agriculture, land reform & rural development

Department: Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

UMQULU WE-PAIA
WOMNYANGO WEZOLIMO, IZINGUQUKO ZOMHLABA NOKUTHUTHUKISWA KWEZINDAWO ZASEMAKHAYA

Ngokwesigaba 14 soMthetho Wokukhuthaza Ukutholakala Kolwazi 2 wezi-2000 (uMthetho Nombolo 2 wezi-2000)

(Uhlelo lokuqala)

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1. ISINGENISO NOKUZIHLANGULA

ISINGENISO

UMthetho Wokukhuthaza Ukutholala Kolwazi, 2 wezi-2000, ovamise ukwaziwa ngesifinyezo sawo esithi “i-PAIA”, wamenyezelwa uHulumeni ukuze usebenzele ilungelo ngokomthethosisekelo lokutholakala kolwazi olusezandleni zombuso noma imikhandlu ezimele. I-PAIA iyalela indlela umphakathi okumele usebenzise ngayo leli lungelo nokuthi imikhandlu kahulumeni nezimele kumele iphendule kanjani kulezi zicelo ezifana nalezi, kubandakanya nesikhathi lapho izicelo zingase zamukelwe noma zichithwe.

Lo mqulu uhlose ukuhlinzeka umphakathi ngolwazi ngoMnyango Wezolimo, Izinguquko Zomhlaba Nokuthuthukiswa Kwezindawo Zasemakhaya (i-DALRRD), njengoba kubekiwe esigabeni 14 se-PAIA, ukuze kuxhunyaniswe indlela yokutholakala kwamalekhodi asezandleni ze-DALRRD.

Kubalulekile ukuqaphela ukuthi ulwazi oluceliwe kumele lube khona lube "ilekhodi", isibonelo, kube idokhumenti, idokhumenti yedijithali, ibalazwe, isithombe, okuqoshwe ngedijithali, njll. I-PAIA ayikwazi ukusetshenziselwa ukucela “ulwazi” olungaqukethwe noma olungaqoshiwe kwelinye "ilekhodi" elikhona.

Lo mqulu uphinde ube nolwazi mayelana noMthetho Wokuvikela Ulwazi Lomuntu, 4 wezi-2013 (i-POPIA). I-POPIA yachibiyela i-PAIA, lokhu kuchitshiyelwa kwaqala ukusebenza mhla lu-1 kuNtulikazi 2021. Lapho kubhekwa isicelo solwazi lomuntu, le Mithetho yomibili (i-PAIA kanye ne-POPIA) kumele ihlale ifundwa ndawonye.

DISCLAIMER

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contained in this manual, however, the DALRRD accepts no liability for information which may be incorrect or outdated.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

2. UMYALELO, UMBONO, INHLOSO NEMIPHUMELA ELINGANISEKAYO YOMNYANGO WEZOLIMO, IZINGUQUKO ZOMHLABA NOKUTHUTHUKISWA KWEZINDAWO ZASEMAKHAYA

2.1 I-DALRRD uMnyango osemusha, owaqala ukusebenza mhla lu-1 kuMbasa 2020. I-DALRRD empeleni ihlanganise okwakuwuMnyango Wezolimo, Amahlathi Nokudoba (i-DAFF) kanye noMnyango Wokuthuthukiswa Kwezindawo Zasemakhaya Nezinguquko Zomhlaba (i-DRDLR), ngaphandle kwemisebenzi yezamahlathi nokudoba, eyaba yingxenye yoMnyango Wezindaba Zezemvelo ukuze kwakhiwe uMnyango Wezamahlathi, Ukudoba Nezemvelo.

2.2 Umyalelo

I-DALRRD umyalelo wayo uvela ezigabeni 24, 25 no-27 zoMthethosisekelo weRiphabhulikhi YaseNingizimu Afrika, 1996 ongabekwa kanje ngamafuphi:

- Isigaba 24(b)(iii) (umshwana wezemvelo) no-27(1)(b) (umshwana wokunakekelwa kwezempilo, ukudla, amanzi nokuvikeleka komphakathi) ikhuluma ngokusebenzisana kwezolimo: kusukela kuzinsizakusebenza, ukukhiqiza kanjalo nenani elifakwa ekuthengiseni.
- Isigaba 25 (umshwana wesakhiwo/wempahla), esakha uhlakakusebenza lokuqaliswa kokusetshenziswa kokuguqulwa komhlaba, kanye nesigaba 24 (umshwana wezemvelo);
- Isigaba 27 (umshwana wokunakekelwa kwezempilo, ukudla, amanzi kanye nokuvikeleka komphakathi) esakha uhlakakusebenza kokuqala ukusetshenziswa koHlelo Oluphelele Lokuthuthukiswa Kwezindawo Zasemakhaya.

2.3 Umbono

Umbono we-DALRRD ukuhlinzeka ngokulingana ukutholakala komhlaba, uhlelo oludidiyele lokuthuthukiswa kwezindawo zasemakhaya, ezolimo ezizinzile kanjalo nokutholakala kokudla kubo bonke abantu.

2.4 Inhloso

Inhloso ye-DALRRD ukusheshisa izinguquko zomhlaba, ukusheshisa intuthuko ezindaweni zasemakhaya nokuthuthukisa ukukhiqizwa kwezolimo ukugqugquzela intuthuko yomnotho nokutholakala kokudla kanje:

- izinguquko kumaphethini obuninimhlaba;
- imihlaba ebolekiwe/izinguquko ekulinyweni komhlaba;
- ukuqaliswa kokusebetshenziswa kohlelo lokuphathwa komhlaba ngempumelelo;

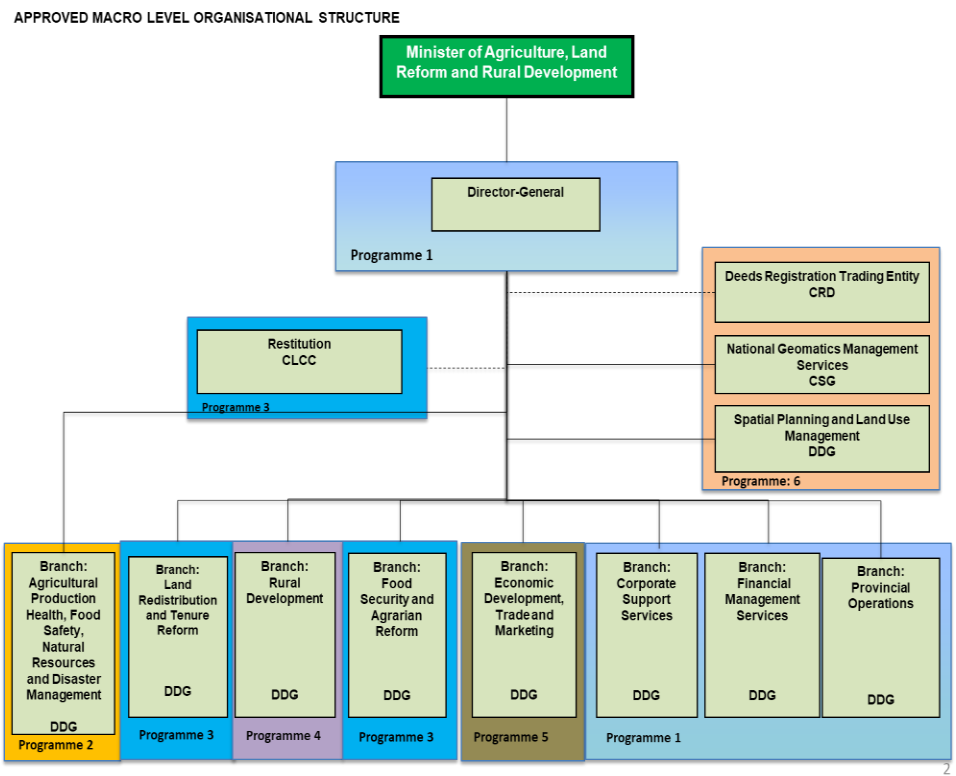
- izimpilo ezizinzile;
- amasu ezolimo azinzile;
- ukukhuthaza ukutholakala kwamathuba entsheni, abesifazane kanye namaqembu asebungozini; kanye
- nentuthuko edidiyelwe ezindaweni zasemakhaya.

2.5 Imiphumela elinganisekayo

- Ukubusa okuthuthukisiwe kanye nokusebenza ngempumelelo.
- Izinguquko zezindawo kanye nokuphathwa komhlaba kahle nangempumelelo.
- Ukulungisa ubulungiswa obungabanga khona ngesikhathi kwabiwa umhlaba ngesikhathi esedlule kanye nokulekelela ekuhlalisweni.
- Ukunyuswa kokukhiqiza embonini yezolimo.
- Ukunyuswa kwamathuba okungena kumakethe nokugcinwa kwezimakethe ezikhona.
- Umnotho wezindawo zasemakhaya odidiyele nohlanganisile.
- Ukuvikela okunxambili okuthuthukisiwe kanye nokuncishiswa kobungozi benhlekelele okusebenzayo.

3. UHLAKA NEMISEBENZI YE-DALRRD

Uhlaka lwe-DALRRD lwakhiwe ukuze igcwalise umyalelo obekwe ngenhla. Uhlaka ezingeni eliphezulu lwe-DALRRD, olukhombisa amagatsha ahlukile, luveziwe ngezansi, lulandelwa incazelo yemisebenzi yegatsha ngalinye.



Igatsha ngalinye inhloko yalo uSekela woMqondisi-Jikelele (DDG), kanti futhi yibo laba o-DDG abaqokelwe ukuba uSekela Wezisebenzi Zolwazi i-Deputy Information Officers beqokwa nguMqondisi-Jikelele (Isisebenzi Solwazi).

Amagatsha ayishumi nambili e-DALRRD yilawa:

1. **Ukubuyiselwa (Ikhomishini mayelana Nokubuyiselwa Kwamalungelo Omhlaba)** ("iKhomishini") - Ukuphatha inqubo yokubuyiselwa kwamalungelo omhlaba ababephuciwe, noma ukukhokhwa kwesinxephezelo esilinganisayo, esifakelwe isicelo ngokoMthetho Wokubuyiselwa Kwamalungelo Omhlaba, 1994 (uMthetho Nombolo 22 wezi-1994). IKhomishini iholwa uKhomishana Omkhulu

Wezicelo Zomhlaba futhi ineSekela likaKhomishana Wezicelo Zomhlaba kanjalo noKhomishana Wezicelo Zomhlaba Zesifunda ezweni lonke. IKhomishini iphinde yesekwe uMnyango Omkhulu: Ukwesekwa Kokubuyiselwa Komhlaba esifundazweni ngasinye. UMqondisi-Jikelele (DG) we-DALRRD Yisikhulu Esinesibophokubika seKhomishini. IKhomishini isiqale inqubo yokuba isikhungo sikahulumeni esizimele, kanti uma lesi sikhungo esinjalo sesisunguliwe, i-DG izoyeka ukuba Isikhulu Esinesibophokubika seKhomishini.

Kumele kuqashelwe ukuthi iKhomishini ingumkhandlu oseceleni kahulumeni, ngenhloso ye-PAIA. Naziphi izicelo zokuthola amalekhodi asezandleni zeKhomishini kumele zithunyelwe eHhovisi likaKhomishana Omkhulu Wezicelo Zomhlaba.

Ikheli le-imeyili: Nomfundo.Ntloko-Gobodo@dalrrd.gov.za. IHhovisi likaKhomishana Omkhulu Wezicelo Zomhlaba likule ndawo Centre Walk Building, 266 Pretorius Street, Pretoria.

2. <u>Ukwabiwa kabusha komhlaba Namalungelo Obunikazi Bomhlaba</u>

2.1 Imisebenzi:

2.1.1 Ukusungula izinqubomgomo, izinqubo kanye nemikhiqizo yezinguquko zesikhathi sezomhlaba.
2.1.2 Ukuhlinzeka ngosizo lokuphathwa kwesakhiwo kanye nokwesekana ngeseluleko.
2.1.3 Ukuxhumanisa kokutholakala komhlaba nokusebenzisana phakathi kwamasu esikhungo.
2.1.4 Ukuhlinzeka ngesu lokuthola umhlaba i-*Pro-active Land Acquisition Strategy* (PLAS) okuwusizo lokuphathwa kwemali ye-akhawunti yokuhweba.
2.1.5 Ukuhlinzeka usizo lokweseka uhlelo lwezimali nokuphathwa.
2.1.6 Ukuqinisekisa ukuphathwa kolwazi, ubungozi kanye nokuthobela.

2.1.7 Ukuxhumanisa ukubandakanya abesifazane basezindaweni zasemakhaya, intsha kanye nabantu abaphila nokukhubazeka ezinhlelweni zegatsha.

3. Ukukhiqizwa kwezolimo, ukuvikela okunxambili kanye nokuphathwa kwezinsiza Zendalo (okwakwaziwa ngokukhiqizwa kwezolimo, ezempilo, ukutholakala kokudla, izinsiza kusebenza zendalo kanye nokuphathwa kwezinhlekelele) –

3.1 Imisebenzi:

3.1.1 Ukuqinisekisa ukuthotshelwa kohlakakusebenza lokulawula ukudla.

3.1.2 Ukusungula inqubomgomo, izimiso kanye nemigomo yokweseka ukukhiqizwa kwezitshalo nezempilo zezitshalo.

3.1.3 Ukukhuthaza intuthuko ekukukhiqizweni kwemfuyo, izinyamazane ezifuyiwe kanye nemfuyo.

3.1.4 Ukuxhumanisa ukuthuthukiswa kwengqalasizinda nokuzinziswa kokusetshenziswa kwezinsiza zendalo nokudidiyela, kuhlanganiswe kuphinde kuqaliswe ukusetshenziswa kwezinqubomgomo nezinhlakakusebenza zokuphathwa kwezihlekelele ngokugcizelela kakhulu ekulwisaneni nezinhlekelele ezindaweni zasemakhaya nakwezolimo.

3.1.5 Ukulawula ukuqaliswa kokusetshenziswa komthetho-nqubo kanye nezinye izinqubo ezihambisana Nokushintshwa Kolibofuzo Lwezinto Eziphilayo i-*Genetically Modified Organisms* (GMO) ukunciphisa umthelela wokushintshwa Kolibofuzo Lwezinto Eziphilayo ongase ube khona kubantu, ezilwaneni, ezempilo zezitshalo kanye nemvelo.

3.1.6 Ukuxhumanisa ukubandakanya abesifazane basezindaweni zasemakhaya, intsha kanye nabantu abaphila nokukhubazeka ezinhlelweni zegatsha.

4. Ukutholakala kokudla kanye nemihlaba ebolekiwe/izinguquko ekulinyweni komhlaba -

4.1 Imisebenzi:

4.4.1 Ukuhlinzeka izinhlakakusebenza kuzwelonke ukukhuthaza izinhlelo ezizinzile zamakhaya nokutholakala kokudla.
4.4.2 Ukusungula nokuhlinzekwa kwabalimi nezinkampani ngamasu okwesekana.
4.4.3 Ukuxhumanisa ukuhlinzekelwa kwezinhlelo zokufundisa nokuqeqesha ze-DALRRD ezeseka ukukhula okuzinzile nokubandakanyeka okulinganisekayo embonini.
4.4.4 Ukuhlinzeka usizo lokweseka olwelulwe kuzwelonke.
4.4.5 Ukuhlinzeka usizo oluphusile lokuthuthukisa izimali ukuze kuthuthukiswe izinhlelo ze-DALRRD.
4.4.6 Ukuxhumanisa ukubandakanya abesifazane basezindaweni zasemakhaya, intsha kanye nabantu abaphila nokukhubazeka namaqembu asengcupheni (okuyilaba, izisebenzi zasemapulazini, imiphakathi, njll.) ezinhlelweni zegatsha.

5. Ukuhlelwa kwendawo nokuphathwa kokusetshenziswa komhlaba –

5.1 Imisebenzi:

5.1.1 Ukusungula inqubomgomo nemigomo, ukuhlinzeka ukweseka kanye nokuqapha ukuqaliswa kokusetshenziswa komthetho-nqubo we-SPLUM nokuhlomisa izikhungo ezihlelayo.
5.1.2 Ukuhlinzeka ngosizo lolwazi lokuhlelwa kwendawo nezemvelo.
5.1.3 Ukuhlinzeka ngokwesekana okuhlelweni okudidiyele kwendawo.
5.1.4 Ukuhlinzeka usizo lokweseka uhlelo lwezimali nokuphathwa.

6. Ukuthuthukiswa kwezindawo zasemakhaya -

6.1 Imisebenzi:

6.1.1 Ukuhlinzeka ngokuhlanganiswa kwenhlakahle nentuthuko ekufukuleni umnotho.
6.1.2 Ukuhlanganisa nokuxhumanisa usizo lokuthuthukisa ingqalasizinda.
6.1.3 Ukusungula nokwenza ubuchwepheshe bokuqamba kabusha nobufanele.
6.1.4 Ukuhlinzeka usizo lokweseka ngezimali nokuphathwa.
6.1.5 Ukuphatha imiklamo yegatsha.
6.1.6 Ukuxhumanisa ukubandakanya abesifazane basezindaweni zasemakhaya, intsha kanye nabantu abaphila nokukhubazeka ezinhlelweni zegatsha.

7. Isikhungo Esihweba Ngokubhalisa Amatatiyela–

7.1 Imisebenzi:

7.1.1 Ukubhaliswa kwamatatiyela namanye amadokhumenti.
7.1.2 Ukuhlinzekela ngolwazi lokubhaliswa kwamatatiyela.
7.1.3 Ukugcina amabhuku okubhaliswe kuwo amalungelo omhlaba omphakathi.
7.1.4 Ukusungulwa nokuqaliswa kokusetshenziswa komthetho-nqubo wokubhaliswa kwamatatiyela.

8. Usizo Lokuphathwa kwejiyomathiki (imininingo ngolwazi lomhlaba) kuzwelonke–

8.1 Imisebenzi:

8.1.1 Ukusebenza (ahlolelwe ukuba agunyazwe) ngamaphepha okubhalisa anemininingwane ngomhlaba (cadastral) ukuze kubhaliswe umhlaba

namalungelo angempela ngomhlaba futhi afakwe kuhlumininingo lukazwelonke Cadastre: imingcele yesiqephu somhlaba.

8.1.2 Ukusebenza (ahlolelwe ukuba agunyazwe) ngezinhlelo ezihlongozwayo zokuhlukanisiwe.

8.1.3 Ukugcina enqolobaneni yamalekhodi wonke amadokhumenti kanjalo namalekhodi okuklama amayelana nayo yonke imidwebo, izinhlelo ezivamile kanjalo nezinhlelo ezihlongozwayo zokuhlukanisiwe.

8.1.4 Ukuchibiyela nokugcina amadokhumenti anemininingwane ngomhlaba ukuveza ukubhaliswa kwamalungelo angempela emahhovisi amatayitela.

8.1.5 Ukwenza wonke amadokhumenti agcinwe enqolobaneni yamalekhodi kazwelonke atholakale amadokhumenti anemininingwane ngomhlaba atholakala nge-elekthronikhi nangawo uqobo.

8.1.6 Ukufaka amadokhumenti anemininingwane ngomhlaba kulwazi lwendawo yemininingwane ngomhlaba. (Lapho kuqoqelwe khona zonke iziqephu zomhlaba nge-elekthronikhi i-*Geo-referenced*).

8.1.7 Ukwenza imininingo ngolwazi lwendawo yemininingwane ngomhlaba itholakale kubo bonke abasebenzisi bolwazi lwendawo ukuze kwenziwe izinhlelo kuthathwe nezinqumo.

8.1.8 Ukuthola uhlaka lukazwelonke lwe-*geodetic*.

8.1.9 Ukwakhiwa Nokugcinwa kwamasethi emininingo Yohlelo Lokulawula Ukuklama kuzwelonke (NCSS).

8.1.10 Ukutholakala kwesithombe esishutha ngemibala esizoshutha usemoyeni emhlabeni ongu-0.25m ibanga lesampuli.

8.1.11 Ukwenziwa kwesithombe esishutha ngemibala esizoshutha usemoyeni ukwenza izithombe ezishuthwe usemoyeni ezithathe izwe lonke njalo eminyakeni emithathu.

8.1.12 Izithombe ezishuthwe usemoyeni ezigciniwe ziyinsiza ebalulekile ukuthola ukuthi yini eyayikhona endaweni eminyakeni eminingi eyedlule kanti futhi zisetshenziswa ezinkantolo nasezicelweni zokubuyiselwa umhlaba.

8.1.13 Ukhiqiza noma ukubuyekeza amabalazwe ukugcina amasethi emininingo yamanje ephelele nge-*geo-spatial (National Map Series)* eNingizimu Afrika.

8.1.14 Ukuxhumanisa Imiklamo Yombuso kubandakanya imiklamo Yezinguquko Zomhlaba.

8.1.15 Ukuhlinzeka Amabalazwe Omhlaba ama-*Land Cover Maps*.

8.1.16 Ukuhlinzeka ngosizo lokweluleka ngemininingwane yomhlaba kubantu abazimele kanye nezinye izikhungo zikahulumeni.

9. <u>Usizo Lokweseka Lwenkampani –</u>

9.1 Imisebenzi

9.1.1 Leli gatsha ikakhulu lihlinzeka ngosizo eMnyangweni, hhayi emphakathini. Usizo oluhlinzekwa uMnyango yileli gatsha yilolu:

(a) Ukuphathwa komnyango wabasebenzi nosizo lwentuthuko

(b) Usizo lokuphathwa koLwazi Nobuchwepheshe bezokuXhumana (i-ICT).

(c) Usizo Lwezomthetho.

(d) Usizo lokuthuthukiswa koMthetho

(e) Usizo Lwezokuphepha nokuphathwa kwezindawo.

(f) Usizo Lwezokuxhumana

(g) Usizo Lwezokuqapha Nokuhlola

10. Usizo Lwezokuphathwa Kwezimali –

10.1 Imisebenzi:

10.1.1 Ukuphatha nokuhlinzeka ngosizo lokuphathwa kwezimali eMnyangweni.

10.1.2 Ukuphatha nokuhlinzeka ngosizo lokuphathwa kokusebenzisana kokuhlinzekela.

10.1.3 Ukuphatha usizo lokuphathwa kokubusa nokuqinisekisa.

11. Ukuthuthukiswa komnotho, uhwebo nokuthengisa

11.1 Imisebenzi:

11.1.1 Ukugqugquzela, ukuxhumanisa, ukuhlanganisa nokweseka izindaba zamazwe omhlaba kanjalo nohwebo lwamazwe omhlaba ngokusungulwa nokuqaliswa ukusetshenziswa kwezinqubomgomo nezinhlelo ezifanele.

11.1.2 Ukuxhumanisa ukusungulwa nokwesekwa kwemifelandawonye, amabhizinisi asezindaweni zasemakhaya nezindawo zokwenza izinto.

11.1.3 Ukuqinisekisa ukushintshwa/ukuguqulwa kwemikhiqizo emikhulu yezolimo ibe imikhiqizo efakelwa intengo nokuqinisekisa ukungena kumakethe yakuleli nasemazweni omhlaba.

11.1.4 Ukuhlinzeka usizo lwezomnotho nezibalo ukuze kuqashwe ukusebenza kwemboni yezomnotho.

11.1.5 Ukuxhumanisa ukusungulwa nokuqaliswa ukusetshenziswa kwezinqubomgomo namasu ezimali embonini yezolimo.

11.1.6 Ukuphatha ukudluliselwa eMkhandlwini wemakethe yezolimo kuzwelonke i-National Agricultural Marketing Council.

12. Imisebenzi ngokwezifundazwe

12.1 Imisebenzi:

12.1.1 Ukwakha umthamo wokuphathwa komklamo webhizinisi ku-DALRRD

12.1.2 Ukuqapha, ukuqondisa nokuphatha ukuqaliswa kokusetshenziswa kosizo lomnyango ezingeni lesifundazwe nelesifunda.

12.1.3 Ukuhlanganisa amahhovisi esifundazwe.

12.1.4 Ukuqapha ukubandakanywa kwezinyathelo zobulili nezinguquko ezinhlelweni zentuthuko.

IZIKHUNGO ZIKAHULUMENI:

Kunezikhungo eziningi zikahulumeni nazo ezibika kuNgqongqoshe wezoLimo, Izinuquko Zomhlaba kanye Nokuthuthukiswa Kwezindawo Ezisemakhaya, kodwa-ke, lezi zikhungo zizimele ngokwe-PAIA. Izicelo zokuthola amalekhodi angaphansi kwalezi zikhungo kumele zithunyelwe ngqo kusiKhulu Solwazi noma kuSekela lesiKhulu Solwazi balezi zikhungo. Lezi zikhungo yilezi:

- The Agricultural Research Council
- The National Agricultural Marketing Council
- Onderstepoort Biological Products
- Perishable Products Export Control Board
- Ingonyama Trust Board
- Office of the Valuer-General

4. IMININININGWANE YOKUXHUMANA YESIKHULU SOLWAZI NOSEKELA BEZIKHULU ZOLWAZI

4.1 Ngokwe-PAIA, uMqondisi-Jikelele (i-DG) we-DALRRD nguye Isikhulu Solwazi. U-DG ubeke bonke oSekela babaQondisi-Jikelele (DDGs), uMqondisi Omkhulu: Wosizo Lwezomthetho nezinye izisebenzi emnyangweni Wosizo Lwezomthetho njengamaSekela eziKhulu Zolwazi be-DALRRD. Izisebenzi zoSizo Lwezomthetho amandla ezinikwe wona anomkhawulo othile. Ama-DDGs abekwe njengama-DIOs anamandla ngokugunyazwa okunquma ukuthi izicelo zokuthola amalekhodi oMnyango ziyemukelwa noma cha.

4.2 Imininingwane yokuxhumana **ye-DG (Isikhulu Solwazi) neSekela Lesikhulu Solwazi** be-DALRRD yilaba:

Information Officer:

The Director-General: Mr M.R. Ramasodi
Tel: 012 312 8503
E-mail: DGOffice@dalrrd.gov.za

Deputy Information Officers:

The Deputy Director-General: Corporate Support Services: Mr Mokutule Kgobokoe
Tel: 012 319 6120
e-mail: mokotule.kgobokoe@dalrrd.gov.za

The Deputy Director-General: Spatial Planning and Land Use Management: Ms AN Ntshabele (Acting)
Tel: 012 312 9371
e-mail: NNtshabele@dalrrd.gov.za

The Deputy Director-General: Rural Development (Vacant)
Tel:
e-mail:
(Lesi sikhundla besingenamuntu ngesikhathi kushicilelwa lo mqulu - okwesikhashana thumela izicelo zePAIA ezisebenzini ezivezwe ekhasini 17 ngezansi)

The Deputy Director-General: Agricultural Production, Biosecurity and Natural Resources Management (formerly Agricultural Production, Health, Food Safety, Natural Resources and Disaster Management): Dr BM Modisane (Acting)
Tel: 012 319 7466
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The Deputy Director-General: Food Security and Agrarian Reform: Mr N Mehlomakulu
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The Deputy Director-General: Economic Development, Trade and Marketing: Dr ME Swartz
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e-mail: moshe.swartz@dalrrd.gov.za

The Deputy Director-General: Provincial Operations: Ms Z Sihlangu (Acting)
Tel: 012 312 8867
e-mail: zanele.sihlangu@dalrrd.gov.za

The Chief Land Claims Commissioner: Ms N Ntloko-Gobodo
Tel: 012 312 8883
e-mail: Nomfundo.Ntloko-Gobodo@dalrrd.gov.za

The Deputy Director- General: Land Redistribution and Tenure Reform: Mr T Ndove
Tel: 012 312 8892/9351
e-mail: terries.ndove@dalrrd.gov.za

Chief Financial Officer (DDG: Financial Services): Ms R Sadiki

Tel: 012 312 8433

e-mail: rendani.sadiki@dalrrd.gov.za

The Chief Registrar of Deeds: Ms C Knoesen

Tel: 012 338 7218

e-mail: carlize.knoesen@dalrrd.gov.za

The Chief Surveyor–General: Ms E Janse van Rensburg (Acting)

Tel: 071 850 1713

e-mail: elbe.jansevanrensburg@dalrrd.gov.za

The Chief Director: Legal Services: Ms K Nagiah

Tel: 012 319 7329/7227

e-mail: kanthi.nagiah@dalrrd.gov.za

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

noma

Private Bag X250, Pretoria, 0001

Physical Address*: of the DALRRD Old Building, 184 Jeff Masemola Street, Pretoria, 0001

noma

Agriculture Place, 20 Steve Biko Street, Arcadia, Pretoria

*Qaphela ukuthi ngenxa yesibalo samagatsha ayo, i-DALRRD isebenzela ezakhiweni eziningi endaweni yasePitoli nakwamanye amadolobha, kodwa lawa makheli angenhla awamaHhovisi Kazwelonke e-DALRRD.

Uma umfakisicelo azi ukuthi amalekhodi kumele atholakale kuliphi igatsha le-DALRRD, kumele isicelo asithumele ngqo kuSekela lesiKhulu Solwazi esifanele ekhelini elingenhla, isibonelo uma isicelo selekhodi simayelana nesabiwomali soMnyango, kumele sithunyelwe kuSikhulu Sehhovisi Lezimali, esiyiNhloko yeGatsha: Usizo Lwezimali.

Uma umfakisicelo engaqinisekanga ukuthi iliphi iSekela Lesikhulu Solwazi okumele athumele kuso isicelo sakhe, angasiqondisa kuMqondisi-Jikelele noma kuMqondisi Omkhulu: Usizo Lwezomthetho, kumininingwane yokuxhumana evezwe ngenhla, noma kuzisebenzi ezilandelayo:

Mr Andries Mokoena

Tel: 012 312 8404

e-mail: Andries.mokoena@dalrrd.gov.za

NOMA

Mr Gerrit van Rensburg

Tel: 012 312 8428

e-mail: gerrit.vanrensburg@dalrrd.gov.za

Izicelo zingathunyelwa kuMnu. Mokoena noma kuMnu. van Rensburg ku Private Bag X833, Pretoria, 0001, noma zihanjiswe ngesandla noma ngokuthumela izincwadi ku Old Building, 184 Jeff Masemola Street, Pretoria, zibhekiswe kuMnu Mokoena noma kuMnu van Rensburg.

5. ISIQONDISO SENDLELA YOKUSEBENZISA I-PAIA ESHICILELWE UMLAWULI WOLWAZI NENDLELA YOKUTHOLA LESI SIQONDISO

Umlawuli Wolwazi eNingizimu Afrika ushicilele Isiqondiso esibekwe isigaba 10 se-PAIA. Inhloso yesiqondiso ukuhlinzeka ngolwazi oludingwa inoma imuphi umuntu

ofisa ukusebenzisa ilungelo lakhe njengoba kushiwo ku-PAIA noma ku-POPIA. Isiqondiso sihlinzeka ngosizo oluwusizo phezu kolwazi oluqukethwe yilo mqulu.

Amalungu omphakathi angasihlola noma enze amakhophi esiqondiso, ngezikhathi zokusebenza, esitholakala kanje:

- Ehhovisi Likazwelonke loMnyango ku Agriculture Place, 20 Steve Biko Street, Arcadia, Pretoria noma ku 184 Jeff Masemola Street, Pretoria.
- KuGazethi kaHulumeni.
- Ngokufaka isicelo kuMlawuli Wolwazi.
- Kusizindalwazi soMlawuli Wolwazi ku https://www.justice.gov.za/inforeg/ kanye nakusizindawazi soMnyango ku https://www.dalrrd.gov.za.

Qaphela ukuthi ungase ukhokhe imali ethile uma ucela amakhophi esiqondiso noma engxenye yaso.

6. INCAZELO YEZIHLOKO I-DALRRD ENAMALEKHODI AZO KANJALO NEZIGABA ZAMALEKHODI NGOKWESIHLOKO NGASINYE

Ngezansi uhlu lwezihloko i-DALRRD enamalekhodi azo kanjalo nezigaba zamalekhodi ngokwesihloko ngasinye:

6.1 AMADOKHUMENTI AMASU:

- Imibiko yonyaka, Uhlelo Lwamasu, uHlelo Lokusebenza Lonyaka

6.2 UKUPHATHWA NENTUTHUKO YOMNYANGO WABASEBENZI

- Uhlelo lomnyango wabasebenzi

- Izinqubomgomo nezinqubo ze-HR
- Amalekhodi esisebenzi
- Ukwakheka komnyango nezisebenzi
- Izikhala ezikhangisiwe
- Ukufunda nokuthuthukiswa isibonelo Izinhlelo Zokuthuthukiswa Kwamakhono Nokuqeqeshwa
- Izivumelwano zemifundaze
- Uhlelo lokulinganisa ukuqasha nezibalo
- Imibiko ngokuphenywa kwezikhalazo

6.3 USIZO LWEZIMALI NOKUPHATHWA KOKUSEBENZISANA KOKUHLINZEKELA

- Izinqubomgomo nezinqubo zezimali
- Izabiwomali
- Amalekhodi ohlolomabhuku
- Imibiko ngencitho
- Izitatimende zezimali zonyaka
- Izinhlelo zokuphathwa kwezimfuno
- Izinhlelo zokuthola nokuthenga impahla nosizo
- Amadokhumenti okubhida
- Imigomo yereferensi yokumema ababhidayo/abafakela amathenda
- Izivumelwano nabahlinzeka ngosizo
- Izilinganisonani
- Amathenda
- Ama-oda okuthenga
- Inkokhelo

6.4 OLUNYE USIZO LOKWESEKA LWENKAMPANI

- Imibiko yokuqapha nokuhlola
- Amalekhodi okuphathwa kwezindawo
- Amalekhodi ezokuphepha
- Amalekhodi ezempilo nokuphepha
- Umthethonqubo ophethwe uMnyango

6.5 UKUTHUTHUKISWA KOMNOTHO, UHWEBO NOKUTHENGISA

- Inqubomgomo Ngokukhuthazwa Kohwebo e-Afrika
- Inqubomgomo Ngezivumelwano Ngempahlamkhiqizo Yamazwe Omhlaba
- Inqubomgomo Ngezinhlelo Zohwebo
- Inubomgomo Kumifelandawonye
- Inqubomgomo Ngokuthobela Imiqulu ye-BBBEE
- Umthelo wempahlamkhiqizo ehlukene
- Ulwazi lwemakethe ngokusanhlamvu, ukulima nemfuyo
- Ucwaningo lwemakethe yempahlamkhiqizo ehlukene
- Ucwaningo lwemakethe enyameni ebovu, izintshe, iwuli, uboya bembuzi i-mohair, uju, nezimbuzi. izikhumba, nezikhumba ezishukiwe
- Ucwaningo lwemakethe ngokolo, amabele, izinhlamvu zawoyela, ubhontshisi wesoya, ukotini, amazambane, ushukela, ubhontshisi owonyisiwe kanye ne-chicory
- Ucwaningo lwemakethe Ngezimakethe Zemikhiqizo Emisha

6.6 USIZO LOKUPHATHWA KWJIYOMATHIKI (IMININGO NGOLWAZI LOMHLABA) KUZWELONKE

- Uhla lwenkokhelo

- Uhla lokuthunyelelwa kwekhasimende
- Uhla lwemisebenzi ephasisiwe/echithiwe
- Uhla losizo oluhanjisiwe
- Uhla lwamakheli abaklami bomhlaba /amakhasimende
- Uhla lwabasizi bongoti emsebenzini
- Uhla lwemisebenzi ephasisiwe
- Uhla lwemisebenzi echithiwe
- Amadokhumenti emidwebo nezinhlaka
- Amalekhodi omklamo
- Amafayela ezincwadi ezibhaliwe nezamukeliwe
- Ibalazwe ledijithali lendawo
- Izithombe zedijithali ze-SG
- Imininingo emayelana nomhlaba engaba amagama nezinombolo
- Ukufaka izinombolo kumaSheduli nakuZinkomba
- Izivumelwano ngezimpawu zomklamo nemingcele
- Amabalazwe kazwelonke i-National Series Maps
- Amabalazwe ayinhlanganisela (awesifundazwe, i-Aeronautical, njll.)
- Izithombe (ezithintekayo)
- Ulwazi lwedijithali lwemininingo yendawo nesimokuhleleka kwendawo
- Izithombe zedijithali ezishuthwe usemoyeni

6.7 UKUBHALISWA KWAMATAYITELA

- Amalekhodi Okuphathwa Kwezimali kanye Nokuphathwa Komnyango Wabasebenzi
- Amakhophi amatayitela abhalisiwe kanye namanye amadokhumenti abhaliswe Ohlwini Olusehhovisi Lamatayitela
- Izithibelo nezexwayiso
- Amafayelangqo amatayitela engxenye
- Amafayela asemalokishini

- Amasekhula ehhovisi likaNibhala
- Izinqumo zenkomfa yoNobhala
- Amasekhula kaNobhala Omkhulu

6.8 UKWABIWA KABUSHA KOMHLABA NAMALUNGELO OBUNIKAZI BOMHLABA

- Izinqubomgomo
- Uhlu lwamapulazi adluliselwe noma abiwe
- Izinhlelo zebhizinisi
- Izilinganiso
- I-Constitutions of Communal Property Associations (CPAS) nezinye izikhungo zezomthetho
- Amadokhumenti okubhalisa ama-CPA.
- Imibiko yokuhlonza imiklamo/amaphrojekthi
- Ulwazi ngomlando wohlomulayo (amaphrofayeli)
- Imemoranda yokuphasiswa/yokugunyazwa
- Izincwadi ezivamile mayelana nemiklamo/amaphrojekthi
- Amalekhodi ezibalo zemikhiqizo yezinguquko zomhlaba
- Amaminithi emihlangano
- Amalekhodi Amakomidi Aphasisa Imiklamo/Amaphrojekthi
- Imibiko ngezibonelelo nezincitho zemimklamo/amaphrojekthi
- Izitifiketi ama-items 28(1)
- Izivumelwano zokuqasha/zokuqashisa

6.9 UKUHLELWA KWENDAWO NOKUPHATHWA KOKUSETSHENZISWA KOMHLABA

- Izinqubomgomo zokuhlelwa kwendawo nokuphathwa kokusetshenziswa komhlaba kuzwelonke nemithetho

- Imihlahlandlela Yohlakakusebenza Lokuthuthukiswa Kwendawo i-Spatial Development Frameworks (SDFs) Guidelines
- Imigomo, izimiso kanye nezindinganiso
- Imihlahlandlela Yenqubomgomo Yokudidiyelwa Kokuhlelwa Kwemvelo kumiklamo Yezinguquko Zomhlaba Nokuthuthukiswa Kwezindawo Zasemakhaya
- Izinhlelo Zemikhawulo Yomasipala
- Izikimu ZOkusetshenziswa Komhlaba Womasipala
- Amathuluzi/Izinhlelo zolwazi lwendawo
- Amabalazwe
- Ukukhangisa
- Okushicilelwe abezindaba nezindaba ezibhaliwe
- Uhlelo namaminithi emihlangano nemihlangano yokufundisana
- Ukuphawula komphakathi ngezinqubomgomo ezihlongozwayo okutholiwe

6.10 UKUBUYISWA (IKHOMISHANA NGOKUBUYISWA KWAMALUNGELO OMHLABA):

- Izicelo zomhlaba ezitholiwe
- Izicelo zomhlaba eziqinisekisiwe
- Izicelo zomhlaba ezigazethiwe/ezishicilelwe kugazethi
- Imibiko yocwaningo ngezicelo ezifakiwe zomhlaba
- Izivumelwano zsigaba 42D
- Izivumelwano zokudayiselana (umhlaba)
- Imibiko yezilinganiso
- Izicelo ezixazululiwe

6.11 IHHOVISI LIKAMQONDISI-JIKELELE

- Imisebenzi yoNgqongqoshe/u-DG
- Izincwadi
- Imibiko yocwaningomabhuku
- Imibiko yophenyo lweforensikhi

6.12 AMANYE AMAGATSHA ENZA UMSEBENZI

- Usizo lolwazi lwezolimo
- Ezomnotho ngokukhiqiza nezinsiza
- Indawo azinze kuyo umlimi
- Izimali zezolimo nentuthuko yemifelandawonye
- Ubudlelwane bamazwe omhlaba
- Ukusetshenziswa komhlaba nokuphathwa kwenhlabathi
- Ukutholakala kokudla nokuqinisekiswa kwezinga
- Ezempilo zezitshalo
- Ukumaketha/ukuthengisa
- Izinsiza zofuzo/zemvelaphi
- Ezempilo zezilwane
- Usizo lobunjiniyela
- Izibalo zezolimo
- Uhwebo lwamazwe omhlaba
- Izinhlelo zokukhiqizwa kwezitshalo
- Ukuthuthukiswa kwebhizinisi nosomabhizinisi
- Ukuphathwa kobungozi nezinhlekelele kwezolimo
- Izinhlelo zokukhiqizwa kwezilwane nezamanzi
- Ukuhlelwa kwezinhlelo
- Ukuthuthukiswa kwezocwaningo nezobuchwepheshe

- Ukutholakala kokudla nokuthuthukiswa kwezindawo zasemakhaya
- Ukusetshenziswa kwamanzi nokunisela
- Usizo lokuhlolwa komkhiqizo wezolimo
- I-Grootfontein Agricultural College
- Ukuvikeleka komphakathi kumakhemikhali i-Biosafety
- Imibandela yemvume
- Umklamo wokulinganiswa kokukhuliswa kwezilwane zasemanzini i-Aquaculture bench-marking survey
- Umthelela wokunyuka kwamanani esithako sokudla kwamanzi nokukhiqizwa kokukhiliswa kwezilwane zasemanzini
- Incwajana yokudla kobhabuli i-Catfish
- Uhla lokubhalisa
- Amafayela enkampani
- Incwajana yokukhiqizwa kabusha kokuzenzela kanye nokukhuliswa echibini kwe-catfish yase-Afrika "Clarimas Gariepinus" e-Sub-Saharan South Africa
- Umbiko we-China-SA
- Uhlakakusebenza lokuphathwa kocwaningo lokukhuliswa kwezilwane zasemanzini
- Amaminithi emihlangano yamathimba ajutshiwe
- Izibalo zanyangazonke/zakabili ngonyaka
- Amadokhumenti okudlulisa amacala
- Izivumelwano/Izinkontileka

7. AMALEKHODI ATHOLAKALA KALULA

"Amalekhodi atholakala kalula" kusho amalekhodi e-DALRRD atholakalayo ngaphandle kokuthi umuntu awacele ngokwe-PAIA. Lawa kumele ashicilelwe kugazethi ngokwesigaba 15 se-PAIA.

I-DALRRD entsha ibingakabi naso isaziso sesigaba 15 esishicilelwe, kodwa sizocela uNgqongqoshe Wezobulungiswa Nokuthuthukiswa Komthethosisekelo ukuthi akwenze lokhu maduze. Amalekhodi azochazwa kulesi saziso, kodwa-ke, asehlonziwe vele, kanti achaziwe ngezansi.

Qaphela: Amadokhumenti atholakala kalula kusizindalwazi se-DALRRD (http://www.dalrrd.gov.za), ngaphandle kokunye okungafakwanga, awazimele ohlwini kuthebuli elingezansi, ngenxa yokuthi lawa madokhumenti avame ukuba nezinguquko ezenziwa kuwo, kufakwe ulwazi lwakamuva kanjalo nokunye okwengezwayo kuwo. Amalungu omphakathi ayamenywa ukuba avakashele isizindalwazi ukuze abone amadokhumenti akamuva akhona ngaphambi kokuthumela isicelo se-PAIA.

INCAZELO YESIGABA SAMALEKHODI ATHOLAKALA KALULA NGOKWESIGABA 15(1)(a) SOMTHETHO WOKUKHUTHAZA UKUTHOLAKALA KOLWAZI, 2000	**INDLELA YOKUTHOLA AMALEKHODI (isib. isizindalwazi) (ISIGABA15(1)(b))**
AHLOLWAYO NGOKWESIGABA 15(1)(a)(ii)	
IGATSHA: UKUBUYISWA (IKHOMISHANA NGOKUBUYISWA KWAMALUNGELO OMHLABA)	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
IGATSHA: UKWABIWA KABUSHA KOMHLABA NAMALUNGELO OBUNIKAZI BOMHLABA	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
IGATSHA: UKUHLELWA KWENDAWO NOKUPHATHWA KOKUSETSHENZISWA KOMHLABA	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
IGATSHA: UKUTHUTHUKISWA KWEZINDAWO ZASEMAKHAYA	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
IGATSHA: UKUBHALISWA KWAMATAYITELA	

Uhla lomphakathi lwamatayitela kanye namanye amalekhodi abhaliswe Ohlwini Olusehhovisi Lamatayitela	● Ngokufaka isicelo siye kuNobhala Wamatayitela oqondene, futhi uma sekukhokhiwe izimali ezibekiwe ngokomthetho-nqubo 84 woMthetho Wokubhaliswa Kwamatayitela, 1937 ● Namuphi umuntu angakwazi ukuba ilungu lewebhu ku-DeedsWeb, okuwusizo lohleloxhumano ngezobuchwepheshe oluhlinzekwa Uhlu lokubhaliswa kwamatayitela. Imali ebiziwe ihlawuliswa ngethransekishini ngayinye. Imibuzo mayelana nokubhalisa njengelunga lewebhu ingabhekiswa kunoma imuphi uNobhala Wamatayitela.
IGATSHA: USIZO LOKUPHATHWA KWJIYOMATHIKI (IMININGO NGOLWAZI LOMHLABA KUZWELONKE I-NATIONAL GEOMATICS MANAGEMENT SERVICES	
Amadokhumenti emidwebo nezinhlaka	Abangena emahhovisi kuphela: Naliphi iHhovisi likaMklamu-Jikelele wendawo efanele, futhi uma sekukhokhiwe izimali ezibekiwe ngokoMthetho Wokuklanywa Komhlaba, 1997 lapho zifuneka khona
Amabalazwe edijithali endawo	Kusizindalwazi, abangena emahhovisi nanoma sekukhokhiwe izimali ezibekiwe ngokoMthetho Wokuklanywa Komhlaba, 1997 lapho zifuneka khona
Izithombe zedijithali zoMklami-Jikelele	Njengangaphezulu
Amabalazwe ayinhlanganisela (awesifundazwe, i-Aeronautical, njll.)	Abangena emahhovisi nanoma sekukhokhiwe izimali ezibekiwe ngokoMthetho Wokuklanywa Komhlaba, 1997 lapho zifuneka khona
Izithombe	Njengangaphezulu
Ulwazi lwedijithali lwemininingo yendawo nesimokuhleleka kwendawo	Kusizindalwazi, abangena emahhovisi nanoma sekukhokhiwe izimali ezibekiwe ngokoMthetho Wokuklanywa Komhlaba, 1997 lapho zifuneka khona
Izithombe zedijithali ezishuthwe usemoyeni	Njengangaphezulu
Amalekhodi amabalazwe, kubandakanya okugciniwe kwamabalazwe	Njengangaphezulu
Amalekhodi e-geodetic / omklamo	Abangena emahhovisi nanoma sekukhokhiwe izimali ezibekiwe

	ngokoMthetho Wokuklanywa Komhlaba, 1997 lapho zifuneka khona
Izithombe ze-analogi / amafilimu ezigciniwe eziqoshiwe, njll.	Njengangaphezulu
Okuqoshiwe kwedijithali okugciniwe	Njengangaphezulu
IGATSHA: UKUTHUTHUKISWA KOMNOTHO, UHWEBO NOKUTHENGISA	
Awekho	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
IGATSHA: UKUTHOLAKALA KOKUDLA KANYE NEMIHLABA EBOLEKIWE/IZINGUQUKO EKULINYWENI KOMHLABA	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
IGATSHA: UKUKHIQIZWA KWEZOLIMO, EZOKUPHEPHA EZIHLUKENE KABILI KANYE NOKUPHATHWA KWEZINSIZAKUSEBENZA ZENDALO (okwakwaziwa **NGOKUKHIQIZWA KWEZOLIMO, EZEMPILO, UKUTHOLAKALA KOKUDLA, IZINSIZA KUSEBENZA ZENDALO KANYE NOKUPHATHWA KWEZINHLEKELELE)**	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
Uhlu Lwamalungelo Abalimi Bezitshalo	Ngokuthumela i-imeyili ibhekiswe ku ElnaDB@Dalrrd.gov.za
Imibiko Ngokwehluka, Ukufana nokuZinza kwamalungelo abalimi bezitshalo (DUS)	
Amadokhumenti athunyelwe kuNobhala ngokoMthetho Wokwenziwa Ngcono Kwezitshalo i-*Plant Improvement Act*, 1976	Emva kokukhokhwa kwemali ebekiwe nange-imeyili ku JoanS@Dalrrd.gov.za
Ukubhaliswa kwabaqoqa isidoda, abafakela isidoda, ama-ejenti adlulisela imibungu, izikhungo ezizalisayo, izilwane ezinikelayo, izinhlangano zabalimi bezilwane kanye neziphathimandla ezibhalisayo ezibhalisiwe zagunyazwa yiminyango efanele	Emva kokukhokhwa kwemali ebekiwe nange-imeyili ku JoelM@Dalrrd.gov.za
Uhla lwazo zonke izinhlobo ezibhaliswe ngokoMthetho Wokwenziwa Ngcono Kwezilwane *i-Animal Improvement Act*, 1998	
Ngokomthetho Wokushintshwa kolibofuzo lwezinto eziphilayo i-*Genetically Modified Organisms Act*, 15 of 1997 (GMO Act) –	Kusizindalwazi se-DALRRD noma ngokubuza kuNobhala woMthetho we-GMO kuleli kheli NompuleleloM@Dalrrd.gov.za

• Amafomu okufaka isicelo semvume • Amaminithi omkhandlu weziphathimandla • Uhla lokubhalisa izimvume • Izinqubo zokusebenza ezijwayelekile mayelana nomthetho-nqubo 2(2) woMthetho we-GMO • Inqubomgomo kumthwalo othwelwe we-GMO • Umhlahlandlela wokuthumela izicelo zokululelwa isikhathi semvume ekhona ekhishwe ngaphansi koMthetho we-GMO • Uhla lwemicimbi ye-GMO ephasisiwe okwamanje eNingizimu Afrika • Amalabhorethri abhaliswe ngokoMthetho we-GMO ukuze kukhishwe izitifiketi ngesimo se-GMO	
Ukukhishwa kwezimvume zokungenisa izitshalo ezweni, imikhiqizo yezitshalo kanye nezinye izinto ezilawulwa ngokoMthetho i-*Agricultural Pests Act, 36* of 1983	Emva kokukhokhwa kwezimali ezibekiwe kanye nezicelo kule nombolo (012) 319-6102/6130/6396/6207
Ukukhishwa kwezimvume zokungenisa kokwelashwa kwezilwane ngokomthetho wokuphepha kwezilwane i-*Animal Safety Act*, 35 wezi-1984 kanye nomthetho wokuphepha kwenyama i-*Meat Safety Act*, 40 wezi-2000	Emva kokukhokhwa kwezimali ezibekiwe kanye nezicelo kule nombolo (012) 319 7476/7461/7633/7503/7632/7406/7500
IGATSHA: USIZO LOKWESEKA LWENKAMPANI	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi somnyango lapha http://www.dalrrd.gov.za
IGATSHA: USIZO LWEZIMALI	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
ATHENGWA NOMA AKOPISHWA NGOKWESIGABA 15(1)(a)(ii) (Qaphela ukuthi amakhophi amalekhosi azohlawuliswa ngesilinganisonani esifanayo nalesi esibekwe ku-PAIA, yize amalekhosi angezansi engatholakali nge-PAIA. Kodwa-ke, lapho eminye imithetho efana noMthetho Wokubhaliswa kwamatayitela noma uMthetho Wokuklanywa	

Komhlaba, ibeke inani lemali yamalekhodi athile, lezo zimali zizobizwa uma kwenziwa amakhophi.)	
IGATSHA: UKUBUYISWA (IKHOMISHANA NGOKUBUYISWA KWAMALUNGELO OMHLABA)	
Awekho	
IGATSHA: UKWABIWA KABUSHA KOMHLABA NAMALUNGELO OBUNIKAZI BOMHLABA	
Awekho	
IGATSHA: UKUHLELWA KWENDAWO NOKUPHATHWA KOKUSETSHENZISWA KOMHLABA	
Awekho	
IGATSHA: UKUTHUTHUKISWA KOMNOTHO, UHWEBO NOKUTHENGISA	
Izibalo (ezitholakalyo) kumikhiqizompahla ehlukene	Ingacelwa ngokuthumela i-imeyili ku Annelize.roesch@dalrrd.gov.za
Umthelo wempahlamkhiqizo ehlukene	Njengangaphezulu
Ucwaningo lwemakethe yempahlamkhiqizo ehlukene	Njengangaphezulu
IGATSHA: UKUTHUTHUKISWA KWEZINDAWO ZASEMAKHAYA	
Awekho	
IGATSHA: UKUBHALISWA KWAMATAYITELA	
Okucashunwe ohlwini lomphakathi lwamatayitela kanye namanye amalekhodi abhaliswe Ohlwini Olusehhovisi Lamatayitela	• Ngokufaka isicelo siye kuNobhala Wamatayitela oqondene, futhi uma sekukhokhiwe izimali ezibekiwe ngokoMthetho Wokubhaliswa Kwamatayitela, 1937 • Namuphi umuntu angakwazi ukuba ilungu lewebhu ku-DeedsWeb, okuwusizo lohleloxhumano ngezobuchwepheshe oluhlinzekwa oNobhala bamatayitela. Imali ebiziwe ihlawuliswa ngethransekishini ngayinye. Imibuzo mayelana nokubhalisa njengelunga lewebhu ingabhekiswa kunoma imuphi uNobhala Wamatayitela *i-Deeds Registry.*
IGATSHA: USIZO LOKUPHATHWA KWEJIYOMATHIKI (IMINININGO NGOLWAZI LOMHLABA) KUZWELONKE	
Amadokhumenti emidwebo nezinhlaka	Ukungena eHhovisi loMklami-Jikelele oqondene wendawo, isizindalwazi, ama-imeyili emininingo ye-SG, ne-Auto-emailer

Amabalazwe emininingwane yendawo	Usizo lwe-SG Counter Services, Isizindalwazi, ama-imeyili emininingo ye-SG
Imininingo emayelana nomhlaba engaba amagama nezinombolo	Ukungena ehhovisi, i-imeyili
Amabalazwe e-*National Map Series*	i-imeyili, i-geoportal, ukungena ehhovisi, isizindalwazi
Amabalazwe ayinhlanganisela (awesifundazwe, i-Aeronautical, njll.)	Njengangaphezulu
Izithombe (ezithintekayo)	Njengangaphezulu
Amafayela emimo: Kuzwelonke nasesifundazweni (uma ungathengi isethi yonke ephelele yemininingo. Imali yokukhishwa kwengxenye ngehora)	Uma icelwe ikhasimende nge-imeyili/ngencwadi
UKUKHIQIZWA KWEZOLIMO, EZOKUPHEPHA EZIHLUKENE KABILI KANYE NOKUPHATHWA KWEZINSIZAKUSEBENZA ZENDALO (okwakwaziwa **NGOKUKHIQIZWA KWEZOLIMO, EZEMPILO, UKUTHOLAKALA KOKUDLA, IZINSIZA KUSEBENZA ZENDALO KANYE NOKUPHATHWA KWEZINHLEKELELE)**	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
Atholakalayo ukwenziwa amakhophi: Njengangenhla ngaphansi kwamadokhumenti atholakalayo ukuba ahlolwe	Njengangenhla ngaphansi kwamadokhumenti atholakalayo ukwenza amakhophi, futhi uma sekukhokhwe imali ebekiwe
UKUPHEPHA KOKUDLA KANYE NEMIHLABA EBOLEKIWE/IZINGUQUKO EKULINYWENI KOMHLABA	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
IGATSHA: USIZO LOKWESEKA LWENKAMPANI	
Awekho	
IGATSHA: USIZO LWEZIMALI	
Awekho	
ATHOLAKALA MAHHALA NGOKWESIGABA 15(1)(a)(iii):	
IGATSHA: UKUBUYISWA (IKHOMISHANA NGOKUBUYISWA KWAMALUNGELO OMHLABA)	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
IGATSHA: UKWABIWA KABUSHA KOMHLABA NAMALUNGELO OBUNIKAZI BOMHLABA	

Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
IGATSHA: UKUHLELWA KWENDAWO NOKUPHATHWA KOKUSETSHENZISWA KOMHLABA	
Inwcwajana yolwazi	Ngokufaka isicelo egatsheni nolwazi kuye ngokuthi luyatholakala yini
IGATSHA: UKUTHUTHUKISWA KOMNOTHO, UHWEBO NOKUTHENGISA	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
IGATSHA: UKUKHIQIZWA KWEZOLIMO, EZOKUPHEPHA EZIHLUKENE KABILI KANYE NOKUPHATHWA KWEZINSIZAKUSEBENZA ZENDALO (okwakwaziwa **NGOKUKHIQIZWA KWEZOLIMO, EZEMPILO, UKUTHOLAKALA KOKUDLA, IZINSIZA KUSEBENZA ZENDALO KANYE NOKUPHATHWA KWEZINHLEKELELE)**	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
IGATSHA: UKUTHOLAKALA KOKUDLA KANYE NEMIHLABA EBOLEKIWE/IZINGUQUKO EKULINYWENI KOMHLABA	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
IGATSHA: UKUTHUTHUKISWA KWEZINDAWO ZASEMAKHAYA	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za
IGATSHA: UKUBHALISWA KWAMATAYITELA	
Wonke amadokhumenti akusizindalwazi	Kusizindalwazi sehhovisi lamaTayitela ku http://www.deeds.gov.za/office-of-crd.php
IGATSHA: USIZO LOKUPHATHWA KWEJIYOMATHIKI (IMININGO NGOLWAZI LOMHLABA) KUZWELONKE	
Izinto zokumaketha, isib. amabhukwana ase-SA, amabalazwe	i-Shared Internal Drive
Amadokhumenti emigomo nenqubo ye-NGI	Isizindalwazi (ngaphandle) kanye ne-shared internal drive
Imisebenzi kanye nohlaka lwe-NGMS	Kusizindalwazi soMklami-Jikelele ku http://csg.dla.gov.za
IGATSHA: USIZO LOKWESEKA LWENKAMPANI	
Amabhukwana olwazi ahlukene, amajenal, amapheshana, izincwajana, amaflaya, njll mayelana nemikhiqizo, usizo kanye nezinhlelo zoMnyango	Kutholakala ku-Chief Directorate: Communication Services, kodwa kuya ngokuthi kukhona yini
IGATSHA: USIZO LWEZIMALI	

Wonke amadokhumenti akusizindalwazi	Kusizindalwazi soMnyango lapha http://www.dalrrd.gov.za

8. INQUBO YOKUCELA NEZIMALI

Noma ubani ofuna ukuthola amalekhodi oMnyango angatholakali kalula kumele enze lokhu okulandelayo:

- Agcwalise ifomu lesicelo elibekiwe elinanyatheliswe kuwo lo mqulu **njengeSithasiselo A**.
- Chaza kahle ngokuphelele amalekhodi ofisa ukuwathola. Lokhu kuzolekelela uMnyango ukwazi ukuthola lawo malekhodi kalula. Uma unenombolonkomba uMnyango owagcine ngaphansi kwayo lolo daba, sicela usiphe leyo nombolonkomba, kanye negama lesisebenzi esasisebenza ngodaba lwakho uma ulazi lelo gama.
- Khokha **imali** ebekiwe **yesicelo** (okwamanje ingu-R100*) kunoma yiliphi ihhovisi loMnyango noma uyikhokhe ku-akhawunti yoMnyango yasebhange, ngaphandle uma ukholelwa ukuthi ungaxolelwa ekuyikhokheni. **
- Imali yokucela amalekhodi (nayiphi enye imali ekhokhwayo ngokwe-PAIA, uma ikhona) kumele ikhokhwe kule akhawunti elandelayo, uma ingakhokhwa iwukheshi ehhovisi le-DALRRD:

Bank: Standard Bank Tshwane Mid City

Account Number: 011 278 196

Branch Code: 010145

Account Name: DALRRD Miscellaneous Deposits

- Faka isiliphu sakho noma ubufakazi bokuthi uyikhokhile imali yesicelo samalekhodi efomini lakho eligcwalisiwe lesicelo, bese ulileтha noma

ulithumela kuSekela Wesisebenzi Solwazi noma ezinye izisebenzi ekhelini elibalulwe kundima 4 ngenhla.

- Uma ungazi ukuthi amalekhodi angaphansi kolawulo lwamuphi u-Deputy Information Officer, thumela ifomu lesicelo sakho ehhovisi le-DG noma ezisebenzini ezibalulwe kundima 4 ngenhla.
- Uma isicelo sakho sivunyiwe, uSekela Wesisebenzi Solwazi uzokwazisa **ngemali yokuthola** amalekhodi okumele uyikhokhe (lokhu nakho kubekiwe kanti kuyashiyana kuya ngohlobo lwamalekhodi (isib. iphepha (okwamanje liwu-R1.50* ikhasi le-A4 ngalinye) noma idiski yekhompyutha), ngaphandle uma ungaxolelwa ekuyikhokheni. ** Imali yokuthola amalekhodi kumele ikhokhwe ku-akhawunti ebalulwe ngenhla.
- Uma usuzikhokhe zonke izimali ezibekiwe, uzobe usunikwa amalekhodi, uma kungukuthi isinqumo sithi kumele uwathole lawo malekhodi.
- Ums kungukuthi abantu besithathu kumele banikwe isaziso sesicelo ikakhulukazi uma umuntu wesithathi ephikisana nokudalulwa kwamalekhodi, le nqubo engenhla ingase ithathe isikhathi eside.
- Uma kungukuthi isicelo sakho sinqatshwe ngokuphelele noma ingxenye yaso, noma uma uphikisana nezimali okumele zikhokhwe, ungafaka isicelo sokudlulisa udaba ngaphakathi ngefomu **elikuSithasiselo B** kulo mqulu.

* *UNgqongqoshe Wezobulungiswa Nokuthuthukiswa Komthethosisekelo angase azishintshe lezi zimali, kanti uma zingase zishintshe, kuzobizwa izimali ezintsha ngale kwalezi ezibhalwe kulo mqulu.*

****** *Abantu abanemalingeniso engaphansi komkhawulo obekiwe abazikhokhi lezi zimali. Umkhawulo obekiwe ungashintsha ngesikhathi, kodwa ngesikhathi okushicilelwe ngaso lo mqulu umkhawulo ungu-R14 712 ngonyaka (emva kokubanjwa kokubanjelwa okuvumelekile okufana ne-PAYE kanye ne-UIF) umuntu oyedwa kuba-R27 192 ngonyaka (emva kokubanjwa kokubanjelwa okuvumelekile OKUFANA ne-PAYE kanye*

ne-UIF) uma kungabantu abashadile noma abanabalingani (Isaziso sikaHulumeni nombolo R. 991 womhla ziyi-14 kuMfumfu 2005).

9. IMISEBENZI EHLINZEKWA YI-DALRRD EMALUNGWINI OMPHAKATHI:

Amagatsha amaningi e-DALRRD ahlinzeka ngosizo olubhalwe kuthebula ekukholamu yokuqala ngezansi. Lolu sizo lutholakala njengoba kubekiwe kukholamu yesibili yethebula. Kumele kuqashelwe ukuthi olunye usizo nemikhiqizo okuhlinzekwa ye-DALRRD kuya ngokuba khona kwemali eyabiwa yiPhalamende. Izicelo zosizo noma imikhiqizo emagatsheni abalulwe ngenhla kuzohlaziywa kanti kungase kwenzeke ukuthi ngeke sikwazi ukuhlinzeka ngosizo noma ngomkhiqizo ngaso leso sikhathi noma kunyakamali othile noma nhlobo. Ulwazi olwengeziwe mayelana nalokhu lungatholakala emahhovisi esifundazwe akwa-DALRRD.

USIZO OLUHLINZEKIWE	INDLELA YOKUTHOLA USIZO
IGATSHA: UKUBUYISWA (IKHOMISHANA NGOKUBUYISWA KWAMALUNGELO OMHLABA)	
Ucwaningo nokubhekwa kwezicelo zomhlaba ngokoMthetho Wokubuiswa Kwamalungelo Omhlaba i-*Restitution of Land Rights Act*, 1994 (qaphela ukuthi usuku lokugcina lokufaka izicelo seludlulile - azikho izicelo ezintsha ezizokwemukelwa. Uma kumele izicelo ziphinde zivulwe zibhekwe, lokhu kuzoshicilelwa kwabezindaba ukuze umphakathi wonkana wazi)	Ucwaningo nokubhekwa kwezicelo kwenziwa iHhovisi Lomqondisi Omkhulu i-Office of the Chief Director: Land Restitution Support kuzo zosishiyagalolunye izifundazwe. Imibuzo mayelana nenqubekela phambili ngezicelo ezifakiwe ingabhekiswa kulawa mahhovisi.
IGATSHA: UKWABIWA KABUSHA KOMHLABA NAMALUNGELO OBUNIKAZI BOMHLABA	
Lihlinzeka ukutholakala komhlaba kubantu abafanelekile bamaqembu ayencishwe amathuba,	

ikakhulukazi ngezivumelwano zokuqashisa nokuqashiselana.	Ngokuhambela naliphi ihhovisi lesifundazwe noma lesifunda loMnyango. Izisebenzi ezisebenza kulawa mahhovisi zizohlinzeka ngolwazi olwengeziwe ngendlela yokuthola olunye usizo olwehlukene.
Ukuhlinzeka usizo lokuthuthukisa emva kokuzinza endaweni	
Ukuhlinzeka usizo lokwesekwa lwentuthuko yomhlaba kubantu abafanelekile	
Ukusonjululwa kwezicelo zoMthetho Wezinguquko Zomhlaba (Labour Tenants) (qaphela ukuthi usuku lokugcina lokufakwa kwezicelo seludlulile)	
Ukuxhumanisa ukubhaliswa kwezinhlangano ezaziwa nge-Communal Property Associations (CPAs)	
Ukuphatha umhlaba wombuso ngaphansi kolawulo lwe-DALRRD noma uNgqongqoshe Wezolimo, Izinguquko Zomhlaba Nentuthuko Yezindawo Zasemakhaya	
IGATSHA: UKUHLELWA KWENDAWO NOKUPHATHWA KOKUSETSHENZISWA KOMHLABA	
Ukusungulwa kwezinhlakakusebenza zezinqubomgomo, ukuhlelwa kwesikhungo, imigomo nobuchwepheshe kokuhlinzeka ukutholakala nokusetshenziswa kolwazi lwendawo	Izicelo zokusizakala nolwazi zingathunyelwa ngqo egatsheni: Spatial Planning and Land Use Management
Ukusungula imigomo yokusebenza noma imihlahlandlela yokusungulwa kwezinhlelo zendawo, isib. National Spatial Development Framework	
Ukuhlanganisa nokuxhumanisa ukusungulwa kwenqubomgomo yokuthuthukiswa komhlaba nezinhlakakusebenza zokuhlela	
IGATSHA: UKUTHUTHUKISWA KWEZINDAWO ZASEMAKHAYA	
Ukuxhumanisa imiklamo yengqalasizinda ezindaweni zeziNhlelo zokuthuthukisa Izindawo zasemakhaya ngokuphelele,	Imibuzo mayelana nalolu sizo ingabhekiswa emahhovisi esifundazwe e-DALRRD

ezifana nokubiyela, ukuhlinzeka nokufaka amathangi amanzi, njll.	
IGATSHA: UKUBHALISWA KWAMATAYITELA	
Ukubhaliswa kwamatayitela namanye amadokhumenti njengoba khlinzekelwa kuMthetho i-Deeds Registries Act, 1937 neminye imithetho efanele	Lolu sizo luyatholakala kuwo wonke ama-Deeds Registries. Qaphela ukuthi i-Deeds Registry ngayinye isebenzela indawo ethile kuphela kokokuklama komthetho.
Ukuhlinzeka ukutholakala kolwazi oluphethwe ama-Deeds Registries	
Ukugcina amalekhodi athile njengokuhlinzekelwa isigaba 3(1)(a) se-Deeds Registries Act, 1937	
IGATSHA: USIZO LOKUPHATHWA KWEJIYOMATHIKI (IMINININGO NGOLWAZI LOMHLABA) KUZWELONKE	
ulwazi loMklami-Jikelele	Imininingwane kusizindalwazi kanye nezinqubo zokukhuthaza
ulwazi lwemniningwane yendawo	Njengangaphezulu
Ideski yolwazi	I-Cadastral Information Centre counter
Ukuthumela i-Dispatch	Ikhawunta yohla olubhalisiwe, usizo lokuthumela
Izithombe zikazwelonke ezishuthwe emoyeni	Ukungena emahhovisi e-National Geospatial Information Services ku Van der Sterr Building, Rhodes Avenue, Mowbray, Cape Town noma nge-imeyili
Uhlelo LOkulawula Ukuklama Kuzwelonke	Inombolo yocingo, i-imeyili kanye ne-geoportal
Usizo lokweseka izingcweti emsebenzini	Ukungena emahhovisi e-National Geospatial Information Services ku Van der Sterr Building, Rhodes Avenue, Mowbray, Cape Town noma nge-imeyili
IGATSHA: USIZO LOKWESEKA LWENKAMPANI	
Ukuhlinzeka ngolwazi ngezikhala zomsebenzi ezikhangisiwe	Ngokushayela isisebenzi esibalulwe njengomuntu okuxhunywana naye kusikhangisi
Ukuqinisekiswa komsebenzi	
Imifundaze yalabo abangase babe izisebenzi (abafundi bamatikuletsheni kanye nabantu abasafunda ezikhungweni zemfundo ephakeme ezifanele emikhakheni ezocaciswa njalo)	● Ngokuhambela imibukiso ngezinto ongazifundela/izinsuku okuvulwe ngazo ukubonisa ngokungafundelwa ezikhungweni zemfundo ephakeme nasezikoleni ezisezindaweni zasemakhaya

(Qaphela ukuthi ukuhlinzekwa kwemifundaze kuya ngendlela okuyiyo okuhlolwa ngayo kanye nokuba khona kwezimali, kanti futhi kuzonquma uMnyango.)	● Ngokudawuniloda amafomu okufaka izicelo zomfundaze kusizindalwazi somnyango ● Ngokucela amafomu okufaka izicelo zomfundaze kunoma yiliphi ihhovisi loMnyango ● Ngokuphendula emathubeni avelayo omfundaze akhangiswa kwabezindaba kuzwelonke nasemazingeni omasipala.
Izinhlelo zokuqeqeshwa zabantu abasha abangasebenzi nabanamajazi emfundo **(Qaphela ukuthi ukuhlinzekwa kokuqeqeshwa kuya ngendlela okuyiyo okuhlolwa ngayo kanye nokuba khona kwezimali, kanti futhi kuzonquma uMnyango.)**	● Ngokuphendula emathubeni avelayo okuqeqeshwa akhangiswa kwabezindaba kuzwelonke nasemazingeni omasipala ● Ngokuphendula ezikhangisweni ezifakwe emabhodini ezaziso emahhovisi oMnyango ● Zonke izicelo zokuqeqeshwa kumele zibhalwe kufomu elaziwa nge-Z83, elitholakala kunoma imaphi amahhovisi oMnyango
IGATSHA: USIZO LWEZIMALI	
Awekho	
IGATSHA: UKUTHUTHUKISWA KOMNOTHO, UHWEBO NOKUTHENGISA	
Uhwebo lwamazwe omhlaba	Ulwazi luyatholakala kusizindalwazi
OLUNYE USIZO	
Olunye usizo nezindlela zokufinyelela kulo kushicilelwe kusizindalwazi soMnyango.	

10. IZINHLELO ZOKUBANDAKANYA ABANTU EKWAKHIWENI KWENQUBOMGOMO, UKUSETSHENZISWA KWAMANDLA NOMA UKWENZIWA KWEMISEBENZI

Abantu abanentshekelo bangabamba iqhaza ekwakhiweni kwenqubomgomo, ukusetshenziswa kwamandla noma ukwenziwa kwemisebenzi okwenziwa uMnyango ngezindlela eziningi, isib. kungaba ngokuxoxisana, ukwenza izethulo, kanye nokuba yilungu emikhandlwini ethile ngaphansi kokuqondisa koMnyango.

Okulandelayo izindlela ezijwayelekile zokuzibandakanya:

- Ngesikhathi kusungulwa noma kwakhiwa izinqubomgomo ezinkulu ezintsha, uMnyango uvamise ukusungula amaqembu areferensayo noma amaqembu ababambiqhaza okuyibo okuxhunywana nabo njalo nokuyibo ababandakanyekayo ekwakhiweni kwenqubomgomo.
- Yonke iMithethosivivinywa (umthetho omusha) ishicilelwa kuGazethi ukuze umphakathi uphawule ngayo ngaphambi kokuba iyobhekwa ePhalamende.
- Amahhovisi amaningi oMnyango avame ukuba nezikhathi lapho ebandakanya khona umphakathi/abamba khona izingxoxo ngezindaba ezihlukile, okufana nezinhlangano zezakhiwo ezihlanganyele, ukwabiwa komhlaba, imikhiizo yezinguquko zomhlaba, izinqubomgomo ezintsha, njll. Sicela ugade iphephandaba ukuze uthole eminye imininingwane. Amaqembu anentshisekelo ahlonziwe azothola izimemo.

Ngaphandle kwalezi zindlela ezijwayelekile ezingenhla, kukhona lezi zindlela ezibekiwe:

- I-Deeds Registries Regulations Board anabammeli bezezindlu ababili abangamalungu ebhodi, ababamba iqhaza ngqo ekwakhiweni kwenqubomgomo kanye nokuhlinzekelwa umthetho ezindabeni zokubhaliswa komhlaba. Laba bammeli bezezindlu bakhethwa izinhlangano zomthetho kanti futhi zimelele umkhakha wabammeli bezezindlu eMkhandliwini/kuBhodi.
- I-Sectional Titles Regulations Board inalaba bantu abalandelayo njengamalungu ayo:
    - Ummeli wezezindlu ozimele oqokwe izinhlangano zomthetho
    - Ingcweti emsebenzini engumhloli wokuma komhlaba ozimele uqokwa umkhandlu ofanele
    - Umdwebi wamapulani ozimele uqokwa umkhandlu ofanele

- Isisebenzi esiqashwe uMkhandlu Wamabhange aseNingizimu Afrika, amelele imboni yebhizinisi lokubhanga
- Abanye abantu ababili abanolwazi olukhethekile lwezinhlelo zokuthuthukiswa kwamatayitela engxenye ethile kuphela (omelele abakhi noma abammeli)

Lawa malungu asuka embonini ezimele noma kahulumeni, kanti futhi abamba iqhaza ngokugcwele ekwakhiweni kwenqubomgomo nokuhlinzekelwa umthetho ezinhlelweni zamatayitela engxenye ethile kuphela

- Umkhandlu i-South African Council for Professional and Technical Surveyors, phakathi kokunye, oweluleka uMngqongqoshe ngezindaba ezimayelana nokuhlolwa kokuma komhlaba, ubandakanya namalungu amelele umsebenzi wezingcweti zokuhlolwa kokuma komhlaba ezivela embonini ezimele.
- I-Survey Regulations Board, eyeluleka uNgongqoshe ngemthetho-nqubo mayelana noMthetho i-Land Survey Act, 1997, ibandakanya amalungu avela kuzingcweti ekuhlolweni kokuma kumhlaba abasembonini ezimele.
- Umkhandlu i-South African Council for Planners, phakathi kokunye, oweluleka uNgqongqoshe ngezindaba ezimayelana nomsebenzi wokuhlela nokulungiselela, ubandakanya amalungu avela kuzingcweti zokuhlela nokulungiselela ezisezimbonini ezizimele kanye nabantu abamelele okuthinta imiphakathi ethintwa noma engase ithinteke ngenxa yezinqumo zokuhlela nokulungiselela.
- Umthetho i-Genetically Modified Organisms Act, 15 of 1997 wasungula umkhandlu i-Executive Council for Genetically Modified Organisms, amalungu awo angase abe namalungu amabili ophakathi/amaqembu anentshisekelo. UMkhandlu weluleka uNgqongqoshe Wezolimo, Izinguquko Zomhlaba Nokuthuthukiswa Kwezindawo Zasemakhaya kukho konke okwenzekayo, umkhiqizo, ukusetshenziswa, ukusetshenziswa

nokukhishwa kwezinto eziphilayo ezilungiswa ngokofuzo kwenziwa ngendlela ehambisana nokuhlinzekelwa uMthetho we-GMO.

- Eminye imikhandlu namabhodi ngokomthetho (isib. ibhodi lokudluliswa kwamacala - bheka indima 11) asungulwe nguNgqongqoshe noma uMnyango nawo anamalungu omphakathi angongoti kulokhu okukhulunywa ngakho.

11. ISISOMBULULO UMA KWENZEKA ISISEBENZI ZE-DALRRD ZIHLULEKA UKWENZA OKUFANELE

11.1 Eminye yeMithetho ephethwe yi-DALRRD ihlinzekela ukudluliswa kwamacala okusemthethweni kwezinqumo zabaphathi abafanele ngokweMithetho, efana nalena:

11.1.1 UMthetho Wamalungelo Abakhulisa Izitshalo i-Plant Breeders' Rights Act, 15 of 1976

11.1.2 UMthetho Wokwenziwa ngcono Kwezitshalo i-Plant Improvement Act, 52 of 1976

11.1.3 UMthetho Wokwenziwa Ngcono Kwezilwane i-Animal Improvement Act, 62 of 1998

11.1.4 UMthetho Wokushintshwa Kolibofuzo Lwezinto Eziphilayo i-Genetically Modified Organisms Act, 15 of 1997

11.2 Izinqubo zokudlulisa icala namafomu okumele agcwaliswe kukhona kumthetho noma kumithetho-nqubo okungehla okhishwe mayelana nalokho. Lapho uMthetho ungakuhlinzekeli ukudluliswa kwecala, lowo ofaka isikhalazo angakwazi ukuthatha isinyathelo ngokoMthetho okwenziwa umphathi we-DALRRD ekubuyekezweni enkantolo enegunya elifanele ngokoMthetho Wokukhuthaza Ubulungiswa Kwezokuphatha, 2 kowezi-2000 (uMthetho Nombolo 2 kowezi-2000).

11.3 Ziningi izindlela okungalethwa ngazo imibuzo ejwayelekile kanye nezikhalazo ku-DALRRD:

11.3.1 Ongakukhetha okokuqala ukuzama ukusombulula udaba ngqo nesisebenzi okuyiso ebesikubhekele udaba lwakho. Uma umbuzo wakho noma isikhalazo sakho engakubheki ngendlela ekwenelisayo, ungaludlulisa lolu daba ukhulume nomphathi wakhe noma nenhloko yehhovisi lelo.

11.3.2 Uma nalokho kuhluleka, ungadlulisa udaba lwakho ngokubhala isikhalazo sakho usiyise eHhovisi likaMqondisi-Jikelele.

11.3.3 I-DALRRD inaso futhi nesikhungo sezingcingo sokubhekana nezikhalazo kanye nemibuzo. Umphakathi uyakwazi ukufaka izikhalazo nemibuzo ku-DALRRD, ngokusebenzisa isikhungo sezingcingo kanje:-

a) ngokushayela le nombolo 0800 00 7095 (ucingo luzoba mahhala uma ushaya usebenzisa ucingo lwaka-Telkom);
b) ngokuthumela i-imeyili kuleli kheli queries@dalrrd.gov.za;
c) ngokubhala incwadi iye lapha The Head: Call Centre, Department of Agriculture, Land Reform and Rural Development, Private Bag X833, Pretoria, 0001; noma
d) ngokuziyela wena mathupha esikhungweni sezingcingo (“ukuziyela mathupha uyobuza ku-walk in query”) ku Room 410, 4th floor, West Wing, Centre Walk Building, 266 Pretorius Street, Pretoria.

11.4 Amalungu omphakathi anganelisekile ngendlela udaba lwawo oluphethwe ngayo yi-DALRRD angafaka isikhalazo kuMvikeli Womphakathi.

12. UKUSEBENZA NGOLWAZI LOMUNTU

12.1 Inhloso yokusebenza ngolwazi lomuntu ngomninimininingo okwenziwa yi-DALRRD

12.1.1 I-DALRRD isebenza ngolwazi lomuntu ngomninimininingo abanalo ngalezi zindlela ezilandelayo:

(a) Ukugcwalisa noma ukwenza imisebenzi yazo ngokomthetho kanye namandla ngaphansi kwezingxenye ezithile zomthetho-nqubo ephethwe uMnyango;

(b) Ukuphathwa kwezisebenzi kanye nalabo abafaka izicelo zomsebenzi;

(c) Ukugcinwa kwama-akhawunti kanye namalekhodi;

(d) Izinqubo zokuthola nokuthenga impahla nosizo;

(e) Ukubhaliswa kolwazi olumayelana nezihambel ezize kunoma yimaphi amagceke e-DALRRD;

(f) Ukuthobela imithetho-nqubo efanele efana ne-Public Finance Management Act, 1of 1999, Treasury Regulations, Treasury Instruction Notes, Public Service Act, 1994, Public Service Regulations, PAIA, POPIA nazo zonke izinqubomgomo ezifanele, imiyalelo, izinqumo, izivumelwano ezihlanganyele kanye nomthetho jikelele.

12.2 Izigaba zabaninimininingo kanye nolwazi lwabo lomuntu

Izigaba zabaninimininingo	Ulwazi loMuntu olungasetshenziswa
Izisebenzi; Ikomidi/Umkhandly/amalungu Ebhodi; abanemifundaze; ababambiqhaza ku-NARYSEC	Ubulili; ukukhulelwa; isimo somshado; ibala; unyaka wobudala; ulimi; ulwazi lwemfundo (iziqu zemfundo); ulwazi lwezimali; umlando wokuqashwa; izinombolo zomazisi; amakheli endawo yokuhlala kanye naweposi; imininingwane yokuxhumana (i(zi)nombolo zokuxhumana; inombolo yefeksi; ikheli le-imeyili); amalekhodi obugebengu; inhlalakahle kanye namalungu omndeni; ulwazi lwezokwelapha; ubuzwe; imvelaphi yobuhlanga; ezempilo emzimbeni noma engqondweni; ukuphila nokukhubazeka; ulwazi lokuhlonza umuntu; umlando wezokuqashwa; izinhlaka zongoti oyilungu lazo kanye nabafakazelayo .
Abahlinzeka ngosizo abanikwe umsebenzi	Amagama abantu okungaxhunyanwa nabo; igama lesikhungo, amagama abaqondisi nababambiqhaza; amakheli endawo yokuhlala naweposi kanye nemininingwane yokuxhumana (i(zi)nombolo zokuxhumana;

	inombolo yefeksi, ikheli le-imeyili); ulwazi lwezimali; inombolo yokubhalisa; amadokhumenti abasunguli; ulwazi olumayelana nentela; abasayindayo abagunyaziwe; isimo ngokokuhlonyiswa kwabamnyama ngobubanzi (BBB-EE); izikhungo ezisebenzisanayo; amasu ebhizinisi.
Abaxhumanisi/Abeluleki/Izazi	Amagama abantu okungaxhunywana nabo; Igama lesikhungo; Amakheli endawo yokuhlala naweposi kanye nemininingwane yokuxhumana (i(zi)nombolo zokuxhumana; inombolo yefeksi; ikheli le-imeyili; Inombolo yokubhalisa.
Amakhasimende: Abantu ngokwendalo (abantu abasebenzisa usizo/imikhiqizo yoMnyango)	Amagama nesibongo; imininingwane yokuxhumana (i(zi)nombolo zokuxhumana; inombolo yefeksi; ikheli le-imeyili); Amakheli endawo yokuhlala; ebhizinisi kanye/noma eposi; inombolo yokuhlonza ehlukile/inombolo kamazisi; ulwazi lwezimali (isib. izibonelelo noma izicelo zokukhokhelwa ezihlinzekiwe noma ezikhokhwe yi-DALRRD; imali yokuqasha ekhokhwe iziqashi; izimali ezikhokhelwe umsebenzi owenziwe); kanye nezincwadi zobumfihlo.

Amakhasimende: Izinhlaka ezinesibopho/Abantu ngokomthetho (abantu abasebenzisa usizo lwemikhiqizo yoMnyango)/Izikhungo zikahulumeni	Amagama abantu okungaxhunyanwa nabo Igama Lesikhungo Sezomthetho; Amakheli endawo yokuhlala naweposi; iminininhwane yokuxhumana (i(zi)nombolo zokuxhumana; inombolo yefeksi; ikheli le-imeyili; Inombolo Yokubhalisa; ulwazi lwezimali (isib. izibonelelo noma izicelo zokukhokhelwa ezihlinzekiwe noma ezikhokhwe yi-DALRRD; imali yokuqasha ekhokhwe iziqashi; izimali ezikhokhelwe umsebenzi owenziwe); kanye nezincwadi zobumfihlo.

12.3 Ozokwemukela noma izigaba zabazokwemukela abangase banikwe ulwazi lomuntu yi-DALRRD:

12.3.1 I-DALRRD ingase inikezele ngolwazi lomuntu ngomninimininingo kuzisebenzi ze-DALRRD, njengengxenye yokwenza umyalelo wazo ngokomthetho.

12.3.2 I-DALRRD ingase inikezele ngolwazi lomuntu ngomninimininingo kubahlinzeki bosizo abenza le misebenzi elandelayo –

(a) Ukuakwa nokuhlelwa kolwazi lomuntu;
(b) Ukugcinwa kolwazi lomuntu;
(c) Ukuthunyelwa kwama-imeyil kanye nezinye izincwadi emphakathini;
(d) Ukuhlolisisisa ngokuqinisekisa;
(e) Ukuhlolisisa ubugebengu;
(f) Ukuhlolisisa nokuqinisekisa iziqu zemfundo;

(g) Ukucutshungulwa kwamakhono;
(h) Uphenyo lweforensiki kanye naluphi olunye uphenyo olumayelana nemisebenzi eyenziwa yi-DALRRD;
(i) Ucwaningomabhuku;
(j) Ukuphathwa kwesikhwama sempesheni kanye nohlelo lwezokwelapha;
(k) ingqalasizinda ye-ICT noma olunye usizo kwe-ICT; kanye
(l) nokuqashwa, ukuhlolwa kanye/noma ukuhlolwa kwenqubekela phambili kwemiklamo noszo lwe-DALRRD.

12.4 I-DALRRD ingase inikezele ngolwazi lomuntu ngomninimininingo kulaba –

12.4.1 nobani onegunya lokulawula; umkhandlu wabehluleli noma umahluleli, mayelana nanoma iluphi udaba noma ingxenye yalo engaphansi kwegunya namandla abo olawulo;

12.4.2 izinhlaka zokuphoqelelwa komthetho, ezifana noMnyango Wamaphoyisa, Special Investigating Unit (Uphiko lukhethekile Lophenyo) kanye ne-National Prosecuting Authority (uMnyango Wezokushushisa Kazwelonke), ngophenyo lobugebengu noma okunye;

12.4.3 State Attorney (Ummeli Wombuso), Chief State Law Adviser (Umeluleki Omkhuluthe Wombuso Kwezomthetho), abammeli abazimele, abammeli noma abeluleki bezomthetho ngenhloso yokuhlinzeka iseluleko sezomthetho ku-DALRRD noma ukumela i-DALRRD kunoma yiziphi izinqubo zezomthetho;

12.4.4 abaceli zicelo ngokwe-PAIA, kodwa kuncike ekuhlinzekelweni yi-PAIA; kanye

12.4.5 naseziNkantolo, kubandakanya u-Special Master oqokwa yiNkantolo.

13. UKUGELEZA KWEMINININGO YOLWAZI LOMUNTU PHAKATHI KWEMINGCELE

13.1 I-DALRRD ayikakuhleli ukugeleza kwemininingo yolwazi lomuntu phakathi kwemingcele kodwa-ke, uma kungase kube nesidingo sokudlulisa ulwazi lomuntu luye kwelinye izwe oluzosetshenziselwa okungekho emthethweni, i-DALRRD izoqinisekisa ukuthi nanoma ubani omnika ulwazi lomuntu uluthola ngaphansi kwemithetho yenkampani noma isivumelwano esibophezelayo esihlinzeka izinga elanele lokuvikeleka futhi umuntu wesithathu evuma ukuthatha noma ukusebenza ngalolo lwazi lomuntu ngeziga elifanayo lokuvikeleka njengoba kufanelekile ku-DALRRD ngaphansi kwe-POPIA.

13.2 Nakuphi ukudluliswa kolwazi lweqe imingcele kumele libe nemvume yomninimininingo, kodwa-ke, uma kwenzeka kungabi lula ukuthola imvume yomninimininingo, i-DALRRD izoludlulisa ulwazi uma –

13.2.1 kuzozuzisa umninimininingo; futhi

13.2.2 umninimininingo enike imvume futhi kube lula ukuthola leyo mvume.

14. INCAZELOMVAMA YEZINDLELA ZOKUVIKELA ULWAZI

14.1 I-DALRRD ihlala isungula futhi igcina izindlela ezifanele, ezizokwenzeka futhi ezihambisana nesikhungo ukuvimbela –

14.1.1 ukulahleka, ukulimala noma ukushatshalaliswa okungagunyaziwe kolwazi lomuntu; kanye

14.1.2 nokuthola ngokungemthetho noma ukusetshenziswa kolwazi lomuntu.

14.2 I-DALRRD inezindlela, njengoba ziqukethwe kundima 14.3 ngezansi, ukwenza lokhu-

14.2.1 uzohlonza ubungozi obungase bube khona okungaba ngaphakathi nangaphandle olwazini lomuntu osezandleni zawo noma olulawulwa yiwo;

14.2.2 ukusungula nokugcina izindlela zokuvikela ubungozi obuhlonziwe;

14.2.3 uzoqinisekisa njalo ukuthi izindlela zokuvikela zisetshenziswa ngendlela efanele; kanye

14.2.4 nokuqinisekisa ukuthi izindlela zokuvikela zihlala zilungiswa ziba ezakamuva ngokuphendula ebungozini obusha noma amaphutha ezindleleni zokuvikela ezike zasetshenziswa ngaphambilini.

14.3 Izinyathelo ezithathwe yi-DALLRD phakathi kwezinye, zifaka lokhu –

14.3.1 Ukulawula ukutholakala;

14.3.2 Ukuphathwa kwe-Akhawunti Yomsebenzisi (ukusetshenziswa kwamagamamfihlo; ukushintshwa njalo kwamagamamfihlo)

14.3.3 Ukuhlonzwa kwemininingo mayelana nokuxhumana kwangaphandle;

14.3.4 Izinyathelo/izindlela ezivikelayo;

14.3.5 Amandla amakhulu Okuqapha, Ukucwaninga amabhuku kanye Nokubika;

14.3.6 Ukuba neminye imininingo eyisipele;

14.3.7 Izisombululo zokulwisana namavayirasi i-*Anti-virus and Anti-Malware Solutions*;

14.3.8 Ukuqwashisa nokuqapha; kanti

14.3.9 Izivumelwano ziphotholiwe nalabo abenza lowo msebenzi ukuba baqalise ukusebenzisa izindlela zokulawula ukuphepha.

15. UKUTHOLAKALA KOMQULU

15.1 Lo mqulu ekugcineniuizotholakala okungenani ngezilimi ezintathu ezisemthethweni. Ikhophi izotholakala –

15.1.1 kusizindalwazi se-DALRRD ku https://www.dalrrd.gov.za;

15.1.2 eHhovisi Likazwelonke le-DALRRD ukuze ihlolwe umphakathi ngezikhathi zokusebenza; kanye

15.1.3 nakunoma imuphi umuntu uma ezicela futhi esekhokhile imali ebekiwe ngekhasi elingu-A4. Imali ibekwa uNgqongqoshe WoMnyango Wezobulungiswa nokuthuthukiswa KoMthethosisekelo.

16. AMALEKHODI ANGATHOLAKALI NOMA ANGEKHO

16.1 Abafaki zicelo banelungelo lokuthola impendulo ewuhlobo lwencwadi efungelwe noma evumayo lapho amalekhodi engakwazi ukutholakala ukuthi akuphi, kodwa lawo umfaki sicelo ebengawathola ukube bekuthiwa ayatholakala.

16.2 Abafaki zicelo banelungelo futhi lokuthola impendulo ewuhlobo lwencwadi efungelwe noma evumayo lapho amalekhodi engekho.

17. UKUCHITHWA/UKULAHLWA KWAMALEKHODI

17.1 I-DALRRD unalo ilungelo uma kunesidingo lokuchitha/ukulahla amalekhodi athile ngokwamagunya atholwe ku-National Archives and Records Service.

17.2 Abafaki zicelo bazokwaziswa ukuthi ngabe lelo lekhodi eliceliwe lilahliwe/lichithiwe lapho lokhu kuhambisana namalekhodi aceliwe.

17.3 Ngokuhambisana nesigaba 24(1) se-POPIA, i-DALRRD ingenza lokhu, uma ithola isicelo kumninimininingo –

17.3.1 ukulungisa noma ukucisha ulwazi lomuntu mayelana nomnininimininingo abanalo kubo olulawulwa yiwo olungashayi emhlolweni, olungenasidingo, olweqile, oludlulelwe isikhathi, olungaphelele, oludukisayo, noma olutholakale ngokungemthetho;

17.3.2 ukushabalalisa noma ukucisha ilekhodi lolwazi lomuntu ngomnininimininingo I-DALLRD ayisenalo igunya lokuyigcina ngokwesigaba 14 se-POPIA.

18. UKUFAKWA KOLWAZI LWAKAMUVA EMQULWINI

18.1 Uma kunesidingo, i-DALLRD izofaka ulwazi lwakamuva iphinde ishicilele lo mqulu njalo ngonyaka.

MNU. M RAMASODI
UMQONDISI-JIKELELE NESISEBENZI SOLWAZI: UMNYANGO WEZOLIMO, IZINGUQUKO ZOMHLABA NOKUTHUTHUKISWA KWEZINDAWO ZASEMAKHAYA
USUKU: