INCWADANA ESISIKHOKELO SOMTHETHO OKHUTHAZA UKUFUMANEKA KOLWAZI (I-PAIA)

Ikhutshwa ngokweCandelo 14 le-PAIA (uMthetho 2 wowama-2000) njengoko wenziwe izilungiso.

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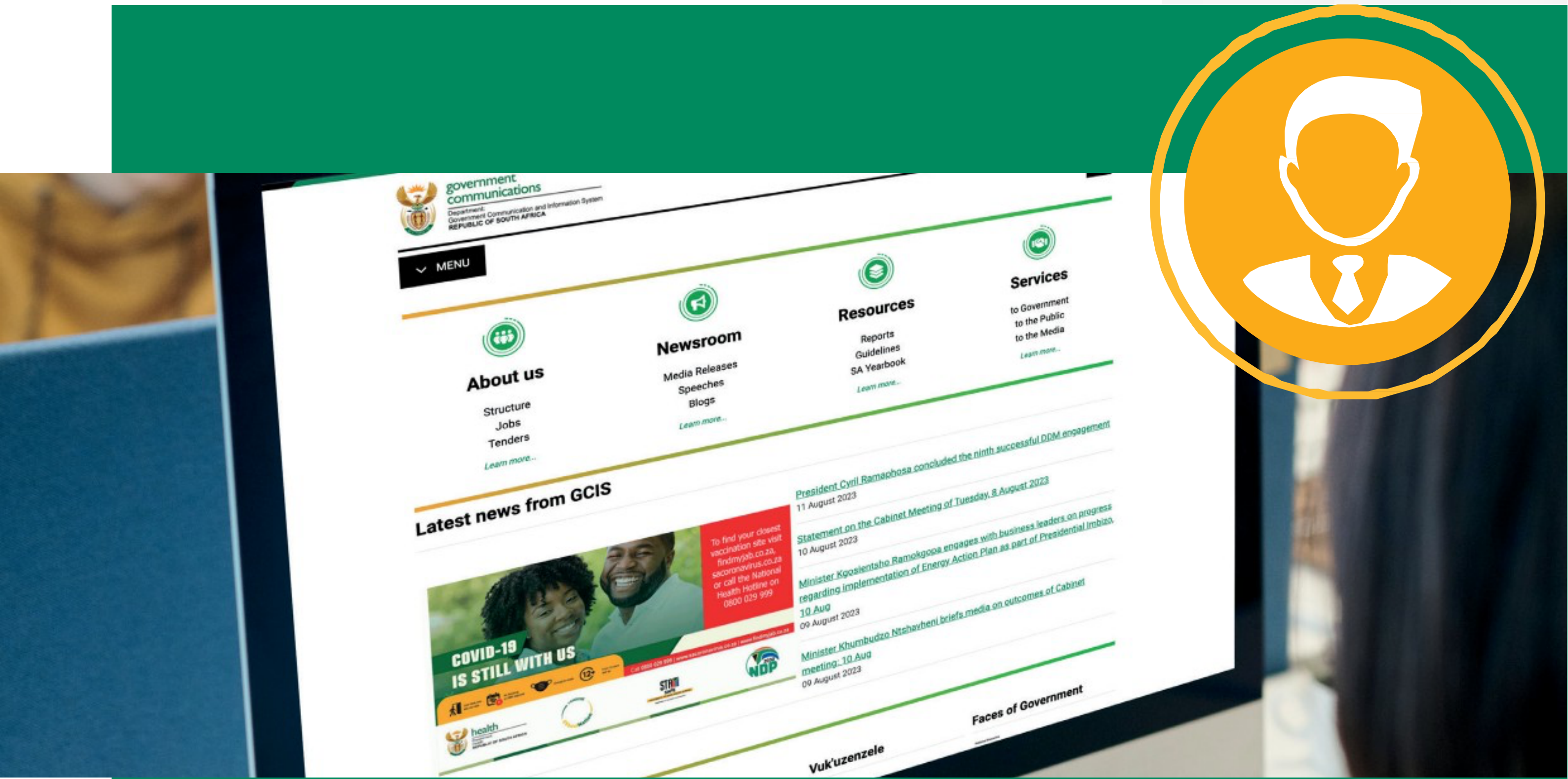
1. ULUHLU LWEZIFINYEZO NEE-AKHRONIMU

CFO	IGosa eliyiNtloko lezeMali
DG	UMlawuli-Jikelele
DDG	USekela Mlawuli-Jikelele
GCIS	IZiko lezoNxibelelwano nokuSasazwa koLwazi lukaRhulumente
GITO	I-Ofisi yobuChwepheshe boLwazi kaRhulumente
Minister	UMphathiswa wezoBulungisa neeNkonzo zoLuleko
PAIA	UMthetho oKhuthaza ukuFumaneka koLwazi (uMthetho uNombl 2 wama-2000), njengoko ulungisiwe
PAJA	UMthetho wama-2000 woKhuthazo loBulungisa kuLawulo, (uMthetho wesi-3 wama-2000)
PLL	UNxibelelwano lwePhondo nolweNgingqi
POPIA	UMthetho woKhuseleko lweeNkcukacha zoMntu, 2013 (uMthetho wesi-4 wama-2013)

2. INJONGO YENCWADANA ESISIKHOKELO SE-PAIA

2.1. Le Ncwadana isiKhokelo se-PAIA iluncedo ebantwini ukuba bakwazi:

- 2.1.1. ukujonga uhlobo lwamaxwebhu olwazi anokuba akhona kwa-GCIS, kungakhange kubekho mfuneko yokuba bafake isicelo se-PAIA esisekwini;
- 2.1.2. ukuqonda indlela yokufaka isicelo sokufumana amaxwebhu olwazi akwa-GCIS;
- 2.1.3. ukufumana zonke iinkcukacha zoqhakamshelwano zabantu abanceda abantu bafumane amaxwebhu anolwazi abawafunayo;
- 2.1.4. ukuzazi zonke iintlobo zoncedo ezikhoyo kwa-GCIS malunga nezicelo zokufumana amaxwebhu anolwazi, phambi kokuba baye kuGunyaziwe wezoLwazi okanye ezinkundleni;
- 2.1.5. ukuchaza iinkonzo ezinikezelwa ngu-GCIS eluntwini kunye nendlela yokuzifumana;
- 2.1.6. ukuchaza isikhokelo sendlela yokusebenzisa i-PAIA kunye nendlela yokuyifumana, leyo sele ihlaziyiwe nguGunyaziwe wezoLwazi;
- 2.1.7. ukucacisa ukuba eli sebe liza kukwazi ukuziphicotha iinkcukacha zomntu, iinjongo zokuphicotha iinkcukacha zomntu kunye nenkcaza yeentlobo zezihloko zolwazi kunye nezolwazi okanye iintlobo zolwazi ezinxulumene;
- 2.1.8. nokwazi ukuba u-GCIS ebenazo na izicwangciso zokukhuphela okanye ukuphicotha iinkcukacha zomntu ongaphandle kweRiphabhlikhi yoMzantsi Afrika kunye nabo iinkcukacha zomntu okanye iintlobo zabo iinkcukacha zomntu ziza kuthunyelwa kubo; kunye
- 2.1.9. nokwazi ukuba ingaba u-GCIS unawo na amanyathelo ezokhuselelo okuqinisekisa ukuba iinkcukacha zomntu eziza kuphicothwa zihlala ziyimfihlo, zithembakele kwaye zikhona.



3. UKUSEKWA KWE-GCIS

3.1. U-GCIS lisebe likazwelonke likaRhulumente weRiphabhlikhi yoMzantsi, elasekwa ngokoMthetho weNkonzo kaRhulumente wowe-1994. UMgaqo-siseko weRiphabhlikhi yoMzantsi Afrika wowe-1996 uyinxalenye yemithetho eyasetyenziswayo ukuseka i-GCIS.

Icandelo 195(1)(g) loMgaqo-siseko weRiphabhlikhi yoMzantsi Afrika wowe-1996 3 linika ingcaciso ngokuba ulawulo lwabasebenzi bakarhulumente kufuneka lulandele isikhokelo esizizithethe ezixabisekileyo kwanemigqaliselo yedemokhrasi, nto ezo zikokosiweyo kumGaqo-siseko ziquka: **ukuphenjelelwa kobeko-lubala lwezinto ngokuthi uluntu lunikwe kwangexesha ulwazi oluchanekileyo, nolufikelelekayo**.”

Ngowe-1998, iQumrhu lezoNxibelelwano loMzantsi Afrika laye labhangiswa kwaze kwasekwa u-GCIS yiKhabhinethi, oko kusenziwa ikakhulu ngenxa yezindululo ezikwingxelo yeQela elaliJongene noMsebenzi wezoNxibelelwano kuRhulumente (Comtask: 1998:58).

3.2. Iinjongo/Amagunya

3.1.1. Owona msebenzi ungundoqo we-GCIS kukuhambisa imiyalezo karhulumente ngendlela endindeneyo kunye nokunxibelelana noluntu phambi kokuba lubuze ngemigaqo-nkqubo, izicwangciso, iinkqubo zikarhulumente kunye nezinto eziyimpumelelo azenzileyo.

Kumalinge okuzama okumisela kunye nokukhokela amaphulo okusebenzisa imigaqo efanelekileyo yenkqubo yezonxibelelwano karhulumente, i-GCIS isebenzisana namasebe, amaphondo kunye noomasipala ukubanceda ukuba banxibelelane ngcono, ukuze kuqinisekisa ukuba abantu banolwazi bafuthi baxhotyisiwe ukuze bakwazi ukubeka iliso, bahlole bafake isandla ngokubonakalayo kwidemokhrasi yethu.

4. UBUME BE-GCIS NOMSEBENZI YAYO

4.1 UBUME

U-GCIS ubandakanya ezi komiti zilandelayo:

- IKomiti yesiGqeba;
- IKomiti yoLawulo;
- IKomiti yoPhicotho-ziNcwadi;
- IKomiti yoPhicotho-ziNcwadi lwangaPhakathi kunye nemiNgcipheko;
- IKomiti yoLawulo lwemiNgcipheko yeQumrhu;
- IKomiti yezeeNguqu kwiQumrhu;
- IKomiti yemiGaqo yokuziPhatha yeSebe;
- IKomiti yokuLalesile nokuQinisekisa ngoZinzo kwiQumrhu;
- IKomiti eKhokela uLawulo loLwazi kunye neTeknoloji;
- IKomiti yeMpilo noKhuseleko eMsebenzini;
- IKomiti yoLawulo loKhuseleko;
- IForam yoLawulo lweeGosa eliyiNtloko lezeMali (i-CFO);
- IKomiti yoBusela neeLahleko;
- IKomiti yoHlahlo Lwabiwo-mali;
- IKomiti yokuChophela iiNkqubo zoNiko-maxabiso; kunye
- IKomiti yeziThuthi eziziMoto zesiBonelelo.

4.2 I-OFISI YOMLAWULI-JIKELELE (i-ODG)

Injongo: Ukudlala indima yokukhokela ng*obuchule nokuququzelela unxibelelwano lukarhulumente.*

IMISEBENZI:

(i) Ukudlala indima yokukhokela ngobuchule icandelo lokuxhasa ukuphathwa kwemisebenzi yequmrhu.
(ii) Ukudlala indima yokukhokela ngobuchule ukuhlalutywa nokusasazwa kolwazi
(iii) Ukudlala indima yokukhokela ngobuchule ukuququzelela unxibelelwano kumaqoqo karhulumente kunye nolawulo lwamahlakani.
(iv) Ukudlala indima yokukhokela ngobuchule iinkonzo ezihlanganisiweyo zolawulo lwemali.
(v) Ukudlala indima yokukhokela ngobuchule icandelo lezophicotho-zincwadi lwangaphakathi.
(vi) Ukudlala indima yokukhokela ngobuchule ulawulo, umngcipheko kunye nolawulo lwemfezeko.

I-ODG yenziwe:
4.2.1 yi-Ofisi yeGosa eliyiNtloko loPhicotho-zincwadi.
4.2.2 yi-Ofisi ye-CFO.

4.3 UKUPHATHWA KWEMISEBENZI YEQUMRHU

Injongo: Ukudlala indima yokukhokela ngobuchule ukuxhasa ukuphathwa kwemisebenzi yequmrhu.

IMISEBENZI:

(i) Ukulawula ubonelelo lolawulo olucwangcisiweyo kunye neenkqubo.
(ii) Ukubonelela ngeenkonzo ezicwangcisiweyo nezitshintshileyo zabasebenzi.
(iii) Ukulawula ukunikezelwa kolawulo lolwazi kunye neenkqubo zobuchwepheshe.
(iv) Ukubonelela ngenkonzo ebanzi yezomthetho kwisebe.
(v) Ukunikezelwa kweenkonzo zonxibelelwano lwangaphakathi.

Isebe lakhiwe ngala macandelo makhulu alandelayo:

- EzaBasebenzi neNkxaso yemiSebenzi yeSebe
- I-*GITO*
- IsiCwangciso-qhinga kunye noMsebenzi weQumrhu
- IiNkonzo yezoMthetho.

4.4 UKUHLALUTYWA NOKUSASAZWA KOLWAZI

Injongo: Ukudlala indima yokukhokela ngobuchule ukuhlalutywa nokusasazwa kolwazi.

IMISEBENZI:

(i) Ukuphuhlisa ulwazi lwesebe.

(ii) Ukuqhuba uphando ngababoneleli beenkonzo abazimeleyo ukuvavanya ukuba urhulumente kufuneka ajongane njani neemfuno zolwazi zoluntu.

(iii) Ukulawula ukuthengwa ngezixa ezikhulu izithuba zokubhengeza kumamajelo eendaba kunye nokuvelisela oonondaba ulwazi lukarhulumente.

(iv) Ukuqulunqa imigaqo-nkqubo, umthetho kunye nommiselo karhulumente exhasa uphuhliso lonxibelelwano kurhulumente, igama lesizwe kunye namajelo eendaba oluntu.

Eli sebe lakhiwe ngala macandelo makhulu alandelayo:

- I-Arhente yeeNkonzo zoNxibelelwano
- ICandelo lokuHlalutywa koPhando noLwazi
- ICandelo lamaQonga nemiThombo yoLwazi
- ICandelo lokuQulunqwa nokuHlalutywa kwemiGaqo-nkqubo, kunye noMfuziselo woRhwebo.

4.5 UKUQUQUZELELA UNXIBELELWANO KUMAQOQOKARHULUMENTE KUNYE NOLAWULO LWAMAHLAKANI

Injongo: Ukudlala indima yokukhokela enobuchule yokuququzelelaa unxibelelwano kumaqoqo karhulumente kunye nolawulo lwamaHlakani

UMSEBENZI:

(i) Ukukhokela nokuqhuba intsebenziswano kunye nonxibelelwano phakathi kukarhulumente namajelo eendaba.

(ii) Ukubonelela ngobuchule bonxibelelwano, ucwangciso, ulungelelwaniso nenkxaso kwiintlanganisela.

(iii) Ukuqinisekisa ukuba i-*National Communication Strategy Framework* inikezelwa kumaphondo ukuze silungelelaniswe.

Eli sebe lakhiwe:

- UkuPhathwa kweeNtlanganisela: intlanganisela yamaCandelo ezoQoqosho, uTyalo-mali, iNgqesho kunye nokuPhuhliswa kweZiseko ezinguNdoqo (i-*ESIEID*); eyoBulungisa, uThintelo loLwaphulo-mthetho noKhuseleko (i-*JCPS*); eyeNtsebenziswano yaMazwe ngaMazwe,ezoRhwebo noKhuseleko (i-*ICTS*);
- UkuPhathwa kweeNtlanganisela: eyeziBonelelo zoLuntu, uPhuhliso loLuntu naBasebenzi (i-*SPCHD*); eyoLawulo, ubuChule boMbuso kunye noPhuhliso lweQumrhu (i-*GSCID*);
- UNxibelelwano namaJelo eeNdaba; kunye
- noNxibelelwano lamaPhondo nooMasipala (i-*PLL*).

5. IINKCUKACHA EZINGUNDOQO ZOKUQHAGAMSHELANA ZOKUFIKELELA KULWAZI LWAKWA-GCIS

5.1 IGosa loLwazi

Igama: **uNks Nomonde Mnukwa**
Umnxeba: **012 473 0264**
I-imeyile: ***saadia@gcis.gov.za*** **okanye** ***dg@gcis.gov.za***

5.2 OoSekela-Gosa boLwazi

Igama: **uNks Liepollo Monaheng**
Umnxeba: **012 473 0346**
I-imeyile: ***liepollo@gcis.gov.za***

Igama: **uMnu Michael Currin**
Umnxeba: **012 473 0164**
I-imeyile: ***michael@gcis.gov.za*** **okanye** ***mammie@gcis.gov.za***

Name: **uMnu Sathasivan Vandayar**
Umnxeba: **012 473 0304**
I-imeyile: ***terry@gcis.gov.za*** **okanye** ***rivaash@gcis.gov.za***

Name: **uMnu Sandile Nene**
Umnxeba: **012 473 0066**
I-imeyile: ***sandilen@gcis.gov.za*** **okanye** ***eben@gcis.gov.za***

5.3 Iinkcukacha zonxibelelwano ngokubanzi zokufumana ulwazi

I-imeyile: N/A

5.4 I-ofisi kaZwelonke/uNdlunkulu /

Idilesi yeposi:	**Private Bag X745, Pretoria, 0001**
Physical Address:	**Tshedimosetso House** **1035 Cnr Francis Baard and Festival streets** **Hatfield, Pretoria, 0083**
Telephone:	**012 473 0000/1**
Email:	**N/A**
Website:	***www.gcis.gov.za***

6. INGCACISO YAZO ZONKE IZISOMBULULO EZIFUMANEKAYO NGOKUNXULUMENE NOMTHETHO OKANYE UKUSILELA UKWENZA KUKA-GCIS

6.1 Izibheno (isibheno) zangaphakathi esiphikisa isigqibo seGosa loLwazi lakwa-GCIS

6.1.1 Umfaki-sicelo unelungelo lokufaka isibheno kuMphathiswa esiphikisaZ isigqibo seGosa loLwazi apho isicelo solwazi saliwe.

6.1.2 Ukuba iGosa loLwazi liyasilela ukuphendula isicelo sokufikelela kulwazi kwiintsuku ezingama-30 okanye naliphi na ixesha elongeziweyo, umceli angafaka isibheno sangaphakathi, ngokweenkqubo ezichazwe apha, phambi kokuba umceli aye kuMlawuli woLwazi okanye kwiNkundla yoMthetho.

6.1.3 Omnye umntu angasifaka isibheno sangaphakathi esiphikisa isigqibo seGosa loLwazi lakwa-*GCIS* sokuba kwamkelwe isicelo sokufikelela.

6.1.4 Isibheno sangaphakathi kufuneka sifakwe kwiFomu 4 emiselweyo yesiHlomelo ngokwemigaqo ephathelene kwi-*PAIA*:

- Zingaphelanga iintsuku ezingama-60;
- Ukuba isaziso komnye umntu siyafuneka, kwiintsuku ezingama-30 emva kwesaziso esinikezelwe kumbheni wesigqibo esibhenelwayo; okanye
- Ukuba isaziso sombheni asifuneki, emva kwesigqibo esithathiweyo, kufuneka sithunyelwe okanye sisiwe kwiGosa loLwazi lakwa-*GCIS*;
- Kufuneka sichaze lo mba ubhenelwayo kuze kuchazwe izizathu zokubhena kwaye kungaqukwa naluphi na olunye ulwazi olufanelekileyo olwaziwayo ngumbheni;
- Ukuba, ukongeza kwimpendulo ebhaliweyo, umbheni unqwenela ukwaziswa ngesigqibo sesibheno sangaphakathi nangaluphi na uhlobo, kufuneka ayichaze loo ndlela aze anike iinkcukacha eziyimfuneko ukuze aziswe;
- Ukuba kufanelekile, kufuneka sikhatshwe ngumrhumo omiselweyo wesibheno, kwaye kufuneka achaze idilesi yeposi okanye inombolo yefekisi; kwaye
- Ukuba isibheno sangaphakathi sifakwe emva kweli lixesha limiselweyo lichaziweyo, ugunyaziwe ofanelekileyo kufuneka, ngesizathu esibambekayo, akuvumele ukufakwa kwesibheno emva kweli xesha limiselweyo.

6.1.5 Ukuba uMphathiswa akakuvumeli ukufakwa emva kwexesha elimiselweyo kwesibheno, kufuneka anike isaziso sesigqibo kumntu ofake isibheno sangaphakathi. Umceli ofake isibheno esiphikisa ukwaliwa kwesicelo sakhe sokufikelela kufuneka ahlawule umrhumo omiselweyo wesibheno (ukuba ukhona).

6.1.6 Ukuba umrhumo omiselweyo uhlawuliwe ngokunxulumene nesibheno sangaphakathi, isigqibo sesibheno sangaphakathi sinokumiswa ude umrhumo uhlawulwe. Ngokukhawuleza okunokwenzeka, kodwa nangayiphi na imeko zingaphelanga iintsuku ezili-10 zomsebenzi emva kokufumana isibheno sangaphakathi, iGosa loLwazi lakwa-*GCIS* kufuneka lingenise kuMphathiswa:

- Isibheno sangaphakathi kunye nezizathu zakhe zesigqibo esichaphazelekayo; kwaye

- Ukuba isibheno sangaphakathi sichasene nokwaliwa okanye ukuvunywa kwesicelo sofikelelo, igama, idilesi yeposi, idilesi ye-imeyile, iinombolo zomnxeba nezefekisi, nokuba yeyiphi ekhoyo, nawuphi na omnye umntu ekufuneka aziswe ngesicelo.

6.1.7 UMphathiswa kufuneka athathe isigqibo ngesibheno sangaphakathi zingaphelanga iintsuku ezingama-30 emva kokuba isibheno sangaphakathi sifunyenwe liGosa loLwazi lakwa-*GCIS*.

6.1.8 Ezi nkqubo zilandelayo zikhona ukuze abantu baxele okanye balungise izenzo ezisemthethweni ezityholwa ngokunxamnye nomthetho, ezingafanelekanga okanye ezingekho mthethweni okanye okungenziwanga ngu-*GCIS* okanye nabaphi na abasebenzi bakhe:

6.2 Iinkqubo zokunika ingxelo okanye isisombululo

6.2.1 Isisombululo ngokunxulumene nokuthatha amanyathelo okanye ukusilela ukuthatha amanyathelo ngokwe-*PAIA* yama-2000: umntu onegunya lezibheno zangaphakathi kulo Mthetho nguMphathiswa kwi-Ofisi kaMongameli. Emva kokuzenza zonke izinto ezinxulumene nesibheno sngaphakathi futhi unganeliseki, isicelo kufuneka sifakwe enkundleni (amacandelo asuka kuma-78 aphele kuma-82).

Umntu angasifaka isikhalazo kuMlawuli woLwazi malunga nokunyhashwa kokhuseleko leenkcukacha zomntu zemiba yeenkcukacha ngokoMthetho woKhuselo lweeNkcukacha zoMntu (i-*POPIA*), wama-2013 (uMthetho Nombl 4 wama-2013).

6.2.2 Umsebenzi waseburhulumenteni angasifaka isikhalazo sakhe okanye isikhalazo siphandwe yiKomishoni yeNkonzo kaRhulumente ngokubhekiselele nokuthatha amanyathelo asemthethweni okanye ngokungawathathi (iCandelo lama-35 loMthetho weNkonzo kaRhulumente, wowe-1994 (uMthetho we-103 wowe 1994).

6.2.3 Umntu angasebenzisa amaqonga ezabasebenzi ngokunxulumene nokuthathwa okanye ukusisela ukuthathwa kwamanyathelo asemthethweni kwimiba enxulumene nezabasebenzi, oko kukuthi iimbambano zamalungelo (uMthetho weNkonzo kaRhulumwnte wowe-1994, kunye noMthetho woBudlelwane bezaBasebenzi, wowe-1995 [uMthetho wama-66 wowe-1995].

7. Umntu angasifaka isikhalazo kumhloli wezabasebenzi ngokubhekiselele nakukuphi na ukophulwa koMthetho wemiQathango yeNgqesho esiSiseko, wowe-1997 (uMthetho wama-75 wowe-1997) iCandelo lama-78(1)(a) okanye uMthetho wezoBulungisa kwezeNgqesho, wowe-1998 (uMthetho wama-55 wowe-1998) iCandelo lama-34(e).

8. Umntu angasifaka isikhalazo kuMkhuseli woLuntu ngokubhekiselele nokuthatha inyathelo elikrokrelekayo elingekho mthethweni okanye elingafanelekanga okanye ukusilela ukuthatha inyathelo (uMgaqo-siseko weRiphabhlikhi yoMzantsi Afrika wowe-1996 kunye noMthetho woMkhuseli woLuntu, wowe-1994 (uMthetho wama-23 wowe-1994).

9. Umntu angasifaka isikhalo kwiKomishoni yamaLungelo oLuntu yaseMzantsi Afrika esibhekisele nokuthatha inyathelo elisemthethweni okanye ukusilela ukuthatha inyathelo ekurhanelwa ukuba kwaphula okanye kukubeka emngciphekweni naliphi na ilungelo elisiseko (uMthetho weKomishoni yamaLungelo oLuntu, wowe-1994 (uMthetho wama-54 wowe-1994).

10. Ukukhuseleka kwimpindezelo ngenxa yokudiza ngokubhekiselele kukuziphatha okungekho mthethweni okanye okugwenxa komqeshi okanye komnye umsebenzi, lo mntu kuthethwa ngaye unokulandela iinkqubo zokudiza kuMthetho wokuDiza okuKhuselweyo, wama-2000 (uMthetho wama-26 wama-2000).

11. Umntu usenokusebenzisa ezinye izisombululo ezisemthethweni ezifana neziko leenkqubo zokuphononongwa zesenzo solawulo ngokoMthetho wokuKhuthazwa koBulungisa kuLawulo (i-*PAJA*), wama-2000 (uMthetho wesi-3 wama-2000).

a. Ezinye izisombululo ezixhasayo

- Umntu angacela izizathu zesenzo solawulo ngokwe-*PAJA* yowama-2000 (iCandelo lesi-5).
- Umntu angacela ukufikelela kwiirekhodi zesebe likarhulumente okanye naliphi na iqumrhu likarhulumente ngokwe-*PAIA* (iCandelo le-11).

b. Umsebenzi wokunika ingxelo

- Umsebenzi uya kuxelela ngoko nangoko abasemagunyeni abafanelekileyo, ubuqhophololo, urhwaphilizo, ukuqeshana ngokuzalana okanye ngokwazana, ulawulo olugwenxa kunye naso nasiphi na esinye isenzo esibonisa ulwaphulo lawo nawuphi na umthetho (kuquka, kodwa kungaphelelanga, kwisenzo solwaphulo-mthetho) okanye oludlelelela izinto ezilulutho kuluntu,afumenise ngazo ngexesha esaqeshwe ngurhulumente. (uMgaqo we-13(e) yeMimiselo yeNkonzo kaRhulumente yowama-2016).

- Uxanduva lomqeshi nomsebenzi ngamnye lokudiza ulwaphulo-mthetho kunye nayo nayiphi na enye indlela yokuziphatha egwenxa emsebenzini lukwaxhasa uMthetho wokuDiza okuKhuselweyo wama-2000 (Intshayelelo).

7. ISIKHOKELO SOKUBA ISETYENZISWA NJANI I-*PAIA* NOKUBA UNGAFIKELELA NJANI KWISIKHOKELO

7.1 UMlawuli woLwazi, ngokweCandelo 10(1) we-*PAIA*, usenze safumaneka isiKhokelo esihlaziyiweyo sendlela yokusebenzisa i-*PAIA* (“isiKhokelo”), ngendlela nohlobo oluqondakala lula, njengoko kunokufunwa ngokufanelekileyo ngumntu onqwenela ukusebenzisa naliphi na ilungelo elixelwe kwi-*PAIA* ne-*POPIA*.

7.2 IsiKhokelo siyafumaneka ngazo zonke iilwimi ezisemthethweni.

7.3 Esi siKhokelo sikhankanywe apha ngasentla siqulathe inkcazelo:

7.3.1 yeenjongo ze-*PAIA* ne-*POPIA*;

7.3.2 idilesi yeposi neyesitalato, inombolo yomnxeba neyefekisi kunye, ukuba ikhona, idilesi ye-imeyile:

7.3.2.1 yeGosa loLwazi lawo onke amaqumrhu karhulumente; kunye

7.3.2.2 nezabo bonke ooSekelaGosa boLwazi nakuwo onke amaqumrhu karhulumente nawabucala onyulwe ngokweCandelo le-17(1) le-*PAIA*[1] lowama-2000 kunye neCandelo lama-56 le-*POPIA*[2] yowama-2013;

7.3.3 yokufikelela kwirekhodi yequmrhu labucala elixelwe kwiCandelo lama-50[4];

7.3.4 uncedo olukhoyo oluvela kwiGosa loLwazi lequmrhu likarhulumente ngokwe-*PAIA* yowama-2000 kunye ne-*POPIA* yowama-2013;

7.3.5 uncedo luyafumaneka kuMlawuli woLwazi ngokwe-*PAIA* yowama-2000 kunye ne-*POPIA* yowama-2013;

7.3.6 zonke izisombululo kumthetho ezikhoyo malunga nesenzo okanye ukusilela ukwenza ngokubhekiselele kwilungelo okanye kumsebenzi onikezelweyo okanye obekwe yi-*PAIA* yowama-2000 kunye ne-*POPIA* yowama-2013, kuquka nendlela yokufaka:

[1]ICandelo 17(1) le-*PAIA*- Ngenjongo ye-*PAIA*, kwiqumrhu ngalinye likarhulumente kufuneka, ngokuxhomekeke kumthetho olawula ukuqeshwa kwabasebenzi bequmrhu likarhulumente elichaphazelekayo, lityumbe elo nani labantu njengamasekela amagosa olwazi njengoko kuyimfuneko ukuze enze iqumrhu likarhulumente lifikeleleke kangangoko kunokwenzeka kwabo bacela iirekhodi zalo.

[2]ICandelo lama-56(a) le-*POPIA*- Iqumrhu ngalinye likarhulumente nelabucala kufuneka lenze indlela, ngokohloboa olubekiweyo kwiCandelo le-17 le-*PAIA*, kunye notshintsho oluyimfuneko, ekubekweni kwenani labantu abanjalo, ukuba likhona, njengoosekela-gosa bolwazi njengoko kuyimfuneko ukwenza imisebenzi noxanduva njengoko kumiselwe kwiCandelo lama-55(1) le-*POPIA*.

[3]ICandelo le-11(1) le-*PAIA*- Umceli kufuneka azikwe iirekhodi zequmrhu likarhulumente ukuba umceli uyazithobela zonke iimfuno zenkqubo kwi-*PAIA* ngokunxulumene nesicelo sokufumana irekhodi; kwaye isicelo sokufikelela kwelo rekhodi asikhatywanga ngokwemiqathango yaso nasiphi na isizathu sokungavunywa esixelwe kwiSahluko sesi-4 sesi siqendu.

[4]ICandelo lama-50(1) le-*PAIA*- Umceli kufuneka anikwe ufikelelo nakweyiphi na irekhodi yequmrhu labucala ukuba-

a. irekhodi iyafuneka ekusebenziseni okanye ekukhuseleni nawaphi na amalungelo;
b. la mntu uyazithobela iimfuno zenkqubo kwi-*PAIA* ngokunxulumene nesicelo sokufikelela kuloo rekhodi; kunye
c. nokufikelela kuloo rekhodi akuvunywa ngokwemiqathango yaso nasiphi na isizathu esixelwe kwiSahluko sesi-4 sesi siqendu.

7.3.6.1 isibheno sangaphakathi;

7.3.6.2 isikhalazo kuMlawuli woLwazi; kunye

7.3.6.3 nokufaka isicelo enkundleni esichasene nesigqibo seGosa loLwazi lequmrhu likarhulumente, isigqibo kwisibheno sangaphakathi okanye isigqibo nguMlawuli woLwazi okanye isigqibo sentloko yequmrhu labucala;

7.3.7 yesolotya lecandelo le-14[5] nelecandelo lama-51[6] afuna iqumrhu likarhulumente nelabucala, ngokulandelelanayo, ukuba aqulunqe incwadana, kunye nendlela yokuba kungafikelelwa njani kwincwadana;

7.3.8 yesolotya lecandelo le-15[7] nelecandelo lama-52[8] abonelela ngokudizwa ngokuzithandela kweendidi zeerekhodi zequmrhu likarhulumente nelabucala, ngokulandelelana;

7.3.9 yezaziso ezikhutshwe ngokwamacandelo ama-22[9] nelama-54[10] ngokubhekiselele kumrhumo oza kuhlawulwa ngokunxulumene nezicelo zokufikelela; kunye

7.3.10 nezemigaqo eyenziwe ngokweCandelo lama-92[11].

7.4 Amalungu oluntu angahlola okanye enze iikopi zesiKhokelo kwii-ofisi zamaqumrhu karhulumente okanye abucala, kuquka i-ofisi yoMlawuli woLwazi; ngeeyure eziqhelekileyo zomsebenzi. IsiKhokelo singafumaneka:

7.4.1 ngesicelo kwiGosa loLwazi;

7.4.2 kwiwebhusayithi yoMlawuli woLwazi (*www.justice.gov.za/inforeg/*).

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[5]ICandelo le-14(1) le-*PAIA*- Igosa loLwazi lequmrhu likarhulumente kufuneka, ubuncinane ngeelwimi ezintathu ezisemthethweni, lenze kufumaneke incwadana equlathe ulwazi oludweliswe kumhlathi wesi-4 ngasentla.

[6]ICandelo lama-51(1) le-*PAIA*- Intloko yequmrhu labucala kufuneka iqinisekise ukuba incwadana enengcaciso yolwazi oludweliswe kumhlathi 4 apha ngasentla iyafumaneka.

[7]ICandelo le-15(1) le-*PAIA*- Igosa lolwazi lequmrhu likarhulumente, kufuneka liqinisekise ukuba ifumaneka ngendlela emiselweyo inkcazo yeendidi zeerekhodi zequmrhu likarhulumente ezifumaneka ngokuzenzekelayo ngaphandle kokuba umntu acele ukufikelela.

[8]ICandelo lama-52(1) le-*PAIA*- Intloko yequmrhu labucala kufuneka, ngokuzithandela, yenze kufumaneke ngendlela emiselweyo inkcazo yeendidi zeerekhodi zequmrhu labucala ezifumaneka ngokuzenzekelayo ngaphandle kokuba umntu acele ukufikelela.

[9]ICandelo lama-22(1) le-*PAIA*- Igosa lolwazi lequmrhu likarhulumente ekwenziwe kulo isicelo sofikelelo, kufuneka ngesaziso lifune umceli ahlawule umrhumo (ukuba ukhona), ngaphambi kokuba kuqhutyelwe phambili ngesicelo.

[10]ICandelo lama-54(1) le-*PAIA*- Intloko yequmrhu labucala ekwenziwe kulo isicelo sofikelelo kufuneka ngesaziso ifune ukuba umceli ahlawule umrhumo omiselweyo wesicelo (ukuba ukhona), ngaphambi kokuba kuqwalaselwe isicelo.

[11]ICandelo lama-92(1) le-*PAIA* libonelela ngokuba - uMphathiswa unokuthi, ngesaziso kwiGazethi, enze imigaqo emalunga-

a. nayiphi na imicimbi efuna okanye evunyelwe nguMthetho ukuba imiselwe;
b. nayiphi na imicimbi enxulumene nemirhumo echazwe kumacandelo lama-22 nelama-54;
c. nasiphi na isaziso esifunwa ngulo Mthetho;
d. iinqobo zokugweba ezifanayo eziza kusetyenziswa ligosa lolwazi lequmrhu likarhulumente xa lisenza isigqibo sokuba zeziphi iindidi zeerekhodi ekufuneka zenziwe zifumaneke ngokweCandelo le-15; kunye
e. nawuphi na umcimbi wolawulo okanye wenkqubo oyimfuneko ukuze kuphunyezwe amalungiselelo alo Mthetho.”

8. INGCACISO YEMIBA APHO IQUMRHU LIGCINA KHONA IINGXELO NEENDIDI ZEEREKHODI EZIGCINWE KWA-*GCIS*

Imiba apho iqumrhu ligcina khona iirekhodi	Iindidi zeerekhodi ezigcinwe kumba ngamnye
EzaBasebenzi neNkxaso yemiSebenzi yeSebe	– Imigaqo-nkqubo neenkqubo zezaBasebenzi neNkxaso yemiSebenzi yeSebe; – Izithuba ezibhengeziweyo; – Iirekhodi zabaqeshwa; – Ukufunda nophuhliso olufana nezicwangciso zophuhliso lwezakhono noqeqesho; – Isicwangciso sobulungisa kwezengqesho kunye neenkcukacha-manani.
EzeMali kunye noLawulo lweNtengo	– Imigaqo-nkqubo kunye neenkqubo; – Iirekhodi kunye neengxelo zezemali; – Uluhlu lweenkcukacha zababoneleli beenkonzo; – Iingxelo.
I-*GITO*	– Imigaqo-nkqubo kunye namaxwebhu ezikhokelo; – Iincwadana ezizikhokelo; – Iingxelo.
IsiCwangciso kunye noMsebenzi weQumrhuo	– Izicwangciso-qhinga; – Iingxelo zonyaka; – Izicwangciso zokusebenza zonyaka; – Imigaqo-nkqubo kunye neenkqubo; – Iirejista zezinto eziyimingcipheko; – Iingxelo.
I-Ofisi yeGosa eliyiNtloko loPhicotho-zincwadi	– Iingxelo zophicotho-zincwadi.
AmaQonga nemiThombo yoLwazi	– *I-South African Yearbook* kunye ne-*Official Guide to South Africa*; – Iphephandaba i-*Vuk'uzenzele*; – Imagazini i-*Public Sector Manager* – I-*SANews*; – Iingxelo.
I-Arhente yeNkonzo yoNxibelelwano	– Incwadana yokuthengisa; – Izibhengezo-ntengiso kunye neenkqubo zosasazo; – Imisebenzi yokuthengisa nokusasaza; iingxelo zokuthengwa kwezithuba zentengiso kumajelo eendaba; – Iifoto kunye nemifanekiso yevidiyo; – Iingxelo.

UHlalutyo loPhando kunye neeNkonzo zoLwazi	– Iinkcukacha kunye neziphakamiso zophando; – Iisethi zeedatha, iingxelo kunye neentetho; – Izalathisi zolwazi (*South African Government Directory, Directory of Contacts, Media Directory* and *Profiles);* – Iingxelo zosasazo ezivela kumajelo eendaba ehlabathi kunye nawalapha ekhaya; – Amanqaku eendaba azeleyo amajelo eendaba ehlabathi nawalapha ekhaya; – Umxholo wonxibelelwano kunye nemiyalezo engundoqo; – Iingxelo neentetho.
UkuPhathwa kweNtlanganisela: uQoqosho kunye neZiseko ezinguNdoqo, uBulungisa kunye naMazwe ngamazwe	– Amaqhinga onxibelelwano – Imiyalezo engundoqo; – INkqubo yoNxibelelwano kaRhulumente.
UkuPhathwa kweNtlanganisela: UPhuhliso loLuntu, iziBonelelo zoLuntu kunye noRhulumento noLawulo	– Amaqhinga onxibelelwano; – Imiyalezo engundoqo; – INkqubo yoNxibelelwano kaRhulumente.
UNxibelelwano lwePhondo nolweNgingqi	– *My District Today;* – Amaqhinga nezixhobo zonxibelelwano olugxile kuphuhliso; – Amaxwebhu abhengeza ulwazi; – *Government Coomunicators Handbook*; – Uluhlu lweenkcukacha zengcali zonxibelelwano; – Amaqhinga onxibelelwano; – Iingxelo.
UNxibelelwano lwamaJelo eeNdaba	– Amaqhinga onxibelelwano; – Izicwangciso-qhinga neentetho eziya kumajelo; – Iinkcukacha zamajelo eendaba.

9. IINDIDI ZEEREKHODI ZAKWA-GCIS EZIFUMANEKA NGAPHANDLE KOKUBA UMNTU ACELE UKUFIKELELA KUZO

Udidi	Uhlobo lwexwebhu	Iyafumaneka kwiwebhusayithi	Ifumaneka ngesicelo
Uxwebhu lwesiniki maxabiso	– Isiniki maxabiso esipapashiweyo – Igama lomniki-maxabiso ophumeleleyo	X	
Umthetho/umgaqo	– Yonke iMithetho karhulumente yePalamente	*www.gov.za*	
Amaxwebhu ezicwangciso-qhinga (iziCwangciso kunye neengxelo)	– Amagqabantshintshi ngequmrhu (Isishwankathelo, iinjongo, imisebenzi, ulwakhiwo); – INgxelo yoNyaka; – IsiCwangciso-Qhinga; – IsiCwangciso soMsebenzi soNyaka;	X	
Iimveliso zolwazi kunye nezixhobo	– INgxelo yeNtlanganiso yeKhabhinethi; i-*SANews*; i-*SAYB*; *Official Guide to South Africa,* incwadana; oolindixesha; izixhobo zokuthengisa; iipowusta; iphamfulethi; amaphetshana; ulwazi neemveliso kwi-*www.gov.za*; amanqaku eendaba kwi-*sanews.gov.za*; *www.vukuzenzele.gov.za* kunye ne-*www.gcis.gov.za/content/resource_centre/news_and_mags/public_sector_magazine*	X	

10. IINKONZO EZIFUMANEKAYO KUBAHLALI EZIVELA KWA-GCIS NOKUBA UNGAFIKELELA NJANI KWEZO NKONZO

10.1 Amagunya, uxanduva nemisebenzi:

10.1.1 amaZiko eeNkcukacha abekwe kuzo zonke ii-ofisi zamaphondo olithoba ukulungiselela abantu abeza bengenzanga dinga kunye nokujongana nokwabelana ngeenkcukacha ngekhompyutha ngokwezicelo zoluntu.

10.1.2 Iwebhusayithi karhulumente (*www.gov.za*) ikhona kwa-*GCIS* kwaye iyafumaneka eluntwini.

10.1.3 Ii-ofisi zephondo nezezithili zakwa-*GCIS* ziqhuba amaphulo okunikezela ulwazi kwiindawo ezithile ukuze zandise ukusasazwa kolwazi lukarhulumente kubahlali. La maphulo aquka ukungena kwindlu nendlu, erenkini zeeteksi kunye nokuya kwiindawo ezinevenkile, kwiziphambuka zendlela nakwiindawo ekusasazwa kuzo ulwazi.

11. UKUBANDAKANYWA KOLUNTU XA KULUNQWA UMGAQO-NKQUBO OKANYE UKUSETYENZISWA KWAMAGUNYA OKANYE UKWENZIWA KOMSEBENZI NGU-GCIS

11.1 Yonke imigaqo-nkqubo yesizwe equlunqwe ngu-*GCIS* ilandela inkqubo yokuthatha inxaxheba koluntu njengoko usitsho uMgaqo-siseko weRiphabhlikhi yoMzantsi Afrika wowe-1996. Inkqubo yokuthatha inxaxheba koluntu iquka kodwa ingaphelelelanga apho ukubamba iindibano zovakaliso-zimvo kuphela, ukukhutshwa kwesimemo sokuba uluntu luhlomle kumba othile kunye nokubamba iindibano zokufakana imilomo namahlakani afanelekileyo.

12. UKUPHICOTHWA KWEENKCUKACHA ZOMNTU

12.1 Inkqubo yokuphicothwa

U-*GCIS* usebenza ngeenkcukacha zomntu kulawulo lweshishini ngokubanzi kuquka:

- iinkqubo zentlawulo yomvuzo,
- iinkqubo zokuqesha abasebenzi,
- umhlala-phantsi,
- i-inshorensi yezonyango,
- iinkqubo zoluleko
- uqeqesho,
- uxanduva ngokwezivumelwano kunye neenkampani ekuthengwa kuzo nezo zibonelela ngeenkonzo,
- iinjongo zamatyala lolwaphulo-mthetho okanye netyala lembambano,
- iinjongo zeenkcukacha-amanani okanye zophando,
- ukuthobela imiqathango emiselwe ngumthetho, ukunxibelelana ngemiba yolwazi nge-imeyile, ngeleta, ngomnxeba, nge-sms kunye
- ukuqinisekisa, ukuhlaziya kunye nokucima iinkcukacha ezikhoyo, ngokwemigaqo ye-*POPIA*.

12.2 Inkcazelo yeendidi zemiba yolwazi kunye neenkcukacha okanye iindidi zolwazi ezinxulumene noko:

Iindidi zemiba yolwazi	Iinkcukacha zomntu ezinokuphicothwa
Abantu abanamagunya apheleleyo	Amagama neefani; iinkcukacha zoqhagamshelwano (iinombolo zomnxeba kunye neenombolo zeselula, kunye nedilesi ye-imeyile); idilesi yesitalato, eyeposi okanye eyeshishini; inombolo yesazisi; imbalelwano eyimfihlo; ukuqaphela amanani; iidilesi ze-imeyile; iinombolo zomnxeba; iinkcukacha zonyango; imbali yolwaphulo-mthetho okanye imbali yengqesho; iinkcukacha zebhayometriki; izimvo zomntu; iinkcukacha ezinxulumene nobuhlanga, isini, ubuni, isimo somtshato, ubuzwe, ulwimi, ukuziphatha kunye nebala lomntu; ukuphila nokukhubazeka; iinkcukacha zebhayometriki, iinkcukacha ezinxulumene nemfundo; iirekhodi zeNgxowa-mali yoMhlala-phantsi; uvandlakanyo lwentsebenzo; iinkcukacha ezinxulumene noluleko, iirekhodi zekhefu; iirekhodi zoqeqesho; umvuzo neerekhodi zomvuzo; iirekhodi zonyango; okuxhuzulwayo kumvuzo; iirekhodi zebhanki nezemali.

Iqumrhu elithathwa njengomntu	Amagama nabantu ekunokuqhagamshelwana nabo; igama lequmrhu elisemthethweni; idilesi yesitalato kunye neyeposi; iinkcukacha zoqhagamshelwano (inombolo/iinombolo yomnxeba wasekhaya kunye neyeselula, kunye nedilesi ye-imeyile); inombolo yobhaliso; iinkcukacha zemali, zorhwebo, zenzululwazi okanye zobugcisa, kunye neemfihlo zorhwebo.
Abasebenzi	Isini; ukukhulelwa; imo yomtshato; ubuhlanga; ubudala; ulwimi; iinkcukacha zemfundo (iziqinisekiso); iinkcukacha zemali; imbali yengqesho; inombolo yesazisi; idilesi ysitalato neyeposi; iinkcukacha zoqhagamshelwano (inombolo/iinombolo yomnxeba wasekhaya kunye neyeselula, kunye nedilesi ye-imeyile); ukuziphatha kakubi; intlalontle kunye nezalamane zabo (amalungu osapho), ubuhlanga, unyango, isini, ubuni, uhlanga okanye imvelaphi yentlalo, ubuni umntu abukhethayo, ubudala, impilo yomzimba okanye eyengqondo, ukuphila nokukhubazeka, inkolo, isazela, inkolelo, inkcubeko kunye nolwimi, kunye neenkcukacha zebhayometriki yomntu.

12.3 Abantu abanokunikezelwa okanye iindidi zabantu abanokunikezelwa iinkcukacha zomntu.

Udidi lweenkcukacha zomntu	Abantu abanokunikezelwe okanye iindidi zabantu abanokunikezelwa
Inombolo yesazisi kunye nokujonga amagama abophuli-mthetho	INkonzo yaMapolisa oMzantsi Afrika
Ukuqinisekiswa kweziqinisekiso	IGunya-bantu leziQinisekiso zeMfundo loMzantsi Afrika
Imbali yamatyala nembali yentlawulo, iinkcukacha zamatyala	Amaziko aneenkcukacha zabathenga ngetyala
Iinkcukacha zabantu abanamagunya apheleleyo kunye neenkampani ngeenjongo zokuthenga	UNondyebo weSizwe, iNkonzo yeNgeniso yoMzantsi Afrika kunye noMphicothi-zincwadi Jikelele woMzantsi Afrika
Ukudiza kweenkcukacha zomntu okubekwe ngumthetho	Ii-Arhente zogcino-mthetho, amaqumrhu amiselwe ngokomthetho, amaqumrhu olawulo, imibutho yophando-nzulu nophando kunye namanye amaziko karhulumente.

12.4 Ukuhamba okucwangcisiweyo okudlula imida kwinkcukacha yomntu

U-*GCIS* angazidlulisa iinkcukacha zomntu kwimida yeRiphabhlikhi yoMzantsi Afrika, ngokuxhomekeke kwiCandelo lama-72 le-*POPIA*.

12.5 INkcazelo ngokuBanzi yaManyathelo oKhuseleko loLwazi kufuneka iphunyezwe liqela elinoxanduva lokuqinisekisa imfihlo, imfezeko kunye nokufumaneka kweenkcukacha.

U-*GCIS* usebenzisa ubuchwepheshe bale mihla ukukhusela imfihlo kunye nokuqinisekisa imfezeko yeenkcukacha zomntu phantsi kolawulo lwayo. Amanyathelo okhuseleko lweenkcukacha zesebe aquka, phakathi kwezinye izinto, inkqubo yokhuseleko lothungelwano, uguqulelo oluntsonkothileyo, ulawulo ofikelelo olusengqiqweni, ukhuseleko lwezixhobo zekhompyutha kunye noluhlu lwenkqubo zekhompyutha, ubumfihlo kunye namagatya emfihlo yolwazi kwizivumelwano nabasebenzi kunye nababoneleli.

13. UKUFUMANEKA KWENCWADANA

13.1 Le ncwadana iyafumaneka ngazo zonke iilwimi ezisemthethweni:

11. IsiXhosa
12. Afrikaans
13. isiZulu
14. isiNdebele
15. Siswati
16. isiNgisi
17. Sepedi
18. Setswana
19. Sesotho
20. Tshivenḓa
21. Xitsonga.

13.2 Ikopi yale ncwadana iyafumaneka:

13.2.1 kule webhusayithi *www.gcis.gov.za*.

13.2.2 kwi-ofisi engundlunkulu yakwa-*GCIS*, *Tshedimosetso House, Hatfield, Pretoria*, ukuze ihlolwe nguwonke-wonke ngeeyure eziqhelekileyo zomsebenzi;

13.2.3 kuye nawuphi na umntu ngesicelo naxa kuhlawulwe umrhumo omiselweyo ofanelekileyo; kwaye

13.2.4 icelwa kuMlawuli woLwazi.

13.3 Umrhumo wekopi yencwadana, njengoko kuchaziwe kwisiHlomelo B semigaqo, uya kuhlawulwa ngokwefotokopi nganye eyenziweyo kwiphepha elingu-A4.

14. UKUHLAZIYWA KWENCWADANA

U-*GCIS* uza, ukuba kuyimfuneko, kuhlaziya aze apapashe le ncwadana rhoqo ngonyaka.

Ikhutshwe ngu

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