

DEPARTMENT OF TOURISM

MANUAL

IN ACCORDANCE WITH

PROMOTION OF ACCESS TO INFORMATION ACT (2/2000) MANUAL FOR THE DEPARTMENT OF TOURISM



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

**MANUAL
FOR
THE DEPARTMENT OF TOURISM**
*In terms of section 14 of
the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)*

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1. AIM OF THE MANUAL

Section 32 (1) of the Constitution of the Republic of South Africa, 1996 provides that everyone has the right of access to any information held by the state and any information held by another person that is required for the exercise or protection of any right. The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (herein after referred to as "PAIA"). PAIA however recognises however that the right of access to information is subject to certain justifiable limitations.

The details of records kept by a public body are contained in a book commonly known as a manual. The manual therefore relates to the records kept by the public body. The records kept pertain to the business / functions of each and every unit. To distinguish between the functions / business of each unit, the records of each unit are numbered differently. Each record also carries a disposal instruction.

Apart from records, also called files, the manual also contains information on the addresses of the Head of the Department as well as the Information Officer/s of the public body and also the name of each unit in the public body, its core function and a list of all records kept by the public body.

2. SECTION 10 GUIDE OF ALL MANUALS IN THE REPUBLIC OF SOUTH AFRICA

The South African Human Rights Commission (SAHRC) has in terms of section 10 of PAIA, compiled a guide on the use of PAIA. This guide is available at the offices of the SAHRC.

The PAIA Unit (Promotion of Access to Information) at the South African Human Rights Commission

The Research and Documentation Department

Private Bag X2700

HOUGHTON

2014

Telephone

+27 11 877 3600

Website

www.sahrc.org.za

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PAIA@sahrc.org.za

3. CONTACT DETAILS OF THE INFORMATION OFFICER AND DEPUTY/IES FOR THE DEPARTMENT OF TOURISM

INFORMATION OFFICER

Director-General: Department of Tourism: Mr Victor Tharage
Private Bag X424
Pretoria
0001

Telephone: +27 444 6721/6379
Fax: +27 444 7040
Email: vtharage@tourism.gov.za
Facsimile: +27 444 7101

Description of functions:

To provide strategic leadership and direction to the department.
To build the department into an organisation capable of delivering on the priorities and policies set by the Minister and Cabinet.
To ensure that the strategic objectives and outputs set for the department are achieved.
To build a competent, committed and performing team within the department.

DEPUTY INFORMATION OFFICER: Ms Mmaditonki Setwaba

Chief Director: Legal Services: Department of Tourism
Facsimile: +27 444-7101
E-mail: msetwaba@tourism.gov.za

Description of functions:

To facilitate the implementation and coordination of PAIA in the Department of Tourism and to provide training on PAIA.

4. BRANCHES IN THE NATIONAL DEPARTMENT OF TOURISM

1. Corporate Management	To provide strategic leadership, management and support services to management.
2. Tourism Research, Policy and International Relations	To plan for and monitor the tourism sector performance with enabling stakeholder relations and policy environment.
3. Destination Development	To facilitate and co-ordinate destination development through destination planning, tourism product, experience and infrastructure development, investment promotion and the provision of tourism programmes including incentives and working for tourism that support host communities to deliver quality experiences for visitors and enhance residents wellbeing.
4. Tourism Sector Support Services	To enhance transformation of the sector and tourism services through people development,

	enterprise support and service excellence in order to ensure South Africa is a competitive tourism destination.
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5. RECORDS IN THE POSSESSION OF THE DEPARTMENT, WHICH ARE AUTOMATICALLY AVAILABLE

This chapter deals with the provisions of section 14(1) (d) of the Promotion of Access to Information Act, which prescribes that a body must provide details of records in its possession in order to give effect to requests for access to information.

The Department's categorises the records and information (relevant to the functions and services of the Department) into the following broad categories:

- 5.1 Policies, strategies, delegations, government notices and legislation
- 5.2 Press statements and speeches
- 5.3 Departmental personnel records
- 5.4 Departmental financial records
- 5.5 Agendas and minutes of departmental meetings
- 5.6 General administration information
- 5.7 Departmental reports
- 5.8 Internal circulars, internal memoranda, letters, cabinet memoranda
- 5.9 Contracts, international agreements
- 5.10 Branch specific information as described in paragraph 4
 - 5.10.1 Business plans
 - 5.10.2 Strategy documents
 - 5.10.3 Programme specific information
 - 5.10.4 Research documents

Included in this manual is the subject of files. Files are the tool used to preserve records in the Department. Each file has a number and a brief description of the records kept in the file as well as the subject of the file. Each file has its own number, the opening and closing dates and the disposal instruction of that file. The disposal instruction is important because it determines what must happen with the file after a specific period of time has lapsed, e.g. A10 would mean that the file must be sent to NASA (National Archives of South Africa) ten years after the closing date on the file cover. The Tourism Ministry has its own record keeping system, similar to that of the Department.

6. ACCESS TO RECORDS IN TERMS OF SECTION 14(1) (e)

The Department must, in terms of section 15(1), submit to the Minister of Justice and Correctional Services a list of records that are automatically available to access without a request to publish in the Government Gazette.

The Department has submitted to the Minister of Justice and Correctional Services a list of information that is automatically available to publish in the gazette. This information is also available on the website of the Department: <http://www.tourism.gov.za>.

7. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
[Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<p>(a) All information on the website The following information is available on the website (www.tourism.gov.za):</p> <ul style="list-style-type: none"> - About the Department; - Media; <ul style="list-style-type: none"> • Media Alerts; • Media Statements; • Speeches; and • Media Invites. - Events Calendar; - Functions (Services); - Reports; <ul style="list-style-type: none"> • Quarterly Performance Reports; • Budget Reports etc. - Provincial Consumer Affairs Contact Details; 	<p>From the website of the Department.</p>

<ul style="list-style-type: none"> - National Tourism Sector Strategy (NTSS); - FAQs; - PAIA; - Department of Tourism Medium Term Strategic Plan; - National Heritage and Cultural Tourism Strategy; - Domestic Tourism Growth Strategy; - National Rural Tourism Strategy; - National Tourism Service Excellence; - Tourism Act, 2014; - Tourism Incentive Programme; - Knowledge Portal; - Service Standards; - Financial Statements - Manuals and Directives - Tourism Guidelines: <ul style="list-style-type: none"> • Grading support; • Market access; and • Service Charter. - Policy and Knowledge Services; - SDIP for NDT. - General News; - Departmental Policy with quarterly updates; - Brochures; <ul style="list-style-type: none"> • Tourism BBBEE Code; • BEE related documents. - Publications; <ul style="list-style-type: none"> • Annual Report; • Strategic Plan; • Annual Performance Plan; • Careers; • Tenders. - Newsletters; <ul style="list-style-type: none"> • Bojanala Stakeholder Magazine; • Quarterly Policy Watch. 	
AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
(a) The list of records above.	<p>The records may be obtained on request in writing and on payment of a prescribed amount, addressed to:</p> <p>The Information Officer The Department of Tourism Private Bag X 424 PRETORIA</p>

		0001
AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)		
(a) The list of records above.	The records may be obtained on request in writing on payment of a fee prescribed in item 2 of Part II of Annexure A of the regulations relating to the Promotion of Access to Information Act, addressed to: The Information Officer The Department of Tourism Private Bag X 424 PRETORIA 0001	
AUTOMATICALLY AVAILABLE FOR FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)		
(a) The list of records above.	The records may be obtained on request in writing addressed to: The Information Officer The Department of Tourism Private Bag X 424 PRETORIA 0001	

8. MANNER OF ACCESS TO AUTOMATICALLY AVAILABLE RECORDS

Section 15 of the Promotion of Access to Information Act, 2000 prescribes that the Department must publish in the Government Gazette a schedule (list) of records that are automatically available in the Department. Requests for these records are not by filling out the prescribed Form A that is utilized to request information, there is also no requestor fee payable for these records. The fees payable are only where copies of the record are to be made, depending on whether the record is in hard copy format, compact disc, stiffy drive, cassette recording, etc.

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

- The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
- The Protection of Information Act, 1982 (Act No. 84 of 1982)

- The National Archives and Records of South Africa Act, 1996 (Act No. 43 of 1996)

9. REQUEST PROCEDURE

9.1 Requests for access to information

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

9.1.1 Form for Completion

A requester must complete the prescribed form which-

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

9.1.2 Process

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

Director-General
Private Bag X 424
PRETORIA
0001

Attention: Ms M Mathebula
TEL: +27 12 444 6732
Fax: +27 12 444 7040
Email: vtarage@tourism.gov.za

- (b) A requester must indicate if he or she would like to obtain a copy of the record or would like to inspect the record at the offices of the public body. Alternatively, if the record is not a paper copy document, it can then be viewed in the requested form, where possible.
- (b) If a requester asks for access in a particular form, then he or she will get access in the manner that has been asked for. This principle applies, unless doing so would interfere unreasonably with the running of the Department, or damage the record, or infringe a copyright not owned by the state. If for practical reasons, access cannot be given in the required form, but in an alternate manner, then the fee will be calculated according to the way that the requester first asked for it.

- (c) If, in addition to a written reply to their request for the record, the requester wants to be informed about the decision in any other way, for example, telephonically, this must be indicated.
- (d) If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated.

9.2 Request on behalf of another person

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

9.3 Request by people with disabilities

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

9.4 Transfer of requests

- (a) Requests for records may be transferred to another public body in the following circumstances:
 - (i) When the record is in the possession of another public body;
 - (ii) The subject matter of the record is more closely associated with the functions of another public body;
 - (iii) The record was created for another public body, or was received first by another public body; or
 - (iv) The record contains commercial information relating to economic interests and the financial welfare of the Republic, and commercial activities of public bodies.
- (b) In such instances the Deputy Information Officer (or his or her delegate) would have to transfer the request to the other public body as soon as is reasonably possible, but no later than fourteen (14) days within receipt of the request. If the public body or the Information Officer to whom the request is made is in possession of the record and considers it helpful to do so to enable the Information

Officer of the other public body to deal with the request, the record or a copy of the record will be sent to that Information Officer.

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

9.5 Notification of transfer

- (a) When a request for access has been transferred, the Deputy Information Officer making the transfer will immediately notify the requester of:
 - (i) the transfer;
 - (ii) the reasons for the transfer; and
 - (iii) the period within which the request must be dealt with.
- (b) The Deputy Information Officer will reasonably ensure that the record is preserved until a decision is taken about access to the information. Time frames for an appeal will be included.

10. PAYMENT OF FEES IN TERMS OF THE ACT

- (a) Personal requestor

Anyone who seeks information pertaining to her / himself is called a personal requestor and is exempted from paying the requestor's fee.

- (b) Requestor

The request fee payable is R35-00 as prescribed by the Regulations to the PAIA. In addition, if any copies or transcripts are requested, those will be charged according to the fee structure as prescribed by the Regulations and the Information Officer or Deputy Information Officer may charge for the time spent on processing the request.

10.1 Payment method

All payments shall be made in the form of cash payable at the Department's finance directorate at Tourism House, 17 Trevenna Street, Sunnyside, Pretoria, during office hours or by deposit into the bank account of the Department.

The banking details for the Department are as follows:

Account holder : Department of Tourism
Name of Bank : ABSA

Type of Account: Deposit Acc. (Current)
Account Number: 40 7532 7895
Branch Code : 632005

IMPORTANT: No request may be processed unless the request fee, where applicable, has been paid in terms of Section 22(1) of the Act.

11. REMEDIES AVAILABLE IF THE PROVISIONS OF THE ACT ARE NOT COMPLIED WITH

11.1 Internal Appeal

The internal appeal authority for purposes of PAIA is the Minister of Tourism. After exhausting the internal appeal remedy an application may be lodged with a court in accordance with section 78 to 82 of the Act.

11.2 Form

- (a) A requester may lodge an internal appeal against a decision of the Deputy Information Officer to refuse a request, or against the request and access fees, or against an extension of the period to deal with the request, on the prescribed form that has been printed in the Regulations issued in terms of the PAIA, or a form that substantially corresponds with this form. A copy of this form is attached to this manual as Annexure B. Copies of this form are also available from the Department's offices or from the Deputy Information Officer's referred to in this manual. The form is also available on the website of the Department.
- (b) An Appellant must provide reasons for the internal appeal, how he or she wishes to be informed of the decision about the appeal and must pay the prescribed appeal fee (if any).
- (c) After receiving an appeal, the Information Officer must within ten (10) working days submit to the Minister, the internal appeal, the reasons for decision, and details of any third party involved, if any.
- (d) The appeal must be lodged within sixty (60) days or if notice to a third party is required by s 49(1)(b) of PAIA, within thirty (30) days after notice has been given to the Appellant of the decision appealed against, or if notice to the Appellant is not required, after the

decision was taken. The appeal must be made to the address, fax number or electronic mail address of the Deputy Information Officer.

- (e) The Minister will allow late lodging of an appeal only if the Appellant's motivation is credible. In the case where an Appellant lodged an appeal outside the required period, the appellant will be informed if his or her late appeal was allowed or disallowed.

11.3 Appeal fee

An Appellant has to pay the prescribed appeal fee (if any). A decision on the internal appeal may be deferred until the appeal fee is paid.

12. UPDATING THE MANUAL

This manual shall be updated at least once (1) every year. The Department's manual in terms of section 14 of the Promotion of Access to Information Act, 2000 is published in three (3) official languages.

13. AVAILABILITY OF THE MANUAL

- 13.1. The manual is available for inspection at the offices of the Department of Tourism free of charge;
- 13.2. Copies may be obtained by request at the prescribed fees from the Department of Tourism;
- 13.3. Can also be accessed on the Department of Tourism website (<http://www.tourism.gov.za>); and
- 13.4. From the South African Human Rights Commission in accordance with paragraph 4(1) of the Regulations promulgated in terms of PAIA.



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

**IMANUWALI
YOMNYANGO WEZOKUVAKASHA**

Ngokwemigomo yesigaba se-14 se-*Promotion of Access to
Information Act, 2000 (Act No. 2 of 2000)*

OKUQUKETHWE

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1. INHLOSO YEMANUWALI

Isigaba sama-32(1) soMthethosisekelo weRiphabhulikhi yeNingizimu Afrika, wezi-1996 sihlizeka ngokuthi wonke umuntu unelungelo lokufinyelela eminingwaneni egcinwe umbuso noma inoma iyiphi iminingwane egcinwe omunye umuntu edingekayo ukuvikela noma iliphi ilungelo. I-*Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)* (lapha yaziwa "nge-PAIA"). Kodwa I-PAIA ibona ukuthi ilungelo lokufinyelela eminingwaneni kuyinto encike emikhawulweni ethile enezizathu ezithile.

Iminingwane yamarekhodi egcinwe emagatsheni omphakathi iqukethwe ibhuku elaziwa ngokuthi imanuwali. Ngalokho imanuwali ilanda ngamarekhodi agcinwe emnyangweni womphakathi. Amarekhodi agciniwe aphaathelene nebhizinisi / nemisebenzi yalelo nalelo gatsha. Ukuhlukanisa ibhizinisi / imisebenzi yegatsha ngayinye, amarekhodi egatsha negatsha anomboliwe ngokwehlukana. Irekhodi ngalinye linemiyalelo yokuthi lingakhishwa kanjani.

Ngaphandle kwamarekhodi, kunamafayela, imanuwali iphinde iqukathe iminingwane yamakheli eziNhloko zeMinyango kanye neziNhloko zamaHhovisi eMininingwane yeGatsha lomphakathi kanye negama leGatsha ngalinye egatsheni womphakathi, imisebenzi yalo emiqoka kanye nohla lwamarekhodi agcinwe igatsha lomphakathi.

2. ISIGABA SE-10 SIWUMHLAHLANDLELA WAMAMANUWALI ERIPHABHULIKHI YENINGIZIMU AFRIKA

IKhomishana yamaLungelo eSintu eNingizimu Afrika (SAHRC) ngokwemibandela yesigaba se-10 se-PAIA, ihlanganise umhlahlandlela wokusebenzisa i-PAIA. Lo mhlahlandlela uyatholakala emahhovisi e-SAHRC.

The PAIA Unit (Promotion of Access to Information) at the South African Human Rights Commission

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3. IMINININGWANE YOKUXHUMANA YENHLOKO YEHHOVISI LEMININGWANE/AMASEKELA ENHLOKO YEHHOVISI LEMININGWANE.

INHLOKO YEHHOVISI LEMININGWANE

UMqondisi-Jikelele: uMnyango wezokuVakasha: Mnu. Victor Tharage
Private Bag X424
 Pretoria
 0001

Ucingo: +27 444 6721/6379
 Isikhahlamezi: +27 444 7040
 Umbikombani: vtarage@tourism.gov.za
Isikhahlamezi semeyili: +27 444 7101

Ukuchazwa kwemisebenzi:

Ukuhlinzeka ngobuholi obunamasu kanye nendlela emnyangweni
 Ukwakha umnyango ukuthi ube inhlango ekwaziyo ukuhlinzeka ngezinto ezibalulekile kanye
 nenqubomgomo okubekwe uNgqongqoshe kanye neKhabhinethi.
 Ukuqinisekisa ukuthi izinjongo kanye nemiphumele ebekelwe umnyango ukuthi iyizuze.
 Ukwakha ithimba elinekhono, elizibophezele nelisebenza kahle ngaphakathi emnyangweni.

INHLOKO YEHHOVISI LEMININGWANE: Nks Mmaditlonki Setwaba

UMqondisi oMkhulu: eZoMthetho: uMnyango wezokuVakasha
 Isikhahlamezi semeyili: +27 444-7101
 Umbikombani: msetwaba@tourism.gov.za

Ukuchazwa kwemisebenzi:

Ukusiza ukuqalisa kanye nokudidiyelwa kwe-PAIA uMnyango wezokuVakasha nokuhlinzeka
 ngokuqeqesha nge-PAIA ngaphakathi eMnyangweni.

4. AMAGATSHA EMNYANGWENI WEZOKUVAKASHA KUZWELONKE

1. Ukuphathwa Kwenkampani	Ukuhlinzeka ngamasu obuholi, ukuphatha kanye nezinsiza ezeseke ubuholi.
2. Ucwangingo Lwezokuvakasha, Inqubomgomo kanye Nokusebenzisana Kwamazwe	Ukuhlela kanye nokuhlola ukusebenza komkhakha wezokuvakasha nokuvumela ukusebenzisana kwababambe iqhaza kanye nendawo yenqubomgomo.
3. Ukuthuthukiswa Kwendawo Yokuvakasha	Ukwenza lula kanye nokuxhumanisa ukuthuthukiswa kwendawo yokuvakasha, umkhiqizo wezokuvakasha, ukuthuthukiswa kwendawo yezokuvakasha kanye nesakhiwo,

	<p>ukukhuthaza ukutshalwa kwemali kanye nomhlinzeko wezinhlalo zezokuvakasha okuhlanganisa izikhuthazo kanye nokusebenzela ezokuvakasha ezeseke imiphakathi eba nezivakashi ukuthi zamukele kahle izivakashi futhi zenze ngcono izindawo zokuhlala.</p>
4. Izinsiza Ezeseke Umkhakha Wezokuvakasha	<p>Ukwenza ngcono ukushintshwa komkhakha kanye nezinsiza zezokuvakasha ngokuthuthukiswa kwabantu, ukweseka ibhizinisi kanye nomsebenzi oseqopheleni eliphezulu ukuze kuqinisekiseke ukuthi iNingizimu Afrika iyindawo yezokuvakasha eseqopheleni eliphezulu.</p>

5. AMAREKHODI AGCINWE UMNYANGO, ATHOLAKALAYO

Lesi sahluko sibhekana nemibandela yesigaba se-14(1) (d) ye-*Promotion of Access to Information Act*, enquma ukuthi igatsha kumele lihlinzeke ngemininingwane yamarekhodi eliwagcinile ukuze kuthathwe izinqumo ngezicelo zokuthola imininingwane ezifakiwe.

Umnyango wahlukanisa amarekhodi nemininingwane (aqondene nemisebenzi yoMnyango) kulezi zinhlobo ezilandelayo:

- 5.1 Inqubomgomo, amasu, ukuthuma, izaziso zikahulumeni kanye nokushaywa kwemithetho
- 5.2 Izitatimende kwabezindaba kanye nezinkulumo
- 5.3 Amarekhodi ezisebenzi zoMnyango
- 5.4 Amarekhodi ezimali zoMnyango
- 5.5 Ama-ajenda kanye namaminithi emihlangano yomnyango
- 5.6 Ukuphathwa kwemininingwane okwejwayelekile
- 5.7 Imibiko yomnyango
- 5.8 Izaziso zangaphakathi, imemorandamu, izincwadi, imemorandamu yekhabhinethi
- 5.9 Izinkontileka, izivumelwano zomhlaba
- 5.10 Imininingwane emaqondana negatsha njengokuba kunqunyiwe esigabeni sesi-4
 - 5.10.1 Izinhlelo zokuhweba
 - 5.10.2 Imiqulu yamaqhinga
 - 5.10.3 Imininingwane yezinhlelo ezithile
 - 5.10.4 Imiqulu yocwango

Le manuwali iqukethe isihloko samafayela. Amafayela ayithuluzi elisetshenziswa ukugcina amarekhodi eMnyangweni. Ifayela ngalinye linenombolo kanye nencazelo emfushane yamarekhodi agcinwe efayeleni kanye nesihloko sefayela. Ifayela ngayinye inenombolo yayo, izinsuku zokuvula nezokuvala kanye nemiyalelo yokukhishwa kwaleyo fayela. Imiyalelo yokukhishwa kwefayela ibalulekile ngoba inquma ukuthi kumele kwenzekeni ngefayela emva kwesikhathi esithile, isib. U-A10 angasho ukuthi ifayela kumele lithunyelwe e-NASA (Umgcinimlando kaZwelonke eNingizimu Afrika) emva kweminyaka eyishumi emuva kosuku lokuvalwa kwefayela. IHhovisi likaNgqongqoshe lunohlelo lwalo lokugcina amarekhodi, olufana noloMnyango.

6. UKUFINYELELA KUMAREKHODI NGOKWEMINDELA YE-14(1) (e)

UMnyango kumele, ngokwemibandela ye-15(1), uhambise kuNgqongqoshe wezobuLungiswa kanye nokuHlunyelelwa kweziMilo uhla lwamarekhodi atholakalayo ngaphandle kokufaka isicelo ukuze ashicilelwe kusoMqulu kaHulumeni.

UMnyango uhambise uhla lwemininingwane etholakayo kuNgqongqoshe wezoBulungiswa kanye nokuHlunyelelwa kweziMilo ukuze ishicilelwe kusomqulu. Le mininingwane luyatholakala futhi kuwebhusayithi yoMnyango: <http://www.tourism.gov.za>.

7. UKUCHAZWA KWEZINHLOBO ZAMAREKHODI ATHOLAKALAYO UKUZE AHLOLWE NGOKWEMIBANDELA YESIGABA SE-15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

AMAREKHODI ATHOLAKAYO KANYE NOKUTHOLAKALA KWAMAREKHODI ANJALO
(Isigaba se-15 se *Promotion of Access to Information Act* 2000 (Act no. 2 of 2000)
(IsiMiso soMthetho 5A)

UKUCHAZWA KWEZINHLOBO ZAMAREKHODI ATHOLAKALAYO NGOKWEMIBANDELA YESIGABA SE- 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	INDLELA YOKUFINYELELA KUMARIKHODI (isib. lwebhusayithi) (ISIGABA SE- 15(1)(a))
UKUZE KUHLOLWE NGOKWEMIBANDELA YESIGABA YE-15(1)(a)(i):	
<p>(a) Yonke imininingwane ekuwebhusayithi imininingwane elandelayo iyatholakala kuwebhusayithi (www.tourism.gov.za):</p> <ul style="list-style-type: none"> - Mayelana noMnyango - Abezindaba <ul style="list-style-type: none"> • Isexwayiso sezokusakaza 	<p>Kukuwebhusayithi yoMnyango.</p>

- Izitatimende kwabezindaba
- Izinkulumo
- Izimemo zabezindaba
- Ikhalela lemiCimbi
- Imisebenzi
- Imibiko;
 - Imibiko wokubhekwa kokusebenza njalo ngekota yonyaka
 - ImiBiko yesabeloMali
- Imininingwane yokuxhumana yabeziNdaba zabaThengi esiFundazweni;
- Amasu oMkhakha wezokuVakasha kuZwelonke (NTSS);
- Ama-FAQ
- I-PAIA
- Uhlelo lwaMasu esiKhathi esiPhakathi loMnyango wezokuVakasha;
- AmaGugu kaZwelonke kanye naMasu ezokuVakasha zamaSiko
- AMasu okuKhulisa ezokuVakasha;
- AMasu ezokuVakasha zaseMakhaya kuZwelonke
- Izinga loMsebenzi wezokuVakasha kuZwelonke;
- UMthetho wezokuVakasha, wezi-2015;
- Uhlelo lokuKhuthaza ezokuVakasha;
- Ingosi yoLwazi
- Izinga lokuSebenza
- Izitatimende zeMali
- AmaManuwali kanye nemiyalelo
- Imihlahlandlela yezokuVakasha
 - Ukwesekwa kokuKhuphuka
 - Ukutholakala kweziMakethe; kanye
 - Isevisi shatha
- Inqubomgomo kanye neMisebenzi yoLwazi;
- I-SDIP ye-NDT
- Izindaba eziwayelekile
- Inqubomgomo yomnyango kanye nokubuyekizwa njalo ngekota yonyaka
- Izincwajana
 - Ikhodi yezokuVakasha ye-BBBEE
 - Imiqulu emaqondana ne-BEE
- Izishicilelo;
 - Umbiko woNyaka;
 - Amasu eziNhlelo
 - Uhlelo lokuSebenza loNyaka
 - Imisebenzi
 - Amathenda
- Izincwadi zezindaba

<ul style="list-style-type: none"> • Iphephabhuku Lababambe Iqhaza eBojanala • Ukubhekwa Kwenqubomgomo Kwanjalo Ngekota Yonyaka 	
AMAREKHODI ATHOLAKAYO UKUTHI ENGATHENGWA NGOKWEMIBANDELA YESIGABA SE-15(1)(a)(ii)	
(a) Uhla lwamarekhodi angenhla	Amarekhodi engatholakala ngokufaka isicelo ngokubhala nangokukhokha imali enqunyiwe, uyithumele ku: <i>The Information Officer</i> <i>The Department of Tourism</i> <i>Private Bag X 424</i> PRETORIA 0001
AMAREKHODI ATHOLAKALAYO UKUZE AKHOSHWE NGOKWEMIBANDELA YESIGABA SE-15(1)(a)(ii)	
(a) Uhla lwamarekhodi angenhla.	Amarekhodi engatholakala ngokufaka isicelo ngokubhala nangokukhokha imali enqunyiwe ohlamvini lwesi-2 lweNgxenye yesi-2 lesiThasiselo A sezimiso zomthetho ezihambisana ne- <i>Access to Information Act</i> , zithunyelwe ku: <i>The Information Officer</i> <i>The Department of Tourism</i> <i>Private Bag X 424</i> PRETORIA 0001
AMAREKHODI ATHOLAKALA MAHHALA NGOKWEMIBANDELA YESIGABA SE-15(1)(a)(iii)	
(a) Uhla lwamarekhodi angenhla.	Amarekhodi engatholakala ngokufaka isicelo ngokubhala nangokukhokha imali enqunyiwe, uyithumele ku: <i>The Information Officer</i> <i>The Department of Tourism</i> <i>Private Bag X 424</i> PRETORIA 0001

8. INDLELA YOKUFINYELELA KUMAREKHODI ATHOLAKAYO

Isigaba se-15 se-*Promotion of Access to Information Act*, 2000 sinquma ukuthi uMnyango kumele ushicilele kuSomqulu kaHulumeni isheduli (uhla) lwamarekhodi atholakayo eMnyangweni. Izicelo zala marekhodi azidingi ukuthi kugcwaliswe iFomu A elinqunyiwe elisetshenziswa ukucela ulwazi, futhi ayikho imali yokufaka isicelo sala marekhodi ekhokwayo. Izimali zikhokhwa kuphela uma kunamakhophi okudingeka ukuthi enziwe, kuncike ekutheni irekhodi lisephepheni elibhaliwe, i-CD, isigcinalwazi sekhompuyutha, ikhasethe eliqoshiwe, njll.

Odabeni lwamarekhodi anjalo asebekwe kuSigcinamagugu sikaZwelonke eNingizimu Afrika, amarekhodi azokwenziwa ukuthi abe khona ngokulandela imithetho elandelayo efanele ukufundisisa amarekhodi anjalo:

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

9. INQUBO YOKUFAKA ISICELO

9.1 Izicelo zokufinyelela olwazini

Wonke umuntu unelungelo lokucela ukufinyelela olwazini olurekhodiwe olugcinwe uMnyango, kuncike ekutheni isicelo esifakiwe efomini elinqunyiwe kanye nezimali ezinqunyiwe zikhokhiwe. Ukufinyelela olwazini kuncike ezizathwini zokukhipha okutholakala esahlukweni sesi-4 se-PAIA. Isicelo singenziwa inoma ubani ozimele yena noma omele omunye ongakwazi ukuzimela yena.

9.1.1 Ukugcwaliswa Kwefomu

Umfaki wesicelo kumele egcwalise ifomu elinqunyiwe eli-

- (a) ngatholaka Ezimisweni zoMthetho ku-PAIA;
- (b) khona kuwebhusayithi ye-SAHR ku-www.sahrc.org.za;
- (c) nanyathiselwe kulo mqulu **njengesithasiselo**; noma
- (d) tholakala esikhungweni seminingwane eMnyangweni esehhovisi elamukela izivakashi ezakhiweni zoMnyango.

9.1.2 Uhlelo

- (a) Isicelo solwazi kumele sithunyelwe ku:-

Director-General
Private Bag X 424
 PRETORIA

0001

Ziqondiswe: kuNks M Mathebula
UCINGO: +27 12 444 6732
Isikhahlezi: +27 12 444 7040
Umbikombani: vttharage@tourism.gov.za

- (b) Umfaki wesicelo kumele ezeze ukuthi engathanda yini ukuthi ethole ikhophi yerekhodi noma engathanda ukuhlola irekhodi emahhovisi omnyango womphakathi. Kungenjalo, uma irekhodi lingeyona ikhophi eyiphepha, lingabukwa efomini eliceliwe, uma kwenzeka.
- (c) Uma umfaki wesicelo ecela ukufinyelela efomini elithile, uzokwazi ukulithola ngendlela abekade ecele ngayo. Umgomo uyasebenza, ngaphandle uma ukwenze njalo kuzothikameza ukusebenza koMnyango, noma kuzokona irekhodi, noma ukwaphula ilungelo lomqambi werekhodi okungelona elombuso. Uma kungeke kukwazi ukuthi kunikezelwe ngerekhodi ngendlela elicelwe ngayo, ngenxa yezizathu ezibonakalayo, kodwa ngenye indlela, imali ezokhokhwa izabalwa ngendlela umfaki wesicelo acele ngayo kuqala.
- (d) Ngaphezu kwalokho, uma empendulweni ebhaliwe esicelweni sabo serekhodi, umfaki wesicelo ufuna ukwaziswa ngesinqumo nganoma ngayiphi indlela, isibonelo, ngocingo, lokhu kumele kuvezwe.
- (e) Uma umfaki wesicelo ecela ulwazi ecelela omunye umuntu, indlela isicelo esifakwe ngayo kumele ivezwe.

9.2 Ukufaka isicelo ucelela omunye umuntu

Uma isicelo senziwe kumelwe omunye umuntu, umfaki wesicelo kumele ehambise ubufakazi bokuthi uyakwazi ukwenza lokho, lapho uma enza isicelo ligculiseke ngokufanele iPhini leNhloko yeHhovisi leMininingwane.

9.3 Ukufaka isicelo kwabantu abaphila ngokukhubazeka

- (a) Uma umfaki wesicelo engakwazi ukufunda noma ukubhala, noma ephila ngokukhubazeka ukumvimbela ukuthi agcwalise ifomu elinqunyiwe, angakwazi ukwenza isicelo ngomlomo. ISekela leNhloko yeHhovisi leMininingwane (noma izithunywa zakhe) bazomgcwalisela ifomu umfaki wesicelo bese bemnika ikhophi egcwalisiwe.
- (b) ISekela leNhloko yeHhovisi leMininingwane (noma izithunywa zakhe) lizosiza umfaki wesicelo ukuthi alandele izimfuneko ezibalulwe ngenhla ukufinyelela eminingwaneni, okufaka phakathi ukubhekisa kumfaki wesicelo, uma kubonakala ukuthi isicelo seminingwane bekufanele senziwe kwelinye igatsha lomphakathi, kumele senziwe kulelo gatsha.

9.4 Ukudluliswa kwezicelo

- (a) Izicelo zamarekhodi zingadluliswa ukuthi ziye kwelinye igatsha lomphakathi ezimweni ezilandelayo:
- (i) Uma irekhodi ligcinwe kwelinye igatsha lomphakathi;
 - (ii) Udaba lwerikhodi luhambisana kakhulu nemisebenzi eyenziwa kwelinye igatsha lomphakathi;
 - (iii) Irekhodi yenziwa elinye igatsha lomphakathi, noma isicelo saqala semukelwa kwelinye igatsha lomphakathi; noma
 - (iv) Irekhodi liqukethe imininingwane yentengiso ehambisana nezomnotho kanye nezenhlalakahle yezezimali yeRiphabhuliki, kanye nemisebenzi yokuthengisa yamagatsha emiphakathi.
- (b) Odabeni olunje iSekela leNhloko yeHhovisi leMininingwane (noma izithunywa zakhe) kumele lidlulise isicelo siye kwelinye igatsha lomphakathi ngokushesha emuva kokuthi etholile ukuthi kunezizathu ezizwakalayo ezenza ukuthi kwenzeke lokho, kodwa kungabi semuva kwezinsuku eziyishumi nane (14) ethole isicelo. Uma igatsha likahulumeni noma iNhloko yeHhovisi leMininingwane okwenziwe kuye isicelo kunguyena ogcine irekhodi futhi wabona kungaba usizo ukwenze njalo ukuze kuzokwazi ukuthi iNhloko yeHhovisi leMininingwane yelinye igatsha lomphakathi ibhekana nesicelo, irekhodi noma ikhophi yerikhodi izothunyelwa kuleyo Nhloko yeHhovisi leMininingwane.
- (c) Uma isicelo sokuthola irekhodi sesidlulisiwe, kumele ifakwe kukhompuyutha kusukela osukwini lokuqala esafakwa ngalo. Yonke imininingwane yesikhathi esifanele endabeni yesicelo semininingwane nayo ifakiwe.

9.5 Isaziso sokuyiswa kwenye indawo

- (a) Uma isicelo sokufinyelela olwazini sesidlulisiwe, iSekela leNhloko yeHhovisi leMininingwane elenza lokhu kudlulisa lizokwazisa umfaki wesicelo ngokushesha mayelana:
- (i) ngokudlulisa isicelo sakhe;
 - (ii) izizathu zokudlulisa isicelo sakhe; kanye
 - (iii) nesikhathi okumele isicelo sisithathe ukuthi kubhekwane naso.
- (b) ISekela leNhloko yeHhovisi leMininingwane lizoqinisekisa ukuthi irekhodi ligciniwe kuze kuthathwe isinqumo mayelana nokufinyelela olwazini. Izikhathi zezikhalazo nazo zizofakwa.

10. UKUKHOKHWA KWEZIMALI NGOKWEMIBANDELA YOMTHETHO

- (a) Umfaki wesicelo ngaye

Noma ubani ofuna imininingwane ngaye ubizwa ngomfaki wesicelo ngaye futhi yena akakhokhiswa imali yomfaki wesicelo.

(b) Umfaki wesicelo

Imali yokufaka isicelo eyimali angangama-R35-00 njengokuba inqunywe iziMiso zoMthetho ku-PAIA. Ngaphezu kwalokho, uma amakhophi noma akubhaliwe kuceliwe, kuzobizwa ngokohlelo lwemali enqunywe iziMiso zoMthetho kanye neNhloko yeHhovisi leMininingwane neSekela leNhloko yeHhovisi leMininingwane bengabiza imali ethile ngokuchitha isikhathi sabo besebenza esicelweni.

10.1 Indlela yokukhokha

Yonke imali ekhokhwayo kumele ibe ukheshi, ikhokhwe eziphathimandleni zezimali eMnyangweni *e-Tourism House, 17 Trevenna Street, Sunnyside, Pretoria*, ngezikhathi zokusebenza noma ifakwe ku-akhawunti yebhange loMnyango.

Imininingwane yebhange loMnyango ithi

Umnini we-akhawunti:	Department of Tourism
Igama lebhange:	ABSA
Uhlobo lwe-akhawunti:	Deposit Acc. (Current)
Inombolo ye-akhawunti:	40 7532 7895
Ikhodi yegatsha:	632005

OKUBALULEKILE: Asikho isicelo okuzosetshenzwa ngaso ngaphandle kokuthi kukhokhwe imali yokufaka isicelo, uma kufanele, ngokwemibandela yesiGaba sama-22(1) soMthetho.

11. IZIXAZULULO EZIKHONA UMA IMIBANDELA YOMTHETHO INGALANDELWANGA

11.1 Isikhalazo Sangaphakathi

IGatsha lokuBuyekezwa kweziCelo zangaPhakathi ngokwe-PAIA uNgqongqoshe wezokuVakasha. Emva kokusebenzisa onke amathuba okuthi kubuyezwe isicelo sakhe isicelo singafakwa enkantolo ngokuhambisana nesigaba sama-78 kuya kuma-82 soMthetho.

11.2 Ifomu

- (a) Umfaki wesicelo engafaka isikhalazo sangaphakathi ngokungahambisani nesinqumo seSekela leNhloko yeHhovisi leMininingwane sokunqabela isicelo sakhe, noma ngokungahambisani nesicelo kanye nemali yokufinyelela olwazini, noma ngokungahambisani nokululwa kwesikhathi sokusebenza ngesicelo, efomini elinqunyiwe eliphrintwe Ezimisweni zoMthetho lakhishwa ngokwemibandela ye-PAIA,

noma ifomu elihambisana naleli fomu. Ikhophi yaleli fomu inanyatheliswe kule manuwali njengesithasiselo B. Amakhophi aleli fomu nawo ayatholakala emahhovisi oMnyango noma kuSekela leNhloko yeHhovisi leMininingwane njengokuba kushiwo kulemanuwali. Ifomu likhona nakuwebhusayithi yoMnyango.

- (b) UMkhalazi kumele enikezele ngezizathu zokufaka isikhalazo sangaphakathi, ukuthi ufisa ukuthi etshelwe kanjani ngesinqumo sesikhalazo futhi kumele ekhokhe imali enqunyiwe yesikhalazo (uma ikhona)
- (c) Uma isikhalazo sesitholiwe, iNhloko yeHhovisi leMininingwane kumele isihambise kuNgqongqoshe ezinsukwini eziyishumi (10), isikhalazo sangaphakathi, izizathu zesinqumo, kanye neminingwane yowesithathu obandakanyekayo, uma ekhona.
- (d) Isikhalazo kumele sifakwe phakathi kwezinsuku engamashumi ayisithupha (60) noma isaziso kowesithathu njengokuba sidingwa yisigaba sama-49(1)(b) se-PAIA, phakathi kwezinsuku ezingamashumi amathathu (30) emva kokufakwa kwesaziso uMkhalazi ngokungahambisani nesinqumo sesikhalazo sakhe, noma uma isaziso kuMkhalazi uma singadingakali, emva kokuthi kuthathwe isinqumo. Isikhalazo kumele senziwe ekheleni, enombolweni yefeksi noma imeyili yohlelohumano yeSekela leNhloko yeHhovisi leMininingwane.
- (e) UNgqongqoshe uzovumela ukufakwa kwesikhalazo kuphela uma izizathu zoMkhalazi zizwakala. Odabeni lapho uMkhalazi efaka isikhalazo sesidlulile isikhathi esifanele, umfaki wesikhalazo uzokwaziswa ukuthi isikhalazo sakhe esedlulelwe yisikhathi sivunyelwe noma asivunyelwanga.

11.3 Imali yokufaka isikhalazo

UMkhalazi kumele ekhokhe imali enqunyiwe yokufaka isikhalazo (uma ikhona). Isinqumo ngesikhalazo sangaphakathi singahlehliswa kuze kuba iyakhokhwa imali yokufaka isikhalazo.

12. UKUBUYEKEZA KWEMANUWALI

Le manuwali kufanele ibuyezwe okungenani kanye njalo ngonyaka. Imanuwali yoMnyango ngokwemigomo yesigaba se-14 se-*Promotion of Access to Information Act*, 2000 ishicilelwa ngezilimi ezintathu (3) ezisemthethweni.

13. UKUTHOLAKALA KWEMANUWALI

- 13.1. Imanuwali iyatholakala ukuze ihlolwe emahhovisi oMnyango wezokuVakasha mahhala;
- 13.2. Amakhophi engatholakala ngesicelo ngemali enqunyiwe eMnyangweni wezokuVakasha;
- 13.3. Ingatholakala futhi kuwebhusayithi yoMnyango wezokuVakasha (<http://www.tourism.gov.za>); kanye
- 13.4. NakuKhomishana yamaLungelo eSintu eNingizimu Afrika ngokuhambisana nesiqephu sesi-4(1) seziMiso zoMthetho ezamenyezelwa ngokwemibandela ye-PAIA.



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

**TLHAHLO
YA
KGORO YA BOETI**

go ya ka karolo 14 ya

*Molao wa Kgodišo ya Phihlelelo ya Tshedimošo wa 2000
(Molao 2 wa 2000)*

DIKAGARE

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1. MAIKEMIŠETŠO A TLHAHLO

Karolo 32 (1) ya Molaotheo wa Rephabliki ya Afrika Borwa wa 1996 e phethagaletša gore mang le mang o na le tokelo ya phihlelelo ya tshedimošo efe goba efe yeo e swerwego ke mmušo mme le tshedimošo efe goba efe yeo e swerwego ke motho yo mongwe yeo e hlokegago bakeng sa tiragatšo goba tšhireletšo ya tokelo efe goba efe. Molao wa Kgodišo ya Phihlelelo ya Tshedimošo wa 2000 (Molao 2 wa 2000) (ka fa go latelago o bitšwa "PAIA"). Efela, PAIA e lemoga gore tokelo ya phihlelelo ya tshedimošo e sepelelana le mellwane ye itšego ye kwagalago.

Dintlha tša direkhoto tšeo di swerwego ke mokgatlo wa mmušo di ka gare ga puku yeo gantšhi e bitšwago tlhahlo. Ka fao, tlhahlo e sepelelana le direkhoto tšeo di swerwego ke mokgatlo wa mmušo. Direkhoto tšeo di swerwego ke tša malebana le mošomo wa yuniti ye nngwe le ye nngwe. Go farologanya magareng ga mešomo ya yuniti ye nngwe le ye nngwe, direkhoto tša yuniti ye nngwe le ye nngwe di na le dinomoro tše farologanego. Rekhoto ye nngwe le ye nngwe gape e na le taetšo tša phethagatšo.

Ntle le direkhoto, tšeo gape di bitšwago difaele, tlhahlo gape e na le tshedimošo ka ga diaterese tša Hlogo ya Kgoro gammogo le Mohlankedi/Bahlankedi ba Tshedimošo ba mokgatlo wa mmušo gape le leina la yuniti ye nngwe le ye nngwe mokgatlong wa mmušo, mešomo ya yona ya motheo mme le lenaneo la direkhoto ka moka tšeo di swerwego ke mokgatlo wa mmušo.

2. TŠHUPETŠO YA KAROLO 10 YA DITLHAHLO KA MOKA MO REPHABLIKI YA AFRIKA BORWA

Khomišene ya Ditokelo tša Batho ya Afrika Borwa (SAHRC) e dirile tšhupetšo ya tirišo ya PAIA go ya ka karolo 10 ya PAIA. Tšhupetšo ye e hwetšagala dikantorong tša SAHRC.

Yuniti ya PAIA (Kgodišo ya Phihlelelo ya Tshedimošo) Khomišeneng ya Ditokelo tša Batho ya Afrika Borwa

The Research and Documentation Department
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HOUGHTON
2014

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emeile

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3. DINTLHA TŠA BOIKGOKAGANYO TŠA MOHLANKEDI WA TSHEDIMOŠO LE MOTLATŠA/BATLATŠA BAKENG SA KGORO YA BOETI

MOHLANKEDI WA TSHEDIMOŠO

Molaodi-Kakaretšo: Kgoro ya Boeti: Mrn Victor Tharage
Private Bag X424
Pretoria
0001

Mogala: +27 444 6721/6379
Fekese: +27 444 7040
Emeile: vtharage@tourism.gov.za
Emeile ya fekese: +27 444 7101

Hlalošo ya mešomo:

Go phethagaletša boetapele bja maano le taelo kgorong.
Go aga kgoro go ba mokgatlo woo o kgonago go phethagaletša dilo tše bohlokwa le dipholisi tšeo di dirilwego ke Tona le Kabinete.
Go netefatša gore maikemišetšo a maano le ditšweletšo tšeo di phethagaleditšwego bakeng sa kgwebo di a fihlelelwa.
Go aga dihlopha tša bokgoni, maikemišetšo le tiragatšo mo gare ga kgoro.

MOTLATŠA MOHLANKEDI WA TSHEDIMOŠO: Moh Mmaditonki Setwaba

Molaodi Mogolo: Ditirelo tša Molao: Kgoro ya Boeti
Fekese ya emeile: +27 444-7101
Emeile: msetwaba@tourism.gov.za

Hlalošo ya mešomo:

Go nolofatša tsenyotirišong le thulaganyo ya PAIA ka Kgoro ya Boeti mme le go phethagaletša katišo ya PAIA gare ga Kgoro.

4. MAKALA A KGORO YA BOETI YA BOSETŠHABA

1. Taolo ya koporasi	Go phethagaletša pušo ya maano, ditirelo tša taolo le thekgo ya tshepetšo.
2. Nyakišišo ya tša Boeti, Pholisi le Ditswalano tša Boditšhabatšhaba	Go phethagaletša le go lekola tiragatšo ya lekala la tša boeti le ditswalano tša go kgontšha bakgathatema le tikologo ya pholisi.

3. Tlhabollo ya Boyo	Go nolofatša le go rulaganya tlhabollo ya boyo ka thulaganyo ya boyo, tšweletšo ya tša boeti, tlhabollo ya boitemogelo le mananeokgoparara, kgodišo ya peeletšo le phethagaletšo ya mananeo a tša boeti go akaretšwa dihlohleletši mme le go šomela tša boeti tšeo di thekgago ditikologo tšeo di amogelago baeti bakeng sa go phethagaletša boitemogelo bja boleng go baeti ebile le go kaonafatša boitekanelo bja badudi.
4. Taolo ya Boeti bja Segae	Go kaonafatša phetolo ya lekala le ditirelo tša boeti ka tlhabollo ya batho, thekgo ya dikgwebo le ditirelo tša maemo a godimo bakeng sa go netefatša gore Afrika Borwa ke lefelo la phadišano go tša boeti.

5. DIREKHOTO TŠEO DI LEGO DIATLENG TŠA KGORO, TŠEO DI HWETŠAGALAGO

Kgaolo ye e šomana le diphethagaletšo tša karolo 14(1) (d) ya Molao wa Kgodišo ya Phihlelelo Ya Tshedimošo, woo o phethagaletšago gore mokgatlo o swanetše go phethagaletša dintlha tša direkhoto tšeo o di swerego bakeng sa go phethagaletša dikgopelo tša phihlelelo ya tshedimošo.

Kgoro e beakanya direkhoto le tshedimošo (ye malebana le mešomo le ditirelo tša Kgoro) ka magoro a latelago:

- 5.1 Dipholisi, maano, dithomelo, ditsebišo tša mmušo le tlhakamolao
- 5.2 Ditatamente tša diphatlatšiši le dipolelo
- 5.3 Direkhoto tša Kgoro tša bašomi
- 5.4 Dikhoto tša kgoro tša matlotlo
- 5.5 Mananeo le metsotso ya dikopano tša kgoro
- 5.6 Tshedimošo ya tshepetšo kakaretšo
- 5.7 Diwego tša kgoro
- 5.8 Disekhula tša ka gare, dimemorantamo tša ka gare, mangwalo, dimemorantamo tša kabinete
- 5.9 Ditumellano le ditumellano tša boditšhabatšhaba
- 5.10 Tshedimošo ya lekala le rilego bjalo ka ge go hlalošitšwe go tema 4
 - 5.10.1 Maano a kgwebo
 - 5.10.2 Ditokomane tša maano

5.10.3 Tshedimošo ya mananeo a rilego

5.10.4 Ditokomane tša dinyakišišo

Seo se akareditšwego ditlhahlong tša yona ke hlogo ya difaele. Difaele ke mokgwa wa go lota direkhoto gare ga Kgoro. Faele ye nngwe le ye nngwe e na le nomoro le hlalošo ye kopana ya direkhoto tšeo di swerwego ka gare ga faele gammogo le hlogo ya faele. Faele ye nngwe le ye nngwe e na le nomoro ya yona, matšatšikgwedi a thomo le tswalelo le taelo ya phethagaletšo ya faele yeo. Taelo ya phethagaletšo ya faele e bohlokwa ka lebaka la gore e laola gore go swanetše go diragala eng ka faele morago ga nako ye rilego, mohlala, A10 e bolela gore faele e swanetše go romelwa go NASA (Lefelo polokelo la Bosetšhaba la Afrika Borwa) mengwaga ye lesome morago ga letšatšikgwedi la tswalelo ya khabara ya faele. Pušo ya Boeti e na le tsela ya yona ya go lota direkhoto, yeo e swanago le ya Kgoro.

6. PHIHLELELO YA DIREKHOTO GO YA KA KAROLO 14(1) (e)

Kgoro e swanetše, go ya ka karolo 15(1), go romela go Tona ya Toka le Ditirelo tša Tshokollo Lenaneo la direkhoto tšeo di hwetšagalago ntle ke kgopelo ya go gatiša Kuranteng ya Mmušo.

Kgoro e rometše go Tona wa Toka le Ditirelo tša Tshokollo lenaneo la tshedimošo yeo e hwetšagalago go gatiša kuranteng ya Mmušo. Tshedimošo ye gape e hwetšagala wepesaeteng ya Kgoro: <http://www.tourism.gov.za>.

7. HLALOŠO YA MAGORO A DIREKHOTO TŠEO DI HWETŠAGALAGO BAKENG SA PHETLEKO GO YA KA KAROLO 15(1) YA MOLAO WA KGODIŠO YA PHIHLELELO YA TSHEDIMOŠO WA 2000

DIREKHOTO TŠEO DI HWETŠAGALAGO LE PHIHLELELO YA DIREKHOTO TŠEO:
(Karolo 15 ya Molao wa Kgodišo ya Phihlelelo ya Tshedimošo wa 2000 (Molao 2 wa 2000))
[Molawana 5A]

HLALOŠO YA LEGORO LA DIREKHOTO TŠEO DI HWETŠAGALAGO GO YA KA KAROLO 15(1)(a) YA MOLAO WA KGODIŠO YA PHIHLELELO YA TSHEDIMOŠO WA 2000	MOKGWA WA PHIHLELELO YA DIREKHOTO (mohlala. wepesaete)(KAROLO 15(1)(a))
BAKENG SA HLAHLOBO GO YA KA KAROLO 15(1)(a)(i):	
(a) Tshedimošo ka moka wepesaeteng Tshedimošo yeo e latelago e hwetšagala mo wepesaeteng (www.tourism.gov.za): - Ka ga Kgoro; - Kgašo;	Gotšwa wepesaeteng ya Kgoro.

- Ditsebišo tša Kgašo;
- Ditatamente tša Kgašo;
- Dipolelo; le
- Ditaletšo tša Kgašo.
- Tšhupamabaka ya Ditiragalo;
- Mešomo (Ditirelo);
- Dipego;
 - Dipego tša Phethagatšo tša Kotara;
 - Dipego tša Sekhwama bjalobjalo.
- Dintlha tša Boikgokaganyo tša Bareki ba Profense;
- Leano la Lekala la Bosetšhaba la Boeti (NTSS);
- Di-FAQ;
- PAIA;
- Leano la Nakogare la Kgoro ya Boeti;
- Bohwa bja Bosetšhaba le Leano la Boeti bja Setšo;
- Leano la Kgodiso ya Boeti bja Segae;
- Leano la Boeti bja Metse magae la Bosetšhaba;
- Tirelo ye Botse ka go fetiša ya Boeti bja Bosetšhaba;
- Molao wa Boeti, 2014;
- Lenaneo la Hlohleletšo la Boeti;
- Lefelo la Tsebo;
- Maemo a tirelo;
- Ditatamente tša Matlotlo
- Dithahlo le Ditaello
- Ditšhupetšo tša Boeti:
 - Thekgo ya thulaganyo ka makala;
 - Phihlelelo ya Kgwebo; le
 - Tšhathara ya Tirelo.
- Ditirelo tša Pholisi le Tsebo;
- SDIP ya NDT.
- Ditaba kakaretšo;
- Pholisi ya kgoro le ditsebišo tša kotara;
- Dipukwana;
 - Khouto ya Boeti ya BBBEE;
 - Ditokomane tše malebana le BEE.
- Dikgatišo;
 - Pego ya Ngwaga;
 - Leano;
 - Leano la Tiragatšo la ngwaga;
 - Mešomo;
 - Dithentara.
- Dipukwana;
 - Kgatišobaka ya Bakgathatema ya *Bojanala*;
 - Tebelelo ya pholisi ka kotara.

TŠEO DI HWETŠAGALAGO BAKENG SA THEKO GO YA KA KAROLO 15(1)(a)(ii):	
(a) Lenaneo la direkhoto ka godimo.	Direkhoto di ka hwetšagala ka kgopelo ka mokgwa wa lengwalo le ka tefelo ya seroto seo se beilwego, ka thomelo go: Mohlankedi wa Tshedimošo The Department of Tourism Private Bag X 424 PRETORIA 0001
TŠEO DI HWETŠAGALAGO BAKENG SA GO DIRA DIKHOPHI GO YA KA KAROLO 15(1)(a)(ii)	
(a) Lenaneo la direkhoto tše ka godimo.	Direkhoto di ka hwetšagala ka kgopelo ka mokgwa wa lengwalo le ka tefelo ya seroto seo se beilwego go ya ka ntlha 2 ya Karolo II ya Selomaganyo A sa melawana ye malebana le Molao wa Kgodišo ya Phihlelelo ya Tshedimošo, ka thomelo go Mohlankedi wa Tshedimošo The Department of Tourism Private Bag X 424 PRETORIA 0001
TŠEO DI HWETŠAGALAGO NTLE LE TEFELO GO YA KA 15(1)(a)(iii)	
(a) Lenaneo la direkhoto tše ka godimo.	Direkhoto di ka hwetšagala ka kgopelo ka mokgwa wa lengwalo, ka thomelo go: Mohlankedi wa Tshedimošo The Department of Tourism Private Bag X 424 PRETORIA 0001

8. MOKGWA WA PHIHLELELO YA DIREKHOTO TŠEO DI HWETŠAGALAGO

Karolo 15 ya Molao wa Kgodišo ya Phihlelelo ya Tshedimošo wa 2000 e laela gore Kgoro e swanetše go gatiša Kuranteng ya Mmušo šetule (lenaneo) la direkhoto tšeo di hwetšagalago Kgorong. Kgopelo ya direkhoto tše ga se ka go tlatša foromo A yeo e beilwego yeo e dirišetšwago go kgopela tshedimošo, gape ga go tefišo ya mokgopedi ya direkhoto tše. Tefišo ke ya fela ge go dirwa dikhophi tša direkhoto, go ya ka gore naa rekhoto ke ya lephephe, tisiki ya khompheke, setifi, rekhoto ya khasete, bjalobjalo.

Ge direkhoto tšeo di lotilwego Lefelong la polokelo la Bosetšhaba la Afrika Borwa, direkhoto di tla hwetšagala ka kobamelo ya melao ye latelago ya tshekaseko ya direkhoto tšeo:

- Molao wa Kgodišo ya Phihlelelo ya Tshedimošo wa 2000 (Molao 2 wa 2000)
- Molao wa Tšhireletšo ya Tshedimošo wa 1982 (Molao 84 wa 1982)
- Molao wa Bosetšhaba wa Lefelo polokelo le Direkhoto wa Afrika Borwa wa 1996 (Molao 43 wa 1996)

9. TSHEPETŠO YA KGOPELO

9.1 Dikgopelo tša phihlelelo ya tshedimošo

Mang le mang o na le tokelo ya go kgopela phihlelelo ya tshedimošo ya direkhoto tšeo di swerwego ke Kgoro, ge kgopelo e dirwa foromong yeo e beilwego mme ditefišo di lefetšwe. Phihlelelo gape e laolwa ke mabakakgethollo ao a hwetšwago go Kgaolo 4 ya PAIA. Kgopelo e ka dirwa ke mang le mang ka boyena goba motho yo a dirago bakeng sa yo mongwe yoo a palelwago go itirela.

9.1.1 Foromo ya go Tlatšwa

Mokgopedi o swanetše go tlatša foromo yeo e beilwego yeo e-

- (a) ka hwetšwago Melawaneng ya PAIA;
- (b) lego wepesaeteng ya SAHR go www.sahrc.org.za;
- (c) lomagantšwego tokomaneng ye bjalo ka **Selomaganyo A**; goba
- (d) hwetšagalago gotšwa go senthara ya tshedimošo ya Kgoro yeo e lego lefelong la Kamogelo la Kgoro.

9.1.2 Tshepetšo

- (a) Kgopelo ya tshedimošo e swanetše go romelwa go:

Molaodi-Kakaretšo
Private Bag X 424
PRETORIA
0001

E lebišwe go: Moh M Mathebula
Mogala: +27 12 444 6732
Fekese: +27 12 444 7040
Emeile: vtharage@tourism.gov.za

- (b) Mokgopedi o swanetše go laetša gore naa a ka rata go hwetša khophi ya rekhoto goba a ka rata go lebelela rekhoto kantorong tša mokgatlo wa mmušo. Goba ge rekhoto e se ya khophi ya tokomane ya lephephe, e ka lebelelwa ka sebopego seo se kgopetšwego moo go kgonegago.
- (c) Ge mokgopedi a kgopela phihlelelo ya sebopego se se rilego, o tla hwetša thušo ka moo a kgopetšego. Se se tla diragatšwa ntle le ge tiragatšo e tla thibela tshepetšobotse ya Kgoro, goba ge e tla hlola tshenyo ya rekhoto, goba e tla gataka tokelo ya ngwalollo yeo e sego ya mmušo. Ge go pala, ka mo go kwagalago, gore phihlelelo e diragatšwe ka mokgwa woo o kgopetšwego, efela e ka diragatšwa ka mokgwa wo farologanego, tefelo e tla balwa go ya ka moo mokgopedi a kgopetšego mathomong.
- (d) Ge mokgopedi, godimo ga phetolo ka mokgwa wa lengwalo ya kgopelo ya gagwe a nyaka go tsebišwa ka sepheto ka mokgwa ofe goba ofe, mohlala, ka mogala, seo se swanetše go laetšwa.
- (e) Ge mokgopedi a kgopelelela motho yo mongwe tshedimošo, o swanetše go laetša gore o dira kgopela seemong sefe.

9.2 Kgopelo bakeng sa motho yo mongwe

Ge kgopelo e dirwa bakeng sa motho yo mongwe, mokgopedi o swanetše go romela bohlatse bja gore o dira kgopelo seemong sefe, ka moo Motlatša Mohlankedi wa Tshedimošo a tla kgotsofalago ka gona.

9.3 Kgopelo ya batho bao ba golofetšego

- (a) Ge mokgopedi a palelwa ke go bala goba go ngwala, goba ge a na le bogolofadi bjoo bo mo paledišago go tlatša foromo yeo e beilwego, a ka dira kgopelo ka molomo. Motlatša Mohlankedi wa Tshedimošo (goba morongwa wa gagwe) o tla tlatša foromo bakeng sa mokgopedi mme a neele mokgopedi khophi ya foromo yeo e tladitšwego.
- (b) Motlatša Mohlankedi wa Tshedimošo (goba morongwa wa gagwe) o tla thuša mokgopedi go obamela dinyakwa tše hlalošitšwego ka godimo go kgopela phihlelelo ya tshedimošo, go akaretšwa tšhupetšo ya mokgopedi, ge go bonala gore kgopelo ya tshedimošo e be e swanetše go dirwa mokgatlong wo mongwe wa mmušo.

9.4 Phetišetšo ya dikgopelo

- (a) Dikgopelo tša direkgoto di ka romelwa mokgatlong wo mongwe wa mmušo mabakeng a latelago:
 - (i) Ge rekhoto e le diatleng tša mokgatlo wo mongwe wa mmušo;
 - (ii) Hlogo ya morero wa rekhoto ke ye malebana le mešomo ya mokgatlo wo mongwe wa mmušo;
 - (iii) Rekhoto e diretšwe mokgatlo wo mongwe wa mmušo, goba e thomile go hwetšwa ke mokgatlo wo mongwe; goba
 - (iv) Rekhoto e na le tshedimošo ya kgwebo ye malebana le dikgahlegelo tša ekonomi le boitekanelo ba ditshelete ba Rephabliki gape le mahlaha a kgwebo a mekgatlo ya mmušo.
- (b) Maemong a, Motlatša Mohlankedi wa Tshedimošo (goba morongwa wa gagwe) o tla swanela ke go fetišetša kgopelo mokgatlong wa mmušo ka bonako bo kwagalago, efela e seng morago ga matsatši a lesomenne (14) a khwetšo ya kgopelo. Ge mokgatlo wa mmušo goba Mohlankedi wa Tshedimošo yoo kgopelo e dirwago go yena a swere rekhoto mme a bona go ka thuša bakeng sa go kgontšha Mohlankedi wa Tshedimošo wa mokgatlo wo mongwe wa mmušo go šomana le kgopelo, rekhoto goba khophi ya rekhoto e tla romelwa go mohlankedi yoo wa tshedimošo.
- (c) Ge kgopelo ya phihlelelo ya rekhoto e fetišitswe, e swanetše go tsenywa khomphuthareng ka letšatšikgwedi la mathomo leo e hweditšwego ka lona. Dinako ka moka tšeo di beilwego kgopelong ya tshedimošo di swanetše go obamelwa.

9.5 Tsebišo ya phetišetšo

- (a) Ge kgopelo ya phihlelelo e fetišeditšwe, Motlatša Mohlankedi wa Tshedimošo yoo a dirago phetišetšo o tla tsebiša Mongwadiši semeetseng ka ga:
 - (i) phetišetšo;
 - (ii) mabaka a phetišetšo; le
 - (iii) nako yeo kgopelo e swanetšego go phethagaletšwa ka yona.
- (b) Motlatša Mohlankedi wa Tshedimošo o tla netefatša ka moo go kgonagalago gore rekhoto e bolokwe go fihlela sepheto se dirwa ka phihlelelo ya tshedimošo. Dinako tša boipelaetšo di tla akaretšwa.

10. TEFO YA DITEFIŠO GO YA KA MOLAO

- (a) Mokgopedi ka boyena

Mang le mang yo a nyakago tshedimošo ye malebana le yena o bitšwa mokgopedi ka boyena mme o kgethollwa tefelong ya mokgopedi.

- (b) Mokgopedi

Tefelo ya kgopelo yeo e lefelwago ke R35-00 bjalo ka ge go beilwe ka Melawana ya PAIA. Godimo ga fao, ge dikhophi dife goba dife goba dingwalwa di kgopelwa, tšeo di tla lefišwa go ya ka seemo sa tefedišo bjalo ka ge go beilwe ka Melawana mme Mohlankedi wa Tshedimošo goba Motlatša Mohlankedi wa Tshedimošo a ka lefiša bakeng sa nako yeo e šomišitšwego go phethagaletša kgopelo.

10.1 Mokgwa wa tefelo

Ditefelo ka moka di tla dirwa ka mokgwa wa kheše yeo e ka lefelwago lekaleng la Kgoro la matlotlo go la *Tourism House*, 17 Trevenna Street, Sunnyside, Pretoria, ka nako ya mošomo goba ka tipositi gare ga akhaonto ya panka ya Kgoro.

Dintlha tša panka tša Kgoro di ka mo go latelago:

Mong wa akhaonto: Department of Tourism

Leina la Panka: ABSA

Mohuta wa akhaonto: Deposit Acc. (Current)

Nomoro ya akhaonto: 40 7532 7895

Khouto ya Lekala: 632005

BOHLOKWA: Ga go kgopelo yeo e tšilego go phethagaletšwa ntle le ge tefelo ya kgopelo, moo go hlokegago, e dirilwe go ya ka Karolo 22(1) ya Molao.

11. DITHAROLLO TŠEO DI HWETŠAGALAGO GE DITAELO TŠA MOLAO DI SA OBAMELWA

11.1 Boipelaetšo ba ka gare

Bolaodi ba boipelaetšo ba ka gare bakeng sa meholo ya PAIA ke Tona ya Boeti. Morago ga go šomiša tharollo ya boipelaetšo ba ka gare kgopelo e ka dirwa go kgorotsheko go ya ka karolo 78 go fihlela go 82 ya Molao.

11.2 Foromo

- (a) Mokgopedi a ka dira boipelaetšo ba ka gare kgahlanong le sepheto sa Motlatša Mohlankedi wa Tshedimošo sa go ganetša kgopelo, goba kgahlanong le kgopelo le tefelo ya phihlelelo goba kgahlanong le koketšo ya nako ya phethagaletšo ya kgopelo, foromong yeo e beilwego yeo e gatišitšwego Melawaneng yeo e neilwego go ya ka PAIA, goba foromong yeo e sepelelanago kudu le foromo. Khophi ya foromo e lomagantšwe Tlhahlong ye bjalo ka selomaganyo B. Dikhophi tša foromo ye gape di hwetšagala dikantorong tša Kgoro goba gotšwa go Batlatša bahlankedi ba Tshedimošo bao ba hlalošitšwego Tlhahlong ye. Foromo gape e hwetšagala wepesaeteng ya Kgoro.

- (b) Moipelaetši o swanetše go phethagaletša mabaka a boipelaetšo ba ka gare, ka moo a ka ratago go tsebišwa ka ga sepheto sa boipelaetšo mme o swanetše go lefela tefelo yeo e beilwego ya boipelaetšo (ge e le gona).
- (c) Morago ga go hwetša boipelaetšo, Mohlankedi wa Tshedimošo o swanetše go romela go Tona, mo matšatšing a lesome (10), boipelaetšo ba ka gare, mabaka a sepheto, le dintlha tša moamegi yo mongwe, ge di le gona.
- (d) Boipelaetšo bo swanetše go diragatšwa mo matšatšing a masometshela (60) goba ge tsebišo go moamegi e hlokega ka karolo 49(1)(b) ya PAIA, mo matšatšing a masometharo (30) morago ga gore tsebišo e newe Moipelaetši wa sephetho se hlotšego boipelaetšo, goba ge tsebišo go Moipelaetši e sa hlokege, morago ga go dira sepheto. Boipelaetšo bo swanetše go dirwa go aterese, nomoro ya fekese goba aterese ya emeile ya Motlatša Mohlankedi wa Tshedimošo.
- (e) Tona o tla dumelela tiragatšo ya boipelaetšo ya morago ga nako ge lebaka la Moipelaetši e leo le tshepagalago. Ge Moipelaetši a dirile boipelaetšo morago ga nako ye beilwego, moipelaetši o tla tsebišwa gore naa boipelaetšo ba gagwe ba morago ga nako bo dumeletšwe goba aowa.

11.3 Tefelo ya boipelaetšo

Moipelaetši o swanetše go dira tefelo ye beilwego ya boipelaetšo (ge e le gona). Sepheto sa boipelaetšo ba ka gare se ka emišwa go fihlela tefelo ya boipelaetšo e lefelwa.

12. TOKIŠO YA TLHAHLO

Tlhahlo ye e tla lokišwa ga tee (1) ngwageng wo mongwe le wo mongwe. Tlhahlo ya Kgoro go ya ka karolo 14 ya Molao wa Kgodišo ya Phihlelelo ya Tshedimošo wa 2000 e gatišwa ka maleme a mararo a semmušo.

13. KHWETŠAGALO YA TLHAHLO

- 13.1. Tlhahlo e hwetšagala bakeng sa tshekaseko dikantorong tša Kgoro ya Boeti ntle le tefelo;
- 13.2. Dikhophi di ka hwetšwa ka kgopelo le tefišo ye beilwego gotšwa go Kgoro ya Boeti;
- 13.3. Di ka hwetšwa wepesaeteng ya Kgoro ya Boeti (<http://www.tourism.gov.za>); le
- 13.4. Gotšwa go Khomišene ya Ditokelo tša Batho ya Afrika Borwa le tema 4(1) ya Melawana yeo e goeletšwago go ya ka PAIA.