



# PAIA MANUAL

**E lokiselitsoe ho latela karolo ea 14 ea  
Molao oa Khothaletso ea Pihlollo ea  
Tlhahisoleseding  
2 ea 2000 (joalokaha e nchafalitsoe)**

**LETSATSI MOKHOPO: 01/03/2023**

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## 1. DITLALOSO LE DIKUTWISISO

1.1 **“CEO”** Ofisara ea phethahatso e ka sehlohong “Chief Executive Officer”

1.2 **“DIO”** Motlatsi oa Ofisara ea Tlhahisoleseding “Deputy Information Officer”;

1.3 **“IO“** Ofisara ea Tlhahisoleseding “Information Officer”;

1.4 **“Minister”** Letona

1.5 **“PAIA”** Molao oa Khothaletso ea Phihlello ea Tlhahisoleseding No. 2 oa 2000(joalo ka E fetotsoe “Promotion of Access to Information Act No. 2 of 2000 (as Amended)”;

1.6 **“PFMA”** Molao ao Taolo ya Dichelete tsa Sechaba wa No.1 wa 1999 jwaloka ha o fetotso`e “Public Finance Management Act No.1 of 1999 as Amended”;

1.7 **“POPIA”** Molao oa Tšireletso ea Boitsebiso ba Motho No.4 oa 2013 “Protection of Personal Information Act No.4 of 2013”;

1.8 **“Regulator”** Molaoli oa Boitsebiso “Information Regulator”.

## 2. MORERO OA PAIA

Bukana ena ea PAIA e molemo bakeng sa sechaba ho-

2.1 hlahloba mofuta oa lirekoto tse seng li ntse li fumaneha ho Masepala oa Lehae oa Senqu, ntle le tlhoko ea ho fana ka kopo ea semmuso ea PAIA;

2.2 ho ba le kutloisiso ea mokhoa oa ho etsa kopo ea phihlello ea rekoto ea Masepala oa Lehae oa Senqu;

2.3 fihlella dintlha tsohle tse amehang tsa ho iteanya le batho ba tla thusa sechaba ka direkoto tseo ba rerang ho di fihlela;

2.4 ho tseba litharollo tsohle tse teng ho Masepala oa Lehae oa Senqu mabapi le kopo ea phihlello ea lirekoto, pele o ea ho Molaoli kapa Makhotla;

2.5 tlhaloso ea litšebeliso tse fumanehang ho sechaba ho tsoa ho Masepala oa Lehae oa Senqu le mokhoa oa ho fumana litšebeliso tseo.;

2.6 tlhaloso ea tataiso ea mokhoa oa ho sebelisa PAIA, joalo ka ha e nchafalitsoe ke Molaoli le mokhoa oa ho fumana phihlello ho eona;

2.7 haeba mokhatlo o tla sebetsana le tlhahisoleseding ea botho, sepheo sa ho sebetsana le tlhahisoleseding ea botho le tlhaloso ea lihlopha tsa lihlooho tsa data le tlhahisoleseding kapa lihlopha tsa tlhahisoleseding e amanang le eona;

2.8 ho tseba hore Masepala wa Lehae oa Senqu o rerile ho fetisa kapa ho sebetsana le tlhahisoleseding ya botho ka ntle ho Rephaboliki ya Afrika Borwa le baamohedi kapa mekgahlelo ya baamohedi bao tlhahisoleseding ya botho e ka neheloang; le

2.9 ho tseba hore na Masepala oa Lehae wa Senqu o na le mehato e nepahetseng ya tshireletso ho netefatsa lekunutu, botshepehi le hofumaneha oa tlhahisoleseding ya botho e lokelang ho sebetswa.

### **3. HOTHEAO WA MMASIPALA EA SENQU**

*Masepala oa Lehae oa Senqu o thehiloe ho latela Tsebiso 67 ea 2000 ho latela karolo ea 12 ea Mmuso wa Lelapa: Molao oa Metheo ya Mmasepala (Molao oa 117 oa 1998) Karolo ea 2(1)(c).*

#### **3.1. Maikemisetso/Taelo**

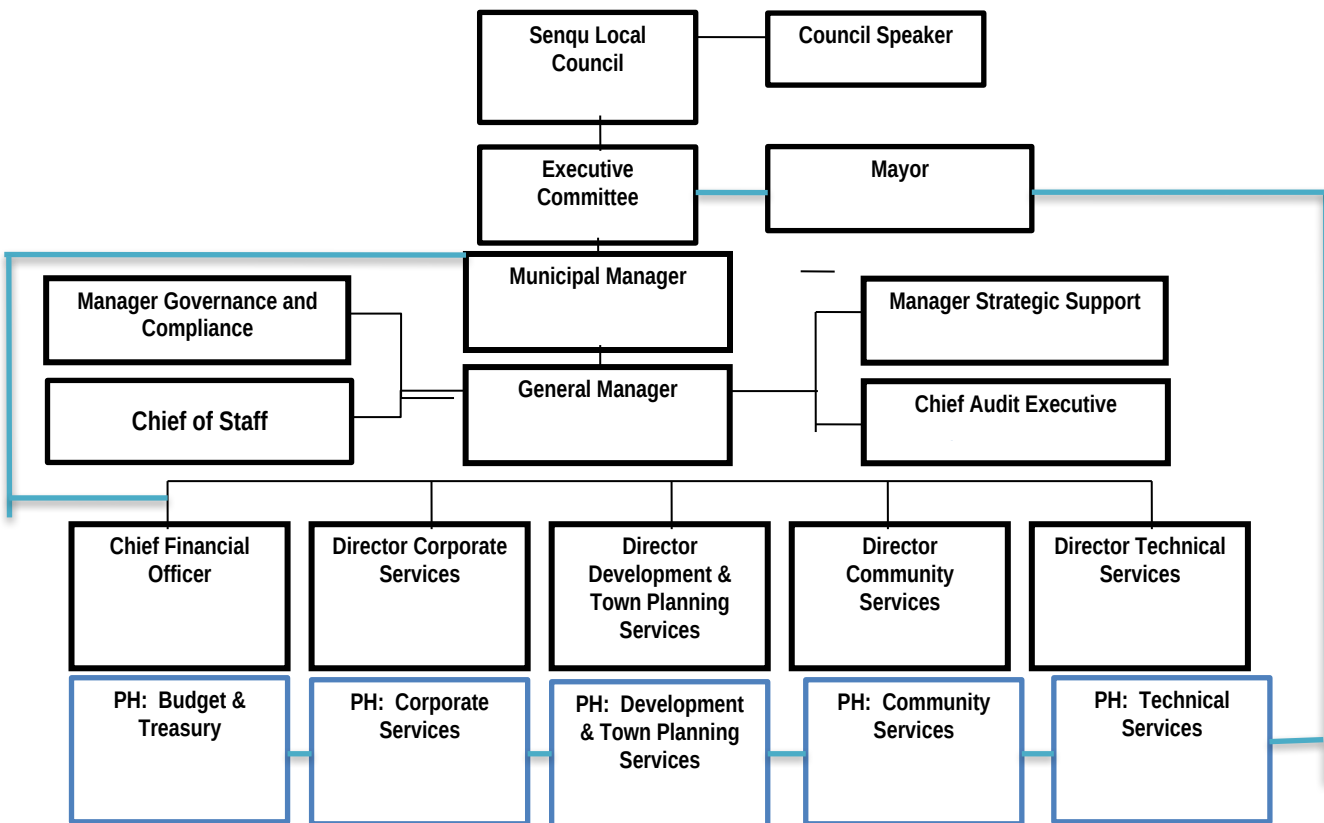
Karolo ya 24 ya MMUSO OA LE HAE: MOLAO OA TULISO YA MMASIPALA OA 27 OA 1998 o hlakisa maikemisetso a Mmasepala ho thusa masepala ho phethisa boitlamo ba ona ba molaotheo, ho kenyeletsa -

(i) tokisetso ea puso ea demokrasi le boikarabello bakeng sa sechaba sa lehae;

- (ii) phano ea litšebeletso ho sechaba ka mokhoa o lekanang le oa moshoelella;
- (iii) ntshetsopele ya sechaba le moruo;
- (iv) ho phahamisa sebaka sebolokehileng le sephetseng hantle;
- (v) etsa hore puso ea lehae e atlehe;
- (vi) ho thusa ntshetsopele e kopanetsweng; le
- (vii) ho ba le motheo wa lekgetho ka hohle kamoo ho ka kgonehang basebedisi ba ditshebeletso tsa mmasepala masepaleng.

#### 4. SEBOPEHO LE MESEBETSI YA MMASIPALA WA LEHAE OA SENQU

##### 4.1. Sebopelo



##### 4.2 Mesebetsi

Masepala oa Lehae oa Senqu ke Masepala oa mofuta oa B Seterekeng sa Joe Gqabi. Matla le mesebetsi ya masepala di hlalositse ho Shejule 4B le 5B ya Molaotheo. Karolo ya 83(1) ya Mmuso wa Lehae: Molao oa Dibopelo tsa Masepala, 1998 (Molao wa 117 oa 1998) e tswela pele ho hlakisa mesebetsi le matla a bomasepala ba lehae..

E meng mesebetsi le matla a behiloe ke MEC oa Puso ea Lehae le Merero ea Setso ka ho lokisa tsena lipakeng tsa Setereke le Masepala oa Lehae ho latela Karolo ea 85 oa Mmuso oa Lehae:Libopeho tsa Masepala oa Puso ea Libaka, 1998 (Molao oa 117 oa 1998).

Ho latela melaoana e boletsoeng ka holimo, matla le mesebetsi ea Masepala oa Lehae oa Senqu e kenyeletsa, hara tse ling:

- a) Tsamaiso ea Lithwele;
- b) Ho theoa, hotšoaroa le taolo ea mabitla;
- c) Litulo tsa hoboloka liphoofolo
- d) Lisebelisoa tsa sechaba
- e) Lipaka le libaka tse bulehileng
- f) Makala adibuka
- g) Ho netefatsa moralo o kopaneng oa ntlafatso;
- i) Khothatso ea bohahlauli ba lehae;
- j) Ntlafatso le Meralo ea Toropo
- k) Litsela le metsi a sefefa
- l) Motlakase le Matla
- m) Kamohelo, nehelo le kabo ea lithuso tse fuoeng masepala;
- n) Merero
- n) Phano ea Tšebeletso ea Motheo ea Mahala
- o) Ho beoa le ho bokella makhetho, makhetho le mesebetsi e amanang le mesebetsi e ka holimo kapa e ka abeloang ho latela molao oa naha.

## **5. DINTLHA TSA BOHLOKOA KA HO FIHLELLA TLHAHISOLESEDING EA MMASEPALA OA SENQU OA LEHAE**

### **5.1. Ofisara e ka Sehloohong ea Boitsebiso (Chief Information Officer)**

Name:	Nokulunga Nyezi
Tel:	051 603 1300/1308
Email:	nyezin@senqu.gov.za
Cellphone:	082 552 5619

5.2. Motlatsi oa Ofisara ea Tlhalisoleseding “Deputy Information Officer”

Name: Tanya van Zyl  
Tel: 051 603 1307  
Email: vanzylt@senqu.gov.za  
Cellphone: 082 804 1804

5.3 Dintlha kakakaretso ho fihlella tlhalisoleseding

Email: info@senqu.gov.za

5.4 Head Office

Postal Address: Private Bag X03, Lady Grey, 9755  
Physical Address: 19 Murray Street, Lady Grey 9755  
Telephone: 051 603 1300  
Email: info@senqu.gov.za  
Website: [www.senqu.gov.za](http://www.senqu.gov.za)  
Fax: 051 603 0445

**6. TLHALOSO KA THUSO YOHLE EFUMANEHANG MABAPI LE MOLAO KAPA HO HLOLEHA HO NKA BOHATO KE MMASIPALA WA LEHAE WA SENQU**

Thuso eteng haeba Masepala oa Lehae oa Senqu o sa ikamahanye le lipehelo tsa Molao. Mokopi a ka etsa boipiletso ba ka hare ho Masepala oa Lehae oa Senqu khahlano le qeto ea ofisaria ea tlhalisoleseling kapa motlatsi oa ofisara ea tlhalisoleseling haeba:

- i) Kopo ea phihlello e haniloe;
- ii) Litefiso tse lefisoang ha li amohelehe;
- iii) Nako eo ka eona qeto mabapi le phihlello ea rekoto e tlamehang ho etsoa, e atolosoa;
- iv) Phihlello ea rekoto ha e fanoe ka mokhoa o kopiloeng, mohlala. kopi ea elektronike sebakeng sa kopi e hatisitsoeng.

Motho oa boraro a ka etsa boipiletso ba ka hare ho Masepala wa Lehae wa Senqu kgahlanong le qeto ya ofisara ya tlhahisoleseding kapa motlatsi wa ofisara ya tlhahisoleseding ya ho hlahisa tlhahisoleseding e amanang le motho wa boraro.

### **Ts'ebetso ea boipiletso ba ka hare**

Boipiletso ba ka hare bo tlameha ho kenngwa foromong e ngotsweng B ho ya ka Sehlomathiso A:

- i) nakong ea matsatsi a 60 (mashome a tšeleletseng);
- ii) haeba tsebiso ho motho oa boraro e hlokahala, matsatsing a 30 (mashome a mararo) ka mor'a hore tsebiso e fanoe ho moipiletso ea qeto e ipiletsang khahlanong kapa haeba tsebiso ho moipiletso e sa hlokahale, ka mor'a hore qeto e nkuoe.

Boipiletso ba ka hare:

- i) Ho tlameha ho romelloa, ho kenywa posong, ho feksoha, kapa ho romelloa ka lengolo-tsoibila ho ofisara ea tlhahisoleseling kapa motlatsi oa ofisara ea tlhahisoleseling.
- ii) Bo tlameha ho qotsa hloho ea boipiletso ba ka hare le ho fana ka mabaka a boipiletso.
- iii) Bo tlameha ho bolela mokhoa oo mokopi a lakatsang ho tsebisoa ka qeto ea boipiletso ba ka hare, ho eketsa karabong e ngotsoeng.
- iv) Bo tlameha ho tsamaea le tefo e behiloeng ea boipiletso, haeba e hlokahala.
- v) Bo tlameha ho hlakisa aterese ea poso, nomoro ea fekse kapa aterese ea lengolo-tsoibila.
- vi) Ofisara ea tlhahisoleseding kapa motlatsi oa ofisara ea tlhahisoleseding o tlameha matsatsing a 10 (leshome) a mosebetsi ka mor'a ho fumana boipiletso ba ka hare a boromele ho Bolaoli oa Boipiletso, e leng Sebui, hore a boshebe.
- vii) Boipiletso ba morao bo ka lumelloa haeba mabaka a utloahalang a ka bontšoa.
- viii) Mokopi kapa motho oa boraro a ka etsa kopo lekhotleng haeba mokhoa oa boipiletso oa kahare khahlano le qeto ea ofisara ea tlhahisoleseling kapa motlatsi oa ofisaria ea tlhahisoleseling e felisitsoe.

### **Mokhoa oa ho tletleba ho Molaoli oa Boitsebiso**

Mokopi kapa motho oa boraro a ka tliša tletlebo ho Mookameli feela ka mor'a hore mokopi kapa motho e mong a qete mokhoa oa ka hare oa boipiletso khahlanong le qeto ea Ofisara ea Tlhahisoleseding ea lekala la naha, la provense kapa la lehae. Sena se bolela hore motho a ka fana ka tletlebo ea hae feela, khahlanong le karolo e itseng ea puso ho Mookameli haeba a sa thabele qeto ea bolaoli ba boipiletso. Molaoli o tla hana tletlebo haeba ts'ebetso ea boipiletso lekaleng le amehang la mmuso e so phethoe.



Tletlebo ho Molaodi ka mokopi kapa motho wa boraro e tlameha ho kenngwa matsatsing a 180 kamora ho fumana qeto ho tswa ho mokgatlo.

### **Motho o tletleba joang ho Molaoli?**

Boipeletso ho Mookameli bo tlameha ho ngoloa mme foromo ea tletlebo e tlameha ho tlatsoa, ebang ke ka letsoho kapa inthaneteng. Foromo ea tletlebo, Foromo ea 5, e ka khoasolloa webosaeteng ea Molaoli, <https://www.justice.gov.za/infoereg/>

### **Mokhoa oa ho atamela Lekhotla le nang le matla a ho fumana liphallelo tse loketseng.**

Mokopi kapa motho oa boraro a ka etsa kopo lekgotleng la dinyewe bakeng sa tokollo e nepahetseng ho ya ka karolo ya 82 nakong ya matsatsi a 180.

## **7. TATAISO EA HO SEBEDISA PAIA LE KAMOO HO FUMANEHANG TSELA TSA TATAISO KATENG**

7.1. Molaoli, ho latela karolo ea 10(1) ea PAIA, o ntlafalitse le ho etsa hore ho fumanehe Tataiso e ntlafalitsoeng ea mokhoa oa ho sebelisa PAIA ("Guide"), ka mokhoa o utloisisehang habonolo, joalo ka ha ho ka hlokoa ke motho ea lakatsa ho sebelisa tokelo efe kapa efe e boletsoeng ho PAIA le POPIA.

7.2. Tataiso e fumaneha ka e 'ngoe le e 'ngoe ea lipuo tsa molao.

7.3. Tataiso e boletsoeng ka holimo e na le tlhaloso ea-

7.3.1. merero ea PAIA le POPIA;

7.3.2. aterese ea poso le ea seterata, mohala le nomoro ea fekse, ha e le teng, aterese ea lengolo-tsoibila la-

7.3.2.1. Ofisara ea Tlhahisoleseding ea mokhatlo o mong le o mong oa sechaba, le

7.3.2.2. Motlatsi e mong le e mong wa Ofisara ya Tlhahisoleseding ya mokgatlo o mong le o mong wa sechaba le wa poraefete o kgethilweng ho latela karolo ya 17(1) ya PAIA le karolo ya 56 ya POPIA;

7.3.3. tsela le mokhoa oa kopo ea-

7.3.3.1. phihlelo ya rekoto ya mokgatlo wa sechaba e hlalositsweng karolong ya 11; le

7.3.3.2. phihlelo ya rekoto ya setheo sa poraefete se tlhalositsweng karolong 50;

7.3.4. thuso e fumanehang ho Mohlanka wa Tlhahisoleseding wa mokgatlo wa sechaba ho ya ka PAIA le POPIA;

7.3.5. thuso e teng ho tswa ho Molaodi ho ya ka PAIA le POPIA;

7.3.6. litharollo tsohle tse teng molaong mabapi le ketso kapa ho hloleha ho nka khato mabapi le tokelo kapa mosebetsi o fanoeng kapa o behiloeng ke PAIA le POPIA, ho kenyeletsoa le mokhoa oa ho kenya-

7.3.6.1. boipiletso ba ka hare;

7.3.6.2. tletlebo ho Mookameli; le

7.3.6.3. kopo le lekgotla kgahlanong le qeto ya ofisaria ya tlhahisoleseding ya mokgatlo wa sechaba, qeto ya boipiletso ba ka hare kapa qeto ya Molaodi kapa qeto ya hlooho ya mokgatlo wa poraefete;

7.3.7. dipehelo tsa dikarolo 14 le 51 tse hlokang hore mokgatlo wa sechaba le mokgatlo wa poraefete, ka ho latelana, ho kopanya bukana, le mokgwa wa ho fihlella bukana;

7.3.8. dipehelo tsa likarolo 15 le 52 tse fanang ka phatlalatso ea boithaopo ea lihlopha tsa lirekoto ke mokhatlo oa sechaba le mokhatlo oa poraefete, ka ho latellana; ditsebiso tse ntshitsweng ho ya ka karolo 22 le 54 mabapi le ditefiso tse lokelang ho lefuwa mabapi le dikopo tsa phihlello; le melaoana e entsoeng ho latela karolo ea 92.

7.4. Litho tsa sechaba li ka hlahloba kapa tsa etsa likopi tsa Tataiso ho tsoa liofising tsa mekhatlo ea sechaba kapa ea poraefete, ho kenyeletsoa ofisi ea Molaoli, nakong ea lihora tse tloaelehileng tsa mosebetsi. Tataiso e ka fumaneha hape-

7.4.1. ka kopo ho Ofisara ea Tlhahisoleseding; ho tsoa sebakeng sa Marang-rang sa Molaoli (<https://www.justice.gov.za/infogreg/>).

## 8. TLHALOSO EA LIHLOOHO TSEO LEKHOTLA LE TŠOERENG LIREKHOTO LE MEFUTA EA LIREKHOTO TSE TSOERENG KE MMASIPALA WA LEHAE LA SENQU.

“Litlaleho” tsa Masepala oa Lehae oa Senqu li bua ka lirekoto tse entsoeng kapa tse amohetsoeng nakong ea mosebetsi oa semmuso, tse bolokoang e le bopaki ba mesebetsi, diketsahalo le litšebeliso tsa Masepala.

Ho na le mefuta e fapaneng ea lirekoto, mohlala, lifaele tsa mangolo, limmapa, meralo, dibuka tsa mabiiitso, mananeo le metsotso, tse ka fumanehang mecheng e fapaneng ea litaba, mohlala. pampiri, elektroniki, kapa microfilm.

Lihlooho tseo lekhotla le bolokang litlaleho tsa lona	Mekhahlelo ea lirekoto tse tšoereng sehlohong sele seng
MOLAOLI	Melaoana ya Mmasepala
HO HLOPHISA LE TAOLO	Tlhahlobo ea ka hare Taolo ea lirekoto Tsamaiso ea likamano tsa bareki

	<p>Litletlebo le lipotso</p> <p>Mananeo a Khethehileng</p>
LEKHOTLA LE LITABA TSA LEKHOTLA	<p>Sebopeho sa Lekhotla, EXCO, Likomiti tse Emeng le likomiti tse nyane</p> <p>Kemelo ho machaba</p> <p>Likopano tsa Lekhotla, likomiti, le likomiti tse nyane</p> <p>Litaba tse amang makhanselara</p> <p>Ho kenya letsoho ha sechaba</p>
LIPAPATSO	<p>Litlaleho tsa boralitaba</p> <p>Likoranta le litsebiso</p> <p>Papatso ea ka hare</p> <p>Likamano tsa sechaba le puisano</p> <p>Webosaete</p>
PUSO LE MOLAO	<p>Leano la Masepala</p> <p>Karete ea lintlha tsa Masepala</p> <p>Tlaleho ea Selemo</p> <p>Tsamaiso ea Ts'ebetso</p> <p>Phano ea litšebeletso le meralo ea ts'ebetsong ea tekanyetso</p> <p>Ngoliso ea Likotsi tsa Khoebo</p> <p>Morero oa Thibelo ea Bomenemene</p>
BASEBETSI	<p>Sebopeho sa mokhatlo</p> <p>Maemo a tshebeletso</p> <p>Ho batla le ho hira, ho felloa ke nako</p> <p>Tlhahlobo ea mosebetsi le boipiletso</p> <p>Litumellano tse kopanetsoeng</p> <p>Moputso</p> <p>Melemo ea basebetsi</p> <p>Likamano tsa mosebetsi</p>

	<p>Lipalopalo tsa koetliso le mangolo</p> <p>Bophelo bo botle le polokeho mosebetsing</p> <p>Thuso ea Basebetsi</p> <p>Litlaleho tsa Tekano ea Mosebetsi</p> <p>Melao le mekhoha ea ka hare</p> <p>Lirekoto tsa khalemelo</p> <p>Likonteraka tsa tšebetso ea basebetsi</p>
THEKISO EA MEAHO LE THEPA	<p>Thepa ea masepala</p> <p>Litokiso LeTlhokomelo</p>
LITABA TSA MOLAO	<p>Maikutlo a molao le liqeto tsa lekhotle</p> <p>Liphihisano le litlelebo</p> <p>Liqeto tsa boipiletso ba ka hare</p>
CHELETE	<p>Litlaleho tsa lichelete</p> <p>Tekanyetso ea Masepala</p> <p>Lintlafatso tsa mafapha a fapaneng le dikahlolo</p> <p>Litekanyetso tsa thepa</p> <p>Litefiso tsa thepa</p> <p>Likalimo</p> <p>Lithuso tsa lichelete tse fumanoeng</p> <p>Chelete ea mmasepala</p> <p>Litefiso, litefiso, likahlolo, likotlo le depositi</p> <p>Litsi tsa dikoloto</p> <p>Lenane la ba kolotang le ba kolotoang</p> <p>Litaba tsa meputso</p> <p>Lintlha tsa bukana ea banka</p> <p>Registara ea thepa e tsitsitseng</p> <p>Thuso ea lichelete</p> <p>Ho boloka libuka le ho banka</p> <p>Matsete</p>

	<p>Lirekoto tsa transaction</p> <p>Litlaleho tsa lekhetho</p> <p>Chelete ea lintho tse nyane</p> <p>Lekhetho la Boleng (VAT)</p> <p>Litlaleho le litlaleho</p> <p>Lirekoto tsa accounting</p> <p>Litefo</p> <p>Phapang ea Cashier</p> <p>Ts'ebetso ea lichelete</p> <p>Phethahatso ea morero oa MSCOA</p> <p>Theko ea motlakase</p> <p>Taolo le ho khathalla thepa</p>
<p>TŠEBELETSO EA THEKO</p>	<p>Melao ea ho reka</p> <p>Lenane la barekisi</p> <p>Litumellano tsa barekisi le boemo ba litšebeliso</p> <p>Lithendara le likonteraka</p> <p>Mantsoe a qotsitsoeng</p> <p>Litiisetso</p>
<p>MATLO</p>	<p>Ho rera le ho fana</p> <p>Chelete ea bao batlamehile ho fumana matlo le bao e tlang ho ba bareki</p> <p>Lenane la ho leta le likabelo</p> <p>Matlo a batho ba futsanehileng haholo le ba hlokanang</p> <p>Mekhatlo e sa reroang</p> <p>Merero ea matlo</p>
<p>TSAMAISO TSA MERARO LE KAHO</p>	<p>Merero ea libaka</p> <p>Litumello tsa moralo</p> <p>Tsamaiso ea tšebeliso ea mobu le taolo ea mahae</p>

	<p>Ho reha literata mabitso</p> <p>Tumello ea moralo oa moaho</p> <p>Taolo ea papatso</p> <p>Ts'ebetsong: ts'ebeliso ea mobu le taolo ea meaho</p> <p>Thero ea sebaka</p> <p>Patlisiso mabapi le theko ea mobu</p> <p>Mehaho</p> <p>Mobu</p> <p>Sistimi ea Boitsebiso ba Geographic (GIS)</p> <p>Matsete a thepa</p> <p>Lirekoto tsa thepa</p> <p>Litumellano tsa khiriso</p>
<p>MORERO OA MORUO LE TSO'ELOPELE</p>	<p>Lipalo-palo</p> <p>Makala a mantlha a moruo</p> <p>Likhoebo tse nyane, tse mahareng le tse khasang (li-SMME)</p> <p>Nts'etsopele ea moruo oa lehae</p> <p>Leano la LED</p>
<p>LITEKELETSO LE TUMELO</p>	<p>Lilaesense</p> <p>Litumello, litifikeiti I</p> <p>Mesebetsi ea ho rekisa seterateng le khoebo</p>
<p>DIPAKA, DIRAPA, DIBAKA TSE BULEHILENG TSA PHATLALATSO LE DINTLHA TSA LITIMO.</p>	<p>Libaka tsa boikhathollo, libaka tse bulehileng tsa sechaba le lirapa</p> <p>Litulo tsa le palesa, litaba tsa temo ea limela le ho lokisa naha</p> <p>Libaka tsa boikhathollo tsa lik'haravene, libaka tsa litente le libaka tsa braai</p> <p>Mabaleng, likamore tsa tee, li-kiosks le litulo tserekisang disho</p> <p>Libaka tsa bohloeki tsa sechaba</p>

MABITLA	Mabitla
TAOLO EA LIPHOOFOLO	Litulo tsa ho boloka liphoofolo Khokahano le mekhatlo ea pholoso ea liphoofolo Tsamaiso ea liphoofolo
TS'EBELETSO EA MAKALA A DIBUKA	Patlo ea thepa ea lekala ka mekhoha e fapaneng Likalimo ho makala Polokeho ea meaho ea likala Tšireletseho mabapi le thepa ea likala Kabo ea lisebelisoa likaleng Sistimi ea likala ea komporo Menehelo Lihora tsa ts'ebetso
BOLAOLI BASEPHETHEPHETHE LE MORERO OA TSAMAISO	Mekhoa ea tsamaiso ea sephethephethe Likotsi tsa mebileng Matšoao a sephethephethe le matšoao a litsela Ho paka
TSAMAISO TIKOLO	Tikoloho e tsitsitseng Thuto ea tikoloho le tlhokomeliso Puisano le kholiso ea tikoloho Litaba tse amang tikoloho Paballo ea tikoloho e hahiloeng Lithuto tsa setso le lefa
LITŠEBELETSO TSE NEHELOANG TSA TLHOEKISO	Ho tlosoa ha lithōle Neheletso ea meqomo ea lithōle, mekotla le ma ele ka tlhoeko Ho hloekisa seterata le sebaka Ho hloekisa liphaephe tsa metsi a sefefa Ho lahloa oa lithoele Ho sebelisa hape

<p>MEBILA</p>	<p>Tlhokomelo ea mebila                  Litokiso tsa metsi a sefelo                  Tsamaiso ea litsela                  Litsela tsa maoto, litselana le litselana tse kenelang                  Fumana tlhokomelo ea li-driveways                  mahlaku a tsela                  Litšebeletso</p>
<p>MOTLAKASE</p>	<p>Ho reka motlakase                  Palo ea motlakase                  Lihokelo tsa litšebeletso                  Kabo ea motlakase (MV &amp; LV)                  Ho kenya motlakase                  Mabone a seterateng                  Ho lumellana le NRS</p>
<p>BOOKAMELI BA MORERO</p>	<p>Thuso ya sebopeho sa motheo oa masepala                  Bookameli ba morero                  Kaho ea mmela                  Kaho ea Metsi a Sefelo                  Marokho, litsela tse tsamaeang ka tras'a lefatše le libaka tsa ho tšela                  mateanong a litsela                  Sebopeho sa motheo                  INEP                  EPWP</p>

**9. MEKHATLO EA LIREKHOTO TSA MMASIPALA WA LEHAE OA SENQU TSE TENG TSE FUMANEHANG KANTLE LE HORE MOTHO A KOPE HO LIFIHLELLA.**

Sehlopha	Mofuta oa Tokomane	E fumaneha	E fumaneha ka kopo
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		ka Webosaete	
Tokomane ea theko	<ul style="list-style-type: none"> <li>- Theko e phatlalalitsoeng</li> <li>- Ho bula libuka</li> <li>- Lebitso la moreki ea atlehileng</li> </ul>	X	
Melao (legis-law) /Regulations	<ul style="list-style-type: none"> <li>- Melao ea Masepala</li> </ul>		
Litokomane tsa Leano (Meralo le Tlaleho)	<ul style="list-style-type: none"> <li>- Sebopeho sa Mokhatlo</li> <li>- Litlaleho tsa selemo le tsa tlhokomelo;</li> <li>- Leano la Ntshetsopele le Kopanetsweng</li> <li>- Tekanyetso ya Mmasepala</li> <li>- Litlaleho tsa khoeli le khoeli tsa lichelete</li> <li>- Melawana ya Dichelete ya Mmasepala</li> <li>- Lenane la Theko ea Bomasepala</li> <li>- Moralo oa Ntlafatso ea Sebaka</li> <li>- Moralo oa kabo</li> <li>- Kabo ea litšebeliso le moralo oa ts'ebetsong oa tekanyetso</li> <li>- Litumellano tsa Ts'ebetso</li> <li>- Leano la LED</li> <li>- - Moralo oa Ntlafatso ea Sebaka</li> </ul>	X	
Likoranta	<ul style="list-style-type: none"> <li>- - Likoranta</li> <li>- - Phatlalatso ea Media</li> </ul>		
Ho hira batho	<ul style="list-style-type: none"> <li>- - Lipapatso</li> </ul>		

## **10. LITŠEBELETSO TSE FUMANEHANG HO LITHO TSA SECHABA HO TSOA HO MMASIPALA OA LEHAE OA SENQU**

Mosebetsi e latelang le litšebeletso tse amanang le tsona li etsoa ke Masepala oa Lehae oa Senqu:

### Budget & Treasury Office

Acting Chief Financial Officer – Sebe Skampula

- Tsamaiso ea chelete
- Taolo ya ditshenyehelo
- Litaba tsa lichelete
- Taolo ea ketane ea phepelo
- Thekenoloji ea Tlhahisoleseding le Lipuisano
- eNatis

Telephone: (051) 603 1319

Cellphone: 078 995 6982

Email Address: skampulas@senqu.gov.za

### Corporate and Support Services

Director Corporate Services – Zimasa Koyana

- Tsamaiso ea litsebo tsa batho ho kenyeletsoa ntlafatso ea litsebo, tsamaiso ea basebetsi, moralo oa mokhatlo, likamano tsa basebetsi, tsamaiso ea motho ka mong, bophelo bo botle ba basebetsi le polokeho mosebetsing.
- Litšebeletso tsa tsamaiso ho kenyeletsoa bongoli ba lekhotala, litšebeletso tsa ngoliso le polokeho ea litlaleho le tlhokomelo ea meaho ea liofeisi
- Litšebeletso tsa molao
- Likamano tsa machaba, tsa Naha le tsa puso
- Mananeo a khethehileng

Telephone: (051) 603 131316

Cellphone: 079 381 3674

Email Address: koyanaz@senqu.gov.za

### Development & Town Planning Services

Director Development & Town Planning Services – Sandile Kenneth Chaphi

- Moralo oa ntlafatso o kopaneng
- Nts'etsopele ea moruo oa lehae
- Bohahlauli
- Tsamaiso ea matlo le tšebeliso ea mobu
- Thero ea sebaka

Telephone: (051) 603 13469

Cellphone: 076 455 3404

Email Address: chaphis@senqu.gov.za

### Community Services

Director Community Services - Nokulunga Nyezi

- Environmental Care (cleansing)
- Makala
- Mabitla
- Litulo tsa hoboloka liphoofolo le holikoalla
- Litšebeletso tsa Sephethepethe
- Tsamaiso ea Lithoele
- Mabala a lipapali
- Tlhokomelo ea lipaka le libaka tse bulehileng
- Liholo tsa Sechaba

Telephone: (051) 603 1397

Cellphone: 082 552 5619

Email Address: [nyezin@senqu.gov.za](mailto:nyezin@senqu.gov.za)

### Technical Services

Motsamaisi oa Litšebeletso tsa Tekheniki - Ranko Ruiters

- Tlhokomelo ea Litsela le Metsi a sefelo le Mesebetsi ea Sechaba
- Kabo ea motlakase le mabone a seterateng
- Tsamaiso ea Morero oa Infrastructure
- Tsamaiso ea Likepe

Telephone: (051) 603 1468

Cellphone: 078 531 7163

Email Address: [ruitersr@senqu.gov.za](mailto:ruitersr@senqu.gov.za)

## **11. FINYELLO HO LIREKHOTO TSE TSOERWENG KE MMASIPALA WA LEHAE OA SENQU**

### 11.1 TSELA EA KOPO

Kopo e tlameha ho etsoa ka lengolo foromong e behiloeng A, joalo ka ha e khomaretsoe e le Sehlomathiso B, 'me e fetisetsoe ho:

Ofisara ea Tlhahisoleseding kapa Motlatsi oa Ofisara ea Tlhahisoleseding

Private Bag X03

Lady Grey

9755

Tel: 051 603 1300/1308

Fax: 051 603 0445

Email: [nyezin@senqu.gov.za](mailto:nyezin@senqu.gov.za) or [vanzylt@senqu.gov.za](mailto:vanzylt@senqu.gov.za)

- Kopo e tlameha ho bolela ka ho hlaka hore na ke tlhahisoleseding lefe le hlokahalang le hore na kopo ke ea kopi ea rekoto kapa hore na mokopi a karata ho sheba rekoto ofeising ea Masepala oa Lehae oa Senqu.

- Foromo ea kopo e tlameha ho tsamaea le tefiso e behiloeng ea kopo (sheba litefiso tse lefuoang).
- Haeba motho a kopa phihlello ka mokgwa o itseng, mokopi o lokela ho fuwa phihlello ka mokgwa o hlokehang, ntle le haeba ho etsa jwalo ho ka kena-kenana le tshebetso ya ofeisi ka mokgwa o sa utlwahaleng, ho ka senya rekoto, kapa ho tloa tokelo ya molao.
- Haeba mokopi a lakatsa ho tsebisoa ka qeto mabapi le kopo ka mokhoa ofe kapa ofe, mohlala. ka mohala/fax/e-mail, ntle le karabo e ngotsoeng, e tlameha ho bonts'oa joalo.
- Tabeng eo mokopi a kopang tlhahisoleseding lebitsong la motho e mong, boemo boo kopo e etsoang ka bona bo lokela ho bonts'oa.
- Ha mokopi a sa tsebe ho bala kapa ho ngola kapa a saetekanela, kopo e ka etsoa ka molomo. Boemong bo joalo, ofisara ea tlhahisoleseling/ motlatsi oa ofisara ea tlhahisoleseling o tlameha ho tlatsa foromo lebitsong la mokopi.

#### Litefiso tse lefuoang

- Ho ea ka Molao, mefuta e 'meli ea litefiso e tlameha ho lefuoang, e leng tefiso ea kopo le tefiso ea phihlello.
- Mokopi ya batlang phihlello ya rekoto e nang le tlhahisoleseding ya botho ka mokopi eo, ha a hlokehe ho lefa tefo ya kopo. Bakopi ba bang kaofela ba tlameha ho lefa tefo e loketseng ea kopo.
- Ofisara ya tlhahisoleseding/ motlatsi wa ofisara ya tlhahisoleseding o tla eletsa mokopi mabapi le ho lefa tefiso e behilweng pele ho kasejetoa kakopo .
- Tefiso ea kopo e lefuoang ke R35 (liranta tse mashome a mararo a metso e mehlano). Mokopi a ka Kenya boipiletso ba ka hare kapa kopo lekhotleng khahlanong le tefo ea tefiso ea kopo.

#### Qeto le tsebiso

- Mokopi o tla tsebisoa nakong ea matsatsi a 30 (mashome a mararo) a ho fumana kopo ea ofisara ea tlhahisoleseding / motlatsi oa ofisara ea tlhahisoleseding tabeng ena, ntle le haeba nako ea ho sebetsana le kopo e ekelitsoe.
- Ho ea ka Karolo ea 26 Ofisara ea Tlhahisoleseding e ka eketsa nako ea matsatsi a 30 ka nako e 'ngoe e sa feteng matsatsi a 30 haeba -

0. Kopo ke ea palo e kholo ea lirekoto kapa e hloka ho batlisisoa ka palo e kholo ea lirekoto;

o Kopo e hloka ho batlisisoa ha lirekoto tse fumanehang liofeising tse fapaneng tsa masepala (Sterkspruit, Barkly East, Rhodes, Rossouw) kapa meahong e meng ea masepala;

o Litherisano lipakeng tsa mafapha le liofeisi tsa masepala kapa le mokhatlo o mong oa sechaba joalo ka masepala oa setereke kapa lefapha la provense kapa naha;

o Ho feta bongwe ba mabaka a boletsoeng ka holimo, a etsa hore ho tsamaellana le nako ea pele ho se khonehe; kapa

o Mokopi o lumela ka lengolo ho nako e eketsoang

- Haeba kopo e amohetsoe, tefo e 'ngoe ea phihlello e tlameha ho lefoa bakeng sa ho batla, ho lokisa, le ho hlahisa rekoto moo ho hloka halang. Sheba Sehlomathiso sa C bakeng sa Litefiso Tse Lefoang
- Mokopi o tla fuwa tlhahisoleseding le hlokehang, ha le le teng, ka nako e tsoanehileng ha ho funganoa foromo ya kopo le tefiso e behilweng.

Phetisetso ea likopo

- Haeba kopo ya phihlello e etswa mabapi le tlhahisoleseding e seng matsohong a Masepala wa Sebaka sa Senqu, kapa haeba tlhahisoleseding e hokahane le mokgatlo o mong wa sechaba, kopo e tla fetisetwa matsatsing a 14 (leshome le metso e mene) hoba ho fumanwe. kopo ea sehlopha/setheo/mokgatlo o mong o ka fanang ka tlhahisoleseding.

Lirekoto ha li fumaneha / ha li eo

- Maemong ao direkoto di sa fumaneheng kapa di le siyo mme mehato yohle e utlwahalang e nkilwe ho fumana rekoto e batilweng, ofisara ya tlhahisoleseding e tla sebedisa afidaviti/tiisetso ho tsebisa mokopi ka nepo, a fana ka mabaka a fellelseng.

Ho chechisoa ha phihlello

- Likopo li ka chechisoa ho fihlela litaba li fumaneha. Mokopi o tla tsebiswa ka nepo mme a koptjwe ho hlahisa maikutlo nakong ya matsatsi a 30 (mashome a mararo) mabapi le hore na ke hobaneng ha tlhahisoleseding e hlokeha pele e phatlalatswa.

Ho hana ho fumana lirekoto

- Ofisara ea tlhahisoleseling / batlatsi ba liofisara tsa tlhahisoleseling a ka hana phihlello ea lirekoto tlas'a maemo a boletsoeng karolong ea 2, khaolo ea 4, ea Molao.

Motho oaboraro a ka etsa boipiletso ba ka hare ho Masepala wa Lehae wa Senqu kgahlanong le qeto ya ofisara ya tlhahisoleseding kapa motlatsi wa ofisara ya tlhahisoleseding ya ho hlahisa tlhahisoleseding e amanang le motho wa boraro.

## **12. KAKARETSO TSA SECHABA HO TLHOKOMELA LEANO KAPA HO SEBELISA MATLA KAPA HO ETSA MESEBETSI KE MMASIPALA WA LEHAE OA SENQU.**

Honka karolo oa sechaba maemong a mmuso wa lehae ho laolwa ke Molao wa Ditsamaiso tsa Mmasepala wa Puso ya Libaka, 2000 (Molao wa 32 wa 2000) le Molao wa Dibopeho tsa Masepala, 1998 (Molao wa 117 Of 1998). Sepheo sa ts'ebetso ea ho kenya letsoho ha sechaba ke ho netefatsa hore Masepala oa Lehae oa Senqu hammoho le sechaba ka bophara ba sebelisana 'moho le ts'ebetso ea ho kenya letsoho ha sechaba le sehlahisoa sa ho qetela.

Likarolo tsa sechaba tse amehang ho kenya letsoho sechabeng mohlala ke, batho ka bong, lihlopha tsa lipapali/kahisano, mekhatlo ea bolumeli, likhoebo tse nyane, tse mahareng le tse khasang (li-SMME), mekhatlo ea sechaba (CBOs), mekhatlo e seng ea mmuso (NGOs), sector- liforamu tse thehiloeng, liforamo tse thehiloeng libakeng, likhoebo, mekhatlo ea baahi / ea balefi.

Masepala oa Lehae oa Senqu o ka sebelisa mekhoha e latelang ho kenya letsoho molemong oa sechaba:

- Kabo ea litokomane libakeng tsa sechaba bakeng sa ho fana ka maikutlo
- Liphuputso
- Lipapatso tsa likoranta
- Lipuisano tsa sechaba ka molao
- Likopano tsa phatlalatsa
- Nts'etsopele ea moralo oa seabo sa Sechaba

## **13. HOSEJETSOA OA TLHAHISOLESERING LA MOTHO**

### **13.1 Morero oa Ts'ebetso**

Masepala o sebetsa/o bokella lintlha tsa motho ka mabaka a fapaneng ho phethahatsa boitlamo ba ona ba molao tlasa PAIA le POPIA. Baahi ba tlamehile ho arolelana ka tlhahisoleseding ea bona le masepala kaha ho thiba/ho hana ka tlhahisoleseding ea motho ho ka ama bokhoni ba 'masepala ba ho fana ka litšebeliso tse sebetsang hantle.

Basebetsi le bona ba tlamehile ho arolelana litaba tsa bona le masepala kaha li hloka hlahla bakeng sa Tsamaiso ea Mehloli ea Basebetsi.

Masepala o bokella tlhahisoleseding bakeng sa merero e latelang:

- Tsamaiso ea basebetsi le likopo tsa Mosebetsi;
- Ho boloka litlaleho le litlaleho;
- Mokhoa oa ho reka;
- Ho etela libaka
- Ho amohela le ho fuputsa litlaleho;
- Ho ikamahanya le melao e meng e amehang, joalo ka PFMA, Melaoana e tlas'a eona le Lintlha tsa Taelo tsa Polokelo ea Lichelete tsa Naha.

### 13.2 Tlhaloso ea lihlopha tsa Litaba tsa Boitsebiso le ea tlhahisoleseding kapa lihlopha tsa tlhahisoleseding e amanang le eona:

Lihlopha tsa Lintlha Lihloho	Lintlha tsa Botho tse ka sebetsoang
Batho ba Tlhaho	Mabitso le fane; lintlha tsa puisano (linomoro tsa puisano), nomoro ea fekse, aterese ea lengolo-tsoibila); Aterese ea bolulo, poso, kapa ea khoebo; bukana ea boitsebiso  Nomoro le mangolo a lekunutu, tlhahisoleseding ea bareki, phatlalatso ea thahasello, seleng sahao, kapa tlhaiso-leseling ea khiriso.
Batho ba Molao	Mabitso a batho bao ho ka kopanoang le bona; Lebitso la setheo sa molao; aterese ea sebaka le poso; lintlha tsa mohala (linomoro tsa mohala), nomoro ea fekse, aterese ea lengolo-tsoibila); nomoro ea ngoliso; litaba tsa lichelete, tsa khoebo, tsa mahlale, kapa tsa tekheniki le liphiri tsa khoebo.
Basebetsi	Bong, boimana; maemo a lenyalo; Morabe, lilemo, puo, boitsebiso ba thuto (litšoaneleho); litaba tsa lichelete; pali ka tsa mosebetsi; nomoro ea bokana ea boitsebiso; aterese ea sebaka le poso; lintlha tsa ho ikopanya (linomoro tsa mohala), nomoro ea fekse, aterese ea lengolo-tsoibila); boitšoaro ba botlokotsebe; bophelo bo botle le beng ka bona (litho tsa lelapa) morabe,



	bongakatsa bophelo, bong, bochaba, lintlha tsa moputso, lintlha tsa biometric le sebaka, lintlha tsa kolo, morabe kapa setso sa sechaba, maikutlo a ho kopanela liphate, lilemo, bophelo bo botle ba 'mele kapa ba kelello, bophelo bo botle, ho seitekanele, bolumeli, letsoalo, tumelo, moetlo.
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**13.3 Baamoheli kapa mekhahlelo ea baamoheli bao tlhahisoleseding ea botho e ka fuoang bona.**

Masepala o ka fana ka tlhahisoleseding ea botho ea data ho latela Basebeletsi ba Masepala, e le karolo ea ho phethahatsa taelo ea bona ea molao. Masepala o ka fana ka tlhahisoleseding ea botho ea data ho Bafani ba Litšebeletso ba fanang ka litšebeletso tse latelang -

- 13.3.1 Ho bokella, ho hlophisa le ho boloka tlhahisoleseding ea botho;
- 13.3.2 Ho romela mangolo-tsoibila le mangolo a mang ho sechaba;
- 13.3.3 Ho etsa licheke ka hloko;
- 13.3.4 Ho hlahloba botlokotsebe;
- 13.3.5 Ho etsa netefatso ya mangolo a thuto;
- 13.3.6 Patlisiso ea forensic le lipatlisiso tse ling tse amanang le mesebetsi ea Masepala;
- 13.3.7 Ho hlahloba libuka;
- 13.3.8 Tsamaiso ea Lichelete tsa Provident, Pension le lithuso tsa bongaka; le
- 13.3.9 Lisebelisoa tsa ICT.

Masepala o ka boela wa fana ka tlhahisoleseding ya botho ya ditaba tsa datha ho ditheo tsa qobello ya molao, tse kang Bolaodi ba Bochochisi ba Naha kapa Tshebeletso ya Sepolesa sa Aforika Borwa, bakeng sa dipatlisiso tsa botlokotsebe; le ho Makhotla, mabapi le morero ofe kapa ofe o nkuoeng tekong ea boahloli.

Sehlopha satlhahisoleseding sa motho	Baamoheli kapa Lihlopha tsa Baamoheli
Nomoro ea boitsebiso le mabitso, bakeng sa licheke tsa botlokotsebe	South African Police Services
Litšoaneleho, bakeng sa netefatso ea mangolo	South African Qualifications Authority
Pali ea mokitlane le tefo, bakeng sa lintlha tsa mokitlane	Credit Bureaus

Nomoro ea boitsebiso le mabitso, moputso	SARS
Nomoro ea boitsebiso le mabitso, moputso	Mekhatlo ea lichelete bakeng sa litefo kapa moputso

### 13.4 Phallo e reriloeng ea tlhahisoleseling ea motho.

Masepala ha o so rera phallo ea litaba tsa motho ka Transborder. Leha ho le joalo, haeba ho ka hloka hloka ho fetisetsa tlhahisoleseding ea motho naheng e 'ngoe ka mabaka afe kapa afe a molaong, Masepala o tla etsa bonnete ba hore mang kapa mang eo o fetisetsang tlhahisoleseding ho eena o tlas'a molao, melao e tlamang ea koporasi kapa tumellano e tlamang e fanang ka boemo bo lekaneng ba tšireletso, mme motho wa boraro o dumela ho tshwara tlhahisoleseding eo ya motho ka tekanyo ya tshireletso e tshwanang le eo Masepala a e tlamang tlasa POPIA.

### 13.5 Tlhaloso e Akaretsang ea Mehato ea Tšireletso ea Tlhahisoleseding e lokelang ho kengoa ts'ebetsong ke mokha o ikarabellang ho netefatsa lekunutu, botšepahi, le ho fumaneha ha tlhahisoleseding.

Masepala o ikemiseditse ho sireletsa tlhahisoleseding ya motho ho se sebediswe hampe, tahleho, boshodu, phihlello e sa dumellwang, ho fetolwa, kapa ho hlahiswa ka:

- ho sebelisa ts'ireletso ea elektronike le ea 'mele; le
- ka tumellano e hloka hore batho ba boraro bao tlhahisoleseling ea bona ba bolelloang hore ba etse se tsoanang.

Ka lebaka la ho se sireletsehe le tlole ea ts'ireletso ea likanale tsa marang-rang, masepala o ke ke oa tiisa ka botlalo ts'ireletso kapa thibelo ho tsoa mehloling e kantle ea tlhahisoleseling efe kapa efe e romelloang kapa e romelloang inthaneteng.

Masepala o na le ditaolo tse matla tsa tshireletso le ditharollo tse ding tsa ho lemoha ditshoso tse teng.

Mehato e nkiloeng ke Masepala e kenyeletsa, hara tse ling -

Taolo ea ho fihlella;

Tlhaloso ea Boitsebiso;

Mehato ea ho itšireletsa;

Bokhoni bo matla ba ho beha leihlo, ho hlahloba le ho tlaleha;

Li-backups tsa data;

Litharollo tsa Antivirus le Anti-malware;

Tlhokomeliso le hobahloahloa; le

Litumellano li phetheloa le Basebelisi ho kenya tšebetsong taolo ea ts'ireletso.

## **14. HO FUMANEHA HA BUKANA**

14.1 Bukana ena e entsoe hore efumanehe ka lipuo tse 'nè tse latelang tsa molao-

14.1.1 Senyesemane;

14.1.2 Seafrikanse

14.1.3 Sexhosa

14.1.4 Sesotho

14.2 Kopi ea Bukana ena kapa mofuta oa eona o ntlafalitsoeng, le eona e fumaneha ka tsela e latelang-

14.2.1 ho [www.senqu.gov.za](http://www.senqu.gov.za)

14.2.2 ofeising e kholo ea mokhatlo oa sechaba bakeng sa tlhahlobo ea sechaba ka lihora tse tloaelehileng tsa mosebetsi; le

14.2.3 ho motho ofe kapa ofe ka kopo le ka mora tefo ya tefiso e loketseng e behilweng.

14.3 Tefiso ea kopi ea Bukana, joalo ka ha e hlalositsoe sehlophisong sa C sa Melawana, e tla lefoa bakeng sa fotokopi ka 'ngoe ea boholo ba A4 e entsoeng.

## **15. NCHAFATSO EA BUKANA**

Masepala oa Lehae oa Senqu, ha ho hlokahala, o tla nchafatsa le ho phatlalatsa Bukana ena selemo le selemo.

**SEHLOOHO A**

## **FOROMO 4**

### **TSEBISO EA BOIPELETSO BAKA HARE**

(Karolo ea 75 ea Molao oa Khothaletso ea Phihlelo ea Tlhahisoleseding oa 2000 (Molao oa 2 oa 2000))

[Molawana 9]

BOLELA NOMORO EA TŠEBELETSO:  
A. Lintlha tsa mokhatlo oa sechaba

The Information Officer/Deputy Information Officer:

Senqu Main Building

19 Murray Street

Lady Grey

9755

[vanzylt@senqu.gov.za](mailto:vanzylt@senqu.gov.za)

**B. Lintlha tsa mokopi/motho oa boraro a kenyang boipeletso bakahare**

- (a) Lintlha tsa motho ea kenyang boipiletso ba ka hare li tlameha ho fanoa ka tlase.
- (b) Bopaki ba boemo boo boipiletso bo kengoang ka bona, haeba bo le teng, bo tlameha ho hlomathisoa.
- (c) Haeba moipiletso e le motho oa boraro eseng motho ea neng a kopile tlhahisoleseding qalong, lintlha tsa mokopi li tlameha ho fanoa ho C ka tlase.

Mabitso ka botlalo le fane:

Nomoro ea boitsebiso:

Aterese ea poso:

Nomoro ea fekse:

Nomoro ea mohala:

Aterese ea imeile:

Bokhoni boo boipiletso ba ka hare bo etsoang molemong oa motho e mong:

**C. Lintlha tsa mokopi**

Karolo ena e tlameha ho tlatsoa FEELA haeba motho oa boraro (ntle le mokopi) a kenya boipiletso ba ka hare.

Mabitso ka botlalo le fane:

Nomoro ea boitsebiso:

**D. Qeto eo ho kengoang boipiletso ba ka hare ho eona**

*Tšoaea qeto eo boipiletso ba ka hare bo kentsoeng khahlanong le bona ka X ka lebokoseng le loketseng:*

	Ho hanoa oa kopo ea phihlello
	Qeto mabapi le litefiso tse behiloeng ho latela karolo ea 22 ea Molao
	Qeto mabapi le ho eketsoa ha nako eo kopo e tlamehang ho sebetsanoa le eona ho latela karolo.
	Qeto ho latela karolo ea 29(3) ea Molao ea ho hana phihlello ka mokhoa o kopiloeng
	Qeto ea ho fana ka kopo ea phihlello

**E. Mabaka a boipiletso**

Haeba sebaka se ho fanoeng ka sona se sa lekana, ka kopo tsoela pele leqepheng le ka thoko 'me u le hokele foromong ena. O tlameha ho saena maqephe ohle a tlatsetso.

Hlalosa mabaka ao boipiletso ba ka hare bo theiloeng holim'a ona:

Bolela tlhahisoleseling efe kapa efe e ka bang bohlokoa ha ho nahanoa ka boipiletso:

**F. Tsebisoe ea qeto mabapi le boipiletso**

U tla tsebisoa ka lengolo ka qeto ea boipiletso ba hau ba ka hare. Haeba u lakatsa ho tsebisoa ka mokhoa o mong, ka kopo bolela mokhoa oo 'me u fane ka lintlha tse hlokalalang ho thusa ho phethahatsa kopo ea hau.

Hlalosa mokhoa:

Lintlha tsa mokhoa:

E saenetsoe ho .....this .....day of ..... 20

TŠENYO MOBIPI

**BAKENG SA LEFAPHA:**

**TLALEHO EA MOLAO EA BOIPELETSO BA KA HARE**

*Appeal received on ..... (date)  
by (state rank, name and surname of information officer/deputy information officer).*

Boipiletso bo tsamaisanang le mabaka a qeto ya ofisara ya tlhahisoleseding/motlatsi wa ofisaai ya tlhahisoleseding le, moo ho hlokehang, dintlha tsa motho ofe kapa ofe wa boraro eo rekoto e amanang le yena, e rometsweng ke ofisara ya tlhahisoleseding/motlatsi wa ofisara ya tlhahisoleseding ka (letsatsi) ho bolaodi bo amehang.

Sepheho sa boipiletso:

**QETO EA MOLAOLI OA TSEBISO/MOTLATSI WA MOFISI WA TSEBISO E TISETSOE/QETO E NCHA E FETOTSOE**

**QETO E NCHA:**

..... LETSATSI

MOLAOLI

E FUMANOE KE OFISARA WA LITSEBISO/MOTLATSI WA OFISARA WA TSEBISO HO TSWA HO BOLAOLI KA LA (letsatsi):

**SEHLOMATHISO B**

**FOROMO 2**

**KOPO EA HO Fihlela Rekhoto ea Khale ea Setjhaba**

(Karolo ea 18(1) ea Molao oa Khothaleto ea Phihlelo ea Tlhahisoleseding, oa 2000)

(Molao oa 2 oa 2000)

[Molawana 6]

BAKENG SA LEFAPHA

Nomoro ea litšupiso:

Kopo e amohetsoe ke  
lebitso le fane ya ofisara ya tlhahisoleseding/motlatsi wa ofisara ya tlhahisoleseding ka  
(letsatsi) ho (sebaka)  
Tefiso ea kopo (haeba e leteng): R.....  
Deposit (haeba e leteng): R .....  
Litefiso tsa phihlelo: R.....

.....Tsaeno ea ofisara ea tlhahisoleseding/ motlatsi oa  
Ofisara ea Tlhahisoleseding.

**A Lintlha tsa mokhatlo oa sechaba**

The Information Officer/Deputy Information Officer:

Senqu Main Building

19 Murray Street

Lady Grey

9755

[vanzylt@senqu.gov.za](mailto:vanzylt@senqu.gov.za)

**B Lintlha tsa motho ea batlang ho fumana rekoto**

- |   |
|---|
| <p>(a) Lintlha tsa motho ea kopang phihlelo ea rekoto li tlameha ho fanoa ka tlase.<br/>(b) Aterese le/kapa nomoro ya fekse ya Rephaboliki eo tlhahisoleseding e romelwang ho yona, e tlameha ho fuwa.<br/>(c) Bopaki ba boemo boo kopo e etsoang ka bona, haeba bo hlokahala, bo tlameha ho hlomathisoa.</p> |
|---|

Mabitso ka botlalo le fane:

Nomoro ea boitsebiso:

Aterese ea poso:

Nomoro ea fekse:

Nomoro ea mohala:

Aterese ea imeile:

Boemo boo kopo e etsoang ka bona, ha e etsoa molemong oa motho e mong:

**C. Lintlha tsa motho eo kopo e etsoang molemong oa hae**

*Karolo ena e tlameha ho tlatsoa FEELA haeba kopo ea tlhahisoleseling e etsoa molemong oa motho e mong.*

Mabitso ka botlalo le fane:

Nomoro ea boitsebiso:

**D. D. Lintlha tsa rekoto**

(a) Fana ka lintlha tse felletseng tsa rekoto eo phihlello e koptjoang ho eona, ho kenyeletsoa le nomoro ea tsupiso haeba u e tseba, ho etsa hore rekoto e fumanehe.  
 (b) Haeba sebaka seo ho fanoeng ka sona se sa lekana, ka kopo tsoela pele leqepheng le ka thoko 'me u le hokele foromong ena.

**Mokopi o tlameha ho saena maqephe ohle a tlatseletso.**

- 1 Tlhaloso ea rekoto kapa karolo e amehang ea rekoto:
- 2 Nomoro ea tšupiso, haeba e le teng:
- 3 Lintlha tse ling hape tsa rekoto:

**E. Litefiso**

(a) Kopo ya phihlello ya rekoto, ntle le rekoto e nang le tlhahisoleseding ya motho ka boena, e tla sebetswa feela ka mora hore tefiso ya kopo e lefellewe.  
 (b) U tla tsebisoa ka chelete e lokelang ho lefuoa e le tefo ea kopo.  
 (c) Tefiso e lefuoa bakeng sa phihlello ea rekoto e ipapisitse le mofuta oo phihlello e hlokehlang ka eona le nako e utloahalang e hlokahalang ho batla le ho lokisa rekoto.  
 (d) Haeba u na le tokelo ea ho lokolloa tefong efe kapa efe, ka kopo bolela lebaka la ho lokolloa.

Lebaka la ho se lefelle litefiso:

**F. Mokhoa oa ho fumana tlaleho**

*Haeba o nalebofokoli ba ho bala, ho sheba kapa ho mamela rekoto ka tsela eo phihlello o efanoeng ho 1 ho isa ho 4 ka tlase, bolela bofokoli ba hau mme u bontše hore na rekoto e hlokoa ka tsela e fe.*

<u>Bofokoli:</u>	Tsela eo rekoto e hlokahalang ka eona:
Tšoaee lebokose le nepahetseng ka X. LINTLHA TSEO: (a) Ho lumellana le kopo ea hau ea phihlello ka foromo e boletsoeng ho ka ipapisa le foromo e ho eo rekoto e fumanehang. (b) Phihlello ka mokhoa o kopiloeng e ka haneloa maemong a itseng. Boemong bo joalo o tla tsebiswa haeba phihlello e tla fuwa ka mokgwa o mong. (c) Tefiso e lefuoa bakeng sa phihlello ea rekoto, haeba e teng, e tla khethoa ka mokhoa o itseng ke foromo e ho eo phihlello e batloang.	
1. Haeba rekoto e ngotsoe kappa eka mokhoa oa ho hatisoa:	
kopi ea rekoto *	tlhahlobo ea rekoto



2. Haeba rekoto e na le litšoantšo tse bonoang - (sena se kenyeletsa linepe, liselaete, lirekoto tsa video, litšoantšo tse entsoeng ka khomphutha, likheche, joalo-joalo:			
	sheba litšoantšo		kopi ea litšoantšo *
			kopi ea litšoantšo *
3. Haeba rekoto e na le mantsoe a hatisitsoeng kapa tlhahisoleseling le ka hlahisoang hape ka molumo:			
	mamela pina ea molumo (khasete ea molumo)		sengoloa sa pina * (sengoloa kapa tokomane e hatisitsoeng)
4. Haeba rekoto e bolokiloe komporong kapa ka mokhoa oa elektroniki kapa o baloang ke mochini:			
	kopi e hatisitsoeng ea rekoto'		khopi e hatisitsoeng ea litaba e tsoang tlalehong *
			Kopi tse khomphuteng foromo e baloang* (stiffy or compact disc)
* Haeba u kopile kopi kapa sengoloa sa rekoto (ka holimo), na u lakatsa hore kopi kapa sengoloa se romelloe ho uena? <b>Ho lefoa poso.</b>			YES NO
Eela hloko hore haeba rekoto e le sieo ka puo eo u e sebelisang, phihlello e ka fanoa ka puo eo rekoto e fumanehang ka yona.			
U ka rata ho rekota ka puo efe?			

**F. Tsebiswa ea qeto mabapi le kopo ea phihlello**

O tla tsebiswa hore na kopo ya hao e amohetswe/e haniloe. Haeba u lakatsa ho tsebisoa ka mokhoa o mong, ka kopo bolela mokhoa oo 'me u fane ka lintlha tse hlokaahalang ho etsa hore ho tsamaellane le kopo ea hau.

U ka rata ho tsebisoa joang ka qeto mabapi le kopo ea hau ea ho fumana rekoto?

E saenetsoe ho ..... this .....day of..... 20

TSHANYO YA MOKHOPI MOTHO O LE 1 HO  
E KOPO E ETSANG LEFATENG LA HAE

**SEHLOMATHISO C**

**LITEFO E LEFUOANG**  
(Ho latela Molao oa 187 oa la 15 Hlakola 2002)

NO.	LITŠOANTŠISO	TEFO
1.	Tefiso ea kopo e lefuoang ke mokopi e mong le e mong	R100,00
2.	Photocopy kapa tlhahiso ea leqephe la boholo ba A4 kapa karolo ea lona	R 1,50
3.	Kopi e hatsitsoeng ea leqephe la boholo ba A4 kapa karolo ea eona e bolokiloeng komporong kapa ka mokhoa oa elektroniki kapa o baloang ke mochini	R 1,50
4.	Kopitsa ka mokhoa o baloang ka komporo ho: Flash Drive (e tla fanoa ke mokopi) Compact disc (haeba e fanoa ke mokopi) Compact disc (haeba e fanoa ho mokopi)	R40,00 R40,00 R60,00
5.	Khatiso ea litšoantšo tse bonoang bakeng sa leqephe la boholo ba A4 kapa karolo ea eona	Tšebeliso e tlameha ho fanoa ka ntle. E tla itšetleha
6.	Kopi ea litšoantšo tse bonoang	ka khotheishene ho tsoa ho mofani oa litšebeliso
7.	Khatiso ea rekoto ea molumo, bakeng sa leqephe la boholo ba A4 kapa karolo ea eona	R24,00
8.	Kopi ea rekoto ea molumo ho: Flash drive (e tla fanoa ke mokopi) Compact disc (haeba e fanoa ke mokopi) Compact disc (haeba e fanoa ho mokopi)	R40,00 R40,00 R60,00
9.	Ho batla le ho lokisa rekoto bakeng sa hore e fihleloe bakeng sa hora ka 'ngoe kapa karolo ea hora, ho sa kenyeletsoe hora ea pele, e hlokahalang ka mokhoa o utloahalang bakeng sa ho batla le ho lokisetsa joalo. Ho se fete kakaretso ea litšenyehelo tsa	R100,00  R300,00
10.	Deposit: Haeba patlo e feta lihora tse 6	Karolo ea boraro ea chelete ka kopo e baloa ho latela lintlha tsa 2 ho isa ho tse 8
11.	Poso, lengolo-tsoibila kapa phetiso efe kapa efe ea elektroniki	Litšenyehelo tsa 'nete, haeba li leteng .