

ISEBE LOLAWULO LWEPHONDO LENTSHONA KOLONI

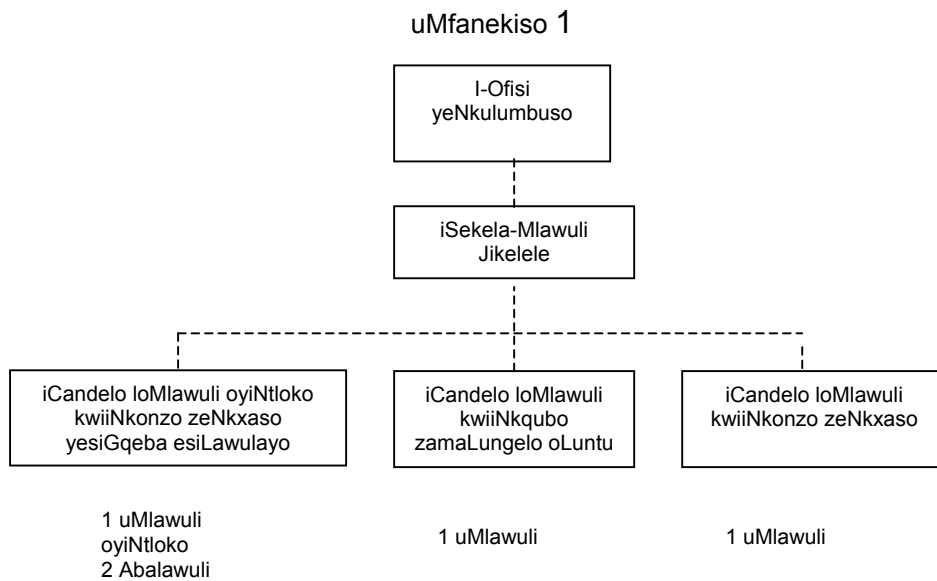
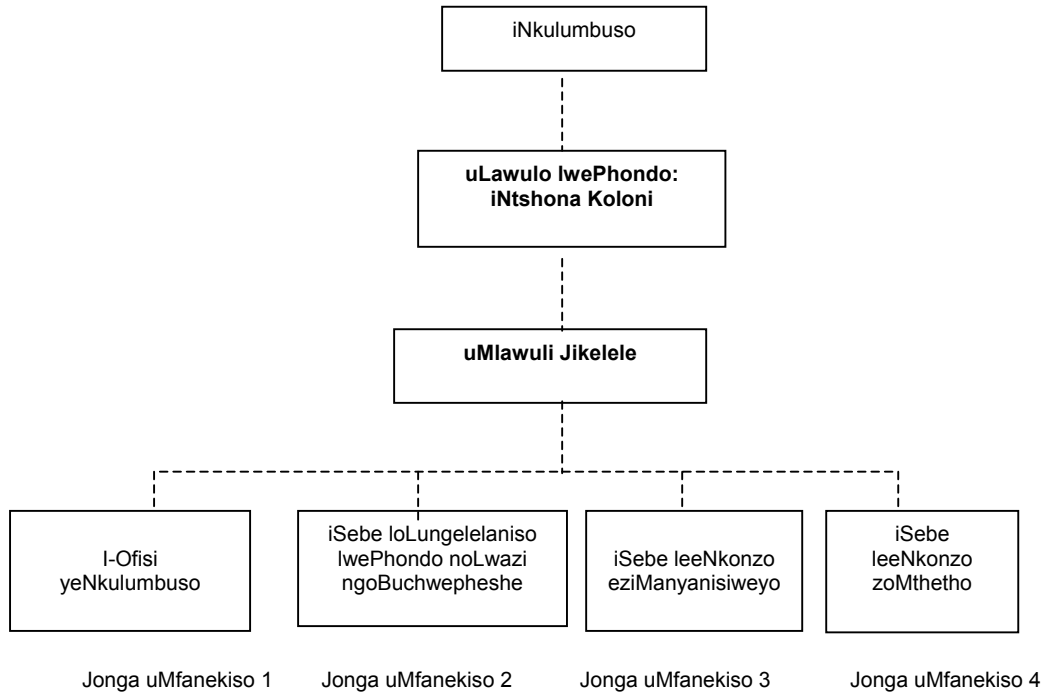
ULAWULO LWEPHONDO LENTSHONA KOLONI

ISIQULATHO

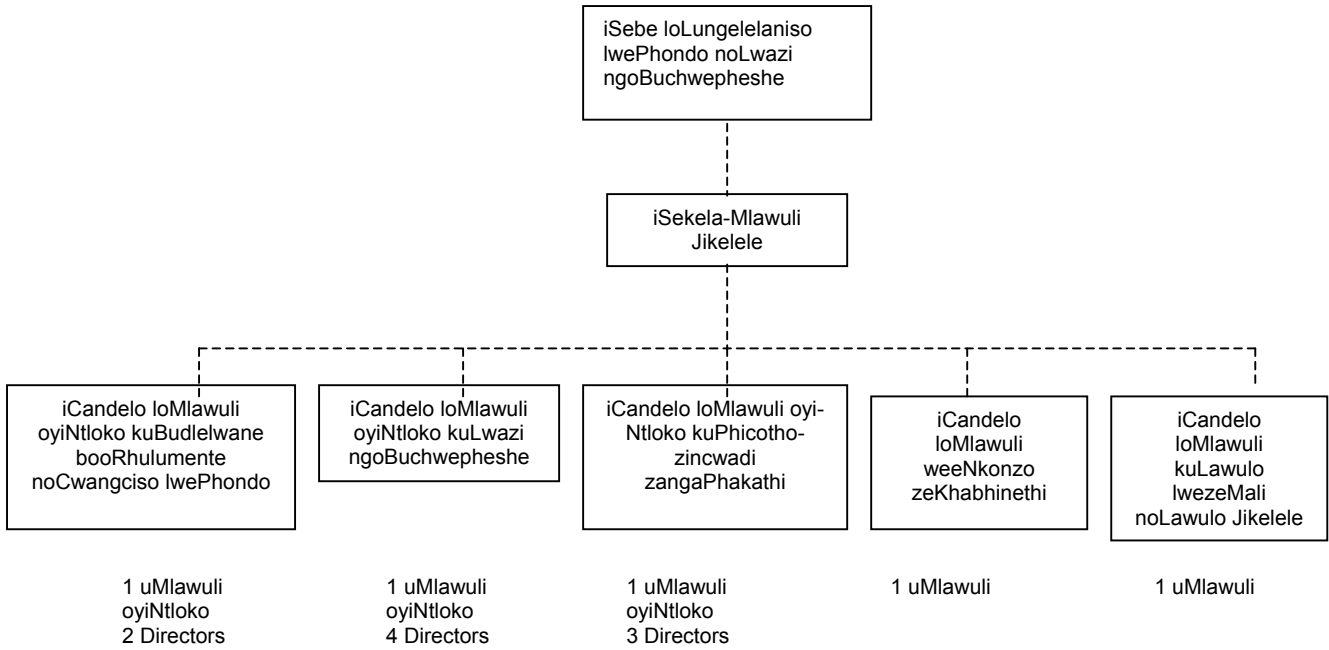
- 1. ULwakhiwo lweSebe**
- 2. Imisebenzi yeSebe**
- 3. linkcukacha zoqhagamshelwano negosa elilisekela lolwazi**
- 4. Isikhokhelo seKhomishoni yamaLungelo oLuntu eMzantsi Afrika**
- 5. lingxelo**
 - 5.1 Inkcazelo yezinto ezigcinwe liSebe**
 - 5.2 lingxelo ezivele zifumaneke**
 - 5.3 Indlela yokucela**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

1. ULWAKHIWO LWESIBE

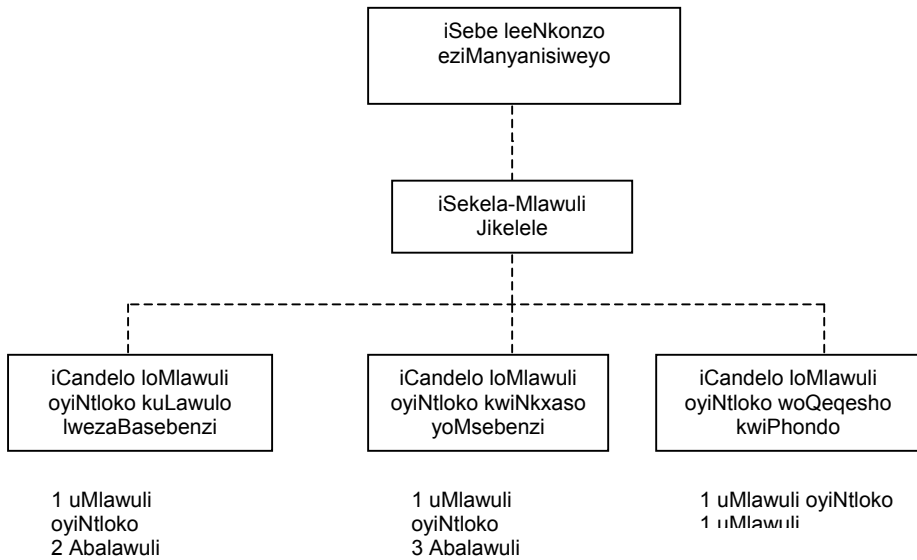
ICANDELO 14(1)(a)



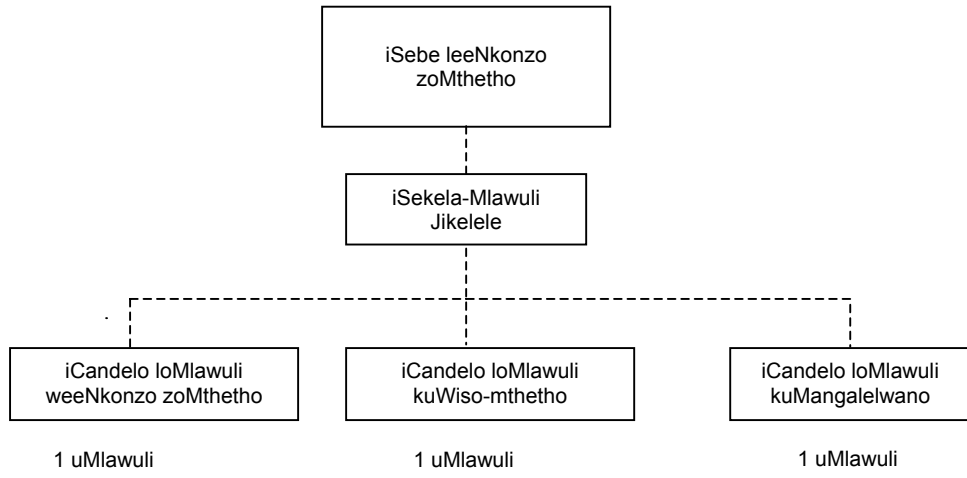
uMfanekiso 2



uMfanekiso 3



uMfanekiso 4



2. IMISEBENZI YESEBE

- Unikezelo lwenkonzo yenkxaso kwiNkulumbuso
- Unikezelo lweenkonzo zenkxaso esisigxina kunye nolungelelaniso lwemiba ethile yephondo
- Unikezelo lweenkonzo ezimanyanisiweyo kuLawulo lwePhondo leNtshona Koloni
- Unikezelo lweenkonzo zomthetho kuLawulo lwePhondo leNtshona Koloni

I-OFISI YENKULUMBUSO

- Unikezelo lwenkxaso yesigqeba esilawulayo kwiNkulumbuso
- Unikezelo lomgaqo weqhinga lobuchule kwimiba enxulumene namalungelo oluntu
- Unikezelo lwenkxaso yolawulo kwiNkulumbuso kunye neKhabhinethi.

ICANDELO LOMLAWULI OYINTLOKO KWINKXASO YESIGQEBA ESILAWULAYO

- Ukongamela izinto ezihamba phambili kwiqhinga lobuchule bukarhulumente kunye nomgaqo-nkqubo
- Ukujongana nonxulumano noluntu jikelele.

ICANDELO LOMLAWULI KWIINKQUBO ZAMALUNGELO OLUNTU

- Ukwenziwa kophando kunye nokuphuhliswa komgaqo-nkqubo onxulumene neenkqubo zamalungelo oluntu
- Uvavanyo lweenkqubo zamalungelo oluntu kwicandelo loluntu jikelele eNtshona Koloni
- Unxulumano kunye nonikezelo lweengcebiso ezimalunga neenkqubo zamalungelo oluntu
- Ukuqaliswa kweenkqubo zamalungelo oluntu.

ISEBE LOLUNGELELANISO LWEPHONDO NOLWAZI NGOBUCHWEPHESHE (NGETEKNOLOJI)

- Ukujongana nemiba enxulumene nobudlelwane boorhulumente kunye nolawulo lwenkqubo yocwangciso lwephondo
- Unikezelo lexabiso elifikelelekayo nenkonzo ethembekileyo ngolwazi ngobuchwepheshe
- Ukuqaliswa kophando lophicotho-zincwadi lwangaphakathi
- Unikezelo lweenkonzo zobunobhala kwiKhabhinethi yePhondo.

ICANDELO LOMLAWULI OYINTLOKO KUBUDLELWANE BOORHULUMENTE NOCWANGCISO LWEPHONDO

- Ukunyusa umgangatho wobudlelwane boorhulumente
- Ukubhexesha okanye ukwenziwa lula kweenkqubo zocwangciso lweqhinga lobuchule
- Unikezelo lwenkonzo yenkxaso kulawulo.

ICANDELO LOMLAWULI OYINTLOKO KULWAZI NGOBUCHWEPHESHE

- Ukuqinisekisa ukuba izibonelelo zomsebenzi kwi-IT zimisiwe kwaye zigcinekile kwiPhondo
- Uphuhliso lwesikhundla se-IT kumasebe ewonke
- Ulawulo kunye nemphatho yolwazi ngobuchwepheshe kwakunye nokusetyenziswa kwabo kumasebe ephondo.

ICANDELO LOMLAWULI OYINTLOKO KUPHICOTHO-ZINCWADI ZANGAPHAKATHI

- Ukwenziwa kophicotho-zincwadi zangaphakathi olunxulumene ne-IT
- Ukwenziwa kophicotho-zincwadi zangaphakathi olusekelwe kuhlalelo lothintelo-ngozi
- Ukuphanda kunye nokupheliswa kokungalungelelani ngokusebenzisa uphicotho-zincwadi lwasenkundleni (forensic).

ISETYANA LEENKONZO EZIMANYANISIWEYO

- Unikezelo lwenkonzo yolawulo lwezabasebenzi
- Unikezelo lwenkonzo yenkxaso yomsebenzi
- Ukunyusa umgangatho wophuhliso lwezabasebenzi ngaphakathi kuLawulo lwePhondo leNtshona Koloni.

ICANDELO LOMLAWULI OYINTLOKO KULAWULO LWEZABASEBENZI

- Unikezelo lwenkonzo enqamlezileyo neqhinga lobuchule kulawulo olumanyanisiweyo lwabasebenzi
- Unikezelo lwenkonzo enqamlezileyo neqhinga lobuchule kunxibelelwano lwezabasebenzi.

ICANDELO LOMLAWULI OYINTLOKO KWINKXASO YOMSEBENZI

- Unikezelo lwenkonzo yophuhliso lombutho
- Unikezelo lenkonzo yoqhagamshelwano
- Unikezelo lweenkonzo zenkxaso jikelele ezinjengeenkono zokhuseleko kwakunye nopapasho lweGazethi yePhondo.

ICANDELO LOMLAWULI OYINTLOKO WOQEQESHO KWIPHONDO

- Ukunyusa umgangatho wophuhliso lwemisebenzi yabasebenzi kumgangatho weqhinga lobuchule
- Ukunyusa umgangatho wophuhliso nonikezelo lweenkqubo zoqeqesho.

ISETTYANA LEENKONZO ZOMTHETHO

- Unikezelo lweenkonzo zeengcebiso ngokwasemthethweni
- Ukusekwa kunye nokuhlelwa kowiso-mthetho

- Unikezelo lwenkonzo enxulumene nemiba yomangalelwano (litigation).

3. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA ELILISEKELA LOLWAZI

ICANDELO 14(1)(b)

Gqr. G.A. Lawrence

7 Wale Street /P.O. Box 659

CAPE TOWN

Inombolo yefowuni: (021) 483-4707/6036

Inombolo yefeksi: (021) 483-3300

E-mail: glawrence@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

- Umgaqo-nkqubo
- Imibuzo esisiqhelo
- Uwiso-mthetho
 - kuZwelonke
 - kwiPhondo
- Uggithiso lomsebenzi kunye namagunya
- Ukwenziwa komsebenzi kunye neMigaqo
- IsiCwangciso seQhinga loBuchule
- Ezemali
- Uhlahlo lwabiwo-mali
- Ukuya kwiindawo ngeendawo
- Unikezelo lwezinto ezithile
- Ukuthengwa kwempahla karhulumente noGcino
- Imiba yezabasebenzi
- lintlawulo
- Ulawulo lofikeleleko / imvume
- linkonzo zoQhagamshelwano lwakude
- linkonzo zenkxaso
- lindawo zokuhlala
- Ezothutho
- Ulawulo lweeNgxelo
- Iminikelo / izipho
- Utyelelo
- lingxelo
- Upapasho
- Ukubuya kweengxelo ezithile (returns)
- lisetyhula
- liforam

- AmaGqiza oPhando oluLodwa
- liKhomishoni
- Amasebe
- Ulwakhiwo lwamaziko / lwemibutho

5.2 IINGXELO EZIVELE ZIFUMANEKE

Akukho saziwo sike sapapashwa ngokubhekiselele kwizigaba zezi ngxelo kwiSebe ezivele zifunyanwe luluntu ngaphandle kokuba umntu ethe wenza isicelo sokuzifumana ngokwemiqathango yeenkqubo ezilandelwayo ngokomthetho oyiPromotion of Access to Information Act. Nalu uluhlu lweengxelo ezilolo hlobo.:

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)(ii)	
(a) Ubhaliso phantsi kwecandelo 7(1) lomthetho obizwa ngokuba yi-Executive Members' Ethics Act, 1998 (jonga icandelo 7(5))	Le ngxelo iyafumaneka ukuze ihlolwe kwi-Ofisi yoMlawuli Jikelele, 7 Wale Street, Cape Town – phakathi kwentsimbi yesibhozo (08:00) nomkhono phambi kwentsimbi yesine (15:45).
INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE NGAPHANDLE KWENTLAWULO PHANTSI KWECANDELO 15(1)(a)(iii)	

(a) Ulwazi oluManyanisiweyo Incwadana yolwazi: Imbonakalo yeNtshona Koloni ngokuyithi krwaqu	likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelo loMlawuli weeNkonzo zoQhagamshelwano, P.O. Box 659, 4 Dorp Street, Cape Town.
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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 ngezisicelo.
- 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)

Ziinkonzo ezimbala kuphela ezithi zifumaneke ngqo kuluntu jikelele, ezinjengokusasazwa kweGazethi yePhondo.

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

ICANDELO 14(1)(g)

Kumaxesha amaninzi, uwiso-mthetho luchaza iinkqubo zokwenza imiba ethile ukuba yaziwe.

**8. IZILUNGISO EZIKHOYO NGOKUNXULUMENE NEMITHETHO
OKANYE UKUNGAPHUMELELI KOMTHETHO**

ICANDELO 14(1)(h)

- Uwiso-mthetho olusebenzayo kwiSebe lunganikeza uhlaziyo lwangaphakathi okanye inkqubo yesibheno. Xa inokuthi le nkqubo ipheliswe, okanye kungabikho malungiselelo awenziweyo kwinkqubo enjalo, kungaqhagamshelwana nenkundla ukuze kufumaneke umyalelo ofanelekileyo.