ISEBE LEMICIMBI YEZENKCUBEKO NEMIDLALO

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

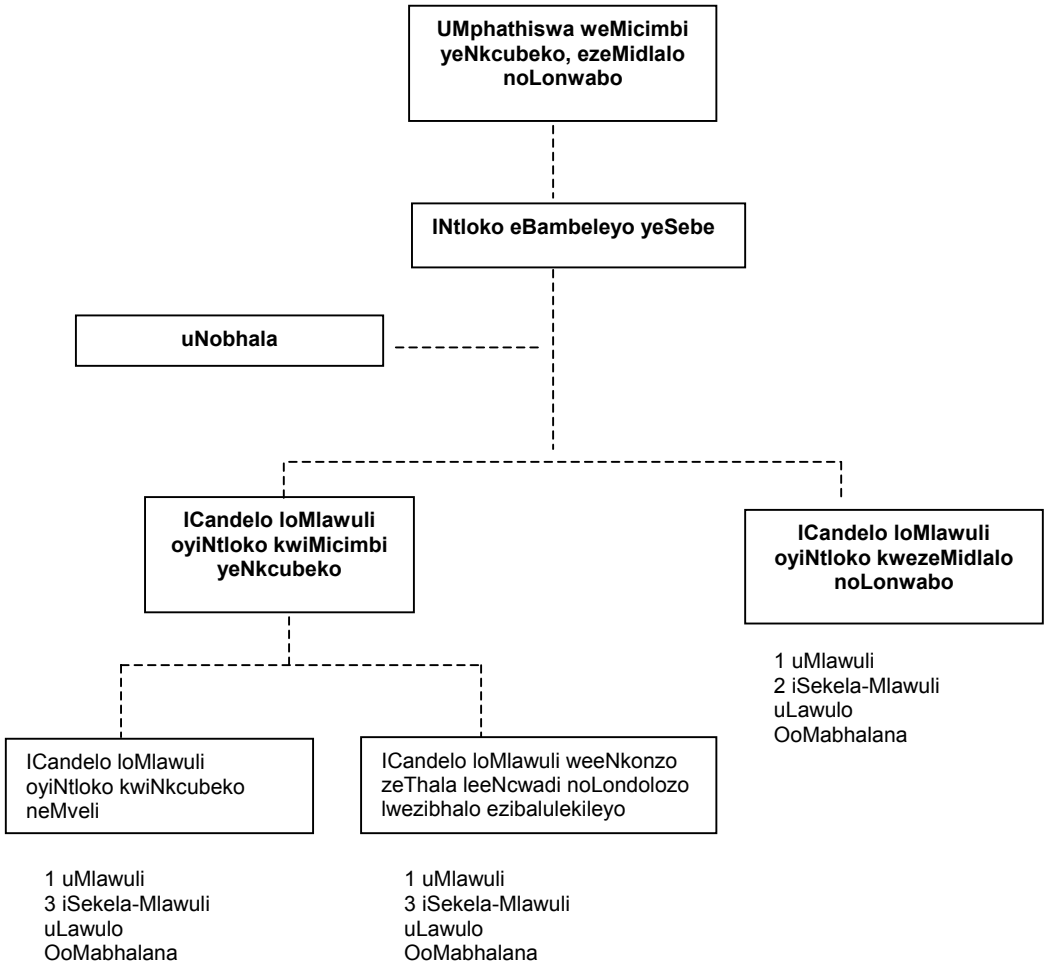
5.2 Iingxelo ezivele zifumaneke

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)



2. IMISEBENZI YESEBE

- Ukukhusela, ukunyusa umgangatho, ukuphuhlisa kunye nokulawula imisebenzi yezobugcisa, inkcubeko nemveli kwiPhondo
- Unikezelo lwenkonzo yenkxaso yethala leencwadi kumathala eencwadi oluntu jikelele kwakunye nenkonzo yolondolozo lwezibhalo ezibalulekileyo eNtshona Koloni
- Unikezelo lwenkonzo eyodwa ngokunxulumene nezemidlalo kunye nenkcubeko
- Unikezelo lweenkonzo zenkxaso kulawulo ngokunxulumene nemisebenzi engundoqo noMphathiswa wephondo.

ICANDELO LOMLAWULI OYINTLOKO KWIMICIMBI YENKCUBEKO

- Unikezelo lwenkonzo yenkxaso yethala leencwadi kumathala eencwadi oluntu jikelele kwakunye nenkonzo yolondolozo lwezibhalo ezibalulekileyo eNtshona Koloni
- Ulondolozo, ukunyusa umgangatho kunye nokuphuhlisa inkcubeko nemveli eNtshona Koloni
- Unikezelo lwenkonzo yenkxaso.

ICANDELO LOMLAWULI OYINTLOKO KWINKCUBEKO NEMVELI

- Ulondolozo, ulwandiso kunye nokunyuswa komgangatho kwendalo kunye nemveli yenkcubeko engembali yabemi baseNtshona Koloni ngokwesiseko somyuziyam
- Ukunyusa umgangatho, ulondolozo kunye nokwandiswa kwenkcubeko yeNtshona Koloni.

ICANDELO LOMLAWULI WEENKONZO ZETHALA LEENCWADI NOLONDOLOZO LWEZIBHALO EZIBALULEKILEYO

- Ukufumana kwakunye nokwenza amalungiselelo asisigxina kwizibonelelo zethala leencwadi
- Unikezelo lwezibonelelo zethala leencwadi kunye neenkonzo ezithi zithobelane neemfuno zolwazi, imfundo kunye nexesha lokuphola kuluntu jikelele
- Ugcino ngokukhuselekileyo kwakunye nolawulo lweengxelo kwiPhondo kwakunye nokugcinwa kwazo zihlaziywa rhoqo.

ICANDELO LOMLAWULI WEZEMIDLALO NOLONWABO

- Ukuphawula nokunyusa umgangatho wophuhliso lweembaleki ezinesiphiwo soku kunye nabo esinokuvela kubo esi siphiwo
- Ukunyusa umgangatho wezibonelelo ezoneleyo kunye nokulingana.

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

Adv.R.P.Solomons
1 Dorp Street/Private Bag X9067
CAPE TOWN
Ifowuni: (021) 493- 2604
Ifeksi: (021) 483-3475
E-meyile: rsolomons@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

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Inombolo yefeksi: (021) 483-3475
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5. IINGXELO

ICANDELO 14(1)(d)

Uwiso-mthetho

- Ulawulo neMpatho
- Ulawulo lwezeMali
- Ulawulo lwezaBasebenzi
- Iindawo zokuhlala, uGqithiso, iiNkonzo
- Izithuthi kunye noTyelelo olusebuRhulumenteni
- UQhagamshelwano neMicimbi yaMajelo eeNdaba
- iNkonzo yamaPolisa oMzantsi Afrika
- Umanyano noLuntu lukarhulumente kwimimandla yoMzantsi Afrika
- Umanyano namaZiko ezizwe zangaPhandle
- Ukwenziwa kweeProjekthi
- Umanyano namaZiko kaRhulumente

- IPalamente/iKhabhinethi/Abathathi-nxaxheba kwezoPolitiko
- Iikomiti neentlanganiso

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)(ii)	
(a) Uxwebhu leNkonzo yoMyuziyam olubizwa ngokuba yi- "Step-by-Step to Project Execution" (b) Iincwadi ezimbini zarhoqo kwinyanga zangaphakathi ezibizwa ngokuba yi-"The Cape Librarian" (c) Ingxelo yonyaka yeNkonzo yeThala leeNcwadi eNtshona Koloni (d) IsiCwangciso seZibonelelo seCandelo loMlawuli wezeMidlalo (e) Iphepha leCandelo loMlawuli wezeMidlalo elibizwa ngokuba yi- "Rainbow Paper" (f) I- "Major Events Strategy" yeCandelo loMlawuli: ezeMidlalo (e) Iqhinga lobuchule kwisifo i-HIV ne-Aids kwiCandelo loMlawuli	Iikopi zezi ngxelo ziyafumaneka kwiNtloko yeSebe xa uthe wahlawula umrhumo ochaziweyo kwiNtloko yeSebe, kwiSakhiwo i-Utilitas, 1 Dorp Street, Cape Town

wezeMidlalo	

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)

ICANDELO LOMLAWULI OYINTLOKO KWIMICIMBI YENKCUBEKO

- Unikezelo lweenkonzo ezinxulumene namagunya kunye nemisebenzi yeKhomishoni yeNkcubeko eNtshona Koloni nomthetho obizwa ngokuba yi-Cultural Councils Act, 1998 (uMthetho 14 ka-1998)
- Unikezelo lolwazi kwisikhundla sonxibelelwano ngekhompyutha (website) seKhomishoni yeNkcubeko eNtshona Koloni, ngokuthi

kusasazwe iingxelo zonyaka, izibhengezo zonyaka, iincwadana zolwazi, iifoto ezinkulu neencwadi naxa kuqhagamshelwane nomntu onjalo ngqo.

- Unikezelo lofikelelo kulo lonke ulwazi, ukuquka neenkcukacha zoqhagamshelwano
- Unikezelo lweenkonzo ezinxulumene namagunya kunye nemisebenzi yeKomiti yoLwimi njengoko ichazwe njalo kumthetho obiziwa ngokuba yi- Western Cape Provincial languages Act, uMthetho 13 ka-1998
- Unikezelo lolwazi ngokusebenzisa isikhundla sonxibelelwano ngekhompyutha seKomiti yoLwimi eNtshona Koloni, ngokusasazwa ngokubanzi kweeNgxelo zoNyaka, amaphetshana, izibhengezo ezibhaliweyo kunye neencwadana naxa kuqhagamshelwene neYunithi yoLwimi eNtshona Koloni
- Unikezelo lwezibonelelo zethala leencwadi olugqithia kumathala eencwadi oluntu jikelele (iziphatha-mandla zamathala eencwadi kwiingingqi) zisiya kuluntu jikelele ngokommiselo obizwa ngokuba yi-Provincial Library Service Ordinance (uMmiselo 16 ka-1981)
- Unikezelo kumathala eencwadi oluntu jikelele ufikeleleko kwizibonelelo nolwazi ngokommiselo obizwa ngokuba yi-Provincial Library Service Ordinance (uMmiselo 16 ka-1981)

ICANDELO LOMLAWULI WEZEMIDLALO NOLONWABO

- Inkxaso-mali yomanyano kwiinkqubo zophuhliso
- Unikezelo lwenkxaso-mali noncedo kulawulo kumanyano ngokunxulumene neziganeko ezibalulekileyo
- Unikezelo lwenkxaso-mali kwiziphatha-mandla zeengingqi ngokunxulumene nokumiswa kwezibonelelo ezitsha kwakunye nokugcinwa kwanokunyuswa komgangatho kwezibonelelo esele zikhona
- Uyilo kunye nokusasazwa kwamaphetshana okanye iincwadana zolwazi kumaxesha athile

- Unikezelo lweengcebiso nolwazi olubhekiselele kwiindawo ezithile zomsebenzi

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

ICANDELO LOMLAWULI OYINTLOKO KWIMICIMBI YENDALO ESINGQONGILEYO

Kumaxesha amaninzi, uwiso-mthetho luchaza iinkqubo zokwenza imiba ethile ukuba yaziwe kwakunye nokuba uluntu jikelele luthathe inxaxheba.

- Amalungu eKomishoni yezeNkcubeko eNtshona Koloni anyulwa qho kwisithuba seminyaka emithathu oko kusenziwa ngenkqubo ebandakanya noluntu. Eli candelo loluntu ngabameli abamele ezenkcubeko eluntwini kwiNtshona Koloni nabaye banike iingcebiso uMphathiswa ngomgaqo-nkqubo.
- Iingcebiso zingenziwa ngqo kuMphathiswa okanye kumalungu eKomishoni yezeNkcubeko yeNtshona Koloni.
- Uluntu lusoloko kudityanwa nalo malunga nomgaqo-nkqubo omtsha oko kusenziwa ngeentlanganiso zovakaliso-zimvo nangezibhengezo ezikhutshwa emaphepheni.
- Izaziso eziye zikhutshwe kumajelo eendaba, afana neGazethu yePhondo, amaphephandaba ephondo ndawonye namaphephandaba eenqila/awoluntu.
- Kuye kwenziwe ucweyo kunye noluntu oluchaphazelekayo.
- Konke oku kwenziwa ngokokusetyenziswa kwamagunya kunye nemisebenzi yeKomiti yeeLwimi eyenziwa ngobambiswano nasemva kwendibano emandla kunye noluntu oluchaphazelekayo okanye amaqumrhu achaphazelekayo.

- Ukuza kuthi ga ngoku, isicwangciso sokusebenza seeprojekthi zokwenza izibonelelo ezithile zokufakelwa kweenkcukacha ezichaza umntu okanye imibutho ekuya kudityanwa nayo kungenjalo iprojekthi edityanelweyo.
- Ukusungula umgaqo-nkqubo, ofana noMgaqo-nkqubo weNtshona Koloni, kwisigaba ngasinye sokuyilwa koxwebhu kuye kuthunyelwe kumaqumrhu achaphazelekayo, afana noomasipala beenqila, ibutho esebenza ngeelwimi nakumasebe orhulumente wephondo kunye namaziko.
- Uphando oluqhutywa qho lusenzelwa ukuqononondisa ukuba ziyenzeka iimfuno zamacandelo athile eNtshona Koloni, afana nophicotho kobungakanani bokusetyenziswa kweelwimi ngamasebe orhulumente wephondo ndawonye namaziko kunye noomasipala beenqila.
- Umntu ngamnye ndawonye ne/okanye imibutho iyamenywa ukuba ithumele izikhalazo ezimalunga nolwimi kwiKomiti yeeLwimi ize zibhekiswe kwiBhodi yeeLwimi zoMzantsi Afika.
- Kuye kubekho iiforam nocweyo oluye luqhutywe kunye namaqela achaphazelekayo afana noonolayibrari.
- Kuye kuqhutywe iintlanganiso eququzelayo.

ICANDELO LOMLAWULI OYINTLOKO KUCWANGCISO LOPHUHLISO

Kumaxesha amaninzi, uwiso-mthetho luchaza iinkqubo zokwenza imiba ethile ukuba yaziwe kwakunye nokuba uluntu jikelele luthathe inxaxheba.

- Ukwaziswa kumajelo eendaba, anjengeGazethi yePhondo, amaphephandaba ephondo kunye namaphephandaba engingqi/ kuluntu jikelele.
- Kwezinye iimeko kuye kusetyenziswe neeradiyo, ingakumbi izikhululo zamajelo osasazo enqila okanye awoluntu.

- Ukuqhuba ucweyo kunye namaqela achaphazelekayo.
- Izaziso eziye ziposelwe kwiwebsite yeSebe.
- Iincwadi ezifundisayo kunye nezikhokelo ezithi ngaxesha limbi ziyilwe ze zikhutshwe.

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.