

IHLELO LOKUMUMETHWEKO

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1. ISINGENISO

Isigaba 32 somThethosikelo weRiphabliki yeSewula Afrika (umThetho weNomboro 108 we-1996), sihlathulula bonyana woke umuntu unelungelo lokuthola elinye nelinye ilwazi eliphethwe Mbuso nofana ngomunye umuntu nangabe ilwazelo lifunelwa ukusetjenziselwa nofana ukuvikela nanyana ngimaphi amalungelo. Ukuya phambili umThetho lo ubuye uhlathulule bonyana umthetholawulo wenarha kufanele umenyezelwe ukwenzela ukuphumelelisa ilungelweli.

I-Promotion of Access to Information Act, 2000 (umThetho weNomboro 2 wee-2000) ukusuka la ukuya phambili uzokubizwa “ngomThetho” uphumelelisa ilungelo langokomthethosisekelo lokuthola ilwazi eliphethwe nanyana ngiliphi iphiko lakarhulumende elilawulako nofana liziko langeqadi begodu lifunelwa ukusetjenziselwa nofana ukuvikela nanyana ngimaphi amalungelo. UmThetho lo undlala imininingwana yeenkambiso ekufanele zilandelwe nakufakwa isibawo esinjengalesi esiphathelene nelwazi eliphethwe liphiko lakarhulumende elilawulako nofana iziko langeqadi.

Nanyana kunjalo, isigaba 9 somThetho lo siyavuma bonyana ilungelo lokufumana ilwazeli lilawulwa mikhawulo ethileko neyamukelekako njengaleyo efaka hlangana, kodwana engapheleli kwaphela kelandelako:

- Ukuvikeleka okufaneleko kokubawedwa;
- Ifihlo ngokurhweba, begodu
- Nokubusa okunepumelelo, kanye nokuletha inzuzo.

Isigaba 14 somThetho lo sibuya sikatelela iphiko lakarhulumende elilawulako bonyana lakhe imanuwali ezokusiza umuntu ukuthi akghone ukuthola ilwazi eliphethwe liphiko lakarhulumende elilawulako. UmThetho lo uveza nobuncani beemfuneko ekufanele imanuwali le ikhambisane nazo.

Umnqopho wemanuwali le kukupha ikombandlela yokuthi umuntu angalithola njani ilungelo lokufinyelela amarekhodi aphelele mNyango wezokuBusa ngokuBambisana (*DCoG*), ukusuka la ukuya phambili uzokubizwa “ngomNyango” ngokunjalo uphumelelisa isigaba 14 somThetho lo.

2. UMNQOPHO

Imanuwali le yenzelwe ukunikela umfaki wesibawo, imininingwana edingekako yokuthintana neenkambiso zokuthola ilwazi elinqophileko emNyangweni, ngokusebenzisa “umThetho”.

Imanuwali iragela phambili indlalele umfaki wesibawo ngesakhiwo esitjhatjhalazi, imisebenzi neenkomba zelwazi lomNyango ukwenzela bonyana umfaki wesibawo akghone ukubona kuhle indawo lapho ilwazi alifunako kunekghonakalo yokungatholakala kwalo khona.

Imanuwali le inikela namaforomu afunekako neembadalo ezisebenzako ekufakweni kwesibawo.

3. OKUTJHIYWA NGAPHANDLE

Imanuwali le isebenza kwaphela ngamarekhodi womNyango begodu kungasi amarekhodi wananyana ngibaphi abajameli nofana iinkampani ezitjhidelene nawo. Esinye nesinye isibawo esimayelana nelungelo lokuthola ilwazi kunanyana ngibaphi abajameli kufanele siqophiswe kusiPhathiswa seLwazi sehlangano efaneleko.

4. IINDIMA NEMISEBENZI YOMNYANGO

Inembo-mbono lomNyango

Ukubusa ngendlela yokubandakanya, ethatha igadangango msinya nakufunekako, nenepumelelo, efaka hlangana imiphakathi, ukwenzela ukuphumelelisa ituthuko yasafuthi begodu nokwenza ngcono ekuphakelweni kweensiza zomphakathi.

Imitjhini yomNyango

Imitjhinethu kukghonakalisa ukubusa ngokubambisana kanye nokusekela zoke iingaba zakarhulumende, ukukhuthaza iindaba zesintu nokusekela amaziko esitjhidelene nayo ngokuthi:

- Kuthuthukiswe imigomo nemithetho efaneleko ukwenzela ukukhuthaza ibambiswano emahlelweni karhulumende wetuthuko nokuphakelwa kweensiza zomphakathi;
- Ngokupha amaqhinga wokungenelela, ukusekela nokuhlanganyela ukwenzela ukukghonakalisa ukwenziwa kwemisebenzi ngokomgomo eemFundeni nakuRhulumende weNdawo; begodu

- Kwenziwe iindlela ezilula ezenza bonyana imiphakathi izibandakanye embusweni.

Iinkambisokolelo ZomNyango

Iinkambisokolelo zethu zisekelwa khulu ziinkambisolawulo ze-*Batho Pele* (Abantu Phambili) yezeMisebenzi kaRhulumende eSewula Afrika begodu umNyango othileko unqophe okulandelako:

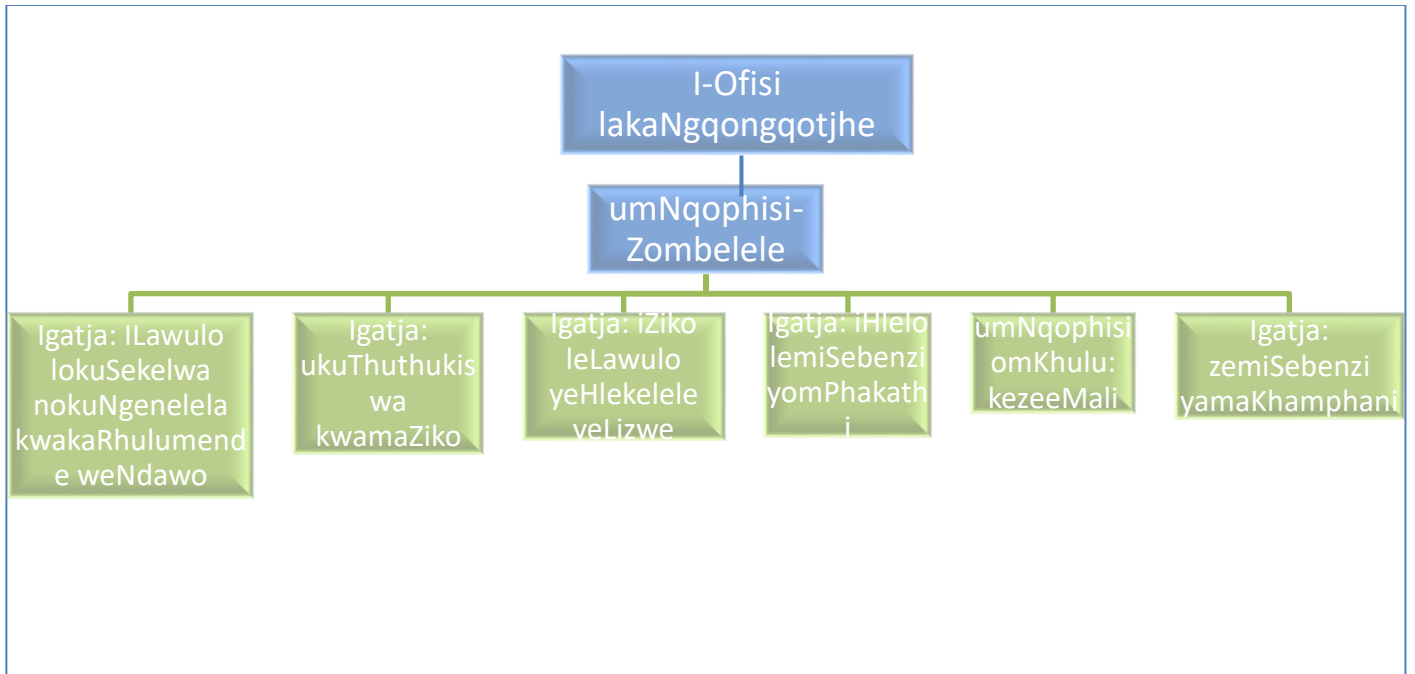
- Ukwenza izinto ngendlela ekulindeleke ngayo
- Ukusebenza ngendlela yomuntu okhuthalele ukuletha amatjhuguluko
- Ukuhlanganyela nokubekela phambili ukusebenza ngesiqhema
- Ukusebenza kwezinga eliphezulu

Amahlelo Anqophako woNyango

UmNyango wakhetha ukwamukela amaqhinga anqophako amahlanu alandelako:

1. Ukufaka isandla ekwakheni ukuthuthukiswa kwakaRhulumende ebujameni beNarha, beemFunda kanye nakuRhulumende weNdawo oletha ipumelelo, begodu nophendula msinya nakudingekako;
2. UkuQinisa uRhulumende onokuziPhendulela noHlanzekileko
3. UkuRhabisa ukuPhakelwa kweeNsiza nokusekela abatlhogako
4. UKhuthaza ukuThuthukiswa kokuHlanganyela, ukuSebenzisana nokuHlanganisa umPhakathi ngomNqopho othikeko begodu
5. NokuQinisa ukuThuthukiswa kweKghono leHlangano nokuSebenza ukwenzela bonyana ukhambisane negunya lawo

Isakhiwo sehlangano sezinga eliphezulu



Iminqopho yomNyango ifezwa ngokusebenzisa amahlelo alandelako:

| Imisebenzi | Ihlathululo |
|--|---|
| iLawulo lokuSekelwa nokuNgenelela kwakaRhulumende weNdawo | Ukulinganisa nokwenza imisebenzi yokuBuyela esiSekelweni emNyangweni wo ke nakuRhulumende ngobubanzi bakhe ukwenzela ukuletha itjhuguluko. |
| umGomo nokwenziwa komThetho | Ukuhlaziya, nokuthuthukisa umgomo ukwenzela ukuletha itjhuguluko kuRhulumende wendawo nehlelweni lokulumba amano nokuBusa ngokuBambisana okubanzi. |
| ukuThuthukiswa kwamaZiko | Ukwakhiwa ngobutjha kwamaziko erherhweni lakarhulumende wendawo, ngokusebenzisa ukuthuthukiswa kwerhelo, ukwakhiwa kwamakghono kanye nelawulo lemali engeniswako. |
| iziko eliLawula iHlekelele eNarheni | Ukukhuthaza irherho elihlangeneko kanye nelilungelelweko lokuvikeleka kwehlekelele, ukunciphisa kanye nelawulo lobungozi. |

| | |
|--------------------------------------|--|
| iHlelo womPhakathi lomSebenzi | Ukulawula ukwabiwa kwamathuba wemisebenzi kibo boke abomasipala ukwenzela ukuqinisekisa ituthuko yomphakathi. |
| iiMali | Ukulawula ukwabiwa okuzwakalako kwelawulo lemisebenzi yeemali ngokukhambisana neemphakamiso zomthetho. |
| imiSebenzi yamaKhamphani | Ukulawula iinsombululo ezihlanganisiweko kanye namaqhinga amatjha wamakhamphani ukwenzela ukusiza umNyango bonyana ufezekise amaqhinga kanye neminqopho yemisebenzawo. |

Imisebenzi eyenziwa mNyango:

Umkhakha ngamunye womNyango wakhe ngepumelelo ihlelo lokulumba amano wesikhathi sesilinganiso esiphakathi elindlala ngomfakela womkhakha lowo ekuphumeleliseni iminqopho emaqhinga woNyango. Imitlolo yangokomThetho le eneminingwana yamaqhinga iyatholakala ngokufaka isibawo.

5. IMINININGWANA YOKUTHINTANA

5.1 isiPhathiswa sezeLwazi

| UMNQOPHISI - ZOMBELELE | UMRHALA | IFEKSI | I-IMEYILI |
|------------------------|----------------|--------------|--|
| Ms Avril Williamson | (012) 334 0518 | 086 558 0479 | Avrilw@cogta.gov.za |

5.2 amaSekela wesiPhathiswa sezeLwazi

| DIO | UMRHALA | IFEKSI | I-IMEYILI |
|-----------------------|----------------|--------------|--|
| Mr Themba Fosi | (012) 334 0800 | 086 558 0479 | ThembaF@cogta.gov.za |
| Ms Thinavhuyo Skosana | (012) 334 4883 | 086 558 0479 | ThinavhuyoN@cogta.gov.za |
| Ms Manahano Mokone | (012) 336 5813 | 086 558 0479 | ManahanoM@cogta.gov.za |

| | | | |
|-----------------|----------------|--------------|--|
| Dr Mmaphaka Tau | (012) 334 4602 | 086 558 0479 | MmaphakaT@ndmc.gov.za |
|-----------------|----------------|--------------|--|

5.2 limphande

| ISIPHANDE SEPOSO | ISIPHANDE SOMAKHIWO | UBUNZINZOLWAZI |
|--|--|--|
| The Information Officer Department Cooperative Governance Private Bag x 804 PRETORIA 0001 | The Information Officer Department Cooperative Governance 87 Hamilton Street Arcadia PRETORIA | www.cogta.gov.za |

6. ISIGABA 10 SITJENGISA BONYANA UMTHETHO USETJENZISWA NJANI

Isigaba 10 somThetho sithwesa iKhomitjhana yamaLungelo woBuntu umsebenzi wokuthi yenze ibuthelelo lomhlahlandlela omumethe ilwazeli ngawo woke amalimi asemthethweni, ngendlela yesakhiwo esizwisiseka lula, njengombana kungenzeka lifunwe mumuntu ozobe afisa ukusebenzisa nanyana ngiliphi ilungelo elitjhejwe ngaphakathi komThetho. Umhlahlandlela lo bekufeneleke bonyana ukhutjhw ngeomhlaka-15 kuRhoboyi 2003. UNgqongqotjhe wezoboBulungiswa ngokusebenzisa imithetholawulo wapha ikhomitjhana isikhathi esingezelweko ukufikela mhlazana amalanga ama-31 kuRhoboyi 2004 ukuthi ikhuphe umhlahlandlela lo.

Eminye neminye imibuzo ephathelene nomhlahlandlela lo kufanele ithunyelwe kokulandelako:

The South African Human Rights Commission,
At PAIA Unit (The Research and Documentation Department).
Private Bag X2700, HOUGHTON, 2041;
Telephone number: 011 484 8300;
Fax number: 011 484 1360
Website: www.sahrc.org.za
Email address: paia@sahrc.org.za

7. UKUFINYELELA AMAREKHODI APHETHWE MNYANGO

7.1 Ukuhlukaniseka ngemikhakha kwamarekhodi aphethwe mNyango

1. Ukuhlukaniseka kokuPhatha

Umkhakha lo umsebenzawo omkhulu uphathelene nelwazi elihlobene nokuphatha begodu nemitlolo yangokomThetho yangaphakathi yoMnyango nokohlukaniseka kwawo. Umhlobo welwazi elifakwa emkhakheni lo maplani wamabubulo neendleko zemikhakha, begodu nemibiko emayelana netuthuko, iindlela zekambiso, iinkambiso begodu nemigomo yangaphakathi yoMnyango.

2. ILawulo lokuThintana kanye nabaBambisani

Ilwazi ngelawulo lokuthintana lifaka hlangana ilwazi elimayelana nababambisani abaqatheke khulu begodu namatlayenti nobudlelwano obuphakathi kwabo nomNyango begodu nesebenziswano elikhona. Iimbawo, ubujamo beembawo begodu neenghonyayo ezibuya ebabambisaneni nofana ematlayentini zizakuba yingcenywe eginwa njengeyelwazi lokuthintana.

3. ukuPhathwa kweMali kanye nomThombo weenSebenzi

Lokhu kufaka hlangana ilwazi ngeemali zomNyango ezifana nesabelomali, iindleko eziphambene nesabelo, begodu nobujamo beemali ezihlelelwe iinkhuthazo. Ilwazeli lihlobene thwi nemirholo begodu nemisebenzi yokuthengwa kwepahla. Ilwazi lemithombo yabasebenzi ihlobene nemirholo, ilifu, amakhono, amahlelo wokuthuthukisa umuntu ngamunye, begodu neminqopho emayelana nomuntu ngamunye nezinga enza ngalo umsebenzi ngokuphambene nalokhu.

4. abaPhakeli namaKghono

Umkhakha lo ufaka hlangana ilwazi elimayelana nokuphakelwa kwamakhono nemisebenzi emNyangweni begodu nobujamo be-BEE beenhlanganezo nofana babantuthize. Ilwazeli liyingcenywe yelwazi elimayelana nokuthengwa kwepahla.

5. ILawulo leHlelo/ lePhrojekthi

Ilwazeli limayelana namahlelo begodu namaphrojekthi womNyango ahlukako kilawo athuthukiswa ngokusekelwa sikhwama seemali, amahlelo wezehlakalo zomNyango. Lokhu kufaka hlangana imininingwana yokulumba amano, ukwabiwa kweemali, ukubeka ilihlo, ukufezekisa ihloso nemininingwana yemiphumela.

6. ukuLawulwa mThetho nokusemThethweni

UmNyango uphetha irhelo lemihlobo yemithetho, imithetholawulo nemigomo ehlobeneko. Ngaphezukwalokho, umNyango unamarekhodi weendaba zemithetho ahlobene nemiraro yokubusa ngokubambisana.

7. imiGomo

8. Kunedlanzana lemigomo ehlobene namahlangothi wakarhulumende wendawo nekungiyi ekhambisa imisebenzi begodu nokungenelela komNyango. Imigomo le ibuyekizwa kanengeni beyenziwe ngcono ukwenzela ukubumba ipahla elihlangana

nelwazi lokulawula. Imigomo yokusebenza iyatholakala nakibo boke abasebenzi bomNyango ngokusebenzisa ihlelo lobunzinzo lwazi i-inthranethi, ukwenzela bonyana bazijayeze indlela imikhakha yoke esebenza ngayo begodu nangeline nelinye itjhuguluko elingaba nomthelela endleleni ebona ngayo umsebenzabo.

9. ukuBuswa kweemFunda

Umkhakha lo wamarekhodi uhlobene nokutjhejwa kweemali begodu nokulinganisa izakhiwo zokubuswa kweemFunda nemisebenzi yeemali okufaka hlangana nokubeka ilihlo nokutjhejwa kwakarhulumende wendawo.

10. ukuLwisana neKohlakalo kanye nokuFumbathisa

Ilwazeli limayelana nokwabiwa kanye nokusekela ilawawulo lokulwisana neKohlakalo nokufumbathisa ebahlanganyelini bangaphandle.

11. ukuThuthukiswa komThangalasisekelo nomNotho

Amarekhodi la amayelana nokuthuthukiswa begodu nokubuyezwa kwePhahla lezomNotho nokwabiwa kwesekelo nokukghonakalisa ukuThuthukiswa komNotho weNdawo. Lokhu kufaka hlangana amarekhodi wokutlama iplani nokusekela ukuthuthukiswa komnotho emazingeni weendawo newesifunda.

12. iLawulo leHlekelele yeNarha

Umkhakha lo wamarekhodi umayelana nokutlama iplani, ukuthuthukiswa nokwenza umsebenzi ngokwehlelo lephahla nelawulo lehlekelele zenarha.

7.2 Imitlolo ekhona nekhitjhelwe ukwaziwa

| |
|--|
| umBiko womNyaka |
| imiThetho |
| imiThethomlingwa |
| imiGomo |
| amaHlelo amaQhinga |
| amaQhinga wePhahla lesiKhatjhana sobude obuphakathi |
| iTuthuko yePhahla eliHlangeneko i-(IUDF) |
| iHlelo lokwenziwa kwemiSebenzi ngehlelo i-IUDF |
| Amaphepha weseNdlalelo we-IUDF |
| umTlolo womBono oyiNdlela yokuBuyela Esisekelweni |
| amaPhepha womButhano kaRhulumende weNdawo – ukuBuyela eSisekelweni |

7.3 Ukuhlukaniseka ngemikhakha kwamarekhodi azitholakalelako

emNyangweni

Loke ilwazi liyatholakala kubunzinzolwazi bomNyango. www.cogta.gov.za

Ilwazi ngendlela elirhenyiswe ngayo ngaphakathi kweForomu C lemanuwaliile

8. IKAMBISO YOKUFAKA ISIBAWO

8.1 Indlela yekambiso

Ukwenzela bonyana isibawo sifakwe ekambisweni yokuthola ilwazi ngokusebenzisa umThetho weLungelo lokuThola iLwazi, iindlela zekambiso ezilandelako kufanele kube ziphunyeleliswe ngokwehlelo langaphakathi emNyangweni.

Igadango 1: Indlela yekambiso yokufaka isibawo

Ukufaka isibawo selwazi, umfaki wesibawo kufanele agcwalise iforomu lesibawo (bona isiKhibelelo A) begodu alithumele kokulandelayo:

| NGEPOSO | NGESANDLA | NGEFEKSI |
|--|--|---|
| The Information Officer Department Cooperative Governance Private Bag x 804 PRETORIA 0001 | The Information Officer Department Cooperative Governance 87 Hamilton Street Arcadia PRETORIA | The Information Officer 086 558 0479 |

Njengokukhonjelwa mThetho inani lemali engaba ma-R35.00 kufanele likhanjiswa nesibawo sokuthola ilwazi nangabe isibawo asiveli kozibawela mathupha. Inaneli lingabhadelwa ngetjhege, lingasiwa iyikhetjhi (nangabe iforomu ulise yena ngokwakhe) nofana ifakwe ngokusebenzisa i-akhawundi yebhanga esetjenziswa mNyango (ubufakazi bokuthi imali ibhadaliwe kufanele bukhanjiswa neforomu lesibawo):

Bank: South African Reserve Bank
Account name: Cooperative Governance and Traditional Affairs
Account no: 00080332382
Branch code: 910145
Account type: Paymaster General Account

Contact Person: Josias Moloto
E-mail: Josiasm@cogta.gov.za
Umrhala: 012 334 0909

Igadango 2: Ukuhlolisiswa kanye nokuvunywa

IsiPhathiswa sezeLwazi somNyango sithola besiqinisekise isibawo ukwenzela bonyana sikghone ukubona bonyana ilwazi elifunekakwelo umNyango unalo na. Ukusuka lapho isibawo siyamukelwa, saliwe nofana sidluliselwe kilabo ekungibo ababagcini belwazi elifunekako. Ukusuka lapho umfaki wesibawo uthunyelwa umbiko ngokuvunywa kwesibawo sakhe ukwenzela ukuqinisekisa ubujamo besibaweso.

Igadango 3: Ukulungiselelwa kwelwazi

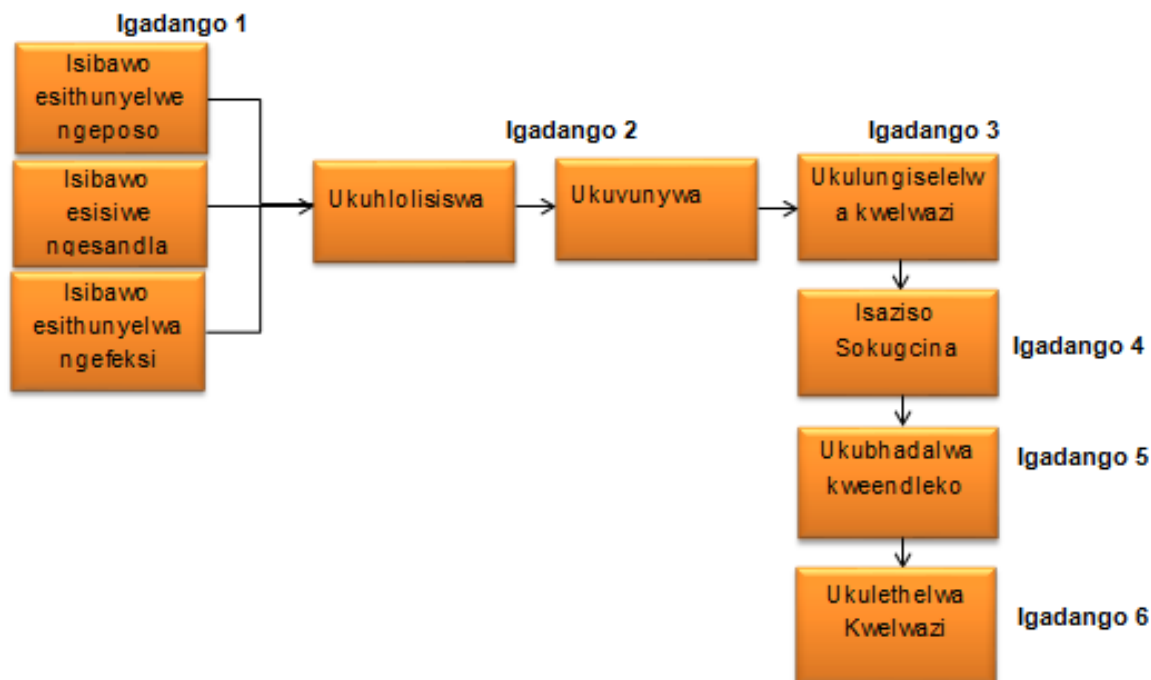
Nangabe isibawo samukelwe, umNyango uzokubuthelela bewulungise loke ilwazi begodu ubale zoke iindleko ezifaneleko ezibandakanyekako (Bona indima 8.2)

Igadango 4: Isaziso Sokugcina

Umfaki wesibawo uzokwaziswa ngokuphethwa kwesibawo sakhe kanye neembadalo esaleleko ekufanele ibhadalwe emNyangweni.

Igadango 5 kanye neGadango 6: Imbadelo kanye nokuLethwa

Ngemva kokutholwa kwembadelo njengokutjihiwo eGadangweni 4 (ngokulandela indlela yekambiso yokubhadala ehlathululwe eGadangweni 1), ilwazi liyakhutjiswa linikelwe olibawileko.



Ilwazi Elivamileko

Umuntu ofisa ukuthola ilungelo lokufinyelela amarekhodi aphethwe mNyango kufanele agcwalise iforomo lesibawo elimumethwe liForomo A lesiKhabelelo B emthethwaneni omenyezwe ngaphasi komThetho, begodu limumethwe njenge siThasiselo A emanuwalini le. Imithethwana (kanye nesiGaba 18 somThetho), sikhombela bonyana umfaki wesibawo kufanele aphe ilwazi lemininingwana elandelako:

- Imininingwana yomuntu ofaka isibawo sokuthola amarekhodi
- Imininingwana yomuntu ofakelwa isibawo
- Imininingwana yerekhodi nofana amarekhodi ekufakwe isibawo sawo
- Adingeka ngayiphi indlela, isb. ngomtlole nofana iphepha eliphrintiweko, ngendlela ye-elektroniki nofana ngehlelo lekhomphiyutha ekufundekako ngalo, njll.
- Isiphande seposo nofana inomboro yefeksi yaloyo ofake isibawo
- Ukuthi irekhodi ekukhulunywa ngalo kufanele libe ngelimi elithileko
- Itshwayo lukuthi umfaki wesibawo ufisa bonyana aziswe ngayiphi indlela ngesiqunto esimayelana nesibawo sakhe sokuthola irekhodi/amarekhodi ekukhulunywa ngawo.

Esinye nesinye isibawo esifakiweko kuzakusetjenzwa ngaso emalangenani angaba ma-30 ukusukela ngesikhathi esifike ngaso, nokho nangabe umfaki wesibawo abeke iinzathu ezikhethekileko, nezizakwanelisa isiPhathiswa sezeLwazi, ubujamobo buqunta bonyana amalanga neenkhati ezitjhiwo ngehla zingasalandelwa. Isikhathi esimalanga amatjumi amathathu ekufanele umNyango uthathe ngaso isiqunto sokobana uyasivumela nofana uyasala isibawo, singangezelelwa ukuya phambili ngesinye isikhathi esingasi ngaphezulu kwamalanga amatjumi amathathu nangabe isibawo esifakiweko simayelana nelwazi lenenani elikhulu, nofana isibawo nasidinga bonyana ilwazi elifunekako lizunye keliye i-ofisi leziko eliliphetheko kanye nelwazi ekungakghonakaliko bonyana litholakale ngeenzathu ezizwakalako esikhathini esimalanga amatjumi amathathu wokuthoma abekiweko. UmNyango uzakwazisa umfaki wesibawo ngokumtlolela nakungenzeka bonyana kube nesidingo sokungezelelwa kwesikhathi sokufumana ilwazelo.

Nangabe isibawo senzela omunye umuntu, umfaki wesibawo kufanele alethe ngaphambili ubufakazi bokuvunyelwa nobuqinisekisa bonyana usifaka ngaziphi iinzathu ezizakwanelisa isiPhathiswa sezeLwazi.

Nangabe umuntuthize akakghoni ukugcwalisa iforomu elibekiweko ngebanga lokungakghoni ukufunda nofana ngokukhubazeka okuthileko, umuntu onjalo angafaka isibawo sakhe ngomlomo. Ukusuka lapho isiPhathiswa sezeLwazi somNyango sizakunciphisela isibaweso esifakwe ngomlomo emtloleleni weforomo elibekiweko, begodu ukusuka lapho siphe umfaki wesibawo ikhophi lawo umtlolelo loyo.

8.2 Imbadalo

Umthetho uvumela imihlobo emibili yeembadalo, yona ibizwa:

- Imbadalo yesibawo, nekuzakuba yimbadalo elingeneko ebhadalwa mfaki wesibawo kwaphela, begodu kungasi abantu ozibawela mathupha.
- Imbadalo yokuthola, nekuyimbadalo eza ngemva kokubalwa ngokuyelela iindleko ezivelileko zokwenza ngobutjha, ukuzuma kanye nesikhathi neendleko zokulungiselela, ezifaka hlangana nalezo zokuposa.

Ngemva kokuthi isiPhathiswa sezeLwazi siqeda ukufumana isibawo, sizakwenza okulandelako, ngesaziso:

- Sizakulayela umfaki wesibawo bonyana abhadale imbadalo ebekiweko yokufakwa kwesibawo ngaphambi kobanyana kungasetjenzwa ngesibawo ukuya phambili.
- Nangabe ukuzunywa kwerekhodi sele kwenziwe namalungiselelo wokungalethwa ngaphambili kwalo, ekufaka hlangana amahlelo wokwenza bonyana litholakale ngendlela elibawe ngayo, kudingeka ama-awara angaphezu kwalawo abekwe emthetjwaneni ngokwehloso yalokhu, isiPhathiswa sezeLwazi sizakwazisa umfaki wesibawo ukuthi abhadale ingceny yemali esibambiso esibekwe njengembadalo yokuFinyelela nezokubhadalwa nangabe isibawo sivunyiwe.
- IsiPhathiswa sezeLwazi sizakubamba amarekhodi ukufikela lapho umfaki wesibawo abhadala khona imbadalo etshwaywe esiSigabeni 8.2.1
- Umfaki wesibawo, loyo isibawo sakhe esivunyiweko, kufanele abhadale imbadalo yokuFinyelela kokwenziwa ngabutjha nokuzuma kanye namalungiselelo, begodu neyananyana ngisiphi isikhathi esizwisisekako esidingekako ukudlula ama-awara abekiweko wokuzuma newokulungiselela irekhodi ukuthi livezwe ngaphambili ekufaka hlangana ukwenza amahlelo wokuthi litholakale ngendlela umfaki wesibawo ayibawileko.
- Nangabe imali yesibambiso seyibhadalelwe isibawo sokufinyelela nokuthola, kube isibaweso saliwe, ukusuka lapho isiPhathiswa sezeLwazi sizakubuyisela imali leyo emfakini wesibawo.

8.2.1 Imbadalo emayelana namaphiko karhulumende alawulako

Ngokweminqopho yesigaba 22(2) somThetho, lokhu okulandelako kuzakwenzeka:

| IHLATHULULO | INANI (R) |
|---|------------------|
| Imbadalo yesibawo ebadalwa ngiwo wo ke umfaki wesibawo, ngaphandle kwaloyo ozibawela mathupa, ohlathululwe emthethwenilawulo 7(2) | 35.00 |
| Ikhophi lemanuwali yokuhlathululwe ngaphakathi komthetholawulo 5(c) (elinye nelinye ikhophi lobukhulu bekhasi obiyi-A4 nofana ingceny yalo) | 0.60 |
| Imbadalo zokwenza ngabutjha ekukhulunywe ngazo emthethwenilawulo 7(1) zijame ngendlela elandelako: | |

| | |
|---|--|
| 1) Elinye nelinye ikhophi lobukhulu bekhasi obuyi-A4 nofana ingcenyeye yalo | 0.60 |
| 2) Elinye nelinye ikhophi eliphrintiweko lobukhulu bekhasi obuyi-A4 nofana ingcenyeye yalo ephethwe yikhomphuyutha nofana elinge elektroniki nofana ngomtjhini | 0.40 |
| 3) Ikhophi elingendlela yekhophiyutha elifundekako ngaphakathi kwe- a) sisetjenziswa esisetjenziswa ngekhomphuyutha b) diski (elingendlela efundekako) | 5.00 40.00 |
| 4) Yokukhutjhelwa kweenthombe ezibukelwako a) Yekhasi lobukhulu obuyi-A4 nofana ingcenyeye yabo b) Ikhophi leenthombe ezibukelwako | 22.00 60.00 |
| 5) Yokukhutjhelwa kwerekhodi elenziwe ngomdumo a) Yekhasi lobukhulu obuyi-A4 nofana ingcenyeye yabo b) Ikhophi lerekhodi elenziwe ngomdumo | 12.00 17.00 |
| limbadalo zokufinyelela ezibhadalwa mfaki wesibawo ekukhulunywe ngazo emthethwenilawulo 7(3) zijame ngendlela elandelako: | |
| 1) Elinye nelinye ikhophi lobukhulu bekhasi obuyi-A4 nofana ingcenyeye yabo | 0.60 |
| 2) Elinye nelinye ikhophi eliphrintiweko lobukhulu bekhasi obuyi-A4 nofana ingcenyeye yalo ephethwe yikhomphuyutha nofana elinge elektroniki nofana ngomtjhini | 0.40 |
| 3) Ikhophi elingendlela yekhophiyutha elifundekako ngaphakathi kwe- c) sisetjenziswa esisetjenziswa ngekhomphuyutha d) diski (elingendlela efundekako) | 5.00 40.00 |
| 4) Yokukhutjhelwa kweenthombe ezibukelwako, zekhasi lobukhulu obuyi-A4 nofana ingcenyeye yabo | 22.00 |
| 5) Yekhophi leenthombe ezibukelwako | 60.00 |
| 6) Yokukhutjhelwa irekhodi elenziwe ngomdumo a) Yekhasi lobukhulu obuyi-A4 nofana ingcenyeye yabo b) Ikhophi lerekhodi elenziwe ngomdumo | 12.00 17.00 |
| Ukuzuma kanye namalungiselelo wokuvezwa kwerekhodi, ekutjhiya ngaphandle i-awara lokuthoma, elifuneka ngokuzwisisekako kokuzumokho kanye namalungiselelo. | 15.00 nge-awara nofana ingcenyeye yalo |
| lindleko zamambala zeposo ziyabhadalwa lokha ikhophi lerekhodi nakufanele liposelwe umfaki wesibawo. lindleko zeposo zilawulwa mthelo wepahla ofaneleko ngokuya ngendawo eya kiyo | lindleko zamambala |

8.2.2 Amalungelo akhethekileko nokuquntwa ngokweminqopho yesigaba 22(8)

Abantu abalandelako bavumelekile bonyana bangabhadali imbadalo yokufinyelela ehlathululwe kusigaba 22(6) somThetho:

- Umuntu ongakatjhadi othola umrholo womnyaka ongeqi enanini elingangee-R 14,712.00 ngomnyaka, ngemva kokudonselwa ngokomthetho ngendlela ekuhlathululwe ngayo ngaphakathi eHlelweni lesaziswesi.
- Abantu abatjhadileko nofana umuntu nomlinganakhe ahlekisana naye abanomrholo womnyaka ongadluli enanini elingaba zii-R 27,192.00 ngomnyaka.

Ukuya phambili siqunte ukuthi:

- Lapho iindleko zokubuthelela, nanyana ngiyiphi imbadalo ehlathululwe kusigaba 22 somThetho lo, idlula inani elibekiweko, imbadalo le ayisebenzi.
- Imbadalo yokufinyelela ehlathululwe esigabeni 22(8) somThetho ayisebenzi esibaweni sokufinyelela amarekhodi samathupha.
- Imbadalo yesibawo ehlathululwe esigabeni 22(l) somThetho nembadalo yokufinyelela ehlathululwe esigabeni 22(6) somThetho azisebenzi emarekhodini wesibawo esifakwe siphathiswa sozetjhejo nofana abaphenyi betjhejo ngeminqopho yephenyo lokutjheja nofana iphenyo ngokwemigomo yeengcenywe ze-*Maintenance Act, 1998* (umThetho 99 we-1998) nofana imithetholawulo eyenziwe ngaphasi kwesigaba 44 somThetho loyo.

9. UKUVUNYWA / UKWALIWA KWESIBAWO

9.1 Ukwaliwa kwesibawo

linzathu eziqakathekileko ezingenza bonyana umNyango wale isibawo selwazi zikhambelana nokulandelako:

- Ukuvikeleka okukatelelwa mthetho kwelwazi efihlakeleko lelunga lesithathu ekumumuntu mbala, nangabe isibawo simumethe ukungazwisiseki kovuvezwa kwesiqu selwazi elimayelana nolilunga lesithathu;
Nokho, irekhodi angekhe kwaliwa nalo ngangabe liqukethe ilwazi elilandelako:
 - Elimayelana nelunga lesithathu elivume ngomtlo bonyana ilwazelo lingavezwa
 - Naliphiwa iphiko lakarhulumende elilawulako mumuntu elihlobene naye, begodu umuntu loyo aziswe ngilo iphikweli, ngaphambi kokuliveza, begodu ilwazelo lingelesigaba selwazi ekungenzeka bonyana sele litholakala tihatjhalazi.
 - Esele laziwa begodu litholakala tihatjhalazi.
 - Elimayelana nobujamo bepilo yomuntuthize langokomzimba nofana ngokomkhumbulo, nofana ngepilwakhe, ongaphasi kwenakekelo lomfaki wesibawo, begodu noneminyaka yobudala engaphasi kweli-18 nofana ongakghoni ukuzwisisa umhlobo wesibawo, begodu ukuya phambili ukuvezwa kwelwazelo kuzakusiza khulu umuntu ekukhulunywa ngaye.
 - Limayelana nomuntuthize esele ahlongakele begodu loyo ofaka isibawo sihlobo sakhe, nofana ufaka isibawo ngokusebenzisa isivumelwano esitolwe phasi sesihlobo sakhe.
 - Limayelana nomuntu osisebenzi nofana obegade asisebenzi sesikhungo somphakathi, begodu ilwazelo elifunekako limayelana nesikhundla nofana imisebenzakhe.
- Ukuvikeleka okukatelelwa mthetho kwelwazi elimayelana nokurhweba kwelunga lesithathu, nangabe irekhodi limumatha: iimfihlo zokurhweba kwelunga lesithathu; iimali, kwerhwebo, ilwazi elibusayensi nofana elibuthekniki, nangabe ukuvezwa kwalo kungahle kukhinyabeze ukuphepha kweemali nofana kwerhwebo lelunga lesithathu;
Nokho, irekhodi angekhe kwaliwa nalo nangabe liqukethe ilwazi:
 - Esele laziwa begodu litholakala tihatjhalazi.
 - Elimayelana nolilunga lesithathu ophe imvumo ngomtlo bonyana umfaki wesibaweso anganikelwa ilwazi.
 - Elimayelana nemiphumela yananyana ngimuphi umkhiqizo nofana ukuhlolwa kwebhoduluko (ngokutjhiya ngaphandle ukuhlolwa kokuthoma) nofana elinye iphenyo elenziweko nofana elenziwe esikhundleni solilunga lesithathu; lapho ukuvezwa kwelwazeli kungambula ukuphepha okuqakatheke khulu komphakathi nofana ubungozi ngebhoduluko.
- Ilwazi elivezwe ezikweni lilunga lesithathu ngokuthembeka, nangabe ukuvezwa kwalo kungabeka ilunga lesithathwelo emathubeni amambi ephaliswaneni lemikhulumiswano nofana lokurhweba;

Nokho, irekhodi angekhe kwaliwa nalo nangabe liqukethe ilwazi:

- Esele likhona begodu laziwa tihatjhalazi
 - Elimayelana nelunga lesithathu begodu ilunga lesithathwelo liphe imvumo ngomtlo, ukuthi lingavezelwa umfaki wesibawo salo.
- Ukuvikeleka okukatelelwa mthetho kwelwazi eliyifihlo lelunga lesithathu nangabe livikeleke ngokuya kwemigomo yananyana ngisiphi isivumelwano;
 - Ukuvikeleka okukatelelwa mthetho ngokuphepha kwabantu kanye nokuvikeleka kwepahla;
 - Ukuvikeleka ngokukatelelwa mthetho kwamarekhodi athathwa njengalawo anelungelo elikhethekileko ngokwekambiso yomthetho;
 - Imisebenzi yokurhweba komNyango, engafaka hlangana iimfihlo ngokurhweba komNyango kezeemali, kwezokurhweba, ilwazi elibusayensi nofana elibuthekniki; ukuvezwa kwalo okungahle kukhinyabeze iimali nofana ukuphepha kokurhweba komNyango begodu nalelolwazi, nange livezwa lingabeka umNyango ethubeni elimbi ephaliswaneni lemikhulumiswano nofana lokurhweba.

Nokho, irekhodi angekhe kwaliwa nalo nangabe liqukethe ilwazi:

- Esele likhona begodu laziwa tihatjhalazi.
 - Elimayelana nofana elingelephiko lakarhulumende elilawulako, esikhundleni salelo phiko lakarhulumende elilawulako lapho isibawo sifakwa kilo, begodu iphiko lakarhulumendeli liphe imvumo ngomtlo bonyana umfaki wesibawo angavezelwa ilwazelo.
 - Elimayelana nemiphumela yananyana ngimuphi umkhiqizo nofana ukuhlolwa kwebhoduluko nofana elinye iphenyo (ngokutjhiya ngaphandle ukuhlolwa kokuthoma) elinikelwe iphiko lakarhulumende elilawulako, nofana imiphumela yananyana ngikuphi ukuhlolwa nofana iphenyo elenziwe nofana elenziwa esikhundleni sephiko lakarhulumende elilawulako, begodu ukuvezwa kwelwazeli kungambula ukuphepha okuqakatheke khulu komphakathi nofana ubungozi ngebhoduluko.
- Ihlelo lomtjhiningqondo engeyomNnyango, begodu elivikeleke ngokwelungelo lokukhuphela.
 - Ilwazi lerhubhululo lomNyango nofana lelunga lesithathu, nangabe libandakanya ukuvezwa kobunjalo bomNyango, umrhubhululi nofana umraro irhubhululo eliqalene nawo begodu imiphumela yalokho ingahle ibeke irhubhululwelo ebujameni obumbi khulu.
 - Iimbawo zelwazi ekubonakala kuhle bonyana azinamngopho oqakathekileko nofana sizakubanga ihlangahlangano, nofana zibandakanya ukungazwisisakali kuhle kwalokho ezinqophe ukukutjhugulula zizakwaliwa.

Ukuvezwa okukatelelwa mthetho okurhuluphelwa mphakathi

Nangaphandle kweenzathu ezibalwe ngehla zokwaliwa kwesibawo, isiPhathiswa sezeLwazi kufanele sivumele isibawo bonyana sithole amarekhodi womNyango nangabe, ukuvezwa kwawo kuzakupha ubufakazi bo:

- Ukuphulwa komthetho okukhulu, nofana ukubhalelwa kulandela umthetho; nofana okutjhidelene kanye nokuphepha okukhulu komphakathi nofana ubungozi bebhoduluko; begodu ithakaselo lomphakathi ekuvezweni kwerekhodi lidlula ukulimala okuhlathululwe ngaphasi kweenzathu zokwaliwa kwesibawo.

9.2 Isibilayezo

Umfaki wesibawo angafaka isibilayezo sangaphakathi esiphikisana nesiqu nto sesiPhathiswa sezeLwazi

- Ngokwala isibawo selungelo lokufinyelela;
- Mayelana nembadalo yesibawo, imali esibambiso sembadalo yokufinyela, nofana imbadalo yokufinyelela
- Mayelana nokungezelelwa kwesikhathi sokusebenza ngesibawo
- Mayelana nokuvunyelwa kwesibawo okwenziwe ngendlela ehlukileko kunaleyo ebawiweko.

Ilunga lesithathu lingafaka isililo sangaphakathi esiphikisana nesiqu nto sesiPhathiswa sezeLwazi sokuvunywa kwesibawo sokuthola.

Indlela yokufaka isililo, kanye nembadalo yesililo

Isililo kufanele sifakwe ngokusebenzisa iforomo elikhethekileko (bona isiThasiselo B) emalangenani ama-60; nangabe kunesidingo sokwazisa ilunga lesithathu, emalangenani ama-30 ngemva kokuthunyelwa kwesaziso emfakini wesililo mayelana nesiqu nto ekufakwe isililo ngaso; nofana nangabe akudingeki ukubikela umfaki wesililo, ngemva kokuthathwa kwesiqu nto isaziso sesibilayezo kufanele sisiwe nofana sithunyelwe esiPhathisweni sezeLwazi somNyango ngokusebenzisa isiphande sakhe, inomboro yefeksi nofana nge-imeyili.

Kufanele itjho lokho isibilayezo esingakho neenzathu zokufakwa kwesibilayezo begodu ingafaka hlangana nanyana ngiliphi elinye ilwazi elifaneleko nelaziwa mfaki wesibilayezo;

Nangabe, ngaphezu kwependulo eza ngomtlo, umfaki wesibilayezo ufisa ukwaziswa ngesiqu nto ngananyana ngiyiphi enye indlela, kufanele ayitjho indlela leyo begodu aphe neminingwana edingekako yokuthi uzakwaziswa njani ngendlela leyo.

Lapho kudingeka khona, isibilayezo kufanele sikhanyiswe nembadalo yesibilayezo ebekiweko, begodu kufanele sitjho kuhle isiphande seposi nofana inomboro yefeksi.

Nangabe isibilayezo sifakwe ngemva kodlulelwa sikhathi ebekufanele sifakwe ngaso, uNgqongqotjhe wezokuBusa ngokuBambisana, nofana umuntu okhethwe nguNgqongqotjhe ngomtlo, kufanele – ngokukhombisa unobangela omuhle – avumele ukufakwa kwesibilayezweso ngemva kwesikhathi. Nangabe uNgqongqotjhe nofana umuntu okhethwe

nguNgqongqotjhe ngomtlo akavumeli ukufakwa kwesibilayezo ngemva kwesikhathi; kufanele athumele isaziso ngesiquntweso emuntwini ofake isibilayezo.

Umbawi ofaka isibilayezo esiphikisana nokwaliwa kwesibawo sakhe sokuthothola ilwazi kufanele abhadale imbadalo yesibilayezo ebekiweko. Nangabe imbadalo yesibilayezo ebekiweko ayibhadalwa mayelana nesibilayezo, isiqunto ngesililweso singariyadiswa ukufikela lapho imbadalo ibhadalwa khona.

Ngokurhaba okuzwisisekako nangendlela ekungakghonakala ngayo, kodwana kunanyana ngisiphi isehlakalo emalangeni alitjumi (10) wokusebenza ngemva kokufunyanwa kwesibilayezo, isiPhathiswa sezeLwazi somNyango kufanele sidlulisele isibilayezo kuNgqongqotjhe, nofana emuntwini okhethwe nguNgqongqotjhe ngomtlo, kanye neenzatu zakhe ezimayelana nesiqunto ekukhulunywa ngaso; begodu nangabe isibilayezo simayelana nokwaliwa nofana ukuvunywa kwesibawo sokufinyelela, igama, isiphande seposi, inomboro yomrhala neyefeksi kanye ne-imeyili, nanyana ngimiphi imininigwana ekhona, yananyana ngiliphi ilunga lesithathu ekufanele laziswe ngesibawo.

10. ISITHASISELO

IFOROMU A

ISIBAWO SOKUTHOLA IREKHODI LEPHIKO LAKARHULUMEDE ELILAWULAKO

(Isigaba 18(1) se-*Promotion of Access to Information Act, 2000*, uMthetho weNomboro 2 we-2000)

[Umthetholawulo 6]

YINGCENYE YOKUSETJENZISWA MNYANGO

inomboro yereferensi:

Isibawo samukelwe ngu- (tlola isikhundla, igama kanye nesibongo sesiPhathiswa sezeLwazi/iSekela lesiPhathiswa sezeLwazi) mhlazana (ilanga, inyanga nomnyaka) e- (indawo).

Imbadalo yesibawo (nangabe ikhona) R

Imali esibambiso (nangabe ikhona) R

Imbadalo yokufinyelela R.....

UMTLIKITLO WESIPHATHISWA SEZELWAZI/WESEKELA LESIPHATHISWA SEZELWAZI

A. Imininingwana yephiko lakarhulumende elilawulako

IsiPhathiswa sezeLwazi/iSekela lesiPhathiswa sezeLwazi:

B. Imininingwana yomuntu ofaka isibawo sokuthola irekhodi

- Imininingwana yomuntu ofaka isibawo sokuthola amarekhodi kufanele itlolwe ngaphasi*
- Isiphande kanye/nofana inomboro yefeksi yeRiphabhliki lapho ilwazi kufanele lithunyelwe khona, kufanele inikelwe.*
- Ubufakazi obuphathekako bokobana isibaweso sifakelwani, nangabe kudingeka, kufanele buhlanganiswe nesibawo.*

Amagama ngokuzeleko nesibongo:

Inomboro kamazisi: _____

Isiphande sePosi: _____

Inomboro yefeksi:

Inomboro yomrhala: _____

i-imeyili: _____

linzathu ezizwakwalako zokufakwa kwesibawo, lokha nasifakelwa omunye umuntu:

C. Imininingwana yomuntu ofakelwa isibawo

Isigabesi kufanele sigcwaliswe KWAPHELA nangabe isibawo sokuthola ilwazi sifakelwa omunye umuntu.

Amagama ngokuzeleko nesibongo:

Inomboro kamazisi: _____

D. Imininingwana yerekhodi

- a) *Ipha imininingwana ezeleko yerekhodi ekufakwe isibawo sokutholwa kwalo, okufaka hlangana inomboro yereferensi nangabe uyayazi, ukwenzela bonyana kubelula ukulilandelela.*
- b) *Nangabe isikhala ophiwe sona asikaneli, sibawa bonyana uragele phambili ngalokho okutjhoko ekhasini eliseqadi bese ulihlanganisa neforomeli. **Umfaki wesibawo kufanele atlikitle woke amakhasi awangezelele eforomeni.***

1. Ihlathululo ngerekhodi nofana ngengcanye efaneleko yerekhodi:

2. Inomboro yereferensi, nangabe ikhona:

3. Nanyana ngimiphi imininingwana ekhona ngerekhodi:

E. Iimbadalo

- a) *Isibawo sokuthola irekhodi, ngaphandle kwerekhodi eliphethe imininingwana yomuntu eyifihlo, mayelala namakhamphani, kuzakusetjenzwa ngaso kwaphela ngemva kokobana inani **lembadalo yesibawo** selibhadaliwe.*
- b) *Uzakwaziswa ngenani lemali ekufanele ibhadalwe njenga leyo eyimbadalo yesibawo.*
- c) ***Imbadalo ebhadalelwa ukuthola** irekhodi iyanangendlela ilwazi elifunwa ukutholwa ngayo kanye nesikhathi esizwisakalako esifunekako sokuzuma begodu nokulungiselela irekhodi.*
- d) *Nangabe ufanelwe lilungelo elikhethekileko lokungabhadali nanyana ngiyiphi imbadalo, sibawa bonyana utjho isizathu selungelwelo.*

Isizathu selungelo elikhethekileko lokungabhadali imbadalo ebekiweko:

F. Indlela yokutholwa kwerekhodi

Nangabe uvinjelwa kukhubazeka bokungakghoni ukufunda, ukubona nofana ukulalele amarekhodi ngendlela owanikelwe ngayo ngokwendlela engenzasi keyo-1 ukuya keye-4, itjho ukukhubazeka kwakho begodu utshwaye nokobanyana irekhodi ulifuna ngayiphi indlela.

| | | | |
|--|--|-----|-----|
| Ukukhubazeka: | Indlela irekhodi elifuneka ngayo: | | |
| <i>Tshwaya ibhoksi elifaneleko nge-X</i> <i>Tjheja:</i> a) Ukuvumelana nendlela yesibawo sakho okhethe ukuthola ngayo ilwazi kungaya nangendlela irekhodelo elitholakala ngayo. b) Kobunye ubujamo obuthileko indlela yokuthola ebawiweko ingaliwa. Kilobo ubujamo uzakwaziswa nangabe uzolithola ngenye indlela. c) Imbadalo ebhadalelwa ukuthola irekhodi, nangabe ikhona, ingcenywe yayo izakwenziwa ngokuya ngendlela isibawo esifuna ngayo. | | | |
| 1. Nangabe irekhodi lingomtlole nofana liphrintiwe: | | | |
| Ikhophi lerekhodi | Ukuhlolwa kwerekhodi | | |
| 2. Nangabe irekhodi lakhiwe ngeenthombe ezibukelwako: (lokhu kufaka hlangana iinthombe, amaslayidi, imigadangiso esikinyekako, iinthombe ezenziwe ngekhomphiyutha, imifanekiso, njll): | | | |
| Bukela iinthombe | Ikhophi leenthombe | | |
| Ukukhutjhelwa kweenthombe | | | |
| 3. Nangabe irekhodi lakhiwe ngamezwi agadangisiweko nofana ilwazi elingenziwa ngobutjhwa ngomdumo: | | | |
| Lalela umdumo | Ukutjhelwa umdumo | | |
| 4. Nangabe irekhodi liphethwe ngekhomphiyutha nofana bu-elektroniki nofana ngendlela yekhomphiyutha efundekako: | | | |
| Ikhophi lerekhodi eliphrintiweko | Ikhophi eliphrintiweko lelwazi elithethwe erekhodini | | |
| Ikhophi elisekhomphiyutheni elingendlela efundekako | | | |
| <i>Nangabe ubawe ikhophi nofana okukhotjhiweko kwerekhodi (ngehla), ufisa bonyana ikhophelo nofana okukhotjhiwekokho kuthunyelwe kuwe ngeposo? Iposo iyabhadalwa.</i> | | IYE | AWA |
| <i>Tjheja bonyana nangabe irekhodi elikhona alitholakali ngelimi olikhethileko, ungavunyelwa ukulifinyelela ngelimi lelo irekhodi elitholakala ngalo.</i> | | | |
| Ungathanda bonyana irekhodi libe ngaliphi ilimi? | | | |

G. Isaziso ngesiqunto esimayelana nesibawo sokufinyelela?

Uzokwaziswa ngomtlole bonyana isibawo sakho sivunyelwe/saliwe. Nangabe ufisa ukwaziswa ngenye indlela, sibawo bonyana utjho indlela leyo kanye neminingwana edingekako ukwenzela bonyana kukhanjisanwe nesibawo sakho.

Ungathanda bonyana waziswe njani ngesiqunto esimayelana nesibawo sakho sokuthola irekhodi? _____

Tlikitlwe mhlazana _____ enyangeni ka- _____ 20 _____

UMTLIKITLO WOMFAKI WESIBAWO/WOMUNTU OFAKELWA ISIBAWO

IFOROMO B

ISAZISO SESIBILAYEZO SANGAPHAKATHI

(Isigaba 75 se-Promotion of Access to Information Act, 2000, umThetho weNomboro 2 we-2000)

[Umthetholawulo 8]

TLOLA INOMBORO YAKHO YEREFERENSI:

A. Imininingwana yePhiko lakaRhulumende eliLawulako

IsiPhathiswa sezeLwazi/iSekela lesiPhathiswa sezeLwazi:

B. Imininingwana yomfaki wesibawo/ilunga lesithathu elifaka isibilayezo sangaphakathi

- a) *Imininingwana yomuntu ofaka isibilayezo sangaphakathi kufanele inikelwe ngenzasi.*
- b) *Ubufakazi beenzathu zokufakwa kwesibilayezo, buyafuneka, kufanele buhlanganiswe nesibilayezweso.*
- c) *Nangabe umuntu ofaka isibilayezo mumuntu olilunga lesithathu ekungasuye ofake isibawo selwazi, imininingwana yomfaki wesibawo kufanele inikelwe ngenzasi ku-C.*

Amagama ngokuzeleko nesibongo: _____

Inomboro kamazisi: _____

Isiphande sePoso: _____

Inomboro yefeksi:

Inomboro yomrhala: _____

i-imeyili: _____

Isizathu esiphathekako sokufakwa kwesibilayezo, lokha nasifakelwa omunye umuntu:

C. Imininingwana yomfaki wesibawo

- Isigabesi kufanele sigcwaliswe KWAPHELA nangabe ilunga lesithathu (okungasuye umfaki wesibawo) lifaka isibilayezo sangaphakathi.*

Amagama ngokuzeleko nesibongo: _____

Inomboro kamazisi: _____

D. Isiqunto esifakelwe isibilayezo sangaphakathi.

| | |
|--|--|
| <i>Tshwaya isiqunto esifakelwe isibilayezo sangaphakathi ngokusebenzisa u-X ngaphakathi kwebhoksi elifaneleko:</i> | |
| | Ukwaliwa kwesibawo sokufinyelela |
| | Isiqunto esimayelana nembadalo ebekiweko ngokwesigaba 22 somThetho |
| | Isiqunto ngokwesigaba 29(3) somThetho sokwalela ukufinyelela ngendlela umfaki wesibawo abawe ngayo |
| | Isiqunto sokuvunyelwa kwesibawo sokufinyelela |

E. Iinzathu zokufaka isibilayezo

*Nangabe isikhala ophiwe sona asikaneli, sibawa bonyana uragele phambili ngalokho okutjhoko ekhasini eliseqadi bese ulihlanganisa neforomeli. **Umfaki wesibawo kufanele atlikitle woke amakhasi awangezelele eforomeni.***

Beka iinzathu eziqakathekileko ezenze bonyana kufakwe isibilayezo sangaphakathi. Veza nanyana ngiliphi elinye ilwazi elifaneleko nelingasiza ekutjhejweni kwesibilayezweso.

F. Isaziso ngesiqunto sesibilayezo

Uzakwaziswa ngomtlolo mayelana nesiqunto sesibilayezo sakho sangaphakathi. Nangabe ufisa ukwaziswa ngenye indlela, sibawa bonyana uyitjho indlela leyo begodu uphe neminingwana edingekako ukwenzala ukukhambisana nesibawo sakho.

Ijtho indlela leyo: _____

Imininingwana yendlela leyo: _____

Itlikitlwe mhlazana _____ enyangeni ka _____ 20 _____

UMTLIKITLO WOMFAKI WESIBILAYEZO

YINGCENYE YOKUSETJENZISWA MNYANGO:

IREKHODI ELISEMTHETHWENI LESIBILAYEZO SANGAPHAKATHI:

Isibilayezo sitholwe mhlazana _____ (amalanga nenyanga)
ngu _____ (tloa isikhundla, igama kanye nesibongo
sesiPhathiswa sezeLwazi/iSekela lesiPhathiswa lezeLwazi)

Isibilayezo esikhanjiswe neenzathu zesiqunto sesiPhathiswa sezeLwazi/iSekela lesiPhathiswa sezeLwazi begodu, lapho kudingeka khona, neminingwana yananyana ngiliphi ilunga lesithathu elihlobene nerekhodi, isiPhathiswa sezeLwazi/iSekela lesiPhathiswa sezeLwazi sisidlulisele kuNgqongqotjhe mhlazana (amalanga nenyanga).

UMPHUMELA WESIBILAYEZO:

Isiqunto sesiPhathiswa sezeLwazi/iSekela lesiPhathiswa sezeLwazi

QINISEKISIWE/ISIQUNTO ESITJHA ESIJANYISELELEWEKO

ISIQUNTO ESITJHA _____

AMALANGA(uNgqongqotjhe):

SIMUKELWE SIPHATHISWA SEZELWAZI/ISEKELA LESIPHATHISWA SEZELWAZI

UKUSUKA KUNGQONGQOTJHE (amalanga):

IFOROMU D

AMAREKHODI AZITHOLAKALELAKO KANYE NOKUFINYELELWA KWAMAREKHODI
LAWO

(Isigaba 15 se-*Promotion of Access to Information Act*, umThetho 2 we-2000)

[Umthetholawulo 5A]

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| IHLATHULULO NGOKUHLUKANISEKA NGOKULAMANA KWAMAREKHODI AZITHOLAKALELAKO NGOKWESIGABA 15(1)(a) SOMTHETHO WOKUKHUTHAZWA KWELUNGELO LOKUFUMANA ILWAZI, 2000 | IINDLELA ZOKUTHOLA AMAREKHODI (isib. ubunzinzolwazi) (ISIGABA 15)(1)(b) |
| MAYELANA NOKUHLOLWA NGOKWESIGABA 15(1)(a)(i): | |
| Amarekhodi njengokurhenyiswa kwawo ngenzasi | Amarekhodi angatholwa ngokufaka isibawo esiPhathisweni seLwazi ngomtlo njengokuhlathululwe endimeni 8. lindleko zekhophi zingabhadalwa |
| MAYELANA NOKUTHENGA NGOKWESIGABA 15(1)(a)(ii): | |
| Amarekhodi njengokurhenyiswa kwawo ngenzasi | Amarekhodi angatholwa ngokufaka isibawo esiPhathisweni seLwazi ngomtlo njengokuhlathululwe endimeni 8. lindleko zekhophi zingabhadalwa |
| MAYELANA NOKWENZA IKHOPHI NGOKWESIGABA 15(1)(a)(ii): | |
| Amarekhodi njengokurhenyiswa kwawo ngenzasi | Amarekhodi angatholwa ngokufaka isibawo esiPhathisweni seLwazi ngomtlo njengokuhlathululwe endimeni 8. lindleko zekhophi zingabhadalwa |
| ATHOLAKALA SIMAHLA NGOKWESIGABA 15(1)(a)(iii): | |
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| <i>Section 54A and 56 Managers Skills Audit, 2008</i> | www.cogta.gov.za |
| <i>Izaziso Ezijayelekileko/ Imithetholawulo/Amasekhiyula</i> | www.cogta.gov.za |
| <i>Municipal Property Rates Act basic information, 2006</i> | www.cogta.gov.za |
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| <i>Remuneration of Public Office Bearers Act (20/1998), 2008</i> | www.cogta.gov.za |
| <i>Cross-boundary Municipalities Laws Repeal and Related Matters Amendment Act (2007), 2008</i> | www.cogta.gov.za |
| <i>Local Government Performance Regulations (2006), 2008</i> | www.cogta.gov.za |
| <i>Councillor Remuneration Final Notice, 8 December 2008</i> | www.cogta.gov.za |
| <i>Formulae for determination of number of councillors, 15 July 2009</i> | www.cogta.gov.za |
| <i>Participation of municipal staff in elections, 10 March 2011</i> | www.cogta.gov.za |
| <i>Circular on Transitional arrangement before and after the 18 May 2011 Local Government election</i> | www.cogta.gov.za |
| <i>Regulations on Municipal Staff – LG Elections 2011</i> | www.cogta.gov.za |
| <i>Payment of Gratuity to qualifying ex-councillors, 2012</i> | www.cogta.gov.za |
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| <i>Development Planning Indaba 2004 Report, 2006</i> | www.cogta.gov.za |
| <i>2003 Municipalities Study Tour Report by Portfolio Committee on Provincial and Local Government, 2006</i> | www.cogta.gov.za |
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| <i>Local Government Anti-corruption Strategy, 2006</i> | www.cogta.gov.za |
| <i>Local Government Gender Policy Framework, 2007, 2008</i> | www.cogta.gov.za |
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