ISEBE LEZOTHUTHO NEMISEBENZI YAKWARHULUMENTE

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

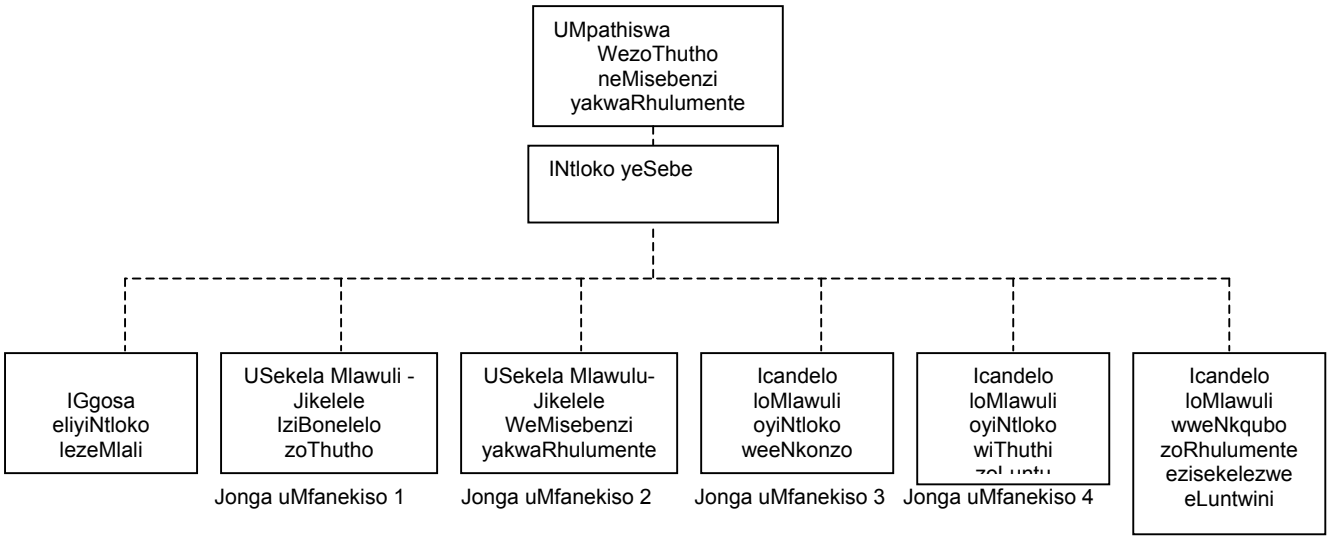
6. Iinkonzo ezifumaneka kuluntu jikelele

7. Amalungiselelo avumela ukuthatha inxaxheba kwisiseko semigaqo-nkqubo kwakunye nokwenziwa kwemisebenzi

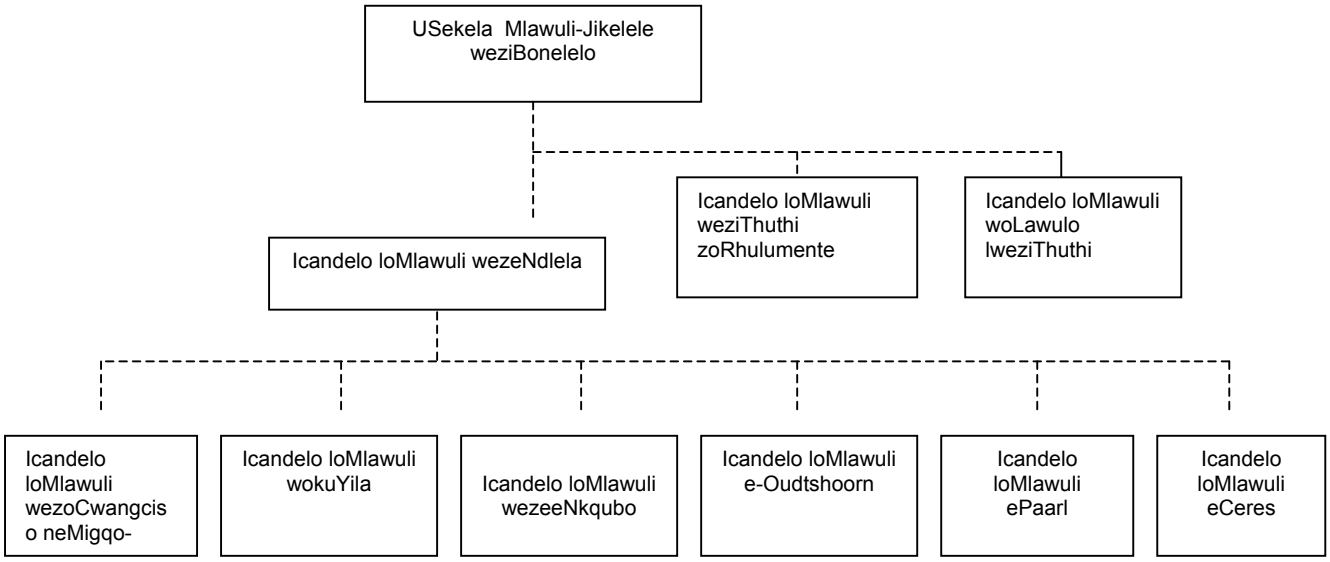
8. Izilungiso ezikhoyo ngokunxulumene nemithetho okanye ukungaphumeleli komthetho

1. ULWAKHIWO LWESEBE

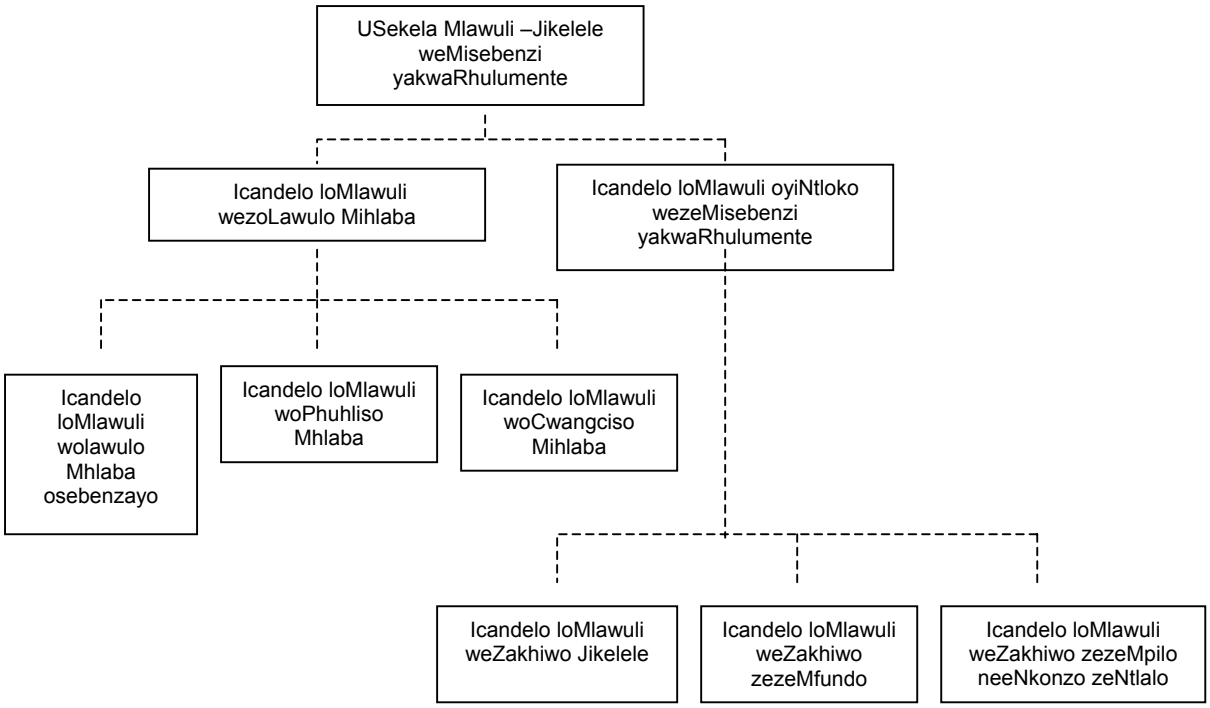
ICANDELO 14(1)(a)



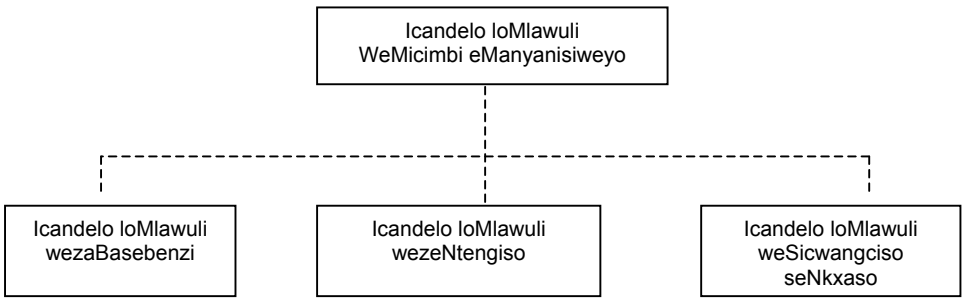
Jonga uMfanekiso 1



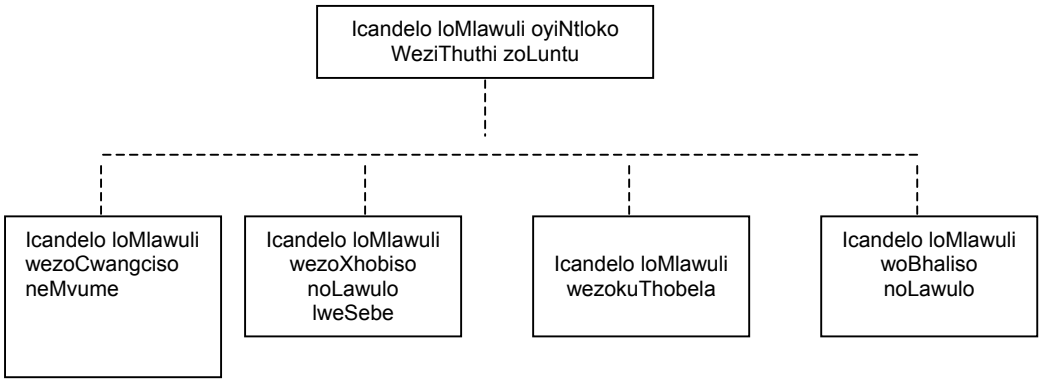
Umfanekiso 2



Umfanekiso 3



Umfanekiso 4



2. IMISEBENZI YESEBE

- Ukubonelela nokugcina iindlela zephondo zisemgangathweni
- Ukubonelela nokugcina izakhiwo zephondo zisemgangathweni
- Ukubonelela ngeenkonzo ezimnyanisiweyo eziyimfuneko kwiSebe
- Ukuxhobisa abo babevinjwe amathuba kwixa elingaphambili
- Ukukhuthaza iinkqubo zothutho loluntu

IZIBONELELO ZESETYANA

- Ukwenziwa kowiso- mthetho lwezothutho
- Ukubonelela, nokulawula iindlela zephondo
- Ukuxhobisa nabantu ababesakuvinjwa amathuba kwixa elingaphambili ngokubhekiselele kulwakhiwo nokugcinwa kwazo
- Ukuphuculwa kokhuseleko nemimiselo yokukhuselwa kwezibonelelo
- Ukuphuhlisa izibonelelo zemali ngokumayela neelayisenisi kwaneminye imisebenzi
- Ukubonelela ngeenkoonzo zothutho kumasebe esizwe nawephondo

IMICIMBI EMANYANISIWEYO

- Ukubonelela ngeenkonzo ezifanelekileyo nezisulungekileyo kuMphathiswa

- Ukuqinisekisa ngokuthotyelwa ngokuzeleyo kwe-PFMA neminye imiyalelo yezemali echaphazelekayo
- Ukuqhuba iinkonzo zenkxaso ezisemgangathweni ngokumayela nolawulo kwanendlela eziphethwe ngayo
- Ukuqinisekisa abasebenzi abamele amapolisa
- Iinkqubo zonxulumaniso nezoqeqesho

IZITHUTHI ZOLUNTU

- Ukuguqula iiteksi zohlobo lweminibus kwishishini lotekiso
- Ukuguqula izivumelwano zezothutho
- Ukuphuhlisa izicwangciso ezisemthethweni kwizithuthi zoluntu
- Ukwenziwa kohlolo kwezothutho zoluntu
- Ukuqeqeshwa kwabasebenzi bezothutho

IMISEBENZI YAKWARHULUMENTE

- Ukuseka isicwangciso esinabileyo sokulawula imihlaba yephondo
- Ukubeka phambili imisebenzi yezentlalo, ezemali nezendalo ngokubhekiselele kwimihalaba yephondo
- Ukuxhobisa ngezibonelelo ezisemgangathweni zomhlaba kuRhulumente wePhondo
- Ukunyusa amathuba okuxhobisa koonokontraka ababesakuvinjwa amathuba
- Ukugcina nokulondoloza imisebenzi yemihlaba yephondo

INKQUBO ZOLUNTU EZISEKELEZWE KWIMISEBENZI YORHULUMENTE

- Ukwenza uvavanyo lokuxhobisa iiprojekthi eziphambili
- Ukwenza ilinge kwanokuxhobisa kananjalo neekqubo zokudambisa intlupheko
- Ukumisela iinkqubo zokusebenza zesebe

- Ukuseka inkqubo yokuphuhlisa iikontraka ezisathukuzayo
- Ukuxhobisa uluntu olwalusakuvinjwa amathuba

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

Mr D.W. Jacobs
9 Dorp Street/Private Bag X9185
CAPE TOWN
8000
Tel.: (021) 483-5098
Fax: (021) 483-5051
E-mail: djacobs@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 EYENZIWA LELI SEBE

- Uwiso-mthetho
- ISebe noLawulo
- Impatho mali
- ULawulo lwezaBasebenzi
- IiNdawo zokuhlala neeNkonzo zaseKhaya
- Intengiso yeeMpahla kunye neeNkonzo
- Uhambo kunye noTyelelo lwaseBurhulumenteni
- Iingxelo, uPapasho, uKwazisa neNgcaciso
- IiKomiti, iiNtlanganiso, iiForam nezinye iindibano
- ULawulo lwePropati
- Imisebenzi yakwaRhulumente
- IziThuthi zoLuntu
- IziBonelelo zoThutho

5.2 ZIYAFUMANEKA IINGXELO

INKCAZELO YEENDIDI ZEENGXELE ZIFUMANEKA NGOKWEMIQATHANGO YECANDELO 15(1) LOMTHETHO OYIPROMOTION ACCESS OF TO INFORMATION ACT, 2000	**INDLELA YOKUFIKELELA KWIINGXOLO**
INKCAZELO YEENDIDI ZENGXELO ZIFUMANEKA NGOKWEMIQATHANGO YECANDELO 15(1)(a)(i) UKUZE ZIHLOLWE	
<u>ULAWULO MIHLABA</u>	

NEMISEBENZI **ULawulo Mihlaba** (a) Ziyafumaneka iinkcukacha ukuze zihlolwe ngokwemiqathango yomthetho oyiWestern Cape Land Administration Act, 1998: (a) section 6 with regard to the provision of a Register of Provincial State Land; - icandelo 6, ngokubhekiselele kwiNgxelo yoNyaka eyenziwa yiNkulumbuso kwiPalamente yePhondo leNtshona Koloni (ok.kkt. kufumaneka izinto ezimiselwe ngokusesikweni, inkcazelo yomhlaba ochithwayo, ubungakanani bexesha elo lokuchithwa komhlaba lowo ixabiso lokuthengisa– ukuba likho) - imiqathango 4 – zonke izivumelwano ezityikityiweyo zokuqeshisa nokuqesha	Ziyafumaneka iingxelo ukuze zihlolwe ku The Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town – between 08:00 and 15:45.
IZITHUTHI ZOLUNTU (a) Izicelo ezineenkcukacha ezithe zafunyanwa zokucela imvume yokusebenza, umz. amaphepha-mvume okutekisa	Ezi ngxelo ziyafumaneka ukuze zihlolwe kwiBhodi yeeNdlela zeziThuthi zeMmandla, kwiSetyana lezoThutho, kwikona yeVoortrekker ne Goulburn Street, Goodwood – phakathi ko 08:00 no 15:45.
INKCAZELO YEENDIDI ZENGXELO IYAFUMANEKA UKUZE IKOTSHWE OKANYE ITHENGISWE NGOKWECANDELO 15(1)(a)(ii)	

<u>EzoThutho</u> (a) Iingxelo zoNyaka	Ziyafumaneka iingxelo ukuze zihlolwe ku The Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town.
(b) Amaxwebhu eMigaqo-nkqubo (c) Isicwangciso sokuceba iiNdlela (d) Iingxelo zoNyaka (e) Iingxelo zemali (f) Inkxaso neziphakamiso ezibhekiselele ekukhutshweni okanye ekwaliweni kwezicelo (eyenziwe ngokwemiqathango yomthetho oyiRoad Traffic Act, 1996 (Act 93 of 1996) (g) Ubalo mali olubhekiselele kwimbuyekezo ehlawulelwa intengiso yomhlaba othathiweyo ngenjongo yokuwusebenzisela indlela (h) Inkxaso iziphakamiso nokuqokelela okanye ukucima (ityala) lwemali esabanjwayo yesithuthi. (i) Inkxaso iziphakamiso sokuvunywa okanye ukwaliwa kwesicelo kwizilungiso ezibhekiselele kwimo yesithuthi eso (j) Inkxaso neziphakamiso zokuvulwa nokuvalwa kweendlela eziye zichazwe	

(k) Inkxaso neziphakamiso zokwenziwa kweetenda ezinxulumene nendlela (l) Ukuqwalaselwa kweziphumo zemimiselo yokuxhonywa kwemiqondiso yendlela kwanengciso elungiselelwe abakhenkethi ezindleleni ezibalulweyo. (m)Kwizicelo ezenziwa ngaphakathi: Izikhokelo zoFikelelo Ndlela; izikhokelo zokuchaza indlela ekungadityanwa ngayo neSetyana lezoThutho zokuqwalasela izicelo zokuphuhlisa izibonelelo zokwenza iindlela ezifikelelayo kumhlaba lowo.	Iikopi zezi ngxelo zifamaneka ngokuhlawulelwa ngemali emiselweyo ku- The Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town.
ULAWULO LWEMIHLABA NEMISEBENZI **ULawulo Mihlaba**	
(b) Ziyafumaneka iinkcukacha ngokwemiqathango yomthetho oyiWestern Cape Land Administration Act, 1998: – icandelo 3(2), ngokubhekiselele ekupapashweni kwesicelo kwanezindululo zochitho/ ingeshiso(mihlaba nezakhiwo) – icandelo 3(4)(a), ngokubhekiselele kwingcaciso	Iikophi zezi ngxelo zifumaneka ngentlawulo ngemali emiselweyo ku The Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town.

epheleleyo yetitle deed (ok.kkt. indawo omi kuyo umhlaba, into osetyenziswa kuyo, idilesi ye-ofisi) – icandelo 6 ngokubhekiselele kwimimiselo yeRejista yoMhlaba woRhulumente wePhondo. – icandelo 6 ngokubhekiselele kwingxelo yonyaka eyenziwe yiNkulumbuso kwiNtshona Koloni malunga nemimiselo eliqela (ok.kkt. kufumaneka izinto ezimiselwe ngokusesikweni, inkcazelo yomhlaba ochithwayo, ubungakanani bexesha elo lokuchithwa komhlaba lowo ixabiso lokuthengisa– ukuba likho) – imiqathango 4 – zonke izivumelwano ezityikityiweyo zokuqeshisa nokuqesha **<u>Imisebenzi</u>** (a) Uqingqo-mali lwePhondo kunye nobungakanani beenkqubo, kuqukwa iiprojekthi ezinkulu, kubandakanywa iiprojekthi ezinkulu (b) Iingxelo zoNyaka (c) Iingxelo zoQingqo-mali	

INKCAZELO YODIDI LWENGXELO IFUMANEKA MAHALA NGOKWECANDELO 15(1)(a)(iii)	
ULAWULO LWEMIHLABA NEMISEBENZI **Imisebenzi** (a) Iincwadana	Iikopi zezi ngxelo zifumaneka ngentlawulo ngemali emiselweyo ku Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town.
IMICIMBI EMANYANISOWEYO (a) Iingxelo zoNyaka (b) Iingxelo zoQing-mali (c) Iingxelo zemali (d) Imigaqo-nkqubo neMimiselo ethungelanayo	Iikophi zezi ngxelo zifumaneka ngentlawulo ngemali emiselweyo ku The Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, 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 KULNTU JIKELELE ICANDELO 14(1)(f*)*

Eli Sebe lenza ezi nkonzo zilandelayo eluntwini:

- Ukusingatha imisebenzi yomhlaba wephondo ngokurentisa nangokuchitha umhlaba wephondo.
  Iinkonzo ezi zingafumaneka ngokusebenzisana nokwenza izibhengezo kumajelo eendaba ngokubhekiselele kwimihlaba echithwayo neqeshisayo, okanye ngokudibana noMlawuli oyiNtloko woLawulo Mihlaba, ifowuni. (021) 483-3536, okanye ngokuthumela imibuzo kule dilesi: Private Bag X9160, Cape Town, 8000.

- Iilayisenisi zezithuthi zonke kwaneemvume ezithile, umzekelo iinombolo mbhalo ezineenkcukacha zomntu ngokwakhe, amaphepha-mvume ezithuthi ezikhulu kwanamaphepha-mvume abaqhubi beeteksi. Iifomu ezikhutshwayo zokwenza isicelo sokuqhuba ezi nkonzo zifumaneka kule dilesi:
  - Private Bag X9040, Cape Town, 8000, okanye fowuni. (021) 483-2081, malunga neenombolo-mbhalo zezithuthi kwanemibhalo ebonakalisa iinkcukacha zomntu.
  - Private Bag X9040, Cape Town, 8000, okanye fowuni. (021) 483-2432 Malunga namaphepha-mvume ezithuthi ezikhulu
  - Private Bag X8, Goodwood, 7460, okanye kule fowuni. (021) 592-4650, Malunga namaphepha-mvume abaqhubi ziteksi

7. AMALUNGISELELO AVUMELA UKUTHATHA INXAXHEBA KWISISEKO SEMIGAQO-NKQUBO KWAKUNYE NOKWENZIWA KWEMISEBENZI
ICANDELO 14(1)(g)

Indlela angazenza ngayo umntu iziphakamiso ngokubhekiselele ekusekeni umgaqo-nkqubo okanye nakuyiphi na enye into, ingakukusebenzisana ngokwezibhengezo ezithile ndawonye/okanye izikhokelo ezapapashwa kumajelo endaba ukuze kuhlatywe amadlala ngawo onke 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.