(***English Version***)

MANUAL

FOR

THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

In terms of section 14 of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

TABLE OF CONTENTS

1. Introduction and Disclaimer …….. 2

2. Functions of the Department of Rural Development and Land Reform (DRDLR) …….. 3

3. Structure of the DRDLR …….. 8

4. Contact details of Deputy Information Officers and DRDLR Offices …… 12

5. Guide of South African Human Rights Commission on how to use the Act …… 18

6. Description of subjects on which the DRDLR holds records and categories of records held on each subject …….. 19

7. Records automatically available …… 27

8. Request Procedure and Fees …… 32

9. Services available to the public …… 34

10. Arrangements allowing involvement in the public in the formulation of policy and performance of functions …….. 37

11. Recourse in respect of an act or failure to act by the department …… 40

1. INTRODUCTION AND DISCLAIMER

INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000, generally known by its acronym “PAIA”, was promulgated by Government to give effect to the Constitutional right of access to information held by the state or by private bodies. PAIA prescribes how members of the public must exercise this right and how public and private bodies must respond to such requests, including when requests may or may not be refused.

This Manual aims to provide information about the Department of Rural Development and Land Reform (DRDLR) to the public, as contemplated in section 14 of PAIA, in order to facilitate the accessing of records held by the DRDLR.

It is important to note that the information requested must exist in the form of a “record”, for example a paper document, a digital document, a map, a photograph, a digital recording, etc. PAIA cannot be used to request “information” which is not contained or recorded in some or other existing “record”.

The DRDLR is a relatively young department which was established in 2009. The DRDLR took over the functions of the former Department of Land Affairs, but also received the additional mandate of facilitating and co-ordinating rural development throughout South Africa.

As the DRDLR is still settling into its mandate and in the process of developing new legislation, changes in the nature and extent of the records kept are inevitable, however, the DRDLR will review the manual from time to time.

DISCLAIMER

All reasonable efforts have been made to ensure the correctness of the information contained in this manual, however, the DRDLR accepts no liability for information which may be incorrect or outdated. The contents of this manual are subject to PAIA and all other laws which regulate the provision of access to records and information held by the state, including the fees prescribed by such laws. If there is any contradiction between this manual and the provisions of any law (for example and Act of Parliament, a regulation, or a government notice), the provisions of the law shall prevail. This manual will be reviewed on a regular basis and any errors or shortcomings will be addressed as soon as possible.

2. FUNCTIONS OF THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM (DRDLR)

The DRDLR has been given the mandate by the President of South Africa to develop and implement a Comprehensive Rural Development Programme (CRDP) for the country. To achieve this mandate the DRDLR embarked upon developing a fresh approach to rural development. The CRDP is focused on enabling rural people to take control of their destiny, with the support from government, and thereby dealing effectively with rural poverty through the optimal use and management of natural resources. This will be achieved through co-ordinated and integrated broad based agrarian transformation as well as strategic investment in economic and social infrastructure that will eventually benefit all rural communities.

The strategy followed by the DRDLR was designed to give effect to the DRDLR's vision and mission, which are the following:

VISION - Vibrant, Equitable and Sustainable Rural Communities

MISSION – To initiate, facilitate, co-ordinate, catalyse and implement an integrated rural development programme.

The following elements form part of the DRDLR's strategy to ensure that the DRDLR's vision of vibrant, equitable and sustainable rural communities throughout South Africa is achieved.

Agrarian transformation:

- Increased production and the optimal and sustainable use of natural resources including land, grass, trees, water, natural gases, mineral resources etc;
- Food security, dignity and an improved quality of life for each rural household.

Rural development:

Rural Infrastructure Development mandate

- The CRDP acknowledges that rural development is a cross cutting mandate that requires significant co-ordination for maximum impact;
- Rural Infrastructure Development is a critical component of the CRDP model;
- The focus is on ensuring strategic and deliberate investment in the revitalization of old, and creation of new economic, social, and information and communication infrastructure, public amenities and facilities in villages and small rural towns (revitalization of small rural towns), etc in order to:
  (a) Address their basic human needs, and
  (b) As they develop to allow these communities to engage in economic activities.

The scope of rural infrastructure delivery by the DRDLR

The CRDP places emphasis on the development of new and the rehabilitation of existing infrastructure in rural areas:

- Improvement or development of economic infrastructure:
- Roads, Railways, Ports
- Shearing sheds, dipping tanks, Milking parlors
- Community gardens
- Production/Marketing Stalls
- Fencing for agriculture
- Storage warehouses
- Distribution and transport networks
- Rural electrification
- Communication networks (land lines, cell phones, radio, TV, etc.)
- Irrigation schemes for small scale farmers
- Water harvesting, water basin and water shed management systems (dams etc.)
- Post Offices and Internet Cafes
- Rural shopping malls

Improvement or development of Social Infrastructure:

- Communal sanitation and ablution systems, showers, toilets, etc for improved health
- Access to resourced health clinics
- Sports and recreation facilities especially for women and youth development
- Rural libraries for developing a reading nation
- Rehabilitation and development of schools as Centers of Excellence

- Community halls and museums
- ABET centers for capacity building and appropriate skills development.

Improved economic infrastructure:

- Roads, railways, ports;
- Electricity networks;
- Rural shopping malls.

Improved social infrastructure:

- Communal sanitation and ablution systems to improve health conditions;
- Access to resourced clinics;
- Rural libraries to promote a reading culture;
- Rehabilitation and development of schools as centres of excellence;

Land reform includes, but is not limited to the following:

Increasing the pace of land redistribution:

- Provide increased access to land for previously disadvantaged people, through the redistribution of 30% of white-owned agricultural land by 2014;

Increasing the pace of land tenure reform:

- protecting the land rights of farm workers and create decent jobs on farms;
- deal effectively and promptly with illegal evictions;
- provide basic needs for farm dwellers, including water, sanitation, electricity, housing, etc

Speeding up the settlement of outstanding land restitution claims

Effective support to all land reform programmes through land planning and information

- Contribute to economic growth and housing development by providing government and private agents with essential land information to engage in planning as well as economic transactions

In addition to the strategic outputs of rural development and land reform, the DRDLR is also responsible for the supportive outputs of the provision of an efficient and effective national geomatics management service (through the various Surveyor-General Offices) and the provision of an efficient deeds registration system (through the various Deeds Registries) that underpins security of title to all who own immovable property in South Africa.

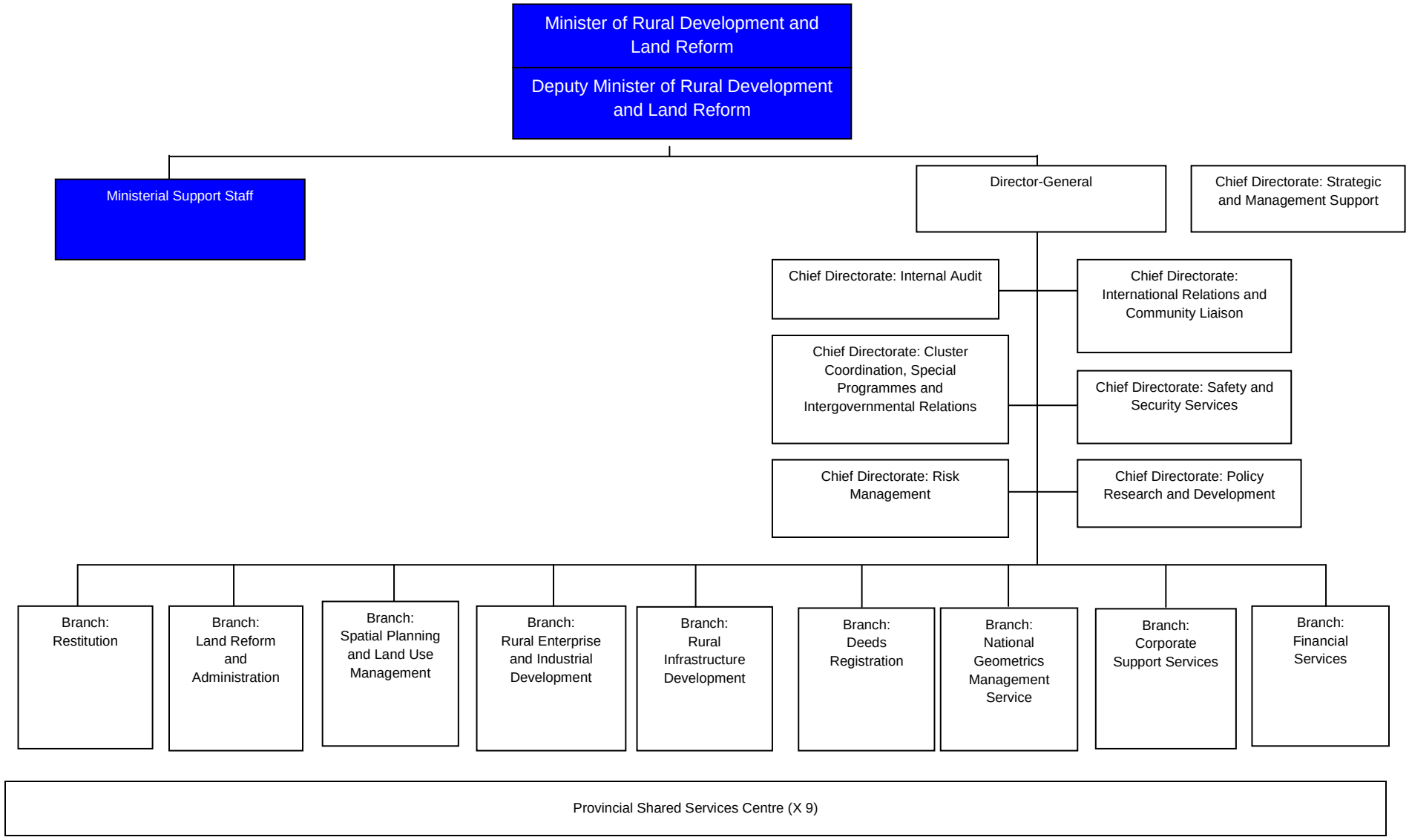
The various functions of the DRDLR are further explained under the discussion of the Structure below.

3. STRUCTURE

The DRDLR is structured to fulfill the mandates outlined above. There are nine main branches in the DRDLR, with seven Chief Directorates that report directly to the Director – General.

The high-level structure of the DRDLR, showing the different branches, is reflected on the next page, and thereafter follows a description of the directorates and chief directorates falling under each branch, as well as the functions of each branch. Each branch is headed by a Deputy Director-General (DDG), and it is also these DDGs that have been designated as Deputy Information Officers by the Director-General (Information Officer).

MACRO LEVEL ORGANISATIONAL STRUCTURE FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM



The Office of the Director – General - To facilitate integrated development and social cohesion through participatory approaches in partnerships with all sectors of society. The following seven Chief Directorates report directly to the Director – General:

1. Chief Directorate: Strategic and Management Support ;
2. Chief Directorate: Internal Audit;
3. Chief Directorate: Cluster Coordination, Special programmes, and Intergovernmental Relations;
4. Chief Directorate: International Relations and Community Liaison; and
5. Chief Directorate: Safety and Security Services.
6. Chief Directorate: Risk Management
7. Chief Directorate: Policy Research and Development

The nine branches of the DRDLR:

1. **Restitution (Commission on Restitution of Land Rights, also commonly referred to as "the Land Rights Commission")** - To manage the process of the restoration of dispossessed land rights, or payment of equitable compensation, claimed in terms of the Restitution of Land Rights Act, 22 of 1994. The Commission on Restitution of Land Rights is headed by the Chief Land Claims Commissioner and also has a Deputy Chief Land Claims Commissioner and one Regional Land Claims Commissioner for the whole country. The Commission is further supported by a Chief Directorate: Land Restitution Support in each province, as well as a Chief Directorate: Restitution Management Support in its national office. The Director-General of the DRDLR is the Accounting Officer of the Commission.

   The Commission is currently a separate public body for purposes of PAIA, and has in the past always published its own section 14 Manual. However, the DRDLR and the Commission is in the process

of requesting the Minister of Justice and Constitutional Development to, in terms of section 11 of PAIA, determine that the Commission is to be regarded as part of the DRDLR, for purposes of PAIA. In anticipation of this expected determination, the Commission is deemed to be part of the DRDLR for purposes of this Manual. Any requests for access to records held by the Commission must be addressed to the Office of the Chief Land Claims Commissioner, Private Bag X833, Pretoria, 1000. The Chief Land Claims Commissioner's Office is situated at 184 Jeff Masemola Street, Pretoria.

2. **Land Reform and Administration** – To develop, coordinate and implement policies and programmes in support of the implementation of land reform. Land Reform and Administration also includes a Directorate: Project Management, Chief Directorate: Tenure Systems Reform, Chief Directorate: State Land Administration, Chief Directorate: Strategic Land Reform Interventions, Directorate: Information Management, Directorate Risk and Compliance, and a Directorate: Land Reform in each Provincial Shared Service Centre.

3. **Spatial Planning and Land Use Management** – To provide national Land Use Management, Spatial Planning and Spatial Information Systems. The Branch includes the Chief Directorate: Spatial Planning and Information.

4. **Rural Enterprise and Industrial Development (formerly known as Social, Techical, Rural Livelihoods and Institutional Facilitation)** – To provide Rural Enterprise and Industrial Development. The Branch includes: Chief Directorate: Social Organization and Mobilization, Chief Directorate: Technical Support, Skills Development and Nurturing, Chief Directorate: Rural Livelihoods and Food Security, Chief Directorate:

Institution Building and Mentoring, Chief Directorate: Rural Poverty Reduction, and Chief Directorate: National Rural Youth Service Corps.

5. **Rural Infrastructure Development** – To facilitate Rural Infrastructure Development strategies for socio economic growth. Rural Infrastructure Development includes: Chief Directorate: Region 1 (Eastern Cape, Western Cape, and Northern Cape), Chief Directorate: Region 2 (Kwa Zulu-Natal, Mpumalanga, Gauteng), Chief Directorate: Region 3 (Limpopo, Free State, North West), and Directorate: Project Management.

6. **Deeds Registration** – To register deeds and other documents. This branch consists of the Office of the Chief Registrar of Deeds, Chief Directorate: Legal Support and Deeds Training, Chief Directorate: Deeds Registration and Support Systems, Chief Directorate: Deeds Financial Management Services, Chief Directorate: Deeds Rural Development and Land Reform Support, as well as Deeds Registries in the following towns: Pretoria; Johannesburg, Cape Town, Pietermaritzburg, Bloemfontein, Nelspruit, Mthatha, King William's Town, Vryburg and Kimberley. Each Deeds Registry is headed by a Registrar of Deeds.

7. **National Geomatics Management Service** – To coordinate and administer cadastral surveys. National Geomatics Management Service includes: Office of the Chief Surveyor–General, Chief Directorate: Cadastral, Spatial Information, Chief Directorate: Cadastral Research and Advisory Services, Cadastral Survey Training and Development, Chief Directorate: National Geo- Spatial Information, and a Surveyor-General Office in each province.

8. **Corporate Support Services** – To render corporate support services to the Department's line function components. Corporate Support Services

includes: Chief Directorate: Programme and Project Management Office, Chief Directorate: Provincial Shared Services Centre Coordination, Chief Directorate: Monitoring and Evaluation, Chief Directorate: Human Resource Management, Chief Directorate: Information and Technology Management Services, Chief Directorate: Legal Services and Legislation Development, Chief Directorate: Corporate Services.

9. **Financial Services** – To render financial and supply chain management services. Financial Services includes: Chief Directorate: Financial Management Services, Chief Directorate: Supply Chain and Facilities Management Services, Directorate: Risk Management, Directorate: Quality Assurance, Directorate: Provincial Financial and Supply Chain Management Services.

4. CONTACT DETAILS OF THE INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS, AS WELL AS ALL THE DRDLR's OFFICES

In terms of the PAIA, the Director-General (DG) of the DRDLR is its Information Officer. The DG has also designated all Deputy Directors-General (DDGs) and the Chief Director: Legal Services as Deputy Information Officers for the DRDLR. The contact details of the **DG (Information Officer)** and the **Deputy Information Officers** of the DRDLR are:

The Director General (Mr Mdu Shabane)
Tel: 012 – 312 8503
Fax: 012 – 323 6072 Email: MShabane@ruraldevelopment.gov.za

The Deputy Director-General: Corporate Support Services (Mr Pule Sekawana - Acting)
Tel: 012 – 312 9366
Fax: 012 – 312 8076
Email: PGSekawana@ruraldevelopment.gov.za

The Deputy Director-General: Spatial Planning and Land Use Management (Dr Nosizwe Makgalemele)

Tel: 012 – 312 9851
Fax: 012 – 3128066
Email: NPMakgalemele@ruraldevelopment.gov.za

The Deputy Director-General: Rural Infrastructure Development (Ms Leona Archary)
Tel: 012 – 312 9556
Fax: 012 – 312 8066
Email: LCArchary@ruraldevelopment.gov.za

The Chief Land Claims Commissioner (Ms Nomfundo Gobodo)
Tel: 012 – 312 9146
(Restitution) - Fax: 012 – 312 8066
Email: NGobodo@ruraldevelopment.gov.za

The Deputy Director- General: Land Reform & Administration (Mr Vusi Mahlangu)
Tel: 012 – 312 9351
Fax: 012 – 312 8066
Email: VSMahlangu@ruraldevelopment.gov.za

The Deputy Director- General: Rural Enterprise and Industrial Development (Dr Moshe Swartz)
Tel: 012 – 312 3409
Fax: 012 – 312 8066
Email: MESwartz@ruraldevelopment.gov.za

The Chief Financial Officer (DDG: Financial Services) (Mr T Motsoeneng - Acting)
Tel: 012 – 312 8433
Fax: 012 – 312 8066
Email: TSMotsoeneng@ruraldevelopment.gov.za

The Chief Registrar of Deeds (Mr SB Mbatha - Acting)
Tel: 012 – 338 7218
Fax: 012 – 338 7027
Email: SBMbatha@ruraldevelopment.gov.za

The Chief Surveyor–General (Mr M Riba)
Tel: 012 – 326 8050
Fax: 012 – 336 5640
Email: MRiba@ruraldevelopment.gov.za

The Chief Director: Legal Services (Ms TP Mahlaela)
Tel: 012 – 312 8413
Fax: 012 – 324 2118
Email: TPMahlaela@ruraldevelopment.gov.za

Postal Address of the Department: Private Bag X833, Pretoria, 0001

Physical Address: 184 Jeff Masemola Street (formerly Jacob Maré Street), Old Building, Pretoria, 0001

If a requester knows in which branch of the DRDLR the records which he or she requests are held, the requester must submit the request to the relevant Deputy Information Officer above, for example a request for a record relating to the Department's budget, must be submitted to the Chief Financial Officer, who is the Head of the Branch: Financial Services.

If a requester is uncertain which Deputy Information Officer to refer his or her request to, he or she may refer it to the Director-General or to the Chief Director: Legal Services, at the contact particulars indicated above, and the Director-General's office or the said Chief Director will then refer the request to the relevant Deputy Information Officer.

The Department has the following offices spread throughout the country:

The Department's National Office is situated at 184 Jeff Masemola Street, Pretoria, Gauteng. The general telephone number is 012 312 8911 and the general fax number is 012 312 8066.

The Chief Surveyor-General's Office is situated at 2nd Floor, Rentmeester Building, Bosman Street, Pretoria, and the telephone number is 012 326-8050.

The Chief Registrar of Deeds' Office is situated at the Merino Building, corner of Bosman and Pretorius Streets, Pretoria, and the telephone number is 012 338 7000.

The following offices are in the nine provinces (the addresses and telephone numbers below were accurate at the time of publication, but may have changed in the interim. If you have difficulty in locating or contacting any particular office, please contact the relevant Provincial Shared Services Centre or the National Office):

PROVINCE	**ADDRESS, TELEPHONE NUMBER AND FAX NUMBER**
Gauteng	
Provincial Shared Services Centre	1145 Burnett Street, Burnetta Building, Hatfield, Pretoria. Tel: 012 362 3900/071 850 1739. Fax: 012 326 4041
Deeds Registry: Pretoria	Merino Building, cnr Pretorius and Bosman Streets, Pretoria. Tel: 012 338 7000. Fax: 012 338 7151

Deeds Registry: Johannesburg	Marble Towers, cnr Pritchard and Von Willigh Streets, Johannesburg. Tel: 011 223 6800. Fax: 011 223 6811
Surveyor-General: Gauteng	Merino Building, cnr Pretorius and Bosman Streets, Pretoria. Tel: 012 303 1600. Fax: 012 323 1527
Provincial Office of the Land Rights Commission	9 Bailey Street, Arcadia, Pretoria. Tel: 012 310 6500
KwaZulu-Natal	
Provincial Shared Services Centre	188 Hoosen Haffejee Street, Pietermaritzburg. Tel: 033 355 4300. Fax: 033 394 3753
Deeds Registry	New Supreme Court Building, 300 Pietermaritzburg Street, Pietermaritzburg. Tel: 033 355 6800. Fax: 033 345 5501
Surveyor-General: KwaZulu-Natal	300 Pietermaritzburg Street, Pietermaritzburg. Tel: 033 355 2900. Fax: 033 355 4300
Provincial Office of the Land Rights Commission	139 Langalibalele Street, Pietermaritzburg. Tel: 033 355 8400
Eastern Cape	
Provincial Shared Services Centre	Block F, Ocean Terrace, 15 Coutts Street, Quigney, East London. Tel: 043 700 7030. Fax: 043 743 4786
King William's Town Deeds Registry	113 King Alexandra Road, King William's Town. Tel: 043 642 2741. Fax: 043 642 4539
Mthata Deeds Registry	Ground floor, Botha Sigcau Building, corner of Leeds and Owen Streets, Mthata. Tel: 047 531 2150. Fax: 047 531 2873.
Surveyor-General: Eastern Cape	1a Waverley Office Park, 11 Phillip Frame Road, Chiselhurst, East London. Tel: 043 783 1400. Fax: 043 726 4279
Provincial Office of the Land Rights Commission	13th Floor, Caxton House, Terminus Street, East London. Tel: 043 700 6000
Western Cape	
Provincial Shared Services Centre	Third Floor, Matrix House, 73 Strand Street, Cape Town. Tel: 021 426 2930. Fax: 021 424 5146
Deeds Registry	New Revenue Building, 90 Plein Street, Cape Town. Tel: 021 464 7600. Fax: 021 464 7725

Surveyor-General: Western Cape	Revenue Building, Plein Street, Cape Town. Tel: 021 467 4800. Fax: 021 465 3008
Chief Directorate: National Geo-spatial Information	Van Der Sterr Building, Rhodes Avenue, Mowbray, Cape Town. Tel: 021 658 4300
Provincial Office of the Land Rights Commission	Third Floor, Matrix House, 73 Strand Street, Cape Town. Tel: 021 409 0300; Fax: 021 424 5146
Northern Cape	
Provincial Shared Services Centre	New Building, cnr Knight and Stead Streets, Kimberley. Tel: 053 830 4042. Fax: 053 831 4095
Kimberley Deeds Registry	10 Floor, New Building, cnr Knight and Stead Streets, Kimberley. Tel: 053 832 7228. Fax: 053 832 5888
Vryburg Deeds Registry	26 De Kock Street, Vryburg. Tel: 053 927 1076. Fax: 086 636 1482
Provincial Office of the Land Rights Commission	New Building, 11th Floor, cnr Knight and Stead Streets, Kimberley, 8301. Tel: (053) 807 5700; Fax: (053) 831 6501
Free State	
Provincial Shared Services Centre	5th Floor, SA Eagle Building, 136 Maitland Street, Bloemfontein. Tel: 051 400 4200. Fax: 051 400 4200
Deeds Registry	New Government Building, cnr Aliwal and Nelson Mandela Drive, Bloemfontein. Tel: 051 403 0300. Fax 051 403 0308
Surveyor-General: Free State and Northern Cape	Omni Centre, 73 Aliwal Street, Bloemfontein. Tel: 051 448 0955. Fax: 051 447 8003
Provincial Office of the Land Rights Commission	136 Chalott Maxeke Street, SA Eagle Building, Bloemfontein. Tel: 051 403 0700; Fax: 051 430 3930
Limpopo	
Provincial Shared Services Centre	2nd Floor, Andrea Building, cnr Rissik and Schoeman Streets, Polokwane. Tel: 015 297 3539. Fax: 015 297 4988
Surveyor-General: Limpopo	101 Dorp Street, Polokwane. Tel: 015 297 5002/5309. Fax: 015 297 5170 / 015 297 5025
Provincial Office of the Land Rights Commission	Kagiso House, 96 Schoeman Street, Polokwane, 0699. Tel: 015 287 2600

Mpumalanga	
Provincial Shared Services Centre	4th Floor, Home Affairs Building, cnr Henshall and Brander Streets, Nelspruit. Tel: 013 755 3499. Fax: 013 755 3529/013 755 1224
Deeds Registry	BMW Building, 25 Bell Street, Nelspruit. Tel: 013 756 4000
Surveyor-General: Mpumalanga	Medcen Building, 14 Henshell Street, Nelspruit. Tel: 013 754 5400. Fax: 013 754 5439
Provincial Office of the Land Rights Commission	Restitution House, 30 Samora Machell Drive, Nelspruit. Tel: 013 756 6000
North West	
Provincial Shared Services Centre	Shama Investment Building, 9 Shippard Street, Mahikeng. Tel: 018 397 9725. Fax: 018 381 1875
Surveyor-General: North West Provincial	Merino Building, cnr Pretorius and Bosman Streets, Pretoria. Tel: 012 303 1600. Fax: 012 323 1527 (This office will eventually move to the North West Province)
Provincial Office of the Land Rights Commission	Bathlaping Street, Mmbatho. Tel: 018 389 9600

5. GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT

The South African Human Rights Commission has published the guide as is prescribed by **Section 10** of PAIA. The guide is available at the offices of the South African Human Rights Commission or on the said Commission's website.

The contact particulars of the PAIA Unit at the South African Human Rights Commission are as follows:

The Research and Documentation Department
Private Bag X2700
Houghton
2014

Telephone: +27 11 484 8300
Fax: +27 11 484 0582/1360
Website: www.sahrc.org.za
e- mail: PAIA@sahrc.org.za

6. DESCRIPTION OF THE SUBJECTS THAT THE DRDLR HOLDS RECORDS ON, AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT

The various branches of the DRDLR described above hold records on the following subjects and categories under each subject:

6.1 RESTITUTION (COMMISSION ON RESTITUTION OF LAND RIGHTS):

- Land claims received
- Land claims validated
- Land claims gazetted
- Research reports on land claims
- Section 42D agreements
- Sale agreements (land)
- Valuation reports
- Settled claims

6.2 LAND REFORM AND ADMINISTRATION:

- Land Reform
    - Lists of registered, approved and transferred projects
    - Business plans
    - Valuations
    - Constitutions of Communal Property Associations (CPAs) and other legal entities

- Registration documents of CPAs and other land-holding entities
- Project identification reports
- Beneficiary background information (profiles)
- Approval memoranda
- General correspondence relating to projects
- Statistical records of land reform products
- Minutes of meetings
- Provincial Projects Approval Committees and District Screening Committee Records
- Grants and project expenditure records

- Land Administration
  - Item 28(1) certificates
  - Lease agreements

6.3 SPATIAL PLANNING AND LAND USE MANAGEMENT:

- Spatial Planning and Information
  - National Spatial Planning and Land Use Management Policies and Legislation
  - Spatial Development Frameworks (SDFs) Guidelines
  - Development Principles, Norms and Standards
  - Policy Guidelines for the Integration of Environmental Planning into Land Reform and Rural Development
  - Municipal Precinct Plans
  - Municipal Land Use Schemes
  - Spatial Information Tools/Systems
  - Maps
  - Advertising
  - Media Releases and Articles
  - Agendas and Minutes of Spatial Planning and Land Use Management Bill Workshops

- Agendas and Minutes of Public Participation Meetings for policy development
- Public comments received on draft policies

6.4 RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT:

- Memoranda of Understanding with various partners
- Service Level Agreements with service providers
- Household profiling reports of certain rural households
- Presidential Hotline enquiries
- Parliamentary questions and reports
- Annual performance plans and operational plans
- Quarterly reports
- Media enquiries
- Minutes of meetings
- National Rural Youth Service Corps (NARYSEC)
  - NARYSEC Policy
  - Contracts with participants
  - Agreements with Further Education and Training Colleges and other partners
  - Lists of participants

6.5 RURAL INFRASTRUCTURE DEVELOPMENT

- Memoranda of Understanding with various partners
- Service Level Agreements with service providers
- Presidential Hotline enquiries
- Parliamentary questions and reports
- Annual performance plans and operational plans
- Quarterly reports

- Media enquiries
- Minutes of meetings

6.6 DEEDS REGISTRATION:

- Deeds registers
    - Title deeds
- Registration information
    - List of names of townships
    - List of names of sectional title schemes
    - List of names of allotment areas
    - List of names of agricultural holdings
    - List of names of farms
- Property information
- Deeds policy documents
    - Chief Registrar of Deeds Circulars
- Registration trading account
- Archived microfilms of deeds records
- Other records which must by law be kept in a deeds registry.

6.7 NATIONAL GEOMATICS MANAGEMENT SERVICE

- Cadastral Documentation
    - Survey records
    - Diagrams, general plans and sectional title plans
    - Cadastral maps
- Digital Topographic Data
    - Vector National Topographical Data
    - Raster Land Cover Data
    - Vector Land Use Data
    - DEM (Digital Elevation Model) Data

- Geodetic and National Control Survey Data
    - GNSS observation data from South African Network of permanent GNSS Reference Stations (Trignet), available in RINEX format
    - Co-ordinates of trigonometrical beacons, town survey marks and benchmarks
- Maps of the National Series and Ancillary Maps
    - 1:10 000 Orthophoto Maps
    - 1:50 000 Topographical Maps
    - 1:250 000 Topo-Cadastral Maps
    - 1:500 000 Topo-Admin and Aeronautical Maps
    - 1:500 000 Topo-Admin Maps
    - Aerial Photography
    - 1:500 000 ICAO World Aeronautical Charts
    - 1:1 000 000 International Civil Aviation Organisation World Aeronautical Charts
    - Provincial Maps
    - Wall Maps
- National aerial imagery and photography
    - Analogue aerial photography (1926 – 2008)
    - Colour Digital Aerial Imagery at 0.5m GSD (2008-current)
    - Orthorectified imagery
- Records of South African Spatial Data Infrastructure
    - Metadata catalogue records

6.8 CORPORATE SUPPORT SERVICES:

Human Resource Management:

- Human resource management, administration and PERSAL
    - HRM related legislation
    - Organisation and control (Delegations, decentralisation and agreements)

- Office auxiliary services (Training, acquisition, specifications and maintenance)
- Composition and meetings of bodies and other gatherings
- Reports, Acknowledgements and communication with staff
- Post control
- Human Resource Management policies
- Personnel acquisition (advertisements, recruitment documents, competency assessments, exit interviews)
- Performance management records
- Mobility records (Promotions, transfers, secondments, translations in rank)
- Personal file per employee
- Leave file per employee
- Financial file per employee
- Casualty file per employee
- Performance file per employee
- Subsistence and transport file per employee, if applicable
- Housing file per employee, if applicable
- Labour Relations/disciplinary file per employee, if applicable

- Labour relations
  - Grievance records
  - Disciplinary records
  - Arbitration records of arbitrations where the Department was a party, including arbitration awards
  - Collective agreements concluded in the Departmental Bargaining Chamber (DBC)
  - Minutes of DBC meetings
  - Labour relations policies
- Organisational development
  - Procedure and methods (Business processes)

- Organisation and Establishment (Organisation and post establishment structure)
- Functional Adjustment (Functional Structure)
- Job evaluations
- Job descriptions (Job profiles)

- Training and development
  - Internship programme
  - Bursary programme (internal)
  - Bursary programme (external)
  - Training and Development
  - Workplace skills plan
  - Adult Basic Education and Training (ABET)

Planning, Monitoring and Evaluation:

- Monitoring and Evaluation (M & E) policy
- M & E Framework
- Strategic Plans of the Department
- Annual Performance Plans (APPs) of the Department
- M & E reports

Legal Services and Legislation Development:

- Legislation administered by the Department
- Contracts
  - *Pro forma*/standard contracts used by the Department
- Legal opinions
- Court documents relating to litigation that the Department is involved in
- Legal policy documents and circulars on legal matters
- Correspondence on a wide variety of legal matters
- Administration of the Chief Directorate
  - Annual Performance Plan
  - Operational Plan

- Budget

Communication Services

- Annual Reports of Department
- Strategic Plans of Department
- Annual Performance Plans of Department
- Media statements/press releases
- Speeches of the Minister and Deputy Minister
- Newsflashes to staff about Departmental business and important events
- Various informative and promotional booklets, pamphlets, leaflets, etc about products, services and programmes of the Department

Chief Directorate: Provincial Shared Services Centre (PSSC) Coordination

- Enterprise, portfolio, programme and project management
  - List of projects of the Department
  - Documents relating to specific projects registered with the EPMO
- Renewal strategy

6.9 FINANCIAL SERVICES

- Management Accounting
  - Budget management
  - Expenditure management
  - Entity maintenance records
  - Financial payment records
  - Management Accounting policies
  - Payments in respect of Restitution and Land Reform projects
- Financial Accounting and Reporting
  - Reports to the Auditor-General
  - Financial statements
  - Records on Travel and Subsistence
  - Lease and Debtor records

- Financial Accounting and Reporting Policies

- Pro-Active Land Acquisition (PLAS) Trading Account
  - Records on recapitalisation of projects
  - Financial statements
  - PLAS Trading Account policies
  - Assets registers
- Budget Performance
  - Budget performance reports
  - Memoranda of agreements
- Supply Chain and Facilities Management Services
  - Advertised tenders/bids
  - Awarded tenders/bids
  - Standard bid documentation

6.10 OFFICE OF THE DIRECTOR-GENERAL

- Ministerial/DG tasks
- Internal Audit reports

7. AUTOMATICALLY AVAILABLE RECORDS

Automatically available records means records of the DRDLR which are available without a person having to request such records in terms of PAIA. These are to be published in the Gazette in terms of section 15(2) of PAIA**.**

The new DRDLR has not had a section 15(2) notice published yet, but will request the Minister of Justice and Constitutional Development to do so soon. The records which will be described in such notice have, however, already been identified, and are described below. The contents of the section 15(2) notice will not differ substantially (if at all) from the information provided below.

Note: Documents automatically available on the DRDLR's website (http://www.ruraldevelopment.gov.za) are, with a few exceptions, not listed individually in the table below, as these documents are subject to regular changes, updates and additions. Members of the public are invited to visit the website for a view of the latest documents available.

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	**MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION15(1)(b))**
FOR INSPECTION IN TERMS OF SECTION15(1)(a)(ii)	
BRANCH: RESTITUTION (COMMISSION ON RESTITUTION OF LAND RIGHTS)	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: LAND REFORM AND ADMINISTRATION	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: SPATIAL PLANNING AND LAND USE MANAGEMENT	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: RURAL INFRASTRUCTURE DEVELOPMENT	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: DEEDS REGISTRATION	
Public register of deeds and other records registered in the Deeds Registries	• On request to the Registrar of Deeds concerned, and upon payment of the fees prescribed in terms of the Deeds Registries Act, 1937 • Any person may also subscribe to DeedsWeb, an on-line service provided by the Deeds Registries. A prescribed fee is charged per transaction. Enquiries regarding subscription can be made at any Deeds Registry.

BRANCH: NATIONAL GEOMATICS MANAGEMENT SERVICE	
Cadastral documentation	On request from any Surveyor-General Office, and upon payment of the fees prescribed in terms of the Land Survey Act, 1997
Digital topographic data	On request at the Chief Directorate: National Geo-Spatial Information, at the Van Der Sterr Building, Rhodes Avenue, Mowbray, Cape Town and upon payment of the fees prescribed in terms of the Land Survey Act, 1997
Geodetic and National Control Survey Data	
Maps of the National Series and ancillary maps	
National Aerial Imagery and Photography	
Records of South African Spatial Data Infrastructure	
BRANCH: CORPORATE SUPPORT SERVICES	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: FINANCIAL SERVICES	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
BRANCH: RESTITUTION (COMMISSION ON RESTITUTION OF LAND RIGHTS)	
None	
BRANCH: LAND REFORM AND ADMINISTRATION	
None	
BRANCH: SPATIAL PLANNING AND LAND USE MANAGEMENT	
None	
BRANCH: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT	
None	
BRANCH: RURAL INFRASTRUCTURE DEVELOPMENT	
None	
BRANCH: DEEDS REGISTRATION	
Extracts from the public register of deeds and other records registered in the Deeds Registries	• On request to the Registrar of Deeds concerned, and upon payment of the fees prescribed in terms of the Deeds Registries Act, 1937 • Any person may also subscribe to DeedsWeb, an on-line service provided by the Deeds Registries. A prescribed fee is charged per transaction. Enquiries regarding subscription can be made at any Deeds Registry.

BRANCH: NATIONAL GEOMATICS MANAGEMENT SERVICE	
Cadastral documentation	On request from any Surveyor-General Office and upon payment of the fees prescribed in terms of the Land Survey Act, 1997
Digital topographic data	On request at the Chief Directorate: National Geo-Spatial Information, at the Van Der Sterr Building, Rhodes Avenue, Mowbray, Cape Town and upon payment of the fees prescribed in terms of the Land Survey Act, 1997
Geodetic and National Control Survey Data	
Maps of the National Series and ancillary maps	
National Aerial Imagery and Photography	
Records of South African Spatial Data Infrastructure	
BRANCH: CORPORATE SUPPORT SERVICES	
None	
BRANCH: FINANCIAL SERVICES	
None	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii) (Note that copies of records will be charged at the same rate as that prescribed in terms of PAIA, even though the records below are not accessed via PAIA. Where, however, other legislation, such as the Deeds Registries Act or Land Survey Act, prescribes fees for copies of certain records, such fees will be charged for copies.)	
BRANCH: RESTITUTION (COMMISSION ON RESTITUTION OF LAND RIGHTS)	
All documents automatically available for inspection as indicated above	On request from the Office of the Chief Director: Land Restitution Support in the relevant province
BRANCH: LAND REFORM AND ADMINISTRATION	
All documents automatically available for inspection as indicated above	On request from the Office of the PSSC Chief Director in the relevant province
BRANCH: SPATIAL PLANNING AND LAND USE MANAGEMENT	
Spatial Development Frameworks	On request from the Chief Directorate: Spatial Planning and Information, subject to payment of the cost of reproduction
Precinct Plans	
Policy Guidelines for the Integration of Environmental Planning into Land Reform and Rural Development	
Municipal Land Use Schemes	
Spatial Information Tools/Systems	
Maps	
Media releases	
Media articles	

BRANCH: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT	
All documents automatically available for inspection as indicated above	On request from the Office of the PSSC Chief Director in the relevant province
BRANCH: RURAL INFRASTRUCTURE DEVELOPMENT	
All documents automatically available for inspection as indicated above	On request from the Office of the PSSC Chief Director in the relevant province
BRANCH: DEEDS REGISTRATION	
All documents automatically available for inspection as indicated above	On request from the relevant Deeds Registry and upon payment of the fee prescribed in terms of the Deeds Registries Act, 1937
BRANCH: NATIONAL GEOMATICS MANAGEMENT SERVICE	
Cadastral documentation	On request from any Surveyor-General Office and upon payment of the fees prescribed in terms of Land Survey Act, 1997
Digital topographic data	On request at the Chief Directorate: National Geo-Spatial Information, at the Van Der Sterr Building, Rhodes Avenue, Mowbray, Cape Town and upon payment of the fees prescribed in terms of Land Survey Act, 1997
Geodetic and National Control Survey Data	
Maps of the National Series and ancillary maps	
National Aerial Imagery and Photography	
Records of South African Spatial Data Infrastructure	
BRANCH: CORPORATE SUPPORT SERVICES	
All documents automatically available for inspection as indicated above	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: FINANCIAL SERVICES	
None	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):	
BRANCH: RESTITUTION (COMMISSION ON RESTITUTION OF LAND RIGHTS)	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: LAND REFORM AND ADMINISTRATION	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: SPATIAL PLANNING AND LAND USE MANAGEMENT	
Informative booklet	On request from the Chief Directorate: Spatial Planning and Information and subject to availability
BRANCH: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za

BRANCH: RURAL INFRASTRUCTURE DEVELOPMENT	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: DEEDS REGISTRATION	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: NATIONAL GEOMATICS MANAGEMENT SERVICE	
Scanned images of cadastral documents such as diagrams and general plans	Available via the website with the following address: http://csg.dla.gov.za
Digital topographic data	Available via the website with the following address: http://www.ngi.gov.za
Digital Geodetic and National Control Survey Data	
Digital Maps of the National Series and ancillary maps	
Digital National Aerial Imagery and Photography	
Digital Records of South African Spatial Data Infrastructure	
BRANCH: CORPORATE SUPPORT SERVICES	
Various informative booklets, journals, pamphlets, leaflets, etc about products, services and programmes of the Department	Available from the Directorate: Communication Services, but subject to availability
BRANCH: FINANCIAL SERVICES	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za

8. REQUEST PROCEDURE AND FEES

Anybody wanting access to records of the Department must do the following:

- Complete the prescribed request form, attached to this manual as **Annexure A**.
- Describe the records that you are seeking access to as fully as you can. This will assist the Department in finding the records more easily. If you have the reference number under which the Department handled the relevant matter, provide the reference number, as well as the name of the official who dealt with the matter if you know it.

- Pay the prescribed **request fee** (currently R35) at any office of the Department or into the Department's bank account, unless you are of the view that you are exempt.*
- Attach your receipt for payment of the request fee to your completed request form, and deliver or send the request form to the relevant Deputy Information Officer at the address indicated in Part 4 above.
- If you do not know under which Deputy Information Officer's control the relevant records fall, submit your request form to the Office of the DG or the Chief Director: Legal Services
- If your request is granted, the relevant Deputy Information Officer will inform you of the **access fee** to be paid (this is also prescribed and will vary depending on the form of the records (e.g. paper or computer disks)), unless you are exempted.*.
- Once you have paid all the prescribed fees, the records will be provided to you, if the decision was to grant you access.
- If third parties must be given notice of the request and especially if the third party objects to the disclosure of the records, the above process will take longer.
- If your request is refused, or you object against the fees payable, you may lodge an internal appeal in the form of **Annexure B** to the manual.

***** *Persons who have an income less than the prescribed threshold are exempt from paying any fees. The threshold may change from time to time, but at the time of publication of this manual it is R14 712 per year (after permissible deductions have been made) in respect of single persons and R27 192 per year (after permissible deductions have been made) in respect of married persons or life partners (Government Notice No. R. 991 of 14 October 2005).*

9. SERVICES OFFERED BY THE DRDLR TO MEMBERS OF THE PUBLIC:

The various branches of the DRDLR offer the services set out in the first column of the table below. The services are available as set out in the second column of the table. It should be noted that many of the services and products offered by the DRDLR (especially by the Land Reform, Restitution, Rural Infrastructure Development and Rural Enterprise and Industrial Development Branches) are subject to the availability of funds appropriated by Parliament. Requests for services or products by the above-mentioned Branches will therefore be evaluated and it may not always be possible to render the service or provide the product immediately or within the specific financial year. Further information in this regard can be obtained from the offices as indicate below. Note that the contact particulars of all relevant offices are contained in Part 4 above.

SERVICES PROVIDED	HOW TO GAIN ACCESS TO SERVICES
BRANCH: RESTITUTION (COMMISSION ON RESTITUTION OF LAND RIGHTS)	
Research and processing of land claims lodged in terms of the Restitution of Land Rights Act, 1994 (note that the cut-off date for the lodging of claims was 31 December 1998 – no new claims are currently accepted. If claims are to be re-opened, this will be widely publicized in the media)	The research and processing are being done by the Office of the Chief Director: Land Restitution Support in each of the nine provinces. Enquiries about progress with lodged claims can be made at these offices.
Arranging of legal representation for qualifying restitution claimants	Application can be made at the Office of the Chief Director: Land Restitution Support in each province.
BRANCH: LAND REFORM AND ADMINISTRATION	
Provide access to land to qualifying persons from the previously disadvantaged groups, mainly through lease agreements.	By visiting any Provincial or District Office of the Department. The officials at these offices will provide more detailed information on how to access the various
Provide post settlement development services	
Provide recapitalisation to qualifying land reform projects	
Resolution of Land Reform (Labour	

Tenant) Act claims	services.
Arrange legal representation or mediation services for qualifying farm dwellers who are evicted or threatened with eviction	
Facilitate registration of Communal Property Associations (CPAs)	
BRANCH: SPATIAL PLANNING AND LAND USE MANAGEMENT	
Establishment of a framework of policies, institutional arrangements, standards and technologies to provide access to and utilisation of spatial information	Requests for assistance and information can be submitted directly to the Chief Directorate: Spatial Planning and Information
Developing technical standards or guidelines for the formulation of spatial plans, e.g. the National Spatial Development Framework	
Co-ordinating and facilitating the formulation of land development policy and planning frameworks	
BRANCH: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT	
Provide training and development opportunities to unemployed youth, especially from the rural areas, through the National Rural Youth Service Corps (NARYSEC)	The Department will from time to time, through advertisements in the media, invite interested youths (persons aged between 18 and 35) to apply for enrollment in the programme
Profiling and needs assessments of rural households and rural communities	Enquiries about these services can be made at the Provincial Shared Service Centre (PSSC) of the relevant province
Technical support to institutions and structures established in rural communities through skills development and capacity building	
Facilitation of value added services such as agri-processing and the establishment of village industries and enterprises	
Co-ordinating and facilitating food security interventions in collaboration with relevant stakeholders	
Facilitating the building and mentoring of institutions in rural communities aimed sustainable development, e.g the Councils of	

Stakeholders	
BRANCH: RURAL INFRASTRUCTURE DEVELOPMENT	
Facilitate infrastructure projects at Comprehensive Rural Development Programme sites, such as fencing, providing and erecting water tanks, etc.	Enquiries about these services can be made at the Provincial Shared Service Centre (PSSC) of the relevant province
BRANCH: DEEDS REGISTRATION	
Registration of deeds and other documents as provided for in the Deeds Registries Act, 1937 and other relevant legislation	These services are available at all the Deeds Registries. Note that each Deeds Registry has a specified geographic jurisdictional area.
Providing access to information held in the Deeds Registries	
Preserving certain records as provided in section 3(1)(a) of the Deeds Registries Act, 1937	
BRANCH: NATIONAL GEOMATICS MANAGEMENT SERVICE	
Cadastral information and professional support services	Available from the various Surveyor-General offices throughout the country, except for national cadastral data which can be accessed through the office of the Chief Surveyor-General in Pretoria
Provision of scanned images of cadastral documents	
Scientific Advisory Services	Available from the Chief Directorate: National Geo-Spatial Information in Mobray or e-mail request to ngi@ruraldevelopment.gov.za
GIS Professional Services	
GIS support to municipalities	
GIS training for educators	
Technical training in Surveying/Cartography/Geomatics	
Map literacy and GIS in schools training	
Free maps to schools to improve map skills	
Surveying and mapping of Rural Development and Land Reform projects	
Data fusion service	
BRANCH: CORPORATE SUPPORT SERVICES	
Provide information on posts advertised	By calling the HRM Call Centre on (012) 312 9727 or sending an e-mail to hrmcallcentre@ruraldevelopment.gov.za.
Confirmation of employment	By calling the HRM Call Centre on (012) 312 9727 or sending an e-mail to hrmcallcentre@ruraldevelopment.gov.za.
Bursaries for prospective employees	• By attending career exhibition/open

(matriculants and persons currently studying at relevant tertiary institutions in the fields of surveying and town and regional planning). **(Note that the awarding of bursaries is subject to qualifying criteria and availability of funds, and is solely within the Department's discretion.)**	days at tertiary institutions and rural schools • By downloading bursary applications from the Department's internet website • By requesting bursary application forms from any office of the Department • By responding to bursary opportunities advertised in the national and local media.
Internship programme for unemployed youth and graduates **(Note that the awarding of internships is subject to qualifying criteria and availability of funds, and is solely within the Department's discretion.)**	• By responding to internship opportunities advertised in the national and local media • By responding to advertisements posted on notice boards at Departmental offices • All applications for internships must be on Z83 forms, available from any of the Department's offices
BRANCH: FINANCIAL SERVICES	
None	

10. ARRANGEMENTS FOR PERSONS TO PARTICIPATE IN THE FORMULATION OF POLICY, EXERCISE OF POWERS OR PERFORMANCE OF DUTIES

Interested persons may participate in the formulation of policy, the exercise of powers or performance of duties by the Department in various ways, e.g. through consultation, making representations, and serving as members of certain statutory bodies under the auspices of the Department.

The following are the more general mechanisms for such participation:

- When the Department wishes to introduce a major new policy, the draft policy is usually published as a Green Paper (in the Gazette and sometimes in other publications, as well as on the Department's website), and comments and representations are invited from all interested persons.

- During the formulation of major new policies (Green Papers and White Papers), the Department also often establishes reference groups or groups of stakeholders which are consulted on a regular basis and which actively participate in the formulation of policy.
- All Bills (new legislation) are published in the Gazette for public comment before it is considered by Parliament.
- Various offices of the Department from time to time hold public participation/consultation sessions on various issues, such as communal property associations, land restitution, land reform products, new policies, etc. Please watch the press for details. Identified interest groups will receive invitations.

Apart from the above general mechanisms, the following prescribed mechanisms also exist:

- The Deeds Registries Regulations Board includes two private conveyancers as members, who participate directly in the formulation of policy and legislative provisions on land registration matters. These conveyancers are nominated by the law societies and represent the conveyancing profession on the Board.
- The Sectional Titles Regulations Board includes the following persons as members:
    - A private conveyancer nominated by the law societies
    - A private professional land surveyor nominated by the relevant council
    - A private architect nominated by the relevant council
    - An officer in the employ of the Council of South African Banks, representing the commercial banking sector
    - Two other persons having special knowledge of sectional title development schemes (representing developers or attorneys)

These members are from the private sector or the public, and participate in the formulation of policy and legislative provisions on sectional title schemes.

- The South African Council for Professional and Technical Surveyors, which, among other things, advises the Minister on matters relating to surveying, includes members who represent the professional and technical surveying professions from the private sector.
- The Survey Regulations Board, which advises the Minister on regulations in terms of the Land Survey Act, 1997, includes members from the surveying profession in the private sector.
- The South African Council for Planners, which, among other things, advises the Minister on matters relating to the planning profession, includes members from the planning profession in the private sector and persons representing the interests of communities who are or may be affected by planning decisions.
- When the Spatial Planning and Land Use Management Bill is enacted, other organs of state and the general public will be consulted on the compilation and publication of the National Spatial Development Framework. Consultative meetings will be held and interested parties will also be invited to submit written representations.
- When the Spatial Planning and Land Use Management Bill is enacted, the relevant Premier and the municipal council for the relevant geographic area will be consulted on the compilation and publication of the Regional Spatial Development Framework. Consultative meetings will be held and interested parties will also be invited to submit written representations.
- When a Regional Spatial Development Framework has been published for public comment, the public will have 60 days to submit written comments.

11. RECOURSE IN RESPECT OF AN ACT OR FAILURE TO ACT BY OFFICIALS OF THE DRDLR

There are a number of ways in which queries and complaints can be brought to the DRDLR's attention.

The first option is to try and resolve the matter directly with the official that you have been dealing with. If he or she does not address your query or complaint to your satisfaction, you may raise the matter with his or her supervisor or the head of the relevant office. See Part 4 above for the contact particulars of all the DRDLR's offices.

If that also fails, you can address a written complaint to the Office of The Director-General.

The DRDLR also has a call centre for the handling of all complaints and queries. An advanced Complaints Handling System (CHS) is currently being developed. It is anticipated that at the time of publication of this Manual the CHS will be operational. The public can lodge complaints and queries to the DRDLR, through the call centre, by:-

a) phoning 0800 00 7095 (the call will be toll free if made from a Telkom line);
b) faxing the complaint or query to 086 729 6066;
c) sending an e-mail to queries@ruraldevelopment.gov.za;
d) writing a letter to The Head: Call Centre, Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001; or
e) personally visiting the call centre (a "walk in query") at 184 Jeff Masemola Street, Pretoria. The reception staff at the building's entrance will direct you to the call centre.

Below are the draft standard operating procedures that the DRDLR has adopted, and plans to implement as soon as possible. In the interim, however, members of the public can already make use of the call centre, and the call centre will forward the complaint or query to the relevant office or section for a response. **It is recommended that complainants first exhaust this procedure (lodging a complaint or query with the call centre) before addressing a written complaint to the Office of the DG.**

Activity (Query Type)	**Turnaround Time**
Telephone queries	The Call Centre undertakes: • To answer 80% of all calls within three rings of the telephone. • To correctly categorize, quality check and capture the query within three minutes. • To provide immediate responses to queries, and/or • Issue an acknowledgement letter to the client, and refer to the relevant Branch/PSSC within 5 minutes of receipt. • Follow up (by means of e-mail) on the referred query on the seventh day with the relevant National Coordinator; update the CHS and the client (by telephone) with new information, if any. • On the thirteenth day after referral, follow up with relevant National Coordinator via e-mail (and cc the Provincial Coordinator) and update the CHS and client on the progress being made. • On the fourteenth day, review Branch response for compliance: ➢ If the response is compliant, update the client, update the CHS and close the query. ➢ Undertake monthly and quarterly analysis of

	received queries which will include the following: ➢ Escalation of unattended queries to the DG, Branches and Provincial Delivery Forums ("PDFs") ➢ Identification of hotspots, trends, analysis and segmentation of responses ➢ Compliance analysis
Walk-in Queries (note that the Call Centre will be located at the Department's National Office in Gauteng)	The Call Centre undertakes to: • Attend to walk-in clients within fifteen minutes of being alerted of the presence of walk-in clients. • Provide immediate responses to walk-in clients, and/or • Issue an acknowledgement letter to the client, and refer to the relevant Branch/PSSC within 5 minutes after consulting with the client. • Follow up (by means of e-mail) on the referred query on the seventh day with the relevant National Coordinator; update the CHS and the client (by telephone) with new information, if any. • On the thirteenth day after referral, follow up with relevant National Coordinator via e-mail (and cc the Provincial Coordinator) and update the CHS and client on the progress being made. • On the fourteenth day, review Branch response for compliance: ➢ If the response is compliant, update the client, update the CHS and close the query. • Undertake monthly and quarterly analysis of received queries which will include the following: ➢ Escalation of unattended queries to the DG, Branches and PDFs ➢ Identification of hotspots, trends, analysis and segmentation of responses • Compliance analysis

E-mail queries	The Call Centre will: • Provide response to e-mail queries within 24 hours of receipt, and/or • Refer complex queries to the relevant branch for finalization within 24 hours of receipt • Follow up (by means of e-mail) on the referred query on the seventh day with the relevant National Coordinator; update the CHS and the client with new information, if any. • On the thirteenth day after referral, follow up with relevant National Coordinator via e-mail (and cc the Provincial Coordinator) and update the CHS and client on the progress being made. • On the fourteenth day, review Branch response for compliance: ➢ If the response is compliant, update the client, update the CHS and close the query. • Undertake monthly and quarterly analysis of received queries which will include the following: ➢ Escalation of unattended queries to the DG, Branches and PDFs ➢ Identification of hotspots, trends, analysis and segmentation of responses • Compliance analysis
Queries received by Letter or Fax	The Call Centre will: • Provide responses to queries received by letter or fax within 24 hours of receipt, and/or • Refer complex queries to the relevant branch for finalization within 24 hours of receipt • Follow up (by means of e-mail) on the referred query on the seventh day with the relevant National Coordinator; update the CHS and the client with new information, if any.

	• On the thirteenth day after referral, follow up with relevant National Coordinator via e-mail (and cc the Provincial Coordinator) and update the CHS and client on the progress being made. • On the fourteenth day, review Branch response for compliance: ➢ If the response is compliant, update the client, update the CHS and close the query. • Undertake monthly and quarterly analysis of received queries which will include the following: ➢ Escalation of unattended queries to the DG, Branches and PDFs ➢ Identification of hotspots, trends, analysis and segmentation of responses • Compliance analysis

PRESIDENTIAL HOTLINE

Customers who do not receive a satisfactory or reasonable solution to their complaints from the DRDLR may also report the matter to the Presidential Hotline at telephone number 17737. The Presidential Hotline Office will then facilitate a response to the complaint.

(*isiZulu Version*)

INCWADI

YO

MNYANGO WEZOKUTHUTHUKISWA KWEZINDAWO ZASEMAKHAYA KANYE NOKUBUYISELWA KOMHLABA

Ngokwemigomo yesigaba 14 soMthetho wokuPhucula ukuFinyelela oLwazini, wowezi-2000
(UMthetho no 2 wowezi-2000)

OKUQUKETHWE

1. ISINGENISO NOKUZIQHELELANISA 46

2. Imisebenzi yoMnyango wokuThuthukiswa kweZindawo zaseMakhaya kanye nokuBuyiselwa koMhlaba (uMnyango) 47

3. Umumo woMnyango 53

4. Imininingwane yokuxhumana namaSekela aBasebenzi abhekele ulwazi kanye manaHhovisi oMnyango 58

5. Umhlahlandlela weKhomishini yaMalungelo aBantu eNingizimu Afrikha wokusebenzisa uMthetho 64

6. Ukuchaza izihloko lapho uMnyango unamarekhodi kanye nezigaba zamarekhodi kuleso naleso sihloko 65

7. Amarekhodi atholakala kalula 74

8. Izinqubo zesicelo kanye neZimali ezikhokhwayo 80

9. Imisebenzi etholwa wumphakathi 82

10. Ukuhlela ukuvumela ukubamba iqhaza komphakathi ekwakhiweni kwenqubomgomo kanye nezindlela zokwenza umsebenzi 86

11. Okungenziwa mayelana nesenzo noma ukwehluleka komnyango 89

1. ISINGENISO NOKUZIQHELELANISA

ISINGENISO

UMthetho wokuPhucula ukuFinyelela oLwazini, 2 wowezi-2000, waziwa ngesifingqo esithi “UMTHETHO WOKUPHUCULA UKUFINYELELA OLWAZINI”, wamenyezelwa wuHulumeni ukugcizelela ilungelo loMthethosisekelo lokufinyelela olwazini eliphethwe wumbuso noma yizinhlaka ezizimele. UMTHETHO WOKUPHUCULA UKUFINYELELA OLWAZINI uchaza ukuthi amalungu omphakathi alisebenzise kanjani leli lungelo nokuthi izinhlaka ezizimele noma ezikahulumeni zingaphendula kanjani kulezi zicelo, okufaka nokuthi uma izicelo zingavunywa noma zenqatshwe.

Le ncwadi ihlose ukuhlinzeka ulwazi ngoMnyango wokuThuthukiswa kweziNdawo zasemakhaya kanye nokuBuyiselwa koMhlaba kubantu, njengoba kuvezwe esigabeni 14 soMTHETHO WOKUPHUCULA UKUFINYELELA OLWAZINI, ukuze kuhlanganiswe ukufinyelela kumarekhodi aphethwe wuMnyango.

Kubalulekile ukuqaphela ukuthi ulwazi oluceliwe lube khona lube yi”rekhodi”, isibonelo incwadi eyiphepha, incwadi esekhompyutheni, ibalazwe, isithombe, ukuqopha okusemshinini njll. UMTHETHO WOKUPHUCULA UKUFINYELELA OLWAZINI awukwazi ukusetshenziselwa ukucela “ulwazi” olungekho noma olungarekhodiwe kwamanye ama”rekhodi” akhona.

UMnyango uwumnyango osemusha osungulwe kowezi-2009. UMnyango uthathe imisebenzi ebiyenziwa wuMnyango weziNdaba zeMihlaba, kodwa uphinde wathola elinye igunya lokuhlanganisa kanye nokudidiyela intuthuko yasezindaweni zasemakhaya eNingizimu Afrikah yonke.

Njengoba uMnyango usejwayela ukwenza umsebenzi owunikeziwe futhi usesezinhlelweni zokuthuthukisa isimiselo esisha, ukushintsha ubunjalo kanye namarekhodi agciniwe, kodwa, uMnyango uyobukeza le ncwadi ngokuhamba kwesikhathi.

UKUZIQHELELANISA

Yonke imizamo ezwakalayo isiyenziwe ukuqinisekisa ukuba yikho kolwazi oluqukethwe kule ncwadi, kodwa uMnyango awuzethwesi sibopho ngolwazi okungenzeka ukuthi alunabuqiniso noma seluphelelwe yisikhathi. Okuqukethwe kule ncwadi kuncike eMthethweni wokuPhucula ukuFinyelela ekwazini kanye nayo yonke imithetho emisa ukuhlinzeka ukufinyelela kumarekhodi oluphethwe wumbuso, okufaka izimali ezibekwe yimithetho enjalo. Uma kukhona ukuphikisana okuthile phakathi kwencwadi kanye nokuhlinzeka kwanoma yimuphi umthetho (isibonelo uMthetho wePhalamende, isimiselo noma isaziso sikahulumeni), okuhlinzekwe wumthetho kuyophumelela. Le ncwadi iyobukezwa njalo kanti noma yimaphi amaphutha noma ukusilela emuva kumele kubhekwane nakho ngokushesha.

2. IMISEBENZI YOMNYANGO WEZOKUTHUTHUKISWA KWEZINDAWO ZASEMAKHAYA KANYE NOKUBUYISELWA KOMHLABA (UMNYANGO)

UMnyango unikwe igunya wuMengameli waseNingizimu Afrikha ukuthuthukisa kanye nokuqalisa ukusebenza uHlelo oluPhelele lokuThuthukisa indawo yaseMakhaya ezweni lonke. Ukufinyelela kulo mgomo uMnyango unqume ukubuka kabusha ukuthuthukiswa komphakathi. UHLELO OLUPHELELE LOKUTHUTHUKISA INDAWO YASEMAKHAYA lugxile ekusizeni abantu abahlala emakhaya ukuze balawule lapho izimpilo zabo ziye khona, ngokwesekwa wuhulumeni, bese kusetshenzwa ngendlela nobuphofu basendaweni yasemakhaya ngokusebenzisa ngokusezingeni eliphezulu kanye nokulawulwa kwemithombo yezemvelo. Lokhu kuyotholakala ngokushintsha

okwenabile okuhlelwayo nokudidiyelwe kwezolimo kanjalo nokutshala izimali ngokuhlakani engqalasizindeni yezomnotho neyomphakathi ezogcina izuzise imiphakathi yasemakhaya.

Isu elilandelwe wuMnyango lakhelwe ukwenza kusebenze umbono nesu loMnyango okumi kanje:

UMBONO – uMphakathi wasemakhaya Onempilo, onokulingana nosimeme

ICEBO – Ukuqalisa, ukuhlanganisa, ukudidiyela nokuhlukanisa kanye kokuqalisa ukusebenza kohlelo lokuthuthukisa umphakathi wasemakhaya.

Lokhu okulandelayo kuyingxenye yesu loMnyango lokuqinisekisa ukuthi umbono woMnyango wokuthola imiphakathi yasemakhaya ephilile, enokulingana nesimeme kuyo yonke iNingizimu Afrikha.

Ushintsho kweziphathelene nolimo:

- Ukwenyuka komkhiqizo kanye nokusetshenziswa okusezingeni eliphezulu okusimeme kwemithombo yemvelo okufaka umhlaba, utshani, imithi, amagesi emvelo, okumbiwa phansi njll
- Ukuphepha kokudla, isithunzi kanye nekhwalithi yempilo ephuculiwe kulowo nalowo muzi osendaweni yasemakhaya.

Ukuthuthukiswa kwezindawo zasemakhaya:

Igunya lokuthuthukiswa kwengqalasizinda yasemakhaya

- UHLELO OLUPHELELE LOKUTHUTHUKISA INDAWO YASEMAKHAYA ivuma ukuthuthukiswa kwendawo yasemakhaya nokuyigunya lokunqamula elidinga ukudidiyela okusezingeni eliphezulu;

- Ukuthuthukiswa kwengqalasizinda yasemakhaya kuyingxenye ebucayi yemodeli yoHLELO OLUPHELELE LOKUTHUTHUKISA INDAWO YASEMAKHAYA;
- Ukugxila ekuqinisekiseni amasu kanye nokutshalwa kwezimali okuhlosiwe ekuvuselelweni kokudala kanye nokwakhiwa kwengqalasizinda yomnotho, eyomphakathi kanye nolwazi kanye nokuxhumana, izindawo zokusiza umphakathi kanye nezokusetshenziswa wumphakathi emakhaya kanye nasemadolobheni amancane asemakhaya (ukuvuselelwa amadolobha amancane asemakhaya), njll ukuze kube khona:
  (c) Ukubhekana nezidingo eziyisisekelo,
  (d) Njengoba zithuthuka ukuvumela le miphakathi ukuze izibandakanye ezintweni zomphakathi.

Ukuhlelwa kokulethwa kwengqalasizinda yasemakhaya

UHLELO OLUPHELELE LOKUTHUTHUKISA INDAWO YASEMAKHAYA lugcizelela ukuthuthukiswa kwengqalasizinda entsha nokulungisa leyo esivele ikhona ezindaweni zasemakhaya:

- Ukuphuculwa noma ukuthuthukiswa kwengqalasizinda yezomnotho:
- Imigwaqo, oJantshi, izikhumulo
- Amagumbi okugunda imfuyo, amadiphu, izindawo zokusenga
- Izingadi zomphakathi
- Umkhiqizo/izitolo zokudayisa
- Ukubiyela ezolimo
- Izindawo zokugcina impahla
- Ukusatshalaliswa kobuxhakaxhaka bezokuthutha
- Ukufakwa kukagesi ezindaweni zasemakhaya
- Ubuxhakaxhaka bezokuxhumana (ucingo lwasendlini, omakhalekhukhwini, imisakazo, omabonakude, njll)
- Izinhlelo zokuchelela zamapulazi amancane

- Izinhlelo zokumba amanzi, imigodi yamanzi, kanye nokulawulwa kwamashede amanzi (amadamu njll)
- Amaposi kanye nezindawo zokuthola i-Inthanethi
- Inxakanxaka yezitolo zasemakhaya

Ukuphuculwa noma ukuthuthukiswa kwengqalasizinda yoMphakathi:

- Ukuthuthwa kwendle komphakathi wonke kanye nemigudu yokuhambisa indle, amashawa, izindlu zangasese, njll ukuze kuphuculwe impilo Ukufinyelela emitholampilo
- Izindawo zemidlalo kanye nokungcebeleka ikakhulukazi ezokuthuthukisa abesifazane kanye nentsha
- Imitapo yolwazi yasemakhaya ukuze kuthuthukiswe isizwe esifundayo
- Ukulungisa kanye nokuthuthukisa izikole njengeZikhungo zoBuciko
- Amahholo omphakathi kanye nezigcinamagugu
- Izikhungo zeMfundo yaBadala ukuze kwakhiwe isisekelo sokusebenza kanye nokuthuthukisa amakhono adingekayo.

Ingqalasizinda yomnotho ephuculiwe:

- Imigwaqo, ojantshi, izikhumulo;
- Ubuxhakaxhaka bukagesi;
- Izitolo ezixhobelene ndawonye zasemakhaya.

Ingqalasizinda yomphakathi ephuculiwe:

- Ukuthuthwa kwendle komphakathi wonke kanye nemigudu yokuhambisa indle ukuphucula izimo sempilo;
- Ukufinyelela emitholampilo enezidingo eziphelele;
- Imitholampilo yasemakhaya ezophucula umkhuba wokufunda;
- Ukulungiswa kanye nokuthuthukiswa kwezikole njengezikhungo zobuciko;

Ukubuyiselwa komhlaba kufaka, kodwa akugcini kulokhu:

Ukwenyusa izinga lokusheshisa ukwaba kabusha umhlaba:

- Kuzohlinzekwa ukwenyuka kokufinyelela emhlabeni kubantu ababencishwe amathuba phambilini, ngokwabiwa kabusha kwama-30% omhlaba obuqhoqhobelwe abamhlophe esikhathini esiphambili ngowezi-2014;

Ukwenyusa izinga lokusheshisa ukubuyiselwa komhlaba:

- Ukuvikela amalungelo omhlaba abasebenzi basemapulazini kanye nokwakha imisebenzi emihle emapulazini;
- Ukubhekana ngendlela nangokushesha nokukhishwa kwabantu ezindaweni okungekho emthethweni;
- Ukuhlinzeka izidingo eziyisisekelo kubantu abahlala emapulazini, okufaka amanzi, ukuthuthwa kwendle, ugesi, izindlu njll

Ukusheshisa ukubhekana nezicelo ezikhona zokubuyiselwa komhlaba

Ukweseka okuyikho kwazo zonke izinhlelo zokubuyiselwa komhlaba ngokuhlela umhlaba kanye nolwazi

- ukufaka isandla ekukhuleni komnotho kanye nasekuthuthukiseni ezezindlu ngokuhlinzeka uhulumeni kanye nama-ejenti azimele ngolwazi olufanele olumayelana nomhlaba ukubamba iqhaza ekuhleleni kanjalo nasekusebenzeni kwezimali.

Ukongeza kulokho okuwumphumela wamasu okuthuthukiswa kwendawo yasemakhaya kanye nokubuyiselwa komhlaba, uMnyango uphinde ube nesibopho sokweseka okuwumphumela wokuhlinzeka imisebenzi yokulawula ubuchwepheshe bezindawo kuzwelonke eyenziwa ngendlela nangesikhathi

(ngamaHhovisi ehlukene kaSaveya-Jikelele) kanye nokuhlinzeka uhlelo lokurejistwa kwezincwadi zezindawo ngendlela (ngamaRejista aMatayitela) okuyisisekelo sokuphepha kwetayitela kuzo zonke izakhiwo ezingasuseki endaweni ezikuyo eNingizimu Afrikha.

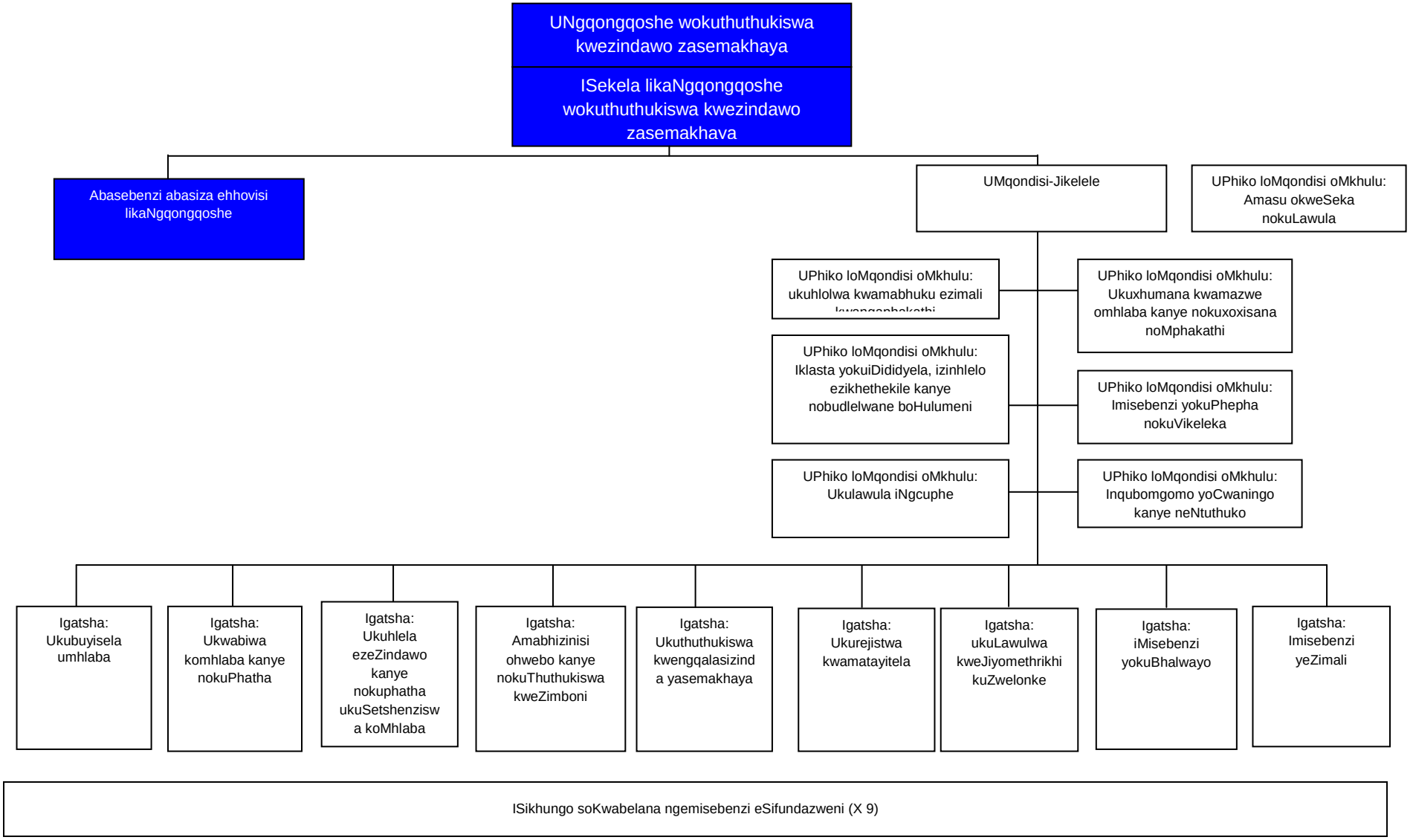
Imisebenzi eyehlukene yoMnyango iphinde ichazwe ngaphansi kokudingidwa koMumo ngezansi.

3. UMUMO

UMnyango wakhiwe ngendlela yokuthi ufezekise igunya olinikiwe elichazwe ngenhla. Kunamagatsha ayisishiyagalolunye oMnyango, neziMpiko zaBaqondisi aBakhulu abasebenza ngaphansi koMqondisi-Jikelele.

Izinga eliphezulu loMumo woMnyango, okukhombisa amagatsha ehlukene, okuvela ekhasini elilandelayo, emva kwalokho kulandela incazelo yoPhiko loMqondisi kanye neziMpiko zaBaqondisi aBakhulu abangena ngaphansi kwalelo nalelo gatsha. Lelo nalelo igatsha liholwa yiSekela loMqondisi-Jikele, yiwo la maSekela aBaqondisi-Jikelele asebekwe njengamaSekela abasebenza ngoLwazi nguMqondisi-Jikelele (oSebenza ngoLwazi).

UMUMO WEZINGA LOKUPHATHA WOMNYANGO WOKUTHUTHUKISWA KWEZINDAWO ZASEMAKHAYA KANYE NOKUBUYISELWA KOMHLABA



<u>Ihhovisi loMqondisi-Jikelele</u> - Ukuhlanganisa intuthuko edidiyelwe kanye nokuxhumana komphakathi ngezindlela zokubamba iqhaza obambiswaneni nazo zonke izinhlaka zomphakathi. IziMpiko eziyisikhombisa ezilandelayo zaBaqondisi abaKhulu Ababika ngqo kuMqondisi-Jikelele:

8. UPhiko loMqondisi oMkhulu: aMasu noKweseka aBaphethe;

9. UPhiko loMqondisi oMkhulu: Ukuhlola amabhuku ezimali kwangaphakathi;

10. UPhiko loMqondisi oMkhulu: ukuhlanganisa amaKlasta, iZinhlelo eziyisipesheli kanye nokuXhumana kwezinhlaka zombuSo

11. UPhiko loMqondisi oMkhulu: uKuxhumana kwaMazwe omhlaba kanye nokuXhumana noMphakathi

12. UPhiko loMqondisi oMkhulu: Imisebenzi yokuPhepha nokuVikeleka

13. UPhiko loMqondisi oMkhulu: Ukulawula iNgcuphe

14. UPhiko loMqondisi oMkhulu: Inqubomgomo yoCwaningo kanye neNtuthuko

<u>Amagatsha ayisishiyagalolunye oMnyango:</u>

8. **<u>Ukubuyiselwa komhlaba</u> (IKhomishini yokuBuyiselwa kwaMalungelo oMhlaba, ephinde yaziwe ngokuthi "IKhomishini yaMalungelo oMhlaba")** – Ukulawula uhlelo lokubuyiselwa kwamalungelo omhlaba owaphucwa abathile, noma ukukhokha isinxephezelo esilingana nalokho, isicelo esifakwe ngokwemigomo yoMthetho yokuBuyiselwa kwamaLungelo oMhlaba 22 wowe-1994. Ikhomishini yokuBuyiselwa kwamaLungelo IKhomishini iphinde yesekwe uPhiko loMqondisi oMkhulu: uKwesekwa kokuBuyiselwa koMhlaba kuleso naleso sifundazwe, kanjalo noPhiko loMqondisi oMkhulu: Ukweseka ukuLawulwa kokuBuyiselwa ehhovisi likaZwelonke. UMqondisi-Jikelele woMnyango uyena uMhlahlulizimali weKhomishini.

IKhomishini njengamanje iwuhlaka oluzimele ngokwenhloso yoMthetho wokuPhuculwa kokufinyelela oLwazini, kanti ibivame

ukushicilela eNcwadini yayo ephume ngokwesigaba 14. Kodwa, uMnyango kanye neKhomishini isohlelweni lokucela uNgqongqoshe wezoBulungiswa nokuThuthukiswa koMthethosisekelo, ngokwemigomo yesigaba 11 soMthetho wokuPhuculwa kokuFinyelea oLwazini, uhlonza ukuthi iKhomishini kumele ithathwe njengengxenye yoMnyango ngaphansi koMthetho. Ngokulindela ukuzinikela iKhomishini ibhekwa njengengxenye yoMnyango ngenhloso yale Ncwadi. Nanoma yiziphi izicelo zokuthola amarekhodi akwiKhomishini kumele zithunyelwe eHhovisi likaKhomishana oMkhulu weZicelo zoMhlaba, Private Bag X833, Pretoria, 1000. Ihhovisi likaKhomishana oMkhulu weZicelo zoMhlaba liku-184 Jeff Masemola Street, ePretoria.

9. **<u>Ukubuyiselwa koMhlaba kanye nokuPhathwa kwawo</u>** – Ukuthuthukisa, ukudidiyela kanye nokuqalisa ukusebenza kwezinhlelo ezeseka ukuqalisa kokubuyiselwa komhlaba. Ukubuyiselwa koMhlaba kanye nokuPhathwa kwawo kuphinde kufake uPhiko loMqondisi: ukulawula iPhrojekthi, UPhiko loMqondisi oMkhulu: UkuBuyisela kweziNhlelo ngesikhathi esibekiwe, UPhiko loMqondisi oMkhulu: Ukuphathwa koMhlaba kaHulumeni, UPhiko loMqondisi oMkhulu: Ukungelela okunamasu kokuBuyiselwa koMhlaba, uPhiko loMqondisi: Ukulawula uLwazi, iNgcuphe yoPhiko loMqondisi kanye noKuhambisana nokubekiwe kanye noPhiko loMqodnisi: ukuBuyiselwa koMhlaba kuleso naleso Sikhungo soKwabelana ngemisebenzi eSifundazweni.

10. **<u>Ukuhlelwa kwendawo kanye nokulawulwa kokusetshenziswa komhlaba</u>** – Ukuhlinzeka ukuLawulwa kokuSetshenziswa koMhlaba kuZwelonke, ukuHlela ezeZindawo kanye neZinhlelo zoLwazi mayelana neZindawo. Igatsha lifaka uPhiko loMqondisi oMkhulu: ukuHlela ezeZindawo kanye noLwazi.

11. **Ukuhweba ezindaweni zasemakhaya kanye nokuthuthukiswa kwezimboni (obekwaziwa ngokuthi ezoMphakathi, ezobuchwepheshe, iMpilo yaseMakhaya kanye nokuSebenza ezikhungweni)** – Ukuhlinzeka ukuhweba ezindaweni zasemakhaya kanye nokuthuthukiswa kwezimboni. Igatsha lifaka: UPhiko loMqondisi oMkhulu: Ukuhlelwa nokuVukuzwa koMphakathi, UPhiko loMqondisi oMkhulu: Ukwesekwa kwezobuchwepheshe, UkuThuthukiswa kwaMakhono kanye nokondla, UPhiko loMqondisi oMkhulu: Ukuphila emakhaya kanye nokuPhepha kokudla, UPhiko loMqondisi oMkhulu: Ukwakha iSikhungo kanye noKugada, UPhiko loMqondisi oMkhulu: Ukunciphisa uBuphofu eMakhaya, kanye UPhiko loMqondisi oMkhulu: Imifelandawonye yeMisebenzi yeNtsha yaseMakhaya.

12. **Ukuthuthukiswa kwengqalasizinda yasemakhaya** – Ukuhlanganisa amasu okuthuthukiswa kwengqalasizinda yasemakhaya ukuze kukhule umnotho womphakathi. Ukuthuthukiswa kwengqalasizinda yasemakhaya kufaka: UPhiko loMqondisi oMkhulu: iSifunda 1 (e-Eastern Cape, eWestern Cape, kanye naseNorthern Cape), UPhiko loMqondisi oMkhulu: iSifunda 2 (KwaZulu-Natali, eMpumalanga, eGauteng), UPhiko loMqondisi oMkhulu: iSifunda 3 (eLimpopo, eFree State, eNorth West), kanye UPhiko loMqondisi: ukuLawula iPhrojekthi.

13. **Ukurejistwa kwezincwadi zezindawo** – Ukurejista amatayitela nezinye izincwadi. Igatsha liqukethe iHhovisi lokuRejista aMatayitela, uPhiko loMqondisi oMkhulu: Ukuqeqeshelwa ukweseka kwezoMthetho kanye naMatayitela, uPhiko loMqondisi oMkhulu: Ukurejistwa kwezincwadi zezindawo kanye nezinhlelo zoKweseka, UPhiko loMqondisi oMkhulu: Imisebenzi yokuLawulwa kweZimali zaMatayitela, UPhiko loMqondisi oMkhulu: ukuthuthukiswa kwaMatayitela eMiphakathini yasemakhaya kanye nokweseka ukuBuyiselwa koMhlaba, kanjalo nokurejistwa kwaMatayitela kula madolobha alandelayo: ePretoria; eJohannesburg,

eCape Town, ePietermaritzburg, eBloemfontein, eNelspruit, eMthatha, eKing William's Town, eVryburg naseKimberley. Leso naleso sizinda sokuRejistwa kwaMatayitela siholwa wuNobhala waMatayitela.

14. **<u>Imisebenzi yokulawula ubuchwepheshe bezindawo kuzwelonke</u>** – Ukudidiyela kanye nokuphatha amasaveyi ezinto eziphathelene nezindawo. ABasebenzi abalawula ubuchwepheshe bezindawo kuzwelonke bafaka: iHhovisi likaSaveya Jikelele, UPhiko loMqondisi oMkhulu: iKhadastrali, ulwazi ngezeZindawo, UPhiko loMqondisi oMkhulu: Ucwaningo lweKhadastrali kanye neMisebenzi yoKweluleka, iSaveyi yeKhadastrali yokuFunda nokuQeqesha, UPhiko loMqondisi oMkhulu: uLwazi olumayelana nezeZindawo kuZwelonke, kanye neHhovisi likaSaveya-Jikelele kuleso naleso sifundazwe.

8. **<u>Imisebenzi eyeseka ezokubhalwa kwemiqulu</u>** – Ukuletha imisebenzi eyeseka ezokubhalwa kwemiqulu ezingxenyeni ezihamba phambili zoMnyango. Imisebenzi eyeseka ezokubhalwa kwemiqulu ifaka: UPhiko loMqondisi oMkhulu: iHhovisi loHlelo kanye nokuLawulwa kwamaPhrojekthi, UPhiko loMqondisi oMkhulu: ISikhungo soKwabelana ngemisebenzi eSifundazweni Coordination, UPhiko loMqondisi oMkhulu: Ukugada nokuHlola, UPhiko loMqondisi oMkhulu: ukuLKawulwa kwezindaba zabasebenzi, UPhiko loMqondisi oMkhulu: Imisebenzi yoLwazi kanye nokuLawulwa kwezoBuchwepheshe, UPhiko loMqondisi oMkhulu: Imisebenzi yezomthetho kanye nokuThuthukiswa kweZimiselo, UPhiko loMqondisi oMkhulu: Imisebenzi yokuqoshwa kwemibhalo.

9. **<u>Okuqondene neZezimali</u>** – Ukuletha imisebenzi yezezimali nezokuphathwa kokuthengwa kwezinto. Okuqondene neZezimali kufaka: UPhiko loMqondisi oMkhulu: Imisebenzi yokuLawulwa kweZimali, UPhiko loMqondisi oMkhulu: Imisebenzi yokuxhumanisa ezokuthenga neziNdawo zokusebenzela, uPhiko loMqondisi: ukuLawula ezokuphepha:

ukuQinisekiswa kweKhwalithi, uPhiko loMqondisi: Imisebenzi yeZimali zeSifundazwe kanye nokuLawulwa kokuXhunyanisa nezokuthenga.

4. **IMININGWANE YOKUXHUMANA NOMSEBENZI WEZOLWAZI KANYE NAMASEKELA AKHE, KANJALO NAWO WONKE AMAHHOVISI OMNYANGO.**

Nokwemigomo yoMthetho wokuPhucula ukuFinyelela oLwazini, uMqondisi-Jikelele woMnyango wuyena owuMsebenzi obhekele uLwazi. UMqondisi Jikelele uphinde waba bonke oSekela Mqondisi-Jikele kanye naBaqondisi aBakhulu: beMisebenzi yoMthetho njengaMasekela aBasebenzi abaBhekele uLwazi boMnyango. Imininingwane yokuxhumana **yoMqondisi Jikelele (uMsebenzi obhekel uLwazi)** kanye **naMasekela aBasebenzi abanoLwaz**i boMnyango yile:

UMqondisi Jikelele (Mr Mdu Shabane)
Ucingo: 012 – 312 8503
Ifeksi: 012 – 323 6072 I-imeyli MShabane@ruraldevelopment.gov.za

ISekela loMqondisi Jikelele: Imisebenzi eyeseka ezokubhalwa kwemiqulu (Mnu Pule Sekawana - iBamba)
Ucingo: 012 – 312 9366
Ifeksi: 012 – 312 8076
I-imeyli PGSekawana@ruraldevelopment.gov.za

ISekela loMqondis-Jikelele: Ukuhlelwa kwendawo kanye nokulawulwa kokusetshenziswa komhlaba (Dkt Nosizwe Makgalemele)

Ucingo: 012 – 312 9851
Ifeksi: 012 – 3128066
I-imeyli NPMakgalemele@ruraldevelopment.gov.za

ISekela loMqondis-Jikelele: Ukuthuthukiswa kwengqalasizinda yasemakhaya (Nk Leona Archary)
Ucingo: 012 – 312 9556
Ifeksi: 012 – 312 8066
I-imeyli LCArchary@ruraldevelopment.gov.za

UKhomishana oMkhulu wezicelo zokuBuyiselwa umhlaba (Nk Nomfundo Gobodo)
Ucingo: 012 – 312 9146
(Ukubuyiselwa komhlaba) - Ifeksi: 012 – 312 8066
I-imeyli NGobodo@ruraldevelopment.gov.za

ISekela loMqondisi-Jikelele: Ukubuyiselwa koMhlaba nokuPhathwa (Mnu Vusi Mahlangu)
Ucingo: 012 – 312 9351
Ifeksi: 012 – 312 8066
I-imeyli VSMahlangu@ruraldevelopment.gov.za

ISekela loMqondis-Jikelele: Ukuhweba ezindaweni zasemakhaya kanye nokuthuthukiswa kwezimboni (Dkt Moshe Swartz)
Ucingo: 012 – 312 3409
Ifeksi: 012 – 312 8066
I-imeyli MESwartz@ruraldevelopment.gov.za

UMsebenzi ngezimali ophezulu (ISekela loMqondisi-Jikelele: Okuqondene neZezimali) (Mnu T Motsoeneng - oBambile)
Ucingo: 012 – 312 8433
Ifeksi: 012 – 312 8066
I-imeyli TSMotsoeneng@ruraldevelopment.gov.za

UNobhala wezimvume zezindawo oMkhulu (Mnu SB Mbatha - Obambile)

Ucingo: 012 – 338 7218
Ifeksi: 012 – 338 7027
I-imeyli SBMbatha@ruraldevelopment.gov.za

USaveya-Jikelele (Mnu M Riba)
Ucingo: 012 – 326 8050
Ifeksi: 012 – 336 5640
I-imeyli MRiba@ruraldevelopment.gov.za

UMqondisi oMkhulu: eZomthetho (Nk TP Mahlaela)
Ucingo: 012 – 312 8413
Ifeksi: 012 – 324 2118
I-imeyli TPMahlaela@ruraldevelopment.gov.za

Ikheli leposi loMnyango: Private Bag X833, Pretoria, 0001

Ikheli lendawo yokuhlala: 184 Jeff Masemola Street (esasaziwa ngele-Jacob Maré Street), Old Building, Pretoria, 0001

Uma umfakisicelo azi ukuthi igatsha loMnyango lapho amarekhodi ebekwe khona, umfakisicelo kumele alethe isicelo serekhodi esihlobene nesabelozimali soMnyango kumele sihanjiswe kuMsebenzi weZezimali oMkhulu, iNhloko yegatsha: Okuqondene neZezimali.

Uma umfakisicelo engenasiqinisekiso ukuthi yiliphi iSekela loMsebenzi obhekele uLwazi okumele edlulisela isicelo sakhe kulo, angasedlulisela kuMqondisi-Jikelele noma kuMqondisi oMkhulu: weMisebenzi yoMthetho emininingwaneni yokuxhumana evezwe ngenhla, kanye nasehhovisi loMqondisi-Jikelele noma kuMqondisi oMkhulu oshiwo oyobe esedlulisela isicelo kwiSekela loMsebenzi obhekele uLwazi.

UMnyango unamahhovisi alandelayo agcwele izwe lonke:

IHhovisi loMnyango likaZwelonke eliku-184 Jeff Masemola Street, Pretoria, eGauteng. Inombolo yocingo ithi 012 312 8911 kanti inombolo yefeksi ithi 012 312 8066.

Ihhovisi likaSaveya-Jikelele lise-2nd Floor, Rentmeester Building, Bosman Street, ePretoria, kanti inombolo yocingo ithi 012 326-8050.

Ihhovisi likaNobhala oMkhulu waMatayitela liseMerino Building, ekhoneni lika Bosman kanye noPretorius Streets, ePretoria, kanti inombolo yocingo ithi 012 338 7000.

Amahhovisi alandelayo asezifundazweni eziyisishiyagalolunye (amakheli kanye nezinombolo zocingo ngezansi abe ngalungile ngesikhathi sokushicilela, okungenzeka ukuthi zishintshile ngokuhamba kwesikhathi. Uma unenkinga yokuthola noma ukuthintana nanoma yiliphi ihhovisi uyacelwa ukuba uthintane neSikhungo soKwabelana ngemisebenzi eSifundazweni noma iHhovisi likaZwelonke):

ISIFUNDAZWE	**IKHELI, INOMBOLO YOCINGO KANYE NENOMBOLO YEFEKSI**
eGauteng	
ISikhungo soKwabelana ngemisebenzi eSifundazweni	1145 Burnett Street, Burnetta Building, Hatfield, Pretoria. Ucingo: 012 362 3900/071 850 1739. Ifeksi: 012 326 4041
Isizinda sokuRejistwa kwaMatayitela: Pretoria	Merino Building, cnr Pretorius and Bosman Streets, Pretoria. Ucingo: 012 338 7000. Ifeksi: 012 338 7151
Isizinda sokuRejistwa kwaMatayitela: Johannesburg	Marble Towers, cnr Pritchard and Von Willigh Streets, Johannesburg. Ucingo: 011 223 6800. Ifeksi: 011 223 6811
USaveya-Jikelele: eGauteng	Merino Building, cnr Pretorius and Bosman Streets, Pretoria. Ucingo: 012 303 1600. Ifeksi: 012 323 1527
IHhovisi leSifundazwe leKhomishini yaMalungelo oMhlaba	9 Bailey Street, Arcadia, Pretoria. Ucingo: 012 310 6500

KwaZulu-Natali	
ISikhungo soKwabelana ngemisebenzi eSifundazweni	188 Hoosen Haffejee Street, Pietermaritzburg. Ucingo: 033 355 4300. Ifeksi: 033 394 3753
Isizinda sokuRejistwa kwaMatayitela	New Supreme Court Building, 300 Pietermaritzburg Street, Pietermaritzburg. Ucingo: 033 355 6800. Ifeksi: 033 345 5501
USaveya-Jikelele: KwaZulu-Natali	300 Pietermaritzburg Street, Pietermaritzburg. Ucingo: 033 355 2900. Ifeksi: 033 355 4300
IHhovisi leSifundazwe leKhomishini yaMalungelo oMhlaba	139 Langalibalele Street, Pietermaritzburg. Ucingo: 033 355 8400
eEastern Cape	
ISikhungo soKwabelana ngemisebenzi eSifundazweni	Block F, Ocean Terrace, 15 Coutts Street, Quigney, East London. Ucingo: 043 700 7030. Ifeksi: 043 743 4786
Isizinda sokuRejistwa kwaMatayitela esiseKing William's Town	113 King Alexandra Road, King William's Town. Ucingo: 043 642 2741. Ifeksi: 043 642 4539
Isizinda sokuRejistwa kwaMatayitela eMthatha	Ground floor, Botha Sigcau Building, corner of Leeds and Owen Streets, Mthata. Ucingo: 047 531 2150. Ifeksi: 047 531 2873.
USaveya-Jikelele: e-Eastern Cape	1a Waverley Office Park, 11 Phillip Frame Road, Chiselhurst, East London. Ucingo: 043 783 1400. Ifeksi: 043 726 4279
IHhovisi leSifundazwe leKhomishini yaMalungelo oMhlaba	13th Floor, Caxton House, Terminus Street, East London. Ucingo: 043 700 6000
eWestern Cape	
ISikhungo soKwabelana ngemisebenzi eSifundazweni	Third Floor, Matrix House, 73 Strand Street, Cape Town. Ucingo: 021 426 2930. Ifeksi: 021 424 5146
Isizinda sokuRejistwa kwaMatayitela	New Revenue Building, 90 Plein Street, Cape Town. Ucingo: 021 464 7600. Ifeksi: 021 464 7725
USaveya-Jikelele: eWestern Cape	Revenue Building, Plein Street, Cape Town. Ucingo: 021 467 4800. Ifeksi: 021 465 3008
UPhiko loMqondisi oMkhulu: Ulwazi ngezezindawo nomumo wazo kuZwelonke	Van Der Sterr Building, Rhodes Avenue, Mowbray, Cape Town. Ucingo: 021 658 4300
IHhovisi leSifundazwe leKhomishini	Third Floor, Matrix House, 73 Strand

yaMalungelo oMhlaba	Street, Cape Town. Ucingo: 021 409 0300; Ifeksi: 021 424 5146
eNorthern Cape	
ISikhungo soKwabelana ngemisebenzi eSifundazweni	New Building, cnr Knight and Stead Streets, Kimberley. Ucingo: 053 830 4042. Ifeksi: 053 831 4095
Isizinda sokuRejistwa kwaMatayitela eKimberley	10 Floor, New Building, cnr Knight and Stead Streets, Kimberley. Ucingo: 053 832 7228. Ifeksi: 053 832 5888
Isizinda sokuRejistwa kwaMatayitela eVryburg	26 De Kock Street, Vryburg. Ucingo: 053 927 1076. Ifeksi: 086 636 1482
IHhovisi leSifundazwe leKhomishini yaMalungelo oMhlaba	New Building, 11th Floor, cnr Knight and Stead Streets, Kimberley, 8301. Ucingo: (053) 807 5700; Ifeksi: (053) 831 6501
eFree State	
ISikhungo soKwabelana ngemisebenzi eSifundazweni	5th Floor, SA Eagle Building, 136 Maitland Street, Bloemfontein. Ucingo: 051 400 4200. Ifeksi: 051 400 4200
Isizinda sokuRejistwa kwaMatayitela	New Government Building, cnr Aliwal and Nelson Mandela Drive, Bloemfontein. Ucingo: 051 403 0300. Fax 051 403 0308
USaveya-Jikelele: eFree State naseNorthern Cape	Omni Centre, 73 Aliwal Street, Bloemfontein. Ucingo: 051 448 0955. Ifeksi: 051 447 8003
IHhovisi leSifundazwe leKhomishini yaMalungelo oMhlaba	136 Chalott Maxeke Street, SA Eagle Building, Bloemfontein. Ucingo: 051 403 0700; Ifeksi: 051 430 3930
eLimpopo	
ISikhungo soKwabelana ngemisebenzi eSifundazweni	2nd Floor, Andrea Building, cnr Rissik and Schoeman Streets, Polokwane. Ucingo: 015 297 3539. Ifeksi: 015 297 4988
USaveya-Jikelele: eLimpopo	101 Dorp Street, Polokwane. Ucingo: 015 297 5002/5309. Ifeksi: 015 297 5170 / 015 297 5025
IHhovisi leSifundazwe leKhomishini yaMalungelo oMhlaba	Kagiso House, 96 Schoeman Street, Polokwane, 0699. Ucingo: 015 287 2600
eMpumalanga	
ISikhungo soKwabelana ngemisebenzi eSifundazweni	4th Floor, Home Affairs Building, cnr Henshall and Brander Streets, Nelspruit. Ucingo: 013 755 3499. Ifeksi: 013 755 3529/013 755 1224
Isizinda sokuRejistwa kwaMatayitela	BMW Building, 25 Bell Street,

	Nelspruit. Ucingo: 013 756 4000
USaveya-Jikelele: eMpumalanga	Medcen Building, 14 Henshell Street, Nelspruit. Ucingo: 013 754 5400. Ifeksi: 013 754 5439
IHhovisi leSifundazwe leKhomishini yaMalungelo oMhlaba	Restitution House, 30 Samora Machell Drive, Nelspruit. Ucingo: 013 756 6000
eNorth West	
ISikhungo soKwabelana ngemisebenzi eSifundazweni	Shama Investment Building, 9 Shippard Street, Mahikeng. Ucingo: 018 397 9725. Ifeksi: 018 381 1875
USaveya-Jikelele: iSifundazwe saseNorth West	Merino Building, cnr Pretorius and Bosman Streets, Pretoria. Ucingo: 012 303 1600. Ifeksi: 012 323 1527 (leli hhovisi lizogcina selithuthele esifundazweni saseNorth West)
IHhovisi leSifundazwe leKhomishini yaMalungelo oMhlaba	Bathlaping Street, Mmbatho. Ucingo: 018 389 9600

5. UMHLAHLANDLELA WEKHOMISHINI YAMALUNGELO ABANTU ENINGIZIMU AFRIKHA WOKUSEBENZISA UMTHETHO

Ikhomishini yaMalungelo aBantu eNingizimu Afrikha isishicilele umhlahlandlela njengoba kusho **iSigaba 10** soMTHETHO WOKUPHUCULA UKUFINYELELA OLWAZINI. Umhlahlandlela uyatholakala emahhovisi eKhomishini yaMalungelo aBantu eNingizimu Afrikha noma kwiwebhusaythi yeKhomishini eshiwo.

Imininingwane yokuxhumana neNgxenye yoMTHETHO WOKUPHUCULA UKUFINYELELA OLWAZINI kwiKhomishini yaMalungelo aBantu eNingizimu Afrikha imi kanje:

The Research and Documentation Department
Private Bag X2700
Houghton
2014

Inombolo yocingo: +27 11 484 8300

Ifeksi: +27 11 484 0582/1360

iwebhusayithi: www.sahrc.org.za

i-imeyli: PAIA@sahrc.org.za

6. UKUCHAZA IZIHLOKO UMNYANGO OGCINE AMAREKHODI AZO KANYE NEZIGABA ZAMAREKHODI AKULESO NALESO SIHLOKO

Amagatsha ehlukene oMnyango achazwe ngenhla aba namarekhodi alezi zihloko ezilandelayo kanye nezigaba ngaphansi kwaleso naleso sihloko:

6.1 UKUBUYISELWA KOMHLABA (IKHOMISHINI YOKUBUYISELWA KWAMALUNGELO OMHLABA):

- Izicelo zokubuyiselwa umhlaba ezitholakele
- Izicelo zokubuyiselwa umhlaba ezihloliwe
- Izicelo zokubuyiselwa umhlaba ezifakwe kwigazethi
- Imibiko yocwaningo kanye nezicelo zokubuyiselwa umhlaba
- Izivumelwano zeSigaba 42D
- Izivumelwano zokudayiselana (umhlaba)
- Imibiko yokuhlola
- Izicelo esezisetshenziwe

6.2 UKUBUYISELWA KOMHLABA KANYE NOKUPHATHWA KWAWO:

- Ukubuyiselwa komhlaba
    - Izinhla zamaphrojekthi arejistiwe, avunyiwe kanye nasedluliselwe
    - Izinhlelo zamabhizinisi
    - Ukuhlola
    - Imithethosisekelo yeZinhlangano zeZakhiwo zaBantu nezinye izakhiwo ngokomthetho

- Izincwadi zokurejista iZinhlangano zeZakhiwo zaBantu kanye nezinye izakhiwo eziphethe umhlaba
- Imibiko yokuhlonza iphrojekthi
- Ulwazi oluyisisekelo lwabazohlomula (amaphrofayli)
- Amamerandamu okuvuma
- Ukuxhumana okwejwayelekile okuhlobene namaphrojekthi
- Amarekhodi eStathistikhi emikhiqizo yokubuyiselwa komhlaba
- Amaminithi emihlangano
- Amakomidi aVuma aMaphrojekthi eSifundazweni kanye namaRekhodi aMakomidi abheka iZifunda
- Amarekhodi ezibonelelo kanye nemali esetshenziswa kumaphrojekthi

- Ukuphathwa komhlaba
  - Izitifiketi eziku-28(1)
  - Izivumelwano zokuqashiselana

6.3 UKUHLELWA KWENDAWO KANYE NOKULAWULWA KOKUSETSHENZISWA KOMHLABA:

- Ukuhlela ezeZindawo kanye noLwazi
  - Izinqubomgomo kanye nezimiselo zokuhlelwa kwendawo kanye nokulawulwa kokusetshenziswa komhlaba
  - Imihlahlandlela yeZinhlaka zeNtuthuko yezeZindawo
  - Imigomo yeNtuthuko, izigaba kanye naMazinga
  - Imihlahlandlela yeNqubomgomo yokuDidiyela kokuHlelwa kweziNdawo ekuBuyiselweni koMhlaba neNtuthuko yeziNdawo zaseMakhaya
  - Amaplani eMingcele kaHulumeni
  - Izinhlelo zikaMasipala zokuSebenzisa uMhlaba
  - Amathuluzi/Izinhlelo zoLwazi nezeZindawo
  - Amabalazwe

- Ukukhangisa
- Okukhishwe abezindaba kanye neziqeshana ezibhaliwe
- Ama-ajenda kanye namaminithi okuhlelwa kwendawo kanye noMthethosivivinyo wezinsizakwenza zokulawula ukusetshenziswa komhlaba
- Ama-ajenda kanye namaminithi eMihlangano yokuBamba iQhaza koMphakathi entuthuko yenqubomgomo
- Ukuphawula komphakathi okutholwa ngezinqubomgomo eziyizinhlaka

6.4 UKUHWEBA EZINDAWENI ZASEMAKHAYA KANYE NOKUTHUTHUKISWA KWEZIMBONI:

- Isivumelwano sokusebenzisana nabanye okubanjiswene nabo
- Izivumelwano ngokwamazinga omsebenzi nabahlinzeki bemisebenzi
- Imibuzo eya ocingweni lukaMengameli
- Izinhlelo zokusebenza onyakeni kanye nezinhlelo zendlela yokusebenza
- Imibiko ephuma ngamakota
- Imibuzo ebhekiswe kwabezindaba
- Amaminithi emihlangano
- Umfelandawonye weMisebenzi yeNtsha yaseMakhaya kuZwelonke

- Inqubomgomo yoMfelandawonye weMisebenzi yeNtsha yaseMakhaya kuZwelonke
  - Izivumelwano ezisayiniwe nababambiqhaza
  - Izivumelwano namakolishi okuQhuba iMfundo nokuQeqesha kanye nabanye okubanjiswene nabo
  - Uhlu lwababambiqhaza

6.5 UKUTHUTHUKISWA KWENGQALASIZINDA YASEMAKHAYA

- Isivumelwano sokusebenzisana nabanye okubanjiswene nabo
- Izivumelwano ngokwamazinga omsebenzi nabahlinzeki bemisebenzi
- Imibuzo eya ocingweni lukaMengameli
- Izinhlelo zokusebenza onyakeni kanye nezinhlelo zendlela yokusebenza
- Imibiko ephuma ngamakota
- Imibuzo ebhekiswe kwabezindaba
- Amaminithi emihlangano

6.6 UKUREJISTWA KWEZINCWADI ZEZINDAWO:

- Amarejista amatayitela
    - Amatayitela
- Ulwazi lokurejista
    - Uhlu lwamagama amalokishi
    - Uhlu lwamagama ezinhlelo zamatayitela ezindawo ezehlukanisiwe
    - Uhlu lwamagama zezindawo eziqokiwe
    - Uhlu lwamagama amapulazi amancane
    - Uhlu lwamagama amapulazi
- Ulwazi ngezakhiwo
- Izincwadi zenqubomgomo yamatayitela
    - UNobhala omkhulu wamaSekhula aMatayitela
- Ukurejista i-akhawunti yokuhweba
- Amafilimu agciniwe amarekhodi amatayitela
- Amanye amarekhodi okumele ngokomthetho agcinwe esizindeni sokuRejistwa kwaMatayitela.

6.7 IMISEBENZI YOKULAWULA UBUCHWEPHESHE BEZINDAWO KUZWELONKE

- Izincwadi ezimayelana nezindawo
  - Amarekhodi esaveyi
  - Amadayagramu, amaplani ajwayelekile kanye nezinhlelo zamatayitela ezindawo ezisikwe kabusha
  - aMabalazwe ekhadastrali
- Idatha emayelana nezithombe ezichaza ngobunjalo bendawo
  - Idatha emayelana nobunjalo bendawo obunqume kabili kuZwelonke
  - Idatha yokuVala uMhlaba ebheke phezulu
  - Idatha yokusetshenziswa koMhlaba okunqume kabili
  - Idatha yeModeli yokuKhuphula okuBanizayo
- Idatha yolayini odwetshwe phansi kanye neSaveyi yokuLawula kuZwelonke
  - Idatha yokubheka ye-GNSS eBuxhakaxhakeni baseNingizimu Afrikha yeZiteshi zeNkomba ye-GNSS (ithriginethi), okutholakala ngefomethi ye-RINEX
  - Okudidiyelwe kumabhikhoni obuxhakaxhaka bezibalo, izimpawu zesaveyi yedolobha kanye nokubekiwe
- AMabalazwe oChungechunge lakuZwelonke kanye naMabalazwe ancikile
  - 1:10 000 AMabalazwe ayizithombe
  - 1:50 000 AMabalazwe ezindawo
  - 1:250 000 AMabalazwe ezindawo nomumo wazo
  - 1:500 000 Amabalazwe amayelana nokuphathwa kwezindawo nokuphathelene nalokho
  - 1:500 000 AMabalazwe okuphathwa kwendawo
  - Ukushuthwa kwezithombe okwenzeka phezulu
  - 1:1 000 000 Amashadi eZinhlangano zokusebenza ngeZindiza eMhlabeni Jikelele
  - AMabalazwe eSifundazwe

- AMabalazwe asodongeni

- Izithombemqondo ze-eriyeli kuZwelonke kanye nezithombe
  - I-eriyeli echaza ngezithombe (1926 – 2008)
  - Izithombemqondo zezithombe ezibanizayo ku- 0.5m GSD (2008-kuze kube manje)
  - Izithombemqondo ezihloliwe
- Amarekhodi eDatha yeNgqalasizinda sezokuphathelene nezindawo zaseNingizimu Afrikha
  - Amarekhodi asancwadi emethadatha

6.8 IMISEBENZI EYESEKA EZOKUBHALWA KWEMIQULU:

Ukulawula iziNdaba zaBasebenzi:

- Ukulawula izindaba zabasebenzi, ukuphatha kanye nePHEZALI
  - Izimiselo ezihlobene neZindaba zaBasebenzi
  - Ukuhlanganisa kanye nokulawula (izithunywa, ukwahlukaniswa kwezinto ezenziwa ndawonye kanye izivumelwano)
  - Imisebenzi yezokubhala ehhovisi (ukuqeqesha, ukufinyelela, okubekiwe kanye nokulawula)
  - Ukwakheka kanye nemihlangano yezinhlaka kanye neminye imibuthano
  - Imibiko, ukubonga kanye nokuxhumana nabasebenzi
  - Ukulawula iposi
  - Izinqubomgomo zokulawula iZindaba zaBasebenzi
  - Ukuthola abasebenzi (izikhangiso, izincwadi zokubutha, ukuhlolela ukukwazi ukwenza umsebenzi, inhlolokhono yasebeyeka emsebenzini)
  - Amarekhodi okulawula ukusebenza
  - Amarekhodi okuhambahamba (ukukhushulelwa esikhundleni, ukwedluliselwa kwenye indawo, ukubekwa endaweni ethile, kuchaza ukuthini ngokwesikhundla)

- Ifayela lomuntu ngamunye eliqondene nomsebenzi
- Ifayela lelivu lomsebenzi ngamunye
- Ifayela lezezimali lomsebenzi ngamunye
- Ifayela lokulimala lomsebenzi ngamunye
- Ifayela lokusebenza lomsebenzi ngamunye
- Ifayela lemali yokudla kanye neyokuhamba lomsebenzi ngamunye, uma kungena
- Ifayela lezezindlu lomsebenzi ngamunye, uma kungena
- Izindaba zezinkinga zabasebenzi/ ifayela lokuqondisa izigwegwe lomsebenzi ngamunye, uma kungena

- Izindaba zabasebenzi
  - Amarekhodi ezikhalo
  - Amarekhodi okuqondiswa izigwegwe
  - Amarekhodi okungenelela ngokomthetho lapho uMnyango wawunengxenye, okufaka nemiklomelo yokungenelela
  - Izivumelwano ezithathwe ngokubambisana eNgosini yokuCobelelana yoMnyango
  - Amaminithi eNgosi yokuCobelelana yoMnyango
  - Izinqubomgomo zezindaba zezinkinga zabasebenzi
- Ukuthuthukiswa kwenhlangano
  - Izinqubo kanye nezindlela (izindlela zebhizinisi)
  - Ukuhlelwa kanye nokuSungulwa (Ukuhlela kanye nomumo osemva kokusungulwa)
  - Ukuguqulwa kwendlela yokusebenza (umumo wendlela yokusebenza)
  - Ukuhlola imisebenzi
  - Ukuchaza umsebenzi (amaphrofayli omsebenzi)
- Ukuqeqesha nokuthuthukisa
  - Uhlelo lokufundasakusebenza
  - Uhlelo lomfundaze (lwangaphakathi)
  - Uhlelo lomfundaze (ngaphandle)

- Ukuqeqesha neNtuthuko
- Uhlelo lwamakhono asendaweni yokusebenzela
- Ukufunda nokuQeqesha okuyiSisekelo kwaBadala

Ukuhlela, Ukugada kanye nokuHlola:

- Inqubomgomo yokuGada kanye nokuHlola
- Uhlaka lokuGada kanye nokuHlola
- Izinjongo zamaSu oMnyango
- Amasu okuSebenza koNyaka koMnyango
- Imibiko yokuGada kanye nokuHlola

Imisebenzi yezoMthetho kanye nokuthuthukiswa kweSimiselo:

- Izimiselo eziphethwe wuMnyango
- Izivumelwano ezisayiniwe
  - Izivumelwano ezisayiniwe ezisezingeni ezisetshenziswa wuMnyango
- Imibono yomthetho
- Izincwadi zasenkantolo ezimayelana nokuthethwa kwamacala uMnyango othintekayo kuwo
- Izincwadi zenqubomgomo yomthetho kanye namasekhula ezindaba zomthetho
- Ukubhalelana ngezindaba zomthetho ezehlukene
- Ukuphathwa koPhiko loMqondisi oMkhulu
  - Isu leNdlela yokuSebenza loNyaka
  - Isu lokusebenza
  - Isabelozimali

Imisebenzi yokuXhumana

- Imibiko yonyaka yoMnyango
- Izinhlelo zamaSu oMnyango
- Izinhlelo zoNyaka zokusebenza koMnyango
- Izitatimende zabezindaba/okukhishelwe abezindaba

- Izinkulumo zikaNgqongqoshe kanye neSekela likaNgqongqoshe
- Izindaba eziya kubasebenzi ngebhizinisi loMnyango kanye nemicimbi ebalulekile
- Izincwajana, amaphamfuleti, amapheshana njll okunolwazi olwehlukene nokukhangisa imikhiqizo, imisebenzi kanye nezinhlelo zoMnyango.

UPhiko loMqondisi oMkhulu: ISikhungo seMisebenzi okwabelwana ngayo eSifundazweni: Ukudidiyela

- Ukuhweba, iphothifoliyo, uhlelo kanye nokulawulwa kwamaphrojekthi
    - Uhlu lwamaphrojekthi oMnyango
    - Izincwadi ezihlobene namaphrojekthi athile arejistwe kwi-EPMO
- Isu lokuvuselela

6.9 OKUQONDENE NEZEZIMALI

- Ukulawula ukwabiwa kwezimali
    - Ukulawulwa kokwabiwa kwezimali
    - Ukulawulwa kokusetshenziswa kwemali
    - Amarekhodi okugada izindawo
    - Amarekhodi okukhokha izimali
    - Izinqubomgomo zokulawula ukwabiwa kwezimali
    - Ukukhokha okumayelana namaphrojekthi okwabiwa komhlaba kanye nokubuyiselwa komhlaba
- I-Akhawuntingi yokwabiwa kwezimali kanye nokuBika
    - Imibiko eya kuMcunguli mabhuku ezimali-Jikelele
    - Izitatimende zezimali
    - Amarekhodi ezimali ezikhokhelwa ukuhamba kanye nokudla
    - Amarekhodi okuqasha naweZikweletu
    - I-Akhawuntingi yezezimali kanye neZinqubomgomo zeZimali
- I-akhawunti yokuhweba yoKutholakala komhlaba ngokusebenza kanzima
    - Amarekhodi okufakwa kabusha kwemali kumaphrojekthi
    - Izitatimende zezimali

- Izinqubomgomo ze-akhawunti yokuhweba yoKutholakala komhlaba ngokusebenza
- Amarejista ezimpahla

- Ukusebenza kwesabelizomali
  - Imibiko yokusebenza kwesabelozimali
  - Amamemorandamu ezivumelwano
- Imisebenzi yokuLawula ezokuThenga kanye nokubhekwa kwendawo
  - Ukukhangiswa kwamathenda/amabhidi
  - Amathenda/amabhidi akhishiwe
  - Izincwadi ezibekiwe zamabhidi

6.10 IHHOVISI LOMQONDISI JIKELELE

- Imisebenzi kaNgqongqoshe/uMqondisi-Jikelele
- Imibiko yokuCwaningwa kwaMabhuku kwangaphakathi

7. AMAREKHODI ATHOLAKALA KALULA

Amarekhodi atholakala kalula achaza amarekhodi oMnyango atholakala ngaphandle kokuba umuntu aze acele lawo marekhodi ngokwemigomo yoMTHETHO WOKUPHUCULA UKUFINYELELA OLWAZINI. Lawa azoshicilelwa kwiGazethi ngokwemigomo yesigaba 15(2) soMTHETHO WOKUPHUCULA UKUFINYELELA OLWAZINI**.**

UMnyango omusha ubungenaso isigaba 15(2) senothisi esishicilelwe, kodwa uzocela uNgqongqoshe weZobulungiswa kanye nokuThuthukiswa koMthethosisekelo ukuba enze njalo ngokushesha. Amarekhodi ayobe esechazwa kuleso saziso, asevele asehlonziwe, kanti futhi achaziwe ngezansi. Okuqukethwe yisaziso sesigaba 15(2) ngeke kwehluke kakhulu (uma kuhlukile) olwazini oluhlinzekwe ngezansi.

Qaphela: Izincwadi ezivele sezikhona kwiwebhusaythi yoMnyango (http://www.ruraldevelopment.gov.za) ngaphandle kwezincane, azifakiwe

ngayinye ohlwini olusethebuleni elingezansi ngoba lezi zincwadi zingashintsha, kufakwe olunye ulwazikanye nokongeza. Amalungu omphakathi ayamenywa ukuba avakashele iwebhusaythi ukuze abone izincwadi ezisanda kufakwa.

UKUCHAZA UHLOBO LWAMAREKHODI ATHOLAKALA KALULA NGOKWEMIGOMO YESIGABA 15(1)(a) SOMTHETHO WOKUPHUCULA UKUFINYELELA OLWAZINI WOWEZI-2000	**INDLELA YOKUFINYELELA KUMAREKHODI (isib. iwebhusaythi) (ISIGABA 15(1)(b))**
UKUBHEKA NGOKWEMIGOMO YESIGABA 15(1)(a)(ii)	
IGATSHA: UKUBUYISELWA KOMHLABA (IKHOMISHINI YOKUBUYISELWA KWAMALUNGELO OMHLABA)	
Zonke izincwadi ezikuwebhusaythi	Kwiwebhusaythi yoMnyango ethi http://www.ruraldevelopment.gov.za
IGATSHA: UKUBUYISELWA KOMHLABA KANYE NOKUPHATHWA KWAWO	
Zonke izincwadi ezikuwebhusaythi	Kwiwebhusaythi yoMnyango ethi http://www.ruraldevelopment.gov.za
IGATSHA: UKUHLELWA KWENDAWO KANYE NOKULAWULWA KOKUSETSHENZISWA KOMHLABA	
Zonke izincwadi ezikuwebhusaythi	Kwiwebhusaythi yoMnyango ethi http://www.ruraldevelopment.gov.za
IGATSHA: UKUHWEBA EZINDAWENI ZASEMAKHAYA KANYE NOKUTHUTHUKISWA KWEZIMBONI	
Zonke izincwadi ezikuwebhusaythi	Kwiwebhusaythi yoMnyango ethi http://www.ruraldevelopment.gov.za
IGATSHA: UKUTHUTHUKISWA KWENGQALASIZINDA YASEMAKHAYA	
Zonke izincwadi ezikuwebhusaythi	Kwiwebhusaythi yoMnyango ethi http://www.ruraldevelopment.gov.za
IGATSHA: UKUREJISTWA KWEZINCWADI ZEZINDAWO	
Irejista yomphakathi yamatayitela kanye namanye amarekhodi abhalisiwe kwiRejista yaMatayitela	• Ngokufaka isicelo kuNobhala waMatayitela ofanele, nangokukhokha izimali ezibekiwe ngokwemigomo yoMthetho wokuRejistwa kwaMatayitela, wowe-1937 • Nanoma yimuphi umuntu angakwazi ukukhokhela ukuthola ulwazi kwi-DeedsWeb, okuhlinzekwe amaRejista aMatayitela. Imali

	ebekiwe ikhokhelwa ukusebenza ngakunye. Imibuzo emayelana nezimali ezikhokhwayo zingafakwa kwiRejista yaMatayitela.
IGATSHA: IMISEBENZI YOKULAWULA UBUCHWEPHESHE BEZINDAWO KUZWELONKE	
Izincwadi zomumo wezindawo	Ekutholeni isicelo esivela eHhovisi likaSaveya-Jikelele, kanti ngesikhathi sokukhokhwa kwezimali ezibekiwe ngokwemigomo yoMthetho wokuSaveya uMhlaba wowe-1997
Idatha yezindawo evela ngesikhathi	Ngokufaka isicelo oPhikweni loMqondisi oMkhulu: uLwazi ngezeZindawo kuZwelonke, eBhilidini elaziwa ngele-Van Der Sterr Building, kuRhodes Avenue, eMowbray, eCape Town kanti uma kukhokhwa izimali ezibekiwe ngokwemigomo yoMthetho wokuSaveya uMhlaba wowe-1997
Idatha yeSaveyi yeJiyodethikhi nokuLawulwa kuZwelonke	
AMabalazwe oChungechunge lukaZwelonke kanjalo naMabalazwe elekelelayo	
Izithombemqondo kanye neZithombe kuZwelonke	
Amarekhodi eNgqalasizinda yaseNingizimu Afrikha yeDatha yoMumo weZindawo	
IGATSHA: IMISEBENZI EYESEKA EZOKUBHALWA KWEMIQULU	
Zonke izincwadi ezikuwebhusaythi	Kwiwebhusaythi yoMnyango ethi http://www.ruraldevelopment.gov.za
IGATSHA: OKUQONDENE NEZEZIMALI	
Zonke izincwadi ezikuwebhusaythi	Kwiwebhusaythi yoMnyango ethi http://www.ruraldevelopment.gov.za
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
IGATSHA: UKUBUYISELWA KOMHLABA (IKHOMISHINI YOKUBUYISELWA KWAMALUNGELO OMHLABA)	
Akukho	
IGATSHA: UKUBUYISELWA KOMHLABA KANYE NOKUPHATHWA KWAWO	
Akukho	
IGATSHA: UKUHLELWA KWENDAWO KANYE NOKULAWULWA KOKUSETSHENZISWA KOMHLABA	
Akukho	
IGATSHA: UKUHWEBA EZINDAWENI ZASEMAKHAYA KANYE NOKUTHUTHUKISWA KWEZIMBONI	
Akukho	
IGATSHA: UKUTHUTHUKISWA KWENGQALASIZINDA YASEMAKHAYA	
Akukho	
IGATSHA: UKUREJISTWA KWEZINCWADI ZEZINDAWO	
Okucashunwe kwirejista yomphakathi kanye namanye amarekhodi arejistiwe	• Ekutholeni isicelo esivela eHhovisi

ezindaweni zokurejista aMatayitela	laMatayitela nangesikhathi sokukhokhwa kwezimali ezibekiwe ngokwemigomo yoMthetho yokuRejistwa kwaMatayitela wowe-1937 • Noma yimuphi umuphi umuntu angafuna ukuthola njalo kwi-DeedsWeb, esekhompyutheni ehlinzekwe yiziNdawo zokuRejista aMatayitela. Imali ebekiwe ikhokhwa kulokho nalokho kusebenzisa. Imibuzo emayelana nokukhokha nyangazonke ingafakwa noma iyiphi indawo yokuRejista aMatayitela.
IGATSHA: IMISEBENZI YOKULAWULA UBUCHWEPHESHE BEZINDAWO KUZWELONKE	
Izincwadi zomumo wezindawo	Ekutholeni isicelo esivela eHhovisi likaSaveya-Jikelele, kanti ngesikhathi sokukhokhwa kwezimali ezibekiwe ngokwemigomo yoMthetho wokuSaveya uMhlaba wowe-1997
Idatha yezindawo evela ngesikhathi	Ngokufaka isicelo oPhikweni loMqondisi oMkhulu: uLwazi ngezeZindawo kuZwelonke, eBhilidini elaziwa ngele-Van Der Sterr Building, kuRhodes Avenue, eMowbray, eCape Town kanti uma kukhokhwa izimali ezibekiwe ngokwemigomo yoMthetho wokuSaveya uMhlaba wowe-1997
Idatha yeSaveyi yeJiyodethikhi nokuLawulwa kuZwelonke	
AMabalazwe oChungechunge lukaZwelonke kanjalo naMabalazwe elekelelayo	
Izithombemqondo kanye neZithombe kuZwelonke	
Amarekhodi eNgqalasizinda yaseNingizimu Afrikha yeDatha yoMumo weZindawo	
IGATSHA: IMISEBENZI EYESEKA EZOKUBHALWA KWEMIQULU	
Akukho	
IGATSHA: OKUQONDENE NEZEZIMALI	
Akukho	
UKUKOPISHA NGOKWEMIGOMO YESIGABA 15(1)(a)(ii) (qaphela ukuthi amakhophi amarekhodi ayokhokhelwa ngesilinganiso esifanayo njengaleso esibekwe ngokwemigomo yoMTHETHO WOKUPHUCULA UKUFINYELELA OLWAZINI. Lapho ezinye izimiselo njengoMthetho weZindawo zokuRejista aMatayitela noma uMthetho wokuSaveya uMhlaba zibeka izimali okumele zikhokhelwe amakhophi amarekhodi athile, lezo zimali zikhokhelwa amakhophi.)	
IGATSHA: UKUBUYISELWA KOMHLABA (IKHOMISHINI YOKUBUYISELWA KWAMALUNGELO OMHLABA)	

Zonke izincwadi ezitholakala kalula ukuba zibhekwe njengoba kuvezwe ngenhla	Ngesicelo esivela eHhovisi loMqondisi Jikelele: uKweseka ukwabiwa koMhlaba esifundazweni esifanele
IGATSHA: UKUBUYISELWA KOMHLABA KANYE NOKUPHATHWA KWAWO	
Zonke izincwadi ezitholakala kalula ukuba zibhekwe njengoba kuvezwe ngenhla	Ngesicelo esivela ehhovisi loMqondisi oMkhulu eSifundazweni esifanele
IGATSHA: UKUHLELWA KWENDAWO KANYE NOKULAWULWA KOKUSETSHENZISWA KOMHLABA	
Izinhlaka zokuThuthukisa ezeZindawo	Ngesicelo esivela oPhikweni loMqondisi oMkhulu: ukuHlela ezeZindawo kanye noLwazi kodwa kuncike ekukhokhweni kwezindleko zokukhiqiza
Amaplani emingcele	
Imihlahlandlela yeNqubomgomo yokuDidiyela ukuHlela iNdawo kune wukuBuyiselwa koMhlaba kanye nokuThuthukiswa kweziNdawo zaseMakhaya	
Izinhlelo zokuSebenzisa uMhlaba kaMasipala	
Amathuluzi/iziNhlelo zoLwazi ngeZindawo	
AMabalazwe	
Okukhishwe abezindaba	
Iziqeshana zabezindaba	
IGATSHA: UKUHWEBA EZINDAWENI ZASEMAKHAYA KANYE NOKUTHUTHUKISWA KWEZIMBONI	
Zonke izincwadi ezitholakala kalula ukuba zibhekwe njengoba kuvezwe ngenhla	Ngesicelo esivela ehhovisi loMqondisi oMkhulu eSifundazweni esifanele
IGATSHA: UKUTHUTHUKISWA KWENGQALASIZINDA YASEMAKHAYA	
Zonke izincwadi ezitholakala kalula ukuba zibhekwe njengoba kuvezwe ngenhla	Ngesicelo esivela ehhovisi loMqondisi oMkhulu eSifundazweni esifanele
IGATSHA: UKUREJISTWA KWEZINCWADI ZEZINDAWO	
Zonke izincwadi ezitholakala kalula ukuba zibhekwe njengoba kuvezwe ngenhla	Ekutholeni isicelo esivela eHhovisi laMatayitela nangesikhathi sokukhokhwa kwezimali ezibekiwe ngokwemigomo yoMthetho yokuRejistwa kwaMatayitela wowe-1937
IGATSHA: IMISEBENZI YOKULAWULA UBUCHWEPHESHE BEZINDAWO KUZWELONKE	
Izincwadi zomumo wezindawo	Ekutholeni isicelo esivela eHhovisi likaSaveya-Jikelele, nangesikhathi sokukhokhwa kwezimali ezibekiwe ngokwemigomo yoMthetho wokuSaveya uMhlaba wowe-1997

Idatha yezindawo evela ngesikhathi	Ngokufaka isicelo oPhikweni loMqondisi oMkhulu: uLwazi ngezeZindawo kuZwelonke, eBhilidini elaziwa ngele-Van Der Sterr Building, kuRhodes Avenue, eMowbray, eCape Town kanti uma kukhokhwa izimali ezibekiwe ngokwemigomo yoMthetho wokuSaveya uMhlaba wowe-1997
Idatha yeSaveyi yeJiyodethikhi nokuLawulwa kuZwelonke	
AMabalazwe oChungechunge lukaZwelonke kanjalo naMabalazwe elekelelayo	
Izithombemqondo kanye neZithombe kuZwelonke	
Amarekhodi eNgqalasizinda yaseNingizimu Afrikha yeDatha yoMumo weZindawo	
IGATSHA: IMISEBENZI EYESEKA EZOKUBHALWA KWEMIQULU	
Zonke izincwadi ezitholakala kalula ukuba zibhekwe njengoba kuvezwe ngenhla	Kwiwebhusaythi yoMnyango ethi http://www.ruraldevelopment.gov.za
IGATSHA: OKUQONDENE NEZEZIMALI	
Akukho	
KUTHOLAKALA MAHHALA NGOKWEMIGOMO YESIGABA 15(1)(a)(iii):	
IGATSHA: UKUBUYISELWA KOMHLABA (IKHOMISHINI YOKUBUYISELWA KWAMALUNGELO OMHLABA)	
Zonke izincwadi ezikuwebhusaythi	Kwiwebhusaythi yoMnyango ethi http://www.ruraldevelopment.gov.za
IGATSHA: UKUBUYISELWA KOMHLABA KANYE NOKUPHATHWA KWAWO	
Zonke izincwadi ezikuwebhusaythi	Kwiwebhusaythi yoMnyango ethi http://www.ruraldevelopment.gov.za
IGATSHA: UKUHLELWA KWENDAWO KANYE NOKULAWULWA KOKUSETSHENZISWA KOMHLABA	
Incwajana yolwazi	Ngokwesicelo esivela oPhikweni loMqondisi oMkhulu: ukuHlela ezeZindawo kanye noLwazi nangokuthi ikhona yini
IGATSHA: UKUHWEBA EZINDAWENI ZASEMAKHAYA KANYE NOKUTHUTHUKISWA KWEZIMBONI	
Zonke izincwadi ezikuwebhusaythi	Kwiwebhusaythi yoMnyango ethi http://www.ruraldevelopment.gov.za
IGATSHA: UKUTHUTHUKISWA KWENGQALASIZINDA YASEMAKHAYA	
Zonke izincwadi ezikuwebhusaythi	Kwiwebhusaythi yoMnyango ethi http://www.ruraldevelopment.gov.za
IGATSHA: UKUREJISTWA KWEZINCWADI ZEZINDAWO	
Zonke izincwadi ezikuwebhusaythi	Kwiwebhusaythi yoMnyango ethi http://www.ruraldevelopment.gov.za
IGATSHA: IMISEBENZI YOKULAWULA UBUCHWEPHESHE BEZINDAWO KUZWELONKE	
Izithombe eziskeniwe zezincwadi zezindawo njengamadayagramu	Kutholakala kwiwebhusaythi enekheli elilandelayo: http://csg.dla.gov.za

kanye namaplani ajwayelekile	
Idatha yezindawo evela ngesikhathi	Kutholakala kwiwebhusaythi enekheli elilandelayo: http://www.ngi.gov.za
Idatha yeSaveyi yeJiyodethikhi nokuLawulwa kuZwelonke	
AMabalazwe oChungechunge lukaZwelonke kanjalo naMabalazwe elekelelayo	
Izithombemqondo kanye neZithombe kuZwelonke	
Amarekhodi eNgqalasizinda yaseNingizimu Afrikha yeDatha yoMumo weZindawo	
IGATSHA: IMISEBENZI EYESEKA EZOKUBHALWA KWEMIQULU	
Izincwadi ezehlukene ezinolwazi amajenali, amaphamfulethi, amapheshana njll ngemikhiqizo, imisebenzi kanye nezinhlelo zoMnyango	Okutholakala oPhikweni loMqondisi: Imisebenzi yokuXhumana, kodwa kuncike ekuthini zikhona yini
IGATSHA: OKUQONDENE NEZEZIMALI	
Zonke izincwadi ezikuwebhusaythi	Kwiwebhusaythi yoMnyango ethi http://www.ruraldevelopment.gov.za

8. IZINQUBO ZESICELO KANYE NEZIMALI EZIKHOKHWAYO

Noma ngubani ofuna ukufinyelela kumarekhodi oMnyango kumele benze lokhu okulandelayo:

- Gcwalisa ifomu lesicelo elibekiwe, elinanyathiselwe kule ncwadi njenge**Sithasiselo A**.
- Chaza amarekhodi ofuna ukufinyelela kuwo ngokugcwele. Lokhu kuyosiza uMnyango ukuba uthole amarekhodi kalula. Uma unenombolo eyinkomba uMnyango osebenzele ngaphansi kwayo udaba oluthile, hlinzeka inombolo eyinkomba kanjalo negama lomsebenzi obheke udaba uma ulazi.
- Khokha imali eceliwe (njengamanje engama-R35) kunoma yiliphi ihhovisi loMnyango noma kwi-akhawunti yoMnyango yasebhange, ngaphandle uma ucabanga ukuthi wena awungeni kulokhu.*

- Namathisela irisidi yakho yokukhokha imali eceliwe efomini eligcwalisiwe lesicelo, bese uliletha noma ulithumele koyiSekela loMsebenzi wezoLwazi ekhelini elivezwe eNgxenyeni 4 ngenhla.
- Uma ungazi ukuthi amarekhodi angaphansi kwaliphi iSekela loMsebenzi woLwazi, thumela ifomu lakho lesicelo eHhovisi loMqondisi Jikelele noma kuMqondisi oMkhulu: eZomthetho.
- Uma isicelo sakho sivunyiwe, iSekela loMsebenzi woLwazi ofanele liyokwazisa ng**emali yokufinyelela** okumele ikhokhwe (lokhu kuphinde kubekwe kanti kuyokwehluka kuncike ohlotsheni lwamarekhodi (isi. Iphepha noma amadiski ekhompyutha), ngaphandle uma ugunyaziwe ukungangeni.*
- Uma usukhokhe yonke imali ebekiwe, uyohlinzekwa ngamarekhodi uma isinqumo kwakungukuthi ufinyelele kuwo.
- Uma umuntu oseceleni kumele anikwe inothisi yesicelo kanti kakhulukazi uma lowo muntu ephikisana nokudalulwa kwamarekhodi, uhlelo olungenhla luzopthatha isikhathi eside.
- Uma isicelo sakho senqatshwa, noma uma uphikisa imali okumele ikhokhwe, ungafaka ukwedlulisela isicelo ngefomu eliyi**Sithasiselo B** encwadini.

***** *Abantu abahola imali engaphansi kwaleyo ebekiwe bayaxolelwa ukuba bakhokhe nanoma iyiphi imali. Imali ebekiwe ingashintsha ngokuhamba kwesikhathi, kodwa ngesikhathi sokushicilela le ncwadi ibingu-R14 712 ngonyaka (emva kokuba sekudonswe imali evumelekile) kulabo abangashadile kanye nama-R27 192 ngonyaka (emva kokuba sekudonswe imali evumelekile) kubantu abashadile noma abahlalisene (iSaziso sikaHulumeni No. R. 991 samhla ziyi-14 Okthoba 2005).*

9. IMISEBENZI ENIKWA WUMNYANGO KUMALUNGU OMPHAKATHI:

Amagatsha ehlukene oMnyango anika imisebenzi ebekwe kwikhalamu yokuqala esethebuleni ngezansi. Imisebenzi itholakala njengoba ivezwe kwikhalamu yesibili ethebuleni. Kumele kuqashelwe ukuthi imisebenzi eminingi kanye nemikhiqizo ekhishwa wuMnyango (ikakhulukazi ngokwaBiwa koMhlaba, Ukuthuthukiswa kwengqalasizinda yasemakhaya kanye namagatsha okuhweba ezindaweni zasemakhaya kanye nokuthuthukiswa kwezimboni) kuncike ebukhoneni bezimali ezikhishwe yiPhalamende. Izicelo zemisebenzi noma imikhiqizo emagatsheni abalulwe ngenhla ziyobe sezihlolwa kanti ngeke kuhlale kwenzeka ukuba kulethwe imisebenzi noma kuhlinzekwe umkhiqizo ngokushesha noma ngonyaka wezimali obekiwe. Olunye ulwazi kulokhu lungatholakala emahhovisi njengoba kuvezwe ngezansi. Qaphela ukuthi imininingwane yokuxhumana nawo wonke amahhovisi afanele atholakala eNgxenyeni 4 ngenhla.

IMISEBENZI EHLINZEKIWE	**KUFINYELELEKA KANJANI EZIDINGWENI**
IGATSHA: UKUBUYISELWA KOMHLABA (IKHOMISHINI YOKUBUYISELWA KWAMALUNGELO OMHLABA)	
Ucwaningo kanye nokusetshenzwa kwezicelo zokubuyiselwa umhlaba ezifakwe ngokwemigomo yoMthetho yokuBuyiselwa kwaMalungelo oMhlaba wowe-1994 (qaphela usuku lokugcina lokufaka izicelo olwalungumhla zingama-31 kuDisemba 1998 – akukho zicelo ezintsha ezisemukelwa njengamanje. Uma izicelo zingavulwa kabusha lokhu kuyosakazwa kakhulu kwabezindaba.)	Ucwaningo kanye nokusetshenzwa kwenziwa yihhovisi loMqondisi oMkhulu: uKweseka ukuBuyiselwa koMhlaba esifundazweni ngasinye kweziyisishiyagalolunye. Imibuzo ngokuqhubekayo ezicelweni ezifakiwe kungenziwa kula mahhovisi.
Ukuhlela ukumelwa ngokomthetho kulabo abafake izicelo nabafanele ukubuyiselwa umhlaba	Isicelo singafakwa ehhovisi loMqondisi oMkhulu: uKweseka ukuBuyiselwa koMhlaba kuleso naleso sifundazwe.
IGATSHA: UKUBUYISELWA KOMHLABA KANYE NOKUPHATHWA KWAWO	
Ukuhlinzeka ukufinyelela emhlabeni	

kubantu abafanelekile basemaqenjini ayencishwe amathuba, ngezivumelwano zokubaqashisela lowo mhlaba.	Ngokuvakashela noma yiliphi iHHovisi leSifundazwe noma leSifunda loMnyango. Abasebenzi kula mahhovisi bazohlinzeka ulwazi oluneminingwane yokufinyelela emisebenzini eyehlukene.
Ukuhlinzeka imisebenzi emva kokukhokha yonke imali eqondene nomhlaba	
Ukuhlinzeka imali ezofakwa kabusha kumaphrojekthi okwabiwa kabusha komhlaba	
Izicelo zoMthetho wokuxazulula izinkinga zokwabiwa kabusha komhlaba (Isiqashi ngokoMthetho wabasebenzi)	
Hlela ukumelwa ngokomthetho noma abazongenelela kubahlali basemapulazini abafanelekile abaxoshiwe noma abesatshiswa ngokuthi bazoxoshwa.	
Ukuhlanganisa ukusebenza kweZinhlangano zeZindawo ezinaBanikazi abaningi.	
IGATSHA: UKUHLELWA KWENDAWO KANYE NOKULAWULWA KOKUSETSHENZISWA KOMHLABA	
Ukusungulwa kohlaka lwezinqubomgomo, ukuhlelwa kwezikhungo, amazinga kanye nobuchwepheshe ukuhlinzeka ukufinyelela ekusebenziseni ulwazi olumayelana nobungako bendawo	Izicelo zokuthola usizo kanye nolwazi zingalethwa ziqondiswe oPhikweni loMqondisi oMkhulu: Ukuhlela iNdawo kanye noLwazi
Ukuthuthukisa amazinga ezobuchwepheshe noma imihlahlandlela yokwakhiwa kwamasu okumayelana nobungako bendawo, isib. uHlaka lokuThuthukiswa kokuMayelana nobungako bendawo kuZwelonke	
Ukudidiyela kanye nokuhlanganisa isakhiwo senqubomgomo yokuthuthukiswa komhlaba kanye nezinhlaka zokuhlela	
IGATSHA: UKUHWEBA EZINDAWENI ZASEMAKHAYA KANYE NOKUTHUTHUKISWA KWEZIMBONI	
Ukuhlinzeka ukukuqeqesha kanye namathuba entuthuko entsheni	UMnyango ngokuhamba kwesikhathi ngokukhangisa kwabezindaba ukumema

engasebezni, ikakhulukazi evela ezindaweni zasemakhaya, ngemiZamo yeMisebenzi yeNtsha yaseMakhaya kuZwelonke	intsha enentshisekelo (abantu abaneminyaka ephakathi kweyi-18 nengama-35) ukuba ifake izicelo zokubhalisa ohlelweni
Ukwakha iphrofayli kanye nokuhlola izidingo emizini yasemakhaya kanye nemiphakathi yasemakhaya	Imibuzo ngale misebenzi ingafakwa eSikhungweni seMisebenzi okwabelwana ngayo eSifundazweni esiqondene
Ukweseka kwezobuchwepheshe ezikhungweni kanye nezinhlaka ezisungulelwe imiphakathi yasemakhaya ngokuthuthukisa amakhono kanye nokwakha izinto zokusebenza.	
Ukuhlanganisa imisebenzi enesigqi njengokusetshenzwa kwezolimo kanye nokusungulwa kwezimboni nezohwebo zezigodi	
Ukudidiyela kanye nokuhlanganisa ukungenelela ekuphepheni kokudla ngokubambisana nabanesabelo abafanele	
Ukuhlanganisa ukwakha kanye nokugadwa kwezikhungo emiphakathini yasemakhaya okuhloswe ngazo ukusimamisa intuthuko, isib iMikhandlu yebaNesabelo	
IGATSHA: UKUTHUTHUKISWA KWENGQALASIZINDA YASEMAKHAYA	
Ukuhlanganisa amaphrojekthi engqalasizinda ezindaweni zoHlelo oluPhelele lokuThuthukisa iziNdawo zaseMakhaya, njengokubiya, ukuhlinzeka kanye nokufaka amathanki amanzi njll	Imibuzo emayelana nale misebenzi ingenziwa eSikhungweni seMisebenzi yokwaBelana eSifundazweni esifanele
IGATSHA: UKUREJISTWA KWEZINCWADI ZEZINDAWO	
Ukurejistwa kwamatayitela nezinye izincwadi njengoba zihlinzekwe eMthethweni wezokuRejistwa kwaMatayitela wowe-1937 kanye nezinye izimiselo	Le misebenzi iyatholakala endaweni yokuRejista yaMatayitela. Qaphela ukuthi leyo naleyo ndawo yokurejista aMatayitela inendawo eyisebenzayo ngokomthetho.
Ukuhlinzeka ukufinyelela olwazini olubanjwe ezindaweni zokurejista amatayitela	
Ukugcina esimweni amarekhodi athile njengoba ehlinzekwe esigabeni 3(1)(a) eMthethweni wezokuRejistwa	

kwaMatayitela wowe-1937	
IGATSHA: IMISEBENZI YOKULAWULA UBUCHWEPHESHE BEZINDAWO KUZWELONKE	
Ulwazi ngobungako bezindawo kanye nemisebenzi yokweseka imisebenzi efundelwe	Kutholakala emahhovisi ehlukene kaSaveya-Jikelele ezweni lonke, ngaphandle kwedatha yekhadastraki kuzwelonke engatholakala ehhovisi likaSaveya-Jikelele ePretoria
Ukuhlinzeka izithombe eziskeniwe zezincwadi eziveza ubunjalo bezindawo	
Imisebenzi yoKweLuleka ngeSayensi	Itholakala oPhikweni loMqondisi oMkhulu: uLwazi olumayelana nezindawo kuZwelonke eMobray noma uthumele isicelo nge-imeyli kuleli kheli ngi@ruraldevelopment.gov.za
Imisebenzi efundelwe yeGIS	
Ukweseka omasipala ngeGIS	
Ukuqeqesha othisha ngeGIS s	
Ukuqeqesha ngezobuchwepheshe ekuSaveyeni/ikhathografi/iJiyomathikhi	
Ukufundisa ngamabalazwe kanye nokuqeqeshela i-GIS ezikoleni	
Amabalazwe amahhala ezikoleni ukuphucula amakhona ezingane okusebenzisa ibalazwe	
Ukusaveya kanye nokudweba amaphrojekthi okuThuthukisa iziNdawo zaseMakhaya kanye nokuBuyiselwa koMhlaba	
Umsebenzi wokuhlanganisa idatha	
IGATSHA: IMISEBENZI EYESEKA EZOKUBHALWA KWEMIQULU	
Ukuhlinzeka ulwazi ngezikhala ezikhangisiwe	Ngokushayela iSikhungo seziNgcingo seHRM kule nombolo (012) 312 9727 noma uthumele i-imeyli kuleli kheli hrmcallcentre@ruraldevelopment.gov.za .
Ukuqinisekisa ukusebenza	Ngokushayela iSikhungo seziNgcingo seHRM kule nombolo (012) 312 9727 noma uthumele i-imeyli kuleli kheli hrmcallcentre@ruraldevelopment.gov.za .
Imifundaze yabasebenzi (abafunda umatikuletsheni nalabo abafunda ezikhungweni zemfundo ephakeme emikhakheni yokusaveya kanye nokuhlela amadolobha nezifunda). **(Qaphela ukuthi ukukhishwa kwemifundaze kuncike emigomweni yokunikezwa kanjalo**	• Ngokwethamela umbukiso wemisebenzi/izinsuku zokuzobona ezikhungweni zemfundo ephakeme kanye nasezikoleni zasemakhaya • Ngokukhipha ekhompyutheni amafomu okufaka izicelo zomfundaze kuwebhusaythi

nokuba khona kwezimali, kanti konke kwenziwa ngokubona koMnyango).	yoMnyango • Ngokucela amafomu ezicelo zomfundaze kunoma yiliphi ihhovisi loMnyango • Ngokuphendula izikhangiso zamathuba okuthola umfundaze kwabezindaba bakuzwelonke kanye nasekhaya
Uhlelo lokufundasakusebanza entsheni engasebenzi nalabo abaneziqu **(Qaphela ukuthi ukunikwa kwezikhala zokufundasakusebenza kuncike emigomweni kanye nobukhona bezimali, kanti konke kwenziwa ngokubona koMnyango).**	• Ngokuphendula izikhangiso zamathuba okufundasakusebenza kwabezindaba kuzwelonke nasekhaya • Ngokuphendula ezikhangisweni ezinanyathiselwe emabhodini ezaziso emahhovisi oMnyango • Zonke izicelo zokufundasakusebenza kumele zigcwaliswe kumafomu angu-Z83, atholakala kunoma yimaphi amahhovisi oMnyango
IGATSHA: OKUQONDENE NEZEZIMALI	
Akukho	

10. UHLELO LOKUBA ABANTU BABAMBE IQHAZA EKWAKHIWENI KWENQUBOMGOMO, UKUSEBENZISA AMANDLA NOMA UKWENZA IMISEBENZI YABO.

Abantu abanentshisekelo bangabamba iqhaza ekwakhiweni kwale nqubomgomo, ukusetshenziswa kwamandla noma ukwenziwa kwemisebenzi wuMnyango ngezindlela ezehlukene, isib. ngezithangami zokubonisana, ukumelwa kanye nokuba amalungu ezinhlaka ezithile ezibekwe wumthetho ngaphansi kweso loMnyango.

Okulandelayo yizindlela ezejwayelekile zalokho kubamba iqhaza:

- Uma uMnyango ufisa ukwethula inqubomgomo entsha enkulu, inqubomgomo ewuhlaka ivame ukushicilelwa njengohlaka ePhepheni

eliLuhlaza (kuGazethi kwesinye isikhathi kolunye ushicilelo, kanjalo nakumawebhusaythi oMnyango), kanye nokuphawula kanye nokumelwa kuyamenywa kubantu kubantu abanentshisekelo.

- Ngesikhathi sokwakhiwa kwezinqubomgomo ezintsha ezinkulu (amaPhepha aLuhlaza namaPhepha aMhlophe), uMnyango uvame ukusungula amaqembu ayizinkomba noma amaqembu abanesabelo okuxhunyanwa nawo njalo naphinde abambe iqhaza ekwakhiweni kwenqubomgomo.
- Yonke iMithethosivivinyo (izimiselo ezintsha) ishicilelwa kuGazethi ukuze umphakathi uphawule ngaphambi kokuba ubhekwe yiPhalamende.
- Amahhovisi ehlukene oMnyango ahlala ahlale abe nezithangami zokubamba iqhaza komphakathi/zokubonisana ngezindaba ezehlukene, njengezinhlangano zezakhiwo zomphakathi, ukubuyiselwa komhlaba, imikhiqizo yokwehlukaniswa komhlaba, izinqubomgomo ezintsha, njll. Uyacelwa ukuba ubheke ushicilelo lwabezindaba ukuze uthole imininingwane. Amaqembu ahlonzwe njenganentshisekelo ayothola izimemo.

Ngaphandle kwezindlela ezejwayelekile ezingenhla, lezi zindlela ezilandelayo ezibekiwe nazo zikhona:

- IBhodi lokuLawula ukuRejistwa kwaMatayitela kufaka nabammeli ababhekele lokho ababili ababa ngamalungu, ababamba iqhaza ngokuqondile ekwakhiweni kwenqubomgomo kanye nokuhlinzeka kwezimiselo ezindabeni zokurejista umhlaba. Laba bammeli bezindaba zezindawo bakhethwa ababhekele ukusebenza kwabammeli kanti bammela abasebenzi bezomthetho eBhodini.
- IBhodi eliLawula aMatayitela ezindawo ezehlukanisiwe lifaka nalaba abantu abangamalungu:
    - Ummeli obhekele ezezindawo okhethwe yibhodi elibhekele ukusebenza kwabo

- Usaveya ozimele nosebenza ngokugcwele okhethwe wumkhandlu ofanele
- Umdwebi zindawo okhethwe wumkhandlu ofanele
- Umsebenzi oqashwe wuMkhandlu waMabhange aseNingizimu Afrikha, omele umkhakha wamabhange ezohwebo
- Abanye abantu ababili abanolwazi olukhethekile ezinhlelweni zokuthuthukisa amatayitela ezindawo ezisikwe kabusha (abamele abakhi bezindlu ezixhobelene noma abammeli)

La malungu avela emkhakheni ozimele kanye nasemphakathini, kanti abamba iqhaza ekwakhiweni kwenqubomgomo kanye nokuhlinzekwa kwezimiselo ezinhlelweni zamatayitela ezindaweni ezisikwe kabusha.

- UMkhandlu waseNingizimu Afrikha woSaveya aBazimele nabasebenza ngezoBuchwepheshe ngaphezu kokunye abeluleka uNgqongqoshe ngezindaba ezihlobene nokusaveya, okufaka amalungu amela imisebenzi yosaveya abasebenza ngokugcwele nabasebenza ngezobuchwepheshe abasebenza embonini ezimele.
- IBhodi lokuLawula iNhlolokhono eyeluleka uNgqongqoshe ngezimiselo ngokwemigomo yoMthetho yokuHlolwa koMhlaba wowe-1997, okufaka namalungu angosaveya emkhakheni ozimele.
- UMkhandlu waseNingizimu Afrikha waBahleli, abenza lokhu phakathi kokunye, beluleka uNgqongqoshe ngezindaba ezimayelana nokuhlela ukusebenza kwabo emkhakheni ozimele kanye nabantu abamele intshisekelo yemiphakathi okungenzeka ukuba ithinteke yizinqumo zokuhlela.
- Uma ukuhlelwa kwendawo kanye nokulawulwa kokusetshenziswa komhlaba uMthethosivivinyo uyamiswa, ezinye izinhlaka zikahulumeni kanye nomphakathi wonkana kuyoxhunyanwa naye nawo ukuze kuhlanganiswe kuphinde kushicelelwe uHlaka lokuThuthukisa ezeZindawo kuZwelonke. Imihlangano yokuBonisana iyobanjwa kanti abanentshisekelo bayophinde bamenywe ukuba balethe ukumelwa kwabo.

- Uma ukuhlelwa kwendawo kanye nokulawulwa kokusetshenziswa komhlaba uMthethosivivinyo kumiswa, uNdunankulu ofanele kanye nomkhandlu kamasipala endaweni efanele kuyoboniswana nabo ngokuhlanganiswa kanjalo nokushicilelwa koHlaka lokuThuthukiswa kweZindawo zeZifunda. Imihlangano yokubonisana iyobanjwa bese kuthi abanentshisekelo bamenywe ukuba balethe izethulo zabo ezibhalwe phansi.
- Uma uHlaka lokuThuthukisa iNdawo yeSifunda selushicilelwe ukuze umphakathi uphawule, umphakathi uyoba nezinsuku ezingama-60 ukuba ulethe ukuphawula okubhalwe phansi.

11. OKUNGENZIWA MAYELANA NESENZO NOMA UKWEHLULEKA KWABASEBENZI BOMNYANGO

Kunezindlela eziningi imibuzo okumele ilethwe ngayo eMnyangweni.

Okokuqala okungenziwa wukuba kuzanywe ukuxazulula indaba ngokuqondile nomsebenzi okade usebenzisana naye. Uma engaphenduli umbuzo wakho noma isikhalazo ngendlela egculisayo, ungakwazi ukwedlulisela udaba komphethe noma inhloko yehhovisi elifanele. Bheka iNgxenye 4 ngenhla ukuze uthole imininingwane yokuxhumana nawo wonke amahhovisi oMnyango.
Uma lokho kwehluleka, ungathumela isikhalazo esibhaliwe ehhovisi loMqondisi-Jikelele.

UMnyango uphinde ube nesikhungo sezingcingo esibhekana nezikhalazo nemibuzo. UHlelo olusezingeni eliphezulu lokuBhekana neZIkhalazo luyathuthukiswa sikhuluma nje. Kulindeleke ukuba ngesikhathi sokushicilela le Ncwadi lolu hlelo lube selusebenza. Umphakathi ungafaka izikhalazo kanye nemibuzo eMnyangweni, ngesikhungo sezingcingo ngokwenza lokhu:

f) Ukufonela ku-0800 00 7095 (ukushaya ucingo ngeke kukhokhelwe uma lushaywe ocingweni lwakwa-Telkom);

g) Ngokufeksa isikhalazo noma umbuzo kule nombolo 086 729 6066;
h) Ngokuthumela i-imeyli kuleli kheli queries@ruraldevelopment.gov.za;
i) Ngokubhala incwadi iye ku-The Head: Call Centre, Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001; noma
j) Uziyele mathupha esikhungweni sezingcingo ("umbuzo olethiwe") ku-184 Jeff Masemola Street, Pretoria. Abasebenzi abamukelayo ekungeneni kwebhilidi bazokuyalela isikhungo sezingcingo.

Ngezansi kunezinqubo zokusebenza eziyizinhlaka ezithathwe wuMnyango, kanye nezinhlelo okumele ziqalise ukusebenza ngokushesha. Esikhathini samanje, kodwa, amalungu omphakathi asengakwazi ukusebenzisa isikhungo sezingcingo, kanti isikhungo sezingcingo siyodlulisa isikhalazo noma umbuzo ehhovisi elifanele ukuze kutholakale impendulo. **Kuyaphakanyiswa ukuthi abafake izikhalazo baqale basebenzise le nqubo (ukufaka isikhalazo esikhungweni sezingcingo) ngaphambi kokubhalela ihhovisi loMqondisi Jikelele.**

Umsebenzi (uhlobo lombuzo	**Isikhathi esibekiwe**
Imibuzo ngocingo	ISikhungo sezingcingo sizinikele: • Ukuphendula ama-80% ezingcingo zisakhale kathathu. • Ukufaka ngezigaba ngendlela, ukubheka ngendlela kanye nokubhala izikhalo emizuzwini emithathu. • Ukuhlinzeka izimpendulo ngokushesha emibuzweni , kanye/noma • ukukhipha incwadi yokwazisa iklayenti, bese idluliselwa egatsheni eliyilo emizuzwini emihlanu itholakele. • Ukulandelela (nge-imeyli) ngombuzo owedlulisiwe ngosuku lwesikhombisa kuMdidiyeli kaZwelonke, ukufaka imininingwane yoHlelo kanye neklayenti

	(ngocingo) ngolwazi olusha, uma lukhona. • Ngosuku lweshumi nantathu emva kokwedlulisela, ukulandelela kuMdidiyeli kaZwelonke nge-imeyli (bese ukopishela uMdidiyeli weSifundazwe) bese kwaziswa uHlelo kanye neklayenti ngenqubeko esibe khona. • Ngosuku lweshumi nane, ukubukeza impendulo yegatsha ukuba lihambisane nalokhu: ➢ Uma impendulo iyisikhalazo, yazisa iklayenti, yazisa i-CHS bese uvala umbuzo. ➢ Ukwenza ukuhluza kwanyangazonke nokwamakota kwemibuzo etholakele engafaka nalokhu okulandelayo: ➢ Ukukhula kwemibuzo enganakiwe kuMqondisi-Jikelele, amagatsha kanye neZinkundla Zokuletha iZidingo eSifundazweni (“IZINKUNDLA ZOKULETHA IZIDINGO EZIFUNDAZWENI”) ➢ Ukuhlonza izindawo ezishisayo, okuhamba phambili, ukuhluza kanye nokuhlukaniswa kwezimpendulo ➢ Ukuhluza ukuhambisana nokubekiwe
Imibuzo yabazifikele (qaphela ukuthi iSikhungo seziNgcingo sizoba semahhovisi kaZwelonke oMnyango eSifundazweni saseGauteng)	ISikhungo seziNgcingo sithembisa ukwenza lokhu: • Siyosiza amaklayenti azifikele emizuzwini eyishumi nanhlanu yokuzwa ukuthi kunamaklayenti azifikele. • Hlinzeka izimpendulo ezisheshayo kumaklayenti azifikele, kanye/noma • Udaba lokuvunywa kokufika kwencwadi kuklayenti, bese yedluliselwa egatsheni eliyilo emizuzwini emi-5 emva kokuxoxisana neklayenti. • Ukulandelela (nge-imeyli) ngombuzo odlulisiwe ngosuku lwesikhombisa kuMdidiyeli kaZwelonke, yazisa i=CHS kanye neklayenti (ngocingo) ngolwazi olusha, uma lukhona. • Ngosuku lweshumi nantathu emva kokudluliswa kwesikhalazo, landelela kuMdidiyeli kaZwelonke nge-imeyli (bese ukopishela uMdidiyeli weSifundazwe) bese ufaka oHlelweni kanye neklayenti ngenqubeko

	esiyenziwe. • Ngosuku lweshumi nane, ukubukeza impendulo yegatsha ukuze kuhanjiswane nayo: ➢ Uma impendulo iyisikhalazo, yazisa iklayenti i-CHS bese uvala isikhalazo. • Ukuhluza kwanyangazonke nokwamakota kwemibuzo etholakele engafaka nalokhu okulandelayo: ➢ Ukukhuphuka kwemibuzo engabhekiwe eya kuMqondisi Jikelele, Amagatsha kanye neZINKUNDLA ZOKULETHA IZIDINGO EZIFUNDAZWENI ➢ Ukuhlonza izindawo ezishisayo, okuhamba phambili, ukuhluza kanye nokuhlukaniswa kwezimpendulo • Ukuhluza ukuhambisana nokubekiwe
Imibuzo ethunyelwe nge-imeyli	ISiKhungo seZingcingo siyokwenza lokhu: • Siyohlinzeka izimpendulo emibuzweni etholakele ngencwadi noma ngefeksi emahoreni angama-24 itholakele, kanye/noma • Siyodlulisela imibuzo exakile egatsheni elifanele ukuze iphothulwe emahoreni angama-24 itholakele. • Silandelela (nge-imeyli) ngombuzo odlulisiwe ngosuku lwesikhombisa kuMdidiyeli weSifundazwe; ngombuzo odluliswe ngosuku lwesikhombisa kuMdidiyeli kaZwelonke; ukufaka ulwazi oHlelweni kanye neklayenti ngolwazi olusha, uma lukhona. • Ngosuku lweshumi nantathu emva kokudluliswa kwesikhalazo, landelela kuMdidiyeli kaZwelonke nge-imeyli (bese ukopishela uMdidiyeli weSifundazwe) bese ufaka oHlelweni kanye neklayenti ngenqubeko esiyenziwe. • Ngosuku lweshumi nane, ukubukeza impendulo yegatsha ukuze kuhanjiswane nayo: ➢ Uma impendulo iyisikhalazo, yazisa iklayenti i-CHS bese uvala isikhalazo.

	• Ukuhluza kwanyangazonke nokwamakota kwemibuzo etholakele engafaka nalokhu okulandelayo: ➢ Ukukhuphuka kwemibuzo engabhekiwe eya kuMqondisi Jikelele, Amagatsha kanye neZINKUNDLA ZOKULETHA IZIDINGO EZIFUNDAZWENI ➢ Ukuhlonza izindawo ezishisayo, okuhamba phambili, ukuhluza kanye nokuhlukaniswa kwezimpendulo Ukuhluza ukuhambisana nokubekiwe
Imibuzo efike ngeNcwadi noma ngefeksi	ISiKhungo seZingcingo siyokwenza lokhu: • Siyohlinzeka izimpendulo emibuzweni etholakele ngencwadi noma ngefeksi emahoreni angama-24 itholakele, kanye/noma • Siyodlulisela imibuzo exakile egatsheni elifanele ukuze iphothulwe emahoreni angama-24 itholakele. • Silandelela (nge-imeyli) ngombuzo odlulisiwe ngosuku lwesikhombisa kuMdidiyeli weSifundazwe; ngombuzo odluliswe ngosuku lwesikhombisa kuMdidiyeli kaZwelonke; ukufaka ulwazi oHlelweni kanye neklayenti ngolwazi olusha, uma lukhona. • Ngosuku lweshumi nantathu emva kokudluliswa kwesikhalazo, landelela kuMdidiyeli kaZwelonke nge-imeyli (bese ukopishela uMdidiyeli weSifundazwe) bese ufaka oHlelweni kanye neklayenti ngenqubeko esiyenziwe. • Ngosuku lweshumi nane, ukubukeza impendulo yegatsha ukuze kuhanjiswane nayo: ➢ Uma impendulo iyisikhalazo, yazisa iklayenti i-CHS bese uvala isikhalazo. • Ukuhluza kwanyangazonke nokwamakota kwemibuzo etholakele engafaka nalokhu okulandelayo: ➢ Ukukhuphuka kwemibuzo engabhekiwe eya kuMqondisi Jikelele, Amagatsha kanye neZINKUNDLA ZOKULETHA IZIDINGO

	EZIFUNDAZWENI ➢ Ukuhlonza izindawo ezishisayo, okuhamba phambili, ukuhluza kanye nokuhlukaniswa kwezimpendulo • Ukuhluza ukuhambisana nokubekiwe

ULAYINI WOCINGO LUKAMENGAMELI

Amakhasimende angatholi isixazululo esigculisayo noma esizwakalayo ezikhalazweni zawo eMnyangweni angaphinde abike udaba kulayini wocingo lukaMengameli kule nombolo yocingo 17737. Ihhovisi likalayini wocingo lukaMengameli liyobe selihlanganisa impendulo eya kumfakisikhalazo.

(*Sepedi Version*)

MANUWALE

WA

KGORO YA TLHABOLLO YA METSESELEGAE LE MPSHAFATŠO YA NAGA

Go ya ka karolo 14 ya Molao wa Tlhabollo ya Khumanego ya Tshedimošo, 2000

(Molao wa 2 wa 2000)

DIKAGARE

1. Matseno le go ihlapa diatla……...… 96

2. Mehola ya Kgoro ya Tlhabollo ya Metseselegae le Mpshafatšo ya Naga (DRDLR) ……...… 97

3. Sebopego sa DRDLR ……..….. 103

4. Ditlabakelo tša kgokagano tša Batlatšabahlankedi ba Tshedimošo le Dikantoro tša DRDLR……..... 107

5. Tšhupetšo ya Komišene ya Ditokelo tša Botho ya ka mo o ka šomišago Molao ……..... 114

6. Tlhalošo ya merero yeo DRDLR e swarago direkhoto le magoro a direkhoto tšeo di swarwago morerong o mongwe le o mongwe……..... 115

7. Direkhoto tšeo di bago gona ka botšona……... 124

8. Tshepedišo le Kgopelo ya ditefelo…….. 130

9. Ditirelo tše di lego gona setšhabeng ……..... 131

10. Dipeakanyo tšeo di dumelelago kamano setšhabeng mo go hlameng ga mešomo ya pholisi le bodiragatši ……..… 135

11. Kgatosemolao go ya ka tiro goba tšhitego ka kgoro ya go diragatša 138

1. MATSENO LE GO IHLAPA DIATLA

MATSENO

Molao wa Tlhabollo ya Khumanego ya Tshedimošo, 2 wa 2000, wo o tsebjago ka kakaretšo ka lereo la wona la ‘‘PAIA’’ o dumeletšwe ke Mmušo go fana ka tirišo ya ditokelo tša Semolaotheo tša khumanego ya tshedimošo tšeo di swarwago ke mmušo goba ditheo tša poraebete. PAIA e šupetša ka mo maloko a setšhaba a swanetšego go šomiša tokelo ye le ka mo setšhaba le ditheo tša poraebete di swanetšego go arabela dikgopelo tše bjalo, go akaretšwa le ge dikgopelo di ka dumelelelwa goba go ganetšwa.

Manuwale wo o nepile go aba tshedimošo ka ga Kgoro ya Tlhabollo ya Metseselegae le Mpshafatšo ya Naga (DRDLR) setšhabeng, bjalo ka ge go akareditšwe ka karolong ya 14 ya PAIA, ka maikemišetšo a go nolofatša khumanego ya direkhoto tšeo di swerwego ke DRDLR.

Go bohlokwa go lemoga gore tshedimošo yeo e kgopetšwego e swanetše go tšwelela ka mokgwa wa ‘‘rekhote’’, go fa mohlala, tokomane ya pampiri, tokomane ya ditšithale, mmepe, senepe, kgatišo ya ditšithale. PAIA e ka se šomišwe go kgopela ‘‘tshedimošo’’ yeo e sego gona goba e sa rekhotwa ‘‘direkhotong’’ tše dingwe tšeo di lego gona.

DRDLRe tloga e le kgoro ye mpsha kudu yeo e thakgotšwego ka 2009. DRDLR e tšeere mehola ya kgoro yeo e bego e tsebjwa ka Kgoro ya Merero ya Naga empa eile ya hwetša taolelo ya tlaleletšo ya go tsamaiša le go rulaganya tlhabollo ya metseselegae go ralala Afrika Borwa.
Bjalo ka ge DRDLR e sale gare e ikhwetša taolelong ye le mo tshepedišong ya go tšweletša theramolao ye mpsha, diphetogo tša mohuta le bogolo bja direhkoto di a bolokwa.

BOIHLAPADIATLA

Maitekelo a go kwagala a dirilwe go netefatša nepagalo ya tshedimošo yeo e ka bago e fošagetše goba e le ya kgale. Dikagare tša manuwale wo di amana le PAIA gotee le melao ye mengwe yeo e laolago kabo ya khumanego ya direkhoto le tshedimošo yeo e swerwego ke mmušo, go akaretšwa le ditefelo tšeo di šupeditšwego ke melao ye bjalo. Ge go na le go se tsamaelane ofe goba ofe magareng ga manuwale wo le dikabo tša molao ofe goba ofe (gofa mohlala Molao wa Palamente, kobamelo, goba tsebišo ya mmušo), dikabo tša molao wo di tla tšwelelela. Manuwale wo o tla sekasekwa kgafetšakgafetša ka gona diphoso dife goba dife le ge e le mafokodi a tla rarollwa ka pela ka mo go kgonagalago.

2. MEHOLA YA KGORO YA TLHABOLLO YA METSESELEGAE LE MPSHAFATŠ O YA NAGA (DRDLR)

DRDLR e filwe taolelo ke Mopresidente wa Afrika Borwa go tšweletša le go phethagatša programo yeo e nabilego ya tlhabollo ya metseselegae ya go bitšwa Comprehensive Rural Development Programme (CRDP) bakeng sa naga ye. Go fihlelela taolelo ye DRDLR e thomišitše go tšweletša matseno a mafsa tlhabollong ya metseselegae. Programo ya CRDP e nepišitše go kgontšha batho ba metsemagaeng go ba le taolo ya bokamoso bja bona, ka thekgo ya mmušo, le go rarollana le bohloki metsemagaeng ka tšhomišomoka le taolo ya didirišwa tša tlhago. Se se tla fihlelelwa ka phetogo ya temo ye e nabilego ebile e kopantšwego gotee le dipeelo tša maanophethagatšo mo infrastraktšhareng ya ikonomi le ya lephelo yeo e tla holago ditšhaba ka moka tša metseselegae. Leano leo le latetšwego ke DRDLR le hlamilwe go tsenya tirišong ponelopele le morero, elego tšeo di latelago :

PONELOPELE – Ditšhaba tša metsemagae tša go swarelela, tša go lekalekana le tša mafolofolo

MORERO – Go thomiša, go nolofatša, go beakanya le go phethagatša programo yeo e kopanego ya tlhabollo ya metseselegae.

Dielemente tšeo di latelago di bopa karolo ya leano la DRDLR go netefatša gore ponelopele ya DRDLR ya mafolofolo, ya go lekalekana ebile e swarelelago ya ditšhaba tša metseselegae go ralala Afrika Borwa e a fihlelelwa.

Phetogo ya temo:

- Botšweletši bjo bo oketšegilego le tšhomišomoka le tšhomišo yeo e swarelelago ya didirišwa tša tlhago go akaretšwa naga, bjang, mehlare, meetse, digase tša tlhago le didirišwa tša diminirale bj bj
- Go lotwa ga dijo, seriti le seemo sa bophelo seo se hlabolotšwego lapeng le lengwe le le lengwe la metseselegaeng.

Tlhabollo ya metseselegae:

Taolelo ya Tlhabollo ya Infrastraktšha ya metsesegae

- CRDP e dumela gore tlhabollo ya metseselegae ke taolelo yeo e putlago gohle yeo e nyakago tšhomišano ye kgolo bakeng sa dipoelo tše kgolo;
- Tlhabollo ya Infrastraktšha ya Metseselegae ke karolo ye bohlokwahlokwa ya sekao sa CRDP;
- Šedi e lebišitšwe go netefatšeng dipeeletšo tše rulagantšwego tša leanophethagatšo mpshafatšong ya ditlabelo tša kgale le tlholo ya dinolofatši tša bohle, infrastraktšha ya kgokagano tša ikonomi, tša bophelo le tša tshedimošo tše mpsha gotee le dinolofatši kua magaeng le ditorotswana tše nnyane tša metseselegae (mpshafatšo ya ditorotswana tše nnyane tša metseselegae) bj bj ka maikemišetšo a go:
  (e) Rarolla dinyakwa tša bona tša motheo, le
  (f) Gore ge ba mpshafatša ba dumelele ditšhaba tše go tšea karolo mererong ya ikonomi.

Magomo a go tlišwa ga infrastraktšha ya metseselegae ka DRDLR

CRDP e gaTelelela tlhabollo ya mananeokgoparara a mafsa le tsošološo ya mananeokgoparara ao a lego gona mafelong a metsemagaeng:

- Kaonafatšo goba tlhabollo ya mananeokgoparara a ikonomi
- Ditsela, diporo le boemakepe
- Mešašana ya dinku, ditanka tša tipelo, mafelo a bogamelo
- Dirapana tša setšhaba
- Ditala tša botšweletši/ thekišo
- Magora a tša temo
- Dintlophahlo tša polokelo
- Kabaganyo le dinetweke tša dinamelwa
- Go lokelwa ga mehlagase metsemagaeng
- Dinetweke tša kgokagano (metato ya ka magaeng, dillathekeng, diyalemoya, dithelebišene bj bj.)
- Dikimonošetšo bakeng sa balemi ba banyenyane
- Tšhomišomoka ya meetse, go lotwa ga meetse le disistemo tša taolo ya phatolameetse (matamo bj bj.)
- Diposo le di-*Internet Cafe*
- Dimolo tša theko dinagamagaeng

Kaonafatšo goba tlhabollo ya Mananeokgoparara a Bophelo:

- Tlhwekišo setšhabeng le distemo tša bohlapelo, dišawara, dithwaelete, bj bj bakeng sa lephelo leo le kaonafatšego
- Khumanego ya dikliniki tša maphelo tša go ba le didirišwa

- Dinolofatši tša dipapadi le boitapološo kudukudu tlhabollong ya basadi le bafsa
- Mekgobapuku ya metsemagaeng go hlabolla setšhaba seo se balago.
- Tsošološo le tlhabollo ya dikolo bjalo ka disenthara tša bokgoni
- Diholo tša setšhaba le dimuseamo
- Disenthara tša ABET bakeng sa kago ya mabokgoni le tlhabollo ya mobokgoni ao a lego maleba

Mananeokgoparara a ikonomi ao a kaonafaditšwego:

- Ditsela, diporo, boemakepe;
- Dinetweke tša mohlagase;
- Dimolo tša theko dinagamagaeng.

Mananeokgoparara ao a kaonafaditšwego a bophelo:

- Tlhwekišo setšhabeng le distemo tša bohlapelo go kaonafatša maemo a lephelo;
- Khumanego ya dikliniki tša maphelo tša go ba le didirišwa ;
- Mekgobapuku ya metsemagaeng go hlabolla setšhaba seo se balago;
- Tsošološo le tlhabollo ya dikolo bjalo ka disenthara tša bokgoni

Mpshafatšo ya naga e akaretša dilo tše empa ga e kgaoletše tšeo di latelago :

Go oketša lebelo la kabaganyo ya naga:

- Go aba khumanego yeo e oketšegilego ya naga bathong bao ba bego ba hlokomologilwe ka kabaganyo ya dipersente tše 30 tša naga ya temo yeo e laolwago ke bathobašweu ka 2014;

Go oketša lebelo la paka la mpshafatšo ya naga:

- go šireletša ditokelo tša naga tša bašomi ba dipolase le go hlola mešomo ya seriti dipolaseng;
- go rarollana ka katlego le ka nako ka go rakwa go go sego molaong;
- go aba dinyakwa tša motheo baduding ba dipolaseng, go akaretšwa meets, tlhwekišo, mohlagase, dintlo, bj bj

Go potlakiša go lefellwa ga dikleimi tša pušetšo ya naga tšeo di sa lefellwago

Thekgo ya go tia mananeong ka moka a mpshafatšo ya naga ka thulaganyo ya naga le tshedimošo

- Go kgatha tema kgolong ya ikonomi ka go abela mmušo le diakgente tša poraebete ka tshedimošo ye bohlokwa ya naga go amega thulaganyong gotee le dipapatšišanong kgwebong tša ikonomi.

Go tlaleletša dipoelo tša leanophethagatšo tša tlhabollo metsemagae le mpshafatšo ya naga, DRDLR e na le maikarabelo a dipoelo tša thekgo bakeng sa kabo ya ditirelo tša taolo ya geomathiki ya bosetšhaba tša go ba le mohola le go rekega (ka Dikantoro tša Mohlahlobipharephare) le kabo ya boingwadišo bja tša mafolofolo bja sistemo ya maingwadišo a bong (deeds) (ka Maingwadišo a go fapafapana a bong) ao a thekgilego tšhireletšo ya thaetlele go bao ka moka ba laolago diphahlo tša go se šuthe mono Afrika Borwa.

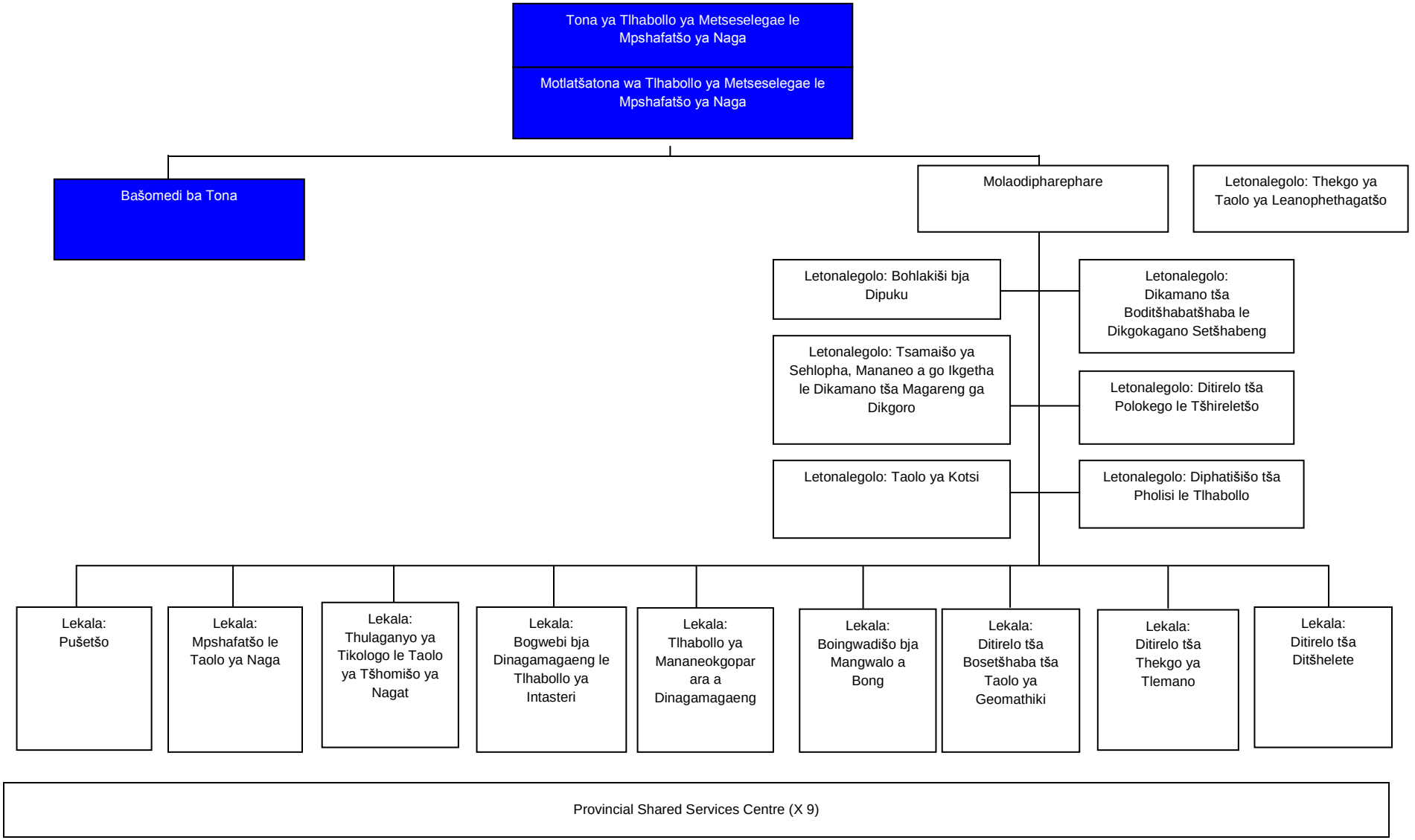
Mehola ya go fapafapana ya DRDLR e hlalošwa goya pele ka fase ga ahlaahlo ya sebopego ka mo fase.

3. SEBOPEGO

DRDLR e bopegile go phethagatša ditaolelo bjalo ka ge di filwe ka mo godimo. Go na le makala a go fapafapana a senyane mo DRDLR, ao a nago le Matonamagolo (Letonalegolos) a šupa ao a begago thwii go Molaodipharephare.

Sebopego se sa maemo a gosimo sa DRDLR seo se laetšago makala, se bontšhitšwe letlakaleng leo le latelago ebile ka morago se latela tlhalošo ya matona le matonamagolo ao a welago ka fase ga lekala le tee gotee le mehola ya lekala le tee ka le tee. Lekala le le nngwe le le lengwe le etwapele ke Motlatšamolaodipharephare (DDG) ebile ke bona batlatšabalaodipharephare bao abetšwego bjalo ka Batlatšabahlankedi ba tshedimošo ka Molaodipharephare (Mohlankedi wa Tshedimošo).

SEBOPEGO SA MOKGATLO SA MAEMO A PHAGAMEGO SA KGORO YA TLHABOLLO YA METSESELEGAE LE MPSHAFATŠO YA NAGA



<u>Kantoro ya Molaodipharephare</u> - go kgontšha tlhabollo ya mohlakanelwa le kamano ya setšhaba ka botseno bja mokgathatema dikgwebišanong tša disektara tša setšhaba. Matonamagolo a šupa ao a latelago a bega thwii go Molaodipharephare:

15. Letonalegolo: Taolo le Thekgo ya Leanophethagatšo;

16. Letonalegolo: Tlhakišo ya Dipuku

17. Letonalegolo: Tshepedišo ya sehlopha, mananeo a go ikgetha le Dikamano tša magareng ga Dikgoro;

18. Letonalegolo: Dikamano tša Boditšhabatšhaba le Kgokagano Setšhabeng;

19. Letonalegolo: Ditirelo tša Polokego le Tšhireletšo

20. Letonalegolo: Taolo ya Dikotsi le

21. Letonalegolo: Diphatišišo tša Pholisi le Tlhabollo

<u>Makala a senyane a DRDLR:</u>

15. **<u>Pu</u>šetšo** (**<u>Restitution)</u> (Komišene go Pušetšo ya Ditokelo tša Naga, ebile e tsebjwa e bitšwa "Komišene ya Ditokelo tša Naga")** – Go laola tshepedišo ya pušetšomorago ya ditokelo tša naga tšeo di tšeerwego, goba tefelo ya moputso wa go lekalekana wo o kleimilwego go ya Molao wa Pušetšo ya Ditokelo tša Naga, *22 wa 1994*. Komišene ya Pušetšo ya Ditokelo tša Naga e eteletšwe pele ke Letona la Mokomišenara la Dikleimi tša Naga ebile le na le Motlatšaletona la Mokomišenara la Dikleimi tša Naga le Mokomišenara o tee wa Selete wa Dikleimi tša Naga bakeng sa naga ka moka.

16. Komimišene e thekgwa gape ke Letonalegolo: Thekgo ya Pušetšo ya Naga probenseng ye nngwe le e nngwe gotee le Letonalegolo: Thekgo le Taolo ya Pušetšo kantorong ya yona ya bosetšhaba. Molaodipharephare wa DRDLR ke Mohlanka wa Tšhupaletlotlo wa Komišene.

Komišene ye gabjale ke setho sa setšhaba sa ka thoko bakeng sa maikemišetšo a PAIA, ebile eile ya re nakong ya go feta ya

phatlalatša Manuwale wa yona wa karolo ya 14. Le ge go le bjalo, DRDLR le Komišene di gare di kgopela Tona ya Toka le Tlhabollo ya Molaotheo go ya ka karolo ya 11 ya PAIA go bona gore Komišene e ka tšewa bjalo ka karolo ya DRDLR ka maikemišetšo a PAIA. **Ka kholofelo ya mmono wo o letetšwego, Komišene e tšewa bjalo ka karolo ya DRDLR maikemišetšong a manuwale wo. Kgopelo efe goba efe ya go hwetša direkhoto tšeo di swerwego ke Komišene di swanetše go romelwa Kantorong ya Letona la Mokomišenara wa Dikleimi tša Naga go Private Bag X833, Pretoria, 1000. Kantoro ya Letona la Mokomišenara wa Dikleimi tša Naga e hwetšagala kua 184 Jeff Masemola Street, Pretoria.**

17. **Mpshafatšo le Taolo ya Naga** – Go hlabolla, go sepediša le go phethagatša dipholisi le mananeo a go thekga phethagatšo ya mpshafatšo ya naga. Mpshafatšo le Taolo ya e akaretša gape le Molaodi: Taolo ya Diprotšeke Letonalegolo: Mpshafatšo ya disistemo tša Paka, Letonalegolo: Taolo ya Naga ya Mmušo, Letonalegolo: Ditamolo tša leanophethagatšo tša Mpshafatšo ya Naga, Molaodi: Taolo ya Tshedimošo, Molaodi: Kotsi le Kobamelo le Molaodi: Mpshafatšo ya Naga Senthareng ya probense ye nngwe le ye nngwe ya Ditirelo tša Kabelano.

18. **Thulaganyo ya Tikologo le Taolo ya Tšhomišo ya Naga** – Go aba taolo ya bosetšhaba ya tšhomišo ya naga le tshedimošo ya disistemo tša tikologo. Lekala le le akaretša Letonalegolo: Thulaganyo ya Tikologo le Tshedimošo.

19. **Bogwebi bja metsemagaeng le Tlhabollo ya Intasteri yeo e ebego e tsebja Boiphedišo Dinagamagaeng, Botekniki , tša Bophelo le Nolofatšo ya Sehlongweng** – go aba bogwebi bja dinagamagae le tlhabollo ya intasteri. Lekala le le akaretša: Letonalegolo: Peakanyo ya tša Bophelo le Borapi, Letonalegolo: Thekgo ya Sethekniki, Tlhabollo ya

Mabokgoni le Tšwelopele, Letonalegolo: Boiphidišo Dinagamagaeng le Tšhireletšo ya Dijo, Letonalegolo: Kago le Taolo ya Sehlongwa Letonalegolo: Phokotšo ya Bodiidi bja Dinagamagaeng, le Letonalegolo: Sehlopha sa Bosetšhaba sa Ditirelo tša Bafsa Dinagamagaeng.

20. **Tlhabollo ya mananeokgoparara a dinagamagaeng** – Go kgontšha Maanophethagatšo a Tlhabollo ya Mananeokgoparara a Dinagamagaeng bakeng sa kgolo ya ikonomi bophelong. Tlhabollo ya Mananeokgoparara a Dinagamagae e akaretša: Letonalegolo: Selete sa 1 (Kapa Bohlabela , Kapa Bodikela,le Kapa Leboa), Letonalegolo: Region 2 (Kwa Zulu-Natala, Mpumalanga, Gauteng), Letonalegolo: Selete sa 3 (Limpopo, Freistata, Leboabodikela), le Molaodi: Taolo ya Diprotšeke.

21. **Bongwadišo bja mangwalo a bong** – Go ngwadiša mangwalo a bong le ditokomane tše dingwe. Lekala le le arogantšwe ka Kantoro ya Mongwadišimogolo wa Mangwalo a bong, Letonalegolo: Thekgo ya Semolao le Tlhahlo ya tša bong, Letonalegolo: Boingwadišo go tša Bong le Disistemo tša Thekgo, Letonalegolo: Ditirelo tša Taolo ya Ditšhelete tša Bong, Letonalegolo: Thekgo ya Mpshafatšo ya Naga le Tlhabollo ya boingwadišo bja Bong Dinagamagaeng gotee le Boingwadišetšo go tša Bong ditoropong tšeo di latelago : Pretoria; Johannesburg, Cape Town, Pietermaritzburg, Bloemfontein, Nelspruit, Mthatha, King William's Town, Vryburg le Kimberley. Boingwadišetšo go tša Bong bjo bongwe le bjo bongwe bo eteletšwe pele ke Mongwadiši wa tša bong.

22. **Ditirelo tša Bosetšhaba tša Taolo ya Geomathiki** – Go sepediša le go laola dingongorego tša katastrale. Ditirelo tša Bosetšhaba tša Taolo ya Geomathiki di akaretša: Kantoro ya Letona la Molekodipharephare, Letonalegolo: Katastrale, Tshedimošo ka Tikologo, Letonalegolo: Diphatišišo tša Kadastrale le Ditirelo tša Boeletši, Tlhahlo ya Dingongorego tša Kadastrale le Tlhabollo, Letonalegolo: Tshedimošo ya

Bosetšhaba ka Tikologo ya naga, le Mohlahlobipharephare probenseng ye nngwe le ye nngwe.

8. **Ditirelo tša Thekgo ya Tlemano** – Go aba ditirelo tša thekgo ya tlemano go dikarolo tša kgoro tša mehola ya go hlomagana. Ditirelo tša Thekgo ya Tlemano di akaretša: Letonalegolo: Programme and Project Management Office, Letonalegolo: Senthara ya Tshepedišo ya Ditirelo tša Mohlakanelwa tša Probense, Letonalegolo: Tekolo le Tekanyo, Letonalegolo: Taolo ya Ditirelo tša Bašomi, Letonalegolo: Ditirelo tša Taolo le Mahlale le Teknolotši Letonalegolo: Ditirelo tša Semolao le Tlhabollo ya Theramolao, Letonalegolo: Ditirelo tšaTlemano.

9. **Ditirelo tša Ditšhelete** – Go aba ditirelo tša ditšhelete le tša tshepedišo ya kabo. Ditirelo tša ditšhelete di akaretša: Letonalegolo: Ditirelo tša Taolo ya Ditšhelete, Letonalegolo: Ditirelo tša Taolo ya Dinolofatši le Tlhomagano ya Kabo, Molaodi: Taolo ya Kotsi, Molaodi: Tiišetšo ya Boleng, Molaodi : Ditirelo tša Taolo ya Tshepedišo ya Kabo ya Ditšhelete ya Probense.

4. DITLABAKELO TŠA KGOKAGANO TŠA MOHLANKEDI WA TSHEDIMOŠO LE MOTLATŠAMOHLANKEDI WA TSHEDIMOŠO GOTEE LE DIKANTORO TŠA DRDLR

Go ya ka PAIA, Molaodipharephare (DG) wa DRDLR ke Mohlankedi wa yona wa Tshedimošo. Molaodipharephare gape o beile Batlatšabalaodipharephare (*Deputy Directors-General)* (DDGs) le Molaodimogolo: Ditirelo tša Semolao bjalo ka Batlatšabahlankedi ba Tshedimošo bakeng sa DRDLR. Ditlabakelo tša kgokagano tša **DG (Mohlankedi wa Tshedimošo)** le **Batlatšabahlankedi ba Tshedimošo** ba DRDLR ke tše:

Molaodipharephare (Mna Mdu Shabane)
Mogala: 012 – 312 8503
Fekse: 012 – 323 6072 Imeili: MShabane@ruraldevelopment.gov.za

Motlatšamolaodipharephare: Ditirelo tša Thekgo ya Tlemano (Mna Pule Sekawana - Motšwaoswere)
Mogala: 012 – 312 9366
Fekse: 012 – 312 8076
Imeile: PGSekawana@ruraldevelopment.gov.za

Motlatšamolaodipharephare: Thulaganyo ya Tikologo le Taolo ya Tšhomišo ya Naga (Dr Nosizwe Makgalemele)

Mogala: 012 – 312 9851
Fekse: 012 – 3128066
Imeili: NPMakgalemele@ruraldevelopment.gov.za

Motlatšamolaodipharephare: Tlhabollo ya Mananeokgoparara a Dinagamagaeng (Moh Leona Archary)
Mogala: 012 – 312 9556
Fekse: 012 – 312 8066
Imeili: LCArchary@ruraldevelopment.gov.za

Letona la Mokomišenara wa Dikleimi tša Naga (Moh Nomfundo Gobodo)
Mogala: 012 – 312 9146
(Pušetšo) - Fekse: 012 – 312 8066
Imeili: NGobodo@ruraldevelopment.gov.za

Motlatšamolaodipharephare: Mpshafatšo ya Naga le Taolo (Mna Vusi Mahlangu)
Mogala: 012 – 312 9351
Fekse: 012 – 312 8066

Imeili: VSMahlangu@ruraldevelopment.gov.za

Motlatšamolaodipharephare: Bogwebi bja Dinagamagaeng le Tlhabollo ya Intasteri (Dr Moshe Swartz)
Mogala: 012 – 312 3409
Fekse: 012 – 312 8066
Imeili: MESwartz@ruraldevelopment.gov.za

Letona la Mohlankedi wa tša Ditšhelete (DDG (Motlatšamolaodipharephare): Ditirelo tša Ditšhelete) (Mna T Motsoeneng - Motšwaoswere)
Mogala: 012 – 312 8433
Fekse: 012 – 312 8066
Imeili: TSMotsoeneng@ruraldevelopment.gov.za

Letona la Moingwadiši wa Mangwalo a Bong (Mna SB Mbatha - Motšwaoswere)
Mogala: 012 – 338 7218
Fekse: 012 – 338 7027
Imeili: SLefafa@ruraldevelopment.gov.za

Letona la Mohlahlobipharephare (Mna M Riba)
Mogala: 012 – 326 8050
Fekse: 012 – 336 5640
Imeili: MNAiba@ruraldevelopment.gov.za

Letona la Molaodi: Ditirelo tša Semolao (Moh TP Mahlaela)
Mogala: 012 – 312 8413
Fekse: 012 – 324 2118
Imeili: TPMahlaela@ruraldevelopment.gov.za

Aterese ya poso ya Kgoro: Private Bag X833, Pretoria, 0001

Aterese ya mošomong: 184 Jeff Masemola Street (e be e le Jacob Maré Street), Old Building, Pretoria, 0001

Ge modirakgopelo a tseba gore ke lekaleng lefe la DRDLR fao direkhoto tšeo a di nyakago di swerwego gona, modirakgopelo a ka iša kgopelo yeo go Motlatšamohlankedi wa Tshedimošo wa maleba ka mo godimo, go fa mohlala, kgopelo ya rekhote ye amanago le tekanyetšo ya kgoro e swanetše go tlišwa go Mohlankedimogolo wa tša Ditšhelete, yo elego Hlogo ya Lekala la Ditirelo tša Ditšhelete.

Ge modirakgopelo a sena bonnete gore a lebiše kgopelo ya gagwe go Motlatšamohlankedi wa Tshedimošo ofe, motho yo a ka e lebiša go Molaodipharephare goba Letona la Molaodi: Ditirelo tša semolao mo tshedimošong ya kgokagano yeo e filwego ka godimo, ka gona, kantoro ya Molaodipharephare goba Letona la Molaodi ka ge go laeditšwe le tla romela kgopelo yeo go Motlatšamohlankedi wa Tshedimošo wa maleba.

Kgoro e na le dikantoro tšeo di latelago tšeo di phatlalatšeng go ralala naga ka moka:

Kantoro ya Bosetšhaba ya Kgoro e hwetšagala kua 184 Jeff Masemola Street, Pretoria, Gauteng. Nomoro ya mogala ya kakaretšo ke 012 312 8911 mola ya fekse ya kakaretšo e le 012 312 8066.

Kantoro ya Letona la Mohlahlobipharephare e hwetšagala kua 2nd Floor, Rentmeester Building, Bosman Street, Pretoria, nomoro ya mogala ke 012 326-8050.

Kantoro ya Letona la Moingwadiši wa tša Bong e hwetšagala kua Merino Building, sekhutlong sa Bosman le Pretorius Streets, Pretoria, nomoro ya mogala ke 012 338 7000.

Dikantoro tšeo di latelago di mo diprobenseng tše senyane (diaterese le dinomoro tša mogala ka mo fase di be di nepagatše ka nako ya ge di gatišwa empa di ka no di fetogilwe ka nako ye. Ge o na le mathata a o hwetša goba go ikopanya le kantoro ye e itšego, o kgopelwa go ikopanya le Senthara ya Ditirelo ya Mohlakanelwa wa Seprobense goba Kantoro ya Bosetšhaba:

PROBENSE	**ATERESE, NOMORO YA MOGALA LE NOMORO YA FEKSE**
Gauteng	
Senthara ya Ditirelo tša Mohlakanelwa ya Probense (Provincial Shared Services Centre)	1145 Burnett Street, Burnetta Building, Hatfield, Pretoria. Mogala: 012 362 3900/071 850 1739. Fekse: 012 326 4041
Boingwadišo bja Mangwalo a Bong: Pretoria (Deeds Registry)	Merino Building, sekhutlong sa Pretorius le Bosman Streets, Pretoria. Mogala: 012 338 7000. Fekse: 012 338 7151
Boingwadišo bja Mangwalo a Bong: Johannesburg	Marble Towers, sekhutlong sa Pritchard le Von Willigh Streets, Johannesburg. Mogala: 011 223 6800. Fekse: 011 223 6811
Mohlahlobipharephare: Gauteng	Merino Building, sekhutlong sa Pretorius le Bosman Streets, Pretoria. Mogala: 012 303 1600. Fekse: 012 323 1527
Kantoro ya Seprobense ya Komišene ya Ditokelo tša Naga (Provincial Office of the Land Rights Commission)	9 Bailey Street, Arcadia, Pretoria. Mogala: 012 310 6500
KwaZulu-Natala	
Senthara ya Ditirelo tša Mohlakanelwa ya Probense	188 Hoosen Haffejee Street, Pietermaritzburg. Mogala: 033 355 4300. Fekse: 033 394 3753
Boingwadišo bja Mangwalo a Bong	New Supreme Court Building, 300 Pietermaritzburg Street, Pietermaritzburg. Mogala: 033 355 6800. Fekse: 033 345 5501
Mohlahlobipharephare: KwaZulu-Natala	300 Pietermaritzburg Street, Pietermaritzburg. Mogala: 033 355 2900. Fekse: 033 355 4300
Kantoro ya Seprobense ya Komišene ya Ditokelo tša Naga	139 Langalibalele Street, Pietermaritzburg. Mogala: 033 355

	8400
Kapa Bohlabela	
Senthara ya Ditirelo tša Mohlakanelwa ya Probense	Block F, Ocean Terrace, 15 Coutts Street, Quigney, East London. Mogala: 043 700 7030. Fekse: 043 743 4786
Boingwadišo bja Mangwalo a Bong Toropong ya King William (Deeds Registry)	113 King Alexandra Road, King William's Town. Mogala: 043 642 2741. Fekse: 043 642 4539
Boingwadišo bja Mangwalo a Bong bja Mthata	Ground floor, Botha Sigcau Building, sekhutlong sa Leeds le Owen Streets, Mthata. Mogala: 047 531 2150. Fekse: 047 531 2873.
Mohlahlobipharephare: Kapa Bohlabela	1a Waverley Office Park, 11 Phillip Frame Road, Chiselhurst, East London. Mogala: 043 783 1400. Fekse: 043 726 4279
Kantoro ya Seprobense ya Komišene ya Ditokelo tša Naga	13th Floor, Caxton House, Terminus Street, East London. Mogala: 043 700 6000
Kapa Bodikela	
Kantoro ya Seprobense ya Komišene ya Ditokelo tša Naga	Third Floor, Matrix House, 73 Strand Street, Cape Town. Mogala: 021 426 2930. Fekse: 021 424 5146
Boingwadišo bja Mangwalo a Bong (Deeds Registry)	New Revenue Building, 90 Plein Street, Cape Town. Mogala: 021 464 7600. Fekse: 021 464 7725
Mohlahlobipharephare: Kapa Bodikela	Revenue Building, Plein Street, Cape Town. Mogala: 021 467 4800. Fekse: 021 465 3008
Letonalegolo: Tshedimošo ya Bosetšhaba ya Tikologo (National Geo-spatial Information)	Van Der Sterr Building, Rhodes Avenue, Mowbray, Cape Town. Mogala: 021 658 4300
Kantoro ya Seprobense ya Komišene ya Ditokelo tša Naga	Third Floor, Matrix House, 73 Strand Street, Cape Town. Mogala: 021 409 0300; Fekse: 021 424 5146
Kapa Leboa	
Senthara ya Ditirelo tša Mohlakanelwa ya Probense (Provincial Shared Services Centre)	New Building, sekhutlong sa Knight le Stead Streets, Kimberley. Mogala: 053 830 4042. Fekse: 053 831 4095
Boingwadišo bja Mangwalo a Bong bja Kimberley	10 Floor, New Building, sekhutlong sa Knight and Stead Streets, Kimberley. Mogala: 053 832 7228. Fekse: 053 832 5888
Boingwadišo bja Mangwalo a Bong bja Vryburg	26 De Kock Street, Vryburg. Mogala: 053 927 1076. Fekse: 086 636 1482
Kantoro ya Seprobense ya Komišene	New Building, 11th Floor, sekhutlong sa

ya Ditokelo tša Naga	Knight le Stead Streets, Kimberley, 8301. Mogala: (053) 807 5700; Fekse: (053) 831 6501
Freistata	
Senthara ya Ditirelo tša Mohlakanelwa ya Probense	5th Floor, SA Eagle Building, 136 Maitland Street, Bloemfontein. Mogala: 051 400 4200. Fekse: 051 400 4200
Boingwadišo bja Mangwalo a Bong	New Government Building, sekhutlong sa Aliwal le Nelson Mandela Drive, Bloemfontein. Mogala: 051 403 0300. Fekse 051 403 0308
Mohlahlobipharephare: Freistata le Kapa Leboa	Omni Centre, 73 Aliwal Street, Bloemfontein. Mogala: 051 448 0955. Fekse: 051 447 8003
Kantoro ya Seprobense ya Komišene ya Ditokelo tša Naga	136 Chalott Maxeke Street, SA Eagle Building, Bloemfontein. Mogala: 051 403 0700; Fekse: 051 430 3930
Limpopo	
Senthara ya Ditirelo tša Mohlakanelwa ya Probense	2nd Floor, Andrea Building, sekhutlong sa Rissik le Schoeman Streets, Polokwane. Mogala: 015 297 3539. Fekse: 015 297 4988
Mohlahlobipharephare: Limpopo	101 Dorp Street, Polokwane. Mogala: 015 297 5002/5309. Fekse: 015 297 5170 / 015 297 5025
Kantoro ya Seprobense ya Komišene ya Ditokelo tša Naga	Kagiso House, 96 Schoeman Street, Polokwane, 0699. Mogala: 015 287 2600
Mpumalanga	
Senthara ya Ditirelo tša Mohlakanelwa ya Probense	4th Floor, Home Affairs Building, sekhutlong sa Henshall le Brander Streets, Nelspruit. Mogala: 013 755 3499. Fekse: 013 755 3529/013 755 1224
Boingwadišo bja Mangwalo a Bong	BMW Building, 25 Bell Street, Nelspruit. Mogala: 013 756 4000
Mohlahlobipharephare: Mpumalanga	Medcen Building, 14 Henshell Street, Nelspruit. Mogala: 013 754 5400. Fekse: 013 754 5439
Kantoro ya Seprobense ya Komišene ya Ditokelo tša Naga	Restitution House, 30 Samora Machell Drive, Nelspruit. Mogala: 013 756 6000
Leboabodikela	
Senthara ya Ditirelo tša Mohlakanelwa ya Probense	Shama Investment Building, 9 Shippard Street, Mahikeng. Mogala: 018 397 9725. Fekse: 018 381 1875
Mohlahlobipharephare: Probenseng ya	Merino Building, sekhutlong sa

Leboabodikela	Pretorius le Bosman Streets, Pretoria. Mogala: 012 303 1600. Fekse: 012 323 1527 (kantoro ye e tla šuthišetšwa Probenseng ya Leboabodikela)
Kantoro ya Seprobense ya Komišene ya Ditokelo tša Naga	Bathlaping Street, Mmabatho. Mogala: 018 389 9600

5. TŠHUPETŠO YA KOMIŠENE YA AFRIKA BORWA YA DITOKELO TŠA BOTHO KA MO MOLAO WO O KA ŠOMIŠWAGO

Komišene ya Ditokelo tša Botho ya Afrika Borwa e phatlaladitše Tšhupetšo bjalo ka ge e filwe ke **Karolo ya 10** ya PAIA. Tšhupetšo ye e ya hwetšagala dikantorong tša Komišene ya Ditokelo tša Botho ya Afrika Borwa goba weposaeteng ya Komišene ye.

Ditlabakelo tša kgokagano tša Yunithi ya PAIA kua Komišeneng ya Ditokelo tša Botho ya Afrika Borwa ke tše di latelago :

The Research and Documentation Department
Private Bag X2700
Houghton
2014

Mogala: +27 11 484 8300
Fekse: +27 11 484 0582/1360
Weposaete: www.sahrc.org.za
Imeili: PAIA@sahrc.org.za

6. TLHALOŠO YA MERERO YEO DRDLR E SWARAGO DIREKHOTO KA YONA, LE MAGORO A DIREKHOTO AO A SWERWEGO MORERONG O MONGWE LE O MONGWE

Makala a go fapafapana a DRDLR ao a hlalošitšwego ka godimo a swara direkhoto mererong yeo e latelago le magoro ka fase ga morero wo mongwe le wo mongwe:

6.1 PUŠETŠO (KOMIŠENE YA PUŠETŠO YA DITOKELO TŠA NAGA):

- Dikleimi tša naga tše amogetšwego
- Dikleimi tša naga tše kgonthišišitšwego
- Dikleimi tša naga tše phatlaladitšwego kuranteng ya mmušo (kazetilwego)
- Dipego tša diphatišišo dikleiming tša naga
- Dikwano tša karolo ya 42D
- Dikwano tša thekišo (naga)
- Dipego tša tekolo
- Dikleimi tše lefetšwego

6.2 MPSHAFATŠO YA NAGA LE TAOLO:

- Mpshafatšo ya naga
    - Lenaneo la diprotšeke tše fetišitšwego, tše dumeletšwego le tše ngwadišitšwego
    - Dithulaganyo tša kgwebo
    - Ditekolo
    - Melaotheo ya *Communal Property Associations* (CPAs) le dikhamphani tše dingwe
    - Ditokomane tša boingwadišo tša di-*CPA* le dikhamphani tše dingwe tšeo di nago le naga
    - Dipego tša tlhaolo ya diprotšeke

- Tshedimošo ya botšo bja mojalefa (diprofaele)
- Dimemorantamo tša tumelelo
- Ngwalelano ka kakaretšo mabapi le diprotšeke
- Direkhoto tša dipalopalo tša ditšweletša tša mpshafatšo ya naga
- Metsotso ya dikopano
- Dikomiti tša Probense tša Tumelelo ya Diprotšeke le Komiti ya Direkhoto ya Selete ya Tekodišišo Dimphiwafela le direkhoto tša disenyegelo tša protšeke

- Taolo ya Naga
  - Disethifikheiti tša aetheme 28(1)
  - Dikwano tša llisi

6.3 THULAGANYO YA TIKOLOGO LE TAOLO YA TŠHOMIŠO YA NAGA:

- Thulaganyo ya tikologo le tshedimošo
  - Peomolao le Dipholisi tša Bosetšhaba tša Taolo ya Tšhomišo ya Naga le Thulaganyo ya Tikologo
  - Ditšhupetšo tša Ditlhako tša Tlhabollo ya Tikologo (SDF)
  - Tlhabollo ya Metheo, Ditlwaedi le Ditheo
  - Ditšhupetšo tša Pholisi bakeng sa Kopanyo ya Thulaganyo ya Tikologo go Tlhabollo ya Dinagamagae le Mpshafatšo ya Naga
  - Dithulaganyo tša Mmasepala tša Dizounu
  - Diskimo tša Tšhomišo ya Naga tša Mmasepala
  - Disistemo/ didirišwa tša Tshedimošo ya tikologo
  - Mebepe
  - Bobapatši
  - Diphatlalatšwa tša ba kgašo ya ditaba le diathikele
  - Lenaneothero le metsotso ya Thulaganyo ya Tikologo le Diwekshopo tša Molaokakanywa wa Taolo le Tšhomišo ya Naga
  - Mananeothero le Metsotso ya Dikopano tša Botšeakarolo Setšhabeng bakeng sa tlhabollo ya pholisi

- Diswaoswao tša setšhaba tše amogetšwego seakanyweng sa dipholisi

6.4 BOGWEBI BJA DINAGAMAGAENG LE TLHABOLLO YA INTASTERI:

- Memorantamo wa Kwešišano le badirišani ba go fapafapana
- Dikwano tša Kabo ya Ditirelo le baabaditirelo
- Dipego tša profaele ka malapeng tša bengmalapa bao ba itšego ba magaeng
- Dingongorego nomorong ya motato ya bopresidente
- Dipego le dipotšišo tša palamenteng
- Dithulaganyo tša ngwaga ka ngwaga tša bodiragatši le dithulaganyo tša tirišano
- Dipego tša kotara
- Dingongorego tša ba kgašo ya ditaba
- Metsotso ya dikopano
- *National Rural Youth Service Corps* (NARYSEC)
    - Pholisi ya NARYSEC
    - Dikontraka le batšeakarolo
    - Dikwano le Dikholetše tša Tlhahlo le Botšweletšipele bja Thuto gotee le badirišani ba bangwe.
    - Lenaneo la batšeakarolo

6.5 TLHABOLLO YA MANANEOKGOPARARA YA DINAGAMAGAE

- Memorantamo wa Kwešišano le badirišani ba go fapafapana
- Dikwano tša Kabo ya Ditirelo le baabaditirelo
- Dipego tša profaele ka malapeng tša bengmalapa bao ba itšego ba magaeng
- Dingongorego nomorong ya motato ya bopresidente

- Dipego le dipotšišo tša palamenteng
- Dithulaganyo tša ngwaga ka ngwaga tša bodiragatši le dithulaganyo tša tirišano
- Dipego tša kotara
- Dingongorego tša ba kgašo ya ditaba
- Metsotso ya dikopano

6.6 BOINGWADIŠO BJA MANGWALO A BONG:

- Direjistara tša mangwalo a bong
    - Dithaetleletiti
- Tshedimošo ya boingwadišo
    - Lenaneo la maina a makheišene
    - Lenaneo la maina a dikimo tša *sectional title*
    - Lenaneo la maina a mafelo a go abelanwa
    - Lenaneo la maina a dinagatemo
    - Lenaneo la maina a dipolasa
- Tshedimošo ka phahlo
- Ditokomane tša pholisi ya tša bong
    - Moingwadišimogolo wa dikuranta tša mangwalo a bong
- Akhaonte ya bogwebi ya boingwadišo
- Di-*microfilm* tše akhaebilwego tša direkhoto tša mangwalo
- Direkhoto tše dingwe tšeo ka molao di swanetšego go bolokwa rejistareng ya mangwalo a bong.

6.7 DITIRELO TŠA BOSETŠHABA TŠA TAOLO YA GEOMATHIKI

- Ditokomane tša katastrale
    - Direkhoto tša dingongorego
    - Dithalwa, dipolane ka kakaretšo le dipolane tša *sectional title*

- Mebepe ya katastrale
- Tshedimošo ya ditšithale ya bokagodimo bja naga (Tshedimošo ya Ditšithale ya Bokagodimoganaga)
  - *Vector National Topographical Data*
  - *Raster Land Cover Data*
  - *Vector Land Use Data*
  - *DEM (Digital Elevation Model) Data*
- *Geodetic and National Control Survey Data*
  - *GNSS observation data from South African Network of permanent GNSS Reference Stations (Trignet)*, e hwetšagala ka fomate ya RINEX
  - Mesetafase (co-ordinates) ya di-*trigonometrical beacon*, maswao a ditekolo tša toropo le peomaemo
  - Mebepe ya Mehlwaela ya Bosetšhaba le Mebe ya *Ancillary*
  - 1:10 000 *Orthophoto Maps*
  - 1:50 000 *Topographical Maps*
  - 1:250 000 *Topo-Cadastral Maps*
  - 1:500 000 *Topo-Admin and Aeronautical Maps*
  - 1:500 000 *Topo-Admin Maps*
  - Dinepe ya tebego ya godimo
  - 1:500 000 *ICAO World Aeronautical Charts*
  - *1:1 000 000 International Civil Aviation Organisation World Aeronautical Charts*
  - Mebepe ya seprobense
  - Mebepe ya lebotong
- Dinepe le diswantšho tša bosetšhaba tša tebego ya godimo
  - Dinepe tša tebego ya godimo tša go šomiša dikhamera le difilimo (1926 – 2008)
  - Dinepe tša mmala tša go šomiša diswantšho tša ditšithale (Colour Digital Aerial Imagery at 0.5m GSD) (2008 - go fihla gabjale)
  - Diswantšho tša modira-o-iphošolla

- Direkhoto tša Mananeokgoparara a Tshedimošo ya Tikologo ya Afrika Borwa
    - Direkhoto tša kataloko ya *metadata*

6.8 DITIRELO TŠA THEKGO YA TLEMANO:

Taolo ya ditirelo tša bašomi:

- Taolo le tshepedišo ya ditirelo tša bašomi gotee le *PERSAL*
    - Peomolao ye mabapi le taolo ya ditirelo tša bašomi
    - Peakanyo le taolo (peoboemedi, phatlalatšo ya maatla le dikwano)
    - Kantoro ya ditirelothuši (Tlhahlo, khwetšo, boikgetho le tlhokomelo)
    - Tlhamo le dikopano tša ditho tše dingwe le dikopano
    - Dipego, ditebogo le dipoledišano le bašomi
    - Taolo ya poso
    - Dipholisi tša Taolo ya Ditirelo tša bašomi
    - Khwetšo ya bašomedi (dipapatšo, ditokomane tša kgoketšo, diitekolo tša bokgoni, ditherišano ya borolamošomo)
    - Direkhoto tša bodiragatši mošomong
    - Direkhoto tša mošikagohle (Ditlhatlošo, diphetišetšo, botlatši, ditlhalošišo ka maemo)
    - Faele ya mang le mang go ya ka mošomedi o tee ka o tee
    - Faele ya lifi go ya ka mošomedi o tee ka o tee
    - Faele ya matlotlo go ya ka mošomedi o tee ka o tee
    - Faele ya motšwasehlabelo go ya ka mošomedi o tee ka o tee
    - Faele ya bodiragatši go ya ka mošomedi o tee ka o tee
    - Faele ya boiphedišo le ya dinamelwa go ya ka mošomedi o tee ka o tee, ge e le gona
    - Faele ya ntlo go ya ka mošomedi o tee ka o tee, ge e le gona
    - Faele ya dikamano tša bašomi/ kgalemo go ya ka mošomedi o tee ka o tee, ge e le gona
- Dikamano tša bašomi

- Direkhoto tša pelaelo
- Direkhoto tša kgalemo
- Direkhoto tša kahlolo tša dikahlolo tšeo Kgoro e bego e le lefelokopano, go akaretšwa le difoka tša boahlodi
- Dikwano tša mohlakanelwa tšeo di kwanetšwego kua *Departmental Bargaining Chamber* (DBC)
- Metsotoso ya dikopano tša DBC
- Dipholisi tša dikamano tša bašomi

- Tlhabollo ya mokgatlo
  - Mekgwa le tshepetšo (Ditshepedio tša kgwebo)
  - Peakanyo le tlhamo (Peakanyo le tlhamo ya morago ya sebopego)
  - Peakanyolefsa ya mešomo (Sebopego sa mešomo)
  - Ditekolo tša mošomo
  - Ditlhathollo tša mošomo (Diprofaele tša mošomo)
- Tlhahlo le tlhabollo
  - Lenaneo la thutelamošomo
  - Lenaneo la pasari (ka kgorong)
  - Lenaneo la pasari (ka ntle go kgoro)
  - Tlhahlo le tlhabollo
  - Leano la mabokgoni a mošomong
  - Thuto ya Motheo le Tlhahlo ya Babagolo (ABET)

Thulaganyo, Tekolo le Tenyanyo:

- Pholisi ya Tekolo le Tekanyo (M & E)
- Tlhako ya Tekolo le Tekanyo (M & E Framework)
  Maano a leanophethagatšago la Kgoro
- Maano a ngwaga ka ngwaga a Bodiragatši (APPs) a Kgoro
- Dipego tša Tekolo le Tekanyo

Tlhabollo ya Peomolao le Ditirelo tša Semolao:

- Peomolao yeo e laolwago ke Kgoro

- Dikontraka
    - *Pro forma*/ dikontraka tša motheo tšeo di šomišwago ke Kgoro
- Boikgopolelo bja semolao
- Ditokomane tša Kgorotsheko tše amanago le go tšea magato a semolao ao kgoro e amanago le wona
- Ditokomane tša semolao tša pholisi le dikuranta mererong ya semolao
- Dingwalelano ditabeng tša mehuta ya fapafapana tša semolao
- Taolo ya Letonalegolo
    - Thulaganyo ya ngwaga ka ngwaga ya Bodiragatši
    - Thulaganyo ya mošomong
    - Tekanyetšo

Ditirelo tša Kgokagano

- Dipego tša ngwaga ka ngwaga tša Kgoro
- Dithulaganyo tša Leanophethagatšo tša Kgoro
- Dithulaganyo tša Kgoro tša Bodiragatši tša Ngwaga ka Ngwaga
- Distatamente tša bobegaditaba/ mangwalophatlalatšwa
- Dipolelo tša Tona le Motlatšatona
- Dipego tša bjako go bašomedi ka ga kgwebo ya Kgoro le ditiragalo tše bohlokwa
- Dipuku tša tshedimošo tša mehutahuta le tša thekišo, dijenale diphamfolete, matlakala bjalo ka ga ditšweletšwa, ditirelo le mananeo a Kgoro

Letonalegolo: Tsamaišo ya *Provincial Shared Services Centre (PSSC)*

- Taolo ya protšeke, mananeo, potfilio le bogwebi
    - Lenaneo la diprotšeke tša Kgoro
    - Ditokomane tše amanago le diprotšeke tša legoro la go ikgetha tšeo di ngwadišitšwego le EPMO
- Mpshafatšo ya leanophethagatšo

6.9 DITIRELO TŠA DITŠHELETE

- Taolo ya Sešupatlotlo
  - Taolo ya tekanyetšo
  - Taolo ya disenyegelo
  - Direkhoto tša tlhokomelo ya khamphani
  - Direkhoto tša ditefo tša mašeleng
  - Dipholisi tša Taolo ya Tšhupatlotlo
  - Ditefelo go ya diprotšeke Pušetšo ya Mpshafatšo le Naga

- Bošupatlotlo bja mašeleng le Pegelo
  - Dipego go mohlakišipharephare
  - Distatamente tša ditšhelete
  - Direkhoto tša Maeto le Boephidišo
  - Direkhoto tša lisi le tša mokoloti
  - Dipholisi tša Bobegi le Tšhupatlotlo ya Ditšhelete
- Akhaonte ya Bogwebi ya *Pro-Active Land Acquisition* (PLAS)
  - Direkhoto go peakanyoleswa ya diprotšeke
  - Distatamente tša ditšhelete
  - Dipholisi tša Akhaonte ya Thekišo ya PLAS
  - Direjistara tša dithoto
- Bodiragatši bja tekanyetšo
  - Dipego tša tekanyetšo tša bodiragatšia
  - Dimemorantamo tša dikwano
  - Ditirelo tša Taolo ya Dinolofatši le Tshepedišo ya Kabo
  - Dithendara/ dipeeletšo tše bapaditšwego
  - Dithendara tše abilwego/ dipeeletšo
  - Ditokomane tša dipeeletšo tša motheo

6.10 KANTORO YA MOLAODIPHAREPHARE

- Mešomo ya Botona/Molaodipharephare
- Dipego tša Tlhakišo ya ka kgorong

7. DIREKHOTO TŠEO DI BAGO GONA KA BOTŠONA

Direkhoto tšeo di bago gona ka botšona di šupa direkhoto tša DRDLR tšeo di lego gona ntle le gore motho a kgopele direkhoto tšeo goya ka PAIA. Tšona di phatlalatšwa ka kuranteng ya mmušo go ya ka karolo 15(2) ya PAIA.

Kgoro ye mpsha ya DRDLR ga e so be le tsebišo ya karolo 15(2) empa e tla kgopela Tona ya Toka le Tlhabollo ya Molaotheo go dira bjalo ka bjako. Le ge go le bjalo, direkhoto tšeo di hlalošitšwego ka mo tsebišong di šetše di hlaotšwe ebile di hlalošitšwe ka mo fasana. Dikagare tša tsebišo ya karolo 15(2) di ka se fapane gagologolo (ge di le ka moka) gotšwa tshedimošong yeo e filwego ka mo fasana.

Temošo: Ditokomane tšeo di lego gona ka botšona wepsaeteng ya DRDLR (http://www.ruraldevelopment.gov.za) ga di a ngwalwa ka botee ka tatelano ka mo lenaneong la ka mo fasana ka maarogi a mmalwa ka ge ditokomane tše di sa tlo dirwa diphetogo tša kgafetšakgafetša, go tsentšhwa tshedimošo e mpsha le go oketšwa. Maloko a setšhaba a laletšwa go etela wepsaete go iponela ditokomane tša moragorago tšeo di lego gona.

TLHALOŠO YA LEGORO LA DIREKHOTO LEO LE LEGO GONA GO YA KA KAROLO 15(1)(a) YA MOLAO WA*TLHABOLLO YA KHUMANEGO YA TSHEDIMOŠO*, 2000	**MOKGWA WA KHUMANEGO YA DIREKHOTO (mohlala, wepsaete) (KAROLO15(1)(b))**
BAKENG SA TEKOLO GO YA KA KAROLO 15(1)(a)(ii)	
LEKALA: PUŠETŠO (RESTITUTION) (KOMIŠENE GO PUŠETŠO YA DITOKELO TŠA NAGA)	
Ditokomane ka moka di wepsaeteng	Wepsaeteng ya Kgoro go http://www.ruraldevelopment.gov.za

LEKALA: MPSHAFATŠO LE TAOLO YA NAGA	
Ditokomane ka moka di wepsaeteng	Wepsaeteng ya Kgoro go http://www.ruraldevelopment.gov.za
LEKALA: THULAGANYO YA TIKOLOGO LE TAOLO YA TŠHOMIŠO YA NAGA	
Ditokomane ka moka di wepsaeteng	Wepsaeteng ya Kgoro go http://www.ruraldevelopment.gov.za
LEKALA: BOGWEBI BJA METSEMAGAENG LE TLHABOLLO YA INTASTERI	
Ditokomane ka moka di wepsaeteng	Wepsaeteng ya Kgoro go http://www.ruraldevelopment.gov.za
LEKALA: TLHABOLLO YA MANANEOKGOPARARA A DINAGAMAGAENG	
Ditokomane ka moka di wepsaeteng	Wepsaeteng ya Kgoro go http://www.ruraldevelopment.gov.za
LEKALA: BONGWADIŠO BJA MANGWALO A BONG	
Rejistara ya Setšhaba ya mangwalo a bong le direkhoto tše dingwe tšeo di ngwadišitšwego Boingwadišong bja Mangwalo a Bong	• Ka kgopelo go Moingwadiši wa Mangwalo a Bong, le ka morago ga tefelo ya ditefelo tšeo di beilwego go ya ka *Molao wa Boingwadišo bja Mangwalo a Bong*, 1937 • Motho mang goba mang a ka ingwadiša go DeedsWeb, e lego tirelo ya motatong yeo e tlatšwago ka bogwebi. Dingongorego mabapi le boingwadišo di ka dirwa Boingwadišong bja Mangwalo a Bong bofe goba bofe.
LEKALA: DITIRELO TŠA BOSETŠHABA TŠA TAOLO YA GEOMATHIKI	
Ditokomane tša Khadastale	Ka kgopelo gotšwa Kantorong efe goba efe ya Mohlahlobipharephare le ka morago ga tefo ya ditefelo tšeo di beilwego go ya ka *Molao wa Tekolo ya Naga*, 1997
Tshedimošo ya Ditšithale ya Bokagodimoganaga	Ka kgopelo ya Letonalegolo: Tshedimošo ya Bosetšhaba ya Tikologo-fase, kua the Van Der Sterr Building, Rhodes Avenue, Mowbray, Cape Town le ka morago ga tefo ya ya tefelo yeo e beilwego go ya ka *Molao wa Tekolo ya Naga*, 1997
Tshedimošo ya Taolo ya Tekolo le Mahlale-a-bolefase a Bosetšhaba	
Mebepe ya Tlhomagano ya Bosetšhaba le mebepe ya bothuši	
Diswantšho tša Bosetšhaba tša Tebegogodimo le Botšeadinepe	
Direkhoto tša Afrika Borwa tša Mananeokgoparara a Tshedimošo ya Tikologo	

LEKALA: DITIRELO TŠA THEKGO YA TLEMANO	
Ditokomane ka moka di wepsaeteng	Wepsaeteng ya Kgoro go http://www.ruraldevelopment.gov.za
LEKALA: DITIRELO TŠA DITŠHELETE	
Ditokomane ka moka di wepsaeteng	Wepsaeteng ya Kgoro go http://www.ruraldevelopment.gov.za
BAKENG SA GO REKA GO YA KA KAROLO 15(1)(a)(ii)	
LEKALA: PUŠETŠO (RESTITUTION) (KOMIŠENE GO PUŠETŠO YA DITOKELO TŠA NAGA)	
Ga go na selo	
LEKALA: MPSHAFATŠO LE TAOLO YA NAGA	
Ga go na selo	
LEKALA: THULAGANYO YA TIKOLOGO LE TAOLO YA TŠHOMIŠO YA NAGA	
Ga go na selo	
LEKALA: BOGWEBI BJA METSEMAGAENG LE TLHABOLLO YA INTASTERI	
Ga go na selo	
LEKALA: TLHABOLLO YA MANANEOKGOPARARA A DINAGAMAGAENG	
Ga go na selo	
LEKALA: BONGWADIŠO BJA MANGWALO A BONG	
Ditemana gotšwa Rejistareng ya Setšhaba le direkhoto tše dingwe tšeo di ngwadišitšwego Boingwadišong bja Mangwalo a Bong	• Ka kgopelo go Moingwadiši wa Mangwalo a Bong, le ka morago ga tefelo ya ditefelo tšeo di beilwego go ya ka *Molao wa Boingwadišo bja Mangwalo a Bong*, 1937 • Motho mang goba mang a ka ingwadiša go DeedsWeb, e lego tirelo ya motatong yeo e tlatšwago ka bogwebi. Dingongorego mabapi le boingwadišo di ka dirwa Boingwadišong bja Mangwalo a Bong bofe goba bofe.
LEKALA: DITIRELO TŠA BOSETŠHABA TŠA TAOLO YA GEOMATHIKI	
Ditokomane tša Khatastrale	Ka kgopelo gotšwa Kantorong efe goba efe ya Mohlahlobipharephare le ka morago ga tefo ya ditefelo tšeo di beilwego go ya ka *Molao wa Tekolo ya Naga*, 1997
Tshedimošo ya Ditšithale ya Bokagodimoganaga	Ka kgopelo ge o le kua go Letonalegolo: National Geo-Spatial Information, kua
Tshedimošo ya Taolo ya Tekolo le Mahlale-a-bolefase a Bosetšhaba	

Mebepe ya Tlhomagano ya Bosetšhaba le mebepe ya bothuši	Van Der Sterr Building, Rhodes Avenue, Mowbray, Cape Town le ka morago ga go lefa ditefelo tšeo di beliwego go ya ka *Molao wa Tekolo ya Naga*, 1997
Diswantšho tša Bosetšhaba tša Tebegogodimo le Botšeadinepe	
Direkhoto tša Afrika Borwa tša Mananeokgoparara a Tshedimošo ya Tikologo	
LEKALA: DITIRELO TŠA THEKGO YA TLEMANO	
Ga go na selo	
LEKALA: DITIRELO TŠA DITŠHELETE	
Ga go na selo	
GO DIRA DIKHOPHI GO YA KA KAROLO 15(1)(a)(ii) (Lemoga gore dikhophi tša direkhoto di tla lefiša direiti tša go swana bjalo ka ge di beilwe go ya ka PAIA le ge e le gore direkhoto tša ka mo fase ga di hwetšwe ka PAIA. Le ge go le bjalo, mo e lego gore peomolao tše dingwe tše bjalo ka *Molao wa Boingwadišo bja Mangwalo a Bong* goba *Molao wa Tekolo ya Naga* di beile ditefelo tša dikhophi tša direkhoto tšeo di itšego, ditefelo tše bjalo di tla lefišwa bakeng sa dikhophi)	
LEKALA: PUŠETŠO (RESTITUTION) (KOMIŠENE GO PUŠETŠO YA DITOKELO TŠA NAGA	
Ditokomane ka moka di gona ka botšona bakeng sa tekolo bjalo ka ge go laeditšwe ka mo godimo	Ka kgopelo go tšwa go Kantoro ya Letona la Molaodi: Thekgo ya Pušetšo ya Naga probenseng ya maleba
LEKALA: MPSHAFATŠO LE TAOLO YA NAGA	
Ditokomane ka moka di gona ka botšona bakeng sa tekolo bjalo ka ge go laeditšwe ka mo godimo	Ka kgopelo go tšwa go Kantoro ya Letona la Molaodi: Thekgo ya Pušetšo ya Naga probenseng ya maleba
LEKALA: THULAGANYO YA TIKOLOGO LE TAOLO YA TŠHOMIŠO YA NAGA	
Ditlhako tša Tlhabollo ya Tikologo	Ka kgopelo go tšwa go Letonalegolo: Thulaganyo ya Tikologo le Tshedimošo, go lebeletšwe tefelo ya disenyegelo tša botšweletšigape
Dipolane tša dizounu	
Ditšhupetšo tša Pholisi bakeng sa Kopanyo ya Thulaganyo ya Tikologo go Mpshafatšo ya Naga le Tlhabollo ya Dinagamagae	
Dikimo tša Mmasepala tša Tšhomišo ya Naga	
Disistemo/didirišwa tša tahedimošo ya Tikologo	
Mebepe	
Mangwalophatlalatšwa	
Diathikele tša bobegaditaba	
LEKALA: BOGWEBI BJA METSEMAGAENG LE TLHABOLLO YA INTASTERI	
Ditokomane ka moka di gona ka	Ka kgopelo gotšwa Kantorong ya

botšona bakeng sa tekolo bjalo ka ge go laeditšwe ka mo godimo	Molaodimogolo wa probenseng ya maleba
LEKALA: TLHABOLLO YA MANANEOKGOPARARA A DINAGAMAGAENG	
Ditokomane ka moka di gona ka botšona bakeng sa tekolo bjalo ka ge go laeditšwe ka mo godimo	Ka kgopelo gotšwa Kantorong ya Molaodimogolo wa probenseng ya maleba
LEKALA: BONGWADIŠO BJA MANGWALO A BONG	
Ditokomane ka moka di gona ka botšona bakeng sa tekolo bjalo ka ge go laeditšwe ka mo godimo	Ka kgopelo go Moingwadiši wa Mangwalo a Bong, le ka morago ga tefelo ya ditefelo tšeo di beilwego go ya ka *Molao wa Boingwadišo bja Mangwalo a Bong*, 1937
LEKALA: DITIRELO TŠA BOSETŠHABA TŠA TAOLO YA GEOMATHIKI	
Ditokomane tša katastrale	Ka kgopelo gotšwa Kantorong efe goba efe ya Mohlahlobipharephare le ka morago ga tefo ya ditefelo tšeo di beilwego go ya ka *Molao wa Tekolo ya Naga*, 1997
Tshedimošo ya Ditšithale ya Bokagodimoganaga	Ka kgopelo ge o le kua go Letonalegolo: National Geo-Spatial Information, kua Van Der Sterr Building, Rhodes Avenue, Mowbray, Cape Town le ka morago ga go lefa ditefelo tšeo di beliwego go ya ka *Molao wa Tekolo ya Naga*, 1997
Tshedimošo ya Taolo ya Tekolo le Mahlale-a-bolefase a Bosetšhaba	
Mebepe ya Tlhomagano ya Bosetšhaba le mebepe ya bothuši	
Diswantšho tša Bosetšhaba tša Tebegogodimo le Botšeadinepe	
Direkhoto tša Afrika Borwa tša Mananeokgoparara a Tshedimošo ya Tikologo	
LEKALA: DITIRELO TŠA THEKGO YA TLEMANO	
Ditokomane ka moka di gona ka botšona bakeng sa tekolo bjalo ka ge go laeditšwe ka mo godimo	Wepsaeteng ya Kgoro go http://www.ruraldevelopment.gov.za
LEKALA: DITIRELO TŠA DITŠHELETE	
Ga go na selo	
DI HWETŠAGALA MAGALA GO YA KA KAROLO 15(1)(a)(iii):	
LEKALA: PUŠETŠO (RESTITUTION) (KOMIŠENE GO PUŠETŠO YA DITOKELO TŠA NAGA)	
Ditokomane ka moka di wepsaeteng	Wepsaeteng ya Kgoro go http://www.ruraldevelopment.gov.za
LEKALA: MPSHAFATŠO LE TAOLO YA NAGA	
Ditokomane ka moka di wepsaeteng	Wepsaeteng ya Kgoro go http://www.ruraldevelopment.gov.za

LEKALA: THULAGANYO YA TIKOLOGO LE TAOLO YA TŠHOMIŠO YA NAGA	
Puku ya tshedimošo	Ka kgopelo go tšwa go Letonalegolo: Thulaganyo ya Tikologo le Tshedimošo ge e le gona
LEKALA: BOGWEBI BJA METSEMAGAENG LE TLHABOLLO YA INTASTERI	
Ditokomane ka moka di wepsaeteng	Wepsaeteng ya Kgoro go http://www.ruraldevelopment.gov.za
LEKALA: TLHABOLLO YA MANANEOKGOPARARA A DINAGAMAGAENG	
Ditokomane ka moka di wepsaeteng	Wepsaeteng ya Kgoro go http://www.ruraldevelopment.gov.za
LEKALA: BONGWADIŠO BJA MANGWALO A BONG	
Ditokomane ka moka di wepsaeteng	Wepsaeteng ya Kgoro go http://www.ruraldevelopment.gov.za
LEKALA: DITIRELO TŠA BOSETŠHABA TŠA TAOLO YA GEOMATHIKI	
Diswantšho tše skenilwego tša ditokomane tša katastrale tše bjalo ka diswantšhothalwa le dipolane ka kakaretšo Diswantšho tše skenilwego tša ditokomane tša katastrale tše bjalo ka diswantšhothalwa le dipolane ka kakaretšo	Di hwetšagala ka wepsaete ya aterese yeo e latelago : http://csg.dla.gov.za
Tshedimošo ya Ditšithale ya Bokagodimoganaga	Di hwetšagala ka wepsaete ya aterese yeo e latelago : http://www.ngi.gov.za
Tshedimošo ya Taolo ya Tekolo le Mahlale-a-bolefase ya Ditšithale ya Bosetšhaba	
Mebepe ya Ditšithale ya Tlhomagano ya Bosetšhaba le mebepe ya bothuši	
Diswantšho tša Ditšithale tša Bosetšhaba tša Tebegogodimo le Botšeadinepe	
Direkhoto tša Ditšithale tša Afrika Borwa tša Mananeokgoparara a Tshedimošo ya Tikologo	
LEKALA: DITIRELO TŠA THEKGO YA TLEMANO	
Dipuku tša tshedimošo tša mehutahuta le tša thekišo, dijenale diphamfolete, matlakala bjalo ka ga ditšweletšwa, ditirelo le mananeo a Kgoro	Di hwetšagala gotšwa go molaodi: Ditirelo tša Kgokagano le ge di sa le gona
LEKALA: DITIRELO TŠA DITŠHELETE	
Ditokomane ka moka di wepsaeteng	Wepsaeteng ya Kgoro go

	http://www.ruraldevelopment.gov.za

8. TSHEPEDIŠO YA KGOPELO LE DITEFELO

Mang kapa mang yo a ratago go ikhweletša direkhoto tša kgoro o swanetše go dira tšeo di latelago:

- A tlatše foromo ye e beetšwego ya kgopelo, yeo e ngapareditšwego manuwaleng wo bjalo ka **Annexure A**.
- A hlaloše direkhoto tšeo a di nyakago ka botlalo ka mo a kgonago. Se se tla thuša Kgoro go hwetša direkhoto gabonolo. Ge o na le nomoro ya boitsebišo yeo ka fase ga yona Kgoro e swaraganego le taba yeo ya maleba, fana ka nomoro yeo ya boitsebišo, gotee le leina la mošomedi yo a swaraganego le taba yeo ge o e tseba.
- Lefa **tefelo ya kgopelo** ye e beilwego (gabjale ke R35) kantorong efe goba efe ya Kgoro goba ka akhaonteng panka ya Kgoro ntle le ge o na le tumelo ya gore o lokolotšwe.*
- Ngaparetša rasiti ya tefo yeo e tladitšwego ka botlalo gomme o iše goba o e romele Motlatšamohlankedi wa Tshedimošo wa maleba mo atereseng yeo e laeditšwego Karolong ya 4 ka godingwana.
- Ge o sa tsebe gore ke ka fase ga Motlatšamohlankedi wa Tshedimošo ofe fao direkhoto di welago ka fase ga taolo y a gagwe, iša foromo ya kgopelo ya gago Kantorong ya Molaodipharephare goba Letona la Molaodi: Ditirelo tša Semolao.
- Ge kgopelo ya gago e filwe, Motlatšamohlankedi wa Tshedimošo wa maleba o tla go tsebiša ka **tefelo ya khwetšo** yeo e swanetšego go lefelwa (tefelo ye le yona e beilwe ebile e tla fapana go ya ka foromo ya direkhoto (mohlala pampiri goba diski ya khomphuthara), ntle le ge o lokolotšwe.*.
- Ge o šetše o lefile ditefelo tšeo di beilwego, direkhoto di tla newa wena, ge sephetho e be e le go ofa khwetšo.

- Ge makala a boraro a swanetše go newa tsebišo ya kgopelo ebile gagolo ge makala a boraro a le kgahlanong le kotullo ya direkhoto, tshepedišo ye ya ka godimo e tla tšea nako ye Telele
- Ge kgopelo ya gago e ganeditšwe, goba wa ba kgahlanong le ditefelo tšeo di swanetšego go lefelwa, o ka tsenya boipelaetšo ka gare go kgoro foromong ya **Annexure B** mo manuwaleng.

***** *Batho bao megolo ya bona e lego ka fase ga seroto seo se beilwego ba lokollwetše go lefa ditefelo dife goba dife. Seroto se se ka fetoga nako le nako, empa ka nako ya phatlalatšo ya manuwale wo ke R14 712 ka ngwaga (morago ga ge diphokotšo tše dumeletšwego di dirilwe) go ya ka batho bao ba nyetšwego goba balekani bophelong (Tsebišo ya Mmušo ya bo R. 991 ya 14 Oktoboro 2005).*

9. DITIRELO TŠEO DI ABJWAGO KE DRDLR MALOKONG A SETŠHABA:

Makala a go fapafapana a DRDLR a fana ka ditirelo tšeo di beilwego kholomong ya mathomo ya lenaneo. Go swanetše go lemogwa gore tše ntši tša ditirelo le ditšweletšwa tšeo di abjwago ke DRDLR (gagolo ka makala a Mpshafatšo ya Naga, Pušetšo, Tlhabollo ya Mananeokgoparara a Dinagamagae le Bogwebi bja Dinagamagae le Tlhabollo ya Intasteri) di kgontšhwa ka go ba gona ga mašeleng ao a tšwago palamenteng. Dikgopelo tša ditirelo le ditšweletšwa ka makala ao a filwego ka godimo a lekolwa ebile go ka no se kgonege ka nako tšohle go fana ka ditirelo goba go fana ka setšweletšwa ka yona nako yeo goba ngwageng wo o kgethilwego wa ditšhelete. Tshedimošo ya goya pele e ka hwetšwa dikantorong bjalo ka ge di laeditšwe ka mo fasana. Lemoga gore ditlabakelo tša kgokagano di hwetšagala Karolong ya 4 ka godingwana.

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DITIRELO TŠEO DI ABJWAGO	KA MOO O KA IKHWELETŠAGO DITIRELO
LEKALA: PUŠETŠO (RESTITUTION) (KOMIŠENE GO PUŠETŠO YA DITOKELO TŠA NAGA	
Diphatišišo le go sepedišwa ga dikleimi tša naga tše tlišitšego go ya ka *Restitution of Land Rights Act*, 1994 (lemoga gore letšatši la mafelelo la go tlišwa ga dikleimi e be e le 31 Desemere 1998 – ga go na dikleimi tše mpsha tše amogelwago gabjale. Ge dikleimi di ka bulwagape, se se tla phatlalatšwa ka go naba diyalemoyeng)	Diphatišišo le tshepedišo di dirwa ke Molaodimogolo: Thekgo ya Pušetšo ya Naga mo go ye nngwe le ye nngwe ya diprobense tše senyane. Dingongorego ka ga tšwelopele ka dikleimi tšeo di tlišitšwego di ka dirwa dikantorong tše.
Go beakanya boemedi bja semolao go badiradikleimi ba pušetšo bao ba khwalifayago	Kgopelo e ka dirwa Kantorong ya Molaodimogolo wa Thekgo ya Pušetšo ya Naga probenseng ye nngwe le ye nngwe.
LEKALA: MPSHAFATŠO LE TAOLO YA NAGA	
Go aba khumanego ya naga go batho bao ba khwalifayago gotšwa dihlopeng tšeo dib ego di hlokomologilwe, kudukudu ka dikwano tša lisi.	Ka go etela Kantoro efe goba efe ya Seprobense goba ya Selete ya Kgoro. Bašomi ba dikantorong tše batla fana ka tshedimošo yeo e tseneletšego ka mo o ka hwetšago ditirelo tša go fapafapana.
Go aba ditirelo tša tlhabollo ya ditefo tša ka morago	
Go aba tlhamoleswa go diprotšeke tše khwalifayago tša mpshafatšo ya naga	
Sephetho sa dikleimi tša *Molao wa Mpshafatšo ya Naga* (Labour Tenant)	
Beakanya boemedi bja semolao goba ditirelo tša tamolo go badudi ba dipolaseng bao ba khwalifayago bao ba rakilwego goba ba tšhošeditšwego kago rakwa.	
Go nolofatša boingwadišo bja *Communal Property Associations* (CPAs)	
LEKALA: THULAGANYO YA TIKOLOGO LE TAOLO YA TŠHOMIŠO YA NAGA	
Thakgolo ya ditlhako tša dipholisi, dipeakanyo tša sehlongwa, ditheo le ditheknolotši go aba khumanego ya tshedimošo ya tikologo le tšhomišo	

ya yona.	Dikgopelo tša tshedimošo le thušo di ka tlišwa thwii go Letonalegolo: Thulaganyo ya Tikologo le Tshedimošo
Go tšweletša ditheo tša botekniki goba ditšhupetšo bakeng sa tlhamo ya dithulaganyo tša tikologo mohlala Ditlhamo tša Bosetšhaba tša Tlhabollo ya sebaka	
Go tsamaiša le go nolofatša tlhamo ya dipholisi tša tlhabollo ya naga le ditlhako tša go rulaganya	
LEKALA: BOGWEBI BJA METSEMAGAENG LE TLHABOLLO YA INTASTERI	
Go aba dibaka tša tlhahlo le tša tlhabollo bafseng bao ba sa šomego, kudukudu ba go tšwa dinagamagaeng ka mokgatlo wa bafsa wa *Rural Youth Service Corps* (NARYSEC)	Kgoro e tlare, nako le nako, le gona ka dipapatšo diyalemoyeng, ya laletša bafsa bao ba kgahlegilego (bafsa ba mengwaga e magareng ga 18 le 25) go dira dikgopelo tša boingwadišo lenaneong le
Diprofaele le tekolo ya dinyakwa ya bengmagae ba dinagamagaeng le ditšhaba tša magaeng	Dinyakišo ka ditirelo tše di ka dirwa kua Provincial Shared Service Dentre (PSSC) probenseng ya maleba
Thekgo ya sethekniki dihlongweng le dibopego tšeo di thakgotšwego ditšhabeng tša magaeng ka tlhabollo ya mabokgoni le kago ya bokgoni.	
Go nolofatšwa ga ditirelo tše nago le mohola bjalo ka *agri-processing* (tshepetšo go tša temo) le go thakgolwa ga dikgwebo le diintasteri metseng	
Go sepediša le go nolofatša ditamolo tša go lotwa ga dijo ka tšhomišano le batšeakarolo ba bangwe	
Go nolofatša go agwa ga le go hlokomelwa ga dihlongwa ditšhabeng tša magaeng tšeo di nepilego tlhabollong yeo e swarelelago mohlala Dikhansele tša Batšeakarolo	
LEKALA: TLHABOLLO YA MANANEOKGOPARARA A DINAGAMAGAENG	
Go nolofatša diprotšeke tša mananeokgoparara mafelong a Lenaneo le Feletšego la Dinagamagae a bjalo ka go aga magora, go aba le go lokela ditanka tša meetse bjalo bjalo	Dinyakišišo ditirelong tše di ka dirwa kua Provincial Shared Service Centre (PSSC) probenseng ya maleba

LEKALA: BONGWADIŠO BJA MANGWALO A BONG	
Boingwadišo bja mangwalo a bong le ditokomane tše dingwe bjalo ka ge di abilwe ka go *Molao wa Boingwadišo bja Mangwalo a Bong,* 1937 le dipeomolao tše dingwe tše maleba	Ditirelo tše di a hwetšagala kua Maingwadišong ka moka a Mangwalo a Bong. Lemoga gore Boingwadišo bjo bongwe le bjo bongwe bja Mangwalo a Bong bon a le lefelo leo le kgethilwego la tikologo ya maatlataolo.
Go aba khumanego ya tshedimošo yeo e lego ka Boingwadišong bja Mangwalo a Bong	
Go boloka direkhoto tše itšego bjalo ka ge di abilwe karolong ya 3(1)(a) ya *Molao wa Boingwadišo bja Mangwalo a Bong*, 1937	
LEKALA: DITIRELO TŠA BOSETŠHABA TŠA TAOLO YA GEOMATHIKI	
Tshedimošo ya Katastrale le thekgo ya ditirelo tša seprofešenale	Di hwetšagala dikantorong tša go fapafapana tša Mohla bosetahlobipharephare go ralala naga ka moka, ntle le tshedimošo ya bosetšhaba ya katastrale yeo e ka hwetšagalago ka kantoro ya Letona la Mohlahlobipharephare kua Pretoria
Kabo ya diswantšho tše skenilwego tša ditokomane tša katastrale	
Ditirelo tša Boeletši bja Saenthefiki	Di hwetšagala go Letonalegolo: National Geo-Spatial Information kua Mobray goba o ka dira kgopelo ka go romela imeili go ngi@ruraldevelopment.gov.za
Ditirelo tša Seprofešenale tša GIS	
Thekgo ya GIS mebasepaleng	
Tlhahlo yaGIS go barutiši	
Tlhahlo ya botekniki go Tekolonaga/Thuto ya dimapa/ Digeomathiki	
Go bala le go ngwala ga mebepe le GIS tlhahlong ya dikolong	
Mebepe ya magala go hlabolla mabokgoni a mebepe	
Go dirwa ditlhahlobo le mebepe ya diprotšeke tša Tlhabollo ya Dinagamagaeng le Mpshafatšo ya Naga	
Ditirelo tša go hlakantšwa ga *data*	
LEKALA: DITIRELO TŠA THEKGO YA TLEMANO	
Go aba tshedimošo ka diposo tše bapaditšwego	Ka go leletša Senthara ya Mogala ya HRM mo go (012) 312 9727 goba ka go romela imeili go hrmcallcentre@ruraldevelopment.gov.za.
Kgonthišišo ya mošomo	Ka go leletša Senthara ya Mogala ya HRM mo go (012) 312 9727 goba ka go

	romela imeili go hrmcallcentre@ruraldevelopment.gov.za.
Dipasari bakeng sa bašomedi bao ba tshephišago (barutwana ba marematlou le batho bao gabjale ba ithutelago mafeloboithutelong a dithuto tša godimo tša maleba dithutong tša tekolo gotee le thulaganyo ya toropo le selete **(Lemoga gore go abjwa ga dipasari go direga ka mokgwatirišo wa go khwalifaya le go ba gona ga mašeleng ebile seo se dirwa fela ka kahlolelo ya Kgoro.)**	• Ka go ihlagiša dipontšhong tša boiphedišo bokamosong/matšatši a buletšwego bohle mafeloboithutelong a maemo a godimo le dikolong tša dinagamagaeng • Ka go ikhweletša dikgopelo tša pasari gotšwa wepsaeteng ya inthanete ya Kgoro • Ka go kgopela diforomo tša kgopelo tša pasari gotšwa kantorong efe goba efe ya Kgoro • Ka go romela dikgopelo dibakeng tša dipasari tše bapaditšwego diyalemoyeng tša selegae le tša bosetšhaba
Mananeo a boithutelamošomo bafseng bao ba sa šomego le dialoga **(Lemoga gore go abjwa ga dipasari go direga ka mokgwatirišo wa go khwalifaya le go ba gona ga mašeleng ebile seo se dirwa fela ka kahlolelo ya Kgoro.)**	• Ka go romela dikgopelo dibakeng tša dipasari tše bapaditšwego diyalemoyeng tša selegae le tša bosetšhaba • Ka go fetola dipapatšo tše kgomareditšwego ditsebišong dikantorong tša Kgoro. • Dikgopelo ka moka tša Z83 tša boithutelamošomo di swanetše go dirwa diforomong tša Z83 tšeo di hwetšagalago dikantorong dife goba dife tša Kgoro
LEKALA: DITIRELO TŠA DITŠHELETE	
Ga go na selo	

10. DIPEAKANYO BAKENG SA BATHO BA GO KGATHA TEMA TLHAMONG YA PHOLISI, TIRIŠO YA MAATLA GOBA BODIRAGATŠI BJA MEŠOMO

Batho bao ba nago le kgahlego ba ka kgatha tema tlhamong ya pholisi, tirišong ya maatla goba bodiragatšing bja mešomo ka Kgoro ka ditsela tša go fapafapana, mohlala, ka ditherišano, go dira boemedi le go hlankela maloko a ditho tšeo di itšego tša mmušo ka fase ga thekgo ya Kgoro.

Tšeo di latelago ke mekgwa ya kakaretšo bakeng sa botšeakarolo bjo:

- Ge Kgoro e rata go tsebagatša pholisi ye kgolo ye mpsha, seakanywa sa pholisi yeo se phatlalatšwa bjalo ka *Green Paper* (ka gare ga kuranta ya mmušo ebile ka nako ye nngwe ka gare ga diphatlalatšwa tše dingwe gotee le wepsaete ya Kgoro), le gona diswaoswao le boemedi di mengwa go tšwa bathong ka moka bao ba nago le kgahlego
- Nakong ya tlhamo ya dipholisi tše tše kgolo (Green Papers le White Papers), Kgoro ka nako ye nngwe e thakgola dihlopha tša boitsebišo goba dihlopha tša baamegi bao ba rerišwago nako le nako ebile ba kgatha tema ka mafolofolo tlhamong ya pholisi.
- Melaokakanywa ka moka (peomolao e mpsha) e phatlalatšwa ka Kuranteng ya Mmušo bakeng sa diswaoswao tša setšhaba pele e ka bonwa ke Palamente.
- Dikantoro tša go fapafapana tša Kgoro nako le nako di swara dikopano tša botšeakarolo/ditherišano ditabeng tša go fapafapana tše bjalo ka mekgatlo ya setšhaba ya diphahlo, pušetšo ya naga, ditšweletšwa tša mpshafatšo ya naga, dipholisi tše mpsha bj bj. O kgopelwa go lebelela dikuranta go hwetša tše ntši. Dihlopha tše hlaotšwego tša go ba le kgahlego di tla amogetšwa ditaletšo.

Ntle le mekgwa ya kakaretšo ya ka godingwana, mekgwa ye e latelago ye e beilwego e gona:

- *Deeds Registries Regulations Board* e akaretša dirwadi (conveyancers) tše pedi tša poraebete bjalo ka maloko ao a kgathago tema thwii tlhamong ya pholisi le dipeelano tša peomolao ditabeng tša boingwadišo bja naga. Dirwadi tše tše pedi di kgethwa ke mekgatlo ya semolao ya boramolao le go emela profešene ya borwadi mo Lekgotleng.
- *Sectional Titles Regulations Board* e akaretša batho bao ba latelago bjalo ka maloko:

- Morwadi wa poraebete yo a kgethilego ke mekgatlo ya boramolao
- Mohlahlobi wa naga wa porabaete wa profešenale yo a kgethilego ke khansele ya maleba
- Moagiteke wa poraebete yo a kgethilwego ke khansele ya maleba
- Mohlankedi yo a thwetšwego ke Khansele ya Dipanka tša Afrika Borwa yo a emetšego sektara ya dipanka ya kgwebo
- Batho ba bangwe ba babedi bao ba nago le tsebo ya go ikgetha go dikimong tša tlhabollo ya *sectional title* (bao ba emelago baagi goba boramelao

Maloko a a tšwa sektareng ya poraebete goba setšhabeng, ebile a kgatha tema tlhamong ya pholisi le dipeelano tša peomolao dikimong tša *sectional title*.

- Khansele ya go bitšwa *South African Council for Professional and Technical Surveyors*, yeo, bjalo ka ye mengwe ya mehola ya yona e eletšago Tona ka ditaba tše mabapi le tlhahlobo, e akaretša maloko ao a emelago diprofešene tša seprofešenale le tlhahlobo ya setegniki go tšwa sektareng ya poraebete.
- Boto ya Dikobamelo tša Bolekodi elego *Survey Regulations Board* yeo e eletšago Tona ka dikobamelo go ya ka *Molao wa Tekolo ya Naga, 1997*, di akaretša maloko go tšwa profešeneng ya bolekodi sektareng ya poraebete.
- Khansele ya Afrika Borwa ya Barulaganyi e *lego South African Council for Planners* yeo gare ga tše dingwe e eletšago Tona ditabeng tše amanago le profešene ya thulaganyo, e akaretša maloko go tšwa profešeneng ya borulaganyi le batho bao ba emelago dikgahlegelo tša setšhaba bao ba angwago goba ba ka angwago ke diphetho tša borulaganyi.
- Ge Molaokakanywa wa Thulaganyo ya Tikologo le Taolo ya Tšhomišo ya Naga o bewa, Tonakgolo ya maleba le khansele ya mmasepala ba lefelo leo la maleba ba tla rerišwa ge go hlangwa le ge go phatlalatšwa Tlhako ya Tlhabollo ya Tikologo ya Selete. Dikopano tša ditherišano di tla swarwa

le gona batho bao ba nago le kgahlego le bona ba tla mengwa go tliša boemedi bja bona bjo bo ngwadilwego

- Ge Tlhako ya Tlhabollo ya Tikologo ya Selete e šetše e phatlaladitšwe, setšhaba se tla ba le matšatši a 60 go tliša diswaoswao tša bona tša go ngwalwa.

11. KGATOSEMOLAO GO YA KA TIRO GOBA TŠHITEGO YA GO DIRA KA BAHLANKEDI BA DRDLR

Go na le ditsela tše ntši tšeo ka tšona dingongorego le dipelaelo di ka tlišwago šeding ya DRDLR.

Kgato ya pele ke go leka go rarolla taba yeo thwi le mohlankedi yo o bego o swaragane le yena. Ge a sa rarollane le ngongorego goba pelaelo ya gago ka mo o sa kgotsofalego, o ka iša taba yeo pele le yo mogolo go yena mošomong goba hlogo ya kantoro ye maleba. Lebelela Karolo ya 4 ka godingwana bakeng sa ditlabakelo tša kgokagano tša dikantoro ka moka tša DRDLR.

Ge se se šitega, o ka romela pelaelo ye e ngwadilwego ka aterese go Kantoro ya Molaodimogolo.

Kgoro ya DRDLR e na gape le senthara ya megala go swaragana le dipelaelo ka moka le dingongorego. Sistemo yeo e hlatlogilego ya go swaragana le dipelaelo yeo bitšwago *Complaints Handling System (CHS)* e ya dirwa gabjale. Go hutšwa gore ka nako ya ge go phatlalatšwa manuwale wo sistemo CHS e tlabe e šoma. Batho setšhabebg ba ka tsebagatša dipelaelo tša bona le dingongorego ka senthara ya megala go DRDLR, ka yona senthara ye ya megala ka:-

k) go letšetša 0800 00 7095 (mogala o tla ba wa magala ge o dirwa laeneng ya Telkom);
l) go feksa pelaelo goba ngongorego go 086 729 6066;
m) go romela imeili go queries@ruraldevelopment.gov.za;

n) go ngwala lengwalo go Hlogo ya Senthara ya Megala go, Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001; goba

o) go ikela ka bowena go etela senthara ya megala (ngongorego ka go ikela ka bowena) kua 184 Jeff Masemola Street, Pretoria. Bašomedi ba kamogelo moagong wo ba tla go laetša senthara ya megala.

Ka mo fasana ke sethalwa sa ditshepedišo tša go šoma tša motheo tšeo Kgoro e dumelelanego le tšona ebile e rulaganya go di phethagatša ka bjako ka mo go kgonagalago. Go sa le bjalo, maloko a setšhaba a ka šomiša senthara ye ya megala, senthara yona e tla romela pelaelo goba ngongorego kantorong ya maleba goba lekala bakeng sa karabo. **Go šišingwa gore babelaedi ba thome ka go diriša tshepedišo ye go fihla pheletšong (go lokela pelaelo goba ngongorego le senthara ya megala) pele ba romela boipelaetšo bjo ngwadilwego Kantorong ya Molaodipharephare.**

Tiro (Mohuta wa ngongorego)	**BoTelele bja nako ye e ukangwago go ka fetša**
Dingongorego ka mogala	Senthara ya megala e itekela: • Go araba dipersente tše 80 tša megala ka moka nakong ya ge mogala o lla lekga la boraro. • Go aroganya ka nepagalo, go lekola bokgonthe le go gatiša ngongorego ka nako ya metsotso e meraro. • Go aba dikarabo tša semeetseng dipelaelong, le/goba • Go aba lengwalo la tebogo go modirelwa le go mo romela lekaleng la maleba /PSSC ka metsotso e mehlano ya go amogela. • Dira dikgonthišišo (ka imeili) ngongoregong yeo rometšwego letšatšing la bošupa le Morulaganyi wa Bosetšhaba wa maleba; o fane ka tshedimošo ya

	moragorago go CHS le go modirelwa (ka mogala) ge e le gona. • Ka letšatši la bolesometharo ka morago ga tšhupo, dira dikgonthišišo le Morulaganyi wa Bosetšhaba ka imeili (o be o romele khophi go Morulaganyi wa Probense) le go fana ka tshedimošo ya moragorago go CHS go modirelwa ka tšwelopele yeo e dirilwego. • Ka letšatši la bolesomenne, sekaseka dikarabo tša lekala bakeng sa kobamelosemolao: ➢ Ge karabo e sepelelana le molao, efa modirelwa tshedimošo ya moragorago o be dire bjalo go CHS gomme o tswalele ngongorego yeo. ➢ Dira ditshekatsheko tša kgwedi ka kgwedi le tša kotara tša dingongorego tše amogetšwego tšeo di tla akaretšago tšeo di latelago : ➢ Phetišetšopele ya dingongorego tšeo di sa swaraganwago go Molaodipharephare, makala le go *Provincial Delivery Forums* (“PDFs”) ➢ Tlhaolo ya ditaba tše nyakago šedi, tshekatsheko ya ditlwaelo le go arolwa ga dikarabo ➢ Tshekatsheko ya kobamelosemolao
Dingongorego tša go ikela ka bowena (lemoga gore Senthara ya Megala e tla ba e le Kantorong ya Bosetšhaba ya Kgoro kua Gauteng)	Senthara ya Megala e itekela: • Go fa šedi badirelwa ba go itlela ka bobona ka metsotso e lesometlhano ge e seno tsebišwa ka go ba gona ga badirelwa bao ba itletšego. • Go aba dikarabo tša semeetseng go badirelwa ba go itlela, le go/goba • Go aba lengwalo la tebogo go modirelwa le go mo romela lekaleng la maleba /PSSC ka metsotso e mehlano ya go rerišana le yena. • Dira dikgonthišišo (ka imeili) ngongoregong yeo e rometšwego letšatšing la bošupa le Morulaganyi wa Bosetšhaba wa maleba; o fane ka tshedimošo ya moragorago go CHS le go modirelwa (ka mogala) ge e le gona.

	• Ka letšatši la bolesometharo ka morago ga tšhupo, dira dikgonthišišo le Morulaganyi wa Bosetšhaba ka imeili (o be o romele khophi go Morulaganyi wa Probense) le go fana ka tshedimošo ya moragorago go CHS go modirelwa ka tšwelopele yeo e dirilwego • Ka letšatši la bolesomenne, sekaseka dikarabo tša lekala bakeng sa kobamelosemolao: • Ge karabo e sepelelana le molao, efa modirelwa tshedimošo ya moragorago o be dire bjalo go CHS gomme o tswalele ngongorego yeo. • Dira ditshekatsheko tša kgwedi ka kgwedi le tša kotara tša dingongorego tše amogetšwego tšeo di tla akaretšago tšeo di latelago : ➢ Phetišetšopele ya dingongorego tšeo di sa swaraganwago go Molaodipharephare, makala le go *Provincial Delivery Forums* (“PDFs”) ➢ Tlhaolo ya ditaba tše nyakago šedi, tshekatsheko ya ditlwaelo le go arolwa ga dikarabo • Tshekatsheko ya kobamelosemolao
Dingongorego ka imeili	Senthara ya Megala e tla: • Aba dikarabo dingongoregong tša imeili ka di-iri tše 24 tša go amogelwa ga imeii, le/goba • Go fetišetša dingongorego tše raraganego go lekala la maleba bakeng sa thumo ka nako ya di-iri tše 24 tša go amogelwa ga tšona • Dira dikgonthišišo (ka imeili) ngongoregong yeo rometšwego letšatšing la bošupa le Morulaganyi wa Bosetšhaba wa maleba; o fane ka tshedimošo ya moragorago go CHS le go modirelwa (ka mogala) ge e le gona. • Ka letšatši la bolesometharo ka morago ga tšhupo, dira dikgonthišišo le Morulaganyi wa Bosetšhaba ka imeili (o be o romele khophi go Morulaganyi wa Probense) le go fana ka tshedimošo ya moragorago go CHS go modirelwa ka tšwelopele yeo e dirilwego

	• Ka letšatši la bolesomenne, sekaseka dikarabo tša lekala bakeng sa kobamelosemolao: • Ge karabo e sepelelana le molao, efa modirelwa tshedimošo ya moragorago o be dire bjalo go CHS gomme o tswalele ngongorego yeo. • Dira ditshekatsheko tša kgwedi ka kgwedi le tša kotara tša dingongorego tše amogetšwego tšeo di tla akaretšago tšeo di latelago : ➢ Phetišetšopele ya dingongorego tšeo di sa swaraganwago go Molaodipharephare, makala le go *Provincial Delivery Forums* (“PDFs”) ➢ Tlhaolo ya ditaba tše nyakago šedi, tshekatsheko ya ditlwaelo le go arolwa ga dikarabo • Tshekatsheko ya kobamelosemolao
Dingongorego tše amogetšwego ka Lengwalo goba Fekse	Senthara ya Megala e tla: • Aba dikarabo dingongoregong tše amogetšwego ka lengwalo goba fekse ka nako ya di-iri tše 24 ge di seno amogelwa, le/goba • Go fetišetša dingongorego tše raraganego go lekala la maleba bakeng sa thumo ka nako ya di-iri tše 24 tša go amogelwa ga tšona • Dira dikgonthišišo (ka imeili) ngongoregong yeo rometšwego letšatšing la bošupa le Morulaganyi wa Bosetšhaba wa maleba; o fane ka tshedimošo ya moragorago go CHS le go modirelwa (ka mogala) ge e le gona. • Ka letšatši la bolesometharo ka morago ga tšhupo, dira dikgonthišišo le Morulaganyi wa Bosetšhaba ka imeili (o be o romele khophi go Morulaganyi wa Probense) le go fana ka tshedimošo ya moragorago go CHS go modirelwa ka tšwelopele yeo e dirilwego • Ka letšatši la bolesomenne, sekaseka dikarabo tša lekala bakeng sa kobamelosemolao: • Ge karabo e sepelelana le molao, efa modirelwa

	tshedimošo ya moragorago o be dire bjalo go CHS gomme o tswalele ngongorego yeo. • Dira ditshekatsheko tša kgwedi ka kgwedi le tša kotara tša dingongorego tše amogetšwego tšeo di tla akaretšago tšeo di latelago : ➢ Phetišetšopele ya dingongorego tšeo di sa swaraganwago go Molaodipharephare, makala le go *Provincial Delivery Forums* (“PDFs”) ➢ Tlhaolo ya ditaba tše nyakago šedi, tshekatsheko ya ditlwaelo le go arolwa ga dikarabo • Tshekatsheko ya kobamelosemolao

NOMORO YA MOGALA YA BOPRESIDENTE

Bareki bao ba sa amogelego tharollo ya go kgotsofatša goba ya go kwagala dipelaetšong tša bona go tšwa DRDLR ba ka bega taba yeo go Nomoro ya Mogala ya Bopresidente nomorong ye 17737. Kantoro ya Nomoro ya Mogala ya Bopresidente e tla diragatša karabo boipelaetšong bjo.re still dissatisfied with the De