



**Western Cape
Government**

Cultural Affairs and Sport

**Incwadi ekhuthaza ukufikeleleka kolwazi, 2019
equlunqwe ngokwemiqathango yecandelo 14 loMthetho iPromotion of
Access to Information Act, 2000 yeSebe leMicimbi yeNkcubeko
neMidlalo**

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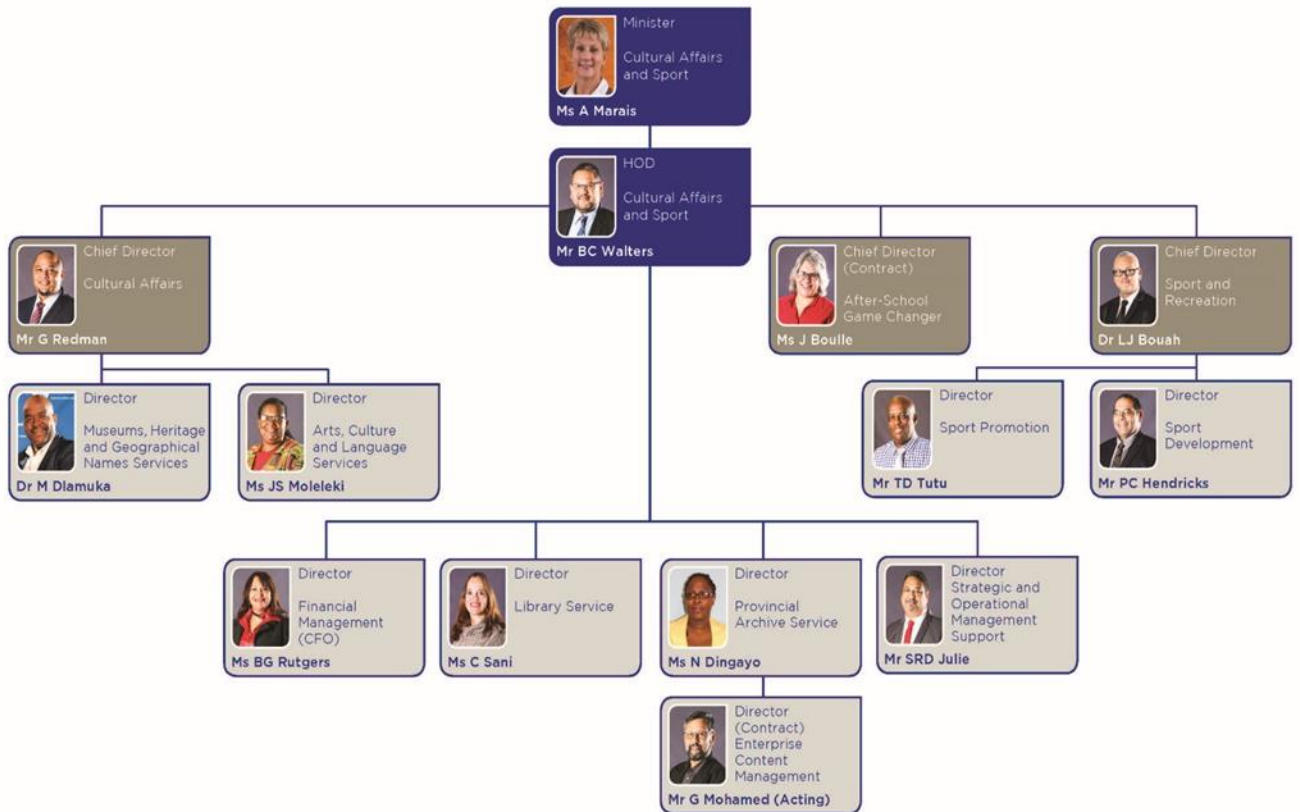
1 INTSHAYELELO

- 1.1 UMgaqo-siseko woMzantsi Afrika, 1996 (uMgaqo-siseko) ubonelela ngelungelo lokufikelela kuzo naziphi na iinkcukacha ezigcinwe nguMbuso, elinemida ethile efanelekileyo, elibandakanya ukukhuselwa kweenkcukacha eziyimfihlelo.
- 1.2 INkundla yoMgaqo-siseko ayikutoliki ukuba nelungelo lofikelelo kwiinkcukacha njengelungelo lokufumana ufikelelo kwiinkcukacha zokwenza okanye zokukhusela ilungelo kuphela, koko nokuqinisekisa ukuba kukho ulawulo oluvulelekileyo noluthathela kulo uxanduva kuyo yonke imigangatho karhulumente.
- 1.3 ICandelo 32(1)(a) nele-(2) loMgaqo-siseko lifundeka ngolu hlobo:
*“(1) Wonk’ ubani unelungelo lokufumana –
(a) nayiphi na ingcombolo ekurhulumente; kunye
(b) nayo nayiphi na ingcombolo ekomnye umntu, efunekayo ukuze umntu akwazi ukusebenzisa okanye ukhusela amalungelo.
(2) Makuwiswe umthetho wepalamente wezwelonke ngenjongo yokufezekisa eli lungelo, kwaye loo mthetho unok-utsho amanyathelo afanelekileyo amakathatyathwe okwenza lula umthwalo omayela nolawulo nezimali othwelwe ngurhulumente.”*
- 1.4 Isiphumo soku kuchazwe ngentla saba kukumiselwa koMthetho woKhuthazo loFikelelo kwiiNkcukacha, 2000 (PAIA). Injongo yePAIA kukumiliselela ukusebenza ngendlela engafihlisiyo nokuthatha uxanduva kwamaqumrhu karhulumente nawabucala ngokunjalo nokuxhobisa nokufundisa abantu baseMzantsi Afrika ngamalungelo abo.
- 1.5 Le ncwadi iqulunqwe ngokwemiqathango yecandelo 14 le-PAIA ethi iSebe leMicimbi yeNkcubeko loQoqosho neMidlalo kufuneka libe nayo incwadi eyibeka phantsi ngokucacileyo, phakathi kwezinye izinto, ubume beSebe nemisebenzi, kubandakanya iirekhodi neenkonziso, nokunika uncedo kwinkqubo emayilandelwe ukuze iirekhodi neenkonziso zifikeleleke.

2 UBUME BESEBE



Organisational Organogram



3 IMISEBENZI YESEBE LEMICIMBI YENKCUBEKO NEMIDLALO - icandelo 14(1)(a)

3.1 Inkqubo 1: Ulawulo

Ukubonelela ngolawulo lwezimali nolwezicwangciso ngokubanzi nenkxaso kulawulo lweSebe leMicimbi yeNkcubeko neMidlalo.

3.1.1 Inkqutyana 1.1: Iofisi yeMEC

Ukubonelela ngeenkono zolawulo, ukubonisana nabasebenzisi-zinkono nenkxaso kuMphathiswa weMicimbi yeNkcubeko neMidlalo

3.1.2 Inkqutyana 1.2: Iinkono zoLawulo lweziMali

Ukubonelela ngenkono yenkxaso yolawulo lwezimali kwiDCAS, kubandakanywa iinkono zolawulo lwezimali kumaziko amathathu karhulumente anikeza iingxelo zawo kuMphathiswa weMicimbi yeNkcubeko neMidlalo

3.1.3 Inkqutyana 1.3: Iinkono zoLawulo

Ukunikeza ngenkxaso yemisebenzi yeofisi kwiNtloko yeSebe ngokubonela ngenkono yonxibelelwano esebenzayo kunye nenkono yenkxaso yemisebenzi ebandakanya into yokubeka iliso neyovavanyo, umiselo lwamaphulo olhuculo lokuhanjiswa kweenkono, ubudlelwana obuhle neeklayenti okanye ulawulo olusebenzayo lobudlelwane namanye amasebe karhulumente, nobonelelo olungephi lokumenteyina nolwezidingo zendawo.

3.2 Inkqubo 2: IMicimbi yeNkcubeko

Ukubonelela ngenkono yobugcisa nenkcubeko, imyuziyam, amaziko elifa lemveli neenkono zolwimi kubemi baseNtshona Koloni.

3.2.1 Inkqutyana 2.1: Ulawulo

Ukubonelela ngenkxaso yolawulo kwiMicimbi yeNkcubeko.

3.2.2 Inkqutyana 2.2: Ubugcisa neNkcubeko

Ukuququzelela uphuhliso, ulondolozo nokuphakanyiswa kobugcisa neNkcubeko eNtshona Koloni ngokuyilwa kweziseko ezisebenzayo zobugcisa nenkcubeko,

imisebenzi nemeko; kunye nokuxhasa nokuncedisa iKomishoni yeNkcubeko yeNtshona Koloni ukuze iphumeze umsebenzi wayo osemthethweni.

3.2.3 Inkqutyana 2.3: linkonzo zeMyuziyam

Ukukhawulezisa inguqu kwilifa lemveli leNtshona Koloni ngokubonelela ngeenkonzoz ezahlukileyo zokulondoloza, ukuphuhlisa nokuphakamisa ilifa lemveli lePhondo ngeenkonzoz zeemyuziyam ezingamalungu kunye namaziko elifa lemveli angamalungu kumaziko eli sebe.

3.2.4 Inkqutyana 2.4: linkonzo zeMithombo yeMveli

Ukuxhasa nokuncedisa icandelo leLifa leMveli laseNtshona Koloni ukuchonga, ukulondoloza, ukulawula nokuphakamisa izibonelelo zemveli, ngokweNational Heritage Resources Act, 1999; ukulungiselela imiba edibene neeWorld Heritage Sites eNtshona Koloni ngokweWorld Heritage Convention Act, 1999; ukuququzelela iinkqubo ukwenza ulungelelwaniso okanye utshintsho, apho kuyimfuneko, kumagama eendawo eNtshona Koloni ngokumisela kwizinga lephondo imisebenzi ebekwe ngokomthetho iSouth African Geographical Names Council Act, 1998.

3.2.5 Inkqutyana 2.5: linkonzo zeeLwimi

Ukuphakamisa ukusetyenziswa kweelwimi ngeelwimi eNtshona Koloni njengenxalenye yokwakha ukuzingca nokuqiqa kubantu bethu; ukuphakamisa uphuhliso lweeliwimi ezazifudula zihlelekile; ukuququzelela umiselo nobekoliso kuMgaqonkqubo weeLwimi eNtshona Koloni; nokubonelela ngenkxaso yolawulo lweKomiti yeeLwimi yeNtshona Koloni ukuphumeza umsebenzi wayo ewunikezwe ngumthetho.

3.3 Inkqubo 3: IiNkonzo zaMathala eeNcwadi nooVimba

Ukubonelela ngeeNkonzo zaMathala eeNcwadi nooVimba eNtshona Koloni.

3.3.1 Inkqutyana 3.1: Ulawulo

Ukubonelela ngolawulo olucwangcisiweyo nenkxaso yeenkonzo zethala lencwadi, iinkonzoz zoovimba zephondo kunye namacandelo olawulo e-Enterprise Content Management.

3.3.2 Inkqutyana 3.2: Inkonzo yaMathala eeNcwadi

Ukubonelela ngeenkonzoz zamathala eencwadi ngokuhambelana nemithetho echaphazelekayo nemisebenzi echazwe kumgaqonkqubo.

3.3.3 Inkqutyana 3.3: Oovimba (Archives)

Ukubonelela ngoovimba neenkonzozo zolawulo lweerekhodi ngokweProvincial Archives and Records Service of the Western Cape Act, 2005.

Ukumisela iEnterprise Content Management (ECM)/MyContent kumaqumrhu kaRhulumente aseNtshona Koloni.

3.4 Inkqubo 4: Imidlalo noLonwabo

Ukubonelela ngemisebenzi yeMidlalo noLonwabo ukulungiselela abemi baseNtshona Koloni.

3.4.1 Inkqutyana 4.1: Ulawulo

Ukubonelela ngenkxaso kwicandelo leMidlalo noLonwabo.

3.4.2 Inkqutyana 4.2: iMidlalo

Ukuphakamisa imidlalo ukuze ibe negalelo kubumbano nophuhliso loluntu lwaseNtshona Koloni ngokubonelela ngeziseko ezinobulungisa, ezifikelekayo zemidlalo, iinkqubo neenkonzozo.

3.4.3 Inkqutyana 4.3: uLonwabo

Ukuphakamisa imisebenzi yezolonwabo kusetyenziswa iinkqubo ezinzileyo; ukubonelela ngoncedo kwiziseko zolonwabo zophuhliso oluthile olulungiselelwe injongo ethile yophuhliso; nokusebenzisa ulonwabo ukuphakamisa nokukhuthaza ubomi bokusebenzisa amalungu omzimba nobunempilo.

3.4.4 Inkqutyana 4.4: Imidlalo yeZikolo

Ukuphakamisa imidlalo yesikolo ngokuncedisa ngeziseko, ukhuphiswano, uchongo lweetalente, uphuhliso, kunye nemisebenzi engqalileyo kunye nekwizinga elingasentla.

3.4.5 Inkqutyana 4.5 Inkqubo yeMOD

Ukubonelela abafundi abasekwizinga lokuhamba isikolo ngenkqubo yolonwabo elungiswe kakuhle neplaniweyo, eyenziwa ukuphuma kwesikolo yonke imihla, ebandakanya ubonelelo ngamathuba okudlala agwele lolonwabo nezinto ezintsha.

4 IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LEENKCUKACHA ICANDELO 14(1)(b)

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4.1 IINKCUKACHA ZOQHAGAMSHELWANO ZESEKELA-GOSA LEENKCUKACHA ICANDELO 14(1)(b)

Mnu Brent C Walters
Protea Assurance Building / Private Bag X9067
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CAPE TOWN
8000
Ifowuni: 021 483 9501
Ifeksi: 021 483 9504
Imeyili: Brent.Walters@westerncape.gov.za

5 ISIKHOKELO SEKHOMISHINI YAMALUNGELO OLUNTU – icandelo 14(1)(c)

- 5.1.1 IKhomishini yaMalungelo oLuntu ihlala ihlaziya yaye ikhupha isikhokelo esiqulunqileyo ngokwemiqathango yecandelo 10 lePAIA ezazisa abantu ngezi zinto:
- okuqulethwe yiPAIA nokuba bangawaxhamla njani amalungelo abo ngokwale mithetho mibini;
 - iinkcukacha zegosa leenkukacha nesekele-gosa leenkukacha (ukuba likho) ngawo onke amaqumrhu karhulumente alungiselelwe uluntu kunye noncedo abangabanika lona abantu;
 - ukuba ubani angafikelela njani na kwiirekhodi zamaqumrhu karhulumente; kunye
 - namanyathelo omthetho alandelwayo ukulungisa izinto ukuba kuthe kwakho intsilelo ekulandeleni umthetho ngokwePAIA.

5.1.2 Yonke imibuzo malunga nokuba singafumaneka phi nanjani esi sikhokelo mayibhekiswe apha:

IOfisi yeKhomishini yaMalungelo oLuntu	
Inombolo yomnxeba	+27 11 877 3900
Ifeksi	+27 11 403 0684
Idilesi ye-imeyili	PAIA@sahrc.org.za
Idilesi yeposi	PAIA Unit: Promotion of Access to Information Private Bag 2700 Houghton 2041
Isitalato	IKhomishini yaMalungelo oLuntu yoMzantsi Afrika 33 Hoofd Street eBraamfontein 2017 eJOHANNESBURG
Iwebhusayithi	www.sahrc.org.za

5.1.3 **Isihlomelo A** sale ncwadi sikwanazo neenkukacha zendlela yokufikelela kwiirekhodi zeSebe, inkqubo yalo yokubhena, okanye ukwenza isicelo senkundla ukuchasa izigqibo zeGosa leeNkcukacha okanye zeSekela-gosa leeNkcukacha, ngokombandela lowo

6 IINKCUKACHA NGOMTHETHO IPROMOTION OF ACCESS TO INFORMATION ACT, 2002

6.1 IZIHLOKO NEENDIDI ZEEREKHODI ZESEBE – icandelo 14(1)(d)

ISebe ligcina iirekhodi zezi zihloko neendidi zilandelayo:

IINDIDI NEZIHLOKO	Inkqubo Kufuneka isicelo
<p>6.1.1 ISIKHOKELO SEMITHETHO</p> <ul style="list-style-type: none"> - Isikhokelo soMgaqonkqubo seSizwe - Imigaqonkqubo - Imibuzo yesiqhelo - Umgaqosiseko weRiphabliki yoMzantsi Afrika - Izilungiso - Ingcaciso nezimvo zomthetho - Imithetho yeHlabathi - Imigaqonkqubo - Imibuzo yesiqhelo - Amagama emithetho yeSizwe okanye iiKhonveshini - Izilungiso - Ingcaciso nezimvo zomthetho - Imithetho yeSizwe - Imigaqonkqubo (ibandakanya iimpepha zeNgcaciso-mithetho) - Imibuzo yesiqhelo - Umthetho oSaYilwayo/ uMthetho - (kubandakanywa imithetho yezilungiso) - Isihloko soMthetho oSaYilwayo okanye uMthetho - Izimvo noMiselo - Ingcaciso nezimvo zomthetho - Imithetho yePhondo leNtshona Koloni - Umthetho oSaYilwayo/ uMthetho - Isihloko soMthetho oSaYilwayo/ uMthetho - Imigaqonkqubo (ibandakanya iimpepha zeNgcaciso-mithetho) - Imibuzo yesiqhelo - Uyilo nezilungiso 	<p>Inkqubo 1</p>

<p>(kubandakanywa izimvo zeKhabhinethi neZicelo zoNcedo lweeNgcebiso zoMthetho)</p> <ul style="list-style-type: none"> - Izimvo noMiselo - Ingcaciso nezimvo zomthetho - Imithetho engaphantsi kweminye (imigaqo, imimiselo, izikhokelo nemiyalelo ngokweMithetho) - Isihloko - Izimvo noMiselo - Ingcaciso nezimvo zomthetho 	
<p>6.1.2. Ucwangciso noLawulo</p> <ul style="list-style-type: none"> - Ucwangciso ngokutsha lwemisebenzi - Udluliselo lwaMagunya - Umiselo lwaMacandelo amatsha/iiofisi ezintsha - Ukuplana - Imiyalelo neekhowudi zeofisi - Iinkqubo zokuSebenza kweZiko - Imigaqonkqubo neZicwangciso - Iinkcukacha zoLawulo oluCwangcisiweyo - Iingxelo eziHlanganisiweyo zobuhlakani obungundoqo nothethathethwano - Iziko leeNkonzo zeZiko - Iashorensi yeZiko - Uphicotho lwaNgaphakathi 	<p>Inkqubo 1</p>
<p>6.1.3 ULawulo lwezaBasebenzi</p> <ul style="list-style-type: none"> - Uphuhliso lweZiko - Iziko loQeqesho lePhondo - ULawulo lweMiba yaBasebenzi - Imigaqonkqubo noCwangciso - ULawulo lweKhaphitali eLuluntu 	<p>Inkqubo 1</p>

<p>6.1.4 Ulawulo lweziMali lwangaPhakathi</p> <ul style="list-style-type: none"> - uhlahlo-lwabiwo-mali - Uxanduva lokuphendula - Inkcitho - Amalungiselelo okubhankisha - lingxowa-mali - Ulawulo lwangaPhakathi 	<p>Inkqubo 1</p>
<p>6.1.5 Ulawulo lweNtengo</p> <ul style="list-style-type: none"> - Intengo - Izibonelelo - Ulawulo lwee-asethi 	<p>Inkqubo 1</p>
<p>6.1.6 Ulawulo lweZibonelelo zaNgaphakathi</p> <ul style="list-style-type: none"> - Izakhiwo naMabala - Izixhobo neFenitshala - linkonzo zokuPosa - linkonzo zoNxibelelwano ngeMinxeba - Impilo noKhuseleko eMsebenzini 	<p>Inkqubo 1</p>
<p>6.1.7 Ihambo zangaPhakathi neeNkonzo zoThutho</p> <ul style="list-style-type: none"> - Izithuthi 	<p>Inkqubo 1</p>
<p>6.1.8 Iinkonzo zeeNkcukacha zaNgaphakathi</p> <ul style="list-style-type: none"> - Ulawulo lweeRekhodi zaNgaphakathi - Ulawulo lwaMathala eeNcwadi - Ulawulo lweeNkcukacha - Ulawulo loLwazi - Imiba yoKhuseleko yaNgaphakathi - Ukukhuthazwa koFikelelo kwiiNkcukacha - Iziko le-E-Innovation 	<p>Inkqubo 1</p>

<p>6.1.9 Unxibelelwano</p> <ul style="list-style-type: none"> - Imveliso naMaxwebhu kaRhulumente - Iziganeko neNtatho-nxaxheba yoLuntu - Upapasho, ukuMaketha neeMpawu - Inkxaso yaMajelo - Iinkonzo zeLwimi - Ukuguqulelwa kwaMaxwebhu kwezinye iLwimi - Ukubeka iLiso kuMajelo eeNdaba - Iintetho neeMfundiso - Izikhokelo zopapasho - Imiba yoLuntu - Unxibelelwano oluCwangcisiweyo 	<p>Inkqubo 1</p>
<p>6.1.10 Iinkonzo zoMthetho</p> <ul style="list-style-type: none"> - Ubonelelo ngeNgcebiso zoMthetho - Ukubambisa 	<p>Inkqubo 1</p>
<p>6.1.11 Ukuzimasa nokuBamba iintlanganiso nezinye iindibano</p> <ul style="list-style-type: none"> - Imisebenzi yenkxaso - Imisebenzi yamasebe 	<p>Inkqubo 1</p>
<p>6.1.12 Imidlalo noLonwabo</p> <ul style="list-style-type: none"> - Uphuhliso lweMidlalo - Iiprojekthi ezithile - Amakhosikazi kwimidlalo - Iziganeko ezinguNdoqo zeMidlalo - Imidlalo yeZikolo - Imidlalo eMikhulu - Inkxasomali kwimibutho yeMidlalo - Uphando ngeMidlalo neMiba yobuNzululwazi - Iakhademi yeMidlalo yePhondo - Itrasti yoPhuhliso lweMidlalo yePhondo - Amawonga akhutshwa kwezeMidlalo - - Izibonelelo zeMidlalo 	<p>Inkqubo 4</p>

<ul style="list-style-type: none"> - Ulonwabo noPhuhliso - Iimbambano zeNguqu kwiMidlalo neZisombululo - Imigaqonkqubo - Imibutho yeMidlalo yeHlabathi - Imibutho eQuquzelelayo - Amaziko eMfundo ePhakamileyo - Oogunyaziwe beMimandla - Inkxaso yokuSebenza 	
<p>6.1.13 IMicimbi yeNkcubeko</p> <ul style="list-style-type: none"> - Amaziko aseMthethweni - Iimyuziyam - Ilifa leMveli leNtshona Koloni - Intsebenziswano naMaziko aseMthethweni naManye aMaziko 	Inkqubo 2
<p>6.1.14 Iinkonzo zaMathala eeNcwadi</p> <ul style="list-style-type: none"> - Amaxwebhu enzuzo - uLudwe lweeNcwadi nolokuKhetha iiNcwadi - - Abo babonelela ngeMathiriyeli yaMathala eeNcwadi - - Ukuzifumana, ukuZilungisa nokuZihambisa - - - Amalizo - - Uphando neeNkcukacha-manani - Ubonelele elinemiqathango, inkxaso mali yamathala encwadi womasipala abakhulu (i-metro) kunye nokuhlawulwa kwenkxaso mali komasipala 	Inkqubo 3

6.1.15 IiNkonzo zoLondolozo lweenkcukaca ezibalulekileyo neerekhodi - IiNkonzo zoLawulo lweeRekhodi - Ukugcina nokuqinisekisa ukufikelela kwemathiriyeli egciniweyo -Ulawulo nophunyezo loLawulo lweenkcukacha ezigcinwe kwikhompuyutha	
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6.2 IIREKHODI ZESEBE EZIFUMANEKA NGOKUZENZEKELA KUNGADANGAKA KWENZIWA SICELO SAZO – icandelo 14 (1)(e)

Ezi ngxelo zilandelayo ziyafumaneka ukuba ubani angazihlola ngokwemiqathango yecandelo 15(1)(a)(i) yaye zikakotshwa ngokwemiqathango yecandelo 15(1)(a)(ii).

Amaxwebhu anofunyanwa mahala kwiphowuthali yeWCG ku- <https://www.westerncape.gov.za/dept/cas> ngokwecandelo 15(1)(a)(iii) aphawulwe ngeasteriski*.

Ingcaciso ngeendidi zeerekhodi ezifumaneka ngokwemiqathango yecandelo 15(1)(a)	Icandelo lendlela yofikelelo kwiirekhodi 15(1)(b)
INKCAZELO YEEREKHODI EZIFUMANEKAYO UKUBA ZISENOKUKOTSHWA OKANYE ZITHENGWE KULANDELWA ICANDELO 15(1)(a)(ii)	
(a) Uxwebhu i"Step-by-Step to project execution" leeNkonzo zeMyuziyam	Iirekhodi ekubhekiswe kuzo ku(a) ukuya ku(m) zingaya kuhlolwa kwiSebe leMicimbi yeNkcubeko neMidlalo, Protea Assurance Building, Greenmarket Square, Cape Town.
(b) Imagazini yangaphakathi ephuma kabini ngenyanga i"the Cape Librarian"*	

<p>(c) Uhlolo lonyaka lwenkonzo zamathala eencwadi aseNtshona Koloni</p> <p>(d) Isicwangciso seqhinga lokusebenza leNtshona Koloni</p> <p>(e) Isicwangciso seHIV and AIDS seSebe</p> <p>(f) Izicwangciso*</p> <p>(g) Isicwangciso soPhuculo loHanjiso lweNkonzo*</p> <p>(h) Izicwangciso zokuSebenza zoNyaka*</p> <p>(i) Iingxelo zonyaka*</p> <p>(j) Iingxelo zonyaka zaBemi*</p> <p>(k) Iitshata zeNkonzo*</p> <p>(l) Intetho yohlahlo-lwabiwo-mali yeSebe leMicimbi yeNkcubeko neMidlalo leNtshona Koloni</p> <p>(m) Ubume beSebe (izikhundla) leMicimbi yeNkcubeko neMidlalo</p> <p>(n) Imigaqo nemigangatho yamathala eencwadi kawonke-wonke aseNtshona Koloni</p> <p>(o) Uluhlu lwe khontrakthi lamamathala eencwadi aseNtshona Koloni</p>	
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6.3 IINKONZO EZIFUMANEKAYO KULUNTU: ICANDELO 14(1)(f)

ISebe lineenkono ezimbalwa elizibonelela ngqo eluntwini. Iinkcukacha ezipheleleyo zezi nkono zikwiTshata yeeNkono epapashelwe iSebe leMicimbi yeNkcubeko neMidlalo, efunaneka ku:

[Service Charter for the Department of Cultural Affairs and Sport | Western Cape Government.](#)

Iinkono ezibonelelwa liSebe leMicimbi yeNkcubeko neMidlalo	Indlela yokufikelela kwezi Nkono
<p>ICANDELO LOLAWULO ELIYINTLOKO: IMICIMBI YENKCUBEKO</p> <ul style="list-style-type: none"> Iinkono ezimalunga namagunya kunye nemisebenzi yoMthetho weKomishoni yeNkcubeko yeNtshona Koloni neeKhansili zeNkcubeko, 1998 (uMthetho 14 ka-1998) Iinkcukacha zingafumaneka kwiwebhusayithi yeKomishoni yeNkcubeko yeNtshona Koloni. Ngokuhanjiswa kweengxelo zonyaka, upapasho lonyaka, iibrowutsha, ulwaziso neephambflethi nangokunxibelelana neenkono zeNkcubeko zePhondo. Iinkono ezimalunga namagunya kunye nemisebenzi yeKomiti yeelwimi njengoko ichaziwe kwiWestern Cape Provincial Languages Act, 1998 (Act 13 of 1998) Iinkcukacha zingafumaneka kwiwebhusayithi yeWestern Cape Language Committee website, nangokuhanjiswa kweengxelo zonyaka, upapasho lonyaka, iibrowutsha, ulwaziso 	<p>Ifowuni: 021 483 9503 Ifeksi: 086 607 0208 Imeyili: dcas.com@westerncape.gov.za https://www.westerncape.gov.za/dep/t/cas</p>

neephamflethi nangokunxibelelana neyunithi yeelwimi yeNtshona Koloni	
ICANDELO LOLAWULO ELIYINTLOKO: IMIDLALO NOLONWABO	https://www.westerncape.gov.za/dep/t/cas
<ul style="list-style-type: none"> • Inkxasomali yamaziko aneenkqubo zophuhliso • Inkxasomali noncedo lwezolawulo kumaziko enza iziganeko ezikhulu • Inkxasomali koogunyaziwe bemimandla ukumisela amaziko amatsha nokumenteyina nokuphucula lawo akhoyo • Kwiimeko ezithile iiphamflethi ziyadraftwa ze zihanjiswe 	
ICANDELO LOLAWULO: IINKONZO ZOLONDOLOZO LWEENKCUKACHA EZIBALULEKILEYO (IIAKHAYIVU)	https://www.westerncape.gov.za/dep/t/cas

6.4 AMALUNGISELELO AVUMELA UBANDAKANYEKO EKWENZIWENI KWEMIGAQONKQUBO NEMISEBENZI ICANDELO 14(1)(g)

ICANDELO LOLAWULO ELIYINTLOKO: IMICIMBI YENKCUBEKO

- Amalungu eKomishoni yeNkcubeko yeNtshona Koloni atynjwa qho ngeminyaka emithathu ngenkqubo yokutyunjwa luluntu. Amalungu oluntu lwasekuhlaleni anelungelo lokutyumba abagqatswa. Eli ziko likarhulumente limele uluntu lwenkcubeko lwaseNtshona Koloni yaye lisebisa umphathiswa wephondo ngemigaqonkqubo
- Iingcebiso ngomgaqonkqubo zinganikezwa uMphathiswa wePhondo ngqo okanye aMalungu eKomishoni yeNkcubeko yeNtshona Koloni
- Kusoloko kuboniswa ngemigaqonkqubo emitsha ngokuthi kumanyelwe izimvo zoluntu nangopapasho olukhutshwa kumaphephandaba

- Amaxesha amaninzi, umthetho uba nguwo otshoyo ukuba uluntu malwaziswe kanjani ukuze luthathe inxaxheba kwiindibano zokubonisia noluntu
- Kwenziwa izaziso kumajelo eendaba afana neGazethi yePhondo, amaphephandaba ephondo namaphepha eengingqi/asekuhlaleni, neewekhishophu namaqela achaphazelekayo. Zonke iiprojekthi ezenziwa kusetyenziswa amagunya yaye kusenziwa umsebenzi weKomiti yeeLwimi zenziw emva kokubonisa noluntu oluchaphazelekayo okanye namaqela anomdla
- Ukuza kuthi ga ngoku, isicwangciso sokusebenza seeprojekthi sinemiqathango eyodwa yokuba kuhanjiswa iinkcukacha ezichaza abantu nemibutho ekuza kuboniswa nayo kwiprojekthi
- Xa kusenziwa umgaqonkqubo ofana noMgaqonkwubo weLwimi wePhondo, isigaba ngasinye soxwebhu oluyilwayo sinikezwa uluntu oluchaphazelekayo, njengoomasipala bemimandla, imibutho yeelwimi namasebe kunye namaziko orhulumente wephondo
- Kumana kusenziwa uvavanyo ukukhangela izidingo zamacandelo athile eNtshona Koloni, njengophicotho lolwimi lwamasebe kunye namaziko orhulumente wephondo noloomasipala beengingqi
- Abantu/kunye okanye imibutho iyamenywa ukuba ithumele izikhalazo ezihlangene nemiba yeelwimi kwiKomiti yeeLwimi ukuba iyiqwalasele okanye iyithumele kwiPan South African Language Board
- Iiforam neewikhishophu namaqela achaphazelekayo – oosomathala beencwadi
- Iintlanganiso zeKomiti eKhokelayo

UNCEDO OLUFUMANEKAYOLWEZENZO OKANYE KUSILELO LOKWENZA INTO: ICANDELO 14(1)(h)

Imithetho esebenzayo kweli Sebe ingabonelela ngenkqubo yangaphakathi yophononongo okanye yokubhena. Ukuba akukho sisombululo sifumanekayo ngokwale nkqubo okanye akukho malungiselelo wambi enziweyo ngenkqubo le, kungabhenelwa enkundleni ukuba inike umyalelo ofanelekileyo.

Ukuba kukho imibuzo, izikhalazo okanye izimvo malunga nohanjiso lweenkonzo zeSebe leMicimbi yeNkcubeko neMidlalo, ingabuzwa ngolu hlobo lulandelayo:

Ifowuni: 021 483 9503 ngoMvulo ukuya kuLwesihlanu ukusuka ngo-7am ukuya ku-4pm.

Ifeksi: 086 607 0208

Imeyili: dcas.com@westerncape.gov.za

7 UFIKELELO NOKUFUMANEKA KWALE NCWADI: ICANDELO 14 (3)

7.1 Incwadi le ifumaneka ngesiNgesi, ngesiBhulu nangesiXhosa yaye nabani na ofunayo angayiphendla phakathi kwentsimbi yesi-7.30 no-16.00 ngoMvulo ukuya kutsho ngoLwesihlanu (ngaphandle kwangeeholide) kwi-

- ISebe leMicimbi yeNkcubeko neMidlalo, Protea Assurance Building, Greenmarket Square, Cape Town; kunye
- Nakwiofisi yeSekela-Gosa leeNkcukacha, uMnu B. Walters eProtea Assurance Building, Greenmarket Square, Cape Town.

7.2 Inguqulelo yesiNgesi yale manyuwali iyafumaneka kulowo ufuna ukuyibona kwidilesi yeSekela-Gosa leeNkcukacha elapha ngentla. Le Manyuwali iguqulelwe kwiAfrikaans nesiXhosa yaye iyafumaneka kulowo uyifunayo kwiwebhusayithi yeSebe. Ilinki yewebhusayithi ithi:

<https://www.westerncape.gov.za/general-publication/promotion-access-information-dcas-manual-2017>

ISIHLOMELO A:

ISIKHOKELO NGOFIKELELO KWIIREKHODI NGOK-UNGAZENZEKELIYO

1 UKUGCWALISWA KWEFOMU YESICELO, INTLAWULO YEMIRHUMO NEFOMU YOFIKELELO – amacandelo 18, 19, 22, 29 nelama-31.

1.1 Ifomu yesicelo

- Kufuneka kugcwaliswe ifomu yesicelo efanelekileyo (eqhotyoshelwe njenge**FOMU A**) ngulowo wenza isicelo ze ingeniswe kwiGosa leeNkcukacha/iSekela-gosa leeNkcukacha.
 - Ukuba umfaki-sicelo akakwazi kufunda okanye kubhala okanye kuyigcwalisa ifomu ngenxa yokuba ekhubazekile, angasenza ngomlomo isicelo. IGosa leeNkcukacha/iSekela-gosa leeNkcukacha liya kuyigcwalisa ke egameni lomfaki-sicelo iFomu A, liya kuyigcina ikopi yokuqala ze limnike enye ikopi umfaki-sicelo.
 - Isicelo singakwa ngomnye egameni lomnye kodwa kufuneka oko kubhalwe kuFomu A ukuqondisa.

1.2 Imirhumo

- Imirhumo yezicelo neyokukhangela iirekhodi, ngokunjalo nokwenza iikopi, ibhalwe phantsi kwemigaqo eyenziwe ngokwemiqathango yePAIA. (**ISHEDYULI YEMIRHUMO** iqhotyoshelwe) Yiyo le ngezantsi imirhumo ekhutshwayo:
 - Umrhumo wesicelo ngama-R35.00 ngesicelo ngasinye;
 - Umrhumo wexesha elithathwayo ukukhangela/ukuphanda nokucwangcisa irekhodi, ukuba lingaphezulu kweyure. Kusengathwa kufuneka kukhutshwe isithathu somrhumo xa uphelele. Kambe, umrhumo lowo kufuneka ukhutshwa phambi kokuba inikwe imvume; yaye
 - umrhumo okhutshwayo wokwenza iikopi.

1.3 Abafaki-zicelo abangazihlawuleliyo izicelo:

- Igosa lolondolozo/umphandi ocela iirekhodi esenza uphando ngolondolozo okanye unemibuzo ethile ngokugunyaziswa yimiqathango yoMthetho iMaintenance Act, 1998 (okanye imigaqo euenziwe ngokwalo mthetho.)
- Umntu owenza isicelo serekhodi eneenkcukacha zakhe.

1.4 Abafaki-zicelo abangalurhumeliyo ufikelelo:

- Umntu ocela iirekhodi eneenkcukacha zakhe.
- Umntu onomvuzo ongekho ngaphezu kwe-R14 712 ngonyaka.
- Abatshatileyo, okanye umntu kunye neqabane lakhe abamvuzo ungaphezulu kwama-R27 192 ngonyaka.

1.5 Indlela yokufikelela

- Umfaki-sicelo kufuneka axele phaya kuFomu A ukuba ufuna ikopi na okanye ufuna ukujonga indgxelo ethile.
 - Ukuba kufuneka ikopi, umfaki-sicelo kufuneka axele apho efomini (umz. iprintwe okanye ithunyelwe ngekhompyutha na) kunye nolwimi afuna ukuba ibe ikulo (ukuba ifomu leyo iyafumaneka nangezinye iilwimi). ISebe alulwenzi uguqulelo lweerekhodi ezibhalwe ngolwimi olunye.
- Ingxelo iya kubonelelwa ngaloo ndlela kucelwe ukuba ibe ngalo ngaphandle kokuba akunakwenzeka kwaphela oko okanye ukwenjenjalo kungaphazamisana nendlela yokusebenza yeSebe.

2 ISIGQIBO SOKUNIKA OKANYE UKWALA UFIKELELO – Icandelo lama-25 nelama-26

2.1 Ixesha elithathwayo ukwenza isigqibo

IGosa leeNkcukacha / iSekela-gosa leeNkcukacha kufuneka lingaphozisi Maseko emva kokuba yenziwe intlawulo yama-R35 layifumana neFomu A, zingadanga zaphela noko iintsuku ezingama**30**, lithathe isigqibo malunga nokuba liyayinika na imvume okanye aliyiniki, lakugqiba limazise lowo obenze isicelo ngesigqibo eso.

2.2 Ukwanda kwexesha

IGosa leNgcaciso / iSekela-gosa leNgcacisolingazandisa iintsuku ezingama-30 **ngezinye ezingama-30** phantsi kwezi meko zilandelayo:

- isicelo sisicelo seerekhodi ezininzi okanye kufuneka kufundwe iirekhodi ezininzi yaye ukujongana nezo rekhodi zingako kuphazamisa ukusebenza kwesebe;
- isicelo eso seseerekhodi ezingekho dolophini inye okanye sixekweni sinye nesi likuso iGosa leNgcaciso / iSekela-gosa leNgcaciso;
- kufuneka kuboniswene namanye amasebe e-WCG okanye amanye amaqumrhu karhulumente ukuze kuthathwe isigqibo ngeso sicelo; okanye
- umfaki-sicelo uvumile ukuba landiswe ixesha.

3. IIREKHODI EZINEENKCUKACHA NGAMANYA AMAQELA ACHAPHAZELEKAYO – amacandelo 47, 48

3.1 Isaziso:

IGosa leNgcaciso / iSekela-gosa leNgcacisokufuneka lithathe amanyathelo afanelekileyo okwazisa omnye umntu ochaphazelekayo lingachithanga xesha, kodwa oko likwenze kwisithuba **seentsuku ezingama-21**, sokungena kwesicelo serekhodi equlethe oku kulandelayo:

- linkcukacha zomnye umntu ochaphazelekayo;
- limfihlo zokusebenza zomnye umntu;
- linkcukacha zezimali, ushishino, okanye iinkcukacha zolwazi ezinobucigocigo bomntu nokuvezwa kwazo kungamenzela ingxaki loo mntu ungomnye uchaphazelekayo;
- linkcukacha azinikileyo loo mntu ungomnye uchaphazelekayo yimfihlelo yakhe yaye ukubekwa kwazo elubala kungamfaka engxaki okanye kuzibeke esichengeni izivumelwano zakhe zoshishino, ezinye izivumelwano okanye ukhuphiswano;
- linkcukacha ezinikeziweyo ziyimfihlelo ngomnye umntu ochaphazelekayo nokubekwa kwazo elubala kubalwa ngokuba (i) kukwaphula isivumelwano semfihlo ebekungenwe kuso nomnye umntu; okanye (ii) kuyibeka esichengeni imeko yakhe yokusebenza kwixesha elizayo ukuba iinkcukacha ezo zingathiwa pahaha, nebekufanele ukuba luyazifumana uluntu; okanye
- linkcukacha zophando olwenziwayo ngomnye umntu okanye egameni lakhe zingamsingela phantsi loo mntu ungomnye, iarhente okanye umcimbi lowo uphandwayo.

3.2 Okubekwa ngomnye umntu ochaphazelekayo

Kwiintsuku ezingama-21 zesaziso (3.1 ngasentla) omnye umntu kufuneka (i) angenise okubhaliweyo okanye aye kubonana neGosa leeNkcukacha / iSekela-gosa leeNkcukacha anike izingathu zokuba isicelo sikhatywe; okanye (ii) anike imvume ebhaliweyo yokuba irekhodi ibekwe elubala.

3.3 Isigqibo sokwala

IGosa leNgcaciso / iSekela-gosa leNgcacisokufuneka lithi kwangoko, kodwa kwisithuba seentsuku ezingama-**30 emva kokukhutshwa kwesaziso** (3.1 ngasentla) lithathe isigqibo sokusamkela okanye ukusikhaba isicelo yaye kufuneka simazise omnye umntu ochaphazelekayo ngokunjalo nomfaki-sicelo ngesigqibo eso.

4. **INKQUBO YEZIBHENO YANGAPHAKATHI- icandelo lama-74 nelama-75**

4.1 Umfaki-sicelo

Umfaki-sicelo angafaka isibheno, kwisithuba **seentsuku ezingama-60** emva kokuba kukhutshwe isaziso ngesigqibo seGosa leeNkcukacha / iSekela-gosa leeNkcukacha:

- ukuba kwaliwe ukuba afikelele (jonga ku-2 ngentla);
- ukuba arhume (jonga ku-1.2 ngentla);
- ukuba landisiwe ixesha lokufikelela (jonga ku-2.2 ngentla).

4.2 Omnye umntu ochaphazelekayo

Omnye umntu ochaphazelekayo angafaka isibheno zingaphelanga **iintsuku ezingama-30** emva kokuba sikhutshiwe isaziso sesigqibo seGosa leeNkcukacha / iSekela-gosa leeNkcukacha sokunika imvume yokufumana irekhodi eneencukacha zaloo mntu ungomnye uchaphazelekayo (jonga ku-3 ngentla).

4.3 Inkqubo yokubhena

Inkqubo yokubhena yangaphakathi ifuna ukuba ugcwalise ifomu emiselweyo (**iFomu B** eqhotyoshelweyo) uyise okanye uyithumele kwiGosa leeNkcukacha / kwiSekela-gosa leeNkcukacha.

5. ISICELO SENKUNDLA

5.1 Umfaki-sicelo okanye omnye umntu ochaphazelekayo angafaka isicelo enkundleni ukuba axolelwe ukuba-

- isibheno besifakiwe ngaphakathi nto kuyo umbheni lowo akanelisekanga sisiphumo sesibheno sakhe sangaphakathi; okanye

5.2 Isicelo esiya enkundleni kufuneka senziwe kwisithuba esiphakathi **kweentsuku ezili-180** emva kokuba lowo ubhenileyo esifumene isiphumo sesibheno sakhe.

ISIHLOMELO B: ITSHATA YEENKONZO

SERVICE DELIVERY CHARTER

The Department of Cultural Affairs and Sport is committed through this Service Delivery Charter to provide quality services to you. Let's make service delivery **BETTER TOGETHER.**

Our Responsibility To You

- We will acknowledge receipt of correspondence within 5 working days.
- We will respond to correspondence from clients within 14 working days.
- We will endeavour to answer telephone calls within five rings.
- We will treat you with courtesy and respect and in a dignified manner at all times.
- We undertake to consult you about your service needs and about your expectations about the level and quality of service.
- We will provide full information upon request in an open and transparent manner.
- We will provide access to prompt and efficient service in accordance with applicable service delivery standards.

Your Responsibility To Us

- Be civil, courteous and respect the dignity of officials who render service to you.
- Be honest in your deliberations with us.
- Be willing to consider making yourself available for empowerment programmes.

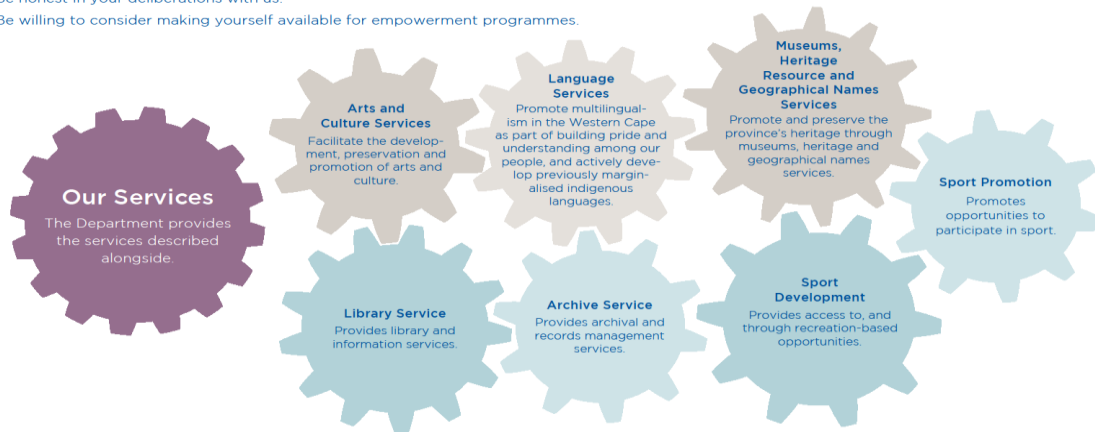
OUR VISION

The Department's vision is to contribute to a socially inclusive, creative, active and connected Western Cape.

OUR PURPOSE

The Department's mission is to encourage excellence and inclusivity in sport and culture through the effective, efficient and sustainable use of our resources, and through creative partnerships with others.

As we move towards excellence, we will create the conditions for access, mass participation, talent identification and skills development.



We Value Being Accessible

Our buildings are accessible to people with disabilities.
Our buildings are clearly identified with visible signage.
Our Service Access Booklet provides contact details of key management staff.
The Department's Service Standards Schedule is available at: www.westerncape.gov.za/cas.
We will endeavour to render our services in all three official languages of the Western Cape.

Office hours:
Monday to Friday
7:30-16:00

Our Redress Mechanism

If you have a complaint, you are welcome to contact us at the contact details indicated below. We will respond to your complaint within 14 working days.

For matters relating to:

Cultural Affairs
Tel: 021 483 9508

Sport and Recreation
Tel: 021 483 5891

Libraries
Tel: 021 483 2273

Archives
Tel: 021 483 0452

Hannetjie DuPreez@westerncape.gov.za

Lyndon Bouah@westerncape.gov.za

Nomaza Dingayo@westerncape.gov.za

Nikiwe Momoti@westerncape.gov.za



Western Cape Government
Cultural Affairs and Sport

BETTER TOGETHER.

Executive Authority Declaration:

I, Theuns Botha, commit the Department of Cultural Affairs and Sport in terms of Part III, C.2 of the Public Service Regulations, 2001 as amended, to adhere to this charter.

Theuns Botha

ISIHLOMELO C: IFOMU A

IFOMU A

ISICELO SOKUFIKELELA KWIREKHODI ZEQUMRHU LOLUNTU

(ICandelo 18(1) lomthetho iPromotion of Access to Information Act, 2000 (uMthetho Nomb. 2 wama-2000))

[Umgaqo 6]

ILUNGISELELWE ISEBE KUPHELA

Inombolo yesalathisi: _____

Isicelo senziwa ngu- _____ (xela

isikhundla/iwonga, igama nefani yeGosa leeNkcukacha / iSekela-gosa

leeNkcukacha) ngalo mhla _____ (xela umhla) kule ndawo

Umrhumo wesicelo (ukuba ukho): R.....

Idiphozithi (ukuba ikho): R.....

Umrhumo wokufikelela kulwazi: R.....

LITYIKITYA APHA IGOSA LENGCACISO

/ ISEKELA-GOSA LENGCACISO

A. linkcukacha zequmrhu loluntu

iGosa leNgcaciso / iSekela-gosa leNgcaciso:

B. linkcukacha zomntu owenza isicelo sokufikelela kwirekhodi

- (a) linkcukacha zomntu ocela ukufikelela kwirekhodi mazibhalwe apha ngasezantsi.
- (b) Nika idilesi kunye/okanye inombolo yefeksi kwiRiphabhliki ekufuneka kuthunyelwe kuyo ulwazi olo.
- (c) Ubungqina besikhundla esenziwa phantsi kwaso isicelo, ukuba bukho, mabuqhotyoshelwe.

Amagama apheleleyo nefani:

Inamba yesazisi:

Idilesi yePosi:

_____ Inombolo yefeksi:

inombolo yomnxeba: _____ Idilesi ye-imeyili:

Isikhundla esenziwa phantsi kwaso isicelo, ukuba senziwa egameni lomnye umntu:

C. linkcukacha zomntu esenziwa egameni lakhe isicelo

Eli candelo kufuneka ligcwaliswe kuphela xa isicelo seenkcukacha sisenziwa egameni lomnye umntu.

Amagama apheleleyo nefani:

Inombolo yesazisi:

D. linkcukacha zerekhodi

- (a) Nika iinkcukacha ezipheleleyo zerekhodi efunwayo, kubandakanya inombolo yesalathisi ukuba uyayazi, ukuze ifumaneke lula loo rekhodi.
- (b) Ukuba isithuba sokubhala asaneli nceda ubhale kwelinye iphepha uze uliqhoboshele kule fomu. **Umfaki-sicelo kufuneka awatyikitye onke amaphepha aqhotyoshelweyo.**

1. Ingcaciso ngerekhodi okanye indawo ethile kwirekhodi leyo:
2. Inombolo yesalathisi, ukuba ikho:
3. Ezinye iinkcukacha zerekhodi:

E. Imirhumo

- (a) Isicelo sokufikelela kwirekhodi, esingesoserekhodi eneenkcukacha zakho, siya kuqwalaselwa kuphela emva kokuhlawulwa **komrhumo wesicelo**.
- (b) Uya kwaziswa ngexabiso lomrhumo wesicelo sakho.
- (c) **Umrhumo ohlawulelwa ukufikelela** kwirekhodi uxhomekeke kuhlobo ofuna ukuyifumana ngayo kwakunye nexesha ekuza kulithatha ukuyikhangela nokuyilungisa irekhodi leyo.
- (d) Xa ufuna ukuxolelwa ungarhumi, nceda uxele isizathu sesicelo soko.

Isizathu sokuxolelwa ekuhlawuleni imirhumo:

F. Uhlobo ekufuneka libe kulo irekhodi

Ukuba akukwazi kuyifumana iFomu efunekayo ku-1 ukuya ku-4 apha ngezantsi xa ufuna irekhodi ethile ngenxa yokuba ungakwazi ukufunda, ukujonga okanye ukuba kakuhle ngeendlebe, nceda uyichaze ingxaki yakho uxele nokuba uyifuna ikwimo enjani na irekhodi leyo.

Isiphako somzimba:

Uhlobo ekufuneka ibe kulo irekhodi:

Phawula kwibhokisi efanelekileyo ngo "X".

AMANQAKU:

- (a) Ukufumaneka kwerekhodi ngohlobo obonise ukuba uyifuna ngalo kuxhomekeke ekubeni ikho na ngolo hlobo uyifuna ngalo.
- (b) Ukufunyanwa kwayo ikolu hlobo icelwe ngalo kusenokwaliwa kwiimeko ezithile. Kwimeko enjalo uya kwaziswa ukuba unako na kuyinikwa ikolunye uhlobo irekhodi leyo.
- (c) Umrhumo ohlawulwayo ukuze ubenokufikelela kwirekhodi, ukuba ukho, uya kumiselwa kuphela ngokohlobo ocele ukuba ibekulo irekhodi.

1. Xa irekhodi iyinto ebhaliweyo okanye eprintiweyo -			
	Ikopi yerekhodi*		ukuhlolwa kwerekhodi

2. Xa irekhodi inemifanekiso ebonwayo - (oku kubandakanya iifoto, izilayidi, iividiyo, imifanekiso eyenziwa ngekhompyutha, iziketshi, njl.)			
	Ukujonga imifanekiso		Ikopi zemifanekiso* Ukukhuphela imifanekiso*

3. Xa irekhodi inamagama arekhodiweyo okanye ulwazi olunokunikezelwa ngesandi --			
	Ukumamela isandi eso (ikhasethi)		Ukukhutshelwa kwesandi * (uxwebhu olubhaliweyo okanye oluprintiweyo)

4. Ukuba irekhodi igcinwe ekhompuyutheni / ifumaneka nge-elektroniki okanye ifundwa ngomatshini -			
	Ikopi yerekhodi eprintiweyo**		Ikopi yeenkcukacha ezithathwe kwirekhodi eprintiweyo Ikopi efundeka ngekhompyutha* (istifi okanye idiski)

*Ukuba ucele ikopi okanye ukukhutshelwa kwerekhodi (ngasentla), ingaba uqwenela ukuba uthunyelwe ikopi okanye ukhutshelo luposwe? Kukho iindleko zeposi.	EWE	HAYI
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Qaphela ukuba ukuba irekhodi ayifumaneki ngolwimi olukhethileyo, ungayifumana kuphela ngolo lwimi ibhalwe ngalo
Ukhettha ukuba ibe kuluphi ulwimi irekhodi?

G. Isaziso ngesigqibo esiphathelele kwisicelo sokufikelela kulwazi

Uya kwaziswa ngokubhalelwa ukuba isicelo sakho sivunyiwe/saliwe. Ukuba ufuna unqwenela ukwaziswa ngenye indlela, nceda uyichaze indlela leyo, ze usinike neenkukacha ezifanelekileyo ukuze kuphunyezwe isicelo sakho.

Unqwenela ukuba waziswe njani ngesigqibo esithathiweyo ngesicelo sakho sokufikelela kwiirekhodi?

Ityikitywe _____ ngalo mhla _____ wama-
20

UTYIKITYA APHA UMFAKI-SICELO / UMNTU
ESENZIWA EGAMENI LAKHE ISICELO

ISIHLOMELO D: IFOMU B

ISAZISO SESIBHENO SANGAPHAKATHI

(ICandelo 75 loMthetho iPromotion of Access to Information Act, 2000
(uMthetho 2 ka-2000))

[Ummiselo 8]

**XELA INOMBOLO YAKHO
YESALATHISI:**

A. linkcukacha zequmrhu loluntu

IGosa leeNkcukacha / iSekela-gosa leenkcukacha:

**B. linkcukacha zomfaki-sicelo/omnye umntu ochaphazelekayo ofake
isibheno sangaphakathi**

- (a) *linkcukacha zomntu ofaka isibheno sangaphakathi mazigcwaliswe apha ngasezantsi.*
- (b) *Ubungqina besikhundla esifakwa phantsi kwaso isibheno, ukuba bukhona mabuqhotyoshelwe.*
- (c) *Xa umbheni ingomnye umntu yaye ingenguye laa mntu ebecele iinkcukacha, iinkcukacha zomfaki-sicelo wakuqala mazixelwe apha ku-C ngezantsi.*

Amagama apheleleyo nefani:

Inombolo yesazisi:

Idilesi yeposi:

Inombolo yefeksi:

Inombo yomnxeba: _____ Idilesi ye-imeyili:
isikhundla salowo ufaka isibheno egameni lomnye umntu:

C. linkcukacha zomfaki-sicelo

Eli candelo kufuneka ligcwaliswe KUPHELA xa ingomnye umntu (ngaphandle kowenza isicelo) ofaka isibheno sangaphakathi.

Amagama apheleleyo nefani:

Inombolo yesazisi

D. Isizathu sokufakwa kwesibheno sangaphakathi

Phawula ngo "X" ebhokisini efanelekileyo esona sizathu sokufakwa kwesibheno sangaphakathi:

	Ukwaliwa kwesicelo sokufikelelela kulwazi.
	Isigqibo esiphathelele kwimirhumo emiselwe ngokwecandelo 22 loMthetho.
	Isigqibo esiphathelele ekwandisweni kwexesha ekufanele kuphendulwe ngalo isicelo ngokwecandelo 26(1) loMthetho.
	Isigqibo sokwaliwa kokunikwa kolwazi ngohlobo olucelwe ngalo ngumfaki-sicelo ngokwecandelo 29(3) loMthetho.
	Isigqibo sokunika imvume yokufikelelela kulwazi.

E. limeko esifakwa phantsi kwazo isibheno

Ukuba ayanelanga indawo yokubhala, nceda ubhale kwelinye iphepha ze uliqhoboshele kule fomu. Kufuneka uwasayine onke amaphepha owaqhobosheleyo

Xela imeko osifaka phantsi kwayo isibheno sangaphakathi:

Nika naziphi na ezinye iinkcukacha ezongezelekileyo ezifanalekileyo ezinokuqwalaselwa xa kujongwe isibheno sakho:

F. Isaziso ngesigqibo sesibheno

Uya kwaziswa ngembalelwano ngesiphumo sesibheno sakho. Ukuba unqwenela ukwaziswa ngenye indlela, nceda uyichaze, unike neenkukacha ezifanelekileyo ukuze siphunyezwe isicelo sakho.

Xela indlela omawaziswe ngayo:

Iinkcukacha zaloo ndlela:

Ityikitywe e _____ umhla _____ 20

UTYIKITYA APHA OFAKA ISIBHENO

ILUNGISELELWE UKUSETYENZISWA LISEBE:

IINKCUKACHA EZISESIKWENI ZESIBHENO SANGAPHAKATHI:

Isibheni sifunyenwe ngomhla _____ ngu
(xela isikhundla, igama nefani yegosa lolwazi/isekela-gosa lolwazi).

Isibheni sikhathshwa zizizathu ezilungiselelwe igosa lolwazi/isekela-gosa lolwazi, kunye, apho kufanelekileyo, neenkukacha zakhe nawuphi na omnye umntu ochaphazelekayo zifakwe ligosa lolwazi/isekela-gosa lolwazi (ngomhla othile) _____ kugunyaziwe ofanelekileyo.

ISIPHUMO SESIBHENO:

ISIGQIBO SEGOSA LENGCACISO / SESEKELA-GOSA LENGCACISO

SIQINISEKISIWE / SITHATHWE SESINYE

ISIGQIBO ESITSHA:

UMHLA

UGUNYAZIWE OFANELEKILEYO

UMHLA ESIFUNYENWE NGAWO LIGOSA LENGCACISO / LISEKELA-GOSA LENGCACISO KUGUNYAZIWE OFANELEKILEYO:

ISIHLOMELO E: ISHEDYULI YEMIRHUMO

Isihlomelo A

IMIBA GABALALA: IRHAFU

Amaqumrhu oluntu nawabucala abhaliswe phantsi koMthetho iValue-Added Tax Act, 1991 (uMthetho Nomb. 89 ka-1991), njengabathengisi bangafakela irhafu-ntengo kuyo yonke imirhumo echazwe kwiSihlomelo.

ICANDELO I

IMIRHUMO NGEOKWESIKHOKELO

1. Umrhumo wekopi yesikhokelo echazwe ngokwemiqathango yemigaqo 2 (3) (b) nowe-3 (4) (c) ngama-R0,60 ngefotokopi nganye engu-A4 pkanye inxalenye yayo.

ICANDELO II

IMIRHUMO YAMAQUMRHU KARHULUMENTE

1. Umrhumo wekopi yencwadi njengoko ichaziwe kumgaqo 5 (c) ngama-R0,60 ngefotokopi nganye ye-A4okanye inxalenye yayo.

2. Imirhumo yokwenziwa kwakhona ekubhekiswa kuyo kumgaqo 7 (1) imi ngolu hlobo:

	R
(a) Ngefotokopi nganye engu-A4okanye inxalenye yayo	0,60
(b) Ngekopi nganye eprintiweyo engu-A4 okanye inxalenye yayo esekhompnyutheni, e-elektronikhi okanye efundeka ngomatshini	0,40
(c) Ngekopi efundeka kwikhompnyutha—	
(i) ekustifi	5,00
(ii) esediskini	40,00
(d)	
(i) Ngetranskriphshini yemifanekiso engu-A4 okanye inxalenye yayo	22,00
(ii) Ngekopi yemifanekiso	60,00
(e) (i) Ngetranskriphshini yerekhodi ephulaphulwayo engu-A4 okanye inxalenye yayo	12,00
(ii) ngekopi yerekhodi ephulaphulwayo	17,00

3. Umrhumo wesicelo esifakwe ngumfaki-sicelo ngamnye, ngaphandle komfaki-sicelo ngokwakhe, ekubhekiswa kuso kumgaqo 7 (2) ngama-R35,00.

4. Imirhumo eyabafaki-sicelo ekubhekiswa kubo kumgaqo 7 (3) imi ngolu hlobo:

	R
(1) (a) Ngefotokopi nganye engu-A4 okanye inxalenye yayo	0,60
(a) Ngekopi nganye eprintiweyo engu-A4 okanye inxalenye yayo egcinwe ekhompuytheni, nge-elektronikhi okanye efundeka ngomatshini	0,40
(c) Ngekopi efundeka ngomatshini—	
kustifi	(i) 5,00
Ediskini ikhompakthi	(ii) 40,00
(d)(i) Ngetranskriphshini yemifanekiso engu-A4 okanye inxalenye yayo	22,00
(ii) ngekopi yemifanekiso	60,00
(e)(i) Ngetranskriphshini yerekhodi ephulaphulwayo engu-A4 okanye inxalenye yayo	12,00
(ii) Ngekopi yerekhodi ephulaphulwayo	17,00
(f) Ukukhangela nokucwangcisa irekhodi ukuba ixelwe, li-R15,00 ngeyure okanye inxalenye yeyure, ingabalwanga iyure yokuqala elixesha elifanelekileyo lokwenza uphando nokulucwangcisa.	
(2) ngeenjongo zecandelo 22 (2) loMthetho, kufuneka kwenzeke oku:	
(a) iiyure ezintandathu njengeeyure ekufuneka zigqithiwe njengedipozithi efuneka; ngokunjalo	
(b) isithathu somrhumo wofikelelo njengedipozithi yomfaki-sicelo.	
(3) Kukho iindleko zeposi ezikhutshwayo xa kufuneka iposiwe ikopi yerekhodi efunwa ngumfaki-sicelo.	

**ICANDELO III
IMIRHUMO YAMAQUMRHU ABUCALA / IINKAMPANI**

1. mrhumo wekopi yencwadi njengoko ichaziwe kumgaqo 9 (2) (c) li-R1,10 ngefotokopi nganye engu-A4 okanye inxalenye yayo.

2.

2. Imirhumo yokoveliswa kwayo ngokomgaqo (1) imi ngolu hlobo:

	R
(a) ngefotokopi nganye engu-A4 okanye inxalenye yayo	1,10
(b) ngekopi nganye eprintiweyo engu-A4 okanye inxalenye yayo egcinwe ekhompuytheni, nge-elektronikhi okanye efundeka ngomatshini	0,75
(c) ngekopi nganye efundeka ngomatshini—	
(i)kwistifi	7,50
(ii) ediskini	70,00
(d)(i) ngetranskriphshini yemifanekiso engu-A4 okanye inxalenye yayo	40,00
(ii) ngekopi yemifanekiso	60,00
(e)(i) ngetranskriphshini yerekhodi ephulaphulwayo engu-A4 okanye inxalenye yayo	20,00
(ii) ngekopi yerekhodi ephulaphulwayo	30,00

3. Umrhumo wesicelo okhutshwa ngumfaki-sicelo, ingengunye umfaki-sicelo qobo, ekubhekiswa kuwo kumgaqo 11 (2) ngama-R50,00.

4. Imirhumo ekhutshelwa ukufikelela ngumfaki-sicelo ekubhekiswa kuyo kumgaqo 11 (3) imi ngolu hlobo:

	R
(1)(a) ngefotokopi nganye engu-A4 okanye inxalenye yayo	1,10
(b) ngekopi nganye eprintiweyo okanye inxalenye yayo egcinwe ekhomyutheni, nge-elektroniki okanye efundeka ngomatshini	0,75
(c) ngekopi efundeka ngomatshini—	
(i) kwistifi	7,50
(ii) ediskini	70,00
(d)(i) ngetranskriphshin yemifanekiso engu-A4 okanye inxalenye yayo	40,00
(ii) Ngekopi yemifanekiso	60,00
(e)(i) Ngetranskriphshini yekhodi ephulaphulwayo engu-A4 okanye inxalenye yayo	20,00
(ii) Ngekopi yekhodi ephulaphulwayo	30,00
(f) Ukukhangela nokucwangcisa irekhodi eza kuxelwa ngama-R30,00 ngeyure nganye okanye inxalenye yeyure elixesha elifanelekileyo ukwenza uphanda nokucwangcisa.	
(2) Ngeenjongo zecandelo 54 (2) loMthetho, kufuneka kwenzeke oku:	
(a) iyure ezintandathu njengeeyire ekufueka zigqithe phambi kokuba kukhutshwe idipozithi; yaye	
(b) Isithathu somrhumo ikhutshwa njegedipozithi ngumfaki-sicelo	
(3) Kukho iindleko zeposi xa kufuneka ikopi yekhodi iposelwe kumfaki-sicelo.	