

**IBHUKWANA LOPHIKO
LWEZOKUXHUMANA KUKAHULUMENI
(GCIS) LOKUTHOLAKALA KOLWAZI**

2011

LELI BHUKWANA LIKHISHWE NGOKWESIGABA SE-14
SOMTHETHO OKHUTHAZA UKUTHOLAKALA KOLWAZI
(PAIA), 2000 (UMTHETHO wesi-2 WONYAKA wezi-2000)

**Uphiko Lwezokuxhumana Kukahulumeni
(GCIS)
Private Bag X745
+27 12 314-2301
+27 12 328-7447**

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1. ISITATIMENDE SOKWETHULA LEI BHUKWANA

Leli bhukwana lenzelwe ukuba ngumhlahlandlela ozosetshenziswa amalungu omphakathi ukuthola ulwazi olugcinwe yi-GCIS. Linikeza incazelo yohlobo lolwazi olutholakalayo emnyangweni kanti futhi liyakuchazela ukuthi ungaluthola kanjani ulwazi.

UMthetho Okhuthaza Ukutholakala Kolwazi, wonyaka wezi-2000, ukubeka ngokucacile ukuthi uphiko ngalunye kumele luqoke Isikhulu Esengamele Ulwazi kanye Ne/Namaphini Le/Esikhulu Esengamele Ulwazi, okuyibona ababhekene nomsebenzi wokucubungula izicelo zokuthola ulwazi, futhi balekelele labo abafaka izicelo ukuthi bakwazi ukufaka izicelo zabo ngendlela efanele.

Leli bhukwana liyisiqalo sokusetshenziswa kwelungelo lokuthola ulwazi, elibekwe ngokucacile kuMthethosisekelo waseNingizimu Afrika, 1996 (Umthetho we-108 wonyaka we-1996).

2. UMBONO WE-GCIS, NALOKHO EPHOKOPHELE UKUKWENZA KANYE NEZINJONGO ZAYO

Umbono wayo: “Ukuxhumana nohulumeni ngendlela ethuthukisa izakhamizi futhi ezikhuthazayo ukuthi zibambe iqhaza kwintando yeningi nokuthi kuphuculwe izimpilo zabo bonke abantu”.

Lokho ephokophele ukukwenza: Ukuhola uhlelo lukahulumeni lwezokuxhumana, ukuqinisekisa umlayezo ophusile, olandelekayo nokuthi kuvulwe futhi kwandiswe amaxhama ezokuxhumana phakathi kukahulumeni kanye nabantu, ukuze kufinyelelwe kumbono ofanayo.

IZINJONGO EZIBALULEKILE NAMASU OKUSEBENZA

- Ukuhlinzeka ngobuholi obunohlonze kwezokuxhumana nohulumeni
- Ukuqinisa nokulawula uhlelo lwezokuxhumana kuzo zonke izinhlobo zikahulumeni ukuze lusebenze ngendlela efanele futhi luhambelane kahle
- Ukufunda kanye nokuzama izindlela zokuxhumana ezihlukahlukene ukuze kuphuculwe ezokuxhumana
- Ukuhola kanye nokulawula ukukhangiswa kweNingizimu Afrika ngaphakathi ezweni kanye nasemhlabeni wonke jikelele
- Ukwakha amaxhama okubambisana nalabo abathintekayo ababalulekile ukuze kufezekiswe umbono we-GCIS
- Ukulawula inhlangotho yezokuxhumana kahulumeni esebenza ngendlela efanele, enemiphumela ebonakalayo futhi elandela umthetho

2.1 IMISEBENZI YEZINHLAKA ZE-GCIS

I-GCIS ihlelwe ngendlela eyenza ikwazi ukwenza umsebenzi wayo njengoba ubhaliwe lapha ngenhla. Inezinhlaka noma izimpiko eziyi-12:

- Lwenqubomgomo Nocwaningo
- Lokuxhumana Nabezindaba
- Olwengamele Umsebenzi Wezokuxhumana
- Lwengqikithi Nokubhala
- Lwezabasebenzi
- Lobuchwepheshe Bolwazi
- Lwezezimali, Ukulawulwa Kwempahla Ethengwayo kanye Nokulawulwa Kwayo Yonke Impahla Ekhona
- Locwaningo Lwagaphakathi
- Lokuhlela Ngokusebenzisa Amasu Nokulawulwa Kwezinhlelo
- Lokuxhumana Nezifundazwe kanye Nohulumeni Bendawo

Uphiko Lwenqubomgomo Nocwaningo lwenza ucwaningo ukuhlola indlela okumele uhulumeni abhekelele ngayo izidingo zomphakathi kwezokuxhumana futhi lulandela lokho okubhalwa ngabezindaba okuphathelene nezinhlelo zikahulumeni mayelana nezokuxhumana. Lolu phiko lulawula Uphiko Locwaningo Nolwenqubomgomo kanye nophiko olwengamele Ukuhlaziywa kwalokho okushiwo ngabezindaba.

Uphiko Lokuxhumana Nabezindaba luhlose ukuqinisekisa ukuthi umphakathi uyaziswa ngomsebenzi owenziwa nguhulumeni, ngokulawulwa okufanele kwalokho okushiwo ngabezindaba ngaphakathi kuleli lizwe kanye nalokho okushiwo ngabezindaba emhlabeni wonke jikelele nokulawula lhhovisi Lephalamende. Lolu phiko yilona futhi olweseka Umkhulumeli Kahulumeni futhi lweseke iminyango kahulumeni ngokuhlinzeka umsebenzi wokulawula isimo uma kunezinkinga ezinkulu.

Uphiko Olwengamele Umsebenzi Wezokuxhumana luhlinzeka i-GCIS neminye iminyango kahulumeni ngemisebenzi ebalulekile yezokuxhumana, ngaphakathi emnyangweni ngamunye kanye nangokusebenzisa izinkampani zokuxhumana zangaphandle. Lolu phiko luphucula futhi luhlanganise izinhlelo okuzokhulunywa ngazo emikhankasweni kahulumeni yezokuxhumana ngokudidiyela izikhangiso zomsakazo noma imidlalo yomsakazo, izinhlelo ezizosakazwa bukhoma emisakazweni yomphakathi, kanye nezinhlelo zevidiyo nezikhangiso; nokulandela izigameko ezenzekayo nemicimbi (ngevidiyo nezithombe); kanye nokuphendula mayelana nezicelo zemisebenzi yobuciko.

Uphiko Lwengqikithi Nokubhala luhlose ukwenza imilayezo engumongo, izindikimba kanye nolimi oluzosetshenziswa ukuthumela leyo milayezo engumongo. Yilona futhi lolu phiko olwenza ingqikithi ephathelene nemikhiqizo ezokhishwa yi-GCIS.

Uphiko Lwezabasebenzi luhlose ukuhlinzeka i-GCIS ngemisebenzi yokweseka esezingeni eliphezulu futhi enemiphumela emihle mayelana nokuqashwa, nokugcinwa kanye nokuthuthukiswa

kwabasebenzi abanekhono futhi abahlukahlukene abasekela lokho okuphokophelwe yi-GCIS, umbono wayo kanye namagugu ayo.

Uphiko Lobuchwepheshe Bolwazi luhlinzeka umnyango ngezeluleko kanye nenqubo yamasu okumele ilandelwe ephathelene nobuchwepheshe bolwazi. Lolu phiko lulawula futhi luqaphe ukuqaliswa kokusebenza koHlelo lweminyaka emihlanu Lobuciko Bolwazi Nezokuxhumana emnyangweni.

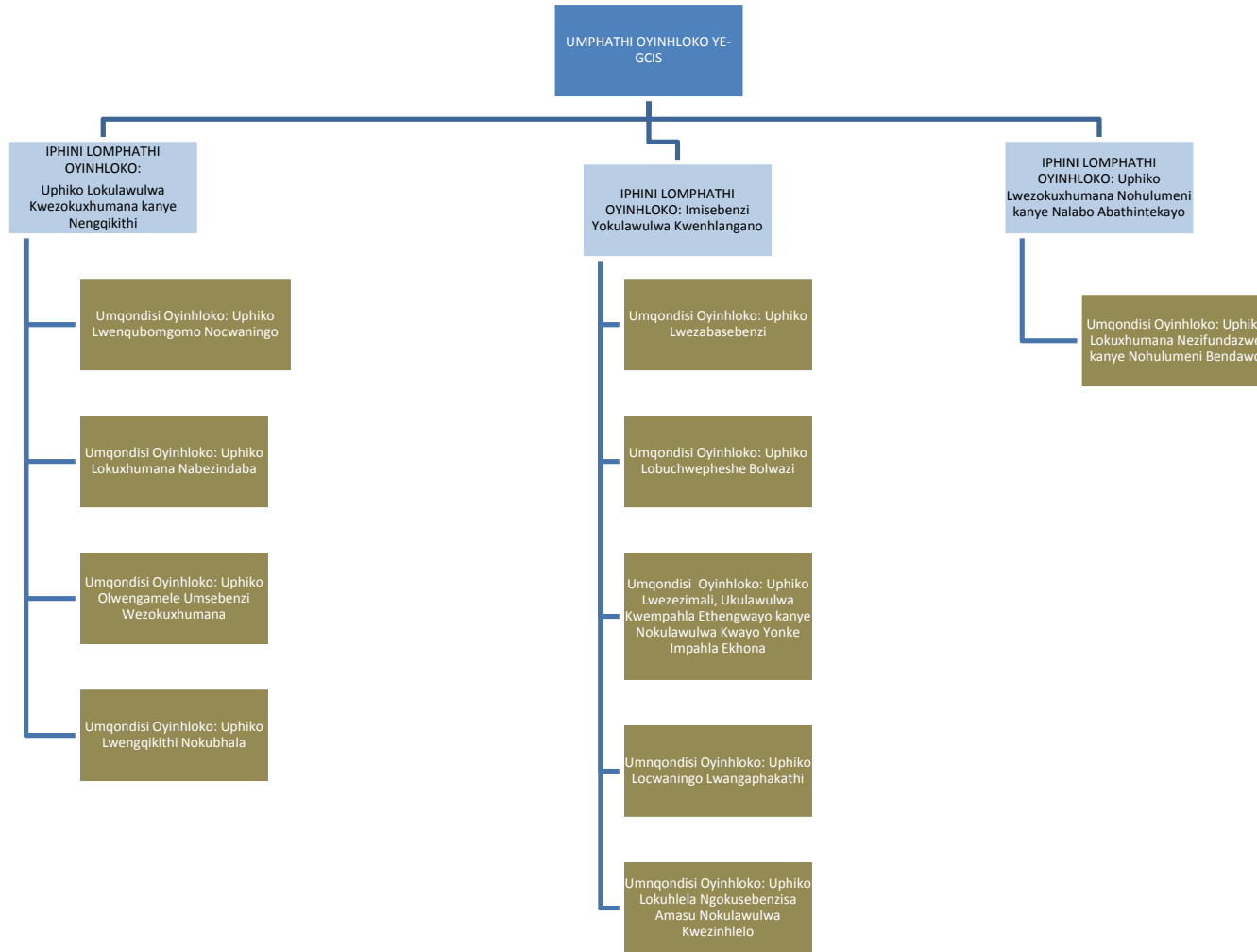
Uphiko Lwezezimali, Ukulawulwa Kwempahla Ethengwayo kanye Nokulawulwa Kwayo Yonke Impahla Ekhona lwenza umsebenzi wokunikeza ubuholi mayelana nokuphathwa kwezimali kanye nokulawulwa kwempahla ethengwayo.

Uphiko Locwaningo Lwangaphakathi lwenza umsebenzi wokuhlinzeka ngezeluleko ngendlela ekhombisa ukuzimela futhi engachemile ngenhloso yokuphucula imisebenzi eyenziwa yi-GCIS kanye nokuqinisekisa ukulawulwa kobungozi okwenziwe ngcono kanye nezinqubo ezilandelwayo zokulawula ukwengamela.

Uphiko Lokuhlela Ngokusebenzisa Amasu kanye Nokulawulwa Kwezinhlelo luhlinzeka ngomsebenzi wokulawulwa kwemiklamo okusezingeni eliphezulu ukuze kuphuculwe ukusebenza ngenkathi kwenziwa umsebenzi onikwezwe i-GCIS. Lolu phiko futhi lwenza umsebenzi wokuqinisekisa ukuhambelana kwezinhlelo nokuqaliswa kokuhlela ngokusebenzisa amasu okunemiphumela emihle kanye nokubhekiswisa kwendlela okusetshenzwa ngayo, ngokulandela imithetho efanale.

Uphiko Lokuxhumana Nezifundazwe Kaye Nohulumeni Bendawo lwenza umsebenzi wokunikeza ubuholi mayelana nokuhambelana phakathi kwezokuxhumana kuhulumeni kazwelonke nezinhlelo zokuxhumana ezifundazweni. Ngokusebenzisa amahhovisi ezifundazwe, lolu phiko luhlinzeka ngamaxhama okuxhumana nohulumeni asebenza kahle.

ISIMO SOHLAKA LWABAPHATHI BE-GCIS



3. IMINININGWANE YOKUXHUMANA NESIKHULU ESENGAMELE ULWAZI

Umpathi Oyinhloko nguyena Oyisikhulu Esengamele Ulwazi ngokwemigomo ye-PAIA, 2000. I-GCIS inePhini Lesikhulu Esengamele Ulwazi elilodwa:

Isikhulu Esengamele Ulwazi: Mnu. Jimmy Manyi

Ikheli leposi: Private Bag X745
PRETORIA
0001

Ikheli lomgwaqo: 356 Midtown Building
cnr Prinsloo and Vermeulen streets
PRETORIA

I-imeyili: jimmy@gcis.gov.za

Inombolo yocingo: 012 314-2150

Inombolo yefeksi: 012 325-3020

Inombolo yeselula: 083 645 0810

Iphini Lesikhulu Esengamele Ulwazi: Mnu. Keitumetse Semakane

Inombolo yocingo: 012 314-2301

Inombolo yefeksi: 012 328-7447

Inombolo yeselula: 079 696 1826

I-imeyili: keitu@gcis.gov.za

4. UMHLAHLANDLELA WEKHOMISHANA YAMALUNGELO ESINTU YASENINGIZIMU AFRIKA (SAHRC) WOKUSETSHENZISWA KWE-PAIA, 2000 [ISIGABA 14 (1) (C)]

I-SAHRC (lapha ezobizwa 'ngekhomishana') Ngokwesigaba 10 se-PAIA, 2000, izokwenza umhlahlandlela wokusetshenziswa kwalo Mthetho. Lo mlahlandlela uyatholakala kwikhomishana. Nanoma iyiphi imibuzo ephathelene nalo mlahlandlela kumele iqondiswe kwikhomishana ku:

SAHRC
Private Bag X2700
Houghton
2041

Inombolo yocingo: 011 484-8300
Inombolo yefeksi: 011 484-1360
I-imeyili: PAIA@sahrc.org.za

5. INCAZELO YEZINHLOBO ZOLWAZI OLUGCINWE YI-GCIS – ISIGABA 14 (1) (D)

5.1 Ngenjongo yokwenza lula uhlelo lokucutshungulwa kwezicelo ngokwemigomo yoMthetho, izinhlobo zolwazi olugcinwe yi-GCIS kanye nemikhakha yohlobo ngalunye yolwazi olugciniwe ime kanje:

A. Inqubomgomo Nocwaningo

- a) Imibiko nezitatimende
- b) Imininingwane echachisayo neziphakamiso zocwaningo.
- c) Amasethi eminingwane, imibiko kanye nezethulo.
- d) Umthetho Wophiko Lokuthuthukiswa Kwemithombo Yabezindaba kanye Nokwahlukahlukana (MDDA), 2002 (uMthetho 14 ka-2002).
- e) Imiqulu Equkethe Imithombo Yolwazi (*South African Government Directory, Directory of Contacts, Media Directory and Profiles*).
- f) Imibiko yezindaba ezikhishwa ngabezindaba ngaphakathi kuleli lizwe kanye nasemhlabeni jikelele
- g) Imininingwane ephelele yezindaba ezibhalwe ngabezindaba ngaphakathi kuleli lizwe kanye nasemhlabeni jikelele
- h) Inqubomgomo yezokuxhumana kanye nemibiko ebalulekile.

B. Ukuxhumana Nabezindaba

- a) Izincwajana zezindaba
- b) Amasu ezokuxhumana
- c) Amasu abezindaba
- d) *Government Communicators' Handbook*
- e) Izizinda eziqukethe imininingwane yabezindaba kanye nalabo abaxhumana nohulumeni.

C. Uphiko Olwengamele Umsebenzi Wezokuxhumana

- a) Izincwadi ezishicileliwe (ezibhalwe ephepheni)
- b) Izikhangiso kanye nezinhlelo ezikhishwa emsakazweni

- c) Imisebenzi yokukhangisa nokusabalalisa
- d) Imibiko ephathelene nokuthengwa kwezindaba
- e) Imibiko
- f) Izithombe kanye nemifanekiso eyenziwe ngevidiyo.

D. Inggikithi Nokubhala

- a) Imibiko
- b) Amaphephabhuku
- c) Incwajana yokukhangisa
- d) Ulwazi luyatholakala kwiwebsayithi ye-GCIS, nakwiwebsayithi equkethe Ulwazi Oluphathelene noHulumeni, kanye nakwiwebsayithi Yemisebenzi kaHulumeni
- e) Izincwadi eziphathelene nenqubomgomo nemihlahlandlela
- f) *South Africa Yearbook* kanye ne-*Pocket Guide to South Africa*.

E. Uphiko Lwezabasebenzi

- a) Izinqubomgomo, indlela yezinqubo ezilandelwayo kanye nezincwadi ezichachisayo
- b) Izincwajana eziqukethe izindaba zangaphakathi
- c) Amasu okulawulwa kwabasebenzi kanye nokuthuthukiswa kwabasebenzi
- d) Uhla oluqukethe amagama ezikhulu ezengamele ulwazi kuhulumeni.

F. Ubuchwepheshe Bolwazi

- a) Izincwadi eziphathelene nenqubomgomo nemihlahlandlela
- b) Izincwadi ezichachisayo
- c) Imibiko.

G. Ezezimali, Ukulawulwa Kwempahla Ethengwayo kanye Nokulawulwa Kwayo Yonke Impahla Ekhona

- a) Isizinda esiqukethe imininingwane yezinkampani ezihlinzeka ngemisebenzi
- b) Imininingwane egciniwe ephathelene nezimali kanye nezitatimende
- c) Izinqubomgomo kanye nendlela yezinqubo ezilandelwayo
- d) Imibiko.

H. Ucwaningo Lwngaphakathi

- a) Imibiko

I. Ukuhlela Ngokusebenzisa Amasu kanye Nokulawulwa Kwezinhlelo

- a) Izincwadi eziphathelene nemiklamo
- b) Imibiko
- c) *Project Management Manual*
- d) *Government Communication Programme*
- e) Izincwadi zamasu.

J. Ukuxhumana Nezifundazwe Kaye Nohulumeni Bendawo

- a) Imibiko
- b) Amasu esikhungo se-*Thusong Service Centre*
- c) Amasu Ezokuthuthukiswa Kwezokuxhumana kanye nempahla esetshenziswayo.
- d) Impahla esetshenziselwa ukukhangisa.

5.2 ULWAZI OLUGCINIWE OLUTHOLAKALA KALULA KWA-GCIS – SECTION 14 (1) (E)

Ulwazi olutholakala kwiwebsayithi ye-GCIS, www.gcis.gov.za, lutholakala kalula ngaphandle kokufaka isicelo sokuluthola. Eminye imikhiqizo nolwazi olushicileliwe olutholakala kalula ngaphandle kokufakwa kwesicelo ibandakanya:

1. Imibiko
2. Amabhukwana
3. Izincwajana zezindaba
4. Imikhiqizo yokukhangisa
5. Amaphosta
6. Izincwajana eziqukethe ulwazi
7. Amakhasi aqukethe ulwazi
8. Izindaba ezitholakala ku: www.buanews.gov.za/index.html.

5.3 INQUBO ELANDELWAYO YOKUCELA ULWAZI

a. **Ukwamukelwa noma ukuchithwa kwesicelo:**

Umfakisicelo kumele anikezwe ulwazi lwesikhungo sikhulumeni olugciniwe uma ekwenzile lokhu okulandelayo:

- I. Uma umfakisicelo ekwenzile konke okuyizidingo okumele zilandelwe ngokwemigomo yoMthetho mayelana nesicelo sokuthola lolo lwazi olugciniwe
- II. Uma isicelo sokuthola ulwazi singachithwanga ngenxa yanoma isiphi isizathu sokwesinqaba isicelo esishiwo nguMthetho.

b. **Lutholakala kanjani ulwazi olugciniwe:**

- I. Umfakisicelo kumele asebenzise ifomu (Ifomu A) elikhishwe ku*Somqulu Kahulumeni* (Isaziso Sikhulumeni R187 samhlaka ziyi-15 kuNhlolanja 2002).
- II. Umfakisicelo kumele asho uma efuna ikhophi yolwazi olugciniwe, noma uma efisa ukuzifikela mathupha emahhovisi e-GCIS azolucubungulela khona ulwazi olugciniwe. Uma ulwazi olugciniwe lungeyona incwadi ebhaliwe, lungabukelwa ngalolo hlobo olutholakala ngalo, uma kwenzeka.
- III. Uma umfakisicelo ecela ukuthola ulwazi ngohlobo oluthile (isib. ikhophi etholakala ngephepha, ikhophi yohlobo lwe-elektroniki, njll.), kumele anikezwe lolo lwazi ngohlobo alufuna ngalo. Ngaphandle uma lokho kungaphazamisa ukusebenza kwesikhungo sikhulumeni leso, noma kulimaze ulwazi olugciniwe, noma kuphazamise amalungelo obunini bolwazi angekho ngaphansi kwesandla sikhulumeni. Uma, ngenxa yezizathu eziphathekayo, ulwazi olugciniwe lungeke lunikezwe ngohlobo oludingeka ngalo kodwa lutholakala ngolunye uhlobo, lokho kusho ukuthi imali ekhokhwayo kumele ibalwe ngokubheka indlela umfakisicelo acele ngalo ulwazi ekuqaleni.
- IV. Uma, ngaphezu kwempendulo yesicelo sakhe sokuthola ulwazi ebhalwe phansi, umfakisicelo efisa ukwaziswa ngesinqumo nganoma iyiphi enye indlela, isib. ngocingo, lokho kumele akuveze.
- V. Uma umfakisicelo ecela ulwazi egameni lomunye umuntu, kumele aveze ukuthi yiliphi igunya analo alinikeziwe lokucela ulwazi.

- VI. Uma umfakisiselo engakwazi ukufunda noma ukubhala, noma enokukhubazeka, isicelo singanikezwa ngomlomo. Uma kunjalo, Isikhulu Esengamele Ulwazi kumele simgcwalisele ifomu lowo mfakisiselo bese simnikeza ikhophi yefomu eligcwalisiwe.

C. Imali ekhokhelwa isicelo kanye nokwaziswa ngomphumela wesicelo sokuthola ulwazi:

- I. Umfakisiselo ofuna ukuthola ulwazi olugciniwe oluphathelene naye uqobo noma olungolwakhe akudingekile ukuthi akhokhe imali yokufaka isicelo. Abanye abafakizicelo kumele bakhokhe imali yokufaka isicelo engu-R35.
- II. Isikhulu Esengamele Ulwazi kumele sazise umfakisiselo (uma kungeyena umfakisiselo ofuna ukuthola ulwazi oluphathelene naye uqobo) ngokumthumelela isaziso sokuthi kumele akhokhe imali enqunyiwe yokufaka isicelo (uma ikhona imali okumele ikhokhwe) kanye nemali eyisibambiso (uma ikhona imali eyisibambiso okumele ikhokhwe) ngaphambi kokuthi kuqhutshekwe nokucutshungulwa kwesicelo.
- III. Umfakisiselo unelungelo lokufaka isicelo sokudlulisa ukulalelwa kwesicelo kwangaphakathi, uma kudingekile, noma afake isicelo enkantolo esiphikisa ukukhokhwa kwemali ekhokhelwa ukuthola ulwazi.
- IV. Emva kokuthi Isikhulu Esengamele Ulwazi sesisithathile isinqumo mayelana nesicelo, umfakisiselo kumele aziswe ngesinqumo lesi ngendlela acele ukuthi aziswe ngayo.
- V. Uma isicelo sibe yimpumelelo, kumele kukhokhwe enye imali yokuthola ulwazi, okuyimali yokukhiqiza ulwazi, kanye nokulucinga nokululungisa, futhi kukhokhelwa nanoma yisiphi isikhathi esidingekayo esingaphezu kwamahora abekiwe okucinga kanye nokulungisa ulwazi ukuze ludalulwe.
- VI. Ulwazi olugciniwe ngeke lukhishwe kuze kukhokhwe yonke imali okumele ikhokhwe.

6. AMAKHAMBI OKULUNGISA ISIMO ESIPHATHELENE NEZENZO EZITHILE EZINGALUNGILE NOMA ESIPHATHELENE NOKWAHLULEKA UKUTHATHA IZINYATHELO EZIFANELE

Le nqubo elandelayo kumele isetshenziswe ngabantu abafuna ukubika noma okulungisa isimo esiphathelene nezinsolo zezenzo ezingalungile, ezingafanele noma ezingekho emthethweni noma ukwahluleka ukuthatha izinyathelo ezifanele okwenziwe yi-GCIS noma abasebenzi bayo:

a. Inqubo yokubika noma yokuthola ikhambi lokulungisa isimo:

- I. Amakhambi okulungisa isimo esiphathelene nezenzo ezithile ezingalungile noma ukwahluleka ukuthatha izinyathelo ezifanele ngokwemigomo ye-PAIA, 2000: Isiphathimandla esinegunya lokulalela ukudluliswa kwezicelo kwangaphakathi ngokwezinhloso zalo Mthetho nguNgqongqoshe. Emva kokuzama uhlelo lwangaphakathi lokulalela ukudluliswa kwesicelo, isicelo singafakwa enkantolo (izigaba 78 – 82).
- II. Isisebenzi sikhulumeni sinelungelo lokufaka isikhalazo ukuze siphenywe Yikhomishana Yemisebenzi Kahulumeni mayelana nesenzo esingalungile noma ukwahluleka ukuthatha izinyathelo ezifanele (Isigaba 35 soMthetho Wezemisebenzi Kahulumeni, 1994 [uMthetho 103 ka-1994]).
- III. Umuntu uvumelekile ukusebenzisa amakhambi ezabasebenzi okulungisa isimo esiphathelene nezenzo ezingalungile noma isenzo sokwahluleka ukuthatha izinyathelo ezifanele mayelana nezindaba eziphathelene nezabasebenzi, ezinjengemibango ephathelene namalungelo (uMthetho Wezemisebenzi Kahulumeni, 1994, kanye noMthetho Wezobudlelwane Babasebenzi, 1995 [uMthetho 66 ka-1995]).

- IV. Umuntu uvumelekile ukuthi afake isikhalazo kumhloli owengamele izindaba zabasebenzi mayelana nezinsolo zokuphulwa koMthetho Wemibandela Eziyisisekelo Sokuqashwa Kwabasebenzi, 1997 (uMthetho 75 ka-1997) – isigaba 78(1)(a), noma uMthetho Wokulingana Emsebenzini, 1998 (uMthetho 55 ka-1998) – Isigaba 34(e).
- V. Umuntu uvumelekile ukuthi afake isikhalazo kuMvikeli Womphakathi mayelana nezinsolo zesenzo esingekho emthethweni noma esingafanele noma isenzo sokwahluleka ukuthatha izinyathelo ezifanele (uMthethosisekelo kanye noMthetho Womvikeli Womphakathi, 1994 [uMthetho 23 ka-1994]).
- VI. Umuntu uvumelekile ukuthi afake isikhalazo ku-SAHRC mayelana nezinsolo zesenzo sokubukelwa phansi noma sokubekwa engozini kwanoma yiliphi ilungelo eliyisisekelo (uMthetho Wekhomishana Yamalungelo Esintu, 1994 [uMthetho 54 ka-1994]).
- VII. Ukuze kube nokuvikeleka ezenzweni zokuziphindisela ngenxa yokudalulwa kolwazi oluphatelene nokuziphatha okungekho emthethweni noma okungafanele okwenziwe ngumqashi noma nguzakwenu, umuntu okukhulunywa ngaye lapha angalandela izinqubo zokudalulwa kolwazi ezikuMthetho Wokudalulwa Kolwazi Ngendlela Evikelekile, 2000 (uMthetho 26 ka-2000).
- VIII. Umuntu uvumelekile ukusebenzisa amanye amakhambi okulungisa isimo asemthethweni afana nokuthatha izinyathelo zasenkantolo zokubuyekezwa kwesenzo esiphathelene nokuziphatha okungafanele ngokoMthetho Wokukhuthazwa Kwezobulungiswa Bezokuphatha, 2000 (uMthetho 3 ka-2000).

b. Amanye amakhambi okulungisa isimo angasetshenziswa:

- I. Umuntu uvumelekile ukucela izizathu zesenzo sokuziphatha okungafanele ngokoMthetho Wokukhuthazwa Kwezobulungiswa Bezokuphatha, 2000 (Isigaba 5).
- II. Umuntu uvumelekile ukucela ukuthola ulwazi olugciniwe lomnyango kahulumeni noma esinye isikhungo sikahulumeni ngokwemigomo ye-PAIA, 2000 (Isigaba 11).

c. Isibopho sokubika:

- I. Isisebenzi sikahulumeni, ngenkathi senza umsebenzi waso, siphokelekile ngokweMigomo Yokuziphatha ukuthi sibikele iziphathimandla ezifanele uma kunezenzo zokukhwabanisa, inkohlakalo, ukuqashana ngobuhlobo, ukungaphathi ngendlela efanele kanye nanoma yisiphi isenzo sokuphulwa komthetho, noma isenzo esingalimaza lokho okuyizidingo zomphakathi. Isisebenzi esingakwenzi lokhu sinecala lokungaziphathi kahle. (Umtheshwana B.3 kanye no-C.4.10 weSahluko 2 Semitheshwana Yezemisebenzi Kahulumeni, 2001)
- II. Isibopho sabo bonke abaqashi kanye nabasebenzi sokudalula ukuziphatha okuhambelana nenkohlakalo kanye nanoma yikuphi ukuziphatha ngendlela engafanele emsebenzini siyisisekelo soMthetho Wokudalulwa Kolwazi Ngendlela Evikelekile, 2000 (lokhu kutholakala Esitatimendeni Sokwethula lo Mthetho).

7. IMALI ENQUNYIWE EKHOKHELWA UKUTHOLA ULWAZI

	IMALI ENQUNYIWE YEZIKHUNGO ZIKAHULUMENI INGXENYE II YESAZISO 187 <i>KUSOMQULU KAHULUMENI</i> ESIKHISHWE MHLA ZIYI-15 kuNHLOLANJA 2002	
1.	Imali ekhokhelwa ikhophi yencwadi echachisayo njengoba kubhaliwe	

	kumtheshwana 5(c) ngu-R0,60 ngefothokhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo.	
2.	<p>Imali yokukhiqiza ulwazi okukhulunywa ngayo kumtheshwana 7(1) ime ngalolu hlobo:</p> <p>a) ifothokhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo</p> <p>b) ikhophi ngayinye ebhaliwe eyi-A4 noma ingxenye yayo, yolwazi olugcinwe kwikhompyutha noma olufundwa ngomshini</p> <p>c) ikhophi yolwazi olufundwa ngomshini olutholakala nge:</p> <p>i. diski eyikhompekthi/i-DVD</p> <p>d) (i) umbhalo wemifanekiso ebonakala ngamehlo, ngekhasi elingu-A4 noma ingxenye yalo</p> <p>(ii) ikhophi yemifanekiso ebonakala ngamehlo</p> <p>e) (i) umbhalo womsindo oqoshiwe, ngekhasi elingu-A4 noma ingxenye yalo</p> <p>(ii) ikhophi yomsindo oqoshiwe.</p>	<p>R0,60</p> <p>R0,40</p> <p>R40,00</p> <p>R22,00</p> <p>R60,00</p> <p>R12,00</p> <p>R17,00</p>
3.	Imali yesicelo ekhokhwa ngumfakisicelo ngamunye, okungeyena umfakisicelo ofuna ukuthola ulwazi olungolwakhe yena uqobo, okukhulunywa ngaye kuMtheshwana 7(2) ngu-	R35,00
4.	<p>Imali yokuthola ulwazi okumele ikhokhwe ngumfakisicelo okukhulunywa ngayo kuMtheshwana 7(3) ime ngalolu hlobo:</p> <p>1) a. ifothokhophi ngayinye eyikhasi elingu-A4 noma ingxenye yalo</p> <p>b. ikhophi ebhaliwe ngayinye eyikhasi elingu-A4 noma ingxenye yalo, yolwazi olugcinwe kwikhompyutha noma olufundwa ngomshini</p> <p>c. ikhophi yolwazi olufundwa ngomshini olutholakala nge:</p> <p>(i) diski eyikhompekthi</p> <p>d. (i) umbhalo wemifanekiso ebonakala ngamehlo, ngekhasi elingu-A4 noma ingxenye yalo</p> <p>(ii) ikhophi yemifanekiso ebonakala ngamehlo</p> <p>e. (i) umbhalo womsindo oqoshiwe, ngekhasi elingu-A4 noma ingxenye yalo</p> <p>(ii) ikhophi yomsindo oqoshiwe</p> <p>f. Imali ekhokhelwa ukucinga kanye nokulungisa ulwazi olugciniwe ukuze ludalulwe, ngu-R15,00 ngehora ngalinye noma ingxenye yalo, lingabaliwe ihora lokuqala, okuyisikhathi esijwayelekile esidingekayo uma kwenziwa lokho kucingwa kolwazi nokulungiswa kwalo.</p> <p>2) Ngezinhloso zeSigaba 22(2) soMthetho, kuzolandelwa lokhu okungezansi:</p> <p>a. Amahora ayisithupha azothathwa njengamahora okumele eqiwe ngaphambi kokuthi kudingeke ukuthi kukhokhwe imali eyisibambiso</p> <p>b. Umfakisicelo kumele akhokhe ingxenye eyodwa kokuthathu yemali ekhokhelwa ukuthola ulwazi njengemali eyisibambiso.</p> <p>3) Uma umfakisicelo efuna ukuposelwa ulwazi olugciniwe kumele akhokhe imali yokuposa efanele.</p>	<p>R0,60</p> <p>R0,40</p> <p>R40,00</p> <p>R22,00</p> <p>R60,00</p> <p>R12,00</p> <p>R17,00</p>

**8. AMAFOMU ASEMTHETHWENI ASETSHENZISELWA UKUTHOLA ULWAZI OLUGCINWE
WUPHIKO LUKAHULUMENI.**

ISITHASISELO B SESAZISO 187 *KUSOMQULU KAHULUMENI* ESIKHISHWE MHLAZIYI-15 KUNHLOLANJA
2002

IFOMU A

ISICELO SOKUTHOLA ULWAZI OLUGCINIWE LWESIKHUNGO SIKAHULUMENI

Isigaba 18(1) se-PAIA, 2000

[Umtheshwana 2]

LE NGXENYE IZOGCWALISWA YI-GCIS

Inombolo eyireferensi:

Isicelo samukelwe ngu:

Isicelo sifike mhlaka:

Inombolo eyireferensi (uma ikhona):

Imali yokufaka isicelo (uma idingeka): R

Imali eyisibambiso (uma idingeka): R

Imali yokuthola ulwazi: R

Isinqumo:

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ISIGINESHA YESIKHULU ESENGAMELE ULWAZI/YEPHINI LESIKHULU ESENGAMELE ULWAZI

A. Iminingwane yesikhungo sikhahulumeni

Isikhulu Esengamele Ulwazi/Iphini Lesikhulu Esengamele Ulwazi:

B. Imininingwane yomuntu ofuna ukuthola ulwazi olugciniwe

(a) Imininingwane yomuntu ofaka isicelo sokuthola ulwazi kumele ibhalwe lapha ngezansi.

(b) Nikeza ikheli, i-imeyili kanye/noma inombolo yefeksi yaseNingizimu Afrika okumele kuthunyelwe kuyona ulwazi.

(c) Kumele kuthunyelwe ubufakazi begunya lokufaka isicelo sokuthola ulwazi, uma kudingekile.

Amagama aphelele kanye nesibongo:

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Inombolo kamazisi:

Ikheli leposi:

.....

Inombolo yefeksi:

Inombolo yocingo:

Ikheli le-imeyili:

Igunya olinikiwe lokwenza isicelo, uma usenza egameni lomunye umuntu:

.....

C. Imininingwane yomuntu okwenziwa isicelo egameni lakhe

Le ngxenye kumele igcwaliswe kuphela uma isicelo sokuthola ulwazi senziwa egameni lomunye umuntu.

Amagama aphelele kanye nesibongo:

Inombolo kamazisi:

D. Imininingwane yolwazi olugciniwe

(a) Nikeza imininingwane ephelele yolwazi olugciniwe ofisa ukuluthola, kufaka phakathi nenombolo eyireferensi uma uyazi, ukuze sikwazi ukuthola kalula ukuthi lugcinwe kuphi.

*(b) Uma isikhala esihlinzekiwe singanelanga, uyacelwa ukuthi ubhale ephepheni eliseceleni bese ulinamathisela kuleli fomu. **Umfakisicelo kumele awasayinde wonke amaphepha angeziwe.***

1. Incazelo yolwazi noma leyo ngxenye yalo efanele:

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2. Inombolo eyireferensi, uma ikhona:

3. Eminye imininingwane yolwazi olugciniwe:

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E. Imali ekhokhwayo

(a) Isicelo sokuthola ulwazi olugciniwe, okungesona isicelo solwazi oluqethe imininingwane ephathelene nawe uqobo lwakho, sizocutshungulwa kuphela uma **imali yokwenza isicelo isikhokhiwe**.

(b) Uzokwaziswa ukuthi malini okumele ikhokhelwe ukufaka isicelo.

(c) **Imali ezokhokhelwa ukuthola** ulwazi olugciniwe izoncika kuleyo ndlela okutholakala ngayo ulwazi oludingekayo kanye nesikhathi esifanelekile esidingekayo sokucinga kanye nokulungisa ulwazi olugciniwe.

(d) Uma kunesimo esikunikeza imvume yokungayikhokhi imali edingekayo, sicela usazise ngaleso simo.

Isizathu sokunikezwa imvume yokungayikhokhi imali edingekayo:

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F. Indlela okutholakala ngayo ulwazi olugciniwe

Uma uvinjelwa ukukhubazeka okuthile ukuthi ufunde, ubukele noma ulalele ulwazi olugciniwe ngendlela olutholakala ngayo kulezi zindlela ezibhalwe ngezansi kusuka kunombolo-1 kuya kunombolo-4, uyacelwa ukuthi ubhale uhlobo lokukhubazeka kwakho bese uchaza ukuthi uludinga ngayiphi indlela ulwazi olugciniwe.

Uhlobo lokukhubazeka:

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Indlela oludingeka ngayo ulwazi olugciniwe:

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Faka uphawu X ebhokisini elifanele.

AMANOTHI:

(a) Ukufezekiswa kwesicelo sakho sokuthola ulwazi ngendlela oyibhale esicelweni sakho kuzoncika ekutheni luyatholakala yini ngaleyo ndlela oyicelile.

(b) Ezimweni ezithile kungenzeka siqatshwe isicelo sokuthola ulwazi ngendlela oyicelile. Uma kwenzeka lokho, uzokwaziswa ukuthi ungaluthola yini ulwazi ngenye indlela.

(c) Imali ezokhokhelwa ukuthola ulwazi olugciniwe, uma kumele ikhokhwe, izoncika kuleyo ndlela okutholakala ngayo ulwazi oluceliwe.

1. Uma ulwazi olugciniwe kuwulwazi olubhalwe phansi:

Ikhophi yolwazi olugciniwe*

Ukuluhlola nje kuphela ulwazi olugciniwe

2. Uma ulwazi lunemifanekiso ebonakala ngamehlo

(Lokhu kubandakanya izithombe, imifanekiso engamasilayidi, imifanekiso eqoshwe ngevidiyo, imifanekiso eyenziwe ngekhompyutha, imifanekiso edwetshiwe, njll.)

Ngifuna ukubukela izithombe

Ngifuna ikhophi yezithombe*

Ngifuna umbhalo ochaza izithombe*

3. Uma ulwazi olugciniwe lunamagama noma ulwazi oluqoshiwe olungakhiqizeka lube wumsindo

Ngifuna ukulalela umsindo oqoshiwe (i-audio cassette)

Ngifuna umbhalo ochaza umsindo oqoshiwe *
(Umbhalo)

4. Uma ulwazi lugcinwe kwikhompyutha noma lugcinwe ngohlobo lwe-elektronikhi noma ngohlobo oludinga ukufundwa ngomshini

Ngifuna ikhophi ebhaliwe yolwazi olugciniwe*

Ngifuna ikhophi ebhaliwe yolwazi olususelwe kulwazi olugciniwe*

Ngifuna ikhophi yohlobo olufundwa ngekhompyutha*

(idiski eyikhompekthi)

*Uma ucele ikhophi noma umbhalo wolwazi olugciniwe (olungenhla), ngabe ufuna ukuposelwa leyo khophi noma lowo mbhalo?

YEBO

CHA

Imali yokuposa okumele ikhokhwe.

Qaphela ukuthi uma ulwazi olugciniwe lungatholakali ngolimi ofisa ukuluthola ngalo, ungaluthola ngolunye ulimi oluzobe lutholakala ngaleso sikhathi.

Ngabe ufuna ukuluthola ngaluphi ulimi ulwazi olugciniwe?

G. Isaziso sesinqumo esiphathelene nesicelo sokuthola ulwazi

Uzobhalelwa incwadi ekwazisa ukuthi isicelo sakho sokuthola ulwazi samukeliwe noma sichithiwe. Uma ufuna ukwaziswa ngendlela ehlukile, sicela usazise ngendlela leyo oyifunayo bese usihlinzeka ngemininingwane edingekayo ukuze sikwazi ukwenza lokho okucelayo.

Ngabe ufisa ukwaziswa ngayiphi indlela ngesinqumo esiphathelene nesicelo sakho sokuthola ulwazi olugciniwe?

Sisayindwe mhlaka (usuku)

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ISIGINESHA YOMFAKISICELO / YOMUNTU OKUFAKWA ISICELO EGAMENI LAKHE

Leli bhukwana lisayindwe futhi lamukelwa Yisikhulu se-GCIS Esengamele Ulwazi, (Mnu. Jimmy Manyi.).

Isikhulu Esengamele Ulwazi: Uphiko Lwezokuxhumana Kukahulumeni (GCIS)

USUKU: