

I-OFISI LAKANDUNAKULU, ISIFUNDA SEMPUMALANGA

ISIGABA 14 IMANUWALI YOMTHETHO WEKOMITJHANA YAMALUNGELO WOBUNTU (SAHRC)

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1. IMININGWANA UKUYA NGESIGABA 14

A. Imisebenzi nesakhiwo se-Ofisi lakaNdunakulu [Isigaba 14(1)(a)]

- i) Imisebenzi ye-Ofisi lakaNdunakulu
- ii) I-Ofisi lakaNdunakulu liqalele zepolitiki nokuphathwa koburholi esifundeni seMpumalanga nokuhlanganisa amandla wokuphatha esiFundeni, imisebenzi nokuziphendulela ngokuya ngokoMthetho-sisekelo. Ukuya ngalokhu imisebenzi ye-Ofisi lakaNdunakulu ihlathululwa bunje:

- Ukusekela uNdunakulu ekukhipheni abarholi abaphetheko eseFundeni
- Ukusekela uNdunakulu
- Ukusekela uNdunakulu nesigungu sabarholi
- Ukusekela uMnqophisi Zombebele emsebenzini wakhe wokulawula iimali e-Ofisini lakaNdunakulu, kufaka hlangana, ukuphatha imisebenzi, ukuphathwa kwabasebenzi neendaba eziphathelene nabasebenzi
- Ukulawula umThethokambiso omkhulu nokuTlama imiSebenzi yesiFunda
- Ukuqinisekisa ukusebenza ngepumelelo, ukusebenzisana okuvumelekileko nokuthintana
- Ukutjheja ukujanyiswa komhlahlandlela womthethokambiso ukuya ngehlango yabantu eqothelweko
- Ukwenza ukuhlolwa kweemali kwangaphakathi nokwenza iphenyo elikhethekileko
- Ukuphatha zeemali e-Ofisini lakaNdunakulu; noku
- Ukuphatha nokuhlanganisa zokuphepha kawokewoke esiFundeni

ii. Isakhiwo se-Ofisi lakaNdunakulu

i-Ofisi lakaNdunakulu line Ofisi eliPhetheko Ehlokodorobha yesiFunda i Nelspruit

I-Ofisi lakaNdunakulu linoNdunakulu oyihloko yezepolotiki e-ofisini noMqophisi Zombebele uqalele zeemali e-Ofisini lakaNdunakulu, bese ukuhlonywa kwe-Ofisi lakaNdunakulu kube neenkudla zomsebenzi njengalokhu kubekiweko KuMthetho wabaSebenzi bakaRhulumende.

B. Iminingwana yokuthintana [Isigaba 14(1)(b)]

Isiphathiswa seLwazi:

Dr. Nonhlanhla Mkhize – mNqophisi zombebele: I-Ofisi lakaNdunakulu
Isekela lesiPhathiswa seLwazi

- Mr. J.S. Mgidi
Deputy Director-General: Institutional Development
Isekela lomNqophisi Zombebele: ukuThuthukiswa kwamaZiko
- Mr. T. Mdakane
Isekela lakamNqophisi Zombebele: umThethokambiso omkhulu nokuTlama

Ilwazi elivamileko:

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<http://mpumalanga.gov.za>

C. **Umhlahlandlela wesigaba 10 wokusetjenziswa komThetho [Isigaba 14(1)(c)]**

Umkhomba wokusetjenziswa koMthetho uyatholakala kuKomotjhini yamaLungelo wobuntu yeSewula Afrika. Imibuzo ingathunyelwa ku:

**The South African Human Rights Commission:
PAIA Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041**

Umtato: +27 11 484-8300
Ifeksi: +27 11 484-1360
Isiphande sobunzinzilwazi: www.sahrc.org.za
Isiphande seposommoya: PAIA@sahrc.org.za

D. **Ukuthokala amarekhodi e-Ofisini lakaNdunakulu [Isigaba 14(1)(d)]**

i. **amarekhodi angafunwa [isigaba 14(1)9d]**

Ihlathululo yeenhloko zelwazi namahlelo atholakala e-Ofisini lakaNdunakulu nemihlobo yezenzelwa etholakalako

I-Ofisi lakaNdunakulu lihlukaniseka ukuya ngamahlelo njengalokhu kuvezwe ngaphasi. Zifaka hlangana imihlobo yemisebenzi enikelwako):

ISAKHIWO SE-OFFISI LAKANDUNAKULU

AMAGATJA: UKUPHATHA

- Ukusekela uNdunakulu
- I-Ofisi lakamNqophisi Zombebele
- Ukuhlela nokuphatha amahlelo ngobuhlakani
- Ukuhlolwa kweencwadi
 - Ukuqinisekisa umsebenzi wokuhlolwa kweencwadi
 - Ukuhlola umsebenzi owenziwako
 - Ukuhlola amakhomphyutha
- Ukuphatha ngokuthembeka nokwenza umsebenzi wokuhlaziya iimali
 - Ukuphatha ngokuthembeka
 - Ukuhlolwa kwencwadi zeemali kwangaphakathi
- I-Ofisi lesigungu seKhansela
- I-Ofisi lesiPhathiswa seeMali
 - Umsebenzi wokuphathwa kweemali
 - Ukuphathwa kweemali
 - Ukulawula imisebenzi efaka engozini
 - ukuThenga ipahla nokuPhathwa; begodu
 - ukuPhathwa kwamaRekhodi nomsebenzi wokusekela

ISIGABA: UKUTHUTHUKISWA KWEZIKO

- ukuHlela ngobuHlakani ukuqatjha nokutjheja abasebenzi
 - Okuphathele nabasebenzi
 - Organizational design and Job Evaluation;
 - UKwaxhiwa kwehlangano nokuhlollwa kwemisebenzi
 - Transversal Human Resource Services;
 - UmSebenzi wokuQatjha nokuTjheja abaSebenzi maHlangothi woke
 - umsebenzi wangaPhakathi wokuQatjha nokuTjheja abaSebenzi
 - UkuPhathwa, ukuQatjha nokuTjheja abaSebenzi okuneKghono
- iPhiko lomBuso lezokuThintana nokuNikela ngeLwazi
 - Corporate Communication Services;
 - umSebenzi wokuThintana kwamaRhwebo
 - Media, Departmental and Information Services;
 - UmSebenzi wemBikiindaba neLwazi langaPhakathi
 - Community Outreach Services;
 - umsebenzi wokuVakatjhela umphakathi
- I-Ofisi lesiFunda isiPhathiswa ukuPhathwa kweLwazi neTheknoloji
- uMsebenzi wokuLuleka kwezomThetho
- UkuTjhugululwa kweZenzelwa zomPhakathi nokuThuthukiswa ukuFumana iZenzelwa
- UkuPhatha zokuPhepha
- UmSebenzi ophathelene nemiThetho yeKambiso

ISIGABA: UMTHEHOKAMBISO OMKHULU NOKUTLAMA

- Ukuhlaziya umThethokambiso nokuRhubhulula
 - Ukutlama okukhulu
 - Imisebenzi yokuRhubhululo
 - Iindaba zangaphandle
 - Mpumalanga Provincial AIDS Council.
 - UmKhandlu oqalelela zoBulwelwe beNtumbantonga esiFundeni seMpumalanga
- Umbutho wokuThintana
 - Ukubusa nombutho womthetho wezobulungiswa
 - ZomNotho, iSisomali noMbutho wezomSebenzi
 - UmButho wokuTjhugulula iHlaliswano yomPhakathi
 - UkuTjheja nokuHlaziya
 - Abantu abanqophiweko
 - I-Ofisi eliqalelela ubuJamo babomma
 - I-Ofisi eliqalelela ubuJamo baBantu abaKhubazekileko
 - I-Ofisi eliqalele amaLungelo wabeNtwana

ii. Ilwazi elitholakala lula[Isigaba 14(1)(e)]

Qala ilwazi elitholakala kusigaba 15(1).

iii. Ikambiso yokufumana ilwazi [Isigaba 14 (1)(f)]

Umkhombeli welwazi elimayelana neenhlangotho yoMphakathi kufanele ithuba lokufikelela ilwazi, kwaphela nangabe umkhombeli ulandela imileyo elandelako:

- Umkhombeli welwazi uhlangabezane neemfuneko zoke eziyikambiso engaphasi komThetho olawula ukukhonjelwa kwelwazi lombuso
- Ukunikelwa kwelwazi akukagodlwa ngaphasi kwesigatjana esivumela ukugodla nesivezwe mThetho

Ungalifumana njani ilwazi:

- Umkhombeli welwazi kufanele asebenzise iforomo eligandangiswe kuGazede yomBuso [isAziso somBuso R187 sangomhlaka 15 kuMhlojana-2002]
- Umkhombelilwazi kufanele aveze bona ufuna ukuthunyelwa ikhophi yelwazi Nanyana ufuna ukuza azozifundela nanyana azozibukelela irekhodi ema-ofisini . Nanyana, nayibe irekhodi akusimtlolo osephepheni, ungatjhejwa ngokusebenzisa iforomo lokwenza isibawo, nakukghonekako.
- Nangabe umkhombeli welwazi ukhombela ilwazi ngendlela ethileko kufanele asizwe ngokwesifiso sakhe. Lokhu kungenziwa kwaphela nangabe akuzokuphazamisana nomsebenzi wehlangano yoMphakathi ethintekako, Nanyana koniwe irekhodi, Nanyana kwetjiwe ilungelo lokukhutjhelwa elifunjethwe mbuso. Nayibe, ngokwabonobangela abaphathekako, ilwazi angeze lakhutjha ngokwendlela nangokomhlobo elikhonjelwe ngawo bekufeneke bona kusetjenziswe enye, imbadela kufanele kubizwe yomhlobo wokuthoma lowo okhethwe mkhombelilwazi [s29(3) ne(4)]
- Nangabe, ngaphezu kwependulo emtlozi mayelana nesibawo selwazi, umkhombelilwazi ufisa ukobana aziswe ngesiqunto sesibawo sakhe ngenye indlela, isibonelo. Ngokudoselwa Umtato, lokhu kufanele kuvezwe.
- Nangabe umkhombelilwazi ukhombela omunye umuntu, kufanele ahlathuule ubujamo lobo enza isibawo ngaphasi kwabo [18(2)(f)]
- Nangabe umkhombelilwazi akakghoni ukufunda nanyana ukutlola, unokukhubazeka, isibawo singenziwa ngomlomo. isiPhathiswa seLwazi kumele sizalisele umkhombelilwazi iforomo bese simnikela ikhophi yeforomo elizalisiweko.

Kunemihlobo emibili yeembadela ebhadelwako ngokuya ngomThetho, imbadela yokukhombela ilwazi nembadela yokunikela ilwazi.

Ukhombelilwazi ofuna irekhodi elinemininingwana yakhe akutlhogeki bona akhiphe imbadela yokukhombela ilwazi. Abanye abakhombelilwazi kufanele babhadale imbadela yokukhombela ilwazi.

- isiPhathiswa seLwazi kufanele sazise umkhombelilwazi (kufaka hlangana umkhombelilwazi ozenzela yena isibawo) ngesaziso, esifuna umkhombelilwazi abhadele imbadela ebekiweko yokukhombela ilwazi ngaphambi kobana kudluliswe isibawo sakhe.

- Imbadela yokukhombela ilwazi yeenhlango zomphakathi yi R35. Umkhombelilwazi singafaka isililo sangaphakathi, nakutlhogekako, nanyana isililo sokuphikisa ekhotho mayelama nethenda namkha imbadela efunekako.
- Ngemva kokobana isiPhathiswa seLwazi sele sithethe isiqunto ngesibawo esenziweko, umkhombelilwazi kufanele aziswe ngesiquntweso ngendlela umkhombelilwazi akhombele ukwaziswa ngayo.
- Nangabe isibawo samukelwe, imbadela yokufumana ilwazi engezelelweko kufanele ibhadelwe ukwenzelela bonyana kukhiqizwe godu, kufunwe bekulungiswe ilwazi, elizokuthatha isikhathi esima-iri angaphezulu kwalawo abekiweko wokufuna nokulungisa ilwazi ekufanele likhutjwe.

E. Izenzelwa ezifunyanwa mphakathi [Isigaba 14(1)(f)]

i. Izenzelwa ezifunyanwako

UKUTJHUGULULWA KWEZENZELWA ZOMPHAKATHI NOKWENZA NGCONO UKUFUNYANWA KWEZENZELWA

- Ukuthuthukisa amaqhinga wokuthintana atjhugulukako ukuqinisekisa ukuthintana okunepumelelo esiFundeni.
- Ukuhlola nokuhlaziya ukusebenza ngokuzinikela kwemiNyango kaRhulumende esiFundeni ngengalokhu kutjiwo kusiGungu somKhandlu
- Ukwenza kubelula amajima wokulemukisa ukuqinisekisa itjhuguluko nokuzwisisa iimfuneko zayo.

ABANTU ABANQOTJHIWEKO- I-OFISI ELIQALELELA UBUJAMO BABANTU ABAKHUBAZEKILEKO

- Ukwenza kubelula ukuthuthukisa nokuhlanganisa amaHlelo wokuThatha iGandango anqophiswe ebantwini abakhubazekileko ekwenzeni ngcono imisibenzi yomphakathi.
- Ukwenza kubelula nokuhlanganisa amahlelo wokubandula, nokunikela amandla iinhlango zabantu abakhubazekileko nawowoke umuntu okhubazekileko noRhulumende wesiFunda.
- Ukuhlanganisa nokwenza iplatformu yokunikelana ngelwazi neminyango karhulumende esifundeni, ema-ofisini wobujamo babantu abakhubazekileko neminye imikhakha.
- Ukuhlanganisa nokuhloma ilemukiso lomphakathi, ilwazi nemisebenzi yokufundisa ezokhuphula ubujamo babantu abakhubazekileko.
- Ukwenza kubelula ebantwini abakhubazekileko ukuthola amathuba alinganako ngokuhloma amaphrojekthi aphuma phambili

ABANTU ABANQOTJHIWEKO- I-OFISI ELIQALELE UBUJAMO BABOMMA

- Ukuthuthukisa umthethokambiso wesifunda oqalelela ubulili.
- Ukuhlola nokuhlaziya ukuhlonywa komthethokambiso oqalelela ubulili eminyangweni karhulumende wesifunda.
- Ukuhlanganisa imisebenzi ehleliweko emayelana nobulili
- Ukuhlanganisa ukuthuthukiswa kokwenziwa kwamathuba womsebenzi wabantu bengubo.
- Ukwenza ngepumelelo ukuhlanganisa iimfundobandulo zokuthuthukisa.
- Ukuhlanganisa nokwenza ngepumelelo amaphrojekthi wokuzenzela
- Ukuthoma amaphrojekthi wokuthuthukisa abomma bemakhaya nebemadorobheni

I-OFISI ISIGUNGU SOMKHANDLU LE-OFISI KANOBHALA

- Ukunikela ngomsebenzi kanobhala kasomKhandlu wesiGungu, amaKomiti wobuTheknika, amaKomidi wesiKhatjhana, amaHlelo womKhandlu wesiGungu wokuya emphakathini nokuHlangana kwamaKomidi
- Ukuhloma nokuqinisekisa ukuphepha kwelwazi nemitlolo yobufakazi lakasomKhandlu wesiGungu
- Ukusekela umsebenzi wokuphatha njengoNobhala kwakamNqophisi Zombebele kumKhandlu wesiGungu

ii. ungakhgona bunjani ukufumana ilwazi

Ukukghona ukufumana ilwazi e-Ofisini kaNdunakulu, isibawo kufanele sithunyelwe kumNqophisi Zombebele we-Ofisini kaNdunakulu.

isiPhathiswa seLwazi

Dorh. Nonhlanhla Mkhize- umNqophisi Zombebele: i-Ofisi lakaNdunakulu

Ilwazi elivamileko:

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F. Amalungiselelo wokuvumela ukubandakanya komphakathi ekutlanyweni nokwenziwa komsebenzi

E-Ofisini lakaNdunakulu amalungiselelo wokubandakanya umphakathi kufaka-

Isigungu somKhandlu le-Ofisi kanoBhalala- amaHlelo wokuya emphakathini namahlelo wokubandakanya uNdunakulu kumaforamu wekulomo-pendulwano nomphakathi nabosomabhizinisi beengodi zesiFunda.

I-Ofisi eliqalela ubujamo babantu abakhubazekileko- i-Yunidi le iqalelela ukuhlangana kweenhlangano zabantu abakhubazekileko ngokuhlonitjiswa nokunikela abanongorwana abantu abakhubazekileko.

I-Ofisi eliqalele ubuJamo baboMma- leli ofisi lihlanganisa ukuThuthukiswa kweenhlangano ezithuthukiswa kwabomma esifundeni. Ukungezelela leyunidi yenza imihlangano yokukhulumisana ngemiraro ethinta abomma njengokuthola ilungelo lokuphathwa komhlaba babantu bengubo beendawo zemakhaya, ukunikela amandla nokubandula namanye amahlelo anomthintela ekuthuthukisweni kwabomma esifundeni.

Irhuhululo – ukuhlanganyela nomphakathi ngaphambi nangemva kokuthi kwenzeka amaHlelo wesiGungu somKhandlu wokuya ebanntwini ukuveza iindingo zomphakathi.

Ukuthintana – LeYunidi yenza kubelula nokuhlanganisa ukusungulwa kweendlela zokuthintana, ukufumana ilwazi lombuso. leYunithi ibuye isebenze nababikiindaba ngeendaba ezithinta umphakathi wesiFunda.

I-Ofisi lakaNobhala langeQadi- leYunithi ihlanganisa idayari uNdunakulu ukuqinisekisa bona iinhlangano zangeqadi neenhlangano zangaphandle, abarholi bekarhulumende bendawo, abongqongqotjhe, iinhlangano zamabhizinisi, ilutjha, abomma nabarholi bendabuko nezinye iinhlangano bona zikghone ukuhlangana noNdunakulu.]

UmLuleki wezomThetho eMbusweni- Yoke imiThethomlingwa nemiThetholawulo yesiFunda igandangiswe bona umphakathi ubenombono kumthetho ogadangisiweko wesiFunda ngaphambi kobana wethulwe kusiBethamthetho sesiFunda.

Iimfundobandulo- Umphakathi bangakhambela begodu benze itjengiso eemfundwenibandulo nemihlanganweni , khulukhulu enqotjhiswe kulutjha, abantu abakhubazeileko nabomma.

Ukuveza umsebenzi nokwethula umbiko- Ikulumo yobuJamo besiTjhaba, iKulumo yeSabelo seeMali nomThethokambiso ye-Ofisi lakaNdunakulu, umbiko we-Ofisi lakaNdunakulu wenyanga newekota, nomBiko wonyaka we-Ofisi lakaNdunakulu zisepepeneneni emphakathini nakubabikiindaba.

UmThethokambiso omkhulu- leYunidi ibandakanya umphakathi nakwenziwa imiThethokambiso (isib. umBono ka2030)

G. Iinsombululo ezihleliweko zokutjheja okubhalelwa komThetho
[Isigaba 14(1)(h)]

Ukuphaywa kwesibawo:

Abonobangela abenza bona i-Ofisi lakaNdunakulu liphaye isibawo selwazi kuhlanganisa noku:

- Ukutlhogeka kokuvikelwa kwelwazi langeqadi elifumaneka e-ofisini kaNdunakulu, ukufaka ukuvezwa kwelwazi okungakaqakatheki
- Ukutlhogeka kokuvikelwa kwelwazi lezerhwebo le-Ofisi kaNdunakulu, nangabe irekhodi limumethe -
 1. Ukurhweba okuyifihlo kwe-Ofisi lakaNdunakulu;
 2. Ilwazi leemali, ilwazi lobusayensi nobutheknika elingabanga umraro kwezokurhweba e-ofisini kaNdunakulu noku
 3. Ilwazi ilivezwe ngokuqinisekiswa yi-Ofisi kaNdunakulu kumkhandlu, nangabe ukuvezwa kwelwazi kungafaka i-Ofisi lakaNdunakulu ebujameni obumbi ekukhulumisaneni nekuphalisaneni ngezerhwebo.
- Ukutlhogeka kokuvikelwa kwelwazi eliyifihlo e-Ofisini lakaNdunakulu nangabe kuvikelwe kuya ngesivumelwano.
- Ukutlhogeka kokuvikelwa kwevikeleko labantu nepahla
- Ukutlhogeka kokuvikelwa kwamarekhodi aqakathekileko kwezomthetho
- Umsebenzi wezokurhweba womkhandlu, kufaka
 1. ukurhweba ngefihlo kwe Ofisi lakaNdunakulu
 2. ukuvezwa kwelwazi ngezeemali, zokurhweba, zobusayensi nanyana zonuthekniki ezingabanga umonakala ekuzibandakanyeni kwe-ofisi lakaNdunakulu kwezokurhweba neemali.
 3. ukuvezwa kwelwazi elingabeka i-Ofisi lakaNdunakulu ebunzimeni kukulumiswano nanyana kuphaliswano ngezomnotho
 4. ihlelo lekhomphyutha eliphethwe e-Ofisini kaNdunakulu, begodu elivikelwe lilungelo lokukhuphela
- Irhubhululo ngelwazi le-Ofisi kaNdunakulu , nangabe ukuvezwa kwelwazi ngerhubhululo kuzokuveza ubunjalo be-Ofisi kaNdunakulu, umrhubhululi nanayana isihloko ngerhubhululo begodu lingabeka irhubhululo ebunzimeni obukhulu

Ukufuna ilwazi ngendlela yokudlala nanyana ekghabhudlhako, nanyana ukufana ilwazi ngendlela etjhugulula iinsetjenziswa zokufumana ilwazi

Isililo

Umkhombeli welwazi angafaka isililo sakhe ngesiqunto sesiPhathiswa seLwazi se-Ofisi kaNdunakulu-

- ukwala ukufumana ilwazi; nanyana
- sithethwe ukuya ngesigaba 22,26(1) nanyana 29(3) yomThetho

ngokukhambelana nesibawo sokhombela ilwazi

Omunye umuntu wesithathu angafaka isililo sangaphakathi ngesiqunto sesiphathiswa selwazi se-Ofisini kaNdunakulu bona kunikelwa isibawo sokukhombela ilwazi.

Indlela yokufaka isililo neembandela

- Isililo-

singafakwa ngendlela ebekiweko-

1. emalangenani amatjumi asithandathu
 2. nangabe isaziso sehlango yesithathu siyafuneka, emalangenani amatjumi amathathu ngemva kobana isaziso sinikelwe olilako mayelana nesiqunto esithethweko, nangabe isaziso saloyo olilako asifuneki, ngemva kobana isiqunto sithethwe;
 3. kufanele sithulwe nanyana sithunyelwe kusiPhathiswa seLwazi se-ofisini kaNdunakulu kusiphande sakhe, kufekisi nanyana ngesiphande seposommoya;
 4. kufanele kuvezwe okuphathela nesililo begodu nabonobangela besililo begodu kungafakwa linye ilwazi elitlhogekako ngaloyo olilako
 5. Nangabe, ngokungezelela ngokuphendula ngomtlo, ofaka isibawo ufisa bona aziswe ngesiqunto sesibawo sakhe sokufaka isililo nanyana ngayiphi indlela, kufanele aveze indlela afuna bona aziswe ngesibawo sakhe anikele neminingwana yakhe
 6. Nakwenzeka, kufanele isililo sakhe sikhambisane nembadela ebekiweko yokufaka isililo
 7. Kufanele anikele isiphande seposo nanyana inomoro yefekisi
- Nangabe isililo sifakwe ngemva kobana kudlule isikhathi esibekiweko, isiphathiswa esifaneleko kufanele sivumele ukufakwa kwesililo ngemva kwesikhathi.
 - Nangabe leso siphathiswa asivumi ukwamukela isililo esifakwe ngemva kwesikhathi kufanele sazise loyo ofake isililo ngesiqunto sakhe.
 - Umuntu ofaka isililo mayelana nokuphaywa kwesibawo sakhe sokufumana ilwazi kufanele abhadale imbadela ebekiweko (nakutlhogekako).
 - Nangabe imali yembadela iyabhadalwa mayelana nokufaka isililo, isiqunto sokulila singariyada bekubhadalwe imbadela

- Msinyana nakukhgonakako, kodwana kwesinye nesinye isehlakalo emalangeneni alitjumi womsebenzi ngemva kobana kubhadalwe imbadela yokufaka isililo, isiPhathiswa seLwazi se-Ofisini kaNdunakulu kufanele anikelele kususiphathiswa esifaneleko

1. isililo neenzathu zakhe mayelana ngesiqunto esithethweko
2. Nangabe isililo siphikisana nokuphaywa nanyana nokunikelwa ilungelo lokufumana ilwazi, ibizo, Isiphande seposo, Inomboro yomtato inomboro yefeksi nesiphande seposommoya, nanayana yini okukhona, kwehlangano yesithathu ekufanele yaziswe ngesibawo.

H. Elinye ilwazi eliphakanyisiweko ukuya ngokomThetho [isiGaba14(1)(i)]

Ngokuya ngokwemibandela yesivumelwano yesigaba 92 kusengabikhona ilwazi elingafakwa kumanuwali elifumaneka kuNgqongqotjhe wezoBulungiswa nokuThuthukiswa komThethosisekelo

I. Ukwenziwa kwemanuwali bona ikhambisane nesikhathi [isiGaba 14(2)]

i-Ofisi lakaNdunakulu izokwenza imanuwali ekukhulunywa ngayo bona ikhambisane nesikhathi beyivezwe ngokomtlo phakathi kwesikhathi esingadluli unyaka.

J. Ukufumaneka kwemanuwali [isiGaba14(3)]

Ngokwesigaba 14(1) yomThetho funda nomThetholawulo nomboro.R. 187 kaMhlojana, ngokutjho kwesigaba 4(1) bona imanuwalu yeenhlangano zomphakathi kufanele itholakale ngelendlela:

Ikhophi iyatholakala kuKomitjhini yamaLungelo wobuNtu yeSewula Afrika, begodu nakuHloko yelinye nelinye kusiyingi se-Ofisi lakaNdunakulu.

Imanuwali izokugandangiswa kuGazede yesiFunda, ezokuqedelelwa yi *Government Printer*

Ukungezelela imanuwali ye-Ofisi lakaNdunakulu izokutholakala kusiphande sobunzinzolwazi kaRhulumende wesiFunda ku www.mpumalanga.gov.za

3. Amanani abekiweko weembadela zeenhlango zomphakathi

INGCENYE II YESAZISO SOMBUSO SE-187 KUGAZEDE YOMBUSO YANGOMHLA WE-15 KUMHLOLANJA 2002

AMANANI WEEMBADELA WEENHLANGANO ZOMPHAKATHI

1. Inani lembadela yekhophi yencwadi njengalokha kulindelweko kumthetholawulo 5(c) yi- 0, 60 iphepha ngalinye ubukhulu balo obuyi-A4 nanyana ingcenyeye yalo
2. Amanani wembadela yokubuyelela umkhqizo njengalokha kutjihiwo kumthetholawulo 7(1) angendlela elandelako

	R
(a) Ikhophi enye nenye yobukhulu be-A4 nanyana ingcenyeye yayo	0,60
(b) Ikhophi enye nenye yobukhulu be-A4 nanyana ingcenyeye ekukhomphyutha nanyana engafundwa isemtjhinini othileko	0,40
(c) ikhophi ekukhomphyutha engafundeka nge -	
(i) <i>stiffy disc</i>	5,00
(ii) <i>compact disc</i>	40,00
(d) (i) iphepha elineenthombe ezibukelwako zephepha lobukhulu be-A4 nanyana ingcenyeye yalo	22,00
(ii) ikhophi yeenthombe	60,00
(e) (i) iphepha lerekhodi elilalelwako, Lobukhulu obuyi-A4 nanyana ingcenyeye	12,00
(ii) Ikhophi lerekhodi lelwazi elilalelwako	17,00

3. Imbadela yesibawo ebhadelwa mkhombelilwazi ngamunye, ngaphandle komuntu ozenzela isibawo ngokwakhe, evezwe kumthethokambiso 7(2) yi- R35,00
4. limali ezibhadelwa mkhombelilwazi zokufumana ilwazi ngokomThethokambiso 7(3) zijame bunje

	R
(1)(a) ikhophi ngayinye enobukhulu obuyi- A4-nanyana ingcenyeye yayo	0,60
(b) ikhophi ngayinye enobukhulu obuyi-A4 nanyana ingcenyeye egadangisiweko ekukhomphyutha nanyana emtjhinini	0,40
(c) ikhophi engafundwa kukhomphyutha -	
(i) <i>stiffy disc</i>	5,00
(ii) <i>compact disc</i>	40,00
(d) (i) iphepha elineenthombe ezibukelwako zephepha lobukhulu obuyi-A4 nanyana ingcenyeye yayo	10,00
(ii) ikhophi yeenthombe ezibukelwako	60,00

- (e) (i) ukugadangiswa kwerekhodi elilalwako, 12,00
elinobukhulu obuyi-A4 nanyana ingcenyane yalo
- (ii) ikhophi yerekhodi elilalelwako 17,00
- (f) Ukufuna nokulungisa irekhodi lelwazi ukobana livezwe, li-R15,00 i-iri ngalinye nanyana ingcenyane ye-iri, kungabalwa i-iri
- (2) Ngokomnqopho wesiGaba 22(2) somThetho, kufanele kuyelelwe okulandelako
 - (a) Ama-iri asithandathu ekuma-iri ekufanele adlule ngaphambi kokubhadela isibambiso
 - (b) Ubunye esithathwini bemali bubhadelwa mkhombelilwazi njengesibambiso
- (3) Iindleko zokuposa zibhadelwa mkhombelilwazi lokha nayibe ikhophi yerekhodi lelwazi ifanele bona iposelwe umkhombelilwazi

3. Amaforomo ahlelelwe ukwenza isibawo selwazi elimayelana neenhlangotho zomphakathi

ISITHASISELO B SESAZISO 187 ESINGAKUGAZEDE YOMBUSO YANGOMHLA WE-15 KUMHLOLANJA 2002

IFOROMO A

ISIBAWO SOKUFUMANA ILWAZI ELIMAYELANA NEHLANGOtho YOMPHAKATHI

IsiGaba 18(1) umThetho oThuthukisa ukuFumaneka kweLwazi, (umThetho wesiBilili ka-2000)

[Umthetholawulo 2]

ISISETJHANESI SISETJENZISWA YI-OFISI KANDUNAKULU KWAPHELA

Inomboro yereferensi:

Isibawo samukelwa ngu (isikhundla, ibizo nesibongo sesiPhathiswa seLwazi/ iSekela lesiPhathiswa seLwazi, mhlana (ilanga) e-(indawo)

Imbadela yesibawo: R.....

Imali esibambisi (nayikhona).....

Imbadela yokunikelwa ilwazi: R.....

UMTLIKITLO WESIPHATHISWA SELWAZI/ SEKELA LESIPHATHISWA SELWAZI.....

A. Imininingwana yehlangano yomphakathi

IsiPhathiswa seLwazi/iSekela lesiPhathiswa seLwazi:

B. Imininingwana yomuntu okhombela ukunikelwa ilwazi elithileko

(a) Imininingwana yomuntu okhombela ukunikelwa ilwazi elithileko kufanele itlolwe ngenzasi.

(b) Tlola imininingwana yesiphande seposo, seposommoya ne/nanyana inomboro yefeksi ekungeyeSewula Afrika lapha ilwazi lifanele lithunyelwe khona

(c) Ubufakazi bobujamo lobo isibawo esenziwa ngaphasi kwabo, nayibe bukhona, kufanele bunanyathiselwe.

Amabizo ngokuzeleko: Inomboro kamazisi: Isiphande seposo

Inomboro kamazisi: Inomboro yomtato: Isiphande seposommoya

Ubjamo lobo isibawo esenziwa ngaphasi kwabo, nayibe isibawo senzelwa omunye umuntu:

C. Imininingwana yomuntu owenzelwa isibawo sekunikelwa ilwazi

Isigabesi Kufanele sizaliswe kwaphela nayibe isibawo seLwazi senzelwa omunye umuntu

Amabizo apheleleko nesibongo:

linomboro zakamazisi:

D. Imininingwana yelwazi

a) Nikela imininingwana ezeleko yelwazi elikhonjwelelwa imvumo, ufake nenomboro eyireferensi yelwazi nawuyaziko, ukwenzelela bonyana ilwazi likhona ukufumaneka lula

(b) Lokha nasisincani isikhala esinikelweko, sikhombela bonyana utlolele kelinye ikhasi langeqadi ubese ulinamathisela kileli foromo. **Umkhombelilwazi kufanele atlikitle woke amakhasi angezelelweko**

1. Ihlathululo yemininingwana nanyana ingcenywe ekhambisana nemininingwana

2. Inomboro eyireferensi, nayibe ikhona:

3. Eminye imininingwana eqakathekileko yelwazi

E. Iimbadela

(a) Isibawo sokufumana ilwazi elithileko, ngaphandle kwekhasi elimumethe imininingwana yakho siqu, sizakudluliswa kwaphela emva kokobana **imbadela yokufumana ilwazi sele ibhadelwe**

b) Uzakwaziswa ngesamba ekufuneka bonyana sibhadelwe njengembadela yokufumana ilwazi

c) **Imbadela yokufumana ilwazi** ilawulwa kukuthi ilwazi ulifuna ngawuphi umhlobo wokulikhupha ukufaka hlangana isikhathi sokulirhubhulula emabekweni lilungiselelwe ukuthunyelwa kuwe.

(d) Nawunelungelo lokungabhadeli, sikhombela uveze unobangela loyo.

Unobangela wokungabhadeli:

F. Indlela yokufumana ilwazi

Nangabe ngonobangela wokukhubazeka awukghoni ukuzifundela, ukubukela nanyana ukulalela irekhodi lelwazi ngendlela imvumo enikelwe ngayo kusigaba soku-1 ukuya kesesi-4 ngenzasi, veza ukukhubazeka kwakho begodu utshwaye nendlela ilwazi elifuneka ngayo.

Umhlobo wokukhubazeka:

Indlela ilwazi elifuneka ngayo:

Tshwaya isiqunto sakho ngeledere u-X ebhoksini elifaneleko:

OKUFANELWE KUYELELWE:

(a) ukukhambisana nesibawo sakho semvumo yokufumana ilwazi kuzakya ngendlela ilwazi elifumaneka ngayo.

(b) Kungenzeka inganikelwa imvumo ngaphasi kobujamo obuthileko. Ebujameni obunjalo uzakwaziswa nayibe imvumo izakunikelwa ngendlela ehlukeleko.

(c) **Imbadela yemvumo yokufumana ilwazi**, nayikhona, izakuya ngendlela ilwazi elikhonjelwa ngayo

1. Lokha ilwazi nalimtlolo ogadangisiweko namkha ilwazi elingakhutjiswa ngetjhada

Ikhophi yelwazi*

Ukuhlolwa kwelwazi

2. Nangabe ilwazi linemifanekiso ebonwako

(lokhu kufaka hlangana iinthombe, amaslayidi, ukugadangiswa kwevidiyo, imifanekiso eyenziwa ngekhomphyutha, imigwalo, njll)

	Bukela imifanekiso		Ikhophi yemifanekiso*		Imikhiqizo yemifanekiso *
3. Nangabe ilwazi linamagama agadangisiweko nanyana ilwazi elingakhutjwa ngetjhada					
	Lalela umbhino (i-Compact Disk)		Umkhqizo omtlo wombhino* (Okutoliweko nanyana okugadangisiweko)		
4. Nangabe ilwazi likukhomphyutha nanyana lisemtjhinini ongafundwako					
	Ikhophi yelwazi emtlo*		Ikhophi ekhutjiweko yelwazi esuselwe kurekhodi lelwazi*		Ikhophi yelwazi elikukhomphyutha elingafundeka* (i-stiffy nanyana compact disc)
*Nangabe ukhombela ikhophi namkha umgangiso werekhodi (ngehla), ufuna ukuthi ikhophi nanyana umgangiso werekhodi loyo uposelwe kuwe? Iindleko zokuposa ziyabhadliswa				IYE	AWA
<i>Yeleda bonyana lokha ilwazi lingatholakali ngelimi olenyulako, imvumo yokufumana ilwazi inganikelwa ngelimi lelo umtlo otloleke ngalo.</i>					
Nangabe ilwazi lelo ungathanda ukulifumana litlwe ngaliphi ilimi?					

G. Isaziso sesiqunto mayelana nesibawo sokufumana ilwazi

<i>Uzakwaziswa ngokutolelwa incwadi ngesiqunto esimayelana nokobana isibawo sakho samukelwe nanyana siphayiwe. Nawufuna ukwaziswa ngenye indlela, sikhombela bonyana uhlathulule indlela leyo begodu usithumele imininingwana efaneleko ukwenzelela bona sikghone ukuhlangabezana nesibawo sakho</i>
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Ingabe wenyula bonyana waziswe ngayiphi indlela ngesiqunto mayelana nesibawo sakho sokufumana ilwazi?

Kutlikitlwe (ngomhlaka)

UMTLIKITLO WOMKHOMBELILWAZI/ UMUNTU LOWO ISIBAWO ESENZELWA YENA

SLA

