

JOHANNESBURG SOCIAL HOUSING COMPANY

(Kompone ya mmuso e tsamaiswang tlasa karolo ya bo 8 (2)(a) Melaong ya diKompone)

Nomoro ya boingodiso: 2003/0080/6307

**BUKANA YA TATAISO E HLOPHISITSWENG HO IPAPISITSWE LE KAROLO YA 51
MALAONG WA DIPHATLALATSO TSA TLHAHISO-LESEDING (MOLAO WA BO 2 WA 2000)**

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1. POLELO YA MOROMOO WA KAMPANI YA "JOHANNESBURG SOCIAL HOUSING COMPANY" (JOSHCO) "

Thomo ya JOSHCO ke ho aba le ho disa kabo ya matlo a hirisetwang batho ba mekgolo e tlase ele boiteko ba mantlha ba ho fokotsa kgaello ya matlo ka hara motsemoholo.

2. DINTLHA TSE HLOKAHALANG TLASA KAROLO YA 51(1)(a) YA MOLAO

- 2.1. Kantorong ya diphatlalatso JOSHCO: Tlhahiso-leseding: Kantorong ya Mongodi wa Kompone, Xolisile Njapha, ho ngollwe: xolisile@joshco.co.za
- 2.2. Motlatsi kantorong ya diphatlalatso: Setsebi sa Molao, Jennifer Madiba: mangolo a romellwe: jennifer@joshco.co.za
- 2.3. JOSHCO e fumaneha: 61 JUTA Street, Braamfontein Johannesburg 2094, ba ka letsetswa ho: +27 (0)11 406 7300, le ho ngollwa: info@joshco.co.za
- 2.4. Dikopo tsohle tse amanang le ho fana ka lesedi Komponeng ena di romellwe kantorong ya diphatlalatso le ho Setsebi (sa JOSHCO) sa Molao feela. Basebetsi ba bang ba JOSHCO ha bana matla a ho sebetsa dikopo tse jwalo.

3. DITOKOMANE TSA MELAO EMENG TSE TENG

Ditokomane tsa melao emeng tse teng ke tse latelang:

- 3.1. Basic Conditions of Employment Act, No. 75 of 1997
- 3.2. Broad-Based Black Economic Empowerment Act, No. 53 of 2003 and 2014
- 3.3. Companies Act, No. 71 of 2008
- 3.4. Construction Industry Development Board Act, No. 38 of 2000
- 3.5. Consumer Protection Act, No. 68 of 2008
- 3.6. Electronic Communications and Transactions Act, No. 25 of 2002
- 3.7. Employment Equity Act, No. 55 of 1998
- 3.8. Housing Act, No.1 07 of 1997
- 3.9. Labour Relations Act, No. 66 of 1995
- 3.10. Local Government Municipal Finance Management Act - Municipal Regulations on Debt Disclosure

- 3.11. Local Government Municipal Finance Management Act - Municipal Regulations on Minimum Competency Levels
- 3.12. Local Government Municipal Finance Management Act - Municipal Supply Chain Management Regulations
- 3.13. Local Government Municipal Finance Management Act, No. 56 of 2003
- 3.14. Local Government Municipal Systems Act, No. 32 of 2000
- 3.15. Occupational Health and Safety Act - Construction Regulations
- 3.16. Occupational Health and Safety Act - Environmental Regulations for Workplaces, October 1987
- 3.17. Occupational Health and Safety Act - Facilities Regulations, August 2004
- 3.18. Occupational Health and Safety Act - General Administrative Regulations, June 2003
- 3.19. Occupational Health and Safety Act - General Safety Regulations, May 1986
- 3.20. Occupational Health and Safety Act, No. 85 of 1993
- 3.21. Preferential Procurement Policy Framework Act. NO.5 of 2000
- 3.22. Promotion of Access to Information Act, No.2 of 2000 - Public Bodies
- 3.23. Protection of Personal Information Act, No.4 of 2013
- 3.24. Rental Housing Act, No. 50 of 1999
- 3.25. Social Housing Act, No.16 of 2008
- 3.26. Unemployment Insurance Act, No. 63 of 2001
- 3.27. Value-Added Tax Act, No. 89 of 1991

4. LIREKOTO TSE FUMANEHANG

Ha ho phatlalatso e isitsweng ho Letona la Toka le Ntshetsopele ya Molaotheho malebana le mekgahlelo ya ditokomane, tse teng, tse sa hlokeng hore ho etswe kopo pele motho a ka di fuwa tlasa karolo ya 15(2) ya PAIA. Leha hole jwalo, tlhahiso-leseding e fumanwang leqepheng la marang-rang la kgwebo, ke e fanweng tlasa PAIA ho se motho ya e kopileng. Ho tloha mona re se re tla bua ka PAIA re re ke “Molao”.

5. DIHLOOHO LE MEKGAHLELO YA DITOKOMANE TSEO JOSHCO E NANG LE TSONA

Tlhahiso-leseding ka JOSHCO eka fumanwa marang-rang ho www.joshco.co.za e amohelang mang kapa mang ya ka kenang marang-rang.

Maemo ao tshiya ya setjhaba e tshwarang ditokomane ka ona le mekgahlelo ya ona, di laolwa tlasa karolo ya 15(1)(a) ka tsela e lotomantsweng mona. Elang hloko hore tokomane tsena ha di fanwe feela hobane motho a dikopile, ho ka sebediswa dikarolo tsa 33 - 46 tsa Molao ho hana ka tsona.

5.1. Hlonepho

- 5.1.1 Ho ikobela Melao
- 5.1.2 Botho mekgatlong ya tshebetso

5.2. Taolo ya Kgwebo

- 5.2.1 Ditlaleho tsa selemo
- 5.2.2 Ditlaleho tsa dikotara
- 5.2.3 Meralo ya kgwebo
- 5.2.4 Bolaodi ba kompone

5.3. Ditjhelete

- 5.3.1 Tlaleho ya ditjhelete tsa selemo

5.4. Metjha ya Theko

- 5.4.1 Kgoheletso ya dikgakanyo tsa ditjeo tsa ditshebeletso
- 5.4.2 Phatlalatso ya mesebetsi
- 5.4.3 Boiketo bo fumanweng
- 5.4.4 Tlhahlobo e etswang phatlalatsa
- 5.4.5 Boiketo bo atlehileng
- 5.4.6 Ditokomane tsa ho iketela mosebetsi
- 5.4.7 Foromo ya ho ingodisa o le mofani wa ditshebeletso
- 5.4.8 Sesupo sa thahasello

5.5. Ditshebeletso tsa Kgwebo

- 5.5.1 Dikgeo tsa mesebetsi
- 5.5.2 Dipatlisiso tsa baphatlalatsi
- 5.5.3 Ho thakgolwa ha mesebetsi

5.6. Bodisa ba Madulo

5.6.1 Kaho ya Metse/Setjhaba

- 5.6.1.1 Boikitlahetso ba ho aha le ho kgahlametsa setjhaba
- 5.6.1.2 Ditokomane tse kopang ditjhelete
- 5.6.1.3 Bosebeletsi bo tshehetsang mohiri (wa moaho)

5.7. Bodisa ba Ikeno

- 5.7.1 Poloko le tlhopho ya ditumellano tsa kgoro ya thepa
- 5.7.2 Matsholo a ithutang maikutlo a bareki

5.8. Kaho ya Matlo

- 5.8.1 Kaho ya meaho e metjha le tsosoloso ya meaho ya kgale
- 5.8.2 Kaho-botjha ya dihostel
- 5.8.3 Tlhabollo ya meaho e ka hara motsemoholo
- 5.8.4 Matlafatso ya thepa ya setjhaba sa COJ (Motsemoholo wa Johannesburg)
- 5.8.5 Diqhoqhwana le matlo a hlokwang nakwana
- 5.8.6 Bodulo ba Baithuti

6. SEPHEYO SA HO SEBETSANA LE TLHAHISO-LESEDING KA BOETAPELE

- 6.1 Ho tshehesa tshebedisano-mmoho le monga thepa “Motsemoholo wa Johannesburg”
- 6.2 Ho tshehetsa dipuisano le bafani ba ditjhelete le matlole
- 6.3 Ho tshehetsa dipuisano le boradiphatlatso
- 6.4 Ho tshehetsa dipuisano le bafani ba ditshebeletso

- 6.5 Ho tshehetsa dipuisano le setjhaba ka kakaretso
- 6.6 Ho tshehetsa dipuisano le mekgatlo ya tshebetso
- 6.7 Ho tshehetsa kgiro le tshwaro e nepahetseng ya basebetsi
- 6.8 Ho tshehetsa dikamano le ketsamolao le ba bang bodiseng ba molao
- 6.9 Ho tshehetsa le ho sebeletsa ditlhoko tsa mohiri

7. BA RERETSWENG HO FUMANA TLHAHISO-LESEDING KA BOETAPELE

- 7.1 Mongathepa
- 7.2 Ditsi tsa ditjhelete
- 7.3 Bafani le matlole
- 7.4 Mekgatlo ya tshebetso
- 7.5 Phethahatso ya molao
- 7.6 Basebeletsi
- 7.7 Bodisa ba ketsamoalo

8. MEKGWA YA HO SIRELETSA TLHAHISO-LESEDING KA BOETAPELE

- 8.1 Kamohelo e hlakileng
- 8.2 Bolaodi le boipoloko ba rona
- 8.3 Polokeho ya marang-rang
- 8.4 Kwetliso ya basebeletsi ba mantlha paballong ya ditaba tsa marang-rang
- 8.5 Mathata a kgokahanyo e akaretsang marang-rang

9. MOKGWA WA HO ETSA KOPO YA HO FUPUTSA

Mokopi a tlatse Foromo ya A ebe o e romela le tefelo ya kopo, (ho “the designated Information Officer” ele motho ya fuweng matla a ho sebetsana le dikopo kantorong ya diphatlalatso). Foromo e romelwe ka mokgwa o boletsweng Karolong (Clause) ya 2 ka bukaneng ena.

Mofuta wa kopo:

- 9.1 Mokopi o lokela ho sebedisa foromo e boletsweng, (Foromo ya A) ka bukaneng ena, ele ho kopa tokomane e itseng. Kopo eo e lebiswe kantorong ya Diphatlalatsa. Kopo e romelwe atereseng, nomorong ya fax kapa atereseng ya ngollano ya marang-rang le ba amehang ho ya ka [s 18(1)].
- 9.2 Mokopi o lokela ho fana ka ditaba ka botlalo ha a tlatsa foromo ya kopo ho thusa kantoro ya Diphatlalatsa ho qolla tokomane e batlwang ke mokopi.
- 9.3 Mokopi o lokela ho kgetha hore na o batla tokomane e tle ka sebopeho se jwang.
- 9.4 Mokopi a bontshe ha eba hona le mokgwa o mong o ka sebediswang ho motsebisa le ho qaqisa dintlha tse ka kenyelletswang ho ipapisitswe le [s 18(2)(c) le (d) le (e)].
- 9.5 Ha kopo e entswe lebitsong la motho emong, mokopi o tla lokela ho romela bopaki ba tokelo ya ho etsa kopo e jwalo kantorong ya Diphatlalatsa tshiyeng ya setjhaba [s 18(2)(f)].
- 9.6 Mokopi ya batlang tokomane e nang le ditaba tse ikgethileng tsa hae ele mokopi, ha a lefelle tokomane eno.
- 9.7 Mokopi ya batlang tokomane e sa buing ka ena o lokela ho e lefella ka botlalo.
- 9.8 Motho eo ka lebaka la ho se tsebe ho bala le ho ngola kapa a sitwa ho ipatlela tokomane ya tshiya ya setjhaba tlasa s (18)(1), a ka etsa kopo ya hae a e bua ka molomo. Kantoro ya diphatlalatsa tshiyeng e amehang e lokela ho mongolla kopo e jwalo ka tsela e boletsweng a be a fuwe sesupo sa kopo eo a e etseditsweng. (s18(3) (a)(b).
 - 9.8.1 Ha kantoro ya Diphatlalatsa tshiyeng ya setjhaba e se e nkile qeto hodima kopo, mokopi o lokela ho tsebiswa ka mokgwa o nepahetseng.
 - 9.8.2 Kantoro ya diphatlalatsa e ka thusa mokopi ho e tsa kopo ya hae, a sa lefelle thuso e jwalo, ho ipapisitswe le s19(1)(b).
 - 9.8.3 Mabaka a ho hana kopo: JOSHCO ena le bolokolohi ba ho hana kopo ya tlhahiso-leseding efe kapa efe e entsweng tlasa dikarolong tsa 33 ho ya ho 46 tsa kgaolo ya 4 Molaong wa PAIA.

10. PHUMANEHO YA BUKANA

Bukana ena e ka fumanwa mahala le ho hlahlojelwa kantorong ya JOSHCO.

Letsatsi la phatlalatsa ya bukana ena: Motsheanong 2020

Tlhahlobo e hlahlamang ya tokomane ena: tlhahlobo ya tokomane ena e tla etswa tlasa Molao wa PAIA.

11. DITEFELO TSE AMANG DITSHIYA TSA SETJHABA

Ditefelo

Molao o fana ka mekgahlelo e mmedi ya ditefo

- a) Tefelo ya kopo, e be e amohelehang;
- b) Tefelo ya phano ya tokomane e tataiswe ke ditjeho tse kenyeletsang nako ya qopitso, dipatlisiso le thomelo ya tokomane.

Ha kantoro ya Diphatlalatso e fumane kopo esa batleng tokomane ya ditaba tsa motho tse ikgethile, ya amohetseng kopo eno a tsebise mokopi ho lefa tjhelete ha eba e ka batleha pele ho tswelwapele ka kopo eo.

Ha eba tokomane e kopilweng e lokela ho fanwa kapa ho romelwa ka mokga oo e batlilweng ka ona, e ba e baka mosebetsi o nkang nako e fetang e beuweng molaong, kantoro ya diphatlalatso e tsebise mokopi ho lefa karolo ya tefo eo a neng a tla e lefa ha eba kopo ya hae e ne e atlehile. Kantoro ya diphatlalatso e tla hana ho lokolla tokomane tsa mokopi pele a lefa ka botlalo.

Mokopi eo kopo ya hae atlehileng , o lokela ho lefella nako e tekilweng ke molao hore a a fuwe tsebeletso ya ho mo batlela, ho hlophela le ho moqopiletsa ditaba tseo a dikopileng, ho kenyeletswa le hore a e romellwe ka mokgwa oo a o kopileng.

Ha karolo ya tjhelete e lefellang tshebeletso e patetswe feela jwale kantoro ya diphatlalatso e hana ka tokomane, mokopi o kgutlisetswe tjhelete ya hae.

Tefelo ya kopo le tshebeletso e etswa tlasa karolo ya 22 ya Molao kapa tlatsetso ya ona:

(a) Ho romela ditshiya tsa setjhaba tjhelete ka marang-rang

TEFELO YA DITSHEBELETSO TSA DITSHIYA TSA SETJHABA

- 11.1 Tlatsa molawana wa 5(c), tefelo ya bukana ena e hakanyetswa hore e ka ba (Disente tse) R0,60 leqephe ka leng la A4 kapa karolwang ya lona.
- 11.2 Ditjeho tsa ho qopitsa tseo ho buuwang ka tsona molawaneng wa 7(1) etlaba: R0,60 (Disente) leqephe ka leng la A4 kapa karolwana ya lona.
- 11.3 Leqephe ka leng la A4 kapa karolwana ya lona e ballwa disebedisuweng tsa motlakase, ditjeho e tla ba R0.40 (Disente)
- 11.4 Tokomane e bolokilweng sesebedisuweng se bulwang ka khompyutha (computer), e tla ba R5,00 floppy kapa R40,00 CD (compact disc).
- 11.5 Kgatiso ya ditshwantsho, tsa boholo ba leqephe la A4 kapa karolwana ya lona e tla ba R22,00
- 11.6 Ho qopitsa ditshwantsho e tla ba R60,00
- 11.7 Kgatiso enang le modumo e tla ba R12,00 bolelele ba leqephe la A4 kapa karolwana ya lona.
- 11.8 Ho qopitsa kgatiso enang le modumo e tla ba R17,00
- 11.9 Tefelo ya kopo enngwe le enngwe, ntle le tse batlang ditaba tsa mokopi tse ikgethileng tlasa molawana wa 7(2) ke R35,00.
- 11.10 Tefelo ya ditshebeletso eo ho buuwang ka yona molawaneng wa 7(3) di ka tsela ena:
 - a) Leqephe ka leng la boholo ba A4 kapa karolwana ya yona e qopiditsweng R0,60 (Disente)
 - b) Kgatiso ya leqephe ka leng la boholo ba A4 kapa karolwana ya lona e balwang ka disebedisuwa tsa motlakase R0,40 (Disente)
 - c) Ho qopiletswa tse ka balwang ka khompyutha, ele floppy ka R5,00 kapa R40,00 CD (compact disc)
 - d) Kgatiso ya ditshwantsho tsa boholo ba leqephe la A4 kapa karolwana ya lona ke R22,00
 - e) Ho qopiletswa ditshwantsho ke R60,00

- f) Kgatiso e nang le modumo, ha e ngolwa leqepheng la boholo ba A4 kapa karolwana ya lona, ke R12
- g) Ho qopiletswa kgatiso enang le modumo ke R17,00
- h) Ho batla, ho hlopa leho fana ka tokomane ke R15,00 hora enngwe le enngwe e hlokahalang kapa karolwana ya hora, ho sa balellwe hora e qalang tshebetso.

11.11 Malebana le karolwana ya 22(2) ya Molao:

- a) Ho fete dihora tse 48 pele ho lefshwa karolwana la patala:
- b) Karolwana e lefshwang ke mokopi ke nngwe-bororong.
- c) Tefelo ya ho posa e lefshwa ha mokopi a romellwa tokomane eo a e kopileng ka poso.

Ho Tekenne

Mookamedi ya Moholo
wa Phethahatso: V Rambau

Modula-setulo: T Dhlamini

Ka la _____

Ka la _____

12. FOROMO YA A: KOPO YA TOKOMANE YA TSHIYA YA SETJHABA

Tlase karolwana ya 18(1) ya Molao wa 2000 (Act No.2) wa Phatlalatso le Phano ya Tlhahiso-leseding

A. Dintlha tsa tshiya ya setjhaba

Kantoro ya Mophatlalatsi (lebitso la tshiya):

B. Dintlha tsa motho ya kopang ho fuwa tokomane

- a) Dintlha tsa motho ya kopang tokomane di lokelwa ho tlatswa tsasana ho mona.
- b) Aterese kapa nomoro ya fax tsa Afrika Borwa moo tlhahiso-leseding e tla romelwa teng.
- c) *Bopaki ba maemo ao kopo e etswang tlase bona (bo qhwahellwe ha eba bohloka)*

Mabitso ka botlalo le fane: _____

Nomoro ya boitsebiso: _____

Aterese e amohelang mangolo: _____

Nomoro ya Fax: _____

Nomoro ya mohala (fono): _____

Aterese ya mangolo a marang-rang (email): _____

Boemo boo kopo e etswang ka bona, ha motho a kopela motho emong:

C. Dintlha tsa motho ya etsetswang kopo

Karolwana ena e tlatswe FEELA ha hona le motho ya etsetsang motho emong kopo.

Mabitso ka botlalo le fane: _____

Nomoro ya boitsebiso: _____

D. Dintlha tsa tokomane

- a) Fana ka dintlha tse felletseng tsa tokomane e koptjwang, o kenyetsetse nomoro eo tokomane e tshwauweng ka yona (reference number) ha eba o e tseba, ele ho thusa hore e fumahene.
- b) Ha o ka haellwa ke sebaka, *tswelapele leqhetswaneng le ka thoko ebe o le qhwaella foromong ena.*

Mokopi a itekene maqepheng ohle ao a a qhwaelletse foromong ena.

1. Tlhaloso ya tokomane kapa ntlha ya bohlokwa ho yona: _____
2. Nomoro eo tokomane e tshwauweng ka yona (reference number) ha eba ele teng:

3. Dintlha tse ding tsa tokomane: _____

E. Ditefelo

- a) Kopo ya ho fuwa tokomane e sa buweng ka ditaba tse ikgethileng tsa mokopi, e sebetswa hang hore kopo e jwalo e lefelle.
- b) O tla tsebiswa hore na o lokela ho lefalla tokomane bokae.
- c) Tjhelete e lefshwang e itshetleha ka hore na ke mokgwa ofe oo tokomane e lokelang ho batlwa le hlopshwa ka ona nakong e boletsweng.
- d) Ha eba o na le lebaka la hore o se lefe letho, le bolele.

Lebaka le ka etsang hore o se batle ho lefiswa: _____

F. Mokgwa wa ho fana ka tokomane

Ha eba bokowa bo o thibela ho bala, ho boha, kapa ho mamela mofuta wa tokomane eo o e fuweng ka mekgwa e lotomantsweng ho tloha ho 1 ho ya ho 4 tlasana ho moo, hlalosa bokowa ba hao ebe o hlakisa hore na tokomane o e hloka ka sebopeho sefe.

Bokowa: _____

Sebopeho seo tokomane e hlokahalang ka sona: _____

ELELLWA

- a) Boipapisong le kopo ya hao, ho shejwa sebopelo seo o kgethileng hore o fuwe tokomane ka sona.
- b) Ho ka etsahala hore sebopelo seo o batlileng tokomane ka sona se hanwe.
- c) Tefelo ya *tokomane ha eba e hlokeha, e tla laolwa ke mokgwa oo o batlang tokomane e tliswe ho wena ka ona.*

Tshwaya kgetho ya hao ka X

1. Ha eba tokomane ele e ngotsweng:

- ✓ ho qopiletswa tokomane
- ✓ ho hlahloba tokomane (ka mahlo)

2. Ha tokomane ena le ditshwantsho:

(ho kenyeletswa dinepe, ditshwantsho, dikgatiso tse shebellwang (video), ditshwantsho tse entsweng ka khompyutha, botaki, jwalo-jwalo):

- ✓ ho bona ditshwantsho tse qopiditsweng
- ✓ kgatiso ya ditshwantsho

3. Ha tokomane e hatisitswe ka mokgwa oo mantswe le tlhahiso-leseding ke ka mamelwang (ka tsebe):

- ✓ mamela selelekela kapa pina
- ✓ kgatiso ya pina (moo mantswe a ngotsweng)

4. Ha tokomane e bolokilwe khompyutheng kapa metjhining e balang tsa metlakase:

- ✓ kgatiso ya tokomane e qopiditsweng
- ✓ kgatiso ya tlhahiso-leseding e qopiditsweng
- ✓ karolwana e qotsitsweng tokomaneng
- ✓ tokomane e qopiditsweng ka tsela ya hore e balwe ka khompyutha
- ✓ floppy kapa CD (compact disc)

Ha eba o kopile ho qopiletswa kapa ho ngollwa tokomane, o batla karolo eo o e kopileng e romelwe ho wena ka poso? O tla lokela ho lefella poso.

✓ E

✓ TJHE

G. Dintlha tsa tokelo e sebediswang kapa e tshireletswang.

Ha sebaka se fanweng se sa lekana, o koptjwa ho ngollwa leqhetswaneng le ka thoko leo o tla le qhwaella foromong ena. Mokopi o lokela ho itekena maqhetswaneng ohle.

1. Hlalosa hore na ke tokelo efe e lokelwang ho sebediswa kapa ho sireletswa:

2. Hlalosa hore na tokomane eo o e kopang e sebedisa kapa ho sireletsa tokelo eo o qetang ho e hlalosa ka tsela efe. _____

H. Tsebiswa ya sephetho sa kopo ya tokomane

O tla tsebiswa ka lengolo hore na kopo ya hao e atlehile kapa che! Ha o batla ho tsebiswa ka mokgwa o sele, o koptjwa ho totobatsa mokgwa le ho fana ka ditlhakiso tse ka thusang hore ho ipapiswe le kopo ya hao.

O ikgethela ho fuwa karabo ya kopo ya hao ka tsela efe? _____

Moo ho tekenetsweng _____ letsatsing la di _____ tsa kgwedi ya _____ selemong sa _____

MOKOPI A ITEKENE/A NGOLE MABITSO A MOTHO YA ETSETSWANG KOPO