiZulu and Setswana.

A large, solid black curved shape that starts from the left edge, curves upwards and then downwards, and ends at the right edge, forming a wide, shallow 'U' or 'C' shape at the bottom of the page.

2

TABLE OF CONTENTS

- 1. INTRODUCTION**
- 2. HUMAN RIGHTS COMMISSION GUIDE ON THE ACT**
- 3. FUNCTIONS AND STRUCTURE OF dplg**
 - 3.1 Overview of dplg
 - 3.2 Organisational Structure
 - 3.3 General contact details of dplg
- 4. INFORMATION OFFICERS**
- 5. SUBJECTS AND CATEGORIES OF RECORDS HELD BY dplg**
- 6. REQUEST FOR INFORMATION PROCEDURE**
 - 6.1 Automatic available records
 - 6.2 Application process
 - 6.3 Fees
- 7. REMEDIES WHERE REQUESTS FOR ACCESS TO INFORMATION ARE REFUSED**
 - 7.1 Refusal of request
 - 7.2 Appeal

1. INTRODUCTION

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act") gives effect to the constitutional right of access to any information held by any public or private body that is required for the exercise or protection of any rights. The Act sets out the procedures attached to such request.

Section 9 of the Act, however, recognises that such right to access to information is subject to certain justifiable limitations, for instance limitations aimed at:

- the reasonable protection of privacy;
- commercial confidentiality; and
- effective, efficient and good governance.

Section 14 of the Act obliges public bodies to compile a Manual, which would assist a person to obtain access to information held by the public body and stipulates the minimum requirements a manual has to comply with.

The purpose of this manual is therefore to inform a person on how to obtain access to record held by the Department of Provincial and Local Government (dplg), and thereby giving effect to Section 14 of the Act.

2. HUMAN RIGHTS COMMISSION GUIDE ON THE ACT

The South African Human Rights Commission is to compile a guide, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide will be available in all the official languages from the South African Human Rights Commission by not later than February 2005.

Any enquiries regarding this guide should be directed to:

4

The South African Human Rights Commission

Telephone No.: +27 11 484 8300

Fax No.: +27 11 484 7146/7

E-Mail Address: PAIA@sahrc.org.za

Postal Address: PAIA Unit

The Research and Documentation Department

Private Bag 2700

Houghton

2041

Street Address: PAIA Unit

The Research and Documentation Department

29 Princess of Wales Terrace

Parktown

Johannesburg

Website: www.sahrc.org.za

3. FUNCTIONS AND STRUCTURE OF **dplg**

3.1 Overview of **dplg**

The mission of **dplg** is to provide professional and technical support to Government by:

- Developing appropriate policies and legislation to promote integration in government's development programmes and service delivery;
- Providing strategic interventions, support and partnerships to facilitate policy implementation in the Provinces and Local Government; and
- Creating enabling mechanisms for communities to participate in governance.

Its mandate is derived from Chapters 3 and 7 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996).

5

As a national department its function is to develop national policies and legislation with regard to provinces and local government, and to monitor the implementation of the following:

- *White Paper on Local Government (1998);*
- Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998);
- Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);
- Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);
- Disaster Management Act, 2002 (Act No. 57 of 2002);
- Traditional Leadership and Governance Framework Act, 2003 (Act No. 41 of 2003);
- Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003); and
- Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004).

The other function of **dplg** is to support provinces and local government in fulfilling their constitutional and legal obligations.

The **dplg**'s primary stakeholders are:

- National Sphere of Government;
- Provincial Sphere of Government;
- Local Sphere of Government;
- Organised Local Government;
- Traditional Leaders and their Institutions;
- National Assembly; and
- National Council of Provinces.

3.2 Organisational Structure

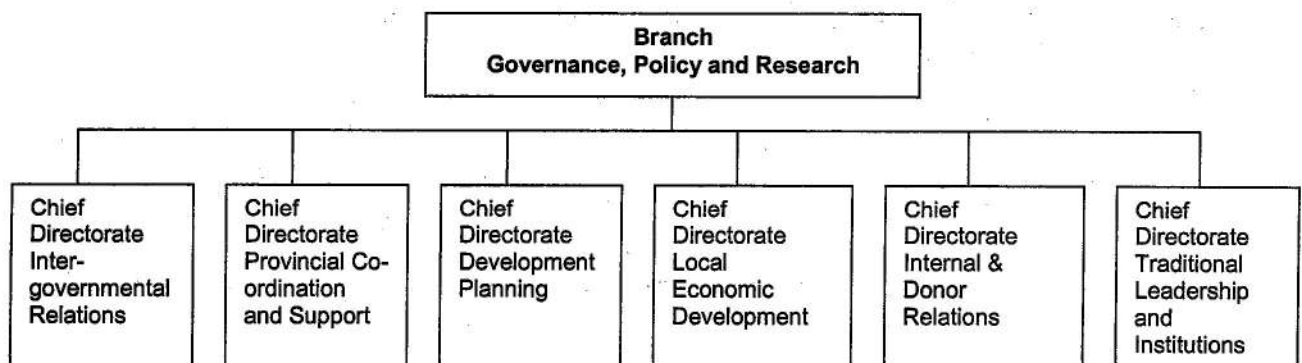
The Ministry for Provincial and Local Government is headed by the Minister for Provincial and Local Government, Mr FS Mufamadi, who is supported by the Deputy Minister, Ms NE Hanganana.

The Accounting Officer and Head of the Department is the Director-General, Ms Lindiwe Msengana-Ndlela.

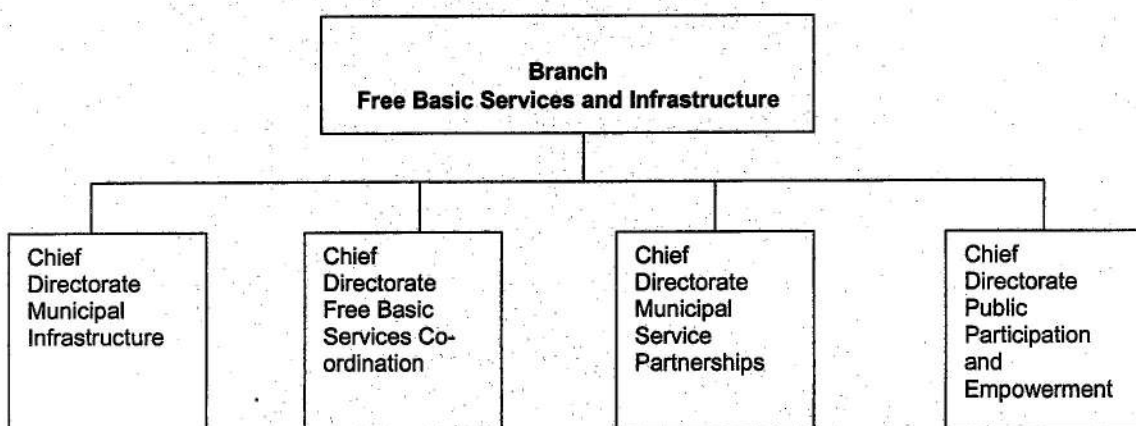
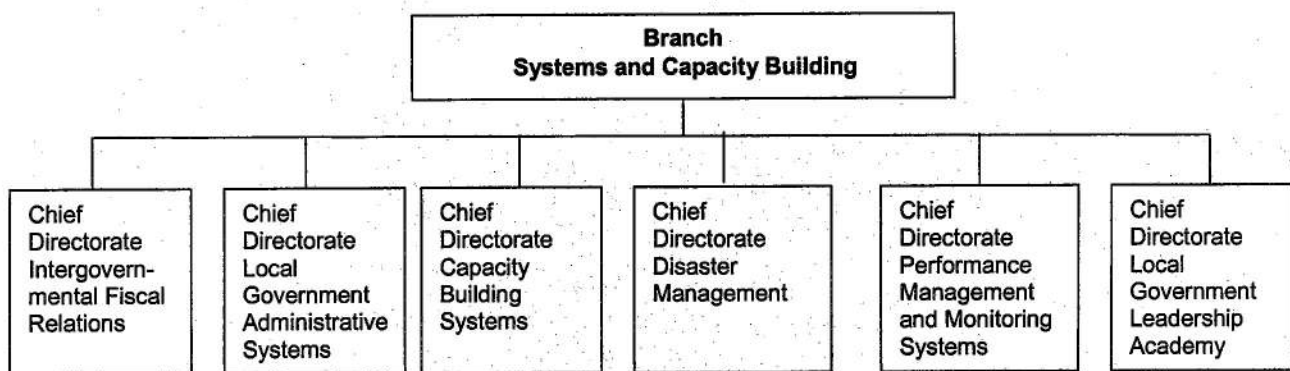
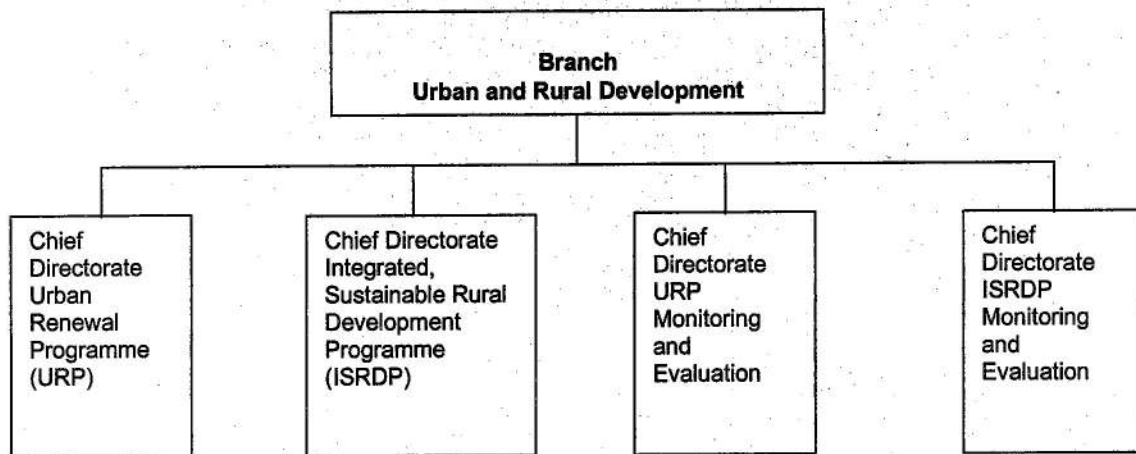
The **dplg** is further divided into six Branches, namely:

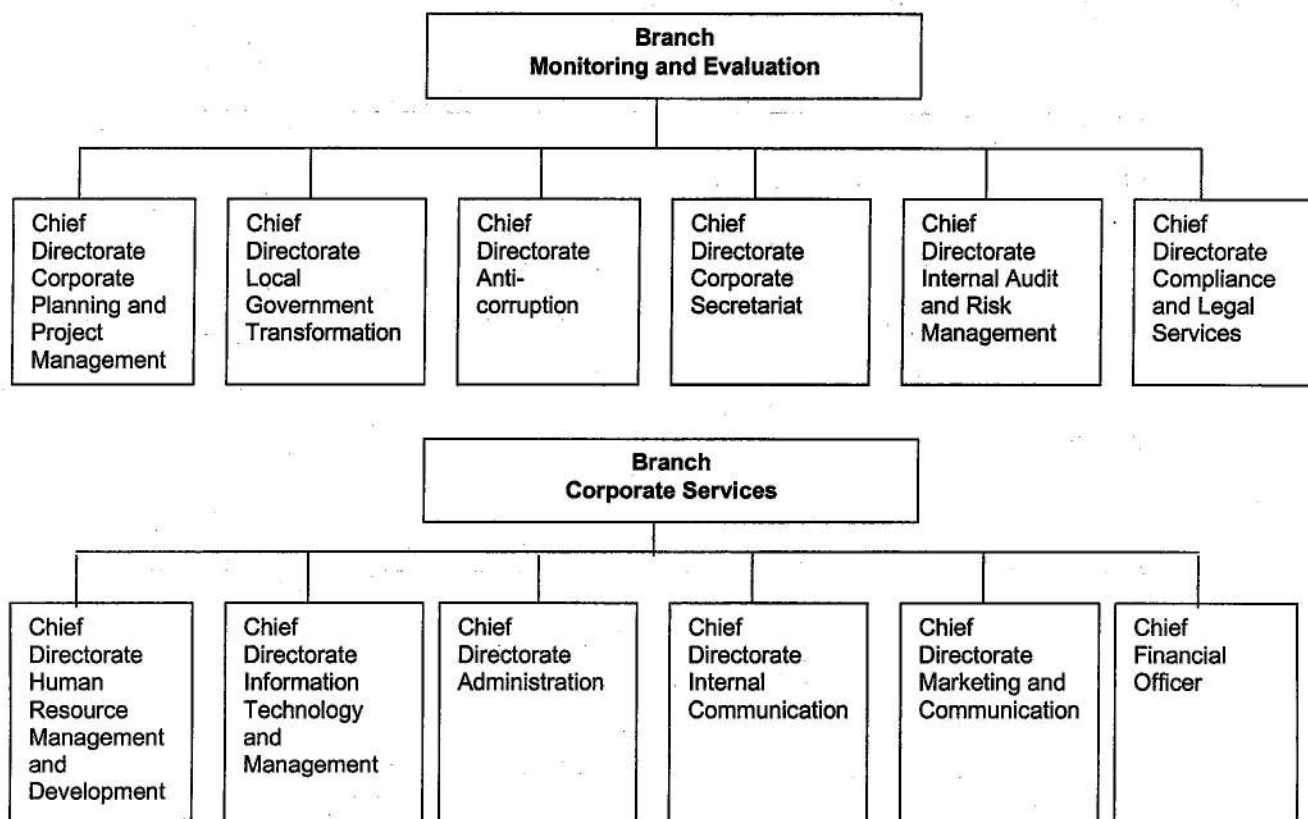
- Governance, Policy and Research
- Urban and Rural Development
- Systems and Capacity Building
- Free Basic Services and Infrastructure
- Monitoring and Evaluation
- Corporate Services

The main structures of each of the Branches may be represented as follows:



7





3.3 General contact details of dplg

Physical address : 87 Hamilton Street
Arcadia
Pretoria

Postal address : Private Bag X804
Pretoria
0001

Telephone No. : (012) 334-0600

Facsimile No. : (012) 334-0603

Website : www.dplg.gov.za

4. INFORMATION OFFICERS

The Director-General is in terms of section 1 of the Act the information officer of dplg.

The contact details of the information officer and deputy information officers designated in terms of section 17 of the Act are as follows:

Information Officer : Ms L Msengana-Ndlela

Director-General

Private Bag X804

Pretoria

0001

Tel No.: (012) 334-0600

Facsimile No.: (012) 334-0603

Deputy Information Officers : Ms KC Mketi

Executive Manager: Human Resource
Management and Development

Private Bag X804

Pretoria

0001

Tel No.: (012) 334-0760

Facsimile No.: (012) 334-0669

Mr L Williams

Executive Manager: Information
Technology and Management

Private Bag X804

10

Pretoria

0001

Tel No.: (012) 334-0992

Facsimile No.: (012) 334-0921

Dr PJ Bouwer

Executive Manager: Compliance and

Legal Services

Private Bag X804

Pretoria

0001

Tel No.: (012) 334-4970

Facsimile No.: (012) 334-0694

5. SUBJECTS AND CATEGORIES OF RECORDS HELD BY DPLG

The subjects and categories of records held by **dplg** are as follows:

- 5.1 Departmental personnel records
- 5.2 Departmental procurement records
- 5.3 Departmental financial records
- 5.4 Agendas and minutes of internal departmental meetings
- 5.5 Departmental reports
- 5.6 Departmental publications
- 5.7 Internal departmental policies

6. REQUEST FOR INFORMATION PROCEDURE

6.1 Automatic available records

The records listed in Annexure A are automatically available without a person having to request access in terms of the Act. This list has not yet been gazetted in terms of section 15 of the Act.

The records listed in Annexure A may be obtained from the **dplg** library, which is situated at 87 Hamilton Street, Arcadia, Pretoria. Where there are sufficient copies available, the record may be obtained free of charge while stocks last, whereafter a reproduction fee is payable. Some of these records are also available for free on the **dplg** website at www.dplg.gov.za (consult Annexure A for more information).

The re-production fees for automatically available records are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof ...	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on –	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visuals images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	R12,00
(ii) For a copy of an audio record	R17,00

6.2 Application process

Step 1: The request

Where a person wishes to access information held by **dplg**, other than the records listed in Annexure A, such a person must make a request for access to the relevant information in the prescribed form. This form is available on the

12

dplg website at www.dplg.gov.za, or may be obtained upon request from Dr PJ Bouwer at telephone number (012) 334-4970.

The completed request form may be submitted in anyone of the following ways:

By hand:

The Information Officer
Department of Provincial and Local Government
87 Hamilton Street
Arcadia
Pretoria

By post:

The Information Officer
Department of Provincial and Local Government
Private Bag X804
Pretoria
0001

By facsimile:

The Information Officer
Department of Provincial and Local Government
(012) 334-0603

A request fee of R35-00, or proof of payment thereof, must accompany the request for information. Payment of the request fee, may be made at any commercial bank and deposited in the following Reserve Bank account in favour of the Department of Provincial and Local Government:

Reserve Bank account	:	8033-238-2
Branch code	:	910143

Step 2: Validation and acknowledgement

The information officer receives and validates the request to see whether the required information is available within **dplg**. The request is then accepted, rejected or transferred to the rightful keepers of the required information. An acknowledgement is then forwarded to the requester to confirm the status of the request.

Step 3: Information processing

If the request is accepted, **dplg** will gather and prepare the information and calculate the relevant cost involved. The cost is calculated in terms of paragraph 6.3.

Step 4: Final Notification

The requester will be informed of the completion of the request as well as the outstanding fees payable to the Department.

Step 5: Payment and delivery

Once the payment as stipulated in Step 4 is received (following the same payment process as stipulated in Step 1), the information is released to the requester.

General Information

The prescribed form must be completed with enough particularity to at least enable the Information Officer to identify:

- The record or records requested;
- The identity of the Requester;
- Which form of access is required, if the request is granted;
- The postal address or fax number of the requester.

The **dplg** will process the request within 30 days, unless the requester has stated special reasons, which would satisfy the Information Officer, that circumstances dictate that the above time periods should not be complied with. The 30-day

period within which **dplg** has to decide whether to grant or refuse the request may be extended for a further period of not more than thirty days if the request is for a large amount of information, or the request requires a search for information held at another office of the institution and the information cannot reasonably be obtained within the original 30 day period. The **dplg** will notify the requester in writing should an extension be sought.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally. The requester must pay the prescribed fee, before any further processing can take place.

6.3 Fees

The Act provides for two types of fees:

- (a) A request fee, which will be a standard fee; and
- (b) an access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

When the request is received by the Information Officer, such Officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request.

If a search for the record has been made and the preparation of the record for disclosure, including arrangements to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee, which would be payable if the request is granted.

15

The Information Officer shall withhold a record until the requester has paid the relevant fees as indicated below.

A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonable required in excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangement to make it available in the requested form.

If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester.

The access fees payable are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof ...	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on –	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visuals images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	R12,00
(ii) For a copy of an audio record	R17,00
(f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
(2) The actual postage is payable when a copy of a record must be posted to a requester.	

7. REMEDIES WHERE REQUESTS FOR ACCESS TO INFORMATION ARE REFUSED

7.1 Refusal of request

The main grounds for **dplg** to refuse a request for information relates to the:

- (1) Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- (2) Mandatory protection of the commercial information of a third party, if the record contains:
 - trade secrets of that third party;
 - financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - information disclosed in confidence by a third party to **dplg**, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.
- (3) Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- (4) Mandatory protection of the safety of individuals and the protection of property;
- (5) Mandatory protection of records which would be regarded as privileged in legal proceedings;
- (6) Operations of **dplg**
- (7) The commercial activities of **dplg**, which may include:
 - trade secrets of **dplg**;
 - financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of **dplg**;

- information which, if disclosed could put **dplg** at a disadvantage in negotiations or commercial competition;
 - a computer programme which is owned by **dplg**, and which is protected by copyright;
- (8) The research information of **dplg** or a third party, if its disclosure would disclose the identity of **dplg**, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

7.2 Appeal

- (1) A requester may lodge an internal appeal against a decision of the Information Officer of **dplg** -
- (a) to refuse a request for access; or
 - (b) taken in terms of section 22, 26(1) or 29(3), in relation to that requester, with the Minister for Provincial and Local Government.
- (2) A third party may lodge an internal appeal against a decision of the Information Officer of **dplg** to grant a request for access.

An internal appeal must be lodged in the prescribed form:

- Within 60 days;
- if notice to a third party is required, within 30 days after notice is given to the appellant of the decision appealed against;
- it must be delivered or sent to the Information Officer of **dplg** at his or her addresses, or fax number;
- it must identify the subject of the internal appeal and state the reasons for the internal appeal and may include any other relevant information known to the appellant,

- if, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, must state that manner and provide the necessary particulars to be so informed;
- if applicable, must be accompanied by the prescribed appeal fee, and must specify a postal address or fax number.

The prescribed form for an internal appeal is available on the **dplg** website at www.dplg.gov.za, or may be obtained upon request from Dr PJ Bouwer at telephone number (012) 334-4970.

If an appeal is lodged after the expiry of the period referred to, the Minister must, upon good cause shown, allow the late lodging of the appeal.

If the Minister disallows the late lodging of the appeal, he or she must give notice of that decision to the person who lodged the appeal.

A requester lodging an appeal against the refusal of his or her request for access must pay the prescribed appeal fee (if any).

If the prescribed appeal fee is payable in respect of an appeal, the decision on the appeal may be deferred until the fee is paid.

As soon as reasonably possible, but in any event within ten (10) working days after receipt of an appeal, the Information Officer of **dplg** must submit the following to the Minister:

- The appeal together with his or her reasons for the decision concerned;
- and, if the appeal is against the refusal or granting of a request for access, the name, postal address, phone and fax number and electronic mail address, whichever is available, of any third party that must be notified of the request.

ANNEXURE A

**DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT
AUTOMATIC AVAILABILITY OF RECORDS IN TERMS OF SECTION 15 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT, 2000**

TITLE	DATE	TOPIC (BRIEF-DESCRIPTION)	MANNER OF ACCESS
Training Board for Local Government Bodies Annual Reports	1993/94 1994/95 1995/96 1996/97 1997/98	Annual Report for activities 1993/94, 94/95, 95/96, 96/97	The respective reports are available for copying. The 1997/98 report is also available for free on www.dplg.gov.za
Discussion document: The Nature, Role and Composition of the Senate of the Republic of South Africa compared with second chambers of other states	September 1994	Discussion document	Available for copying
Discussion document: The South African Second Tier of Government: Comparisons with international examples of regionalised systems of government	September 1995	Discussion document	Available for copying
Province of Mpumalanga, House of Traditional Leaders	1995	Establishment and inauguration of Mpumalanga House of Traditional Leaders	Available for copying
Discussion document: An overview of the fundamental principles of selected proportional electoral systems	March 1995	Discussion document	Available for copying
A discussion document towards a white paper on local government	April 1997	To solicit debate and discussion on a new policy for local government	Available for copying
Green paper on local government	October 1997	To obtain comments from the public on policy options for a new policy for local government	Available for copying

White paper on local government	1998	A framework in accordance with which local government will be transformed	Available for free on www.dplg.gov.za . Hard copies are available for copying
A short guide to the white paper on local government	May 1998	Introduction and summary on the key issues contained in the white paper on local government	Available for copying
Intergovernmental relations	August 1998	An international comparative study	Available for copying
Case studies on Led and Poverty	September 1998	Case Studies on Led and Poverty	Available for free on www.dplg.gov.za
Linking local economic development to poverty alleviation	September 1998	Series of guidelines aimed at empowering municipalities on the reconstruction and development of their communities	Available for free on www.dplg.gov.za
Local government series(1) : Local Economic Development Integrated Development Planning for Local Authorities: A User-friendly Guide Tool Kit for Municipal Planning Municipal Infrastructure Programme Progress Report The Consolidated Municipal Infrastructure Programme hand-book Municipal Infrastructure Investment Framework Municipal Service Options: A Guideline for Local Authorities Guidelines for Private Sector	March 1998		Available for copying

Participation in Municipal Service Delivery Disaster Management Guidelines for Municipalities Financial Management for Local Government: A User-friendly Guide Local Government information series Part two/(2) Building Capacity Local Government For The 21 st Century Demarcation Establishing New Municipalities Elections District Government Metropolitan Government Types of Municipalities Participation and Accountability Performance Management	1999 launched on 15 th March 2000	Local Government Information Series for the 21 st century	Available for free on www.dplg.gov.za . Hard copies are available for copying.
Policy paper	1998	Regulatory framework for municipal service partnerships	Available for copying

Questions and Answers about Municipal Service Partnerships	December 1998	Information about public – private partnerships at municipal level	Available for free on www.dplg.gov.za . Hard copies are available for copying
Further Research into Metropolitan Government Systems	1998	Further Research into Metropolitan Government Systems	Available for copying
Masakhane (1)	1998	Case Studies on Masakhane Campaign	Available for free on www.dplg.gov.za . Hard copies are available for copying
Masakhane (2)	1998	Case studies on Masakhane Annual Award Winners	Available for free on www.dplg.gov.za
Citizen's guide on Municipal Service Partnerships	1999		Available for free on www.dplg.gov.za . Hard copies are available for copying
White paper on disaster management	January 1999	Government's policy on Disaster Management	Available for free on www.dplg.gov.za . Hard copies are available for copying
Annual Report on the Equitable Share for Local Government for the 1999/2000 financial year	March 1999	Annual report on the equitable share	Available for free on www.dplg.gov.za . Hard copies are available for copying
Internal Newsletter - Departmental Activities	December 1997 March 1999	Departmental newsletter	Available for copying
Annual Reports of the T.C.W. Title: Progress with the implementation of the Constitution	January 1998 July 1999	Report on progress with the implementation of the Constitution	Available for copying
Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Minorities. – an integrated discussion document	November 1999	Discussion document	Available for copying
Final Report: Second National Consultative Conference: The Commission for the Promotion and	1999	Report on the Second National Consultative Conference	Available for copying

Protection of the Rights of Cultural and Linguistic Communities			
Review of the SA Government's Grant-funded Municipal Infrastructure Programs	1999	MIPs Program assessment volume 1	Available for copying
Intergovernmental Relations	May 1999	Assessment of South Africa's issues on its policy development process on Intergovernmental Relations	Available for free on www.dplg.gov.za . Hard copies are available for copying
Municipal International Relations	July 1997	A policy framework	Available for copying
Report on the Southern African Development Community (SADC) Local Government Conference: Towards co-operation on Local Government matters in the Southern African Development Community Region 28-30 July 1999	July 1999	Report on the Southern African Development Community (SADC) Local Government Conference	Available for copying
Basic Municipal Services (a guideline for Municipalities): Targeting poor household in the provision of basic municipal services	1999	A guideline for municipalities	Available for free on www.dplg.gov.za
Municipal Community Partnerships (MCPs)	August 1999	A study report for the promotion of the Municipal Community Partnership in South Africa	Available for free on www.dplg.gov.za
Local Economic Development Manual Series(1st edition): Guideline to Institutional Arrangements(1) Strategies and Instruments Transforming Localities(2)	2000	Local Economic Development Manual Series	Available for copying

Case-Study Experiences In Declining & Thriving Municipalities(3)			
Performance Management & Measurement Techniques(4)			
IDP-DDP brochure	January 2000	Brochure – Vision, Mission and Objectives	Available for copying
Discussion Document towards White Paper on Traditional Leaders and Institutions	March 2000	Discussion document	Available for copying
White Paper on Traditional Leadership	July 2003	A policy framework i.r.o. Traditional Leadership and Governance	Available for free on www.dplg.gov.za . Hard copies are available for copying
IGR Provincial Supervision, Manual for the Application of Section 139 of the Constitution	2000	Manual for the application of section 139 of the Constitution	Available for free on www.dplg.gov.za . Hard copies are available for copying
Local Government 2000 and beyond, vote and be involved	2000	Voter education and new local government system manual	Available for copying
Integrated Development Planning (IDP). A report on study tour to South America on the Development Planning system in Bolivia and Columbia	March 2000	A Report	Available for copying
Integrated Development Plans (IDP) and Land-Use Management Linkages	August 2000	A Report	Available for copying
IDP-DDP plan press newsletter	Volume 1 – February 1999 Volume 2 – August 1999	Newsletter	Available for free on www.dplg.gov.za
The first preliminary Municipal Service	December	A Preliminary survey report	Available for copying

Partnerships survey in South Africa (breaking the mould)	2000		
IDP Guide Pack: Guide 0 (overview) Guide 1 (guidelines) Guide 2 (preparation) Guide 3 (methodology) Guide 4 (toolbox) Guide 5 (sectors and implementation)	2001	Guide Pack	Available for free on www.dplg.gov.za . Hard copies are available for copying
Local Economic Development Fund Brochure	2001	Brochure on LED fund	Available for free on www.dplg.gov.za
Regenerating Local Economies, the social plan fund, municipalities leading local economies towards regeneration	2001	Brochure on the social plan fund	Available for free on www.dplg.gov.za . Hard copies are available for copying
Capacity Building Programmes on Municipal Service Partnerships (MSPs), <i>towards enhancement of institutional capacity for sustainable development!</i>	2001	Rationale, Historical context and Proposed Training programme on Municipal Service Partnerships capacity building	Available for copying
Introduction to Performance Management for Local Government in South Africa	2001	Introductory guide to performance management for local government in South Africa	Available for copying
Performance Management, a guide for Municipalities	2001	A guide for municipalities on performance management	Available for free on www.dplg.gov.za . Hard copies are available for copying
Disaster Management in South Africa	2002	Prevent disasters and work towards a better life for all	Available for copying
Integrated Sustainable Rural Development Programme (ISRDP)	2002	The programme's motivation	Available for copying

Consolidated Municipal Infrastructure Investment Unit, CMIP update	2002	Building communities through infrastructure provision	Available for copying
Integrated Development Planning (IDP) Pack: IDP summery IDP-LA21 process IDP declaration Disc calendar 2003 The case of the UGU IDP Summary document on the IDP-LA21 relationship Principles of IDP and assessment of the process 2001/2002 Case Studies on sustainability in local governance IDP Disc (CD)	2002	Local pathway to sustainable development in South Africa	Available for free on www.dplg.gov.za . Hard copies are available for copying
Strategic Plan	2002-05 2003-06 2004-07	Strategic Plans of the Department for the respective years	1. Available for free on www.dplg.gov.za 2. Hard copies are available for copying 3. Copies of the 2004-07 plan are available while stocks last, whereafter hard copies will be available for copying
Property Rates Bill – Key Information Services	2003	To clarify issues around the Property Rates Bill	Available for free on www.dplg.gov.za . Hard copies are available for copying
Local Government Review 2003/04	2003	An overview of local government	Available for copying
Dplg Research bulletin	October 2001 July 2002 April 2003	An annual detailed overview of research conducted in the Department for the respective years	Available for free on www.dplg.gov.za
Local Government Fact Book	May 2003	Local Government in South Africa	Available for free on www.dplg.gov.za . Hard copies are available for copying

Annual Report	1996 1997 1998 1999 2000 2001 2002 2003 2004	Annual report on the activities of the Department for the respective years.	1. Hard copies are available for copying 2. Reports for 1997 to 2003 are available for free on www.dplg.gov.za 3. Copies of the Annual Report for 2002/2003 are available while stocks last, whereafter hard copies will be available for copying.
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the dplg

Department:
Provincial and Local Government
REPUBLIC OF SOUTH AFRICA

**UMNYANGO WOHULUMENI BEZIFUNDAZWE/
BAMAPROVINSI NABEZINDAWO)
(DEPARTMENT OF PROVINCIAL AND
LOCAL GOVERNMENT - dplg)**

**IBHUKWANA LENCAZELO MAQONDANA NOKULANDELA
UMTHETHO WOKUTHOLAKALA KOLWAZI, UMTHETHO KA-
2000, WE- *PROMOTION OF ACCESS TO INFORMATION ACT*
*2 OF 2000 (ACT NO. 2 OF 2000)***

IsiZulu

Leli bhukwana lencazelo liyatholakala nange-English nesiTswana.

UHLA LOKUQUKETHWE

- 1. ISINGENISO**
- 2. UMHLAHLANDLELA WEKHOMISHANA YASENINGIZIMU AFRIKA
YAMALUNGELO OBUNTU MAQONDANA NOMTHETHO**
- 3. IMISEBENZI NEZAKHIWO ZE-dplg**
 - 3.1 Isishwankathelo ngezinjongo ze-dplg
 - 3.2 Ukwakheka kweNhlango
 - 3.3 Imininingwane enable yokuxhumana ne-dplg
- 4. IZIKHULU ZOLWAZI (INFORMATION OFFICERS)**
- 5. IZIHLOKO NEZIGABA ZAMAREKHODI AQUKETHWE yi-dplg**
- 6. INQUBO (IPROSIJA) OKUMELE ILANDELWE UKUCELA ULWAZI**
 - 6.1 Amarekhodi avele atholakale kalula
 - 6.2 Indlela yokwenza isicelo
 - 6.3 Imali ekhokwayo
- 7. IZINTO EZINGENZIWA LAPHO UNQATSHELWE UKUTHOLA ULWAZI**
 - 7.1 Ukunqabela isicelo
 - 7.2 I-aphili

1. ISINGENISO

Umthetho wokuTholakala koLwazi, we-*Promotion of Access to Information Act*, 2000 (uMthetho No. 2 ka-2000) ("uMthetho") uqikelela ilungelo lomthethosisekelo lokufinyelela kunoma yiluphi ulwazi olusezikhungweni zikahulumeni noma izinhlangano zangasese, oludingelwa ukuthi umuntu akwazi ukusebenzisa noma ukuvikela noma yiliphi ilungelo. Umthetho ubeka inqubo ehambisana naleso sicelo solwazi .

Nomakunjalo, isigaba 9 soMthetho, samukela ukuthi lelo lungelo lokuthola ulwazi kumele luncike kuzihibe ezithile ezifanele, isibonelo, isihibe esinenhloso yokwenza okulandelayo:

- Isizathu esibambekayo sokuvikela ilungelo langasese;
- izimfihlo kwezebhizinisi; kanye
- nenqubo yokubusa kahle, ngendlela eyongayo nenomphumela obambekayo.

Isigaba 14 soMthetho sibophelela imikhakha kahulumeni ukwenza ibhukwana lencazelo (Manual), ezosiza umuntu ukuthola ulwazi olukumikhakha kahulumeni kanye nokuchaza okudingekayo ibhukwana lencazelo okumele likulandele.

Ngakho-ke inhloso yebhukwana lencazelo, ukusiza umuntu ngendlela angathola ngayo amarekhodi akuMnyango woHulumeni bamaProvinsi kanye nabezindawo (Department of Provincial and Local Government) – (dplg), ngakhoke, lokhu kusho ukulandela lokho okushiwo yisigaba 14 soMthetho .

2. UMHLAHLANDLELA WEKHOMISHANA YAMALUNGELO OBUNTU MAQONDANA NOMTHETHO

4

Ikhomishana yaseNingizimu Afrika yamaLungelo oBuntu kumele yenze umhlahlandlela ngendlela elula nezwakala kahle, njengoba kungadingwa ngumuntu onesifiso sokusebenzisa ilungelo lakhe ngokulandela uMthetho.

Lo mhlahlandlela uzotholakala ngazo zonke izilimi ezisemthethweni kunhlangano ye-South African Human Rights Commission (iKhomishana yaseNingizimu Afrika yamaLungelo oBuntu) kungadluli inyanga kaFebruwari (uNdasa) 2005.

Noma yiyiphi imibuzo ngalo mhlahlandlela ingaqondiswa kuleli kheli elingezansi:

The South African Human Rights Commission

iNo. yocingo.: +27 11 484 8300

Ino yeFekisi.: +27 11 484 7146/7

E-Mail Address: PAIA@sahrc.org.za

Ikheli lePosi: PAIA Unit

The Research and Documentation Department

Private Bag 2700

Houghton

2041

Ikheli lomgwaqo: PAIA Unit

The Research and Documentation Department

29 Princess of Wales Terrace

Parktown

Johannesburg

Website: www.sahrc.org.za

3. IMISEBENZI NEZAKHIWO ZE-dplg

3.1 Isishwankathelo ngezinjongo ze-dplg

Injongo enkulu ye-dplg ukuhlinzeka ngosekelo oluprofeshinali nobuchwepheshe kuHulumeni ngokulandelayo:

- Ukwenza imigomo efanele kanye nemithetho yokuqhubela phambili inqubo yohlaka oluhlangane kuzinhlelo zentuthuko kanye kanye namasevisi kahulumeni;
- Ukusiza ngokungenela lapho kudingeke khona, ukusekela kanye nensebenziswano yokuqikelela ukuthi kusetshenziswe imigomo kumaProvinsi (kuzifundazwe) kanye noHulumeni beziNdawo; kanye
- Nokwenza izindlela ezizokwenza ukuthi imiphakathi ikwazi ukubamba iqhaza kwezokubusa.

Igunya layo lisuselwa kuZahluko 3 no-7 zoMthethosisekelo weRiphabhuliki YaseNingizimu Afrika, 1996 (Umthetho kaNo. 108 ka 1996).

Njengomnyango kaHulumeni, umsebenzi wawo ukwenza imigomo kanye nemithetho maqondana namaprovinci (nezifundazwe) kanye nohulumeni bezindawo, kanye nokuqapha ukusetshenziswa kwemithetho kanye nemigomo elandelayo:

- *White Paper on Local Government (1998)* (Iphepha eliMhlophe ngoHulumeni beziNdawo (1998));
- *Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998)* (Ohulumeni beziNdawo: Umthetho wokuKlaya imingcele yoMasipala, ka-1998 (uMthetho ka No. 27 ka 1998));
- *Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998)* (Ohulumeni beziNdawo: Umthetho wezaKhiwo zoMasipala noHulumeni bezindawo, 1998 (Umthetho ka No. 117 ka 1998));
- *Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)* (Ohulumeni beziNdawo: Umthetho wezinqubo zoMasipala, 2000 (Umthetho ka No. 32 ka 2000));
- *Disaster Management Act, 2002 (Act No. 57 of 2002)* (Umthetho wokubhekana nezinhlekelele, 2002 (Umthetho kaNo. 57 ka 2002));

6

- Uhlaka lo Mthetho waBaholi Bendabuko kanye nokuPhatha ka 2003 (Umthetho kaNo. 41 ka 2003);
- *Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003)* (Ohulumeni beziNdawo: uMthetho wokuPhathwa kweziMali zoMasipala, 2003 (Umthetho kaNo. 56 ka 2003); kanye
- Ohulumeni Basekhaya: uMthetho Wokukhokhwa Kwentela Yendawo Yabomasipala, ka 2004 (Umthetho kaNo. 6 ka 2004).

Omunye umsebenzi we-dplg ukusekela amaprovinci (izifundazwe) kanye nohulumeni bezindawo ukuthi bakwazi ukufezekisa izibopho zabo zemithetho kanye nomthethosisekelo.

Imikhaka ebalulekile idplg esebenzisana nayo kakhulu yilena elandelayo:

- Umkhakha kaHulumeni kaZwelonke;
- Umkhakha woHulumeni bamaProvinci (beziFundazwe);
- Umkhakha woHulumeni beziNdawo;
- Ohulumeni bezindawo abahlelekile;
- Abaholi beNdabuko kanye nezikhungo zabo;
- Iphalamende kaZwelonke; kanye
- Nomkhandlu kazwelonke wezifundazwe (wamaProvinci) .

3.2 Ukwakheka kwenhlangano

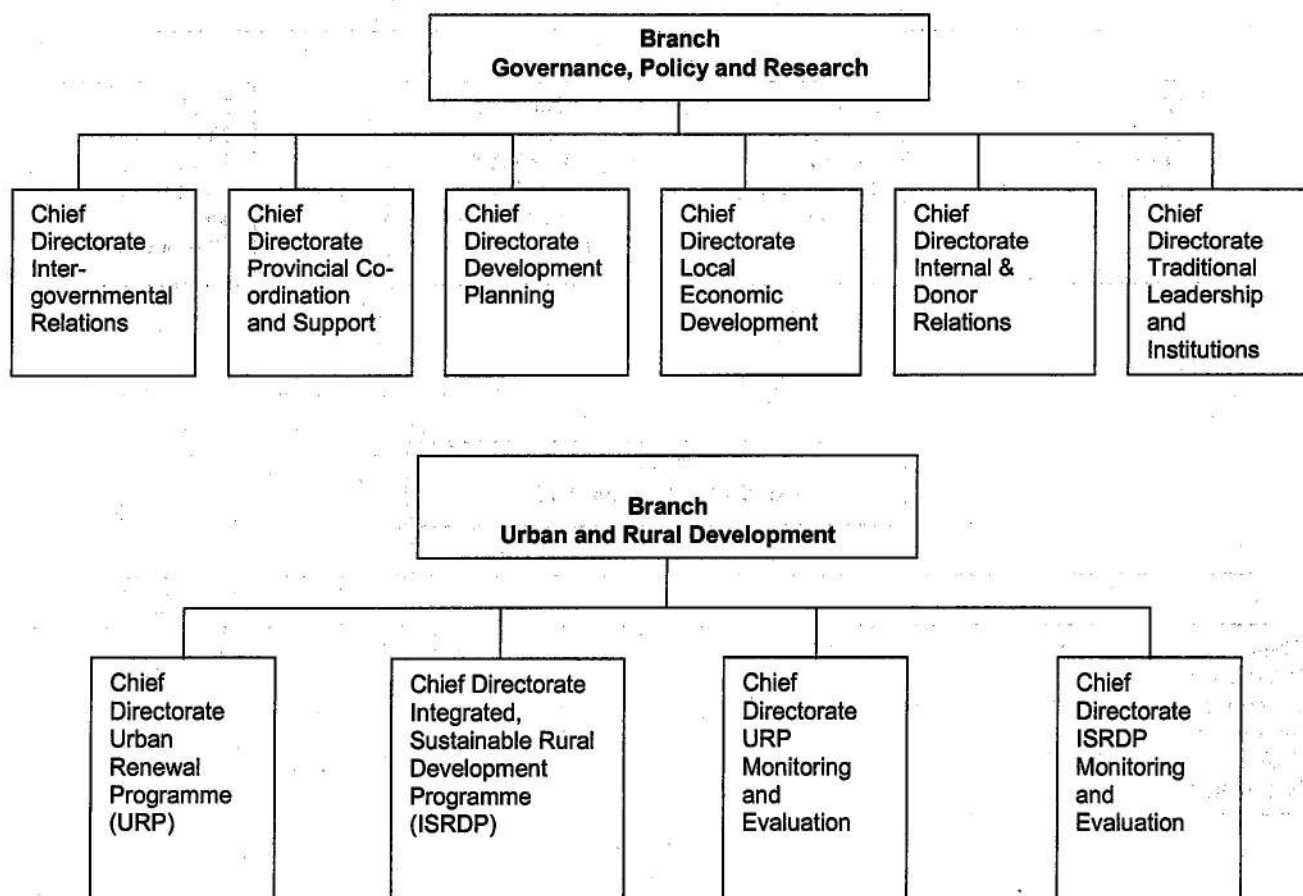
Ihhovisi lobuNgqongqoshe woHulumeni bamaProvinci kanye nabeziNdawo liholwa nguNgqongqoshe woHulumeni bamaProvinci (beziFundazwe) nabeziNdawo, uMnu FS Mufamadi, osekelwa yiPhini likaNgqongqoshe uNks NE Hangana.

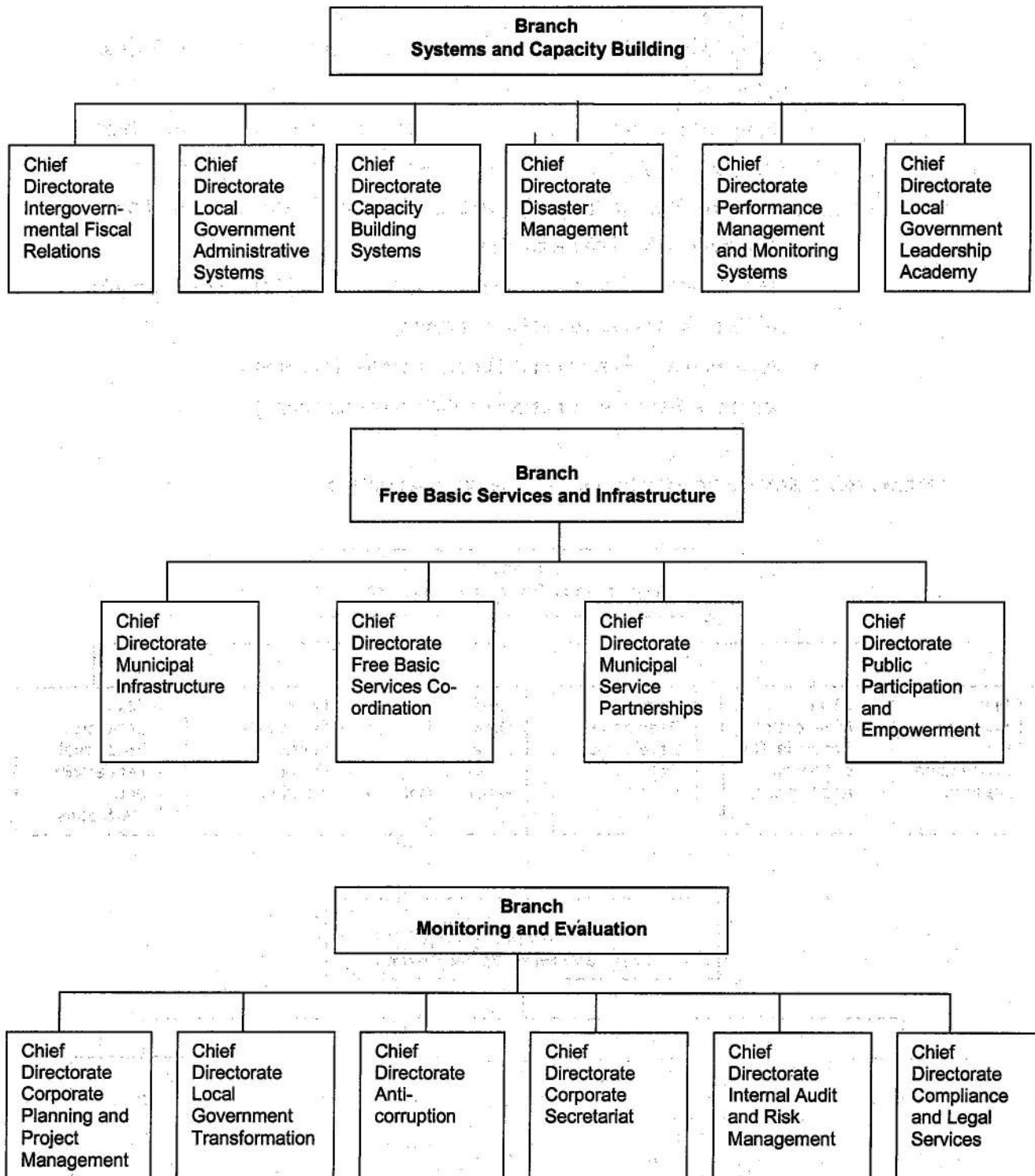
Isikhulu esiPhezulu esiPhethe kanye neNhloko yoMnyango nguMqondisi-Jikelele uNks Lindiwe Msengana-Ndlela.

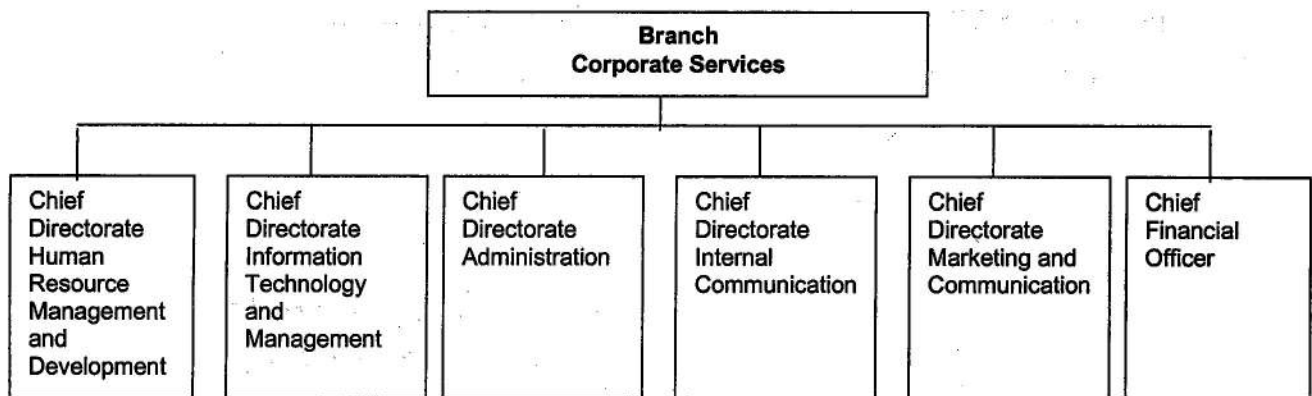
I-dplg ihlukaniswe ngamaGatsha ayisithupha, abizwa ngokulandelayo:

- Governance, Policy and Research (ezokubusa, imiGomo, noCwaningo)
- Urban and Rural Development (Intuthuko yamaDolobha nezindawo zasemakhaya)
- Systems and Capacity Building (Izinqubo/ ama-system kanye nokuthuthukiswa kwamakhono)
- Free Basic Services and Infrastructure (Amasevisi anqala angakhokhelwa kanye nezinqalazizinda)
- Monitoring and Evaluation (Ukuqapha kanye nokuHlola)
- Corporate Services (Amasevisi amakhulu enhlangano)

Izakihiwo ezibalulekile zamaGatsha zingabekwa ngokulandelayo:







3.3 Imininingwane yokuxhumana ne-dplg

Ikheli leNdawo: 87 Hamilton Street
Arcadia
Pretoria

Ikheli lePosi: Private Bag X804
Pretoria
0001

iNo. yocingo: (012) 334-0600
iNo. yeFekisi: (012) 334-0603
Website: www.dplg.gov.za

4. IZIKHULU ZOLWAZI

Umqondisi-Jikelele (uDayirektha-Jenerali) ngokulandela isigaba 1 soMthetho, uyisikhulu solwazi se-dplg.

Imininingwane yokuxhumana nesikhulu solwazi kanye namaphini ezikhulu solwazi, ezibekwe ngokulandela isigaba 17 soMthetho, zingokulandelayo:

10

**Information Officer:
(Isikhulu soLwazi)****Ms L Msengana-Ndlela**

Director-General

Private Bag X804

Pretoria

0001

iNo. yocingo.: (012) 334-0600

iNo. yefekisi: (012) 334-0603

**Deputy Information Officers:
(Usekela sikhulu woLwazi)****Ms KC Mketi**Executive Manager: Human Resource
Management and Development

Private Bag X804

Pretoria

0001

iNo. yocingo: (012) 334-0760

iNombolo yeFekisi.: (012) 334-0669

Mr L WilliamsExecutive Manager: Information
Technology and Management

Private Bag X804

Pretoria

0001

iNo. yocingo: (012) 334-0992

iNo. yeFekisi: (012) 334-0921

Dr PJ BouwerExecutive Manager: Compliance and
Legal Services

Private Bag X804

Pretoria

0001

iNo. yocingo: (012) 334-0869

iNo. yeFekisi: (012) 334-0694

5. IZIHLOKO NEZIGABA ZAMAREKHODI AQUKETHWE YI-DPLG

Izihloko nezigaba zamarekhodi aqukethwe yi-dplg zingokulandelayo:

- 5.1 Amarekhodi abasebenzi boMnyango
- 5.2 Amarekhodi okutholakala kwezikontileka zemisebenzi yoMnyango
- 5.3 Amarekhodi ezezimali zoMnyango
- 5.4 Ama-ajenda namaminithi emihlangano yangaphakathi kumnyango
- 5.5 Imibiko yoMnyango
- 5.6 Izincwadi ezishicilelwa wuMnyango
- 5.7 Imigomo yangaphakathi komnyango

6. INQUBO (IPROSIJA) OKUMELE ILANDELWE YOKUCELA ULWAZI

6.1 Amarekhodi avele atholakale kalula

Amarekhodi afakwe kuhla kuSithasiselo (Annexure) A, avele atholakale kalula ngaphandle kokuthi umuntu awacele ngokulandela uMthetho wokutholakala kolwazi. Lolu hla alukafakelwa kugazethi ngokulandela isigaba 15 soMthetho.

Amarekhodi afakelwe kuSithasiselo (Annexure) A, angatholakala kulayibhrari ye-dplg, etholakala ekheleni elithi: 87 Hamilton Street, Arcadia, Pretoria. Uma amakhophi anele ekhona, amarekhodi angatholakala mahala ngaphandle kokukhokha, uma isitokwe sisekhona, ngemuva kwalokho, umuntu ukhokhela imali yokwenzelwa amanye amakhophi. Amanye amarekhodi abuye atholakale kuwebhusayiti ye-dplg yekheli elithi: www.dplg.gov.za (bheka kuSithasiselo/ Annexure A ukuthola olunye ulwazi).

Imali ekhokhelwa ukwenzelwa amakhohi amarekhodi avela atholakale kalula ingokulandelayo:

	R
(a) Kufothokhophi nefothokhophi yephepha lesayizi ka-A4 noma ingxenye yayo, ngu.....	0,60
(b) Kukhophi nekhophi eprintwayo yephepha lesayizi ka-A4 noma ingxenye yalo, atholakala kukhompyutha, noma kumshini ofundeka ngendlela ye-elektroniki	0,40
(c) Kukhophi efundeka ngekhompyutha nge –	
(i) stiffy disc	R 5,00
(ii) compact disc	R40,00
(d) (i) Itranskripshini yezithombe ezibukwa ngamehlo, kusayizi wephepha elingu-A4 noma ingxenye yalo.....	R22,00
(ii) Ikhophi yezithombe ezibukwa ngamehlo.....	R60,00
(e) (i) Itranskripshini yerekhodi lokulalelwayo, ngosayizi wephepha elingu-A4 noma ingxenye yalo.....	R12,00
(ii) Ikhophi yerekhodi lokulalelwayo	R17,00

6.2 Indlela yokwenza isicelo

Inyathelo 1: Isicelo

Lapho umuntu efisa ukuthola ulwazi oluqukethwe yi-dplg, ngaphandle kwamarekhodi afakelwe kuSithasiselo (Annexure) A, lowo muntu kumele enze isicelo sokuthola ulwazi aludingayo ngokulandela ifomu elibekiwe. Leli fomu litholakala kuwubhusayiti ye-dplg yekheli elithi: www.dplg.gov.za, noma mhlawumbe angalithola ngokulicela ku-Dr PJ Bouwer, kunombolo yocingo ethi: (012) 334-4970.

Ifomu eligcwalisiwe lingalethwa noma lihanjiswa ngezindlela ezilandelayo:

Ngesandla ku:-

The Information Officer

Department of Provincial and Local Government

87 Hamilton Street

Arcadia

Pretoria

Ngeposi:

The Information Officer

Department of Provincial and Local Government

Private Bag X804

Pretoria

0001

Ngefekisi:

The Information Officer

Department of Provincial and Local Government

(012) 334-0603/0694

Imali yesicelo engu-R35-00 noma ubufakazi bokuthi ikhokhiwe kumele ihambisane nesicelo solwazi. Ukukhokhelwa kwesicelo solwazi kungenziwa kunoma yiliphi ibhangi, nakhona ifakelwe ku-akhawunti ye-Reserve Bank egameni le-Department of Provincial and Local Government:

I-akhawunti ye-Reserve Bank: 8033-238-2

Ikhodi yeGatsha (Branch code): 910143

Inyathelo 2: Isiqinisekiso nokwamukela

Isikhulu solwazi (information officer) samukela isicelo kanye nokwenza isiqinisekiso sesicelo, nokubona ukuthi ngabe ulwazi oludingekayo luyatholakala yini e-dplg. Ebese isicelo siyamukelwa noma siinqatshelwe, noma sidluliselwe kubagcini abafanele bolwazi olucelwayo. Ebese isicelo samukelwa (acknowledged) kulowo owenze isicelo ukuqinisekisa isimo sesicelo.

Inyathelo 3: Ukuhlela nokuqokelela ulwazi

Uma isicelo samukelwa, **idplg**, izoqokelela nokulungisa ulwazi, kanye nokubala izindleko zokutholakala kolwazi. Izindleko zibalwa ngokulandela upharagrafu 6.3.

Inyathelo 4: Isaziso sokuGcina

Umenzi wesicelo uzokwaziswa ngokuphethwa kwesicelo kanye nemali okudingeka ayikhokhele uMnyango.

Inyathelo 5: Ukukhokha nokuthunyelwa

Uma sekukhokhelwe imali echazwe kuNyathelo 4, (ngokulandela inyathelo elifanayo lokukhokha njengoba kubekwe kuNyathelo 1), ulwazi luyakhululwa lunikezwe umenzi wesicelo.

Ulwazi ngokunabile

Ifomu elibekiwe kumele ligcwaliswe ngemininingwane elingene ukuze isikhulu solwazi sikwazi ukubona okulandelayo:

- Irekhodi noma amarekhodi acelwayo;
- Ulwazi ngoMenzi wesicelo;
- Indlela yokufinyelela ulwazi, uma ngabe isicelo samukelwa;
- Ikheli leposi noma inombolo yefekisi yomenzi wesicelo.

I-**dplg** izohlela isicelo ezinsukwini ezingu-30, ngaphandle kokuba umenzi wesicelo ebeke ezinye izizathu eziyisipesheli, ezinganelisa isikhulu solwazi, zokuthi isimo sidinga ukuthi kungalandelwa izikhathi ezibekiwe ngenhla. Izinsuku ezingu-30 lapho **idplg** okumele ithathe khona isinqumo sokuthi ngabe iyasivuma yini isicelo noma iyasinqabela, zingangezelwa ngezinye izinsuku ezinamashumi amathathu, uma isicelo sidinga ulwazi olukhulu, noma uma isicelo sidinga ukuthi kwenziwe uphenyisiso ngolwazi olukwelinye ihhovisi lesikhungo, kanti futhi nakhona ulwazi lungatholakali kalula ezinsukwini ezingu-30. I-**dplg** iyokwazisa umenzi wesicelo ngokubhala phansi ngokunatshiswa kwesikhathi okudingekayo.

Uma isicelo senzela omunye umuntu, umenzi wesicelo kumele anikeze ubufakazi besimo sakhe sokwenza lesi sicelo ngendlela enelisa iSikhulu soLwazi.

Uma umuntu engakwazi ukuzigcwalisela ifomu elibekiwe ngoba engakwazi ukubhala nokufunda noma ngenxa yokukhubazeka, lowo muntu angenza isicelo ngomlomo. Umenzi wesicelo kumele akhokhele imali ebekiwe, ngaphambi kokuba kuqhutshekwe nesicelo sakhe.

6.3 Imali ekhokhwayo

Umthetho uhlinzekela ngezinhlobo ezimbili zemali ekhokhwayo:

- (a) Imali yesicelo, eyinani elifanayo; kanye
- (b) nemali yokufinyelela, okumele ibalwe ngokubonelela izindleko zokukhiqiza lolo lwazi, ukusesha kanye nesikhathi sokulungiselela lolo lwazi kanye nezindleko zokuposa.

Uma iSikhulu soLwazi sithola isicelo, lesi Sikhulu siyothi ngokwenza inothi sicele umenzi wesicelo, ukuthi akhokhele leyo mali ebekiwe yokwenza isicelo (uma ikhona) ngaphambi kokuqhubeka nesicelo.

Uma sekwenziwe usesho ngerekhodi, kanti futhi sekulungiswe nerekhodi lokudalula, okubandakanya amalungiselelo okwenza lolo lwazi lutholakale ngendlela olucelwe ngayo, lokhu kudinga amahora amaningi kunalawo abekiwe kumitheshwana yenqubo (regulations) ngale nhloso, iSikhulu soLwazi, siyokwazisa umenzi wesicelo ukuthi akhokhe idiphazithi yengxenywe yemali yokufinyelela ulwazi, eyokhokhelwa uma isicelo sivunywa.

Isikhulu soLwazi siyogodla irekhodi kuze kufike lapho umenzi wesicelo akhiphe khona imali okumele ayikhokhe njengoba kubekiwe ngezansi.

Umenzi wesicelo, isicelo sakhe esivunyiwe, kumele akhokhe imali yokufinyelela ulwazi ukuze lukhiqizwe, kanye neyokusesha nokulungiselela lolo lwazi, kanye

nesikhathi esidingekayo ngaphezu kwaleso samahora abekiwe okusesha kanye nokulungiselela ukudalula irekhodi, okubandakanya ukwenza amalungiselelo okwenza lolo lwazi luthokale ngendlela olucelwa ngayo.

Uma sekukhokhelwe idiphazithi maqondana nokufinyelela ulwazi, olunqatshelwayo, iSikhulu soLwazi kumele sibuyisele imali yediphazithi kumenzi wesicelo.

The access fees payable are as follows <> Imali ekhokhelwa ukufinyelela ulwazi ingokulandelayo:

R

- | | |
|---|--------|
| (1)(a) Kufothokhophi nefothokhophi yephepha lesayizi ka-A4
noma ingxenye yayo, ngu | 0,60 |
| (b) Kukhophi nekhophi eprintwayo yephepha lesayizi ka-A4
noma ingxenye yalo, atholakala kukhompuyutha, noma
kumshini ofundeka ngendlela
ye-elektroniki | 0,40 |
| (c) Kukhophi efundeka ngekhompuyutha nge – | |
| (i) stiffy disc | R 5,00 |
| (ii) compact disc | R40,00 |
| (d) (i) Itranskripshini yezithombe ezibukwa ngamehlo,
kusayizi wephepha elingu-A4 noma
ingxenye yalo | R22,00 |
| (ii) Ikhophi yezithombe ezibukwa ngamehlo | R60,00 |
| (e) (i) Itranskripshini yerekhodi lokulalelwayo, ngosayizi
wephepha elingu-A4 noma
ingxenye yalo | R12,00 |
| (ii) Ikhophi yerekhodi elilalelwayo | R17,00 |
| (f) Ukusesha nokulungiselela irekhodi ukuze lidalulwe, R15,00 kuhora
nehora noma ingxenye yehora, okungabandakanyi ihora lokuqala,
elidingekayo ukusesha nokulungiselela. | |
| (2) Imali yokuposa ikhokhelwa lapho irekhodi kumele liposelwe umenzi
wesicelo. | |

7. IZINTO EZINGENZIWA LAPHO UNQATSHELWE ULWAZI

7.1 Ukungatshwa kolwazi

Izimbangela ezinkulu ze-dplg zokunqabela isicelo solwazi zimaqondana nokulandelayo:

- (1) Ukuvikelwa kwemfihlo yangasese yomuntu/ yohlangothi lwesithathu (third party) okuphoqwe wumthetho, okuwumuntu siqu, okungabangela ukudalula ulwazi ngalowo muntu siqu ngendlela engafanele;
- (2) Ukuvikela okuphoqwe wumthetho ngolwazi lwezebhizinisi lohlangothi lwesithathu (third party), uma amarekhodi equkethe:
 - izimfihlo zokuhweba zalolo hlangothi lwesithathu (third party);
 - Ulwazi olumaqondana nezezimali, ezechomesi, ezesayensi, noma ezobuchwepheshe, okungathi ukudalula kwalolo lwazi kubange umonakalo kwezezimali noma ezechomesi kulolo hlangothi lwesithathu;
 - ulwazi oludalulwa wuhlangothi lwesithathu ku-dplg ngendlela eyimfihlo, uma ukudalulwa kwalolo lwazi kungabeka lolo hlangothi lwesithathu kusimo esingesihe kwezezingxoxo noma kumqhudlwano kwezohwebo.
- (3) Ukuvikela okuphoqwe wumthetho kolwazi oluyimfihlo kuhlangothi lwesithathu, uma luvikelwe ngokulandela yinoma yisiphi isivumelwano;
- (4) Ukuvikela okuphoqwe wumthetho kokuvikeleka kwabantu kanye nokuvikelwa kwempahla;
- (5) Ukuvikelwa okuphoqwe wumthetho kwamarekhodi angathathwa ngokuthi ngamarekhodi ayimfihlo kwezenqubo yomthetho ezinkantolo;
- (6) Imisebenzi ye-dplg
- (7) Imisebenzi ye-dplg yezekuhweba, engabandakanya:
 - izimfihlo zokuhweba ze-dplg;

- ulwazi lwezezimali, ezekhamesi, ezesayensi nolwazi lobutheknikhali, olungathi ngokudalulwa lubange umonakalo kwezezimali noma ezokuhweba ze-dplg;
 - ulwazi okungathi uma ludalulwa, lufake idplg kusimo esingesihe kwezezingxoxo noma kwezomqhudelwno kwezekhamesi;
 - iprogramu yekhompuyutha, idplg enobunikazi bayo, nakhona evikelwe yilungelo lobunikazi (copyright);
- (8) Ulwazi locwaningo lwe-dplg, noma uhlangothi lwesithathu, okungathi ukudalulwa kwalo kuveze ubunjani be-dplg, umcwaningi, noma isihloko socwaningo, nakhona okungenza kakhulu ukuthi lolo cwaningo lube kusimo esingesihe.

Izicelo zolwazi eziwubalo noma ezokudlalisa, noma ezibangela incithakalo yemithombo yosizo ngendlela engafanele, ziyonqatshelwa.

7.2 I-aphili

- (1) Umenzi wesicelo angafaka i-aphili ngaphakathi ngesinqumo seSikhulu solwazi se-dplg -
- (a) yokunqaba isicelo sokufinyelela; noma
 - (b) esithathwe ngokulandela isigaba 22, 26(1) noma u-29(3), maqondana nalowo menzi wesicelo, kuNgqongqoshe woHulumeni bamaProvinsi nabeziNdawo.
- (2) Uhlangothi lwesithathu (third party) lungafaka i-aphili ngesinqumo seSikhulu solwazi se-dplg sokuvuma isicelo sokufinyelela.

I-aphili yangahakathi kumele yenziwe ngefomu elibekiwe:

- ezinsukwini ezingu-60;
- uma kudingeka inothisi yohlangothi lwesithathu, ezinsukwini ezingu-30 ngemuva kokuthola inothisi kulowo menzi we-aphili yesinqumo esinqatshelwe;

- kumele i-aphili idiliviwe noma ithunyelwe kuSikhulu soLwazi se-dplg, ekhelini lakhe noma ngefekisi;
- I-aphili yangaphakathi kumele ichaze isihloko se-aphili yangaphakathi, kanye nokubeka izizathu zokwenza leyo aphili yangaphakathi, nakhona ingabandakanya noma yiluphi olunye ulwazi olufanele olwaziwa yilowo owenza i-aphili,
- uma, nangaphezu kwempendulo ebhaliwe, umenzi wesicelo efisa ukwaziswa ngesinqumo se-aphili yangaphakathi, nanganoma yiyiphi indlela, kumele achaze leyo ndlela afuna ukwaziswa ngayo, kanye nokunikeza imininingwane efanele yokuthi aziswe kanjalo;
- Uma kwenzeka, kumele i-aphili ihambisane nemali yokwenza i-aphili ebekiwe, nakhona kumele ifake nekheli lokuposa noma inombolo yefekisi.

Ifomu lokwenza i-aphili yangaphakathi litholakala kuwebhusayiti ye-dplg yekheli elithi: www.dplg.gov.za, noma lingatholakala kuDr. PJ Bouwer kule nombolo yocingo ethi: (012) 334-4970.

Uma kufakelwa i-aphili ngemuva kokuphela kwesikhathi esibekiwe, uNgqongqoshe kumele ngokubona imbangela ebambekayo ekhonjiswayo, avumele isicelo sokufakelwa kwe-aphili ngemuva kwesikhathi.

Uma uNgqongqoshe enqabela i-aphili efakwa kamuva, kumele anikeze inothisi yaleso sinqumo kulowo muntu owenza i-aphili.

Uma umenzi wesicelo enza iaphili ngokunqatshwa kwesicelo sakhe sokuthola ulwazi, kumele akhokhele imali yokwenza iaphili ebekiwe (uma ikhona).

Uma kumele kukhokhelwe imali yokwenza iaphili maqondana ne-aphili, isinqumo nge-aphili ngeke senziwa kuze kufike lapho imali yokwenza iaphili isikhokhiwe.

Ngokushesha ngendlela okungafinyeleleka ngayo, kodwa, ezinsukwini ezilishumi (10) zokusebenza ngemuva kokutholakala kwesicelo se-aphili, iSikhulu soLwazi se-dplg, kumele sinikeze uNgqongqoshe okulandelayo:

- I-aphili kanye nezizathu zaleyo aphili;
- kanti futhi, uma iaphili imaqondana nokunqatshelwa kwesicelo sokufinyelela ulwazi, igama, ikheli leposi, inombolo yocingo nenombolo yefekisi, ikheli le-email, uma likhona, lanoma yiluphi uhlangothi lwesithathu (third party) okumele lwaziswe ngesicelo.

ISITHASISELO (ANNEXURE) A

**DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT
AUTOMATIC AVAILABILITY OF RECORDS IN TERMS OF SECTION 15 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (AMAREKHODI AVELE
ATHOLAKALE KALULA NGOKULANDELA ISIGABA 15 SOMTHETHO WOKUTHOLAKALA
KOLWAZI)**

ISIHLOKO (TITLE)	USUKU	IGAMA (INCAZELO EMFISHANE)	INDLELA YOKUTHOLA ULWAZI
Training Board for Local Government Bodies Annual Reports	1993/94 1994//95 1995/96 1996/97 1997/98	Imibiko yoNyaka yemisebenzi (Annual Report for activities) 1993/94, 94/95, 95/96, 96/97	Kungenziwa ikhophi yemibiko. Umbiko ka 1997/98 utholakala nakuwebsite yekheli elithi: www.dplg.gov.za
Discussion document: The Nature, Role and Composition of the Senate of the Republic of South Africa compared with second chambers of other states	September 1994	Discussion document (Idokhyumententi yengxoxo)	Ungenzelwa ikhophi
Discussion document: The South African Second Tier of Government: Comparisons with international examples of regionalised systems of government	September 1995	Discussion document (Idokhyumententi yengxoxo)	Ungenzelwa ikhophi
Province of Mpumalanga, House of Traditional Leaders	1995	Ukusungulwa nokusimekwa kwendlu yabaBusi beNdabuko eMpumalanga	Ungenzelwa ikhophi
Discussion document: An overview of the fundamental principles of selected proportional electoral systems	March 1995	Discussion document (Idokhyumententi yengxoxo)	Ungenzelwa ikhophi
A discussion document towards a white paper on local government	April 1997	Ukwenzela ukuqala izingxoxo ngomgomo omusha wohulumeni bezindawo	Ungenzelwa ikhophi
Green paper on local government	October	Ukwenzela ukuthi abantu baphawule ngezinto	Ungenzelwa ikhophi

	1997	okungakhethwa kuzo ngemigomo emisha yohulumeni bezindawo	
White paper on local government	1998	Uhlaka ngokulandela indlela ohulumeni bezindawo abazoguqulwa ngayo	Itholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
A short guide to the white paper on local government	May 1998	Isingeniso nesishwankathelo ngezinto eziballekile eziqokethwe yiphepha elimhlophe ngohulumeni bezindawo	Ungenzelwa ikhophi
Intergovernmental relations	August 1998	Ucwaningo lokuqhathanisa amazwe omhlaba	Ungenzelwa ikhophi
Case studies on Led and Poverty	September 1998	Ucwaningo ngezindawo ezithile maqondana ne-Led nenhlupheko	Utholakala mahhala ku: www.dplg.gov.za
Linking local economic development to poverty alleviation	September 1998	Uchungechunge lwemikhombandlela ngokusiza omasipala ngamandla kwezokhakha kabusha nentuthuko yemiphakathi	Utholakala mahhala ku: www.dplg.gov.za
Local government series(1) : Local Economic Development Integrated Development Planning for Local Authorities: A User-friendly Guide Tool Kit for Municipal Planning Municipal Infrastructure Programme Progress Report The Consolidated Municipal Infrastructure Programme hand-book Municipal Infrastructure Investment Framework Municipal Service Options: A Guideline	March 1998		Ungenzelwa ikhophi

for Local Authorities			
Guidelines for Private Sector Participation in Municipal Service Delivery			
Disaster Management Guidelines for Municipalities			
Financial Management for Local Government: A User-friendly Guide			
Local Government information series			
Part two/(2)			
Building Capacity	1999	Local Government Information Series for the 21 st	Utholakala mahhala ku:
Local Government For The 21 st Century	launched on 15 th March 2000	century (Uchungechunge ngoHulumeni bezindawo kunyaka-nkulungwane)	www.dplg.gov.za . Ungenzelwa amakhophi.
Demarcation			
Establishing New Municipalities			
Elections			
District Government			
Metropolitan Government			
Types of Municipalities			
Participation and Accountability			
Performance Management			

Policy paper	1998	Regulatory framework for municipal service partnerships (Uhlaka lwenqubo okumele ilandelwe ngokusebenzisana kumasevisi ohulumeni bezindawo)	Ungenzelwa ikhophi
Questions and Answers about Municipal Service Partnerships	December 1998	Information about public – private partnerships at municipal level (Ulwazi ngokusebenzisana kukahulumeni - nezinhlangotho zangasese ezingeni lomasisipala)	Utholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
Further Research into Metropolitan Government Systems	1998	Further Research into Metropolitan Government Systems (Olunye uCwaningo ngezinqubo zoHulumeni bezindawo kumadolobhakazi)	Ungenzelwa ikhophi
Masakhane (1)	1998	Case Studies on Masakhane Campaign (Ucwaningo ngoMkhankaso kaMasakhane)	Utholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
Masakhane (2)	1998	Case studies on Masakhane Annual Award Winners (Ucwaningo ngabawini kumiklomo yoNyaka kaMasakhane)	Available for free on www.dplg.gov.za
Citizen's guide on Municipal Service Partnerships	1999		Utholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
White paper on disaster management	January 1999	Umgomo kaHulumeni ngokubhekana nezinsalele	Utholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
Annual Report on the Equitable Share for Local Government for the 1999/2000 financial year	March 1999	Umbiko woNyaka ngokwabelana ngendlela elinganayo (Annual report on the equitable share)	Utholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
Internal Newsletter - Departmental Activities	December 1997 March 1999	Departmental newsletter (Inyuziletha yoMnyango)	Ungenzelwa ikhophi
Annual Reports of the T.C.W. Title: Progress with the implementation of	January 1998	Report on progress with the implementation of the Constitution (Umbiko ngenqubekela phambili)	Ungenzelwa ikhophi

the Constitution	July 1999	ngokulandela uMthethosisekelo)	
Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Minorities. – an integrated discussion document	November 1999	Discussion document (Idokhyumentu yengxoxo)	Ungenzelwa ikhophi
Final Report: Second National Consultative Conference: The Commission for the Promotion and Protection of the Rights of Cultural and Linguistic Communities	1999	Report on the Second National Consultative Conference (Umbiko weKhomfa yesiBili yokuBonisana)	Ungenzelwa ikhophi
Review of the SA Government's Grant-funded Municipal Infrastructure Programs	1999	MIPs Program assessment volume 1	Ungenzelwa ikhophi
Intergovernmental Relations	May 1999	Assessment of South Africa's issues on its policy development process on Intergovernmental Relations (Uhlaziyo lwezinto ezibalulekile ngenqubo yokuthuthukisa imigomo yoBudlelwane phakathi kwemikhakha kahulumeni)	Utholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
Municipal International Relations	July 1997	A policy framework (Uhlaka lomgomo)	Ungenzelwa ikhophi
Report on the Southern African Development Community (SADC) Local Government Conference: Towards co-operation on Local Government matters in the Southern African Development Community Region 28-30 July 1999	July 1999	Report on the Southern African Development Community (SADC) Local Government Conference	Ungenzelwa ikhophi
Basic Municipal Services (a guideline for Municipalities): Targeting poor household in the provision of basic municipal services	1999	A guideline for municipalities (Imikhombandlela komasipala)	Utholakala mahhala ku: www.dplg.gov.za
Municipal Community Partnerships (MCPs)	August 1999	A study report for the promotion of the Municipal Community Partnership in South Africa	Utholakala mahhala ku: www.dplg.gov.za

		(Ucwaningo ngenqubo yokusebenzisana koMasipala neMiphakathi eNingizimu Afrika)	
Local Economic Development Manual Series(1st edition): Guideline to Institutional Arrangements(1) Strategies and Instruments Transforming Localities(2) Case-Study Experiences In Declining & Thriving Municipalities(3) Performance Management & Measurement Techniques(4)	2000	Local Economic Development Manual Series (Incwajana yencazelo ngoChunge-chunge ngeNtuthuko yeziNdawo)	Ungenzelwa ikhophi
IDP-DDP brochure	January 2000	Brochure – Vision, Mission and Objectives	Ungenzelwa ikhophi
Discussion Document towards White Paper on Traditional Leaders and Institutions	March 2000	Discussion document (Idokhyumenti yengxoxo)	Ungenzelwa ikhophi
White Paper on Traditional Leadership	July 2003	A policy framework i.r.o. Traditional Leadership and Governance (Uhlaka lomgomo maqondana naBabusi beNdabuko nokubusa)	Utholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
IGR Provincial Supervision, Manual for the Application of Section 139 of the Constitution	2000	Manual for the application of section 139 of the Constitution (Incwajana yencazelo ngokusetshenziswa kwezigaba 139 soMthethosisekelo)	Utholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
Local Government 2000 and beyond, vote and be involved	2000	Voter education and new local government system manual (Imfundo ngoVoto kanye nencwajana yencazelo ngenqubo yohulumeni bezindawo)	Ungenzelwa ikhophi
Integrated Development Planning (IDP). A report on study tour to South	March 2000	A Report (Umbiko)	Available for copying Ungenzelwa ikhophi

America on the Development Planning system in Bolivia and Columbia			
Integrated Development Plans (IDP) and Land-Use Management Linkages	August 2000	A Report (Umbiko)	Ungenzelwa ikhophi
IDP-DDP plan press newsletter	Volume 1 – February 1999 Volume 2 – August 1999	Newsletter (Inyuziletha)	Utholakala mahhal ku: www.dplg.gov.za
The first preliminary Municipal Service Partnerships survey in South Africa (breaking the mould)	December 2000	A Preliminary survey report (Umbiko wokuqala wocwaningo)	Ungenzelwa ikhophi
IDP Guide Pack: Guide 0 (overview) Guide 1 (guidelines) Guide 2 (preparation) Guide 3 (methodology) Guide 4 (toolbox) Guide 5 (sectors and implementation)	2001	Guide Pack	Utholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
Local Economic Development Fund Brochure	2001	Brochure on LED fund (IBroshe ngezimali ze-LED)	Utholakala mahhala ku: www.dplg.gov.za
Regenerating Local Economies, the social plan fund, municipalities leading local economies towards regeneration	2001	Brochure on the social plan fund (IBroshe ngohlelo lwezimali zentuthuko yabantu)	Utholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
Capacity Building Programmes on Municipal Service Partnerships (MSPs), <i>towards enhancement of institutional capacity for sustainable</i>	2001	Rationale, Historical context and Proposed Training programme on Municipal Service Partnerships capacity building (Izizathu, isisekelo somlandu ngohlelo oluhlongozwayo loQeqesho)	Ungenzelwa ikhophi

<u>development!</u>		ngensebenziswano kumaSevisi oMasipala kanye nokuthuthukisa amakhono)	
Introduction to Performance Management for Local Government in South Africa	2001	Introductory guide to performance management for local government in South Africa (Isingeniso ngesikhokhelo ngokuhlola inqubo yezokuphatha nokwenziwa kwemisebenzi kohulumeni bezindawo eNingizimu Afrika)	Ungenzelwa ikhophi
Performance Management, a guide for Municipalities	2001	A guide for municipalities on performance management (Isikhokhelo somasipala ngenqubo yokuhlola ukwenziwa komsebenzi)	Utholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
Disaster Management in South Africa	2002	Prevent disasters and work towards a better-life for all (Ukuvimbela izingozi kanye nokusebenzela impilo engcono kubo bonke abantu)	Ungenzelwa ikhophi
Integrated Sustainable Rural Development Programme (ISRDP)	2002	The programme's motivation (Incazelo ngesizathu sohlelo)	Ungenzelwa ikhophi
Consolidated Municipal Infrastructure Investment Unit, CMIP update	2002	Building communities through infrastructure provision (Ukwakha imiphakathi ngokuhlinzeka ngezinqala-zizinda)	Ungenzelwa ikhophi
Integrated Development Planning (IDP) Pack: IDP summery IDP-LA21 process IDP declaration Disc calendar 2003 The case of the UGU IDP Summary document on the IDP-LA21 relationship Principles of IDP and assessment of the process 2001/2002 Case Studies on sustainability in local governance IDP Disc (CD)	2002	Local pathway to sustainable development in South Africa (Indlela yentuthuko eqhubekela phambili eNingizimu Afrika)	Utholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
Strategic Plan	2002-05 2003-06 2004-07	Strategic Plans of the Department for the respective years (Izinhlelo ezibalulekile zoMnyango kuminyaka ebekiwe)	1. Utholakala mahhala ku: www.dplg.gov.za 2. Ungenzelwa amakhophi

			3. Amakhophi eplani ka-2004-07 ayatholakala uma isitokwe sisekhona, ngemuva kwalokho ungenzelwa amakhophi
Property Rates Bill – Key Information Services	2003	To clarify issues around the Property Rates Bill (Ukucacisa izinto eziqondene noMthethosivivinywa wama-Rate eMpahla)	Atholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
Local Government Review 2003/04	2003	An overview of local government (Ukubuyekeza ohulumeni bezindawo)	Ungenzelwa ikhophi
Dplg Research bulletin	October 2001 July 2002 April 2003	An annual detailed overview of research conducted in the Department for the respective years (Isishwankathelo esineminingwane socwaningo olwenziwe kuMnyango kuminyaka ebekiwe)	Amakhophi atholakala mahhala ku: www.dplg.gov.za
Local Government Fact Book	May 2003	Local Government in South Africa (oHulumeni beziNdawo eNingizimu Afrika)	Atholakala mahhala ku: www.dplg.gov.za . Ungenzelwa amakhophi
Annual Report	1996 1997 1998 1999 2000 2001 2002 2003 2004	Annual report on the activities of the Department for the respective years (Umbiko woNyaka ngemisebenzi yoMnyango kuminyaka ebekiwe)	1. Ungenzelwa amakhophi 2. Imibiko ka 1997 ukuya ku-2003 atholakala mahhala ku: www.dplg.gov.za 3. Amakhophi oMbiko woNyaka ka-2002/2003 ayatholakala uma isitokwe sisekhona, ngemuva kwalokho ungenzelwa ikhophi.



the dplg

Department:
Provincial and Local Government
REPUBLIC OF SOUTH AFRICA

**LEFAPHA LA PUSO YA DIPOROFENSE
LE YA SELEGAE
(DEPARTMENT OF PROVINCIAL AND
LOCAL GOVERNMENT -
(dplg)**

**MANYUALE (BUKANA YA TLHALOSO) GO YA KA MOLAO
WA 2000 WA TLHOTLHELETSO YA PHITLHELELO YA
TSHEDIMOSETSO MOLAO WA - *PROMOTION OF ACCESS
TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)***

Setswana

Manyuale o gape o teng ka Sezulu le Seengelese.

2

THULAGANYO YA DITENG

1. **MATSENO**
2. **KAEDI YA KHOMIŠENE YA DITSHWANELO TSA BOTHO MABAPI LE MOLAO**
3. **DITIRO LE THULAGANYO YA dplg**
 - 3.1 Tshekatsheko ya **dplg**
 - 3.2 Thulaganyo
 - 3.3 Dintlha tsa kgolagano ka kakaretso tsa **dplg**
4. **BATLHANKEDI BA TSHEDIMOSETSO**
5. **DITLHOGO LE DIKAROLO TSA DIREKHOTO TSA dplg**
6. **TSELA YA KOPO YA TSHEDIMOSETSO**
 - 6.1 Direkhoto tse di boniwang ka tlhamalalo
 - 6.2 Tirego ya kopo
 - 6.3 Tšhelete
7. **DITHUSO FA DIKOPO TSA PHITLHELELO YA TSHEDIMOSETSO DI KGANELWA**
 - 7.1 Kganelo ya kopo
 - 7.2 Boikuelo

1. MATSENO

Malao wa Tlhotlhetso ya Phitlhelelo ya Tshedimose tso molao wa *Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)* ("Molao") o diragatsa tshwanelo ya molaotheo ya phitlhelelo ya tshedimose tso e e fitlhelwang mo setheong sa setšhaba kgotsa sa poraefete se se tshwanetseng go diragatsa kgotsa go sireletsa ditshwanelo dingwe le dingwe. Molao o tlhagisa ditsela tse di mabapi le tshwanelo eo.

Karolo 9 ya Molao, le fa gontse jalo, e amogela fa tshwanelo eo ya phitlhelelo ya tshedimose tso e na le melelwane e e rileng e e amogelesegang, jaaka melelwane e maikaelelo a yona a leng ka ga:

- tshireletso ya bofitlha;
- sephiri sa kgwebo; le
- tsamaiso e e nonofileng, e e lolameng e bile e siame.

karolo 14 ya Molao e pateletsa ditheo tsa setšhaba go rulaganya Manyuale, o o tlileng go thusa motho go fitlhelela tshedimose tso e e fitlhelwang mo setheong sa setšhaba gape e tlhagisa ditlhokego tse manyuale o tshwanetseng go di obamela.

Maikaelelo a manyuale o ke go sedimose tsa motho mabapi le ka moo a ka fitlhelang rekhoto e e fitlhelwang mo Lefapheng la Puso ya Diporofense le ya Selegae ka teng (dplg), ka jalo o diragatsa Karolo 14 ya Molao.

2. KAEDI YA KHOMISENE YA DITSHWANELO TSA BOTHO MABAPI LE MOLAO

Khomišene ya Ditshwanelo tsa Botho ya Aforika Borwa e tshwanetse go rulaganya kaedi, ka sebopego le mokgwa o o tlhaloganyegang bonolo, o o ka tlhokiwang ke motho yo o eletsang go diragatsa tshwanelo e e solofelwang mo Molaong.

Kaedi e e tile go tlhagelela ka dipuo tsotlhe tsa semmuso go tswa go Khomišene ya Ditshwanelo tsa Botho ya Aforika Borwa mo sebakeng se sa feteng Tlhakole 2005.

Dipotso tse di mabapi le kaedi e di tshwanetse go lebišwa go:

The South African Human Rights Commission

Nomoro ya Mogala: +27 11 484 8300

Nomoro ya Fekese: +27 11 484 7146/7

E-Mail Address: PAIA@sahrc.org.za

Aterese ya Poso: PAIA Unit

The Research and Documentation Department

Private Bag 2700

Houghton

2041

Aterese ya Setarata: PAIA Unit

The Research and Documentation Department

29 Princess of Wales Terrace

Parktown

Johannesburg

Website: www.sahrc.org.za

3. DITIRO LE THULAGANYO YA dplg

3.1 Tshekatsheko ya dplg

Maikaelelo-magolo a **dplg** ke go rebola tshegetso ya porofesenale le ya setegeniki go Puso ka go:

- Tlhagisa dipholisi tse maleba le peomolao go rotloetsa tshwaragano mo mananeng a puso a tliabololo le thebolo ya ditirelo;

5

- Rebola dithuso, tshegetso le ditshwaragano go bebofatsa tsenyotirisong ya dipholisi kwa Diporofenseng le kwa Pusong ya Selegae; le
- Tihola mekgwa e e thusang go baagi go nna le seabe mo tsamaisong.

Thata ya lona e tlhagelela mo Dikgaolong 3 le 7 tsa Molaotheo wa Rephaboliki ya Aforika Borwa, 1996 (Molao No. 108 wa 1996).

Jaaka lefapha la bosetšhaba tiro ya lona ke go tlhagisa dipholisi tsa bosetšhaba le peomolao mabapi le diporofense le puso-selegae, le go tlhokomela tsenyotirisong ya tse di latelang:

- *White Paper on Local Government (1998)* (Pampiri e Tshweu ya Puso-selegae (1998));
- *Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998)* (Puso-selegae: Molao wa Melelwane ya Mmasepala, 1998 (Molao No. 27 wa 1998));
- *Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998)* (Puso-selegae: Molao wa Ditheo tsa Mmasepala, 1998 (Molao No. 117 wa 1998));
- *Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)* (Puso-selegae: Molao wa Dithulaganyo tsa Mmasepala, 2000 (Molao No. 32 wa 2000));
- *Disaster Management Act, 2002 (Act No. 57 of 2002)* (Molao wa Tsamaiso ya Matlhotlhapelo, 2002 (Molao No. 57 wa 2002));
- *Traditional Leadership and Governance Framework Act, 2003 (Act No. 41 of 2003)* (Molao wa Letlhomiso la Boeteledipele jwa Setso le Tsamaiso, 2003 (Molao No. 41 wa 2003));
- *Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003)* Puso-selegae: (Molao wa Tsamaiso ya Tšhelete ya Mmasepala, 2003 (Molao No. 56 wa 2003)); le
- *Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004)* (Molao wa Dikelo tsa Thoto ya Mmasepala, 2004 (Molao No. 6 wa 2004)).

6

Tiro e nngwe ya **dplg** ke go tshegetsa diporofense le puso-selegae mo go diragatseng ditlamego tsa tsona tsa molaotheo le tsa semolao.

Baamegi ba **dplg** ke ba ba latelang:

- Karolo ya Bosetšhaba ya Puso;
- Karolo ya Porofense ya Puso;
- Karolo ya Selegae ya Puso;
- Puso-selegae e e rulaganeng;
- Dikgosi le Ditheo tsa tsona;
- Kokoano-bosetšhaba; le
- Khansele ya Bosetšhaba ya Diporofense.

3.2 Thulaganyo

Ofisi ya Puso ya Diporofense le ya Selegae e eteletse kwa pele ke Tona ya Puso ya Diporofense le ya Selegae, Rre FS Mufamadi, yo o tshegediwang ke Motlatsa-Tona, Moh NE Hangana.

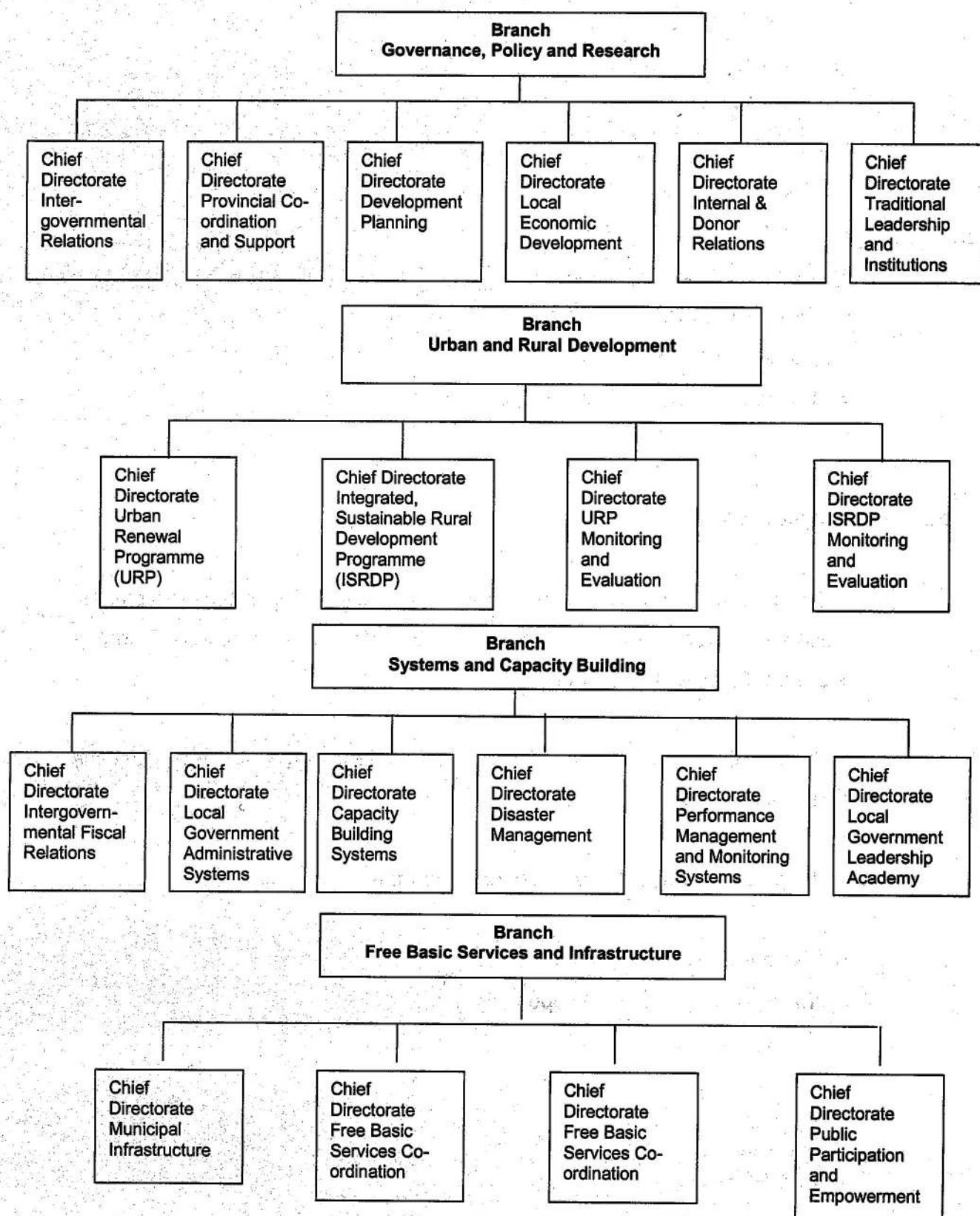
Motlhankedi le Tlhogo ya Lefapha ke Mokaedi-Kakaretso, Moh Lindiwe Msengana-Ndlela.

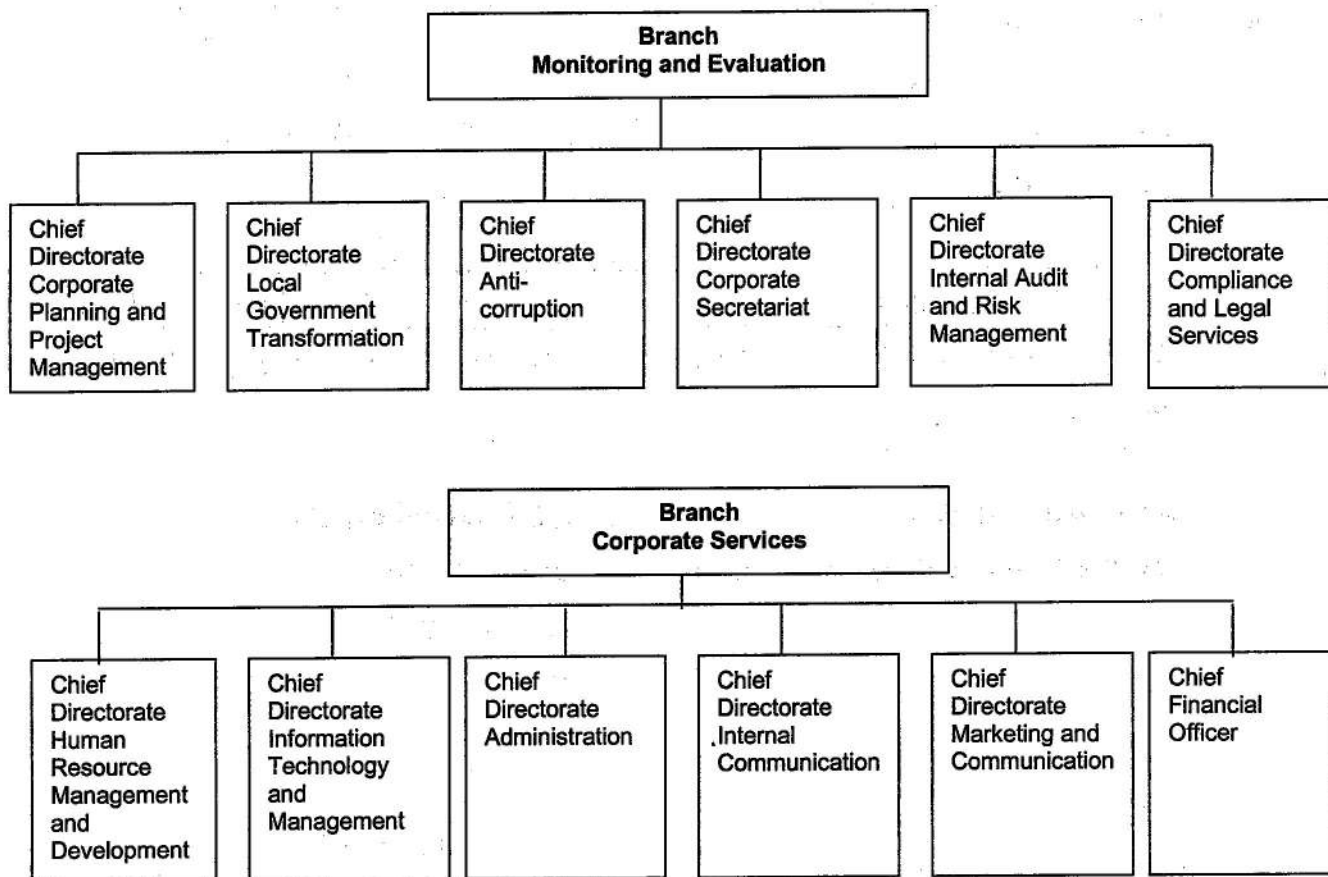
dplg gape e arologanngwa ka Makala a le thataro, e leng:

- Tsamaiso, Pholisi le Patlisiso
- Tlhabololo ya Metsesetoropo le Metseselegae
- Dithulaganyo le Thuso
- Ditirelo tse di Botlhokwa tsa Mahala le Mafaratlhatlha
- Tlhokomelo le Tshekatsheko
- Ditirelo tsa Botlhe

7

Dittheo tsa Makala mangwe le mangwe di ka bontshiwa jaana:





3.3 Dintlha tsa kgolagano ka kakaretso tsa dplg

Aterese ya setarata: 87 Hamilton Street
Arcadia
Pretoria

Aterese ya Poso: Private Bag X804
Pretoria
0001

Nomoro ya mogala: (012) 334-0600

Nomoro ya Fekese: (012) 334-0603

Website: www.dplg.gov.za

4. BATLHANKEDI BA TSHEDIMOSSETSO

Mokaedi-Kakaretso go ya ka karolo 1 ya Molao ke motlhankedi wa tshedimosetso wa **dplg**.

Dintlha tsa kgolagano tsa motlhankedi wa tshedimosetso le batlhankedi ba tshedimosetso ba batlatsi ba ba thapilweng go ya ka karolo 17 ya Molao ke tse di latelang:

Information Officer:

(Motlhankedi wa Tshedimosetso)

Ms L Msengana-Ndlela

Director-General

Private Bag X804

Pretoria

0001

Mogala: (012) 334-0600

Fekese: (012) 334-0603

Deputy Information Officer:

**(Batlhankedi ba Tshedimosetso
Ba Batlatsi):**

Ms KC Mketi

Executive Manager: Human Resource
Management and Development

Private Bag X804

Pretoria

0001

Mogala: (012) 334-0760

Fekese: (012) 334-0669

Mr L Williams

Executive Manager: Information
Technology and Management

Private Bag X804

10

Pretoria

0001

Mogala.: (012) 334-0992

Fekese.: (012) 334-0921

Dr PJ BoucherExecutive Manager: Compliance and
Legal Services

Private Bag X804

Pretoria

0001

Mogala.: (012) 334-4970

Fekese.: (012) 334-0694

5. DITLHOGO LE DIKAROLO TSA DIREKHOTO TSA DPLGDitlhogo le dikarolo tsa direkhoto tsa **dplg** ke tse di latelang:

- 5.1 Direkhoto tsa badiri tsa mafapha
- 5.2 Direkhoto tsa tshenkelo tsa mafapha
- 5.3 Direkhoto tsa tšhelete tsa mafapha
- 5.4 Mananetema le metsotso ya dikopano tsa fa gare tsa mafapha
- 5.5 Dipegelo tsa mafapha
- 5.6 Diphasalatso tsa mafapha
- 5.7 Dipholisi tsa fa gare tsa mafapha

6. TSELA YA KOPO YA TSHEDIMOSSETSO**6.1 Direkhoto tse di boniwang ka tšhamalalo**

11

Direkhoto tse di tlhagelelang mo Mametlelelong ya A di bonwa ka tlhamalalo kwa ntle le gore motho a dire kopo ya phithhelelo go ya ka Molao. Lenane le ga le ise le phasaladiwe go ya ka karolo 15 ya Molao.

Direkhoto tse di tlhagelelang mo Mametlelelong ya A di ka bonwa kwa laeboraring ya **dplg**, e e fitlhelwang kwa 87 Hamilton Street, Arcadia, Pretoria. Fa go na le dikhophi tse di lekaneng, rekhoto e ka bonwa mahala fa dithoto di santse di le teng, morago ga moo tšhelete ya tlhagiso e a duelwa. Dingwe tsa direkhoto tse di bonwa mahala mo websaeteng ya **dplg** e leng www.dplg.gov.za (bona Mametlelelo ya A fa o batla tshedimosetso e nngwe gape).

Tšhelete ya tlhagiso ya direkhoto tse di bonwang ka tlhamalalo e ka tsela e e latelang:

	R
(a) Go fothokhophi nngwe le nngwe ya tsebe ya saese ya A4 kgotsa karolo	0,60
(b) Go khophi nngwe le nngwe e e gatisitsweng ya tsebe ya saese ya A4 kgotsa karolo e e leng mo mofuteng o o buisegang wa khomphutara kgotsa wa ileketeroniki kgotsa wa motšhini	0,40
(c) Go khophi e e mo mofuteng o o buisegang wa khomphutara mo-	
(i) disiking ya setifi	R 5,00
(ii) disiking e e kitlaneng	R40,00
(d) (i) Go kwalololo ya ditshwantshokgopolo tsa pono, ya tsebe ya saese ya A4 kgotsa karolo ya yone	R22,00
(ii) Go khophi ya ditshwantshokgopolo tsa pono	R60,00
(e) (i) Go kwalololo ya rekhoto e e ka utlwelelwang ya tsebe ya saese ya A-4 kgotsa karolo ya yone	R12,00
(ii) Go khophi ya rekhoto e e ka utlwelelwang.....	R17,00

6.2 Tirego ya kopo**Kato ya 1: Kopo**

Fa motho a eletsa go fitlhelela tshedimosetso ya **dplg**, kwa ntle le direkhoto tse di tihagelelang mo Mametlelelong ya A, motho yoo o tshwanetse go dira kopo ya phitlhelelo ya tshedimosetso e e maleba mo foromong e e kailweng. Foromo e e bonwa mo websaeteng ya **dplg** e leng www.dplg.gov.za, kgotsa e bonwa ka go kopiwa kwa go Ngk PJ Bouwer mo nomorong e e latelang ya mogala (012) 334-4970.

Foromo ya kopo e e tladitsweng e ka gorosiwa ka ditsela tse di latelang:

Ka lebogo:

The Information Officer
Department of Provincial and Local Government
87 Hamilton Street
Arcadia
Pretoria

Ka poso:

The Information Officer
Department of Provincial and Local Government
Private Bag X804
Pretoria
0001

Ka fekese:

The Information Officer
Department of Provincial and Local Government
(012) 334-0603/0694

Tšhelete ya kopo ya bokana ka R35-00, kgotsa sesupo sa tuelo, se tshwanetse go pata kopo ya tshedimosetso. Tuelo ya tšhelete ya kopo, e ka diriwa kwa

bankeng nngwe le nngwe le go dipositiwa mo akhaontong e e latelang ya Banka ya Resefe mo kgatlhegong ya Lefapha la Puso ya Diporofense le ya Selegae:

Akhaonto ya Banka ya Resefe: 8033-238-2

Khoutu ya Lekala: 910143

Kgato ya 2: Netefatso le kamogelo

Motlhankedi wa tshedimosetso o amogela le go netefatsa kopo go bona fa tshedimosetso e e kopiwang e le teng ka mo **dplg**. Tshedimosetso e a amogelwa, e kgaphelwa kwa thoko kgotsa e lebisiwa kwa batlhokomeding ba ba maleba ba tshedimosetso e e kopiwang. Kamogelo e romelwa kwa go mokopi go netefatsa maemo a kopo.

Kgato ya 3: Thulaganyo ya tshedimosetso

Fa kopo e amogelwa, **dplg** e tlile go kokoanya le go rulaganya tshedimosetso le go balela ditshenyegelo tse di maleba tse di leng teng. Ditshenyegelo di balelwa go ya ka tema 6.3.

Kgato ya 4: Kitsiso ya Bofelo

Mokopi o tlile go itsisewe ka ga go fela ga kopo mmogo le tšhelete e e saletseng kwa morago e e tshwanetseng go duelwa Lefapha.

Kgato ya 5: Tuelo le kgoroso

Fa tuelo jaaka go tlhagisitswe mo Kgatong ya 4 e amogelwa (go latela tirego e e tshwanang ya tuelo jaaka go tlhagisitswe mo Kgatong ya 1), tshedimosetso e neelwa mokopi.

Tshedimosetso ka Kakaretso

Foromo e e kailweng e tshwanetse go tladiwa ka dintlha tse di lekaneng go kgontsha Motlhankedi wa Tshedimosetso go supa:

- Rekhoto kgotsa direkhoto tse di kopiwang;
- Ntlha ka ga Mokopi;

- Gore ke phitlhelelo ya mofuta mang e e kopiwang, fa kopo e atlegile;
- Aterese ya poso kgotsa nomoro ya fekese ya mokopi.

Dplg e tile go rulaganya kopo mo malatsing a le 30, ntle le fa mokopi a tihagisitse mabaka a a kgethegileng, a a tlileng go kgotsofatsa Motlhankedi wa Tshedimosetso, gore maemo a pateletsa gore dipaka tsa nako tse di fa godimo ga di a tshwanelwa go obamelwa. Paka ya letsatsi la 30 e ka yona **dplg** e tshwanetseng go swetsa ka go rebola kgotsa go kganela kopo e ka atolosediwa go paka e nngwe e e sa feteng malatsi a le somamararo fa kopo e le ya tshedimosetso e kgolo, kgotsa fa kopo e tlhoka go batliwa ga tshedimosetso e e leng kwa kantorong e nngwe ya setheo e bile tshedimosetso e ka se bonwe mo pakeng ya tshimologo ya malatsi a le 30. **Dplg** e tile go itsise mokopi ka lekwalo fa katoloso e ka tlhokega.

Fa kopo e dirwa mo boemong jwa motho yo mongwe, mokopi o tshwanetse go tihagisa sesupo sa maemo a mokopi se a dirang kopo ka ona se se kgotsofatsang Motlhankedi wa Tshedimosetso.

Fa mongwe a sa kgone go tlatsa foromo e e kailweng ka ntlha ya go se rutege kgotsa ka bogole, motho yoo a ka dira kopo ka molomo. Mokopi o tshwanetse go duela tšhelete e e kailweng, pele thulaganyo e nngwe e ka dirwa.

6.3 Tšhelete

Molao o rebola mefuta e mebedi ya tšhelete:

- (a) Tšhelete ya kopo, e e tlileng go nna tšhelete e e siameng; le
- (b) Tšhelete ya phitlhelelo, e e tshwanetseg go balelwa ka go ela tlhoko ditshenyegelo tsa tlhagiso, nako ya go batla le ya go rulaganya le ditshenyegelo, mmogo le ditshenyegelo tsa poso.

Fa kopo e amogetswe ke Motlhankedi wa Tshedimosetso, Motlhankedi yoo o tla ka kitsiso kopa mokopi, ntle le mokopi wa sebele, go duela tšhelete ya kopo e e kailweng (fa e le teng), pele kopo e ka rulaganngwa.

Fa go batliwa ga rekhoto go dirilwe le thulaganyo ya rekhoto mabapi le tshenolo, go akaretsa dithulaganyo go e tihagisa mo foromong e e kopiwang, go tlhoka go feta diura tse di kailweng mo melawaneng e e mabapi le se, Motlhankedi wa Tshedimose tso o tla itsise mokopi go duela karolo e e kailweng ka tšhelete ya phitlhelelo jaaka dipositi, e e tlileng go duelwa fa kopo e atlegile.

Motlhankedi wa Tshedimose tso o tla tshwara rekhoto go fitlha mokopi a duela tšhelete e e maleba jaaka go kailwe fa tlase.

Mokopi yo kopo ya gagwe ya phitlhelelo ya rekhoto e atlegileng, o tshwanetse go duela tšhelete ya phitlhelelo mabapi le tihagiso le go batliwa le thulaganyo, le nako e e tlhokegang go fetisa diura tse di kailweng go batla le go rulaganya rekhoto go senolwa, go akaretsa go dira thulaganyo go e tihagisa mo foromong e e kopiwang.

Fa dipositi e duetswe mabapi le kopo ya phitlhelelo, e e kganelwang, Motlhankedi wa Tshedimose tso yo o maleba o tshwanetse go busetsa mokopi dipositi.

Tšhelete ya phitlhelelo e e tshwanetseng go duelwa ke e e latelang:

	R
(1)(a) Go fothokhophi nngwe le nngwe ya saese ya A4 kgotsa karolo	0,60
(b) Go khophi nngwe le nngwe e e gatisitsweng ya tsebe ya saese ya A4 kgotsa karolo e e leng mo mofuteng o o buisegang wa khomphutara kgotsa wa ileketeroniki kgotsa wa motšhini	0,40
(c) Go khophi e e mo mofuteng o o buisegang wa khomphutara mo –	
(i) disiking ya setifi	R 5,00
(ii) disiking e e kitlaneng	R40,00
(d) (i) Go kwalololo ya ditshwantshokgopolo tsa pono, ya	

- | | |
|--|--------|
| tsebe ya saese ya A4 kgotsa karolo | R22,00 |
| (ii) Go khophi ya ditshwantshokgopolo tsa pono | R60,00 |
| (e) (i) Go kwalololo ya rekhoto e e ka utlwelelwang ya tsebe
ya saese ya A4 kgotsa karolo | R12,00 |
| (ii) Go khophi ya rekhoto e e ka utlwelelwang | R17,00 |
| (f) Go batla le go rulaganya rekhoto go senolwa, R15,00 ura nngwe le nngwe
kgotsa karolo ya ura, go sa akarediwe ura ya ntlha, e e tlhokegang ya go
batla le go rulaganya goo. | |
| (2) Tšhelete ya go posa e duelwa fa khophi ya rekhoto e tshwanetse go
posetswa mokopi. | |

7. DITHUSO FA DIKOPO TSA PHITLHELELO YA TSHEDIMOSETSOI DI KGANELWA

7.1 Kganelo ya kopo

Mabaka a a botlhokwa a a mabapi le go kganela kopo ya tshedimosetso ga **dplg** a amana le tse di latelang:

- (1) Thata ya tshireletso ya sephiri sa mongwe yo e leng wa tlholego, e e tllileng go akaretsa go senolwa go go sa siamang ga tshedimosetso ya sebele ya mongwe yoo yo e leng wa tlholego;
- (2) Thata ya tshireletso ya tshedimosetso ya kgwebo ya mongwe, fa rekhoto e na le:
 - diphiri tsa kgwebo tsa mongwe yoo;
 - tshedimosetso ya tšhelete, ya kgwebo, ya saense kgotsa ya setegeniki e tshenolo e ka tiholang bothata go dikgatlhago tsa tšhelete kgotsa tsa kgwebo tsa mongwe yoo;
 - tshedimosetso e e senotsweng ka boikanyo ke mongwe go **dplg**, fa tshenolo e ka baya mongwe yoo mo kotsing mo ditherisanong kgotsa mo kgaisanong ya kgwebo.

17

- (3) Thata ya tshireletso ya tshedimosetso ya sephiri ya bangwe fa e sireleditswe go ya ka tumalano;
- (4) Thata ya tshireletso ya polokego ya batho le tshireletso ya thoto;
- (5) Thata ya tshireletso ya direkhoto tse di tlleng go tsewa e le tse di kgethegileng mo ditiragalong tsa semolao;
- (6) Ditiro tsa **dplg**
- (7) Ditiro tsa kgwebo tsa **dplg**, tse di ka akaretsang:
 - diphiri tsa kgwebo tsa **dplg**;
 - tshedimosetso ya tšhelete, ya kgwebo, ya saense kgotsa ya setegeniki e tshenolo e ka tiholang bothata go dikgatlhego tsa tšhelete kgotsa tsa kgwebo tsa **dplg**;
 - tshedimosetso e, fa e senotswe e ka bayang **dplg** mo kotsing mo ditherisanong kgotsa mo kgaisanong ya kgwebo;
 - lenane la khomphutara le e leng la **dplg**, e bile le sireleditswe ke tetlokhophi;
- (8) Tshedimosetso ya patlisiso ya **dplg** kgotsa ya mongwe, fa go senolwa ga yona go tlile go senola ntlha ya **dplg**, ya mmatlisisi kgotsa diteng tsa patlisiso e bile go tlile go baya patlisiso mo bothateng.

Dikopo tsa tshedimosetso tse di seng bothokwa kgotsa tse di tenang, kgotsa tse di akaretsang phaposo e e sa siamang ya didirisiwa e tlile go kganelwa.

7.2 **Boikuelo**

- (1) Mokopi a ka tsenya boikuelo jwa ka fa gare kgatllhanong le tshwetso ya Motlhankedi wa Tshedimosetso wa **dplg** -
 - (a) go gana kopo ya phitlhelelo; kgotsa
 - (b) jwa tsewa go ya ka karolo 22, 26(1) kgotsa 29(3), mabapi le mokopi yoo, le Tona ya Puso ya Diporofense le ya Selegae.
- (2) Mongwe a ka tsenya boikuelo jwa ka fa gare kgatllhanong le tshwetso ya Motlhankedi wa Tshedimosetso wa **dplg** go rebola kopo ya phitlhelelo.

Boikuelo jwa ka fa gare bo tshwanetse go tsenngwa mo foromong e e kailweng:

- mo malatsing a le 60;
- fa kitsiso go mongwe e tlhokega, mo malatsing a le 30 morago ga kitsiso e neelwa mongongoregi wa tshwetso e go ngongoregiwang ka ga yona;
- e tshwanetse go gorosiwa kgotsa go romelwa go Motlhankedi wa Tshedimosetso wa **dplg** kwa diatereseng tsa gagwe, kgotsa nomoro ya fekese;
- e tshwanetse go kaya setlhogo sa boikuelo jwa ka fa gare le go tlhagisa mabaka a boikuelo jwa ka fa gare gape e ka akaretsa tshedimosetso nngwe le nngwe e nngwe e e maleba e mongongoregi a e itseng,
- fa, ka go tlaleletsa phetolo ya lekwalo, mongongoregi a eletsa go neelwa tshedimosetso ka ga tshwetso mabapi le boikuelo jwa ka fa gare ka mokgwa mongwe, o tshwanetse go kaya mokgwa oo le go rebola dintlha tse di botlhokwa gore a tle a neelwe tshedimosetso ka mokgwa oo;
- fa go tlhokega, o tshwanetse go patiwa ke madi a boikuelo a a kailweng, gape o tshwanetse go totobatsa aterese ya poso kgotsa nomoro ya fekese.

Foromo e e kailweng mabapi le boikuelo jwa ka fa gare e tlhagelela mo websaeteng ya **dplg** e e latelang www.dplg.gov.za, kgotsa e ka boniwa ka kopo go tswa go Ngk PJ Bouwer ka go dirisa nomoro e e latelang ya mogala (012) 334-4970.

Fa boikuelo bo tsenngwa morago ga letlha la bofelo la paka le le kailweng le sena go feta, Tona e tshwanetse, ka botlhokwa jwa ntlha e, go letlelela go tsenngwa go go thari ga boikuelo.

Fa Tona e gana go tsenngwa go go thari ga boikuelo, e tshwanetse go neelana ka kitsiso ya tshwetso eo go motho yo o tsentseng boikuelo.

Mokopi yo o tsenyang boikuelo kgatllhanong le go kganelwa ga kopo ya gagwe ya phitlhelelo o tshwanetse go duela madi a a kailweng a boikuelo (fa a le teng).

Fa madi a a kailweng a boikuelo a duelwa mabapi le boikuelo, tshwetso ka ga boikuelo e ka sekegiwa go fitlha madi a duelwa.

Fa go kgonagala, fela mo tiragalong nngwe le nngwe mo malatsing a tiro a le lesome (10) morago ga kamogelo ya boikuelo, Motlhankedi wa Tshedimosetso wa **dplg** o tshwanetse go gorosa tse di latelang go Tona:

- Boikuelo mmogo le mabaka a gagwe a tshwetso;
- gape, fa boikuelo bo le kgatlhanong le kganelo kgotsa thebolo ya kopo ya phitlhelelo, leina, aterese ya poso, mogala le nomoro ya fekese le aterese ya imeili ya ileketeroniki, se se leng teng, sa mongwe le mongwe yo o tshwanetseng go itsisewe ka ga kopo.

MAMETLELELO YA A

**LEFAPHA LA PUSO YA DIPOROFENSE LE YA SELEGAE
GO NNA TENG KA TLHAMALALO GA DIREKHOTO GO YA KA KAROLO 15 YA MOLAO
WA TLHOTLHELETSO YA PHITLHELELO YA TSHEDIMOSETSO WA PROMOTION OF
ACCESS TO INFORMATION ACT, 2000**

THAETLELE	LETLHA	SETLHOGO (TLHALOSO E KHUTSHWANE)	MOKGWA WA PHITLHELELO
Training Board for Local Government Bodies Annual Reports	1993/94 1994//95 1995/96 1996/97 1997/98	Pegelo ya ngwaga le ngwaga ya ditiro 1993/94, 94/95, 95/96, 96/97	Dipegelo tse di rileng di teng go khophiwa. Pegelo ya 1997/98 le yona e teng mahala mo www.dplg.gov.za
Discussion document: The Nature, Role and Composition of the Senate of the Republic of South Africa compared with second chambers of other states	Lwetse 1994	Tokomane ya Tshekatsheko	E teng go khophiwa
Discussion document: The South African Second Tier of Government: Comparisons with international examples of regionalised systems of government	Lwetse 1995	Tokomane ya tshekatsheko	E teng go khophiwa
Province of Mpumalanga, House of Traditional Leaders	1995	Tlhomo le pulo ya Ntlo ya Dikgosi ya Mpumalanga	E teng go khophiwa
Discussion document: An overview of the fundamental principles of selected proportional electoral systems	Mopitlwe 1995	Tokomane ya tshekatsheko	E teng go khophiwa
A discussion document towards a white paper on local government	Moranang 1997	Go tlhagisa therisano le tshekatsheko ka ga pholisi e ntšhwa mabapi le puso-selegae	E teng go khophiwa
Green paper on local government	Diphalane 1997	Go bona ditshwaelo mo setšhabeng mabapi le ditlhopho tsa pholisi ka ga pholisi e ntšhwa mabapi le puso-selegae	E teng go khophiwa

White paper on local government	1998	Letlhomiso le ka lona puso-selegae e tlileng go fetolwa	E teng mahala mo www.dplg.gov.za . Dikhophi di teng go khophiwa
A short guide to the white paper on local government	Motsheganong 1998	Tlhagiso le tshosobanyo malebana le dintlha tse di botlhokwa tse di leng mo pampiring e tshweu e e ka ga puso-selegae	E teng go khophiwa
Intergovernmental relations	Phatwe 1998	Patlisiso ya boditšhabatšhaba ya bapiso	E teng go khophiwa
Case studies on Led and Poverty	Lwetse 1998	Dipatlisiso ka ga Led le Lehuma	E teng mahala mo www.dplg.gov.za
Linking local economic development to poverty alleviation	Lwetse 1998	Motseletsele wa ditshupetsi tse di ikaelelang go maatlafatsa dimmasepala mabapi le kagosešwa le tlhabololo ya baagi ba tsona	E teng mahala mo www.dplg.gov.za
Local government series(1) : Local Economic Development Integrated Development Planning for Local Authorities: A User-friendly Guide Tool Kit for Municipal Planning Municipal Infrastructure Programme Progress Report The Consolidated Municipal Infrastructure Programme hand-book Municipal Infrastructure Investment Framework Municipal Service Options: A Guideline for Local Authorities	Mopitlwe 1998		E teng go khophiwa

Guidelines for Private Sector Participation in Municipal Service Delivery Disaster Management Guidelines for Municipalities Financial Management for Local Government: A User-friendly Guide Local Government information series Part two/(2) Building Capacity Local Government For The 21st Century Demarcation Establishing New Municipalities Elections District Government Metropolitan Government Types of Municipalities Participation and Accountability Performance Management	1999 o o kgakotswe ng ka di15 tsa Mopitlwe 2000	Motseletsele wa Tshedimosetso ya Puso-selegae malebana le ngwagakgolo wa bo 21	E teng mahala mo www.dplg.gov.za. Dikhophi di teng go khophiwa.
Policy paper	1998	Letlhomeso la taolo mabapi le ditshwaragano tsa	E teng go khophiwa

		ditirelo tsa mmasepala	
Questions and Answers about Municipal Service Partnerships	Sedimon-thole 1998	Tshedimosetso ka ga ditshwaragano tsa setšhaba le tsa poraefete mo kgatong ya mmasepala	E teng mahala mo www.dplg.gov.za . Dikhophi di teng go khophiwa
Further Research into Metropolitan Government Systems	1998	Patlisiso e nngwe mabapi le Dithulagano tsa Puso ya Ditoropokgolo	E teng go khophiwa
Masakhane (1)	1998	Dipatlisiso ka ga Letsholo la Masakhane	E teng mahala mo www.dplg.gov.za . Dikhophi di teng go khophiwa
Masakhane (2)	1998	Dipatlisiso ka ga Bafenyi ba Kabelo ya Ngwaga le ngwaga ya Masakhane	E teng mahala mo www.dplg.gov.za
Citizen's guide on Municipal Service Partnerships	1999		E teng mahala mo www.dplg.gov.za . Dikhophi di teng go khophiwa
White paper on disaster management	Ferikgong 1999	Pholisi ya Puso ka ga Tsamaiso ya Matlhotlhapelo	E teng mahala mo www.dplg.gov.za . Dikhophi di teng go khophiwa
Annual Report on the Equitable Share for Local Government for the 1999/2000 financial year	Mopitlwe 1999	Pegelo ya Ngwaga le ngwaga ka ga kabelo e e siameng	E teng mahala mo www.dplg.gov.za . Dikhophi di teng go khophiwa
Internal Newsletter - Departmental Activities	Sedimon-thole 1997 Mopitlwe 1999	Lokwalotshedimosetso lwa Mafapha	E teng go khophiwa
Annual Reports of the T.C.W. Title: Progress with the implementation of the Constitution	Ferikgong 1998 Phukwi 1999	Pegelo mabapi le tswelelopele ka ga tsenyotirisong ya Molaotheo	E teng go khophiwa
Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Minorities. – an integrated discussion document	Ngwanatse le 1999	Tokomane ya tshekatsheko	E teng go khophiwa
Final Report: Second National	1999	Pegelo ka ga Khonferense ya Bobedi ya	E teng go khophiwa

Consultative Conference: The Commission for the Promotion and Protection of the Rights of Cultural and Linguistic Communities		Bosetšhaba ya Ditherisano	
Review of the SA Government's Grant-funded Municipal Infrastructure Programs	1999	Tshekatsheko ya Lenane la di-MIP bolumu ya 1	E teng go khophiwa
Intergovernmental Relations	Motsheganong 1999	Tshekatsheko malebana le dintlha tsa Aforika Borwa ka ga tirego ya yona ya tthagiso ya pholisi ka ga Dikamano tsa Dipuso	E teng mahala mo www.dplg.gov.za . Dikhophi di eng go khophiwa
Municipal International Relations	Phukwi 1997	Letlhomiso la pholisi	E teng go khophiwa
Report on the Southern African Development Community (SADC) Local Government Conference: Towards co-operation on Local Government matters in the Southern African Development Community Region 28-30 July 1999	Phukwi 1999	Pegelo malebana le Khonferense ya Puso-selegae ya Tlhabololo ya Setšhaba sa Borwa jwa Aforika (SADC)	E teng go khophiwa
Basic Municipal Services (a guideline for Municipalities): Targeting poor household in the provision of basic municipal services	1999	Tshupetsi mabapi le dimmasepala	E teng mahala mo www.dplg.gov.za
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Local Economic Development Manual Series(1st edition): Guideline to Institutional Arrangements(1)	2000	Motseletsele wa Manyuale wa Tlhabololo ya Ikonomi ya Selegae	E teng go khophiwa

Strategies and Instruments Transforming Localities(2)			
Case-Study Experiences In Declining & Thriving Municipalities(3)			
Performance Management & Measurement Techniques(4)			
IDP-DDP brochure	Ferikgong 2000	Bukana – Poneelopele, Maikaelelomagolo le Maitlthomo	E teng go khophiwa
Discussion Document towards White Paper on Traditional Leaders and Institutions	Mopitlwe 2000	Tokomane ya tshekatsheko	E teng go khophiwa
White Paper on Traditional Leadership	Phukwi 2003	Letlhomeso la pholisi mabapi le Boeteledipele jwa Setso le Taolo	E teng mahala mo www.dplg.gov.za . Dikhophi di teng go khophiwa
IGR Provincial Supervision, Manual for the Application of Section 139 of the Constitution	2000	Manyuale wa tsenyotirisong ya kgaolo 139 ya Molaotheo	E teng mahala mo www.dplg.gov.za . Dikhophi di teng go khophiwa
Local Government 2000 and beyond, vote and be involved	2000	Manyuale wa thulaganyo ya puso-selegase e ntšhwa le thuto ya ditlhopho	E teng go khophiwa
Integrated Development Planning (IDP). A report on study tour to South America on the Development Planning system in Bolivia and Columbia	Mopitlwe 2000	Pegelo	E teng go khophiwa
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IDP-DDP plan press newsletter	Bolumu ya 1 – Tlhakole	Lokwalotshedimosetso	E teng mahala mo www.dplg.gov.za

	1999 Bolumu ya 2 – Phatwe 1999		
The first preliminary Municipal Service Partnerships survey in South Africa (breaking the mould)	Sedimon- thole 2000	Pegelo ya patlisiso ya ntlha	E teng go khophiwa
IDP Guide Pack: Guide 0 (overview) Guide 1 (guidelines) Guide 2 (preparation) Guide 3 (methodology) Guide 4 (toolbox) Guide 5 (sectors and implementation)	2001	Pheke ya Kaedi	E teng mahala mo www.dplg.gov.za . Dikhophi di teng go khophiwa
Local Economic Development Fund Brochure	2001	Bukana mabapi le letlole la LED	E teng mahala mo www.dplg.gov.za
Regenerating Local Economies, the social plan fund, municipalities leading local economies towards regeneration	2001	Bukana ka ga letlole la thulaganyo ya loago	E teng mahala mo www.dplg.gov.za . Dikhophi di teng go khophiwa
Capacity Building Programmes on Municipal Service Partnerships (MSPs), <i>towards enhancement of institutional capacity for sustainable development!</i>	2001	Mabakamagolo, ka ga tsa Hisitori le lenane le le Tshisintsweng la Katiso mabapi le thuso ya Ditshwaragano tsa Ditirelo tsa Mmasepala	E teng go khophiwa
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Consolidated Municipal Infrastructure Investment Unit, CMIP update	2002	Go aga baagi ka thebolo ya mafaratlhatiha	E teng go khophiwa
Integrated Development Planning (IDP) Pack: IDP summery IDP-LA21 process IDP declaration Disc calendar 2003 The case of the UGU IDP Summary document on the IDP-LA21 relationship Principles of IDP and assessment of the process 2001/2002 Case Studies on sustainability in local governance IDP Disc (CD)	2002	Tsela ya selegae mabapi le tlhabololo e e tsweleng mo Aforika Borwa	E teng mahala mo www.dplg.gov.za . Dikhophi di teng go khophiwa
Strategic Plan	2002-05 2003-06 2004-07	Dithulaganyo tsa Lefapha tsa dingwaga tse di rileng	1. E teng mahala mo www.dplg.gov.za 2. Dikhophi di teng go khophiwa 3. Dikhophi tsa thulaganyo ya 2004-07 di teng fa dithoto di santse di le teng, morago ga moo dikhophi di tile go nna teng go khophiwa
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Local Government Review 2003/04	2003	Tshekatsheko ya puso-selegae	E teng go khophiwa
Dplg Research bulletin	Diphalane	Tshekatsheko ka botlalo ya ngwaga le ngwaga ya	E teng mahala mo

	2001 Phukwi 2002 Moranang 2003	patlisiso e e dirilweng mo Lefapheng ya dingwaga tse di rileng	www.dplg.gov.za
Local Government Fact Book	Motsheganong 2003	Puso-selegae mo Aforika Borwa	E teng mahala mo www.dplg.gov.za . Dikhophi di teng go khophiwa
Annual Report	1996 1997 1998 1999 2000 2001 2002 2003 2004	Pegelo ya ngwaga le ngwaga ya ditiro tsa Lefapha ya dingwaga tse di rileng	1. Dikhophi di teng go khophiwa 2. Dipegelo tsa 1997 go fitlha go 2003 di teng mahala mo www.dplg.gov.za 3. Dikhophi tsa Pegelo ya Ngwaga le ngwaga ya 2002/2003 di teng fa dithoto di santse di le teng, morago ga moo dikhophi di tlile go nna teng go khophiwa.

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