



**Western Cape  
Government**

Cultural Affairs and Sport

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**Incwadi ekhuthaza ukufikeleleka kolwazi, 2018  
equlunqwe ngokwemiqathango yecandelo 14 loMithetho iPromotion of Access to Information  
Act, 2000 yeSebe leMicimbi yeNkcubeko neMidlalo**

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## 1 INTSHAYELELO

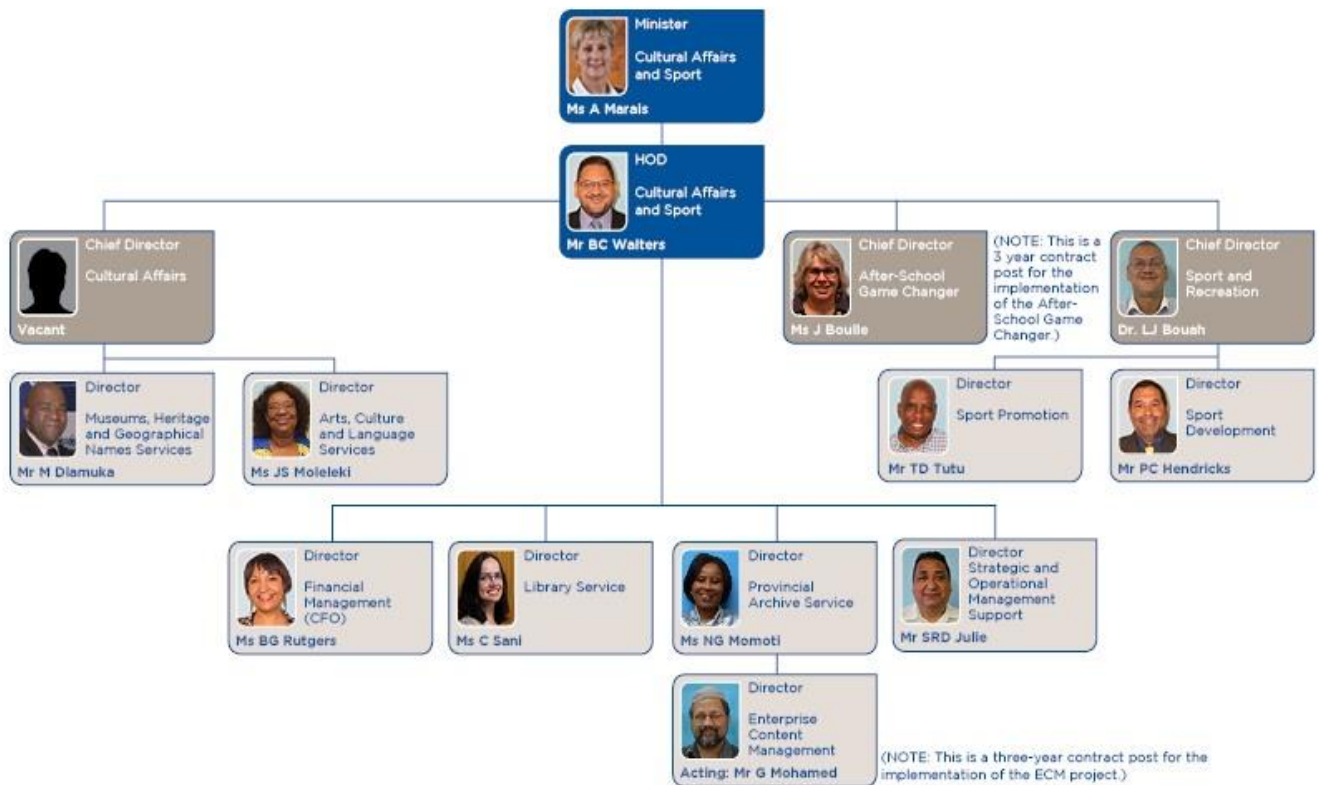
- 1.1 UMgaqo-siseko woMzantsi Afrika, 1996 (uMgaqo-siseko) ubonelela ngelungelo lokufikelela kuzo naziphi na iinkcukacha ezigcinwe nguMbuso, elinemida ethile efanelekileyo, elibandakanya ukukhuselwa kweenkcukacha eziyimfihlelo.
- 1.2 INkundla yoMgaqo-siseko ayikutoliki ukuba nelungelo lofikelelo kwiinkcukacha 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 kukumilisela 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 neenkonzco, nokunika uncedo kwinkqubo emayilandelwe ukuze iirekhodi neenkonzco zifikeleleke.

## 2 UBUME BESEBE



# Organisational Organogram



### **3 IMISEBENZI YESEBE LEMICIMBI YENKUCUBEKO 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 ngenkonzo zolawulo, ukubonisana nabasebenzisi-zinkonzo nenkxaso kuMphathiswa weMicimbi yeNkcubeko neMidlalo

##### **3.1.2 Inkqutyana 1.2: Iinkonzo zoLawulo lweziMali**

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

##### **3.1.3 Inkqutyana 1.3: Iinkonzo zoLawulo**

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

#### **3.2 Inkqubo 2: IMicimbi yeNkcubeko**

Ukubonelela ngenkonzo yobugcisa nenkcubeko, imyuziyam, amaziko elifa lemveli neenkonzo 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 nokuqqa kubantu bethu; ukuphakamisa uphuhliso lweeliwmi 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 ngeenkonzoz 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 ngeenkonzozamathala eencwadi ngokuhambelana nemithetho echaphazelekayo nemisebenzi echazwe kumgaqonkqubo.

### **3.3.3 Inkqutyana 3.3: Oovimba (Archives)**

Ukubonelela ngoovimba neenkonzozolawulo 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 neenkonzoz.

### **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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15 Wale Street  
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Tel: 021 4836032  
Fax: 021 4833300/4715  
E-mail: [Brent.Gerber@westerncape.gov.za](mailto:Brent.Gerber@westerncape.gov.za)

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

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

<b>IOfisi yeKhomishini yaMalungelo oLuntu</b>	
<b>Inombolo yomnxeba</b>	+27 11 877 3900
<b>Ifeksi</b>	+27 11 403 0684
<b>Idilesi ye-imeyili</b>	<a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a>
<b>Idilesi yeposi</b>	PAIA Unit: Promotion of Access to Information Private Bag 2700 Houghton 2041
<b>Isitalato</b>	IKhomishini yaMalungelo oLuntu yoMzantsi Afrika 33 Hoofd Street

	eBraamfontein 2017 eJOHANNESBURG
<b>Iwebhusayithi</b>	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

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 lgcina iirekhodi zezi zihloko neendidi zilandelayo:

<b>IINDIDI NEZIHLOKO</b>	<b>Inkqubo Kufuneka isicelo</b>
<b>6.1.1 ISIKHOKELO SEMITHETHO</b> <ul style="list-style-type: none"> <li>– Isikhokelo soMgaqonkqubo seSizwe</li> <li>– Imigaqonkqubo</li> <li>– Imibuzo yesiqhelo</li> <li>– Umgaqosiseko weRiphabliki yoMzantsi Afrika</li> <li>– Izilungiso</li> <li>– Ingcaciso nezimvo zomthetho</li> <li>– Imithetho yeHlabathi</li> <li>– Imigaqonkqubo</li> <li>– Imibuzo yesiqhelo</li> <li>– Amagama emithetho yeSizwe okanye iiKhonveshini</li> <li>– Izilungiso</li> </ul>	Inkqubo 1

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>- Ingcaciso nezimvo zomthetho</li> <li>- Imithetho yeSizwe</li> <li>- Imigaqonkqubo (ibandakanya iimpepha zeNgcaciso-mithetho)</li> <li>- Imibuzo yesiqhelo</li> <li>- Umthetho oSaYilwayo/ uMthetho</li> <li>- (kubandakanywa imithetho yezilungiso)</li> <li>- Isihloko soMthetho oSaYilwayo okanye uMthetho</li> <li>- Izimvo noMiselo</li> <li>- Ingcaciso nezimvo zomthetho</li> <li>- Imithetho yePhondo leNtshona Koloni</li> <li>- Umthetho oSaYilwayo/ uMthetho</li> <li>- Isihloko soMthetho oSaYilwayo/ uMthetho</li> <li>- Imigaqonkqubo (ibandakanya iimpepha zeNgcaciso-mithetho)</li> <li>- Imibuzo yesiqhelo</li> <li>- Uyilo nezilungiso<br/>(kubandakanywa izimvo zeKhabhinethi neZicelo zoNcedo lweeNgcebiso zoMthetho)</li> <li>- Izimvo noMiselo</li> <li>- Ingcaciso nezimvo zomthetho</li> <li>- Imithetho engaphantsi kweminye<br/>(imigaqo, imimiselo, izikhokelo nemiyalelo ngokweMithetho)</li> <li>- Isihloko</li> <li>- Izimvo noMiselo</li> <li>- Ingcaciso nezimvo zomthetho</li> </ul> |  |
|---|--|

<p><b>6.1.2. Ucwangciso noLawulo</b></p> <ul style="list-style-type: none"> <li>- Ucwangciso ngokutsha lwemisebenzi</li> <li>- Udluliselo lwaMagunya</li> <li>- Umiselo lwaMacandelo amatsha/iiofisi ezintsha</li> <li>- Ukuplana</li> <li>- Imiyalelo neekhowudi zeofisi</li> <li>- Inqubo zokuSebenza kweZiko</li> <li>- Imigaqonkqubo neZicwangciso</li> <li>- Inkcukacha zoLawulo oluCwangcisiweyo</li> <li>- Inxelo eziHlanganisiweyo zobuhlakani obungundoqo nothethathethwano</li> <li>- Iziko leeNkonzo zeZiko</li> <li>- Iashorensi yeZiko</li> <li>- Uphicotho lwaNgaphakathi</li> </ul>	<p>Inkqubo 1</p>
<p><b>6.1.3 ULawulo lwezaBasebenzi</b></p> <ul style="list-style-type: none"> <li>- Uphuhliso lweZiko</li> <li>- Iziko loQeqesho lePhondo</li> <li>- Ulawulo lweMiba yaBasebenzi</li> <li>- Imigaqonkqubo noCwangciso</li> <li>- Ulawulo lweKhaphitali eLuluntu</li> </ul>	<p>Inkqubo 1</p>
<p><b>6.1.4 ULawulo lweziMali lwangaPhakathi</b></p> <ul style="list-style-type: none"> <li>- uhlahlo-lwabiwo-mali</li> <li>- Uxanduva lokuphendula</li> <li>- Inkcitho</li> <li>- Amalungiselelo okubhankisha</li> <li>- Inxowa-mali</li> <li>- Ulawulo lwangaPhakathi</li> </ul>	<p>Inkqubo 1</p>

<p>6.1.5 <b>Ulawulo lweNtengo</b></p> <ul style="list-style-type: none"> <li>- Intengo</li> <li>- Izibonelelo</li> <li>- Ulawulo lwee-asethi</li> </ul>	<p>Inkqubo 1</p>
<p>6.1.6 <b>Ulawulo lweZibonelelo zaNgaphakathi</b></p> <ul style="list-style-type: none"> <li>- Izakhiwo naMabala</li> <li>- Izixhobo neFenitshala</li> <li>- linkonzo zokuPosa</li> <li>- linkonzo zoNxibelelwano ngeMinxeba</li> <li>- Impilo noKhuseleko eMsebenzini</li> </ul>	<p>Inkqubo 1</p>
<p>6.1.7 <b>Ihambo zangaPhakathi neeNkonzo zoThutho</b></p> <ul style="list-style-type: none"> <li>- Izithuthi</li> </ul>	<p>Inkqubo 1</p>
<p>6.1.8 <b>Iinkonzo zeeNkcukacha zaNgaphakathi</b></p> <ul style="list-style-type: none"> <li>- Ulawulo lweRekhodi zaNgaphakathi</li> <li>- Ulawulo lwaMathala eeNcwadi</li> <li>- Ulawulo lweNkcukacha</li> <li>- Ulawulo loLwazi</li> <li>- Imiba yoKhuseleko yaNgaphakathi</li> <li>- Ukukhuthazwa koFikelelo kwiiNkcukacha</li> <li>- Iziko le-E-Innovation</li> </ul>	<p>Inkqubo 1</p>
<p>6.1.9 <b>Unxibelelwano</b></p> <ul style="list-style-type: none"> <li>- Imveliso naMaxwebhu kaRhulumente</li> <li>- Iziganeko neNtatho-nxaxheba yoLuntu</li> <li>- Upapasho, ukuMaketha neeMpawu</li> <li>- Inkxaso yaMajelo</li> <li>- Iinkonzo zeeLwimi</li> </ul>	<p>Inkqubo 1</p>

<ul style="list-style-type: none"> <li>- Ukuguqulelwa kwaMaxwebhu kwezinye iilwimi</li> <li>- Ukubeka iliso kuMajelo eeNdaba</li> <li>- Iintetho neeMfundiso</li> <li>- Izikhokelo zopapasho</li> <li>- Imiba yoLuntu</li> <li>- Unxibelelwano oluCwangcisiweyo</li> </ul>	
<p><b>6.1.10 Iinkonzo zoMthetho</b></p> <ul style="list-style-type: none"> <li>- Ubonelelo ngeNgcebiso zoMthetho</li> <li>- Ukubambisa</li> </ul>	Inkqubo 1
<p><b>6.1.11 Ukuzimasa nokuBamba iintlanganiso nezinye iindibano</b></p> <ul style="list-style-type: none"> <li>- Imisebenzi yenkxaso</li> <li>- Imisebenzi yamasebe</li> </ul>	Inkqubo 1
<p><b>6.1.12 Imidlalo noLonwabo</b></p> <ul style="list-style-type: none"> <li>- Uphuhliso lweMidlalo</li> <li>- Iiprojekthi ezithile</li> <li>- Amakhosikazi kwezemidlalo</li> <li>- Iziganeko ezinguNdoqo zeMidlalo</li> <li>- Imidlalo yeZikolo</li> <li>- Imidlalo</li> <li>- Inkxasomali kwimibutho yeMidlalo</li> <li>- Uphando ngeMidlalo neMiba yobuNzululwazi</li> <li>- Iakhademi yeMidlalo yePhondo</li> <li>- Uphuhliso lweMidlalo yePhondo</li> <li>- Amawonga akhutshwa kwezeMidlalo</li> <li>- Inkqubo yoPhuhliso noLwakhiwo ngoKutsha</li> <li>- Izibonelelo zemidlalo</li> <li>- Ulonwabo noPhuhliso</li> </ul>	Inkqubo 4

<ul style="list-style-type: none"> <li>- Iimbambano zenguqu kwimidlalo nezisombululo</li> <li>- Imigaqonkqubo</li> <li>- Imibutho yeMidlalo yeHlabathi</li> <li>- Imibutho eQuquzelelayo</li> <li>- Amaziko eMfundo ePhakamileyo</li> <li>- Oogunyaziwe beMimandla</li> <li>- Inkxaso yokuSebenza</li> </ul>	
<p><b>6.1.13 IMicimbi yeNkcubeko</b></p> <ul style="list-style-type: none"> <li>- Amaziko aseMthethweni</li> <li>- Iimyuziyam</li> <li>- Ilifa leMveli leNtshona Koloni</li> <li>- Intsebenziswano naMaziko aseMthethweni naManye aMaziko</li> </ul>	Inkqubo 2
<p><b>6.1.14 Iinkonzo zaMathala eeNcwadi</b></p> <ul style="list-style-type: none"> <li>- Ukufumana imathiriyeli</li> <li>- uLudwe lweeNcwadi nolokuKhetha iNcwadi</li> <li>- Ukukhetha iincwadi</li> <li>- Abo babonelela ngeMathiriyeli yaMathala eeNcwadi</li> <li>- Ukufaka kwiiKhathalogu nokuHlela</li> <li>- Ukuzifumana, ukuZilungisa nokuZihambisa</li> <li>- Ukuzikhupha nokuZibuyisa</li> <li>- Izibonelelo zokuBolekisa nezeeReferensi</li> <li>- Ulawulo lweStokhwe</li> <li>- Amalizo</li> <li>- Ukubhayinda</li> <li>- Uphando neeNkcukacha-manani</li> <li>- Imibutho yeMimandla</li> </ul>	Inkqubo 3

– Incwadana yaMathala eeNcwadi	
6.1.15 liNkonzo zoLondolozo lweenkcukaca ezibalulekileyo neerekhodi - liNkonzo zoLawulo lweeRekhodi - Ukugcina nokuqinisekisa ukufikelela kwemathiriyeli egciniweyo -Ulawulo nophunyezo loLawulo lweenkcukacha ezigcinwe kwikhompuyutha	

**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\*.



<p>Ingcaciso ngeendidi zeerekhodi ezifumaneka ngokuzenzekela ngokwemiqathango yecandelo 15(1)(a)</p>	<p>Icandelo lendlela yofikelelo kwiirekhodi 15(1)(b)</p>
<p><b>INKCAZELO YEEREKHODI EZIFUMANEKAYO UKUBA ZISENOKUKOTSHWA OKANYE ZITHENGWE KULANDELWA ICANDELO 15(1)(a)(ii)</b></p>	
<p>(a) Uxwebhu i“Step-by-Step to project execution” leeNkonzo zeMyuziyam</p> <p>(b) Imagazini yangaphakathi ephuma kabini ngenyanga i“the Cape Librarian”*</p> <p>(c) Ingxelo yonyaka yeeNkonzo zeeLayibhri zaseNtshona 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 lweeNkonzo*</p> <p>(h) Izicwangciso zokuSebenza zoNyaka*</p> <p>(i) Iingxelo zonyaka*</p>	<p>Ilirekhodi ekubhekiswe kuzo ku(a) ukuya ku(m) zingaya kuhlolwa kwiSebe leMicimbi yeNkcubeko neMidlalo, Protea Assurance Building, Greenmarket Square, Cape Town.</p>

(j) Iingxelo zonyaka zaBemi*	
(k) Iitshata zeNkonzo*	
(l) Intetho yohlahlo-lwabiwo-mali yeSebe leMicimbi yeNkcubeko neMidlalo leNtshona Koloni	
(m) Ubume beSebe leMicimbi yeNkcubeko neMidlalo (izikhundla)	

### 6.3 IINKONZO EZIFUMANEKAYO KULUNTU: ICANDELO 14(1)(f)

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

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

<b>Iinkono ezibonelelwa liSebe leMicimbi yeNkcubeko neMidlalo</b>	<b>Indlela yokufikelela kwezi Nkonzo</b>
<b>ICANDELO LOLAWULO ELIYINTLOKO:</b> <b>IMICIMBI YENKCUBEKO</b> <ul style="list-style-type: none"> <li>Iinkono ezimalunga namagunya kunye nemisebenzi yoMthetho weKomishoni yeNkcubeko yeNtshona</li> </ul>	Ifowuni: 021 483 9503 Ifeksi: 086 607 0208 Imeyili: dcas.com@westerncape.gov.za

<p>Koloni neeKhansili zeNkcubeko, 1998 (uMthetho 14 ka-1998)</p> <ul style="list-style-type: none"> <li>• linkcukacha zingafumaneka kwiwebhusayithi yeKomishoni yeNkcubeko yeNtshona Koloni. Ngokuhanjiswa kweengxelo zonyaka, upapasho lonyaka, iibrowutsha, ulwaziso neephamflethi nangokunxibelelana neeNkonzo zeNkcubeko zePhondo.</li> <li>• linkonzo ezimalunga namagunya kunye nemisebenzi yeKomiti yeeLwimi njengoko ichaziwe kwiWestern Cape Provincial Languages Act, 1998 (Act 13 of 1998)</li> <li>• linkcukacha zingafumaneka kwiwebhusayithi yeWestern Cape Language Committee website, nangokuhanjiswa kweengxelo zonyaka, upapasho lonyaka, iibrowutsha, ulwaziso neephamflethi nangokunxibelelana neyunithi yeeLwimi yeNtshona Koloni</li> <li>•</li> </ul>	<p><a href="https://www.westerncape.gov.za/dept/cas">https://www.westerncape.gov.za/dept/cas</a></p>
<p><b>ICANDELO LOLAWULO ELIYINTLOKO:</b></p> <p><b>IMIDLALO NOLONWABO</b></p> <ul style="list-style-type: none"> <li>• Inkxasomali yamaziko aneenkqubo zophuhliso</li> <li>• Inkxasomali noncedo lwezolawulo kumaziko enza iziganeko ezikhulu</li> </ul>	<p><a href="https://www.westerncape.gov.za/dept/cas">https://www.westerncape.gov.za/dept/cas</a></p>

<ul style="list-style-type: none"> <li>• Inkxasomali koogunyaziwe bemimandla ukumisela amaziko amatsha nokumenteyina nokuphucula lawo akhoyo</li> <li>• Kwimeko ezithile iiphamflethi zizaqulunqwa zibhalwe ze zihanjiswa</li> </ul>	
<p><b>ICANDELO LOALWULO: IINKONZO ZAMATHALA EENCWADI (IILAYIBHRARI)</b></p> <ul style="list-style-type: none"> <li>• Uluntu lungafumana iimathiriyeli zaselayibhrari kumathala eencwadi oluntu (oogunyaziwe beelayibhrari bemimandla)</li> <li>• Iimathiriyeli zamathala eencwadi oluntu nnenkcukacha zingafumaneka kwiCandelo loLawulo: leeNkonzo zeLayibhrari zePhondo</li> </ul>	
<p><b>ICANDELO LOLAWULO: IINKONZO ZOLONDOLOZO LWEENKCUKACHA EZIBALULEKILEYO (IIAKHAYIVU)</b></p>	<p><a href="https://www.westerncape.gov.za/dept/cas">https://www.westerncape.gov.za/dept/cas</a></p>

#### 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 licebisa umphathiswa wephondo ngemigaqonkqubo

- lingcebiso ngomgaqonkqubo zinganikezwa uMphathiswa wePhondo ngqo okanye aMalungu eKomishoni yeNkcubeko yeNtshona Koloni
- Kusoloko kuboniswana ngemigqonkqubo emitsha ngokuthi kumanyelwe izimvo zoluntu nangopapasho olukhutshwa kumaphephandaba
- Amaxesha amaninzi, umthetho uba nguwo otshoyo ukuba uluntu malwaziswe kanjani ukuze luthathe inxaxheba kwiindibano zokubonisanisa 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 yeLwimi zenziw emva kokubonisa noluntu oluchaphazelekayo okanye namaqela anomdla
- Ukuza kuthi ga ngoku, isicwangciso sokusebenza seeprojekthi sinemiqathango eyodwa yokuba kuhanjiswa iinkcukacha ezichaza abantu nemibutho ekuza kuboniswana 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 yeLwimi 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](mailto:dcas.com@westerncape.gov.za)

**7 UKUFIKELELEKA 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 leNkcukacha, uMnu B. Walters eProtea Assurance Building, Greenmarket Square, Cape Town.

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

<https://www.westerncape.gov.za/dept/cas/documents/guides/A/18897>



## 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 leNgcaciso/iSekela-gosa leNgcacisokwiGosa leNgcaciso/iSekela-gosa leNgcaciso.
  - 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 euzenziwe ngokwalo mthetho.)
- Umntu owenza isicelo serekhodi eneenkcukacha zakhe.



#### 1.4 Abafaki-zicelo abangalurhumeliyo ufikelelo:

- Umntu ocela irekhodi 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 leNkcukacha / iSekela-gosa leNkcukacha 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 kubonswene 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 zomntu 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 izizathu 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 leNgcaciso / iSekela-gosa leNgcaciso:

- 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 leNgcaciso / iSekela-gosa leNgcaciso sokunika imvume yokufumana irekhodi eneenkcukacha 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 leNgcaciso / kwiSekela-gosa leNgcaciso.

## 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.

# 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.

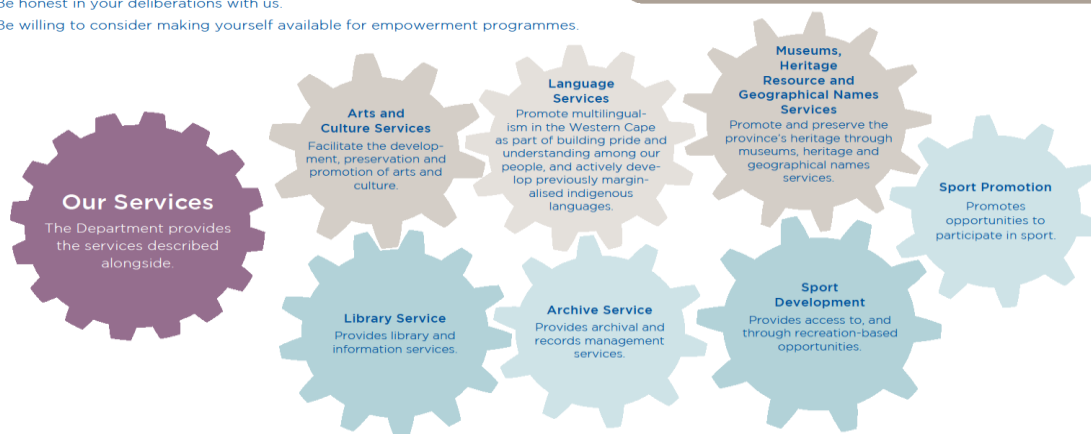
## OUR VISION

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](http://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  
Hannetje.DuPreez@westerncape.gov.za

Sport and Recreation  
Tel: 021 483 5891  
Lyndon.Bouah@westerncape.gov.za

Libraries  
Tel: 021 483 2273  
Nomaza.Dingayo@westerncape.gov.za

Archives  
Tel: 021 483 0452  
Nikiwe.Momoti@westerncape.gov.za



**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 ukuva kakuhle ngeendlebe, nceda uyichaze ingxaki yakho uxele nokuba uyifuna ikwimo enjani na irekhodi leyo.

Isiphako somzimba:	Uhlobo ekufuneka ibe kulo irekhodi:
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- 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 hloboicelwe 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.

<b>1. Xa irekhodi iyinto ebhaliweyo okanye eprintiweyo -</b>	
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*
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<b>3. Xa irekhodi inamagama arekhodiweyo okanye ulwazi olunokunikezelwa ngesandi --</b>					
	Ukumamela isandi eso (ikhasethi)		Ukukhutshelwa kwesandi *		(uxwebhu olubhaliweyo okanye oluprintiweyo)

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

*Ukuba ucele ikopi okanye ukukhutshelwa kwirekhodi (ngasentla), ingaba unqwenela ukuba uthunyelwe ikopi okanye ukhutshelo luposwe? <b>Kukho iindleko zeposi.</b>			EWE	HAYI
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<i>Qaphela ukuba ukuba irekhodi ayifumaneki ngolwimi olukhethileyo, ungayifumana kuphela ngolo lwimi ibhalwe ngalo</i>					
Ukhetha 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 neenkcukacha 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 ESEZIWA  
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**

I-Gosa leenkukacha / iSekela-gosa leenkukacha:

**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 isibheni sangaphakathi.*

Amagama apheleleyo nefani:

Inombolo yesazisi

**D. Isizathu sokufakwa kwesibheni sangaphakathi**

*Phawula ngo "X" ebhokisini efanelekileyo esona sizathu sokufakwa kwesibheni 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 yokufikelela kulwazi.

**E. Iimeko esifakwa phantsi kwazo isibheni**

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

Xela imeko osifaka phantsi kwayo isibheni sangaphakathi:

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

**F. Isaziso ngesigqibo sesibheni**

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

Xela indlela omawaziswe ngayo:

Iinkukacha zaloo ndlela:

Ityikitywe e \_\_\_\_\_ umhla \_\_\_\_\_ 20

UTYIKITYA APHA OFAKA ISIBHENO

**ILUNGISELELWE UKUSETYENZISWA LISEBE:**

**IINKCUKACHA EZISESIKWENI ZESIBHENO SANGAPHAKATHI:**

Isibheno sifunyenwe ngomhla \_\_\_\_\_ ngu

(xela isikhundla, igama nefani yegosa lolwazi/isekela-gosa lolwazi).

Isibheno sikhathshwa zizathu 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 ekhomyutheni, nge-elektronikhi okanye efundeka ngomatshini	0,40
(c) Ngekopi efundeka ngomatshini—	
kustifi	(i) 5,00
ediskini	(ii) 40,00
(d)(i) Ngetranskripshini yemifanekiso engu-A4 okanye inxalenye yayo	22,00
(ii) ngekopi yemifanekiso	60,00
(e)(i) Ngetranskripshini 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 kwenzeka 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 yokuveliswa kwayo ngokomgaqo (1) imi ngolu hlobo:

	R
(a) ngefotokopi nganye engu-A4 okanye inxalenye yayo	1,10
(b) ngekopi nganye eptintweyo engu-A4 okanye inxalenye yayo egcinwe ekhomyutheni, 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 ekhompuyutheni, nge-elektronikhi 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 yerekhodi ephulaphulwayo engu-A4 okanye inxalenye yayo	20,00
(ii) Ngekopi yerekhodi 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 kwenzeka oku:	
(a) iiyure ezintandathu njengeeyire ekufueka zigqithe phambi kokuba kukhutshwe idipozithi; yaye	
(b) Isithathu somrhumo ikhutshwa njegedipozithi ngumfaki-sicelo	
(3) Kukho iindleko zeposi xa kufuneka ikopi yerekhodi iposelwe kumfaki-sicelo.	