ISEBE LEENKONZO ZENTLALO NONCIPHISO KWENTLUPHEKO

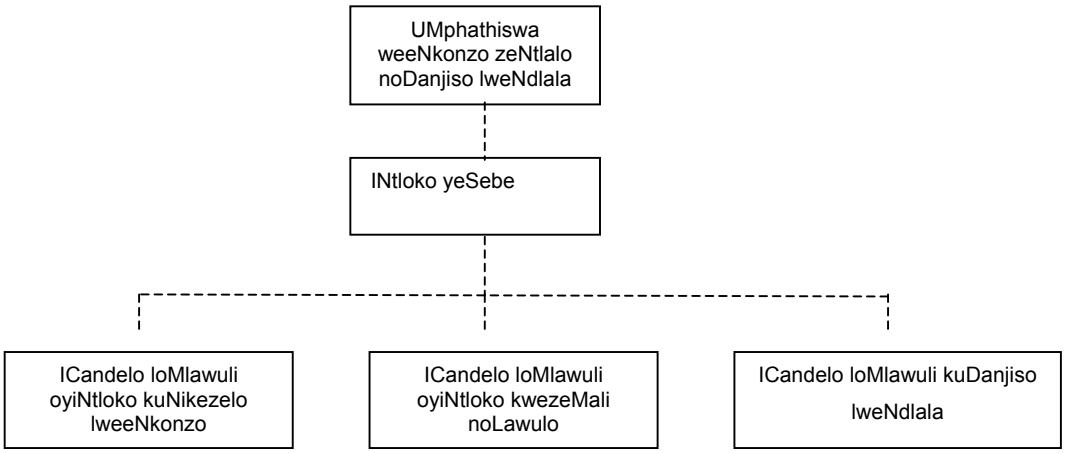
ULAWULO LWEPHONDO LENTSHONA KOLONI

ISIQULATHO

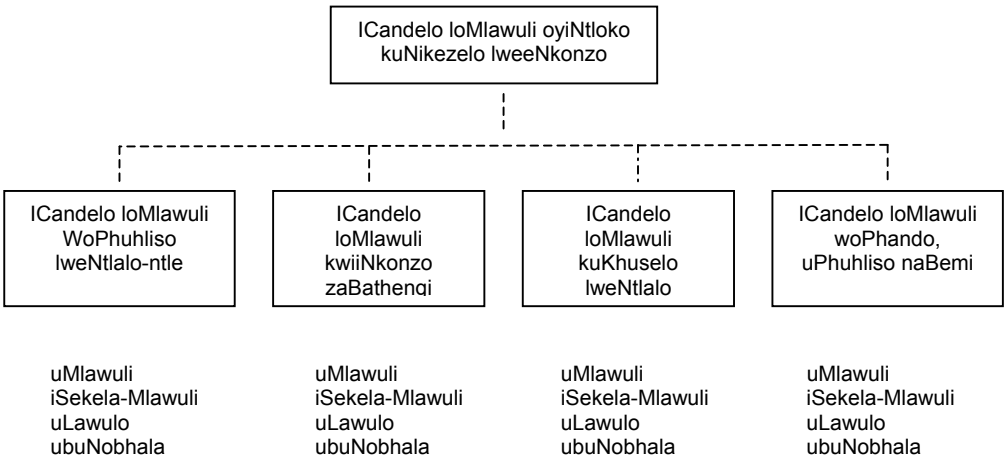
1. ULwakhiwo lweSebe
2. Imisebenzi yeSebe
3. Iinkcukacha zoqhagamshelwano negosa elilisekela lolwazi
4. Isikhokhelo seKhomishoni yamaLungelo oLuntu eMzantsi Afrika
5. Iingxelo
5.1 Inkcazelo yezinto ezigcinwe liSebe
5.2 Iingxelo ezivele zifumaneke
5.3 Indlela yokucela
6. Iinkonzo ezifumaneka kuluntu jikelele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

1. ULWAKHIWO LWESEBE

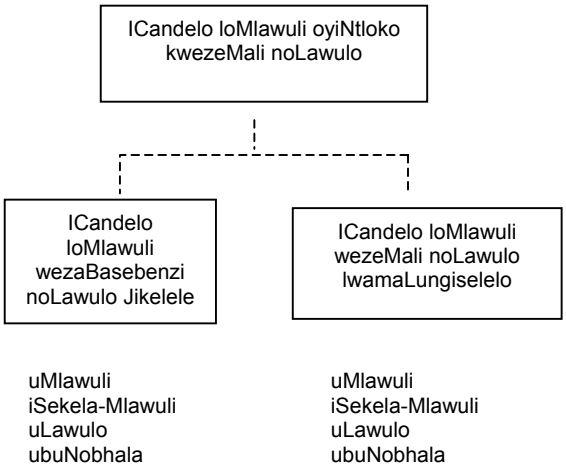
ICANDELO 14(1)(a)



Umfanekiso 1



Umfanekiso 2



2. IMISEBENZI YESEBE

Imisebenzi engundoqo

- Ulawulo lokhuselo lwentlalo
- Unikezelo lweenkonzo zophuhliso lwentlalo.

Imisebenzi yenkxaso

- Uphando lwentlalo
- Isicwangciso seqhinga lobuchule
- Uphuhliso lwabemi
- Uqhagamshelwano noShishino
- Ulawulo lwezeMali
- Ulawulo lwezaBasebenzi
- Iinkonzo zabathengi
- Ulawulo lwamanyathelo okuqala kudanjiso lwendlala.

ICANDELO LOMLAWULI OYINTLOKO KUNIKEZELO LWEENKONZO

- Ulawulo lweenkonzo zophuhliso lwentlalo-ntle ekuhlaleni
- Ulawulo lweenkonzo zokhuseleko lwentlalo
- Ulawulo lonikezelo lweenkonzo ezibanzi, ezimanyanisiweyo nezifikelelekayo kubathengi
- Ulawulo lwemiba yabemi, uphando lwentlalo, uqhagamshelwano kunye noshishino, kwakunye nesicwangciso seqhinga lobuchule.

ICANDELO LOMLAWULI WOPHUHLISO LWENTLALO-NTLE

- Ulawulo lwemiba yomgaqo-nkqubo / uwiso-mthetho kuphuhliso lwentlalo-ntle
- Uphuhliso nolungelelaniso lweenkqubo ezizodwa zentlalo-ntle
- Ulawulo logqithiselo lwenkxaso-mali kubanikezeli beenkonzo zentlalo-ntle

ICANDELO LOMLAWULI KWIINKONZO ZABAXHAMLI

- Ulungelelaniso lwemisebenzi nokufuneka kwenziwe ngamagosa ezithili kunye nezibonelelo
- Ukongamelwa nokuvavanywa konikezelo lweenkonzo zentlalo
- Ulawulo lwemiba enxulumene nenkathalelo yabaxhamli.

ICANDELO LOMLAWULI WEZIBONELELO ZORHULUMENTE

- Ulawulo lwemiba yomgaqo-nkqubo / uwiso-mthetho kuphuhliso lwentlalo
- Ulawulo lwenkqubo yeminikelo yentlalo esebenzisa ikhompyutha
- Ulawulo lwenkqubo yezemali ngokunxulumene noncediso lwasentlalweni.

ICANDELO LOMLAWULI WOPHANDO, UPHUHLISO NABEMI

- Unikezelo lolwazi lobunzululwazi kwisicwangciso samanyathelo okuqala kwinkonzo yentlalo
- Unikezelo lwenkonzo yophuhliso lwabemi
- Unikezelo loshishino lwentlalo, ulwazi kunye nenkonzo yenkxaso kuqhagamshelwano
- Ukubhexesha iinkqubo zocwangciso lweqhinga lobuchule kwiSebe.

ICANDELO LOMLAWULI KUDANJISO LWENDLALA

- Ulungelelaniso, umanyaniso kunye nophuhliso lwamanyathelo okuqala kwiqhinga lobuchule ngokunxulumene nodanjiso lwendlala
- Ukongamela kunye nokuvavanya iQhinga loBuchule kuDanjiso lweNdlala kwiphondo
- Ulawulo lwenkxaso-mali kubanikezeli beenkonzo ngaphakathi kumxholo wodanjiso lwendlala.

ICANDELO LOMLAWULI OYINTLOKO KWEZEMALI NOLAWULO JIKELELE

- Ulawulo lwenkonzo esebenzayo kwiinkonzo zabasebenzi
- Ulawulo lwenkqubo yolawulo lwezemali kwiSebe
- Ulawulo olusebenzayo kwimpatho yangaphakathi

- Ulawulo olusebenzayo kumalungiselelo olawulo.

ICANDELO LOMLAWULI WEZABASEBENZI NOLAWULO JIKELELE

- Unikezelo lwenkonzo yolawulo lwezabasebenzi
- Ukunyusa umgangatho wonxibelelwano olufanelekileyo kwimiba yezabasebenzi kwiSebe
- Unikezelo lwenkonzo yenkxaso yomsebenzi.

ICANDELO LOMLAWULI WEZEMALI NOLAWULO LWAMALUNGISELELO

- Ulawulo lwemisebenzi noxanduva olunxulumene nenkonzo yeencwadi zemali kwisebe
- Unikezelo lohlahlo lwabiwo-mali olunempumelelo, inkcitho kunye nenkonzo yolawulo lwengeniso
- Unikezelo lweenkonzo ezinxulumene nolawulo lwamalungiselelo.

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

Ms V.L. Petersen
14 Queen Victoria Street
Cape Town
8001

OKANYE

Private Bag X9112
Cape Town
8000

Inombolo yefowuni: (021) 483-3083
Inombolo yefeksi: (021) 483-4783
E-mail: Vlpeters@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

- IiNkonzo zeNtlalo
- Uwiso-mthetho kunye noLawulo lwezoBulungisa
- Ulwakhiwo kunye neMpatho
- Ezemali
- Imiba yaBasebenzi
- Uqeqesho
- Izibonelelo
- IiNkonzo zeNkxaso
- Izibhengezo, ukwaziswa koLuntu, uLwazi jikelele kunye noPapasho
- IiBhodi, iiKomiti, iiNkomfa kunye neeNgqungquthela

- Iintlanganiso, iiforam kunye neeNdibano zeeNgxoxo
- IMinikelo eNcedisayo eNtlalweni
- UPhuhliso lwaBemi
- UPhando lwaseNtlalweni
- UkuNcitshiswa kweNdlala.

5.2 IINGXELO EZIVELE ZIFUMANEKE

ICANDELO 14(1)(e)

Akukho saziso sike sapapashwa bgokubhekiselele 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 EKUKOPENI NASEKUTHENGENI PHANTSI KWECANDELO 15(1)(a)(ii)	
<u>ICandelo loMlawuli wezibonelelo zoRhulumente</u> (a) Iimfuno ezinelungelo kwiminikelo encedisayo entlalweni kwakunye neenkqubo ekufuneka zilandelwe (b) Izikhokelo zovavanyo lwale ndlela (c) Inkqubo yentlawulo iyonke ekhutshwayo.	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli woKhuselo lweNtlalo, 14 Queen Victoria Road, Private Bag X9112, Cape Town, 8000.
<u>ICandelo loMlawuli weeNkonzo zaBathengi</u> (a) Amaxwebhu emigangatho yonikezelo lweenkonzo kunye neengxelo (b) Ingqokelela yamanani entlangulo kwiintlekele.	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli weeNkonzo zaBathengi, 14 Queen Victoria Road, Private Bag X9112, Cape Town, 8000.

<u>ICandelo loMlawuli wezeMali noLawulo lwamaLungiselelo</u> (a) Uhlahlo lwabiwo-mali lwarhoqo ngonyaka: MTEF (iSikhokhelo-nkqubo seNkcitho kwisiqingatha sonyaka) (b) Uqikelelo lohlenga-hlengiso (c) Ingeniso kunye neengxelo zenkcitho (d) Iingxelo zemali (e) Ixwebhu lomiso lwezemali kwiSebe (f) Izikhokhelo zoqikelelo lwexabiso (ithenda) (g) Uwiso-mthetho lokuthengwa kwempahla karhulumente (h) Iingxelo zarhoqo ngekota yonyaka kuqikelelo lwamaxabiso athe abhengezwa aze anikezwa (i) Izigqibo zeKomiti yoQikelelo lwamaXabiso kwisebe.	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli wezeMali noLawulo lwamaLungiselelo, 14 Queen Victoria Road, Private Bag X9112, Cape Town, 8000.
<u>ICandelo loMlawuli wezaBasebenzi noLawulo Jikelele</u> (a) IsiCwangciso saBasebenzi (b) IsiCwangciso soLungelelaniso lwezeNgqesho kunye neengxelo zomsebenzi onxulumene noku (c) IsiCwangciso soPhuhliso loBuchule (Skills) (d) INkqubo yoNcedo loMsebenzi (EAP) (e) Unxibelelwano lwezaBasebenzi (f) INkqubo yoLawulo lwendlela yokusebenza.	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli wezaBasebenzi noLawulo Jikelele, 14 Queen Victoria Road, Private Bag X9112, Cape Town, 8000.
<u>ICandelo loMlawuli woPhando, uPhuhliso naBemi</u> (a) Isicwangciso seminyaka emihlanu	

seqhinga lobuchule kwiSebe (b) Isicwangciso sarhoqo ngonyaka soshishino kwiSebe (c) Ingxelo yonyaka yeSebe (d) Iingxelo zophando entlalweni (e) Ukwenziwa kwamaxwebhu ngoku-nxulumene noshishino kunye noqhagamshelwano (f) Iingxelo zenani labemi kunye neendawo abahlala kuzo.	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli loPhando, uPhuhliso naBemi, 14 Queen Victoria Road, Private Bag X9112, Cape Town, 8000.
<u>ICandelo loMlawuli woPhuhliso lweNtlalo-ntle</u> (a) Amaxwebhu awamkelweyo omgaqo-nkqubo (b) Amaxwebhu awamkelweyo omgaqo-nkqubo wendlela yokusebenza (iincwadi zozalisekiso) (c) Ulwazi olunxulumene nemibutho eyamkelweyo kunikezelo lwenkxaso-mali (d) Uluhlu lweedilesi zabanikezeli beenkonzo abahlawuliweyo (imibutho engenzi ngeniso) (e) Uhlahlo lwabiwo-mali olwamkelweyo lwesebe kumgangatho wemali ezabelwe amacandelo awohlukeneyo, umzekelo, abakhubazekileyo nabadala, kwakunye neendidi ezohlukeneyo ezinjenga-makhaya abantwana, iindibano zeengxoxo zokhuseleko, kunye nemibutho yeenkonzo esekelwe kwimimandla yoluntu. (f) Ulwazi olunxulumene nobhaliso	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli woPhuhliso lweNtlalo-ntle, 14 Queen Victoria Road, Private Bag X9112, Cape Town, 8000.

lwemibutho engenzi ngeniso kunye neenombolo zoqhagamshelwano ePitoli (g) Ulwazi olunxulumene nezicelo zenkxaso-mali karhulumente (h) Ixabiso lwento nganye ekuhlahlo lwabiwo-mali (umzekelo, imali eyabelwe amakhaya abantu abadala). **<u>ICandelo loMlawuli kuNcitshiswa kweNdlala</u>** (a) Imigaqo-nkqubo eyamkelweyo kunye neenkqubo (b) Izicelo ezamkelweyo kwinkxaso-mali (c) Uluhlu lweedilesi zabanikezeli beenkonzo abahlawuliweyo (d) Uhlahlo lwabiwo-mali olwamkelweyo lesebe (e) Oovimba benkxaso-mali kaRhulumente (f) Ulwazi ngezicelo zenkxaso-mali (g) Iingxelo zophando	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli woDanjiso lweNdlala, 14 Queen Victoria Road, Private Bag X9112, Cape Town, 8000.

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)

6.1 UThungelwano oluKhuselekileyo kwiZibonelelo zoRhulumente

Lo msebenzi unxulumene namalungiselelo okufumana inzuzo yekheshi kumvuzo womzi warhoqo ngenyanga wabantu ekubakhuseleni ekubeni bangabingawo amahlwempu. ISebe lizimisele ukuhlawula inani leminikelo yentlalo kubantu abafumana inzuzo bekwanelungelo ngokwasemthethweni lokufumana le minikelo. ISebe lihlawula le minikelo ilandelayo rhoqo ngonyaka kubantu abamalunga nama-310 000 abanelungelo loku:

- Umnikelo wokondla abantwana abangengobakho
- Umnikelo oyinkxaso yabantwana
- Umhlala-phantsi wabantu abadala
- Umhlala-phantsi wamaxhego emfazwe
- Umnikelo woncedo (Grant-in-aid)
- Umnikelo wokukhubazeka
- Umnikelo wokuxhomekeka
- Intlangulo yaseNtlalweni.

6.2 UNikezelo lweeNkonzo zoPhuhliso lweNtlalo

ISebe linoxanduva lokunikezela iinkonzo zophuhliso lwentlalo-ntle kwabo bantu abathe ngenxa yeemeko ezithile abakwazi ukujongana neemfuno zabo zentlalo-ntle ngokunokwabo. ISebe lenza lo msebenzi ngokudibene namanye amasebe karhulumente, iziphatha-mandla zeengingqi, uncedo okanye ii-arhente zentlalo-ntle ezisekhusini kwakunye noluhlu lwemibutho engekho phantsi korhulumente. Iinkonzo zentlalo kufuneka zinikezelwe ngendlela eya kuthi yenze lula ukuba abantu bakwazi ukusebenza ngamandla abo, kwaye kufuneka

bondliwe bekwaxhaswa xa bezama ukufikelela kokuthile kwanokugcina imigangatho yokuzithemba.

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 kwakunye nokuba uluntu jikelele luthathe inxaxheba.

- Ukwaziswa kumajelo eendaba, anjengamaphephandaba engingqi/ kuluntu jikelele.
- Ucweyo kunye namaqela achaphazelekayo
- Ukwazisa okwenziwa ngewebsite yeSebe
- Iincwadana ezifundisayo kunye nezikhokelo (ngamanye amaxesha)

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.