

**LIHHOVISI LANDVUNANKHULU, HULUMENDE WESIFUNDZA SASEMPUMALANGA
INCWADZI YEKUCHAZA SIGABA 14 YELIKHOMISHANA IEMALUNGELO ELUNTFU
LWASENINGIZIMU AFRICA (SAHRC)**

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2. IMININGWANE NGEKWESIGABA 14

- A. **Imisebenti neluhlaka lweLihhovisi Landvunankhulu.[Sigaba 14(1) (a)]**
 - i) **Imisebenti yeLihhovisi Landvunankhulu**

Lihhovisi Landvunankhulu linemtfwalo wekuhola kutepolitiki netekuphatsa kulesifundza kanye nekuhlanganisa emandla, imisebenti netibopho njengobe kuvetiwe kumtsetfosisekelo. Kuloku imisebenti yeLihhovisi Landvunankhulu ingachazwa ngalokulandzelako:

- Kwesekela Ndvunankhulu ekusebentiseni Emandla Ekuphatsa Sifundza;
- Kwenta imisebenti yekwesekala Ndvunankhulu.
- Kwenta imisebenti yekuphatsa yekwesekala Ndvunankhulu nemkhandlusigungu.
- Kwenta imisebenti yekwesekala Umcondzisi Jikelele njengesikhulu lesinekutiphendvulela seLihhovisi Landvunankhulu, lokufaka, emkhatsini walokunye, imisebenti yetekuphatsa, imisebenti yetekucashwa nekunakekelwa kwebasebenti, yekweluleka ngekwemtsetfo neyetebudlelwano nebasebenti.

- Kuchuba Inchubomgomo Nemisebenti Yekuhlela YeSifundza.
- Kucinisekisa kusebenta ngendlela lefanele, kulandzelwa kwemitsetfo nekuchumana.
- Kucinisekisa kusetjentiswa kwetinchubomgomo lapho kufanele khona.
- Kwenta luhlolo lwangekhatsi nelucwaningo lolukhetsekile.
- Kuphatsa tindzaba tetimali teLihhovisi Landvunankhulu: ne
- Kuphatsa nekuhlanganisa tekuvikeleka nekuphepha ngekhatsi kulesifundza.

ii. **Luhlaka lweLihhovisi Landvunankhulu**

Lihhovisi Landvunankhulu lineLihhovisi Lelikhulu Lesifundza lelisenhlokodolobha iMbombela.

Lihhovisi Landvunankhulu lakhiwe nguNdvunankhulu loyinhloko yetepolitiki yaleLihhovisi neMcondzisi Jikelele losikhulu lesinekutiphendvulela seLihhovisi Landvunankhulu, bese lena lenye incenye yaleLihhovisi Landvunankhulu yakhiwa tikhundla letehlukene njengobe kumisiwe ku- Public Service Act.

B. **Iminingwane yekuchumana [Sigaba 14(1) (b)]**

Umphatsilwati:

Dkt. Nonhlanhla Mkhize - Umcondzisi Jikelele: Lihhovisi Landvunankhulu

Emasekela emphatsilwati:

- Mnu. J.S. Mgidi
Lisekela Lemcondzisi Jikelele: Tekutfufukiswa Kwesikhungo
- Mr. T. Mdakane
Lisekela Lemcondzisi Jikelele: Tenchubomgomo Netekuhlela

Leminye Iminingwane:

Likheli: No. 7
Government Boulevard
Riverside Park
Extension 2
Nelspruit

Likheli leliposi: Private Bag X11291
Nelspruit
1200

Lucingo: +27 13 766 2168
Ifeksi: +27 13 766 2500
I-website: <http://mpumalanga.gov.za>

C. **Inkhombandlela yeSigaba10 ngekusetjentiswa kwaLomtsetfo [Sigaba 14(1) (c)].**

Lenkhombandlela iyatfolakala kuKhomishana Yemalungelo Eluntfu LwaseNingizimu Afrika. Imibuto ingacondziswa ku:

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

Lucingo: +27 11 484-8300
Ifeksi: +27 11 484-1360
I-website: www.sahrc.org.za
I-imeyili: PAIA@sahrc.org.za

D. Kutfola emarekhodi lalondvolotwe Lihhovisi Landvunankhulu [Sigaba 14(1) (d)]

i. Emarekhodi langacelwa [Sigaba 14(1) (d)]

Inchazelo yetihloko netigaba temarekhodi lalondvolotwe Lihhovisi Landvunankhulu neluhlobo lwemisebenti leyentiwako.

Lihhovisi Landvunankhulu lehlukaniswe ngetinhlelo letitsite njengobe kukhonjisiwe ngentasi. (tihlanganisa neluhlobo lwemisebenti leyentiwako)

LUHLAKA LWELIHHOVISI LANDVUNANKHULU

LIGALA: TEKUPHATSA

- Kwesekela Ndvunankhulu
- Lihhovisi Lemcondzisi Jikelele
- Kuhlela nekuphatsa tinhlelo.
- Luhlolo Lwangekhatsi
 - Tekucinisekisa luhlolo
 - Tekuhlola kusebeta; ne
 - Kuhlola ngangcondvomshini.
- Kuphatfwa kwebucotfo neteluhlolo lwetimali
 - Kuphatfwa Kwebucotfo
 - Luhlolo Lwetimali
- Mabhalane Wemkhandlusigungu;
- Lihhovisi Lesikhulu Setetimali;
 - Tetekuphatsa
 - Financial accounting services;
 - Tetetimali
 - Tekuphatfwa kwebungoti;
 - Tekulawulwa kwemphahla letsengwako; ne
 - Tekuphatfwa kwemarekhodi nemisebenti leyelekeleleko.

LIGALA: TEKUTFUKISWA KWESIKHUNGO

- Kuhlela Tebasebenti;
 - Budlelwano Nebasebenti;
 - Luhlaka lwelihhovisi Nekuhlola Umsebenti;
 - Tekucashwa Nekunakekelwa Kwebasebenti;
 - Tebasebenti tangekhatsi;
 - Tekuphatsa tishiwo nelwati ngebasebenti;
- Tekuchumana Tahulumende (GCIS);
 - Tekuchumana;
 - Tekusakata, Telitiko Netelwati;
 - Imisebenti Yekufinyelela Emmangweni;
- Lihhovisi Lesikhulu Setebuchwepheshe Belwati Sahulumende Wesifundza.
- Tekweluleka kutemtsetfo.
- Tekuguculwa Kwemisebenti Wahulumende Nekwentiwa Ncono Kwekwetfulwa Kwemisebenti
- Kuphatsa Tekuphepha.
- Te-protocol

LIGALA: INCHUBOMGOMO NEKULHELA

- Kuhlathiwa kwenchubomgomo nelucwaningo;
 - Kuhlela;
 - Telucwaningo;
 - Budlelwano Nemave Emhlaba;
 - Libandla lete-AIDS Lesifundza SaseMpumalanga;
- Kuchunyaniswa Kwema-cluster;
 - I-cluster Yetekuphatsa Neteluhlelo Lwebulungiswa Bebugebengu;
 - I-cluster Yetemnotfo, Teluhlanyelotimali Netekucashwa;
 - I-cluster Yetekuguculwa Kwetehlalo;
 - Tekucinisekisa Nekuhlola;
- Emacembu Lacondziwe;
 - Lihhovisi Letesimo Sabomake;
 - Lihhovisi Letesimo Salabanekhubateka;
 - Lihhovisi Lelibukene Nemaalungelo Emntfwana;
 - Lihhovisi Lemalungelo Ebantfu Labagugile;
 - Liphiko Lwetekutfukisa Kwelusha.

ii. Kukhishwa kwelwati [Sigaba 14(1)(e)]

Buka lwati lolunikwe ngaphansi kesigaba 15(1)

iii. Tinchubo tekucela [Sigaba 14(1) (f)]

Umfakisicelo kumele avunyelwe kutfolo lirekhodi lesikhungo sahumande nangabe ahambisana nalokulandzelako:

- Umfakisicelo uhambisana nato tonkhe tidzingo tenchubo taloMtsetfo letiphatselelne nesicelo sekutfo la lelo rekhodi; ne
- Kutfo la lelo rekhodi akucitfwa nganobe ngusiphi sizatfu sekucitfwa lekukhulunywe ngaso kuloMtsetfo.

Luhlobo lwesicelo

- Umfakisicelo kumele asebtise lifomu lelitfolakala kuGazethi Yahulumende [Government. Notice R187- 15 February 2002] (Form A).
- Umfakisicelo kumele nangabe sicelo singesekhophi yelikrekhodi nobe umfakisicelo ufuna kungena abuke lirekhodi emahhosisini esikhungo sahumande. Nakungenjalo, nangabe lirekhodi lingesiwo umbhalo lingabukwa ngeluhlobo loluceliwe nakwenteka [s 29(2)].
- Uma umfakisicelo acela kutfo lwati ngendlela letsite kumele anikwe lolo lwati ngendlela lafuna ngayo. Loku kungaphandle nangabe kwenta njalo kungaphatamisa kuchutjwa kwemsebenti kuleso sikhungo sahumande, nobe kone lelirekhodi, nobe kwephule emalungelo ebunikati belwati langesiwo embuso. Nangabe, ngenca yetizatfu letiphatsekako, lwati olugciniwe lungeke lunikwe ngeluhlobo oludzingeka ngalo kodvwa lutfolakala ngalolunye luhlobo, loko kusho kutsi imali lebhadalwako kumele ibalwe ngekubuka indlela umfakisicelo acele ngalo lwati ekucaleni [s 29(3) na (4)].
- Nangabe ngetulu kwemphendvulo lebhaliwe yesicelo selirekhodi, umfakisicelo afuna kwatiswa ngesincumo nganobe nguyiphi lenye indlela, sib. ngelucingo, loku akakuvete [s 18(2)(e)].
- Nangabe umfakisicelo acela lwati esikhundleni salomunye umuntfu, kumele avete ukutsi nguliphi ligunyal analo lokucela lwati.
- Nangabe umfakisicelo angakwati kufundza nobe kubhala, nobe anekukhubateka, sicelo singanikwa ngemlomo. Uma kunjalo, sikhulu lesiphetse lwati kumele singwalisele lifomu lowo mfakisicelo bese simnika ikhophi [s 18(3)].

Timbili tinhlobo temali lebhadalwako ngekwaloMtsetfo, lokuyimali yesicelo neyekutfo lwati [Sigaba 22].

Umfakisicelo lofuna kutfo lirekhodi lelinelwati lolucondzene naye akudzingeki abhadale imali yesicelo. Wonkhe lomunye umfakisicelo longaceli lwati lolucondzene naye kumele abhadale imali yesicelo.

- Umphatsi welwati kufanele atise umfakisicelo (ngaphandle kwalocela lirekhodi lelwati lolucondzene naye) ngesatso lesifuna umfakisicelo abhadale imali lemisiwe ngembikwekuchubeka nekucubungula lesicelo.
- Imali yesicelo lebhadalwa etikhungweni tahulumende ngu-R35. Umfakisicelo angafaka sikhalo sangekhatsi, nakufanele, nobe sicelo enkantolo lesiphikisana nekubhadala imali yesicelo.

- Nangabe umphatsi welwati asasentile sincumo ngesicelo, umfakisicelo kumele atiswe ngalesincumo ngendlela lafuna kwatiswa ngayo.
- Nangabe sicelo semukelwe lenye imali yekutfole lwati kumele ibhadalelwe kulungiselela kufunwa, kukhicitwa nesikhatsi lesengetiwe sekusebenta lesisetjentiwe kufuna nekulungisa lirekhodi.

E. Imisebenti leyentelwa ummango [Sigaba 14(1) (f)]

i. Imisebenti letfolakalako

**KUGUCULWA KWEMSEBENTI WAHULUMENDE NEKWENTIWA NCONO
KWEKWETFULWA KWEMISEBENTI**

- Kwakhiwa kwelisu lekugucula tekuchumana kucinisekisa kuchumana lokunemphumelelo etindzabeni tengucuko kulesifundza.
- Kucinisekisa nekuhlola kulandzela kewamatiko tidzingo tesifundza njengobe tikhonjwe ngumkhandlusigungu.
- Kuchuba imikhankhaso yekwatisa kucinisekisa ingucuko nekuvisisa tidzingo tayo.

EMACEMBU LACONDZIWE- LIHHOVISI LETESIMO SALABANEKUKHUBATEKA

- Kwelekelela kwakha Luhlelo Lwesifundza Lwetekukhubateka loluhlanganisiwe nalolungakhetsi lolucondze kwenta ncono kwetfulwa kwemsebenti ebantfwini labanekukhubateka.
- Kuchuba nekuhlanganisa tinhlelo tekucecesha nemitamo yekutfufukisa lwati yetinhlango tebantfu labanekukhubateka nebantfu labanekukhubateka naHulumende Wesifundza.
- Kuhlangoanisa nekwakha indzawo yekucobelelana ngelwati nematiko esifundza, Emahhovisi Labukene Nesimo Salabaphila Nekukhubateka.
- Kuhlangoanisa nekwenta imisebenti yekwatisa ummango, yelwati nekufundzisa letitawukhuphula simo semakhono ebantfu labaphila nekukhubateka naletinye tinhlaka.
- Kwenta ematfuba lalingananako ebantfu labanekukhubateka ngekwenta imiklamo yekukhutsata kwenta kahle.

EMACEMBU LACONDZIWE -LIHHOVISI LETESIMO SABOMAKE

- Kwakha inchubomgomo yetebulili yesifundza;
- Kucinisekisa nekuhlola kusetjentiswa kwenchubomgomo yetebulili ematikweni esifundza;

- Kuhlangukisa ikhalenda yemisebenti lephatselele netekulinganiswa kwebulili;
- Kuhlangukisa kutfutukiswa kwekufundziswa Ngekwakhiwa Kwemisebenti yabomake;
- Kukhutsata kuhlangukiswa kema-workshop ekutfutukisa lwati;
- Kuhlangukisa nekukhutsata Imiklamo Yekutisita;
- Kusungula imiklamo yekutfutukisa bomake basemakhaya nasemadolobheni.

MABHALANE WEMKHANDLUSIGUNGU

- Kwenta umsebenti wekuba ngumabhalane Wemkhandlusigungu, Emakomidi, Imihlangano Yemacluster, Emakomidi Esikhashana, Tinhlelo Tekufinyelela Ebantfweni Temkhandlusigungu Nemakomidi Ema-Cluster.
- Kwenta nekucinisekisa kuphepha nekubhalwa kwelwati Lwemkhandlusigungu.
- Kwenta imisebenti yekwesekala Umcondzisi Jikelele njengaMabhalane Wemkhandlusigungu.

ii. Indela yekufinyelela kulemisebenti

Kufinyelela emisebentini yeLihhovisi Landvunankhulu, ticelo kufanele ticondziswe kuMcondzisi Jikelele weLihhovisi Landvunankhulu.

Umphatsilwati:

Dkt. Nonhlanhla Mkhize Umcondzisi Jikelele- Lihhovisi Landvunankhulu

Imininingwane:

Likheli: No. 7
Government Boulevard
Riverside Park
Extension 2
Nelspruit
1200

Likheli leliposi: Private Bag X11291
Nelspruit
1200

Lucingo: +27 13 766 2168

Ifeksi: +27 13 766 2500

I-website: <http://mpumalanga.mpu.gov.za>

F. Luhlelo lwekuvumela kuhlangukisa kwemango ekwakhiweni kwenchubongomo kanye nekusebentisa emandla. [Sigaba 14(1) (g)]

Ehhovisi Landvunankhulu tinhlelo tekuhlangukisa kwemphakatsi tifaka –

Mabhalane Wemkhandlusigungu- Tinhlelo Temkhandlusigungu Tekufinyelela ebantfwini nemaforamu aNdvunankhulu ekuhlanganisa lafaka kukhulumisana nemimango nabosomabhisinisi bendzawo etigodzini letehlukene taleSifundza.

Lihhovisi Letesimo Salabanekhubateka- Lencenye inebuhlobo nebantfu labaphila nekukhubateka lobuholela emicimbini lefana ne-Mpumalanga Premier's Disability Achievers Awards.

Lihhovisi Letesimo Sabomake- Kuchumana netinhlaka tekufukula bomake bendzawo kute kutfutukiswe bomake kutemnotfo kulesifundza. Ngetulu kwaloku lencenye ibamba ema-symposium ngetindzaba letitsintsa bomake kusuka etindzabeni letifana nekutfolela umhlaba kwabomake basemakhaya, kutfutukisa lwati nekuceceshwa, naletinye tinhlelo letitsintsana ngco nekutfutukiswa kwabomake kulesifundza.

Telucwaningo – Kutsintsana nemimango ngembi nangemuva Kwetinhlelo Tekufinyelela Ebantfwini kute kutfolwe tidzingo temmango.

Tekuchumana – Lencenye isita iphindze ihlanganise kwetfulwa kwetinhlobo temisebenti yetekuchumana leletsa kutfolwa kwelwati ngahulumende. Lencenye ibuye ichumane nebetindzaba/tekusakata ngetindzaba letitsintsa leSifundza.

Mabhalane Wangasese- Lencenye ihlanganisa Idayari Yandvunankhulu kucinisekisa kutsi labatsintsekako labehlukene njengeticukutwane temave ngemave, tindvuna tembuso, baholi bahulumende wasekhaya, bosomabhisinisi, tinhlango tetisebenti, lusha, bomake nebaholi bendzabuko kanye naletinye tinhlango letehlukene, tinikea litfuba lekuhlangana bakhulume tindzaba letibalulekile naNdvunankhulu.

Beluleki Betemtsetfo Bahulumende – Yonkhe Imitsetfosivinywa Neticondziso tishicilelwa kugazethi yesifundza kute sive siphawule ngembikwekwetfulwa kwayo kuSishasayamtsetfo Sesifundza.

Emaworkshop- Sive singabakhona futsi sente tincomo kuma-workshop nema-seminar, ikakhulu lacondzene nalabasha, labanekukhubateka nabomake.

Tetfulo Nemibiko- Inkhulumo Ngesimo Sesifundza, Umcombelelo Welihhovisi Landvunankhulu, Inkhulumo Yenchubomgomo, Imibiko Yelihhovisi Yenyanga Neyekota kanye Nembiko Wemnyaka Welihhovisi Landvunankhulu uvulelekile esiveni nakubetindzaba.

Inchubomgomo – Lencenye ihlanganyela nesive nayakha tinchubomgomo. (sib. Vision 2030).

G **Ticatululo letikhona nangabe imibandzela yeMtsetfo ingakalandzelwa [Sigaba 14(1) (h)]**

Kucitfwa Kwesicelo

Tizatfu letenta Lihhovisi Landvunankhulu licitse sicelo sekutfolela lwati tihambisana ne-

- Kuvikela lokugunyatiwe kwebumfihlo belwati lolugcinwe Lihhovisi Landvunakhulu, lokufaka kukhishwa kwalolo lwati;
- Kuvikela lokugunyatiwe kwelwati loluphatselene nekuhweba lweLihhovisi Landvunankhulu, nangabe lirekhodi licuketse-
 1. Timfihlo tekuhweba teLihhovisi Landvunankhulu;
 2. Lwati lwetetimali, lwetekuhweba, nelwesayensi, kukhishwa kwalo lokungenteka kudale umonakalo kutetimali nobe kutekuhweba Ehhovisi Landvunankhulu; ne
 3. Lwati lolukhishwe Lihhovisi Landvunankhulu njengemfihlo lengeke idalulwe kuleso sikhungo , nangabe kulikhipha kungafaka Lihhovisi Landvunankhulu esimeni lesibi ekuocisaneni nobe ekuncintisaneni kutekuhweba;
- Kuvikela lokugunyatiwe kwelwati loluyimfihlo kweLihhovisi Landvunankhulu;
- Kuvikela lokugunyatiwe kwekuphepha kwebantfu nekuvikelwa kwemphahla;
- 1. Imisebenti yetekuhweba yesikhungo, lengafaka-
 1. Timfihlo tekuhweba teLihhovisi Landvunankhulu;
 2. Lwati lwetetimali, lwetekuhweba, nelwesayensi, kukhishwa kwalo lokungenteka kudale umonakalo kutetimali nobe kutekuhweba Ehhovisi Landvunankhulu;
 3. Lwati kukhishwa kwalo lokungafaka Lihhovisi Landvunankhulu esimeni lesibi ekuocisaneni nobe ekuncintisaneni kutekuhweba;
 4. Luhlelo lwangcondvomshini WeLihhovisi Landvunankhulu loluvikelwe ngemalungelo ebunikati belwati;
- Lwati ngelucwaningo lweLihhovisi Landvunankhulu, lokungatsi uma lukhishwa luvete bungibo beLihhovisi Landvunankhulu, umcwaningi nobe imininingwane yelucwaningo luphindze lubeke lucwaningo esimeni lesibi.

Ticelo telwati letingenasisindvo nobe letikhatsatako nobe letifaka kuphambukiswa kwetinsita lokungenangcondvo titakucitfwa.

Kufaka sikhalo

Umfakisicelo angafaka sikhalo sangekhatsi, lesiphikisa sincumo semphatsilwati weLihhovisi Landvunankhulu-

- sekucitfa sicelo sekutfolwa lwati ;nobe
- lesitsetfwe ngekwesigaba 22, 26(1) or 29(3) salomtsetfo.

ngekwemfakisicelo loneligunya lelifanele.

Umuntfu angafaka sikhalo sangekhatsi esikhundleni salomunye umuntfu, aphikise sincumo semphatsilwati weLihhovisi Landvunankhulu sekuvumela sicelo sekutfolwa lwati.

Indlela yekufaka sikhalo nemali yekufaka sikhalo

- Sikhalo-

kumele sifakwe ngelifomu lelimisiwe-

1. Kungakapheli emalanga la-60;
 2. Nakudzingeka satiso kulomele umfakisikhalo, kungakapheli emalanga la-30 satiso sinikwe umfakisikhalo wesincumo lesiphikiswako nobe, nangabe akudzingeki satiso lesiya kumfakisikhalo, emvakwekutsatfwa kwesincumo;
 3. Asiletfwe nobe sitfunyelwe kumphatsilwati weLihhovisi Landvunankhulu ekhelini lakhe, kunombolo yefeksi nobe nge-emeyili;
 4. Asivete sihloko sesikhalo sibeke netizatfu tesikhalo singaphindze sifake nalolunye lwati loluhambisana naso lolwatiwa ngumfakisikhalo;
 5. Nangabe ngetulu kwemphendvulo lebhaliwe, Umfakisicelo afuna kwatiswa ngesincumo sesikhalo nganobe nguyiphi lenye indlela, akuvete leyo ndlela anike neminingwane lefanele latakwatiswa kuyo;
 6. Nakunesidzingo asihambisane nemali lebekiwe yesikhalo; iphindze
 7. Ayivete likheli leliposi nobe inombolo yefeksi;
- Nangabe sikhalo sifakwe emvakesikhatsi lesibaliwe, sikhulu lesifanele kumele, emvakwesizatfu lesivakalako, sivumele kufakwa kwesikhalo ngemuva kwesikhatsi.
 - Nangabe lesikhulu singakuvumeli kufakwa kwesikhalo ngemuva kwesikhatsi akakhiphe satiso saleso sincumo kulowo lofake sikhalo.
 - Umfakisicelo lofaka sikhalo lesiphikisa kucitfwa kwesicelo sakhe sekutfole lwati kufanele abhadele imali lemisiwe yekufaka sikhalo, nayibekiwe
 - Nangabe imali yesikhalo idzingeka ngesikhalo, sincumo ngaleso sikhalo singahlehliswa kute kubhadalwe lemali.
 - Ngekushesha , kungakengci emalanga ekusebenta la-10 emva kwekwemukelwa kwesicelo, umphatsilwati weLihhovisi Landvunankhulu kumele aletse esikhulwini lesifanele –
 1. Sikhalo kanye netizatfu takhe tesincumo; ne-
 2. Nangabe sikhalo siphikisa kucitfwa nobe kunikwa kwesicelo sekutfole lwati, ligama, likheli, lucingo nenombolo yefeksi nelikheli le-imeyili kwemuntfu lomele umfakisicelo lekumele atiswe ngesicelo.

H. Leminye iminingwane njengobe imisiwe ngekwalomtsetfo [Sigaba 14(1) (i)]

Kwanyalo kute iminingwane letfolakala eNdvuneni Yetebulungiswa Nekutfutukiswa Kwemtsetfosisekelo.

I. Kubuyeketwa kwencwadzi yekuchaza [Sigaba 14(2)]

Lihhovisi Landvunankhulu letsembisa kubuyeketa nekushicilela incwadzi yekuchaza lebalwe ku Sigaba 14(1), ngetikhatsi letingekho ngetulu kwemnyaka.

J. Kutfolakala kwencwadzi yekuchaza [Sigaba 14(3)]

Sigaba 14(1) saloMtsetfo nasifundwa neSicondziso No. R. 187 of 15 February 2002, umisa ku Sigaba 4(1) kutsi incwadzi yekuchaza yesikhungo sahumende ayitfolakale ngaletindlela:

Ikhophi itawukwentiwa itfolakale kuKhomishana Yemalungelo Eluntfu LaseNingizimu Afrika.

Lencwadzi yekuchaza itawushicilelwa kuGazethi Yesifundza, lokuyintfo letawucedzelwa yi-Government Printer.

Kwengeta kuloku i-ncwadzi yekuchaza yeLihhovisi Landvunankhulu itawutfolakala Ku-website Yahulumende Wesifundza ku www.gov.za

1. Imali lemiselwe tikhungo taHulumende

INCENYE II YESATISO 187 KUGAZETHI YAHULUMENDE MHLATI-15 INDLOVANA 2002

- 1 Imali lebhadalwako yekhophi yalencwadzi yekuchaza njengoba kushiwo kusicondziso 5(c) ngu-R0,60 kuleyo naleyo khophi yelikhasi le-A4 nobe incenye yalo.
- 2 Imali lebhadalwako yekukhucita lokushiwo kusicondziso 7(1) ingalokulandzelako:

R

- | | | |
|-----|--|-------|
| (a) | Leyo naleyo khophi yelikhasi le-A4 nobe incenye yalo | 0,60 |
| (b) | Leyo naleyo khophi yelikhasi le-A4 nobe incenye yalo lebekwe kungcondvomshini nobe ngendlela yemishini nobe ngendlela lefundzeka ngemshini | 0,40 |
| (c) | Ikhophi lefundzeka ngangcondvomshini ku - | |
| | (i) stiffy disc | 5,00 |
| | (ii) compact disc | 40,00 |
| (d) | (i) Umculu lokhishiwe wetitfombe letibonwako, ekhasini le-A4 nobe incenye yalo | 22,00 |
| | (ii) Ikhophi yetitfombe letibonwako | 60,00 |
| (e) | (i) Umculu lokhishiwe welirekhodi lekulalelwa, elikhasini le-A4 nobe incenye yalo | 12,00 |
| | (ii) Ikhophi yelirekhodi lekulalelwa | 17,00 |

- 3 Imali yesicelo lebhadalwa nguloyo naloyo mfakisicelo, ngaphandle kwalocela lirekhodi lelwati lolucondzene naye , lobalwe kusicondziso 7(2) ngu- R35, 00.

4. Imali yekutfole lwati lokumele ibhadalwe ngumfakisicelo lokukhulunywa ngayo kusicondziso 7(3) ime ngaloluhlobo:

- | | | | |
|-----|-----|--|-------|
| (1) | (a) | Leyo naleyo khophi yelikhasi le-A4 nobe incenye yaloko | 0,60 |
| | (b) | Leyo naleyo khophi yelikhasi le-A4 nobe incenye yaloko lebekwe kungcondvomshini nobe ngendlela yemishini nobe ngendlela lefundzekaka ngemshini | 0,40 |
| | (c) | Ikhophi lefundzeka ngangcondvomshini ku - | |
| | | (i) stiffy disc | 5,00 |
| | | (ii) compact disc | 40,00 |
| | (d) | (i) umbhalo wemifanekiso lebonwako ngelikhasi le-A4 nobe incenye yalo | 22,00 |

	(ii)	Ikhophi yemifanekiso letibonwako	60,00
(e)	(i)	umbhalo wemsindo locoshiwe, ngelikhasi le-A4 nobe incenye yalo	12,00
	(ii)	Ikhophi yemsindvo locoshiwe	17,00
(f)		Kufuna nekulungisa lelirekhodi kute livetwe , R15,00 kulelo nalelo awa nobe incenye yalo, lingakabalwa li-awa lekucala, lokusikhatsi lesetayelekile lesidzingeke uma kufunwa kuphindze kulungiswa lirekhodi.	

(2) Ngetinjongo tesigaba 22(2) salomtsetfo, lolokulandzelako kuyasebenta:

- (a) Ema-awa langu-6 njengema-awa lekumele engciwe ngembikwekutsi kukhokwe sibambiso; futsi
- (b) Umfakisicelo kumele abhadale kunye kulokutsatfu kulemali yekutfo la wati njengesibambiso.

(3) Tindleko tekuposa tibhadalwa nangabe lirekhodi kufanele liposelwe umfakisicelo.

Emafomu lemisiwe ekucela lirekhodi lekhungo sahumende

LIFOMU A

SICELO SE KUTFOLA LIREKHODI LESIKHUNGO SAHULUMENDE

(Sigaba 18(1) se- Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Sicondziso 2]

LENCENYE IGCWALISA LITIKO

Inombolo ye-referensi:

Sicelo semukelwe ngu(shano sikhundla, ligama nesibongo semphatsilwati/lisekela lemphatsilwati) mhlaka-(lusuku) e-(indzawo)

Imali yesicelo (nayikhona): R

Sibambiso (nasikhona): R

Imali **yekutfo**lwati: R

I-SIGNATURE YEMPHATSILWATI/LISEKELA LEMPHATSILWATI

A. Imininingwane yesikhungo sahumende:

Umpahatsilwati/Lisekela Lemphatsilwati

B. Imininingwane yemuntfu locela kutfo lwirekhodi

(a) *Imininingwane yemuntfu locela kutfo lwirekhodi ayibhalwe ngentasi.*

(b) Nika likheli ne/nobe inombolo yefeksi yaseNingizimu Afrika lapho lwati kumele lutfunyelwe khona

(c) Akufakwe bufakazi beligunya lekufaka sicelo, uma kunesidzingo.

Emagama laphelile nesibongo: Inombolo yamatisi: Likheli leliposi:

Inombolo yefeksi: Inombolo yelucingo: likheli le-imeyili.

Ligunya lekwenza isicelo, nangabe sentiwa esikhundleni salomunye umuntfu:

C. Imininingwane yemuntfu lokwenziwa sicelo esikhundleni sakhe

Lencenye kumele igcwaliswe kuphela nangabe sicelo sentiwa esikhundleni salomunye umuntfu

Emagama laphelile nesibongo:

Inombolo yamatisi:

D. Imininingwane yelirekhodi

(a) Nika imininingwane lephelele yelirekhodi lelifelwako, lokufaka emkhatsini inombolo ye-reference nangabe uyayati, kwentela kutsi lirekhodi litfolakale.

(b) Nangabe sikhala lesinikiwe sisincane chubekela ephepheni leliseceleni bese ulihlanganisa nalelifomu. Umfakisicelo asayine onkhe emaphepha langetiwe.

1. Kuchazwa kwelirekhodi nobe incenye ledzingekako yelirekhodi:
2. Inombolo yereferensi, nayikhona:
3. Leminye imininingwane leyengetiwe ye-lirekhodi:

E. Imali lebhadalwako

(a) Sicelo sekutfolo li-recodi, ngaphandle kwelirekhodi lelifelwati loluphatselene nawe, sitawucutjungulwa kuphela emva kwekubhadalwa **kwemali yesicelo**.

(b) Utakwatiswa ngemali lekufanele uyibhadale **njengemali yesicelo**.

(c) Imali lebhadalelwa kutfolo li-rekhodi iya ngendlela lwati loludzingeka ngayo kanye nesikhatsi lesidingekayo sekufuna kanye nokulungisa lirekhodi.

(d) Nangabe unelilungelo lekungayibhadali imali ledzingekako, sicela unike sizatfu salelo lungelo.

Sizatfu selilungelo lekungayibhadali imali:

F. Lifomu lekutfolo lirekhodi

Nangabe uvinjelwa kukhubateka lokutsi ungakhononi kufundza, kubona nekulalela lirekhodi ngendlela lelitfolakala ngayo kuletindlela letibhalwe ngetansi kusuka kunombolo-1 kuya kunombolo 4, chaza kukhubateka kwakho usho nekutsi lirekhodi ulifuna ngayiphi indlela.

Kukhubateka:

Indlela lirekhodi lelidzengeka ngayo:

Faka "X" ebhokisini lelifanele.

EMANOTHI:

(a) Kufezekiswa kwesicelo sakho sokutfolo lirekhodi ngendlela loyibhale esicelweni sakho kutawuya ngekutsi luyatholakala yini ngaleyo ndlela oyicelile.

(b) Kutfolo lirekhodi ngendlela leceliwe kungalelwa kuletinye timo. Esimeni lesinjalo utakwatiswa nangabe lirekhodi litawutfolakala ngaleny indlela.

(c) Imali lebhadalelwa kutfolo lirekhodi kumele ibhadalwe, itawuya ngendlela lokutfolakala ngayo lirekhodi.

1. Nangabe lirekhodi libhaliwe				
	ikhophi yelirekhodi*		kuhlola lirekhodi*	
2. Nangabe lirekhodi linemifanekiso lebonwako (loku kufaka titfombe, ema-slides, imifanekiso letfwetjuliwe ye-video, imifanekiso leyakhiwe ngekhompiyutha, imidvwebo)				
	kubuka imifanekiso*	ikhophi yemifanekiso*	imibhalo lechaza imifanekiso*	
3 Nangabe lirekhodi linemagama nobe lwati lolutfwetjuliwe lolungakhiciteka lube ngumsindvo				
	kulalela umsindvo lotfwetjuliwe(likhasethi lelilalelwako)		Umbhalo lochaza umsindvo lotsetjuliwe (i-document lebhaliwe).	
4 Nangabe lirekhodi ligcinwe kukhompiyutha nobe lugcinwe ngeluhlobo lwe- elektronikhi nobe ngeluhlobo loludzinga kufundvwa ngemshini -				
	ikhophi yelirekhodi lebhaliwe*	ikhophi lebhaliwe yelwati lolutsetfwe ku-rekhodi*	ikhophi yeluhlobo lolufundzeka kukhompiyutha*	
Nangabe ucele ikhophi nobe umbhalo welirekhodi (lelingenhla), ufisa kuposelwa lekhophi nobe lombhalo? Utawubhadala imali yekuposa.			YEBO	CHA
<i>Caphela kutsi nangabe lirekhodi lingatfolakali ngelulwimi lolufunako, ungalitfolala ngelulwimi lolutfolakala ngalo.</i>				
Ufisa kulitfolala ngaluphi lulwimi lelirekhodi?				

G. Notice of decision regarding request for access

Utakwatiswa ngekubhalelwa incwadzi kutsi sicelo sakho siphumelele/asikaphumeleli. Nawufisa kwatiswa ngalenywe indlela, sicela usho lendlela bese unika imininingane ledzingekako kute sifeze sicelo sakho

Ngabe ufisa kwatiswa ngayiphi indlela ngesincumo lesiphatselene nesicelo sakho sekutfole lirekhodi?

Kusayinwe mhlaka

I-SIGNATURE YEMFAKISICELO/UMUNTFU LEKUFakwa SICELO ESIXHUNDLENI SAKHE

SLA8271M