ISEBE LEMICIMBI YEZOQOQOSHO

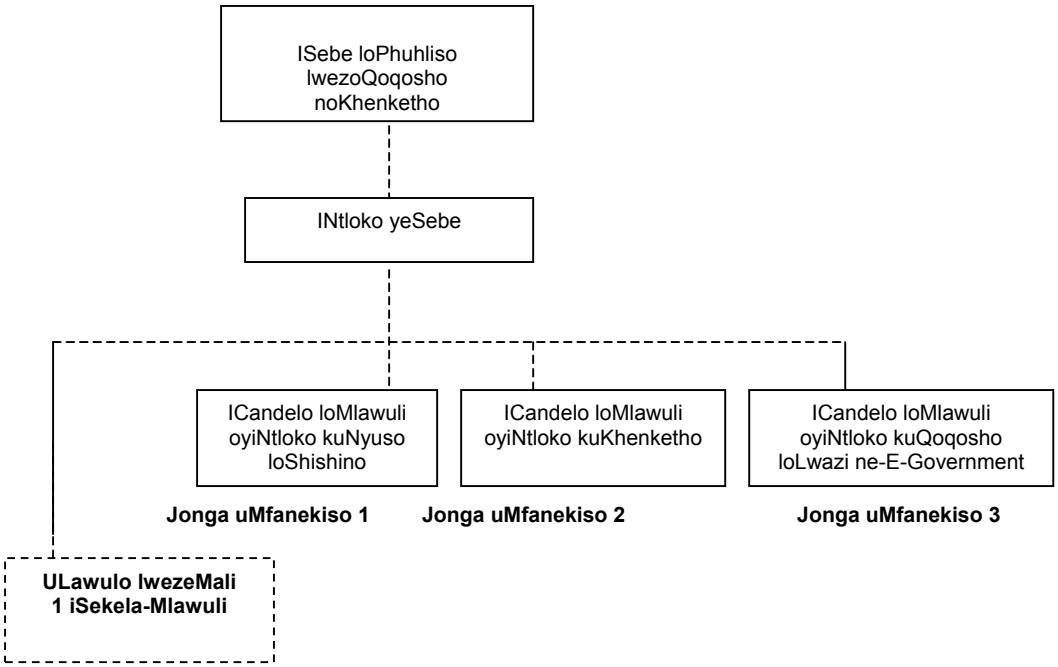
ULAWULO LWEPHONDO LENTSHONA KOLONI

ISIQULATHO

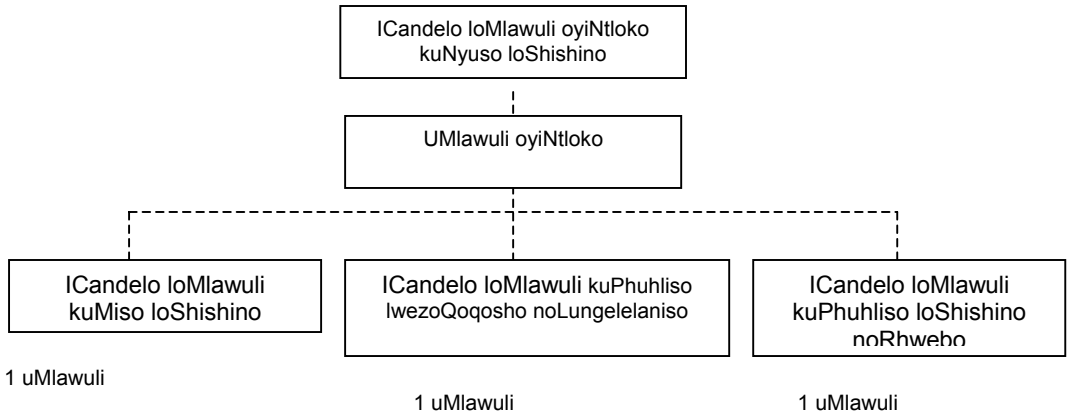
1. ULwakhiwo lweSebe
2. Imisebenzi yeSebe
3. Iinkcukacha zoqhagamshelwano negosa elilisekela lolwazi
4. Isikhokhelo seKhomishoni yamaLungelo oLuntu eMzantsi Afrika
5. Iingxelo
5.1 Inkcazelo yezinto ezigcinwe liSebe
5.2 Iingxelo ezivele zifumaneke
5.3 Indlela yokucela
6. Iinkonzo ezifumaneka kuluntu jikelele
7. Amalungiselelo avumela ukuthatha inxaxheba kwisiseko semigaqo-nkqubo kwakunye nokwenziwa kwemisebenzi
8. Izilungiso ezikhoyo ngokunxulumene nemithetho okanye ukungaphumeleli komthetho

1. ULWAKHIWO LWESEBE

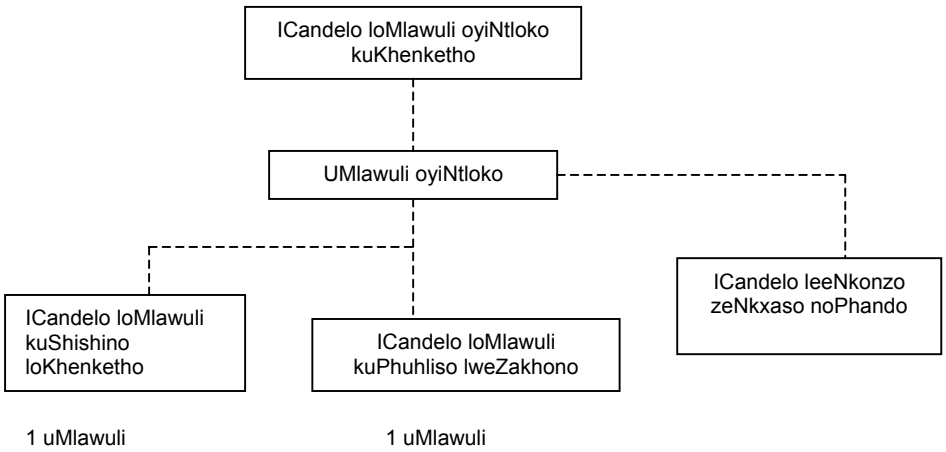
ICANDELO 14(1)(a)



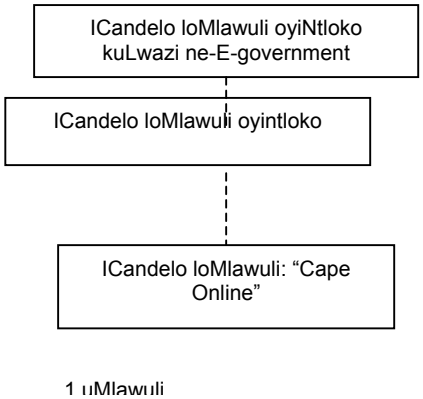
Umfanekiso 1



Umfanekiso 2



Umfanekiso 3



2. IMISEBENZI YESEBE

- Ukunyusa umgangatho wophuhliso loshishino kunye nokhenketho eNtshona Koloni
- Ukunyusa umgangatho wolwazi lwezoqoqosho nesikhundla sikarhulumente sonxibelelwano ngekhompyutha (e-government).

ICANDELO LOMLAWULI WOLAWULO LWEZEMALI

- Ukuqinisekisa ngolawulo olusebenzayo lohlahlo lwabiwo-mali
- Ulawulo olusebenzayo lwenkonzo yophicotho-zincwadi zemali kwisebe
- Ulawulo lwenkonzo yamalungiselelo olawulo jikelele.

ICANDELO LOMLAWULO OYINTLOKO KUNYUSO LOSHISHINO

- Ukumiswa kakuhle kwemisebenzi yoshishino
- Uphuhliso kunye nolungelelaniso lwemisebenzi yoshishino
- Uphuhliso loshishino kunye norhwebo.

ICANDELO LOMLAWULI KUMISO LOSHISHINO

- Ukunyusa umgangatho wezinto ezinomdla kubathengi
- Ulawulo lonikezelo lwamaphepha-mvume oshishino.

ICANDELO LOMLAWULI KUPHUHLISO LWEZOQOQOSHO NOLUNGELELANISO

- Ukunyusa umgangatho wokusebenzisana namanye amasebe angaphakathi kunye nophuhliso lwezoqoqosho
- Ukuxhasa uphuhliso loqoqosho lwengingqi
- Ukwenza lula uphuhliso lwabarhwebi abasakhulayo kunye namashishini amatsha.

ICANDELO LOMLAWULI KUPHUHLISO LOSHISHINO NORHWEBO

- Ukuphawula kwakunye nokuqugqumbela ukukhula kwamaqela ekujoliswe kuwo
- Ukwenza lula ukufikelela kwinkqubela-phambili yamalungiselelo orhwebo lukazwelonke
- Ukunyusa umgangatho wokuthatha inxaxheba kwabatyali-zimali
- Unikezelo lwenkxaso ngokunxulumene nokumiswa kweziko lophuhliso lwezinto ezithunyelwa kwamanye amazwe
- Unikezelo lwenkxaso ngokunxulumene nokumiswa kweziko leengcebiso xa kusenziwa izinto.

ICANDELO LOMLAWULI OYINTLOKO KUKHENKETHO

- Ukunyusa umgangatho wokhenketho njengoshishino
- Ukunyusa umgangatho wophuhliso lezakhono zoshishino lokhenketho
- Ukunyusa umgangatho wophando kunye neenkonzo zenkxaso.

ICANDELO LOMLAWULI KUPHUHLISO LOSHISHINO LOKHENKETHO

- Ukunyusa umgangatho wenkqubo-sikhokhelo kuphuhliso lokhenketho
- Ukunyusa umgangatho wabarhwebi abatsha ngokugxininisa ngokukodwa kwimimandla ehlelelekileyo
- Unikezelo lwenkxaso ngokunxulumene nokunyuswa komgangatho wozaliso lwemali olunxulumene nokhenketho, ngokusebenzisana ne-WESGRO.

ICANDELO LOMLAWULI KUPHUHLISO LWEZAKHONO ZOKHENKETHO

- Ukunyusa umgangatho weNkqubo-sikhokhelo yoPhuhliso lweZakhono kwezoKhenketho kwiPhondo (Provincial Tourism Skills Development Framework)
- Ukunyusa umgangatho weeprojekthi zezakhono zokhenketho
- Umiso lwezikhokhelo zokhenketho.

ICANDELO LOMLAWULI OYINTLOKO KULWAZI LWEZOQOQOSHO NE-E-GOVERNMENT

- Ulawulo lwamanyathelo okuqala e-Cape Online
- Ulawulo lwe-Cape Gateway
- Unikezelo lwenkxaso kulawulo jikelele.

ICANDELO LOMLAWULI WE-"CAPE ONLINE"

- Ukunyusa umgangatho wolwazi lukarhulumente ngokunxulumene nemveliso yeenkonzo
- Ukurhweba kunye noqhagamshelwano malunga ngamanyathelo okuqala e-"Cape Online" kwakunye nokwenza lula amathuba ophuhliso lwezoqoqosho.

3. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA ELILISEKELA LOLWAZI
ICANDELO 14(1)(b)

Dkt. L.F. Platzky
9 Dorp Street /PO Box 979
CAPE TOWN
Inombolo yefowuni: (021) 483-3840/5799
Inombolo yefeksi: (021) 483-3409
E-mail: Lplatzky@pawc.wcape.gov.za

4. ISIKHOKELO SENDLELA YOKUSEBENZISA UMTHETHO ICANDELO 14(1)(c) SEKOMISHONI YAMALUNGELO OLUNTU LOMZANTSI AFRIKA

Isikhokelo sendlela yokusebenzisa umthetho oyiPromotion of Access to Information Act, 2000, siya kufumaneka kwiKomishoni yaMalungelo oLuntu loMzantsi Afrika ingedlulanga inyanga kaAgasti 2003. imibuzo ingabhekiswa kwi:

South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Idilesi yePosi: Private Bag 2700
Houghton
2041

Ifowuni: 011 – 484 8300
Ifaksi: 011 – 484 1360
IWebsite: www.sahra.org.za
E-meyile: PAIA@sahra.org.za

5. IINGXELO
ICANDELO 14(1)(d)

5.1 INKCAZELO YEZINTO EZIGCINWE LISEBE

- UWiso-mthetho
- Ulawulo nempatho
- Ulawulo lwezemali
- Ulawulo lwezabasebenzi
- Iinkonzo zendawo yokuhlala kunye nezekhaya
- Ukufumana izinto kunye neenkonzo
- Ezothutho kunye noTyelelo oluseburhulumenteni
- Iingxelo, upapasho, ukwaziswa koluntu jikelele kunye nolwazi
- Iikomiti, iintlanganiso, iiforam kunye nezinye iintlangano
- Unyuso loShishino
- Ukhenketho
- Ulwazi lwezoQoqosoh ne-E-Government.

5.2 IINGXELO EZIVELE ZIFUMANEKE

INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE PHANTSI KWECANDELO 15(1) LOMTHETHO OBIZWA NGOKUBA YI-PROMOTION OF ACCESS TO INFORMATION ACT, 2000	**INDLELA YOKUFIKELELA KWEZI NGXELO**
INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE EKUKOPENI NASEKUTHENGENI PHANTSI KWECANDELO 15(1)(a)(i)	
<u>UkuKhuthazwa kwaMashishini noKhenketho</u> (a) Iingxelo, umz. iingxelo zoqoqosho lwaseNtshona Koloni	Ezi ngxelo ziyafumaneka ukuze zihlolwe kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, 9 Dorp Street, Cape Town – phakathi kwentsimbi yesibhozo (08:00) nomkhono phambi kwentsimbi yesine (15:45).
INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE EKUKOPENI NASEKUTHENGENI PHANTSI KWECANDELO 15(1)(a)(ii)	
<u>UkuKhuthazwa kwaMashishini noKhenketho</u> (a) Iingxelo zoNyaka (b) Iingxelo zeMali (c) Ingxelo yoHlahlo lwabiwo-mali	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.

(d) Iingxelo, umz. Iingxelo zoqoqosho lwaseNtshona Koloni.	
ULwazi lwezoQoqosho ne-E-Government	
(a) Iingxelo zoNyaka	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.
(b) Iingxelo zoHlahlo lwabiwo-mali	
IMicimbi eManyanisiweyo	
(a) Iingxelo zonyaka eziquka ingxelo yoMphicothi-zincwadi Jikelele, iingxelo zemali zonyaka eziphicothiweyo.	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.
(b) Iingxelo zoHlahlo lwabiwo-mali	
(c) Izivumelwano ezimiswe phantsi kolawulo lukaRhulumente ngokunxulumene noku kulandelayo: inkqubo yezikhalazo, abasebenzi abanqanda abanye bangasebenzi ngexesha loqhushululu (picketing) kunye nemithetho yendlela yokuziphatha ngexesha logwayimbo kwishishini	
(d) Imigaqo-siseko, oko kukuthi, ibhunga	

lothethathethwano lephondo (e) Imigaqo-nkqubo enxulumene nabasebenzi kunye neenkqubo eziquka, izicwangciso zokulingana kwingqesho, iinkqubo zokungeniswa esikhundleni, isicwangciso senyathelo kwisifo sikaGawulayo nentsholongwane yaso (HIV/AIDS), kunye nomgaqo wokuziphatha (f) Ukugqithiswa kwengxelo yarhoqo ngenyanga kwimiba yengeniso kunye nenkcitho: ukongamelwa kwaphakathi enyakeni nenkqubo yokugqithiswa kwengxelo (IMRS) (g) Inkqubo-sikhokhelo yoHlahlo lwabiwo-mali kwiNkcitho yaPhakathi enyakeni (Medium-term Expenditure Framework Budget - MTEF) (h) Uhlengahlengiso lohlahlo lwabiwo-mali kunye neMemorandum echaza oko **<u>INtloko yeSebe</u>** (a) IsiCwangciso soShishino lwarhoqo ngoNyaka: Uhlelo lonyaka Okubonakalayo kunyaka olandelayo	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.
INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE NGAPHANDLE KWENTLAWULO PHANTSI KWECANDELO 15(1)(a)(iii)	
<u>UkuKhuthazwa kwaMashishini noKhenketho</u> (a) Iincwadana: Uhambo lwabakhenkethi Ulwazi Jikelele lwaBakhenkethi	Iikopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi

Uphuhliso lwamaShishini aSakhulayo	zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.
(b) AmaPhepha eNgcaciso yoMgaqo-nkqubo	
(c) AmaPhepha oGayo-zimvo	
ULwazi lwezoQoqosho ne-E-Government	
(a) AmaPhepha eNgcaciso yoMgaqo-nkqubo	Iikopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.
(b) AmaPhepha oGayo-zimvo	
IMicimbi eManyanisiweyo	
(a) IsiCwangciso seQhinga loBuchule beSebe	Iikopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.

5.3 INDLELA YOKUCELA

- Umntu owenza isicelo kufuneka asebenzise iFomu A neyenzelwe ukusetyenziswa kwimimiselo epapashwe ngokwemiqathango yomthetho oyiAccess to Information Act (Government Notice R233 of March 2001).

- Umrhumo wesicelo ngama-R35,00 kwaye ahlawulwa ngaphambi kokuba kusetyenzwe ngeziscelo.

- Kukho imimiselo eyenziweyo kule fomu ikhankanywe ngasentla ukuze lowo wenza isicelo abonise ukuba ingaba uyayifuna na ikopi yengxelo okanye ufuna ukuyijonga nje.

- Le fomu ikwachazela ocelayo ukuba abonise ukuba luluphi na ulwimi afuna ingxelo le ikhutshwe ngayo, nakuba kungekho zimbophelelo kweli sebe zokuba iguqulwe.

- Ocelayo angabonisa kwakhona ukuba ufuna ibe kweyiphi na imo ingxelo leyo (ok.kkt. ibe sephepheni, ibe sekhompyutheni, njl,njl). Kuya kuqhutywa ngale ndlela ngaphandle kokuba ukwenza oku kuye kwaphazamisana neSebe eli ekuqhubeni imisebenzi yalo okanye ngezizathu ezithile akuyi kubakho mvume yokufikelela kule ngxelo iya kukhutshwa kwifomu.

- Umrhumo wesicelo kufuneka umntu ocelayo umzekelo xa efuna iikopi zengxelo ecelwayo. Kwezinye iimeko, umntu ocelayo kufuneka akhuphe idiphozithi. Lowo ucelayo angafaka isibheno sangaphakathi malunga nokuhlawula le mirhumo. Umrhumo ohlawulwa ngokuphathelele kwisibheno sangaphakathi yiR50,00. Xa ngaba umntu ocelayo efake isibheno sangaphakathi, kufuneka kuzaliswe uFomu C (ekhutshwa kwiSaziso soRhulumente esinguR233 somhla we 9 kuMatshi 2001).

- Xa kuthe inkqubo elandelwayo yokubhena yangaphakathi yarhoxiswa waza umntu ocelayo wabe akakoneliseki ziziphumo, kungadityanwa nenkundla ukuze ibe yiyo ekhupha umyalelo ofanelekileyo.

- Ukufikelela kwezi ngxelo kuya kuqhutywa de imirhumo efunekayo ibe ihlawulwe.

- Ingcaciso ingacelwa egameni lomnye umntu, kodwa eyona nto ifunelwa yona ingcaciso leyo kufuneka ixelwe.

- Ukuba umntu ocelayo akakwazi, ukufunda okanye ukubhala, okanye akakwazi ukuzalisa ifomu ngenxa yokukhubazeka, isicelo eso singenziwa nangomlomo. Igosa lengcaciso, okanye umntu ungummeli, kufuneka ibe nguye ozalisa ifomu.

6. IINKONZO EZIFUMANEKA KULUNTU JIKELELE ICANDELO 14(1)(f)

- Iinkonzo zezikhalazo zabathengi / abaxhasi
- Unikezelo lwephepha-mvume lotywala kwiBhodi yoTywala
- Iinkqubo zabarhwebi kwezokhenketho, ukwenza lula unyuso lomgangatho wemveliso entsha kwezokhenketho, ukwandisa ukuveliswa kwezinto ezintsha kunye nophuhliso lwezakhono zobuchule.
- Ukwenza lula ukuthatha inxaxheba koluntu jikelele kwimimandla kukhenketho ngokuxhasa ngezimali iprojekthi yendlala neyodanjiso lwendlala.
- Ubhaliso lawo onke amashishini ezokhenketho ekunyuseni umgangatho wokuqinisekisa ubulunga okanye iimpawu ezifanelekileyo.
- Ukuphatha nokugcina uqhagamshelwano lwefowuni yoncedo kukhenketho ekuqwalaseleni imiba enxulumene nezokhenketho.

7. AMALUNGISELELO AVUMELA UKUTHATHA INXAXHEBA KWISISEKO SEMIGAQO-NKQUBO KWAKUNYE NOKWENZIWA KWEMISEBENZI

ICANDELO 14(1)(g)

Akukho nto.

8. IZILUNGISO EZIKHOYO NGOKUNXULUMENE NEMITHETHO OKANYE UKUNGAPHUMELELI KOMTHETHO
ICANDELO 14(1)(h)

Umgaqo-nkqubo wesebe unikeza uhlelo ngokutsha lwangaphakathi okanye inkqubo yesibheno. Xa inokuthi le nkqubo ipheliswe, okanye kungabikho malungiselelo awenziweyo kwinkqubo enjalo, kungaqhagamshelwana nenkundla ukuze kufumaneke umyalelo ofanelekileyo.