



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 598

Pretoria, 17 April 2015

No. 38685

M A N U A L

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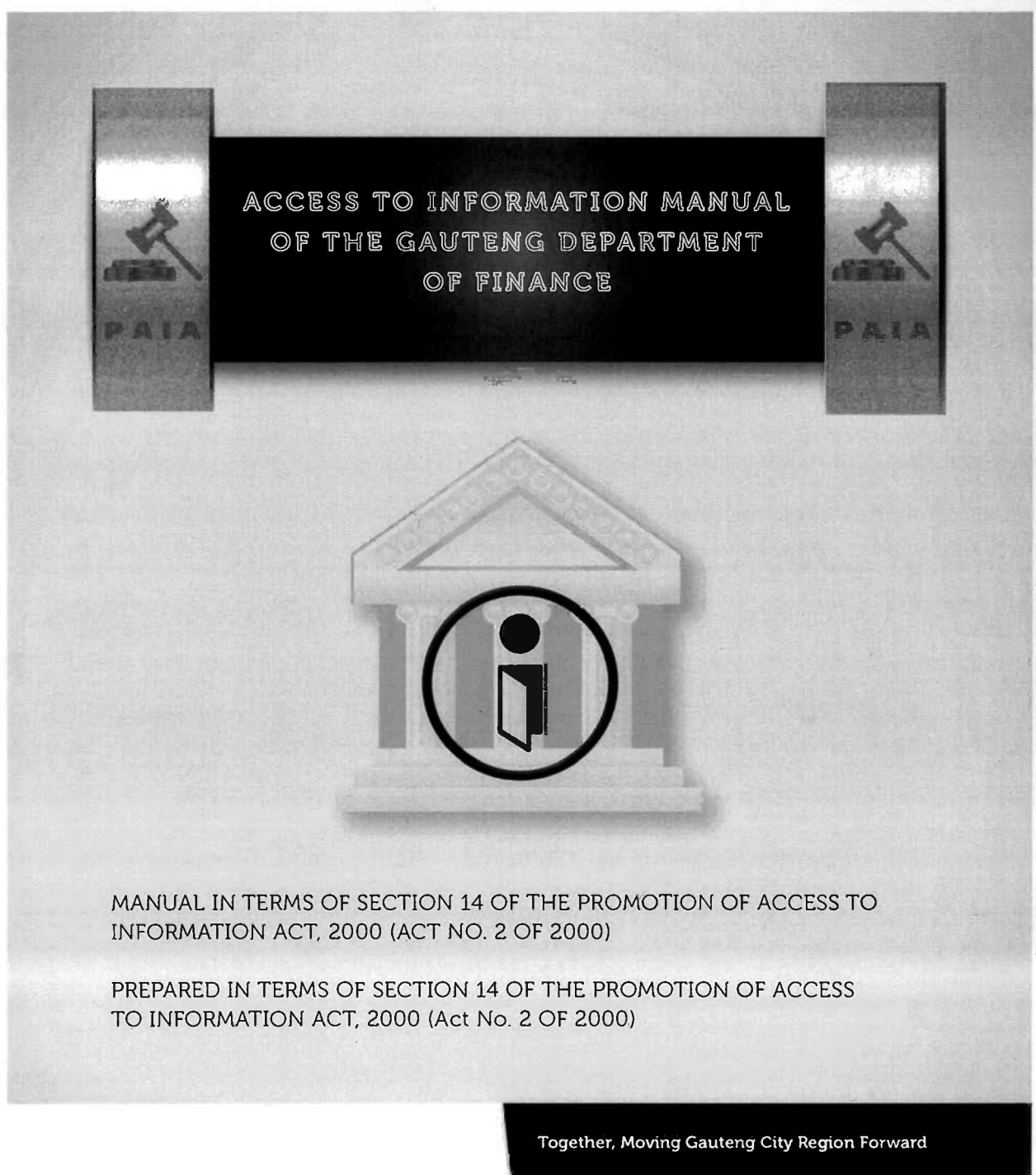
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GAUTENG PROVINCE
FINANCE
REPUBLIC OF SOUTH AFRICA

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DEFINITIONS

In this guide, unless the context requires otherwise –

“Access fee” means a fee prescribed for the purposes of reproduction and for search and preparation, and for time reasonably required in excess of the hours prescribed to search for and to prepare the record for disclosure.

“Court” means;

- (a) the Constitutional Court acting in terms of section 167 (6) (a) of the Constitution of the Republic of South Africa, 1996; or
- (b) (i) a High Court or another court of similar status; or
(ii) a Magistrate’s Court, either generally or in respect of a specified class of decisions in terms of PAIA, designated by the Minister; by notice in the Gazette and presided over by a magistrate or an additional magistrate designated in terms of section 91A, within whose area of jurisdiction – (aa) the decision of the information officer or relevant authority of a public body or the head of a private body has been taken;
- (bb) the public body or private body concerned has its principal place of administration or business; or
- (cc) the requester or third party concerned is domiciled or ordinarily resident.

“GDF” means the Gauteng Department of Finance.

“Guide” means the book produced by the Human Rights Commission in terms of s10 of the Promotion of Access to Information Act, No. 2 of 2000, for the purposes of reasonably assisting a person who wishes to exercise any right in terms of the Act.

“Human Rights Commission” means the South African Human Rights Commission.

“Information Officer” in relation to the Department, means the Head of Department.

“Official” in relation to a public body or private body means;

- (a) any person in the employ (permanently or temporary and full time or part-time) of the public or private body, as the case may be, including the head of the body, in his or her capacity as such; or
- (b) a member of the public or private body, in his or her capacity as such.

“PAIA” means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

“Person” means a natural or a juristic person.

“Personal requester” means a requester seeking access to a record containing personal information about the requester.

“Private body” means;

- (a) a natural person who carries or has carried on any trade, business or profession, but only in such capacity;
- (b) a partnership which carries or has carried on any trade, business or profession; or
- (c) any former or existing juristic person; but excludes a public body;

“Public body” means;

- (a) any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere; or
- (b) any other functionary or institution when;
 - (i) exercising a power or performing a duty in terms of the Constitution or a provincial constitution; or
 - (ii) exercising a public power or performing a public function in terms of any other legislation.

“Record” means any recorded information –

- (a) regardless of the form or medium;
- (b) in the possession or under the control of that public or private body respectively; and
- (c) whether or not it was created by that public or private body, respectively.

“Regulations in terms of the promotion of access to information”

means regulations regarding the promotion of access to information published in Government Notice no. R. 187 of 15 February 2002 (Government Gazette No. 23119), amended by Government Notice No. R. 1244 of 22 September 2003 (Government Gazette No.25411).

“Relevant authority” in relation to records requested from the Department, means the Minister.

“Request for access” means a request for access to a record in terms of section 11 of PAIA.

“Requester” means;

- (i) any person (other than a public body contemplated in paragraph (a) or (b) (i) of the definition of “public body”, or an official thereof) making a request for access to a record of that public body; or
- (ii) a person acting on behalf of the person referred to in subparagraph (i).

“Third party” means 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 –

- (i) the requester concerned; and
- (ii) a public body.

“Working days” means any days other than Saturdays, Sundays or public holidays, as defined in section 1 of the Public Holidays Act, 1994 (Act, No. 36 of 1994).

In this Guide, words importing any one gender shall include the other two genders, and the singular shall include the plural, unless the context indicates otherwise.

INTRODUCTION

The Promotion of Access to Information Act, 2000 (Act No.2 of 2000) (hereinafter referred to as "PAIA Act") prescribes that a public body must provide details of records held by such public body so that any request for information may be accommodated.

In compliance with the Act, the Gauteng Department of Finance (hereinafter referred to as "the Department") hereby presents its manual containing its core functions, a list of all records kept by the Department and the Organisational Structure for the Department.

3. PARTICULARS IN TERMS OF SECTION 14 OF PAIA

3.1 Functions and Structure of the GDF [Section 14(1)(a)]

Section 32(1) (a) of the Constitution of the Republic of South Africa Act, 1996 (Act No. 103 of 1996) (hereinafter referred to as "the Constitution") provides that everyone has the right of access to "any information held by the state" Section 32(2) of the Constitution creates an obligation on the State to enact a national legislation to give effect to this right.

In compliance with Section 32(2) of the Constitution, the PAIA Act was enacted to give effect to the constitutional right of access.

Section 14 of the PAIA Act places a duty on each government entity to prepare a manual to inform the public about the records held by the GDF and to guide them on how to access those records.

3.1.1 Mandate of the Department

The mandate and core business of the Gauteng Department of Finance is underpinned by the Constitution, the PFMA, the Public Service Act (as amended) and all other relevant legislations applicable to the government, including the Batho Pele White Paper and so forth. Our specific mandate is derived from, inter alia, the following:

- The Constitution of the Republic of South Africa, 1996
- Cabinet and ministerial directives and policy decisions
- Public Service Act (as amended) and its Regulations
- Public Finance Management Act and its Regulations
- Various legislation governing public institutions

Vision

“To be an activist, developmental and interventionist department, providing strategic and operational support in the Province that will maximise service delivery through ICT towards the achievement of inclusive growth”.

Mission

“To be a strategic, pro-active and value adding partner that will promote and enhance effective and efficient service delivery by:

- Instilling sound Corporate Governance culture;
- Ensuring innovative and leading edge technologies and processes;
- Professionalising the public service and increasing productivity through the provision of skilled and capable workforce to support an inclusive growth path;
- Providing enabling solutions for GPG departments to deliver core functions;
- Ensuring Business Intelligence systems are available to improve planning and decision making across the GPG;
- Providing expert skills that GPG can leverage;
- Providing Province wide IT capability;
- Ensuring continuous improvement and operational efficiencies; and
- Providing decent employment through inclusive economic growth.

3.1.2 Departmental Values

Strategic Objective	Strategic Plan Target
Provide strategic and management support services that enable the Department to achieve its objectives	Compliance with all relevant legislative prescripts by <ul style="list-style-type: none"> • tracking all EXCO decisions • resolving and managing all legislature matters • submitting programme of action reports to the OoP within agreed time frame
Promote sound corporate governance in the province through an effective internal control environment	Ensure compliance with internal processes and alert the department on any gaps and risks identified <ul style="list-style-type: none"> • recommend corrective measures
Promote sound corporate governance in the province through effective internal control environment	Approved Departmental Enterprise Risk Management policy and framework
Provide strategic and management support services that enables the Department to achieve its objectives	Maintaining improved systems of financial and resource management
To be a preferred employer, attracting and retaining highly skilled and performing individuals	Compliance with Batho Pele service standards

3.1.3 Organisational structure of the GDF

The GDF's structure consists of five core branches and three transversal support service branches. The core branches, with their respective functions are as follows:

I) PROGRAMME 1: ADMINISTRATION

The purpose of this programme is to provide Strategic leadership, administrative support, sound financial management, implement and monitor corporate governance, provide strategic management services, render efficient legal services, render effective and efficient risk management services, provide forensic services and also human resources management and development services for the Department. *This programme consists of the following business units, along with their functions:*

- Office of the HOD;
- Office of the CFO;
- Forensic Services;
- Corporate Management;
- Risk Management;

Office of the HOD

Purpose

To provide administrative support to the Accounting Officer, whose primary purpose is to lead according to the agreed strategic direction of the GDF.

Strategic objective

To provide strategic support services that enable the GDF to achieve its objectives.

Chief Directorate: Forensic Services

Purpose

To provide forensic services that include the prevention, detection, and investigation of fraud and corruption in all GPG departments.

Strategic objective

To promote sound corporate governance in the Province through an efficient internal control environment.

Directorate: Risk Management*Purpose*

To render effective and efficient risk management services within GDF.

Strategic objective

To promote sound corporate governance in the Province through an efficient internal control environment.

Office of the CFO*Purpose*

To provide strategic financial planning support, financial management and quality supply chain management services to the GDF.

Strategic objective

To provide strategic and management support services that enable the GDF to achieve its objectives.

Corporate Management*Purpose*

To ensure compliance with good governance principles by providing corporate support services to the GDF.

Strategic objective

To be the preferred employer, attracting and retaining highly skilled and performing individuals.

The transversal components provide strategic services to the core branches and render cross cutting services to maximise service delivery in the GPG. These are:

II) PROGRAMME 2: GAUTENG AUDIT SERVICES (GAS)

Purpose

To perform an independent evaluation of internal control systems, governance and risk management processes, for adequacy and effectiveness and make recommendations for continuous improvement thereon, in order to provide reasonable assurance that GPG departments' objectives will be met.

Strategic objective

To ensure sound corporate governance in the Province.

III) PROGRAMME 3: ICT SHARED SERVICES

Purpose

To provide strategic leadership and guidance in resource mobilisation, management and operational support, that maximises service delivery through the effective and efficient use of ICT resources in the Gauteng Province.

Strategic objective

To provide a modern, reliable and secured infrastructure that meets GPG needs.

IV) PROGRAMME 4: BUSINESS PROCESS SERVICES***Sub-Programme 1: Human Resource Services (Transversal)******Purpose***

- To build capability, improve quality of service and client experience in human resource transactional services;
- To transform the human resource management environment and improve efficiency through the automation of transactional services.

Strategic objective

To provide advisory and transactional services on Human Capital Management and Strategic Procurement Services.

Sub-Programme 2: Procurement Services (Transversal)***Purpose***

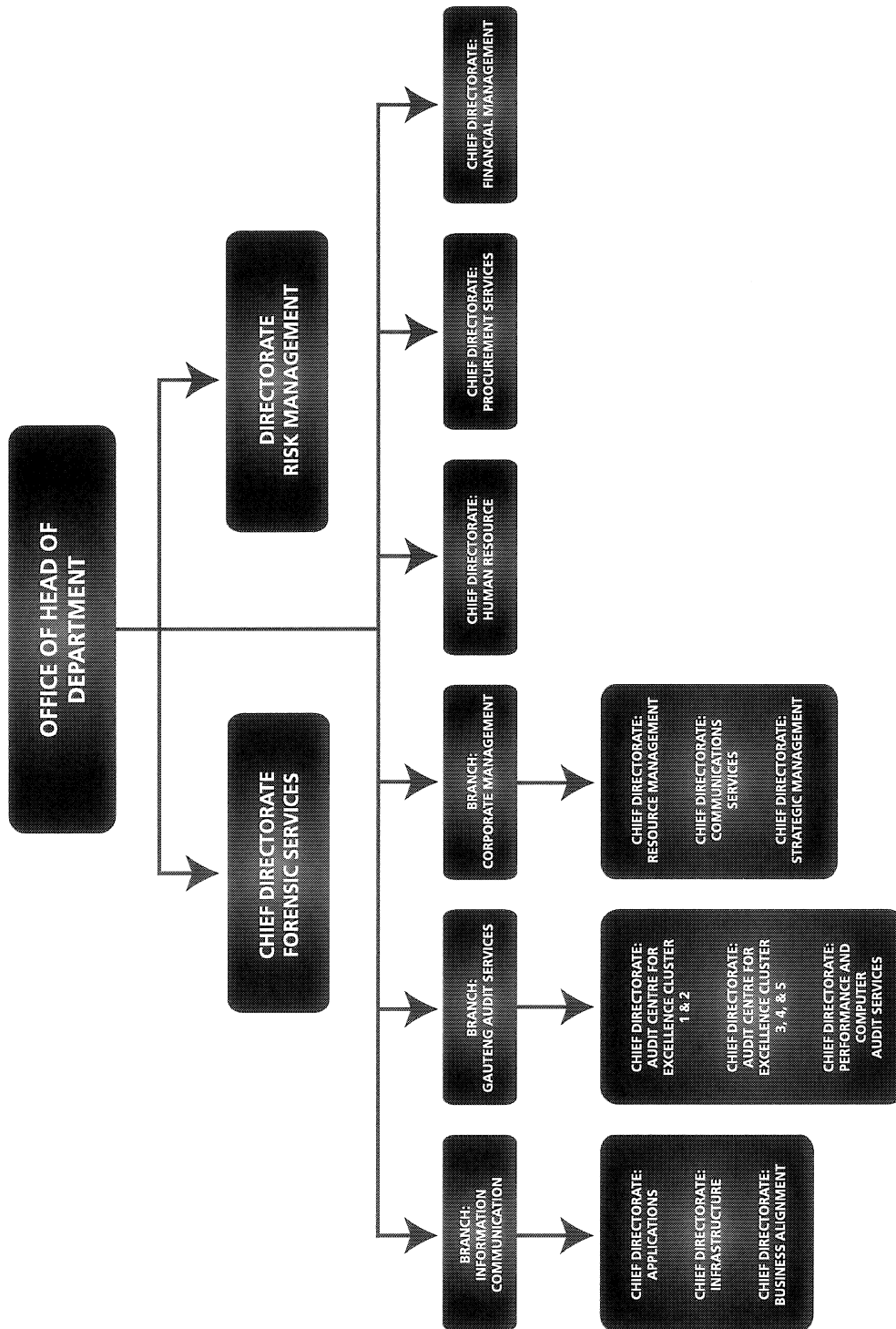
To provide procurement related strategic and operational support to the Province. This is executed through an activist, developmental and interventionist customer-focused and socio-economically responsible manner, using technology as the key enabler in automating, standardising and streamlining procurement processes.

Strategic objective

To provide advisory and transactional services on Human Capital Management and Strategic Procurement Services

3.1.4 ORGANISATIONAL STRUCTURE AND FUNCTIONS

GDF HIGH LEVEL STRUCTURE



3.2. CONTACT INFORMATION (Section 14(1) (b))

In terms of PAIA, the Head of the Department (HOD) is the Information Officer for the Department. The HOD has duly authorised the person listed below as Deputy Information Officer to ensure that the requirements of PAIA are administered in accordance with the Act:

3.2.1 Information Officer: Mr. Oupa Seabi
Designation: Acting Head of Department
Physical Address: 75 Fox Street, Imbumba House, Marshalltown, 2107
Postal Address: Private Bag x 112, Marshalltown, 2107
Tel: (011) 689 6190
Fax: (011) 290 6700
E-mail: oupa.seabi@gauteng.gov.za

3.2.2 Deputy Information Officer: Ms. Mahlodi Mashita
Designation: Legal Services
Physical Address: 75 Fox Street, Imbumba House, Marshalltown, 2107
Postal Address: Private Bag x 112, Marshalltown, 2107
Tel: (011) 689 8692
Fax: (011) 634 0685
E-mail: mahlodi.mashita@gauteng.gov.za

3.3 SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC) Guide on the ACT

The South African Human Rights Commission (SAHRC) has in terms of section 10 of the PAIA, compiled a guide on the use of the PAIA. ***This guide is available in each official language at the following venues:***

- Government Communications and Information Services (GCIS);
- All places of Legal deposit (i.e. State Libraries);
- Every Tertiary Institution (i.e. Universities and Universities of Technology).

The guide is also available on the website of the SHRC at <http://www.sahrc.org.za>

It is also available for public inspection during office hours at the offices of the SHRC at the following address:

Postal Address: The South African Human Rights Commission
PAIA Unit, The Research and Documentation Department
Private Bag x 2700, Houghton, 2041

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

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3.4 REQUEST FOR ACCESS TO INFORMATION [Section 14(1) (d)]

Everyone has the right to request access to recorded information held by the GDF, subject thereto that the request is made on the prescribed form and the prescribed fees are paid, and also subject to the grounds of exclusion found in Chapter 4 of PAIA. The request may be made by anyone who acts in their own interests or acts on behalf of someone who cannot themselves do so.

Procedure for requesting records:

Form

A requester must complete the prescribed form which;

- (a) can be found in the Regulations to PAIA;
- (b) is also on the website of the SAHR at www.sahrc.org.za
- (c) is attached to this document as Annexure A.
- (d) is also obtainable from the Department's information centre on the ground floor.

Process

(a) The request for information must be submitted to:

The Deputy Information Officer, Private Bag X 112, Marshalltown, 2107

Attention: Ms. Mahlodi Mashita, Tel. (011) 689 8692 Fax (011) 634 0685

E-mail: mahlodi.mashita@gauteng.gov.za

(b) The requester must also indicate if he or she would like to copy the record or would like to inspect the record at the offices of the public body. Alternatively, if the record is not a paper copy document, it can then be viewed in the requested form, where possible [s 29(2)].

(c) If a person asks for access in a particular form, then the requester should get access in the manner that has been asked for. This is unless doing so would interfere unreasonably with the running of the public body concerned, or damage the record, or infringe a copyright not owned by the state. If for practical reasons, access cannot be given in the required form, but in an alternate manner, then the fee must be calculated according to the way that the requester first asked for it [s 29(3) and (4)].

(d) If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, for example, telephonically, this must be indicated [s 18(2)]

(e)]. If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [s 18(2)]

(f)]. If a requester is unable to read or write, or has a disability, then they can make the request for the record orally. The information officer must then fill in the form on behalf of such a requester and give them a copy thereof [s 18(3)].

Request on behalf of another person

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

Request by people with disabilities

- (a) If a requester is unable to read or write, or if he/she has a disability that prevents him/her from completing the prescribed form, then he/she can make the request orally. The Deputy Information Officer (or his/her delegate) will then complete the form on behalf of the requester and give a copy of the completed form to the requester.
- (b) The Deputy Information Officer (or his delegate) will assist a requester to comply with the abovementioned requirements to request access to information, including referring a requester, if it is apparent that the request for information should have been made to another public body, to such other body.

Transfer of requests

(a) Requests for records may be transferred to another public body in the following circumstances:

- (i) When the record is in the possession of another public body;
- (ii) The subject matter of the record is more closely associated with the functions of another public body;
- (iii) The record was created for another public body, or was received first by another public body; or
- (iv) The record contains commercial information relating to economic interests and the financial welfare of the Republic, and commercial activities of public bodies.

(b) In such instances the Deputy Information Officer (or his/her delegate) would have to transfer the request to the other public body/s as soon as is reasonably possible, but no later than 14 days within receipt of the request. If the public body or the information officer to whom the request is made is in possession of the record and considers it helpful to do so to enable the information officer of the other public body to deal with the request, the record or a copy of the record will be sent to that information officer.

(c) If a request for access to a record has been transferred, it has to be computed from the date it was received first. All the relevant time periods that apply to a request for information have to be adhered to.

Notification of transfer

(a) When a request for access has been transferred, the Deputy Information Officer making the transfer will immediately notify the requester of:

- (i) the transfer;
- (ii) the reasons for the transfer; and
- (iii) the period within which the request must be dealt with.

(b) The Deputy Information Officer will reasonably ensure that the record/s are preserved until a decision is taken about access to the information. Time frames for an appeal will be included.

Payment of fees

There are two types of fees required to be paid in terms of PAIA, being the request fee and the access fee (s22). A requester who seeks access to a record containing personal information about him or her is not required to pay the request fee. Any other requester, who is not a personal requester, must pay the required request fee.

(b) The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.

- i) After the information officer has made a decision on the request, the requester must be notified of such a decision in the manner in which the requester wanted to be notified.
- ii) If the request is granted, then a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

(c) The fees that have been prescribed are contained in the Regulations promulgated in terms of the PAIA and must be paid by a requester before GDF can make any records requested available to the requester. A copy of the schedule of prescribed fees is attached to this document as Annexure C.

(d) Fees are payable at the Department's Finance Directorate (Cashiers), Ground floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg during office hours.

3.5 SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE GDF [Section 14(1) (d)]

The GDF categorises the records and information accessible to the public as follows (relevant to the functions and services of the GDF):

- i) Policies, Strategies, Delegations, Government Notices and Legislation;
- ii) Press statements and speeches;
- iii) Departmental financial records;

3.6 RECORDS AUTOMATICALLY AVAILABLE [Section 14(1) (e)]

The following categories of records of the GDF are available from the Department's website <http://www.finance.gpg.gov.za> for viewing and downloading without having to request access in terms of the Act:

- iv) Documents
- v) Annual Reports
- vi) Media Resources
- vii) Economic Opportunities
- viii) Policy and Legislation
- ix) Careers

In the case of such records already placed with the National Archives of South Africa, the records will be made available in compliance with the laws applicable to the perusal of such records, which are among others:

- The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000);
- The Protection of Information Act, 1982 (Act No. 84 of 1982); and
- The National Archives and Records of South Africa Act, 1996 (Act no. 43 of 1996)

3.7 REMEDIES AVAILABLE IN THE EVENT OF NON-COMPLIANCE WITH PAIA [Section 14(1) (h)]

Internal appeal

A Requester may lodge an Internal Appeal against a decision of the Deputy Information Officer to refuse a request, or against the request and access fees, or an extended period to deal with the request.

Form

(a) The appeal must be lodged on the prescribed form that has been printed in the Regulations issued in terms of the PAIA, or a form that substantially corresponds with this form. A copy of this form is attached to this document as Annexure B. Copies of this form are also available from the GDF's offices, or the Deputy Information Officer referred to in this document. The form will also be available on the GDF's website.

(b) The appeal must be lodged within **60 days** or if notice to a third party is required by s49(1)(b) within **30 days** after notice has been given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken. The appeal must be made to the address, fax number or electronic mail address of the Deputy Information Officer.

(c) An appellant must provide sufficient details on the appeal form in terms of the reasons for the internal appeal, how he / she wishes to be informed of the decision about the appeal, and pay the prescribed appeal fee (if any).

The relevant authority will allow late lodging of an appeal only if the appellant's motivation is credible. An appellant will be informed if his/her late appeal was disallowed.

Appeal fee

(a) An appellant has to pay the prescribed appeal fee (if any). A decision on the Internal Appeal may be deferred until the appeal fee is paid.

(b) After receiving an appeal, the Deputy Information Officer must within **10 working days** submit to the Chief Information Officer the Internal Appeal, his/her reasons for his/her decision, and details of a third party involved, if any.

Third party

(a) If the GDF is considering an Internal Appeal against refusal of a request for access to a record of a third party that relates to his/her privacy; commercial interests and other confidential information; and records of SARS, the GDF must inform the third party about the appeal within **30 days** after receipt of the appeal, and by the fastest means reasonably possible. The GDF will furnish the third party with a description of the contents of the appeal, details of the appellant, and state whether the GDF is of the opinion that the information should be revealed in public interest. The third party then has **21 days** to make a written representation why the request for information should not be granted, or give written consent for the disclosure of the record to the requester.

(b) The GDF may also consider lodging an Internal Appeal against granting access to information. The GDF will then have to notify the requester of such an appeal within **30 days** after receipt of the internal appeal. The third party has **21 days** to make a written representation why the access to the record should be granted.

Notice of decision

The GDF may confirm the original decision, or make another decision. This will be done within **30 days** after receipt of the internal appeal, or within **5 working days** after receiving written representation regarding the appeal. Notice will be given to the appellant, every third party involved and the requester, stating the reason/s for the decision.

Application to court

(a) The appellant, third party or requester will also be informed that he/she may lodge an application to court against the decision on an Internal Appeal within **60 days** or **30 days** (if notice has to be given to a third party). Prescribed time frames will apply if the GDF decides to grant access to a record where a third party still has the right to make a representation against this decision before access will be given to the record.

(b) If the GDF fails to comply with the above procedures and time frames on an Internal Appeal, GDF will be regarded as having dismissed the Internal Appeal.

(c) A requester or third party may ONLY apply to a High Court (or court of similar status) for appropriate relief after the requester or third party has exhausted the Internal Appeal procedure, within **30 days** after a decision on an Internal Appeal. No record may be withheld from the court. The court proceedings are civil, and the court may confirm, amend or set aside the decision on internal appeal, or grant an interdict.

3.8 AVAILABILITY OF THE MANUAL [Section 14(3)]

This manual will be made available to the Human Rights Commission in accordance with paragraph 4(1) of the Regulations promulgated in terms of the PAIA, and will be published on the GDF's website (<http://www.finance.gpg.gov.za>). Copies of the manual will also be available at the GDF's offices for perusal. The prescribed fees apply when copies have to be made for requesters.

4. PRESCRIBED FORMS FOR ACCESS TO RECORDS

ANNEXURE A

FORM A

REQUEST FOR ACCESS TO RECORDS OF PUBLIC BODY (Section 18(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000))

(Regulation 6)

FOR DEPARTMENTAL USE	
Reference number:-----	
Request received by:-----	(State rank, name and surname of Information Officer/Deputy Information Officer) on----- (date), at----- (place).
Request Fee (if any): R.....	
Deposit (if any): R.....	
Access Fee: R.....	
	----- SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of Public Body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

<p>(a) The particulars of the person who requests access to the records must be given below.</p> <p>(b) The address and/or fax number in the Republic to which the information is to be sent, must be given.</p> <p>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</p>
--

Full Names and Surname: _____

Identity Number: _____

Postal Address: _____

Fax Number: _____

Telephone Number: _____

Email Address: _____

Capacity in which the request is made, when made on behalf of another person:

C. Particulars of person on whose behalf the request is made

This section must be completed ONLY if a request is made on behalf of another person.

Full Names and Surname: _____

Identity Number: _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate please continue on a separate folio and attach it to this form. The requester must sign all the additional folios

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of the record: _____

E. Fees

- (a) A request for access to a record, other than record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees _____

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, please state your disability and indicate in which form the record is required.

Disability:	Form in which the record is required:

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case, you will be informed and the record will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If record is in written or printed form:		
Copy of record*	Inspection of record	
2. If record consists of recorded words or information which can be reproduced in sound:		
View the images	Copy of the images*	Transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound:		
Listen to the sound track (audio cassette)	Transcription of sound track (written or printed document)	
4. If a record is held on a computer or in an electronic or machine-readable form:		
Printed copy of record*	Printed copy of information derived from the record*	Copy in computer readable form* (stiffy or compact disk)

<p>*If you requested a record or transcription of a record (above), do you wish the copy or transaction to be posted to you?</p> <p>Postage is payable</p>	YES	NO

<p>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</p>	
<p>In which language would you prefer the record? _____</p>	

F. Notice of decision regarding request for access

<p>You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.</p>

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at ----- this ----- day of ----- 20-----

SIGNATURE OF THE REQUESTER/PERSON ON WHOSE BEHALF THE REQUEST IS MADE

ANNEXURE B

FORM B

NOTICE OF INTERNAL APPEAL

(Section 75 of the promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

(Regulation 8)

<p>STATE YOUR REFERENCE NUMBER:</p> <p>.....</p>

A. Particulars of Public Body

The Information Officer/ Deputy Information Officer: _____

B. Particulars of the Requester/Third Party who lodges the Internal Appeal

- | |
|---|
| <p>(a) <i>The particulars of the person who lodges the Internal Appeal must be given below.</i></p> <p>(b) <i>Proof of the capacity in which the appeal is lodged, if applicable, must be attached.</i></p> <p>(c) <i>If the appellant is a third party and not the person who originally requested the information, the particulars of the Requester must be given at C below.</i></p> |
|---|

Full Names and Surname: _____

Identity Number: _____

Postal Address: _____

Fax Number: _____

Telephone Number: _____

Email Address: _____

Capacity in which an Internal Appeal on behalf of another person is lodged:

C. Particulars of the Requester

This section must be completed ONLY if a third party (other than the Requester) lodges the Internal Appeal.

Full Names and Surname: _____

Identity Number: _____

Postal Address: _____

Fax Number: _____

Telephone Number: _____

Email Address: _____

Capacity in which an Internal Appeal on behalf of another person is lodged:

D. The decision against which the Internal Appeal is lodged

Mark the decision against which the Internal Appeal is lodged with an **X** in the appropriate box:

Refusal of request for access

Decision regarding fees prescribed in terms of section 22 of the Act

Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act

Decision in terms of section 29(3) of the Act to refuse access in the form requested by the Requester

Decision to grant request for access

E. Grounds for Appeal

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

State the grounds on which the Internal Appeal is based: _____

State any other information that may be relevant in considering the appeal: _____

F. Notice of decision on appeal

You will be notified in writing of the decision to your Internal Appeal. If you wish to be informed in any other manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner: _____

Particulars of the manner: _____

Signed at ----- this ----- day of ----- 20 -----

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on ----- (date), by ----- (state rank, name and surname of Information Officer/Deputy Information Officer).

Appeal accompanied by the reasons for the Information Officer's/Deputy Information Officer's decision and, where

applicable, the particulars of any third party to whom or which the record relates, submitted by the Information

Officer/Deputy Information Officer on ----- (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW DECISION

SUBSTITUTED/NEW DECISION:

DATE: _____

RELEVANT AUTHORITY: _____

ANNEXURE C

FORM C

SCHEDULE OF PRESCRIBED FEES

Fee for a copy of the manual as contemplated in Regulation 5(c) for every photocopy of an A4-size page or part thereof	R0-60
Fees for reproduction referred to in Regulation 7(1) are as follows:	
(a) For every photocopy of an A4-size page or part thereof	R0-60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic machine-readable form	R0-40
(c) For a copy in a computer-readable form	
1. Stiffy disk	R5-00
2. Compact disk	R60-00
(d) For a transcription of visual images	
(i) For an A4-size page or part thereof	R22-00
(ii) For a copy of visual images	R60-00
(e) For a transcription of an audio record	
(i) For an A4-size page or part thereof	R12-00
(ii) For a copy of an audio record	R17-00
Request fee payable by a requester, other than a personal requester referred to in Regulation 7(2)	R35-00
The access fees payable by a requester referred to in Regulation 7(3) are as follows:	
1. (a) For every photocopy of an A4-size page or part thereof	R0-60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R0-40
(c) For a copy in a computer-readable on	
(i) Stiffy disk	R5-00
(ii) Compact disk	R40-00
(d) For a transcription of visual images	
(i) For an A4-size page or part thereof	R22-00
(ii) For a copy of visual images	R60-00
(e) For a transcription of an audio record	
(i) For an A4-size page or part thereof	R12-00
(ii) For a copy of an audio record	R17-00
(f) To search for and prepare the record for disclosure, for each hour or part thereof, excluding the first hour, reasonably required for search and preparation	R15-00
2. For purposes of section 22(2) of the PAIA, the following applies:	for each hour
(a) Six hours as the hours to be exceeded before a deposit is payable	
(b) One third of the access fee is payable as a deposit by the Requester	
3. The actual postage is payable when a copy of a record must be posted to a requester	

P
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**ACCESS TO INFORMATION
MANUAL OF THE GAUTENG
DEPARTMENT OF FINANCE**

Switchboard: (011) 689 6000 *Website:* www.gautengonline.gov.za
Physical Address: 75 Fox Street, Imbumba House, Marshalltown, Johannesburg
Postal Address: Private Bag X112, Marshalltown, 2107

**HANDLEIDING OOR TOEGANG TOT
INLIGTING VAN DIE GAUTENGSE
DEPARTEMENT VAN FINANSIES**

HANDLEIDING INGEVOLGE ARTIKEL 14 VAN DIE WET OP BEVORDERING VAN
TOEGANG TOT INLIGTING, 2000 (WET NO. 2 VAN 2000)

OPGESTEL INGEVOLGE ARTIKEL 14 VAN DIE WET OP BEVORDERING
VAN TOEGANG TOT INLIGTING, 2000 (WET NO. 2 VAN 2000)

Saam Mevorder ons die Gauteng Stedelike Gebied!



GAUTENG PROVINSIE
FINANSIES
REPUBLIEK VAN SUID-AFRIKA

INHOUDSOPGAWE

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1. WOORDOMSKRYWING

In hierdie gids, tensy dit uit die samehang anders blyk, beteken-

“Beampte”, met betrekking tot ‘n openbare of privaatlignaa-

- (a) enige persoon (permanent of tydelik en voltyds of deelyds) in diens van die openbare of privaatlignaa, na gelang van die geval, insluitende die hoof van die ligmaam, in sy of haar hoedanigheid as sodanig; of
- (b) ‘n lid van die openbare of privaatlignaa, in sy of haar hoedanigheid as sodanig;

“Derde party” enige ander persoon (insluitende, maar nie beperk nie tot, die regering van ‘n vreemde staat, ‘n internasionale organisasie of ‘n orgaan van daardie regering of organisasie) as-

- (i) die betrokke versoeker; en
- (ii) ‘n openbare ligmaam;

“GDF” die Gautengse Departement van Finansies;

“Gids” die boek wat ingevolge artikel 10 van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000) (die “WBTI-wet”), deur die Suid-Afrikaanse Menseregtekommissie (MRK) opgestel word met die doel om ‘n persoon wat ‘n reg ingevolge die Wet wil uitoefen, redelikerwys by te staan;

“Hof”-

(a) die Konstitusionele Hof handelende ingevolge artikel 167(6)(a) van die Grondwet van die Republiek van Suid-Afrika, 1996; of

(b) (i) ‘n Hoë Hof of ‘n ander hof van soortgelyke status; of

(ii) ‘n Landdroshof, hetsy in die algemeen of ten opsigte van ‘n spesifieke klas van besluite ingevolge die WBTI-wet, wat deur die Minister by kennisgewing in die Staatskoerant aangewys is, waarin ‘n landdros of ‘n addisionele landdros ingevolge artikel 91A aangewys, voorsit, in wie se regsgebied-

(aa) die besluit van die inligtingsbeampte of tersaaklike owerheid van ‘n openbare ligmaam of die hoof van ‘n privaatlignaa geneem is;

(bb) die betrokke openbare ligmaam of privaatlignaa sy hoofplek van administrasie of besigheid het; of

(cc) die betrokke versoeker of derde party gedomisileerd of gewoonlik woonagtig is;

“Inligtingsbeampte”, met betrekking tot die Departement, die hoof van die Departement;

“Menseregtekommissie” die Suid-Afrikaanse Menseregtekommissie;

“Openbare liggaam”-

(a) enige staatsdepartement of administrasie in die nasionale of provinsiale regeringsfeer of enige munisipaliteit in die plaaslike regeringsfeer; of

(b) enige ander funksionaris of instelling wanneer ingevolge-

- (i) die Grondwet of 'n provinsiale grondwet 'n bevoegdheid uitgeoefen of 'n plig verrig word; of
- (ii) wetgewing 'n openbare bevoegdheid uitgeoefen of 'n openbare plig verrig word;

“Persoon” 'n natuurlike of 'n regspersoon;

“Persoonlike versoeker” 'n versoeker wat toegang verlang tot 'n rekord wat persoonlike inligting oor die versoeker bevat;

“Privaatliggaam”-

(a) 'n natuurlike persoon wat 'n bedryf, beroep of professie beoefen of beoefen het, maar slegs in sodanige hoedanigheid;

(b) 'n vennootskap wat 'n bedryf, beroep of professie beoefen of beoefen het; of

(c) enige voormalige of bestaande regspersoon,

maar uitgesonderd 'n openbare liggaam;

“Regulasies ingevolge die WBTI-wet” die Regulasies betreffende die bevordering van toegang tot inligting uitgevaardig as Goewermentskennisgewing No. R. 187 van 15 Februarie 2002 (Staatskoerant No. 23119), gewysig by Goewermentskennisgewing No. R. 1244 van 22 September 2003 (Staatskoerant No. 25411);

“Rekord” enige opgetekende inligting-

(a) ongeag vorm of medium;

(b) in die besit van of onder die beheer van daardie openbare of privaatliggaam, onderskeidelik; en

(c) ongeag of dit onderskeidelik deur daardie openbare of privaatliggaam geskep is, al dan nie;

“Tersaaklike owerheid”, met betrekking tot rekords versoek van die Departement, die Minister;

“Toegangsgelde” die gelde voorgeskryf vir die doeleindes van reproduksie en vir soek en voorbereiding en vir enige tyd wat redelikewys meer as die voorgeskrewe ure vereis word om die rekord vir openbaarmaking te soek en voor te berei;

“Versoek om toegang” ‘n versoek om toegang tot ‘n rekord ingevolge artikel 11 van die WBTI-wet;

“Versoeker”-

(a) enige persoon (behalwe ‘n openbare liggaam beoog in paragraaf (a) of (b)(i) van die woordoms krywing van “openbare liggaam”, of ‘n beampte daarvan) wat ‘n versoek om toegang tot ‘n rekord van daardie openbare liggaam rig; of

(b) ‘n persoon wat namens die persoon bedoel in paragraaf (a) optree;

“WBTI-wet” die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000);

“Werkdae” enige ander dae as Saterdag, Sondag of openbare vakansiedae, soos omskryf in artikel 1 van die Wet op Openbare Vakansiedae, 1994 (Wet No. 36 van 1994).

2. INLEIDING

Die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000), hieronder "die WBTI-wet" genoem, bepaal dat 'n openbare liggaam besonderhede van rekords moet verskaf wat deur daardie openbare liggaam gehou word sodat daar aan 'n versoek om inligting voldoen kan word.

Die Gautengse Departement van Finansies, hieronder "die Departement" of "die GDF" genoem, lê hierby sy handleiding voor wat sy kernwerkzaamhede, 'n lys van alle rekords wat deur die Departement gehou word en die organisatoriese struktuur van die Departement bevat.

3. BESONDERHEDE INGEVOLGE ARTIKEL 14 VAN DIE WBTI-WET

3.1 Werkzaamhede en struktuur van die GDF [artikel 14(1)(a)]

Artikel 32(1)(a) van die Grondwet van die Republiek van Suid-Afrika, 1996, hieronder "die Grondwet" genoem, bepaal dat elkeen die reg het tot "enige inligting wat deur die staat gehou word". Artikel 32(2) van die Grondwet skep die verpligting dat die Staat nasionale wetgewing verorden om aan hierdie reg gevolg te gee.

Die WBTI-wet is verorden om, in nakoming van artikel 32(2) van die Grondwet, aan die staatsregtelike reg tot toegang gevolg te gee.

Artikel 14 van die WBTI-wet plaas elke regeringsentiteit onder die verpligting om 'n handleiding op te stel om die publiek in te lig oor die rekords wat deur die GDF gehou word en hoe om toegang tot hierdie rekords te verkry.

3.1.1 Mandaat van die Departement

Die mandaat en die kernbesigheid van die GDF berus op die Grondwet, die Wet op Openbare Finansiële Bestuur, 1999 (Wet No. 1 van 1999), die Staatsdienswet, 1994 (Proklamasie 103 van 1994), en ander tersaaklike wetgewing wat op die regering van toepassing is, ook die Batho Pele-witskrif. Die GDF se besondere mandaat is ontleen aan die:-

- Grondwet van die Republiek van Suid-Afrika, 1996
- Kabinets- en ministeriële direktiewe en beleidsbesluite
- Staatsdienswet, 1994, en die regulasies daarkragtens
- Wet op Openbare Finansiële Bestuur, 1999, en die regulasies daarkragtens
- Verskeie wette wat staatsinstellings reguleer.

Visie

Om 'n werksame ontwikkelings- en ingrypingsdepartement te wees wat strategiese en bedryfsteun in die Provinsie bied en wat dienslewering maksimeer deur middel van inligtings- en kommunikasietegnologie (IKT) ter bereiking van inklusiewe groei.

Missie

Om 'n strategiese, proaktiewe vennoot te wees wat waarde toevoeg, en wat doeltreffende en doelmatige dienslewering sal bevorder en versterk deur:-

- 'n Kultuur van goeie korporatiewe bestuur in te prent;
- Vernuwende hipertegnologieë en -prosesse te verseker;
- Die Staatsdiens beroepsgerig te maak en produktiwiteit te verhoog deur die voorsiening van 'n vaardige en bekwame werkmag wat 'n inklusiewe groeipad steun;
- Magtigende oplossings te bied aan die departemente van die GDF om kernwerkzaamhede te verrig;
- Sake-intelligensiestelsels te verseker wat beskikbaar is om beplanning en besluitneming in die Gautengse Provinsiale Regering te verbeter;
- 'n Inligtingstegnologievermoë vir die provinsie te bied;
- Voortgesette verbeterings- en bedryfsbekwaamhede te verseker; en
- Menswaardige indiensneming deur inklusiewe ekonomiese groei te bied.

3.1.2 Departementele waardes

Strategiese doelwit	Strategiese beplanningsmikpunt
<p>Verskaf strategiese en bestuurssteundienste wat die Departement in staat stel om sy doelwitte te bereik</p>	<p>Nakoming van alle tersaaklike regsvoorskrifte deur:-</p> <ul style="list-style-type: none"> • Alle besluite van die uitvoerende komitee te ondersoek • Alle wetgeweraangeleenthede op te los en te bestuur • Aksieprogramverslae binne die ooreengekome tydraamwerk by die Kantoor van die Premier in te dien
<p>Bevorder goeie korporatiewe bestuur in die provinsie deur 'n omgewing van doeltreffende interne beheer</p>	<p>Verseker nakoming van interne prosesse en maak die Departement bewus van enige geïdentifiseerde gapings en risiko's</p> <ul style="list-style-type: none"> • Beveel regstellende maatreëls aan
<p>Bevorder goeie korporatiewe bestuur in die provinsie deur 'n omgewing van doeltreffende interne beheer</p>	<p>'n Goedgekeurde departementele ondernemingsrisikobestuursbeleid en -raamwerk</p>
<p>Verskaf strategiese en bestuurssteundienste wat die Departement in staat stel om sy doelwitte te bereik</p>	<p>Hou verbeterde finansiële en hulpbronbestuurstelsels in stand</p>
<p>Om 'n voorkeurwerkgewer te wees wat individue lok en behou wat hoogs vaardig is en wat presteer</p>	<p>Nakoming van die <i>Batho Pele</i>-dientsstandaarde</p>

3.1.3 ORGANISATORIESE STRUKTUUR VAN DIE GDF

Die struktuur van die GDF bestaan uit vyf kerntakke en drie transversale steundienstakke. Die kerntakke, met hul onderskeie werksaamhede, is die volgende:

(I) PROGRAM 1: ADMINISTRASIE

Die oogmerk van hierdie program is om strategiese leierskap, administratiewe steun en goeie finansiële bestuur te bied; korporatiewe bestuur uit te oefen en te monitor; strategiese bestuursdienste te bied; doeltreffende regsdiens te lewer; doeltreffende en doelmatige risikobestuur dienste te lewer; forensiese dienste te verskaf; asook mensehulpbronbestuur- en ontwikkelingsdienste vir die Departement te lewer.

Hierdie program bestaan uit die volgende sake-eenhede en die werksaamhede wat daarby hoort:

- Kantoor van die Departementshoof
- Risikobestuur
- Korporatiewe Bestuur
- Forensiese Dienste
- Kantoor van die Hoof- Finansiële Beampte

Kantoor van die Departementshoof

Oogmerk

Om administratiewe steun te bied aan die rekenpligtige beampte wat (as hoofopdrag) moet leiding gee ingevolge die ooreengekome strategiese rigting van die GDF.

Strategiese doelwit

Om strategiese steundienste te verskaf wat die GDF in staat sal stel om sy doelwitte te bereik.

Hoofdirektoraat: Forensiese Dienste*Oogmerk*

Om forensiese dienste te verskaf, wat die voorkoming, opsporing en die ondersoek van bedrog en korrupsie in alle departemente van die Gautengse Provinsiale Regering insluit.

Strategiese doelwit

Om goeie korporatiewe bestuur deur 'n omgewing van doeltreffende interne beheer in die Provinsie te bevorder.

Direktoraat: Risikobestuur*Oogmerk*

Om doeltreffende en doelmatige risikobestuursdienste in die GDF te lewer.

Strategiese doelwit

Om goeie korporatiewe bestuur in die Provinsie te bevorder deur 'n omgewing van doeltreffende interne beheer.

Kantoor van die Hoof- Finansiële Beampte*Oogmerk*

Om strategiese finansiële beplanningsteun, finansiële bestuur en voorsieningsketting-bestuursdienste van gehalte aan die GDF te lewer.

Strategiese doelwit

Om strategiese en bestuurssteundienste te lewer wat die GDF in staat stel om sy doelwitte te bereik.

Korporatiewe Bestuur

Oogmerk

Om nakoming van goeie bestuursbeginsels te verseker deur korporatiewe steundienste aan die GDF te lewer.

Strategiese doelwit

Om 'n voorkeurwerkgewer te wees wat individue lok en behou wat hoogs vaardig is en wat presteer.

Die volgende transversale komponente verskaf strategiese dienste aan die kerntakke en lewer dienste wat die takke raak om dienslewering in die Gautengse Provinsiale Regering te maksimeer.

(II) PROGRAM 2: GAUTENGSE OUDITDIENSTE

Oogmerk

Om met die oog op afdoendheid en doeltreffendheid 'n onafhanklike evaluering te doen van interne beheerstelsels asook bestuurs- en riskobestuursprosesse, en aanbevelings te doen ten opsigte van aanhoudende verbetering daarop, ten einde die redelike versekering te bied dat die departemente van die Gautengse Provinsiale Regering hul doelwitte sal bereik.

Strategiese doelwit

Om goeie korporatiewe bestuur in die provinsie te verseker.

(III) PROGRAM 3: IKT-DEELDIENSTE

Oogmerk

Om strategiese leierskap en leiding met betrekking tot hulpbronmobilisering, bestuur en bedryfsteun te verskaf, wat dienslewering maksimeer deur die doeltreffende en doelmatige gebruik van IKT-hulpbronne in die provinsie Gauteng.

Strategiese doelwit

Om moderne, betroubare en veilige infrastruktuur te verskaf wat aan die Gautengse Provinsiale Regering se behoeftes voldoen.

(IV) PROGRAM 4: SAKEPROSESDIENSTE***Subprogram 1: Mensehulpbrondienste (transversaal)******Oogmerk***

- Om bekwaamhede te bou, en die gehalte van diens en die kliëntervaring van mensehulpbrontransaksies te verbeter;
- Om die mensehulpbronbestuursomgewing te verander en doeltreffendheid te verbeter deur die outomatisering van transaksiedienste.

Strategiese doelwit

Om raadgewende dienste en transaksiedienste ten opsigte van mensekapitaalbestuur en strategiese verkryging te verskaf.

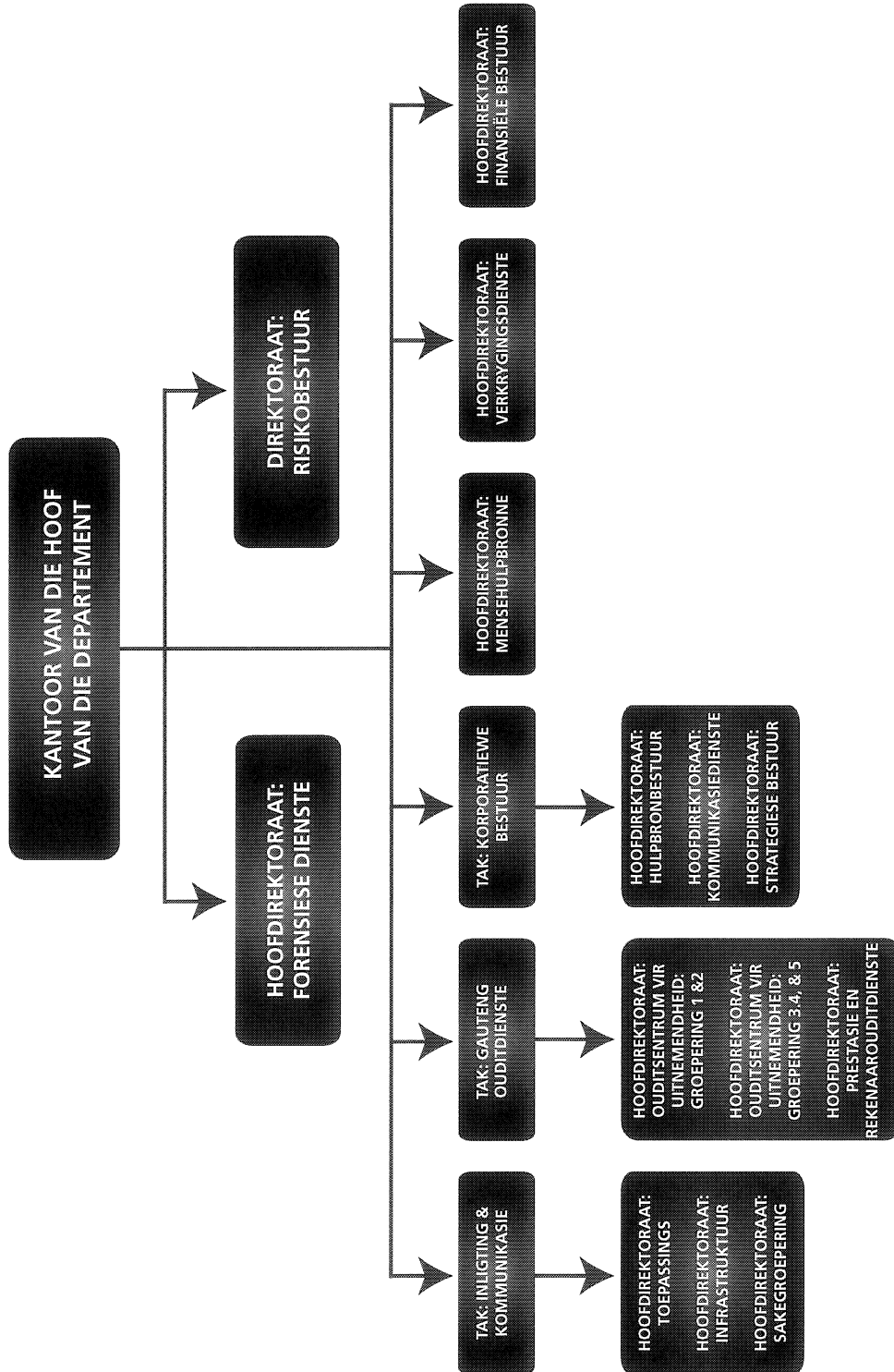
Subprogram 2: Verkrygingsdienste (transversaal)***Oogmerk***

Om verkryging-verwante strategiese en bedryfsteun aan die Provinsie te verskaf. Dit word gedoen op 'n wyse wat sosio-ekonomies verantwoordelik en op die kliënt toegespits is, en wat van dade, ontwikkeling en ingryping spreek; en deur die tegnologie te gebruik as die hoofmanier om verkrygingsdienste te outomatiseer, te standaardiseer en te vereenvoudig.

Strategiese doelwit

Om raadgewende en transaksiedienste ten opsigte van mensekapitaalbestuur en strategiese verkryging te verskaf.

3.1.4 ORGANISATORIESE STRUKTUUR EN WERKSAAMHEDE
HOËVLAKSTRUKTUUR VAN DIE GDF



3.2 KONTAKINLIGTING (artikel 14(1)(b))

Ingevolge die WBTI-wet is die hoof van die departement ook die inligtingsbeampte daarvan. Die Hoof van die Departement het die persoon hieronder gemeld as adjunk-inligtingsbeampte behoorlik gemagtig om te verseker dat daar aan die vereistes van die WBTI-wet voldoen word:

3.2.1 Inligtingsbeampte:

Mnr. Oupa Seabi

Titel: Waarnemende Hoof van die Departement
Straatadres: Foxstraat 75, Huis Imbumba, Marshalltown, 2107
Posadres: Privaat Sak X112, Marshalltown, 2107
Tel.: (011) 689 6190
Faks: (011) 290 6700
E-pos: oupa.seabi@gauteng.gov.za

3.2.2 Adjunk-inligtingsbeampte: **Me. Mahlodi Mashita**

Titel: Regsdienste
Straatadres: Foxstraat 75, Huis Imbumba, Marshalltown, 2107
Posadres: Privaat Sak X112, Marshalltown, 2107
Tel.: 011 689 8692
Faks: 011 634 0685
E-pos: mahlodi.mashita@gauteng.gov.za

3.3 DIE SUID-AFRIKAANSE MENSEREGTEKOMMISSIE SE GIDS OOR DIE WBTI-WET

Die Suid-Afrikaanse Menseregtekommissie (MRK) het ingevolge artikel 10 van die WBTI-wet 'n gids oor die gebruik van die WBTI-wet opgestel. Hierdie gids is in al die amptelike tale op die volgende plekke verkrygbaar:

- Regeringskommunikasie en Inligtingsdiens (GCIS);
- Alle plekke van pliglewering (d.i. nasionale biblioteke)
- Elke tersiêre inrigting (d.i. universiteite en universiteite vir tegnologie).

Hierdie gids is ook verkrygbaar op die webtuiste van die MRK by <http://sahrc.org.za>. Dit kan ook tydens kantoorure by die kantore van die MRK deur die publiek besigtig word. Die MRK se adresse is soos volg:

- Posadres:** Die Suid-Afrikaanse Menseregtekommissie Afdeling: Navorsing en Dokumentasie, die WBTI-eenheid Privaat Sak X 2700, Houghton, 2041
- Straatadres:** Afdeling: Navorsing en Dokumentasie, die WBTI-eenheid Princess of Wales Terrace 29, Parktown, Johannesburg
- Webtuiste:** www.sahrc.org.za
- E-pos:** PAIA@sahrc.org.za

3.4 VERSOEK OM TOEGANG TOT INLIGTING [artikel 14(1)(d)]

Elkeen het die reg om toegang te versoek tot inligting wat deur die GDF gehou word, mits die versoek op die voorgeskrewe vorm gerig en die voorgeskrewe gelde betaal is, en ook onderhewig aan die gronde vir uitsluiting genoem in Hoofstuk 4 van die WBTI-wet. Die versoek kan gerig word deur enigiemand wat handel in sy of haar eie belang of namens iemand wat dit nie self kan doen nie.

Prosedure vir versoek om rekords:

Vorm

'n Versoeker moet die voorgeskrewe vorm voltooi wat-

- (a) In die regulasies by die WBTI-wet gevind kan word;
- (b) Op die webtuiste van die MRK by www.sahrc.org.za te vinde is;
- (c) By hierdie dokument aangeheg is as Aanhangsel A;
- (d) By die Departement se Inligtingsentrum op die grondverdieping verkrygbaar is.

Proses

- (a) Die versoek om inligting moet gerig word aan:-

Die Adjunk-inligtingsbeampte, Privaat Sak X112, Marshalltown, 2107

Vir aandag: Me. Mahlodi Mashita

Tel. 011 689 8692, Faks 011 634 0685

E-pos: mahlodi.mashita@gauteng.gov.za

- (b) Die versoeker moet aandui of hy of sy 'n afskrif van die rekord verlang of by die kantoor van die openbare liggaam insae in die rekord wil kry. Alternatiewelik, indien die rekord nie 'n papierdokument is nie, kan dit, waar moontlik, in die versoekte vorm besigtig word [artikel 29(2)].
- (c) Indien 'n persoon toegang in 'n bepaalde vorm versoek, moet toegang in daardie vorm gegee word, tensy, indien dit gedoen word, dit onredelik met die administrasie van die betrokke openbare liggaam sou inmeng, die rekord sou beskadig of outeursreg sou skend wat nie aan die Staat behoort nie. Indien toegang om praktiese redes nie in die vereiste vorm nie, maar in 'n ander vorm toegestaan kan word, word die gelde bereken ooreenkomstig die wyse waarop die versoeker in die eerste plek toegang versoek het [artikel 29 (3)(4)].
- (d) Indien die versoeker, benewens 'n skriftelike antwoord, op enige ander wyse oor die besluit oor die versoek om die rekord ingelig wil word, byvoorbeeld per telefoon, moet daardie wyse gemeld word [artikel 18(2)(f)].
- (e) Indien 'n versoeker nie kan lees of skryf nie, of 'n gestremdheid het, kan hy of sy die versoek mondeling rig. Die inligtingsbeampte moet die vorm namens daardie versoeker invul en 'n afskrif daarvan aan die versoeker verskaf [artikel 18(3)].

Versoek namens 'n ander persoon

Indien die versoek namens 'n ander persoon gerig word, moet die versoeker, tot die redelike tevredenheid van die adjunk-inligtingsbeampte, bewys lewer van die hoedanigheid waarin hy of sy die versoek rig.

Versoek deur mense met gestremdhede

- (a) Indien 'n versoeker nie kan lees of skryf nie, of 'n gestremdheid het wat hom of haar verhoed om die voorgeskrewe vorm in te vul, kan hy of sy die versoek mondeling rig. Die adjunk-inligtingsbeampte (of die gedelegeerde) moet die vorm namens die versoeker invul en 'n afskrif van die ingevulde vorm aan die versoeker gee [artikel 18(3)].

- (b) Die adjunk-inligtingsbeampte (of die gedelegerde) moet die versoeker bystaan om aan bogenoemde vereistes om toegang tot inligting te voldoen, ook deur 'n versoeker te verwys indien dit blyk dat die versoek om inligting aan 'n ander openbare liggaam gerig moet word.

Oorplaas van versoeke

- (a) Versoeke om rekords kan in die volgende omstandighede na 'n ander openbare liggaam oorgeplaas word:
- (i) Wanneer die rekord in besit is van 'n ander openbare liggaam;
 - (ii) Wanneer die rekord se onderwerp nouer verband hou met die funksies van 'n ander openbare liggaam;
 - (iii) Wanneer die rekord vir 'n ander openbare liggaam geskep is; of eerste deur 'n ander openbare liggaam ontvang is; of
 - (iv) Wanneer die rekord kommersiële inligting bevat wat verband hou met die ekonomiese belange en die finansiële welsyn van die Republiek en die kommersiële werksaamhede van openbare liggame.
- (b) In sodanige gevalle moet die adjunk-inligtingsbeampte (of die gedelegerde), so gou as wat redelikerwys moontlik is, maar binne 14 dae van ontvangs van die versoek, die versoek na die ander openbare liggaam/liggame oorplaas. Indien die openbare liggaam van die inligtingsbeampte aan wie die versoek gerig word, in besit is van die rekord en dit van hulp ag om dit te doen ten einde die inligtingsbeampte van die ander openbare liggaam in staat te stel om met die versoek te handel, word die rekord of 'n afskrif van die rekord aan daardie inligtingsbeampte gestuur.
- (c) Indien 'n versoek om toegang tot 'n rekord oorgeplaas word, moet enige tydperk bereken word vanaf die datum waarop die versoek die eerste keer ontvang is. Daar moet voldoen word aan al die tersaaklike tydperke wat op 'n versoek om inligting van toepassing is.

Kennisgewing van oorplasing

- (a) Wanneer 'n versoek om toegang oorgeplaas word, moet die adjunk-inligtingsbeampte wat die oorplasing doen, die versoeker onmiddellik in kennis stel van:-
- (i) Die oorplasing;
 - (ii) Die redes vir die oorplasing; en
 - (iii) Die tydperk waarbinne daar met die versoek gehandel moet word.
- (b) Die adjunk-inligtingsbeampte moet redelikerwys seker maak dat die rekord/s bewaar word totdat 'n besluit oor toegang tot inligting geneem is. Dit sluit die tydperke van 'n appèl in.

Betaling van gelde

- (a) Twee tipes gelde is betaalbaar ingevolge die WBTI-wet, naamlik die versoekgelde en die toegangsgelde (artikel 22). 'n Versoeker wat toegang verlang tot 'n rekord wat persoonlike inligting oor hom of haar bevat, hoef nie die versoekgelde te betaal nie. Enige ander versoeker wat nie 'n persoonlike versoeker is nie, moet die nodige versoekgelde betaal.
- (b) Die versoeker kan, waar toepaslik, 'n interne appèl aanteken of 'n aansoek by 'n hof bring teen die aanbod of betaling van die versoekgelde.
- (i) Nadat die inligtingsbeampte 'n besluit oor die versoek geneem het, moet die versoeker van daardie besluit in kennis gestel word op die wyse waarop die versoeker in kennis gestel wil word.
 - (ii) Indien die versoek toegestaan is, moet verdere toegangsgelde betaal word vir soek, voorbereiding en reproduksie, en vir enige tyd wat redelikerwys meer as die voorgeskrewe ure vereis word om die rekord vir openbaarmaking te soek en voor te berei.
- (d) Die voorgeskrewe gelde is ingesluit in die Regulasies wat ingevolge die WBTI-wet uitgevaardig is en moet deur 'n versoeker betaal word voordat die GDF enige rekords wat versoek word aan die versoeker beskikbaar kan stel. 'n Afskrif van die bylae van voorgeskrewe gelde word hierby aangeheg as Aanhangsel C.
- (e) Gelde is tydens kantoorure betaalbaar by die Departement se Direkoraat: Finansies (Kassier) op die Grondverdieping, Huis Imbumba, Foxstraat 75, Marshalltown, Johannesburg.

3.5 ONDERWERPE EN KATEGORIEË REKORDS GEHOU DEUR DIE GDF [artikel 14(1)(d)]

Die GDF kategoriseer die rekords en inligting wat vir die publiek toeganklik is soos volg (wat tersaaklik is ten opsigte van die werksaamhede en dienste van die GDF):

- (i) Beleide, strategieë, delegasies, goewermentskennisgewings en wetgewing;
- (ii) Persverklarings en toesprake;
- (iii) Departementele finansiële rekords.

3.6 REKORDS WAT OUTOMATIES BESKIKBAAR IS [artikel 14(1)(e)]

Die volgende kategorieë rekords van die GDF is op die Departement se webtuiste <http://www.finance.gpg.gov.za> beskikbaar vir besigtiging en aflaai sonder dat toegang ingevolge die Wet versoek hoef te word:

- (i) Dokumente
- (ii) Jaarverslae
- (iii) Mediahulpbronne
- (iv) Ekonomiese geleenthede
- (v) Beleid en wetgewing
- (vi) Beroepe

In die geval van rekords wat reeds in die bewaring van die Nasionale Argief is, word rekords beskikbaar gestel in nakoming van die wette wat op insae in sodanige rekords van toepassing is, onder andere die:

- WBTI-wet;
- Wet op die Beveiliging van Inligting, 1982 (Wet No. 84 van 1982); en die
- Wet op die Nasionale Argief en Rekordsdiens van Suid-Afrika, 1996 (Wet No. 43 van 1996).

3.7 REGSMIDDELE BESKIKBAAR IN DIE GEVAL VAN NIENAKOMING VAN DIE WBTI-WET [artikel 14(1)(h)]

Interne appèl

'n Versoeker kan 'n interne appèl aanteken teen 'n besluit van die adjunk-inligtingsbeampte om 'n versoek te weier of teen die versoek- en toegangsgelde of teen 'n verlengde tydperk om met die versoek te handel.

Vorm

- (a) Die appèl moet aangeteken word op die voorgeskrewe vorm wat deel van die Regulasies is wat ingevolge die WBTI-wet uitgevaardig is of op 'n vorm wat wesenlik met hierdie vorm ooreenstem. 'n Afskrif van hierdie vorm word as Aanhangsel B by hierdie dokument aangeheg. Afskrifte van hierdie vorm is ook beskikbaar by die kantore van die GDF of by die Adjunk-inligtingsbeampte wat in hierdie dokument vermeld word. Die vorm is ook verkrygbaar op die GDF se webtuiste.
- (b) Die appèl moet **binne 60 dae** aangeteken word of, indien kennisgewing aan 'n derde party vereis word by artikel 49(1)(b), **binne 30 dae** nadat daar aan die appellant kennis gegee is van die besluit waarteen geappelleer word of, indien kennisgewing aan die appellant nie vereis word nie, nadat die besluit geneem is. Die appèl moet by die adres, faksnommer of e-posadres van die adjunk-inligtingsbeampte afgelewer word.
- (c) 'n Appellant moet voldoende besonderhede op die appèlvorm verskaf ten opsigte van die redes vir die interne appèl en hoe hy of sy van die besluit oor die appèl in kennis gestel wil word, en moet die voorgeskrewe appèlgelde betaal (indien enige).
- (d) Die tersaaklike owerheid sal die laat aantekening van 'n appèl slegs toelaat indien die appellant se motivering geloofwaardig is. 'n Appellant sal verwittig word indien sy of haar laat appèl nie toegelaat word nie.

Appèlgelde

- (a) 'n Appellant moet die voorgeskrewe appèlgelde (indien enige) betaal. 'n Besluit oor die interne appèl kan uitgestel word totdat die gelde betaal is.
- (b) Die adjunk-inligtingsbeampte moet die appèl **binne 10 werkdade** na ontvangs daarvan aan die inligtingsbeampte voorlê tesame met sy of haar redes vir die besluit; en die besonderhede van die derde party, indien enige.

Derde party

- (a) Indien die GDF 'n interne appèl oorweeg teen die weiering van 'n versoek om toegang tot 'n rekord van 'n derde party wat op sy/haar privaatheid, kommersiële belange en ander vertroulike inligting, of rekords van die Suid-Afrikaanse Inkomstediens (SAID) betrekking het, moet die GDF die derde party binne **30 dae** na ontvangs van die appèl daaroor inlig, en op die vinnigste wyse redelikerwys moontlik. Die GDF moet die derde party voorsien van 'n beskrywing van die inhoud van die appèl en die besonderhede van die appellant, en noem of die GDF van mening is dat die inligting in die openbare belang openbaar gemaak moet word. Die derde party moet dan **binne 21 dae** skriftelik verhoë rig oor hoekom die versoek om inligting geweier moet word of skriftelik toestemming gee om die rekord aan die versoeker bekend te maak.
- (b) Die GDF kan ook oorweeg om 'n interne appèl aan te teken teen die verlening van toegang tot inligting. Die GDF moet die versoeker dan binne 30 dae kennis gee van sodanige appèl. Die derde party moet **binne 21 dae** skriftelike verhoë rig oor hoekom toegang tot die rekord verleen moet word.

Kennisgewing van besluit

Die GDF kan die oorspronklike besluit bevestig of 'n ander besluit neem. Dit moet gedoen word **binne 30 dae** na ontvangs van die interne appèl of **binne 5 werkdade** na ontvangs van skriftelike verhoë betreffende die appèl. Kennis van die besluit moet gegee word aan die appellant, alle betrokke derde partye en die versoeker, met vermelding van redes vir die besluit.

Aansoek by hof

(a) Die appellant, die derde party of die versoeker moet ook ingelig word dat hy of sy **binne 60 dae of binne 30 dae** (as kennis aan 'n derde party gegee moet word) 'n aansoek by 'n hof kan bring teen die besluit van die interne appèlowerheid. Waar die GDF besluit het om toegang tot 'n rekord te verleen, maar 'n derde party steeds die reg het om versoë teen hierdie besluit te rig, is die voorgeskrewe tydraamwerke van toepassing voordat toegang tot 'n rekord verleen kan word.

(b) Indien die GDF versuim om bogenoemde prosedures en tydraamwerke ten opsigte van 'n interne appèl na te kom, word die GDF geag die interne appèl van die hand te gewys het.

(c) 'n Versoeker of derde party kan SLEGS na 'n Hoë Hof (of 'n hof van soortgelyke status) vir gepaste herstel appelleer nadat die versoeker of derde party die interne appèlprosedure uitgeput het. Geen rekord mag van die hof weerhou word nie. Die hofverrigtinge is siviël, en die hof kan die besluit van die interne appèlowerheid bekragtig, wysig of tersyde stel of 'n interdik toestaan.

3.8 BESKIKBAARHEID VAN DIE HANDLEIDING [artikel 14(3)]

Hierdie handleiding word aan die MRK beskikbaar gestel ooreenkomstig Regulasie 4(1) wat ingevolge die WBTI-wet uitgevaardig is, en word op die GDF se webtuiste (<http://www.finance.gpg.gov.za>) gepubliseer. Afskrifte van die handleiding is ook beskikbaar vir insae by die kantore van die GDF. Die voorgeskrewe gelde is van toepassing wanneer afskrifte vir versoekers gemaak moet word.

4. VORMS VOORGESKRYF VIR TOEGANG TOT REKORDS

AANHANGSEL A

VORM A

VERSOEK OM TOEGANG TOT REKORD VAN OPENBARE LIGGAAM

(ingevoelge artikel 18(1) van die Wet op Bevordering van Toegang tot Inligting, 2000

(Wet No. 2 van 2000))

(Regulasie 6)

VIR DEPARTEMENTELE GEBRUIK:

Verwysingsnommer: _____

Versoek ontvang deur _____

_____ (verstrek Inligtingsbeampte/Adjunk-inligtingsbeampte se naam en van en rang)

op _____ (datum)

te _____ (plek).

Versoekgelde (indien toepaslik): R _____

Deposito (indien toepaslik): R _____

Toegangsgelde: R _____

HANDTEKENING VAN INLIGTINGSBEAMPTE/
ADJUNK-INLIGTINGSBEAMPTE

A. Besonderhede van openbare liggaam:

Die Inligtingsbeampte/Adjunk-inligtingsbeampte:

B. Besonderhede van persoon wat toegang tot rekord versoek:

- (a) Die besonderhede van die persoon wat toegang tot die rekord versoek moet hieronder verstrek word.
- (b) Verstrek 'n adres en/of faksnommer waarna die inligting gestuur moet word.
- (c) Bewys van die hoedanigheid waarin die versoek gerig word, indien van toepassing, moet aangeheg word.

Volle naam en van: _____

Identiteitsnommer: _____

Posadres: _____

Faksnommer: _____

Telefoonnommer: _____

E-posadres: _____

C. Besonderhede van persoon namens wie die versoek gerig word:

Hierdie afdeling word **NET** ingevul indien hierdie versoek om inligting namens 'n ander persoon gerig word.

Meld die hoedanigheid waarin u die versoek rig wanneer u die versoek namens 'n ander persoon rig:

Volle naam en van: _____

Identiteitsnommer: _____

D. Besonderhede van rekord:

(a) Verstrek volle besonderhede van die rekord waartoe toegang versoek word, ook die verwysingsnommer wat aan u bekend is sodat die rekord gevind kan word.

(b) Gebruik gerus 'n aparte vel papier en heg dit by hierdie vorm aan indien die ruimte wat voorsien word onvoldoende is. Die versoeker moet al die aangehegte velle papier onderteken.

1. Beskrywing van rekord of tersaaklike deel van die rekord:

2. Verwysingsnommer, indien beskikbaar: _____

3. Enige verdere besonderhede van die rekord: _____

E. Gelde:

- (a) 'n Versoek om toegang tot 'n rekord, behalwe 'n rekord wat u persoonlike inligting bevat, word eers verwerk wanneer die versoekgelde betaal is.
- (b) Die gelde betaalbaar vir toegang tot 'n rekord word bepaal deur die vorm waarin toegang vereis word asook die tyd wat bestee is aan die soek en voorbereiding van die rekord.
- (c) U sal in kennis gestel word van die totale bedrag wat as toegangsgelde betaalbaar is.
- (d) Indien u vir vrystelling van die betaling van enige gelde in aanmerking kom, meld die rede/s daarvoor.

Redes vir vrystelling van gelde: _____

Indien 'n gestremdheid u verhinder om die rekord in die vorm van toegang verskaf in 1 tot 4 hieronder te lees of te besigtig of daarna te luister, meld u gestremdheid en die vorm waarin die rekord verlang word.

Gestremdheid:	Vorm waarin rekord verlang word:

Kies die verlangde formaat van die rekord deur u keuse met 'n **X** aan te dui. Let Wel:-

- (a) Nakoming van u versoek om toegang in die formaat van u keuse kan afhang van die formaat waarin die rekord beskikbaar is.
- (b) Indien dit onmoontlik is om die rekord in die verlangde formaat te verskaf, sal u oor die beskikbare alternatiewe/alternatiewe ingelig word.
- (c) Die gelde betaalbaar vir toegang tot die rekord, indien van toepassing, wissel na gelang van die formaat waarin toegang versoek word.

1. Indien die rekord in 'n skriftelike of gedrukte vorm is (dui met 'n X aan wat u verlang):

'n Afskrif van die rekord*		Besigtiging van die rekord	
2. Indien die rekord uit visuele afbeeldings bestaan (byvoorbeeld foto's, video-opnames en sketse) dui met 'n X aan wat u verlang:			
Om die afbeeldings te besigtig		'n Afskrif van die afbeeldings*	'n Transkripsie van die afbeeldings*

3. Indien die rekord bestaan uit opnames van woorde of inligting wat in die vorm van klank gereproduseer kan word:			
Om na die klankbaan te luister (klankkasset)*		'n Afskrif van die klankbaan*	'n Transkripsie van die klankbaan*
4. Indien die rekord op rekenaar of in elektroniese of masjienleesbare formaat gehou word:			
'n Gedrukte afskrif van die rekord*		'n Afskrif in 'n rekenaarleesbare vorm (CD)	

*Indien u hierbo 'n afskrif van 'n rekord versoek het, dui met 'n X aan of die afskrif aan u gepos moet word.	Ja	Nee
Posgeld is betaalbaar.		

Neem kennis dat indien die rekord nie in die taal van u keuse beskikbaar is nie, toegang tot die rekord verleen word in die taal waarin die rekord beskikbaar is.
In watter taal verkies u die rekord? _____

H. Kennisgewing van besluit betreffende versoek om toegang:

U word skriftelik in kennis gestel of u versoek goedgekeur of geweier is. Indien u op 'n ander manier van die besluit oor u versoek om toegang tot die rekord in kennis gestel wil word, meld die wyse en verskaf die nodige besonderhede om nakoming van u versoek moontlik te maak.

Hoe wil u ingelig word oor die besluit betreffende u versoek om toegang tot die rekord?

Geteken te _____ op hede die _____ de/ste dag van _____ 20 _____

**HANDTEKENING VAN VERSOEKER OF
 PERSOON WAT NAMENS VERSOEKER
 DIE VERSOEK RIG**

AANHANGSEL B

VORM B

KENNISGEWING VAN INTERNE APPÈL

(ingevoelge artikel 75 van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000))

(Regulasie 8)

VERSTREK U VERWYSINGSNOMMER:

A. Besonderhede van openbare liggaam:

Die Inligtingsbeampte/Adjunk-inligtingsbeampte: _____

B. Besonderhede van versoeker/derde party wat die interne appèl aanteken (die appellant):

- (a) Die besonderhede van die appellant moet hieronder verstrekk word.
 (b) 'n Bewys van die hoedanigheid waarin die appèl aangeteken word, indien van toepassing, moet aangeheg word.
 (c) Indien die appellant 'n derde persoon is en nie die persoon is wat oorspronklik die inligting versoek het nie, moet die besonderhede van die versoeker in paragraaf C hieronder verstrekk word.

Volle naam en van: _____

Identiteitsnommer: _____

Posadres: _____

Faksnommer: _____

Telefoonnommer: _____

E-posadres: _____

Hoedanigheid waarin 'n interne appèl namens 'n ander persoon aangeteken word:

C. Besonderhede van die versoeker:

Hierdie afdeling word SLEGS ingevul indien 'n derde persoon ('n ander persoon as die versoeker) die interne appèl aanteken.

Volle naam en van: _____

Identiteitsnommer: _____

Posadres: _____

Faksnommer: _____

Telefoonnommer: _____

E-posadres: _____

D. Die besluit waarteen die interne appèl aangeteken word:

Merk die besluit waarteen die interne appèl aangeteken word met 'n **X** in die toepaslike blokkie:

Weiering van versoek om toegang

Besluit oor gelde voorgeskryf ingevolge artikel 22 van die WBTI-wet

Besluit oor die verlenging van die tydperk waarin die versoek ingevolge artikel 26(1) van die WBTI-wet gehanteer moet word

Besluit ingevolge artikel 29(3) van die WBTI-wet om toegang te weier in die vorm wat deur die versoeker versoek is

Besluit om versoek om toegang toe te staan

E. Gronde vir appèl:

Indien die ruimte wat voorsien word onvoldoende is, kan u 'n aparte vel papier gebruik en dit aan hierdie vorm heg. U moet elke addisionele vel papier onderteken.

Meld die gronde waarop die interne appèl gebaseer word: _____

Meld enige ander inligting wat ter sake is by die oorweging van die appèl: _____

F. Kennisgewing van besluit oor appèl

U word skriftelik in kennis gestel van die besluit betreffende u interne appèl. Indien u verkies om op 'n ander wyse ingelig te word, meld die wyse en verskaf die nodige besonderhede sodat u versoek nagekom kan word:

Meld die wyse: _____

Besonderhede van die wyse: _____

Geteken te _____ op die _____ de/ste dag van _____ 20 _____

HANDTEKENING VAN APPELLANT

VIR DEPARTEMENTELE GEBRUIK**AMPTELIKE REKORD VAN INTERNE APPÈL**

'n Appèl ontvang op _____ (datum) deur _____
_____ (verstrek inligtingsbeampte/
adjunk-inligtingsbeampte se naam en van en rang).

'n Appèl, vergesel van die redes vir die inligtingsbeampte/adjunk-inligtingsbeampte se besluit en, waar toepaslik, die besonderhede van 'n derde party op wie of waarop die rekord betrekking het, is op _____ (datum) deur die inligtingsbeampte/adjunk-inligtingsbeampte by die tersaaklike owerheid ingedien.

UITKOMS VAN APPÈL:**BESLUIT VAN INLIGTINGSBEAMPTE/ADJUNK-INLIGTINGSBEAMPTE BEKRAGTIG/VERVANG DEUR****NUWE BESLUIT/NUWE BESLUIT:**

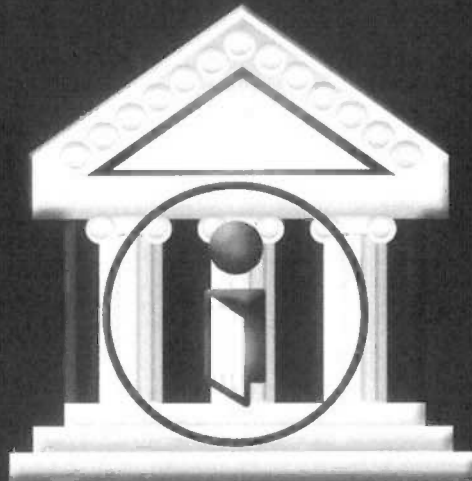
DATUM: _____

TERSAAKLIKE OWERHEID: _____

AANHANGSEL C
VORM C
BYLAE VAN VOORGESKREWE GELDE



No.	BESKRYWING	BEDRAG R
1.	Die gelde vir die afskrif van die handleiding soos beoog in regulasie 5(c), vir elke fotokopie van 'n A4-grootte bladsy of gedeelte daarvan	R 0,60
2.	<p>Die gelde vir die reproduksie genoem in regulasie 7(1) is soos volg:</p> <p>(a) Vir elke fotokopie van 'n A4-bladsy of 'n gedeelte daarvan</p> <p>(b) Vir elke gedrukte afskrif van 'n A4-grootte bladsy of gedeelte daarvan gehou op 'n rekenaar of in elektroniese of masjien-leesbare formaat</p> <p>(c) Vir 'n afskrif in 'n rekenaar-leesbare formaat op-</p> <p style="padding-left: 20px;">(i) Fermskyf (stiffie)</p> <p style="padding-left: 20px;">(ii) Kompakskyf (CD)</p> <p>(d) Vir 'n transkripsie van visuele afbeeldings:</p> <p style="padding-left: 20px;">(i) vir 'n A4-grootte bladsy of gedeelte daarvan</p> <p style="padding-left: 20px;">(ii) Vir 'n afskrif van visuele afbeeldings</p> <p>(e) Vir 'n transkripsie van 'n klankrekord:</p> <p style="padding-left: 20px;">(i) vir 'n A4-grootte bladsy of gedeelte daarvan</p> <p style="padding-left: 20px;">(ii) Vir 'n afskrif van 'n klankrekord</p>	<p>R 0,60</p> <p>R 0,40</p> <p>R 5,00</p> <p>R 40,00</p> <p>R 22,00</p> <p>R 60,00</p> <p>R 12,00</p> <p>R 17,00</p>
3	Die versoekgelde betaalbaar deur elke versoeker, behalwe 'n persoonlike versoeker genoem in regulasie 7(2)	R 35,00
4	<p>Die toegangsgelde betaalbaar deur 'n versoeker in regulasie 7(3) genoem, is soos volg:</p> <p>1. (a) Vir elke fotokopie van 'n A4-grootte bladsy of gedeelte daarvan</p> <p>(b) Vir elke gedrukte afskrif van 'n A4-grootte bladsy of gedeelte daarvan gehou op 'n rekenaar of in elektroniese of masjien-leesbare formaat</p> <p>(c) Vir 'n afskrif in 'n rekenaar-leesbare formaat op -</p> <p style="padding-left: 20px;">(i) Fermskyf (stiffie)</p> <p style="padding-left: 20px;">(ii) Kompakskyf (CD)</p> <p>(d) Vir 'n transkripsie van visuele afbeeldings:</p> <p style="padding-left: 20px;">(i) vir 'n A4-grootte bladsy of gedeelte daarvan</p> <p style="padding-left: 20px;">(ii) Vir 'n afskrif van visuele afbeeldings</p> <p>(e) Vir 'n transkripsie van 'n klankrekord:</p> <p style="padding-left: 20px;">(i) vir 'n A4-grootte bladsy of gedeelte daarvan</p> <p style="padding-left: 20px;">(ii) Vir 'n afskrif van 'n klankrekord</p> <p>(f) Om die rekord vir openbaarmaking te soek en voor te berei, vir elke uur of gedeelte daarvan, uitgesonderd die eerste uur, wat redelikerwys vir sodanige soek en voorbereiding vereis word</p> <p>2. Vir die doeleindes van artikel 22(2) van die Wet, geld die volgende:-</p> <p style="padding-left: 20px;">(a) Die tydperk wat oorskry moet word voordat 'n deposito betaalbaar is, is ses ure; en</p> <p style="padding-left: 20px;">(b) Die deposito betaalbaar deur die versoeker is een derde van die toegangsgelde.</p> <p>3. Die werklike posgeld is betaalbaar wanneer 'n afskrif van 'n rekord aan 'n versoeker gepos moet word.</p>	<p>R 0,60</p> <p>R 0,40</p> <p>R 5,00</p> <p>R 40,00</p> <p>R 22,00</p> <p>R 60,00</p> <p>R 12,00</p> <p>R 17,00</p> <p>R 15,00</p> <p>Vir Elke Huur</p>

W
B
T
I




**HANDLEIDING OOR TOEGANG TOT INLIGTING
VAN DIE GAUTENGSE DEPARTEMENT VAN FINANSIES**

Skakelbord: 011 689 6000 **Webtuiste:** www.gauengonline.gov.za
Fisiese adres: Foxstraat 75, Huis Imbumba, Marshalltown, Johannesburg
Posadres: Privaat Sak X112, Marshalltown, 2107

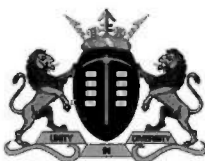
**Imanuwali Wokuqhubekisa Amathuba
Okufinyelela Olwazini Yomnyango
Wezezimali wase-Gauteng**



IHLELWE NGOKWEMIGOMO YESIGABA SE-14 SOMTHETHO WANGAMA-2000
WOKUQHUBEKISA AMATHUBA OKUFINYELELA OLWAZINI
(UMTHETHO WESI-2 WENGAMA-2000)

LE-MANUWALI ISHICILELWE NGOKWEMIGOMO YESIGABA SE-14 SOMTHETHO
WANGAMA-2000 WOKUQHUBEKISA AMATHUBA OKUFINYELELA OLWAZINI
WANGAMA-2000 (UMTHETHO WESI- 2 WENGAMA-2000)

Sisonke, Siqhubekisela Phambili Isifunda Dolobha Sase-Gauteng



ISIFUNDWAZWE SASE GAUTENG

EZEZIMALI
RIPHABLIKHI YASE NENGIZIMU AFRIKA

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IZINCAZELO

Kulo mhlahlandlela, ngaphandle uma ingqikithi ingenye indlela -

“Imali yokufinyelela” kusho imali ebekiwe ngenhloso yokukhiqiza futhi nokucwaninga nokulungiselela, kanye nesikhathi esanele esidingekayo esingaphezu kwamaHora abekiwe ukusesha nokulungiselela amarekhodi ukuze adalulwe.

“Inkantolo” kusho;

(a) Inkantolo yoMthethosisekelo yesikhashana ngokwesigaba sama-167 (6)(a) somthethosisekelo waseNingizimu Afrika, wonyaka wango-1996; noma

(b) (i) Inkantolo Enkulu noma enye inkantolo enesimo esifanayo; noma

(ii) Inkantolo yeMantshi, noma ngabe ngokujwayelekile noma maqondana namazinga athile ezinqumo ngokwe-PAIA, eqokwe nguNgqongqoshe; ngesaziso kwiGazethi futhi yenganyelwe imantshi noma imantshi engeziwe ekhethwe ngokwesigaba sama-91 A, ngaphakathi endaweni eyenganyelwe -

(aa) isinqumo somgcini-lwazi noma igunya elihambelana nomgwamanda womphakathi noma inhloko yomgwamanda ozimele ithathiwe;

(bb) umgwamanda womphakathi noma ozimele ethintekayo inendawo yayo eyinhloko yokulawula noma ngebhizinisi; noma;

(cc) umfakisiselo noma umuntu wesithathu othintekayo njengsakhamuzi esingenakuguqulwa noma umhlali ojwayelekile.

“I-GDF” kusho uMNYango weziMali wase-Gauteng.

“Ibhukwana” kusho incwadi ekhishwe iKhomishana YamaLungelo EsiNtu ngokoMthetho wesi-2 WokuQhubekisela Phambili ukuFinyelela oLwazini, wonyaka wama-2000, ngezinhloso ezimqoka zokusiza umuntu ofisa ukusebenzisa noma iliphi ilungelo ngokuMthetho.

“Ikhomishana YamaLungelo EsiNtu” kusho Ikhomishane yamaLungelo Esintu eNingizimu Afrika.

“Umgcini-Lwazi” mayelana noMNYango, kusho Inhloko yoMNYango.

“Isikhulu” mayelana nomgwamanda womphakathi noma ozimelel kusho;

- (a) noma imuphi umuntu oqashiwe (unomphela noma isikhashana futhi nosebenza ngokugcwele noma ngaleso sikhathi) kumgwamanda womphakathi noma ozimele, njengoba kungaba njalo, kubandakanya inhloko yomgwamanda, ngokwesikhundla sakhe kanjalo nje; noma
- (b) ilunga lomgwamanda womphakathi noma ozimele, njengokwazi kwakhe.

“PAIA” kusho umthetho, wonyaka wangama-2000 woKuqhubekisa amathuba Okufinyelela Olwazini (Umthetho wesi-2 wonyaka wangama-2000)

“Ozifakela isicelo” kusho umfakisiselo odinga ukufinyelela kwirikhodi eliqukethe imininingwane emayelana nomfakisiselo.

“Umgwamanda ozimele” kusho;

- (a) umuntu womdabu oqhuba noma ubeyingxenyane yanoma iluphi uhwebo, ibhizinisi noma umsebenzi owufundele, kodwa ngalokho kwazi kwakhe kuphela;
- (b) Okubanjiswene naye oqhuba noma ubeyingxenyane yanoma iluphi uhwebo, ibhizinisi noma umsebenzi owufundele, kodwa ngalokho kwazi kwakhe kuphela;
- (c) noma imuphi umuntu noma zangaphambili okhona ngokomthetho; kodwa akubandakanyi umgwamanda womphakathi;

“Umgwamanda Womphakathi” kusho;

- (a) noma imuphi umnyango wombuso noma ukuphathwa emkhakheni kahulumeni kazwelonke noma wesifundazwe noma imuphi umasipala emkhakheni wezindawo; noma
- (b) noma yisiphi esinye isikhungo esisebenzayo uma;
 - (i) ukusebenzisa amandla noma ukwenza umsebenzi ngokoMthethosisekelo noma ngomthethosisekelo wesifundazwe; noma
 - (ii) ukusebenzisa amandla omphakathi noma ukwenza umsebenzi womphakathi ngokomunye imthetho.

“Irekhodi” kusho noma iluphi ulwazi olurikhodiwe -

- (a) ngaphandle kwefomu noma ukuxhumana;
- (b) ngokuphathiswa noma ngokulawulwa ngaphansi kwalowo mgwamanda womphakathi noma ozimele ngokulandelana; futhi
- (c) noma yasungulwa ilowo mgwamanda womphakathi noma ozimele, ngokulandelana.

“ Isaziso somthethonqubo” R. 187 of 15 kuNhlonja 2002 (iGazethi kaHulumeni No. 23119), yachibiyelwa ngoMbiko kaHulumeni. R. 1244 of 22 kuSephthemba 2003 (iGazethi kaHulumeni No.2541 1).

“Iziphathimandla ezifanele” mayelana namarekhodi aceliwe kuMnyango, kusho uNgqongqoshe.

“Isicelo sokufinyelela” kusho isicelo sokufinyelela kumarekhodi ngokwesigaba se-11 se- PAIA.

“Umfakisicelo” kusho;

- (i) noma ngubani (ngaphandle kokuhlongozwe ngumgwamanda womphakathi (a) noma
- (b) (i) wenzazelo yo

“mgwamanda womphakathi”, noma or an official thereof) making a request for access to a record of that public body; or

- (ii) umuntu omele omunye udluliselwa esikwaneni (i)

“Umuntu wesithathu” kusho noma imuphi umuntu (kubandakanya, kodwa abanganqunyelwe, kuhulumeni wombuso wangaphandle, inhlangotho yamazwe omhlaba noma uphiko lwaloyo hulumeni noma inhlangotho) ngaphandle -

- (i) kombono womfakisicelo; kanye
- (ii) umgwamanda womphakathi.

“Izinsuku zokusebenza” kusho noma iziphi izinsukungaphandle koMgqibelo, iSonto noma amaholidi omphakathi, njengoba kuchaziwe esigabeni-1 sonyaka wango-1994 soMthetho wamaHolidi Omphakathi (UMthetho, wama.36 wango-1994).

Kulo mhlahlandlela, amagama okungenisa bonke ubulili bomuntu kumele buhlanganisa obunye ubulili obubili, futhi ubunye bobulili kumele buhlanganise ubuningi , ngaphandle uma ingqikithi isho okwehlukile.

ISINGENISO

UMthetho wonyaka wama-2000, wokuQhubekisa amathuba Okufinyelela Olwazini(Umthetho wesi-2 wangonyaka wama-2000) (eyaziwa lapha ngokuthi " UMthetho we-PAIA) sinquba ukuthi umgwamanda womphakathi kumele unikezele ngemininingwane yamarekhodi agodlwe yilowo mgwamanda womphakathi ukuze noma isiphi isicelo solwazi sizofakwa.

Ngokuhambisana noMthetho, UMnyango weziMali wase-Gauteng (eyaziwa lapha ngokuthi " uMnyango") lapha iveza ibhukwana layo eliqukethe imisebenzi ngqangi yayo, uhla lwawowonke amarekhodi agcinwe nguMnyango kanye neSakhiwo seNhlango yoMnyango.

3. IMINININGWANE NGOKWESIGABA SE-14 SE-PAIA

3.1 Imisebenzi neSakhiwo se-GDF [Isigaba se-14(1)(a)]

Isigaba sama-32(1) (a)uMthetho wonyaka ka-1996 woMthethosisekelo waseRiphabliki yaseNingizimu Afrika (uMthetho wama-103 wonyaka ka-1996) (eyaziwa lapha ngokuthi "uMthethosisekelo") uhlinzekela ngokuthi wonke umuntu unelungelo lokufinyelela "kunoma iluphi ulwazi oluphethwe umbuso" Isigaba sama-32(2) soMthethosisekelo sidala isibopho phezu koMbuso ukuba sifanekisele ngezenzo zomthetho kazwelonke ukwenza kusebenze leli lungelo.

Ukuhambisana nesiGaba sama-32(2) soMthethosisekelo, UMthetho we-PAIA waphasiswa ukwenza ukusetshenziswa kwelungelo lom thethosisekelo lokufinyelela.

Isigabase-14 soMthetho we- PAIA ubeka isibopho kwi entithi ngayinye kahulumeni ukuthi ilungiselele imanuwali ukwazisa umphakathi mayelana namarekhodi agodlwe i-GDF futhi nokubaqondisa ekutheni bangafinyelela kanjani kulawo marekhodi.

3.1.1 Igunya loMnyango

Igunya nebhizinisi ngqangi loMnyango weziMali e-Gauteng lisekelwe uMthethosisekelo, i-PFMA, UMthetho Wemisebenzi yoMphakathi (njengoba ichtshiyelwe) kanye neminye yonke imithetho efanele esebenza kuhulumeni, kubandakanya i-Batho Pele White Paper kanjalo kanjalo. Igunya lethu lisukela, phakathi kokunye, lokhu okulandelayo:

- Umthethosisekelo waseRipulabliki yaseNingizimu Afrika, wonyaka wango-1996
- Ikhabinethi neziyalo zomphathiswa kanye nezinqumo zenqubomgomo
- Umthetho Wemisebenzi Yomphakathi(njengoba ichitshiyelwe) neziMiso zawo
- Umthetho Wokulawula Izimali Zomphakathi kanye neziMiso
- Imithetho eyehlukene elawula izikhungo zomphakathi

Umbono

“Ukuba ngumnyango olwelayo, othuthukisayo futhi nongenelelayo, uhlinzeke ngamasu nokuseka ukusebenza esiFundazweniokuzonyusa izinga lokuletha kwezidingo ngokusebenzisa i-ICT ukufinyelela kwinzuzo yokukhula ngokubanzi”.

Izimiselo

“Ukuba namasu, ukukhuthala nokuba umlingani owengeza okubalulekile okuzo khuthaza futhi kuthuthukise ngempumelelo kanye nokulethwa kwezidingo ezanele ngoku:

- Gxilisa isiko likaHulumeni Obambisene;
- Qinisekisa izinguquko nobucwepheshe obuholela phambili kanye nezinguquko;
- Ukwenza umsebenzi womphakathi ngezinga eliphezulu futhi nokwenyusa umkhiqizo ngokusebenzisa okuhlinzeka ngamakhono nabakwaziyo ukusebenza ukuze basekele ukukhula okubandakanyekayo;
- Ukuhlinzeka ngokunikeza izixazululo emnyangweni ye-GPG ukuze ilethe imisebenzi ngqangi;
- Qinisekisa izinhlelo zamaBhizinisi angonqondonqondo ziyatholakala ukwenza ncono ukuhlela nokwenza izingqumo kuma-GPG onke;
- Nikezela ngesazi samakhono lawa i-GPG engasizakala ngawo;
- Nikeza isiFunda ukwazi okubanzi nge-IT;
- Ukuqinisekisa intuthuko eqhubekayo futhi nokusebenza ngokuqeqesha; kanye
- Ukunikezwa umsebenzi omuhle ngokubandakanya ukukhula komnotho.

Izinhloso zamasu	Amasu Abhekiswe Ekusebanzeni
Nikezela ngamasu nezinsiza eziseka ukulawulwa okuzokwenza uMnyango uzuze izinhloso zawo	Ukuhambisana nakhokonke okufanele komthetho okubekiwe ngoku <ul style="list-style-type: none"> • ngokuthungatha zonke izinqumo ze-EXCO • ukuxazulula nokuphatha zonke izindaba zeishayamthetho • thumela imibiko ngohlelo lokusebenza kwi-OoP esikhathini okuvunyelwene ngaso
Ukuthuthukisa ukuphatha ngokubambisana esifundazweni ngokulawula ngempumelelo kwangaphakathi	Ukuqinisekisa ukuhambisana nezinqubo zangaphakathi futhi nokwazisa umnyango nganoma iziphi izikhala nezinkinga ezitholakele• izincomo ngezinyathelo ezilungisayo
Ukuthuthukisa ukuphatha ngokubambisana esifundazweni ngokulawula ngempumelelo kwangaphakathi	Umhlahlandlela nenqubomgomo yokuLawulwa Kobungozi bamaBhizinisi Omnyango
Nikezela ngamasu nezinsiza eziseka ukulawulwa okuzokwenza uMnyango uzuze izinhloso zawo	Ukugcina izinhlelo ezenziwe ncono zokulawulwa kwezimali nezinsizo
Ukuba ngumqashi oncomekayo, ohehayo kanye nogcina abanekhono kakhulu kanye nalaboabasebenzayo	Ngokuhambisana namazinga ezinsizo ze-Batho Pele

3.1.3 Isakhiwo Senhlangano ye-GDF

Isakhiwo se-GDF sihlanganisa amagatsha amahlanu namagatsha amathathu ahlangene asebenza ukuseka. Amagatsha ngqangi, nemisebenzi yawo ehloniphekile ime njengokulandelayo:

I) UHLELO LOKU-1: ABAPHETHE

Inhloso yaloluhelelo ukunikezela ngaMasu obuholi, ukuseka ukuphathwa, ukulawulwa kwezimali okuzwakalayo, ukuqalisa noqapha ukuphatha okubanjiswene, ukunikeza izinsizo zamasu okulawula, hlinzeka ngezinsizo zomthetho ezanele, hlinzeka ngezinsizo zokuphathwa kwezingozi eziphumelelayo nezanele, nikeza izinsizo zeforensiki kanye nokuphatha izinsizo zabantu kanye nokuthuthukisa izinsizo zomnyango.

- Ihhovisi lika-HOD;
- Imisebenzi Yeforensiki;
- Ukuphathwa Kwebungozi
- Ihhovisi lika- CFO;
- Ukuphathwa Okuhlangene.

Ihhovisi lika- HOD

Inhloso

Ukunikezela ngokweseka ukuphatha kuMgcini-Mali, inhloso yakhe enkulu ukuhola ngendlela yokuqondisa amasu okuvunyelwene ngayo ye-GDF.

Izinhloso zamasu

Ukunikezela ngezinsizo eziseka amasu enza i-GDF izuze izinhloso zayo.

Uphiko Olukhulu: Imisebenzi Yeforensiki

Inhloso

Ukunikezela ngemisebenzi yeforensiki ebandakanya ukunqanda, ukuthola, futhi nokuphenya ukukhwabanisa nenkohlakalo kuyoyonke iminyango nged-GPG.

Izinhloso zamasu

Uku thuthukisa ukuphathwa okuhlangene esiFundazweningokulawula okwanele kwangaphakathi.

Uphiko: Ukuphathwa Kobungozi***Inhloso***

Uku nikela ngezinsizo eziphumelelisayo nezanele zokuphatha kobungozi ngaphakathi kwe-GDF. Izinhloso zamasuUku thuthukisa ukuphathwa okuhlangene esiFundazweningokulawula okwanele kwangaphakathi.

Ihhovisi lika- CFO***Inhloso***

Ukunikezela izinsizo zamasu zokuhlela ukusekwa kwezimali, ukuphathwa kwezimali kanye nokuphathwa kokuhlinzeka okusezingeni eliphezulu kwi-GDF.

Izinhloso zamasu

Ukunikezela ngezinsizo eziseka amasu enza i-GDF izuze izinhloso zayo.

Ukuphathwa Okuhlangene***Inhloso***

Ukuqinisekisa ukuhambisana nezimiso zokulawula kahle ngokunikezela izinsizo zokuseka okuhlangene kwi-GDF. Izinhloso zamasuUkuba ngumqashi oncomekayo, ohehayo kanye nogcina abanekhono kakhulu kanye nalabo abasebenzayo

Izingxenye ezihlangene zinika izinsizo zamasu kumagatsha ngqangi bese zinikela ngezinsizo ezinquma jikelele ukwenyusa ukulethwa kwezinsizo ku-GDP. Lezi zi:

II)UHLELO LWESI- 2: IMISEBENZI YOCWANINGO MABHUKU E-GAUTENG (I-GAS)***Inhloso***

Ukwenzaukuhlola okuzimele kwezinsizo zokulawulwa kwangaphakathi, ukubusa kanye nezinqubo zokuphathwa kwezinhlekelele, ukukwenelisa nokuphumelelisa kanye nokwenza izincomo zokwenza ncono okuqhubekayo lapha, ukuhlinzeka ngesiqinisekiso sokuthi kuyahlangabezwana nezinhloso zeminyango ye-GDG.

Izinhloso zamasu

ukuqinisekisa ukuphathwa okuhlangene esiFundazweni.

III) UHLELO LWESI- 3: IMISEBENZI EHLANGANYELWE YE-ICT***Inhloso***

Ukuhlinzeka ngamasu obuholi nokuqondiswa ekufunweni kwezinsizo, ukuphathwa kanye nokusekwa kwemisebenzi, lokho kunyusa ukulethwa kwezinsizo ngokusetshenziswa ngempumelelo nokwanele kwezinsizo ze-ICT esiFundazweni sase-Gauteng.

Izinhloso zamasu

Ukuhlinzeka ngenqalasisinda yesimanje, enokwethenjwa futhi ephephile ehlangabezana nezidingo ze-GPG.

IV) UHLELO LESI- 4: IMISEBENZI YENQUBO YEBHIZINISI***Uhledlwana loku- 1: Izinsizakusebenza Zabantu (i-Transversal)******Inhloso***

- Ukwakha ukuhlakanipha, ukwenza ncono ikhwalithi yezinsizo kanye nesipiliyoni seklayenti emisebenzini ehambelana nezinsizazokusiza abantu;
- Ukuguqula indawo yokuphathwa kwezinsizo zabantu nokwenza ncono ukuqeqeshwa ngokusebenzisa imisebenzi ezishintshayo.

Izinhloso zamasu

Ukuhlinzeka ngezeluleko nezinsizo zemibhalombiko ngokuPhathwa Kwezimali Zabantu neziNsizo zaMasu Okuthenga.

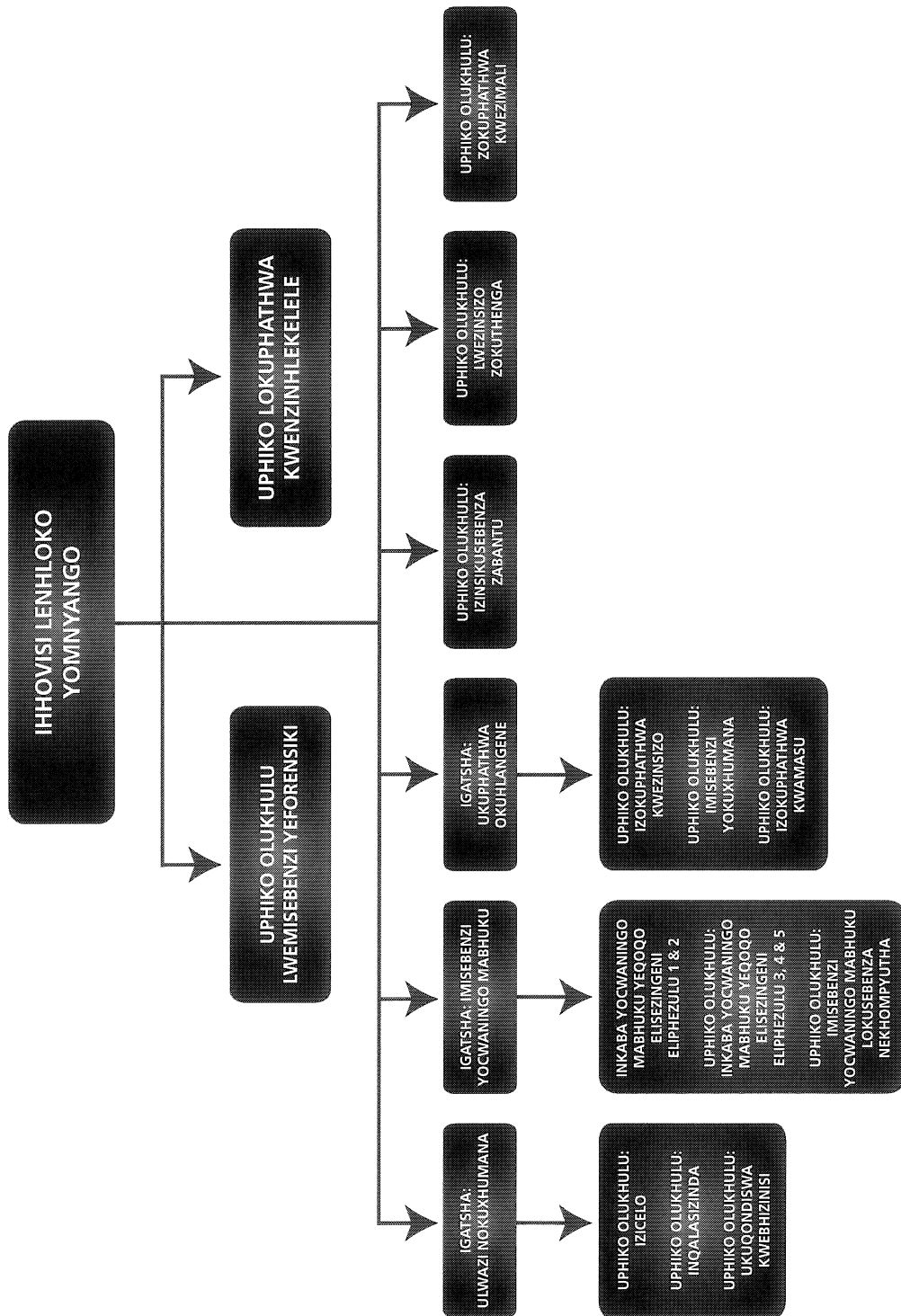
Uhledlwana loku- 1: Izinsizakusebenza Zokuthenga (i-Transversal)

Ukuhlinzeka ngamasu aphathelene nokuthenga nokusekwa kokusebenza esiFundazweni. Lokhu kukhishwa ngokulwela, ukuthuthukisa nokungenelela kwamakhasimende agxilile nenhlalakahle nomnotho ngendlela efanele, ngokusebenzisa ubuchwepheshe njengeyinhloko ekuzenzekaleleni, ukulinganisa kanye nokuhlela kahle izinqubo zezimpahla.

Ukuhlinzeka ngezeluleko nezinsizo zemibhalombiko ngokuPhathwa Kwezimali Zabantu neziNsizo zaMasu Okuthenga.

3.1.4. Isakhiwo Nomsebenzi Wenhlango

Izinga Eliphakeme Senhlango i-GDF



3.2. IMINININGWANE YOKUXHUMANA [Isigaba se-14 (1) (b)]

ngokwe-PAIA, iNhlolo yomNnyango (i-HOD) inguMgcini-Lwazi loMnyango. i-HOD igunyaze umuntu obhalwe ngezansi njengoSekela Mgcini-Lwazi ukuqinisekisa ukuthi izidingo ze-PAIA aphathwa ngokuhambelana noMthetho:

3.2.1 Umgcini-lwazi

Mr. Oupa Seabi

Ibizo:

Ibamba eliyiNhlolo yoMnyango

Ikheli lendawo:

75 Fox Street, Imbumba House, Marshalltown, 2107

Ikheli:

Private Bag x 112, Marshalltown, 2107

Tel:

(011) 689 6190

Fax:

(011) 290 6700

I-Meyili:

oupa.seabi@gauteng.gov.za

3.2.2 Isekela Mgcini-Lwazi:

Ms. Mahlodi Mashita

Ibizo:

Izinsizo zomthetho

Ikheli lendawo:

75 Fox Street, Imbumba House, Marshalltown, 2107

Ikheli:

Private Bag x 112, Marshalltown, 2107

Tel:

(011) 689 8692

Fax:

(011) 634 0685

I-Meyili:

mahlodi.mashita@gauteng.gov.za

3.3 IKHOMISHANA YAMA'LUNGELO ENINGIZIMU AFRIKA(I-SAHRIC)

ibhukwana eMthethweni

Ikhomishana Yama'lungelo Eningizimu Afrika(I-SAHRIC)inakho ngokwesigaba se-10 se-PAIA, hlanganisa ibhukwana ngokusetshenziswa kwe-PAIA. ***Lomhlahlandlela uyatholakala ngalolonke ulimi ezindaweni ezilandelayo:***

- Izinsizo zoLwazi nokuXhumana kukaHulumeni(i-GCIS);
- Zonke izindawo ezibeka umthetho (i.e. Imitapo yolwazi Yombuso)
- Kuzo zonke Izikhungo Zemfundo Ephakeme (i.e. AmaNyuvesi namaNyuvesi Ezobuchwepheshe).

Ibhukwana liyatholakala futhi kwiwebhusayithi ye-SHRC ku-<http://www.sahrc.org.za>

Ikheli: *Ikhomishana yama'lungelo eNingizimu Afrika Iyunithi ye-PAIA, Ucwangingo namaBhuku oMnyango, Private Bag x 2700, Houghton, 2041*

Ikheli lendawo: *Iyunithi ye-PAIA, Ucwangingo namaBhuku oMnyango, 29 Princess of Wales Terrace, Parktown, Johannesburg*

I-Website: *www.sahrc.org.za*

I-Meyili: *PAIA@sahrc.org.za*

3.4 ISICELO SOKUFINYELELA OLWAZINI (Isigaba se-14(1)(d))

Wonke umuntu unelungelo lokucela ukufinyelela olwazini olurekhodiwe olugodlwe i-GDF, kuncike ekutheni isicelo senziwa kuliphi ifomu elibekiwe futhi izimali ezibekiwe ziyakhokhwa, futhi kuncike kwisizathu sokukhishelwa ngaphandle sitholakala kwi Sahluko sesi-4 se-PAIA. Isicelo singenziwa inoma ngubani ozenzelayo ngokuthanda kwakhe noma enza esikhundleni somunye ongakwazi ukuzenza njalo.

Izindlela zenqubo yokucela amarekhodi:iFomu

Umfakisisicelo kumele agcwalise ifomu elibekiwe eli;

- (a) ngatholakala kuziMiso ze-PAIA;
- (b) futhi likhona kuwebhusayithi ye-SAHR ethi-www.sahrc.org.za
- (c) lifakiwe kulelibhukwana njengeSithasiselo A.
- (d) liyatholwa futhi kwisentā yolwazi loMnyango esitezi esiphansi.

Inqubo

(a) Isicelo solwazi kumele sithunyelwe ku:

Isekela Mgcini-Lwazi, Private Bag X 112, Marshalltown, 2107

Attention: Ms. Mahlodi Mashita

Ucingo. (011) 689 8692 iFeksi(011) 634 0685

I-Meyili: mahlodi.mashita@gauteng.gov.za

- (b) Umfakisicelo kumelefuthi asho uma kungukuthi angathanda ukukhophisa irekhodi noma angathanda uku ukubhekisisa irekhodi emahhovisini omgwamanda wonphakathi. Enye indlela, uma irekhodi lingasiyona ikhophi esephepheni lingavulwa ngefomu eliceliwe, lapho kungakhoneka khona [isigaba sama- 29(2)].
- (c) uma umuntu ecela imvumo ngefomu elithile, lapho umfakisicelo kumele athole imvumo ngendlela acele ngayo. Ukwenza lokhu ukungenelela okungenasidingo ngokusebenza komgwamanda womphakathi, noma ukulimala kwe rekhodi, noma wephule ilungelo lokushicilela okungesilo elombuso. Uma ngezizathu ezibonakalayo, ukufinyelela kungeke kunikezelwe ngesimo esidingekayo kodwa ngenye indlela, lapho-ke imali kufanele ibalwe ngokwendlela ukuthi ocelayo aqale ayicele [s 29(3) and (4)].
- (d) Uma, ngaphezu kwempendulo ebhaliwe esicelweni serekhodi, ocelayo efuna ukutshelwa ngesinqumo ngenye indlela, isibonelo, ngocingo, lokhu kufanele kukhunjiswe Uma umfakisicelo ecela ulwazi esikhundleni somunye umuntu, indlela okwenziwa ngayo isicelo kumele itshengiswe [s 18(2)(f)].

Uma umfakisicelo engakwazi ukubhala nokufunda, noma enokukhubazeka, lapho bengenisa isicelo serekhodi ngomlomo. Umgcini-Lwazi kumele futhiagcwalise ifomu esikhundleni salowo mfakisicelo bese ebanikeza ikhophi [s 18(3)].

Isicelo esikhundleni somunye umuntu

Uma isicelo senziwe esikhundleni somunye umuntu, umfakisicelo kumele athumele ubufakazi besikhundla acelela kuso , ukuze kweneliseke iSekela likaMgcini-Lwazi.

Isicelo sabantu abanokukhubazeka

- (a) Uma umfakisicelo engakwazi ukubhala nokufunda, noma enokukhubazeka, lapho bengenisa isicelo serekhodi ngomlomo. ISekela likaMgcini-Lwazi (nobe wakhe / isithunywa sakhe) uyobe ugqwalise ifomu egameni ocelayo bese anikeze ikhophi yefomu eligqwalisiwe isicelo.

- (b) IPhini leSikhulu soLwazi (noma inxusa lakhe) lizosiza umfakisicelo ukuba ahambisane nezidingo ngenhla ukucela ukufinyelela kulwazi, kuhlanganise wayebhekisele

umfakisicelo, uma kuba sobala ukuthi isicelo solwazi kufanele senziwe kwenye yomphakathi, kwezinye umzimba okunjalo.

Ukudluliswa kwezicelo

- (a) Izicelo zamarekhodi angase kwelinye ibandla lomphakathi kule zimo ezilandelayo:
- (i) Lapho irekhodi olugcinwe yomunye kahulumeni;
 - (ii) Udaba isihloko rekhodi eduze ngaphezulu ezihlobene nemisebenzi ye- yomunye umgwamanda womphakathi;
 - (iii) Ukulandisa lenziwe somphakathi, noma wathola kuqala ngenye kahulumeni;
- (iv) Irekhodi liqukethe ulwazi oluphathelele izithakazelo kwezomnotho kanye nenhlalakahle zezimali the Republic, kanye nemisebenzi kwezentengiselwano zomphakathi.
- (b) Ezimweni ezinjengalezi iPhini Information Officer (nobe wakhe / isithunywa wakhe) kwakuyodingeka ukudlulisa isicelo kweminye imigwamanda yomphakathi maduze nje ngokwanele, kodwa zingakapheli izinsuku eziyi- 14 phakathi kwelisidi yesicelo. Uma umgwamanda womphakathi noma umgccini-lwazi isicelo esenziwe esiphethe irekhodi futhi ifaka ukuba wusizo lwayo ukwenzela ukuthi umgcinilwazi weminye imigwamanda yomphakathi akwazi ukubhekana nesicelo, irekhodi noma ikhophi yerekhodi izothunyelwa kumgcinilwazi.
- (c) Uma isicelo sokufinyelela kwirekhodi sedluliselwe phambili, kumele sifakwe kwikhompyutha kusukela osukwini esatholwa ngalo kuqala. Zonke izikhathi ezibekiwe ezifanele lezi ezisebenza kwisicelo solwazi kumele ifakwe kwi

saziso sokudluliselwa phambili

- (a) Lapho isicelo sokufinyelela sedluliselwe phambili, iSekela Mgcini-Lwazi elenza ukwedlulisela ngalesosikhathi uyokwazisa umfakisiselo ngo:
 - (i) kwedluliselwa phambili
 - (ii) isizathu sokwedluliswa; futhi
 - (iii) isikhathi okumele kubhekwane ngaso nesicelo.

- (b) ISekela likaMgcini-Lwazi lizoqinisekisa ngokwanele ukuthi i/amarekhodi ayagcinwa kuze kuthathwe isinqumo ngokufinyelela olwazini. Izikhathi ezibekiwe zezikhalazo zizobandakanywa.

Ukukhokhwa kwezimali

Zimbili izinhlobo zezimali ezidingeka zikhokhwe ngokwe-PAIA, kuba imali yesicelo nemali yokufinyelela (s22). Umfakisiselo odinga ukufinyeleleka kwirekhodi eliqukethe ulwazi lakhe ngaye akudingeki ukuthi akhokhe imali yokufaka isicelo.. Noma imuphi umfakisiselo, ongasiyena ozifakela yena isicelo, kumeleakhokhe imali edingekayo yokufaka isicelo.

- (b) Umfakisiselo angafaka isikhalazo sangaphakathi, lapho kufanele, noma isicelo enkantolo esiphikisana nombeki noma nokukhokhwa kwemali yesicelo.
 - i) Emva komgcini-lwazi esesenzile isinqumo ngesicelo, umfakisiselo kumele aziswe ngalesosinqumo ngendlela umfakisiselo afuna ukwaziswa ngayo.
 - ii) Uma isicelo sivunyelwe, lapho-ke imali yokuqhubekela phambili nokufinyelela kumele ikhokhwe ukuze kuseshwe, kulungiselelwe, kuphinde kukhiqizwe nanoma imaphi amahora abekiwe ukusesha kanye nokulungisa irekhodi ukuze lidalulwe.

- (c) Izimali lezi ezibekiwe ziqukethwe kuziMiso ezisabalalisiwe ngokwe-PAIA futhi kumele zikhokhwe ngumfakisiselo ngaphambi kokuba i-GDF yenze noma imaphi amarekhodi aveliwe atholakale kumfakisiselo. Ikhophi leshuduli lemali ebekiwe lifakiwe kuleli bhukwana njengeSithasiselo C.

- (d) Izimali ziyakhokheka kuPhiko loMnyango Wezimali (kuma-cashier), Ground floor, Imbumba

House, 75 Fox Street, Marshalltown,

3.5 IZIFUNDO NEZIGABA ZAMAREKHODI AGODLWE I-GDF [Isigaba se-14(1) (d)]

Izigaba zamarekhodi e-GDF nokufinyelela kulwazi kumphakathi ngokulandelayo(kuyahambelana nemisebenzi nezinsizo ze-GDF):

- i) Imigomo, Amasu, Ukuthunywa, Izaziso zikaHulumeni neSishayamthetho:
- ii) Izitatimende zezindaba nezethulo;
- iii) Amarekhodi oMnyango Wezimali;

3.6 AMAREKHODI ATHOLAKALA NGOKUZENZEKELAYO [isigaba se-14(1)(e)]

Izigaba ezilandelayo zamarekhodi e-GDF ziyatholakala kwiwebhusayithi yoMnyango <http://www.finance.gpg.gov.za> ukuze zibhekwe futhi zidanulodwe ngaphandle kokwenza isicelo ngokoMthetho:

- iv) Amabhukwana
- v) Imibiko yonyaka
- vi) Izinsizo Zezinhlelo zezindaba
- vii) Amathuba Omnotho
- viii) Imigomo noMthetho
- ix) Imisebenzi efundelwe

Kulamalekhodi asevele abekiwe namLekhodi omlando wesizwe saseNingizimu Afrika, amalekhodi azokwenziwa ukuthi atholakale ngokuvumelana kahle nokuqondene nomthetho walamalekhodi, aphakathi kokunye:

- UMthetho wama-2000, wokuqhubekisa amathuba okufinyelela olwazini (Umthetho wesi-2 wama-2000)
- Umthetho wokuvikela ulwazi, wangama-1982 (umthetho wama-80 wangama-1982); no
- Amalekhodi omlando weSizwe nomThetho wamaLekhodi aseNingizimu Afrika, wngama-1996 (umthetho . wama-43 wangama-1996)

3.7 AMAKHAMBI ATHOLAKALAYO NGESIKHATHI SOKUNGAHAMBISANI NE-PAIA [Isigaba se-14(1)(h)] Isikhalo sangaphakathi

UMfakisicelo angafaka isikhalazo ngaphakathi esiphikisana nesinqumo seSekela Mgcini-Lwazi sokunqaba isicelo, noma esiphikisana nesicelo kanye nemali yokufinyelela, noma isikhathi esengeziwe sokubhekana nesicelo.

Ifomu

- (a) Isikhalazo kumele sifakwe ngefomu elibekiwe leli eliprintiwe kuziMiso elikhishwe ngokwe-PAIA, noma ifomu elifanayo naleli fomu. Ikhophi yaleli fomu lifakiwe kulelibhukwana njengeSithasiselo B. Amakhophi alelifomu ayatholakala futhi emahhosisini e-GDF, noma kwiSekela Mgcini-Lwazi okubhekiswe kulo kulelibhukwana. Ifomu futhi liyatholakal kuwebhusayithi ye-GDF.
- (b) Isikhalazo kumele sifakwe ezinsukwini ezingama-60 noma uma isaziso sidingeka kumuntu wesithathu nge-s49((1) esikhathini esiyizinsuku ezingama-30 emva kokuba isiziso sikhishelwe okhalazayo ngesinqumo noma, uma isaziso kokhalazayo singadingeki, emva kokuthathwa kwesinqumo. Isikhalazo kumele senziwe ngekheli, ngenombolo yefeksi noma ngekheli lemeyili yonyazi yeSekela Mgcini-Lwazi.
- (c) Okhalazayo kumele anikeze imininingwane kwifomu lokukhalaza ngokwezizathu zokukhalaza ngaphakathi, ufisa ukwaziswa kanjani ngesinqumo sesikhalazo, futhi akhokhe imali ebekiwe (uma ikhona).

Iziphathimandla esifanele sizovumela ukufakwa kwesikhalazo emva kwesikhathi kuphela uma isikhuthazo sokhalazayo simangaza. Okhalazayo uyokwaziswa uma isikhalazo sakhe singavunyelwanga.

Imali yesikhalazo

- (a) Okhlazayo kumele akhokhe imali yokukhalaza ebekiwe (uma ikhona). Isinqumo sesikhalazo sangaphakathi singahlehliswa kuze kukhokhwe imali yesikhalazo
- (b) Emva kokuthola isikhalazo, iSekela Mgcini-Lwazi kumele phakathi kwezinsuku eziyi-10 athumele isikhalazo Sangaphakathi kuMgcini-Lwazi Omkhulu, izizathu zakhe ngesinqumo sakhe, kanye neminingwane yomuntu wesithathu obandakanyekayo, uma ekhona.

Umuntu wesithathu

- (a) Uma i-GDF ibandakanya isikhalazo sangaphakathi esiphikisana nesicelo sokufinyelela kwirekhodi lomuntu wesithathu lona ophathelene nemfihlo, ibhizinisi kanye nolunye ulwazi oluyimfihlo; kanye namarekhodi e-SARS, i- GDF kumele yazise umuntu wesithathu mayelana sikhalo zingakapheli izinsuku ezingama-30 emva kokuthola lesi sikhalo, futhi yi-esheshayo kusho kungeke kwenzeka. I-GDF izogcwalisa umuntu wesithathu ngokubhaliwe nangomqondo wesikhalazo, iminingwane yokhalazayo, futhi isho ukuthi i-GDF inombono wokuthi ulwazi kumele luvuzelwe abantu. Umuntu wesithathu lapho unezinsuku ezingama-21 ukwenza isethulo esibhaliwe sokuthi kungani isicelo kumele singathathwa, noma anikeze imvumo ebhaliwe yokudalula irekhodi kumfakisicelo.
- (b) I-GDF ingabandakanya ukufakwa kwesikhalazo Sangaphakathi esiphikisana nokunikeza ukufinyelela olwazini. I-GDF izobe isiyazisa umfakisicelo ngesikhalazo ezinsukwini ezingama-30 emva kwelisidi yesikhalazo sangaphakathi. Umuntu wesithathu lapho unezinsuku ezingama-21 ukwenza isethulo esibhaliwe sokuthi kungani isicelo serekhodi kumele sithathwe.

Isaziso ngesicelo

I-GDF singaqinisekisa isinqumo okuyiso, noma yenze esinye isinqumo. Lokhu kuzokwenzeka ezinsukwini ezingama-30 emva kwelisidi yesikhalazo sangaphakathi, noma ezinsukwini zokusebenza eziyisi-5 emva kokuthola isethulo esibhaliwe mayelana nesikhalazo. Isikhalazo sizonikezwa okhalazayo, wonke umuntu wesithathu obandakanyekayo nomfakisicelo, esisho izizathu zesinqumo.

Isicelo enkantolo

- (a) Okhalazayo, umuntu wesithathu noma umfakisiselo uyokwaziswa ngokuthi angafaka isicelo enkantolo esiphikisana nesinqumo Esikhalazweni Sangaphakathi ezinsukwini ezingama-60 noma ezinsukwini ezingama-30 (uma isaziso kumele sinikezwe umuntu wesithathu). Izikhathi ezibhaliwe zizosebenza uma i-GDF ivuma ukunikeza imvumo kwirekhodi lapho umuntu wesithathu esenelungelo lokwenza isethulo esiphikisana nalesisinqumo ngaphambi kokuba imvumo inikezwe kwirekhodi.
- (b) Uma i-GDF ingakwazi ukuhambisana nezimiso ezingenhla nezikhathi ezibekiwe kwiSikhalazo Sangaphakathi, i-GDF izothathwa njengechithe Isikhalazo Sangaphakathi.
- (c) Umfakisiselo noma umuntu wesithathu angafaka isicelo KUPHELA eNkantolo Ephakeme (noma inkantolo enesimo esifanayo) ngenxa yempumuzo efanele emva komfakisiselo noma umuntu wesithathu esephelelwe yinqubo Yesikhalazo Sangaphakathi, ezinsukwini ezingama-30 emva kwesinqumo Sesikhalazo Sangaphakathi. Awekho amarekhodi angagodlwa enkantolo. Izingubo zasenkantolo zinombango, futhi inkantolo ingaqinisekisa, ichibiyele noma ibeke eceleni isinqumo sesikhalazo sangaphakathi, noma inikeze umthetho ovimbelayo.

3.8 UKUTHOLAKALA KWE-MANUWALI [Isigaba se-14(3)]

Le Manuwali izikwenziwa ukuba itholakale kwiKhomishana Yamalungelo Esintu maqondana nendima yesi-4 (1) yeziMiso ezisabalalisiwe ngokwe-PAIA, futhi iyokhishwa kwiwebhusayithi ye-GDF (<http://www.finance.gpg.gov.za>) amakhophiemanuwali izotholakala futhi emahhovisini e-GDF ukuze ibhekwe. Imali ebekiwe iyasebenza lapho amakhophi kumele enzelwe abafakisiselo.

4. AMAFOMU ABEKIWE UKUFINYELELA KUMAREKHODI

ISITHASISELO A IFOMU A

ISICELO SOKUFINYELELA KUMA REKHODI OMGWAMANDA WOMPHEKATHI

(Isigaba se-18 (1) soMthetho wangama-2000, Wokuqhubekisa Amathuba Akufinyelela Olwazini

(Umthetho wesi-2 wango-2000

(IsiMiso sesi- 6)

NGOKOMNYANGO KUPHELA

Inombolo yokuqinisekisa: _____

Isicelo sitholwe ngu: _____ (shono isikhundla, igama nesibongo so

mgcini-Lwazi/ iSekela Mgcini-Lwazi) e _____ (usuku), e _____ (indawo).

Imali yesicelo (uma ikhona): R _____

Idiphosithi (uma ikhona): R _____

Imali yokufinyelela: R _____

ISISHICILELO SIKAMGCINI-LWAZI/
ISEKELA MGCINI-LWAZI

A. Imininingwane yomphakathi

Umgcini-Lwazi/ Isekela Mgcini-Lwazi:

B. Imininingwane yomuntu ocela ukufinyelela kumalikhodi

- (a) Imininingwane yomuntu ocela ukunikwa imvumo kumalikhodi kumele asinike ngezansi.
- (b) Ikheli futhi/ noma inombolo ye-fax kulelizwe okumele lolulwazi luthunyelwe khona kumele ululethe.
- (c) Ubufakazi bolwazi ngendlela isicelo esenziwe ngayo, uma inesidingo, kumele ifakwe.

Amagama aphelele nesibongo: _____

Inombolo kamazisi: _____

Ikheli: _____

Inombolo yeFeksi: _____

Inombolo Yocingo: _____

Ikheli Lemeyili: _____

Isikhundla okwenziwe ngaso isicelo, uma senziwe esikhundleni somunye umuntu:

C. Imininingwane yomuntu okwenziwe ngaye isicelo

Le ngxenye kumele igcwaliswe **KUPHELA** uma isicelo senziwe esikhundleni somunye umuntu.

Amagama aphelele nesibongo: _____

Inombolo Kamazisi: _____

D. Imininingwane yelikhodi

- (a) Nikeza imininingwane egcwele yelikhodi ocelela ukufinyelela kulo, ufake inombolo yokuqinisekisa uma uyazi, ukuze kukwazi ukuthi ilekhodi ulithole.
- (b) Uma isikhala osinikiwe singenele sicela uqhubekele ephepheni eliseceleni bese ulihlanganisa nalelif omu. Umfakisicelo kumele ashicilele onke amaphepha angeziwe.

1. Ukuchazwa kwe-rekhodi noma inxenye ehambelana ne-rekhodi: _____

2. Inombolo yokuqinisekisa, uma ikhona: _____

3. Noma ngabe iyiphi imininingwane ye-rekhodi: _____

E. Mali

- (a) Isicelo sokufinyelela kwi-rekhodi, esinye ngaphandle kwe-rekhodi eliphethe imininingwane ngawe, izoqhubekiswa kuphela emuva kwemali yesicelo isikhokhiwe.
- (b) Uzobikelwa ngenani lemali elidingeka ulikhokhe njengemali yesicelo.
- (c) Le mal ikhokhelwa ukuthola imvumo kuma-rekhodi kuya ngefomu elidinga imvumo futhi nesikhathi esanele esidingekayo ukubheka nokulungiselela amarekhodi.
- (d) Uma ukulungele ukukhululwa ukuthi ukhokhe noma iyiphi imali, sicele usho isizathu sekukhulwa kwakho.

Isizathu sokukhululwa ekukhokheni lemali : _____

Uma uvinjwa ukukhubazeka ngokufunda, veza noma ulalele irekhodi ngendlela oyinikeziwe yokufinyelela kusukela koku-1 kuyakoku-4 okungezansi, shono ukukhubazeka kwakho futhi veza indlela yokudingeka kwaleli rekhodi.

Ukukhubazeka:	Indlela elidingeka ngayo leirekhodi:

Maka ibhokisi okuyilo ngo-**X**.

(a) Ukuhambisana nesicelo sakho sokufinyelela ngendlela ethize kungancika ngendlela irekhodi elitholakala ngayo.
(b) Ukuthola imvumo kwi-fomu olicelile inganqatshwa ngezinye izizathu. Ezimeni ezinjena, uyokwaziswa futhi irekhodi uyonikwa ngenye indlela.
(c) imali ekhokhelwa imvumo yamarekhodi, kuyoya ngokuthi iyiphi indlela lemvumo ecelwa ngayo.

1. Uma irekhodi libhalwe ngendlela eprintiwe.		
Ikhophi yerekhodi*	Ukubhekwa kwerekhodi	
2. Uma irekhodi liqumkethe amagama arikhodiwe noma ulwazi olungakwazi ukukhishwa futhi ngomsindo:		
Veza izithombe	Amakhophi ezithombe*	Ukuloba izithombe zithathwe kwezinye*

3. Uma irekhodi liqumkethe amagama arikhodiwe noma ulwazi olungakwazi ukukhishwa futhi ngomsindo:		
Lalela ingoma (ikhasethi)	Ukuqopha umsindo wetrekhi (ebhaliwe noma umbhalo oprintiwe)	
4. Uma irekhodi liphethwe ngekhompyutha noma ngohleloxhumano noma ngendlela yomshini ofundekayo:		
Ikhophi eprintiwe yerekhodi	Ikhophi eprintiwe yolwazi olusuka kwirekhodi	Ikhophi kwi-khompyutha eyindlela efundekayo (eqoqekile noma idiski)

*uma ucele irekhodi noma ukulotshwa kwerekhodi (ngenhla), uyafisa ukuthi ikhophi noma okulotshiwe kuposwe kuwe?	YEBO	CHA
Ukuposwa kuyakhokhelwa.		

Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluncamelayo, imvumo uzoyinikwa ngolimi lwe rekhodi olukhona ngalo.

Iluphi ulimi ongancamela ngalo irekhodi? _____

F. Isaziso sesinqumo esiphathelene nemvumo

Uzotshelwa ngokubhaliwe noma isicelo sakho sivunyiwe/ senqatshiwe. Uma ufisa ukwaziswa ngenye indlela, sicela uyiveze leyondlela futhi unikeze imininingwane enesidingo ukukwazi ukuhambiselana nesicelo sakho.

Uncamela ukwaziswa kanjani ngesinqumo esiphathelene nesicelo sakho sokufinyelela kuma rekhodi? _____

Ishicilelwe e _____ Lokhu _____ osukwini lwe _____ 20 _____

ISIGINESHA YOMFAKISICELO/YOMUNTU
OKWENZIWE ISICELO ESIKHUNDLENI SAKHE

**ISITHASISELO B IFOMU B
ISAZISO NGESIKHALAZO SANGAPHAKATHI**

(Isigaba sama-76swomthetho wangama-2000 wokuqhubekisa amathuba
okufinyelela olwazini (Umthetho wesi-2 wango-2000)

(IsiMiso sesi- 8)

SHONO INOMBOLO YAKHO YOKUQINISEKISA:

A. Imininingwane yomphakathi

Umgcini-Lwazi/ ISekela Mgcini-Lwazi: _____

B. Imininingwane yomfakisicelo/ingxenye yesithathu efake isikhalazo sangaphakathi

- (a) Imininingwane yomuntu ocela ukunikwa imvumo kumalikhodi kumele asinike ngezansi.
(b) Ikheli futhi/ noma inombolo ye-fax kulelizwe okumele lolulwazi luthunyelwe khona kumele ululethe.
(c) Ubufakazi bolwazi ngendlela isicelo esenziwe ngayo, uma inesidingo, kumele ifakwe.

Amagama aphelele nesibongo: _____

Inombolo kamazisi: _____

Ikheli: _____

Inombolo yeFeksi: _____

Inombolo Yocingo: _____

Ikheli Lemeyili: _____

Ngesikhundla okwenziwe ngaso isicelo, uma senziwe esikhundleni somunye umuntu:

C. Imininingwano Yomfakisicelo

Le ngxenye kumele igcwaliswe KUPHELA uma umuntu wesithathu (ngaphandle Komfakisicelo) efaka Isikhalazo Sangaphakathi.

Amagama aphelele nesibongo: _____

Inombolo kamazisi: _____

Ikheli: _____

Inombolo yeFeksi: _____

Inombolo Yocingo: _____

Ikheli Lemeyili: _____

Ngesikhundla okwenziwe ngaso isicelo, uma senziwe esikhundleni somunye umuntu:

D. Isinqumo esiphikisana nesikhalazo sangaphakathi esifakiwe

Maka isinqumo esiphikisana nesikhalazo sangaphakathi esifakiwe ngo-**X** ebhokisini elifanele:
Ukwengqatshelwa isicelo semvumo

Isinqumo mayelana nemali ebekiwe ngokweSigaba sama-22 soMthetho

Isinqumo mayelana nokunyunyuswa kwesikhathi okumele isicelo kubhekanwe naso ngokwesigaba sama-26(1) soMthetho

Isinqumo ngokwe Sigaba sama-29(3) soMthetho ngokwenqatshelwa ukufinyelela kwifomu eliceliwe ngesiNqumo Somfakisicelo ukunikeza isicelo ukuze afinyelele

E. Izizathu zeSikhalazo

Uma isikhala osinikiwe singenele sicela uqhubekele ephepheni eliseceleni bese ulihlanguanisa nalelifomu. Kumele ashicilele onke amaphepha angeziwe.

Shono izizathu isikhalazo sangaphakathi esibheke kuzo: _____

Shono noma iluphi ulwazi olufanele ukuze kubhekwe isikhalazo: _____

F. Isaziso ngesinqumo sesikhalazo

Uyokwaziswa ngokubhaliwe ngesinqumo sesikhalazo ssakho sangaphakathi. Uma ufisa ukwaziswa ngenye indlela, sicela uyiveze leyondlela futhi unikeze imininingwane enesidingo ukukwazi ukuhambiselananesicelo sakho.

Shonoindlela: _____

Imininingwano yendlela: _____

Ishicilelwe e _____ -Lokhu _____ osukwini lwe _____ 20 _____

ISIGINESHA YOKHALAZAYO

NGOKOMNYANGO KUPHELA**AMAREKHODI ASEMTHETHWENI ESIKHALAZO SANGAPHAKATHI:**

Isikhalazo sitholwe _____ (usuku), ngu _____ (shono isikhundla, igama neisibongo sikaMgcini-Lwazi/ ISekela Mgcini-Lwazi) _____

Isikhalazo esihamba nezizathu zikaMgcini-Lwazi/ Sekela Mgcini-Lwazi ngesinqumo futhi, lapho kunesidingo, imininingwane yonoma imuphi umuntu wesithathu irekhodi elibhene neye, ithunyelwe nguMgcini-Lwazi / nguSekela Mgcini-Lwazi _____ (ngosuku) kuziphathimandla ezifanele.

UMPHUMELA WESIKHALAZO:**ISINQUMO SOMGCINI-LWAZI/SEKELA MGCINI-LWAZI SIQINISEKISIWE/ISINQUMO ESISHA SITHUNYELWE/ISINQUMO ESISHA:**

USUKU: _____

IZIPHATHIMANDLA EZIFANELE: _____

ISITHASISELO C
IFOMU C
ISHEDULI YEMALI EBEDIWE

Imali yekhophi yemanuwali ihlongoziwe kusiMiso sesi-5(c) sayoyonke ikhophi eyenziwayo ewusayizi wekhasi i-A4 noma ingxenywe yalo	R0-60
Imali yokukhiqiza futhi kubhekiswe kumthetho wesi-7 (1) kunje ngokulandelayo. (a) Onke amakhophi enziwe awusayizi wekhasi elingu-A4 noma ingxenywe yalo (b) Onke amakhophi aprintiwe osayizi we-A4 noma ingxenywe yalo asekhompuyutheni noma emshinini ongendlela efundekayo (c) Eyekhophi yendlela efundekayo esekhompuyutheni 1 . i-Stiffi diski 2. i-CD. (d) okuqoshwa kwezithombe ezibonakalayo (i) Awekhasi elingu-A4 noma ingxenywe yalo (ii) Yekhophi yezithombe ezibonakalayo (e) eyokuqoshwa komsindo orekhodiwe (i) Awekhasi elingu-A4 noma ingxenywe yalo (ii) Eyekhophi yomsindo orikhodiwe	R0-60 R0-40 R5-00 R60-00 R22-00 R60-00 R12-00 R17-00
Imali yesicelo ikhokhwa ngumfakisicelo, uma engumfakisicelo mathupha kubhekiswe kumthetho wesi-7 (2)	R35-00
Imali yokufinyelela ekhokhwa umfakisicelo okubhekiswe kuyo kusiMiso 7(3) anjengokulandelayo: 1. (a) Onke amakhophi enziwe awusayizi wekhasi elingu-A4 noma ingxenywe yalo (b) Onke amakhophi aprintiwe osayizi we-A4 noma ingxenywe yalo asekhompuyutheni noma emshinini ongendlela efundekayo (c) Eyekhophi efundekayo esekhompuyutheni (i) i-Stiffi diski (ii) i-CD. (d) okuqoshwa kwezithombe ezibonakalayo (i) Awekhasi elingu-A4 noma ingxenywe yalo (iii) Yekhophi yezithombe ezibonakalayo (e) eyokuqoshwa komsindo orekhodiwe (i) Awekhasi elingu-A4 noma ingxenywe yalo (ii) Yekhophi yomsindo orikhodiwe (f) Ukusesha nokulungiselela ukuvezwa kwerekhodi, ngehora ngalinye noma okuyingxenywe yakho, ngaphandle hora lokuqala, izizathu ezizwakalayo ziyadingeka ukusesha nokulungiselela 2. Ngezinhloso zesigaba sama-22(2) se-PAIA, okulandelayo kuyenzeka: (a) Amahora ayisithupha ngoba esedlulile ngaphambi kokukhokha idiphozi (b) Ingxenywe enkulu yemali yemvumo ikhokhwa ngumfakisicelo njengediphozi 3. Imali okuyiyona ngqo yokuposa ikhokhwa lapho ikhophi yerikhodi isithunyelwe kumfakisicelo.	R0-60 R0-40 R5-00 R40-00 R22-00 R60-00 R12-00 R17-00 kuka-R15-00 ngehora ngalinye




**P
A
I
A**



**Imanuwali Yokufinyelela Olwazini
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**PHIHLELLO YA TSEBISO YA BUKANA
YA TATAISO YA LEFAPHA LA
DITJHELETE LA GAUTENG**



BUKATATAISO HO LALELA KAROLO YA 14 YA MOLAO WA KGOHALETSO YA HO
FIHLELLA DITSEBISO, 2000 (MOLAO WA NO. 2 WA 2000)

O HLOPHISITSWE HO LALELA KAROLO YA 14 YA MOLAO WA KGOHALETSO YA
HO FIHLELLA DITSEBISO, 2000 (MOLAO WA NO. 2 WA 2000)

Ha Mmoho re Tswellisetsa Lebatowa la Gauteng Pele



PROVENSE YA GAUTENG

DITJHELETE
RIPHABOLIKI YA AFORIKABORWA

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DITLHALOSO

Tataisong ena, ntle le ha maemo a hloka ka tsela e nngwe e fapaneng -

“Tefo ya phihlello” e bolela tefo e behilweng bakeng sa sepheo sa ho hatisa rekoto hape le bakeng sa ho e batlisisa le ho e hlophisa hape le bakeng sa ha nako e utlwahalang e behilweng e feta dihora tse behilweng bakeng sa ho fuputsa le ho hlophisa rekoto eo hore e ka ntshuwa.

“Lekgotla la dinyewe” ho bolelwa;

- (a) Lekgotla la dinyewe la Molao wa Motheo le sebetsang ho latela Karolo ya 167 (6) (a) ya Molao wa Motheo wa Riphaboliki ya Afrikaborwa, 1996; kapa
- (b) (i) Lekgotla la Dinyewe le Phahameng kapa lekgotla le leng la dinyewe le nang le maemo a tshwanang le lona; kapa
 - (ii) Lekgotla la Makgiseterata, ekaba ka kakaretso kapa ho latela sehlopha se hlakisitsweng sa diqeto ho latela molao wa PAIA, le kgethilweng/fuweng matla ke Letona; ka ho ntsha tsebiso Koranteng ya Mmuso mme le etelwe pele ke makgiseterata kapa makgiseterata wa tlatsetso ya fuweng matla ho latela karolo ya 91A, ho ka sebetsa sebakeng se tshwanetseng ho ya ka molao -
- (aa) qeto ya mohlanka wa ditsebiso kapa bookamedi bo tshwanetseng ba boemedi ba setjhaba kapa hlooho ya boemedi ba poraevete bo nkilweng; (bb) boemedi ba setjhaba kapa ba poraevete bo amehang bo nang le sebaka sa bona sa motheo sa botsamaisi kapa sa kgwebo; kapa
- (cc) moikopedi kapa mokgatlo/motho e mong wa boraro ya amehang ya dulang atereseng eo kapa e le moahi/modudi fela.

“GDF” e bolela Lefapha la tsa Ditjhelete la Gauteng.

“Tataiso” ho bolelwa buka e hlahisitsweng ke Khomishene ya Ditokelo tsa Botho ho latela karolo ya 10 ya Molao wa ho Kgothaletsa Phihlello ya Ditsebiso, Molao wa No. 2 wa 2000, ka sepheo sa ho thusa motho ya lakatsang ho sebedisa tokelo efe kapa efe ya hae ho latela Molao.

“Khomishene ya Ditokelo tsa Botho” ho bolelwa Khomishene ya Ditokelo tsa Botho.

“Mohlanka wa ditsebiso”, ka kamano le Lefapha, ho bolelwa Hlooho ya Lefapha.

“Mohlanka” ka kamano le boemedi ba setjhaba kapa boemedi ba poraevete ho bolelwa;

- (a) motho ofe kapa ofe ya hirilweng (sa ruri kapa nakwana boemong ba nako ka botlalo (yohle) kapa ka karolwana e itseng ya nako) ke boemedi ba setjhaba kapa ba poraevete, ho tla tswa ka hore maemo ke afe, ho kenyeletswa hlooho ya boemedi boemong ba hae ho latela kamoo a thontsweng ka teng; kapa
- (b) setho sa boemedi ba setjhaba kapa sa poravete boemong ba hae ho latela kamoo a thontsweng ka teng;

“PAIA” ho bolelwa Molao wa ho Kgothaletsa Pihlello ya Ditsebiso wa 2000, (Molao wa No. 2 wa 2000); “Motho” ho bolelwa motho ka tlhaho kapa wa molao.

“Moikopedi” ho bolelwa moikopedi ya batlang ho fihlella rekoto e jereng ditsebiso ka yena jwaloka moikopedi;

“boemedi ba poraevete” ho bolelwa -

- (a) motho ka tlhaho ya nang le kapa ya nang le bokgoni bofe kapa bofe ba ho sebetsa ka matsoho, kgwebo kapa porofeshene empa boemong boo fela;
- (b) selekane se nang le kapa ya nang le bokgoni bofe kapa bofe ba ho sebetsa ka matsoho, kgwebo kapa porofeshene; kapa
- (c) motho ofe kapa ofe ya kileng a sebetsa ka molao kapa ya ntseng a sebetsa ka molao empa e sa kenyeletse boemedi ba setjhaba;

“Boemedi ba setjhaba” ho bolelwa -

- (a) lefapha lefe kapa lefe la puso kapa tsamaiso bohatoong ba puso ya naha kapa ya porofense kapa masepala; kapa
- (b) tshebetso kapa institushene efe kapa efe kapa ha;
 - (i) e sebedisa matla kapa e etsa mosebetsi ofe kapa ofe ho latela Molao wa motheo kapa molao wa motheo wa porofense; kapa
 - (ii) e sebedisa matla a setjhaba kapa e etsa mosebetsi wa setjhaba ho latela molao o mong ofe kapa ofe.

“Rekoto” ho bolelwa ditsebiso dife kapa dife tse rekotilweng -

- (a) ho sa natswe mokgwa kapa sebopeho seo e fumanehang ka sona;
- (b) e tshwerweng kapa e tlasa taolo ya boemedi ba setjhaba kapa ba poraevete ka tatellano; hape
- (c) ho sa natse hore na e bopilwe ke boemedi ba setjhaba kapa ba poraevete ka tatellano.;

“Melawana ho latela kgothaletso ya phihlello ya ditsebiso” ho bolelwa melawana ho latela kgothaletso ya phihlello ya ditsebiso e phatlaladitsweng Tsebisong ya Puso ya no. R. 187 wa 15 Hlakola 2002 (Koranteng ya Puso ya No. 23119), jwaloka ha o tlatseleditse ke Tsebiso ya Puso ya No. R. 1244 wa Loetse 2003 (Koranteng ya Puso ya No.2541 1).

“Bookamedi bo tshwanetseng” ho latela direkoto tse kopuweng ho tswa Lefapheng - ho bolelwa Letona.

“Kopo ya phihlello” ho bolelwa kopo bakeng sa ho fihlella rekoto ho latela karolo ya 11 ya PAIA;

“Moikopedi” ho bolelwa -

- (i) motho ofe kapa ofe (ntle le boemedi ba setjhaba bo hlakisitsweng serapeng sa (a) kapa (b) (i) ho latela tlhaloso “boemedi ba setjhaba”, kapa mohlanka ofe kapa ofe eo ho buuwang ka yena) ya etsang kopo bakeng sa ho fihlella rekoto ka boemedi boo ba setjhaba; kapa
- (ii) motho ya sebetsang boemong ba motho e mong eo ho buuwang ka yena seratswaneng sa tlatsetso sa (i);

“Boemedi ba boraro” ho bolelwa motho ofe kapa ofe (ho kenyeletswa, empa ho sa sehwa moedi, mmusong wa puso ya matjhaba, mokgatlo wa matjhaba kapa lekala la mmuso kapa mokgatlo oo) ntle le -

- (i) moikopedi ya amehang; le
- (ii) boemedi ba setjhaba.

“matsatsi a mosebetsi” ho bolelwa matsatsi afe kapa afe ntle ho Meqebelo, Disontaha kapa matsatsi a phomolo a setjhaba jwaloka ha ho hlalositswe karolong ya 1 ya Molao wa Matsatsi a Phomolo a Setjhaba wa 1994 (Molao wa No. 36 wa 1994).

Tataisong ena, mantswa a hlalolang bong bofe kapa bofe bo le bong a tla kenyeletsa bong ka bobedi ba bona mme bonngwe bo tla kenyeletsa bongata ntle le ha maemo a hlakisa ka tsela e nngwe e itseng.

SELELEKELA

Molao wa Ntshetsopele ya Ho Fihlella Ditsebiso wa 2000, (Molao wa No 2 wa 2000) (PAIA) o hlakisa hore boemedi ba setjhaba bo tlamehile ho fana ka direkoto tse tshwerweng ke Boemedi bo jwalo e le hore ho tle ho kgone ho thusa kopong efe kapa efe ya ditsebiso.

Ho ikamahanya le Molao, Lefapha la tsa Ditjhelete la Gauteng (mona le hlalosa e le "Lefapha") le hlakisa bukatataiso ya lona e jereng mesebetsi ya lona ya motheo, lenane la direkoto tsohle tseo Lefapha le di bolokileng hammoho le Sebopeliso sa Mokgatlo sa Lefapha.

3. DINTLHA HO LATELA KAROLO YA 14 YA PAIA

3.1 Mesebetsi le sebopeliso sa Lefapha la tsa Ditjhelete (GDF) [Karolo ya 14(1)(a)]

Karolo ya 32 (1)(a) ya Molao wa Motheo wa 1996 (Molao wa No.103 wa 1996) (mona o hlalosa e le "Molao wa Motheo") o hlakisa hore motho e mong le e mong o na le ditokelo tsa ho fihlella "ditsebiso dife kapa dife tse tshwerweng ke puso" Karolo ya 32(2) ya Molao wa motheo o beha boikarabelo Pusong ho kenya tshebetsong molao wa naha ho ka kenya tshebetsong tokelo ena.

Ho ikamahanya le Karolo ya 32(2) ya Molao wa motheo, Molao wa PAIA o ile wa kenngwa tshebetsong hore tokelo ena ya phihlello e tle e phethahatswe.

Karolo ya 14 ya Molao wa PAIA o fa karolo e nngwe le e nngwe ya mmuso mesebetsi wa ho hlophisa bukatataiso ya ho tsebisa setjhaba ka direkoto tse tshwerweng ke Lefapha la tsa Ditjhelete le hore na setjhaba se ka fihlella direkoto tseo jwang.

3.1.1 Boikarabelo ba Lefapha

Boikarabelo le mosebetsi wa bohlokwa wa Lefapha la tsa Ditjhelete o thehilwe hodima Molao wa motheo, Molao wa Taolo ya Ditjhelete tsa Setjhaba (PFMA), Molao wa Tshebeletso ya Setjhaba (jwaloka ha o tlatseleditse) hammoho le melao le maano ohle a tshwanetseng ho sebetsa mmusong ho kenyeletswa Pampiri e Tshweu ya Batho Pele jwalojwalo. Boikarabelo ba Lefapha ka ho toba bo hlaha melaong e latelang, le e meng e tsamaisang le ona:

- Molao wa motheo wa Riphaboliki ya wa 1996
- Ditaello le diqeto tsa leano tsa Kabinete le Letona
- Molao wa Tshebeletso ya Setjhaba (jwaloka ha o tlatseleditse) hammoho le Melawana ya ona
- Molao wa Taolo ya Ditjhelete tsa Setjhaba hammoho le Melawana ya ona
- Melao e fapaneng e busang diinstitushene tsa setjhaba

Ponelopele

“Ho ba bukatataiso wa ditokelo, ho ba lefapha la ntshetsopele le bonamodi le fanang ka tshehetso ya lewa le tshebetso Porovense e tla phahamisa phano ya ditshebeletso ka ho sebedisa Thekenoloji ya Ditsebiso le Dikgokahanyo ho fihlella kgolo e kenyeletsang bohle”.

Maikemisetso

“Ho ba molekane ya sebedisang lewa, ya sebetsang ka mafolofolo le ho tliša boleng bo tla ntshetsapele le ho matlafatsa phano ya ditshebeletso e phethahetseng ebile e potlakileng ka ho:

- Kgothaletsa le ho toboketsa botho ba Puso e ntle Kgwebisanong;
- Ho etsa bonnete ba ho ba le ditsamaiso tsa boiqapelo le dithekenoloji tse eteletseng pele tse matla;
- Ho etsa hore tshebeletso ya setjhaba e be ya porofeshenale le ho eketsa tshebetso e ntle ka ho fana ka basebeletsi ba nang le bokgoni le tsebo e phethahetseng ho ka tshehetsa tselana ena ya kgolo;
- Ho thusa le ho fana ka ditharollo bakeng sa mafapha a Porovense ya Gauteng (GPG) hore a kgone ho tswellisa pele mesebetsi ya ona ya bohlokwa;
- Ho etsa bonnete ba hore ho na le ditsamaiso tsa Kgwebo ya Mahlale ho ntlafatsa moralo le ho etsa diqeto Pusong ya Porovense ya Gauteng ka bophara;
- Ho fana ka bokgoni ba ditsebi tse ka sebediswang ka ho otloloha ke Puso ya Porovense ya Gauteng;
- Ho thusa Porovense ka bokgoni bo batalletseng ba Thekenoloji le Ditsebiso (IT);
- Ho etsa bonnete ba hore ho na le ntlafatso e tswelang hammoho le ho potlakisa ditshebetso; hape le
- Ho thusa ka kgiro e ntle ka ho sebedisa kgolo ya moruo e kenyeletsang bohle.

3.1.2 Dintlha tsa Bohlokwa tsa Lefapha

Maikemisetso a lewa	Sepheo sa Moralo wa Lewa
Ho thusa ka ditshebeletso tsa lewa le tshehetso ya tsamaiso e tla thusa Lefapha ho fihlella sepheo sa lona	Boikamahanyo le dipehelo tsohle tsa melao e tshwanetseng ho sebetsa ka ho <ul style="list-style-type: none"> • lekodisa diqeto tsohle tsa Komiti ya Phethahatso • rarolla le ho tsamaisa ditaba tsohle tsa ketsamolao • ho romela diraporoto tsa lenaneo la tshebetso ho OoP ka nako eo ho dumellanweng ka yona
Ho kgothaletsa puso ya kgwebisano e ntle porovsenseng ka ho sebedisa taolo ya tikoloho ya ka hare e phethahetseng	Ho etsa bonnete ba boikamahanyo le ditsamaiso tsa ka hare le ho hlokomedisa lefapha ka dikgeo dife kapa dife tse teng hape le ho hlwaya dikotsi tse ka bang teng • ho sisinya mehato e ka nkuwang ho lokisa
Ho kgothaletsa puso ya kgwebisano e ntle porovsenseng ka ho sebedisa taolo ya tikoloho ya ka hare e phethahetseng	Mokgwa wa tshebetso le Leano la Taolo ya Dikotsi tse ka bang teng Kgwebong ya Lefapha tse amohetsweng ka molao
Ho thusa ka ditshebeletso tsa lewa le tshehetso ya tsamaiso e tla thusa Lefapha ho fihlella sepheo sa lona	Ho tsitlallela ditsamaiso tse ntlafetseng tsa taolo ya ditjhelete le mehlodi
Ho ba mohiri ya ratwang, ya hohelang le ho boloka batho ba nang le bokgoni bo phahameng ebile ba sebetsang ka thata	Boikamahanyo le maemo a tshebetso a Batho Pele

3.1.3 Sebopeliso sa Lefapha la tsa Ditjhelete

Sebopeliso sa GDF se na le makala a bohlokwa a mahlano hape le makala a mararo a tshehetso ka ho batalla tshebetsong. Makala a ka sehloohong hammoho le boikarabelo ba ona ka tatellano bo ka tsela e latelang:

I) LENANEO LA 1: TSAMAIISO

Sepheo sa lenaneo lena ke ho thusa la boetapele bo nang le Lewa, tshehetso ya botsamaisi, taolo e ntle ya ditjhelete, ho kenya tshebetsong le ho hlahloba puso kgwebisanong, ho thusa ka ditshebeletso tsa tsamaiso ya lewa, ho fana ka ditshebeletso tsa molao tse potlakileng, ho thusa ka ditshebeletso tsa ho qoba dikotsi ka ho phethahala ebile ka potlako, ho fana ka ditshebeletso tsa forensiki hape le tsamaiso ya mehlodi ya batho le ditshebeletso tsa ntshehetsopeliso bakeng sa Lefapha. Lenaneo lena le jere mananeo a latelang a diyuniti tsa kgwebo hammoho le mesebetsi ya tsona:

- Ofisi ya Hlooho ya Lefapha (HOD)
- Ofisi ya mohlanka ya ka sehloohong wa tsa ditjhelete (CFO);
- Ditshebeletso tsa Forensiki;
- Tsamaiso ya tsa Kgwebo
- Taolo ya Dikotsi tse ka hlahang;

Ofisi ya Hlooho ya Lefapha (HOD)

Sepheo

Ho thusa ka tshehetso ya tsamaiso ho Mohlanka wa Dihlahlobo tsa Dibuka tsa Ditjhelete eo sepheo sa hae sa sethatho e leng ho etela pele Lefapha la tsa ditjhelete ho latela tsela ya lewa eo ho dumellanweng ka yona.

Maikemisetsa a lewa

Ho thusa ka ditshebeletso tsa lewa le tshehetso ya tsamaiso e tla thusa Lefapha la tsa ditjhelete la Gauteng ho fihlella sepheo sa lona.

Bolaodi bo ka Sehloohong: Ditshebeletso tsa Forensiki***Sepheo***

Ho fana ka ditshebeletso tsa forensiki tse kenyeletsang ho thibela, ho fofonela le bofuputsi ba bothetsi le bobodu mafapheng ohle a Puso ya Porovense ya Gauteng.

Maikemisetso a lewa

Ho kgothaletsa puso ya kgwebisano e ntle porovenseng ka ho sebedisa taolo ya tikoloho ya ka hare e phethahetseng.

Bolaodi: Taolo ya dikotsi tse ka Hlahang***Sepheo***

Ho thusa ka ditshebeletso tse phethahetseng ebile tse potlakileng taolong ya dikotsi tse teng ka hara GDF.

Maikemisetso a lewa

Ho kgothaletsa puso ya kgwebisano e ntle porovenseng ka ho sebedisa taolo ya tikoloho ya ka hare e phethahetseng.

Ofisi ya mohlanka ya ka sehloohong wa tsa ditjhelete (CFO)***Sepheo***

Ho thusa ka tshehetso ya moralo wa lewa la tsa ditjhelete, taolo ya ditjhelete le ditshebeletso tsa tsamaiso ya ketane ya phepele e nang le boleng ho GDF.

Maikemisetso a lewa

Ho thusa ka ditshebeletso tsa lewa le ditshebeletso tsa tshehetso ya tsamaiso e tla thusa Lefapha (GDF) ho fihlella sepheo sa lona.

Tsamaiso ya tsa Kgwebo***Sepheo***

Ho etsa bonnete ba boikamahanyo le metheo ya puso e ntle ka ho thusa ka ditshebeletso tsa tshehetso ya kgwebisano ho GDF.

Maikemisetso a lewa

Ho ba mohiri ya ratwang, ya hohelang le ho boloka batho ba nang le bokgoni bo phahameng ebile ba sebetsang ka thata.

Dikarolo tse sebedisanang ka ho thusa makala a mang di fana ka tshehetso ya lewa le tsamaiso makaleng a bohlokwa/a ka sehloohong le ho hokahanya diporojeke tse fetelang makaleng a mang ho thusa ho phahamisa bokgoni ba tshebedisano le kutlwano Lefapheng la tsa Ditjhelete la Gauteng (GPG). Tsona ke:

II) LENANEO LA 2: DITSHEBELETSO TSA TEKOLO YA DIBUKA GAUTENG (GAS)***Sepheo***

Ho etsa mosebetsi wa taolo ya ditsamaiso tsa ka hare le ditlhahlobo tse ikemetseng, ditsamaiso tsa ho laola dikotsi tse ka hlahang, bakeng sa tekano le tshebetso e phethahetseng le ho fana ka ditshisinyo bakeng sa ntlafatso e tswelang ho tsona ka sepheo sa ho thusa ka tiiseletso e utlwalahalang ya hore maikemisetso a mafapha a Puso ya Porovense ya Gauteng a tla fihlellwa.

Maikemisetso a lewa

Ho etsa bonnete ba hore ho na le puso ya kgwebisano e ntle Porovenseng.

III) LENANEO LA 3: DITSHEBELETSO KA KAROLELANO TSA THEKENOLOJI, KGOKAHANYO LE DITSEBISO***Sepheo***

Ho thusa ka ho fana ka boetapele ba lewa le tataiso ya ho kgobokanya mehlodi, tshehetso tsamaisong le tshebetsong e tla phahamisa phano ya ditshebeletso haholo ka mokgwa o tla etsa hore mehlodi ya ICT e sebediswe ka ho phethahala ebile ka hantle haholo Porovenseng ya Gauteng.

Maikemisetso a lewa

Ho thusa ka moralo wa kaho wa sejwalejwale, o tshepahalang ebile o sireletsehileng o kgotsofatsang ditlhoko tsa GPG.

IV) LENANELO LA 4: DITSHEBELETSO TSA TSAMAISO YA KGWEBO**Lenaneo la Tlatsetso la 1: Ditshebeletso tsa Mehlopi ya batho (Karolelano ka phaphanyetsano)*****Sepheo***

- Ho bopa bokgoni, ho ntlafatsa tshebeletso ya boleng le tshebeletso e fumanwang ke tlelaente ditshebeletsong tsa karolelano ka phaphanyetsano ya mehlopi ya batho;
- Ho fetola tikoloho ya tsamaiso ya mehlopi ya batho le ho ntlafatsa potlakiso ka ho sebedisa metjhine ditshebeletsong tsa diphaphanyetsano.

Maikemisetso a lewa

Ho thusa ka dikeletso le ditshebeletso tsa karolelano ka phaphanyetsano Tsamaisong ya Disebediswa tsa Batho le Ditshebeletso tsa Ditheko tsa Thepa ho tshehetsa Lewa.

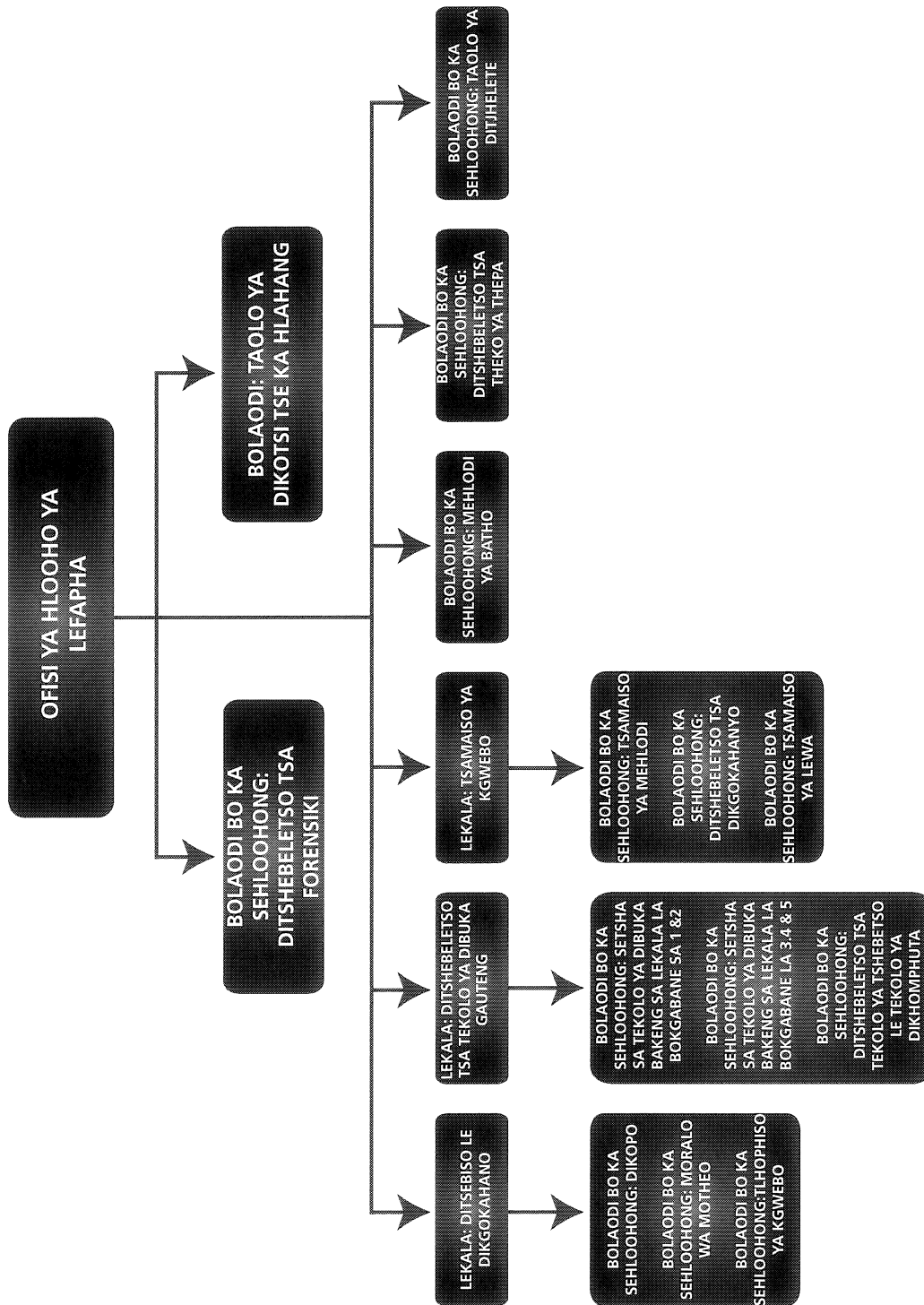
Lenaneo la Tlatsetso la 2: Ditshebeletso tsa Ditheko tsa Thepa (Karolelano ka phaphanyetsano)***Sepheo***

Ho thusa ka tshehetso ya dikamano tsa lewa le ditheko tsa thepa hape le tshebetso Porovenseng. Sena se tla etswa ka mokgwa o nang le boikarabelo ke molwanedi wa ditokelo, ntshetsopele le bonamodi o shebaneng le moreki ebile ka mokgwa o thusang phedisanong ya ikonomi, ka ho sebedisa thekenoloji e le mothusi ya ka sehloohong ka metjhine, ho beha ditsamaiso tsa ditheko tsa thepa maamong a tshwanang hape ka tsela e amohelohileng ya molao.

Maikemisetso a lewa

Ho thusa ka dikeletso le ditshebeletso tsa karolelano ka phaphanyetsano Tsamaisong ya Disebediswa tsa Batho le Ditshebeletso tsa Ditheko tsa Thepa ho tshehetsa Lewa

3.1.4



3.2. DINTLHA TSA HO BUISANA (Karolo ya 14(1) (b))

Ho latela Molao wa PAIA, Hlooho ya Lefapha ke yena Mohlanka wa Ditsebiso bakeng sa Lefapha. Hlooho ya Lefapha le file batho ba lenaneng lena le ka fatshe matla ho sebetsa jwaloka Batlatsi ba Mohlanka wa Ditsebiso ho etsa bonnete ba hore ditaelo le dipehelo tsa PAIA di tsamaiswa ka tsela e bontshang toka ho latela Molao:

3.2.1 Mohlanka wa Ditsebiso: **Mr. Oupa Seabi**

Thaetlele/Mosebetsi: Hlooho ya Lefapha e tshwereng mokobobo
Aterese ya Bodulo: 75 Fox Street, Imbumba House, Marshalltown, 2107
Aterese ya Poso: Lebokose la Poraevete x 112, Marshalltown, 2107
Mohala: (011) 689 6190
Fekese: (011) 290 6700
-Imeili: oupa.seabi@gauteng.gov.za

3.2.2 Motlatsi wa Mohlanka wa Ditsebiso: **Mof. Mahlodi Mashita**

Thaetlele/Mosebetsi: Ditshebeletso tsa Molao
Aterese ya Bodulo: 75 Fox Street, Imbumba House, Marshalltown, 2107
Aterese ya Poso: Lebokose la Poraevete x 112, Marshalltown, 2107
Mohala: (011) 689 8692
Fekese: (011) 634 0685
-Imeili: mahlodi.mashita@gauteng.gov.za

3.3 TATAISO YA KHOMISHENE YA DITOKELO TSA BOTHO (SAHRC) Tataiso hore na MOLAO ona o ka sebediswa jwang

Khomishene ya Ditokelo tsa Botho (SHRC) e hlophisitse tataiso ena ya ho sebedisa PAIA ho latela karolo ya 10 ya PAIA . Bukatataiso ena e fumaneha ka dipuo tsohle tsa mmuso dibakeng tse latelang:

- Dikgokahano tsa Mmuso le Ditshebeletso tsa Ditsebiso (GCIS);
- Dibaka tsohle tsa pokello ya tsa molao (ke hore, Dilaaboraring tsa Mmuso);
- Institusheneng e nngwe le e nngwe ya thuto e phahameng (Diyunivesithing le Diyunivesithing tsa Thekenoloji).

Tataiso ena e ka boela ya fumanwa webosaeteng ya Khomishene ya Ditokelo tsa Botho ho <http://www.sahrc.org.za>

Tataiso ena e ka boela ya fumanwa Diofising tsa Khomishene ya Ditokelo tsa Botho ho ka lekolwa diatereseng tse latelang:

Aterese ya Poso: Khomishene ya Ditokelo tsa Botho Yuniti ya PAIA , Lefapha la Diphuphutso le Ditokomane Lebokose la Poraevete x 2700, Houghton, 2041

Aterese ya Bodulo: Yuniti ya PAIA, Lefapha la Diphuphutso le Ditokomane 29 Princess of Wales Terrace, Parktown, Johannesburg

Webosaete: www.sahrc.org.za

-Imeili: PAIA@sahrc.org.za

3.4 DIKOPO TSA HO FIHLELLA TSEBISO [Karolo ya 14(1)(d)]

Motho e mong le e mong o na le tokelo ya ho fihlella ditsebiso tse bolokilweng e le direkoto ke Lefapha (GDF), le ha ho le jwalo, kopo e lokela ho etswa ka ho sebedisa foromo e hlakisitsweng kamora hore ho lefuwe ditjeo tse hlokehang, le teng ka maemo a ho behella ka thoko ntlha tse itseng a fumanwang Karolong ya 4 ya PAIA. Kopo e ka etswa ke motho ofe kapa ofe ya etsang seo ka kgetho ya hae kapa ya etsatsang seo boemong ba motho ya sa kgoneng ho iketsetsa jwalo ka boyena.

Dipehelo tsa ho etsa kopo ya rekoto:**Foromo**

Moikopedi o tlamehile ho tlatsa foromo e behilweng/hlakisitsweng e:

- (a) ka fumanwang Melawaneng ya PAIA;
- (b) hape le webosaeteng ya SAHR ho www.sahrc.org.za
- (c) hoketsweng tokomaneng ena e le Sehlomathiso sa A; kapa
- (d) (d)e fumaneha setsheng sa Ditsebiso sa Lefapha bohatong bo ka fatshe.

Tshebetso

- (a) Kopo ya ditsebiso e tlamehile ho romelwa ho:

Motlatsi wa Mohlanka wa Ditsebiso, Lebokose la Poraevete X 112, Marshalltown, 2107

Di lebiswa ho: Mof. Mahlodi Mashita

Mohala. (011) 689 8692 Fekese (011) 634 0685

Imeili: mahlodi.mashita@gauteng.gov.za

- (b) Moikopedi o tlamehile ho boela a hlakisa haeba a lakatsa ho fumana khopi ya rekoto kapa haeba a batla ho hlahlobela rekoto eo diofising tsa boemedi ba setjhaba. Ka lehlakoreng le leng, haeba rekoto eo e se khopi ya pampiri, e ka nna ya lekolwa ka mokgwa oo kopo e entsweng ka ona empa moo ho kgonehang [s 29(2)].
- (c) Haeba motho a etsa kopo ya ho fihlella rekoto ka mokgwa o itseng, mokopi o lokela ho fumana rekoto ka mokgwa oo a e kopileng ka ona. Sena se tla etsahala ha fela se sa sitisane le teng ka mabaka a utlwahalang le tsamaiso ya boemedi ba setjhaba bo amehang kapa ha seo se tla senya rekoto eo kapa se hatikela molao wa kgatiso wa direkoto tseo e seng tsa mmuso. Haeba ka mabaka a utlwahalang, ha ho kgonahale hore rekoto e fumanehe ka mokgwa oo e kopuweng ka ona empa e ka fumanwa ka tsela e nngwe e itseng, ha ho le jwalo, tefo e tlamehile ho balwa ho latela tsela eo mokopi a e kopileng ka teng pele. [s 29(3) le (4)].

- (d) Haeba, ho tlatsela karabong eo ba e ngoletsweng bakeng sa rekoto, mokopi o batla ho tsebiswa ka qeto e fihletsweng ka tsela e nngwe hape, mohlala, ka mohala, sena se tlamehile ho hlakiswa. [s 18(2)(e)]
- (e) Haeba moikopedi o kopela motho e mong ditsebiso, ho tlamehile ho hlakiswe boemo boo kopo eo e etswang ka bona. [s 18(2)(f)].
- (f) Haeba mokopi a sa kgone ho bala kapa ho ngola kapa a na le boqhwalala, ha ho le jwalo, kopo ya rekoto e ka etswa ka molomo. Moofisiri wa ditsebiso o tlamehile ho tlatsa foromo boemong ba mokopi ya jwalo mme a mo fe khopi ya foromo e tlatsitsweng. [s 18(3)].

Ho etsetsa motho e mong kopo

Haeba kopo e etswa boemong ba motho e mong, mokopi o tlamehile ho romela bopaki ba boemo boo a etsang kopo eo ka bona mme bo lokela ho kgotsafatsa Motlatsi wa Mohlanka wa Ditsebiso.

Kopo e etswang ke diqhwalala

- (g) Haeba mokopi a sa kgone ho bala kapa ho ngola kapa a na le boqhwalala bo mo sitisang ho tlatsa foromo e behilweng, ha ho le jwalo, kopo ya rekoto e ka etswa ka molomo. Motlatsi wa Mohlanka wa Ditsebiso (kapa mothusi wa molao) o tlamehile ho tlatsa foromo boemong ba mokopi ya jwalo mme a mo fe khopi ya foromo e tlatsitsweng.
- (a) Motlatsi wa Mohlanka wa Ditsebiso (kapa moemedi wa hae) o tla thusa moikopedi ho hlophisa seo ho latela diphelelo tse boletsweng ka hodimo mona ho etsa kopo ya ho fihlella ditsebiso, ho kenyeletswa le ho romela moikopedi, haeba ho hlakile hore kopo ya tsebiso eo e ne e loketse hore e rometswe boemeding bo bong ba setjhaba kapa boemeding bo bong.

Ho fetisa dikopo

- (a) Dikopo bakeng sa direkoto di ka nna tsa fetisetswa boemeding bo bong ba setjhaba tlasa maemo a latelang:
 - (i) Haeba rekoto e tshwerwe ke boemedi ba setjhaba bo bong;
 - (ii) Ditaba tsa rekoto eo di amana haholo le mesebetsi ya boemedi bo bong ba setjhaba boemedi ba setjhaba;
 - (iii) Rekoto eo e ne e hlahiseditswe boemedi ba setjhaba bo bong kapa e ile ya amohelwa pele ke boemedi ba setjhaba bo bong; kapa

- (iv) Rekoto eo e tshwere ditsebiso tsa kgwebo tse amanang le dikgahleho tsa ikonomi hammoho le thekolohelo ya ditjhelete ya Riphaboliki hammoho le diketsahalo tsa kgwebisano tsa boemedi ba setjhaba.
- (b) Maamong a jwalo, Motlatsi wa Mohlanka wa Ditsebiso (kapa moemedi wa hae) o tla lokela ho fetisetsa kopo boemeding ba setjhaba bo bong kapele kamoo ho ka kgonehang empa e seng ka nako e fetang matsatsi a 14 kamora ho fumana kopo eo. Haeba boemedi ba setjhaba kapa mohlanka wa ditsebiso eo kopo e rometsweng ho bona o tshwere rekoto mme o bona hore ho tla thusa ho etsa jwalo ho dumella Mohlanka wa Ditsebiso wa boemedi ba setjhaba ho sebetsana le kopo, rekoto kapa khopi ya rekoto e tla romelwa ho mohlanka eo wa ditsebiso.
- (c) Haeba kopo ya ho fihlella rekoto e se e fetiseditswe pele, e lokela ho kenngwa khomphyutheng mohla letsatsi la pele leo e neng e fumanwa ka lona. Ho tlamehile hore ho ikamahangwe le dinako tsohle tse behilweng bakeng sa ho sebetsana le kopo.

Tsebiso ya ho fetisa

- (a) Ha kopo ya ho fihlella rekoto e se e fetiseditswe pele, Motlatsi wa Mohlanka wa Ditsebiso ya sebetsanang le phetiso eo o lokela ho ntsha tsebiso hanghang ka:
- (i) Phetiso eo;
 - (ii) mabaka a phetiso eo; le
 - (iii) nako eo kopo eo e tlamehileng ho sebetswa ka yona.
- (b) Motlatsi wa Mohlanka wa Ditsebiso o tla etsa bonnete ba hore rekoto eo e tla baballwa hantle ho fihlela geto e nkuwe ka ho fihlella ditsebiso tseo. Ho tla kenyeletswa dinako bakeng sa boipiletso.

Ditefo tsa ditjeo

Ho na le mekgwa e mmedi ya ditefo tse hlokehang hore di lefuwe ho latela PAIA, tsona ke tefo ya kopo le tefo ya phihlello (s22). Moikopedi ya batlang ho fihlella rekoto e tshwereng ditsebiso tsa motho tse hlhisang dintlha ka moikopedi eo boyena ha ho hlokehe ho lefa ditjeo. Moikopedi ofe kapa ofe e mong eo a sa kopeleng yena o tlamehile ho lefa tefo ya kopo e hlokehang.

- (b) Moikopedi a ka nna a tlisa boipiletso ba ka hare, moo ho tshwanetseng kapa a etsa kopo lekgotleng la dinyewe kgahlano le thendara kapa tefo ya tjhelete ya kopo.
- i) Kamora hore mohlanka wa ditsebiso a etse qeto ka kopo eo, mokopi o tlamehile ho tsebiswa ka qeto eo e jwalo ka tsela eo mokopi a batlileng ho tsebiswa ka ona.
- ii) Haeba kopo eo e dumelletswe, ha ho le jwalo, ho tlamehile ho lefuwe tefo ya ho fihlella rekoto bakeng sa ho fuputsa, ho hlophisa, ho hatisa hape hammoho le bakeng sa nako efe kapa efe e fetileng dihora tse behilweng bakeng sa ho fuputsa le ho hlophisa rekoto e tla phatlalatswa le ho hlophisa rekoto e tla phatlalatswa
- (c) Ditefo tse behilweng di fumaneha Melawaneng e fetisitsweng ya PAIA mme di tlamehile ho lefuwa ke moikopedi pele Lefapha (GDF) le ka fana ka direkoto dife kapa dife tse kopuweng ho moikopedi. Khopi ya shejule ya ditefo tse hlokehang e hoketswe tokomaneng ena e le Sehlomathiso sa C.
- (d) Ditefo tsena di ka etswa Bolaoding ba tsa Ditjhelete ba Lefapha (Baamohedi ba Tjhelete), Bohatong bo ka fatshe mane Imbumba House, 75 Fox Street, Johannesburg, ka dinako tsa mosebetsi.

3.5 DIREKOTO LE MEKGA YA DIREKOTO TSE TSHWERWENG KE LEFAPHA LA TSA DITJHELETE LA GAUTENG [Karolo ya 14(1)(d)]

Direkoto le ditsebiso di fumaneha ho setjhaba ho ya ka makala a Lefapha (GDF) ka tsela e latelang (a tshwanetseng ho ya ka mesebetsi le ditshebeletso tsa Lefapha):

- i) Maano, mawa, boromuwa, ditsebiso tsa mmuso le melao;
- ii) Disetatemente tsa Boraditaba le dipuo;
- iii) Direkoto tsa ditjhelete tsa Lefapha;

3.6 DIREKOTO TSE FUMANEHANG HANGHANG – Karolo ya 14 (1) (e)

Ditsebiso tse latelang tsa Lefapha la tsa Ditjhelete la Porovense ya Gauteng di fumaneha webosaeteng ya Lefapha la tsa Ditjhelete la Gauteng: <http://www.finance.gpg.gov.za> ho ka e lekola le ho e laolla ntle le ho kopa tumello ya ho e fihlella ho latela Molao wa PAIA:

- iv) Ditokomane
- v) Diraporoto tsa Selemo le selemo
- vi) Mehloodi ya Boraditaba
- vii) Menyetla ya Ikonomi
- viii) Leano le Molao
- ix) Makala a Thuto

Ha direkoto tse jwalo di se di bolokilweng Polokelong ya Naha ya , direkoto di tla fumaneha ho latela boikamahanyo le melao e sebetsang hore ho ka lekolwa direkoto tse jwalo:

- Molao wa ho Kgothaletsa Phihlello ya Ditsebiso wa 2000, (Molao wa No. 2 wa 2000);
- Molao wa Tshireletso ya Ditsebiso wa 1982 (Molao wa No. 84 wa 1982); le
- Molao wa Polokelo ya Direkoto tsa Naha wa , 1996 (Molao wa No. 43 wa 1996) (Molao wa no. 43 wa 1996)

3.7 DIPHEKO TSE FUMANEHANG MABAPI LE DIKETSO TSA BASEBETSI KAPA HO HLOLEHA HO IKAMAHANYA LE PAIA [Karolo ya 14(1)(h)]

Boipelaetso ba ka hare

Moikopedi a ka nna a kenya boipiletso ba ka hare kgahlano le qeto ya Motlatsi wa Mohlanka wa Ditsebiso ka ho mo hanela kopo kapa kgahlano le ditefo tsa kopo le ho fihlella kapa bakeng sa nako e atolositsweng ho sebetsana le kopo.

Foromo

- (a) Boipiletso bo tlamehile ho tlišwa foromong e ngotsweng baletsweng e hatisitsweng Melawaneng e ntshitsweng ho latela PAIA kapa foromo e amanang le yona ka tshwanelo. Khopi ya foromo ena e hoketswe bukatataisong ena jwaloka Sehlomathiso sa B. Dikhopi tsa foromo ena di boela di fumaneha hape diofising ya Lefapha (GDF) kapa ho Motlatsi wa Mohlanka wa Ditsebiso eo ho buuwang ka yena bukatataisong ena. Foromo ena e tla fumaneha hape webosaeteng ya GDF.

- (b) Boipiletso bo tlamehile ho romelwa nakong ya matsatsi a 60 kapa haeba tsebiso ya mokgatlo wa boraro e hlokeha ho latela karolo ya 49(1)(b) ya PAIA matsatsing a 30 kamora hore tsebiso e fuwe moipelaetsi ka qeto e nkuweng kapa haeba tsebiso ya moipelaetsi e sa hlokehe kamora hore qeto e nkuwe. Boipelaetso bo lokela ho romelwa atereseng, nomorong ya fekese kapa atereseng ya imeile ya Motlatsi wa Mohlanka wa Ditsebiso.
- (c) Moipelaetsi o tlamehile ho fana ka mabaka bakeng sa boipelaetso ba ka hare hore na o lakatsa ho tsebiswa jwang ka qeto ya boipelaetso mme o tlamehile ho lefa tjehelete e boletsweng ya boipelaetso (haeba e hlokwa).
- (d) Bookamedi bo tshwanetseng bo tla dumella boipelaetso bo tlang ka mora nako ha fela mabaka a moipelaetsi a utlwahala e le kannete. Moipelaetsi o tla tsebiswa ka boipelaetso ba hae bo rometsweng kamora nako haeba bo hannwe.

Tefo ya Boipiletso

- (a) Moipelaetsi o lokela ho lefa tjehelete e behilweng ya boipelaetso (haeba e hlokwa). Qeto ya boipelaetso ya ka hare e ka nna ya behellwa ka thoko ho fihlela tjehelete ya boipelaetso e lefuwa.
- (b) Kamora ho fumana boipelaetso, Motlatsi wa Mohlanka wa Ditsebiso o tlamehile ho romela boipelaetso boo ba ka hare nakong ya matsatsi a 10 ho Mohlanka wa Ditsebiso, mabaka ka qeto eo ya hae hammoho le dintlha ka botlalo ba mokgatlo wa boraro, haeba di le teng.

Mokgatlo/motho wa boraro

- (a) Haeba Lefapha (GDF) le lekola boipelaetso ba ka hare kgahlano le ho hanela kopo ya ho fihlella rekoto ya mokgatlo wa boraro e amanang le ditaba tsa hae tsa poraefete; ditabatabelo tsa kgwebo hammoho le ditsebiso tse ding tsa lekunutu le direkoto tsa SARS, Lefapha le tlamehile ho tsebisa mokgatlo wa boraro ka boipelaetso boo nakong ya matsatsi a 30 kamora ho fumana boipelaetso boo mme seo se etswe ka mokgwa o potlakileng kamoo ho kgonehang. Lefapha le tla fa mokgatlo wa boraro tlhaloso ya dikahare tsa boipelaetso, dintlha tsa moipelaetsi ka botlalo mme a hlakise hore na maikutlo a lefapha ke afe mabapi le hore ditsebiso tseo di senolwe ho latela ditabatabelo tsa setjhaba Ha ho le jwalo, mokgatlo wa boraro o na le matsatsi a 21 ho fana ka tlhakiso e ngotsweng fatshe hore hobaneng ho sa fanwe ka ditsebiso kapa a fane ka tumello e ngotsweng fatshe bakeng sa ho fa moikopedi rekoto eo.

- (b) Lefapha le ka nna la boela hape la shebana le ho kenya boipelaetso ba ka hare kgahlano le ho fana le phihlollo ya ditsebiso. Lefapha le tla lokela ho boela hape le tsebisa mokopi ka boipelaetso nakong ya matsatsi a 30 kamora ho fumana boipelaetso ba ka hare. Mokgatlo wa boraro o lokela ho fana ka tlhakiso e ngotsweng fatshe matsatsing a 30 hore na hobaneng ho lokela ho dumellwe ho fihlella rekoto.

Tsebiso ya qeto

Lefapha le ka nna la tiiseletsa qeto ya sethatho kapa ya etsa qeto e nngwe. Sena se lokelwa ho etswa matsatsing a 30 kamora ho fumana boipiletso ba ka hare kapa nakong ya matsatsi a 5 a mosebetsi kamora ho fumana tlhakiso e ngotsweng fatshe mabapi le boipiletso. Moipelaetsi o tla fuwa tsebiso, mokgatlo ofe kapa ofe wa boraro o amehang hammoho le mokopi moo ho hlakiswang mabaka a qeto.

Kopo lekgotleng la dinyewe

- (a) Moipelaetsi, mokgatlo wa boraro kapa mokopi o tla boela a tsebiswa hore a ka tlisa kopo ya hae lekgotleng la dinyewe kgahlano le qeto ya boipiletso ba ka hare nakong ya matsatsi a 60 kapa a 30 (haeba mokgatlo wa boraro o lokela ho fumana tsebiso) Dinako tse behilweng di tla sebetsa haeba Lefapha le etsa qeto ya ho dumella ho fihlella rekoto moo mokgatlo/motho wa boraro a nang le tokelo ya fana ka tlhakiso kgahlano le qeto ena pele ho ka fanwa ka tumello ya ho fihlella rekoto.
- (b) Haeba Lefapha le hloleha ho ikamahanya le dipehelo tse boletsweng ka hodimo mona hammoho le dinako tse behilweng ke boipelaetso ba ka hare, ho tla nkuwa hore Lefapha le qhadile boipelaetso boo ba ka hare.
- (c) Moikopedi kapa motho/mokgatlo wa boraro ba ka etsa kopo FELA Lekgotleng le Phahameng la dinyewe (kapa lekgotleng la dinyewe la boemo bo lekanang le lona) bakeng sa ho fumana kalafo kamora hore mokopi kapa mokgatlo/motho wa boraro a se a lekile ditsamaiso tsohle tse teng bakeng sa boipelaetso ba ka hare nakong ya matsatsi a 30 kamora ho fumana qeto ya boipiletso ba ka hare. Ha ho na rekoto e ka thibelwang hore lekgotla la dinyewe le e fihlelle. Ditsamaiso tsa lekgotla la dinyewe ke tsa molao mme lekgotla la dinyewe le ka tiiseletsa, eketsa/fokotsa kapa ho behella ka thoko qeto e entsweng mabapi le boipiletso ba ka hare kapa la fana ka taelo ya ho kena dipakeng.

3.8 Bukatataiso e fumaneha jwang [Karolo ya 14(3)]

Bukatataiso ena e tla fumaneha Khomisheneng ya Ditokelo tsa Botho ho latela seratswana sa 4(1) sa Melawana e hlakisitsweng ho latela PAIA mme e tla phatlalatswa webosaeteng ya Lefapha ho (<http://www.finance.gpg.gov.za>). Dikhopi tsa bukatataiso ena di tla boela di fumaneha diofising tsa Lefapha hore di lekolwe. Ditefo tse behilweng di tla sebetsa ha baikopedi ba entse kopo.

4. DIFOROMO TSE HLAKISITSWENG BAKENG SA HO FIHLELLA DIREKOTO

SEHLOMATHISO SA A FOROMO YA A

KOPO YA HO FIHLELLA REKOTO YA BOEMEDI BA SETJHABA

(Karlo ya 18(1) ya Molao wa Ntshetsopele ya ho Fihlella Ditsebiso, 2000

(Molao wa No. 2 wa 2000))

(Molawana wa 6)

BAKENG SA TSHEBEDISO KE LEFAPHA

Nomoro ya Bopaki:.....

Kopo e fumanwe ke:.....(Hlakisa renke, lebitso le sefane sa

Ofisiri ya Ditsebiso/ Motlatsi wa Ofisiri ya Ditsebiso) ka la.....(letsatsi), mane.....(sebaka).

Tefo ya Kopo (haeba e le teng) :R.....

Tefo ya Peheletso (haeba e le teng): R.....

Tefo ya Phihlello: R.....

.....
TSHAENELO KA MOHLANKA
WA DITSEBISO/MOTLATSI WA
MOHLANKA WA DITSEBISO

A. Dintlha ka botlalo tsa boemedi ba setjhaba

Mohlanka/Motlatsi wa Mohlanka wa Ditsebiso:

B. Dintlha ka botlalo tsa motho ya kopang ho fihlella rekoto

- (a) Dintlha ka botlalo tsa motho ya etsang kopo ya ho fihlella rekoto di tlamehile ho ngolwa ka fatshe mona.
- (b) Ho tlamehile ho fanwe ka aterese le/kapa nomoro ya fekese ya Riphaboliking moo ditsebiso di lokelang ho romelwa teng.
- (c) Ho tlamehile ho hokelwe bopaki ba boemo ba mabaka ao kopo e etswang ka bona, haeba bo hlokeha.

Nomoro ya boitsebiso: _____

Aterese ya Poso: _____

Nomoro ya Fekese: _____

Nomoro ya mohala: _____

Aterese ya Imeili: _____

Boemo boo kopo e etswang ka bona, ha e etswa boemong ba motho e mong;

C. Dintlha tsa motho eo kopo e etswang boemong ba hae

Karolo ena e tlamehile ho tlatswa haeba **FEELA** kopo ya tsebiso e etswa boemong ba motho e mong.

Mabitso ka botlalo le sefane: _____

Nomoro ya Boitsebiso: _____

D. Dintlha ka botlalo tsa rekoto

- (a) Fana ka dintlha ka botlalo tsa rekoto eo o kopang ho e fihlella, ho kenyeletsa nomoro ya bopaki haeba o e tseba hore e shejuwe moo e leng teng.
- (b) Haeba sebaka seo ho fanweng ka sona se sa lekane, ka kopo tswela pele ka folio e ka thoko mme o e hokele foromong ena. Moikopedi o tlamehile ho saena difolio tsohle tsa tlatsetso

1. _____

Tlhaloso ya rekoto kapa karolo e nepahetseng ya rekoto:

2. Nomoro ya bopaki, haeba e le teng: _____

3. Dintlha dife kapa dife tse ding tsa rekoto: _____

E. Ditjeo

- | |
|--|
| <p>(a) Ho tla sebetsanwa le kopo ya ho fihlella rekoto ntle le rekoto e tshwereng ditsebiso tsa motho ka boyena hang fela kamora ho lefa tefo ya kopo.</p> <p>(b) O tla tsebiswa ka tjelele e hlokehang ho lefuwa e le tefo ya kopo.</p> <p>(c) Tefo e lefuwang bakeng sa ho fihlella rekoto e tswa ka hore na rekoto e batlwa ho fihlellwa jwang hape le nako e utlwalang ebile e hlokehang ho fuputsa le ho hlophisa rekoto eo.</p> <p>(d) Haeba o tshwanelwa ke ho se lefe tefo efe kapa efe, ka kopo hlalosa mabaka a ho se lefiswe.</p> |
|--|

Lebaka la ho se lefiswe _____

Haeba o thibelwa ke boqhwala mme ha o kgone ho bala, ho sheba kapa ho mamela rekoto ka mokgwa oo o kopileng ho fihlella rekoto ka ona o hlakisitsweng ka fatshe ho 1 ho fihlela ho 4 mona, bolela boqhwala ba hao mme o hlakise hore na o hloka rekoto ka mokgwa ofe.

Boqhwala:	Mokgwa oo rekoto e hlokwang ka ona:

Tshwaya lebokose le nepahetseng ka **X**.

DINOUTSU:

- (a) Boikamahanyo le kopo ya hao ya ho fihlella rekoto ka mokgwa o hlakisitsweng bo ka nna ba laelwa ke hore na rekoto eo yona e fumaneha ka mokgwa ofe.
- (a) Ho ka nna ha hanelwa hore rekoto e fihlellwe ka mokgwa oo tlasa mabaka a itseng. Ha ho le jwalo, o tla tsebiswa haeba o tla dumellwa ho e fihlella ka mokgwa o mong.
- (a) Tefo e lefuwang bakeng sa ho fihlella rekoto, haeba e le teng, e tla lekolwa ka hore na rekoto eo e kopuweng e batla ho fihlellwa jwang.

1. Haeba rekoto e ka mokgwa o ngotsweng kapa o hatsitsweng:

Khopi ya rekoto*	Tlhahlobo ya rekoto	
2. Haeba rekoto e na le mantswe a rekotilweng kapa ditsebiso tse ka nnang tsa boela tsa hatsiswa ka modumo:		
Sheba ditshwantsho	khopi ya ditshwantsho*	Tlhaloso ya kgatiso ya ditshwantsho*

3. Haeba rekoto e na le mantswe a rekotilweng kapa ditsebiso tse ka nnang tsa boela tsa hatsiswa ka modumo:

mamela modumo wa mmimo (khasete e mamelwang)	Kgatiso ya pina e nang le modumo (tokomane e ngotsweng kapa e hatsitsweng)
--	--

4. Haeba rekoto e tshwerwe khompyuteng kapa ka eleketeroniki kapa mokgwa ofe kapa ofe o balwang ka motjhini:		
Khopi ya rekoto e hatsitsweng*	khopi e hatsitsweng ya ditsebisu tse fumanweng rekotong*	khopi ya khompyuta ka mokgwa o balehang* (setifi kapa disiki ya kgatiso e kgolo)

*Haeba o kopile khopi kapa tlhaloso ya kgatiso ya rekoto (ka hodimo), na o lakatsa hore khopi kapa tlhaloso ya kgatiso e romelwe ho wena?	E	TJHE
Tjhelete ya thomello e lefuwang		

Ela hloko hore haeba rekoto e sa fumaneha ka puo eo o ratang ho e fihlella ka yona, o tla dumella ho e fihlella ka puo eo rekoto e fumanehang ka yona.

Na o lakatsa ho fihlella rekoto ka puo efe? _____

F. Tsebisu ka qeto e fihleletsweng mabapi le kopo ya ho fihlella rekoto

O tla tsebiswa ka ho ngollwa hore na kopo ya hao e amohetswe/hanetswe. Haeba o lakatsa ho tsebiswa ka mokgwa o mong, ka kopo, totobatsa mokgwa oo mme o fane ka dintlha tse hlokehang ho thusa hore ho ikamahangwe le kopo ya hao.

Na o lakatsa ho tsebiswa jwang ka qeto mabapi le kopo ya hao ya ho fihlella rekoto?

E saenetswe----- ka -----

letsatsi la----- 20-----

TSHAENELO KA MOIKOPEDI/MOTHO EO
KOPO E ETSWANG BOEMONG BA HAE

SEHLOMATHISO SA B
FOROMO YA B
TSEBISO YA BOIPILETSO BA KA HARE

(Karolo ya 75 ya Molao wa Ntshetsopele ya ho Fihlella Ditsebiswa wa 2000 (Molao wa No. 2 wa 2000)

(Molawana wa 8)

HLAKISA NOMORO YA HAO YA BOPAKI:

.....

A. Dintlha ka botlalo tsa boemedi ba setjhaba

Mohlanka/Motlatsi wa Mohlanka wa Ditsebiswa: _____

B. Dintlha ka botlalo tsa Moikopedi/Mokgatlo/Motho wa Boraro ya kenyang Boipiletso ba ka Hare

- (a) *Dintlha ka botlalo tsa motho ya kenyang Boipiletso ba ka Hare di tlamehile ho hlahlella ka fatshe.*
 (b) *Ho tlamehile ho hokelwe bopaki ba boemo boo boipiletso bo kenngwang ka bona, haeba bo hlokeha.*
 (c) *Ho tlamehile ho fanwe ka dintlha ka botlalo tsa mokopi ho C ka fatshe haeba mokopi e le mothol mokgatlo wa boraro mme e se yena motho ya entseng kopo ya ditsebiswa ka sethatho.*

Mabitso ka botlalo le sefane: _____

Nomoro ya boitsebiswa: _____

Aterese ya Poso: _____

Nomoro ya Fekese: _____

Nomoro ya mohala: _____

Aterese ya Imeili: _____

Boemo boo boipiletso ba ka hare bo etswang tlasa bona ke motho e mong bemong ba motho e mong:

C. Dintlha tsa moikopedi ka botlalo

Karolo ena e tlamehile ho tlatswa FEELA haeba motho/mokgatlo wa boraro (ntle le Moikopedi) a kenya Boipiletso ba ka Hare.

Mabitso ka Botlalo le Sefane: _____

Nomoro ya boitsebiso: _____

Aterese ya Poso: _____

Nomoro ya Fekese: _____

Nomoro ya mohala: _____

Aterese ya Imeili: _____

Boemo boo Boipiletso ba ka Hare bo etswang tlasa bona ke motho e mong bemong ba motho e mong:

D. Qeto e mabapi le boipiletso ba ka hare bo kenngwang ka baka la yona

Tshwaya qeto mabapi le boipiletso ba ka hare bo kenngwang ka bona ka **X** lebokoseng le nepahetseng:

Ho hanela kopo ya phihlello

Qeto mabapi le ditefo tse behilweng ho latela karolo ya 22 ya Molao

Qeto mabapi le katoloso ya nako eo kopo e neng e tlamehile hore ho be ho se ho sebetsanwe le yona ho latela karolo ya 26(1) ya Molao

Qeto ho latela karolo ya 29(3) ya Molao ho hanela ho fihlella rekoto ka mokgwa oo

Moikopedi a kopileng ka ona: Qeto ya ho dumella qeto ya phihlello

E. Mabaka ao boipiletso bo etswang ka ona

Haeba sebaka seo ho fanweng ka sona se sa lekane, ka kopo tswela pele ka folio e ka thoko mme o e hokele foromong ena. O tlamehile ho saenela difolio tsohle tsa tlatsetso.

Hlakisa mabaka ao boipiletso ba ka hare a thehilweng ho ona: _____

Hlalosa ditsebiso tse ding hape tse ka thusang ebile tse tshwanetseng hore ho lekolwe boipiletso:

F. Tsebiso ka qeto ya boipiletso

O tla tsebiswa ka ho ngollwa ka qeto ya Boipiletso ba hao ba ka Hare. Haeba o lakatsa ho tsebiswa ka mokgwa o mong, ka kopo, totobatsa mokgwa oo mme o fane ka dintlha tse hlokehang ho thusa hore ho ikamahangwe le kopo ya hao.

Hlalosa mokgwa: _____

Dintlha ka botlalo tsa mokgwa: _____

E saenetswe-----ka -----letsatsi la----- 20 -----

TSHAENELO KA MOIPILETSI

BAKENG SA TSHEBEDISO KE LEFAPHA**REKOTO YA MOLAO YA BOIPILETSO BA KA HARE:**

Kopo e fumanwe ka la: _____ (letsatsi), ke _____ (Hlakisa renke, lebitso le sefane sa Mohlanka wa Ditsebiso/Motlatsi wa Mohlanka wa Ditsebiso).

Boipiletso bo hokelwe le mabaka a qeto a ya Mohlanka wa Ditsebiso/Motlatsi wa Mohlanka wa Ditsebiso le moo ho hlokehang, dintlha ka botlalo tsa motho/mokgatlo wa boraro oo direkoto di amanang le yena, di romelwe ke Mohlanka wa Ditsebiso Motlatsi wa Mohlanka wa Ditsebiso ka la: _____ (letsatsi) le nepahetseng la bookamedi.

SEPHETHO SA BOIPILETSO:**QETO YA MOHLANKA WA DITSEBISO/MOTLATSI WA MOHLANKA WA DITSEBISO E NETEFADITSWWE/QETO E NTJHA E EMETSWWE KE HO HONG:**

LETSATSI: _____**LE NEPAHETSENG LA BOOKAMEDI:** _____

SEHLOMATHISO SA C
FOROMO YA C
SHEJULE YA DITEFELLO TSE BEHILWENG

Tefo bakeng sa khopi ya tataiso jwaloka ha ho hlakisitswe molawaneng wa 5(c) bakeng sa kgatiso ya khopi e nngwe le e nngwe ya leqephe la A4 kapa karolo ya lona.	R0-60
Ditefo bakeng sa khopi ya kgatiso e boletsweng molawaneng wa 7 (1) di ka tsela e latelang: (a) Bakeng sa kgatiso ya khopi e nngwe le e nngwe ya leqephe la A4 kapa karolo ya lona (b) Bakeng sa kgatiso ya khopi e nngwe le e nngwe ya leqephe la A4 kapa karolo ya lona ka eleketeroniki kapa mokgwa ofe kapa ofe o balwang ka motjhini (c) Bakeng sa khopi ka mokgwa o balehang ka khomphyuta hodima 1. disiki ya setifi 2. disiki ya kgatiso e kgolo (d) Bakeng sa khopi ya ditshwantsho tsa pontsho (i) Bakeng sa leqephe la A4 kapa karolo ya lona (ii) Bakeng sa khopi ya ditshwantsho tsa pono (e) Bakeng sa khopi ya rekoto ya modumo (i) Bakeng sa leqephe la A4 kapa karolo ya lona (ii) Bakeng sa khopi ya rekoto ya modumo	R0-60 R0-40 R5-00 R60-00 R22-00 R60-00 R12-00 R17-00
Tefo ya kopo e lefuwang ke mokopi, ntle le mokopi ka boyena e boletsweng Molawaneng wa 7 (2)	R35-00
Ditefo tsa ho fihlella tse lefuwang ke moikopedi tse boletsweng Molawaneng wa 7(3) di ka tsela e latelang: 1. (a) Bakeng sa kgatiso ya khopi e nngwe le e nngwe ya leqephe la A4 kapa karolo ya lona (b) Bakeng sa kgatiso ya khopi e nngwe le e nngwe ya leqephe la A4 kapa karolo ya lona haeba rekoto e tshwerwe khompyuteng kapa ka eleketeroniki kapa mokgwa ofe kapa ofe o balwang ka motjhini (c) Bakeng sa khopi ka mokgwa o balehang ka khomphyuta hodima (i) disiki ya setifi (ii) Disiki ya kgatiso e kgolo (d) Bakeng sa khopi ya ditshwantsho tsa pontsho (i) Bakeng sa leqephe la A4 kapa karolo ya lona (ii) Bakeng sa khopi ya ditshwantsho tsa pono (e) Bakeng sa khopi ya rekoto ya modumo (i) Bakeng sa leqephe la A4 kapa karolo ya lona (ii) Bakeng sa khopi ya rekoto ya modumo (f) Ho fuputsa le ho hlophisa rekoto hore e phatlalatswe, bakeng sa hora e nngwe le e nngwe, ho sa kenyeletswe hora ya pele, e hlokehang ka kutwisiso bakeng sa ho fuputsa le tlhophiso eo 2. Bakeng sa sepheo sa karolo ya 22 (2) ya PAIA, dintlha tse latelang di tla sebetsa: (a) Dihora tse tshelentseng e le dihora tse ka fetwang pele ho ka lefuwa tjehelete ya peheletso le (b) bonngwe borarong ba tefo ya ho fihlella e lefuwe e le tjehelete ya peheletso ke Moikopedi. 3. Tjehelete ya ho posa e lefuwang ha khopi ya rekoto e tlam ehile ho romelwa ho moikopedi	R0-60 R0-40 R5-00 R40-00 R22-00 R60-00 R12-00 R17-00 R15-00 bakeng sa hora e nngwe le e nngwe

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YA TATAISO YA LEFAPHA LA
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Aterese ya Bodulo: 75 Fox Street, Imbumba House, Marshalltown, Johannesburg
Aterese ya Poso: Lebokose la Poraevele X112, Marshalltown, 2107

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001
Publications: Tel: (012) 334-4508, 334-4509, 334-4510
Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504
Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737
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