

INCWADI EMHLAHLANDLELA  
EKHUTJHWE NGAPHASI KWESIGABA SE-  
14 SOMTHETHO OKHUTHAZA  
UKUFUMANEKA KWELWAZI (I-PAIA), 2000  
(UMTHETHO WESI-2 WONYAKA WEE-  
2000)

INcwadi  
eHlathulula  
ngokuFumaneka  
kweLwazi  
lePhiko  
lezokuThintana  
komBuso (GCIS)  
**2012/13**

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## **1. ISETHULO**

UmThetho oThuthukisa ukuFumaneka kweLwazi (umThetho ka-2000), uveza bonyana umkhandlu ngamunye kufanele uveze isikhundla sesiPhathiswa seLwazi nese/samaSekela wesiPhathiswa seLwazi azokusebenza ngokudlulisa iimbawo zokufumana ilwazi, begodu asize abafakiimbawo ngokufaka iinghonyayo zabo.

Incwadi le yasungulelwa ukuba mhlahlandlela ozokusiza amalunga womphakathi mayelana nokufumana ilwazi ePhikweni lomBuso lezokuThintana nokuNikela ngeLwazi (i-GCIS). Incwadi le ihlathulula ukuthi mhlobo bani welwazi elifumanekako kilomnyango nokobana ungalifikelela bunjani. Incwadi ibuye itjengise ukusebenza kwesibopho sokuba nelungelo lokufumana ilwazi, elivezwe mThethosisekelo weRiphabhliki yeSewula Afrika, 1996.

Ngaphandle kwemininingwana, ebuye ibizwe gokuthi mafayili, incwadi le ibuye imumathe imininingwana yokuthintana nesiPhathisi sezokuThintana neSekela lesiPhathiswa sezokuThintana kwa-GCIS.

## **2. IGUNYA LOMSEBENZI WE-GCIS**

Igunyasisekelo lomsebenzi we-GCIS kukunikela ngoburholi obunobuhlakani kezokuthintana kombuso begodu nokuthungelelanisa amarherho wezokuthintana kombuso, lawo aqinisekisa bonyana umphakathi ubikelwe ngemithethomgomo, ngamaqhinga namahlelo wombuso.

**Inembombono:** Umthombo wezokuthintana okuphuma phambili embusweni.

**Isibopho:** Ukunikela ngemisebenzi eyenziwe ngobuthakgha, kuhlelwe bekukhuthazwe ukuthotjelwa kwamazinga wamarherho wezokuthintana kombuso ngendlela ephumelelisako. Ukutjhotjhozela ukwethulwa kwemilayezo yombuso ekhambelanako bekukhulunyiswane nomphakathi ngendlela ephumelelako mayelana nemithethomgomo, amaqhinga, amahlelo neempumelelo zombuso.

### **2.1 AMAPHIKO WE-GCIS**

I-GCIS yakheke ngendlela ezokuqinisekisa bonyana ifikelela igunya lomsebenzi wayo njengombana kulathisiwe ngehla. Inamaphiko ali-15:

- 2.1.1 ImiKhiqizo neenZinda
- 2.1.2 UkwAzisa nokuSabalalisa iPahla neLwazi
- 2.1.3 UmThethomgomo nokuRhubhulula
- 2.1.4 ZeeMali, ukuPhathwa kokuThenga iPahla nemiSebenzi kanye nemiSebenzi yokuSiza
- 2.1.5 ImiSebenzi yokuQatjha nokuTjheja abaSebenzi
- 2.1.6 UkuPhathwa kweLwazi neThekhnoloji
- 2.1.7 Ukuphathwa kwePahla neenSetjenziswa zomBuso
- 2.1.8 UkuHlela ngobuHlakani ne-Ofisi yokuPhatha amaHlelo
- 2.1.9 UkuBandula nokuThuthukisa

- 2.1.10 Iklasta yezokuTjheja: iBubulo lezomNotho nemiSebenzi; ukuThuthukiswa komThangalasisekelo; ubuLungiswa, ukuKhandela ubuLelesi nokuVikela; iTjhebiswano leenTjhabatjhaba, ukuRhwebelana nokuVikela
- 2.1.11 Iklasta yezokuTjheja: ukuThuthukiswa kwabaNtu; ukuVikela zeHlalakuhle nokuThuthukisa umPhakathi; ukuBusa nokuPhatha
- 2.1.12 UbuThintanisi beemFunda nebomBuso wemaKhaya
- 2.1.13 UkuKhulumisana nebeeNdaba
- 2.1.14 UkuKhangisa nokuThenga iinKhala zokuKhangisa
- 2.1.15 UkuHlolwa kweeNcwadi kwangaPhakathi.

## **2.2 IHLATHULULO EDEPHILEKO YEMISEBENZI YE-GCIS**

### **2.2.1 IGATJA: IKAMBISOHLAZIYO NOKUSATJALALISWA KWELWAZI**

**Igatja leKambisohlaziyo nokuSatjalaliswa kweLwazi** lihlanganisa ukwakhiwa nokwenziwa kweQhinga lezokuThintana kweliZwe Loke.

Imisebenzi yegatja ngelandelako:

- ukwenza irhubhululo ngomnqopho wokuhlola ukuthi umbuso ungazifikelela bunjani iimfuneko zokuthintana nomphakathi
- ukutjheja indlela ababikiindaba abethula ngayo amahlelo wombuso nakuqala ihlangothi lezokuthintana
- ukunikela ukuhlahla okunobuhlakani kezokuhlunga nokutsengwa kobubikiindaba obugadangisako nobusekhomphyutheni ngomnqopho wokuqinisekisa bonyana ukuthintana kombuso kuba ngokobuthakgha nobukhamba ngesikhathi
- ukusungula imikhiqizo yezokuthintana/iinzinda zokucocisana nelwazi elimumethweko
- ukuthenga isikhathi sokukhangisa emmoyeni/nanyana isikhala esitlhogekako sokwethula ijima lomkhangiso wombuso ophumelelako
- ukukghonakalisa ukubandula kezokuthintana nokuthuthukiswa kwamakghono wabathintanisi bombuso.

Igatja lifaka hlangana amaphiko alandelako:

- ImiKhiqizo neenZinda
- UmThethomgomo nokuRhubhulula
- UkwAzisa nokuSabalalisa iPahla nelWazi

**A Igatja lemiKhiqizo neenZinda** linokuziphendulela emarherhweni ahlukehlukeneko weenzinda zokuthintana ezisungulwe nezisetjenziswa yi-GCIS. Iinzinda lezi ziyingcenywe yokuzibophelela kwethu ekuqinisekiseni bonyana amaSewula Afrika nabahlanganyeli abakezinye iindawo bahlale banelwazi ngemithethomgomo nemisebenzi yombuso nangamathuba alethwa mahlelo la ezakhamuzini, emabhizinisini nekubasebenzisani.

**B Igatja lomThethomgomo nokuRhubhulula** lenza irhubhululo ngomnqopho wokuhlola ukuthi umbuso ungafikelela njani iimfuneko zomphakathi zezokuthintana

belitjheje ukusebenza kwababikiindaba nabethula iindaba ngamahlelo wombuso khulukhulu ehlangothini lezokuthintana.

- C Igatja lezokuAzisa nokuSabalalisa iPahla neLwazi** liqinisekisa bonyana i-GCIS inamaqhinga asebenza ngepumelelo wokwAzisa nokuSabalalisa iPahla neLwazi kiyo yoke imikhiqizo neenzinda zayo.

## **2.2.2 IGATJA: UKULINGANISA IMISEBENZI YEMIKHAKHA YOMBUSO NOKULAWULA ABAHLANGANYELI**

**IGatja lokuLinganisa imiSebenzi yemiKhakha yomBuso nokuLawula abaHlanganyeli** linikela umbuso wesifunda neweendawo zemakhaya ngoburholi neeyeleliso ezinobuhlakani mayelana namarherho wezokuthintana kombuso. Umnqopho walokhu kukuqinisa irherho lezokuthintana kombuso nokwenza bonyana ukuthintana kuthuthuke ngokusebenzisa zokuthintana okunganamkhawulo ngaphasi kwekambiso enetlha yetjhebiswano labahlanganyeli nokusebenzisana; begodu kuqinisekiswa bonyana umphakathi unelwazi ngemithethomgomo namahlelo wombuso ukwenzelela bonyana amaphilo wabo aba ngangcono.

Imisebenzi yegatja ngelandelako:

- ukunikela ngoburholi obunobuhlakani kezokuthintana kombuso
- ukuqinisa nokuphatha amarherho wezokuthintana kombuso abanzi ngomnqopho wokuwahlalisa kuhle nangepumelelo
- ukwenza isikhozi nabahlanganyeli abanobuhlakani ekuqinisekiseni bonyana inembombono ye-GCIS iyafikelelwa.

Igatja linamaphiko alandelako:

- **UbuThintanisi beemFunda nebomBuso wemaKhaya**
- **UkuKhulumisana nebeeNdaba**
- **IKlasta yezokuTjheja:** iBubulo lezomNotho nemiSebenzi; ukuThuthukiswa komThangalasisekelo; uBulungiswa, ukuKhandela ubuLelesi nokuVikela; iTjhebiswano leenTjhabatjhaba, ukuRhwebelana nokuVikela
- **IKlasta yezokuTjheja:** ukuThuthukiswa kwabaNtu; ukuVikela zeHlalakuhle nokuThuthukisa umPhakathi; ukuBusa nokuPhatha.

**A Igatja lobuThintanisi beemFunda nebomBuso wemaKhaya (P&LL)** linikela ngoburholi obunobuhlakani bokuthungelelanisa amarherho wezokuthintana kombuso ophezulu newesifunda. Iphikweli lilawula ama-ofisi weemfunda ezilithoba nephiko elise-ofisini yombuso ophezulu.

**B Igatja lokuKhulumisana nebeeNdaba** lidosa belilawula ukusebenzisana nokuthintana phakathi komBuso nababikiindaba. Umsebenzi ongoqakathekileko kuthuthukisa ilwazi lababikiindaba mayelana ne-ajenda yombuso ngomnqopho wokwenza bonyana ibhoduluko kube ngelinezakhamuzi ezizibandakanya ngekuthalo, ezinelwazi lezepolotiki nezinokuzithemba ekugandeleleni ilungelo lazo lokunikelwa izenzelo zomphakathi.

- C Iklasta yezokuTjheja: iBubulo lezomNotho nemiSebenzi; ukuThuthukiswa komThangalasisekelo; ubuLungiswa, ukuKhandela ubuLelesi nokuVikela; iTjhebiswano leenTjhabatjhaba, ukuRhwebelana nokuVikela** inikela umnyango ngeeyeleliso ezinobuhlakani nesekele ngezokuthintana. Ikghonakalisa amaqhinga wezokuthintana asungulwe yiKhabinethi. Iklasta le ibuye inikele ngeenzinda zokuhlela ngokuhlanganyela nokwenza ndawonye umsebenzi wamahlelo wombuso bathintanisi kezokuthintana.
- D Iklasta yezokuTjheja: ukuThuthukiswa kwabaNtu; ukuVikela zeHlalakuhle nokuThuthukisa umPhakathi; ukuBusa nokuPhatha** inikela umnyango ngeeyeleliso ezinobuhlakani nesekele ngezokuthintana. Ikghonakalisa amaqhinga wezokuthintana asungulwe yiKhabinethi. Iklasta le ibuye inikele ngeenzinda zokuhlela ngokuhlanganyela nokwenza ndawonye umsebenzi wamahlelo wombuso bathintanisi kezokuthintana.

### **2.2.3 IGATJA: IMISEBENZI YOKUSEKELA UKUPHATHWA KWEHLANGANO**

IGatja **lemiSebenzi yokuSekela ukuPhathwa kweHlangano** lilawula imisebenzi yokusekela leyo eyenzelwa abaphathi bemisebenzi.

Igatja lifaka hlangana amaphiko alandelako:

- ZeeMali, ukuThenga iPahla nemiSebenzi kanye nemiSebenzi yokuSiza
- ImiSebenzi yokuQatjha nokuTjheja abaSebenzi
- UkuPhathwa kweLwazi neThekhnoloji
- Ukuphathwa kwePahla neenSetjenziswa zomBuso
- UkuHlela ngobuHlakani nokuPhatha amaHlelo
- UkuBandula nokuThuthukisa

**A IPhiko leeMali, ukuThenga iPahla nemiSebenzi kanye nemiSebenzi yokuSiza** lisiza ngoburholi obunobuhlakani kezokulawulwa kweemali nokuphathwa kweendaba zokuthenga ipahla nemisebenzi.

**B IPhiko lemiSebenzi yokuQatjha nokuTjheja abaSebenzi** lisiza ngoburholi obunobuhlakani ekukghonakaliseni ukusebenza kweqhinga lomnyango lezemisebenzi yokuqatjha nokutjheja abasebenzi.

**C IPhiko lokuPhathwa kweLwazi neThekhnoloji** linikela iyeleliso ezinobuhlakani mayelana nokuphathwa kwelwazi nethekhnoloji e-GCIS.

**D IPhiko lokuPhathwa kwePahla neenSetjenziswa zomBuso** linomsebenzi wokuthengela i-GCIS inarha ekuzakwakiwa kiyo ama-ofisi.

**E IPhiko lokuHlela ngobuHlakani namaHlelo** linikela i-GCIS isizo lemisebenzi yezokuphatha ngobuhlakani ngokwemileyo yomThetho wezokuPhathwa kweeMali zomBuso (i-PFMA) kanye neminye imithetho ekhambisana nakho. Ibuye godu ibe nomsebenzi wokubonelela ngemisebenzi yokuphathwa kwephrojekthi ngendlela enobuthakgha, ngomnqopho wokwenza ngcono izinga lokusebenzela ukufikelela umnqopho we-GCIS.

**F IPhiko lokuBandula nokuThuthukisa** likhomba iimfuneko zokubandula nokuthuthukisa amakghono wabathintanisi bombuso ngokuhlahlwa liqhinga lezokuthintana lelizwe loke, imithethomgomo yombuso nayo yoke eminye iminqopho yezokuthintana yombuso. IPhiko libuye lingezelele inani labasebenzi belinikele ngeensiza zokwenza bonyana abasebenzi bahlale baphile kuhle, ukuqatjha abantu bobulili obungafaniko ngokulinganako, ukuphathwa kweendaba zabakhubazekileko namahlelo welutjha.

#### **2.2.4 IGATJA: I-EJENSI YEMISEBENZI YEZOKUTHINTANA**

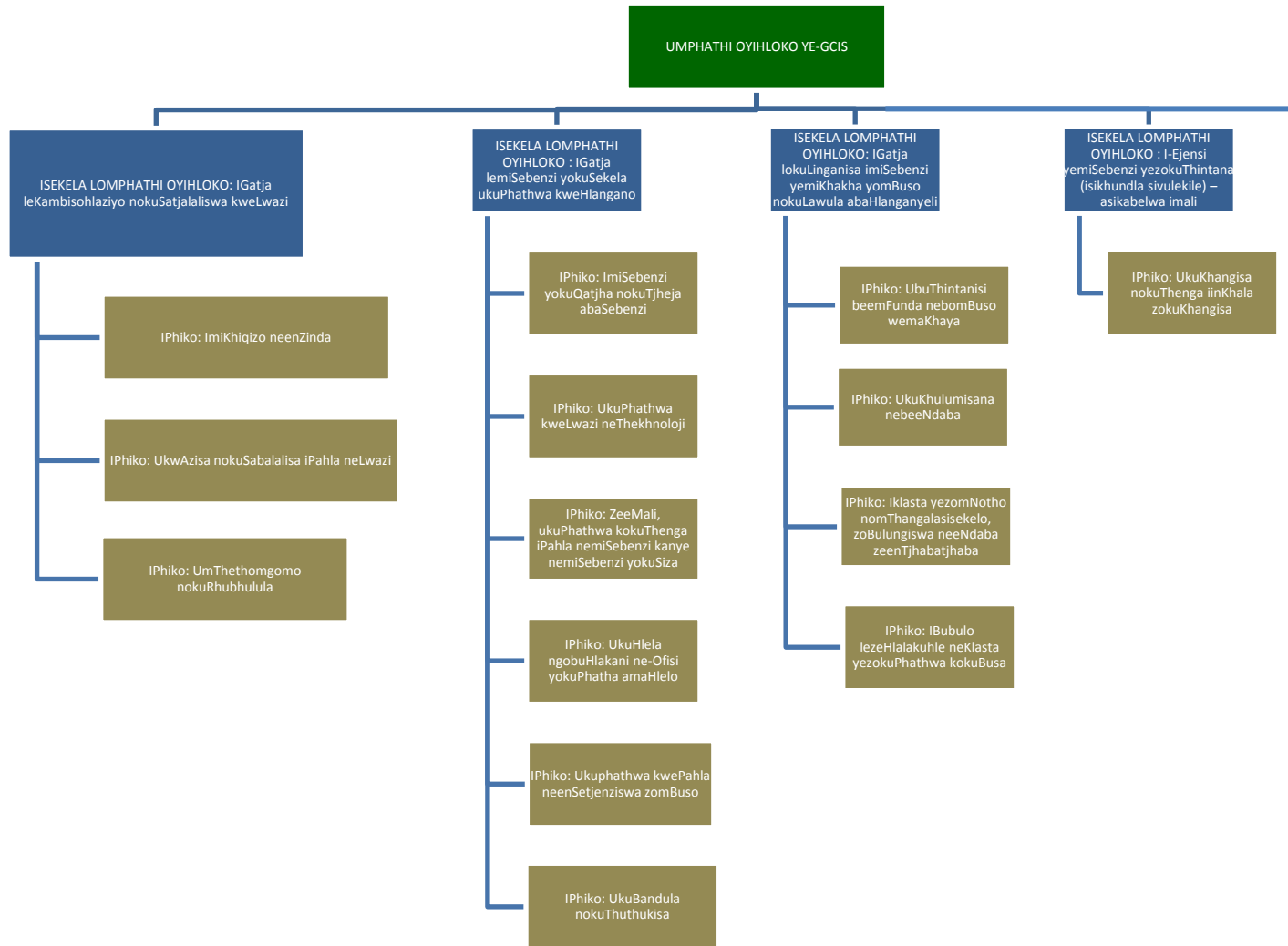
IGatja **le-Ejensi yemiSebenzi yezokuThintana** linikela nge-ejensi yezokwAzisa nokuSabalalisa iPahla neLwazi esebenza msinyazana nangepumelelo nekghonakalisa bonyana umbuso ufikelele bewuthenge imisebenzi yezokuthintanta ethileko.

**A IPhiko lokuKhangisa nokuThenga iinKhala zokuKhangisa** lenza umsebenzi wokubuthelela ndawonye umsebenzi wokuthenga iinkhala zokukhangisa nokukhangisela umbuso ophezulu imikhiqizo yababikiindaba, ngomnqopho wokwenza bonyana ukuthintana mayelana namahlelo wombuso kuba ngokukhambelanako, okuphendulako nokuneendleko ezilingeneko.

#### **2.2.5 IPHIKO: UKUHLOLWA KWEENCWADI KWANGAPHAKATHI**

**A UkuHlolwa kweeNcwadi kwangaPhakathi** kuliphiko elizijameleko eliqinisekisa umnqopho nelenza umsebenzi ohlelelwe ukusiza bonyana ukusebenza kwe-GCIS kuba yipumelelo. Kunqotjhwe ngalo ukwenza ngcono ukuphathwa kobungozi nekambiso yokulawula nokuphatha embusweni.

## ISAKHIWOLANDELANO SEENKHUNDLA ZABAPHATHI BE-GCIS





### **3. IMINININGWANA YOKUTHINTANA NESIPHATHISWA SELWAZI**

UmPhathi oyiHloko we-GCIS ubuye abe siPhathiswa seLwazi ngaphasi kwe-PAIA, 2000. ISekela lesiPhathiswa seLwazi linye e-GCIS:

#### **IsiPhathiswa seLwazi: Mma Phumla Williams**

Isiphande sePoso: Private Bag X745  
PRETORIA  
0001

Isiphande soMakhiwo: 1035 Francis Baard Street  
Tshedimoseetso House  
Hatfield  
Pretoria  
0028

Isiphande seposommoya: [phumla@gcis.gov.za](mailto:phumla@gcis.gov.za)

Inomboro yomtato: 012 473-0236

Ifeksi: 012 325-3020

Inomboro kaMaliledinini: 083 501 0139

#### **ISekela lesiPhathiswa seLwazi: Nom. Keitumetse Semakane**

Inomboro yomtato: 012 473-0128

Ifeksi: 012 326-7447

Inomboro kaMaliledinini: 079 696 1826

Isiphande seposommoya: [keitu@gcis.gov.za](mailto:keitu@gcis.gov.za)

### **4. UMHLAHLANDLELA WOKUSETJENZISWA KOMTHETHO YIKOMITJHINI YAMALUNGELA WOBUNTU YESEWULA AFRIKA (i-SAHRIC) I-PAIA, 2000 [ISIGABA SE-14 (1) (C)]**

I-SAHRIC (kilomtlole ivezwe ngokuthi “yiKomitjhini”), ngokwesiGaba se-10 se-PAIA, ka-2000, izakubuthelela umhlahandlela mayelana nokusetjenziswa komThetho lo. Umhlahandlela lo uzokufumaneka kuKomitjhini. Eminye neminye imibuzo emayelana nomhlahandlela ingathunyelwa kuKomitjhini ku:

SAHRC  
Private Bag X2700  
Houghton  
2041

Inomboro yomtato: 011 877-3600

Ifeksi: 011 403-0625

Isiphande seposommoya:  
Isiphande sobunzinzolwazi:

[PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
[www.sahrc.org.za](http://www.sahrc.org.za)

## **5. IHLATHULULO YEENHLOKO ZELWAZI ELIFUMANEKA KWA-GCIS – ISIGABA SE-14 (1) (D)**

**5.1** Ngokubonelela ikambiso yokukhombela ilwazi ngaphasi komThetho, iinhloko zelwazi eliphethwe yi-GCIS nemikhakha yemininingwana emumethwe sihloko ngasinye ijame ngalindlela:

### **A. ImiKhiqizo neenZinda**

- a) Imibiko.
- b) Amaphephabhugu.
- c) Ilwazi elifumaneka kubunzinzolwazi be-GCIS, kubunzinzolwazi beLwazi lomBuso, kubunzinzolwazi be-*Vuk'uzenzele* nakubunzinzolwazi bemiSebenzi yoMbuso.
- d) UmThethomgomo nemitlolo emihlahlandlela.
- e) *I-South Africa Yearbook ne-Pocket Guide to South Africa*.

### **B. UkwAzisa nokuSabalalisa iPahla neLwazi**

- a) Imibiko.
- b) Iphephamkhangiso lokwAzisa ngePahla neLwazi.

### **C. UkuBandula nokuThuthukisa**

- a) Imibiko neentatimende.
- b) Isenzo sokunqophisa kokuthileko neemphakamiso zerhubhululo.
- c) Ibuthelolwazi, imibiko nokwethulwa kweenkulumo.
- d) umThetho we-Ejensi yokuThuthukisa iimBikiindaba nokuHlukahlukana (i-MDDA) wonyaka we-2002 (umThetho we-14 ka-2002).
- e) Imitlolo yelwazi lokuthintana (*i-South African Government Directory, Directory of Contacts, Media Directory and Profiles*).
- f) Imibiko yemininingwana ebuthelwe babikiindaba beentjhabatjhaba nebangenarheni yekhethu.
- g) Ama-Athikili apheleleko weemBikiindaba zeentjhabatjhaba nezangenarheni yekhethu.
- h) ILwazi eliMumethweko lezokuthintana nemilayezo emaqalontangi.

### **D. ZeeMali, ukuPhathwa kokuThenga iPahla nemiSebenzi kanye nemiSebenzi yokuSiza**

- a) Irhelo labanikeli ngemisebenzi.
- b) Imininingwana yeeMali neentatimende.
- c) Imithethomgomo neenkambisolawulo.
- d) Imibiko.

### **E. ImiSebenzi yokuQatjha nokuTjheja abaSebenzi**

- a) Imithethomgomo, iinkambisolawulo neencwajana ezimihlahlandlela.
- b) Amaphephandaba wangaphakathi ePhikweni.
- c) UbuHlakani bokuPhatha imiSebenzi yokuQatjha nokuTjheja abaSebenzi.
- d) Irhelo lemininingwana yokuthintana neemPhathiswa zezokuThintana zomBuso.

- F. UkuPhathwa kweLwazi neThekhnoloji**
- a) Umthethomgomo nemitlolo emhlahlandlela.
  - b) Amamanuwali.
  - c) Imibiko.
- G. UkuPhathwa kwePahla neenSetjenziswa zomBuso**
- a) Imibiko.
- H. UkuHlela ngobuHlakani nokuPhatha amaHlelo**
- a) Imitlolo yePhrojekthi.
  - b) Imibiko.
  - c) *INcwadi emHlahlandlela wokuPhathwa kwePhrojekthi.*
  - d) *IHlelo lezokuThintana lomBuso.*
  - e) Imitlolo yokusebenza ngobuhlakani.
- I. UkuBandula nokuThuthukisa**
- a) Imibiko
  - b) IQhinga lokuThuthukisa iinDaba zokuQatjha nokuTjheja abaSebenzi.
- J. Iklasta yokuTjheja**
- a) Amaqhinga wezokuthintana.
  - b) Imilayezo emaqalontangi.
- K. UbuThintanisi beemFunda nebomBuso wemaKhaya**
- a) Imibiko.
  - b) Amaqhinga wamaZiko wezemiSebenzi i-*Thusong*.
  - c) Amaqhinga wokuThuthukisa zokuThintana neensetjenziswa.
  - d) Iinsetjenziswa zokwAzisa ngePahla neLwazi.
  - e) *I-Government Communicators' Handbook*.
  - f) Irhelo labasebenzi bezokuthintana.
  - g) Amaqhinga wezokuthintana.
- L. UkuKhulumisana nebeeNdaba**
- a) Iincwajana zeendaba.
  - b) Amaqhinga wezokuthintana.
  - c) Amaqhinga wababikiindaba.
  - d) Irhelo lababikiindaba abanikela ngemisebenzi.
- M. UkuKhangisa nokuThenga iinKhala zokuKhangisa**
- a) Imikhiqizo (egadangisiweko).
  - b) Imikhangiso erhatjhwako namahlelo.
  - c) Imisebenzi yokwAzisa nokuSabalalisa iLwazi nePahla.
  - d) Imibiko yokuThengwa kweenKhala zokuKhangisa iLwazi nePahla.
  - e) Imibiko.
  - f) Imikhiqizo yeenthombe ezisephepheni nezikuvidiyo.

## **N. UkuHlolwa kweNcwadi kwangaPhakathi**

a) Imibiko.

### **5.2 ILWAZI ELIFUMANEKA LULA KWA-GCIS – ISIGABA SE-14 (1) (E)**

ILwazi elifumaneka kubunzinzolwazi be-GCIS, [www.gcis.gov.za](http://www.gcis.gov.za), livezwa belethulwe ngokuzikhethela. Eminye imikhiqizo neensetjenziswa ezivezwa bezethulwe ngokuzikhethela zifaka hlangana okulandelako:

1. umbiko
2. iincwajana zelwazi
3. iincwajana zeendaba
4. iinsetjenziswa zokwazisa ngepahla nangelwazi
5. amaphowusta
6. ikarajana
7. iphetjhanasaziso
8. ama-athikili weendaba afumaneka ku: [www.info.gov.za](http://www.info.gov.za)
9. ama-athikili weendaba afumaneka ku: [www.thusong.gov.za](http://www.thusong.gov.za)
10. ama-athikili weendaba afumaneka ku: [www.sanews.gov.za](http://www.sanews.gov.za)

### **5.3 IKAMBISO YOKUKHOMBELA ILWAZI**

#### **a. *Ukutjhejwa nanyana ukuphaywa kwesibawo:***

Umkhombeli welwazi elimayelana nehlangano yomphakathi kufanele anikelwe ithuba lokulifikelela, kwaphela nayibe umkhombeli ulandele imileyo elandelako:

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

#### **b. *Ungalifumana njani ilwazi:***

- Umkhombeli welwazi kufanele asebenzise iforomo (iForomo A) eligadangiswe kuGazede yomBuso (isAziso somBuso R187 sangomhla we-15 kuMhlolanga- 2002).
- Umkhombelilwazi kufanele aveze ukobana ufuna ukuthunyelwa ikhophi yelwazi nanyana ufuna ukuza azozifundela nanyana azokubukelela irekhodi ema-ofisini we-GCIS. Nanyana, nayibe irekhodi akusimtlolo osephepheni, ungatjhejwa ngokusebenzisa iforomo lokwenza isibawo, nakukhonekako.
- Nayibe umkhombelilwazi ukhombela ilwazi ngendlela ethileko (isib. elitlolve ephepheni, elisekhomphyutheni, njalonjalo), nakunjalo kufanele asizwe ngokwesifiso sakhe. Lokhu kungenziwa kwaphela nangange kungazokuphazamisana nomsebenzi wehlangano yomphakathi ethintekako, nanyana koniwe irekhodi, nanyana kwetjiwe ilungelo lokukhutjelwa elifunjethwe mbuso. Nayibe, ngokwabonobangela abaphathekako, ilwazi angeze lakhutjwa ngokwendlela nangokomhlobo elikhonjelwe ngawo bekufuneka bona kusetjenziswa enye, imbadela kufanele kubizwe yomhlobo wokuthoma lowo okhethwe mkhombelilwazi.
- Nayibe, ngaphezu kwependulo emtlole mayelana nesibawo selwazi, umkhombelilwazi ufisa ukobana aziswe ngesiqunto sesibawo sakhe ngenye indlela, isib. ngokudoselwa umtato, lokhu kufanele kuvezwe.

- Nayibe umkhombelilwazi ukhombelela omunye umuntu, kufanele ahlathulule ubujamo lobo enza isibawo ngaphasi kwabo.
- Nayibe umkhombelilwazi akakghoni ukufunda nanyana ukutlola, begodu mhlambe unokukhubazeka, kilobu bujamo isibawo singenziwa ngomlomo. Ebuja meneni obunjalo isiPhathiswa seLwazi kumele sizalisele umkhombelilwazi iforomo bese simnikele ikhophi yeforomo elizalisiweko.

**C. *Iimbadela zokwenza isibawo sokufumana ilwazi nesaziso ngesiqunto sokunikela ilwazi:***

- Umkhombelilwazi ofuna ilwazi elinemininingwana ngobuntu bakhe akutlhogeki bonyana abhadele imali yokwenza isibawo. Abanye abakhombelilwazi kufanele babhadele imali yesibawo eyi-R35.
- IsiPhathiswa seLwazi kufanele sazise umkhombelilwazi (kungafakwa hlangana umkhombelilwazi ozenzela yena isibawo) ngesaziso esisemthethweni, esifuna nesitjho bona umkhombelilwazi kufanele abhadele imbadela ebekiweko (nayibe iyafuneka) nesibambiso (nayibe siyafuneka) ngaphambi kokobana kudluliswe isibawo sakhe.
- Umkhombelilwazi angafaka isililo sangaphakathi, nakutlhogekako, nanyana isililo sokuphikisa ekhotho mayelana nethenda namkha imbadela efunekako.
- Ngemva kokobana isiPhathiswa seLwazi sele sithethe isiqunto ngesibawo esenziweko, umkhombelilwazi kufanele aziswe ngesiquntweswo ngendlela umkhombelilwazi akhombele ukwaziswa ngayo.
- Nayibe isibawo samukelwe, imbadela yokufumana ilwazi engezelelweko kufanele ibhadelwe ukwenzelela bonyana kukhiqizwe godu, kufunwe bekulungiswe ilwazi, elizokuthatha isikhathi esima-iri angaphezulu kwalawo abekiweko wokufuna nokulungisa ilwazi ekufanele likhutjhwwe.
- Ukufikelelwa kwelwazi kuzokugodlwa bekube kulapho zoke iimbadela ezifunekako sele zibhadelwe.

**6. IINSOMBULULO EZIHLELIWEKO ZOKUTJHEJA OKUNGAKHAMBBI KUHLE NANYANA UKUBHALELWA KOKUSEBENZA KOMTHETHO**

linkambisolawulo ezilandelako zihlelelwe ukuthi abantu bazisebenzisele ukubika nanyana ukulungisa ukungenziwa ngekambiso kwezinto, ukuziphatha nanyana ukuthinteka ezenzweni eziphambene nomthetho nanyana ukungayeleli okufanele kwenziwe yi-GCIS nanyana ngisiphi isisebenzi saleliphiko:

**a. *Ikambisolawulo yokubika nanyana yokulungisa:***

- I. Iindlela zokulungisa mayelana nemithetho nanyana ukubhalelwa kukwenza ngokwemileyo ye-PAIA, 2000: NgokomThetho lo isiPhathiswa esitjheja iinLilo zangaPhakathi nguNgqongqotjhe. Ngemva kokobana sekusetjenziswe zoke iindlela ekungararululwa ngazo, zabhalelwa, isibawo singadluliselwa ekhotho (ngokweengaba 78 – 82).
- II. Isisebenzi somBuso singafaka isililo nanyana isinghonyayo esizakuphenywa yiKomitjhini yemiSebenzi yomBuso itjheje ukwenziwa kwezinto ngokomthetho

- nanyana ukweqisa amehlo (IsiGaba sama-35 somThetho wezemiSebenzi yomBuso, wonyaka we-1994 [umThetho 103 ka-1994]).
- III. Umuntu angasebenzisa iinsombululo zezabasebenzi mayelana nezenzo zabasebenzi nanyana ukweqisa amehlo iimbopho zezabasebenzi, njengamalungelo wabasebenzi angatjhejwako (umThetho wezemiSebenzi yomBuso, ka-1994, nomThetho wezeTjhebiswano lomQatjhi nabaSebenzi, ka-1995 [umThetho 66 ka-1995]).
  - IV. Umuntu angethula isinghonyayo sakhe kumhloli mayelana nakusolako okuveza bonyana kwenziwa izinto ngendlela ephambene nomThetho i-*Basic Conditions of Employment Act*, 1997 (umThetho 75 ka-1997) – isiGaba 78(1) (a), nanyana umThetho wokuQatjha ngokuLingana, ka-1998 (umThetho 55 ka-1998) – isiGaba 34(e).
  - V. Umuntu angethula isinghonyayo sakhe kumVikeli womPhakathi mayelana neensolo zokwenziwa kwezinto ngendlela ephambene nomthetho nanyana ukuziphatha kumbi kwesisebenzi sombuso nanyana ukweqiswa amehlo komthetho (umThetho oLawula umThethosisekelo nomVikeli womPhakathi, ka-1994 [umThetho wama-23 ka-1994]).
  - VI. Umuntu angethula isinghonyayo sakhe kuKomitjhini yamaLungela wobuNtu yeSewula Afrika (i-SAHRC) nayelana nesenzo somsebenzi wombuso esiveza ukweqiswa amehlo okusolakala njengalokho okwephula nanyana okunobungozi phezu kwamalungelo wobuntu asisekelo (umThetho weKomitjhini yamaLungelo wobuNtu, 1994 [umThetho 54 ka-1994]).
  - VII. Njengendlela yokuvikeleka emlandwini wokwephula umthetho ngonobangela wokobana uveze ifihlo mayelana nezenzo zokwephulwa komthetho nanyana ukuziphatha kumbi komqatjhi nanyana omunye wabasebenzi, umuntu oveza ifihlo kufanele alandele imileyo yomThetho wokuVikeleka kokuVeza iFihlo, 2000 (umThetho wama-26 wee-2000).
  - VIII. Umuntu angasebenzisa godu amanye amagadango womthetho weziko lemikhulumiswano yokubuyekiswa kokuphatha kezobulungiswa okutjheje igadango lokulawula ngokomThetho wezokuThuthukiswa kobuLungiswa bokuPhatha, wonyaka wee-2000 (umThetho wesi-3 ka-2000).

**b. Ezinye iindlela zokulungisa:**

- I. Umuntu angakhombela ukunikelwa iinzathu zegadango lezokuphatha ngokomThetho wezokuThuthukiswa kobuLungiswa bokuPhatha, wee-2000 (isiGaba sesi-5).
- II. Umuntu angakhombela ukunikelwa ilwazi lomnyango wombuso nanyana ihlangano yomphakathi ngaphasi komthetho we-PAIA, wee-2000 (isiGaba se-11).

**c. Isibopho sokubika:**

- I. Isisebenzi sombuso, ngesikhathi sokwenza kwaso umsebenzaso, sinesibopho ngaphasi komTlolo wokuziphatha ngeFanelo ukuthi sibikele iimphathimandla ezifaneleko, ngobukhwabanisi, ngobukhohlakali, ukuqatjhana ngobuhlobo, ukuphatha makghwankghwa begodu nangeminye imikhawulo yokuziphatha okuhlathulula ukuthi isenzo esithileko simlandu nanyana sinobungozi kuhlalakahle yomphakathi. Isisebenzi sombuso esibhalelwa kuthobela imileyo le, sithathwa njengesinomlandu wokuziphatha ngendlela ephambene nomthetho. (UmThetholawulo B.3 no-C.4.10 weSahluko sesi-2 semithetholawulo yemiSebenzi yomBuso, wee-2001)
- II. Isibopho somqatjhi ngamunye nesisebenzi ngasinye sokuveza ubujamo babo kezobulelesi kanye nokhunye ukuziphatha kwemsebenzini okuphambene nomthetho kubuye kugandelelwe mThetho wokuVikeleka kokuVeza iFihlo wonyaka wee-2000 (Isendlalelo).

<b>AMANANI ABEKIWEKO WEEMBADELA ZEENHLANGANO ZOMPHAKATHI</b>		
<b>INGCENYE II YESAZISO SOMBUSO SE-187 KUGAZEDE YOMBUSO YANGOMHLA WE-15 KUMHLOLANJA 2002</b>		
1.	Inani lembadela yekhophi yencwadi njengalokha kulindelweko kumthetholawulo 5(c) yi- 0, 60 iphepha ngalinye ubukhulu balo obuyi-A4 nanyana ingcenyeye yalo.	
2.	Amanani wembadela yokubuyelela umkhiqizo njengalokha kutjihiwo kumthetholawulo 7(1) angendlela elandelako: a) Ikhophi enye nenyeye yobukhulu be-A4 nanyana ingcenyeye yayo b) Ikhophi enye nenyeye yobukhulu be-A4 nanyana ingcenyeye ekukhomphyutha nanyana engafundwa isemtjhinini othileko c) ikhophi ekukhomphyutha engafundeka nge: i. <i>Compact disc</i> d) (i) iphepha elineenthombe ezibukelwako zephepha lobukhulu be-A4 nanyana ingcenyeye yalo (ii) ikhophi yeenthombe ezibukelwako e) (i) iphepha lerekhodi elilalelwako, lobukhulu obuyi-A4 nanyana ingcenyeye (ii) ikhophi lerekhodi lelwazi elilalelwako.	R0,60  R0,40  R40,00 R22,00 R60,00 R12,00 R17,00
3.	Imbadela yesibawo ebhadelwa mkhombelilwazi ngamunye, ngaphandle komuntu ozenzela isibawo ngokwakhe, evezwe kumthethokambiso 7(2) yi-	R35,00
4.	limali ezibhadelwa mkhombelilwazi zokufumana ilwazi ngokomThethokambiso 7(3) zijame bunje: 1) a. ikhophi ngayinye enobukhulu obuyi- A4-nanyana ingcenyeye yayo b. ikhophi ngayinye enobukhulu obuyi-A4 nanyana ingcenyeye egadangisiweko ekukhomphyutha nanyana emtjhinini c.ikhophi engafundwa kukhomphyutha: (i) i-compact disc d. (i) iphepha elineenthombe ezibukelwako zephepha lobukhulu obuyi-A4 nanyana ingcenyeye yayo (ii) ikhophi yeenthombo ezibukelwako e. (i) ukugadangiswa kwerekhodi lelwazi elilalelwako, elinobukhulu obuyi-A4 nanyana ingcenyeye yalo (ii) ikhophi yerekhodi elilalelwako f. Ukufuna nokulungisa irekhodi lelwazi ukobana livezwe,li-R15,00 i-iri ngalinye nanyana ingcenyeye ye-iri, kungabalwa i-iri lokuthoma,ngokwesikhathi esifunekako sokulifuna nokulilungisa. 2) Ngokomnqopho wesiGaba 22(2) somThetho, kufanele kuyelelwe okulandelako: a. Ama-iri asithandathu ekuma-iri ekufanele adlule ngaphambi kokubhadela isibambiso	R0,60  R0,40  R40,00 R22,00 R60,00 R12,00 R17,00

	b. Ubunye esithathwini bemali bubhadelwa mkhombelilwazi njengesibambiso.	
	3) lindleko zokuposa zibhadelwa mkhombelilwazi lokha nayibe ikhophi yerekhodi lelwazi ifanele bona iposelwe umkhombelilwazi.	

**5. AMAFOROMO AHLELELWE UKWENZA ISIBAWO SELWAZI ELIMAYELANA NEHLANGANO YOMPHAKATHI**

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

**IFOROMO A**

ISIBAWO SOKUFUMANA ILWAZI ELIMAYELANA NEHLANGANO YOMPHAKATHI

IsiGaba 18(1) se-PAIA, ka-2000

**[Umthetholawulo wesi-2]**

**ISIQETJHANESI SISETJENZISWA YI-GCIS KWAPHELA**

Inomboro eyiReferensi:

Isibawo samukelwe ngu: .....

Isibawo samukelwe ngomhla we: .....

Inomboro eyireferensi (nayikhona): .....

Imbadela yesibawo (nayikhona): R .....

Imali esibambiso (nayikhona): R .....

Imbadelwa yokunikelwa ilwazi: R .....

Isiqunto: .....

.....

.....



.....

UMTLIKITLO WESIPHATHISWA SELWAZI NANYANA WESEKELA LESIPHATHISWA SELWAZI

**A. Imininingwana yehlangano yomphakathi**

IsiPhathiswa seLwazi/iSekela lesiPhathiswa seLwazi:

**B. Imininingwana yomuntu okhombela ukunikelwa ilwazi elithileko**

- (a) Imininingwana yomuntu okhombela ukunikelwa ilwazi elithileko kufanele itlolwe ngenzasi.*
- (b) Tlola imininingwana yesiphande seposo, seposommoya ne/nanyana inomboro yefeksi ekungeyeSewula Afrika lapha ilwazi lifanele lithunyelwe khona.*
- (c) Ubufakazi bobujamo lobo isibawo esenziwa ngaphasi kwabo, nayibe bukhona, kufanele bunanyathiselwe.*

Amabizo apheleleko nesibongo: .....

.....

Inomboro kamazisi: .....

Isiphande seposo: .....

.....

Inomboro yefeksi: .....

Inomboro yomtato: .....

Isiphande seposommoya: .....

Ubujamo lobo isibawo esenziwa ngaphasi kwabo, nayibe isibawo senzela omunye umuntu:

.....

**C. Imininingwana yomuntu owenzelwa isibawo sekunikelwa ilwazi**

*Isigabesi kufanele sizaliswe kwaphela nayibe isibawo selwazi senzelwa omunye umuntu.*

Amabizo apheleleko nesibongo: .....

Inomboro kamazisi: .....

**D. Imininingwana yeLwazi**

*(a) Nikela imininingwana ezeleko yelwazi elikhonjwelelwa imvumo, ufake nenomboro eyireferensi yelwazi nawuyaziko, ukwenzelela bonyana ilwazi likghone ukufumaneka lula.*

*(b) Lokha nasisincani isikhala esinikelweko, sikhombela bonyana utlolele kelye ikhasi langaqadi ubese ulinamathisela kileli foromo. **Umkhombelilwazi kufanele atlikitle wo ke amakhasi angezelelweko.***

1. Ihlathululo yemininingwana nanyana ingcenywe ekhambisana nemininingwana: .....

.....  
.....  
.....  
.....  
.....  
.....

2. Inomboro eyireferensi, nayibe ikhona: .....

3. Eminye iminingwana eqakathekileko yelwazi: .....

.....  
.....  
.....

**E. Iimbadela**

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

(b) Uzakwaziswa ngesamba ekufuneka bonyana sibhadelwe njengembadela yokufumana ilwazi.

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

(d) Nawunelungelo lokungabhadeli, sikhombela uveze unobangela loyo.

Unobangela wokungabhadeli: .....

.....  
.....  
.....  
.....

**F. Indlela yokufumana ilwazi**

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

Umhlobo wokukhubazeka: ..... ..... ..... .....	Indlela ilwazi elifuneka ngayo: ..... .....
---	---

Tshwaya isiqunto sakho ngeledere u-X ebhoksini elifaneleko:

**OKUFANELE KUYELELWE:**

(a) Ukukhambisana nesibawo sakho semvumo yokufumana ilwazi kuzakuya ngendlela ilwazi elifumaneka ngayo.

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

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

**1. Lokha ilwazi nalimtlolo ogadangisiweko namkha ilwazi elingakhutjhwa ngetjhada**

Ikhophi yelwazi\*

Ukuhlolwa kwelwazi

**2. Nayibe ilwazi linemifanekiso ebonwako**

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

Bukela imifanekiso

Ikhophi yemifanekiso\*

Imikhiqizo yemifanekiso \*

**3. Nayibe ilwazi linamagama agadangisiweko nanyana ilwazi elingakhutjhwa ngetjhada**

Lalela umbhino

(i-Compact Disk)

Umkhiqizo omtlo wombhino\*

(Okutloliweko nanyana okugadangisiweko)

**4. Nayibe ilwazi likukhomphyutha nanyana lisemtjhini ongafundwako**

Ikhophi yelwazi emtlo\*

Ikhophi ekhutjiweko yelwazi esuselwe kurekhodi lelwazi\*

Ikhophi yelwazi elikukhomphyutha elingafundeka\*

(i-CD)

<p>*Nayibe ukhombele ikhophi namkha umgadangiso werekhodi (ngehla), ufuna ukuthi ikhophi nanyana umgadangiso werekhodi loyo uposelwe kuwe?</p> <p><b>Iindleko zokuposa ziyabhadeliswa.</b></p>	IYE	AWA
<p><i>Yeleda bonyana lokha ilwazi lingatholakali ngelimi olenyulako, imvumo yokufumana ilwazi inganikelwa ngelimi lelo umtlole otleleke ngalo.</i></p>		
<p>Ingabe ilwazi lelo ungathanda ukulifumana litlolwe ngaliphi ilimi?</p>		

**G. Isaziso sesiqunto mayelana nesibawo sokufumana ilwazi**

<p><i>Uzakwaziswa ngokutlolelwa incwadi ngesiqunto esimayelana nokobana isibawo sakho samukelwe nanyana siphayiwe. Nawufuna ukwaziswa ngenye indlela, sikhombela bonyana uhlathulule indlela leyo begodu usithumele imininingwana efaneleko ukwenzelela bona sikhone ukuhlangabezana nesibawo sakho.</i></p>
--

Ingabe wenyula bonyana waziswe ngayiphi indlela ngesiqunto mayelana nesibawo sakho sokufumana ilwazi?

Kutlikitlwe (ngomhla) .....

.....

UMTLIKITLO WOMKHOMBELILWAZI/ UMUNTU LOWO ISIBAWO ESENZELWA YENA

INcwadi emHlahlandlela wokuFumaneka kweLwazi lomBuso le, itlikitlwe beyaphasiswa liSekela lesiPhathiswa seLwazi le-GCIS, uNom. Keitumetse Semakane.

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**ISekela lesiPhathiswa seLwazi: GCIS**

**Nom. Keitumetse S. Semakane**

**UMHLA:**