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REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 452

Pretoria, 18 February 2003
Februarie

No. 24456

MANUAL

IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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DEPARTMENT OF PROVINCIAL ADMINISTRATION

WESTERN CAPE PROVINCIAL ADMINISTRATION

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1. STRUCTURE OF THE DEPARTMENT

SECTION 14(1)(a)

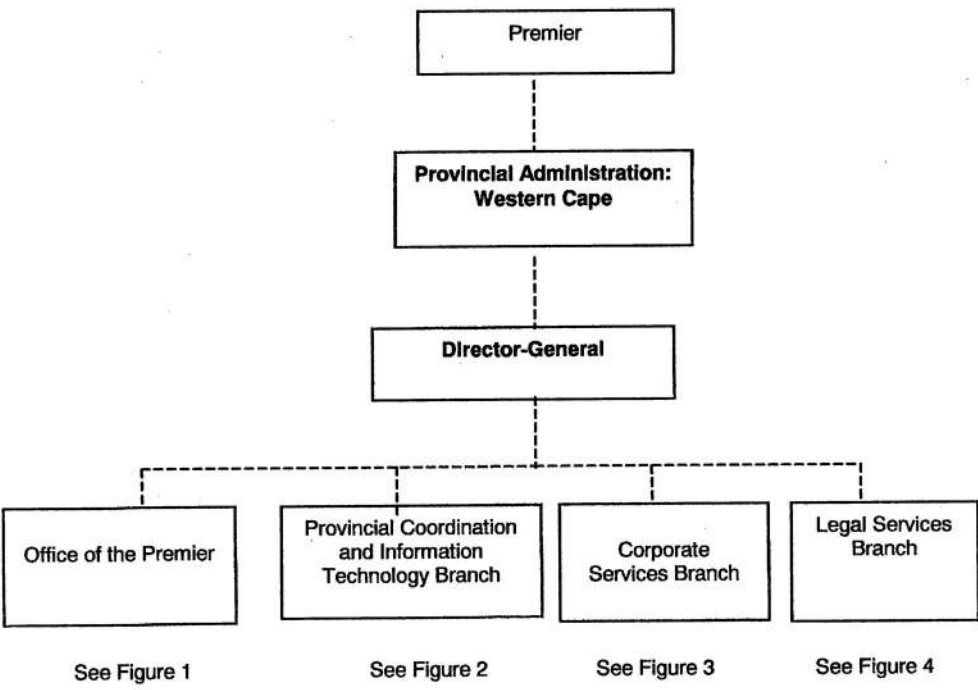


Figure 1

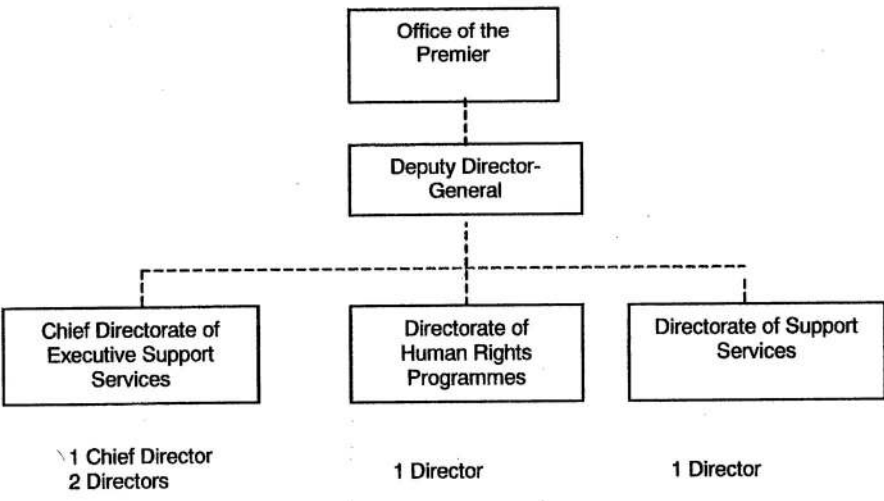


Figure 2

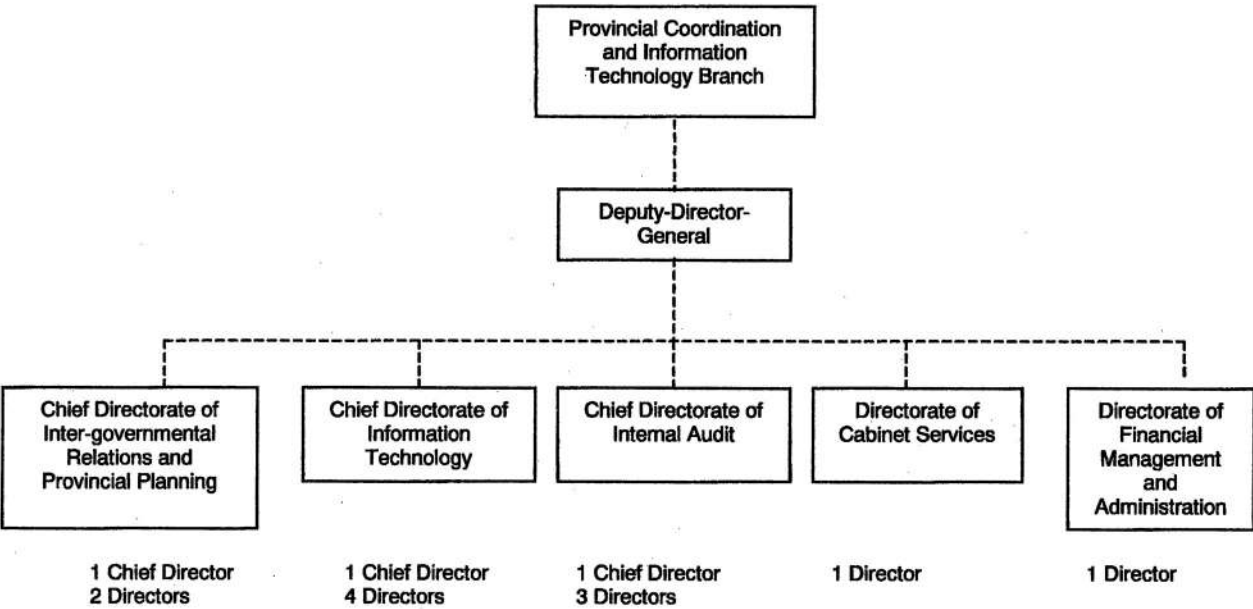


Figure 3

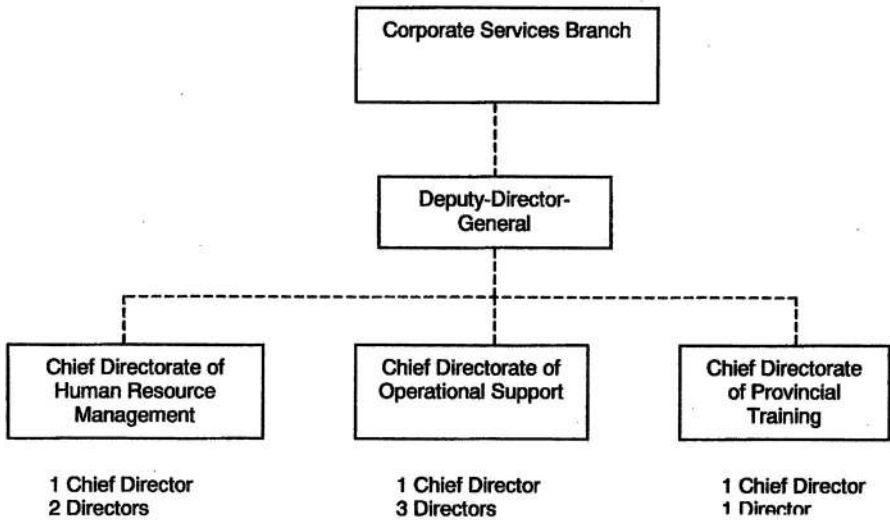
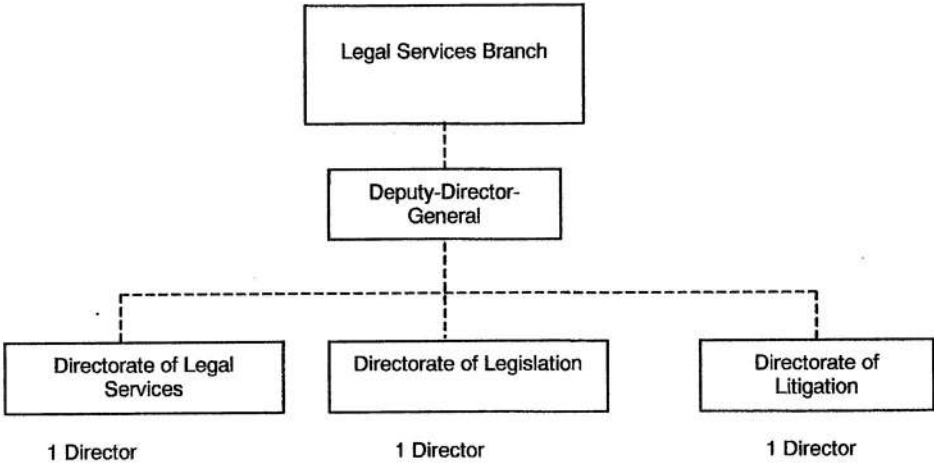


Figure 4



2. FUNCTIONS OF THE DEPARTMENT

- Rendering a support service to the Premier
- Rendering professional support services and coordinating specific provincial matters
- Rendering corporate services to the Western Cape Provincial Administration
- Rendering legal services to the Western Cape Provincial Administration

OFFICE OF THE PREMIER

- Providing executive support to the Premier
- Giving strategic direction to human rights issues
- Providing administrative support to the Premier and the Cabinet

CHIEF DIRECTORATE OF EXECUTIVE SUPPORT

- Monitoring strategic governmental priorities and policy
- Handling public liaison

DIRECTORATE OF HUMAN RIGHTS PROGRAMMES

- Doing research and developing policy regarding human rights programmes
- Evaluating human rights programmes of the public sector in the Western Cape
- Liaising and giving advice regarding human rights programmes
- Launching human rights programmes

PROVINCIAL COORDINATION AND INFORMATION TECHNOLOGY BRANCH

- Handling matters concerning inter-governmental relations and managing the provincial planning process
- Rendering a cost-effective and reliable information technology service
- Undertaking internal audit investigations
- Rendering secretarial services to the Provincial Cabinet

CHIEF DIRECTORATE OF INTER-GOVERNMENTAL RELATIONS AND PROVINCIAL PLANNING

- Promoting inter-governmental relations
- Facilitating strategic planning processes
- Rendering an administrative support service

CHIEF DIRECTORATE OF INFORMATION TECHNOLOGY

- Ensuring that an effective IT infrastructure is established and maintained in the Province
- Developing IT capacity in all departments
- Managing and controlling information technology and applying it in provincial departments

CHIEF DIRECTORATE OF INTERNAL AUDIT

- Performing IT-orientated audits
- Performing internal audits based on risk analysis
- Investigating and combating irregularities by means of forensic auditing

CORPORATE SERVICES BRANCH

- Rendering a human resources management service
- Rendering an operational support service

- Promoting optimal development of human resources within the Western Cape Provincial Administration

CHIEF DIRECTORATE OF HUMAN RESOURCE MANAGEMENT

- Rendering a transversal and strategic corporate personnel management service
- Rendering a transversal and strategic labour relations service

CHIEF DIRECTORATE OF OPERATIONAL SUPPORT

- Rendering an organisational development service
- Rendering a communication service
- Rendering general support services such as security services and the publication of the Provincial Gazette

CHIEF DIRECTORATE OF PROVINCIAL TRAINING

- Promoting human resource development activities at strategic level
- Promoting the development and presentation of training programmes

LEGAL SERVICES BRANCH

- Rendering legal advisory services
- Formulating and editing legislation
- Rendering a service regarding litigation matters

3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER SECTION 14(1)(b)

Dr. G.A. Lawrence
7 Wale Street /P.O. Box 659
CAPE TOWN
Tel.: (021) 483-4707/6036

Fax: (021) 483-3300

E-mail: glawrence@pawc.wcape.gov.za

**4. GUIDE BY THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION
ON HOW TO USE THE ACT
SECTION 14(1)(c)**

The guide on how to use the Promotion of Access to Information Act, 2000, will be available from the South African Human Rights Commission by no later than August 2003. Queries can be made at:

South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
HOUGHTON
2041

Tel.: (011) 484-8300
Fax: (011) 484-1360
Website: www.sahra.org.za
E-mail: PAIA@sahra.org.za

**5. RECORDS
SECTION 14(1)(d)**

**5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT
HOLDS RECORDS**

- Policy
- Routine enquiries
- Legislation
 - National

- Provincial
 - Delegations and Powers
 - Office Procedures and Directives
 - Strategic Planning
 - Finances
 - Budget
 - Travels
 - Supplies
 - Procurement and Maintenance
 - Personnel Matters
 - Payments
 - Access Control
 - Telecommunication Services
 - Support Services
 - Accommodation
 - Transport
 - Record Control
 - Donations
 - Visits
 - Reports
 - Publications
 - Returns
 - Circulars
 - Forums
 - Special Task Teams
 - Commissions
 - Departments
 - Organisational Structures

5.2 RECORDS AUTOMATICALLY AVAILABLE

No formal notice has been published regarding the categories of records within the Department that are automatically available to the public without a person having to request access in terms of the

procedures provided for in the Promotion of Access to Information Act. Herewith a list of such records:

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
(a) Register in terms of section 7(1) of the Executive Members ' of Ethics Act 1998 (see section 7(5))	This record is available for inspection at the Office of the Director-General, 7 Wale Street, Cape Town - between 08:00 and 15:45.
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
(a) Corporate Information Brochure: The Province of the Western Cape at a glance	Copies of this record are available free of charge at the Directorate of Communication Services, P.O. Box 659, 4 Dorp Street, Cape Town.

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).

- A request fee in the amount of R35,00 is payable before the request will be processed.
- Provision is made on the afore-mentioned form for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- The form also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc.) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- A request fee is payable should the requester for instance need copies of the requested record. In certain instances, a requester may also be requested to pay a deposit. A requester may lodge an internal appeal against the payment of these fees. The fee payable with regard to an internal appeal is R50,00. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.

- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC

SECTION 14(1)(f)

Only a few services are directly available to the public, such as the distribution of the Provincial Gazette.

7. ARRANGEMENT ALLOWING PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS

SECTION 14(1)(g)

In most instances legislation prescribes the procedures for making matters known.

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT

SECTION 14(1)(h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

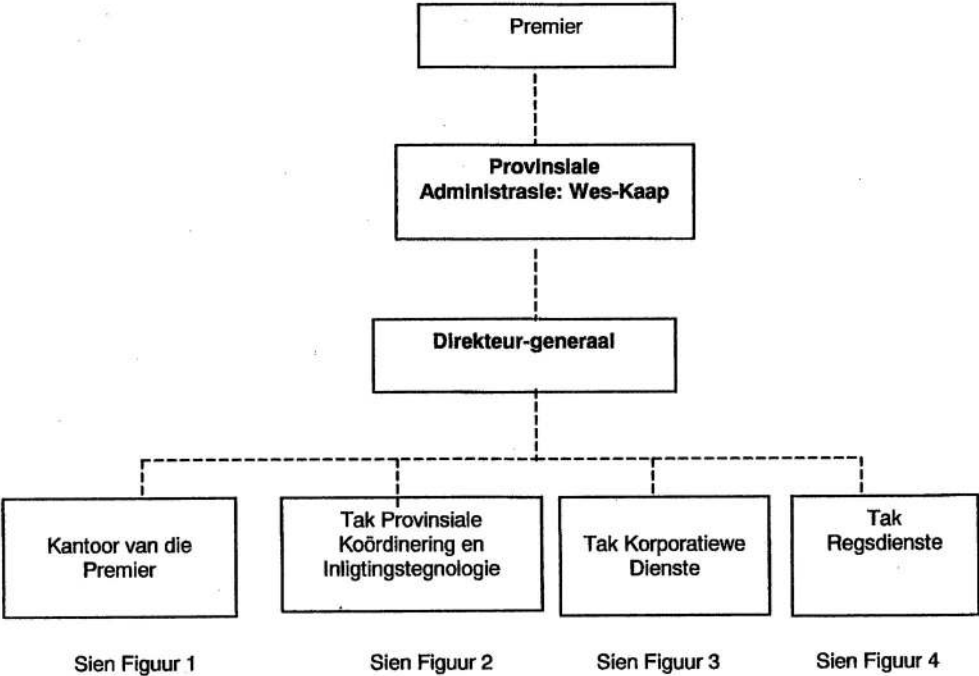
DEPARTEMENT VAN PROVINSIALE ADMINISTRASIE: WES-KAAP

WES-KAAPSE PROVINSIALE ADMINISTRASIE

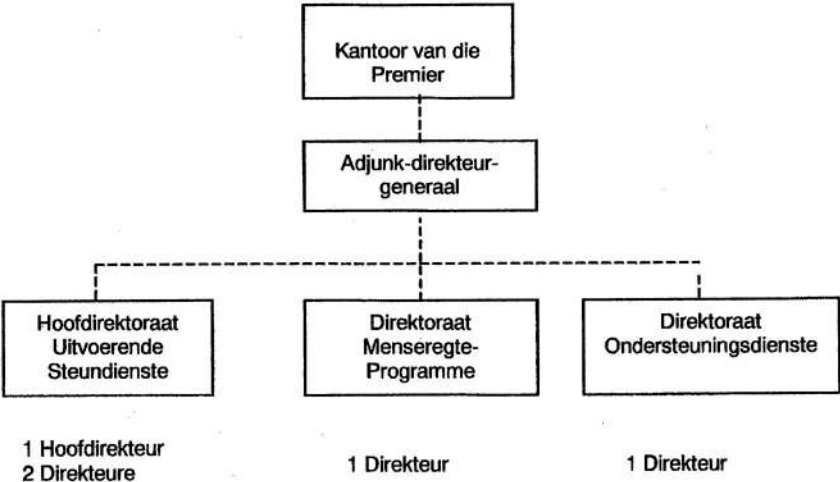
INHOUDSOPGAWE

- 1. Struktuur van die Departement**
- 2. Funksies van die Departement**
- 3. Kontakbesonderhede van die adjunk-inligtingsbeampte**
- 4. Gids deur die Suid-Afrikaanse Menseregtekommissie oor die gebruik van die Wet**
- 5. Rekords**
 - 5.1 Beskrywing van onderwerpe waaroor die Departement rekord hou**
 - 5.2 Rekords wat outomaties beskikbaar is**
 - 5.3 Versoekprosedure**
- 6. Dienste beskikbaar aan die publiek**
- 7. Reëling wat betrokkenheid by die formulering van beleid en die uitvoering van funksies toelaat**
- 8. Regsmiddele beskikbaar ten opsigte van handeling of versuim om te handel**

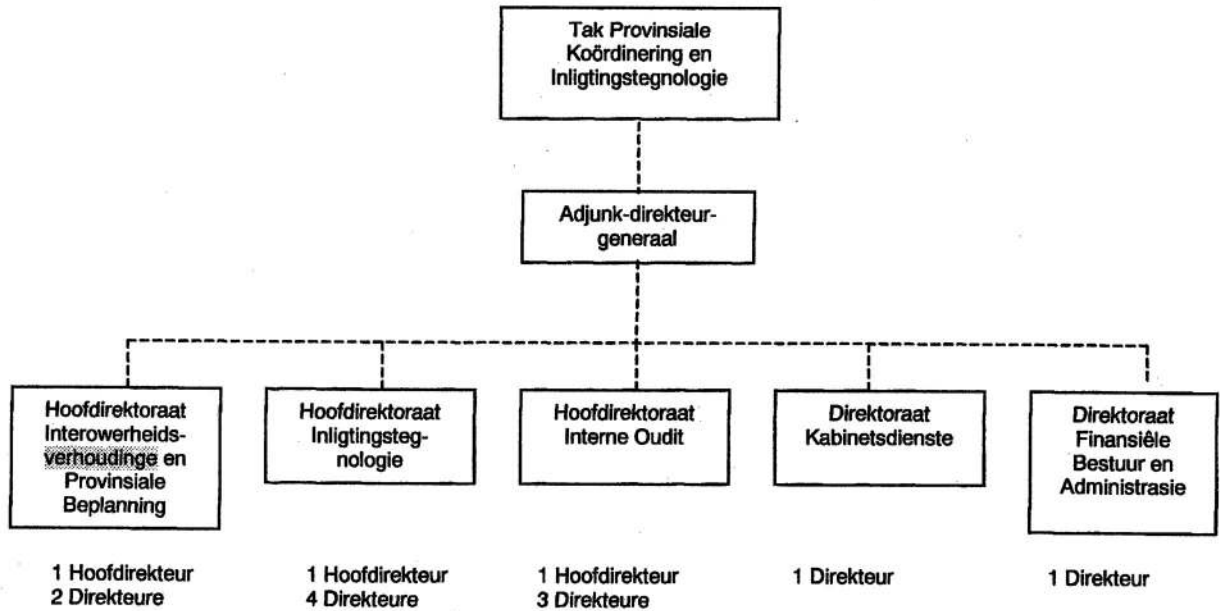
1. STRUKTUUR VAN DIE DEPARTEMENT
ARTIKEL 14(1)(a)



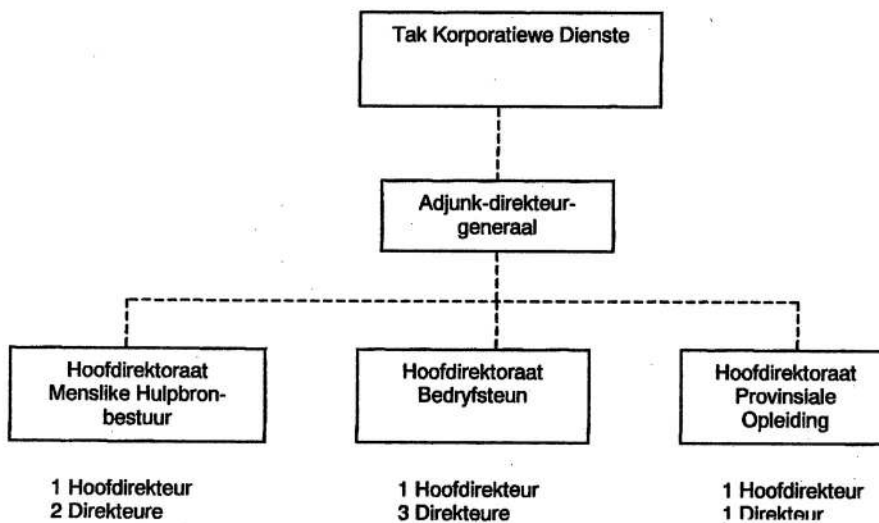
Figuur 1



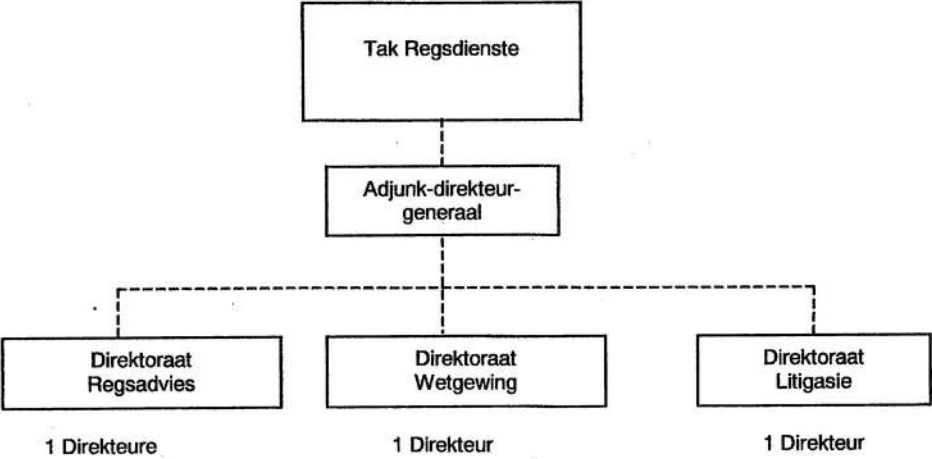
Figuur 2



Figuur 3



Figuur 4



2. FUNKSIES VAN DIE DEPARTEMENT

- Lewer 'n ondersteuningsdiens aan die Premier
- Lewer professionele ondersteuningsdienste en koördineer bepaalde provinsiale aangeleenthede
- Lewer korporatiewe dienste aan die Wes-Kaapse Provinsiale Administrasie
- Lewer regsdienste aan die Wes-Kaapse Provinsiale Administrasie

KANTOOR VAN DIE PREMIER

- Voorsien uitvoerende ondersteuning aan die Premier
- Gee strategiese rigting aan menseregte vraagstukke
- Voorsien administratiewe ondersteuning aan die Premier en die Kabinet

HOOFDIREKTORAAT UITVOERENDE ONDERSTEUNING

- Moniteer strategiese regeringsprioriteite en -beleid
- Hanteer openbare skakeling

DIREKTORAAT MENSEREGTEPROGRAMME

- Doen navorsing en ontwikkel beleid rondom menseregte programme
- Evalueer menseregte programme van die owerheidsektor in die Wes-Kaap
- Skakel en gee advies oor menseregte programme
- Stel menseregte programme bekend

TAK PROVINSIALE KOÖRDINERING EN INLIGTINGS- TEGNOLOGIE

- Behartig aangeleenthede rakende interowerheidsverhoudinge en bestuur die provinsiale beplanningsproses
- Lewer 'n kostedoeltreffende en betroubare inligtingstegnologiesdiens
- Onderneem interne oudit-ondersoeke
- Lewer sekretariële dienste aan die Provinsiale Kabinet

HOOFDIREKTORAAT INTEROWERHEIDVERHOUDINGE EN PROVINSIALE BEPLANNING

- Bevorder interowerheidsbetrekkinge
- Fasiliteer strategiese beplanningsprosesse
- Lewer 'n administratiewe ondersteuningsdiens

HOOFDIREKTORAAT INLIGTINGSTEGNOLOGIE

- Verseker dat 'n effektiewe IT-infrastruktuur in die Provinsie gevestig en in stand gehou word
- Ontwikkel IT-vermoëns in alle departemente
- Bestuur en beheer inligtingstegnologie en wend dit by provinsiale departemente aan

HOOFDIREKTORAAT INTERNE OUDIT

- Voer IT-gerigte oudits uit
- Voer interne oudits uit gegrond op risiko-analise
- Onderzoek en bekamp onreëlmatighede deur forensiese ouditering

TAK KORPORATIEWE DIENSTE

- Lewer 'n menslike hulpbronbestuursdiens
- Lewer 'n bedryfsteundiens

- Bevorder optimale ontwikkeling van menslike hulpbronne binne die Wes-Kaapse Provinsiale Administrasie

HOOFDIREKTORAAT MENSLIKE HULPBRONBESTUUR

- Lewer 'n dwarsliggende en strategiese korporatiewe personeelbestuursdiens
- Lewer 'n dwarsliggende en strategiese korporatiewe arbeids-verhoudingediens

HOOFDIREKTORAAT BEDRYFSTEUN

- Lewer 'n organisasie-ontwikkelingsdiens
- Lewer 'n kommunikasiediens
- Lewer algemene ondersteuningsdienste soos sekuriteitsdienste en publikasie van die Provinsiale Koerant

HOOFDIREKTORAAT PROVINSIALE OPLEIDING

- Bevorder aktiwiteite rondom menslikehulpbron-ontwikkeling op strategiese vlak
- Bevorder die ontwikkeling en aanbieding van opleidingsprogramme

TAK REGSDIENSTE

- Lewer regsadviesdienste
- Formuleer wetgewing en versorg dit regskundig
- Lewer 'n diens ten opsigte van litigasie-aangeleenthede

3. KONTAKBESONDERHEDE VAN DIE INLIGTINGSBEAMPTTE **ARTIKEL 14(1)(b)**

Dr. G.A. Lawrence
Waalstraat 7/Posbus 659

KAAPSTAD

Tel.: (021) 483-4707/6036

Faks: (021) 483-3300

E-pos: glawrence@pawc.wcape.gov.za**4. GIDS DEUR DIE SUID-AFRIKAANSE MENSEREGTEKOMMISSIE
OOR DIE GEBRUIK VAN DIE WET
ARTIKEL 14(1)(c)**

Die gids oor die gebruik van die Wet op Bevordering van Toegang tot
Inligting, 2000, sal teen nie later nie as Augustus 2003 by die Suid-
Afrikaanse Menseregtekommissie beskikbaar wees. Doen navraag by:

Suid-Afrikaanse Menseregtekommissie
Eenheid vir die Wet op Bevordering van Toegang tot
Inligting
Afdeling Navorsing en Dokumentasie

Posadres: Privaat sak 2700
HOUGHTON
2041

Tel.: (011) 484-8300
Faks: (011) 484-1360
Webwerf: www.sahra.org.za
E-pos: PAIA@sahra.org.za

**5. REKORDS
ARTIKEL 14(1)(d)****5.1 BESKRYWING VAN ONDERWERPE WAAROOR DIE
DEPARTEMENT REKORD HOU**

- Beleid
- Roetinenavrae

- Wetgewing
 - Nasionaal
 - Provinsiaal
- Delegasies en Bevoegdhede
- Kantoorprosedures en Voorskrifte
- Strategiese Beplanning
- Finansies
- Begroting
- Reise
- Voorrade
- Verkryging en Instandhouding
- Personeelaangeleenthede
- Betalings
- Toegangsbeheer
- Telekommunikasiedienste
- Ondersteuningsdienste
- Akkommodasie
- Vervoer
- Rekordbeheer
- Skenkings
- Besoeke
- Verslae
- Publikasies
- Opgawes
- Omsendskrywes
- Forums
- Spesiale Taakspanne
- Kommissies
- Departemente
- Organisasiestrukture

5.2 REKORDS WAT OUTOMATIES BESKIKBAAR IS

Geen formele kennisgewing is gepubliseer in verband met die kategorieë rekords binne die Departement wat outomaties aan die publiek beskikbaar is sonder dat 'n persoon toegang moet versoek ingevolge die prosedures wat in die Wet op Bevordering van Toegang tot Inligting bepaal word nie. Hieronder is 'n lys van sodanige rekords.

BESKRYWING VAN KATEGORIEË REKORDS WAT OUTOMATIES BESKIKBAAR IS INGEVOLGE ARTIKEL 15(1) VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000	MANIER WAAROP TOEGANG TOT REKORDS VERKRY WORD
BESKRYWING VAN KATEGORIEË REKORDS WAT OUTOMATIES BESKIKBAAR IS VIR KOPIËRING OF AANKOPE INGEVOLGE ARTIKEL 15(1)(a)(ii)	
(a) Register ingevolge artikel 7(1) van die Wet op Etiek van Lede van die Uitvoerende Gesag, 1998 (sien artikel 7(5))	Hierdie rekord is beskikbaar vir inspeksie by die Kantoor van die Direkteur-generaal, Waalstraat 7, Kaapstad - tussen 08:00 en 15:45.
BESKRYWING VAN KATEGORIEË REKORDS WAT GRATIS BESKIKBAAR IS INGEVOLGE ARTIKEL 15(1)(a)(iii)	
(a) Korporatiewe inligtingsbrosjure: Die Provinsie Wes-Kaap in een oogopslag	Afskrifte van hierdie rekord is gratis beskikbaar by die Direktoraat Kommunikasiedienste, Posbus 659, Dorpstraat 4, Kaapstad.

5.3 VERSOEKPROSEDURE

- 'n Versoeker moet Vorm A, soos voorgeskryf in die regulasies wat ingevolge die Wet op Bevordering van Toegang tot Inligting (Regeringskennisgewing R223 van 9 Maart 2001) gepubliseer is, gebruik.
- 'n Versoekfooi ten bedrae van R35,00 is betaalbaar voordat die versoek verwerk sal word.
- Op die bogenoemde vorm word voorsiening gemaak vir die versoeker om aan te dui of hy/sy 'n afskrif van die rekord wil hê en of hy/sy bloot daarna wil kyk.
- Die vorm maak ook daarvoor voorsiening dat die versoeker kan aandui in watter taal die rekord verlang word, hoewel daar geen verpligting op die Departement rus om dit te vertaal nie.
- 'n Versoeker kan ook aandui op watter wyse (dit wil sê 'n afskrif op papier, 'n elektroniese afskrif, ensovoorts) toegang tot die rekord verleen moet word. Daar sal by hierdie versoek gehou word, tensy dit onredelik sal inmeng met die bedrywighede van die Departement of indien daar om praktiese redes nie in die spesifieke vorm of medium toegang tot die rekords verleen kan word nie.
- 'n Versoekfooi is betaalbaar indien die persoon byvoorbeeld afskrifte van die rekord verlang. In sekere gevalle mag die betrokke persoon ook versoek word om 'n deposito te betaal. Die versoeker kan 'n interne appèl indien teen die betaling van hierdie gelde. Die bedrag wat ten opsigte van 'n interne appèl betaalbaar is, beloop R50,00. Indien die versoeker 'n interne appèl wil indien, moet Vorm C (soos voorgeskryf in Regeringskennisgewing R223 van 9 Maart 2001) ingevul word.

- Ingeval al die prosedures vir 'n interne appèl gevolg is en die versoeker nog nie tevrede is met die uitkoms nie, kan 'n hof genader word vir 'n toepaslike bevel.
- Toegang tot 'n rekord sal weerhou word totdat al die toepaslike gelde betaal is.
- Inligting kan namens 'n ander persoon aangevra word, maar daar moet aangedui word in watter hoedanigheid die versoek gerig word.
- Indien die versoeker nie kan lees of skryf nie, of as gevolg van 'n gestremdheid nie die vorm kan invul nie, kan die versoek mondeling gerig word. Die inligtingsbeampte of 'n persoon aan wie die bevoegdheid gedelegeer is, moet dan die vorm namens hierdie persoon invul en vir hom/haar 'n afskrif van die voltooide vorm gee.

6. DIENSTE AAN DIE PUBLIEK BESKIKBAAR

ARTIKEL 14(1)(f)

Slegs enkele dienste is direk aan die publiek beskikbaar, soos byvoorbeeld die verskaffing van die Provinsiale Koerant.

7. REËLINGS WAT VOORSIENING MAAK VIR PUBLIEKE BETROKKENHEID IN DIE FORMULERING VAN BELEID EN VERRIGTING VAN FUNKSIES

ARTIKEL 14(1)(g)

Onder die meeste omstandighede skryf wetgewing die prosedure voor waarvolgens aangeleenthede bekend gemaak moet word.

**8. REGSMIDDELE BESKIKBAAR TEN OPSIGTE VAN HANDELINGE
OF VERSUIM OM TE HANDEL**

ARTIKEL 14(1)(h)

Wetgewing wat op die Departement van toepassing is, kan voorsiening maak vir 'n interne hersienings- of appèlprosedure. Indien hierdie prosedure gevolg is, of indien daar nie vir sodanige prosedure voorsiening gemaak is nie, kan 'n hof vir die toepaslike bevel genader word.

ISEBE LOLAWULO LWEPHONDO LENTSHONA KOLONI

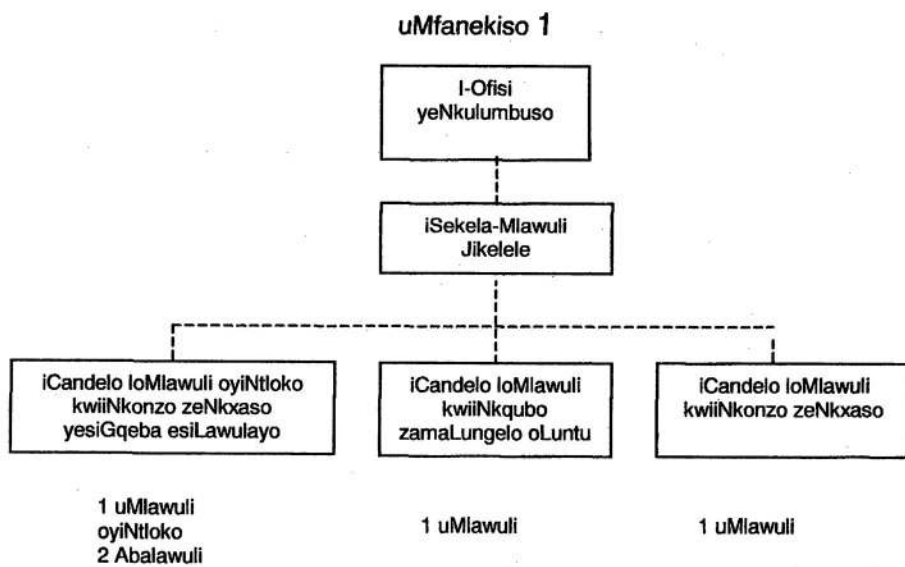
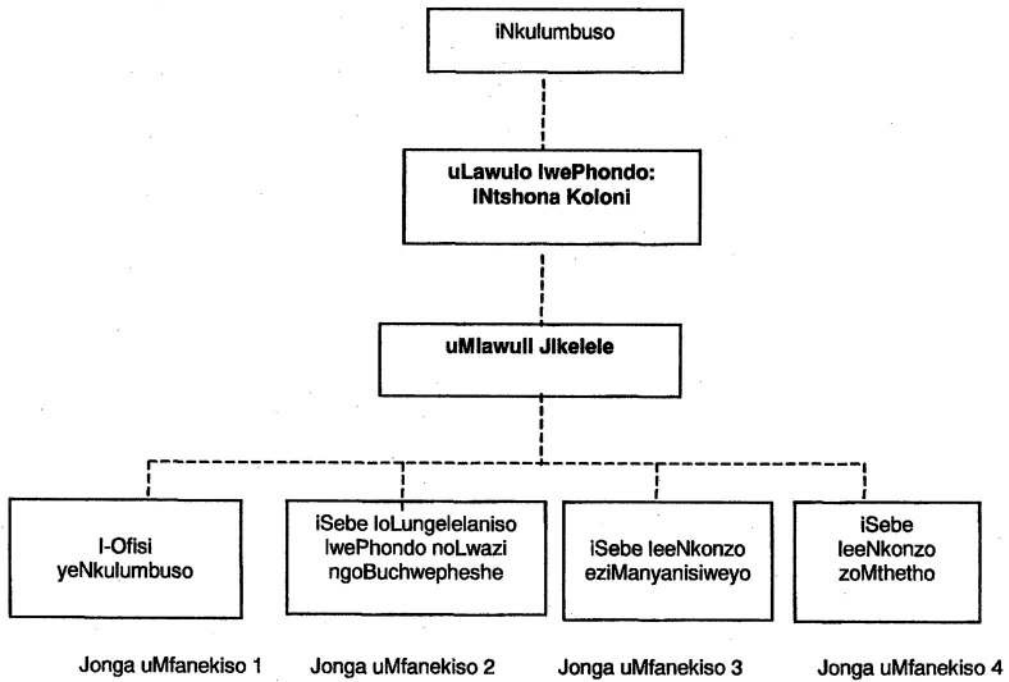
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ISIQULATHO

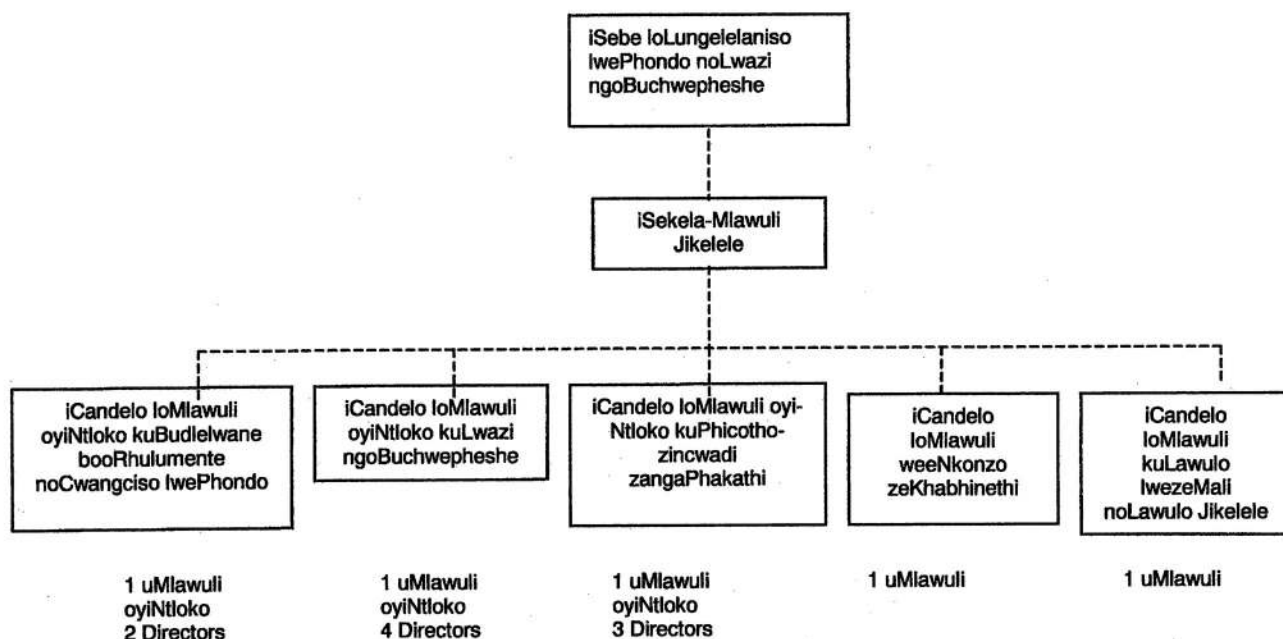
- 1. ULwakhiwo lweSebe**
- 2. Imisebenzi yeSebe**
- 3. Iinkcukacha zoqhagamshelwano negosa elilisekela lolwazi**
- 4. Isikhokhelo seKhomishoni yamaLungelo oLuntu eMzantsi Afrika**
- 5. Iingxelo**
 - 5.1 Inkcazelo yezinto ezigcinwe liSebe**
 - 5.2 Iingxelo ezivele zifumaneka**
 - 5.3 Indlela yokucela**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

1. ULWAKHIWO LWESEBE

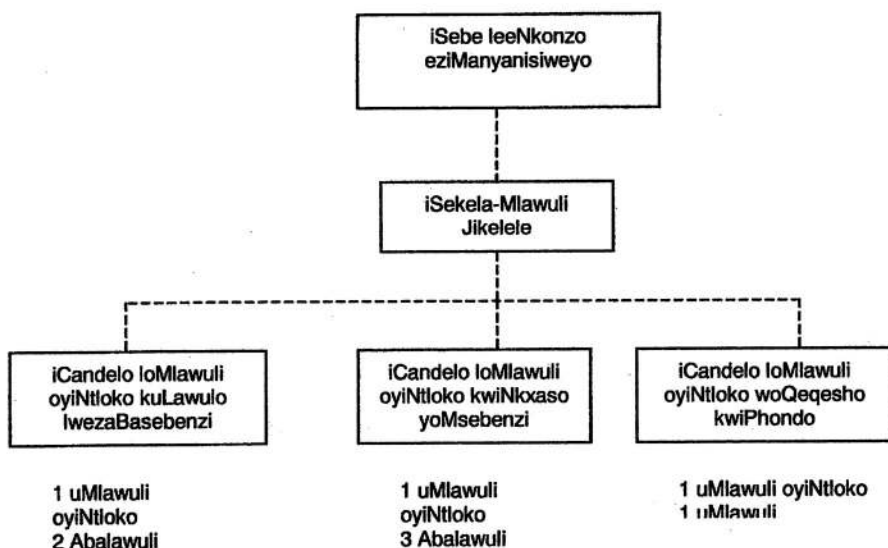
ICANDELO 14(1)(a)



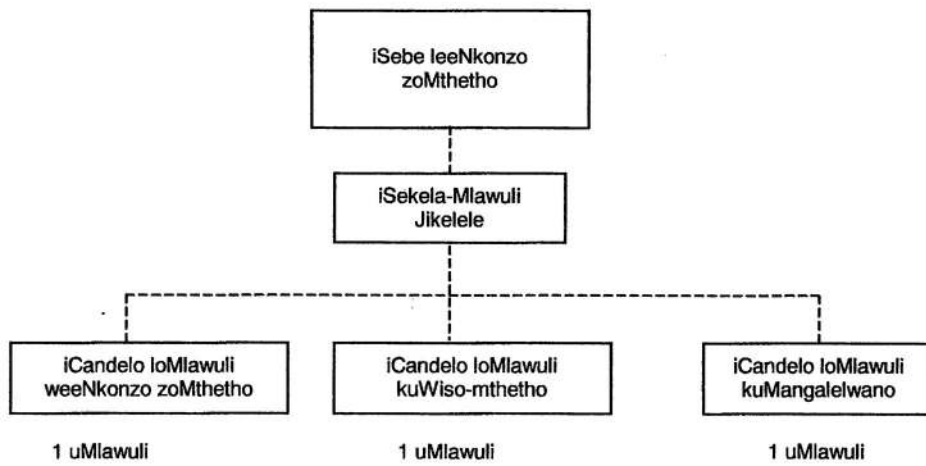
uMfanekiso 2



uMfanekiso 3



uMfanekiso 4



2. IMISEBENZI YESEBE

- Unikezelo lwenkonzo yenkxaso kwiNkulumbuso
- Unikezelo lweenkonzo zenkxaso esisigxina kunye nolungelelaniso lwemiba ethile yephondo
- Unikezelo lweenkonzo ezimanyanisiweyo kuLawulo lwePhondo leNtshona Koloni
- Unikezelo lweenkonzo zomthetho kuLawulo lwePhondo leNtshona Koloni

I-OFISI YENKULUMBUSO

- Unikezelo lwenkxaso yesigqeba esilawulayo kwiNkulumbuso
- Unikezelo lomgaqo weqhinga lobuchule kwimiba enxulumene namalungelo oluntu
- Unikezelo lwenkxaso yolawulo kwiNkulumbuso kunye neKhabhinethi.

ICANDELO LOMLAWULI OYINTLOKO KWINKXASO YESIGQEBA ESILAWULAYO

- Ukongamela izinto ezihamba phambili kwiqhinga lobuchule bukarhulumente kunye nomgaqo-nkqubo
- Ukujongana nonxulumano noluntu jikelele.

ICANDELO LOMLAWULI KWIINKQUBO ZAMALUNGelo OLUNTU

- Ukwenziwa kophando kunye nokuphuhliswa komgaqo-nkqubo onxulumene neenkqubo zamalungelo oluntu
- Uvavanyo lweenkqubo zamalungelo oluntu kwicandelo loluntu jikelele eNtshona Koloni
- Unxulumano kunye nonikezelo lweengcebiso ezimalunga neenkqubo zamalungelo oluntu
- Ukuqaliswa kweenkqubo zamalungelo oluntu.

ISEBE LOLUNGELELANISO LWEPHONDO NOLWAZI NGOBUCHWEPHESHE (NGETEKNOLOJI)

- Ukujongana nemiba enxulumene nobudlelwane boorhulumente kunye nolawulo lwenkqubo yocwangciso lwephondo
- Unikezelo lexabiso elifikelelekayo nenkonzo ethembekileyo ngolwazi ngobuchwepheshe
- Ukuqaliswa kophando lophicotho-zincwadi lwangaphakathi
- Unikezelo lweenkonzo zobunobhala kwiKhabhinethi yePhondo.

ICANDELO LOMLAWULI OYINTLOKO KUBUDLELWANE BOORHULUMENTE NOCWANGCISO LWEPHONDO

- Ukunyusa umgangatho wobudlelwane boorhulumente
- Ukubhexesha okanye ukwenziwa lula kweenkqubo zocwangciso lweqhinga lobuchule
- Unikezelo lwenkonzo yenkxaso kulawulo.

ICANDELO LOMLAWULI OYINTLOKO KULWAZI NGOBUCHWEPHESHE

- Ukuqinisekisa ukuba izibonelelo zomsebenzi kwi-IT zimisiwe kwaye zigcinekile kwiPhondo
- Uphuhliso lwesikhundla se-IT kumasebe ewonke
- Ulawulo kunye nemphatho yolwazi ngobuchwepheshe kwakunye nokusetyenziswa kwabo kumasebe ephondo.

ICANDELO LOMLAWULI OYINTLOKO KUPHICOTHO-ZINCWADI ZANGAPHAKATHI

- Ukwenziwa kophicotho-zincwadi zangaphakathi olunxulumene ne-IT
- Ukwenziwa kophicotho-zincwadi zangaphakathi olusekelwe kuhlalelo lothintelo-ngozi
- Ukuphanda kunye nokupheliswa kokungalungelelani ngokusebenzisa uphicotho-zincwadi lwasenkundleni (forensic).

ISETYANA LEENKONZO EZIMANYANISIWEYO

- Unikezelo lwenkonzo yolawulo lwezabasebenzi
- Unikezelo lwenkonzo yenkxaso yomsebenzi
- Ukunyusa umgangatho wophuhliso lwezabasebenzi ngaphakathi kuLawulo lwePhondo leNtshona Koloni.

**ICANDELO LOMLAWULI OYINTLOKO KULAWULO
LWEZABASEBENZI**

- Unikezelo lwenkonzo enqamlezileyo neqhinga lobuchule kulawulo olumanyanisiweyo lwabasebenzi
- Unikezelo lwenkonzo enqamlezileyo neqhinga lobuchule kunxibelelwano lwezabasebenzi.

ICANDELO LOMLAWULI OYINTLOKO KWINKXASO YOMSEBENZI

- Unikezelo lwenkonzo yophuhliso lombutho
- Unikezelo lenkonzo yoqhagamshelwano
- Unikezelo lweenkonzo zenkxaso jikelele ezinjengeenkonzo zokhuseleko kwakunye nopapasho lweGazethi yePhondo.

ICANDELO LOMLAWULI OYINTLOKO WOQEQESHO KWIPHONDO

- Ukunyusa umgangatho wophuhliso lwemisebenzi yabasebenzi kumgangatho weqhinga lobuchule
- Ukunyusa umgangatho wophuhliso nonikezelo lweenkqubo zoqeqesho.

ISETTYANA LEENKONZO ZOMTHETHO

- Unikezelo lweenkonzo zeengcebiso ngokwasemthethweni
- Ukusekwa kunye nokuhlelwa kowiso-mthetho

- Unikezelo lwenkonzo enxulumene nemiba yomangalelwano (litigation).
3. **IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA ELILISEKELA
LOLWAZI
ICANDELO 14(1)(b)**

Gqr. G.A. Lawrence
7 Wale Street /P.O. Box 659
CAPE TOWN
Inombolo yefowuni: (021) 483-4707/6036
Inombolo yefeksi: (021) 483-3300
E-mail: glawrence@pawc.wcape.gov.za

4. **ISIKHOKELO SENDLELA YOKUSEBENZISA UMTHETHO
ICANDELO 14(1)(c) SEKOMISHONI YAMALUNGelo OLUNTU
LOMZANTSI AFRIKA**

Isikhokelo sendlela yokusebenzisa umthetho oyiPromotion of Access to Information Act, 2000, siya kufumaneka kwiKomishoni yaMalungelo oLuntu loMzantsi Afrika ingedlulanga inyanga kaAgasti 2003. imibuzo ingabhekiswa kwi:

South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Idilesi yePosi: Private Bag 2700
Houghton
2041

Ifowuni: 011 – 484 8300
Ifaksi: 011 – 484 1360
IWebsite: www.sahra.org.za
E-meyile: PAIA@sahra.org.za

5. IINGXELO
ICANDELO 14(1)(d)

5.1 INKCAZELO YEZINTO EZIGCINWE LISEBE

- Umgaqo-nkqubo
- Imibuzo esisiqhelo
- Uwiso-mthetho
 - kuZwelonke
 - kwiPhondo
- Ugqithiso lomsebenzi kunye namagunya
- Ukwenziwa komsebenzi kunye neMigaqo
- IsiCwangciso seQhinga loBuchule
- Ezemali
- Uhlahlo lwabiwo-mali
- Ukuya kwiindawo ngeendawo
- Unikezelo lwezinto ezithile
- Ukuthengwa kwempahla karhulumente noGcino
- Imiba yezabasebenzi
- Iintlawulo
- Ulawulo lofikeleleko / imvume
- Iinkonzo zoQhagamshelwano lwakude
- Iinkonzo zenkxaso
- Iindawo zokuhlala
- Ezothutho
- Ulawulo lweeNgxelo
- Iminikelo / izipho
- Utyelelo
- Iingxelo
- Upapasho
- Ukubuya kweengxelo ezithile (returns)
- Iisetyhula
- Iiforam

- AmaGqiza oPhando oluLodwa
- IiKhomishoni
- Amasebe
- Ulwakhiwo lwamaziko / lwemibutho

5.2 IINGXELO EZIVELE ZIFUMANEKE

Akukho saziwo sike sapapashwa ngokubhekiselele kwizigaba zezi ngxelo kwiSebe ezivele zifunyanwe luluntu ngaphandle kokuba umntu ethe wenza isicelo sokuzifumana ngokwemiqathango yeenkqubo ezilandelwayo ngokomthetho oyiPromotion of Access to Information Act. Nalu uluhlu lwe ngxelo ezilolo hlobo.:

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) Ubhaliso phantsi kwecandelo 7(1) lomthetho obizwa ngokuba yi-Executive Members' Ethics Act, 1998 (jonga icandelo 7(5))	Le ngxelo iyafumaneka ukuze ihlolwe kwi-Ofisi yoMlawuli Jikelele, 7 Wale Street, Cape Town – phakathi kwentsimbi yesibhozo (08:00) nomkhono phambi kwentsimbi yesine (15:45).
INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE NGAPHANDLE KWENTLAWULO PHANTSI KWECANDELO 15(1)(a)(iii)	

(a) Ulwazi oluManyanisiweyo Incwadana yolwazi: Imbonakalo yeNtshona Koloni ngokuyithi krwaqu	likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelo loMlawuli weeNkonzo zoQhagamshelwano, P.O. Box 659, 4 Dorp Street, Cape Town.
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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 isibheni sangaphakathi malunga nokuhlawula le mirhumo. Umrhumo ohlawulwa ngokuphathelele kwisibheni sangaphakathi yiR50,00. Xa ngaba umntu ocelayo efake isibheni 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)

Ziinkonzo ezimbala kuphela ezithi zifumaneke ngqo kuluntu jikelele, ezinjengokusasazwa kweGazethi yePhondo.

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

Kumaxesha amaninzi, uwiso-mthetho luchaza iinkqubo zokwenza imiba ethile ukuba yaziwe.

**8. IZILUNGISO EZIKHOYO NGOKUNXULUMENE NEMITHETHO
OKANYE UKUNGAPHUMELELI KOMTHETHO
ICANDELO 14(1)(h)**

- Uwiso-mthetho olusebenzayo kwiSebe lunganikeza uhlaziyo lwangaphakathi okanye inkqubo yesibheni. Xa inokuthi le nkqubo ipheliswe, okanye kungabikho malungiselelo awenziweyo kwinkqubo enjalo, kungaqhagamshelwana nenkundla ukuze kufumanekwe umyalelo ofanelekileyo.

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