



# human settlements

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Department:  
Human Settlements  
**REPUBLIC OF SOUTH AFRICA**

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## **IMANUWALI YOMTHETHO WOKUTHUTHUKISWA KOKUFUMANEKA KWELWAZI (PAIA)**

**Ilungiswe ngokwesigaba se- 14 somThetho (UmThetho wesi- 2 we- 2000) we- 2014  
wokuThuthukiswa  
kokuFumaneka**

**kweLwazi**

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## **AMAGAMA WOKUTHOKOZA**

IsiGaba sama- 32 somThethosisekelo weRiphabhliki yeSewula Afrika, 1996 (umThethosisekelo) sinikela wo ke umuntu ilungelo lokufumana ilwazi elinye nelinye eliphethwe mbuso namkha ngomunye umuntu elifunekako kobana asebenzise namkha alemuke ukuvikelwa kwelinye nelinye ilungelo.

UmThetho wesi- 2 we- 2000 wokuThuthukiswa kokuFumaneka kweLwazi (PAIA) ngokulemuka amalungelo lawa wangokomthethosisekelo, khulukhulu:

- unikela zoke iinhlango zakarhulumende isibopho sokukghonakalisa ukufumaneka kwelwazi/ irekhodi/ amarekhodi angaphasi kwelawulo lazo mphakathi;
- unikela iphahla nekambiso yokobana umphakathi usebenzise ilungelo lawo langokomthethosisekelo lokufumana ilwazi msinyazana, ngokungabizi khulu nabulula ngendlela ekukghoneka ngayo.
- uqintela iindlela iinhlango zakarhulumende ekufanele zizisungule, ukukghonakalisa ukufumaneka kwelwazi malunga womphakathi begodu.
- uveza kafitjhazana ubujamo lapho kusebenza khona imikhawulo yelungelo lokufumana, ukufaka hlangana lelo eliphathelene nelwazi lomuntu uqobo lwakhe, lamarhwebo, lezeemali, lobuthekni nelesayensi elimayelana nehlango yangeqadi; ilwazi elingathikameza ikambiso yekhotho namkha yesipholisa, isib. amadokethi wamapholisa ekambisweni yebheyili nezinye iingaba zelwazi leZiko leSewula Afrika lezomThelo.

Azikhho iinqabo zokulemukwa kwamalungelo mphakathi ngendlela ekuqintelwe ngayo esigabeni sama- 36 somThethosisekelo ngokunjalo nesigabeni sama- 33 ukufika kwesama- 45 somThetho we- PAIA.

Ngokuthobela iimfuneko zomthetho we- PAIA nekufakeni isandla ekuthuthukisweni kokuba pepenene komnyango, ukuziphendulela nokubusa ngefanelo, umNyango wezokuHlaliswa kwabaNtu ukhiqize imanuwali njengendlela yokwenza bona umphakathi ukghone ukufumana ilwazi/ amarekhodi owaphetheko.

Kuthenjwa bona imanuwali le izokusebenza njengeplatformu/ isisetjenziswa esisebenzako ekunikeleni umphakathi ilwazi elifaneleko kobana ukghone ukusebenzisa ilungelo lawo lokufumana ilwazi eliphethwe mNyango.

**T. ZULU**

**UMNQOPHISI ZOMBELELE**

**UMNYANGO WEZOKUHLALISWA KWABANTU**

**ILANGA:**

**AMA- AKHRONIMI**

DHS : UmNyango wezokuHlaliswa kwakwabaNtu (“umNyango”)

PAIA : UmThetho, 2000 (UmThetho wesi- 2 we- 2000) wokuThuthukiswa  
kokuFumaneka kweLwazi.

IO : IsiPhathiswa seLwazi (UmNqophisi- Zombebele womNyango)

DIO : ISekela lesiPhathiswa seLwazi (Iqhathjwe ngokwesigaba se- 17 se- PAIA)

SAHRC : IKomitjhini yamaLungelo wobuNtu yeSewula Afrika

HS : Ukuhlaliswa kwabaNtu

## IHLATHULULO YAMATHEMU

	<b>Amathemu</b>	<b>Ihlathululo/Ukutlhadlhula</b>
<b>1</b>	Imbadalo yelungelo lokufumana	Imbadalo yokufuna, ukulungisa nokukhutjwa kabutjha kwamarekhodi abawiweko ebhadelwa mbawi, ngendlela eqintelwe sigaba sama- 22(6) se- PAIA.
<b>2</b>	UmThetho	UmThetho (wumThetho wesi- 2 we- 2000) wokuThuthukiswa kokuFumaneka kweLwazi. Ubizwa nangokuthi yi- PAIA namkha “UmThetho”..
<b>3</b>	UmNyango	UmNyango wezokuHlaliswa kwabaNtu. Ubizwa nge- DHS.
<b>4</b>	ISekela lesiPhathiswa seLwazi (DIO)	Umuntu oqhatjwe mNqophisi- Zombebele kobana asize ihlangano karhulumende ngokwenza bona amarekhodi wayo afumaneke ngendlela ekukhona ngayo ebabawini ngendlela ekuqintelwe ngayo esigabeni se- 17 (1) se- PAIA.
<b>5</b>	Umhlahlo	Umtlolo namkha incwadi ekhutjwe yiKomitjini yeSewula Afrika yamaLungelo wobuNtu ngeminqopho yokusiza omunye nomunye umuntu ofisa ukusebenzisa elinye nelinye ilungelo ngokwe- PAIA ngendlela eqintelwe ngayo esigabeni se- 10.
<b>6</b>	IsiPhathiswa seLwazi (IO)	UmNqophisi- Zombebele womNyango wezokuHlaliswa kwabaNtu ngendlela ahlathululwe ngayo esigabeni soku- 1 se- PAIA.
<b>7</b>	Isibawo esirhabekileko	Isibawo esirhabekileko mayelana nesiqu nto sokwalelwa ukufumana ilwazi, ngendlela ekuqintelwe ngayo esiGabeni sama- 74 se- PAIA.
<b>8</b>	Ilwazi lomuntu uqobo lwakhe	Ilwazi elimayelana nomuntu owaziwako ukufaka hlangana ilwazi eliphathelene nobuhlanga, ubulili, ukuba sidisi, amathatho, ubutjhaba, ubuzwe namkha imvelaphi yokuhlala, umbala, ubudlelwano bobulili obuthileko, unyaka wobudala, ipilo yangokomzimba namkha ngengqondo, zamaphilo, ukurholophala, ikolo, unembeza, ikolelo, amasiko, ilimi nokubelethwa komuntu ngendlela ehlathululwe esigabeni soku- 1 se- PAIA.
<b>9</b>	Umbawo uqobo lwakhe	Umuntu ofuna ukufumana ilwazi/amakrekhodi zomumethe ilwazi eliphathelene naye ngendlela ekuhlathululwe ngayo esigabeni soku- 1 se- PAIA.
<b>10</b>	Amarekhodi avikelweko	Amarekhodi amumethe ilwazi eliyifihlo begodu ngeze enziwa bona afunyanwe mphakathi ngokobujamoobuqintelwe sigaba sama- 33 ukuya kwesama- 45 se- PAIA.
<b>11</b>	Ihlangano karhulumende	Omunye nomunye umnyango wombuso namkha karhulumende emkhakheni welizwe namkha wesifunda, omunye nomunye umasipala emkhakheni wendawo karhulumende namkha elinye

		nelinye iziko elenza umsebenzi karhulumende ngokomunye nomunye umthetho ohlathululwe esigabeni soku-1 se- PAIA. Ubizwa nangokuthi yihlangano karhulumende nakha umnyango.
<b>12</b>	Irekhodi	Elinye nelinye ilwazi elirekhodiweko, elingenye nenye indlela namkha isibikindaba esithogonyelwe yi- DHS ngendlela ekuhlathululwe ngayo esigabeni soku-1 se- PAIA.
<b>13</b>	Amarekhodi akhona ngokuzenzakalela	Amarekhodi afumaneka ngaphandle kobana umuntu abawe ilungelo lokuwafumana ngokoya ngomThetho ngendlela ekuqinteklwa ngayo esigabeni sama- 33 ukuya kwesama 45 somThetho
<b>15</b>	Isiphathimandla esifaneleko	UNgqongqotjhe wezokuHlaliswa kwabaNtu namkha umuntu oqhatjhiweko, ngokutlolwe phasi, nguNgqongqotjhe kobana aqalane neemBawo ezirhabekileko ngendlela ekuhlathululwe ngayo esigabeni soku- 1 se- PAIA.
<b>16</b>	Imbadalo yesibawo	Imbadalo engabuyiselwako ebhadelwa mbawi lokha nakathumela isibawo selungelo lokufumana ngokweendinyana zesigaba sama-22(1) se- PAIA. (Umbawi ozibawela yena uqobo lwakhe akafakwa ekubhadelweni kwembadalo yesibawo)
<b>17</b>	Isibawo selungelo lokufumana	Isibawo selungelo lokufumana irekhodi namkha amarekhodi aphethwe mNyango esenziwe ngokwesigaba sobu- 8 nese- 11 se- PAIA.
<b>18</b>	Umbawi	Omunye nomunye umuntu owenza isibawo selungelo lokufumana ilwazi namkha amarekhodi we- DHS namkha umuntu owenzela omunye isibawo ngendlela ekuhlathululwe ngayo esigabeni souk-1 se- PAIA
<b>19</b>	Ihlangano yesithathu	Omunye nomunye umuntu ukufaka hlangana urhulumende wombuso wakwenye inarha, ihlangano yeentjhabatjhabeni namkha umkhakha karhulumende lowo namkha enye ihlangano kunombawi othintekako ngendlela ehlathululwe esigabeni souk- 1 se- PAIA
<b>20</b>	Amalanga wokusebenza	Amanye namanye amalanga kunaboMgcibelo, aboSondo namkha amaholideyi ngendlela ekuhlathululwe ngayo esigabeni souk- 1 se- PAIA.

## 1. ISINGENISO

Imanuwali le ibuthelelwe ngokwefuneko yangokomthetho ngokukhambisana namalungiselelo wesigaba se- 14 somThetho we- 2000 (UmThetho wesi- 2 we- 2000) wokuThuthukiswa kokuFumaneka kweLwazi (PAIA), oqintela zoke iinhlango zakarhulumende kobana zibuthelele bezikhuphe imanuwali etjengisa ilwazi/amarekhodi angaphasi ketlhogomelo lazo akhona ngokuzenzakalela emphakathini kanye nalawo ekufanele abawiwe ngokwamalungiselelo womThetho.

Imanuwali le ijamele kwaphela umNyango wesiTjhaba wezokuHlaliswa kwabaNtu begodu ayifaki hlango ilwazi/ amarekhodi weminyango ehlukehlukele yeemfunda.

## 2. IMINQOPHO YOMTHETHO

Iminqopho ye- PAIA ngokwesigaba se- 9 ngile:

- Ukuphumelelisa ilungelo langokomthethosisekelo lokufumana ilwazi eliphethwe mbuso kanye nelwazi elinye nelinye eliphethwe ngomunye umuntu elifunekako ekusebenziseni namkha ekuvikelweni kwamanye namanye amalungelo.
- Ukuphumelelisa ilungelo lokufumana ilwazi; ngokulawulwa mikhawulo elungileko, ukufaka hlango begodu ngokungapheleli lapho, imikhawulo enqotjhiswe ekuvikelweni ngefanelo kwefihlo, ifihlo yokuthengiselana kanye nokubusa kuhle nangepumelelo begodu nangendlela enzinzisa ilungelo lelo namanye amalungelo, ukufaka hlango amalungelo weVikelamalungelo esiGabeni sesi- 2 somThethosisekelo.
- Ukuphumelelisa iimbopho zombuso zangokomthethosisekelo zokwenza ngcono amalungelo wobuntu, isiko nobulungiswa bokuhlalisana.
- Ukutlama indlela yokuzithandela nekatelelako namkha ikambiso yokuphumelelisa ilungelo lokufumana ilwazi ngendlela eyenza bona abantu bakghone ukufumana amarekhodi karhulumende neweenhlango zangeqadi msinyana, ngentengo engabiziko, lula nangendlela ekukghoneka ngayo kanye
- Nokuthuthukisa ubupepenene, ukuziphendulela kanye nokuphathwa ngefanelo kwazo zoke iinhlango zakarhulumende nzangeqadi.

## 3. UMNQOPHO WEMANUWALI

Imanuwali le inqotjhiselwe:

- Ukunikela ilwazi mayelana nemisebenzi nezenzelwa ezinikelwa umNyango wezokuHlaliswa kwabaNtu (DHS) ozinikela umphakathi kanye nokobana zifumaneka njani;
- Ukunikela ilwazi mayelana nelwazi lokuthintana lomnyango ukufaka hlango neminingwana yokuposa, yendlela neemphande zemeyila; iinmoboro zomrhala nefeksi yesiPhathiswa seLwazi kanye neSekela eliqhatjhiweko lesiPhathiswa seLwazi (DIO);



- Ukunikela irherho lamarekhodi akhona ngokuzenzakalela angaphasi kwethhogomelo lomnyango;
- Ukuhlathulula ikambiso ekufanele ilandelwe malunga womphakathi ekufumaneni ilwazi elingaphasi kwetjhejo le- DHS ngokukhambisana namalungiselelo we- PAIA.

#### 4. UMHLAHLA NGOKUSETJENZISWA KWE- PAIA (ISIGABA SE- 10)

NgokwesiGaba 10 sePAIA iKomitjhini yamaLungelo wobuNtu yeSewula Afrika (SAHRC) ibuthelele umhlahlo ngokusetjenziswa kwe- PAIA ngendlela ekuqintelwe ngayo sigaba se- 10 somThetho. Umhlahlo lo ukhona ema- ofisini we- SAHRC:

Iziko le- PAIA eKomitjhaneni yamaLungelo wobuNtu yeSewula Afrika)

UmNyango weRhubhululo namaRekhodi

Private Bag X2700

HOUGHTON

kweLwazi

Inomboro yomrhala: +27 11 877 3600

Isiphande semeyila: [PAIA@sahrc.org](mailto:PAIA@sahrc.org)

Iwebhusayidi: <http://www.sahrc.org.za>

#### 5. ILWAZI LOKUTHINTANA

##### 5.1. IsiPhathiswa seLwazi (IO)

**Ngendlela ekuhlelwe ngayo emThethweni,, umNqophisi Zombebele uyi- IO:**

UmNqophisi- Zombebele: Mr T Zulu

Umrhala: +27 12 421 1312

Ifeksi: +27 12 421 2998

Imeyila: [InformationOfficer@dhs.gov.za](mailto:InformationOfficer@dhs.gov.za)

##### 5.2. ISekela lesiPhathiswa seLwazi (DIO)

**UmNqophisi omKhulu: weSekelo lemSebenzini uqhatjhwe njenge- DIO ngendlela ekunikelwe ngayo esigabeni se- 17 (1) somThetho.**

ISekela lesiPhathiswa seLwazi: Mr. Elias Sithole

Umrhala: +27 12 421 1576

Inomboro yefeksi: +27 12 421 1372

Isiphande semeyila: [DeputyInformationOfficer@dhs.gov.za](mailto:DeputyInformationOfficer@dhs.gov.za)

##### 5.3. Iziko le- PAIA: Iziko le- PAIA likghonakalisa ukunikelwa kokufumaneka kwelwazi lomnyango

Inomboro yomrhala +27 12 421 1325/1352

Inomboro yefeksi: +27 12 421 1428

Imeyila: [paia@dhs.gov.za](mailto:paia@dhs.gov.za)

##### 5.4. Ilwazi elidephileko

*Isiphande seposi:* Private Bag X644  
PRETORIA, 0001

*Isiphande sendawo:* Govan Mbeki House  
240 Justice Mohamed Street  
PRETORIA, 0002

Inomboro yomrhala: +27 12 421 1311  
Inomboro yefeksi: +27 12 341 8512  
Imeyila: [info@dhs.gov.za](mailto:info@dhs.gov.za)  
Iwebhusayidi: [www.dhs.gov.za](http://www.dhs.gov.za)

## 6. IGUNYA LANGOKOMTHETHO ELIHLAHLA IMISEBENZI YOMNYANGO

- UmThethosisekelo weRiphabhliki yeSewula Afrika, 1996
- UmThetho weziNdlu, we- 1997 (UmThetho we- 107 we- 1997)
- Ukuhlahla indlela: Ihlelo eliPheleleko lokuTlanywa kokuHlaliswa kwabaNtu okuRagela phambili
  - UmThetho we- 1998 (umThetho wama- 95 we- 1998) wokuVikelwa kwabaThengi beziNdlu
  - UmThetho we- 2008 (UmThetho wama- 23 we- 2008) we- Ejensi yokuThuthukiswa kweziNdlu
  - UmThetho we- 1999 wokuPhathwa kweMali zomBuso (UmThetho woku-1 we- 1999)
  - UmThetho we- 2008 (UmThetho we- 16 we- 2008) wokusungula nokwenza ngcono izindlu ezaneleko zomphakathi
    - UmThetho we- 2013 (UmThetho wesi- 2 we- 2013) wokuHlukaniswa kweRevenyu
    - UmThetho we- 1999 (UmThetho wama- 50 we- 1999) wokuQhatjhiswa kweziNdlu
    - UmThetho wokuVezwa kweMalimbolekwa yeziNdlu nemAkhawot, 2000 (UmThetho wama- 63 we- 2000)
      - Inclusionary Housing Bill
      - UmThetho wokuPhathwa kweHlelo lamaTheyitlili weNgcenye, 2011 (UmThetho wobu-8 we- 2011)
      - UmThetho weZenzelwa zomLamuli eHlelweni lomPhakathi wonyaka we- 2011 (UmThetho we- we- 2011)
      - UmThetho we- 2005 wePhahla leTjhebiswano hlangana naborhulumende (UmThetho we-13 we- 2005)
      - Ihlelo lesiTjhaba lokuThuthukisa

## 7. IMISEBENZI NESAKHIWO SOMNYANGO WEZOKUHLALISWA KWABANTU

### 7.1. IHLATHULULO EFITJHANI EQAKATHEKILEKO

#### 7.1.1. UMBONO

Isitjhaba esihlala eemakhiweni enziznzileko.

#### 7.1.2. UMNQOPHO:

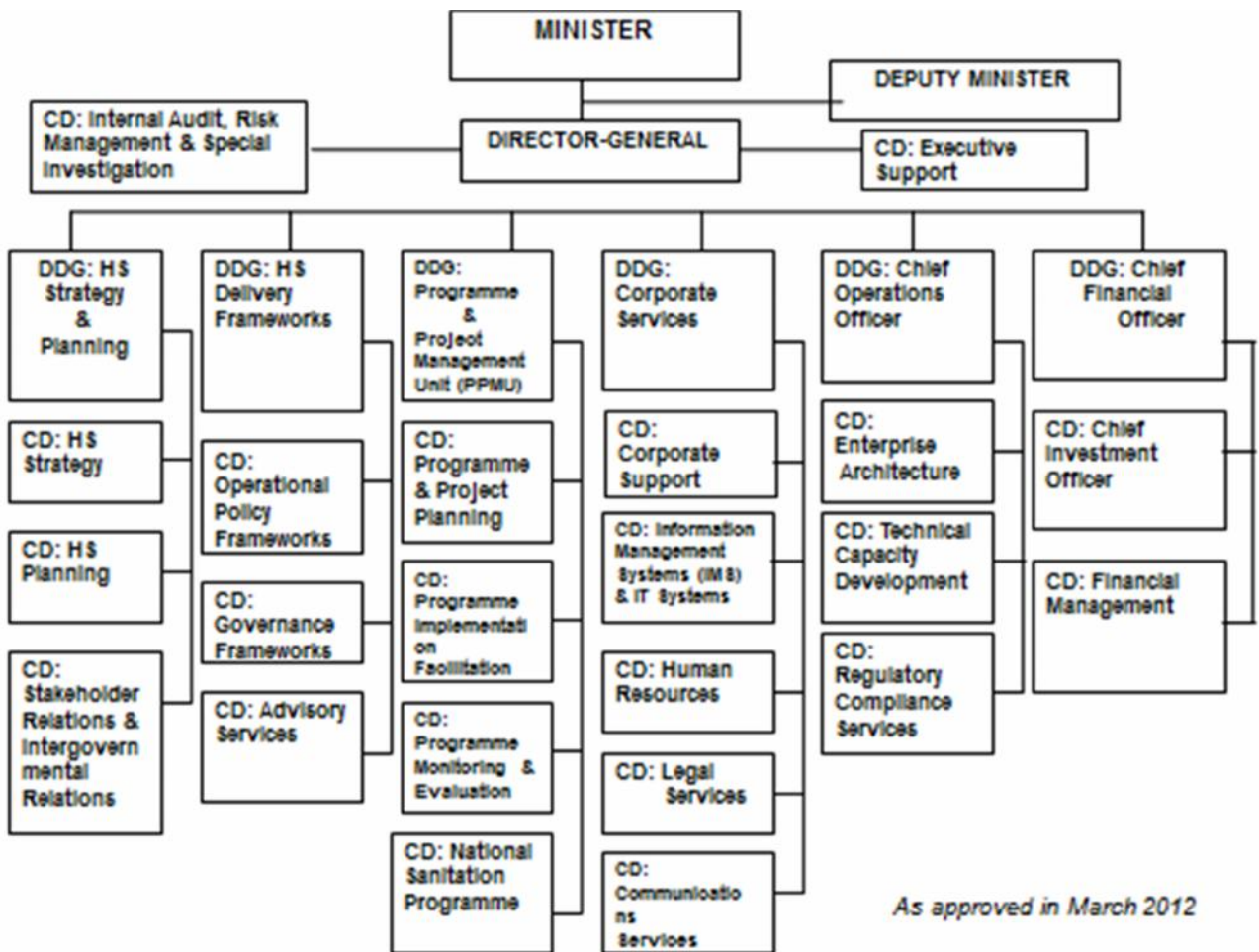
Ukukghonakalisa ukutlanywa kokuhlaliswa kwabaNtu okunzinzileko kanye nekhwalithi eyenziwe ngcono yepilo yekhaya

7.1.3. IMIGOMO

Imigomo eqakathekileko ehlahla nelawula umNyango idzimelele kumThethosisekelo kanye nemithetho yawo begodu ifaka hlangana:

- Ukuziphendulela
- Ukulingana nokungathathi ihlangothi
- Ukuzikhethela, ikhwalithi nokuba nemali yokuthenga
- Ukuzijamela
- Ukusungula
- Imigomo yeBatho Pele

7.2. ISAKHIWO ESIHLELEKILEKO SOMNYANGO



### 7.3. IMISEBENZI ENIKELWA MNYANGO

Kokuthoma umNyango u:

- Sungula bewugcine umgomo nephahla lomthetho elifunekako ekukghonakaliseni umnqopho wokuhlaliswa kwabantu okuragela phambili nokungabandlululiko ngokukhambisana nomnqopho karhulumende kanye negunya lomnyango;
- Ukghonakalisa ukwabiwa kwesabelo sonyaka seemfunda nabomasipala ekuhlaisweni kwabantu, ukuthuthukiswa kwemithangalasisekelo nokufumaneka komhlaba;

Ngezelela endimeni iimfunda nabomasipala abayidlalako mayelana nokuhlaliswa kwabantu, amaziko alandelako wesitjhaba asunguliwe ukukghonakalisa iindingo zomkhakha eziphathelele nokuhlaliswa kwabantu.

Yenziwe ngu:	Imisebenzi:	Yenzelwe u:	Fumana ilawzi e-
IBhodi yeeNdaba zabaThengisa iziNdlu (EAAB)	<ul style="list-style-type: none"> <li>• Lawula, gcina beweuthuthukise izinga lokuziphatha kwama- ejensi athengisa izindlu ngokutjhaja lokho okufunwa mphakathi;</li> <li>• Nikela iintifikedi zokuthembeka ngesekelo leemali kubenziimbawo abakulungeleko;</li> <li>• Qintela izinga lokubandulwa kwama- ejensi athengisa izindlu;</li> <li>• Phenya iinghonyayo mayelana nama- ejensi athengisa izindlu bese uthoma ikambiso yokujezisa kilawo ma- ejensi athengisa izindlu anomlandu la kutlhogeka khona begodu</li> <li>• Phatha bewulawule isikhwama seemali sama- ejensi athengisa izindlu.</li> </ul>	Abathengi bezindlu nama- ejensi wezindlu.	DHS, iminyango yeemfunda yezokuhlaliswa kwabantu (PDHS), Abomasipala Ama- ofisi we- EAAB.

Yenziwe ngu:	Imisebenzi:	Yenzelwe u:	Fumana ilawzi e-
I- Ejensi yokuThuthukiswa kweziNdlu (HDA)	<ul style="list-style-type: none"> <li>• Khomba, fumana, phatha thuthukisa bewunikele umhlaba osendaweni elungileko kanye nemakhiwo.</li> <li>• Nikela isekelo lokuphathwa kwephrojekthi nemisebenzi yokuthuthukiswa kwezindlu.</li> </ul>	Abathengi bezindlu nemikhkaha karhulumend(Abomasipala nama- Metro).	DHS, PDHS, aboMasipala nama- ofisi we- HDA.
UmKhandlu wesiTjhaba wokuTloliswa kwabAkhi beziNdlu [NHBRC]	<ul style="list-style-type: none"> <li>• Ukuvikela abathengi bezindlu kanye nokulawula ibhoduluko ekwakhiwa kilo izindlu ngokuthuthukisa kokutlanywa kwetheknoloji yokwahiwa kwezindlu, ukuhlela imigomo yokwahiwa kwezindlu nokwenza ngcono amakhono wabakhi bezindlu.</li> </ul>	Abathengi bezindlu nabakhi bezindlu.	DHS, PDHS, abomasipala nama- ofisi we- NHBRC.
I- Ejensi yesiTjhaba yokuVus elelwa kweNda wo zeDorobheni [NURCHA]	<ul style="list-style-type: none"> <li>• Nikela isizo lesikhatjhana leemali kibosomakontraga abancani, abaphakathi nasele kukade bakhona abakha izindlu zabarhola kancani nangokulingeneko, kanye neendawo zomphakathi nomthangalasisekelo.</li> </ul>	Abosomakontraga nabaTtuthukisi.	DHS, PDHS, abomasipala nama- ofisi we- NURCHA.
Ihlangano yesiTjhaba yeeMali zeziNdlu [NHFC]	<ul style="list-style-type: none"> <li>• Ukunikela iinsombululo ezitja nezingabizi khulu zemali yokuthenga indlu kilabo abarhola kancani nangokulingeneko; i- NHFC izuza umlayo wayo ngokukghonakalisa nokunikela woke umuntu imali iindawo ezihlukahlukene zokuhlala, ngokuya ngokukghona kwabo, nepilwabo;</li> </ul>	Abarhola imali encani, amaziko asele anzinzile wezindlu, abathengisi abangalandeli imithetho yebhanga kanye namabhanga aboleka imindeneni etlhagako.	DHS, PDHS, Abomasipala; Ama- ofisi we- NHFC.

Yenziwe ngu:	Imisebenzi:	Yenzelwe u:	Fumana ilawzi e-
	<ul style="list-style-type: none"> <li>• Ukuqhatjha</li> <li>• Ubunikazi bomuzi ngemalimbolekwa yemotgeyji kanye</li> <li>• Nokukhuliswa kwezindlu.</li> </ul>		
Isikhwama semalimbolekiswano yeziNdlu zemaKhaya (RHFL)	<ul style="list-style-type: none"> <li>• Ukunikela abantu beendaweni zemakhaya amandla wokungezelela ukuzikhethela kwabo izindlu bese benza ngcono ubujamo babo bepilo ngokobana bafumane isikolodo ebabolekisaneni abafanelekileko.</li> </ul>	Imindeni yemakhaya erhola kancani.	DHS, PDHS, abomasipala, ama- ofisi we-RHFL.
IsiPhathimandla esiLawula iziNdlu zomPhakathi (SHRA)	<ul style="list-style-type: none"> <li>• Ukulawula umkhakha wezindlu zomphakathi weSewula Afrika; Ukwamukelwa, ukuphathwa nokubhadelwa kwesisomali leziko nesabelo sakarhulumende (esibizwa ngesAbelo sokwAkha kabutjha).</li> </ul>	Umkhakha wezindlu zomphakathi	DHS, PDHS, abomasipala, ama- ofisi we-SHRA.

#### 7.4. AMAHLELO WOMNYANGO

Ihlelo loku- Ukuphatha	1:	<p><b>Umqopho:</b> Ukunikela imisebenzi yoburholi nokuphathwa ngekghono komNyango.</p> <p><b>Iminqopho eqakathekileko:</b></p> <ul style="list-style-type: none"> <li>• Ukunikela isekelo e- Ofisini lakamNqophisi- Zombebelel.</li> <li>• Ukuphatha iingozi zomnyango, ukuhlolwa komnyango nokuphenywa kwezenzelwa/imisebenzi yomnyango.</li> <li>• Ukweluleka mayelana nokuhlanganiswa kwephrojekthi, ukuqinisekiswa kwekhwalithi begodu inikela neKomidi yomSebenzi oThileko isizo.</li> <li>• Ukutjheja ukwenziwa ngcono kwemisebenzi ye- HS ngemisebenzi eqakathekileko yokuhlelwa kwamahwebo.</li> <li>• Ukuphatha nokunikela imisebenzi yesekelo leemali.</li> <li>• Ukutjheja ukunikelwa kwemisebenzi yeenhlangano.</li> <li>• Ukuphatha nokuhlela ukutjhejwa kwemakhiwo ngokukhambisana nemiHlahlandlela yomNyango wezemiSebenzi yomBuso.</li> </ul>
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<p>Ihlelo lesi- 2:  <b>Umgomo, amano  nehlelo lomNyango  wezokuHlaliswa  kwabaNtu</b></p>	<p><b>Umnqopho:</b></p> <p>Ukuphatha ituthuko nokukhambisana namaphahla wokwethula womkhakha we- HS bekutjhejwe imisebenzi ehlangeneko yamano nokuhlelwa kwe- HS.</p> <p><b>Iminqopho eqakathekileko</b></p> <ul style="list-style-type: none"> <li>• Ukuphatha ukuthuthukiswa nokutjhejwa kwephahla lomgomo we- HS (Amaphahla wokusebenza).</li> <li>• Ukuphatha irhubhululo nokukhambisana namaphahla wokubusa we- HS.</li> <li>• Ukuphathwa kwerhubhululo netuthuko yomkhakha wamano amakhulu we- HS.</li> <li>• Ukuphathwa kwamaphahla wokuhlela we- HS kanye nekambiso (HS Planning).</li> <li>• Ukuphatha itjhebiswano laborhulumende netjhebiswano lemikhakha kanye nokusebenzisana ekuthuthukisweni kwe- HS (Ukuvumelanisa abahlanganyeli).</li> <li>• Ukuvumelanisa nokukghonakalisa ukusebenzisana nokuhlanganyela ebudlelwaneni obudephileko bomkhakha naborhulumende ababili namkha abanengi nabahlanganyeli ekusekeleni ukwenziwa ngcono kwekwalithi yebhoduluko lokuhlala.</li> <li>• Ukuphatha ikambiso yokuhlela ukuthuthukisa kwe- HS kanye nokusekela ukuphunyeleliswa kwamaphahla we- HS nokuhlelwa kokuthuthukiswa kwezindlu.</li> <li>• Ukwenza ngcono imiphumela ye- HS.</li> </ul>
<p>Ihlelo lesi- 3: Isekelo  lokweEthulwa kweHlelo</p>	<p><b>Umnqopho:</b></p> <p>Ukutjheja nokusekela ukwenziwa kwamahlelo we- HS.</p> <p><b>Iminqopho ehleliweko</b></p> <ul style="list-style-type: none"> <li>• Ukuphathwa kokucatjangwa kwemiqondo nokuhlelwa kwamahlelo wamano namaphrojekthi we- HS.</li> <li>• Ukutjheja nokukghonakalisa ukuphunyeleliswa nokwenziwa lula kwamaphrojekthi we- HS.</li> <li>• Ukuphatha nokutjheja ukwenziwa lula kwamaphrojekthi we- HS.</li> <li>• Ukuphatha ituthuko yekghono lobuthekniki emkhakheni we- HS</li> <li>• Ukuphatha imisebenzi yokuthotjelwa komthetho emkhakheni we- HS kanye nokunikela ukuphatha kokutjheja amaziko womNyango.</li> </ul>
<p>Ihlelo lesi- 4: Imali  yokwAkha iziNdlu</p>	<p><b>Umnqopho</b></p> <p>Ukuphatha nokusekela imisebenzi yokuphathwa kwemali yokulekelela ye- HS, ukulungisa iintlabagelo zomkhakha nokukhomba iindlela ezikhona ezibandlululako zokubolekisana zamazimo wezeemali.</p> <p><b>Iminqopho eqakathekileko</b></p> <ul style="list-style-type: none"> <li>• <i>Ukuphatha nokulungisa iintlabagelo zomkhakha nokukhomba iindlela</i></li> </ul>

	<p><i>ezibandlululako ezikhona zokubolekiswa zamaziko weemali (IsiPhathiswa esiKhulu seSisomali).</i></p> <ul style="list-style-type: none"> <li>• <i>Ukutjengisa imibandela yokuhlinzekelwa kwemali yokulekelela ethunyelwa kizo zoke iimfunda. (Imali yokuLekelela mayelana nokuThuthukisa Isekelo leemali leemfundeni lisuselwe efo muleni yokuhlinzekela etjheja iindingo zezindlu, ukufuduka nekghonakalo letuthuko .</i></li> <li>• <i>Ukwenza iminikelo emazikweni wezindlu. Isikhwama seemali sidluliswa ngeenzathu zokobana uNgqongqotjhe avume amano wamahlelo webhizimisi.</i></li> <li>• <i>Ukutjengisa imibandela efihlekileko yokuhlinzekelwa kwesabelo somthangalasisekelo wezindlu weendaweni zemakhaya (Isabelo somthangalasisekelo wezindlu zemakhaya).</i></li> <li>• <i>Ukutjengisa isabelo semibandela esidluliselwe kibomasipala mayelana nomthangalasisekelo wokusekela ukukhiqizwa komhlaba kanye nokwenziwa ngcono kweendawo zokuhlala ezingakahlelwa kibomasipala bedorobheni (Isabelo sokuthuthukiswa kweendawo zemadorobheni).</i></li> </ul>
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## 8. UKUFUMANEKA KWAMAREKHODI APHETHWE MNYANGO

Amarekhodi athileko, ngaphandle kwalawo avikelweko, akhona ngokuzenzakalela ngaphandle kobana abawe ilungelo lokuwafumana ngokwe-PAIA. Amanye amarekhodi agcinwe yi- DHS kufanelwe abawiwe ku- DIO ngokwekambiso evezwe esigabeni se- 11 nese- 18 se- PAIA.

### 8.1. IINGABA ZAMAREKHODI APHETHWE MNYANGO

Amarekhodi we- DHS apathwa ngokweemfuneko zeendinyana zomThetho weZiko leSewula Afrika lokuGcina amaFayili namaRekhodi wesiTjhaba, 1996 (umThetho wama- 43 we- 1996). Iingaba zamarekhodi angenzasi zinikelwa ngokwehlelo lamafayili eliqinisekisiweko le- DHS. Amanye wamarekhodi arhenyiswe eengabeni ezingenzasi angabawiwa ngokomthetho kodwana ilungelo lokufumana iingcenywe zamarekhodi lawa namkha irekhodi eliphateleko lingalelwa ngeenzathu zeendinyana ze- PAIA eziqintelwe esigabeni sama- 33 nama- 45.



*\*Akhona ngokuzenzakalela: Amarekhodi angafumaneka ngaphandle kokubawa ilungelo lokuwafumana ngokomThetho ngendlela ekuqintelwe ngayo esigabeni se- 15(1)(a) se- PAIA.*

*\*Akhona ngokubawiwa: Amarekhodi angafumaneka ngokulandela ikambiso ye- PAIA ngendlela ekuqintelwe ngayo esigabeni se- 11 ne- 18 se- PAIA; ilungelo lokufumana amarekhodi lawa lingalelwa ngeenzathu zesiGaba sama- 33 ukuya kwesama- 45 somThetho.*

*\*Avikelweko: Amarekhodi amumethe ilwazi eliyifihlo ngeze enziwe bona abe khona emphakathini.*

Inom boro.	Isigaba	Isihloko	Akhona ngokuzenzakalela*	Akhona ngokubawiswa*	Avikelweko*
8.1.1	IPHAHLA LOMTHETHO NOKULAWULA	Imigomo, imiThetho nemithetholawulo	Iye	Awa	Awa
		Imigomo yokusebenza	Iye	Awa	Awa
		Ikambiso yemigomo	Awa	Iye	Awa
		Amanothi wokusebenza Imali yokulekelela ye- HS (HSDG) kanye neMali yokulekelela ngokuhlaliswa kwabantu emadorobheni (USDG))	Awa	Awa	Iye
		Iincwajana zomNyango (ukufaka hlangana iincwajana zeendaba, amabhrotjha, amaflaya, namaphostara)	Iye	Awa	Awa
		Ukutjhugululwa komkhakha (amahlelo, ukubukwa kokuhlalisana kanye nokutjhuguluka kokuphatha)	Awa	Iye	Awa
8.1.2	UKUHLELA NOKULAWULA	Imisebenzi yomNyango	Iye	Awa	Awa
		Ukunikelwa kwamandla/igunya	Awa	Iye	Awa
		Iindaba eziphathelene nokuhloma	Awa	Iye	Awa
		Imigomo yomNyango	Awa	Iye	Awa
		Ukuphathwa kwengozi	Awa	Iye	Awa
		Iphahla lokuphikisana nobukhwabanisi nobukhohlakali	Iye	Awa	Awa
		Ukuphathwa kwezokuphepha	Awa	Awa	Iye
		Ukuhloliswa kwehlangano	Awa	Iye	Awa

Inom boro.	Isigaba	Isihloko	Akhona ngokuzenzak alela*	Akhona ngokubawiswa*	Avikelweko*
		lindaba eziphathele nezepilo nokuphepha kwemsebenzini	Awa	Iye	Awa
		lindlela zokuphathwa kwehlekelele kanye nemibiko	Awa	Awa	Iye
8.1.3	IPHIKO LEZABASEBENZI	Ukulawulwa kweenkhundla zomsebenzil, Ukuzisungula neendaba eziphathelele nokuhlela	Awa	Iye	Awa
		Ukuthathwa kweenqunto zobujamo bokusebenza	Iye	Awa	Awa
		Imisebenzi, ukuqhatjha, ukutholela umsebenzi	Awa	Iye	Awa
		Amarekhodi wabasebenzi/amafayili wezepilo yabasebenzi	Awa	Awa	Iye
		Ukugcinwa kwabasebenzi (amano wokubagcina)	Awa	Iye	Awa
		Ukuthuthukiswa kwabasebenzi (amahlelo, ukucocisana, amahlelo wamakghono newelwazi, , learnerships, bursaries, scholarships, ukubambisana nemibiko)	Awa	Iye	Awa
		Ukuhlela, ukusebenzisa, ukulawula nokutjheja (Amano we- HR, iimemezelo, ukusetjenziswa kwelifu, isikhathi esisetjenzwa ngokweqileko, iindaba eziphathelele nomphakathi, itjhido nekghono lokukhamba kanye nokuqedwa kwemisebenzi	Awa	Iye	Awa
		Ukuphathwa nokuthuthukiswa kokusebenza	Awa	Iye	Awa
		lindaba zomsebenzi nobudlelwano bomqhatjhi	Awa	Awa	Iye
		Amahlelo nemibiko yokutjhuguluka ehlanganweni (ukulingana emsebenzini, i-Batho Pele; Ukutjhuguluka kokuphatha, Zepilo yabasebenzi)	Awa	Iye	Awa

Inom boro.	Isigaba	Isihloko	Akhona ngokuzenzak alela*	Akhona ngokubawiswa*	Avikelweko*
8.1.4	IINDAB ZEEMALI	Isabelo seemali (ukufaka hlangana iinlinganiso zokuhlinzekelwa kwamaziko womNyango, izabelo zobujamo, inzuzo yesabelo seemali)	Iye	Awa	Awa
		Ihlelo elisisekelo lokugcinwa kwama- akhawundi (BAS) (imibiko)	Awa	Iye	Awa
		Ukuthotjelwa kwezeemali (UmPhathimali, umHlolimali Zombebele, ukuveza nemibiko) Please maintain consistency on conditional grant	Awa	Iye	Awa
		Ukuhlolwa kwezeemali	Awa	Iye	Awa
		Amatleyimu	Awa	Iye	Awa
		Irherho labakweledi	Awa	Iye	Awa
		Imali yokulekelela yomnqopho othileko kanyenokuphathwa kwesikhwama seemali (ukuhlinzekelwa, ukudluliselwa nokwehliswa, ukutjheja nokuhlaziya, ukulahlekelwa nemibiko)	Awa	Iye	Awa
		Iindaba eziphathelene nebhanga (ezifaka hlangana iincwadi zokudiphozitha nokubhalansiswa kweentatimende zebhanga)	Awa	Awa	Iye
		Ukungabi kuhle kwezeemali	Awa	Iye	Awa
		Ukubhalansiswa kwama- akhawundi	Awa	Iye	Awa
		Isizo lezeemali (iminikelo nesekelo lezeemali)	Awa	Iye	Awa
		Ama- invoyisi, iintatimende neembadalo	Awa	Iye	Awa
		Amarasidi aphrintiweko	Awa	Iye	Awa
		Amarekhodi wokungezelela we- akhawuntingi	Awa	Iye	Awa
		Amathransaktjhini wejenali	Awa	Iye	Awa
		Ukuhlolwa kwerherho lezeemali	Awa	Awa	Iye
		Irhelo labasebenzi nemirholo yabo	Awa	Awa	Iye

Inom boro.	Isigaba	Isihloko	Akhona ngokuzenzak alela*	Akhona ngokubawiswa*	Avikelweko*
		Amaforomu wenani lesibopho sesikolodo esivezwe emtlohlweni wesikolodo, amarasidi wokugunyaza namatjhege	Awa	Awa	Iye
		Amarejista (ukufaka hlangana umrholo, ama-invoyisi nokubhadela)	Awa	Iye	Awa
		lintatimende zemali	Awa	Iye	Awa
		lindaba eziphathelele nokulawulwa kokulahlekelwa	Awa	Iye	Awa
8.1.5	UKUPHATHWA KWEKORO YOKUTHENGELA	Ukuphakanyiswa kwamabhidi (limphakamiso, iinqophiso, imikhangiso, ukuhlinzekelwa namakomidi)	Awa	Iye	Awa
		Ifuneko nokufumaneka (amakhotheytjhini, amarikhwisitjhini kanye nokufumaneka)	Awa	Iye	Awa
		Amano (ukuzuza, ukuthengwa kwepahla nokutjheja)	Awa	Iye	Awa
		Amarejista (ukufaka hlangana amabhidi, amarekhodi weziko leadatha yababalalisi, irejista yokubhadela, amatjhidi wokubalwa kwestoko, ama-invoyisi, ipahla ne-inventhari)	Awa	Iye	Awa
		Ama- Oda neembadalo (amarherho, ama- invoyisi, ama- SLA's, ukubalwa kwepahla ezuziweko (ukufumaneka kwamahlelo)	Awa	Iye	Awa
		Ukuphathwa kwepahla (ukuzuzwa, ukutjhejwa, ukulahlwa, ukuhlola nemibiko; amatjhidi wokulawula ukubalwa kwepahla)	Awa	Iye	Awa
8.1.6	UKUKHAMBANA NEMISEBENZI YEENTHUTHI	Amakhambo	Awa	Iye	Awa
		linthuthi (eziqhatjhiweko nezakarhulumende)	Awa	Iye	Awa
		Amatjhidi wokurekhoda izehlakalo zamalanga woke	Awa	Iye	Awa

Inom boro.	Isigaba	Isihloko	Akhona ngokuzenzak alela*	Akhona ngokubawiswa*	Avikelweko*
8.1.7	UKUPHATHWA KWEENDAWO	limakhiwo, iphasi nepahla (ukukhonzwa kweendingo nokuHlaziya, ukuhlela nokutlama, ukufumana neemvumelwano zokuqatjhiswa kwama- ofisi neendawo zokuhlala ezisemthethweni, ukuhlinzekela, ukutjheja nokuhlukanisa)	Awa	Iye	Awa
		linsetjenziswa neminye imakhiwo (Ukuhlonywa, ukulungisa nokutjheja)	Awa	Iye	Awa
		Ukusebenza kuhle kwamandla kanye nokutjhejwa(ukuhlola nemibiko)	Awa	Iye	Awa
		Itjhejo, ukubeka ilihlo nokuhlola	Awa	Iye	Awa
8.1.8	IZENZELWA ZELWAZI	Imemoranda yeKhabinethi	Awa	Awa	Iye
		Izakhiwo zePalamende (Amakomidi) nemibuzo/iimpendulo.	Awa	Iye	Awa
		UmThetho wokuThuthukiswa kokuFumaneka kweLwazi	Awa	Iye	Awa
		Imibiko ye- PAIA	Iye	Awa	Awa
		Ukuphathwa kwamarekhodi (amahlelo wamafayili, itjhejuli yamarekhodi ngaphandle kwamafayili wokuthintana, amarejista wokudlulisela, wokulahla, wemibiko newendawo ekugcinwa kiyo amarekhodi)	Awa	Iye	Awa
Amarherho wokuphathwa kwelwazi (IMS) (Ukukhonzwa, ukuthuthukiswa kokuhlaziya, ukuphuyeleliswa, ukutjhejwa, isekelo, imibiko neemalobalo)	Awa	Iye	Awa		
		Ukufumaneka nokuphathwa kwedatha (iindawo ezingakahleleki, amanani wokwethula, ukulungiswa komtlo yikhotho, ukwethula kwephrojekthi ngayinye, amaphrojekthi avinjiweko)	Awa	Iye	Awa

Inom boro.	Isigaba	Isihloko	Akhona ngokuzenzak alela*	Akhona ngokubawiswa*	Avikelweko*
		Iziko ledatha yemali yokwelekelela kwezezindlu yesiTjhaba (NHSDB) (iimbawo, ukurekhoda, ukusulwa, ukudluliselwa)	Awa	Iye	Awa
		Izezenzelwa ngethungelelwanohlanganiso (isizasithungelelanisi, iseva yama- SMS, ihlelo lemali yokwelekelela kwezezindlu, umsebenzi wokusekela nokunikela isizo abasebenzisi bemitjhiningqondo, imitlolo yesibawo sokutjhugululwa kwehlelo, amaphrojekthi wesitjhaba	Awa	Iye	Awa
		Ilwazi leendawo kanye nekungasilo leendawo	Awa	Iye	Awa
		Ukuphathwa kwelwazi	Awa	Iye	Awa
		Ukuphathwa kwelayibhrari	Awa	Iye	Awa
		Itheknoloji yelwazi namarherho	Awa	Iye	Awa
		Ihlelo lokuQalana neNgozi	Awa	Awa	Iye
8.1.9	UKUTHINTANA	Itshwayo lomNyango	Awa	Awa	Iye
		Indlela yokuThintana	Awa	Iye	Awa
		Isentha yokutjhejwa kwabathengi kanye neendaba eziphathelene nomrhala wesizo elirhabileko lakamongameli	Awa	Iye	Awa
		Iindaba eziphathelene nekhamphani ekhupha umtlolo/i- TV nomrhatjho	Iye	Awa	Awa
		Izehlakalo, amajima, amahlelo wokuhlonywa nokwazisa emphakathini (ukufaka hlangana iinkulumo neenthombe)	Iye	Awa	Awa
8.1.10	IMISEBENZI YEZOMTHETHO	Imibono emayelana nomthetho	Awa	Iye	Awa
		Ukuqhatjiswa kwabosiyazi bomthetho	Awa	Iye	Awa
		Ikambiso yokuthatha amagadango wangokomthetho kanye namatleyimu, izehlakalo	Awa	Iye	Awa

Inom boro.	Isigaba	Isihloko	Akhona ngokuzenzak alela*	Akhona ngokubawiswa*	Avikelweko*
		Ukutjhutjhiswa okufaka hlangana nokunikelwa kwemitlolo yomthetho	Awa	Iye	Awa
		limvumelwano, imitlolo yokuvumelana ngokuthileko kanye neemvumelwano mayelana nezinga lomsebenzi	Awa	Awa	Iye
8.1.11	IMIHLANGANO, UKUYIKHAMBELA NOKUBANJWA KWEMIHLANGANO	Ukuphatha, amaforamu wemihlangano yeenhlangano zesifunda nkanye nomkhakha (ukufaka hlangana, ukuqhatjiswa kwabantu bephaneli abazokweluleka uNgqongqotjhe, amalungiselelo, ama-ajenda, amaminidi nemibiko)	Awa	Awa	Iye
		Amasemina, amakhomferense neemfundobandulo (afaka hlangana amalungiselelo namaminidi)	Awa	Iye	Awa
		Amakomitjhini, amakomidi nemikhandlu (ukufaka hlangana ama- reference group, ukuqhatjiswa kwamalunga, amalungiselelo, ama-ajenda, amaminidi nemibiko)	Awa	Awa	Iye
8.1.12	UKUHLAZIYWA KOKUTJHEJA NOKUHLOLWA KOMTHELELA	Iindaba eziphathelene nokuhlaziywa kokutjheja kanye nerherho lokuhlolwa komthelela	Awa	Iye	Awa
		Ukuhlaziya, ukuhlolwa komthelela nokutjhejwa kweibiko (ukufaka hlangana: umthelela, ukusebenza, ukutjhejwa kwamaphrojekthi kanye nokuhlolwa kwemisebenzi yabazuzi)	Awa	Iye	Awa
8.1.13	IRHUBHULULO NESIZO LOKUTHUTHUKISWA KOMGOMO	Ukuthuthukiswa komgomo womkhakha kanye needaba zokusiza (ukufaka hlangana: iindaba zemigomo yezindlu, amaphrojekthi womgomo, isizo, ukurhumutjha nerhubhululo)	Iye	Awa	Awa

Inom boro.	Isigaba	Isihloko	Akhona ngokuzenzak alela*	Akhona ngokubawiswa*	Avikelweko*
		Ukungenelela nokusizwa kwamaziko (ukungenelela kokungezelela, kwemakhaya, kokuhlalisana nokokuqhatjha)	Iye	Awa	Awa
		Irhuhhululo (ukufaka hlangana imibiko)	Awa	Iye	Awa
8.1.14	UKUHLELWA KOMKHAKHA WEZOKUHLALISWA KWABANTU	Ukuhlela kwesitjhaba (amahlelo weetuthuko yeminyaka eminengi, amahlelo ahlangeneko wokuthuthukisa kanye namahlelo wamabhizimisi wesabelo sobujamo)	Awa	Iye	Awa
		Ukuhlela kweemfunda (ukufaka hlangana amahlelo wetuthuko yeminyaka eminengi, amahlelo wamabhizimisi, iinsetjenziswa nemibiko)	Awa	Iye	Awa
		Ukuhlelwa kwakamasipala (ukufaka hlangana amahlelo ahlangeneko weokuthuthukisa, iindaba eziphathelene nokusungulwa kwamalokitjhi, ukuqinisekiswa kwabomasipala kanye nemibiko)	Awa	Iye	Awa
8.1.15	UKUSEKELWA NOKUTJHEJWA KOKUSEBENZA KWAMAHLELO	Iindaba eziphathelene namaphrojekthi ajanyisiweko kanye namanye womkhakha	Awa	Iye	Awa
		Ukwenza ngcono iindawo zokuhlala ezingakahleleki (ukufaka hlangana amahleloi, ukuphumeleliswa, ukuhlela nesekele)	Awa	Iye	Awa
8.1.16	AMAHLELO WENANI LEZABELO KANYE NEENQALELELWANT ANZI	Iindaba eziphathelene nokulingana(amaziko weemali)	Awa	Iye	Awa
		Imibiko yaqobe mnyaka: (amaphetheni wokubolekisa mayelana nemali yezindlu)	Iye	Awa	Awa
		Imalimbolekwa yezindlu nemakhiwo	Awa	Iye	Awa
		Itjhatha yomkhakha wezeeMali	Awa	Iye	Awa



Inom boro.	Isigaba	Isihloko	Akhona ngokuzenzak alela*	Akhona ngokubawiswa*	Avikelweko*
		Ukukghonakaliswa kwamaphrojekthi aqalelelwentanzi asekelwa ngeemali ngokwenarha nangokweemfunda	Awa	Iye	Awa
8.1.17	AMAHLELO NEENDLELA ZEKAMBISO YOKUHLALISWA KWABANTU	Amahlelo wokuhlaliswa kwabantu ngokuqhatjha	Awa	Iye	Awa
		Ukutlanywa kwamaphrojekthi wangeqadi newokuqhatjhisa	Awa	Iye	Awa
		linzinda zokucocisana	Awa	Iye	Awa
		Ukusekelwa kwabaqhatjhi	Awa	Iye	Awa
		Ukuhlaziya, ukuhlolwa komthelela, ukutjheja, ukubuyekeza, iimbalo kanye nokuhlolwa kwemibiko	Awa	Iye	Awa
		lindaba eziphathelene nokusungula emazikweni wezezindlu	Awa	Awa	Iye
		lindaba eziphathelene nebhodi yeziko	Awa	Awa	Iye
		lindaba eziphathelene nokutjhejwa kweziko (ukufaka hlangana isakhiwo, umrholo nabasebenzi behlangano)	Awa	Awa	Iye
		Amahlelo/imibiko yeziko	Awa	Iye	Awa
		Ukungenelela ngamaziko	Awa	Iye	Awa
		Ukutjheja nokubuyekezwa kwamaziko	Awa	Iye	Awa
Ikambiso yokuhlaliswa kwabantu (ukufaka hlangana iinkolodo ezidala, ukwethulwa kwamaphrojekthi wokususa iinqabo, ukubambisana neendaba eziphathelene nerarano)	Awa	Iye	Awa		
8.1.18	UBUDLELWANO NABAHLANGANYELI NOKUKHUTHAZWA KOKUSEBENZISANA NABO	linhlangano zokucocisana nokuthintana (ukufaka hlangana iindaba ngorhulumende, zerhwebo, iinhlangano zeentjhabatjhabeni nezokucocisana kweentjhabatjhaba)	Awa	Iye	Awa
		Abonongorwana baka-Govan Mbeki	Iye	Awa	Awa

Inom boro.	Isigaba	Isihloko	Akhona ngokuzenzak alela*	Akhona ngokubawiswa*	Avikelweko*
8.1.19	UKUTHUTHUKISWA KWAMAKGHONO WEZOKUHLALISWA KWABANTU	Ukusekelwa ngeemali kwamaphrojekthi wezokuhlaliswa kwabantu	Awa	Iye	Awa
		Amahlelo wokuzijayeza umgomo (ukufaka hlangana ukufakwa nokusebenzisana)	Awa	Iye	Awa
		Ukuhlonyiswa kwabazuzi nomphakathi (ukufaka hlangana ukuphunyeleliswa kokusebenzisana, ukutjhejwa kokuhlola nokuhlaziya)	Awa	Iye	Awa
		Ukwenziwa ngelwazikomkhakha wokuhlaliswa kwabantu (ukufaka hlangana amahlelo webhizimisi, ukuqinisekiswa kweziq, iindaba eziphathelene nokubandulwa kwabanikeli namaziko nokuphathwa kweenhlangano yabosiyazi nbokuhlaliswa kwabantu)	Awa	Iye	Awa
		Imifundalize nemali yokusekela umfundi ngezefundo ye- HS (ukufaka hlangana iimbawo zomgomo nokutjhejwa kokuhlizekela kanye nokuhlola)	Awa	Iye	Awa
		Ukuthuthukiswa kwekghono leziko (ukufaka hlangana amahlelo webhizimisi, iindaba eziphathelene nokuvumelanisa, ukuphunyeleliswa nokusekelwa kwamahlelo weemfunda – kanye nokuhlola, ukutjhejwa nokuhlaziya)	Awa	Iye	Awa
		Amano wesitjhaba wokuthuthukiswa kobuthekniki	Awa	Iye	Awa
		Umgomo wokuthuthukisa ikghono lomkhakha	Awa	Iye	Awa
		Ihlelo lokusekela be- Cuba ngezobuthekniki leSewula Afrika	Awa	Iye	Awa
Iphahla lokudluliselwa kwamakghono	Awa	Iye	Awa		

## **9. IKAMBISO YOKUBAWIWA KWELUNGELO LOKUFUMANA ILWAZI**

IZiko le- PAIA lamukela iimbawo zelungelo lokufumana ilwazi ngokujamela i- DIO; iZiko leli lisiza omunye nomunye umuntu ofisa ukwenza isibawo.

Mayelana nemibuzo ephathelene nokwenziwa kweembawo zelungelo lokufumana ilwazi lomNyango, lowo okungenzeka abe mbawo angathumela isibawo sakhe esitloliweko enomborweni yefeksi: 012 421 1428, esiphandeni semeyila ku-: paiaunit@dhs.gov.za namkha avakatjhele elinye nelinye i- ofisi eliseduze le- DHS kobana afumane isizo.

### **9.1. NGUBANI ONGABAWA ILWAZI?**

- Omunye nomunye umuntu angabawa ilwazi.
- Umbawo uqobo lwakhe: bawo ilwazi eliphathelene naye uqobo lwakhe.
- Umbawo obawela omunye umuntu ilwazi.
  - (Umbawo ojamele omunye kufanele akhuphe incwadi emgunyazako).

### **9.2. INDLELA YOKUFUMANA ILWAZI**

#### **9.2.1. UKUFUMANA NGOKUZITHANDELA/AMAREKHODI AKHONA NGOKUZENZAKALELA**

Iingaba ezithileko zamarekhodi zikhona ngokuzenzakalela ngaphandle kobana umuntu awabawo ngeendlela zekambiso ye- PAIA ngokwamalungiselelo wesigaba se- 15(1)(a) somThetho. Ilwazi/amarekhodi akhona ngokuzenzakalela zokwenziwa bona abe khona bu- elektroniki ewebhusayidini yomnyango nema- ofisini womnyango ngendlela abawo ngayo, nangabe lokho kulungile begodu kuyakghonakala.

#### **9.2.2. IIMBAWO EZENZIWA NGOMRHALA**

I- DHS iyazamukela neembawo zomrhala. Esinye nesinye isibawo esinjalo esenziwe ku- DIO namkha eZikweni le- PAIA enomborweni enikelweko yomrhala kilemanuwali zizokutjhejwa. Iinkhulu zeziko le- PAIA zizokuzalisela umbawo iForumu A eliqintelweko bese zimnikela ikhophi yalo.

#### **9.2.3. IIMBAWO EZENZIWA NGOMLOMO**

Nangabe umuntu akakghoni ukuzalisa iforomu eliqintelweko ngebanga lokungafundi namkha ukurholophala, umuntu onjalo angasenza ngomlomo isibawo ku- DIO.

U- DIO we- DHS kufanele atole isibawo somlomo eforomini eliqintelweko bese unikela umbawo ikhophi yaso.

### **9.3. IIMBAWO ZANGOKOMTHETHO NGOKWEEMFUNeko ZE- PAIA**

## **IGADANGO LOKU- 1: Ukuzalisa iforomu eliqintelweko lesibawo selungelo lokufumana**

- Fumana iforomu A lesibawo eliqintelweko elimumethwe esiThasiselweni B semanuwali le, elikhona nakuwebhusayidi ye- DHS namkha nalibawiwako kwelinye nelinye i- ofisi le- DHS.
- Zalisa loke iforomu eliqintelweko ucacise ngokutjengisa irekhodi namkha amarekhodi abawiwako bese utlikitla iforomu lesibawo esikhaleni esinikelweko.
- Nangabe isibawo senzela omunye umuntu, umbawo kufanele anikele ubufakazi bekghono isibawo esenziwa ngalo, ngendlela eyanelisa u- DIO.

## **IGADANGO LESI- 2: Ukubhadela**

Umbawo kufanele abhadele imbadalo eqintelweko nangabe uyayikoloda begodu nalokha abawo bona ayibhadele ngokuyidiphozithela enomborweni ye- akhawundi enikelwe ngenzasi. Abantu abarhenyiswe endimeni ye- 9.5.4 yemanuwali le batjhaphululiwe ekubhadeleni iimbadalo zesibawo.

### **INDLELA YOKUBHADELA**

Ibizo le- akhawundi	UmNyango wezokuHlaliswa kwabaNtu
Ibhanga	Standard Bank
Inomboro ye- akhawundi	010160310
Ibizo legaja	Pretoria, Van der Walt Street
Ikhawundi yegaja	010145
Ireferensi	UmThetho wokuThuthukiswa kokuFumaneka kweLwazi

## **IGADANGO LESI- 3: Ukuthunyelwa kwesibawo**

Umbawo kufanele athumele isibawo sakhe ku- DIO ngokusebenzisa iZiko le- PAIA ngesiphande, ngefeksi, namkha ngesiphande semeyila esinikelweko kilemanuwali. Iforomu lesibawo kufanele liphekelwe bufakazi bembadalo yesibawo.

Abukho ubufakazi bokubhadela obunamathiselwa babantu abalungele ukutjhaphululwa, kodwana iinzathu zokutjhaphululwa kufanele zicaciswe kuhle eforomini.

### **9.4. IKAMBISO YEENKHATHI ZOKUQALANA NEEMBAWO**

Ngokwesigaba sama- 25 somThetho, emalangenani ama- 30 wokwamukelwa kwesibawo i- DHS kufanele ithathe isiqunto sokobana ingabe iyasamukela namkha iyasala isibawo bese inikela iinzathu zesiqunto lesi.

Amalanga ama- 30 i- DHS ekufanele ithathe ngawo isiqunto sokobana iyasamukela namkha iyasala isibawo anganabiselwa esikhathini esingeqi amalanga ama- 30 nangabe isibawo ngesamanani amakhulu welwazi namkha nangabe isibawo sifuna ilwazi eliphethwe kwelinye i- ofisi le- DHS begodu ilwazi ngeze lafumaneka samalanga ama- 30 wokuthoma.

I- DHS kufanele yazise umbawi ngokumtlolela nakungenzeka kufuneke ukungezelelwa kwesikhathi.

## **9.5. IIMBADALO**

UmThetho utjheja imihlobo emibili yembadalo, okungile:

### **9.5.1. IIMBADALO YESIBAWO ENGABUYISELWIKO**

Umbawi, kunombawi ozibawela yena uqobo lwakhe, obawa ilungelo lokufumana ilwazi eliphethwe mNyango kuzokuthogeka bona abhadele imbadalo eqintelweko yesibawo ema- R35,00, ngendlela ekuhlathululwe ngayo eForomini A, ngaphambi kobana kuragelwe phambili nokufakwa kwesibawo ekambisweni. Abantu abarhenyiswe endimeni ye- 9.5.4 yemanuwali le batjhaphululiwe ekubhadeleni iimbadalo zesibawo.

U- DIO uzokubamba irekhodi bekufike lapha umbawi othintekako sele abhadele khona iimbadalo ezifunakako (nangabe zikhona).

### **9.5.2. IIMBADALO ZELUNGELO LOKUFUMANA**

- Imbadalo yelungelo lokufumana ibhadelwa kibo boke ubujamo lapho isibawo sokufumana ilwazi sinikelwa khona iindleko begodu, nangabe kuyathogeka, imbadalo yokuposa nesikhathi esifunekako sokulifuna nokulilungisa kobana livezwe.
- Abantu abarhenyiswe endimeni ye- 9.5.4 yemanuwali le batjhaphululiwe ekubhadeleni imali yelungelo lokufumana.
- Umbawi obawa amakhophi wamarekhodi akhona emphakathini, akukafaneli abhadeliswe imbadalo yokubawa yama- R35-00, kodwana uzokubhadeliswa imbadalo yelungelo lokukotjululwa kwamakhophi, nakuthogekako.

### **9.5.3. IDIPHOSITHI**

Nangabe ukufunwa nokulungiswa kwerekhodi kobana livezwe ukufaka hlangana amalungiselelo wokulenza bona libe khona ngendlela elibawliwe ngayo kuzokufuna amari adlula kilawo aqintelwe umnqopho osemthethwenilawulo, u- DIO kufanele azise umbawi kobana abhadele ingcenywe eqintelweko (engeqiko esithathwini) njengediphosithi yembadalo yelungelo lokufumana ezokubhadelwa nangabe unikelwa ilungelo lokufumana.

Nangabe kubhadelwe idiphosithi mayelana nesibawo selungelo lokufumana egade kwaliwe ngalo, u- DIO We- DHS Uzokubuyisela umbawi imali yediphosithi.

### **9.5.4. UKUTJHATJHULULWA**

Ubjamo nabantu abalandelako batjhathjululiwe ekubhadeleni iimbadalo zelungelo lokumana:

- Umuntu ongakatjhadi umrholwakhe ongadluliko ema- R14 712,00 qobe mnyaka ngemva kokudosa
- Abantu abatjhadileko namkha abalingani umrholwabo ongadluliko ema- R27 192, 00 nawuhlanganisiweko qobe mnyaka ngemva kokudosa.
- Lapho iindleko zokubuthelela enye nenye imbadalo emayelana nokufunwa nokulungiswa kwerekhodi kobana livezwe idlula khona inani elibiziweko, imbadalo enjalo ayisebenzi.
- Iindleko zokufunwa nokulungisa azisebenzi emarekhodini wombawu uqobo lwakhe.
- Iimbadalo zesibawo nezelungelo lokufumana azisebenzi ngerekhodi elibawuwe siphathiswa sezesondlo namkha umphenyi wezesondlo ngeminqopho yokuphenya ngesondlo namkha iphenyo ngokwamalungiselelo womThetho wezeSondlo, we- 1998 (UmThetho wama- 99 we- 1998) namkha isigaba - 44 semithetholawulo yawo.

## **10. UKWALELWA UKUFUMANA KANYE NEEMBAWO EZIRHABEKILEKO**

### **10.1. IINZATHU ZOKWALA**

I- DHS ingala ngelungelo lokufumaneka kwelwazi layo nangabe ilwazi elibawuweko liphathelene:

- Ukuvikelwa okukatelelwa mthetho kwefihlo yehlangano yesithathu emumuntu wemvelo, ukufaka hlangu umuntu ohlongakeleko.
- Ukuvikelwa okukatelelwa mthetho kwamarekhodi athileko weZiko leSewula Afrika lezomThelo.
- Ukuvikelwa okukatelelwa mthetho kwelwazi lezokurweba lehlangu yesithathu.
- Ukuvikelwa okukatelelwa mthetho kwelwazi eliyifihlo kanye nokuvikelwa kwelwazi elithileko eliyifihlo lehlangu yesithathu.
- Ukuvikelwa okukatelelwa mthetho kokuphepha kwabantu kanye nokuvikelwa kwepahla.
- Ukuvikelwa okukatelelwa mthetho kwamadokethi wamapholisa asekamisweni yebheyili kanye nokuvikelwa kokukatelelwa komthetho nekambiso yomthetho.
- Ukuvikelwa ngokugunyazwa kwamarekhodi avunyelwe ukukhiqizwa ekamisweni yomthetho;
- Iivikelo, ukuphepha netjhebiswano leentjhabatjhaba leRiphabhliki.
- Ikareko kwezomnotho nezehlalakhule zezeemali zeRiphabhliki nemisetjenzana yezerhwebo lomNyango.
- Ukuvikelwa okukatelelwa mthetho kwerhubhululo lelwazi lehlangu yesithathu kanye nokuvikelwa kwerhubhululo lelwazi lomNyango.
- Imisebenzi yomNyango.
- Manifestly frivolous or vexatious requests or substantial and unreasonable diversion of resources of the Department.

### **10.2. UKUVEZA OKUGUNYAZIWEKOEMPHAKATHINI**

Isibawo sokufumana irekhodi ekungenzeka kwaliwe ngalo ngokweenzathu zokwala ze-PAIA linganikelwa, nanyana kunjalo, ebujameni lapho ukuvezwa kwerekhodi kufunwa khona mphakathi begodu nangabe ukuzuza komphakathi lokho kuqakatheke khulu kunengozi etjhejwe eenzathwini zokwala.

### **10.3. UKWALIWA OKUTJHEJIWEKO KWESIBAWO**

Nangabe u- DIO ubhalelwa kunikela umbawi isiqunto ngesibawo selungelo lokufumana emalangeneni ama- 30 aqintelweko, kungenzeka u- DIO usalile isiBawo lesi. Umbawi angenza isibawo esirhabekileko mayelana nokwaliwa lokho.

### **10.4. IINSOMBULULO NANGABE ISIBAWO SALIWE**

#### **10.4.1. ISIBAWO ESIRHABEKILEKO**

Umbawi ongakaphatheki kuhle ngesiqunto saka- DIO sokwala isibawo selungelo lokufumana ilwazi angenza isibawo esirhabako noNgqongqotjhe womNyango wezokuHlaliswa kwabaNtu ngokuphikisa isiqunto esitjhiweko.

#### **10.4.2. UKWENZA ISIBAWO ESIRHABEKILEKO**

Isibawo esirhabekileko:

Kufanele senziwe emalangeneni ama- 60 ngemva kobana umbawi sele aziswe ngesiqunto esithathiweko mayelana nesibawo:

- Kufanele azalise iforomu eliqintelweko lesibawo esirhabekileko elimumethwe kusiThasiselo C semanuwali le, elikhona newebhusayidini ye- DHS [[www.dhs.gov.za](http://www.dhs.gov.za)], namkha kwelinye nelinye i- ofisi le- DHS, nalibawiwako.
- Kufanele azalise ngokupheleleko iforomu eliqintelweko lesibawo esirhabekileko atjengise nesiqunto asenzela isibawo esirhabekileko.
- Tlikitla iforomu lesibawo esirhabekileko esikhaleni esinikelweko.
- Thumela isibawo esirhabekileko ku- DIO ngemininingwana yokuthintana namkha ngesiphande esinikelweko kilwemanuwali.

#### **10.4.3. UKUDLULISELWA KWESIBAWO ESIRHABEKILEKO ESIPHATHINIMANDLA ESIFANELEKO LISEKELA LESIPHATHISWA SELWAZI**

- Emalangeneni ali- 10 wokwamukelwa kwesibawo esirhabekileko kanye neenzathu zesiqunto iSekela lesiPhathiswa seLwazi kufanele lisidlulisele esiphathinimandla esifaneleko.
- Isiphathimandla esifaneleko kufanele sitjheje besithathe isiqunto mayelana nesibawo esirhabekileko emalangeneni ama- 30 ngemva kobana isaziso sesibawo esirhabekileko sele samukelwe.
- Isiqunto sesiphathimandla esifaneleko kufanele siqinisekise namkha sibekele ngeqadi isiqunto se- DIO, begodu la ekuthlogeka khona lijamiselele isiqunto salo esibaweni.

### **10.5. ISIBAWO SEKHOTHO**

Emalangeneni ali- 180 wokwamukelwa kwesaziso sesiqunto esimayelana nesibawo esirhabekileko, umbawi ongakaphumeleli esibaweni esirhabekileko angenza isibawo sesizo elifaneleko ekhotho ngendlela ekuqintelwe ngayo esigabeni sama- 78(2).

## **11. UKUBAKHONA KWEMANUWALI**

**11.1.** Imanuwali le izokwenziwa bona ibe khona ngamalimi amathathu asemthethweni kuwebhusayidi yomNyango; kwelinye nelinye i- ofisi yomNyango neKomitjhaneni yamaLungelo wobuNtu.

**11.2.** Imanuwali le ingakhutjiswa kuGazede kaRhulumende.

## **12. UKUBUYEKEZWA NOKWENZIWA KWEMANUWALI BONA IKHAMBISANE NESIKHATHI**

Imanuwali le izokubuyekezwa qobe mnyaka mNyango begodu nakutlhogekako izokwenziwa bona ikhambisane nesikhathi beyikhutjwe ngendlela etjhejwe yi- PAIA.