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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 FINANCE

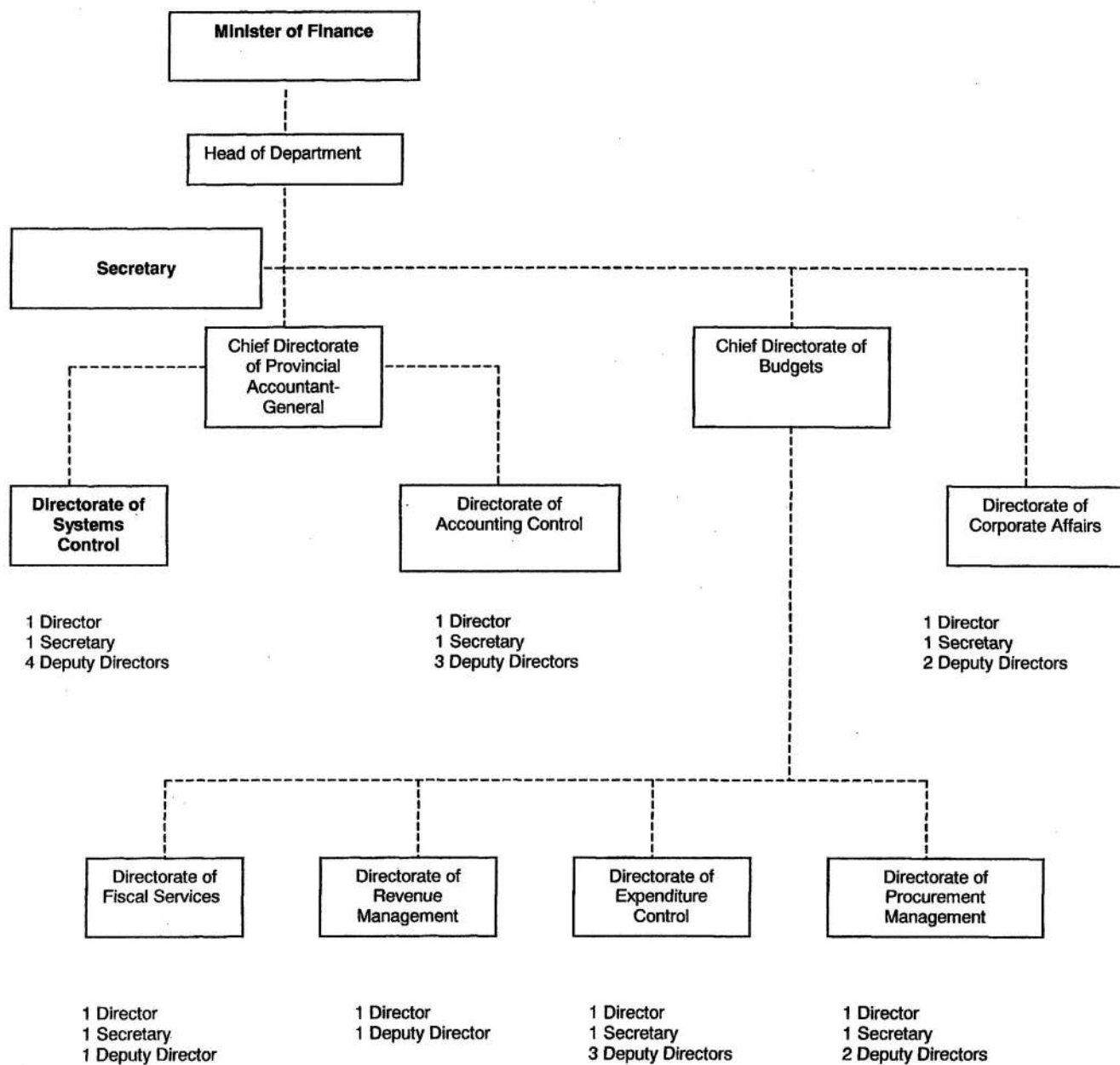
WESTERN CAPE PROVINCIAL ADMINISTRATION

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1. STRUCTURE OF THE DEPARTMENT

SECTION 14(1)(a)



2. FUNCTIONS OF THE DEPARTMENT

- Developing fiscal policy, generating income and promoting a multi-year budget against the background of the macro-economic policy of our country
- Planning and controlling expenditure within the available means
- Promoting and managing exchequer control, functional services, financial services training and systems
- Exercising financial control, which includes conducting financial inspections and fraud investigations
- Rendering an optimal information technology service to the Province
- Administrating the tender process of the Province
- Rendering an administrative support service within the Department

CHIEF DIRECTORATE OF PROVINCIAL ACCOUNTANT-GENERAL

- Ensuring the application, implementation and maintenance of General Recognised Accounting Practices and applicable financial systems
- Managing the Provincial Income Fund

DIRECTORATE OF SYSTEMS CONTROL

- Developing and managing suitable financial administration systems
- Enhancing financial capacity by means of functional training
- Developing and implementing financial and accounting standards and norms

DIRECTORATE OF ACCOUNTING CONTROL

- Handling cash management
- Managing loans
- Promoting and exercising accounting control
- Performing departmental accountant services for smaller departments

CHIEF DIRECTORATE OF BUDGETS

- Establishing the fiscal policy framework of the Provincial Government

- Promoting the management of provincial income
- Exercising control over provincial expenditure and the budgets of local authorities
- Regulating financial and procurement administration

DIRECTORATE OF FISCAL SERVICES

- Formulating provincial fiscal policy
- Planning the provincial Medium Term Expenditure Framework budgeting process
- Determining the provincial Medium Term Expenditure Framework allocations
- Consolidating and tabling the main budget

DIRECTORATE OF INCOME MANAGEMENT

- Formulating the provincial income policy
- Developing and maximising all possible sources for generating own income
- Exercising control over and reporting on the state of income
- Evaluating, monitoring, analysing, advising and providing information regarding taxes, levies, rights, surcharges, users' money and related matters
- Administering gambling and racing matters

DIRECTORATE OF EXPENDITURE CONTROL

- Exercising control over provincial expenditure
- Monitoring the budgets of local authorities

DIRECTORATE OF REGULATION

- Implementing measures for financial regulation
- Implementing procurement measures
- Rendering administrative support and procurement advisory services to the Tender Board

DIRECTORATE OF CORPORATE AFFAIRS

- Rendering human resource and administrative support to the Department
- Managing financial and procurement administration

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

Dr. J.C. Stegmann
7 Wale Street/Private Bag X9165
CAPE TOWN
Tel.: (021) 483-4709
Fax: (021) 483-3855
E-mail: Jstegma@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

- Organisation and control
- Accommodation, supplies, services, transport, official visits and journeys
- Reports, returns, publications and information
- Legislation
- Committees, boards and councils, forums and associations
- Domestic finances
- Staff
- Budget administration
- Accounting
- Fiscal services
- Departmental accounting services
- Information technology
- Provincial Tender Board
- Income control

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) Adjustment budget book (b) Explanatory memorandum to the Adjustment Appropriation Act (c) Reports on the in-year monitoring and reporting system (IMRS) (d) Reports per department resulting from the Public Finance Management Act, 1999 (Act 1 of 1999) and the Division of Revenue Act (e) Minutes of the Provincial Treasury Committee and other relevant decision-making documents (f) Treasury circulars and other relevant policy documents	Copies of these records may be obtained on payment of the prescribed fee from the Subdirectorate of Planning, Private Bag X9165, Legislature Building, Wale Street, Cape Town. Copies of these records may be obtained on payment of the prescribed fee from die Subdirectorate of Administrative Services, Private Bag X9165, Legislature Building, Wale Street, Cape Town.
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(g) Budget circulars and related information documents (h) Budget document (Budget statement) (i) Fiscal policy document (Western Cape Fiscal Policy) (j) Budget speech (k) Residents' guide: Western Cape Provincial Budget (l) Month-end and year-end transactions (m) PERSAL policy matters regarding receipts, payments and salaries (n) Internal control measures regarding financial inspection reports (o) Policy documents: Financial directives, <i>inter alia</i> circulars, treasury regulations and treasury instructions and delegations (p) Annual financial reports and statements (q) Training: Half-yearly circulars on	Copies of these records may be obtained on payment of the prescribed fee from the Subdirectorate of Fiscal Services, Private Bag X9165, Legislature Building, Wale Street, Cape Town. Copies of these records may be obtained on payment of the prescribed fee from the Subdirectorate of Departmental Accounting Services, Private Bag X9165, Legislature Building, Wale Street, Cape Town. Copies of these records may be
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financial training programmes	obtained on payment of the prescribed fee from the Subdirector of Training, Private Bag X9165, Legislature Building, Wale Street, Cape Town.
(r) Training statistics – annual reports on numbers trained and results	
(s) Training: minutes regarding semester training	
(t) Training: vocational development programmes	
(u) Training prospectuses	
(v) Training: Policy document regarding the nature and duration of courses	
(w) Allocation of Sourcelink tenders	Copies of these records may be obtained on payment of the prescribed fee from the Subdirector of Corporate Affairs, Private Bag X9165, Legislature Building, Wale Street, Cape Town.
(x) Budget and expenditure control	
(y) Contingency plan (building and staff)	
(z) Internal telephone list (including cellphone numbers)	
(aa) Treasury circulars	
(bb) Administrative circulars	
(cc) Filing system index	
(dd) Salary scales	
(ee) Particulars of the	

establishment according to the Employment Equity Plan (ff) Departmental establishment (gg) Organogram of department (hh) KST36 (general conditions and procedures regarding the tender process) (ii) KST37 (directives for departments regarding extensions) (ij) Western Cape Provincial Tender Board Law, 1994 (Law 8 of 1994) (kk) The regulations to the Western Cape Provincial Tender Board Law, 1994 (Law 8 of 1994) (ll) National Small Business Act, 1996 (Act 102 of 1996) (mm) The Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (nn) Manual: Sourcelink (oo) Manual: Geographical Targeted Procurement Management System (pp) Policy and procedures for the allocation of contract security tenders (qq) Annual report of the Western Cape Tender Board	Copies of these records may be obtained on payment of the prescribed fee from the Subdirector of Regulation (Tender Division), Private Bag X9165, Legislature Building, Wale Street, Cape Town.
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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)

None.

7. ARRANGEMENT ALLOWING 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 should no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTEMENT VAN FINANSIES

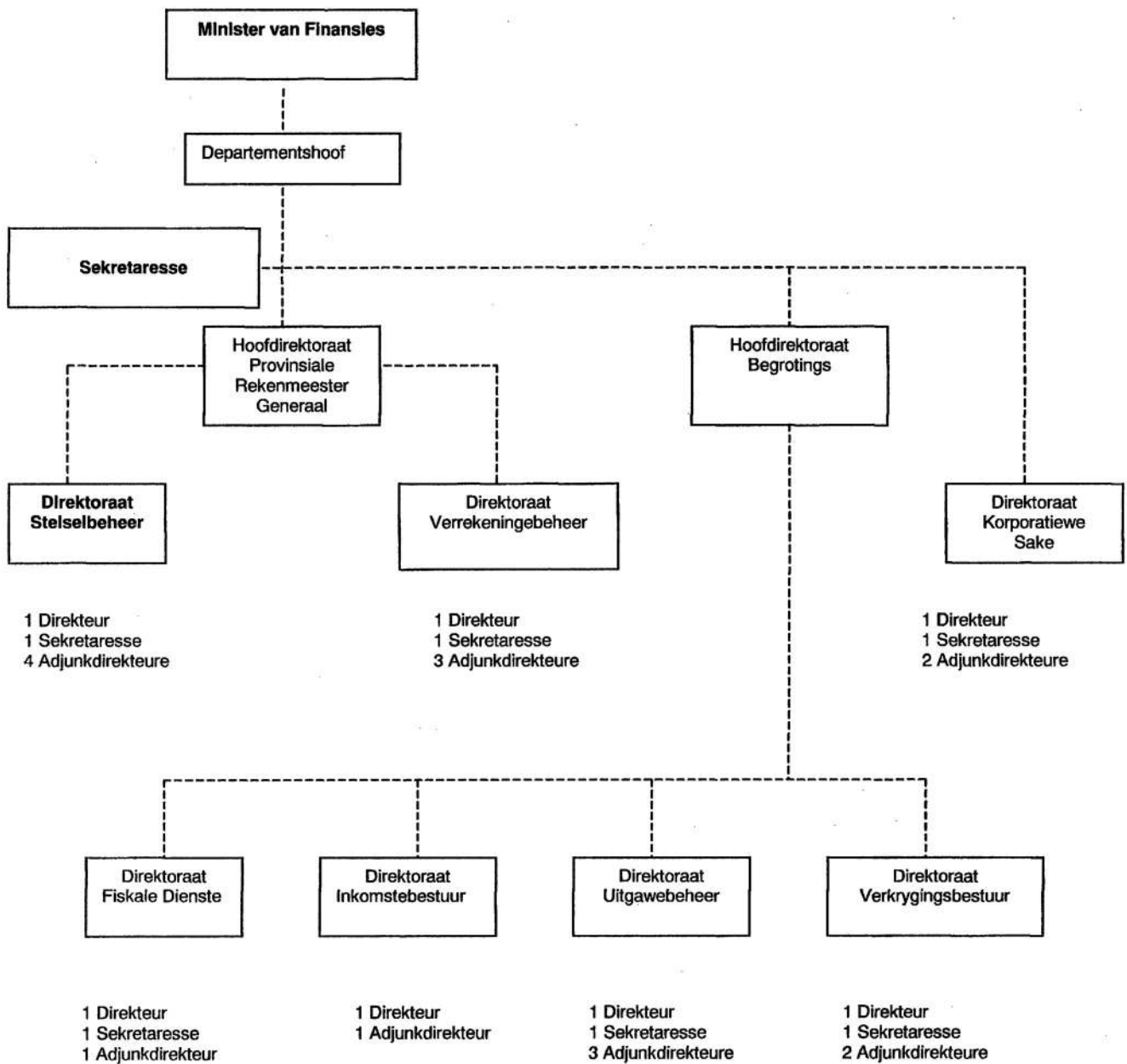
WES-KAAPSE PROVINSIALE ADMINISTRASIE

INHOUDSOPGAWE

- 1. Struktuur van die Departement**
- 2. Funksies van die Departement**
- 3. Kontakbesonderhede van die adjunkinligtingsbeampte**
- 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)



2. FUNKSIES VAN DIE DEPARTEMENT

- Ontwikkel fiskale beleid, genereer inkomste en bevorder 'n meerjaarbegroting te teen die agtergrond van die makro-ekonomiese beleid van ons land
- Beplan en beheer uitgawes binne die beskikbare middele
- Bevorder en bestuur skatkisbeheer, funksionele dienste, finansiële dienste-opleiding en -stelsels
- Oefen finansiële beheer uit, met inbegrip van die uitvoer van finansiële inspeksies en bedrogondersoeke
- Lewer 'n optimale inligtingstegnologiese dienste aan die Provinsie
- Administreer die tenderproses van die Provinsie
- Lewer 'n administratiewe steundiens binne die Departement

HOOFDIREKTORAAT PROVINSIALE REKENMEESTER- GENERAAL

- Verseker die toepassing, implementering en handhawing van Algemeen Aanvaarde Rekenkundige Praktyk en toepaslike finansiële stelsels
- Bestuur die Provinsiale Inkomstefonds

DIREKTORAAT STELSELBEHEER

- Ontwikkel en bestuur toepaslike finansiële administratiewe stelsels
- Bou finansiële vermoëns deur middel van funksionele opleiding uit
- Ontwikkel en implementeer finansiële en rekenkundige standaarde en norme

DIREKTORAAT VERREKENINGEBEHEER

- Behartig kontantbestuur
- Bestuur lenings
- Bevorder en oefen rekenkundige beheer uit
- Verrig departementele rekenmeesterdienste vir kleiner departemente

HOOFDIREKTORAAT BEGROTINGS

- Bring die Provinsiale Regering se fiskale beleidsraamwerk tot stand
- Bevorder die bestuur van provinsiale inkomste
- Oefen beheer oor provinsiale uitgawes en plaaslike owerhede se begrotings uit
- Reguleer finansiële en verkrygingsadministrasie

DIREKTORAAT FISKALE DIENSTE

- Formuleer provinsiale fiskale beleid
- Beplan die provinsiale Medium Termyn Uitgawe Raamwerk-begrotingsproses
- Bepaal die provinsiale Medium Termyn Uitgawe Raamwerk-toekenning
- Konsolideer die hoofbegroting en lê dit ter tafel

DIREKTORAAT INKOMSTEBESTUUR

- Formuleer die provinsiale inkomstebeleid
- Ontwikkel en maksimaliseer alle moontlike bronne vir die generering van eie inkomste
- Oefen beheer uit oor die stand van inkomste en doen verslag daaroor
- Evalueer, monitor, ontleed, lewer advies en verstrek inligting oor belasting, heffings, regte, bo-belasting, gebruikersgelde en verwante sake
- Administreer dobbelary- en wedreanaangeleenthede

DIREKTORAAT UITGAWEBEHEER

- Oefen beheer oor provinsiale uitgawes uit

- Monitor begrotings van plaaslike owerhede

DIREKTORAAT REGULERING

- Stel finansiële reguleringsmaatreëls in werking
- Stel verkrygingsmaatreëls in werking
- Lewer administratiewe ondersteunings- en verkrygingsadviesdienste aan die Tenderraad

DIREKTORAAT KORPORATIEWE SAKE

- Lewer menslikehulpbron- en administratiewe ondersteuning aan die Departement
- Bestuur finansiële en verkrygingsadministrasie

3. KONTAKBESONDERHEDE VAN DIE ADJUNKINLIGTING-SBEAMPTE

ARTIKEL 14(1)(b)

Dr. J.C. Stegmann

Waalstraat 7/Privaat sak X9165

KAAPSTAD

Tel.: (021) 483-4709

Faks: (021) 483-3855

E-pos: Jstegma@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 WAAROP DIE DEPARTEMENT REKORDS HOU

- Organisasie en beheer
- Akkommodasie, voorrade, dienste, vervoer, amptelike besoeke en reise
- Verslae, opgawes, publikasies en inligting
- Wetgewing
- Komitees, rade, forums en verenigings
- Huishoudelike finansies
- Personeel
- Begrotingsadministrasie
- Verrekeninge

- Fiskale dienste
- Departementele rekenmeestersdienste
- Inligtingstegnologie
- Provinsiale Tenderraad
- Inkomstebeheer

5.2 REKORDS WAT AUTOMATIES 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 AUTOMATIES 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 AUTOMATIES BESKIKBAAR IS VIR KOPIËRING OF AANKOPE INGEVOLGE ARTIKEL 15(1)(a)(ii)	
(a) Aansuiweringsbegrotingsboek (b) Verklarende memorandum tot die Aansuiweringsbegrotingswet (c) Verslae oor die stelsel van injaar-monitering en -verslagdoening (IMRS) (d) Verslae per departement voortspruitende uit die Wet op Openbare Finansiële Bestuur, 1999 (Wet 1 van 1999) en die Wet op die Verdeling van Inkomste (e) Notules van die Provinsiale Tesouriekomitee en ander relevante besluitnemingsdokumente (f) Tesourie-omsendbriewe en ander tersaaklike beleidstukke	Afskrifte van hierdie rekords is beskikbaar teen betaling van die voorgeskrewe geld by die Subdirektoraat Beplanning, Privaat sak X9165, Wetgewergebou, Waalstraat, Kaapstad. Afskrifte van hierdie rekords is beskikbaar teen betaling van die voorgeskrewe geld by die Subdirektoraat Administratiewe Dienste, Privaat sak X9165, Wetgewergebou, Waalstraat, Kaapstad.

(g) Begrotingsomsendbriewe en verbandhoudende inligtingstukke (h) Begrotingsdokument (Begrotingstaat) (i) Fiskale beleidstuk (Wes-Kaapse Fiskale Beleid) (j) Begrotingstoespraak (k) Inwonersgids: Wes-Kaapse Provinsiale Begroting (l) Maand- en jaarsluitingtransaksies (m) PERSAL-beleidsaange-leenthede oor kwitansies, betalings en salarisse (n) Interne beheermaatreëls met betrekking tot finansiële inspeksieverslae (o) Beleidstukke: Finansiële voorskrifte o.a. omsendbriewe, tesourieregulasies en tesourie-instruksies en delegasies (p) Finansiële jaarverslae en state (q) Opleiding: Sesmaandelikse omsendbriewe oor finansiële opleidingsprogramme	Afskrifte van hierdie rekords is beskikbaar teen betaling van die voorgeskrewe geld by die Subdirektoraat Fiskale Dienste, Privaat sak X9165, Wetgewergebou, Waalstraat, Kaapstad. Afskrifte van hierdie rekords is beskikbaar teen betaling van die voorgeskrewe geld by die Subdirektoraat Departementele Rekenmeestersdienste, Privaat sak X9165, Wetgewergebou, Waalstraat, Kaapstad. Afskrifte van hierdie rekords is beskikbaar teen betaling van die voorgeskrewe geld by die Subdirektoraat Opleiding, Privaat
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prosedures met betrekking tot die tenderproses) (ii) KST37 (voorskrifte aan departemente met betrekking tot verlenging) (jj) Wet op die Wes-Kaapse Provinsiale Tenderraad, 1994 (Wet 8 van 1994) (kk) Die regulasies oor die Wet op die Wes-Kaapse Provinsiale Tenderraad, 1994 (Wet 8 van 1994) (ll) Nasionale Kleinsakewet, 1996 (Wet 102 van 1996) (mm) Die Wet op die Raamwerk vir Voorkeurvercrygingsbeleid, 2000 (Wet 5 van 2000) (nn) Handleiding: Sourcelink (oo) Handleiding: "Geographical Targeted Procurement Management System" (pp) Beleid en prosedures vir die toekenning van kontraksekuriteitstenders (qq) Jaarlikse verslag van die Wes-Kaapse Tenderraad	beskikbaar teen betaling van die voorgeskrewe geld by die Subdirektoraat Regulerings (Tenderafdeling), Privaat sak X9165, Wetgewergebou, Waalstraat, Kaapstad.
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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 BESKIKBAAR AAN DIE PUBLIEK

ARTIKEL 14(1)(f)

Geen.

7. REËLING WAT BETROKKENHEID BY DIE FORMULERING VAN BELEID EN DIE UITVOERING VAN FUNKSIES TOELAAT

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 LEZEMALI

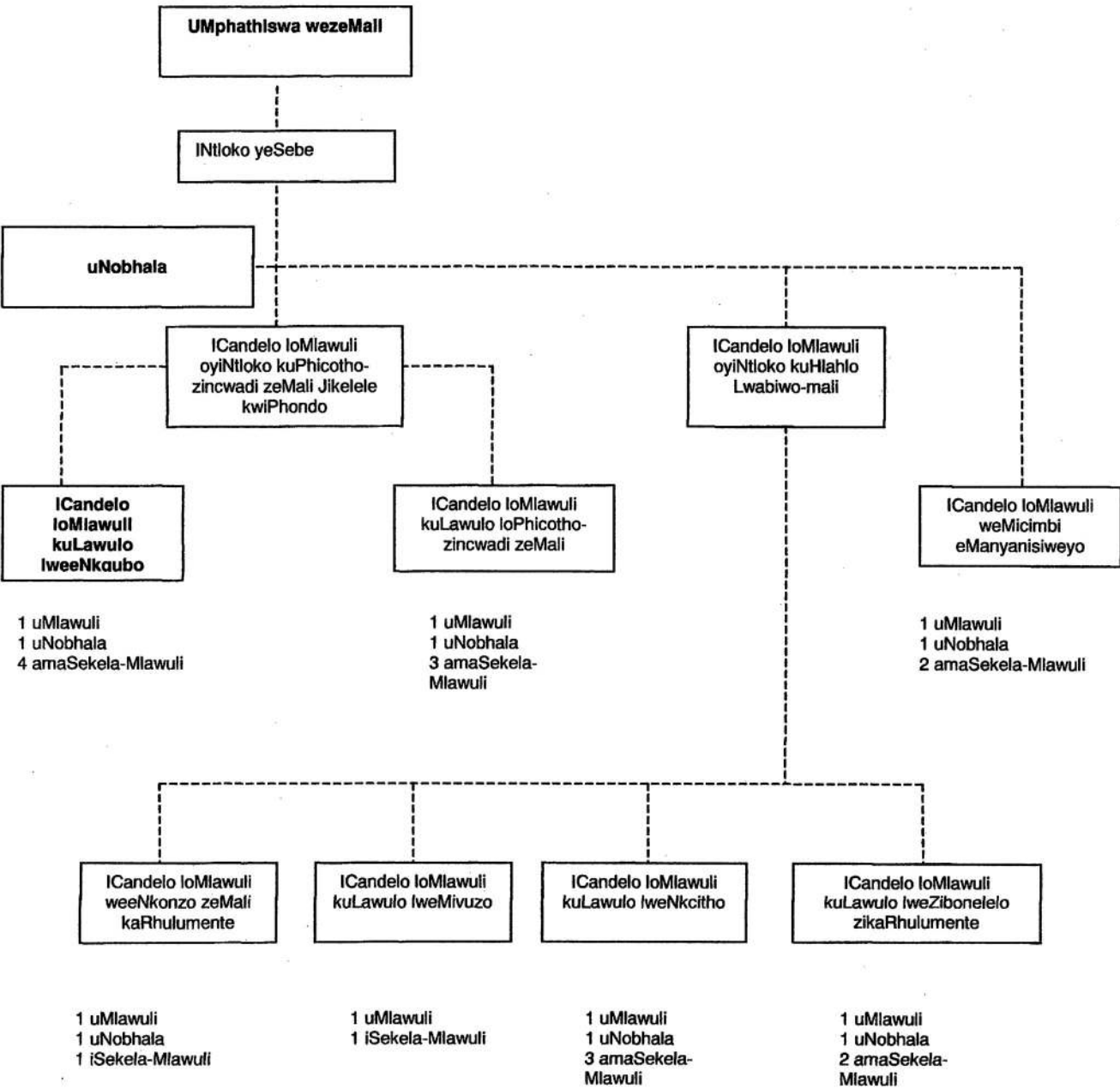
ULAWULO LWEPHONDO LENTSHONA KOLONI

ISIQULATHO

- 1. ULwakhiwo lweSebe**
- 2. Imisebenzi yeSebe**
- 3. Iinkcukacha zozhagamshelwano 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)



2. IMISEBENZI YESEBE

- Uphuhliso lomgaqo-nkqubo wemali karhulumente (fiscal policy), ukudalwa kwemivuzo kwakunye nokunyusa umgangatho wohlahlo lwabiwo-mali lweminyaka emininzi ngokuchasene nemvelaphi yomgaqo-nkqubo omkhulu wezoqoqosho
- Ucwangciso kunye nolawulo lwenkcitho ngendlela ekhoyo yangaphakathi
- Ukunyusa umgangatho kunye nempatho yolawulo lwesebe likarhulumente lemali, iinkonzo zomsebenzi, uqeqesho kwiinkonzo zemali kunye neenkqubo
- Ukwenziwa kolawulo lwezemali nokuquka ukwenziwa kohlo kwezemali kunye nophando lobuqhetseba
- Unikezelo lwenkonzo yolwazi olufanelekileyo lezobuchwepheshe kwiPhondo
- Ulawulo lwenkqubo yoqikelelo lwamaxabiso (ithenda) kwiPhondo
- Unikezelo lwenkonzo yenkxaso kulawulo lwangaphakathi kwiSebe.

ICANDELO LOMLAWULI OYINTLOKO KUPHICOTHO-ZINCWADI ZEMALI JIKELELE KWIPHONDO

- Ukuqinisekisa ngokusetyenziswa, ukuzalisekiswa kunye nokugcinwa kweenkqubo ezisebenzayo zemali
- Ulawulo lweNgxowa-mali yeMivuzo kwiPhondo.

ICANDELO LOMLAWULI KULAWULO LWEENKQUBO

- Uphuhliso kunye nolawulo olufanelekileyo lweenkqubo kulawulo lwemali
- Ukwandiswa kwesikhundla sezemali ngendlela yoqeqesho olusebenzayo
- Uphuhliso kunye nozalisekiso lwezemali kunye nemigangatho yophicotho-zincwadi zemali esisithethe.

ICANDELO LOMLAWULI KULAWULO LOPHICOTHO-ZINCWADI ZEMALI

- Impatho kulawulo lwemali eyikheshi
- Ulawulo lwemali-mboleko
- Ukunyusa umgangatho kunye nolawulo lophicotho-zincwadi zemali
- Ukwenziwa kweenkonzo zophicotho-zincwadi zemali lisebe kwamanye amasetyana asakhulayo.

ICANDELO LOMLAWULI OYINTLOKO KUHLAHLA LWABIWO-MALI

- Ukumiswa kwenkqubo-sikhokhelo kumgaqo-nkqubo wemali karhulumente kuRhulumente wePhondo
- Ukunyusa umgangatho wolawulo lwemivuzo kwiphondo
- Ulawulo lwempatho kwinkcitho yephondo kunye nohlahlo lwabiwo-mali kwiziphatha-mandla zengingqi
- Ukumiswa kwemali kunye nolawulo lwezibonelelo zikarhulumente.

ICANDELO LOMLAWULI WEENKONZO ZEMALI KARHULUMENTE

- Ukusekwa komgaqo-nkqubo wemali karhulumente kwiphondo
- Ucwangciso lwenkqubo yohlahlo lwabiwo-mali kwiphondo i-MTEF
- Ukumiswa kolwabiwo lwe-MTEF kwiphondo
- Umanyaniso kunye nokondlala kohlahlo lwabiwo-mali olukhulu.

ICANDELO LOMLAWULI KULAWULO LWEMIVUZO

- Ukusekwa komgaqo-nkqubo wemivuzo kwiphondo
- Uphuhliso kunye nokwandiswa kwabo bonke oovimba abanokuthi babekhona ekudaleni umvuzo kumntu ngamnye

- Impatho kulawulo kunye nogqithiso lwengxelo enxulumene nobunjani bemivuzo
- Uvavanyo, ukongamela, uhlahlelo, iingcebiso kunye nonikezelo lolwazi olunxulumene neerhafu, iilevi, amalungelo, iintlawulo ezongeziweyo, imali yomsebenzisi kunye nemiba enxulumene noku
- Ulawulo longcakazo kunye nemiba yemidyarho.

ICANDELO LOMLAWULI KULAWULO LWENKCITHO

- Ulawulo lwempatho kwinkcitho yephondo
- Ukongamela uhlahlo lwabiwo-mali lweziphatha-mandla zeengingqi.

ICANDELO LOMLAWULI WEMIMISELO

- Ukuzalisekiswa kwemigangatho yommiselo wezemali
- Ukuzalisekiswa kwemigangatho yezibonelelo zikarhulumente
- Unikezelo lwenkxaso kulawulo kunye neenkonzo zeengcebiso kwizibonelelo zikarhulumente kwiBhodi yoQikelelo lwamaxabiso (iBhodi yeThenda).

ICANDELO LOMLAWULI WEMICIMBI EMANYANISIWEYO

- Unikezelo lwenkxaso yezabasebenzi kunye nolawulo kwiSebe
- Impatho yolawulo lwezemali nezibonelelo zikarhulumente.

3. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA ELILISEKELA LOLWAZI

ICANDELO 14(1)(b)

Dkt. J.C. Stegmann

7 Wale Street/Private Bag X9165

CAPE TOWN

Inombolo yefowuni: (021) 483-4709

Inombolo yefeksi: (021) 483-3855

E-mail: Jstegma@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

- Ulawulo nempatho

- lindawo zokuhlala, unikezelo, iinkonzo, ezothutho, utyelelo lwaseburhulumenteni kunye nokuthathwa kohambo
- lingxelo, ukubuyiswa kweengxelo, upapasho kunye nolwazi
- Uwiso-mthetho
- Iikomiti, iibhodi kunye namabhunga, iiforam kunye nemibutho
- Iimali zasekhaya
- Abasebenzi
- Ulawulo lohlahlo lwabiwo-mali
- Iincwadi zemali
- Iinkonzo zemali karhulumente
- Iinkonzo zemali kwisebe
- Ulwazi ngobuchwepheshe
- IBhodi yeThenda kwiPhondo
- Ulawulo lwemivuzo

5.2 IINGXELO EZIVELE ZIFUMANEKE

Akukho saziyo sisemthethweni 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 lweengxelo ezilolo hlobo.

**INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE EKUKOPENI
NASEKUTHENGENI PHANTSI KWECANDELO 15(1)(a)(ii)**

(a) lisetyhula zohlahlo lwabiwo-mali kunye namaxwebhu olwazi anxulumene noku (b) Uxwebhu lohlahlo lwabiwo-mali (Ingxelo yohlahlo lwabiwo-mali) (c) Uxwebhu lomgaqo-nkqubo wemali karhulumente (uMgaqo-nkqubo weMali kaRhulumente eNtshona Koloni) (d) Ingxelo yohlahlo lwabiwo-mali (e) Isikhokhelo sabahlali: uHlahlo lwabiwo-mali lwePhondo leNtshona Koloni (f) Intengiselwano yokuphela kwenyanga nokuphela konyaka (g) Imiba yomgaqo-nkqubo we-PERSAL enxulumene neerisithi, iintlawulo kunye nemivuzo (h) Imigangatho yolawulo lwangaphakathi ngokunxulumene neengxelo zohlolo lwezemali (i) Amaxwebhu omgaqo-nkqubo: imigaqo yezemali, ukuquka phakathi kwezinye izinto, iisetyhula, imimiselo yecandelo lolawulo-zimali kunye nemiyalelo	likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelwana leeNkonzo zeMali kaRhulumente, Private Bag X9165, Legislature Building, Wale Street, Cape Town. likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelwana leeNkonzo zoPhicotho-zincwadi zemali, Private Bag X9165, Legislature Building, Wale Street, Cape Town.
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yecandelo lolawulo-zimali nogqithiso lwemisebenzi	
(j) Iingxelo zemali zonyaka	likopi zezi ngxelo ziyafumaneka xa
(k) Uqeqesho: isetyhula zesiqingatha sonyaka malunga neenkqubo zoqeqesho kwezemali	uthe wahlawula umrhumo ochaziweyo kwiCandelwana loQeqesho, Private Bag X9165, Legislature Building, Wale Street, Cape Town.
(l) Ingqokelela yamanani oqeqesho – iingxelo zonyaka malunga nenani eliqeqeshiweyo kunye neziphumo	
(m) Uqeqesho: imizuzu enxulumene noqeqesho kwisiqingatha sonyaka	
(n) Uqeqesho: iinkqubo zophuhliso lobuchule	
(o) Izaziso ezishicilelweyo malunga noqeqesho	likopi zezi ngxelo ziyafumaneka xa
(p) Uqeqesho: Ukwenziwa komgaqo-nkqubo ngokunxulumene nobume kunye nexesha lezi zifundo	uthe wahlawula umrhumo ochaziweyo kwiCandelwana leMicimbi eManyanisiweyo, Private Bag X9165, Legislature Building, Wale Street, Cape Town.
(q) Ulwabiwo lwabaqikeleli bamaxabiso e-Sourcelink	
(r) Uhlahlo lwabiwo-mali nolawulo lwenkcitho	
(s) Isicwangciso sezinto ezizenzekelayo (contingency) kwizakhiwo kunye nabasebenzi	
(t) Uluhlu lweenombolo zangaphakathi zefowuni (ukuquka neenombolo zeselula)	
(u) Isetyhula zecandelo lolawulo-zimali	
(v) Isetyhula zolawulo	
(w) Inkqubo yokugcina iingxelo (ukufayilisha)	
(x) Izinga lemivuzo	
(y) Iinkcukacha zokusekwa ngokunxulumene nesiCwangciso soLingano kwezeNgqesho	
(z) Ukusekwa kweSebe	likopi zezi ngxelo ziyafumaneka xa

(aa) Ulwakhiwo lwezikhundla zesebe (bb) KST36 (iimeko jikelele kunye neenkqubo ezinxulumene noqikelelo lwamaxabiso okanye ithenda) (cc) KST37 (imigaqo yamasebe ngokunxulumene nolwandiso) (dd) I-Western Cape Provincial Tender Board Law, 1994 (uMthetho 8 ka-1994) (ee) Imimiselo kwi-Western Cape Provincial Tender Board Law, 1994 (uMthetho 8 ka- 1994) (ff) I-National Small Business Act, 1996 (uMthetho 102 ka- 1996) (gg) I-Preferential Procurement Policy Framework Act, 2000 (uMthetho 5 ka- 2000) (hh) Iincwadi: Sourcelink (ii) Iincwadi: iNkqubo yoLawulo lweZibonelelo zikaRhulumente ekuJoliswe kuzo ngokweeNdawo ngeeNdawo (jj) Umgaqo-nkqubo kunye neenkqubo zolwabiwo lwezivumelwano zokhuseleko kubaqikeleli bamaxabiso (tenders) (qq) Ingxelo yonyaka yeBhodi yeThenda eNtshona Koloni	uthe wahlawula umrhumo ochaziweyo kwiCandelwana leMimiselo (iCandelo leThenda), Private Bag X9165, Legislature Building, Wale 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 ngezisicelo.
- 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 akakoniseliseki 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)

Akukho nto

7. AMALUNGISELELO AVUMELA UKUTHATHA INXAXHEBA KWISISEKO SEMIGAQO-NKQUBO KWAKUNYE NOKWENZIWA KWEMISEBENZI

ICANDELO 14(1)(g)

Kwiimeko ezininzi uviso-mthetho luchaza iinkqubo ezilandelwayo zokwenza imicimbi yaziwe.

8. IZILUNGISO EZIKHOYO NGOKUNXULUMENE NEMITHETHO OKANYE UKUNGAPHUMELELI KOMTHETHO

ICANDELO 14(1)(h)

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

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