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MANUAL

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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**DEPARTMENT OF MINERALS
AND ENERGY
(DME)**

**ACCESS TO INFORMATION
MANUAL**

2003

**Issued in terms of Section 14 of the
Promotion of Access to Information Act, 2000
(Act 2 of 2000)**

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1. INTRODUCTION

The Promotion of Access to Information Act, No 2 of 2000 ("the Act") gives effect to the constitutional right of access to any information held by any public or private body that is required for the exercise or protection of any rights. The Act sets out the procedures attached to such request.

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

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

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

The purpose of this manual is therefore to inform a person on how to obtain access to records held by the Department of Minerals and Energy (the Department), giving effect to Section 14 of the Act.

2. Human Rights Commission Guide on how to use the Act [Section 14(1)(c)]

The South African Human Rights Commission is to compile a guide, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide will be available in all the official languages from the South African Human Rights Commission by not later than August 2003.

Any enquiries regarding this guide should be directed to:

The South African Human Rights Commission

Telephone Nr: +27 11 484 8300

Fax Nr: +27 11 484 1360

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

**Postal Address: PAIA Unit:
The Research and Documentation Department
Private Bag 2700
Houghton
2041**

**Street Address: PAIA Unit:
The Research and Documentation Department
Boundary Road, Isle of Houghton,
Wilds View, Entrance 1
Houghton
JOHANNESBURG**

Website: www.sahrc.org.za

3. STRUCTURE AND FUNCTIONS OF THE DEPARTMENT

3.1 OVERVIEW

The mission of the Department of Minerals and Energy is to ensure responsible exploration, development, processing, utilisation and management of minerals and energy resources in South Africa.

Its legislative mandate is to provide services for the effective Governance of the minerals and energy industries for economic growth and development, thereby improving the quality of life of all South Africans.

3.2 ORGANISATIONAL STRUCTURE

The Ministry of Minerals and Energy is headed by the Minister of Minerals and Energy, Ms. Phumzile Mlambo-Ngcuka, and Deputy Minister Ms. Susan Shabangu.

The Accounting Officer and Head of the Department is the Director General, Advocate Sandile Nogxina.

The Department is further divided into four Branches, namely:

- Electricity and Nuclear Energy.
- Hydrocarbons, Energy Efficiency and Renewable Energy
- Mineral Development, and
- Mine Health and Safety.

4. CONTACT DETAILS OF THE INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS

Information Officer:

Adv. S Nogxina
Director-General
Private Bag X59
PRETORIA
0001

Tel: (012) 317 9000
Fax: (012) 320 4327

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Ms. N E Pityana
Chief Financial Officer
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Mr. J F Dos Santos Rocha
Chief Director:
Mineral Resource Management
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0001

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Adv. M M Mononela
Chief Director:
Mineral Development and Administration
[PROVINCES: KZN, MP, EC, FS & G]
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Fax: (012) 320 4327

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[PROVINCES: NC, WC, NW & LIMPOPO]
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Mr. M M A Zondi
Deputy Chief Inspector:
Shore and Mine Equipment
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Other Mines, Mine Health & Mine
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Mr. T B Maqubela
Chief Director:
Nuclear Energy
Private Bag X59
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0001

Tel: (012) 317 9000
Fax (012) 320 4327

5 SUBJECTS AND CATEGORIES OF INFORMATION

5.1 Automatic disclosure of records [Section 14(1)(e)] [Section 15(2)]

The records listed here are automatically available without a person having to request access in terms of the Act. These have not yet been gazetted as prescribed in the Act.

The Deputy Information Officers can be contacted to get access to these records:

NOTE: There is a fee payable for the copies. (See paragraph 7 below)

Some of the records below are in certain instances available free of charge, e.g. via the Department's website at <http://www.dme.gov.za>

- Annual reports
- Audit reports
- Acts and Bills relevant to the Department (see list)
- Policy documents
- Guidelines
- Statistics
- Forms
- Research in the public domain

5.2 Categories of records available that may be requested in terms of the Act [Section 14 (1)(d)]

Access to the records listed here are those that have to be requested in terms of the Act. These records can be requested from the Department of Minerals and Energy Information Officers according to the request procedures as described in paragraph 6 below.

Agendas & Minutes

Agreements

- Bilateral
- International

Contracts

Delegations

Finance

- Departmental Budget
- Fund Cash Flow
- Fund Expenditure
- Institutional Funds Report

Mandates

Personnel Records

- Advertisements
- Appointments
- Housing Records
- Injury on Duty
- Leave Records
- Pensions
- Performance Appraisals Records
- Personnel Selection
- Promotions
- Records provided by personnel
- Remuneration Records
- Salary Scales
- Transfers

Plans

Business Plans
Human Resource Plans

Policies**Programmes**

Employee Assistance Programme
Empowerment Programmes
HIV/AIDS Programme

Reports

Audit Reports

Strategies**6. REQUEST FOR INFORMATION PROCEDURE****Step 1: Application process**

The requester must complete the request form (Form A) which is available on the Department's website at <http://www.dme.gov.za>, and is also obtainable upon request from Ms. R Mong at Tel: (012) 317 9042, and submit it as follows:

By hand:

The Information Officer
Department of Minerals and Energy
Sinodale Centre
228 Visagie Street
Corner of Visagie and Andries Streets
Pretoria

By Post:

The Information Officer
Department of Minerals and Energy

Private Bag X59
Pretoria
0001

By Fax:

The Information Officer
Department of Minerals and Energy
+27 12 320 4327

An amount of R35.00 must accompany the request for information. This is payable by cheque or cash (if delivered by hand).

Step 2: Validation and acknowledgement

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

Step 3: Information processing

If the request is accepted, the Department will gather and prepare the information and calculate the relevant cost involved. The cost is calculated in respect of paragraph 7.

Step 4: Final Notification

The requester will be informed of the completion of the request as well as the outstanding fees payable to the Department.

Step 5: Payment and delivery

Once the payment as stipulated in Step 4 is received (following the same payment process as stipulated in Step 1), the information is released to the requestor.

General Information

The prescribed form must be completed with enough particularity to at least enable the Information Officer to identify:

- The record or records requested;

- The identity of the Requester;
- Which form of access is required, if the request is granted;
- The postal address or fax number of the requester.

The Requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is to be exercised or protected. In addition, the Requester must clearly specify why the record is necessary to exercise or protect such a right.

The institution will process the request within 30 days, unless the Requestor has stated special reasons, which would satisfy the Information Officer, that circumstances dictate that the above time periods should not be complied with. The 30-day period with which the institution has to decide whether to grant or refuse the request may be extended for a further period of not more than thirty days if the request is for a large amount of information, or the request requires a search for information held at another office of the institution and the information cannot reasonably be obtained within the original 30 day period. The institution will notify the requester in writing should an extension be sought.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally. The Requester must pay the prescribed fee, before any further processing can take place.

7. Fees

The Act provides for two types of fees:

- (1) A request fee, which will be a standard fee; and
- (2) an access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

When the request is received by the Information Officer, such officer shall by notice require the Requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request.

If a search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee, which would be payable if the request is granted.

The Information Officer shall withhold a record until the Requester has paid the relevant fees as indicated below.

A Requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangements to make it available in the requested form.

If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the Requester.

Fees In Respect Of Public Bodies

For purposes of section 22(2) of the Act, the following applies:

The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) = **R35,00**

Copy of the manual as contemplated in regulation 5(c) (for every photocopy of an A4-size page or part thereof) = **0,60c**

The fees for reproduction referred to in regulation 7(1) are as follows:

- 1) For every photocopy of an A4-size page or part thereof = 0,60c
- 2) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine = 0,40
- 3) For a copy in a computer-readable form on
 - a) stiffy disc = R5.00
 - b) compact disc (readable form) = R40.00
- 4) For a transcription of visual images
 - a) for an A4-size page or part thereof = R22,00
 - b) For a copy of visual images = R60,00
- 5) For a transcription of an audio record
 - a) for an A4-size page or part thereof = R12.00

b) For a copy of an audio record = R17,00

The access fees payable by a requester referred to in regulation 7(3) are as follows:

- 1) For every photocopy of an A4-size page or part thereof = 0,60c
- 2) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine - readable form 0,40c
- 3) For a copy in a computer-readable form on a) stiffy disc = R5,00
b) compact disc = R40,00
- 4) For a transcription of visual images, for an A4-size page or part thereof = R22,00
- 5) For a copy of visual images = R60,00
- 6) For a transcription of an audio record,
 - a) for an A4-size page or part thereof = R12.00
 - b) For a copy of an audio record = R17.00

To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation The actual postage is payable when a copy of a record must be posted to a requester. Postage cost is dependent on the relevant tariff in terms of postage destination.

8. REMEDIES WHERE REQUESTS FOR ACCESS TO INFORMATION ARE REFUSED

8.1. Refusal of Request

The main grounds for the institution to refuse a request for information relates to the:

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

- information disclosed in confidence by a third party to the institution, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.
- (3) Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
 - (4) Mandatory protection of the safety of individuals and the protection of property;
 - (5) Mandatory protection of records which would be regarded as privileged in legal proceedings;
 - (6) The commercial activities of the institution, which may include:
 - trade secrets of the institution;
 - financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the institution;
 - information which, if disclosed could put the institution at a disadvantage in negotiations or commercial competition;
 - a computer programme which is owned by the institution, and which is protected by copyright;
 - (7) The research information of the institution or a third party, if its disclosure would disclose the identity of the institution, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

8.2. Appeal

- (1) A requester may lodge an internal appeal against a decision of the information officer of a public body
 - (a) to refuse a request for access; or
 - (b) taken in terms of section 22, 26(1) or 29(3), in relation to that requester with the relevant authority.
- (2) A third party may lodge an internal appeal against a decision of the information officer of a public body referred to in paragraph (a) of the definition of "public body" in Section 1 of the Act, to grant a request for access.

An appeal must be lodged in the prescribed form:

- within 60 days;
- if notice to a third party is required, within 30 days after notice is given to the appellant of the decision appealed against; or
- if notice to the appellant is not required, after the decision was taken it must be delivered or sent to the information officer of the public body concerned at his or her address, fax number or electronic mail address;
- must identify the subject of the appeal and state the reasons for the internal appeal and may include any other relevant information known to the appellant;
- if, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, must state that manner and provide the necessary particulars to be so informed;
- if applicable, must be accompanied by the prescribed appeal fee, and must specify a postal address or fax number.

If an appeal is lodged after the expiry of the period referred to, the relevant authority must, upon good cause shown, allow the late lodging of the appeal.

If that relevant authority disallows the late lodging of the appeal, he or she must give notice of that decision to the person who lodged the appeal.

A Requester lodging an appeal against the refusal of his or her request for access must pay the prescribed appeal fee (if any).

If the prescribed appeal fee is payable in respect of an appeal, the decision on the appeal may be deferred until the fee is paid.

As soon as reasonably possible, but in any event within ten (10) working days after receipt of an appeal, the Information Officer of the public body concerned must submit to the relevant authority:

- the appeal together with his or her reasons for the decision concerned;
- and if the appeal is against the refusal or granting of a request for access, the name, postal address, phone and fax number and electronic mail address, whichever is available, of any third party that must be notified of the request.

9. SERVICES

In pursuance of its statutory mandate, the Department of Minerals and Energy regulates the mineral and energy sectors in such a manner so as to provide services for the effective Governance of minerals and energy industries, for economic growth and development, thereby improving the quality of life.

To maintain high health and safety standards in mines, the Department's Inspectors of Mines conduct accident investigations, health and safety inspections and Health and Safety audits. Where risky conditions are identified at mines, instructions are issued. Hereby accidents are reduced to the minimum.

The Department, through its regional offices, further processes and grants applications for prospecting and mining rights to qualifying applicants. Further assistance is rendered to small-scale miners through the National Small Scale Mining Steering Committee (NSC).

The protection of the environment is also facilitated through Implementation of environmental management plans, rehabilitation of derelict and ownerless mining complexes, thereby ensuring reduced exposure of surrounding communities.

The Directorate Mineral Economics renders an important service in the promotion of South Africa's mineral resources. Through its distribution of approximately 10 000 publications last year, a significant increase in mineral sales was effected.

Through its integrated National Electrification Programme, the Department is endeavouring to improve the quality of service and supply of electricity. Annually, there is an increased number of electrified households in South Africa, and approximately 660 schools and 40 clinics a year are electrified. The Programme also provides for a free basic electricity allowance to consumers.

**UMNYANGO
WEZAMAMINERALI NE-ENEJI
(DEPARTMENT OF MINERALS
AND ENERGY
(DME))**

**IBHUKWANA LENCAZELO
NGOKUTHOLAKALA KOLWAZI**

2003

**Likhishwe ngokulandela Isigaba 14 somthetho
wokuqinisekisa ukutholakala kolwazi umthetho
we- *Promotion of Access to Information Act 2000*
(Act 2 of 2000)**

UHLA LOKUQUKETHWE

1. **ISINGENISO**
2. **IMIKHOMBANDLELA YEKHOMISHANA YAMALUNGELO
OBUNTU MAQONDANA NOMTHETHO**
3. **UKUHLELEKA KANYE NEMISEBENZI YOMNYANGO**
 - 3.1 **Isishwankathelo**
 - 3.2 **Ukuhleleka kwenhlangano**
4. **IMINININGWANE YEZIKHULU OKUNGAXHUNYANWA NAZO
KANYE NAMASEKELA AZO**
5. **IZIHLOKO KANYE NEMIKHAKHA YOLWAZI**
 - 5.1 **Ukudalulwa kwamarekhodi okuvele kukhona**
 - 5.2 **Imikhakha yamarekhodi akhona angacelwa ngokulandela
uMthetho**
6. **INQUBO YOKUCELWA KOLWAZI**
7. **IZIMALI EZIKHOKHWAYO**
8. **INDLELA ENGALANDELWA LAPHO KUNQATSHELWE
UKUCELWA KOLWAZI**
 - 8.1. **Ukunqaba isiCelo**
 - 8.2. **I-aphili**
9. **AMASEVISI**

1. ISINGENISO

Umthetho wokuqinisekisa ukutholakala kolwazi, *iPromotion of Access to Information Act, No 2 ka 2000*, uqinisa igunya kulungelo lomthethosisekelo lokutholakala kwanoma yiluphi ulwazi oluqukethwe nguhulumeni noma inhlangano yangasese, oludingekayo ukuze umuntu akwazi ukusebenzisa amalungelo noma ukuvikela noma yiwaphi amalungelo. Umthetho ubeka inqubo ehambisana nesicelo esinjalo.

Kodwa-ke iSigaba 9, soMthetho, samukela ukuthi lelo lungelo lokufinyelela kulwazi linezihibe ezifanele, isibonelo, isihibe esinenhloso yokulandelayo:

- ukuvikelwa ngendlela efanele imfanelo yangasese;
- ukugcina imfihlo yezokuhweba; kanye
- nokuphathwa kahle kwezinto ngendlela enomphumela neyongayo.

Isigaba 14 soMthetho siphoka izakhiwo zikahulumeni ukwenza ibhukwana lencazelo engasiza umuntu ukufinyelela kulwazi olukuleso sakhiwo sikahulumeni kanye nokuchaza izidingo zolwazi ibhukwana lencazelo okumele zibe nalo.

Inhloso yaleli bhukwana lencazelo ukwazisa umuntu indlela angathola ngayo amarekhodi kuMnyango wamaminerali ne-Eneji (uMnyango), ukulandela okubekwe kuSigaba 14 soMthetho.

2. Imikhombandlela yeKhomishana yaMalungelo oBuntu ngendlela yokusebenzisa lo Mthetho [Isigaba 14(1)(c)]

Ikhomishana yaMalungelo oBuntu i*South African Human Rights Commission*, izokwenza inqubo yemikhombandlela, ngendlela elula, njengoba kungadingwa wumuntu odinga ukusebenzisa amalungelo akhe njengoba kubekiwe kulo Mthetho.

Le mikhombandlela izotholakala ngazo zonke izilimi ezisemthethweni kuKhomishana yaMalungelo oBuntu kungadluli inyaka ka-August 2003.

Eminye imibuzo maqondana nale mikhombandlela kumele iqondiswe:

KuKhomishana yaMalungelo oBuntu (The South African Human Rights Commission)

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Website: www.sahrc.org.za

3. ISAKHIWO KANYE NOKUHLELEKA KOMNYANGO

3.1 ISISHWANKATHELO

Injongo enkulu yoMnyango wezamaminerali ne-Eneji, ukuqinisekisa ukuthungatha ngendlela enomqondo, ukuthuthukisa, ukuqhubela phambili, ukusetshenziswa kanye nokuphathwa kwamaminerali nemithombo yosizo kweze-eneji eNingizimu Afrika.

Igunya layo lomthetho, ukunikeza ngamasevisi aqondane nokuphathwa kahle kwezimboni zamaminerali ne-ejeni ukuze kube nokukhula komnotho nentuthuko, lokho okuzothuthukisa iqophelo lezimpilo zabantu baseNingizimu Afrika.

3.2 UKUHLELEKA KWENHLANGANO

Ihhovisi likaNgqongqoshe wamaminerali ne-Eneji liholwa nguNgqongqoshe wamaminerali ne-Eneji uNkosikazi Phumzile Mlambo-Ngcuka kanye noSekela Ngqongqoshe unkosikazi Susan Shabangu.

Obhekene nokuphathwa kwezimali kanye noyinhloko yoMnyango nguMqondisi Jikelele (uDayirektha Jenerali), uAdvocate Sandile Nogxina.

Umnyango uhlukaniswe ngamaGatsha amane, amagama awo ngalandelayo:

- Uphiko lwezikaGesi ne-Eneji yeNukiliya.
- Uphiko lweze-Hayidrokhakhoni (Hydrocarbons), ukusetshenziswa kahle kwe-Eneji kanye nokuvuselelwa kwe-Eneji
- Uphiko lwentuthuko yamaminerali, kanye
- Uphiko lwezeMpilo eziMayini nokuphepha.

4. IMININGWANE YEZIKHULU OKUNGAXHUNYANWA NAZO KANYE NAMASEKELA AZO

Isikhulu sezolwazi (Information Officer):

Adv. S Nogxina
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Ifekisi: (012) 320 4327

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[PROVINCES: KZN, MP, EC, FS & G]
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Mr. M A Mngomezulu
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Mr. P B Botha
Deputy Chief Inspector:
Gold Platinum and Mine Safety
Private Bag X59
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Mr. M M A Zondi
Deputy Chief Inspector:
Shore and Mine Equipment
Private Bag X59
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Mr. G N Mojapelo
Deputy Chief Inspector
Other Mines, Mine Health & Mine
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Mr. L F Aphane
Chief Director:
Electricity
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Mr. T B Maqubela
Chief Director:
Nuclear Energy
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Ucingo: (012) 317 9000
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5 IZIHLOKO NEMIKHAKHA YOLWAZI

5.1 Ukuvele amarekhodi adalulwe [(Isigaba 14(1)(e)) [(Isigaba 15(2))]

Amarekhodi abekwe kuhla lapha avele atholakale ngaphandle kokuba umuntu ewacelile ngokulandela uMthetho. La marekhodi awakafakelwa kugazethi njengoba kubekwe wuMthetho.

Amasekela ezikhulu zolwazi (Deputy Information Officers) kungaxhunyanwa nawo ukuthola la marekhodi:

QAPHELA: Kukhona imali ekhokhwayo ukuthola amakhophi (Bheka ipharagrafu 7 ngezansi)

Amanye amarekhodi angezansi, angatholakala mahhala, isibonelo ngokusebenzisa iwebhusayiti yoMnyango ethi: <http://www.dme.gov.za>

- Imibiko yonyaka
- Imibiko yokuhlola
- Imithetho ephasiswe ephalamende kanye nemithetho esavivinywayo yoMnyango (bheka uhla)
- Amadokhyumenti emigomo
- Guidelines Izikhokhelo
- Izibalo (amastatistiki)
- Amafomu
- Ucwango olwenziwayo emiphakathini

5.2 Imikhakha yamarekhodi akhona angacelwa ngokulandela uMthetho [(Isigaba 14 (1)(d))]

Ukutholakala kwamarekhodi akuhla olulapha yilawo okumele acelwe ngokulandela uMthetho. La marekhodi angacelwa kuMnyango wamaminerali ne-Eneji kuzikhulu zolwazi ngokulandela inqubo okumele ilandelwe njengoba kuchazwe kupharagrafu 6 ngezansi.

Ama-ajenda namaMinithi

Izivumelwano

Izivumelwano zezinhlangothi ezimbili
Izivumelwano namazwe angaphandle

Amakontraki**Ubumeli bobuthunywa (delegations)****Ezezimali**

IBhajethi (isabelo sezimali) soMnyango
Ukungena nokuphuma kwezimali
Ukusetshenziswa kwemali
Umbiko wokusetshenziswa kwezimali kusikhungo

Amagunya**Amarekhodi ngabasebenzi**

Izikhangiso
Ukuqashwa
Amarekhodi ezezindlu
Ukulimala emsebenzini
Amarekhodi eLivu
Izimpesheni
Amarekhodi emibiko ngokukhushulwa ngezikhundla ngendlela
umuntu asebenza ngawo
Ukukhethwa kwabasebenzi
Ukukhushulwa ngezikhundla (amapromoshini)
Amarekhodi anikezwa ngabasebenzi
Amarekhodi emiholo
Izikali noma amazinga emiholo
Amatransfe noma ukudluliselwa kwezinye izindawo

Amaplani (izinhlelo)

Amaplani eBhizinisi
Amaplani okuthuthukisa amakhono abantu

Imigomo**Izinhlelo (Amaprogramu)**

Izinhlelo zokusizana nabasebenzi (EAP)
Izinhlelo zokusiza ngamandla (Empowerment Programmes)
Izinhlelo ze-HIV/AIDS

Imibiko

Imibiko yokuhlola

Amasu**6. INQUBO YOKUCELWA KOLWAZI****Inyathelo 1: Inqubo yezicelo**

Umceli kumele agcwalise ifomu (Form A), elitholakala kwiwebhusayithi yoMnyango ethi: <http://www.dme.gov.za>, elitholakala futhi naku Nkosikazi R. Mong, otholakala kule namba: (012) 317 9042.

Indlela zokuthumela ifomu lokunxusa:

Ngesandla:

The Information Officer
Department of Minerals and Energy
Sinodale Centre
228 Visagie Street
Corner of Visagie and Andries Streets
Pretoria

Ngeposi:

The Information Officer
Department of Minerals and Energy
Private Bag X59
Pretoria
0001

Ngefekisi:

The Information Officer
Department of Minerals and Energy
+27 12 320 4327

Inani lika-R35.00 kumele lihambisane nesicelo solwazi. Leli nani ungalkhokha ngesheke noma lingukheshi (ekhokhwa ngesandla uqobo).

Inyathelo 2: Ukwamukela nokuhlaziya isicelo

Isikhulu solwazi samukela nokuhlaziya isicelo ukubona ukuthi ngabe lolu lwazi lukhona yini eMnyangweni. Isicelo ebese sivunyelwa, siqatshelwe noma sidluliselwe kwabafanele abagcina ulwazi. Ukwamukela isicelo kuzodluliselwa kumenzi wesicelo ukuqinisekisa isimo sesicelo.

Inyathelo 3: Ukubhekana nenqubo yolwazi

Uma isicelo samukelwa, uMnyango uzoqoqa nokulungisa ulwazi kanye nokubala izindleko zolwazi. Izindleko zesicelo zibalwa ngokulandela okubekwe kupharagrafu 7.

Inyathelo 4: Isaziso sokuGcina

Umenzi wesicelo uzokwaziswa ngokuphethwa kwesicelo kanye nemali okumele ayikhokhele uMnyango.

Step Inyathelo 5: Payment and delivery Ukukhokhelwa kwesicelo kanye nokuthunyelwa kolwazi

Uma sekukhokhiwe njengoba kuchazwe kunyathelo 4 (ngemuva kokwamukelwa kwemali yesicelo njengoba kubekwe kunyathelo 1), ulwazi luzokhululwa lunikezwe umenzi wesicelo.

Ulwazi ngokunabile

Ifomu elichaziwe kumele ligcwaliswe futhi libe nemininingwane efanele ukuze isikhulu solwazi sikwazi ukubona:

- irekhodi noma amarekhodi acelwayo;
- Ukubona ukuthi ngubani umenzi wesicelo;
- Nokuthi ngabe nhloboni yokufinyelela kulwazi edingwa ngumenzi wesicelo, uma isicelo sivunyelwa;
- Ikheli leposi noma inombolo yefekisi yomenzi wesicelo.

Umenzi wesicelo kumele achaze ukuthi udinga ulwazi ukuze asebenzise ilungelo lakhe noma avileke ilungelo lakhe nokuchaza lelo lungelo afuna ukulisebenzisa noma ukulivekela. Nangaphezu kwalokho, uMenzi wesicelo kumele achaze kahle ukuthi kungani irekhodi lidingekile ukusebenzisa lelo lungelo noma ukuvikela lelo lungelo.

Isikhungo sizobhekana nesicelo sakho esikhathini esiyizinsuku ezingu-30, ngaphandle kokuba uMenzi wesicelo echaze izizathu ezibalulekile ezenza ukuthi isikhulu solwazi sigculiseke ngokuthi izimo zidinga ukuthi kungalandelwa isikhathi esibekwe ngenhla. Isikhathi sezinsuku ezingu-30 lapho isikhungo esizobhekana khona nesicelo nokuthatha isinqumo sokuthi ngabe siyasivumela yini isicelo sakho noma cha, kanti futhi lesi sikhathi singanwetshwa ngezinye izinsuku ezingekho ngaphezu kwezingu-30, uma kudingeka ulwazi oluningi, noma uma isicelo sidinga ulwazi olukhulu, noma uma isicelo sidinga ukucingwa kolwazi kwelinye ihhovisi lesikhungo kanti futhi lolo lwazi lungeke lwatholakala ezinsukwini ezingu-30 zokuqala. Isikhungo sizokwazisa umenzi wesicelo ngokubhala phansi uma kudingeka ukunwetshwa kwesikhathi.

Uma kwenziwa isicelo egameni lomunye umuntu, ngakhoke umenzi wesicelo kumele anikeze ubufakazi besikhundla sokucela kwakhe ulwazi ngendlela ezogculisa isikhulu solwazi.

Uma umuntu engakwazi ukugcwalisa ifomu ngoba engakwazi ukubhala nokufunda, lowo muntu kumele enze isicelo ngomlomo. Umenzi wesicelo kumele akhokhele inani elifanele, ngaphambi kokuba kubonelelwe isicelo sakhe.

7. Imali okumele ikhokhwe

Umthetho ubeka izinhlobo ezimbili zemali okumele ikhokhwe:

- (1) Imali yokwenza isicelo yezinga elithile elibekiwe; kanye
- (2) nemali yokuthola ulwazi, okumele ibalelwe phezu kwezindleko zokukhipha lolo lwazi, ukucinga kanye nezindleko zokulungisa lolo lwazi kanye nezindleko zokuposa ulwazi.

Uma isikhulu solwazi semukela isicelo, leso sikhulu sizokwenza inothisi edinga ukuthi uMenzi wesicelo, noma kungeyena umenzi sicelo uqobo, ukuthi akhokhe imali ebekiwe (uma ikhona) ngaphambi kokuba kubonelelwe isicelo.

Uma ukucingwa kwerekhodi ukuze lidalulwe, okubandakanya amalungiselelo okunikeza ngalo ngendlela eceliwe, kubandakanya amahora angaphezu kwalawo ebekiwe kumitheshwana yenqubo (regulations) ngale nhloso, isikhulu solwazi sizokwazisa umceli ukuthi akhokhe idiphozithi, ingxenye yenani elibekiwe lokukhokha, okumele ikhokhwe lapho sekuvunywe isicelo.

Isikhulu solwazi singagodla irekhodi kuze kube Umceli usekhokhile imali okumele ayikhokhe ebekwe ngezansi.

Umceli isicelo sakhe sokufinyelela irekhodi esivunyelwe, kumele akhokhe imali yokufinyelela ukuze kukhiqizwe kanye nokucingwa, ukulungisa kanye nokukhokhela isikhathi esifanele ngokufinyelela okuchaziwe kumahora abekiwe ukucinga kanye nokulungisa irekhodi ukuze lidalulwe, okubandakanya ukwenza amalungiselelo okuthi litholakale ngendlela elicelwe ngayo.

Uma idiphozithi ikhokhiwe maqondana nokufinyelela irekhodi eliceliwe, elinqatshelwe, ngakho-ke isikhulu solwazi kumele sibuyisele imali yediphozithi kuMceli.

Izimali ezikhokhwayo maqondana nezinhlango zikaHulumeni

Ngezinhloso zesigaba 22(2) soMthetho, kuzosebenza okulandelayo:

Imali yesicelo ekhokhwa yibo bonke abaceli, ngaphandle komuntu siqu, okukhulunywe ngakho kumtheshwana wenqubo (regulation) 7(2) = **R35,00**

Ikhophi yebhuku lencazelo njengoba kubekiwe kumitheshwana yenqubo 5(c) (ikhophi nekhophi engusayizi A4 noma ingxenye yayo = **0,60c**

Inani elikhokhwayo lokukhiqiza okukhulunywe ngakho kumtheshwana wenqubo kanombolo 7(1) linjengokulandelayo:

- 1) Kukhophi nekhophi yekhasi likasayizi A4 noma ingxenye yayo = 0,60c
- 2) Ikhophi nekhophi eprintwayo yekhasi likasayizi A4 noma ingxenye yalo kukhompuyutha, noma ngoma ngendlela ye-elektroniki noma umshini = 0,40
- 3) Ikhophi ekukhompuyutha efundeka nge
 - a) stiffy disc = R5.00
 - b) I-compact disc (efundekayo kuphela) = R40.00
- 4) Itranskripshini yemifanekiso ebonwa ngamehlo
 - a) Ikhasi likasayizi A4 noma ingxenye yalo = R22,00
 - b) Ikhophi yemifanekiso ebonwa ngamehlo = R60,00
- 5) Irekhodi letranskripshini lerekhodi elalelwayo
 - a) iphepha lesayizi ka-A4 noma ingxenye yalo = R12.00
 - b) Ikhophi yerekhodi elilalelwayo = R17,00

Izimali ezikhokhelwa ukufinyelela kulwazi zikhokhwa ngumceli okukhulunywe ngayo kumtheshwana wenqubo ka 7(3) ngokulandelayo:

- 1) Kukhophi nekhophi eyenziwa emshinini wamakhophi yekhasi likasayizi A4 noma ingxenye yalo = 0,60c
- 2) Ikhophi eprintwayo yekhasi likasayizi A4 noma ingxenye yalo – efundekayo ngu: 0,40c
- 3) Kukhophi efundeka ngekhompyutha ku-stiffy disc = R5,00
- b) Ikhophi yekhompyutha – efundekayo nge-compact disc ngu = R40,00
- 4) Ukuthola itranskripshini yemifanekiso ebonwayo, kukhasi nekhasi likasayizi A4 noma ingxenye yalo = R22,00
- 5) Ikhophi lemifanekiso ebonwayo = R60,00
- 6) Itranskripshini yerekhodi elibonwayo,
 - a) kusayizi wekhasi elingu-A4 noma ingxenye yalo = R12.00
 - b) Ikhophi yerekhodi elilalelwayo = R17.00

Ukucinga nokulungiselela ukudalulwa kwerekhodi kuhora nehora noma ingxenye yehora, okungabandakanya ihora lokuqala, okudingekile ukuze kucingwe futhi kulungiswe. Imali yokuposa ikhokhwa kuphela lapho kumele kuposwe irekhodi liposelwa umceli. Izindleko zokuposa zincike kubanga lokuposa.

8. INDLELA ENGALANDELWA LAPHO KUNQATSHELWE UKUCELWA KOLWAZI

8.1. Ukunqabela isicelo

Izizathu ezibalulekile zokunqaba kwesikhungo sinqabela isicelo solwazi ziqondene nokulandelayo:

- (1) Ukuvikelwa kolwazi okuyisibopho ngokomthetho kwemfanelo yomuntu yangasese komuntu wesithathu ongumuntu uqobo, okubandakanya ukungadalulwa ngokungafanele kolwazi ngalowo muntu uqobo;
- (2) Ukuvikelwa okuyisibopho ngokomthetho kolwazi lwezokuhweba komuntu noma uhlangothi lwesithathu, uma lelo rekhodi liqukethe okulandelayo:
 - izimfihlo zokuhweba zalolo hlangothi lwesithathu;
 - ulwazi lwezezimali, lwezokhweba, lwezesayensi noma lwezobutheknikhali, kanti ukudalulwa kwalo okungabanga ukulimala ngakwezezimali noma ezokuhweba kuhlangothi lwesithathu;

- Ulwazi oludalulwe ngemfihlo wuhlangothi lwesithathu kusikhungo, uma ukudalulwa kungabeka lolo hlangothi lwesithathu kusimo esingasihle ezingxoxweni noma kumqhudelwano ngakwezokuhweba.
- (3) Ukuvikelwa okuyisibopho ngokomthetho kolwazi oluyimfihlo kuhlangothi lwesithathu uma luvikelwe ngokulandela yinoma yisiphi isivumelwano;
- (4) Ukuvikelwa kokuphepha kwabantu ziqu kanye nokuvikelwa kwempahla;
- (5) Ukuvikelwa okuyisibopho ngokomthetho kwamarekhodi angathathwa njengamarekhodi ayimfihlo kunqubo yezamacala omthetho ezinkantolo;
- (6) Imisebenzi yezokuhweba yesikhungo engabandakanya okulandelayo:
 - izimfihlo zezokuhweba zesikhungo;
 - ulwazi lwezezimali, ezokuhweba, ulwazi lwezesayense nolubutheknikhali, okanti ukudalulwa kwalo okungabanga ukulimala kwezezimal noma kwezomnotho kwesikhungo;
 - ulwazi olungathi uma ludaluliwe lungabeka isikhungo kusimo esingasihle ezingxoxweni noma kwezomqhudelwano kwezohwebo;
 - iprogremu yekhompyutha isikhungo esiwumnikazi wayo, kanti futhi evikelwe ngemithetho yokuvikela ubunikazi i-copyright;
- (7) Ulwazi locwaningo lwesikhungo noma lohlangothi lwesithathu, uma ukudalulwa kwalo kungabonisa ukuthi yisiphi isikhungo, umcwaningi noma isihloko socwaningo nakhona okungafaka ucwaningo kusimo esingasihle kakhulu.

Izicelo zolwazi olungabalulekile nolokudlalisa, noma olubandakanya ukusetshenziswa kwemithombo okuphume eceleni, ziyonqatshelwa.

8.2. I-aphili

- (1) Umenzi wesicelo angafaka iaphili ngaphakathi maqondana nesinqumo sesikhulu solwazi kunhlangano kahulumeni
 - (a) yokunqaba isicelo sokufinyelela; noma

- (b) esithathwa ngokulandela isigaba 22, 26(1) noma u29(3) maqondana nomenzi wesicelo kuleyo nhlangano efanele.
- (2) Uhlangothi lwesithathu lungafaka iaphili maqondana nesiinqumo sokunqaba sesikhulu solwazi kunhlangano kahulumeni okukhulunywe ngakho kupharagrafu (a) kuncazelo echaza inhlangano kahulumeni (public body) kuSigaba 1 soMthetho, sokuvumela isicelo sokufinyelela kulwazi.

I-aphili kumele yenziwe kufomu elibekiwe:

- ezinsukwini ezingu-60;
- uma inothisi kuhlangothi lwesithathu idingekile, ezinsukwini ezingu-30 ngemuva kwenothisi enikezwe umenziwe we-aphili ngesinqumo sokwenza i-aphili ngokunqatshelwa; noma
- uma inothisi kumenzi we-aphili ingadingekile, ngemuva kokuthatha isinqumo, kumele inikezwe noma ithunyelwe kusikhulu solwazi senhlangano kahulumeni kukheli, inombolo yefekisi noma kukheli le-elektroniki;
- kumele acacise isihloko se-aphili kanye nokunikeza izizathu zokwenza iaphili ngaphakathi nakhona angabandakanya noma yiluphi olunye ulwazi olufanele kumenzi we-aphili;
- uma, nangaphezu kwempendulo ebhaliwe, umenzi we-aphili efisa ukwaziswa ngesinqumo se-aphili yangaphakathi ngenye indlela, kumele achaze indlela afuna ukwaziswa ngayo, kanye nokunikeza imininingwane yokwaziswa ngaleyo ndlela;
- uma lokhu kusebenza lapho, kumele kuhambisane nenani elibekiwe lokukhokhela iaphili, nakhona kumele achaze ikheli lokuposa, noma inombolo yefekisi.

Uma kufakelwa iaphili ngemuva kokuphela kwesikhathi esibekiwe, leyo nhlangano, ingathi ngokuba nezizathu ezibambekayo, ivumele ukufakelwa kwe-aphili ngemuva kwesikhathi.

Uma leyo nhlangano efanele ingavumeli ukuthi kufakelwe iaphili ngemuva kwesikhathi, kumele inikeze inothisi yaleso sinqumo kumuntu ofake iaphili.

Umenzi we-aphili ngokunqatshelwa kwesicelo sakhe ukufinyelela ulwazi, kumele akhokhele inani elibekiwe (uma likhona)

Uma imali ye-aphili kumele ikhokhwe maqondana ne-aphili, isinqumo nge-aphili, singahlehliswa kuze kube imali ye-aphili isikhokhelwe.

Ngokushesha ngendlela okungakhonakala ngayo, kodwa ngaphambi kwezinsuku ezingu-10 zokusebenza ngemuva kokuthola iaphili, isikhulu solwazi senhlango kahulumeni eqondene nalokhu, kumele sinikeze leyo nhlangano:

- iaphili kanye nezizathu zesinqumo sakhe;
- kanti uma iaphili imaqondana nokunqatshelwa noma ukuvunyelwa kwesicelo sokufinyelela kulwazi, igama, ikheli leposi, inombolo yocingo kanye nenombolo yefekisi yanoma yiluphi uhlangothi lwesithathu okumele laziswe ngesicelo.

9. AMASEVISI

Ngokulandela isigunyaziso sayo esibekwe emthethweni, uMnyango wezamaminerali ne-Eneji uhlela nokubeka inqubo kumikhakha yezamaminerali ne-eneji ngendlela yokuqikelela ukunikeza ngamasevisi ukuze kube nenqubo yokuphatha kahle izimboni zamaminerali ne-eneji, ukuze kube nokukhula nentuthuko, okuzobanga ukuthuthuka kweqophelo lempilo.

Ukugcina amazinga aphezulu ezempilo nokuphepha ezimayini, Abahloli boMnyango bezimayini benza uphenyisiso ngezangozi, ezempilo nezokuphepha, kanye nokuhlola ngezeMpilo nokuPhepha. Lapho okunezimo zezangozi ezimayini, kukhishwa imiyalelo, ukuze kuphungulwe izingozi.

Umnyango, ngokusebenzisa amahhovisi awo amarijini, ubuye unikeze ngezinye izinqubo kanye namagranti maqondana namalungelo ezezimayini kulezo zimayini ezikufanele ukuthola lokhu. Olunye usizo lunikezwa kulabo bezimayini ezincane, ngokusebenzisa iKomiti lenqubo ezimayini ezincane, ikomiti le-Naitonal Small Scale Mining Steering Committee (NSC).

Ukuvikelwa kwendalo nakho kuqikelelwa ngokusebenzisa izinhlelo zokuphathwa kwendalo, ukululamiswa nokulungiswa kwezindawo zezimayini ezingenabanikazi, lapho okuqinisekiswa khona ukuthi imiphakathi ehlala eduzane nalezo zindawo zezimayini ezingasasetshenziswa ingachaphazeleki kabi.

Abophiko loMnotho wezamaminerali (Directorate Mineral Economics) banikeza ngesevisi ebalulekile ekuqhubeleni phambili imithombo yezamaminerali eNingizimu Afrika. Ngokusabalalisa imishicilelo yemibhalo engu-10 000 ngonyaka odlule, kuye kwaba nokwenyuka kwentengiso yezinto zamaminerali.

Ngokusebenzisa uhlelo oluhlangane lukazwelonke lokufakelwa kukagesi, uhlelo lwe-National Electrification Programme, uMnyango uzoqikelela ukuthuthukisa iqophelo lamasevisi kanye nokuphakelwa kukagesi. Inani lemizi eya ngokufakelwa ugesi liyanyuka njalo ngonyaka eNingizimu Afrika, cishe izikole ezingu-660 kanye namakliniki angu-40 afakelwa ugesi ngonyaka. Uhlelo lubuye lunikezele ngogesi wezinga lokuqala mahhala kubasebenzisi.

**KGORO YA DIMINERALE LE MAATLA
PUKWANA YA PHIHLELO YA TSHEDIMOŠO
2003**

**E hlagišitšwe ka go latela karolo 14 ya Molao wa Hlohleletšo ya
go Fihlela Tshedimošo (Promotion of Access to Information Act,
2000)
(Molao wa 2 wa 2000)**

DIKAGARE**1. MATSENO****2. KGAKOLLO YA KHOMIŠENE YA DITOKELO TŠA BOTHO MABAPI LE TŠOMIŠO YA MOLAO****3. SEBOPEGO LE MEŠOMO YA KGORO****3.1 Kakaretšo****3.2 Thulaganyo ya Sebopego****4. DINTLHA TŠA GO IKOPANYA LE MOHLANKEDI WA TSHEDIMOŠO LE BATLTŠA MOHLANKEDI****5. DIHLOGO LE MAGORO A TSHEDIMOŠO****5.1 Kutullo ya direkoto yeo e se nago mapheko****5.2 Magoro a direkoto tše di lego gona tše di ka kgopelwago ka go latela Molao wo****6. MOKGWA WA GO KGOPELA TSHEDIMOŠO****7. DITEFELO****8. THUŠO MABAPI LE GO GANELWA GO FIHLELA TSHEDIMOŠO****8.1 Go ganela kgopelo****8.2 Aphili****9. DITIRELO**

1. MATSENO

Molao wa Hlohleletšo ya Phihlelo ya Tshedimošo wa, No. 2 wa 2000 ("Molao"), o dira gore tokelo ya Molaotheo ya go fihlela tshedimošo efe goba efe yeo e swerego ke sebopego sefe goba sefe sa mmušo goba sa poraefete, yeo e hlokegago gore go šireletšwe goba go phethagatšwe ditokelo tša motho mang goba mang, e šome.

Le ge go le bjalo, Karolo 9 ya Molao, e re lemoša gore tokelo yeo ya go fihlela tshedimošo, e laolwa ke maphekwana ao a kwagalago, mohlala maphekwana ao a lebišitšwego go:

- tšhireletšo ye e kwagalago ya poraefesi;
- bosephiri bja kgwebo; le
- go šoma gabotse le go taolo ye e sepelago gabotse.

Karolo 14 ya Molao e laela dibopego tša setšhaba gore di ngwale Pukwana, yeo e tlogo thuša motho gore a kgone go fihlela tshedimošo yeo e swerwego ke sebopego sa mmušo, gape e bea dinyakwa tša motheo tšeo di swanetšego go latelwa ge go ngwalwa pukwana yeo.

Maikaelelo a pukwana ye ke go sedimoša batho mabapi le go fihlela direkoto tšeo di swerwego ke Kgoro ya Diminerale le Maatla (Kgoro), gomme e dira gore Karolo 14 ya Molao e šome.

2. KGAKOLLO YA KHOMIŠENE YA DITOKELO TŠA BOTHO MABAPI LE TŠHOMOIŠO YA MOLAO [KAROLO 14(1)(C)]

Khomišene ya Ditokelo tša Botho Afrika Borwa e tla rulaganya kgakollo yeo e tlogo balega gabonolo le gona e akaretša, bjale ka ge e ka hloka ke motho yo a nyakago go phethgatša tokelo efe goba efe ye e akantšwego go Molao.

Kgakollo e tla hwetšagala ka maleme ka moka a semmušo go tšwa go Khomišene ya Afrika Borwa ya Ditokelo tša Botho, go sešo gwa feta kgwedi ya Agostose 2003.

Dipotšišo dife goba dife mabapi le kgakollo ye di swanetši go lebišwa go:

The South African Human Rights Commission

Mogala: +27 11 484 8300

Fekese: +27 11 484 1360

Aterese ya E-Mail: PAIA@sahrc.org.za

Aterese ya Poso: PAIA Unit:
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Aterese ya Setarata: PAIA Unit:
The Research and Documentation Department
Boundary Road, Isle of Houghton,
Wilds View, Entrance 1
Houghton
JOHANNESBURG

Website: www.sahrc.org.za

3. SEBOPEGO LE MEŠOMO YA KGORO

3.1 KAKARETŠO

Maikemišetšo a Kgoro ya Diminerale le Maatla ke go netefatša go tsoma, go tihabolla, go tšweletša, go šomiša le go laola diminerale le methopo ya Afrika Borwa ya maatla, ka boikarabelo.

Borongwa bja kgoro go ya ka molao ke go fana ka ditirelo tša maleba tša Taolo ye e šomago gabotse go diindasteri tša diminerale le maatla gore go tle go be le kgolo ya ikonomi le tihabologo - ka gona, go kaonafatšwa boleng bja maphelo a batho ka moka ba Afrika Borwa.

3.2. THULAGANYO YA SEBOPEGO

Ministeri ya Diminerale le Maatla e etetšwe pele ke Tona ya Diminerale le Maatla Ms. Phumzile Mlambo-Ngcuka, le Motlatša-Tona Ms. Susan Shabangu.

Mohlankedi wa Ditšhelete le Hlogo ya Kgoro ke Modaektoro-Pharephare, moAdvokata Sandile Nogxina.

Kgoro gape e Arogantšwe ka diripa tše nne, tšona ke:

- Mohlagase le Maatla a *Nuclear*
- Dielwa tša Maatla, tšhomišo ya Maatla ye e Bolokegilego le Maatla a Tihago/Letšatši
- Tihabollo ya Diminerale, le

- Maphelo le Polokego ya Meepong.

4. DINTLHA TŠA GO IKOPANYA LE MOHLANKEDI WA TSHEDIMOŠO LE BATLTŠA MOHLANKEDI

Mohlankedi wa Tshedimošo: Adv. S Nogxina
Director-General
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9000
Fekese: (012) 320 4327

Batlatša Mohlankedi wa Tshedimošo

Mr J Raphela
Executive Assistant
Office of the Director-General
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9000
Fekese: (012) 320 4327

Mr A R Nkuhlu
Chief Director:
Ministerial and Parliamentary Services
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9000
Fekese: (012) 320 4327

Ms. M Zabo
Deputy Director
Office of the Deputy Minister
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9000
Fekese: (012) 320 4327

Ms N Poswa
Senior Manager:
Special Programmes
Private Bag X59
PRETORIA
0001

Tel: (012) 317 9000
Fax: (012) 320 4327

Ms T N Zungu
Chief Director:
Audit Services
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9000
Fekese: (012) 320 4327

Mr. K Gqulu
Chief Director:
Communication Services
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9000
Fekese: (012) 320 4327

Mr. M G Mnguni
Chief Director:
Management Services
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9013
Fekese: (012) 320 4327

Ms. N E Pityana
Chief Financial Officer
Private Bag X59

**PRETORIA
0001**

Mogala: (012) 317 9000
Fekese: (012) 320 4327

Mr. J F Dos Santos Rocha
Chief Director:
Mineral Resource Management
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9021
Fekese: (012) 320 4327

Adv. M M Mononela
Chief Director:
Mineral Development and Administration
[PROVINCES: KZN, MP, EC, FS & G]
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9
Fekese: (012) 320 4327

Ms. N D Ntombela
Chief Director:
Mineral Development and Administration
[PROVINCES: NC, WC, NW & LIMPOPO]
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9000
Fekese: (012) 320 4327

Mr. M A Mngomezulu
Chief Director:
Mineral Policy and Investment
Private Bag X59
PRETORIA

0001

Mogala: (012) 317 9000
Fekese: (012) 320 4327

Mr. P B Botha
Deputy Chief Inspector:
Gold Platinum and Mine Safety
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9000
Fekese: (012) 320 4327

Mr. M M A Zondi
Deputy Chief Inspector:
Shore and Mine Equipment
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9000
Fekese: (012) 320 4327

Mr. G N Mojapelo
Deputy Chief Inspector
Other Mines, Mine Health & Mine Surveying
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9000
Fekese: (012) 320 4327

Mr. L F Aphané
Chief Director:
Electricity
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9000
Fekese: (012) 320 4327

Mr. T B Maqubela
Chief Director:
Nuclear Energy
Private Bag X59
PRETORIA
0001

Mogala: (012) 317 9000
Fekese: (012) 320 4327

5. DIHLOGO LE MAGORO A TSHEDIMOŠO

5.1 Kutullo ya direkoto yeo e se nago mapheko [Karolo 14(1)(e)] Karolo 15 (2)]

Direkoto tše di lego mo tlase di a hwetšagala ntle le gore motho a di kgopele ka go latela Molao. Tše ga se gwa boelwa ka tšona go kuranta ya mmušo ya Gazette bjalo ka ge Molao o laela.

O ka ikopanya le Batlatša Mohlankedi wa Tshedimošo gore o fihlele direkoto tše:

LEMOGA: Go na le tefelo yeo e lefišwago mabapi le dikhopi (lebelela temana ya 7 mo tlase)

Tše dingwe tša ditokumente di hwetšagala ntle le tefo ka dinako tše dingwe, mohlala ka go šomiša websaete ya Kgoro e lego <http://www.dme.gov.za>

- Diwego tša ngwaga
- Diwego tša oditi
- Melao le Melao-kakanywa ya Kgoro (lebelela lenane)
- Ditokumente tša pholisi
- Dikgakollo
- Dipalo-palo
- Diforomo
- Resetšhe ye e bulwetšego setšhaba

5.2 Magoro a direkoto tše di lego gona tšeo di ka kgopelwago ka go latela Molao wo [Karolo 14(1)(d)]

Phihlelo ya direkoto tše di lego mo fase ke yeo e laolwago go ya ka Molao. Direkoto tše ke tšeo di swanetšego go kgopelwa go tšwa go Bahlankedi ba Tshedimošo ba Kgoro ya Diminerale le Maatla go ya ka mokgwa wa go di kgopela wo o hlalošitšwego go temana ya 6 mo tlase.

Mananeo le Metsotso ya Dikopano**Ditumelelano**

Tša naga tše pedi
Tša ditšhaba-tšhaba

Dikontraka**Diphetišetšo****Matlotlo**

Bajete ya Kgoro
Mesepelo ya Tšhelete
Tšhomišo ya Tšhelete
Pego ya Ditšhelete tša Diinstitušene

Borongwa**Direkoto tša badiredi**

Dipapatšo
Dikhiro
Direkoto tša Thekgo ya go reka dintlo
Dikgobalo Mošomong
Direkoto tša Llefī
Diphenšene
Tekolo ya Tšhomelo
Go kgetha badiredi
Dikwalakwatšo
Direkoto tše di filwego ke badiredi
Direkoto tša meputso
Dikala tša megolo
Diphetišetšo

Maano

Maano a Kgwebo
Maano a Bokgoni bja Bašomi

Dipholisi**Mananeo**

Lenaneo la Thušo ya Badiredi
Mananeo a Maatlafatšo ya Bašomi
Lenaneo la HIV/AIDS

Dipego

Dirapoto tša Oditi

Dithulaganyo

6. MOKGWA WA GO KGOPELA TSHEDIMOŠO

Kgato 1: Tsela ya go dira kgopelo

Modirakgopelo o swanetši go tlatša foromo ya kgopelo (Form A), yeo e hwetšwago mo Websaete ya go <http://www.dme.gov.za>, e hwetšwa gape fa o lebiša dikgopelo go Mohumagadi R. Mong, nomorong ya mogala: (012) 317 9042.

Tsela ya goromela dikgopelo ke e latelgo:

Ka boyena:

The Information Officer
Department of Minerals and Energy
Sinodale Centre
228 Visagie Street
Corner of Visagie and Andries Streets
Pretoria

Ka Poso:

The Information Officer
Department of Minerals and Energy
Private Bag X59
Pretoria
0001

Ka Fekese:

The Information Officer
Department of Minerals and Energy
+27 12 320 4327

Tšhelete ya go lekana R35. 00 e swanetše go tla le kgopelo ya tshedimošo. Yona e ka lefiwa ka tšheke goba tšhelete (ge kgopelo e tlišwa ka diatla).

Kgato 2: Tiišo le kamogelo

Mohlankedi wa tshedimošo o tla amogela le go tiiša kgopelo go bona ge e ba tshedimošo ye e kgopelwago e gona ka gare ga Kgoro. Kgopelo bjale e tla amogelwa, ya ganwa goba ya fetišetšwa go batho ba maleba bao ba swerego tshedimošo. Lengwalo la gore kgopelo e hweditšwe le tla romelwa modira kgopelo le go mo sedimoša ka ga seemo sa kgopelo ya gagwe

Kgato 3: Go šomana le tshedimošo

Ge kgopelo e amogelwa, Kgoro e tla kgoboketša le go beakanya tshedimošo le go lekola gore e tla bitša bokae. Palo ya tšhelete e bewa go ya ka temana ya 7.

Kgato 4: Tsebišo ya Bofelo

Modirakgopelo o tla tsebišwa ka ga phethagatšo ya kgopelo le gore ke bokae tšhelete ye a ye kolotago Kgoro.

Kgato 5: Tefo le go Fiwa Tshedimošo

Ge tefo ye e akantšwego go Kgato 4 e se no lefiwa (go latelwa mokgwa wa go lefa wo o ngwadilwego go Kgato 1), tshedimošo e tla fiwa modirakigopelo.

Tshedimošo ka Kakaretšo

Foromo ya go dira kgopelo e swanetše go tlatšwa ka botlalo gore mohlankedi wa tshedimošo a kgone go lemoga tše di latelago:

- Rekoto goba direkoto tše di kgopelwago;
- Gore modirakgopelo ke mang;
- Na go hlokega foromo efe ya go fihlela ge eba kgopelo e a fihlelwa;
- Aterese ya poso goba nomoro ya fekese ya modirakgopelo.

Modirakgopelo o swanetše go hlaloša gore o nyaka tshedimošo ka maikaelelo a go phethagatša goba go šireletša tokelo ya gagwe, le gore ke tokelo ya mohuta mang ye a nyakago go ye šireletša goba go ye phethagatša. Gape, modirakgopelo o swanetše go hlaloša ka go hlaka gore ke ka baka la eng rekoto e le bohlokwa gore a phethagatše goba go šireletša tokelo ya gagwe.

Sebogo se tla šomana le kgopelo mo matšatšing a 30, ntle le ge modirakgopelo a hlalošitše mabaka a a itšego, ao a tlogo kgotsofatša Mohlankedi wa Tshedimošo, gore dinako tše di beilwego mo godimo di se ke tša latelwa. Nako ya matšatši a 30 ao a beetšwego kgopelo e ka katološwa ka a mangwe ao a sa fetego 30 ge e le gore tshedimošo ye e kgopelwago ke ye ntšhi, gob tshedimošo e hloka gore e nyakiwe go ofisi ya sebopego se sengwe gomme tshedimošo e ka

se hwetšagala ka nako ya matšatši a 30. Sebopego se tla tsebiša modirakgopelo ka lengwalo mabapi le katološo yeo e nyakwago.

Ge e le gore tshedimošo e nyakwa legatong la motho o mongwe, gona modirakgopelo, o swanetše go tliša bohlatse bja maemo a gagwe ao a kgopelago tshedimošo ka wona, gomme mabaka ao e tla ba ao a kwagalago go ka kgotsofatša mohlankedi wa tshedimošo.

Ge e le gore motho ga a kgone go tlatša foromo ka baka la go se kgone go bala le go ngwala goba bofokodi, motho yoo a ka dira kgopelo ka molomo. Modirakgopelo o swanetše go lefa tšhelete ye e beilwego, pele go ka šomanwa le kgopelo ya gagwe.

7. DITEFELO

Molao o beakanyetša mehuta e mebedi ya ditefelo:

- (1) tefelo ya kgopelo, e lego yeo e beilwego; le
- (2) tefelo ya phihlelo, yeo e swanetšego go bewa ka go ela hloko ditshenyagalelo tša go tšweletša ka leswa, go nyaka le nako le ditshenyagalelo tša go beakanya gammogo, le poso.

Ge kgopelo e se no hwetšwa ke Mohlankedi wa Tshedimošo, mohlankedi o tlare ka nothisi, a kgopela Modirakgopelo, ntle le yo e lego motho ka boyena, gore a lefe tšhelete ye e beilwego (ge e le gore e beilwe), pele mošomo mabapi le kgopelo o tšwela pele.

Ge e le gore go nyaka rekoto go dirilwe le go e beakanyetša gore e utullwe, go akaretšwa le gore e fiwe modirakgopelo ka tsela ye a ye kgopetšego ka yona, go hloka nako ya go feta ye e beakanyeditšwego morero wo go melawana ya tshepedišo, Mohlankedi wa Tshedimošo o tla tsebiša modirakgopelo gore o swanetše go lefa karolo ye e beilwego ya tefo bjalo ka dipositi ya tefelo ya go fihlela, yeo e tlogo lefiwa ge kgopelo e se no phethagatšwa.

Mohlankedi wa Tshedimošo o tla swara tshedimošo go yena go fihlela ge Modirakgopelo a lefela ditefelo tše di hlalošitšwego mo fase.

Modirakgopelo yo kgopelo ya gagwe e amogetšwego, o swanetše go lefa tšhelete ya phihlelo ya go tšweletša dilo ka leswa le go nyaka le go beakanya, le go lefela nako efe goba efe ya tlaleletšo yeo e šomišitšwego go nyaka le go beakanya direkoto, gomme nako e le ka godimo ga nako ye e beilwego, go akaretšwa le go dira dithulaganyo tša gore tshedimošo e hwetšagale ka mokgwa wo e kgopetšwego ka wona.

Ge go lefilwe tšhelete ya depositi mabapi le kgopelo ya phihlelo, yeo e ganetšwego, gona Mohlankedi wa Tshedimošo yo a amegago o swanetše go bušetša tšhelete go Modirakgopelo.

Ditefelo Mabapi le Diboego tša Setšhaba

Ka maikaelo a karolo 22(2) ya Molao, tše di latelago di tla šoma:

Tefo ye e tlogo lefiwa ke modirakgopelo yo mongwe le yo mongwe, ntle le ge motho a nyaka go šomiša tshedimošo ka boyena, yeo go boletšwego ka yona go molawana wa tshepedišo wa 7(2) = **R35, 00**.

Khopi ya pukwana bjale ka ge go akantšwe go molaowana wa tshepedišo 5(c) (go khopi ye nngwe le ye nngwe ya bogolo bja A4 goba karolo ya yona) = **0, 60c**

Ditefelo tša go tšweletša ka leswa tšeo go boletšwego ka tšona go molawana wa tshepedišo wa 7(1) di ka mokgwa wo:

- 1) khopi ye nngwe le ye nngwe ya bogolo bja A4 goba karolo ya yona = 0,60c
- 2) Khopi ye nngwe le ye nngwe yeo e gatišitšwego ya bogolo bja A4 goba karolo ya yona, yeo e lego go khomputara goba go motšhene wa se-elektroniki = 0,40
- 3) Khopi ya khomputara ye e ka balwago
 - a) Diskette ya *stiffy* = R5.00
 - b) Diskette ya *Compact* (ye e balegago) = R40.00
- 4) Go kopollwela diswantšho
 - a) go letlakala la bogolo bja A4 goba karolo ya lona = R22,00
 - b) khopi ya diswantšho = R60.00
- 5) Go ngwalolla go tša go seletšwa
 - a) Letlakala la A4 goba karolo ya lona = R12.00
 - b) Khopi ya rekoto ye e gatišitšwego ka segatiša mantšu = R17,00

Ditefelo tša phihlelo tšeo di swanetšego go lefelwa ke modirakgopelo tšeo go boletšwego ka tšona go molawana wa tshepedišo wa 7(3) di ka mokgwa wo:

- 1) Khopi ye nngwe le ye nngwe ya bogolo bja A4 goba karolo ya yona = 0,60c
- 2) Khopi ye nngwe le ye nngwe yeo e gatišitšwego ya bogolo bja A4 goba karolo ya yona, yeo e lego go khomputara goba go motšhene wa se-elektroniki = 0,40c
- 3) Khopi e lego ka mokgwa wa khomputara wo o balegago
 - a) Diskette ya *stiffy* = R5,00
 - b) *Compact disc* = R40,00
- 4) Go ngwalolla diswantšho, go letlakala la bogolo bja A4 goba karolo ya yona = R22,00

- 5) Khopi ya diswantšho = R60.00
- 6) Go ngwalolla go tšwa go seletšwa,
 - a) go letlakala la A4 goba karolo ya lona = R12.00
 - b) Khopi ya khasete ye e gatišitšwego = R17.00

Go nyaka le go beakanya rekoto gore e utullwe ke R15 ka iri ye nngwe le ye nngwe goba karolo ya iri, go sa akaretšwe, iri ya mathomo, yeo e hlokegago ka mo go kwagalago ka maikaelelo a go nyaka le go beakanya. Setempe se tla lefišwa ge tshedimošo e posetšwa modirakgopelo. Theko ya setempe e laolwa ke go ya ka ge e beilwe go ya ka bokgole.

8. THUŠO MABAPI LE GO GANELWA GO FIHLELA TSHEDIMOŠO

8.1 Go ganela Kgopelo

Mabaka a magolo a gore sebopego se ganele kgopelo ya tshedimošo a ama:

- (1) Tšhireletšo ye e tlamago ya poraefesi ya motho yo mongwe (wa bararo), yeo e lego motho wa nama le madi, gomme kutullo e tla dira gore go be phatlalatšo ya tshedimošo ka ga motho yoo;
- (2) Tšhireletšo ye e tlamago ya tshedimošo ya motho wa boraro, ge e le gore rekoto e swere:
 - Diphiri tša kgwebo tša motho yo mongwe;
 - Tshedimošo ya matlotlo, ya kgwebo, ya saense goba ya setegniki yeo go utullwa ga yona go ka senyetšago dikgahlegelo tša motho yo mongwe tša matlotlo le tša kgwebo;
 - Tshedimošo ye e filwego sebopego ke motho yo mongwe; ge e le gore kutullo e ka bea motho yoo wa boraro seemong se sebe go ditherišano goba phenkgišano ya kgwebo.
- (3) Tšhireletšo ye e tlamago ya tshedimošo ya sephiri ya batho ba boraro, ge e le gore e šireletšwa ka go latela tumelelano efe goba efe;
- (4) Tšhireletšo ye e tlamago mabapi le polokego ya batho le tšhireletšo ya dithoto;
- (5) Tšhireletšo ye e tlamago ya direkoto tšeo di tla tšewago di šireleditšwe kgahlanong le kutullo go tsheko;
- (6) Ditiro tša kgwebo tša institušene/sebopego, tšeo di ka akaretšago:
 - diphiri tša kgwebišano;

- tshedimošo ya matlotlo, ya kgwebo, ya saense goba ya setegniki yeo go utullwa ga yona go ka senyetšago dikhahlegelo tša institušene yeo;
- tshedimošo yeo, e lego gore ge e ka utullwa e tla bea institušene seemong se sebe go ditherišano goba phenkgišano ya kgwebo; le
- programa ya khomputara yeo e lego ya institušene, gomme e šireleditšwe go ya ka ditokelo tša kgatišo.

(7) Tshedimošo yeo e nyakišišitšwego ke institušene goba motho yo mongwe (wa boraro), ge e le gore kutullo ya tshedimošo yeo, e tla utulla leina la institušene, monyakišiši goba taba yeo e bego e nyakišišwa gomme dinyakišišo tša bewa maamong ao a sa kgahlašego.

Kgopelo tša tshedimošo tšeo go tlogago go le molaleng gore ke tša go swaswa le gona di senya nako, goba tše di amago tšhomišo ya methopo yeo e sa kwagalego, di tla ganelwa.

8.2 Aphili

- (1) Modirakgopelo a ka dira aphili ya ka gare ga sebopego kgahlanong le sephetho sa Mohlankedi wa Tshedimošo wa sebopego:
 - (a) sa go ganela kgopelo ya aphili; goba
 - (b) seo se tšerwego ka go latela karolo 22, 26(1) goba 29(3), mabapi le modirakgopelo yoo ge a šoma le sebopego.
- (2) Motho wa boraro a ka dira aphili ya ka gare kgahlanong le sephetho sa Mohlankedi wa Tshedimošo seo go boletšwego ka sona go temana (a) ya tlhalošo ya "sebopego sa setšhaba" go Karolo 1 ya Molao, gore go dumelelwe kgopelo yeo

Aphili e swanetše go dirwa go foromo yeo e laetšwego:

- pele go feta matšatši a 60;
- ge e le gore tsebišo ya motho wa boraro e a hlokega, e tla ba pele go feta matšatši a 30 ka morago ga gore motho yo a dirago aphili kgahlanong le sephetho, a fiwe tsebišo yeo; goba
- ge e le gore tsebišo ya modira aphili ga e hlokege, ka morago ga gore sephetho se tšewe, se swanetšwe go fiwa goba sa fetišetšwa go mohlankedi wa sebopego sa setšhaba se se amegago go aterese, fekese goba aterese ya email;

- e swanetše go bolela gore taba ye go dirwago aphili kgahlanong le yona ke efe le mabaka a aphili ya ka gare gomme e ka akaretša tshedimošo efe goba efe yeo e tsebjago ke modira kgopelo;
- ge e le gore, ka tlaleletšo karabo ye e ngwadilwego, modira aphili o rata go tsebišwa ka tsela e nngwe mabapi le sephetho sa aphili, o swanetše go bolela tsela yeo le go fana ka dintlha tša go tsebišwa;
- ge e le gore go a hlokega, e swanetše go tla le tšhelete ya aphili yeo e beilwego, le gona go swanetše go ngwalwe aterese ya poso le ya nomoro ya fekese.

Ge e le gore aphili e dirwa nako ya yona e šetše e fetile sebopego se swanetše gore ge go na le lebaka le le kwagalago, leo le bontšhitšwego, se dumelele go dirwa ga aphili yeo e dirwago ka morago ga nako.

Ge e le gore sebopego se ganela aphili yeo e dirwago ka morago ga nako, sebopego se swanetše go fana ka tsebišo go motho yo a dirilego aphili yeo.

Modirakgopelo yo a dirago aphili kgahlanong le go ganelwa ga kgopelo ya phihlelo, o swanetše go lefa tšhelete yeo e beilwego (ge e le gore e beilwe).

Ge e le gore go swanetše go lefiwe tefelo mabapi le aphili, sephetho mabapi le aphili se ka diegišwa go fihlela tefelo yeo e dirwa.

Mohlankedi wa Tshedimošo wa sebopego sa setšhaba o tlare ge a se no hwetša aphili, goba pele go feta matšatši a lesome (10) ka morago ga fao, a fa sebopego seo se amegago tše di latelago:

- aphili, gammogo le mabaka a gagwe mabapi le sephetho;
- gomme ge aphili e le kgahlanong go ganelwa goba go dumelela kgopelo ya phihlelo, o swanetše go fa leina, aterese, mogala le fekese le aterese ya email, go ya ka gore ke efe yeo e lego gona - tša motho mang goba mang wa boraro yo a swanetšego go tsebišwa ka ga kgopelo.

9. DITIRELO

Ka go latela borongwa bja yona go ya ka molao, Kgoro ya Diminerale le Maatla e laola mafapha a diminerale le maatla ka tsela yeo e tla tlišago Taolo ye e šomago gabotse ya diidasteri tša diminerale le maatla, gore go be le kgolo le tlihabologo gore bophelo bo kaonafale.

Go dira gore go be le seemo sa godimo sa maphelo le polokego meepong, Batlhahlobi ba Kgoro ba dira dinyakišišo tša dikotsi, maphelo le polokego le go odita maphelo le polokego meepong. Fao go bonwago mafelo a kotsi meepong, go fiwa ditaelo. Ka se, dikotsi di a fokotšwa gore di be tlase.

Kgoro gape, ka go šomiša diofisi tša yona tša dilete, e šomana le dikgopelo le go fa tumelelo tša go nyaka le go epa diminerale go badirakgopelo bao ba nago le maswanedi. Gape go fiwa le thušo ya tlaleletšo go meepo-potlana ka go šomiša Komiti ya Motšwa o Swere ya Meepo-Potlana (NSC).

Tšhireletšo ya tikologo e kgontšhwa ke go phethagatša ga Maano a go Laola Tikologo, tsošološo ya meepo yeo e tlogetšwego, gomme gwa fokotša ditlamorago tše dibe go metse ya kgauswi.

Dairektoreiti ya Ikonomi ya Diminerale ka gare ga Kgoro, e fana ka tirelo e kgolo ka go bapatša methopo ya Afrika Borwa ya Diminerale. Ka go aba dingwalwa tše di lekanago 10 000 ngwageng wo o fetilego, go bile le koketšego ya dithekišo tša diminerale.

Ka Lenaneo la Kabo ya Mohlagase ye e Feletšego la Setšhaba, Kgoro e leka go kaonafatša boleng bja tirelo le kabo ya mohlagase. Ka ngwaga go na le palo ye e oketšegilego ya dintlo tše di nago le motlhagase Afrika Borwa, gomme dikolo tše di ka bago tše 660 le dikliniki tše 40 di fiwa mohlagase ka ngwaga. Lenaneo gape le fana le ka mohlagase wa motheo go badiriši bao ba wo hlokago.

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