

**THE PROVINCE OF
GAUTENG**



**DIE PROVINSIE VAN
GAUTENG**

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18 JANUARY 2016
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No. 7

We all have the power to prevent AIDS



**AIDS
HELPLINE**

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DEPARTMENT OF HEALTH

Prevention is the cure

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Government Printing Works

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Government Printing Works has over the last few months implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submit your notice request.

In line with these business rules, GPW has revised the notice submission deadlines for all gazettes. Please refer to the GPW website www.gpwonline.co.za to familiarise yourself with the new deadlines.

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take note!

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GPW has a **2-working day turnaround time for processing notices** received according to the business rules and deadline submissions.

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PROOF OF PAYMENTS

REMINDER

GPW reminds you that all notice submissions **MUST** be submitted with an accompanying proof of payment (PoP) or purchase order (PO). If any PoP's or PO's are received without a notice submission, it will be failed and your notice will not be processed.

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A reminder that documents must be attached separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment/purchase order – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment).

REMINDER OF THE GPW BUSINESS RULES

- Single notice, single email – with proof of payment or purchase order.
- All documents must be attached separately in your email to GPW.
- 1 notice = 1 form, i.e. each notice must be on a separate form
- Please submit your notice **ONLY ONCE**.
- Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
- The notice information that you send us on the form is what we publish. Please do not put any instructions in the email body.

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

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PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE OF 2 2016



GAUTENG PROVINCE
ECONOMIC DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL
COMPILED IN COMPLIANCE WITH SECTION 14 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT
(ACT NO. 2 OF 2000)
FY 2015/2016

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1. ABBREVIATIONS AND DEFINITIONS

1.1 Abbreviations

DIO	Deputy Information Officer
GDED	Gauteng Department of Economic Development
IEDS	Integrated Economic Development Services
IO	Information Officer
HOD	Head of Department
MEC	Member of Executive Council
PAIA	Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

1.2 Definitions

Access fee	Fee payable by a requester for search, preparation and reproduction of requested records, as prescribed in PAIA section 22(6).
Act	The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
Deputy Information Officer (DIO)	A person designated by the Head of Department to render the public body as accessible as reasonably possible for requesters of its records as prescribed in PAIA section 17(1).
Guide	Document or book produced by the South African Human Rights Commission for the purposes of assisting any person who wishes to exercise any right in terms of the PAIA as prescribed in section 10.
Information Officer (IO)	The Head of Department of the Department of Economic Development as defined in PAIA section 1.
Internal appeal	An appeal against a decision to refuse access to information, as stipulated in PAIA section 74.
Personal information	Information about an identifiable individual, including, but not limited to, information relating to race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the individual as defined in PAIA section 1.
Personal requester	A person seeking access to information/records

	containing personal information about himself/herself as defined in PAIA section 1
Protected records	Records that contain sensitive information and cannot be made accessible to the public as per the provisions of PAIA sections 33 to 45.
Public body	Any department of state or administration in the national or provincial sphere of government, any municipality in the local sphere of government or any institution performing a public function in terms of any legislation as defined in PAIA section 1. Also referred to as government body or department.
Record	Any recorded information, in any form or medium under the custody of GDED as defined in PAIA section 1.
Records automatically available	Records that can be accessed without a person having to request access in terms of the Act as stipulated in section 15(1) (a) of PAIA.
Records available on request	Records that can be accessed through following PAIA processes as stipulated in PAIA sections 11 and 18; access to these records may be refused on the basis of sections 33 to 45 of the Act.
Request fee	A non-refundable fee payable by a requester when submitting a request for access as per the provisions of PAIA section 22(1). (Personal requester is excluded from paying request fee).
Requester	Any person making a request for access to information or records of GDED or a person acting on behalf of the person requesting information as defined in PAIA section 1.
Third party	Any person, including, but not limited to the government of a foreign state, an international organisation or an organ of that government or organisation other than the requester concerned and a public body as defined in PAIA section 1.

2. INTRODUCTION

The Gauteng Provincial Government Department of Economic Development (“the GDED”) is committed to the compliance with the directives of the Constitution and national legislation like the Promotion of Access to Information Act, 2000 (Act No.2 of 2000) (“the Act”). It endorses the key principles of good governance, transparency and accountability.

The Act gives effect to the constitutional right of access to any information held by any public or private body that is required for the exercise or protection of any rights. The Act sets out the procedures attached to such request.

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

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

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

The purpose of this manual is to clearly demonstrate the services the GDED provides together with the information necessary to ensure that the processes of information sharing are expeditious and affirming.

3. SECTION 10 GUIDE ON HOW TO USE THE ACT

In order to educate and assist members of the public on how to use the Act, the South African Human Rights Commission was mandated to compile and publish a Guide in all South African languages.

Members of the public can inspect or make copies of this Guide from the Head Office and any Provincial Offices of the South African Human Rights Commission.

Any enquiries regarding this guide should be directed to:

The South African Human Rights Commission

Telephone No.: +27 11 484 8300

Fax No.: +27 11 484 7146/7

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

Postal Address: PAIA Unit
 The Research and Documentation Department
 Private Bag X 2700
 Houghton. 2042

Street Address: PAIA Unit
 The Research and Documentation Department
 29 Princess of Wales Terrace
 Parktown
 Johannesburg

Website: www.sahrc.org.za

3.1 Key contact details for access to information

The Head of the Department is in terms of section 1 of the Act the Information Officer of the GDED.

INFORMATION OFFICER

Ms Phindile Mbanjwa
 Head of the Department
 Private Bag X091
 Marshalltown
 2107
 Tel No.:011 355 8705
 Fax No.011 355 8554

DEPUTY INFORMATION OFFICER

Ms Funeka Njobe
 Chief Director: Legal Advisory Service
 Private Bag X091
 Marshalltown
 2107
 Tel No.: 011 355 8143
 Fax No.: 011 355 8028

4. GENERAL CONTACT DETAILS OF THE GDED

Physical address : Matlotlo House
 94 Main Street
 Johannesburg
 2000

Postal address : Department of Economic Development
 Private Bag X 091
 Marshalltown
 2107

Telephone No. : 011 355 8000

Facsimile No. : 011 355 8554

Website : www.ecodev.gpg.gov.za

5. MANDATE OF THE GDED

The mandate of the GDED is to facilitate, promote economic growth and development in the province, with a targeted commitment to focus on enhancing inclusivity of the economy, while not neglecting to improve its competitiveness.

5.1 Vision of the GDED

The vision of GDED is to be a radically transformed, modernised and re-industrialised economy in Gauteng, manifesting decent work, economic inclusion and equity.

5.2 Mission of the GDED

The mission of the GDED, in pursuit of its Vision, is to:

- a) Ensure radical transformation, modernisation and re-industrialisation of the Gauteng economy.
- b) Provide an enabling policy and legislative environment for equitable economic growth and development.
- c) Develop and implement programmes and projects that will:
 - (i) revitalise Gauteng's township economies;
 - (ii) build new smart, green, knowledge-based economy and industries;
 - (iii) ensure decent employment and inclusion in key economic sectors;
 - (iv) facilitate radical economic transformation, modernisation and re-industrialisation;
 - (v) include the marginalised sectors of women, youth and persons with disabilities in mainstream economic activities;
 - (vi) establish appropriate partnerships for delivery; and
 - (vii) ensure the GDED effectively and efficiently delivers on its mandate.

5.3 Value statement

The values of the GDED, informed by its Vision and Mission, are to:

- (i) Serve as a centre of excellence in leading radical economic transformation, modernisation and re-industrialisation of Gauteng's economy.
- (ii) Provide ethical, consultative and people-focused services.
- (iii) Facilitate equity, redress and access to economic opportunities and decent employment.
- (iv) Ensure that Gauteng's economic profile reflects its demographic profile.
- (v) Practice transparent, participatory and good governance at an internal level.
- (vi) Foster high levels of professionalism, innovation, effectiveness, efficiency and the practice of Batho Pele amongst the staff of GDED and all its implementation agencies.

6. CORE FUNCTIONS OF THE GDED

The Department is tasked with ensuring that the right environmental framework and initiatives are put in place to foster economic growth and job creation in the province, and thereby push back the boundaries of poverty. The core functions of the Department are modelled around four core programmes which are:

Programme 1:	
Administration	<p>The core function of this programme is to provide strategic leadership, support and transversal business solutions to enable the MEC, HOD and GDED to effectively deliver on the mandate of the Department.</p> <p>The programme is divided into the following sub-programmes:</p> <ul style="list-style-type: none"> • Office of the HOD; • Office of the MEC; • Financial Management; and • Corporate Management
Programme 2:	
Integrated Economic Development Services (IEDS)	<p>The programme's core function is to ensure radical economic transformation that addresses the triple policy imperatives of decent work, an inclusive economy and equality. The programme is divided into the following sub-programmes:</p> <ul style="list-style-type: none"> • IEDS Management Office; • Enterprise Development; and • Regional and Local Economic Development.
Programme 3:	
Trade and Industry Development	<p>The programme's core function is to ensure re-industrialisation that addresses the triple policy imperatives of decent work, an inclusive economy and equality. The programme is divided into the following sub-programmes:</p> <ul style="list-style-type: none"> • Trade and Investment Promotion; and • Sector Development.

Programme 4:	
Business Regulation and Governance	<p>The programme's core function is to ensure that DED's Agencies, Consumer Affairs, the Gauteng Liquor Board and, the Gauteng Gambling Board are implementing interventions that contribute to the achievement of the DED's strategic goals. The programme is divided into the following sub-programmes:</p> <ul style="list-style-type: none"> • Governance; • Regulatory Services; • Consumer Protection; • Liquor Regulation; and • Gambling and Betting.

7. ORGANISATIONAL ENVIRONMENT

The GDED consist of a Head Office that is situated in Johannesburg at 94 Main Street and has Consumer and Liquor Regional Offices that are situated across Gauteng Province. The GDED is made up of Office of the MEC and the Office of the Head of Department, which consists of three branches. See attached Organogram (**Annexure "A"**).

8. PUBLIC ENTITIES THAT REPORT TO THE MEC

PUBLIC ENTITY	ADDRESS
Gauteng Enterprise Propeller	124 Main Street Johannesburg
Gauteng Gambling Board	125 Corlet drive Bramley, Johannesburg
Gauteng Growth and Development Agency	124 Main Street Johannesburg
Gauteng Tourism Authority	124 Main Street Johannesburg
Dinokeng and Cradle of Humankind World Heritage Site	124 Main Street Johannesburg

9. SUBJECTS AND CATEGORIES HELD BY THE GDED

The subjects and categories of records held by the GDED are as follows:

- a) Departmental personnel records;
- b) Departmental procurement records;
- c) Departmental financial records;
- d) Agendas and minutes of internal departmental meetings;
- e) Departmental reports;
- f) Departmental publications;
- g) Internal departmental frameworks; Acts and policies;
- h) Records available in accordance with the Act.

10. WHO CAN REQUEST INFORMATION

- a) Any person can request information.
- b) Personal requesters request information about themselves.
- c) Requesters requesting information on behalf of another person. (A requester that is acting on behalf of someone else must produce a letter of authority.)

11. REQUEST FOR INFORMATION PROCEDURE

11.1 Automatically available records in terms of section 15 (1)(e)

The records listed in **Annexure "B"** are automatically available without a person having to request access in terms of the Act. This list has been gazetted in terms of section 15 of the Act.

The records listed in **Annexure "B"** may be obtained from the Department of Economic Development, Matlotlo House, 94 Main Street, Johannesburg. Where there are sufficient copies available, the record may be obtained free of charge, whereafter a reproduction fee is payable. Some of these records are also available for free on the GDED website at www.ecodev.gpg.gov.za.

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

(a)	For every photocopy of an A4-size or part thereof	0.60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0.40
(c)	For a copy in a computer-readable form on - Compact disc	40.00
(d)	For a transcription of visual images, for an A4-size page or part thereof	22.00
(e)	For a copy of visual images	60.00
(f)	For a transcription of an audio record, for an A4-size page or part thereof	12.00
(g)	For a copy of an audio record	17.00

11.2 Telephonic requests

GDED also accepts telephonic requests. Any such request made to the DIO or the Legal Advisory Services Unit at the telephone number given in this manual will be attended to, by Officials at the Unit. They will complete the prescribed Form A on behalf of the requester and furnish them with a copy thereof.

11.3 Oral requests

If an individual is unable to complete the prescribed form because of illiteracy or a disability, such person may make the request orally to the DIO. The DIO must reduce the oral request to writing in the prescribed form and provide a copy thereof to the requester.

12. FORMAL REQUEST:APPLICATION PROCESS

Step 1: The Request

Where a requester wishes to access information held by the GDED, other than records listed in **Annexure "B"**, the requester must make a request for access to the relevant information in the prescribed form available on the GDED website at www.ecodev.gpg.gov.za, or may be obtainable upon request from the DIO. The requester must submit the application form to the DIO through the Legal Advisory Services Unit at the address, fax number or email address provided in this manual.

Step 2: The Payment

The request form should be accompanied by proof of payment for the request fee. No proof of payment is attached by people qualifying for exemption, but the reasons for exemption should be clearly stated on the form. A request fee of R35-00, or proof of payment thereof, must accompany the request for information.

Payment of the request fee may be made and deposited at:

ACCOUNT NAME	Gauteng Department of Economic Development:
BANK	FNB
ACCOUNT NUMBER	62298137376
BRANCH CODE	255005
BRANCH NAME	Global Transactional Services JHB
REFERENCE	PAIA

Step 3: Turnaround times for attending to requests

In terms of section 25 of the Act, DIO must decide whether to grant or refuse a request and give notice with reasons to that effect within 30 days of receipt of the request.

The 30 days within which DIO has to decide whether to grant or refuse the request may be extended once for a period of not more than 30 days if the request is for large amounts of information or if the request requires a search for information held at another office of GDED and the information cannot be reasonable obtained within the original 30 days. GDED must notify the requester in writing should an extension be required.

Step 4: Validation and Acknowledgement

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

Step 5: Final Notification

If the request is granted, then a further access fee must be paid for the search, preparation and reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. The requester will be informed of the completion of the request as well as the outstanding fees payable to the GDED.

Step 6: Payment and delivery

Once the payment received (following the same payment process as stipulated in Step 2), the information is released to the requester.

General Information

The prescribed form must be duly completed to enable the Information Officer to identify:

- a) The record or records requested;
- b) The identity of the requester;
- c) Which form of access is required, if the request is granted; and
- d) The postal address or fax number of the requester.

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

13. FEES

The Act provides for two types of fees:

13.1 Non-Refundable Request Fee

A requester, other than a personal requester, requesting access to information held by the GDED will be required to pay the prescribed request fee of R35.00, as specified on Form A, before the request is processed further. The DIO will withhold a record until the requester concerned has paid the applicable fees (if any).

13.2 Access Fee

An access fee is payable in all instances where a request for access to information is granted for reproduction costs and, if applicable, the postal fee and the time reasonably required to search for and prepare the record for disclosure.

A requester requesting copies of records that are publicly available does not have to pay the request fee of R35.00, but will pay an access fee for reproduction, if applicable. The DIO will withhold a record until the requester has paid the applicable fees (if any).

13.3 Deposits

If the search for a record and the preparation of the record for disclosure, including arrangements to make it available in the requested format, would require more than the hours prescribed for this purpose in the regulations, the DIO must by notice require the requester to pay as a deposit the prescribed portion (being not more than a third) of the

access fee which would be payable if the request is granted. If a deposit has been paid in respect of a request for access that was refused the DIO of GDED will refund the deposit to the requester.

13.3.1 The access fees payable are as follows:

(a)	For every photocopy of an A4-size page or part thereof	0.60
(b)	For every printed copy of an A4-size page or part thereof, held on a computer or in electronic or machine-readable form	0.40
(c)	For a copy in a computer-readable form on-Compact disc	40.00
(d)	For a transcription of visual images, for an A4-size page or part thereof	22.00
(e)	For a copy of visual images	60.00
(f)	or a transcription of an audio record, for an A4-size page or part thereof	12.00
(g)	For a copy of an audio record	17.00
(h)	To search for and prepare the record for disclosure (per hour or part of an hour, excluding the first hour, reasonably required for such search and preparation)	15.00

13.3.2 The actual postage is payable when a copy of a record must be posted to a requester.

14. REFUSED ACCESS AND APPEALS

14.1 Grounds for refusal

The GDED may refuse a request to information if it relates to the:

- a) Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- b) Mandatory protection of the commercial information of a third party, if the record contains:
 - (i) trade secrets of that third party;
 - (ii) financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party; and/or

- (iii) information disclosed in confidence by a third party to the GDED, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.
- c) Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- d) Mandatory protection of the safety of individuals and the protection of property;
- e) Mandatory protection of records which would be regarded as privileged in legal proceedings;
- f) Operations of the GDED;
- g) The commercial activities of the GDED, which may include:
 - (i) trade secrets of GDED;
 - (ii) financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the GDED;
 - (iii) information which, if disclosed could put the GDED at a disadvantage in negotiations or commercial competition; and/or
 - (iv) a computer programme which is owned by the GDED, and which is protected by copyright;
- h) The research information of the GDED or third party, if its disclosure would disclose the identity of the GDED, the researcher or the subject matter of the research at a serious disadvantage.
- i) Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

14.2 Remedies if requests for access is refused

14.2.1 Internal Appeal

- (a) A requester may lodge an internal appeal against a decision of the IO of the GDED –
 - (i) to refuse a request for access; or taken in terms of section 22, 26(1) or 29(3), in relation to that requester, with the Member of the Executive Council (MEC) responsible for Economic Development, Environment, Agriculture and Rural Development.
- (b) A third party may lodge an internal appeal against a decision of the Information Officer of the GDED to grant a request for access.

14.2.2 Process

- (a) An internal appeal must be lodged in the prescribed form-
 - (i) within 60 days after the requester has been informed of the decision taken.
 - (ii) if notice to a third party is required, within 30 days after notice is given to the appellant of the decision appealed against.
 - (iii) it must be delivered or sent to the Information Officer of the GDED at his or her addresses, or fax number.
 - (iv) if applicable, must be accompanied by the prescribed appeal fee, and must specify a postal address or fax number.
- (b) The prescribed form for an internal appeal is available on the GDED website at www.ecodev.gpg.gov.za , or may be obtained upon request from the Deputy Information Officer at telephone number 011 355 8143.
- (c) If an appeal is lodged after the expiry of the period referred to, the MEC must, upon good cause shown, allow the late lodging of the appeal.
- (d) If the MEC disallows the late lodging of an appeal, he or she must give notice of that decision to the person who lodged the appeal.
- (e) An Appellant lodging an appeal against the refusal of his or her request for access must pay the prescribed appeal fee (if any).
- (f) If the prescribed appeal fee is payable in respect of an appeal, the decision on the appeal may be deferred until the fee is paid.
- (g) As soon as reasonably possible, but in any event within 10 working days after receipt of an appeal, the Information Officer must submit the following to the MEC:
 - (i) the appeal together with reasons for the decision concerned;
 - (ii) if the appeal is against the refusal or granting of a request for access, the name, postal address, telephone and facsimile number and electronic mail address (whichever is available) of any third party that must be notified of the request.
- (h) The MEC must consider and decide on the internal appeal within 30 days after the notice of internal appeal is received.

- (i) The decision of the MEC must either confirm or set aside the decision of the DIO, and where applicable substitute the decision on the request.

14.2.2 Application to Court

A requester who has been unsuccessful in an internal appeal may, within 180 days of receipt of notice of the decision regarding the internal appeal, apply to the court for appropriate relief as stipulated in section 78(2) of the Act.

15. AVAILABILITY OF THE MANUAL

This manual is available in Afrikaans, Sesotho and isiZulu. The manual is available as the GDED offices and on the website at: www.ecodev.gpg.gov.za.

16. UPDATING OF THE MANUAL

This manual will be updated whenever amendments to current information need to be reflected, or annually.

17. MISSING RECORDS

Requestors have the right to receive a response on affidavit for records which cannot reasonably be located, but to which a requestor would have had access had the record been available.

18. DISPOSAL OF RECORDS

The GDED reserves the right to lawfully dispose of certain records in terms of authorities obtained from the National Archives and Records Service.

Requestors will be advised whether a particular record has been disposed of where this is relevant to the records requested.

19. GENERAL NOTE

The GDED reserves the right to transfer requests for records to relevant bodies where these bodies are the primary holders or generators of the information requested, or where the GDED no longer has possession of such record, and to create new categories of records where this is necessary. This manual will be updated to reflect changes in categories of records accordingly.

PROVINSIALE KENNISGEWING VAN 2 2016



GAUTENG PROVINCE
ECONOMIC DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

INCWADI YOMTHETHO WOKUKHUTHAZA UKUTHOLA
ULWAZI

YENZIWE NGOKUVUMELANA NENGXENYE 14
YOMTHETHO WOKUKHUTHAZA UKUTHOLA ULWAZI
(UMTHETHO NO. 2 KA-2000)

FY 2015/2016

ITHEBULA LOKUQUKETHWE

1. IZIFUSHANISO ZAMAGAMA NEZINCAZELO
2. ISETHULO
3. UMHLAHLANDLELA WENGXENYE 10 MAYELANA NOKUTHI
UNGASETSHENZISWA KANJANI LO MTHETHO
4. IGUNYA LOMNYANGO WASE-GAUTENG WOKUTHUTHUKISWA KOMNOTHO
(GAUTENG DEPARTMENT OF ECONOMIC DEVELOPMENT [GDED])
 - 4.1 UMBONO WE-GDED
 - 4.2 INJONGO YE-GDED
 - 4.3 ISITATIMENDE SENZUZO
5. IMINININGWANE YOKUTHINTA I-GDED
6. IMISEBENZI EYINHLOKO YE-GDED
7. INDLELA OKUHLELWE NGAYO
8. IZINKAMPANI ZOMPHAKATHI EZINGAPHANSI KUKA-MEC
9. IZIHLOKO KANYE NEZIGABA EZINGAPHANSI KWE-GDED
10. UBANI ONGAFAKA ISICELO SOKUTHOLA ULWAZI
11. INQUBO YOKUFAKA ISICELO SOKUTHOLA ULWAZI
12. ISICELO ESISEMTHETHWENI: INQUBO YOKUFAKA ISICELO
13. IZIMALI EZIKHOKHWAYO
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16. UKULUNGISWA KWENCWADI
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18. UKULAHLWA KWAMAREKHODI
19. AMAPHUZU AVAMILE

1. IZIFUSHANISO ZAMAGAMA NEZINCAZELO

1.1 Izifushaniso zamagama

DIO	Deputy Information Officer (IPhini Lesisebenzi Sezolwazi)
GDED	Gauteng Department of Economic Development (UMnyango WaseGauteng Wokuthuthukiswa Komnotho)
IEDS	Integrated Economic Development Services (Amasevisi Ahlanganisiwe Okuthuthukiswa Komnotho)
IO	Information Officer (Isisebenzi Sezolwazi)
HOD	Head of Department (Inhloko Yomnyango)
MEC	Member of Executive Council (Ilungu Lomkhandlu Olawulayo)
PAIA	Promotion of Access to Information Act 2 of 2000 (UMthetho ka-2000 Wokukhuthaza Ukuthola Ulwazi) 2 ka-2000)

1.2 Izincazelo

Imali ekhokhwayo ukuze uluthole	Imali ekhokhwa ngumuntu ofake isicelo sokucingwa, ukulungiselelwa nokukhiqizwa kabusha kwamarekhodi aceliwe, njengoba kuboniswe engxenyeni 22(6) ye-PAIA.
UMthetho	UMthetho Wokukhuthaza Ukuthola Ulwazi, 2000 (UMthetho No. 2 ka-2000).
Deputy Information Officer (DIO [IPhini Lesisebenzi Sezolwazi]) DIO	Umuntu omiswe yiNhlolo yoMnyango owenza ukuba abantu abafaka izicelo zokuthola amarekhodi ehlangano yomphakathi bakwazi kangangokunokwenzeka ngokusesilinganisweni ukuwathola njengoba kuboniswe engxenyeni 17(1) ye-PAIA.
UMhlahlandlela	Idokhumenti noma incwadi eyenziwa yiKhomishini Yamalungelo Abantu BaseNingizimu Afrika ngezinjongo zokusiza noma yimuphi umuntu ofisa ukusebenzisa noma yiliphi ilungelo ngokuvumelana ne-PAIA njengoba kuboniswe engxenyeni 10.
Information Officer (IO [Isisebenzi	INhloko yoMnyango yoMnyango Wokuthuthukiswa

Sezolwazi])	Kwezomnotho njengoba ichazwe ku-PAIA ingxenye 1.
Isikhalo Sangaphakathi	Ukufaka isikhalo esimelene nesinqumo sokwenqatshelwa ukuthola ulwazi, njengoba kushiwo ku-PAIA ingxenye 74.
Ulwazi lomuntu siqu	Ulwazi ngomuntu ongase umchaze, kuhlanganisa, kodwa kungacini nje, ngolwazi oluphathelele nohlanga, ubulili, ukukhulelwa, isimo sokushada, ubuzwe, imvelaphi yesizwe noma yezehlalo, ibala, isimo sezobulili, ubudala, impilo yomzimba noma yengqondo, inhlalakahle, ukuba nokukhubazeka, inkolo, unembeza, inkolelo, isiko, ulimi kanye nokuzalwa kwalowo muntu njengoba kuchazwe ku-PAIA ingxenye 1.
Umuntu ozifaka isicelo ngaye siqu	Umuntu ofuna ukuthola ulwazi/amarekhodi aqukethe ulwazi olumayelana naye siqu njengoba kuchazwe ku-PAIA ingxenye 1.
Amarekhodi avikelwe	Amarekhodi aqukethe ulwazi olubucayi futhi angenakwenziwa atholakale emphakathini njengoba kusho amalungiselelo e-PAIA izingxenye 33 ukuya ku-45.
Inhlangano yomphakathi	Noma yimuphi umnyango wombuso noma abaqondisi (administration) esigabeni sikazwelonke noma sesifunda sikahulumeni, noma yimuphi umasipala esigabeni sendawo sikahulumeni noma nanoma iyiphi inhlangano eyenze umsebenzi womphakathi ngokwanoma yimiphi imithetho njengoba ichazwe ku-PAIA ingxenye 1. Futhi okubhekiselwa kuyo ngokuthi yinhlangano kahulumeni noma umnyango.
Irekhodi	Noma yiluphi ulwazi olubhalweni phansi, olukunoma yisiphi isimo noma uhlobo oluphethe yi-GDED njengoba ichazwe ku-PAIA ingxenye 1.
Amarekhodi atholakala khonamanjalo	Amarekhodi angase atholakale ngaphandle kokuba kudingeke ukuba umuntu awafakele isicelo ngokuvumelana noMthetho njengoba kushiwo engxenyeni 15(1) (a) ye-PAIA.
Amarekhodi atholakala uma uwacela	Amarekhodi angase atholakale ngezinqubo ezilandelayo ze-PAIA njengoba kushiwo ku-PAIA

	izingxenye 11 no-18; ukuthola la marekhodi kungase kwenqatshelwe ngesisekelo sezingxenye 33 ukuya ku-45 zoMthetho.
Imali yesicelo	Imali engeke ibuye ekhokhwa ngumuntu ofaka isicelo lapho efaka isicelo sokuthola ulwazi ngokuvumelana namalungiselelo e-PAIA ingxenye 22(1). (Umuntu ofaka isicelo ngaye siqu akakhokhiswa imali yesicelo).
Umuntu ofaka isicelo	Noma yimuphi umuntu owenza isicelo yokuthola ulwazi noma amarekhodi e-GDED noma umuntu owenza egameni lomuntu ofaka isicelo solwazi njengoba kuchazwe ku-PAIA ingxenye 1.
Omunye umuntu (Third party)	Noma yimuphi umuntu, kuhlanganisa, kodwa kungagcini nje ngohulumeni wombuso wangaphandle, inhlango yomhlaba wonke noma uphiko lulahulumeni noma inhlango ngaphandle komuntu ofaka isicelo okukhulunywa ngaye kanye nenhlango yomphakathi njengoba kuchazwe ku-PAIA ingxenye 1.

2. ISETHULO

I-Gauteng Provincial Government Department of Economic Development (“the GDED”) [UMnyango Wokuthuthukiswa Kwezomnotho KaHulumeni Wesifunda SaseGauteng] uzibophezele ekwenzeni ngokuvumelana neziqondiso zoMthethosisekelo nemithetho kazwelonke njengoMthetho Wokukhuthaza Ukuthola Ulwazi, 2000 (UMthetho No.2 ka-2000) (‘uMthetho’). Usekela izimiso eziyinhloko zokubusa okuhle, ukwenza izinto obala kanye nokuba nokulandisa ngezinto.

Lo Mthetho wenza lisebenze ilungelo elingokomthethosisekelo lokuthola noma yiluphi ulwazi olukunoma iyiphi inhlangano yomphakathi noma ezimele olucelwayo ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo. UMthetho ubonisa izinqubo ezifakwe esicelweni esinjalo.

Nokho, ingxenye 9 yoMthetho iyaqaphela ukuthi ilungelo elinjalo lokuthola ulwazi lixhomeke emikhawulweni ethile enezizathu zayo, ngokwesibonelo imikhawulo ehloiselwe:

- a) ukuvikelwa okusesilinganisweni kwezindaba zangasese;
- b) imfihlo yezentengiselwano; kanye
- c) nokulawula okuhle, okuphumelelayo nokusebenza kahle.

Ingxenye 14 yoMthetho iphoqa izinhlangano zomphakathi ukuba zenze incwadi, ezosiza umuntu ukuba akwazi ukuthola ulwazi olukuyinhlangano yomphakathi futhi isho izimfuneko eziyisisekelo leyo ncwadi okufanele ivumelane nazo.

Injongo yale ncwadi iwukucacisa ukubonisa amasevisi i-GDED ewahlinzekayo kanye nolwazi oludingekayo ukuqinisekisa ukuthi izinqubo zokwabelana ngolwazi zisebenza ngokushesha futhi ziyaqinisekisa.

3. UMHLAHLANDLELA WENGXENYE 10 MAYELANA NOKUTHI UNGASETSHENZISWA KANJANI LO MTHETHO

Ukuze kufundiswe futhi kusizwe amalungu omphakathi mayelana nokuthi ungasetshenziswa kanjani lo Mthetho, iKhomishini Yamalungelo Abantu BaseNingizimu Afrika yagunyazwa ukuba yenze futhi ishicilele uMhlahlandlela ngazo zonke izilimi zaseNingizimu Afrika.

Amalungu omphakathi angahlola noma enze amakhophi alo Mhlahlandlela eHhovisi Eliyinhloko kanye nakunoma yiliphi kumaHhovisi Ezifunda eKhomishini Yamalungelo Abantu BaseNingizimu Afrika.

Noma yimiphi imibuzo mayelana nalo mhlahlandlela kufanele iqondiswe lapha:

The South African Human Rights Commission

Ino. Yocingo: +27 11 484 8300

Ino. Yefeksi: +27 11 484 7146/7

I-imeyili: PAIA@sahrc.org.za

Ikheli Laseposini: PAIA Unit

The Research and Documentation Department

Private Bag X 2700

Houghton. 2042

Ikheli Lomgwaqo: PAIA Unit

The Research and Documentation Department

29 Princess of Wales Terrace

Parktown

Johannesburg

I-website: www.sahrc.org.za

3.1 Iminingwane yabantu abayinhloko ongabathinta ukuze uthole ulwazi

INhloko yoMnyango ngokuvumelana nengxenye 1 yoMthetho weSisebenzi Sezolwazi se-GDED.

ISISEBENZI SEZOLWAZI

Nksz Phindile Mbanjwa

Head of the Department

Private Bag X091

Marshalltown

2107

Ino. Yocingo: 011 355 8705

Ino. Yefeksi: 011 355 8554

IPHINI LESISEBENZI SEZOLWAZI

Nksz Funeka Njobe

Chief Director: Legal Advisory Service

Private Bag X091

Marshalltown

2107

Ino. Yocingo: 011 355 8143

Ino. Yefeksi: 011 355 8028

4. IMININGWANE YOKUTHINTA I-GDED

Ikhali lendawo :

Matlotlo House

94 Main Street

Johannesburg 2000

Ikheli laseposini	Department of Economic Development Private Bag X 091 Marshalltown 2107
Ino. Yocingo:	011 355 8000
Ino. Ye-facsimile:	011 355 8554
I-website	www.ecodev.gpg.gov.za

5. IGUNYA LE-GDED

Igunya le-GDED wukusiza, ukukhuthaza ukukhula nokuthuthukiswa komnotho esifundeni, ngokuzibophezela okujongiswe ekugxileni ekuthuthukiseni ukuba umnotho uhlanganise yonke into, kuyilapho kungadebeselelwa ukuthuthukisa ukuba kwawo sezingeni elihle.

5.1 Umbono we-GDED

Umbono we-GDED ukuba ngumnotho oguquke kakhulu, wesimanje nogxiliswe kabusha ezimbonini eGauteng, owenza umsebenzi omuhle, ohlanganisa konke ngokomnotho futhi ohambisana nomthetho.

5.2 Injongo ye-GDED

Injongo ye-GDED, ukuze ifinyelele uMbono wayo, yilokhu:

- a) Ukuqinisekisa izinguquko ezinkulu, zesimanje kanye nokuvuselelwa kabusha kwezimboni emnothweni waseGauteng.
- b) Ukuhlinzeka umgomo ophumelelayo nesimo semithetho esenza kube nokukhula nokuthuthuka komnotho ngokulinganayo.
- c) Ukusungula nokusebenzisa izinhlelo namaprojekthi:
 - (i) azovuselela iminoto yasemalokishini aseGauteng;
 - (ii) azokwakha umnotho nezimboni ezintsha ezinhle, ezilondoloza imvelo, ezisekelwe olwazini;
 - (iii) azoqinisekisa ukuthi kuba nemisebenzi ekahle nokuhlanganiswa kwezinto emikhakheni eyinhloko yezomnotho;
 - (iv) azosiza ezinguqukweni ezinkulu zezomnotho, zesimanje kanye nokuvuselelwa kwezimboni.
 - (v) azohlanganisa imikhakha eshiyelwa ngaphandle yabesifazane, intsha nabantu abaphila nokukhubazeka emisebenzini eyinhloko yezomnotho;

- (vi) azomisa izinhlelo zokusebenzisana ezifanelekile ukuze kuhlinzekwe imisebenzi; kanye
- (vii) nazoqinisekisa ukuthi i-GDED ilifeza ngokuphumelelayo nangendlela ekahle igunya layo.

5.3 Isitatimende senzuzo

Izinzuzo ze-GDED, ezisekelwa nguMbono neNjongo yayo, yilezi:

- (i) Ukusebenza njengesikhungo sokwenza umsebenzi omuhle ekuholeni phambili izinguquko ezinkulu zezomnotho, ukwenza izinto ngendlela yesimanje kanye nokuvuselela kabusha umnotho waseGauteng.
- (ii) Ukuhlinzeka amasevisi alandela izimiso zokulunga, anokubonisana futhi agxile kubantu.
- (iii) Ukusiza ekulandelweni komthetho, ukulungisa nokuthola amathuba omnotho nomsebenzi okahle.
- (iv) Ukuqinisekisa ukuthi isimo somnotho waseGauteng sibonisa isimo senhlalo sezinhlanga zakhona.
- (v) Ukuba nomkhuba wokwenza izinto obala, ukulawula okuhle nokwenza abanye babambe iqhaza ezingeni langaphakathi.
- (vi) Ukuphoqelela izinga eliphakeme lokwenza osezizingeni eliphezulu, ukusungula izinto ezintsha, ukwenza izinto ngokuphumelelayo, ukwenza izinto kahle kanye nokusebenzisa iBatho Pele phakathi kwabasebenzi be-GDED kanye nazo zonke izinhlangano zayo zokwenza imisebenzi.

6. IMISEBENZI EYINHLOKO YE-GDED

UMnyango unikwe umsebenzi wokuqinisekisa ukuthi kuba nohlaka olukahle lwesimo nemikhankaso yokuphoqelela ukukhula komnotho nokudalwa kwemisebenzi esifundeni, futhi kanjalo kuhleliswe imingcele yobumpofu. Imisebenzi eyinhloko yoMnyango ihlelwe malungana nezinhlelo ezine eziyinhloko, okuyilezi:

Uhlelo 1:	
Ukuphathwa kwemisebenzi	<p>Umsebenzi oyinhloko walolu hlelo wukuhlizeka ubuholi obunamasu okwenza izinto, ukusekela nokunika izixazululo ezinhlobonhlobo zamabhizinisi ukuze u-MEC, i-HOD ne-GDED bakwazi ukufeza ngempumelelo igunya loMnyango.</p> <p>Lolu hlelo luhlukaniswe lwaba yizinhlelo ezingaphansi ezine ezilandelayo:</p> <ul style="list-style-type: none"> • Ihhovisi le-HOD; • Ihhovisi lika-MEC; • Ukuphathwa Kwezezimali; kanye • Nokuphathwa Kwemisebenzi
Uhlelo 2:	
Integrated Economic Development Services (IEDS [Amasevisi Ahlanganisiwe Okuthuthukiswa Komnotho])	<p>Umsebenzi oyinhloko walolu hlelo wukuqinisekisa ukuba khona koguquko olukhulu lwezomnotho olubhekelela izinto ezintathu ezisemqoka zomgomo, okuwukuba nomsebenzi okahle, umnotho ohlanganisa konke, kanye nokulingana. Lolu hlelo luhlukaniswe lwaba yizinhlelo ezingaphansi ezine ezilandelayo:</p> <ul style="list-style-type: none"> • Ihhovisi Lokuphatha Lama-IEDS; • Ukuthuthukiswa Kwamabhizinisi; kanye • Nokuthuthukiswa Komnotho Wezigodi Nowendawo.
Uhlelo 3:	
Ukuthuthukiswa Kohwebo Nezimboni	<p>Umsebenzi oyinhloko walolu hlelo wukuqinisekisa ukuvuselelwa kabusha kwezimboni okubhekelela izinto ezintathu ezisemqoka zomgomo, okuwukuba nomsebenzi okahle, umnotho ohlanganisa konke, kanye nokulingana. Lolu hlelo luhlukaniswe lwaba yizinhlelo ezingaphansi ezine ezilandelayo:</p> <ul style="list-style-type: none"> • Ukukhuthazwa Kohwebo Notshalo-mali; kanye • Nokuthuthukiswa Komkhakha.
Uhlelo 4:	
Ukuqondiswa Nokulawulwa Kwamabhizinisi	<p>Umsebenzi oyinhloko walolu hlelo wukuqinisekisa ukuthi iziNhlango ze-DED, i-Consumer Affairs, i-Gauteng Liquor Board, kanye ne-Gauteng Gambling Board zisebenzisa izindlela ezinomthelela wokufinyelela</p>

	<p>imigomo yamasu ye-DED. Lolu hlelo luhlukaniswe lwaba yizinhlelo ezingaphansi ezine ezilandelayo:</p> <ul style="list-style-type: none"> • Ukulawula; • Amasevisi Okuqondisa; • Ukuvikelwa Kwabathengi; • Imithetho Yezotshwala; kanye • Nokugembula Nokubheja.
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7. INDLELA OKUHLELWE NGAYO

I-GDED yakhiwa yiHhovisi Eliyinhloko eliseGoli e-94 Main Street futhi inamaHhovisi Ezigodi abaThengi Nawezotshwala akuso sonke isiFunda saseGauteng. I-GDED yakhiwa yiHhovisi le-MEC kanye neHhovisi leNhloko YoMnyango, elakhiwa ngamagatsha amathathu. Bheka i-Organogram efakwe lapha (**Isenezelo “A”**).

8. IZINKAMPANI ZOMPHAKATHI EZINGAPHANSI KUKA-MEC

IZINKAMPANI ZOMPHAKATHI	IKHELI
Gauteng Enterprise Propeller	124 Main Street Johannesburg
Gauteng Gambling Board	125 Corlet drive Bramley, Johannesburg
Gauteng Growth and Development Agency	124 Main Street Johannesburg
Gauteng Tourism Authority	124 Main Street Johannesburg
Dinokeng and Cradle of Humankind World Heritage Site	124 Main Street Johannesburg

9. IZIHLOKO KANYE NEZIGABA EZINGAPHANSI KWE-GDED

Izihloko kanye nezigaba zamarekhodi akuyi-GDED ami ngendlela elandelayo:

- a) UMnyango wamarekhodi omuntu siqu;
- b) UMnyango wamarekhodi okwabiwa kwemisebenzi;

- c) UMnyango wamarekhodi ezezimali;
- d) Ama-ajenda namaphuzu emihlangano yangaphakathi yeminyango;
- e) Imibiko yeminyango;
- f) Izincwadi zeminyango;
- g) Izinhlaka zangaphakathi zeminyango; iMithetho nemigomo;
- h) Amarekhodi atholakalayo ngokuvumelana noMthetho.

10. UBANI ONGAFAKA ISICELO SOKUTHOLA ULWAZI

- a) Noma yimuphi umuntu angafaka isicelo sokuthola ulwazi.
- b) Abantu abafaka izicelo ngabo siqu bacela ukuthola ulwazi olumayelana nabo.
- c) Abafaka izicelo zolwazi egameni lomunye umuntu. (Umuntu ofaka isicelo egameni lomunye umuntu kumelwe aveze incwadi yesigunyazo.)

11. INQUBO YOKUFAKA ISICELO SOKUTHOLA ULWAZI

11.1 Amarekhodi atholakala khonamanjalo ngokwengxenywe 15 (1)(e)

Amarekhodi abhalwe eSenezelweni “B” atholakala khonamanjalo ngaphandle kokuba umuntu kudingeke ukuba afake isicelo ngokuvumelana noMthetho. Lolu hlu lufakwe kugazethi ngokuvumelana nengxenywe 15 yoMthetho.

Amarekhodi abhalwe eSenezelweni “B” angase atholakale eMnyangweni Wezokuthuthukiswa Komnotho, Matlotlo House, 94 Main Street, Johannesburg. Lapho kunamakhophi anele, irekhodi lingase litholwe mahhala, ngemva kwalokho kungase kukhokhwe imali yokulikhiqiza. Amanye alama rekhodi ayatholakala futhi mahhala ku-website ye-GDED ku-www.ecodev.gpg.gov.za.

11.1.1 Izimali zokukhiqiza amarekhodi atholakala khonamanjalo zimi ngendlela elandelayo:

(a)	Ikhophi ngayinye eyenziwe eyi-A4 noma ingxenywe yayo	0.60
(b)	Ikhophi ngayinye ephrintiwe yekhasi eliyi-A4 noma ingxenywe yalo elikukhompuyutha noma elisesimweni esifundwa ngomshini kagesi	0.40
(c)	Ikhophi esesimweni esifundwa ngekompuyutha eku-Compact disc	40.00
(d)	I-transcription yemifanekiso ebukwayo, ikhasi eliyi-A4 noma ingxenywe yalo	22.00
(e)	Ikhophi yemifanekiso obukwayo	60.00

(f)	I-transcription yerekhodi elilalelwayo, ikhasi eliyi-A4 noma ingxenywe yalo	12.00
(g)	Ikhophi yerekhodi elilalelwayo	17.00

11.2 Izicelo ezenziwa ngocingo

I-GDED yamukela nezicelo ezenziwa ngocingo. Noma yisiphi isicelo esinjalo ezenziwa ku-DIO noma ku-Legal Advisory Services Unit enombolweni yocingo enikezwe kule ncwadi sizonakekelwa ngabaSebenzi baleyo Unit. Bazogcwalisa i-Form A elimisiwe egameni lomuntu ofake isicelo futhi bamnike ikhophi yalo.

11.3 Izicelo ezenziwa ngomlomo

Uma umuntu engakwazi ukugcwalisa ifomu elimisiwe ngenxa yokuthi akakwazi ukufunda noma ngokuba nokukhubazeka, umuntu onjalo angase enze isicelo ngomlomo ku-DIO. I-DIO kumelwe ishintshe isicelo ezenziwe ngomlomo isibhale phansi efomini elimisiwe futhi inikeze umuntu ofake isicelo ikhophi yalo.

12. ISICELO ESINGOKOMTHETHO: INQUBO YOKUFAKA ISICELO

Isinyathelo 1: Isicelo

Lapho umuntu ofake isicelo efisa ukuthola ulwazi olukuyi-GDED, ngaphandle kwamarekhodi abhalwe eSenezelweni "B", umuntu ofaka isicelo kumelwe acele ukuthola ulwazi olufanele efomini elimisiwe elitholakala ku-website ye-GDED ku-www.ecodev.gpg.gov.za, noma lungase lutholwe lapho lucelwa ku-DIO. Umuntu ofaka isicelo kumelwe athumele ifomu lesicelo ku-DIO nge-Advisory Services Unit ekhelini, inombolo yefeksi noma nge-imeyili enikezwe kule ncwadi.

Isinyathelo 2: Inkokhelo

Ifomu lokufaka isicelo kufanele lihambisane nobufakazi benkokhelo yemali yesicelo. Akukho bufakazi bemali obulethwa ngabantu abafanelekela ukukhululwa, kodwa izizathu zokuba benziwe bakhululeke kufanele zishiwo ngokucacile efomini. Imali yesicelo engu-R35-00, noma ubufakazi benkokhelo bayo, kumelwe ihambisane nesicelo sokuthola ulwazi.

Ukukhokhwa kwemali yesicelo kungase kwenziwe futhi kufakwe lapha:

IGAMA LE-AKHAWUNTI	Gauteng Department of Economic Development
IBHANGE	FNB

INOMBOLO YE-AKHAWUNTI	62298137376
IKHODI YEGATSHA	255005
IGAMA LEGATSHA	Global Transactional Services JHB
IRIFERENSI	PAIA

Isinyathelo 3: Ubude bezikhathi zokufezwa komsebenzi wokunakekela izicelo

Ngokwengxenywe 25 yoMthetho, i-DIO kumelwe inqume ukuthi iyasivumela yini noma iyasenqaba isicelo futhi inikeze isaziso esihambisana nezizathu zalokho kungakapheli izinsuku ezingu-30 yamukele isicelo.

Izinsuku ezingu-30 phakathi nazo i-DIO okumelwe inqume ngazo ukuthi iyasivumela yini noma iyasenqaba isicelo zingase zelulwe kube kanye inkathi engadluli ezinsukwini ezingu-30 uma isicelo singesesilinganiso esikhulu solwazi noma uma isicelo sidinga ukufunwa kolwazi olukwelinye ihhovisi le-GDED futhi ulwazi lungenakutholwa ngokusesilinganisweni phakathi nezinsuku ezingu-30 zokuqala. I-GDED kumelwe yazise umuntu ofake isicelo ngokubhalwe phansi uma kungase kudingeke ukuba kwelulwe isikhathi.

Isinyathelo 4: Ukuqinisekisa Nokwamukelwa

I-DIO yamukela futhi iqinisekise isicelo ukubona ukuthi ulwazi olufunekayo luyatholakala yini ngaphakathi ku-GDED. Isicelo sibe sesamukelwa, sinqatshwe noma sidluliselwe kubagcini abafanele bolwazi olufunwayo. Ukwamukelwa kube sekudluliselwa kumuntu ofake isicelo ukuqinisekisa isimo sesicelo.

Isinyathelo 5: Isaziso Sokugcina

Uma isicelo samukelwa, khona-ke imali yokuthola ulwazi eyengeziwe kumelwe ikhokhelwe ukufuna, ukulungiselela nokukhiqizwa kanye nanganoma yisiphi isikhathi eseqe amahora amisiwe okufuna nokulungiselela irekhodi ukuba lidalulwe. Umuntu ofake isicelo uzokwaziswa ngokuqedwa kwesicelo kanye nangezimali ezisasele okumelwe zikhokhwe kuyi-GDED.

Isinyathelo 6: Inkokhelo nokwenziwa komsebenzi

Lapho nje inkokhelo isiyamukelwe (kulandelwa inqubo efanayo yenkokhelo njengoba ishiwo eSinyathelweni 2), ulwazi lukhululelwa umuntu ofake isicelo.

Ulwazi Oluvamile

Ifomu elimisiwe kumelwe ligcwaliswe ngokufanele ukuze iSisebenzi Sezolwazi sikwazi ukubona:

- a) Irekhodi noma amarekhodi aceliwe;
- b) Imininingwane echaza umuntu ofake isicelo;
- c) Ukuthi yiluphi uhlobo lokuthola olufunekayo, uma isicelo samukelwa; kanye
- d) Ikheli laseposini noma inombolo yefeksi yomuntu ofake isicelo.

I-GDED izosebenza isicelo phakathi nezinsuku ezingu-30, ngaphandle uma umuntu ofake isicelo eye washo izizathu ezikhethekile, ezinganelisa iSisebenzi Sezolwazi ukuthi izimo zifuna ukuthi izinkathi zesikhathi ezingenhla akufanele zigcinwe.

13. IZIMALI EZIKHOKHWAYO

UMthetho ubhekelela izinhlobo ezimbili zezimali ezikhokhwayo:

13.1 Imali Yesicelo Engabuyi

Umuntu ofake isicelo, ngaphandle komuntu ofaka isicelo ngaye siqu, ocela ukuthola ulwazi oluku-GDED kuzofuneka ukuba akhokhe imali yesicelo emisiwe engu-R35.00, njengoba kuboniswe ku-Form A, ngaphambi kokuba isicelo sisetshenzwe ngokuqhubekayo. I-DIO izogodla irekhodi kuze kube yilapho umuntu ofake isicelo othintekayo esekhokhe izimali zakhona (uma zikhona).

13.2 Imali ekhokhwayo yokuthola ulwazi

Imali yokuthola ulwazi kumelwe ikhokhwe kuzo zonke izimo lapho isicelo sokuthola ulwazi samukelwa khona ukuze kukhokhelwe izindleko zokukhiqiza kabusha futhi, uma kusebenza, imali yeposi kanye nesikhathi esifuneka ngokusesilinganisweni sokufuna nokulungiselela irekhodi ukuba lidalulwe.

Umuntu ofake isicelo ocela amakhophi amarekhodi atholakala emphakathini akudingekile ukuba akhokhe imali yesicelo engu-R35.00, kodwa uzokhokha imali yokuthola ulwazi mayelana nokukhiqiza kabusha, uma kusebenza.

I-DIO izogodla irekhodi kuze kube yilapho umuntu ofake isicelo esekhokhe izimali zakhona (uma zikhona).

13.3 Amadiphozithi

Uma ukufunwa kwerekhodi nokulungiselelwa kwerekhodi ukudalulwa, kuhlanganise namalungiselelo okulenza litholakale ngesimo esiceliwe, kuzodinga amahora angaphezu kwamisiwe ngale njongo eziqondisweni, i-DIO ngokukhipha isaziso kumelwe ifune ukuba umuntu ofake isicelo akhokhe idiphozithi yengxenywe emisiwe

(engengaphezulu kwengxenywe yesithathu) yemali yokuthola ulwazi ebizokhokhwa uma uma isicelo besamukelwe. Uma idiphozithi isikhokhiwe mayelana nesicelo sokuthola ulwazi esenqatshwa i-DIO ye-GDED izobuyisela idiphozithi kumuntu ofake isicelo.

13.3.1 Izimali zokuthola ulwazi ezikhokhwayo zimi ngendlela elandelayo:

(a)	Ikhophi ngayinye yekhasi eliyi-A4 noma ingxenywe yalo	0.60
(b)	Ikhophi ngayinye ephrintiwe yekhasi eliyi-A4 noma ingxenywe yalo, elikukhompuyutha noma elisesimweni esifundwa ngomshini kagesi	0.40
(c)	Ikhophi esesimweni esifundwa ngekompuyutha eku-Compact disc	40.00
(d)	I-transcription yemifanekiso ebukwayo, ikhasi eliyi-A4 noma ingxenywe yalo	22.00
(e)	Ikhophi yemifanekiso obukwayo	60.00
(f)	noma i-transcription yerekhodi elilalelwayo, yekhasi eliyi-A4 noma ingxenywe yalo	12.00
(g)	Ikhophi yerekhodi elilalelwayo	17.00
(h)	Ukufuna nokulungiselela irekhodi ukuba lidalulwe (ngehora ngalinye noma ingxenywe yehora, kushiyelwa ngaphandle ihora lokuqala, elifuneka ngokusesilinganisweni ukufuna okunjalo nokulungiselela)	15.00

13.3.2 Imali yokuposa okungokoqobo ikhokhwa lapho ikhophi yerekhodi kumelwe iposelwe umuntu ofake isicelo.

14. UKUTHOLA ULWAZI OKWENQATSHIWE KANYE NOKUFAKA IZIKHALO

14.1 Izizathu zokwenqatshelwa

I-GDED ingase isenqabe isicelo sokuthola ulwazi uma siphathelene:

- a) Ukuvikelwa okufunwa ngumthetho kwezindaba zangasese komunye umuntu (third party) ongumuntu ongokwemvelo, okungase kubandakanye ukudalulwa okungenangqondo kolwazi lomuntu siqu lwalowo muntu ongokwemvelo;
- b) Ukuvikelwa okufunwa ngumthetho kolwazi lwezentengiselwano lomunye umuntu (third party), uma irekhodi liqukethe:
 - (i) izimfihlo zohwebo zalowo omunye umuntu;
 - (ii) ulwazi lwezezimali, lwezentengiselwano, lwezesayensi noma lwezobuchwepheshe ukudalulwa kwalo cishe okungadala umonakalo ezinzuzweni ezingokwezimali noma zentengiselwayo zalowo omunye umuntu; kanye/noma

- (iii) ulwazi oludalulwe ngasese ngomunye umuntu kuyi-GDED, uma ukudalulwa kungase kumbeke esimweni esibi lowo omunye umuntu ezingxoxweni noma ekuncintisaneni kwezentengiselwano.
- c) Ukuvikelwa okufunwa ngumthetho kolwazi oluyimfihlo lwabanye abantu uma lukikelwe ngokwanoma yisiphi isivumelwano;
- d) Ukuvikelwa okufunwa ngumthetho kokuphepha kwabantu ngabanye kanye nokuvikelwa kwempahla;
- e) Ukuvikelwa okufunwa ngumthetho kwamarekhodi angase abhekwe njengayilungelo ekuqulweni kwamacala ezomthetho;
- f) Imisebenzi ye-GDED;
- g) Imisebenzi yezentengiselwano ye-GDED, engase ihlanganise:
 - (i) izimfihlo zohwebo ze-GDED;
 - (ii) ulwazi lwezezimali, lwezentengiselwano, lwezesayensi noma lwezobuchwepheshe ukudalulwa kwalo cishe okungadala umonakalo ezinzuzweni ezingokwezimali noma zentengiselwayo ze-GDED;
 - (iii) ulwazi, okuthi uma lungadalulwa lungabeka i-GDED esimweni esibi ezingxoxweni noma ekuncintisaneni kwezentengiselwano; kanye/noma
 - (iv) uhlelo lwekhompyutha olungolwe-GDED, futhi oluvikelwe yilungelo lokukopisha;
- h) Ulwazi lwezocwaningo lwe-GDED noma abanye (third party), uma ukudalulwa kwalo kungadalula imininingwane echaza i-GDED, umcwaningi noma indaba eyinhloko ecwaningwayo kuyibeke ebubini obukhulu.
- i) Izicelo zolwazi okucacile ukuthi azibalulekile noma ezicasulayo, noma ezibandakanya ukuphambukiswa okungenangqondo kokusetshenziswa kwezimali, zizokwenqatshwa.

14.2 Izinto ezingase zenziwe uma izicelo zokuthola ulwazi zenqatshwa

14.2.1 Isikhalo Sangaphakathi

- (a) Umuntu ofake isicelo angase afake isikhalo sangaphakathi ngokumelene nesinqumo se-IO ye-GDED –
 - (i) sokunqabela isicelo sokuthola ulwazi; noma uma kuya ngengxenywe 22, 26(1) noma 29(3),
 - (ii) ngokuhlobene nalowo muntu ofake isicelo, ne-Member of the Executive Council (MEC) ebhekelele ukuThuthukiswa Komnotho, ezeMvelo, ezoLimo nokuThuthukiswa Kwezindawo Zasemaphandleni.

- (b) Omunye umuntu (third party) angase afake isikhalo sangaphakathi ngokumelene nesinqumo seSisebenzi Sezolwazi se-GDED sokwamukela isicelo sokuthola ulwazi.

14.2.2 Inqubo

- (a) Isikhalo sangaphakathi kumelwe sifakwe efomini elimisiwe-
- (i) kungakapheli izinsuku ezingu-60 ngemva kokuba umuntu ofake isicelo azisiwe ngesinqumo esithathiwe.
 - (ii) uma kufuneka kwaziswe omunye umuntu (third party), kungakapheli izinsuku ezingu-30 ngemva kokuba kunikezwe isaziso kulowo ofake isikhalo ngesinqumo asifakele isikhalo.
 - (iii) kumelwe siyiswe noma sithunyelwe eSisebenzini Sezolwazi se-GDED emakhelini aso noma enombolweni yefeksi.
 - (iv) uma kusebenza, kumelwe sihambisane nemali yesikhalo emisiwe, futhi kumelwe sicacise ikheli laseposini noma inombolo yefeksi.
- (b) Ifomu elimisiwe lesikhalo sangaphakathi liyatholakala ku-website ye-GDED ku-www.ecodev.gpg.gov.za, noma lingase litholakale lapho licelwa kuyiPhini Lesisebenzi Sezolwazi kule nombolo yocingo ethi 011 355 8143.
- (c) Uma isikhalo sifakwa ngemva kokuphela kwenkathi okubhekiselwe kuyo, u-MEC, lapho kuboniswe injongo enhle, kumelwe avumele ukufakwa sekwephuzile lwesikhalo.
- (d) Uma u-MEC enqabela ukufakwa sekwephuzile lwesikhalo, kumelwe anike isaziso saleso sinqumo kumuntu ofake isikhalo.
- (e) Umuntu ofaka isikhalo ngokumelene nokunqatshelwa kwesicelo sakhe sokuthola ulwazi kumelwe akhokhe imali yesikhalo emisiwe (uma ikhona).
- (f) Uma imali yesikhali emisiwe ikhokhwa ngokuphathelene nesikhalo, isinqumo ngesikhalo singase sigodlwe kuze kukhokhwe imali.
- (g) Ngokushesha kangangokunokwenzeka, kodwa-ke phakathi nezinsuku zomsebenzi eziyi-10 ngemva kokwamukela isikhalo, iSisebenzi Sezolwazi kumelwe sinike u-MEC lokhu okulandelayo:
- (i) isikhalo kanye nezizathu zesinqumo esithintekayo;

- (ii) uma isikhalo simelene nokwenqatshwa noma ukwamukelwa kwesicelo sokuthola ulwazi, igama, ikheli laseposini, inombolo yocingo neye-facsimile kanye ne-imeyili (noma yikuphi okutholakalayo) kwanoma yimuphi omunye umuntu (third party) okumelwe aziswe ngesicelo.
- (h) U-MEC kumelwe acabangele futhi enze isinqumo ngesikhalo sangaphakathi kungakapheli izinsuku ezingu-30 ngemva kokwamukela isaziso sesikhalo sangaphakathi.
- (i) Isinqumo sika-MEC kumelwe siqinisekise noma sibekela eceleni isinqumo sika-DIO, futhi lapho kusebenza khona ashintshe isinqumo mayelana nesicelo.

14.2.2 Ukufaka isicelo eNkantolo

Umuntu ofake isicelo oye wangaphumelela esikhalweni sangaphakathi, angase, phakathi nezinsuku ezingu-180 amukele isaziso sesinqumo esimayelana nesikhalo sangaphakathi, afake isicelo enkantolo sokuba anikwe impumuzo efanele njengoba kushiwo engxenyeni 78(2) yoMthetho.

15. UKUTHOLAKALA KWENCWADI

Le ncwadi iyatholakala ngesiBhunu, isiSuthu nangesiZulu. Le ncwadi itholakala emahhovisi e-GDED kanye naku-website ku: www.ecodev.gpg.gov.za.

16. UKULUNGISWA KWENCWADI

Le ncwadi izolungiswa noma nini lapho izichibiyelo olwazini lwamanje zidinga ukuba ziboniswe, noma minyaka yonke.

17. AMAREKHODI ANGATHOLAKALI

Abafaki bezicelo banelungelo lokuthola impendulo esitatimendeni esifungelwe mayelana namarekhodi angatholakali ngokunengqondo, kodwa lapho lowo muntu ofake isicelo abengawathola ukube abekhona.

18. UKUL AHLWA KWAMAREKHODI

I-GDED igodla ilungelo lokulahla ngokusemthethweni kwamarekhodi athile ngokwamagunya atholakala ku-National Archives and Records Service.

Abafaki bezicelo bazokwaziswa ukuthi irekhodi elithile lilahliwe yini lapho lokhu kuthintene namarekhodi aceliwe.

19. AMAPHUZU AVAMILE

I-GDED igodla ilungelo lokudlulisela izicelo zamarekhodi ezinhlanganweni ezifanele lapho lezi zinhlangano kuyizona ngokuyinhloko ezigcine noma eziveza ulwazi oluceliwe, noma lapho i-GDED ingasenawo amarekhodi anjalo, futhi ukuba yenze izigaba ezintsha zamarekhodi lapho lokhu kudingekile. Le ncwadi izolungiswa ukuba ibonise izinguquko ezigabeni zamarekhodi ngokufanayo.



GAUTENG PROVINCE
ECONOMIC DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

SENGWALWA SA MOLAO WA TŠWETŠOPELE YA
PHIHLELELO YA TSHEDIMOŠO
SE NGWADILWE GO OBAMELA KAROLO YA 14 YA MOLAO
WA TŠWETŠOPELE YA PHIHLELELOYA TSHEDIMOŠO
(MOLAO WA NOMORO YA 2 WA 2000)
NGWAGA WA DITŠHELETE WA 2015/2016

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18. GO LAHLWA GA DIPEGO
19. TEMOŠO YA KAKARETŠO

1. DIKHUTSOFATŠ O LE DITLHALOŠ O

1.1 Dikhutsofatšo

DIO	Motlatšamohlankedi wa tshedimošo
GDED	Kgoro ya Tlhabollo ya Ekonomi ya Gauteng
IEDS	Ditirelo tše di Kopantšwego tša Tlhabollo ya Ekonomi
IO	Mohlankedi wa Tshedimošo
HOD	Hlogo ya Kgoro
MEC	Molekgotlaphethiši
PAIA	Molao wa Tšwetšopele ya Phihlelelo ya Tshedimošo, wa 2000 (Molao wa Nomoro ya 2 wa 2000)

1.2 Ditlhalošo

Tšhelete ya phihlelelo	Tšhelete ye e lefšago ke mokgopedi ya go dira dinyakišišo, ya boitokišetšo le tšweletšo ya dipego tše di kgopetšwego, k age go ngwadiwle ka go karolo 22 (6) ya PAIA.
Molao	Molao wa Tšwetšopele ya Phihlelelo ya Tshedimošo, wa 2000 (Molao wa Nomoro ya 2 wa 2000).
Motlatšamohlankedi wa tshedimošo (DIO)	Motho yo a romilwego ke Hlogo ya Kgoro go dira gore sehlongwa sa setšhaba se fihlelelege ka fao go kgonagalago ka gona go bakgopedi ba dipego tša sona ka ge go hlalošitšwe ka go karolo ya 17 (1).
Tlhahli	Sengwalwa goba puku ye e tšweleditšwego ke Khomišene ya Ditokelo tša Botho ya Afrika Borwa mabakeng a go thuša motho ofe goba ofe yo a nyakago go phethagatša tokelo efe goba efe go latela PAIA k age go hlalošitšwe ka go karolo ya 10.
Mohlankedi wa wa Tshedimošoer (IO)	Hlogo ya Kgoro ya Tlhabollo ya Ekonomi ka ge go hlalošitšwe ka go karolo ya 1 ya PAIA 1.
Boipelaetšo bja la gare	Boipelaetšo kgahlanong le go gana go fihlelela tshedimošo, k age go beilwe ka go karolo ya 74 ya PAIA.
Tshedimošo ya sephiri	Tshedimošo mabapi le motho yo a ka tsebjago, go akaretšwa, eupša go sa gomelwe go, tshedimošo ye e amanago le morafe, bong, tša seng, boimana, maemo a lenyalo, bodudi bja ka nageng, maemo a mohlobo le

	a leago, mmala, maemo a tša thobalano, menngwaga, maphelo a mmeleng goba a monaganong, go phela gabotse, bogole, sedumedi, boikgopolo, tumelo, setšo, polelo le matswalo a motho ka ge go hlalošitšwe ka go karolo ya 1 ya PAIA.
Mokgopedi wa tshedimošo ya sephiri	Motho yo a kgopepago phihlelelo go sthedimošo/dipego tše di nago le tshedimošo ya sephiri ka ga yen aka ge go hlalošitšwe ka go karolo ya 1 ya PAIA
Dipego tše di šireleditšwego	Dipego tše di nago le tshedimošo ye e šiišago gomme di ka se dirwe gore di fihlelelwe ke setšhaba go ya ka ditlhagišo ya dikarolo tša 33 le 45 tša PAIA.
Sehlongwa sa setšhaba	Kgoro goba boladi bofe goba bofe bja mmušo ka lefapheng la bosetšhaba le la phrobentshe la mmušo, masepala ofe goba ofe wa ka lefapheng la selegae la mmušo goba sehlongwa sefe goba sefe se se dirago mošomo wa setšhaba go latela molao ofe goba ofe ka ge go hlalošitšwe ka go karolo ya 1 ya PAIA. Seo gape se bitšwago setheo goba kgoro ya mmušo.
Pego	Tshedimošo efe goba efe ye e ngwadilwego bjalo ka pego, ka mokgwa goba ka tsela efe goba efe ka fase ga tlhokomelo ya Kgoro ya Tlhabollo ya Ekonomi ya Gauteng (GDED) ka ge go hlalošitšwe ka go karolo ya 1 ya PAIA.
Dipego tše di hwetšagalago semeetseng	Dipego tše di ka fihlelelwago ka ntle le gore motho a swanelwe ke go kgopela phihlelelo go latela Molao ka ge go hlalošitšwe ka go karolo ya 15(1) (a) ya PAIA.
Dipego tše di hwetšagalago ge di kgopelwa	Dipego tše di ka fihlelelwago ka ditshepedišo tše di latelago tša PAIA ka ge go hlalošitšwe ka go dikarolo tša 11 le 18 tša PAIA; phihlelelo go dipego tše e ka ganwa ka mabaka a dikarolo tša 33 le 45 tša Molao.
Tšhelete ya kgopelo	Tšhelete ye e sa bušetšwego morago ye e lefšago ke mokgopedi ge a romela kgopelo ya phihlelelo go ya ka ditlhagišo tša karolo ya 22(1) ya PAIA. (Mokgopedi wa tshedimošo ya sephiri ga a akaretšwe gore a lefe tšhelete ya kgopelo).
Mokgopedi	Motho ofe goba ofe yo a dirago kgopelo ya go fihlelela

	tshedimošo goba dipego tša GDED goba motho yo a šomago legatong la motho yo a dirago kgopelo ya tshedimošo ka ge go hlalošitšwe ka go karolo ya 1 ya PAIA.
Motho wa boraro	Motho ofe goba ofe, go akaretšwa, eupša go sa gomelwe mmušo wa naga ye nngwe, mokgatlo wa boditšhabatšhaba goba setheo sa mmušo woo goba mokgatlo wo e sego mokgopedi yo a amegago le sehlongwa sa setšhaba ka ge go hlalošitšwe ka go karolo ya 1 ya PAIA.

2. MATSENO

Kgoro ya Tlhabollo ya Ekonomi ya Phrobentshe ya Gauteng (“GDED”) e ikgafile go obamela ditaello tša Molaotheo le melao ya bosetšhaba ya go swana le Molao wa Tšwetšopele ya Phihlelelo ya Tshedimošo, wa 2000 (Molao wa Nomoro ya 2 wa 2000) (‘Molao’). O thekga metheo ye bohlokwa ya pušo ye kaone, go hloka sephiri le boikarabelo.

Molao wo o phethagatša tokelo ya molaotheo ya phihlelelo go tshedimošo efe goba efe ye e swerwego ke sehlongwa sa setšhaba goba sa phraebete seo se kgopelwa go phethagatša goba go šireletša ditokelo dife goba dife. Molao o bea ditshepedišo tše di amanago le kgopelo yeo.

Karolo ya 9 ya Molao, le ge go le bjale, e bolela gore tokelo yeo ya phihlelelo ya tshedimošo e laolwa ke mellwane ye itšego ye e kwagalago, go fa mohlala mellwane ye e e ikemišeditšego go:

- a) tšhireletšo ya sephiri ye e kwagalago;
- b) sephiri sa tša kgwebo; le
- c) pušo ye e šomago gabotse, ya go hloka bosodi le ye kaone.

Karolo ya 14 ya Molao e gapeletša dihlongwa tša setšhaba go ngwala sengwalwa, seo se tlogo thuša motho go hwetša phihlelelo ya tshedimošo ye e swerwego ke sehlongwa sa setšhaba ebile e fa dinyakwa tša fasefase tšeo sengwalwa seo se swanetšego go di obamela.

Maikemišetšo a sengwalwa se ke go laetša ditirelo tšeo GDED e di abago ka fao go kwešišegago ka gona gammogo le tshedimošo ye e hlokegago go netefatša gore ditshepedišo tša kabelano ya tshedimošo di dirwa ka potlako le go tlišetšwa.

3. KAROLO YA 10 TLHAHLI YA KA FAO O KA ŠOMIŠAGO MOLAO

Ka nepo ya go ruta le go thuša maloko a setšhaba ka fao ba ka šomišago Molao wo, Khomišene ya Ditokelo tša Botho ya Afrika Borwa e fiwle mošomo wa go ngwala le go phatlalatša Sengwalwa se ka dipolelo ka moka tša Afrika Borwa.

Maloko a setšhaba a ka hlahloba goba go dira dikhopi tša Tlhahli ye ka Kantoronggolo le ka Dikantorong dofe goba dife tša Phrobentshe tša Khomišene ya Ditokelo tša Botho ya Afrika Borwa.

Dipotšišo ka moka mabapi le tlhahli ye di swanetše go lebišwa go:

The South African Human Rights Commission

Telephone No.: +27 11 484 8300

Nomoro ya Fekese: +27 11 484 7146/7

Aterese ya Imeile: PAIA@sahrc.org.za

Aterese ya Poso: PAIA Unit

The Research and Documentation Department

Private Bag X 2700

Houghton. 2042

Aterese ya Mmila: PAIA Unit

The Research and Documentation Department

29 Princess of Wales Terrance

Parktown

Johannesburg

Wepsaete: www.sahrc.org.za

3.1 Dintlha tše bohlokwa tša boikgokaganyo tša ge o nyaka go fihlelela tshedimošo

Hlogo ya Kgoro go latela karolo ya 1 ya Molao ke Mohlankedi wa Tshedimošo wa GDED.

MOHLANKEDI WA TSHEDIMOŠO MOTLATŠAMOHLANKEDI WA TSHEDIMOŠO

Mdi Phindile Mbanjwa

Mdi Funeka Njobe

Hlogo ya Kgoro

Molaodimogolo: Tirelo ya Keletšo ya Molao

Private Bag X091

Private Bag X091

Marshalltown	Marshalltown
2107	2107
Nomoro ya Mogala: 011 355 8705	Nomoro ya Mogala: 011 355 8143
Nomoro ya Fekese: 011 355 8554	Nomoro ya Fekese: 011 355 8028

4. DINTLHA TŠA BOIKGOKAGANYO TŠA KAKARETŠO TŠA GDED

Aterese ya madulo	Matlotlo House 94 Main Street Johannesburg 2000
Aterese ya poso	Department of Economic Development Private Bag X 091 Marshalltown 2107
Nomoro ya mogala	011 355 8000
Nomoro ya fekese	011 355 8554
Wepsaete	www.ecodev.gpg.gov.za

5. MOŠOMO WA GDED

Mošomo wa GDED ke go sepediša, go tšwetša pele kgolo le tihabollo ya ekonomi ka phrobenstheng, go na le boikgafo bjo bo nepišitšwego go lebelela kudu go maatlafatša ekonomi ye e akaretšago bohle, mola ka go le lengwe re sa hlokomologe go kaonafatša bokgoni.

5.1 Nepo ya GDED

Nepo ya GDED ke go ba ekonomi ya Gauteng ye e fetošitšwego ka fao go tseneletšego, ye e dirwago ka mekgwa ya sebjalebja le ya go hlongwa leswa ga diintasteri, go tiiša mešomo ye mekaone, ekonomi ye e akaretšago bohle le yeo e lekalekanyago.

5.2 Maikemišetšo a GDED

Maikemišetšo a GDED, go latišišwa Nepo ya yona, ke go:

- Netefatša gore go ba le go ba le ekonomi ya Gauteng ye e fetošitšwego ka fao go tseneletšego, ye e dirwago ka mekgwa ya sebjalebja le ya go hlongwa leswa ga diintasteri phetošo ye e tseneletšego.

- b) Aba melaotshepetšo ye e kgontshago le tikologo ya go hlama melao ya kgolo le tlhabollo tša ekonomi tšeo di lekalekanyago.
- c) Hloma le go tsenya tirišong mananeo le diprotšeke tšeo di tlogo:
 - (i) tsošološa diekonomi tša makheišene a ka Gauteng;
 - (ii) aga ekonomi le diintasteri tše diswa tše bohlae, tša mabapi le tikologo, tše di theilwego go tsebo;
 - (iii) netefatša gore go ba le mešomo ye mekaone le go akaretša bohle ka go mafapha a bohlokwa a ekonomi;
 - (iv) nolofatša phetošo ye e tseneletšego ya ekonomi, go dira ka sebjalebjae le go hlongwa leswa ga diintasteri;
 - (v) akaretša mafapha ao a phaetšwego thoko a basadi, a bafsa le batho bao ba golofetšego ka medirong ya ekonomi ye e tlwaelegilego;
 - (vi) hloma dilekane tša maleba tša kabo ya ditirelo; le
 - (vii) go netefatša gore GDED e aba mošomo wo o filwego yona gabotse le ka ntle le mathata.

5.3 Lefokwana la maitshwaro

Maitshwaro a GDED, ka ge a laolwa ke Nepo le Maikemišetšo a yona, ke go:

- (i) Dira bjalo ka lefelo la bokgoni bjo bogolo ge e etile pele ekonomi ya Gauteng ye e fetošitšwego ka fao go tseneletšego, ye e dirwago ka mekgwa ya sebjalebjae le ya go hlongwa leswa ga diintasteri.
- (ii) Aba ditirelo tše di nago le maitshwaro, tša therišano le tšeo di nepišitšego batho.
- (iii) Sepediša tekatekano, tokišoleswa le phihlelelo ya dibaka tša ekonomi le mešomo ye mekaone.
- (iv) Netefatša gore seemo sa ekonomi ya Gauteng se laetša seemo sa yona sa dipalopalo tša mehuta ya batho.
- (v) Diriša pušo ye e hlokago sephiri, yeo ka go yona batho ba kgathago tema le ye kaone maamong a ka gare.
- (vi) Phethagatša maemo a godimo a bophrofešenale, a boitlhamelo, a go dira mošomo gabotse, ka go hloka bosodi le tirišo ya molaotshepetšo wa Batho Pele gareng ga GDED le ditheo tša yon aka moka tša phethagatšo.

6. MEŠOMO YA MOTHEO YA GDED

Kgoro ye e filwe mošomo wa go netefatša gore tlhako ya ditokelo go tikologo le masolo a a hlongwa go maatlafatša kgolo ya ekonomi le tlhomo ya mešomo ka phrobentsheng, go realo e le go bušetša morago mapheko a bohloki. Mešomo ya motheo ya Kgoro ye e theilwe go mananeo a motheo a mane e lego:

Lenaneo la 1:	
Bolaodi	<p>Mošomo wa motheo wa lenaneo le ke go aba boetapele bja togamaano, go thekga le ditharollo tša kgwebo tše di amago bohle go kgontšha Molekgotlaphethiši (MEC), Hlogo ya Kgoro (HOD) le GDED go phethagatša mošomo wa Kgoro.</p> <p>Lenaneo le le arotšwe ka mananeo a manyane ao a latelago:</p> <ul style="list-style-type: none"> • Kantoro ya HOD; • Kantoro ya MEC; • Taolo ya Ditšhelete; le • Taolo ya Sehlongwa
Lenaneo la 2:	
Ditirelo tše di Kopantšwego tša Tlhabollo ya Ekonomi (IEDS)	<p>Mošomo wa motheo wa lenaneo le ke go netefatša gore go ba le phetošo ye e tseneletšego ya ekonomi yeo e rarolla dilo tše bohlokwa tše tharo tša melaotshepetšo tša mošomo o mokaone, ekonomi ye e akaretšago bohle le tekatekano. Lenaneo le le arotšwe ka mananeo a manyane ao a latelago:</p> <ul style="list-style-type: none"> • Kantoro ya Taolo ya IEDS; • Tlhabollo ya Dikgwebo; le • Tlhabollo Ekonomi ya Dilete le ya Selegae.
Lenaneo la 3:	
Tlhabollo ya Kgwebišano le Diintasteri	<p>Mošomo wa motheo wa lenaneo le ke go netefatša gore go ba le tlhomo leswa ya diintasteri yeo e rarolla dilo tše bohlokwa tše tharo tša melaotshepetšo tša mošomo o mokaone, ekonomi ye e akaretšago bohle le tekatekano. Lenaneo le le arotšwe ka mananeo a manyane ao a latelago:</p> <ul style="list-style-type: none"> • Tšwetšopele ya Kgwebišano le Peeletšo; le • Tlhabollo ya Mafapha.
Lenaneo la 4:	
Taolo le Pušo ya Dikgwebo	<p>Mošomo wa motheo wa lenaneo le ke go netefatša gore Ditheo tša DED, Merero ya Badiriši, Lekgotla la Thekišo ya Mabjala la Gauteng le Lekgotla la Go Betša la</p>

	<p>Gauteng a phethagatša ditsenogare tšeo di nago le seabe go phihlelelo ya dinepo tša togamaano tša DED. Lenaneo le le arotšwe ka mananeo a mannyane ao a latelago:</p> <ul style="list-style-type: none"> • Pušo; • Ditirelo tša Taolo; • Tšhireletšo ya Badiriši; • Taolo ya Bjala; le • Go Kempola le go Betša.
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7. PEAKANYO YA KGORO

GDED e bopilwe ke Kantorokgolo ye e lego ka Johannesburg mo 94 Main Street gomme e na le Dikantoro tša Dilete le tša Badiriši tše di lego go rarala le Phrobentshe ya Gauteng. The GDED e bopilwe ke Kantoro ya Molekgotlaphethiši le Kantoro ya Hlogo ya Kgoro, tšeo di nago le Makala a mararo. Bona Lenaneo la Tatelano ya Bašomi leo le tsentšwego ka mo **(Tlaleletšo ya “A”)**.

8. DIHLONGWA TŠA SETŠHABA TŠE DI BEGAGO GO MOLEKGOTLAPHETHIŠI

SEHLONGWA SA SETŠHABA	ATERESE
Setheo sa Kgodišo ya Dikgwebo sa Gauteng	124 Main Street Johannesburg
Lekgotla la Go Betša la Gauteng	125 Corlet drive Bramley, Johannesburg
Sehlongwa sa Kgodišo le Tlhabollo sa Gauteng	124 Main Street Johannesburg
Tirelotaolo ya Boeti ya Gauteng	124 Main Street Johannesburg
Lefelo la Bohwa la Lefase la Dinokeng le Cradle of Humankind	124 Main Street Johannesburg

9. DIHLOGOTABA LE MAGORO AO A SWERWEGO KE GDED

Dihlogotaba le magoro ao a swerwego ke GDED ke ao a latelago:

- a) Dipego tša sephiri tša kgoro;
- b) Dipego tša borekedi tša kgoro;
- c) Dipego tša ditšhelete tša kgoro;
- d) Mananeoothero le metsotso ya dikopano tša ka gare ga tša kgoro;
- e) Dipego tša kgoro;
- f) Dikgatišo tša kgoro;
- g) Metho ya ka gare ya kgoro; Melao le melaotshepetšo;
- h) Dipego tše di hwetšagalago go latela Molao.

10. KE MANG YO A KA KGOPELAGO TSHEDIMOŠO

- a) Motho ofe goba ofe a ka kgopela tshedimošo.
- b) Bakgopedi ba tshedimošo ya sephiri ba kgopela tshedimošo ka ga bona.
- c) Bakgopedi bao ba kgopelago tshedimošo legatong la motho yo mongwe. (Mokgopedi yo a kgopelago tshedimošo legatong la motho yo mongwe o swanetše go tšweletša lengwalo la tumelelo.)

11. TSHEPEDIŠO YA GO KGOPELO TSHEDIMOŠO

11.1 Dipego tše di hwetšagalago semeetseng go latela karolo ya 15 (1)(e)

Dipego tše di ngwadilwego ka go **Tlaleletšo ya "B"** di hwetšagala semeetseng ka ntle le gore motho a kgopele phihlelelo go latela Molao. Lenaneo le le tsentšwe ka gare ga kuranta ya mmušo go latela karolo ya 15 ya Molao.

Dipego tše di ngwadilwego ka go **Tlaleletšo ya "B"** di ka hwetšwa go Kgoro ya Tlhabollo ya Ekonomi, Matlotlo House, 94 Main Street, Johannesburg. Ge go na le palo ye e lekanego ya dikhopi, dipego di ka hwetšwa mahala, gomme ka morago ga fao go di tšweletša gape go a lefišwa. Tše dingwe tša dipego tše le tšona di hwetšagala mahala wepsaeteng ya GDED go www.ecodev.gpg.gov.za.

11.1.1 Ditšhelete tše di lefišwago go hwetša dipego tše di hwetšagalago semeetseng ke tše di latelago:

(a)	Go khopi ye nngwe le ye nngwe ya letlakala la bogolo bja A4 goba karolo ya lona	0.60
(b)	Go khopi ye nngwe le ye nngwe ye e gatišitšwego ya letlakala la bogolo bja A4 goba karolo ya lona ye e swerwego khomphutheng goba ka elektroniki goba ka sebopego sa go balwa motšheneng	0.40
(c)	Go khopi ye e balwago motšheneng godimo ga tiske ya khomphekte	40.00
(d)	Go ngwalolla diswantšho tša go bonwa, tša letlakala la bogolo bja A4 goba karolo ya lona	22.00
(e)	Go khopi ya diswantšho tša go bonwa	60.00
(f)	Go ngwalollo ya dikgatišo tša medumo, go letlakala la bogolo bja A4 goba karolo ya lona	12.00
(g)	Go khopi ya dikgatišo tša medumo	17.00

11.2 Dikgopelo tša go dirwa ka mogala

GDED e amogela gape dikgopelo ka mogala. Kgotelo efe goba efe ya mohuta woo ye e dirwago go Motlatšamohlankedi wa Tshedimošo (DIO) goba go Lekala la Ditirelo tša Keletšo ya Molao go nomoro ya mogala ye e filwego ka mo gare ga sengwalwa se e tla hlokomelwa ke Bahlankedi ka Lekaleng. Ba tla tlatša Foromo ya A ye e beilwego legatong la mokgopedi gomme ba mo fa khopi ya kgopelo yeo.

11.3 Dikgopelo tša go dirwa ka molomo

Ge e le gore motho o palelwa ke go tlatša foromo ye e beilwego ka lebaka la go se kgone go bala le go ngwala goba ka lebaka la bogole, motho yoo a ka dira kgopelo ka molomo go Motlatšamohlankedi wa Tshedimošo. Motlatšamohlankedi wa Tshedimošo o swanetše go fetša kgopelo yeo ya molomo go ba yeo e ngwadilwego godimo ga foromo ye e beilwego gomme a fe mokgopedi khopi ya yona.

12. KGOPELO YA SEMMUŠO: TSHEPEDIŠO YA KGOPELO

Kgato ya 1: Kgopelo

Ge mokgopedi a nyaka go fihlelela tshedimošo ye e swerwego ke GDED, ka ntle le dipego tše di ngwadilwego ka go **Tlaleletšo ya "B"**, mokgopedi o swanetše go dira kgopelo ya tshedimošo ya maleba godimo ga foromo ye e beilwego ye e hwetšagalago wepsaeteng ya

GDED go www.ecodev.gpg.gov.za, goba e ka hwetšagala ge e kgopelwa go Motlatšamohlankedi wa Tshedimošo. Mokgopedi o swanetše go romela foromo ga kgopelo go Motlatšamohlankedi wa Tshedimošo ka go diriša Lekala la Ditirelo tša Keletšo ya Molao mo atereseng, nomorong ya fekese goba atereseng ya imeile ye e filwego ka mo sengwalweng se.

Kgato ya 2: Tefo

Foromo ya kgopelo e swanetše go sepela le bohlatse bja tefo ya tšhelete ya kgopelo. Ga go bohlatse bja tefo bjo bo swanetšego go tlišwa ke batho bao ba nago le maswanedi a go hwetša kimollo ya go se lefe, eupša mabaka a kimollo yeo ya go se lefe a swanetše go fiwa ka fao go kwagalago ka gona godimo o ga foromo. Tšhelete ya kgopelo ya tshedimošo ya R35-00, goba bohlatse ya tefo ka fao, bo swanetše go sepela le kgopelo yeo ya sthedimošo.

Tefo ya tšhelete ya kgopelo e swanetše go dirwa le go tepositwa ka:

LEINA LA AKHAONTE	Gauteng Department of Economic Development:
PANKA	FNB
NOMORO YA AKHAONTE	62298137376
KHOUTE YA LEKALA	255005
LEINA LA LEKALA	Global Transactional Services JHB
TŠHUPETŠO	PAIA

Kgato ya 3: Dinako tša go fetša go šoma dikgopelo

Go latela karolo ya 25 ya Molao, Motlatšamohlankedi wa Tshedimošo o swanetše go tšea sephetho sa ge e ba a ka dumelela goba a gana kgopelo gomme a fa tsebišo ye e nago le mabaka mabapi le seo mo matšatšing a 30 a ka morago ga go hwetša kgopelo.

Matšatši a 30 ao ka ona Motlatšamohlankedi wa Tshedimošo a swanetšego go tšea sephetho sa go dumelela goba sa go gana kgopelo a ka oketšwa gatee mo lebakeng la nako ya matšatši ao a sa fetego a 30 ge e le gore kgopelo yeo ke ya tshedimošo ye ntši goba ge e le gore kgoopelo yeo e nyaka gore go nyakwe tshedimošo ye e swerwego ka kantorong ye nngwe ya GDED gomme tshedimošo yeo e ka se hwetšwe mo matšatšing a 30 a mathomong. GDED e swanetše go tsebiša mokgopedi ka go ngwala lengwalo ge katološo e ka nyakega.

Kgato ya 4: Tiišetšo le Tsebišo

Motlatšamohlankedi wa Tshedimošo o amogela le go tiišetša kgopelo go bona ge eba tshedimošo ye e kgopetšwego e a hwetšagala ka gare ga GDED. Go tloga fao kgopelo e a

amogelwa, ya ganwa goba ya fetišetšwa go bao ba swerego tshedimošo ye e nyakekago ba maleba. Go tloga fao tsebišo e romelwa go mokgopedi go tiišetša maemo a kgopelo yeo.

Kgato ya 5: Tsebišo ya Mafelelo

Ge kgopelo e ka fiwa, gona tšhelete ye nngwe ya phihlelelo ya tshedimošo e swanetše go lefša go nyaka, go lokiša le go tšweletša leswa le ya nako efe goba efe ye e fetilego diiri tše di beilwego tša go nyaka le go lokiša pego gore e tle e tsebagatšwe. Mokgopedi o tla tsebišwa ge kgopelo yeo e phethilwe gammogo le ditšhelete tše di šaletšego tše di swanetšego go lefša GDED.

Kgato ya 6: Tefo le go tliša tshedimošo

Ge tefo e šetše e hweditšwe (go latela tshepedišo ye e swanago ya go lefa k age go beilwe ka go Kgato ya 2), tshedimošo e a lokollwa ya fiwa mokgopedi.

Tshedimošo ya kakaretšo

Foromo ye e beilwego e swanetše go tlatšwa go kgontšha Mohlankedi wa Tshedimošo go tseba:

- a) Pego goba dipego tše di kgopetšwego;
- b) Boitšhupo bja mokgopedi;
- c) Ke mokgwa ofe wa phihlelelo wo o nyakekago, ge kgopelo e fiwa; le
- d) Aterese ya poso goba nomoro ya fekese ya mokgopedi.

GDED e tla šoma kgopelo mo matšatšing a 30, ka ntle le ge mokgopedi a boletše mabaka a mangwe ao a kgethegilego, ao a tlogo kgotsofatša Mohlankedi wa Tshedimošo gore mabaka a gapeletša dinako tše di beilwego ka mo godimo di se ke tša obamelwa.

13. DITŠHELETE TŠE DI LEFŠAGO

Molao a hlagiša mehuta ye mebedi ya ditšhelete tše di lefšago:

13.1 Tšhelete ya Kgopelo ya go se Bušetšwe morago

Mokgopedi, yo e sego mokgopedi wa tshedimošo ya sephiri, yo a kgopelago phihlelelo ya tshedimošo ye e swerwego ke GDED o tla kgopelwa go lefa tšhelete ya kgopelo ye e beilwego ya R35.00, ka Foromo ya A ye e beilwego, pele ga ge kgopelo e šongwa go tšwela pele. Motlatšamohlankedi wa tshedimošo o tla swara dipego tše o se di lokolle go fihla ge mokgopedi yo a amegago a lefile ditšhelete tša maleba (ge di le gona).

13.2 Tšhelete ya Pihlelelo

Tšhelete ya phihlelelo e lefša mabakeng ka moka fao kgopelo ya phihlelelo ya tshedimošo e dumelelwago go ditshenyegelo tša go tšweletša tshedimošo yeo gape le, ge go le maleba, tšhelete ya poso le nako yeo e nyakegago ka fao go kwagalago go nyaka le go lokiša pegu yeo e tlogo tsebagatšwa.

Mokgopedi yo a kgopelago dikhopi tša dipego tšeo di hwetšagalago setšhabeng ga se a swanela go lefa tšhelete ya kgopelo ya R35.00, eupša o tla lefa tšhelete ya phihlelelo ya go tšweletša tshedimošo yeo, ge go le maleba.

Motlatšamohlankedi wa tshedimošo o tla swara dipego tšeo a se di lokolle go fihla ge mokgopedi a lefile ditšhelete tša maleba (ge di le gona).

13.3 Ditepositi

Ge e le gore go nyaka pegu le go lokiša pegu go tla go e tsebagatša, go akaretšwa dithulaganyo tša go dira gore e hwetšagale ka mokgwa wo e kgopelwago ka ona, go ka nyaka go feta diiri tše di beilwego go dira mošomo wo ka gare ga melawana, Motlatšamohlankedi wa Tshedimošo o swanetše ka tsebišo a kgopele mokgopedi go lefa tepositi ye e lego karolo ye e beilwego (ye e sa fetego tharo-nneng) ya tšhelete ya phihlelelo ya tshedimošo yeo e swanetšego go lefša ge e le gore kgopelo e filwe. Ge e le gore tepositi e lefilwe mabapi le kgopelo ya phihlelelo yeo e gannwego ke Motlatšamohlankedi wa Tshedimošo, GDED e tla bušetša mokgopedi tepositi.

13.3.1 Ditšhelete tša phihlelelo ya tshedimošo tšeo di lefišwgao ke tše di latelago:

(a)	Go khopi ye nngwe le ye nngwe ya letlakala la bogolo bja A4 goba karolo ya lona	0.60
(b)	Go khopi ye nngwe le ye nngwe ye e gatišitšwego ya letlakala la bogolo bja A4 goba karolo ya lona ye e swerwego khomphutheng goba ka elektroniki goba ka sebopego sa go balwa motšheneng	0.40
(c)	Go khopi ye e balwago motšheneng godimo ga tiske ya khomphekte	40.00
(d)	Go ngwalolla diswantšho tša go bonwa, tša letlakala la bogolo bja A4 goba karolo ya lona	22.00
(e)	Go khopi ya diswantšho tša go bonwa	60.00
(f)	Go ngwalollo ya dikgatišo tša medumo, go letlakala la bogolo bja A4 goba karolo ya lona	12.00
(g)	Go khopi ya dikgatišo tša medumo	17.00
(h)	Go nyaka le go lokiša dipego gore di tle di tsebagatšwe (ka iri goba	15.00

	karolo ya iri, go sa akaretšwe iri ya mathomo, tšeo di nyakegago ka mabaka go dinyakišišo le go di lokiša fao)	
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13.3.2 Tšhelete ya makgonthe ya poso e lefša ge khopi ya pego e swanetše go posetšwa mokgopedi.

14. PHIHLELELO YE E GANNWEGO LE GO DIRA BOIPELAETŠO

14.1 Mabaka a go gana

GDED e ka gana kgopelo ya tshedimošo ge e le gore e mabapi le:

- a) Tšhireletšo ya semolao ya sephiri ya motho wa boraro yo e lego motho wa tlhago, yeo e tlogo amana le go tsebagatša fao go sego molaong ga tshedimošo ya sephiri ya motho yoo wa tlhago;
- b) Tšhireletšo ya semolao ya tshedimošo ya kgwebo ya motho wa boraro, ge e le gore pego yeo e na le:
 - (i) diphiri tša kgwebišano tša motho wa boraro;
 - (ii) tshedimošo ya ditšhelete, ya tša kgwebo, ya tša mahlale goba ya sethekniki yeo go e tsebagatša ga yona go ka ba le kgonagalo ya go baka go senya dikgahlego tša ditšhelete goba tša kgwebo tša motho yoo wa boraro; le/goba
 - (iii) tshedimošo ye e tsebegaditšwego sephiring ke motho wa boraro go GDED, ge e le gore go e tsebagatša fao go ka dira gore motho yoo wa boraro gore a se hwetše menyetla ka ditherišanong goba ka phadišanong ya tša kgwebo.
- c) Tšhireletšo ya semolao ya tshedimošo ya sephiri ya batho ba boraro ge e le gore e šireletšegile go latela tumelelano efe goba efe;
- d) Tšhireletšo ya semolao ya polokego ya batho le tšhireletšo ya thoto;
- e) Tšhireletšo ya semolao ya dipego tšeo di ka bonwago bjalo ka tša monyetla go ya ka ditshepedišo tša molao;
- f) Mešomo ya GDED;
- g) Mediro ya tša kgwebo ya GDED, ye e ka akaretšago:
 - (i) diphiri tša kgwebišano tša GDED;
 - (ii) tshedimošo ya ditšhelete, ya tša kgwebo, ya tša mahlale goba ya sethekniki yeo go e tsebagatša ga yona go ka ba le kgonagalo ya go baka go senya dikgahlego tša ditšhelete goba tša kgwebo tša GDED;
 - (iii) tshedimošo ye go e tsebagatša fao go ka dira gore GDED e se hwetše menyetla ka ditherišanong goba ka phadišanong ya tša kgwebo; le/goba

- (iv) lenaneo la khomphutha leo le lego la GDED, leo le šireleditšwego ke khopiraete;
- h) Tshedimošo ya dinyakišišo ya GDED goba ya motho wa boraro, ge e le gore go e tsebagatša go ka tsebagatša boitšhupo bja GDED, gwa bea monyakišiši goba taba ya dinyakišišo seemong seo se sa kgahlišego kudu.
- i) Dikgopelo tša tshedimošo tšeo go lego molaleng gore ga di na mabaka ao a kwagalago goba tšeo di ka bakago dipelaelo, goba tšeo di amanago le phetišetšo ya methopo ye e sa kwagalego di tla ganwa.

14.2 Dikimollo ge e le gore dikgopelo tša phihlelelo ya tshedimošo di gannwe

14.2.1 Boipelaetšo bja ka Gare

- (a) Mokgopedi a ka dira boipelaetšo bja ka gare kgahlanong le sephetho sa Mohlankedi wa Tshedimošo wa GDED –
 - (i) sa go gana kgopelo ya phihlelelo;
 - (ii) goba sephetho se tšerwe go latela karolo ya 22, 26(1) goba 29(3), mabapi le mokgopedi yoo, a iše boipelaetšo bjoo go Molekgotlaphethiši (MEC) yo a rwelego maikarabelo a Thabollo ya Ekonomi, Tikologo, Temo le Tlhabollo ya Dinagamagae.
- (b) Motho wa boraro a ka dira boipelaetšo bja ka gare kgahlanong le Mohlankedi wa Tshedimošo wa GDED gore a dumelele kgopelo ya phihlelelo ya tshedimošo.

14.2.2 Tshepedišo

- (a) Boipelaetšo bja ka gare bo swanetše go dirwa ka foromo ye e beilwego-
 - (i) mo matšatšing a 60 ka morago ga ge mokgopedi a tsebišitšwe ka ga sephetho seo se tšerwego.
 - (ii) ge e le gore tsebišo go motho wa boraro e a nyakega, mo matšatšing a 30 ka morago ga ge tsebišo e filwe motho yo a dirago boipelaetšo kgahlanong le sephetho seo se tšerwego.
 - (iii) bo swanetše go tlošwa goba bo romelwe go Mohlankedi wa Tshedimošo wa GDED diatereseng tša gagwe, goba nomorong ya fekese.
 - (iv) ge go kgonagala, bo swanetše go sepela le tšhelete ya boipelaetšo ye e beilwego, gomme go swanetše go fiwa aterese ya poso goba nomoro ya fekese.

- (b) Foromo ye e beilwego ya go dira boipelaetšo bja ka gare e hwetšagala wepsaeteng ya GDED mo go www.ecodev.gpg.gov.za, goba e ka hwetšagala ge e kgopelwa go Motlatšamohlankedi wa Tshedimošo mo nomorong ya mogala ya 011 355 8143.
- (c) Ge e le gore boipelaetšo bo dirwa ka morago ga ge lebaka la nako leo go bolelwago ka lona le fedile, Molekgotlaphethiši o swanetše, ka morago ga ge lebaka leo le kwagalago le filwe, go dumelela boipelaetšo bjo bo dirwago morago ga nako.
- (d) Ge e le gore Molekgotlaphethiši ga a dumelele boipelaetšo bjo bo dirwago morago ga nako, o swanetše go fa tsebišo ka ga sephetho seo go motho yo a dirilego boipelaetšo bjoo.
- (e) Motho yo a dirago boipelaetšo kgahlanong le go ganwa ga kgopelo ya gagwe ya phihlelelo ya tshedimošo o swanetše go lefa tšhelete ye e beilwego ya go dira boipelaetšo (ge e le gona).
- (f) Ge e le gore tšhelete ya go dira boipelaetšo ye e beilwegol e lefša mabapi le boipelaetšo bjoo, sephetho sa boipelaetšo se ka fegwa go fihla ge tšhelete yeo e lefša.
- (g) Ka pela ka fao go kwagalago, eupša ka tiragalong efe goba efe mo matšatšing a 10 ka morago ga go amogela boipelaetšo, Mohlankedi wa Tshedimošo o swanetše go romela dilo tše di latelago go Molekgotlaphethiši:
- (i) boipelaetšo gammogo le mabaka a sephetho seo se amegago;
 - (ii) ge e le gore boipelaetšo bo kgahlanong le go gana goba le go dumelela kgopelo ya phihlelelo ya tshedimošo, leina, aterese ya poso, nomoro ya mogala le ya fekese le aterese ya meile wa elektroniki (go eya ka gore ke efe e hwetšagalago) ya motho ofe goba ofe wa boraro o swanetše go tsebišwa ka ga kgopelo yeo.
- (h) Molekgotlaphethiši o swanetše go lekodišiša le go tšea sephetho ka ga boipelaetšo bja ka gare mo matšatšing a ka morago ga ge tsebišo ya boipelaetšo bja ka gare e amogetšwe.

- (i) Sephetho sa Molekgotlaphethiši se swanetše go tiišetša goba se phaele thoko sephetho sa Motlatšamohlankedi wa Tshedimošo, gomme fao go lego maleba se tšeele legato sephetho sa kgopelo yeo.

14.2.2 Kgopelo go Kgorotsheko

Mokgopedi yo a paletšwego ka go boipelaetšo bja ka gare o swanetše, gore mo matšatšing a 180 a ka morago ga go hwetša tsebišo ya sephetho sa mabapi le boipelaetšo bja ka gare, a dire kgopelo go kgorotsheko go hwetša kimollo ya maleba ka ge go hlagišitšwe ka go karolo ya 78(2) ya Molao.

15. GO HWETŠAGALA GA SENGWALWA

Sengwalwa se se hwetšagala ka Seafriantshe, Sesotho le Sezulu. Sengwalwa se hwetšagala dikantorong tša GDED le wepsaeteng ya: www.ecodev.gpg.gov.za.

16. GO MPSHAFATŠA SENGWALWA

Sengwalwa se se tla mpshafatšwa nako le nako ge ge diphetošo tša tshedimošo ya bjale di swanetše go laetšwa, goba ngwaga ka ngwaga.

17. DIPEGO TŠE DI LAHLEGILEGO

Bakgopedi ba na le tokelo ya go hwetša phetolo ka ga diabitabiti tša dipego tšeo ka mabaka ao a kwagalago di ka se kgone go hwetšwa, eupša tšeo mokgopedi a ka bego a bile le phihlelelo ya tšona ge nkabe dipego tšeo di hwetšagale.

18. GO LAHLWA GA DIPEGO

GDED e na le tokelo ya go lahla dipego tše itšego ka semolao go latela ditumelelo tše di hweditšwego go Tirelo ya Dibolokwa le Dipego ya Bosetšhaba.

Bakgopedi ba tla eletšwa ge eba pego ye itšego e lahlilwe ge e le gore se se maleba go dipego tše di kgopetšwego.

19. TEMOŠO YA KAKARETŠO

GDED e na le tokelo ya go fetišetša dikgopelo tša dipego go dihlongwa tša maleba fao e legore gore dihlongwa tše ke beng ba bagolo goba ba tšweletši ba tshedimošo ye e kgopelwago, goba ge e le gore GDED ga e sa na le dipego tše, le go hlama magoro a maswa a dipego ge e le gore se se a hlokagala. Sengwalwa se se tla mpshafatšwa go laetša diphetošo tša magoro a dipego.

PROVINSIALE KENNISGEWING VAN 2 2016



GAUTENG PROVINCE
ECONOMIC DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

HANDLEIDING INGEVOLGE DIE WET OP BEVORDERING
VAN TOEGANG TOT INLIGTING

OPGESTEL INGEVOLGE ARTIKEL 14 VAN DIE
WET OP BEVORDERING VAN TOEGANG TOT INLIGTING

(WET NO. 2 VAN 2000)

FJ 2015/2016

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1. AFKORTINGS EN OMSKRYWINGS

1.1 Afkortings

AIB	Adjunkinligtingsbeampte
GDEO	Gauteng Departement van Ekonomiese Ontwikkeling
HvD	Departementshoof
IB	Inligtingsbeampte
IEDS	Integrated Economic Development Services
LUR	Lid van die Uitvoerende Raad
PAIA	Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000)

1.2 Woordoms krywing

Adjunkinligtingsbeampte (AIB)	'n Persoon deur die Departementshoof aangewys om die openbare liggaam so toeganklik as redelikerwys moontlik te maak vir versoekers van sy rekords soos voorgeskryf in PAIA artikel 17(1).
Beskermderekords	Rekords wat sensitiewe inligting bevat en nie vir die publiek toeganklik gemaak kan word nie ingevolge die bepalings van PAIA artikels 33 tot 45.
Derde party	Enige persoon, insluitende, maar nie beperk nie tot, die regering van 'n vreemde staat, 'n internasionale organisasie of 'n orgaan van daardie regering of organisasie, uitgesonderd die betrokke versoeker en 'n openbare liggaam soos in PAIA artikel 1 omskryf.
Gids	Dokument of boek geproduseer deur die Suid-Afrikaanse Menseregtekommissie met die doel om enige persoon te help wat enige reg ingevolge PAIA wil uitoefen soos in artikel 10 voorgeskryf.
Inligtingsbeampte (IB)	Die Departementshoof van die Departement van Ekonomiese Ontwikkeling soos in PAIA artikel 1 omskryf.
Interne appèl	'n Appèl teen 'n besluit om toegang tot inligting te weier, soos in PAIA artikel 74 bepaal.
Persoonlike inligting	Inligting oor 'n identifiseerbare individu, insluitende,

	<p>maar nie beperk nie tot, inligting met betrekking tot die ras, geslagtelikheid, geslag, swangerskap, huwelikstaat, nasionale, etniese of sosiale herkoms, kleur, seksuele georiënteerdheid, ouderdom, fisiese of geestelike gesondheid, welsyn, gestremdheid, godsdiens, gewete, oortuiging, kultuur, taal en geboorte van die individu, soos in PAIA artikel 1 omskryf.</p>
Persoonlike versoeker	<p>'n Persoon wat toegang verlang tot inligting/rekords wat persoonlike inligting oor homself/haarself bevat, soos in PAIA artikel 1 omskryf.</p>
Openbare liggaam	<p>Enige staatsdepartement of administrasie in die nasionale of provinsiale regeringsfeer, enige munisipaliteit in die plaaslike regeringsfeer of enige instelling wat ingevolge enige wetgewing 'n openbare bevoegdheid uitoefen soos in PAIA artikel 1 omskryf. Ook regeringsliggaam of -departement genoem.</p>
Outomaties beskikbare rekords	<p>Rekords waartoe toegang verkry kan word sonder dat 'n persoon 'n versoek om toegang ingevolge die Wet hoef te rig, soos in artikel 15(1)(a) van PAIA bepaal.</p>
Rekord	<p>Enige opgetekende inligting, in enige vorm of medium in die besit van die GDEO, soos in PAIA artikel 1 omskryf.</p>
Rekords beskikbaar op versoek	<p>Rekords waartoe toegang verkry kan word deur PAIA-prosesse te volg soos in PAIA artikels 11 en 18 bepaal; toegang tot hierdie rekords kan geweier word op grond van artikels 33 tot 45 van die Wet.</p>
Toegangsgelde	<p>Gelde betaalbaar deur 'n versoeker vir soek, voorbereiding en reproduksie van verlangde rekords, soos voorgeskryf in PAIA artikel 22(6).</p>
Versoeker	<p>Enige persoon wat 'n versoek rig vir toegang tot inligting of rekords van die GDEO of 'n persoon wat optree namens die persoon wat inligting versoek soos in PAIA artikel 1 omskryf.</p>
Versoekgelde	<p>Nieterugbetaalbare gelde betaalbaar deur 'n versoeker by voorlegging van 'n versoek vir toegang ingevolge die bepaling van PAIA artikel 22(1). (Persoonlike versoeker is uitgesluit van die betaling van</p>

	versoekgelde.)
Wet	Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000)

2. INLEIDING

Die Gauteng Provinsiale Regering se Departement van Ekonomiese Ontwikkeling ('die GDEO') is verbind tot voldoening aan die voorskrifte van die Grondwet en nasionale wetgewing soos die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000) ('die Wet'). Die Departement onderskryf die sleutelbeginsels van goeie bestuur, deursigtigheid en verantwoordbaarheid.

Die Wet gee uitvoering aan die grondwetlike reg op toegang tot enige inligting wat deur enige openbare of privaat liggaam gehou word wat vir die uitoefening of beskerming van enige regte nodig is. Die Wet sit die prosedures vir sulke versoeke uiteen.

Artikel 9 van die Wet erken egter dat sodanige reg op toegang tot inligting onderhewig is aan sekere regverdigbare beperkings, byvoorbeeld beperkings gemik op:

- a) die redelike beskerming van privaatheid;
- b) kommersiële vertroulikheid; en
- c) doeltreffende, effektiewe en goeie bestuur.

Artikel 14 van die Wet verplig openbare liggame om 'n handleiding op te stel wat 'n persoon sal help om toegang te kry tot inligting wat deur die openbare liggaam gehou word en bepaal die minimum vereistes waaraan 'n handleiding moet voldoen.

Die doel van hierdie handleiding is om die dienste wat die GDEO verskaf, duidelik te toon, tesame met die inligting wat nodig is om te verseker dat die prosesse van inligtingdeling doeltreffend en positief is.

3. ARTIKEL 10-GIDS OOR HOE OM DIE WET TE GEBRUIK

Om lede van die publiek op te voed en te help om die Wet te gebruik, het die Suid-Afrikaanse Menseregtekommissie opdrag gekry om 'n gids in alle Suid-Afrikaanse tale op te stel en te publiseer.

Lede van die publiek kan insae kry in en kopieë maak van hierdie Gids by die Hoofkantoor en enige provinsiale kantore van die Suid-Afrikaanse Menseregtekommissie.

Enige navrae oor hierdie gids moet gerig word aan:

Die Suid-Afrikaanse Menseregtekommissie

Telefoonnommer: +27 11 484 8300

Faksnommer: +27 11 484 7146/7

E-posadres: PAIA@sahrc.org.za

Posadres: PAIA-eenheid

Die Afdeling Navorsing en Dokumentasie

Privaatsak 2700

Houghton

2042

Straatadres: PAIA-eenheid

Die Afdeling Navorsing en Dokumentasie

Princess of Wales Terrace 29

Parktown

Johannesburg

Webwerf: www.sahrc.org.za

3.1 Belangrike kontakbesonderhede vir toegang tot inligting

Die Hoof van die Departement is ingevolge artikel 1 van die Wet die Inligtingsbeampte van die GDEO.

INLIGTINGSBEAMPTE

Me Phindile Mbanjwa

Departementshoof

Privaatsak X091

Marshalltown

2107

Tel No.: 011 355 8705

Faks No.: 011 355 8554

ADJUNKINLIGTINGSBEAMPTE

Me Funeka Njobe

Hoofdirekteur: Regsadviesdiens

Privaatsak X091

Marshalltown

2107

Tel No.: 011 355 8143

Faksnommer: 011 355 8028

4. ALGEMENE KONTAKBESONDERHEDE VAN DIE GDEO

Fisiese adres : Matlotlo House
Mainstraat 94
Johannesburg
2000

Posadres : Departement van Ekonomiese Ontwikkeling
Privaatsak X091
Marshalltown
2107

Telefoonnommer : 011 355 8000

Faksnommer : 011 355 8554

Webblad: : www.ecodev.gpg.gov.za

5. MANDAAT VAN DIE GDEO

Die mandaat van die GDEO is om ekonomiese groei en ontwikkeling in die provinsie te fasiliteer en te bevorder, met 'n geteikende verbintenis om te fokus op die verbetering van inklusiwiteit van die ekonomie, terwyl die verbetering van sy mededingendheid nie verwaarloos word nie.

5.1 Visie van die GDEO

Die visie van die GDEO is om 'n radikaal getransformeerde, gemoderniseerde en herindustrialiseerde ekonomie in Gauteng te wees, waar behoorlike werk, ekonomiese insluiting en billikheid manifesteer.

5.2 Missie van die GDEO

Die missie van die GDEO, in nastrewing van sy Visie, is:

- a) om radikale transformasie, modernisering en herindustrialisering van die Gautengse ekonomie te verseker.
- b) om 'n bemagtigende wetgewende en beleidsomgewing vir billike ekonomiese groei en ontwikkeling te verskaf.
- c) om programme en projekte te ontwikkel en te implementeer wat:
 - (i) Gauteng se townshipekonomieë nuwe lewe sal gee;
 - (ii) 'n nuwe slim, groen, kennisgebaseerde ekonomie en bedrywe sal bou;
 - (iii) ordentlike werk en insluiting in belangrike ekonomiese sektore sal verseker;
 - (iv) radikale ekonomiese transformasie, modernisering en herindustrialisering sal fasiliteer;
 - (v) die gemarginaliseerde sektore van vroue, die jeug en persone met gestremdhede in hoofstroom ekonomiese aktiwiteite sal insluit;
 - (vi) gepaste vennootskappe vir lewering sal vestig; en
 - (vii) sal verseker dat die GDEO sy mandaat doeltreffend en effektief uitvoer.

5.3 Waardestelling

Die waardes van die GDEO, op sy Visie en Missie gegrond, is om:

- (i) as 'n sentrum van uitnemendheid te dien deur leiding te gee in radikale ekonomiese transformasie, modernisering en herindustrialisering van Gauteng se ekonomie.
- (ii) etiese, konsultatiewe en mensgefokusde dienste te verskaf.
- (iii) billikheid, herstel en toegang tot ekonomiese geleenthede en ordentlike werk te fasiliteer.
- (iv) te verseker dat Gauteng se ekonomie sy demografiese profiel weerspieël.
- (v) deursigtige, deelnemende en goeie bestuur op interne vlak te beoefen.
- (vi) hoë vlakke van professionalisme, innovasie, doeltreffendheid, effektiwiteit en die praktyk van Batho Pele onder die personeel van die GDEO en al sy implementeringsagentskappe te bevorder.

6. KERNFUNKSIES VAN DIE GDEO

Die Departement se taak is om te verseker dat die regte omgewingsraamwerk en inisiatiewe ingestel word om ekonomiese groei en werkskepping in die provinsie aan te wakker en sodoende die grense van armoede uit te skuif. Die Departement se kernfunksies is gemodelleer op vier kernprogramme, naamlik:

Program 1	
Administrasie	<p>Die kernfunksie van hierdie program is om strategiese leierskap, ondersteuning en dwarsliggende sake-oplossings te verskaf om die LUR, Departementshoof en GDEO in staat te stel om die Departement se mandaat effektief uit te voer.</p> <p>Die program is in die volgende subprogramme verdeel:</p> <ul style="list-style-type: none"> • Kantoor van die Departementshoof; • Kantoor van die LUR; • Finansiële Bestuur; en • Korporatiewe Bestuur
Program 2	

Geïntegreerde Ekonomiese Ontwikkelingsdienste (GEOD)	Die program se kernfunksie is om radikale ekonomiese transformasie te verseker wat die drievoudige beleidsvereistes van ordentlike werk, 'n inklusiewe ekonomie en gelykheid dek. Die program is in die volgende subprogramme verdeel: <ul style="list-style-type: none"> • IEDS-bestuurskantoor; • Ondernemingsontwikkeling; en • Regionale en Plaaslike Ekonomiese Ontwikkeling.
Program 3	
Handels- en Nywerheidsontwikkeling	Die program se kernfunksie is om herindustrialisering te verseker wat die drievoudige beleidsvereistes van ordentlike werk, 'n inklusiewe ekonomie en gelykheid dek. Die program is in die volgende subprogramme verdeel: <ul style="list-style-type: none"> • Handel- en Investeringsbevordering; en • Sektorontwikkeling.
Program 4	
Sakeregulering en Bestuur	Die program se kernfunksie is om te verseker dat die DEO se agentskappe, Verbruikersake, die Gauteng Drankraad en die Gauteng Dobbelaardraad ingrypings implementeer wat tot die verwesenliking van die DEO se strategiese doelwitte bydra. Die program is in die volgende subprogramme verdeel: <ul style="list-style-type: none"> • Bestuur; • Reguleringsdienste; • Verbruikersbeskerming; • Drankregulering; en • Dobbelaard en Weddenskappe.

7. ORGANISATORIESE OMGEWING

Die GDEO bestaan uit 'n Hoofkantoor wat in Johannesburg geleë is te Mainstraat 94 en het streekkantore vir Verbruikersbeskerming en Drankregulering wat dwarsoor die provinsie Gauteng geleë is. Die GDEO bestaan uit die Kantoor van die LUR en die Kantoor van die

Departementshoof, wat uit drie takke bestaan. Kyk die aangehegte Organigram (Aanhangsel "A").

8. OPENBARE ENTITEITE WAT AAN DIE LUR VERSLAG DOEN

OPENBARE ENTITEIT	ADRES
Gauteng Enterprise Propeller	Mainstraat 124 Johannesburg
Gauteng Dobbelaarad	Corletrylaan 125 Bramley, Johannesburg
Gauteng Groei- en Ontwikkelingsagentskap	Mainstraat 124 Johannesburg
Gauteng Toerismeowerheid	Mainstraat 124 Johannesburg
Dinokeng en Wieg van die Mensdom Wêrelderfenisterrein	Mainstraat 124 Johannesburg

9. ONDERWERPE EN KATEGORIEË WAT DEUR DIE GDEO GEHOU WORD

Die onderwerpe en kategorieë van rekords wat deur die GDEO gehou word, is soos volg:

- a) Departementele personeelrekords
- b) Departementele verkrygingsrekords
- c) Departementele finansiële rekords
- d) Agendas en notules van interne departementele vergadering;
- e) Departementele verslae
- f) Departementele publikasies
- g) Interne departementele raamwerke, wette en beleide
- h) Rekords wat ooreenkomstig die Wet beskikbaar is

10. WIE INLIGTING KAN AANVRA

- a) Enige persoon kan inligting versoek.
- b) Persoonlike versoekers versoek inligting oor hulself.

- c) Versoekers wat inligting namens 'n ander persoon versoek. ('n Versoeker wat namens iemand anders optree, moet 'n magtigingsbrief voorlê.)

11. PROSEDURE VIR VERSOEK VIR INLIGTING

11.1

Die rekords wat in **Aanhangsel "B"** genoem word, is outomaties beskikbaar sonder dat iemand ingevolge die Wet toegang hoef te versoek. Hierdie lys is ingevolge artikel 15 van die Wet in die *Staatskoerant* gepubliseer.

Die rekords in **Aanhangsel "B"** genoem, kan van die Departement van Ekonomiese Ontwikkeling, Matlotlo House, Mainstraat 94, Johannesburg, verkry word. Waar daar genoeg eksemplare beskikbaar is, kan die rekord gratis verkry word, waarna reproduksiegelde betaalbaar is. Sommige van hierdie rekords is ook gratis beskikbaar op die GDEO se webwerf by www.ecodev.gpg.gov.za.

11.1.1 Die reproduksiegelde vir outomaties beskikbare rekords is soos volg:

(a)	Vir elke fotokopie van A4-grootte of deel daarvan	0.60
(b)	Vir elke gedrukte kopie van 'n A4-grootte bladsy of deel daarvan wat op 'n rekenaar of in elektroniese of masjienleesbare vorm gehou word	0.40
(c)	Vir 'n kopie in 'n rekenaarleesbare vorm op kompakskyf	40.00
(d)	Vir 'n transkripsie van visuele beelde, vir 'n A4-grootte bladsy of deel daarvan	22.00
(e)	Vir 'n kopie van visuele beelde	60.00
(f)	Vir 'n transkripsie van 'n klankopname, vir 'n A4-grootte bladsy of deel daarvan	12.00
(g)	Vir 'n kopie van 'n klankopname	17.00

11.2 Telefoniese versoeke

Die GDEO aanvaar ook telefoniese versoeke. Enige sodanige versoek wat aan die AIB of die Eenheid vir Regsadviesdienste gerig word by die telefoonnommer in hierdie handleiding, sal deur beamptes in die Eenheid hanteer word. Hulle sal die voorgeskrewe Vorm A namens die versoeker invul en 'n kopie daarvan aan die versoeker besorg.

11.3 Mondelinge versoeke

Indien 'n individu nie in staat is om die voorgeskrewe vorm in te vul nie as gevolg van ongeletterdheid of 'n gestremdheid, kan sodanige persoon die versoek mondeling aan die AIB rig. Die AIB moet die mondelinge versoek op skrif stel op die voorgeskrewe vorm en 'n kopie daarvan aan die versoeker besorg.

12. FORMELE VERSOEK: AANSOEKPROSES

Stap 1: Die Versoek

Waar 'n versoeker toegang wil kry tot inligting wat deur die GDEO gehou word, uitgesonderd rekords in **Aanhangsel "B"** genoem, moet die versoeker 'n versoek vir toegang tot die betrokke inligting rig op die voorgeskrewe vorm wat op die GDEO-webwerf beskikbaar is by www.ecodev.gpg.gov.za of op versoek verkrygbaar is van die AIB. Die versoeker moet die aansoekvorm aan die AIB voorlê deur die Eenheid vir Regsadviesdienste by die adres, faksnommer of e-posadres wat in hierdie handleiding verskaf word.

Stap 2: Die Betaling

Die versoekvorm moet vergesel gaan van bewys van betaling van die versoekgelde. Mense wat vir vrystelling kwalifiseer, heg geen bewys van betaling aan nie, maar die redes vir vrystelling moet duidelik gestel word op die vorm. Versoekgelde van R35.00, of bewys van betaling daarvan, moet die versoek vir inligting vergesel.

Die versoekgelde kan betaal en gedeponeer word by:

REKENINGNAAM	Gauteng Departement van Ekonomiese Ontwikkeling:
BANK	FNB
REKENINGNOMMER	62298137376
TAKKODE	255005
NAAM VAN TAK	Global Transactional Services JHB
VERWYSING	PAIA

Stap 3: Omkeertye vir hantering van versoeke

Ingevolge artikel 25 van die Wet moet die AIB besluit om 'n versoek toe te staan of te weier en kennis met redes te dien effekte gee binne 30 dae na ontvangs van die versoek.

Die 30 dae waarin die AIB moet besluit om die versoek toe te staan of te weier, kan eenmalig vir 'n tydperk van hoogstens 30 dae verleng word indien die versoek vir groot hoeveelhede inligting is of indien die versoek 'n soektog na inligting vereis wat by 'n ander kantoor van die GDEO gehou word en die inligting nie redelikerwys binne die oorspronklike 30 dae verkry kan word nie. Die GDEO moet die versoeker skriftelik in kennis stel indien 'n verlenging nodig is.

Stap 4: Validering en Erkenning

Die AIB ontvang en valideer die versoek om te kyk of die verlangde inligting binne die GDEO beskikbaar is. Die versoek word dan aanvaar, verwerp of oorgedra na die regmatige houers van die verlangde inligting. 'n Erkenning word dan aan die versoeker gestuur om die status van die versoek te bevestig.

Stap 5: Finale kennisgewing

Indien die versoek toegestaan word, moet verdere toegangsgelde betaal word vir die soek, voorbereiding en reproduksie en vir enige tyd wat meer was as die voorgeskrewe ure om die rekord vir openbaarmaking te soek en voor te berei. Die versoeker moet in kennis gestel word van die voltooiing van die versoek asook die uitstaande gelde wat aan die GDEO betaalbaar is.

Stap 6: Betaling en lewering

Sodra die betaling ontvang is (na dieselfde betaalproses as in Stap 2), word die inligting aan die versoeker beskikbaar gestel.

Algemene inligting

Die voorgeskrewe vorm moet behoorlik ingevul word sodat die Inligtingsbeampte die volgende kan identifiseer:

- a) Die rekord of rekords wat versoek word;
- b) Die identiteit van die versoeker;
- c) Watter vorm van toegang verlang word, indien die versoek toegestaan word; en
- d) Die posadres of faksnommer van die versoeker.

Die GDEO sal die versoek binne 30 dae prosessee, tensy die versoeker spesiale redes aanvoer wat die Inligtingsbeampte oortuig dat omstandighede vereis dat daar nie aan bogemelde tydperke voldoen moet word nie.

13. GELDE

Die Wet maak voorsiening vir twee tipes gelde:

13.1 Nieterugbetaalbare Versoekgelde

'n Versoeker, uitgesonderd 'n persoonlike versoeker, wat toegang wil kry tot inligting wat deur die GDEO gehou word, moet die voorgeskrewe gelde van R35.00 betaal, soos op Vorm A gespesifiseer, voordat die versoek verder geprosesseer sal word. Die AIB sal 'n rekord terughou totdat die betrokke versoeker die toepaslike gelde (as daar is) betaal het.

13.2 Toegangsgelde

Toegangsgelde is betaalbaar in alle gevalle waar 'n versoek vir toegang tot inligting toegestaan word, vir reproduksiekoste en, indien toepaslik, die posgeld en die tyd wat redelikerwys nodig is om die rekord te soek en vir openbaarmaking voor te berei.

'n Versoeker wat kopieë versoek van rekords wat algemeen beskikbaar is, hoef nie die versoekgelde van R35.00 te betaal nie maar moet toegangsgelde vir reproduksie betaal, indien toepaslik.

Die AIB sal 'n rekord terughou totdat die versoeker die toepaslike gelde (as daar is) betaal het.

13.3 Deposito's

Indien die soek na 'n rekord en die voorbereiding van die rekord vir openbaarmaking, insluitende reëlins om dit in die verlangde formaat beskikbaar te stel, meer sal vereis as die ure wat vir hierdie doel in die regulasies voorgeskryf is, moet die AIB by kennisgewing van die versoeker vereis om as 'n deposito die voorgeskrewe gedeelte (hoogstens 'n derde) van die toegangsgelde te betaal wat betaalbaar sou wees indien die versoek toegestaan word. Indien 'n deposito betaal is ten opsigte van 'n versoek vir toegang wat geweier is, moet die AIB van die GDEO die deposito aan die versoeker terugbetaal.

13.3.1 Die toegangsgelde wat betaalbaar is, is soos volg:

(a)	Vir elke fotokopie van A4-grootte of deel daarvan	0.60
(b)	Vir elke gedrukte kopie van 'n A4-grootte bladsy of deel daarvan wat op 'n rekenaar of in elektroniese of masjienleesbare vorm gehou word	0.40
(c)	Vir 'n kopie in 'n rekenaarleesbare vorm op kompakskyf	40.00
(d)	Vir 'n transkripsie van visuele beelde, vir 'n A4-grootte bladsy of deel	22.00

	daarvan	
(e)	Vir 'n kopie van visuele beelde	60.00
(f)	Vir 'n transkripsie van 'n klankopname, vir 'n A4-grootte bladsy of deel daarvan	12.00
(g)	Vir 'n kopie van 'n klankopname	17.00
(h)	Om die rekord te soek en vir openbaarmaking voor te berei (per uur of deel van 'n uur, uitgesluit die eerste uur, wat redelikerwys vir sodanige soek en voorbereiding nodig is)	15.00

13.3.2 Die werklike posgeld is betaalbaar wanneer 'n kopie van 'n rekord aan 'n versoeker gepos moet word.

14. TOEGANG GEWEIER EN APPËLLE

14.1 Gronde vir weiering

Die GDEO kan 'n versoek vir inligting weier as dit verband hou met die:

- a) verpligte beskerming van die privaatheid van 'n derde party wat 'n natuurlike persoon is, wat die onredelike openbaarmaking van persoonlike inligting van daardie natuurlike persoon sal behels;
- b) verpligte beskerming van die kommersiële inligting van 'n derde party, indien die rekord:
 - (i) handelsgeheime van daardie derde party bevat;
 - (ii) finansiële, kommersiële, wetenskaplike of tegniese inligting bevat, waarvan die openbaarmaking waarskynlik skade aan die kommersiële of finansiële belange van daardie derde party sal veroorsaak; en/of
 - (iii) inligting bevat wat deur 'n derde party op 'n vertroulikheidsgrondslag aan die GDEO verskaf is, indien sodanige openbaarmaking daardie derde party in onderhandelinge of kommersiële mededinging sal benadeel;
- c) verpligte beskerming van vertroulike inligting van derde partye as dit ingevolge enige ooreenkoms beskerm word;
- d) verpligte beskerming van die veiligheid van individue en die beskerming van eiendom;
- e) verpligte beskerming van rekords wat as geprivilegieerd in geregtelike verrigtinge beskou word;
- f) werking van die GDEO;
- g) kommersiële aktiwiteite van die GDEO, wat kan insluit:
 - (i) handelsgeheime van die GDEO;

- (ii) finansiële, kommersiële, wetenskaplike of tegniese inligting waarvan die openbaarmaking waarskynlik skade aan die kommersiële of finansiële belange van die GDEO sal veroorsaak;
 - (iii) inligting waarvan die openbaarmaking die GDEO in onderhandelinge of kommersiële mededinging sal benadeel; en/of
 - (iv) 'n rekenaarprogram wat deur die GDEO besit word en wat deur kopiereg beskerm word;
- h) navorsingsinligting van die GDEO of 'n derde party indien die openbaarmaking daarvan die identiteit van die GDEO openbaar sal maak of die navorser of die onderwerp van die navorsing ernstig sal benadeel.
- i) Versoeke vir inligting wat klaarblyklik beuselagtig of kwelsugtig is of wat 'n onredelike wegkering van hulpmiddele behels, sal geweier word.

14.2 Regsmiddele indien versoeke vir toegang geweier word

14.2.1 Interne appèl

- (a) 'n Versoeker kan 'n interne appèl teen 'n besluit van die IB van die GDEO –
- (i) om 'n versoek om toegang te weier; of
 - (ii) geneem ingevolge artikel 22, 26(1) of 29(3) in verband met daardie versoeker,
- by die Lid van die Uitvoerende Raad (LUR) verantwoordelik vir Ekonomiese Ontwikkeling, Omgewing, Landbou en Landelike Ontwikkeling aanteken.
- (b) 'n Derde party kan 'n interne appèl teen 'n besluit van die Inligtingsbeampte van die GDEO om 'n versoek om toegang toe te staan, aanteken.

14.2.2 Proses

- (a) 'n Interne appèl moet in die voorgeskrewe vorm aangeteken word –
- (i) binne 60 dae nadat die versoeker in kennis gestel is van die besluit wat geneem is;
 - (ii) indien kennisgewing aan 'n derde party vereis word, binne 30 dae nadat kennis aan die appellant gegee is van die besluit waarteen geappelleer word;
 - (iii) en moet aan die Inligtingsbeampte van die GDEO gelewer of gestuur word by sy of haar adresse of faksnommer;

- (iv) en, indien van toepassing, moet vergesel gaan van die voorgeskrewe appèlgelde en moet 'n posadres of faksnommer vermeld.
- (b) Die voorgeskrewe vorm vir 'n interne appèl is beskikbaar op die GDEO-webwerf by www.ecodev.gpg.gov.za of kan op versoek verkry word van die Adjunkinligtingsbeampte by telefoonnommer 011 355 8143.
- (c) Indien 'n appèl na verstryking van die vermelde tydperk ingedien word, kan die LUR by aanvoering van gegronde redes die laat indiening van die appèl toelaat.
- (d) Indien die LUR die laat indiening van 'n appèl nie toelaat nie, moet hy of sy kennis van daardie besluit gee aan die persoon wat die appèl ingedien het.
- (e) 'n Appellant wat 'n appèl teen die weiering van sy of haar versoek vir toegang indien, moet die voorgeskrewe appèlgelde (indien van toepassing) betaal.
- (f) Indien die voorgeskrewe appèlgelde ten opsigte van 'n appèl betaalbaar is, kan die besluit oor die appèl uitgestel word totdat die gelde betaal is.
- (g) So gou redelikerwys moontlik, maar in elk geval binne 10 werkdade na ontvangs van 'n appèl, moet die Inligtingsbeampte die volgende aan die LUR voorlê:
 - (i) Die appèl tesame met redes vir die betrokke besluit.
 - (ii) Indien die appèl teen die weiering of toestaan van 'n versoek vir toegang is, die naam, posadres, telefoon- en faksnommer en elektroniese posadres (wat ook al beskikbaar is) van enige derde party wat van die versoek in kennis gestel moet word.
- (h) Die LUR moet die interne appèl oorweeg en daaroor besluit binne 30 dae na ontvangs van die kennisgewing van interne appèl.
- (i) Die besluit van die LUR moet die besluit van die AIB bevestig of tersyde stel, en waar toepaslik die besluit oor die versoek vervang.

14.2.2 Aansoek by die Hof

'n Versoeker wat onsuksesvol was met 'n interne appèl, kan binne 180 dae na ontvangs van kennisgewing van die besluit oor die interne appèl by die hof aansoek doen vir gepaste hulp soos in artikel 78(2) van die Wet bepaal.

15. BESKIKBAARHEID VAN DIE HANDLEIDING

Hierdie handleiding is ook in Engels, Sesotho en isiZulu beskikbaar. Die handleiding is beskikbaar by die GDEO-kantore en op die webwerf by www.ecodev.gpg.gov.za.

16. BYWERKING VAN DIE HANDLEIDING

Hierdie handleiding sal bygewerk word wanneer wysigings aan huidige inligting getoon moet word, of jaarliks.

17. VERMISTE REKORDS

Versoekers het die reg om 'n reaksie met beëdigde verklaring te ontvang vir rekords wat nie redelikerwys opgespoor kan word nie maar waartoe 'n versoeker toegang sou gehad het indien die rekord beskikbaar was.

18. WEGDOENING VAN REKORDS

Die GDEO behou hom die reg voor om sekere rekords wettig weg te doen ingevolge magtigings wat van die Nasionale Argief en Rekorddiens verkry is.

Versoekers sal ingelig word of 'n bepaalde rekord weggedoen is waar dit tersaaklik is vir die rekords wat versoek is.

19. ALGEMENE OPMERKING

Die GDEO behou hom die reg voor om versoeke vir rekords aan tersaaklike liggame oor te dra waar daardie liggame die primêre houers of genereerders is van die inligting wat versoek word, of waar die GDEO nie meer in besit van sodanige rekord is nie, en om nuwe

kategorieë van rekords te skep waar dit nodig is. Hierdie handleiding sal bygewerk word om veranderinge in kategorieë van rekords dienooreenkomstig te weerspieël.

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