IBHUKWANA LOMTHETHO WOKUTHOLAKALA KOLWAZI (I-PAIA)

Likhishwe ngokweSigaba se-14 soMthetho Wokukhuthaza Ukutholakala Kolwazi (i-PAIA), wezi-2000 (Umthetho wesi-2 wezi-2000), njengokuchitshiyelwa.

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1. UHLU LWEZIFINYEZO

1.1	**CFO**	UMphathi Omkhulu Kwezezimali
1.2	**DG**	UMqondisi-Jikelele
1.3	**DDG**	IPhini likaMqondisi-Jikelele
1.4	**GCIS**	UPhiko Lukahulumeni Lwezokuxhumana Nokudluliswa Kolwazi
1.5	**GITO**	IHhovisi Likahulumeni Lobuchwepheshe Bolwazi
1.6	**UNgqongqoshe**	UNgqongqoshe Wezobulungiswa Nokuhlunyeleliswa Kwezimilo
1.7	**PAIA**	UMthetho Wokukhuthaza Ukutholakala Kolwazi wezi-2000 (Umthetho wesi-2 wezi-2000), njengokuchitshiyelwa
1.8	**PAJA**	UMthetho Wokukhuthaza Ubulungiswa Kuhulumeni, wezi-2000 (Umthetho wesi-3 wezi-2000)
1.9	**PLL**	UMxhumanisi Womnyango Nezifundazwe
1.10	**POPIA**	UMthetho Wokuvikelwa Kwemininingwane Yabantu, wezi-2013 (Umthetho wesi-4 wezi-2013)

2. INJONGO YEBHUKWANA LE-PAIA

2.1. Leli bhukwana le-PAIA lizosebenza kulokhu:

2.1.1. ukuhlola uhlobo lwamarekhodi okungenzeka asevele ekhona e-GCIS, ngaphandle kwesidingo sokuletha isicelo esisemthethweni se-PAIA;

2.1.2. ukuqonda indlela yokucela ukufinyelela kumarekhodi e-GCIS;

2.1.3. ukufinyelela kuyoyonke imininingwane yokuxhumana efanele yabantu abazosiza umphakathi ngamarekhodi abawafunayo;

2.1.4. ukwazi zonke izixazululo ezikhona ze-GCIS ezimayelana nezicelo zokufinyelela kumarekhodi, ngaphambi kokuya kuMlawuli Wolwazi noma ezinkantolo;

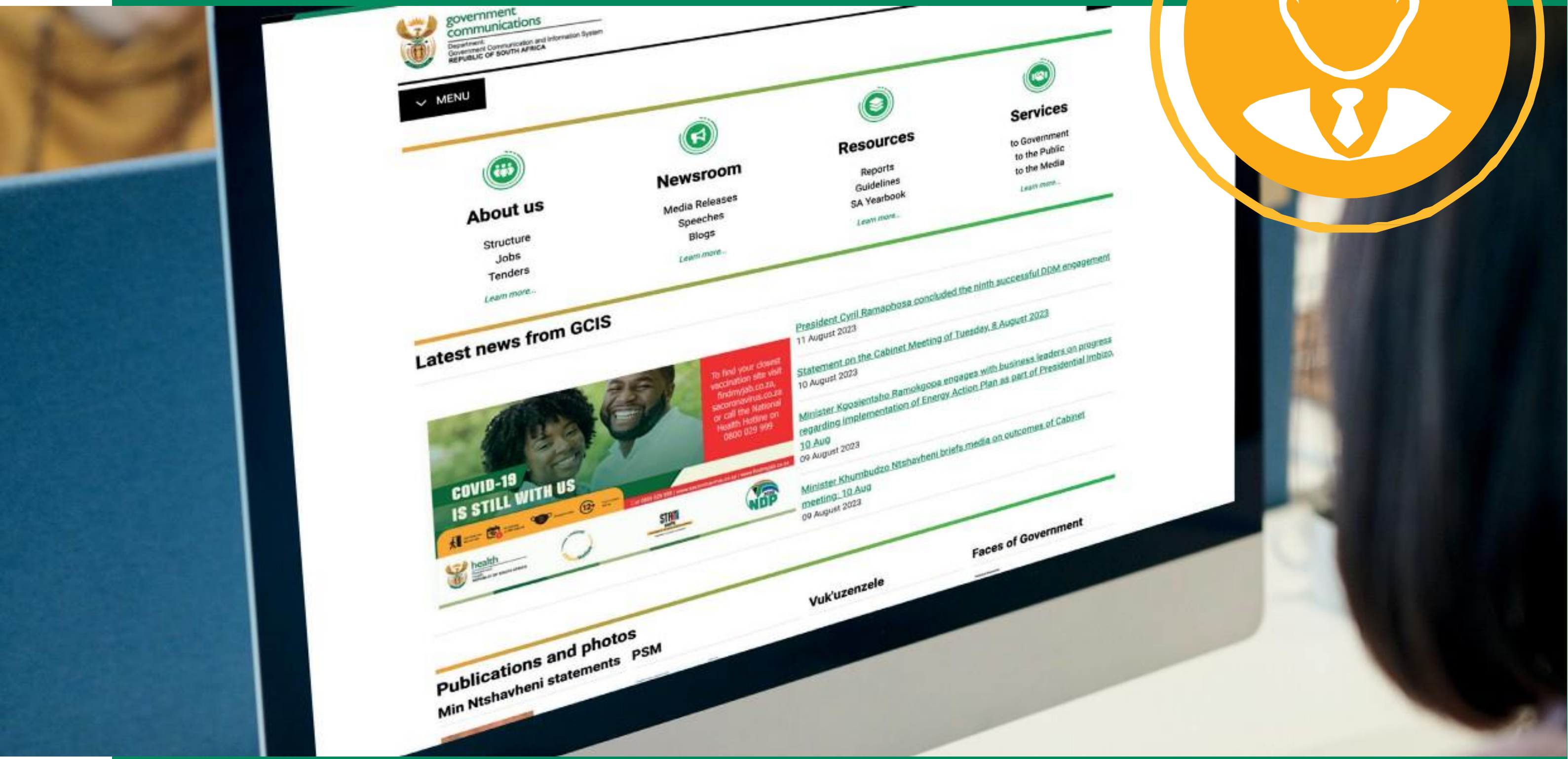
2.1.5. ukuchaza izinsizakalo ze-GCIS ezihlinzekwa umphakathi nokuthi zitholakala kanjani;

2.1.6. ukuchaza umhlahlandlela wokuthi isetshenziswa kanjani i-PAIA nokuthi ungayithola kanjani, njengoba ibuyekezwa nguMlawuli Wolwazi;

2.1.7. ukuchaza uma umnyango uzocubungula imininingwane yomuntu, inhloso yokucubungula imininingwane yomuntu kanye nencazelo yokwahlukana kwezihloko zemininingwane kanye nolwazi noma ukwahlukana kwemininingwane ehlobene nalokhu;

2.1.8. ukwazi ukuthi ngabe i-GCIS ihlele ukudlulisa noma ukucubungula ulwazi lomuntu siqu ngaphandle kweRiphabhulikhi yaseNingizimu Afrika kanye nabanikezwa ulwazi noma izigaba zabamukela ulwazi lomuntu siqu olunganikezwa kubo;

2.1.9. ukwazi ukuthi i-GCIS inazo yini izinyathelo zokuphepha ezifanele zokuqinisekisa ukugcinwa kobumfihlo, ubuqotho kanye nokutholakala kolwazi lomuntu siqu okufanele lucutshungulwe.



3. UKUSUNGULWA KWE-GCIS

3.1. I-GCIS ingumnyango kazwelonke kaHulumeni weRiphabhulikhi yaseNingizimu Afrika, owasungulwa ngokoMthetho Wezemisebenzi Kahulumeni we-1994. UMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika we-1996 uyisisekelo sokusungulwa kwe-GCIS.

Isigaba se-195(1)(g) soMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika we-1996 sihlinzeka ngokuthi, "Ukuphathwa kukahulumeni kumele kubuswe ngokwezimiso zentando yeningi labantu eziqukethwe kuMthethosisekelo, okubandakanya lokhu: **ukubeka izinto obala kufanele kugqugquzelwe ngokunikeza umphakathi ulwazi olufika ngesikhathi, olufinyelelekayo nolunembayo**."

Ngowe-1998, uPhiko Lwezokuxhumana lwaseNingizimu Afrika lwahlakazwa yabe iKhabhinethi isisungula i-GCIS, ngokwezincomo eziqukethwe embikweni weQembu Eliqokiwe Lezokuxhumana Kukahulumeni (Comtask: 1996: 58).

3.2. Izinjongo/Igunya

3.2.1. Igunya eliphambili le-GCIS ukuthumela imiyalezo kahulumeni kanye nokuxhumana nomphakathi ngezinqubomgomo, izinhlelo, imikhankaso kanye nempumelelo kahulumeni.

Emizamweni yayo yokuqinisekisa uhlelo olusebenzayo lokuxhumana kuhulumeni, i-GCIS ixhumanisa iminyango, izifundazwe nomasipala ukubasiza ukuthi baxhumane kangcono, ukuqinisekisa ukuthi abantu bayaziswa futhi bayahlonyiswa ukuthi baqaphe, bahlolisise futhi bafake igalelo kwintando yeningi labantu.

4. UKWAKHEKA NEMISEBENZI YE-GCIS

4.1. UKWAKHEKA

I-GCIS inamakomidi alandelayo:
- IKomidi lesigungu Esiphezulu;
- IKomidi Labaphathi;
- IKomidi Labacwaningi-mabhuku;
- IKomidi Locwaningo Lwangaphakathi Nobungozi;
- IKomidi Elilawula Ubungozi;
- IKomidi Lwezinguquko Zomnyango;
- IKomidi Lokuziphatha Komnyango;
- IKomidi Eliqondisa Ukuqhutshwa Kwebhizinisi;
- IKomidi Eliqondisa Ukuphathwa Kolwazi Nobuchwepheshe;
- IKomidi Lezempilo Nokuphepha Emsebenzini;
- IKomidi Eliqondisa Ezokuphepha;
- Iforamu Elawula Isikhulu Esiphezulu Sezezimali (i-CFO);
- IKomidi Ebhekelwa Ukweba Nokulahlekelwa;
- IKomidi Lesabelomali;
- IKomidi Elinquma Ngamabhidi;
- IKomidi Elibhekele Izimoto Zokuthutha Ezixhasiwe.

4.2. IHHOVISI LOMQONDISI-JIKELELE (I-ODG)

Inhloso: Ukuhlinzeka ngobuholi kanye nokulawula ezokuxhumana kukahulumeni.

IMISEBENZI:

(i) Ukuhlinzeka ngamaqhinga obuholi obeseka ukuphathwa kwesikhungo.
(ii) Ukuhlinzeka ubuholi bokucutshungulwa nokusatshalaliswa kolwazi.
(iii) Ukuhlinzeka ngobuholi bokusebenzisana kwezinhlaka zikahulumeni nokuphathwa kwababambiqhaza.
(iv) Ukuhlinzeka ngobuholi kwizinsizakalo zokuphathwa okudidiyelwe kwezimali.
(v) Ukuhlinzeka ngobuholi bezocwaningo-mabhuku lwangaphakathi.
(vi) Ukuhlinzeka ngobuholi bokuphatha kokubusa, ukulawula ubungozi nobuqotho.

I-ODG yakhiwe:
4.2.1. IHhovisi loMcwaningi-mabhuku Omkhulu.
4.2.2. IHhovisi le-CFO.

4.3. UKWESEKWA KWEMISEBENZI YOKUPHATHA

Inhloso: Ukuhlinzeka ngobuholi bokuphathwa nokulawulwa kwesikhungo.

IMISEBENZI:

(i) Ukuhlinzeka ngezindlela namaqhinga okuphatha.
(ii) Ukuhlinzeka ngamasu nezinsiza zokuqashwa kwabasebenzi.
(iii) Ukulawula ukuhlinzekwa kolwazi nezinhlelo zobuchwepheshe.
(iv) Ukuhlinzeka umnyango ngezinsizakalo zomthetho.
(v) Ukuhlinzeka ngezinsizakalo zokuxhumana ngaphakathi.

Igatsha lakhiwe izimpiko eziyinhloko ezilandelayo:

- Ukuthuthukiswa Kwabasebenzi Nokuphathwa Kwesikhungo
- I-GITO
- Iqhingasu Nokusebenza Kwesikhungo
- Izinsizakalo Zomthetho.

4.4. UKUCUTSHUNGULWA NOKUSATSHALALISWA KOLWAZI

Inhloso: Ukuhlinzeka ngobuholi bokucutshungulwa nokusatshalaliswa kolwazi.

IMISEBENZI:

(i) Ukusungulwa kwengqikithi yolwazi lomnyango.

(ii) Ukwenza ucwaningo ngokusebenzisa abahlinzeki abazimele ukuhlolisisa ukuthi uhulumeni angahlangabezana kanjani nezidingo zabantu.

(iii) Ukuhlinzeka ngezinsizakalo zemithombo yabezindaba ngobuningi kanye nezinsizakalo zokukhiqiza izindaba kuhulumeni.

(iv) Ukuthuthukisa izinqubomgomo zikahulumeni, imithetho kanye nemithethonqubo eyeseka ukuthuthukiswa kwezokuxhumana kuhulumeni, ubunjalo besizwe kanye nemithombo yezindaba yomphakathi.

Igatsha lakhiwe izimpiko eziyinhloko ezilandelayo:

- I-Ejensi Yemisebenzi Yezokuxhumana
- Imisebenzi Yokucutshungulwa Kocwaningo Nolwazi
- Imikhiqizo Nezigcawu
- Ukuthuthukiswa Kwenqubomgomo, Ucwaningo Nokuhlaziywa Kwemakethe.

4.5. UKUSEBENZISANA KWEZINHLAKA ZIKAHULUMENI NABABAMBIQHAZA

Inhloso: Ukuhlinzeka ubuholi bokusebenzisana kwezinhlaka zikahulumeni nokuphathwa kwababambiqhaza.

IMISEBENZI:

(i) Ukuhamba phambili ekuxhumaniseni uhulumeni nabezindaba.

(ii) Ukuhlinzeka ngezokuxhumana, ukuhlela, ukuxhumanisa kanye nokweseka amaqoqwana.

(iii) Ukuqinisekisa ukuthi uHlaka Lweqhingasu Lwezokuxhumana Kuzwelonke lwethulwa ezifundazweni ukuze luhambisane.

Igatsha lakhiwe yilezi zimpiko ezilandelayo:

- Uphiko Lweqoqwana Lokuqapha: Amaqoqwana eMikhakha Yezomnotho, Utshalomali, Ukuthuthukiswa Kwemisebenzi Nengqalasizinda (i-ESIEID); Ubulungiswa, Ukunqandwa Kobugebengu Nokuvikeleka (i-JCPS); Ukusebenzisana Kwamazwe Ngamazwe, Uhwebo Nokuvikeleka (i-ICTS);
- Uphiko Lweqoqwana Lokuqapha: Amaqoqwana Okuvikelwa Komphakathi Nokuthuthukiswa Kwabantu (i-SPCHD); Ukubusa, Ikhono Lombuso Nokuthuthukiswa Kwesikhungo (i-GSCID);
- Uphiko Lwezokuxhumana Nabezindaba;
- Uphiko Lezokuxhumana Nezifundazwe Nohulumeni Bendawo (i-PLL).

5. IMININGWANE EBALULEKILE YOKUTHOLA ULWAZI LWE-GCIS

5.1. ISikhulu Solwazi

Igama: Nkz Nomonde Mnukwa
Ucingo: 012 473 0264
I-imeyili: *saadia@gcis.gov.za* noma *dg@gcis.gov.za*

5.2. Amaphini esikhulu solwazi

Igama: Nkz Liepollo Monaheng
Ucingo: 012 473 0346
I-imeyili: *liepollo@gcis.gov.za*

Igama: Mnu Michael Currin
Ucingo: 012 473 0164
I-imeyili: *michael@gcis.gov.za* noma *mammie@gcis.gov.za*

Igama: Mnu Sathasivan Vandayar
Ucingo: 012 473 0304
I-imeyili: *terry@gcis.gov.za* noma *rivaash@gcis.gov.za*

Igama: Mr Sandile Nene
Ucingo: 012 473 0066
I-imeyili: *sandilen@gcis.gov.za* noma *eben@gcis.gov.za*

5.3. Imininingwane yokuthola ulwazi

I-imeyili:	AYIKHO

5.4. IHhovisi Likazwelonke/Elikhulu

Ikheli Lokuposa:	Private Bag X745, Pretoria, 0001
Ikheli Lendawo:	Tshedimosetso House 1035 Cnr Francis Baard and Festival streets Hatfield, Pretoria, 0083
Ucingo:	012 473 0000/1
I-imeyili:	AYIKHO
Iwebhusayithi:	*www.gcis.gov.za*

6. IZIXAZULULO ZE-GCIS EZIKHONA NGOKWEHLULEKA UKUTHATHA IZINYATHELO

6.1. Izikhalo zangaphakathi eziphikisana nesinqumo seSikhulu Solwazi se-GCIS

6.1.1. Umfakisicelo unelungelo lokufaka isikhalo kuNgqongqoshe ephikisana nesinqumo seSikhulu Solwazi uma isicelo solwazi sinqatshwa.

6.1.2. Uma iSikhulu Solwazi sehluleka ukuphendula isicelo sokufinyelela olwazini ezinsukwini ezingama-30 nanoma yisiphi isikhathi eseluliwe, umfakisicelo angafaka isikhalo sangaphakathi, ngokwenqubo echazwe lapha, ngaphambi kokuba umfakisicelo aye kuMlawuli Wolwazi noma eNkantolo.

6.1.3. Umuntu wesithathu angafaka isikhalo sangaphakathi ephikisana nesinqumo seSikhulu soLwazi se-GCIS sokwamukela isicelo sokufinyelela kulwazi.

6.1.4. Isikhalazo sangaphakathi kufanele sifakwe kwiFomu lesi-4 lesiThasiselo A ngokwemithethonqubo ephathelene ne-PAIA:

- Zingakapheli izinsuku ezingama-60;
- Uma kudingeka isaziso esiya kumuntu wesithathu, zingakapheli izinsuku ezingama-30 ngemuva kokunikezwa kwesaziso kummangali ngesinqumo esiphikisayo; noma
- Uma isaziso esiya kummangali singadingeki, ngemuva kokuthathwa kwesinqumo, kufanele silethwe noma sithunyelwe kwiSikhulu Solwazi e-GCIS;
- Kufanele sihlonze isihloko sesikhalazo futhi sisho izizathu zesikhalazo futhi singafaka noma yiluphi olunye ulwazi olubalulekile olwaziwa ngummangali;
- Uma, ngaphezu kwempendulo ebhaliwe, ummangali efisa ukwaziswa ngesinqumo sesikhalazo sangaphakathi nganoma iyiphi enye indlela, kufanele asho leyo ndlela futhi anikeze imininingwane edingekayo ukuze aziswe kanjalo;
- Uma kufanele, kufanele sihambisane nemali ebekiwe yesikhalazo, futhi kumele sicacise ikheli leposi noma inombolo yesihlanzandaba;
- Uma isikhalo sangaphakathi sifakwe ngemuva kokuphela kwesikhathi okukhulunywe ngaso, isiphathimandla esifanele, uma kunesizathu esihle esibonisiwe, kufanele sivumele ukufakwa sekwedlule isikhathi kwesikhalazo.

6.1.5. Uma uNgqongqoshe engakuvumeli ukufakwa sekudlule isikhathi kwesikhalo, kufanele azise umfakisicelo ngaleso sinqumo. Umfakisicelo ofaka isikhalo sokwenqatshwa kwesicelo sakhe sokuthola ulwazi kufanele akhokhe imali enqunyiwe yesikhalazo (uma ikhona).

6.1.6. Uma kukhokhwa imali enqunyiwe yesikhalazo sangaphakathi, isinqumo sesikhalazo sangaphakathi singahlehliswa kuze kukhokhwe imali. Ngaphandle kokuchitha isikhathi, kodwa uma kwenzeka kube phakathi kwezinsuku eziyi-10 zokusebenza ngemva kokuthola isikhalazo sangaphakathi, Isikhulu Solwazi se-GCIS kufanele sihambise kuNgqongqoshe:

- Isikhalazo sangaphakathi kanye nezizathu zakhe zesinqumo esithathiwe;

- Uma isikhalazo sangaphakathi siphikisana nokwenqatshwa noma ukuvunywa kwesicelo sokuthola ulwazi, igama, ikheli leposi, i-imeyili, inombolo yocingo kanye nezinombolo zesihlanzandaba, noma ngabe yini ekhona, yanoma yimuphi umuntu wesithathu okufanele aziswe ngesicelo.

6.1.7. UNgqongqoshe kufanele anqume ngesikhalazo sangaphakathi ezinsukwini ezingama-30 ngemuva kokuthi iSikhulu Solwazi sase-GCIS sithole isikhalazo.

6.1.8. Lezi zinqubo ezilandelayo zikhona ukuze abantu bezobika noma balungise izenzo okusolwa ukuthi azihambi kahle, azilungile noma azikho emthethweni noma ezingenziwa yi-GCIS nanoma yimuphi umsebenzi wakhona:

6.2. Izinqubo zokubika noma ukulungisa isimo

6.2.1 Izixazululo maqondana nezenzo noma ukwehluleka ukuthatha isinyathelo ngokwe-PAIA yezi-2000: Isiphathimandla esibhekele ukukhalaza sangaphakathi ngokwalo Mthetho nguNgqongqoshe eHhovisi likaMongameli. Ngemva kokulandela zonke izixazululo zangaphakathi zokukhalaza, isicelo singafakwa enkantolo (izigaba 78 – 82).

Umuntu angafaka isikhalazo kuMlawuli Wolwazi ngezinsolo zokwephulwa kokuvikelwa kolwazi lomuntu ngokoMthetho Wokuvikelwa Kolwazi Lomuntu (POPIA), wezi-2013 (uMthetho 4 wezi-2013).

6.2.2 Isisebenzi sikahulumeni singafaka isikhalazo ukuze siphenywe yiKhomishana Yezemisebenzi Kahulumeni mayelana nesenzo esisemthethweni noma ukungenziwa lutho (Isigaba 35 soMthetho Wezemisebenzi Kahulumeni, we-1994 (uMthetho wama-103 we-1994).

6.2.3 Umuntu angasebenzisa izixazululo zomsebenzi mayelana nezenzo ezisemthethweni noma ukuhluleka ukwenza ngokomsebenzi, okungukwephulwa kwamalungelo (uMthetho Wezemisebenzi Kahulumeni we-1994, kanye noMthetho Wezobudlelwano Babasebenzi, we-1995 [uMthetho wama-66 we-1995]).

7. Umuntu angafaka isikhalazo kumhloli wezabasebenzi mayelana nanoma yiziphi izinsolo zokwephulwa koMthetho Wezimo Eziyisisekelo Zokuqashwa, we-1997 (uMthetho wama-75 ka-1997) Isigaba 78(1)(a) noma uMthetho Wokulingana Emsebenzini, we-1998 (uMthetho wama-55 ka-1998) Isigaba 34(e).

8. Umuntu angafaka isikhalo kuMvikeli Womphakathi mayelana nezinsolo zesenzo esingekho emthethweni noma ukungenziwa (uMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika we-1996 kanye noMthetho Womvikeli Womphakathi, we-1994 (uMthetho wama-23 we-1994).

9. Umuntu angafaka isikhalazo kuKhomishana Yamalungelo Abantu yaseNingizimu Afrika mayelana nesenzo esisemthethweni noma ukungenziwa okusolakala ukuthi kuwukwephulwa, noma sisongela noma yiliphi ilungelo eliyisisekelo (UMthetho Wekhomishana Yamalungelo Abantu, we-1994 (uMthetho wama-54 we-1994).

10. Ukuze avikelwe ekuziphindiseleni ngenxa yokudalulwa kokuziphatha okungekho emthethweni noma okungafanele komqashi noma omunye umsebenzi, umuntu okukhulunywa ngaye angalandela izinqubo zokudalula ezikuMthetho Wokudalula Okuvikelekile, wezi-2000 (uMthetho wama-26 wezi-2000).

11. Umuntu angasebenzisa ezinye izixazululo zomthetho njengesikhungo sokuqulwa kwamacala ukuze kubuyekezwe ngokomthetho isenzo sokuphatha ngokoMthetho Wokugqugquzela Ukuphatha Ngobulungiswa (PAJA), wezi-2000 (uMthetho wesi-3 wezi-2000).

a. Ezinye izixazululo

- Umuntu angacela izizathu eziholele kwisinqumo ngokwe-PAJA yezi-2000 (Isigaba 5).
- Umuntu angacela ukufinyelela kumarekhodi omnyango kahulumeni noma esinye isikhungo sikahulumeni ngokwe-PAIA (Isigaba 11).

b. Umsebenzi wokubika

- Umsebenzi kufanele abike ngokushesha kubaphathi abafanele, ngokukhwabanisa, inkohlakalo, ukwenzelela izihlobo, ukungaphathi kahle nanoma yisiphi esinye isenzo esihlanganisa ukwephulwa kwanoma yimuphi umthetho (okuhlanganisa, hhayi kuphela, icala lobugebengu) noma esikhinyabeza izidingo zomphakathi, asibonayo senzeka ngesikhathi eqashwe emsebenzini kahulumeni. (Umthethonqubo we-13(e) weMithethonqubo Yezemisebenzi kaHulumeni yowezi-2016).

- Isibopho sabo bonke abaqashi nabasebenzi sokudalula ubugebengu nanoma yikuphi ukuziphatha okungafanele emsebenzini nakho kusekela uMthetho Wokudalula Okuvikelekile wezi-2000 (Isendlalelo).

7. UMHLAHLANDLELA WOKUSEBENZISA I-PAIA YEZI-2000 NENDELA YOKUFINYELELA KUWONA

7.1. UMlawuli Wolwazi, ngokweSigaba 10(1) se-PAIA, yenza ukuba kutholakale Umhlahlandlela obuyekeziwe wendlela yokusebenzisa i-PAIA ("Umhlahlandlela"), ngendlela eqondakala kalula, njengoba kungase kudingwe umuntu ofisa ukusebenzisa noma yiliphi ilungelo elihlongozwe ku-PAIA kanye ne-POPIA.

7.2. UMhlahlandlela utholakala ngazo zonke izilimi ezisemthethweni.

7.3. UMhlahlandlela oshiwo ngenhla uqukethe incazelo yalokhu:

7.3.1. izinhloso ze-PAIA ne-POPIA;

7.3.2. ikheli leposi nelomgwaqo, inombolo yocingo neyesihlanzandaba, uma ikhona, i-imeyili yalaba:

7.3.2.1. iSikhulu solwazi sayoyonke inhlangano kahulumeni,

7.3.2.2. wonke amaPhini eSikhulu Solwazi kuzozonke izinhlangano zikahulumeni nezizimele abekwe ngokweSigaba 17(1) se-PAIA[1] yezi-2000 neSigaba sama-56 se-POPIA[2] yezi-2013;

7.3.3. indlela nefomu lesicelo salokhu:

7.3.3.1. ukuthola ulwazi ngenhlangano kahulumeni ngokweSigaba 11[3];

7.3.3.2. ukuthola ulwazi ngenhlangano ezimele ngokweSigaba 50[4];

7.3.4. usizo olutholakala kwiSikhulu Solwazi senhlangano kahulumeni ngokwe-PAIA yezi-2000 ne-POPIA yezi-2013;

7.3.5. usizo olutholakala kuMlawuli Wolwazi ngokwe-PAIA yezi-2000 ne-POPIA yezi-2013;

7.3.6. zonke izixazululo kwezomthetho ezikhona ngesenzo noma ukwehluleka ukwenza ngokwelungelo noma umsebenzi oshiwo yi-PAIA yezi-2000 ne-POPIA yezi-2013, kubandakanya indlela yokukhalaza:

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[1]Isigaba 17(1) se-PAIA- Ngokwezinjongo ze-PAIA, inhlangano ngayinye kahulumeni kufanele, ngokomthetho olawula ukuqashwa kwabasebenzi benhlangano kahulumeni ethintekayo, iqoke lelo nani labantu njengamaphini esikhulu solwazi njengoba kudingeka ukuze inhlangano kahulumeni kufinyeleleke kuyo kulabo abacela amarekhodi ayo.

[2]Isigaba 56(a) se-POPIA- Inhlangano ngayinye kahulumeni nezimele kufanele lihlinzeke, ngokwendlela ebekwe eSigabeni 17 se-PAIA, ngezinguquko ezidingekayo, ukuqokwa kwalelo nani labantu, uma bekhona, njengamaphini esikhulu solwazi njengoba kudingeka ukwenza imisebenzi nezibopho njengoba kubekwe eSigabeni 55(1) se-POPIA.

[3]Isigaba 11(1) se-PAIA- Umfakisicelo kufanele avunyelwe ukuthola amarekhodi enhlangano kahulumeni uma lowo mfakisicelo elandela zonke izidingo zenqubo eziku-PAIA eziphathelene nesicelo sokufinyelela kulelo rekhodi; futhi ukufinyelela kulelo rekhodi akwenqatshiwe nganoma yisiphi isizathu sokwenqaba esihlongozwe eSahlukweni sesi-4 sale ngxenye.

[4]Isigaba 50(1) se-PAIA- Umfakisicelo kumele avunyelwe ukufinyelela kunoma yiliphi irekhodi lenhlangano ezimele uma:

a. lelo rekhodi liyadingeka ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo;
b. lowo muntu ulandela izidingo zenqubo eku-PAIA eziphathelene nesicelo sokufinyelela kulelo rekhodi;
c. ukufinyelela kwirekhodi akwenqatshiwe nganoma yisiphi isizathu sokwenqaba esihlongozwe eSahlukweni sesi-4 sale ngxenye.

7.3.6.1. isikhalazo sangaphakathi;

7.3.6.2. isikhalazo esiya kuMlawuli Wolwazi;

7.3.6.3. isicelo enkantolo esiphikisana nesinqumo seSikhulu Solwazi senhlangano kahulumeni, isinqumo sesikhalazo sangaphakathi noma isinqumo soMlawuli Wolwazi noma isinqumo senhloko yenhlangano ezimele;

7.3.7. ukuhlinzeka kwesigaba 14[5] nesigaba 51[6] okudinga inhlangano kahulumeni nezimele, ukuthi zenze ibhukwana, kanye nendlela yokuthola ibhukwana;

7.3.8. ukuhlinzeka kwesigaba 15[7] nesigaba 52[8] okuhlinzeka ngokudalulwa ngokuzithandela ukwahlukana kwamarekhodi yinhlangano kahulumeni nezimele;

7.3.9. izaziso ezikhishwe ngokwesigaba 22[9] nesigaba 54[10] mayelana nezimali okufanele zikhokhwe ezihlobene nezicelo zokufinyelela kulwazi;

7.3.10. imithethonqubo eyenziwe ngokweSigaba 92[11].

7.4. Amalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi ezinhlangano zikahulumeni noma ezizimele, kuhlanganisa nehhovisi loMlawuli Wolwazi, ngezikhathi zokusebenza ezijwayelekile. Umhlahlandlela ungatholakala:

7.4.1. uma ucelwa kwiSikhulu Solwazi;

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

[5]Isigaba 14(1) se-PAIA- Isikhulu solwazi senhlangano kahulumeni kufanele, okungenani ngezilimi ezisemthethweni ezintathu, siqinisekise ukuthi ibhukwana eliqukethwe ulwazi olusesigaba 4 phezulu.

[6]Isigaba 51(1) se-PAIA- Inhloko yenhlangano ezimele kufanele iqinisekise ukutholakala kwebhukwana eliqukethe incazelo yolwazi olusesigabeni 4 ngaphezulu.

[7]Isigaba 15(1) se-PAIA- Isikhulu solwazi senhlangano kahulumeni, kufanele siqinisekise ukutholakala ngendlela egunyaziwe incazelo yezigaba zamarekhodi enhlangano kahulumeni avele atholakale ngaphandle kokuthi umuntu acele ukuwathola.

[8]Isigaba 52(1) se-PAIA- Inhloko yenhlangano ezimele, ngokuzithandela, ingaqinisekisa ukutholakala ngendlela egunyaziwe incazelo yezigaba zamarekhodi enhlangano ezimele avele atholakale ngaphandle kokuthi umuntu acele ukuwathola.

[9]Isigaba 22(1) se-PAIA- Isikhulu solwazi senhlangano kahulumeni okufakwe kuso isicelo sokuthola ulwazi, kufanele ngesaziso sifune ukuthi ofake isicelo akhokhe imali enqunyiwe yokufaka isicelo (uma ikhona), ngaphambi kokuthi kuqhutshekwe nokusetshenzwa kwesicelo.

[10]Isigaba 54(1) se-PAIA- Inhloko yenhlangano ezimele okufakwe kuyo isicelo sokuthola ulwazi, kufanele ngesaziso ifune ukuthi umfakisicelo akhokhe imali yesicelo enqunyiwe (uma ikhona), ngaphambi kokuthi kuqhutshekwe nokusetshenzwa kwesicelo.

[11]Isigaba 92(1) se-PAIA sihlinzeka ngokuthi – “UNgqongqoshe angenza, ngesaziso kuSomqulu, imithethonqubo mayelana:
a. nanoma yiluphi udaba oludingwa noma oluvunyelwe yilo Mthetho ukuba lugunyazwe;
b. noma yiluphi udaba oluphathelene nezimali ezikhokhwayo ezihlongozwe esigabeni sama-22 nama-54;
c. noma yisiphi isaziso esidingwa yilo Mthetho;
d. indlela efanayo okufanele isetshenziswe yisikhulu solwazi senhlangano kahulumeni uma sinquma ukuthi yiziphi izigaba zamarekhodi okufanele zitholakale ngokweSigaba 15;
e. noma yiluphi udaba lokuphatha noma lwenqubo oludingekayo ukuze kusebenze okuhlinzekwa yilo Mthetho.”

8. INCAZELO NEZIGABA ZEZIHLOKO ZAMAREKHODI AGCINWE YI-GCIS

Isihloko samarekhodi agciniwe	Izinhlobo zamarekhodi egciniwe ngokwesihloko ngasinye
Ukuthuthukiswa Kwabasebenzi Nokuphathwa Kwesikhungo	– Izinqubomgomo nezindlelakwenza zokuThuthukiswa Kwabasebenzi Nokuphathwa Kwesikhungo; – Ukukhangiswa kwezikhala zomsebenzi; – Amarekhodi abasebenzi; – Ukufunda Nokuthuthukiswa Kwamakhono nezinhlelo zokuqeqesha; – Uhlelo nezibalo zokuqasha ngokulingana.
Ukuphathwa Kwezimali Nokuthengwa Kwempahla	– Izinqubomgomo Nezindlelakwenza; – Amarekhodi nezitatimende zezimali; – Uhlu lwabahlinzeki-zinsiza; – Imibiko.
I-GITO	– Izinqubomgomo Nemihlahlandlela; – Amabhukwana; – Imibiko.
Iqhingasu Nokusebenza Kwesikhungo	– Izinhlelo zamaqhinga okusebenza; – Imibiko yonyaka; – Izinhlelo zonyaka zokusebenza; – Izinqubomgomo nezindlelakwenza; – Amarejista obungozi; – Imibiko.
Ihhovisi Lomcwaningimabhuku Omkhulu	– Imibiko yocwaningomabhuku
Imikhiqizo Nezigcawu	– *South Africa Yearbook* (SAYB) ne-*Official Guide to South Africa*; – Iphephandaba i-*Vuk'uzenzele*; – Ibhuku i-*Public Sector Manager*; – I-SANews; – Imibiko.
I-Ejensi Yemisebenzi Yezokuxhumana	– Incwajana Yokukhangisa; – Izikhangiso nezinhlelo zokusakaza; – Imisebenzi yokukhangisa nokuthunyelwa kwezindaba; imibiko yabezindaba; – Izithombe namavidiyo; – Imibiko.

Imisebenzi Yokucutshungulwa Kocwaningo Nolwazi	– Imininingwane kanye neziphakamiso zocwaningo; – Amaqoqo emininingwane, imibiko nezethulo; – Inkombandlela yemininingwane (*Uhla Lwemibhalo Kahulumeni waseNingizimu Afrika*, *Uhlu Lweminingwane Yokuxhumana, Uhlu Lwemithombo Yezindaba kanye Namaphrofayili*); – Imibiko yabezindaba yamazwe ngamazwe neyasekhaya; – Imibhalo egcwele yezindaba zamazwe ngamazwe nezasekhaya; – Okuqukethwe kwezokuxhumana kanye nemiyalezo ebalulekile; – Imibiko nezitatimende.
Iqoqwana Lokuqapha: Ezomnotho Nengqalasizinda, Ubulungiswa Nezamazwe Ngamazwe	– Amaqhingasu Kwezokuxhumana; – Imiyalezo ebalulekile; – Uhlelo Lukahulumeni Lwezokuxhumana.
Iqoqwana Lokuqapha: Ukuvikelwa Komphakathi, Ukuthuthukiswa Kwabantu Nokubusa	– Amaqhingasu Kwezokuxhumana; – Imiyalezo ebalulekile; – Uhlelo Lukahulumeni Lwezokuxhumana.
Ukuxhumana Nezifundazwe Nohulumeni Bendawo	– I-*My District Today;* – Amaqhingasu nezinsiza zokuxhumana kwezentuthuko; – Izinsiza zokukhangisa nezokuthengisa; – I-*Government Communicators' Handbook*; – Isizindalwazi sabaxhumanisi; – Amaqhingasu okuxhumana; – Imibiko.
Ukuxhumana Nabezindaba	– Amaqhingasu okuxhumana; – Amaqhingasu abezindaba nezitatimende; – Isizindalwazi sabezindaba.

9. IZIGABA ZAMAREKHODI E-GCIS ATHOLAKALA NGAPHANDLE KOKUTHI UMUNTU AFAKE ISICELO

Isigaba	Uhlobo lombhalo	Lukhona kuwebhusa-yithi	Uyithola ngokufaka isicelo
Amaphepha ethenda	– Isikhangiso sethenda – Igama lothole ithenda	X	
Umthetho/ Imithethonqubo	– Yonke Imithetho kahulumeni yasePhalamende	*www.gov.za*	
Amaphepha amaqhingasu Okusebenza (Izinhlelo nemibiko)	– Iphrofayela lesikhungo (Uhlolojikelele, izinjongo, imisebenzi, izakhiwo); – Umbiko Wonyaka; – Uhlelo Lweqhingasu; – Uhlelo Lonyaka Lokusebenza; – Izinhlelo Zamaqhingasu Nokusebenza;	X	
Imikhiqizo yolwazi nezinsiza	– Isitatimende seKhabhinethi; i-SANews; i-SAYB; i-*Official Guide to South Africa*; amabhukwana; izincwadi zezindaba; izinsiza zokukhangisa; amaphosta; ama-pamphlet; ama-leaflet; ulwazi nemikhiqizo ku-*www.gov.za*; iziqephu zezindaba ku-*sanews.gov.za; www.vukuzenzele.gov.za* naku-*www.gcis.gov.za/content/resource_centre/news_and_mags/public_sector_magazine*	X	

10. IZINSIZAKALO ZOMPHAKATHI EZIKHONA E-GCIS NOKUTHI KUFINYELELWA KANJANI KULEZO ZINSIZAKALO

10.1. Amandla nemisebenzi:

10.1.1 Izikhungo zolwazi zitholakala kuwo wonke amahhovisi ezifundazwe eziyisishiyagalolunye ukuze zisize abafikayo kanye nokucubungula izicelo zolwazi ezithunyelwe nge-inthanethi ezithunyelwe ngamalungu omphakathi.

10.1.2 Iwebhusayithi kahulumeni (*www.gov.za*) ingaphakathi e-GCIS futhi umphakathi ungafinyelela kuyona.

10.1.3 Amahhovisi ezifundazwe nawezifunda e-GCIS asabalalisa ulwazi ezindaweni zomphakathi ukuze ulwazi lukahulumeni luzosabalala lufinyelele kumalungu omphakathi. Izinkundla ezehlukene zihlanganisa ukungena umuzi nomuzi, irenki yamatekisi nenxanxathela yezitolo, ukunikeza ngamapheshana olwazi nasezimpambanweni-mgwaqo.

11. UKUBANDAKANYWA KOMPHAKATHI EKUSUNGULWENI KWENQUBOMGOMO NOMA UKUSETSHENZISWA KWAMANDLA NOMA IMISEBENZI YE-GCIS

11.1. Zonke izinqubomgomo zikazwelonke ezenziwe yi-GCIS zihamba ngenqubo yokubamba iqhaza komphakathi ngokoMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika we-1996. Inqubo yokubamba iqhaza komphakathi ihlanganisa kodwa ayigcini nje kuphela ekuxoxisaneni okufana nokulalelwa kwezimvo zomphakathi, isimemo sokuphawula komphakathi kanye nokubonisana nababambiqhaza abafanelekile.

12. UKUSETSHENZISWA KWEMININININGWANE YABANTU

12.1. Inhloso yokucubungula

I-GCIS icubungula imininingwane yomuntu mayelana nokuphathwa kwebhizinisi okuhlanganisa:

- izizathu zokuhola,
- izizathu zokuqashwa,
- impesheni,
- usizo lwesikimu sezokwelashwa,
- izinqubo zokuqondiswa kwezigwegwe,
- ukuqeqesha,
- izibophezelo zenkintileka nabethuli nabahlinzeki bezinzisakalo,
- izizathu zenqubo yokuthethwa kwamacala obugebengu noma izinhlawulo
- izizathu zezibalo noma ucwaningo,
- ukuthobela izibopho ezibekwe umthetho, ukuxhumana nabanikazi bemininingwane nge-imeyili, incwadi, ucingo, i-SMS,
- ukuqinisekisa, ukuvuselela kanye nokususa imininingwane etholakalayo, ngokwe-POPIA

12.2. Incazelo yezigaba zezihloko zemininingwane kanye nolwazi noma izigaba zolwazi oluhlobene nalokho:

Izigaba zezihloko	Iminingwane yomuntu ecutshungulwayo
Umuntu abaseceleni	Amagama nesibongo; imininingwane yokuxhumana (izinombolo zocingo nomakhalekhukhwini, ne-imeyili); ikheli lendawo, ikheli leposi noma ikheli lebhizinisi; inombolo kamazisi; ukuxhumana okuyimfihlo; izinombolo zomuntu; ama-imeyili; izinombolo zocingo; imininingwane yezokwelashwa; umlando wobugebengu noma wokusebenza; imininingwane yezithupha; imibono yomuntu; imininingwane ehlobene nebala, ubulili, isimo somshado, ubuzwe, ulimi, uhlanga nebala lomuntu; ukukhubazeka komuntu; imininingwane yezithupha; imininingwane ehlobene nemfundo; amarekhodi email yeMpesheni; ukuhlolwa komsebenzi; amarekhodi okuqondiswa kwezigwegwe; amarekhodi omhlabakhefu; amarekhodi ezokuqeqesha; amarekhodi ezinkokhelo namaholo; amarekhodi esikimu sezokwelashwa; ukuncishiswa kwamaholo; amarekhodi asebhange nawezimali.

Abantu abasemthethweni	Amagama abantu okuxhunyanwa nabo; igama lenkampani yomthetho; ikheli lendawo nelokuposa; imininingwane yokuxhumana (izinombolo zocingo nomakhalekhukhwini, ne-imeyili); inombolo yokubhalisa; imininingwane yezimali, yentengiso, yesayensi noma yobuchwepheshe, kanye nezimfihlo zokuhweba.
Abasebenzi	Ubulili; ukukhulelwa; isimo somshado; ibala; ubudala, ulimi; imininingwane yemfundo (iziqu); imininingwane yezimali; umlando wokusebenza; inombolo kamazisi; ikheli lendawo neposi; imininingwane yokuxhumana (inombolo yocingo nomakhalekhukhwini, ne-imeyili); ukuziphatha ngokobugebengu; inhlalakahle kanye nebala lezihlobo zabo (amalungu omndeni), ukwelashwa, ubulili, ubuzwe, ubuhlanga noma imvelaphi, ubulili, ubudala, ukuphila ngokwesiqu noma ngokomqondo, ukukhubazeka, inkolo, unembeza, inkolo, isiko nolimi, kanye nemininingwane yezithupha zomuntu.

12.3. Abamukeli noma izigaba zabamukeli abazonikezwa ulwazi lomuntu.

Isigaba semininingwane yomuntu	Abamukeli noma izigaba zabamukeli
Inombolo kamazisi namagama ukuphenya ubugebengu	UPhiko Lwamaphoyisa eNingizimu Afrika
Ukuqinisekiswa kweziqu	Iziphathimandla zeZiqu zaseNingizimu Afrika
Umlando wezikweledu nokukhokha, imininingwane yesikweledu	Izinkampani zezikweledu
Imininingwane yomuntu neyabantu bomthetho ngezizathu zokuqashwa	UMgcinimafa Kazwelonke, uPhiko Lwemalingeniso Eqoqwayo LwaseNingizimu Afrika noMcwaningi-mabhuku Jikelele eNingizimu Afrika
Ukudalulwa kwemininingwane yomuntu okubekwe umthetho	Ama-ejensi okuqinisekisa ukuthotshelwa komthetho, izinhlangano zomthetho, izinhlangano ezilawulayo, izinhlangano zenhlolovo nocwaningo kanye nezinye izinhlaka zombuso

12.4. Ukudluliselwa okuhleliwe kwemininingwane yomuntu kwamanye amazwe
I-GCIS ingadlulisela imininingwane yomuntu ngale kwemingcele yeRiphabhulikhi yaseNingizimu Afrika, ngokulawulwa yiSigaba 72 se-POPIA.

12.5. Incazelo Ejwayelekile Yezinyathelo Zokuvikeleka Kolwazi okufanele zisetshenziswe abathintekayo ukuze kuqinisekiswe ubumfihlo, ubuqotho kanye nokutholakala kolwazi.

I-GCIS isebenzisa ubuchwepheshe besimanje ukuze ivikele ubumfihlo nokuqinisekisa ubuqotho bolwazi lomuntu siqu olungaphansi kokulawula kwayo. Izinyathelo zomnyango zokuphepha kolwazi zihlanganisa, phakathi kokunye, izindonga ezivikela umlilo, ukufaka amakhodi, ukulawula ukufinyelela, ukuvikela i-hardware ne-software, izigatshana zobumfihlo nobumfihlo bemininingwane ngokuvumelana nabasebenzi nabahlinzeki.

13. UKUTHOLAKALA KWEBHUKWANA

13.1. Leli bhukwana liyatholakala ngazozonke izilimi ezisemthethweni ezibhaliwe:

- isiZulu
- Afrikaans
- English
- isiNdebele
- Siswati
- isiXhosa
- Sepedi
- Setswana
- Sesotho
- Tshivenḓa
- Xitsonga.

13.2. Ikhophi yaleli bhukwana liyatholakala:

13.2.1 ku-*www.gcis.gov.za*.

13.2.2 ehhovisi elikhulu le-GCIS, e-Tshedimosetso House, Hatfield, ePitoli, ukuze umphakathi ulifunde ngezikhathi zomsebenzi;

13.2.3 kunoba ubani uma elicela nasemva kokukhokha imali ebekiwe;

13.3. Imali yekhophi yebhukwana, ngokweSithasiselo B semithethonqubo, iyokhokhwa ngekhophi ngayinye enosayizi ongu-A4.

14. UKUBUYEKEZWA KWEBHUKWANA

I-GCIS, uma kunesidingo, izobuyekeza futhi ishicilele leli bhukwana minyaka yonke.

Likhishwe

Nkz. Nomonde Mnukwa
IBamba loMqondisi-Jikelele

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