



planning, monitoring
& evaluation

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

UMNYANGO WOKUHLELA, UKUQAPHA NOKUHLOLA

IBHUKWANA LOKUQHUTSHEKISELWA PHAMBILI UKUFINYELELEKA KOLWAZI (I-PAIA)

Ilungiswe ngokweSahluko se-14 soMthetho Wokuqhubekisela Phambili Ukufinyeleleka Kolwazi (i-PAIA)
(uMthetho wesi-2 we-2000)

Zulu

Ukushicilelwa Okubukezwe ngonyaka we-2017

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A. ISENDLALELO

Umnnyango Wokuhlela, Ukuqapha Nokuhlola eHhovisi LikaMongameli (i-DPME), ngokulandela **uMthetho Wokufinyeleleka Kolwazi (i-PAIA) wonyaka we-2000 (uMthetho wesi-2 wonyaka we-2000)**, ulungise ibhukwana ukuze ukhuthaze ukufinyeleleka komphakathi olwazini olugcinwe yi-DPME. Le manuwali ichaza izinkambiso okufanele zilandelwe ekufinyeleleni olwazini olugcinwe yi-DPME njengoba ifuna ukuqhubekisela phambili ubusobala, ukuziphendulela nokusebenza ngempumelelo kukahulumeni.

Lo Mthetho wenza ukuba kusebenze elinye lamalungelo esintu elitholakala kuSigaba sama-32 soMthethosisekelo, ilungelo lokufinyeleleka kolwazi. Uhlinzeka ngokuthi wonke umuntu unelungelo lokufinyelela kunoma yiluphi ulwazi olugcinwe umbuso kanye nanoma yiluphi ulwazi olugcinwe ngomunye umuntu oludingekayo ukuze kuvikelwe nanoma yiliphi ilungelo.



Nks. Mpumi Mpofo

Mqondisi Jikelele (uMgciniwazi we-PAIA)

Umnnyango Wokuhlela, Ukuqapha Nokuhlola

USUKU: 19/12/201

AMA-AKHRONIMU

I-APP	:	UHlelo Lokusebenza Lonyaka
I-CBM	:	Ukuqapha Okusekelwe Kuzakhamuzi
I-CD	:	UMqondisi Omkhulu
U-CIO	:	UMgcinilwazi Omkhulu
U-DDG	:	USekela Mqondisi-Jikelele
U-DG	:	UMqondisi-Jikelele
U-DIO	:	USekela-Mgcinilwazi
I-DPME	:	Umnnyango Wokuhlela, Ukuqapha Nokuhlola
I-FOSAD	:	IsiGungu saseNingizimu Afrika saBaqondisi-Jikelele
I-FSD	:	Usizo Olwethulelwa Izakhumuzi Ngqo
I-LGMIM	:	IModeli Yokuthuthukisa Ukuphathwa Kohulumeni Wasekhaya
I-MTEF	:	Uhlaka Lwezindleko Zesikhathi Esimaphakathi
I-MPAT	:	Ukuhlolwa Kokusebenza Kwabaphathi
UMthetho we-NASA	:	UMthetho Kazwelonke Wezingodla Magugu Namarekhodi aseNingizimu Afrika
I-OCIO	:	IHhovisi loMgcinilwazi Omkhulu
I-OTP	:	IHhovisi likaNdunankulu
I-PAIA	:	Umthetho Wokufinyeleleka Kolwazi ka-2000 (uMthetho wesi-2 we-2000)
I-SAHRC	:	IKhomishane yaseNingizimu Afrika Yamalungelo EsiNtu
I-SARS	:	IHhovisi Lezentela laseNingizimu Afrika

IZINCAZELO

Nombolo	Izindima Nemibandela	Izincazelo/Ukuchazwa
1	UMgcinilwazi	<p>Esimweni se-DPME, nguMqondisi Jikelele.</p> <p>UMgcinilwazi we-DPME angadlulisela amandla noma imisebenzi anikwe yona yilo Mthetho kuSekela-Mgcinilwazi walo mnyango.</p> <p>Nanoma yikuphi ukuthuma:</p> <ul style="list-style-type: none"> ▪ kufanele kube okubhalwe phansi; ▪ akuvimbeli umuntu othume omunye ukuba asebenzise amandla athintekayo noma enze umsebenzi othintekayo yena qobo lwakhe; futhi ▪ nganoma yingasiphi isikhathi kungahoxiswa noma kuchitshiyelwe ngokubhala phansi yilowo muntu.
2	USekela-Mgcinilwazi	UMgcinilwazi ukhetha uSekela Mgcinilwazi ukuba anze ukuba amarekhodi e-DPME afinyelelele kubafakizicelo.
3	Umfakisicelo	Yinoma yimuphi umuntu ocela ulwazi noma ukufinyelela kwirekhodi le-DPME.
4	Umfakisicelo ozicelelela yena uqobo	Yinoma yimuphi umuntu ofuna ukufinyelela kwirekhodi eliqukethe ulwazi ngaye qobo.
5	Ulwazi Lomuntu Ngqo	<p>Ulwazi olumayelana nomuntu ophawulekayo, kubandakanya kodwa kungapheleli:</p> <ul style="list-style-type: none"> ▪ Ulwazi ngomlando womuntu olumayelana nebala, ubulili ngokomphakathi, ubulili, isimo ngokomshado, ubuzwe, ubuhlanga, noma ngokwenhlalo, ubudala ngokwebala, ukuba nokukhubazeka, inkolo, isazelo, inkolelo, isiko, ulimi kanye nokuzalwa komuntu ngamunye; ▪ Ulwazi olumayelana nezemfundo, ezempilo, ubugebengu, umlando wokusebenza noma amathransekhshini ezimali umuntu abandanyeka kuwo. ▪ Imininingwane yokuxhumana, izithupha noma uhlobo lwegazi lomuntu; ▪ Imibono yomuntu, okuthandwa ngumuntu ngaphandle kwalapho uma kumayelana nomunye umuntu; ▪ Ukuxhumana okuthunyelwe ngumuntu okungokwangasese noma okunguhlobo lwemfihlo, noma okunye ukuxhumana okungaveza okuqukethwe ukuxhumana okuyikhona khona; ▪ Imibono ngomunye yomunye umuntu ngomuntu komunye; ▪ Imibono yomunye umuntu mayelana nokuhlongozwa kwesibonelelo, umklomelo noma isipho esenikwa umuntu, kodwa kushiywa ngaphandle igama lomunye umuntu lapho livela nemibono yomunye umuntu; ▪ Ukuxhumana okuthunyelwe umuntu okucacile noma okungacacile kohlobo lobungasese noma lobumfihlo; ▪ Igama lomuntu lapho livela nolunye ulwazi lomuntu olumayelana nalowo muntu; noma lapho ukudalula igama ngokwalo kuzoveza ulwazi olumayelana nomuntu, kodwa kushiywa ngaphandle ulwazi lomuntu oseneminyaka engaphezulu kwengama-20 ashona.
6	Uhlaka lukahulumeni	Umnyango wombuso/ noma ukuphathwa enkundleni kahulumeni kazwelonke noma wesifundazwe noma nanoma iyiphi kamasipala enkundleni yasekhaya kahulumeni.
7	Ingxenye Yesithathu	Umuntu noma uhlaka lomthetho ngaphandle komuntu ozicelela yena ngqo noma uhlaka lukahulumeni olugcine lelo rekhodi.
8	Irekhodi	<ul style="list-style-type: none"> ▪ Ulwazi oluqoshiwe kungayi ngohlobo noma isimo olugcinwe ngaso yi-DPME. ▪ Ubufakazi bethransekhshini, obugcinelwe ulwazi olungubufakazi elibuqukethe.
9	Usuku lokusebenza	Izinsuku ngaphandle koMgqibelo, iSonto noma iholide lomphakathi njengoba kuchaziwe kusigaba saka-1 soMthetho Wamaholide Omphakathi awonyaka ka-1994 (uMthetho 36 ka-1994)
10	Umhlahlandlela	Umbhalo noma incwadi ekhiqizwe yiKhomishane Yamalungelo EsiNtu ngezinhloso zokulekelela umuntu onesifiso sokusebenzisa nanoma yiliphi ilungelo ngokwe-PAIA.

B. UMHLAHLANDLELA NGOKUTHI KUTHOLAKALA KANJANI UKUFINYELELA OLWAZINI

1. ISINGENISO

Leli bhukwana lakhiwe ngokuhambelana noMthetho Wokuqutshekiselwa Phambili Ukufinyeleleka Kolwazi (i-PAIA) we-2000 (uMthetho wesi-2 we-2000).

2. INHLOSO YALO MTHETHO

- Ngukwenza ukuba kusebenze ilungelo loMthethosisekelo lokufinyeleleka kolwazi olugcinwe uMbuso kanye nolwazi olugcinwe ngomunye umuntu futhi oludingekayo ukuze kusetshenziswe noma kuvikelwe nanoma yimaphi amalungelo;
- Ukuqhubekisela phambili ubusobala, ukuziphendulela nokusebenza ngempuleleo kukahulumeni;
- Ngukubeka izinkambiso okufanele zilandelwe kanye nokulawula ukufinyeleleka kolwazi;

Wukuphela kwamarekhodi okukhulunywe ngawo emThethweni angacelwa. Isicelo nempendulo lapho kufanele ihambisane nemibandela yoMthetho.

3. INHLOSO YEBHUKWANA

Inhloso yaleli bhukwana ngukuchaza izinkambiso okufanele zilandelwe ukuze kukhuthazwe izicelo zokufinyeleleka kolwazi olugcinwe nguMnyango Wokuqapha Nokuhlola Ukusebenza (i-DPME).

Ibhukwana liphinde liphathe imininingwame yokuxhumana noMgcinilwazi kanye noSekela-Mgcinilwazi okhethiwe ababheke ukuphathwa kwazo zonke izicelo zamarekhodi agcinwe yi-DPME.

4. INKAMBISO YOKWENZA ISICELO se-14(1)(D) soMthetho

Umfakisisicelo kufanele anikezwe ukufinyelela kurekhodi lohlaka lukahulumeni uma umfakisisicelo elandela zonke izidingo zenkambiso eziseMthethweni ezimayelana nesicelo sokufinyelela kulelo rekhodi.

4.1 Uhlobo Lwesicelo

(i) Izicelo Zocingo

Izicelo zocingo ezingahlelekile zivunyelwe yi-DPME. Izicelo ezenziwe kuMgcinilwazi noma kuSekela-Mgcinilwazi enombolweni yocingo enikezwe lapho kuleli bhukwana zizothola ukunakwa, ngaphandle uma uMgcinilwazi noma uSekela-Mgcinilwazi ekhomba imibandela yoMthetho okufanele ilandelwe.

(ii) Amarekhodi atholakala ngokuzenzakalelayo

Ulwazi olutholakala ngokuzenzakalelayo olubhekwa ngaphandle kokuba kugcwaliswe ifomu elimisiwe (bheka isigaba esingezansi) futhi nasekukhokhweni kwemali yesicelo eyotholakala emahhovisi e-DPME noma ngendlela eceliwe. Indlela yokufinyelela izobandakanya:

- Ukubuka ngokukopishwa kwezinto uma kudingeka futhi ngokukhokhwa kwemali emisiwe yamakhopi.
- Ukufinyelela kuzinto ezibukwayo, ezibukwa zilalelwe ezibhaliwe, ezidajjiwe noma ezikotshiwe, noma kokubili.

(iii) Uhlobo lwesicelo

Isicelo sokufinyelela kufanele senziwe efomini elimisiwe kumgcinilwazi wohlaka lukahulumeni ngemuva kuphela kokuba kukhokhiwe izimali ezimisiwe ezikhokhwayo.

Umfakisiselo kufanele agcwalise ifomu elifana nalelo eliphrintwe kuGazethi Kahulumeni (iSaziso Sikahulumeni esingu-R187 somhlaka -15 Febhuwari 2002). Leli fomu lifakiwe kuleli bhukwana njengoFomu A (iSongezo soku-1).

Umfakisiselo kufanele asho uma isicelo sekhopi yerekhodi noma uma umfakisiselo efuna ukuzifikela mathupha futhi azihlolele yena irekhodi emahhovisi e-DPME.

I-DPME izozama ukunikeza ukufinyeleleka kwifomu ngendlela eceliwe. Lokhu kungaphandle uma ukwenze njalo kuzothikameza ukusebenza kwe-DPME, noma kone irekhodi, noma kuhlukumeze ilungelo lokushicilelwe okungekhona okoMbuso. Isicelo sizosetshenzwa kuye ngezizathu zokushiya ngaphandle ezikuSahluko sesi-4 se-PAIA.

Uma umfakisiselo ecela ulwazi elucelela omunye umuntu, isikhundla sokuthi isicelo usenza engubani kufanele asisho. Ukunqanda ukuhlukunyezwa koMthetho, i-DPME igodla ilungelo lokucela ubufakazi besiphathimandla esenza isicelo sisenzela omunye umuntu.

Uma umfakisiselo engakwazi ukufunda noma ukubhala, noma edinga ukusizwa ekugcwaliseni ifomu lesicelo, ngakho angasenza isicelo serekhodi ngomlomo. USekela-Mgcinilwazi uzosiza ekugcwalisweni kwefomu elimisiwe ligcwaliselwa omunye umuntu. Bazobe sebenikwa ikhopi yesicelo.

4.2 Ukufakwa Kwezicelo

Izicelo zamarekhodi zifanele zisiwe kuMgcinilwazi noma kuSekela-Mgcinilwazi. Imininingwane yokuxhumana nalezi zikhulu ingatholakala kuSigaba D saleli bhukwana . Ukwenzela izizathu zokuphepha, abafakizicelo abafuna ukuletha izicelo emahhovisi e-DPME e-Union Buildings bazodingeka ukuba baveze ubufakazi obuhle bokuzazisa.

5. IZIMALI EZIKHOKHWAYO EZIMISIWE

UMgcinilwazi ufanele ngesaziso acele umfakisiselo, ngaphandle komfakisiselo ozicelela ulwazi ngaye, ukuba akhokhe imali emisiwe (uma ikhona) ngaphambi kokuba kusetshenzwe isicelo.

UMthetho uhlinzekela izinhlobo ezimbili zezimali ezikhokhwayo:

- *Imali yesicelo*, okuyimali engaguquki ekhokhwayo; kanye
- *Imali yokufinyeleleka*, efaka phakathi izindleko zokucingwa kanye nokulungisa, isikhathi kanye nezindleko zokuposa.

Uhlu lwalezi zimali ezikhokhwayo lutholakala kuSengezo2.

Uma ukucingwa kwerekhodi lohlaka lukahulumeni kwenziwe, kanye nokulungiswa kwerekhodi ukuba lidalulwe, kubandakanya amalungiselelo okwenza ukuba litholakale ngohlobo oluceliwe, uMgcinilwazi uzokwazisa umfakisiselo, ngaphandle komfakisiselo ocela ulwazi olungaye ukuba akhokhe ingxenye yemali yokufinyeleleka emisiwe (engadluli okukodwa kobuthathu), okufanele ikhokhwe uma isicelo sivunyiwe. Umfakisiselo odinga ukufinyelela kwirekhodi eliphethe ulwazi ngaye akudingekile ukuba lowo mfakisiselo akhokhe imali yesicelo. Omunye nomunye umfakisiselo kufanele akhokhe imali edingekayo engama-R35 (imali ejwayelekile) noma njengoba ishiwo.

Kungakapheli amasonto amabili isicelo sitholiwe, uMgcinilwazi noma uSekela-Mgcinilwazi, ngesaziso, uzodinga ukuba umfakisicelo, ngaphandle komfakisicelo ocela ulwazi ngaye, ukuba akhokhe imali emisiwe yesicelo (uma ikhona), ngaphambi kokuqhubeka kusetshenzwe isicelo.

Ngemuva kokuba uMgcinilwazi noma uSekela-Mgcinilwazi esethathe isinqumo ngesicelo, umfakisicelo kufanele aziswe ngesinqumo esinjengalesi ngendlela umfakisicelo ayikhethile. Uma isicelo sivunyiwe, ngakho imali yokufinyeleleka ifanele ikhokhelwe ukucingwa, ukulungiswa, ukukhiqizwa kanye nanoma yisiphi isikhathi esifanele esidingekayo ukuba esengeziwe kumahora amisiwe okucinga kanye nokulungiselelwa ukudalula, kubandakanya nokwenza amalungiselelo okwenza ukuba litholakale ngesimo esiceliwe. Umfakisicelo angafaka isikhalazo sangaphakathi, lapho kufanele, noma afake isicelo enkantolo aphikise ukunikeza noma ukukhokha imali yesicelo.

Izimali ezimisiwe kufanele zikhokhwe ngokheshi e-Union Buildings, ngephositali-oda, isheke noma ngokufakwa ngqo njengoba kukumininingwane yasebhangeni enikezwe ngezansi. Lapho isicelo senziwa ngeposi, akukho mali okufanele iphelekezele isicelo. Lapho kukhona, isicelo kufanele siphelkezelwe yisheke noma iphostali-oda. Isikhathi esiyizinsuku eziyisikhombisa okufanele sinikezwe ukuvunywa kwesheke ngaphambi kokuba isicelo sisetshenzwe.

Imininingwane Yasebhangeni yesicelo:

IGAMA ELIKU-AKHAWUNTI: Department of Performance Monitoring and Evaluation (DPME)

IBHANGE: First National Bank; Corporate Core Banking

IKHODI YEGATSHA: 253-145

IGAMA LEGATSHA: Pretoria

Inombolo Ye-akhawunti: 6228 7783 429

IREFERENSI: PAIA kanye nengama lomfakisicelo.

Sicela ufeksele/u-imeyilele e-DPME ubufakazi bokuthi usukhokhile lapha: Inombolo yefeksi: 086 644 0319;

i-imeyili: paia@dpme.gov.za

Ukufinyelela kurekhodi kuzobanjwa kuze kube zonke izimali ezikhokhwayo ezikhona zikhokhiwe.

6. UKUVUNYWA/UKWENQATSHWA KWESICELO

Zonke izicelo zokufinyeleleka zizocutshungulwa, kanye nokuvunywa nokweqatshwa lapho kuzoba ngokuhambelana nemibandela equkethwe kuSigaba saka-4 soMthetho.

6.1 Ukukhalaza

Umfakisicelo angafaka isikhalazo sangaphakathi aphikise isinqumo soMgcinilwazi kusiphathimandla esifanele, sokwenqaba isicelo sokuthola ulwazi, noma esiphikisa isicelo kanye nokukhokhwa kwemali yokufinyeleleka, noma ukwelulwa kwesikhathi sokusebenza isicelo.

- Indlela yokufaka isikhalazo kanye nezimali ezikhokhwayo zesikhalazo
Isikhalazo sangaphakathi kufanele sifakwe ngefomu elimiselwe lokhu lesikhalazo – uFomu B okhishwa ngokwe-PAIA. Ikhopi yaleli fomu ifakiwe kulo mbhalo kuSongezo sesi-3. Amakhopi aleli fomu ayatholakala futhi emahhovisi e-DPME kanye nakuwebhusayithi ye-DPME ethi: www.thepresidency-dpme.gov.za

➤ AmaFomu Okukhalaza

La mafomu kufanele agcwaliswe bese elethwa e-DPME kungakapheli isikhathi esimisiwe esishiwo ngezansi:

- Isikhalazo kufanele sifakwe kungakapheli *izinsuku ezingu-60*;
- Uma isaziso esiya kwingxenywe yesithathu sidingwa yiSigaba sesi-49(1)(b), isikhalazo kufanele sifakwe kungakapheli izinsuku ezingu-30 ngemuva kokuba isaziso sinikwe loyo okhalaza ngesinqumo esikhalazelwayo.

Isikhalazo sangaphakathi kufanele ukuba sifike noma sithunyelwe kuMgcinilwazi ekhelini elinikiwe ekhasini le-12 laleli bhukwana.

Okhalazayo kufanele anike imininingwane eyanele efomini lokukhalaza emayelana nezizathu zokukhalaza kwangaphakathi. Okhalazayo kufanele asho indlela afisa ukwaziswa ngayo ngesinqumo ezimayelana nokukhalaza kwangaphakathi, futhi akhokhe izimali ezikhokhwayo zesikhalazo (uma zikhona). Ukusetshenzwa kwefomu kuthatha *izinsuku ezingama-30* [ngokuhambelana ne-PAIA].

6.2 Izimali ezikhokhwayo zokukhalaza

Okhalazayo kufanele akhokhe imali emisiwe yokukhalaza (uma ikhona). Isinqumo sesikhalazo sangaphakathi singabanjenzelwa kuze kube imali ekhokhelwa ukukhalaza ikhokhiwe.

Ngemuva kokuthola isikhalazo, uSekela-Mgcinilwazi ufanele kungakapheli *izinsuku eziyi-10 zokusebenza* alethe isikhalazo sangaphakathi kuMgcinilwazi, izizathu zakhe zesinqumo, kanye nemininingwane yengxenywe yesithathu ethintekayo, uma ikhona.

6.3 Ingxenywe yesithathu

Uma i-DPME icubungula isikhalazo sangaphakathi ekuphikisweni kwesinqumo sokufinyelela kwirekhodi kwengxenywe yesithathu emayelana nobumfihlo; ukunaka kwezomnotho kanye nobunye ubumfihlo bolwazi; kanye narekhodi loPhiko Lwezentela lwaseNingizimu Afrika (i-SARS), isiphathimandla esifanele kufanele sazise ingxenywe yesithathu ngesikhalazo kungakapheli *izinsuku ezingama-30* zokuthola isikhalazo. I-DPME izonika ingxenywe yesithathu incazelo yokuqukethwe kusikhalazo, imininingwane yokhalazayo futhi isho uma i-DPME inombono wokuthi ulwazi ludalulwe ludalulelwe umphakathi. Ingxenywe yesithathu *inezinsuku ezingama-21* okwenza isethulo esibhaliwe isho ukuthi kungani isicelo sokufinyelela kufanele singavunywa, noma inike imvume ebhalwe phansi yokuba kudalulwe irekhodi lidalulelwe isicelo.

I-DPME ingacabanga ukufaka isikhalazo sangaphakathi iphikise ukuvunywa kokufinyeleleka kolwazi. Ngakho-ke, uMmnyango kuzofanele wazise umfakisisicelo ngesikhalazo esifana nalesi kungakapheli *izinsuku ezingu-30* zokukhalaza kwangaphakathi. Ingxenywe yesithathu *inezinsuku ezingu-21* zokwenza isethulo esibhalwe phansi isho ukuthi kungani ukufinyeleleka kurekhodi kufanele kuvunywe.

6.4 Isaziso ngesinqumo

I-DPME ingaqinisekisa isinqumo okuyisona sona esikhalazelwayo esiphikisiwe, noma inike esinye esikhundleni saso. Lokhu kufanele kwenziwe kungakapheli *izinsuku ezingama-30* zokutholwa kwesikhalazo sangaphakathi, noma kungakapheli *izinsuku ezi-5* ngemuva kokutholwa kwesethulo esibhalwe phansi mayelana nesikhalazo.

6.5 Isicelo Enkantolo

Umfakisisicelo noma ingxenye yesithathu efaka isikhalazo iphikisa isinqumo soMgciniwazi sokunqaba isicelo sokufinyeleleka, ingafaka kuphela isicelo enkantolo ukuze ithole ukuxazululelwa okufanele ngokwesigaba sama-82 (ukunikezwa kwanoma yimuphi umyalo kungokungenzeleli futhi nokufanele) ngemuva kokuba umfakisisicelo esebenzise inqubo yokukhalaza kwangaphakathi. Okhalazayo, ingxenye yesithathu noma umfakisisicelo uzokwaziswa futhi ukuthi angafaka isicelo enkantolo aphikise isinqumo sokukhalaza kwangaphakathi kungakapheli *izinsuku ezingama-30* (uma isicelo sinikwe ingxenye yesithathu).

7. UKUFakwa KOLWAZI OLUSHA EBHUKWANENI

Leli bhukwana lizokufakwa ulwazi olusha kungakapheli unyaka ngemuva kokushicilelwa kokuqala noma uma lapho kunoguquko olubanakalayo kwindawo yenqubomgomo oludinga ukuba leli bhukwana lifakwe ulwazi olusha.

I-DPME ihlela ukuba ishicilelele lemanuwali ngazo zonke izilimi Ezisemthethweni eziyi-11.

8. UKUTHOLAKALA KWEBHUKWANA

Leli bhukwana lizotholakala ezindaweni ezimiswe nguMthetho Wokugcinwa Ngokusemthethweni, kanye nasemahhovisi eKhomishani Yamalungelo yaseNingizizimu Afrika, kanye nasezindaweni ze-DPME. Leli bhukwana futhi lizotholalkala kuwebhusayithi yoMnyango ethi: www.thepresidency-dpme.gov.za

C. UMBONOJIKELELE WESU LE-DPME

1. UMBONO

Imiphumela yemigomo kahulumeni ethuthukile nomthelela emphakathini.

2. INHLOSONGQANGI

Ukuqinisekisa ukwenziwa kwemigomo yentuthuko nezinjongo zikahulumeni njengoba zifakwe oHlelweni Lwentuthuko Lukazwelonke (National Development Plan (NDP)) ngokuhlela, ukuqapha, ukuhlaziya nokusekelwa kokwenziwa kwaleyo migomo okuphumelelayo nokunamandla.

3. AMAGUGU

Sizoba yisibonelo kukho konke ngazo zonke izikhathi. Lokhu kubandakanya ukuba sigxilise ukunaka kumaklayenti (uMongameli, uSekela-Mongameli, uHulumeni kanye nomphakathi) futhi silalele amaklayenti ethu futhi siwaphathe ngokuzithoba, ngobumnene, ngokuphendula ngesikhathi kanye nenhlonipho. Futhi kubandakanya ukuba yinhlangano efundayo futhi engenzi izinto ezifanayo kaningi uma kucaca ukuthi azisebenzi.

Sizolwela ukuba sibe nokwenza izinto eziqhubekayo zokuphatha kanye nezihambisana nayo yonke imithetho. Sizonaka futhi kokuyisisekelo, okufana nokungaphuzi ukufika emihlanganweni, ukubamba imihlangano ngempumelelo kanye nokuphendula ama-imeyili, imiyalezo yezincingo kanye nezinye izicelo njalo ngesikhathi. Sizohuba izinqubo zokuphathwa kwekwalithi ukuze siphumelelise ukubaluleka kwemali, impumelelo nokusebenza kangcono. Sizoziphendulela futhi sibe nobusobala.

4. UKUGUNYAZWA NGOKOMTHETHO KANYE NANGOKUNYE

Umgomo woMnyango Wokuhlela, Ukuqapha Nokuhlaziya uthathwe eSigabeni 85 (2)(b-c) soMthetho-Sisekelo weRiphabhuliki YaseNingizimu Afrika esithi uMongameli usebenzisa amandla angaphazanyiswa namanye amalunga eKhabhinethi ngokuthuthukisa nokwenza inqubo-mgomo kazwelonke nokuqondisa imisebenzi yeminyango nokuphathwa kukahulumeni. Umgomo weDPME uye waphinde futhi wanikezwa amandla aqinile nguMongameli ezinkulumweni zakhe zeSimo Sezwe (State of the Nation address (SONA)) zika-2010, 2011, no-2013. UNgqongqoshe Wokuhlela, Ukuqapha Nokuhlaziya uye wahlela futhi ukusabela ngokwezombusazwe okufanele kubandakanywe emsebenzini we-DPME.

I-DPME ikwenza lokhu:

- Ngokukhuthaza izinhlelo zoMnyango noma zeSivumelwano Sokuthulwa kwezinsizo zezinhlosongangi ezinqamulayo noma imiphumela kaHulumeni futhi kuqashwe kuphinde kuhlolwe ukusetshenziswa kwalezi zinhlelo;
- Ngokuqapha ukusebenza kweMinyango ngayinye kaHulumeni kaZwelonke nakuZifundazwe nakoMasipala;
- Ngokuqapha ukwethulwa kwezinsizo ngaphambili;
- Ngokwenza uhlobo; futhi
- Ngokukhuthaza inkambiso enhle ye-M&E kuHulumeni.

D. IMININGWANE YOKUXHUMANA

ISIKHUNDLA	IMININGWANE YOKUXHUMANA
UMGCINILWAZI	<p>Nks. Mpumi Mpofu UMqondisi Jikelele Private Bag X944 Pretoria 0001</p> <p>NOMA</p> <p>Union Buildings Government Avenue Pretoria</p> <p>Ucingo #: +27 12 312 0010</p>
USEKELA-MGCINILWAZI	<p>UMnu. Stanley Ntakumba UMqondisi Omkhulu: Inqubomgomo ye-PM&E Nokuhlonyiswa Private Bag X944 Pretoria 0001</p> <p>Ucingo #: +27 12 312 0202 Ifeksi #: 086 633 5877 I-imeyili: stanley@dpme.gov.za</p>
UMXHUMANISI WE-PAIA	<p>Futhi Umlaw UMqondisi: Ukuhlelwa Kwenqubomgomo ye-PM&E Private Bag X944 Pretoria 0001</p> <p>Ucingo #: +27 12 312 0207 Ifeksi #: 086 644 0319 I-imeyili: futhi@dpme.gov.za noma paia@dpme.gov.za</p>
IZIKHULU ZE-PAIA ngaphakathi eMagatsheni e-DPME	<p>IGatsha ngalinye lizokhomba isikhulu se-PAIA esizosebenza njengomuntu okuxhunywana naye ngezicelo zolwazi lwamagatsha mayelana ne-PAIA.</p>

E. IPHROFAYILI YOHLELO

Umnyango njengamanje wakhiwe waba amagatsha amathathu, enziwe ahambelana nephrofayili yebhajethi yomnyango:

UHLELO 1: UKUPHATHA		
Inhloso	Uhlelo lunomthwalo wokuhlinzeka ngobuholi nokuphatha ngokwamasu. Luqondisa futhi lusekele imisebenzi yokuhlela emnyangweni nakuhulumeni; ukuthuthukiswa nokuphathwa kwezinhlelo zomkhakha nokuqinisa ukuvumelana kwenqubomgomo kahulumeni nemigomo yesikhathi eside, yesikhathi esijana neyesikhathi esifushane, luqaphe ukwenziwa futhi luthuthukise izinhlelo zokungenela ukuze kusekelwe ukuhlinzeka.	
Umbono Jikelele Ngohlelo	Ukuqiniseka ukuthi umnyango unobuholi bamasu obuphumelelayo, ukuphatha nokwengamela nokuqiniseka ukuthi uyahambisana nozo zonke izimfuno zomthetho. Okwamanje uhlelo lwenziwa yizinhlelo ezincane ezilandelayo: <ul style="list-style-type: none"> ▪ Ukusekela kobuphathi obuphezulu; ▪ Ukuhlolwa kwezimali zikahulumeni. 	
	Ihhovisi likaMqondisi Jikelele	<p><u>Injongo:</u> Ukuhlinzeka ngokusekela kobuphathi obuphezulu nobuholi nokwenganyelwa ngokwamasu koMnyango</p> <ul style="list-style-type: none"> ▪ Ukuhlinzeka ngokusekela kokuphatha nokobuphathi obuphezulu kuNgqongqoshe nakuSekela Ngqongqoshe ▪ Ukwenza kube nokuthuthukiswa kokuyiswa kwezinsizakalo ngokuqapha okuphambili nokwenziwa ezakhamuzini nezimiso eziphumelelayo zokuxazulula izikhalo ▪ Ukuqondisa nokusekela ukwakha, ukuqoqa, ukufinyelela nokusebenzisa ngesikhathi esifanele ubufakazi obusezingeni eliphezulu ukusekela i-PM&E emnyangweni nakuwo wonke uhulumeni ▪ Ukwenza kube nokuthuthukiswa nokwenziwa kwamasu entsha kazwelonke nezinqubomgomo ▪ Ukwengamela ukuhlinzekwa kwezinsizakalo zezinkampani emnyangweni ▪ Ukwengamela ukuhlinzekwa kwezinsizakalo zokuhlolwa kwezimali kahulumeni ▪ Ukwengamela nokusiza ngokuhlinzekwa kwezinsizakalo zezimali nokuphathwa kokuhlinzeka
UHLELO 2: UKUQONDISA UKUHELELA KUKAZWELONKE		
Inhloso	Injongo yophiko ukwenza kube nokuhlela okukhulu futhi okubandakanya yonke imikhakha kahulumeni. Imisebenzi ibandakanya: <ul style="list-style-type: none"> ➢ Ukwenza kube nokuhlela kwesikhathi eside nokuvumelaniswa kokwabiwa kwebhajethi nemigomo ephambili ye-NDP kuyo yonke imikhakha kahulumeni; ➢ Ukuthuthukisa nokwenza izinhlelo zokuhlela nokuqondisa ukuvumelaniswa kwezinhlelo zamasu nezinhlelo zokufezwa minyaka yonke nemigomo ephambili ye-MTSF; ➢ Ukuqhuba uhlaziyo lomthelela kwezenhlalo nakwezomnotho lwemithetho emisha nekhona ukuze kuqinisekwe ukuthi iyahambisana ne-NDP kanye nokuncishiswa kwemiphumela engahlosiwe. 	
Umbono Jikelele Ngohlelo	Ukuqondiswa Kokuhelela	Ukwenza kube nokuhlela kwesikhathi eside nokuvumelaniswa kokwabiwa kwebhajethi nemigomo ephambili ye-NDP kuyo yonke imikhakha kahulumeni
	Ukuvumelaniswa Ukuhelela	Ukuthuthukiswa nokwenziwa kwezinhlelo zokuhlela nokuqondisa ukuvumelaniswa kwezinhlelo zamasu nezinhlelo zokufezwa minyaka yonke nemigomo ephambili ye-MTSF

	Izimiso Zokuhlaziya Umthelela Kwezenhlalo Nakwezomnotho (Socio Economic Impact Assessment Systems (SEIAS))	Ukuqhuba ukuhlaziywa komthelela kwezenhlalo nakwezomnotho kwemithetho emisha nekhona ukuqinisekisa ukuvumelana ne-NDP nokunciphisa imiphumela engahlosiwe
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UHLELO 3: UKUHLELA NOKUQAPHA UMKHAKHA

Inhloso	UHlelo luthuthukisa futhi lwengamele izinhlelo zomkhakha futhi luqinise ukuhambisana kwenqubomgomo kahulumeni nemigomo yesikhathi eside, yesikhathi esijana neyesikhashana; luqaphe ukwenziwa futhi luthuthukise izinhlelo zokungenela ukuze kusekelwe kokuhlinzeka.	
Umbono Jikelele Ngohlelo	Uhlelo lwengamela futhi luqondise ukuhlelwa kwezomnotho nokuqapha; ukuhlelwa kwezenhlalo nokuqapha; ezokulondeka nokuhlela nokuqapha ezamazwe ngamazwe; lusekela ukuthuthukiswa nokwenziwa kwamasu nezinhlelo zokungenela okuningiliziwe emikhakheni eyinhloko yemigomo ephambili.	
	Ukuhlela nokuqapha ezomnotho	<ul style="list-style-type: none"> ▪ Injongo ukuthuthukisa ukuhlela nokuqapha kuzo zonke ezomnotho ezizosheshisa ukukhula nokutshalwa kwezimali ukuze kuncishiswe ukuswelakala kwemisebenzi nokungalingani; ▪ Ukusekela ukuhlela nokuqapha inethiwekhi yengqalasizinda yezomnotho eklanyelwe ukusekela imigomo yaleli zwe yezomnotho neyenzhlalo yesikhathi esijana neyesikhathi eside; ▪ Ukuqondisa, ukuhlela nokuqapha ukuthuthukiswa okulangene kwezindawo zasemaphandleni ukuze kufinyelwe imigomo kazwelonke yokukhula okungabandlululi nokudla okuphephile kwabo bonke.
	Ukuhlela nokuqapha ezenhlalo	<ul style="list-style-type: none"> ▪ Ukusekela ukuhlela kwangemva kokuqeda isikole nokuqeqesha, nemfundo eyisisekelo ▪ Ukuthuthukiswa nokubukezwa kwangezikhathi ezithile komkhakha wezeMpilo we-MTSF ▪ Ukuhlela okuningiliziwe kuyi-ECD, ubulili, ukuvikeleka kwezenhlalo nemikhakha yokuvumelanisa ezenhlalo ▪ Izinguquko zezindawo, uguquko ezinteleni zohulumeni basekhaya, uguquko endleleni izakhiwo ezisetshenziswa ngayo, ushintsho lwezomnotho ezimakethe zezindawo eziqondisa inzalo enhle kakhulu yezimali ezitshaliwe ukuba iye kumaprojekthi kahulumeni
	Ukulondeka nokuhlela nokuqapha ezamazwe ngamazwe	<ul style="list-style-type: none"> ▪ Ukuqhuba ucwaningo olugxile futhi olusekela imigomo ephambili kahulumeni ngokuhlobene noMphumela 3; ▪ Ukusekela ukuthuthukiswa nokwenziwa kwamasu nezinhlelo zokungenela eziningiliziwe emikhakheni eyinhloko yemigomo ephambili; ▪ Ukwenza kube ne-Operaion Phakisa emikhakheni ehlonziwe yemigomo ephambili.

UHLELO 4: UKUQAPHA UMKHAKHA KAHULUMENI NOKUTHUTHUKISA AMANDLA

Inhloso	Injongo yomkhakha ukusekela ukwenziwa kwe-NDP/MTSF ngokuqapha nokuthuthukisa amandla ezinkampani zikahulumeni ukuze kuthuthukiswe futhi kwenziwe izinhlelo futhi kuhlinzeka ngezinsizakalo.	
Umbono Jikelele Ngohlelo	Imithwalo eyinhloko yophiko ukubukeza, ukuqapha nokusekela ukwenziwa kwemiphumela 9 no-12 ye-MTSF nokwenza ukungenela ngokwamasu ukuze kusekelwe futhi kususwe izithiyo zokwenza; ukuqondisa izinhlelo zokuthuthukisa amandla ukuze kuqinisekise ukuthuthukiswa okuphumelelayo nokwenziwa kwezinqubomgomo ze-PM&E, amathuluzi, izimiso nemihlahlandlela kuhulumeni.	

	Ukuqapha nokusekela izinsizakalo zikaHulumeni	Injongo yalolu hlelo oluncane ukubukeza, ukuqapha nokusekela ukwenziwa komphumela 12 we-MTSF nokwenza ukungenela ngokwamasu ukuze kusekelwe futhi kususwe izithiyo zokwenza
	Ukuqapha nokusekela ohulumeni basekhaya	Injongo yalolu hlelo oluncane ukubukeza, ukuqapha nokusekela ukwenziwa komphumela 9 we-MTSF nokwenza ukungenela ukuze kusekelwe futhi kususwe izithiyo zokwenza
	Ukuthuthukisa amandla	Ukuqondisa izinhlelo zokuthuthukiswa kwamandla ukuze kuqinisekise ukuthuthukiswa nokusetshenziswa okuphumelelayo kwezinqubomgomo ze-PM&E, amathuluzi, izimiso nemihlahlandlela kuhulumeni

CHIEF DIRECTORATE: UKUQAPHA OKUPHAMBILI NOKWENZIWA EZAKHAMUZINI

Inhloso	Injongo yohlelo ukwenza kube nentuthuko ekuhanjiseni kwezinsizakalo ngokuqapha okuphambili nokwenziwa ezakhamuzini kanye nezimiso zokuxazulula ngokuphumelelayo izikhalo	
Umbono Jikelele Ngohlelo	Umthwalo oyinhloko wohlelo ukukhulisa nokulondoloza izimiso zokuqapha eziphambili ezikwazi ukuqinisekisa ukusebenza kukahulumeni nokwenza ukungenela ngokwamasu ukuze kuthuthukiswe ukusebenza; nokumisa, ukuqondisa nokuthuthukisa ukuqapha izakhamuzi nomphakathi nezimiso zokuxazulula izikhalo.	
	Ukuqapha okuphambili nokusekela	Injongo ukusekela nokuqondisa imisebenzi yokuqapha okuphambili izinhloko zezombusazwe, kubandakanye noHlelo Lokuqapha UMongameli; ukwenza ukuqapha kokuqinisekisa ekusekeleni imikhakha eyinhloko ye-DPME; ukusebenza namaqembu e-PMI ukuze kuklanywe futhi kwenziwe ukungenela ukuze kususwe izithiyo ekuhlinzekweni kwezinsizakalo.
	Ukuqapha uHulumeni nokwenziwa ezakhamuzini	Injongo ukwakha, ukuqondisa nokukhulisa ukuqapha izakhamuzi nomphakathi; ukwengamela uCingo Olungena KuMongameli; ukuqondisa nokuthuthukisa izimiso zokuxazulula izikhalo kuhulumeni

UHLELO 5: IZIMISO ZOBUFAKAZI NOLWAZI

Inhloso	Injongo yalolu hlelo ukuqondisa nokusekela ukwakha, ukuqoqa, ukufinyelela nokusetshenziswa ngesikhathi esfanele kobufakazi obusezingeni eliphezulu ukuze kusekelwe i-PM&E emnyangweni nakuyo yonke imikhakha kahulumeni	
Umbono Jikelele Ngohlelo	Ukuqondisa nokusekela isimiso sokuhlaziya sikazwelonke esiqinisekisa ukusetshenziswa kobufakazi obuvela ekuhlaziyweni okuvamile nokusezingeni eliphezulu kwezinqubomgomo eziphambili zikahulumeni, izinhlelo nezimiso; ukuhlinzeka ngokusekela ngocwaningo olwenzelwa endaweni eyodwa nokuphathwa kolwazi ukuze kuthuthukiswe futhi kulondolozwe ubufakazi obuzohlinzeka ngolwazi lokuhlela, lokwakha izinqubomgomo, lokwenza nokuqapha; ukuhlinzeka ngedatha yezinga eliphezulu, efike ngesikhathi esifanele neqinisekisiwe ukuze kusekelwe ukuhlela, ukuqapha nokuhlaziya	
	Ukuhlaziya	Ukuqondisa nokusekela isimiso sokuhlaziya sikazwelonke esiqinisekisa ukusetshenziswa kobufakazi obuvela ekuhlaziyweni okuvamile nokwezinga eliphezulu kwezinhlelo nezimiso eziphambili zikahulumeni.
	Ukuphathwa kocwaningo nolwazi	Ukuhlinzeka ngokusekela ngocwaningo olwenzelwa endaweni eyodwa nokuphathwa kolwazi ukuze kuthuthukiswe futhi kulondolozwe ubufakazi obuzohlinzeka ngolwazi lokuhlela, lokwakha izinqubomgomo, nokuqapha nokubukeza ukwenziwa.

	Ukuhlenganiswa kwedatha nokuhlaziya	Ukuhlinzeka ngedatha nokuhlaziya okusezingeni eliphezulu, okufike ngesikhathi nokuqinisekisiwe ekusekeleni ukuhlela, ukuqapha nokuhlaziya.
UHLELO 6: IZIMISO ZOBURAKAZI NOLWAZI		
Inhloso	Injongo yalolu hlelo ukwenza kube nokuthuthukiswa nokwenziwa kwamasu nezinqubomgomo zentsha kazwelonke.	
Umbono Jikelele Ngohlelo	Ukuthuthukiswa nokubukezwa kweNqubomgomo Yentsha Kazwelonke (National Youth Policy (NYP)); ukuthuthukiswa kohlaka lwe-M&E lokwenziwa kwe-NYP; ukuqinisekisa ukuthi i-NYP iyavela emithethweni nasezinqubweni-mgomo ezifanele; ukuhlinzeka ngokwenganyelwa kwe-NYP nokuqinisekisa ukuthi izinhlelo nemisebenzi ye-NYDA kuyahambisana nemigomo ephambili ye-MTEF ne-NYP; ukuhlinzeka ngokusekela kwezobuchwepheshe nezinsizakalo zokunikeza izeluleko ezinhlokwani zezombusazwe ngezindaba zentsha zamazwe ngamazwe ezihlanganisa izingxoxo namazwe amaningi noma elilodwa ezihlobene nokuthuthukiswa kwentsha (SADC, AU, UN, Commonwealth, BRICS, Y20, IBSA)	

F. AMAREKHODI AGCINWE YI-DPME

Le ngxenye yenqubomgomo isebenza ngemibandela yesigaba sika-14(1)(d) soMthetho we-PAIA, obeka ukuthi i-DPME ifanele inike imininingwane yamarekhodi asezandleni zayo ukuze kusebenze izicelo zokufinyeleleka kolwazi olwakhiwe futhi oluqokethwe yi-DPME. Amanye ala marekhodi atholakala ngokuzenzakalelayo futhi amanye adinga ukuthi izicelo zenziwe ngaphambi kokuba enziwe ukuba atholakale.

- (i) Amarekhodi atholakala ngokuzenzakalelayo – isigaba sika-4(1)(e)
- Ukuhlelwa Kwamasu
 - Imibiko Yonyaka
 - INqubomgomo Ebeka Iqoqomthetho
 - Izinhlelo Zenqubomgomo
 - Imibiko
 - Ukushicilelwa
 - Isibonelo
 - Amabhukwana
 - Amathempulethi
 - Imihlahandlela
 - Ulwazi Ngokusebenza oluqokethwe oHlelweni Lokuzokwenziwa
 - Ulwazi mayelana nokukhangiswa kwamathuba emisebenzi
 - Nanoma yiluphi ulwazi olenzelwe ukuba lubonwe umphakathi.

Indlela Yokufinyeleleka Kumarekhodi Atholakala Ngokuzenzakalelayo

Isigaba sika-15 soMthetho sibeka ukuthi i-DPME ifanele ishicilele kuGazethi Kahulumeni uhlu lwamarekhodi atholakala ngokuzenzakalelayo kumnyango. Akusona isidingo ukugcwalisa iFOMU A elimisiwe uma kuhlolwa amarekhodi afana nalawa. Umfakisisicelo akalindelekile ukuba akhokhe izimali, ngaphandle uma kukhiqizwa inani elikhulu lamakhopi. Onke amahhovisi e-DPME afanele ahlinzeke ngezindlela zokufinyeleleka kumarekhodi atholakala ngokuzenzakalela. Amarekhodi abekwe kwiNgodlamagugu Kazwelonke yaseNingizimu Afrika ukuba agcinwe azokwenziwa ukuba atholakale ngokulandela imithetho esetshenziswayo ukuze abukwe:

- UMthetho Wokufinyeleleka Kolwazi (uMthetho wesi-2 ka-2000)
- UMthetho Wokuvikelwa Kolwazi (uMthetho wama-84 ka-1998); kanye
- UMthetho Kazwelonke Wezingodla Magugu Namarekhodi aseNingizimu Afrika (uMthetho wama-42 ka-1999 – uMthetho ka-NASA)

(ii) Ukuphathwa Kwamarekhodi

IYUNITHI	IZIHLOKO NEZINHLA	ATHOLAKALA NGOKUZENZAKALELAYO	ATHOLAKALA NGESICELO	Avikelwe
IHhovisi loMgcinilwazi Omkhulu (i-OCIC)	Ukulawulwa kwezimali		✓	
	Izimiso Zehhovisi Likasikhwama	✓		
	Amabhukwana ezinkambiso zezezimali	✓		
	Imihlahlandlela ye-MTEF	✓		
	Imibhalo yamathenda		✓	
Ukuphathwa Kwezabasebenzi	Izinqubomgomo ezahlukene	✓		
	Isu	✓		
	Imihlahlandlela ngenqubo yokubuthwa nokuqokwa e-DPME	✓		
	Umhlahlandlela wokuhlolwa komsebenzi	✓		
	Izinhlaka zenhlangano		✓	
	Isakhiwo sabasebenzi		✓	
	Amafayela emifundaze		✓	
	Ukuqokwa			✓
	Iphesali			✓
	Amafayela eminingwane yabasebenzi			✓
	Izinkontileka zokusebenza			✓
	Imibiko yokuhlolwa kokusebenza			✓
	Amafayela amalivu			✓
	Amafayela emiholo			✓
	Amafayela amacala: ukulalelwa kokuqondiswa kezigwegwe			✓
	Ukuqokwa			✓
	Amamemorandamu			✓
IYUNITHI	IZIHLOKO NEZINHLA	ATHOLAKALA NGOKUZENZAKALELAYO	ATHOLAKALA NGESICELO	Avikelwe
	Izincwadi			
Ucwaningo-mabhuku lwangaphakathi	Ibhukwana lezinqubomgomo nenkambiso	✓		

	Imibhalo yezakhiwo nokuhlela	✓		
	Imibiko yonyaka	✓		
	Ukuxhumana namaklayenti angaphakathi nawangaphandle		✓	
	Imibiko yonyaka yocwaningo-mabhuku		✓	
Ukuxhumana	UMBiko Wonyaka we-DPME	✓		
	Imibiko yabezokusakaza	✓		
Ukuphathwa Kwengozi	Uhlaka lokuphathwa kwengozi	✓		
	Isu Lokuphathwa Kwengozi	✓		
	Inqubomgomo Yokuphathwa Kwengozi	✓		
	Isu Lokunqandwa Kwenkohlakalo	✓		
	Umbiko Wophenyo Lokulwa Nokukhwabanisa Nenkohlakalo		✓	

(iii) Izinsizo Zokuqashwa Komphakathi

IZIHLOKO NEZINHLA	ATHOLAKALA NGOKUZENZAKALELAYO	ATHOLAKALA NGESICELO	Avikelwe
Ukuxhumana namaklayenti angaphandle		✓	
Izivumelwano Zamazinga Omsebenzi		✓	
Ulwazi lwabasebenzi kanye nemidanti yabasebenzi		✓	
Amarekhodi nezitatimende Zezezimali		✓	
Irejista yokuphathwa kwempahla		✓	
Imibhalo yezakhiwo nokuhlela		✓	
Imibhalo yeketanga lokuthenga kanye nemibhalo yokutholakala kwezinsizo nempahla		✓	
Imibiko yokuthuthukiswa kwabasebenzi		✓	
Izicelo zemifundaze nemibiko yezolwazi		✓	
Amarekhodi okuphatha Ukuba khona Ekusebenzeni		✓	
Imibuzo nezimpendulo zocwaningo-mabhuku		✓	
Imibuzo nezimpendulo zasePhalamende		✓	
Ukwelulekelwa Umsebenzi kanye nokuphendula kukho		✓	

(iii) Ukushicilelewa kwemibhalo ye-DPME

IZIHLOKO NEZINHLA	ATHOLAKALA NGOKUZENZAKALELAYO	ATHOLAKALA NGESICELO	Avikelwe
Uhlaka Lwezomthetho	✓		
Izinhlaka Zenqubomgomo	✓		

Imihlahlandlela	✓		
Amathuluzi namabhukwana	✓		
Imibiko	✓		
Izethulo Ezejwayekile	✓		
Izinkomba Zentuthuko zonyaka we-2007; we-2009; we-2010; we-2011; nowe-2012		✓	
Uhlelo Lamasu Lonyaka we-2010/11 – 2013/14		✓	
Ukuphatha Nokuhlolwa kokusebenza		✓	
Amamemorandamu Ekhabhinethi			✓
Izivumelwano zokwethulwa kwezinsizo			✓
Izivumelwano Zokusebenza koNgqongqoshe			✓
Umbiko Wamaphakathi Nonyaka			✓

G. UMhlahlandlela Wekhomishane Yamalungelo EsiNtu

Isigaba sika-10 soMthetho Wokufinyeleleka Kolwazi (i-PAIA) ka-2000(uMthetho wesi-2 ka-2000) ubeka ukuthi iKhomishani Yamalungelo EsiNtu YaseNingizizimu Afrika (i-SAHRC) ifanele yakhe imihlahlandlela ezwakalayo ngokuthi isetshenziswa kanjani i-PAIA. Umhlahlandlela uqukethe ulwazi olunjengalolu njengoba kungadingeka ngemfanelo ngumuntu onesifiso sokusebenzisa nanoma yiliphi ilungelo elicatshangwa eMthethweni.

Imibuzo mayelana nalo mhlahlandlela ifanele iqondiswe ekhelini elithi:

The South African Human Rights Commission

PAIA Unit (The Research and Document Department)

Private Bag X2700

HOUGHTON

2041

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Ifeksi: +27 11 484 1360

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I-imeyili: paia@sahrc.org.za



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UMNYANGO WOKUHLELA, UKUQAPHA NOKUHLOLA

UFOMU A

ISICELO SOKUFINYELEKA KUREKHODI LOHLAKA LUKAHULUMENI

Isigaba sika-18 (1) soMthetho Wokufinyeleleka Kolwazi ka-2000 (uMthetho wesi-2 wonyaka ka-2000)

LE NGXENYE ISETSHENZISWA NGUMNYANGO

Inombolo yerefrensi: _____

Isicelo sitholwe ngu: _____

Shono igama nesibongo soMgcinilwazi/likSekela-Mgcinilwazi).

mhla zi- (usuku) _____ (indawo) _____

Imali yesicelo (uma ikhona): ama-R _____

Idiphosi (uma ikhona): ama-R _____

Imali yokufinyeleleka: ama-R _____

UMgcinilwazi/uSekela-Mgcinilwazi: _____

Imininingwane yohlaka lukahulumeni

UMgcinilwazi: Nks. Mpumi Mpofo (UMqondisi Jikelele)

noma

USekela-Mgcinilwazi: Mnu. Stanley Ntakumba (UMqondisi Omkhulu)

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B. IMINININGWANE YOMUNTU OFAKA ISICELO SOKUFINYELELA KWIREKHODI

- a) *Imininingwane yomuntu ocela ukufinyelela kwirekhodi kufanele inikezwe ngezansi.*
 b) *Ikheli kanye/noma nenombolo yefeksi yaseRiphabhlikhi yaseNingizimu Afrika lapho kuzothunyelwa khona ulwazi, kufanele inikezwe.*
 c) *Ubufakazi besikhundla isicelo esenziwa ngaso, uma bukhona, bufanele bufakwe.*

Amagama aphelele nesibongo: _____

Inombolo kamazisi/ye-ID: _____

Ikheli leposi: _____

Inombolo yefeksi: _____

Inombolo yocingo: _____

Ikheli le-imeyili: _____

Isikhundla sokuthi isicelo senziwa njengobani, uma senzela omunye umuntu. _____

C. IMINININGWANE YOMUNTU OWENZELWA ISICELO

Lesi sigaba kufanele sigcwaliswe KUPHELA uma isicelo senzela omunye umuntu.

Amagama aphelele nesibongo: _____

Inombolo kamazisi/ye-ID: _____

D. IMINININGWANE YEREKHODI

- a) *Nikeza imininingwane ephela yerekhodi okucelwa ukufinyelela kulo, kumbandakanya inombolo yereferensi uma uyazi, ukwenzela ukuthi litholakale irekhodi.*
 b) *Uma isikhala osinikiwe sisincane, sicela uqhubeke ekhasini eliseceleni bese ulinamathisela kuleli fomu.*
 c) *Umfakisicelo kufanele asayine onke amaphepha angeziwe.*

1. Ukuchazwa kwerekhodi noma izingxenye ezifanele zerekhodi: _____

2. Inombolo yereferensi, uma ikhona: _____

3. Nanoma ngabe yimiphi eminye imininingwane yerekhodi: _____

E. IZIMALI EZIKHOKHWAYO

- a) *Isicelo sokufinyelela kwirekhodi, ngaphandle kwerekhodi eliphethe ulwazi ngaloyo muntu ngqo, sizosetshenzwa kuphela ngemuva kokuba imali ysicelo isikhokhiwe*
- b) *Uzokwaziswa ngemali edingeka ukuba ikhokhwe njengemali ekhokhwayo yesicelo.*
- c) *Imali ekhokhwayo yokufinyelela kwirekhodi ilele ohlotsheni ukufinyelela okudingeka ngalo futhi nasesikhathini esidingekayo esifanele ukucinga nokulungisa irekhodi.*
- d) *Uma ufaneleka ukuba udedelwe ukuba ukhokhe nanoma ngabe iyiphi imali ekhokhwayo, sicela usho isizathu sokudedelwa.*

Isizathu sokudedelwa ukuba kukhokhwe izimali: _____

F. UHLOBO LOKUFINYELEKA KWIREKHODI

Uma uvinjwe ukuba nokukhubazeka ukuba ufunde, ubukeze noma ulalele irekhodi ngohlobo ukufinyeleleka okuhlinzekwe ngalo ku-1 ukuya ku-4 ngezansi, shono ukukhubazeka kwakho futhi usho uhlobo irekhodi elidingeka ngalo.

Faka uphawu u-X ebhokisini elifanele.

Ukukhubazeka Uhlobo irekhodi elidingeka ngalo:

AMANOTHI:

- a) *Ukuhambisana nesicelo sakho sokufinyelela olwazini ngohlobo oluphawuliwe kungalala ohlotsheni irekhodi elitholakala ngalo.*
- b) *Ukufinyelela ngohlobo oluceliwe kunganqatshwa ezimweni ezithile. Ezimweni ezifana nalezi uzokwaziswa uma ukufinyeleleka kuzotholakala ngolunye uhlobo.*
- c) *Imali ekhokhwayo yokufinyeleleka kwirekhodi, uma ikhona, izonqunywa kancane nguhlobo lokufinyeleleka oluceliwe.*

1. Uma irekhodi linguhlobo olubhaliwe noma olugayiwe:

Ikhopi yerekhodi Ukuhlolwa kwerekhodi

2. Uma irekhodi lakhiwe imifanekiso ebukwayo (kubandakanya izithombe, amaslayidi, okuqoshiwe kwevidiyo, imifanekiso eyakhiwe ngekhompiyutha, imidwebho, njll.)

Ukubuka imifanekiso Ikhopi yemifanekiso Okubhaliwe ngemifanekiso

3. Uma irekhodi lakhiwe ngamagama noma ngolwazi olungakhiqizwa futhi ngomsindo

Ukulalela umsindo oqoshiwe/ noma ikhasethi lomsindo Umbhalo womsindo oqoshiwe* (umbhalo obhaliwe noma ogayiwe)

4. Uma irekhodi ligcinwe kwikhompiyutha noma ngohlobo olufundeka ngomshini:

Ikhopi egaywe ngomshini yerekhodi Ikhopi egaywe ngomshini yolwazi olususelwa kwirekhodi Ikhopi yohlobo olufundekayo ngekhompiyutha

Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kungatholakala ngolimi irekhodi elitholakala ngalo.

Uma ucele ikhopi noma uhlobo olubhaliwe lwerekhodi (elingenhla), ingabe ufisa ukuba ikhopi noma uhlobo olubhaliwe lwerekhodi liposelwe kuwe? YEBO CHA

5. Yiluphi ulimi ongathanda ukuthola ngalo irekhodi?

G. ISAZISO NGESINQUMO MAYELANA NESICELO SOKUFINYELELEKA

Uzokwaziswa ngokubhaliwe isinqumo sokuthi isicelo sakho sivunyiwe/senqatshiwe. Uma ufisa ukwaziswa ngenye indlela, sicela uyisho leyo ndlela futhi uhlinzeke ngemininingwane evumela ukuhambisana nesicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokufinyelela kwirekhodi?

Isayindwe e- _____ Ngalolu suku ku- _____ 20 _____

Isiginesha yomfakisicelo/ noma yomuntu ofakelwa isicelo



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UMNYANGO WOKUHELELA, UKUQAPHA NOKUHLOLA IZIMALI EZIMISIWE MAYELANA NEZINHLAKA ZIKAHULUMENI

1. Imali yekhopi yebhukwana njengoba icatshangwa kusigatshana sesi-5(c) ngu-R0,60 onke amakhopi afothokhophiwe obukhulu bekhasi bungu-A4 noma ingxenye ngokunjalo.
2. Izimali zokukhiqiza okukhulunywe ngazo kusigatshana sesi-7 (2) zinjengoba zilandela:

	ama-R
(a) onke amafothokhophi obukhulu bekhasi bungu-A4 noma ingxenye ngokunjalo	0.60
(b) onke amakhophi agayiwe obukhulu bekhasi bungu-A4 noma ingxenye agcinwe kwikhompiyutha noma ngendlela ye-elekthriki noma ngohlobo olufundeka ngomshini	0.40
(c) onke amakhophi ohlobo olufundeka ngekhompiyutha ku- (i) CD/DVD	40.00
(d) (i) okubhaliwe phansi kwemifanekiso ebukwayo, yobukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo	22.00
(ii) Ikhophi emifanekiso ebukwayo	60.00
(e) (i) okubhalwe phansi kwemisindo erekhodiwe, yobukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo	12.00
(ii) ikhophi yemisindo erekhodiwe	17.00
3. Imali yesicelo ekhokhwa yiwo wonke umfakisicelo, ngaphandle kozicelela yena ulwazi, okukhulunywe ngayo kusimiso sesi-7(2):
- 4.1 Izimali zokufinyeleleka ezikhokhwa ngumfakisicelo okukhulunywe ngazo kusimiso sesi-7 (3) zinjengoba zilandela:

	ama-R
(a) onke amafothokopi obukhulu bekhasi bungu-A4 noma ingxenye ngokunjalo	0.60
(b) onke amakhophi agayiwe obukhulu bekhasi bungu-A4 noma ingxenye agcinwe kwikhompiyutha noma ngendlela kagesi noma ngohlobo olufundeka ngomshini	0.40
(c) onke amakhophi ohlobo olufundeka ngekhompiyutha ku- (i) CD/DVD	40.00
(d) (i) okubhaliwe phansi kwemifanekiso ebukwayo, yobukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo	22.00
(ii) Ikhophi emifanekiso ebukwayo	60.00
(e) okubhalwe phansi kwemisindo erekhodiwe (i) ikhophi obukhulu obungu-A4 noma ingxenye ngokunjalo	12.00
(ii) ikhophi yemisindo erekhodiwe	17.00
(f) ukucinga nokulungisa irekhodi ukuze lidalulwe	15.00
ihora ngalinye noma ingxenye yehora, kushiya ngaphandle ihora lokuqala, ngemfanelo futhi ngaleyo ndlela yokucinga nokulungiswa	
- 4.2 Ukwenzela izinhloso zeSigaba sika-22(2) soMthetho, okulandelayo kuyasetshenziswa:
 - (a) amahora ayisithupha njengamahora azodlulwa ngaphambi kokuba kukhokhwe idiphozi.
 - (b) Okukodwa kwesithathu semali yokufinyeleleka okukhokhwa njengediphozi ngumfakisicelo.
- 4.3 Imali yokuposa okuyiyona ekhokhwayo uma ikhophi yekhodi kufanele ithunyelwe ngeposi kumfakisicelo
- 4.4 Uma imali yokukhalaza ekhokhwayo mayelana nokufakwa kwesikhalazo sangaphakathi kuphikiswa isinqumo sokunqatshwa kwesicelo sokufinyeleleka njengoba kucatshangwa kusigaba sika-75(3)(a) somthetho



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UMNYANGO WOKUHLELA, UKUQAPHA NOKUHLOLA

UFOMU B

ISAZISO NGESIKHALAZO SANGAPHAKATHI

Isigaba sika-75 soMthetho Wokufinyeleleka Olwazini ka-2000 (uMthetho wesi-2 ka-2000)

[ISimiso somthetho sesi-8]

A. Imininingwane yohlaka lukahulumeni:

UMgcinilwazi: Nks. Mpumi Mpofo (UMqondisi Jikelele)

noma

USEkela-Mgcinilwazi: uMnu. Stanley Ntakumba (UMqondisi Omkhulu)

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B. Imininingwane yomfakisicelo/yengxenywe yesithathu efaka isikhalazo sangaphakathi

- a) Imininingwane yomuntu ofaka isikhalazo sangaphakathi kufanele inikezwe ngezansi.
b) Ubufakazi bokuthi sifakwa njengobani ngesikhundla isikhalazo. Uma bukhona, bufanele bufakwe.
c) Uma okhalazayo eyingxenywe yesithathu, futhi hhayi umuntu okunguyena yena ofake isicelo sokufinyeleleka kolwazi, imininingwane yomfakisicelo kufanele inikezwe ku-C ngezansi.

Amagama aphelele nesibongo: _____

Inombolo kamazisi/ye-ID: _____

Ikheli leposi: _____

Inombolo yefeksi: _____

Inombolo yocingo: _____

Ikheli le-imeyili: _____

Isikhundla sokuthi isicelo senziwa njengobani ngesikhundla uma senzela omunye umuntu: _____

C. Imininingwane yomfakisicelo:

Lesi sahluko kufanele sigcwaliswe KUPHELA uma ingxenye yesithathu (ngaphandle komfakisicelo) ifaka isikhalazo sangaphakathi.

Amagama aphelele nesibongo: _____

Inombolo kamazisi/ye-ID: _____

D. Isinqumo esiphikiswayo esifakelwe isikhalazo sangaphakathi:

Faka umaka u-X ebhokisini elifanele lesinqumo isikhalazo sangaphakathi esifakelwa ukusiphikisa:

	Ukunqaba isicelo sokufinyeleleka.
	Isinqumo mayelana nezimali ezimisiwe ngokwesigaba sika-22 soMthetho.
	Isinqumo mayelana nokwelulwa kwesikhathi isicelo okufanele sisetshenzwe ngaso ngokwesigaba sika-26(1) soMthetho.
	Isinqumo ngokwesahluko sika-29(3) soMthetho sokunqaba ukufinyeleleka ngohlobo olucelwe ngumfakisicelo.
	Isinqumo sokuvuma isicelo sokufinyeleleka.

E. Izizathu zokukhalaza:

Uma isikhala osinikiwe sisincane, sicela uqhubeke ekhasini eliseceleni bese ulinamathisela kuleli fomu. Kufanele usayinde onke amakhasi angeziwe.

Shono izizathu zokukhalaza kwangaphakathi okususelwa kuzo. _____

Shono nanoma yiluphi olunye ulwazi olungafaneleka mayelana nesikhalazo _____

F. Isaziso ngesinqumo ngesikhalazo:

Uzokwaziswa ngokubhaliwe phansi ngesinqumo sokukhalaza kwakho kwangaphakathi. Uma ufisa ukwaziswa ngenye indlela, sicela uyisho leyo ndlela futhi uhlinzeke ngemininingwane evumela ukuhambisana nesicelo sakho.

Shono indlela: _____

Imininingwane yendlela: _____

Isayinwe e _____ Ngalolu suku ku- _____ 20 _____

Isiginesha yokhalazayo: _____

LENGXENYE ISETSHENZISWA NGUMNYANGO:

ISAZISO NGESIKHALAZO SANGAPHAKATHI

Isikhalazo satholwa mahla zi- _____ (usuku) ngu- _____
Ngokwe (shono isikhundla ngokomsebenzi, igama nesibongo soMgcinilwazi/uSekela-Mgcinilwazi).
Isikhalazo sabe siphelikezelwa yizizathu ngesinqumo soMgcinilwazi/uSekela-Mgcinilwazi kanye, lapho
ikhona, imininingwane yengxenywe yesithathu amarekhodi amayelana nayo, esifakwe
nguMgcinilwazi/uSekela-Mgcinilwazi mhla zi- _____ (usuku) kusiphathimandla esifanele.

UMPHUMELA WOKUKHALAZA: _____

ISINQUMO SOMGCINILWAZI/USEKELA-MGCINILWAZI:

SIQINISEKISIWE: _____

Isinqumo esisha sifakwe esikhundleni: _____

Isinqumo esisha: _____

ISIPHATHIMANDLA ESIFANELE

USUKU

SAMUKELWE NGUMGCINILWAZI/USEKELA-MGCINILWAZI SIVELA KUSIPHATHIMANDLA ESIFANELE