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M A N U A L

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

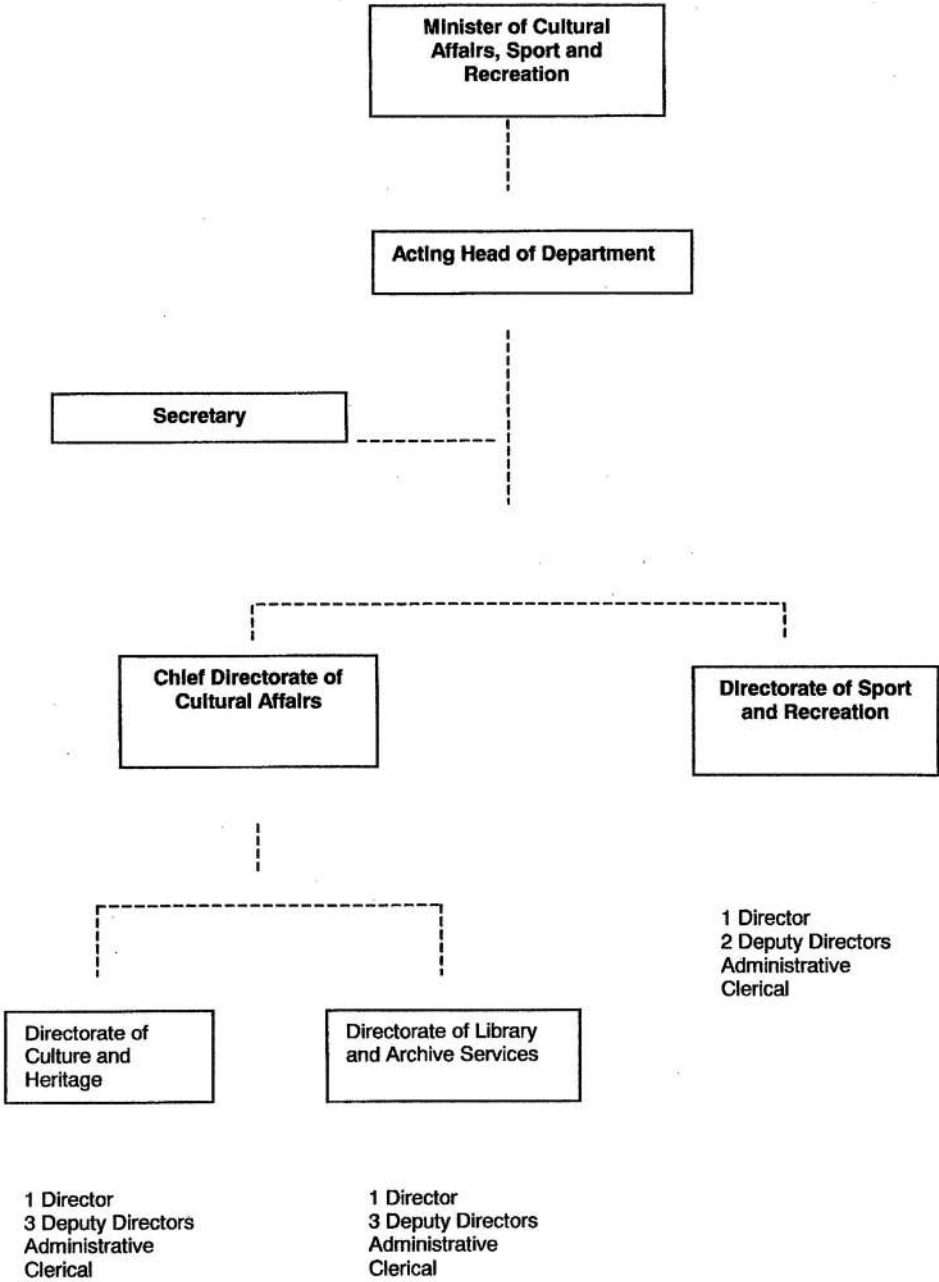
WESTERN CAPE PROVINCIAL ADMINISTRATION

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1. STRUCTURE OF THE DEPARTMENT

SECTION 14(1)(a)



2. FUNCTIONS OF THE DEPARTMENT

- Protecting, promoting, developing and managing arts, culture and heritage in the Province
- Rendering a library support service to public libraries and an archive service to the Western Cape
- Rendering a specialised service regarding sport and recreation
- Rendering administrative support services to the line functions and provincial Minister

CHIEF DIRECTORATE OF CULTURAL AFFAIRS

- Providing a library service to public libraries and an archive service to the Western Cape
- Conserving, promoting and developing culture and heritage in the Western Cape
- Providing a support service

DIRECTORATE OF CULTURE AND HERITAGE

- Conserving, advancing and promoting the natural and cultural historical heritage of inhabitants of the Western Cape within a museum context
- Promoting, conserving and advancing culture in the Western Cape

DIRECTORATE OF LIBRARY AND ARCHIVE SERVICES

- Acquiring and professionally preparing library material
- Supplying library material and services that comply with the information, educational and leisure needs of the community
- Safekeeping and controlling records in the Province and keeping them up to date

DIRECTORATE OF SPORT AND RECREATION

- Identifying and promoting the development of talented and potentially talented athletes
- Promoting adequate facilities and equity

**3. CONTACT DETAILS OF DEPUTY INFORMATION OFFICER
SECTION 14(1)(b)**

Adv. R.P. Solomons

1 Dorp Street/Private Bag X9067

CAPE TOWN

Tel.: (021) 483-2604

Fax: (021) 483-3475

E-mail: rsolomons@pawc.wcape.gov.za

**4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON
HOW TO USE THE ACT
SECTION 14(1)(c)**

The guide on how to use the Promotion of Access to Information Act, 2000, will be available from the South African Human Rights Commission by no later than August 2003. Queries can be made at:

South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-1360

Website: www.sahra.org.za
E-mail: PAIA@sahra.org.za

5. RECORDS

SECTION 14(1)(d)

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

- Legislation and Law Administration
- Organisation and Control
- Finance
- Personnel
- Accommodation
- Supplies and Services
- Transport and Journeys
- Publications, Publicity and Special Events
- Reports, Returns and Information
- Congresses, Conferences, Symposia, Seminars, Workshops and Lectures
- Committees and Meetings

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
(a) "Step-by-Step to Project	Copies of these records may be

Execution" document of the Museum Service	obtained on payment of the prescribed fee from the Head of the Department, Utilitas Building, 1 Dorp Street, Cape Town.
(b) Two-monthly in-house magazine "The Cape Librarian"	
(c) Annual report of the Western Cape Library Service	
(d) Facilities Plan of the Directorate of Sport	
(e) "Rainbow Paper" of the Directorate of Sport	
(f) "Major Events Strategy" of the Directorate of Sport	
(e) HIV and Aids Strategy of the Directorate of Sport	

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- Provision is made on the afore-mentioned form for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- The form also provides for a requester to indicate in which language the record is required, although there is no obligation on the Department to translate it.

- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc.) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- A request fee is payable should the requester for instance need copies of the requested record. In certain instances, a requester may also be requested to pay a deposit. A requester may lodge an internal appeal against the payment of these fees. The fee payable with regard to an internal appeal is R50,00. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC
SECTION 14(1)(f)

CHIEF DIRECTORATE OF CULTURAL AFFAIRS

- Providing services related to the powers and duties of the Western Cape Cultural Commission and Cultural Councils Act, 1998 (Act 14 of 1998)
- Providing information through the website of the Western Cape Cultural Commission, through the distribution of annual reports, annual advertisements, brochures, posters and pamphlets, and when contacted directly
- Providing access to all databases, including contact details
- Providing services related to the powers and duties of the Language Committee as provided for in the Western Cape Provincial Languages Act, Act 13 of 1998
- Providing information through the website of the Western Cape Language Committee, through the wide distribution of annual reports, brochures, posters and pamphlets, and by when contacted through the Western Cape Language Unit
- Providing library materials via public libraries (local library authorities) to the public in terms of the Provincial Library Service Ordinance (Ordinance 16 of 1981)
- Providing public libraries access to materials and information in terms of the Provincial Library Service Ordinance (Ordinance 16 of 1981)

DIRECTORATE OF SPORT AND RECREATION

- Funding federations for development programmes
- Providing funding and administrative assistance to federations in respect of major events
- Providing funding to local authorities in respect of establishing new facilities and maintaining and upgrading existing facilities
- Drafting and distributing brochures or information pamphlets in certain instances
- Providing advice and information pertaining to the functional areas

**7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE
FORMULATION OF POLICY AND PERFORMANCE OF
FUNCTIONS**

SECTION 14(1)(g)

CHIEF DIRECTORATE OF CULTURAL AFFAIRS

In most instances legislation prescribes the procedure for making matters known to public participation.

- The members of the Western Cape Cultural Commission are appointed every three years through a public process. Members of the public have the right to nominate candidates. This public entity is representative of the cultural community of the Western Cape and advises the Minister on policy.
- Policy suggestions can be made directly to the Minister or members of the Western Cape Cultural Commission.
- The public is always consulted on new policy by means of hearings and advertisements in the papers.
- Notices are published in the media, such as the Provincial Gazette, provincial newspapers and local/community newspapers.
- Workshops are held with concerned and affected groups.
- All projects in execution of the powers and duties of the Language Committee are performed in collaboration and after extensive consultation with the affected communities or interested parties.
- To this end, the business plan for projects make specific provision for information to be furnished outlining the individual and/or organisations that will be consulted or incorporated in the project.
- In formulating a policy, such as the Western Cape Language Policy, every stage of the draft document is widely distributed to interested parties, such as local municipalities, language organisations and provincial government departments and institutions.
- Regular surveys are performed to ascertain the needs of specific sectors in the Western Cape, such as a language audit of the

provincial government departments and institutions and local municipalities.

- Individuals and/or organisations are invited to send language-related complaints to the Language Committee for its attention and possible forwarding to the Pan South African Language Board.
- Forums and workshops are held with concerned and affected groups, such as librarians.
- Steering committee meetings are held.

DIRECTORATE OF SPORT AND RECREATION

In most instances legislation prescribes the procedures for making matters known and for public participation.

- Notices are published in the media, such as the Provincial Gazette, provincial newspapers and local/community papers.
- In certain instances the radio is also used, especially local or community radio stations.
- Workshops are held with concerned and affected groups.
- Notices are posted on the Department's website.
- Manuals and guideline documents are sometimes drafted and distributed.

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT

SECTION 14(1)(h)

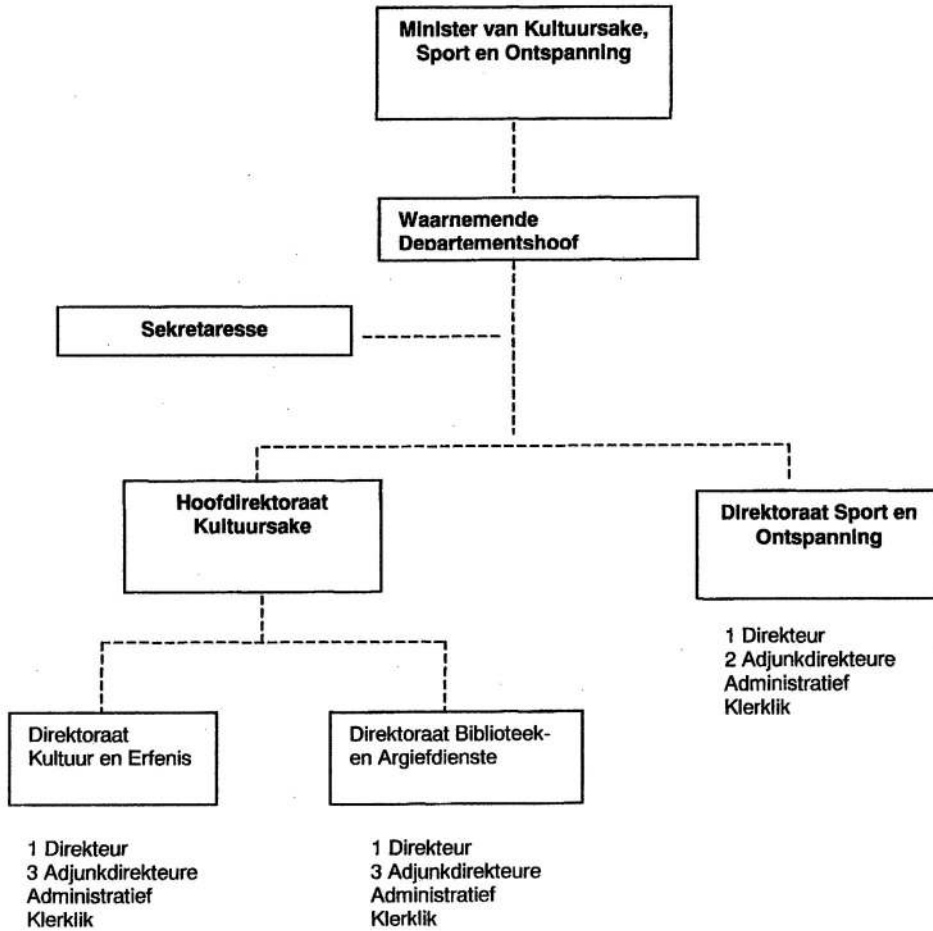
Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or should no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTEMENT VAN KULTUURSAKE EN SPORT

WES-KAAPSE PROVINSIALE ADMINISTRASIE

INHOUDSOPGAWE

- 1. Struktuur van die Departement**
- 2. Funksies van die Departement**
- 3. Kontakbesonderhede van die adjunk-inligtingsbeampte**
- 4. Gids deur die Suid-Afrikaanse Menseregtekommissie oor die gebruik van die Wet**
- 5. Rekords**
 - 5.1 Beskrywing van onderwerpe waaroor die Departement rekord hou**
 - 5.2 Rekords wat outomaties beskikbaar is**
 - 5.3 Versoekprosedure**
- 6. Dienste beskikbaar aan die publiek**
- 7. Reëling wat betrokkenheid by die formulering van beleid en die uitvoering van funksies toelaat**
- 8. Regsmiddele beskikbaar ten opsigte van handeling of versuim om te handel**

1. STRUKTUUR VAN DIE DEPARTEMENT**ARTIKEL 14(1)(a)**

2. FUNKSIES VAN DIE DEPARTEMENT

- Beskerm, bevorder, ontwikkel en bestuur die kunste, kultuur en erfenis in die Provinsie
- Lewer 'n ondersteunende biblioteekdiens aan openbare biblioteke en 'n argiefdiens aan die Wes-Kaap
- Lewer 'n gespesialiseerde diens ten opsigte van sport en ontspanning
- Lewer administratiewe steundienste aan die lynfunksies en provinsiale Minister

HOOFDIREKTORAAT KULTUURSAKE

- Lewer 'n biblioteekdiens aan openbare biblioteke en 'n argiefdiens aan die Wes-Kaap
- Bewaar, bevorder en ontwikkel kultuur en erfenis in die Wes-Kaap
- Lewer 'n ondersteuningsdiens

DIREKTORAAT KULTUUR EN ERFENIS

- Bewaar en bevorder die natuurlike en kultuurhistoriese erfenis van inwoners van die Wes-Kaap binne 'n museumkonteks
- Bevorder en bewaar kultuur in die Wes-Kaap

DIREKTORAAT BIBLIOTEEK- EN ARGIEFDIENSTE

- Verkry biblioteekmateriaal en berei dit professioneel voor
- Verskaf biblioteekmateriaal en -dienste wat voldoen aan die inligtings-, opvoedkundige en ontspanningsbehoefte van die gemeenskap
- Beheer rekords van die Provinsie, werk dit by en bewaar dit veilig

DIREKTORAAT SPORT EN ONTSPANNING

- Identifiseer en bevorder die ontwikkeling van begaafde en potensieel begaafde atlete
- Bevorder voldoende fasiliteite en billikheid

**3. KONTAKBESONDERHEDE VAN DIE ADJUNK-
INLIGTINGSBEAMPTE****ARTIKEL 14(1)(b)**

Adv. R.P. Solomons

Dorpstraat 1/Privaat sak X9067

KAAPSTAD

Tel.: (021) 483-2604

Faks: (021) 483-3475

E-pos: rsolomons@pawc.wcape.gov.za

**4. GIDS DEUR DIE SUID-AFRIKAANSE MENSEREGTEKOMMISSIE
OOR DIE GEBRUIK VAN DIE WET****ARTIKEL 14(1)(c)**

Die gids oor die gebruik van die Wet op Bevordering van Toegang tot Inligting, 2000, sal teen nie later nie as Augustus 2003 by die Suid-Afrikaanse Menseregtekommissie beskikbaar wees. Doen navraag by:

Suid-Afrikaanse Menseregtekommissie

Eenheid vir die Wet op Bevordering van Toegang tot
Inligting

Afdeling Navorsing en Dokumentasie

Posadres: Privaat sak 2700
HOUGHTON
2041

Tel.: (011) 484-8300
Faks: (011) 484-1360
Webwerf: www.sahra.org.za
E-pos: PAIA@sahra.org.za

5. REKORDS

ARTIKEL 14(1)(d)

5.1 BESKRYWING VAN ONDERWERPE WAAROP DIE DEPARTEMENT REKORD HOU

- Wetgewing en Regsadministrasie
- Organisasie en Beheer
- Finansies
- Personeel
- Akkommodasie
- Voorrade en Dienste
- Vervoer en Reise
- Publikasies, Publisiteit en Spesiale Gebeurtenisse
- Verslae, Opgawes en Inligting
- Kongresse, Konferensies, Simposiums, Seminare, Werkwinkels en Lesings
- Komitees en Vergaderings

5.2 REKORDS WAT AUTOMATIES BESIKBAAR IS

BESKRYWING VAN KATEGORIEË REKORDS WAT AUTOMATIES BESIKBAAR IS INGEVOLGE ARTIKEL 15(1) VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000	MANIER WAAROP TOEGANG TOT REKORDS VERKRY WORD
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BESKRYWING VAN KATEGORIEË REKORDS WAT OUTOMATIES BESIKKBAAR IS VIR KOPIËRING OF AANKOPE INGEVOLGE ARTIKEL 15(1)(a)(ii)

<p>(a) "Stap-vir-Stap na Projekuitvoering"-dokument van die Museumdiens</p> <p>(b) Tweemaandelikse interne tydskrif "Die Kaapse Bibliotekaris"</p> <p>(c) Jaarverslag van die Wes-Kaapse Biblioteekdiens</p> <p>(d) Fasiliteiteplan van die Direkoraat Sport</p> <p>(e) "Reënboogskrif" van die Direkoraat Sport</p> <p>(f) "Strategie vir Groot Byeenkomste" van die Direkoraat Sport</p> <p>(e) MIV- en Vigsstrategie van die Direkoraat Sport</p>	<p>Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe geld verkry word by die Departementshoof, Utilitasgebou, Dorpsstraat 1, Kaapstad.</p>
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5.3 VERSOEKPROSEDURE

- 'n Versoeker moet Vorm A, soos voorgeskryf in die regulasies wat ingevolge die Wet op Bevordering van Toegang tot Inligting (Regeringskennisgewing R223 van 9 Maart 2001) gepubliseer is, gebruik.
- 'n Versoekfooi ten bedrae van R35,00 is betaalbaar voordat die versoek verwerk sal word.
- Op die bogenoemde vorm word voorsiening gemaak vir die versoeker om aan te dui of hy/sy 'n afskrif van die rekord wil hê en of hy/sy bloot daarna wil kyk.

- Die vorm maak ook daarvoor voorsiening dat die versoeker kan aandui in watter taal die rekord verlang word, hoewel daar geen verpligting op die Departement rus om dit te vertaal nie.
- 'n Versoeker kan ook aandui op watter wyse (dit wil sê 'n afskrif op papier, 'n elektroniese afskrif, ensovoorts) toegang tot die rekord verleen moet word. Daar sal by hierdie versoek gehou word, tensy dit onredelik sal inmeng met die bedrywighede van die Departement of indien daar om praktiese redes nie in die spesifieke vorm of medium toegang tot die rekords verleen kan word nie.
- 'n Versoekfooi is betaalbaar indien die persoon byvoorbeeld afskrifte van die rekord verlang. In sekere gevalle mag die betrokke persoon ook versoek word om 'n deposito te betaal. Die versoeker kan 'n interne appèl indien teen die betaling van hierdie gelde. Die bedrag wat ten opsigte van 'n interne appèl betaalbaar is, beloop R50,00. Indien die versoeker 'n interne appèl wil indien, moet Vorm C (soos voorgeskryf in Regeringskennisgewing R223 van 9 Maart 2001) ingevul word.
- Ingeval al die prosedures vir 'n interne appèl gevolg is en die versoeker nog nie tevrede is met die uitkoms nie, kan 'n hof genader word vir 'n toepaslike bevel.
- Toegang tot 'n rekord sal weerhou word totdat al die toepaslike gelde betaal is.
- Inligting kan namens 'n ander persoon aangevra word, maar daar moet aangedui word in watter hoedanigheid die versoek gerig word.
- Indien die versoeker nie kan lees of skryf nie, of as gevolg van 'n gestremdheid nie die vorm kan invul nie, kan die versoek mondeling gerig word. Die inligtingsbeampte of 'n persoon aan wie die

bevoegdheid gedelegeer is, moet dan die vorm namens hierdie persoon invul en vir hom/haar 'n afskrif van die voltooide vorm gee.

6. DIENSTE BESIKBAAR AAN DIE PUBLIEK
ARTIKEL 14(1)(f)

HOOFDIREKTORAAT KULTUURSAKE

- Lewer dienste wat verband hou met die bevoegdhede en pligte van die Wes-Kaapse Kultuurkommissie en Kultuurradewet, 1998 (Wet 14 van 1998)
- Verskaf inligting deur middel van die webwerf van die Wes-Kaapse Kultuurkommissie, deur die verspreiding van jaarverslae, jaarlikse advertensies, brosjures, plakkate en pamflette en wanneer direk gekontak word
- Verskaf toegang tot alle databasisse, met inbegrip van kontakbesonderhede
- Lewer dienste wat verband hou met die bevoegdhede en pligte van die Taalkomitee soos bepaal in die Wes-Kaapse Provinsiale Talewet, Wet 13 van 1998
- Verskaf inligting deur middel van die webwerf van die Wes-Kaapse Taalkomitee, deur die wye verspreiding van jaarverslae, brosjures, plakkate en pamflette, en wanneer deur middel van die Wes-Kaapse Taaleenheid gekontak
- Lewer biblioteekmateriaal via openbare biblioteke (plaaslike biblioteekowerhede) aan die publiek ingevolge die Ordonnansie op Provinsiale Biblioteekdienste (Ordonnansie 16 van 1981)
- Verleen aan openbare biblioteke toegang tot materiaal en inligting ingevolge die Ordonnansie op Provinsiale Biblioteekdienste (Ordonnansie 16 van 1981)

DIREKTORAAT SPORT EN ONTSPANNING

- Befonds federasies vir ontwikkelingsprogramme

- Verskaf befondsing en administratiewe bystand aan federasies ten opsigte van groot byeenkomste
- Verskaf befondsing aan plaaslike owerhede ten opsigte van die vestiging van nuwe fasiliteite en die instandhouding en opgradering van bestaande fasiliteite
- Stel brosjures of inligtingspamflette op en versprei dit in sekere gevalle
- Verskaf advies en inligting in verband met die funksionele gebiede

7. REËLING WAT BETROKKENHEID BY DIE FORMULERING VAN BELEID EN DIE UITVOERING VAN FUNKSIES TOELAAT
ARTIKEL 14(1)(g)

HOOFDIREKTORAAT KULTUURSAKE

In die meeste gevalle skryf wetgewing die prosedures vir die bekendmaking van aangeleenthede en vir openbare deelname voor.

- Die lede van die Wes-Kaapse Kultuurkommissie word elke drie jaar deur middel van 'n openbare proses aangestel. Lede van die publiek het die reg om kandidate te benoem. Hierdie openbare entiteit is verteenwoordigend van die kulturele gemeenskap van die Wes-Kaap en adviseer die Minister oor beleid.
- Beleidsvoorstelle kan direk by die Minister of lede van die Wes-Kaapse Kultuurkommissie gemaak word.
- Die publiek word altyd deur middel van verhore en advertensies in die koerante oor nuwe beleid geraadpleeg.
- Kennisgewings word in die media gepubliseer, byvoorbeeld in die Provinsiale Koerant, provinsiale nuusblaaie en plaaslike en gemeenskapskoerante.
- Werkwinkels word gehou met groepe wat betrokke is en wat geraak word.
- Alle projekte in die uitvoering van die bevoegdheid en pligte van die Taalkomitee word verrig in samewerking met en na omvattende

raadpleging met die gemeenskappe wat geraak word of met belanghebbende partye.

- Vir hierdie doel maak die sakeplan vir projekte spesifiek voorsiening vir inligting wat verskaf moet word om die besonderhede uiteen te sit van die individu en/of organisasies wat geraadpleeg gaan word of by die projek betrek gaan word.
- Wanneer 'n beleid geformuleer word, byvoorbeeld die Wes-Kaapse Taalbeleid, word elke stap van die konsepdokument wyd versprei aan belanghebbende partye soos plaaslike munisipaliteite, taalorganisasies en provinsiale regeringsdepartemente en instellings.
- Gereelde opnames word gedoen om die behoeftes van spesifieke sektore in die Wes-Kaap te bepaal, byvoorbeeld 'n taaloudit van die provinsiale regeringsdepartemente en instellings asook plaaslike munisipaliteite.
- Individue en/of organisasies word uitgenooi om taalverwante klagtes aan die Taalkomitee te stuur vir hul aandag en moontlike verwysing na die Pan-Suid-Afrikaanse Taalraad.
- Forums en werkwinkels word gehou met groepe wat betrokke is en wat geraak word, byvoorbeeld bibliotekarisse.
- Reëlingskomiteevergaderings word gehou.

DIREKTORAAT SPORT EN ONTSPANNING

In die meeste gevalle skryf wetgewing die prosedures vir die bekendmaking van aangeleenthede en vir openbare deelname voor.

- Kennisgewings word in die media gepubliseer, byvoorbeeld in die Provinsiale Koerant, provinsiale nuusblaaie en plaaslike en gemeenskapskoerante.
- Onder sekere omstandighede word die radio ook gebruik, veral plaaslike of gemeenskapsradiostasies.
- Werkwinkels word gehou met groepe wat betrokke is en wat geraak word.

- Kennisgewings word op die Departement se webwerf geplaas.
- Handleidings en riglyndokumente word soms opgestel en versprei.

**8. REGSMIDDELE BESKIKBAAR TEN OPSIGTE VAN HANDELINGE
OF VERSUIM OM TE HANDEL**

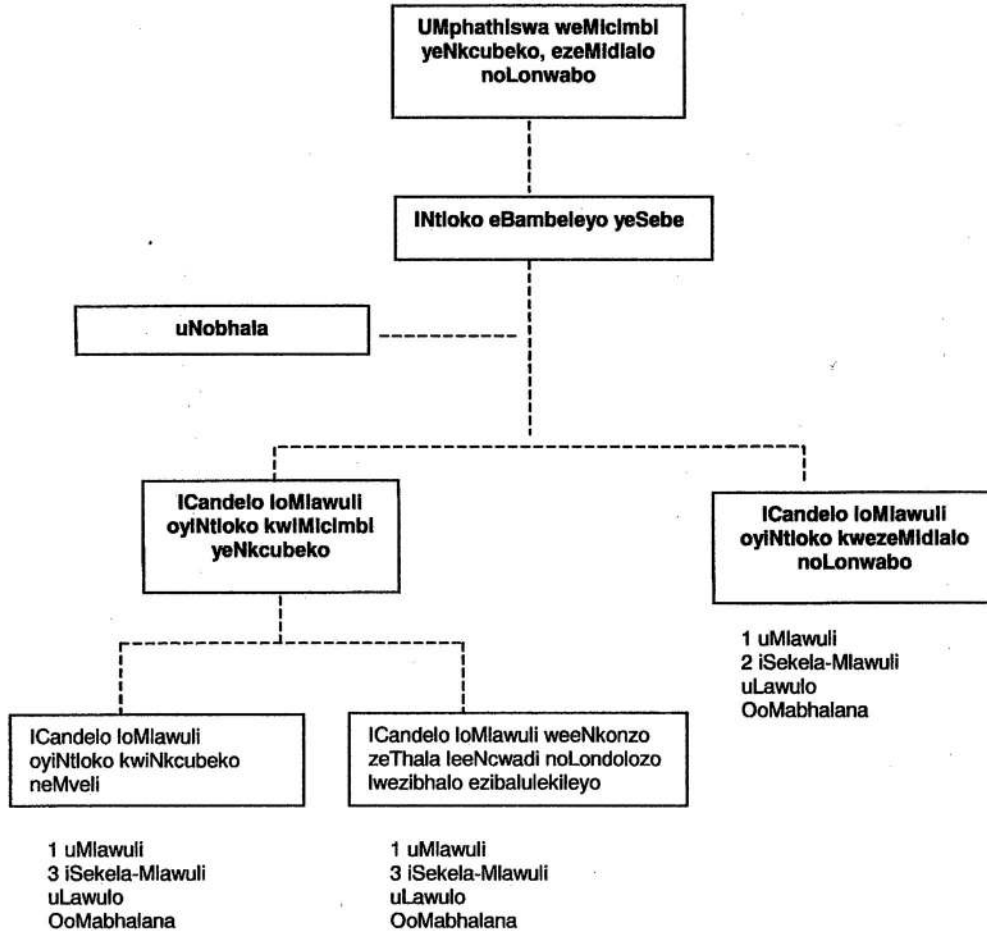
ARTIKEL 14(1)(h)

Wetgewing wat op die Departement van toepassing is, kan voorsiening maak vir 'n interne hersienings- of appèlprosedure. Indien hierdie prosedure gevolg is, of indien daar nie vir sodanige prosedure voorsiening gemaak is nie, kan 'n hof vir die toepaslike bevel genader word.

ISEBE LEMICIMBI YEZENKCUBEKO NEMIDLALO ULAWULO LWEPHONDO LENTSHONA KOLONI

ISIQULATHO

- 1. ULwakhiwo lweSebe**
- 2. Imisebenzi yeSebe**
- 3. Iinkcukacha zozhagamshelwano negosa elilisekela lolwazi**
- 4. Isikhokhelo seKhomishoni yamaLungelo oLuntu eMzantsi
Afrika**
- 5. Iingxelo**
 - 5.1 Inkcazelo yezinto ezigcinwe liSebe**
 - 5.2 Iingxelo ezivele zifumaneka**
 - 5.3 Indlela yokucela**
- 6. Iinkonzo ezifumaneka kuluntu jikelele**
- 7. Amalungiselelo avumela ukuthatha inxaxheba kwisiseko
semigaqo-nkqubo kwakunye nokwenziwa kwemisebenzi**
- 8. Izilungiso ezikhoyo ngokunxulumene nemithetho okanye
ukungaphumeleli komthetho**

1. ULWAKHIWO LWESEBE**ICANDELO 14(1)(a)**

2. IMISEBENZI YESEBE

- Ukukhusela, ukunyusa umgangatho, ukuphuhlisa kunye nokulawula imisebenzi yezobugcisa, inkcubeko nemveli kwiPhondo
- Unikezelo lwenkonzo yenkxaso yethala leencwadi kumathala eencwadi oluntu jikelele kwakunye nenkonzo yolondolozo lwezibhalo ezibalulekileyo eNtshona Koloni
- Unikezelo lwenkonzo eyodwa ngokunxulumene nezemidlalo kunye nenkcubeko
- Unikezelo lweenkonzo zenkxaso kulawulo ngokunxulumene nemisebenzi engundoqo noMphathiswa wephondo.

ICANDELO LOMLAWULI OYINTLOKO KWIMICIMBI YENKCUBEKO

- Unikezelo lwenkonzo yenkxaso yethala leencwadi kumathala eencwadi oluntu jikelele kwakunye nenkonzo yolondolozo lwezibhalo ezibalulekileyo eNtshona Koloni
- Ulondolozo, ukunyusa umgangatho kunye nokuphuhlisa inkcubeko nemveli eNtshona Koloni
- Unikezelo lwenkonzo yenkxaso.

ICANDELO LOMLAWULI OYINTLOKO KWINKCUBEKO NEMVELI

- Ulondolozo, ulwandiso kunye nokunyuswa komgangatho kwendalo kunye nemveli yenkcubeko engembali yabemi baseNtshona Koloni ngokwesiseko somyuziyam
- Ukunyusa umgangatho, ulondolozo kunye nokwandiswa kwenkcubeko yeNtshona Koloni.

ICANDELO LOMLAWULI WEENKONZO ZETHALA LEENCWADI NOLONDOLOZO LWEZIBHALO EZIBALULEKILEYO

- Ukufumana kwakunye nokwenza amalungiselelo asisigxina kwizibonelelo zethala leencwadi
- Unikezelo lwezibonelelo zethala leencwadi kunye neenkonzelo ezithi zithobelane neemfuno zolwazi, imfundo kunye nexesha lokuphola kuluntu jikelele
- Ugcino ngokukhuselekileyo kwakunye nolawulo lweengxelo kwiPhondo kwakunye nokugcinwa kwazo zihlaziywa rhoqo.

ICANDELO LOMLAWULI WEZEMIDLALO NOLONWABO

- Ukuphawula nokunyusa umgangatho wophuhliso lweembaleki ezinesiphiwo soku kunye nabo esinokuvela kubo esi siphiwo
- Ukunyusa umgangatho wezibonelelo ezoneleyo kunye nokulingana.

3. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA ELILISEKELA LENGCACISO

ICANDELO 14(1)(b)

Adv.R.P.Solomons

1 Dorp Street/Private Bag X9067

CAPE TOWN

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Ifeksi: (021) 483-3475

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4. ISIKHOKELO SENDLELA YOKUSEBENZISA UMTHETHO

ICANDELO 14(1)(c) SEKOMISHONI YAMALUNGELO OLUNTU LOMZANTSI AFRIKA

Isikhokelo sendlela yokusebenzisa umthetho oyiPromotion of Access to Information Act, 2000, siya kufumaneka kwiKomishoni yaMalungelo oLuntu loMzantsi Afrika ingedlulanga inyanga kaAgasti 2003. imibuzo ingabhekiswa kwi:

South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Idilesi yePosi: Private Bag 2700
Houghton
2041

Ifowuni: 011 – 484 8300
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5. IINGXELO

ICANDELO 14(1)(d)

Uwiso-mthetho

- Ulawulo neMpatho
- Ulawulo lwezeMali
- Ulawulo lwezaBasebenzi
- Iindawo zokuhlala, uGqithiso, iiNkonzo
- Izithuthi kunye noTyelelo olusebuRhulumenteni
- UQhagamshelwano neMicimbi yaMajelo eeNdaba
- iNkonzo yamaPolisa oMzantsi Afrika
- Umanyano noLuntu lukarhulumente kwimimandla yoMzantsi Afrika
- Umanyano namaZiko ezizwe zangaPhandle
- Ukwenziwa kweeProjekthi
- Umanyano namaZiko kaRhulumente

- IPalamente/iKhabhinethi/Abathathi-nxaxheba kwezoPolitiko
- likomiti neentlanganiso

5.2 IINGXELO EZIVELE ZIFUMANEKE

INKCAZELO ZEENGXELO ZIFUMANEKE KWECANDELO 15(1) LOMTHETHO OBIZWA NGOKUBA YI- PROMOTION OF ACCESS TO INFORMATION ACT, 2000	NGEENDIDI EZIVELE PHANTSI INDLELA YOKUFIKELELA KWEZI NGXELO
INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE EKUKOPENI NASEKUTHENGENI PHANTSI KWECANDELO 15(1)(a)(ii)	
<p>(a) Uxwebhu leNkonzo yoMyuziyam olubizwa ngokuba yi- "Step-by-Step to Project Execution"</p> <p>(b) Iincwadi ezimbini zarhoqo kwinyanga zangaphakathi ezibizwa ngokuba yi-"The Cape Librarian"</p> <p>(c) Ingxelo yonyaka yeNkonzo yeThala leeNcwadi eNtshona Koloni</p> <p>(d) IsiCwangciso seZibonelelo seCandelo loMlawuli wezeMidlalo</p> <p>(e) Iphepha leCandelo loMlawuli wezeMidlalo elibizwa ngokuba yi- "Rainbow Paper"</p> <p>(f) I- "Major Events Strategy" yeCandelo loMlawuli: ezeMidlalo</p> <p>(e) Iqhinga lobuchule kwisifo i-HIV ne-Aids kwiCandelo loMlawuli</p>	<p>likopi zezi ngxelo ziyafumaneka kwiNtloko yeSebe xa uthe wahlawula umrhumo ochaziweyo kwiNtloko yeSebe, kwiSakhiwo i-Utilitas, 1 Dorp Street, Cape Town</p>

wezeMidlalo	
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5.3 INDLELA YOKUCELA

- Umntu owenza isicelo kufuneka asebenzise iFomu A neyenzelwe ukusetyenziswa kwimimiselo epapashwe ngokwemiqathango yomthetho oyiAccess to Information Act (Government Notice R233 of March 2001).
- Umrhumo wesicelo ngama-R35,00 kwaye ahlawulwa ngaphambi kokuba kusetyenzwe ngeziscelo.
- Kukho imimiselo eyenziweyo kule fomu ikhankanywe ngasentla ukuze lowo wenza isicelo abonise ukuba ingaba uyayifuna na ikopi yengxelo okanye ufuna ukuyijonga nje.
- Le fomu ikwachazela ocelayo ukuba abonise ukuba luluphi na ulwimi afuna ingxelo le ikhutshwe ngayo, nakuba kungekho zimbophelelo kweli sebe zokuba iguqulwe.
- Ocelayo angabonisa kwakhona ukuba ufuna ibe kweyiphi na imo ingxelo leyo (ok.kkt. ibe sephepheni, ibe sekhompyutheni, njl,njl). Kuya kuqhutywa ngale ndlela ngaphandle kokuba ukwenza oku kuye kwaphazamisana neSebe eli ekuqhubeni imisebenzi yalo okanye ngezizathu ezithile akuyi kubakho mvume yokufikelela kule ngxelo iya kukhutshwa kwifomu.
- Umrhumo wesicelo kufuneka umntu ocelayo umzekelo xa efuna iikopi zengxelo ecelwayo. Kwezinye iimeko, umntu ocelayo kufuneka akhuphe idiphozithi. Lowo ucelayo angafaka isibheni sangaphakathi malunga nokuhlawula le mirhumo. Umrhumo ohlawulwa ngokuphathelele kwisibheni sangaphakathi

yiR50,00. Xa ngaba umntu ocelayo efake isibheni sangaphakathi, kufuneka kuzaliswe uFomu C (ekhutshwa kwiSaziso soRhulumente esinguR233 somhla we 9 kuMatshi 2001).

- Xa kuthe inkqubo elandelwayo yokubhena yangaphakathi yarhoxiswa waza umntu ocelayo wabe akakoneliseki ziziphumo, kungadityanwa nenkundla ukuze ibe yiyo ekhupha umyalelo ofanelekileyo.
- Ukufikelela kwezi ngxelo kuya kuqhutywa de imirhumo efunekayo ibe ihlawulwe.
- Ingcaciso ingacelwa egameni lomnye umntu, kodwa eyona nto ifunelwa yona ingcaciso leyo kufuneka ixelwe.
- Ukuba umntu ocelayo akakwazi, ukufunda okanye ukubhala, okanye akakwazi ukuzalisa ifomu ngenxa yokukhubazeka, isicelo eso singenziwa nangomlomo. Igosa lengcaciso, okanye umntu ungummeli, kufuneka ibe nguye ozalisa ifomu.

**6. IINKONZO EZIFUMANENKA KULUNTU JIKELELE
ICANDELO 14(1)(f)**

**ICANDELO LOMLAWULI OYINTLOKO KWIMICIMBI
YENKCUBEKO**

- Unikezelo lweenkonzo ezinxulumene namagunya kunye nemisebenzi yeKhomishoni yeNkcubeko eNtshona Koloni nomthetho obizwa ngokuba yi-Cultural Councils Act, 1998 (uMthetho 14 ka-1998)
- Unikezelo lolwazi kwisikhundla sonxibelelwano ngekhompyutha (website) seKhomishoni yeNkcubeko eNtshona Koloni, ngokuthi

kusasazwe iingxelo zonyaka, izibhengezo zonyaka, iincwadana zolwazi, iifoto ezinkulu neencwadi naxa kuqhagamshelwane nomntu onjalo ngqo.

- Unikezelo lofikelelo kulo lonke ulwazi, ukuquka neenkukacha zoqhagamshelwano
- Unikezelo lweenkonzo ezinxulumene namagunya kunye nemisebenzi yeKomiti yoLwimi njengoko ichazwe njalo kumthetho obiziwa ngokuba yi- Western Cape Provincial languages Act, uMthetho 13 ka-1998
- Unikezelo lolwazi ngokusebenzisa isikhundla sonxibelelwano ngekhompyutha seKomiti yoLwimi eNtshona Koloni, ngokusasazwa ngokubanzi kweeNgxelo zoNyaka, amaphetshana, izibhengezo ezibhaliweyo kunye neencwadana naxa kuqhagamshelwene neYunithi yoLwimi eNtshona Koloni
- Unikezelo lwezibonelelo zethala leencwadi olugqithia kumathala eencwadi oluntu jikelele (iziphatha-mandla zamathala eencwadi kwiingingqi) zisiya kuluntu jikelele ngokommiselo obizwa ngokuba yi-Provincial Library Service Ordinance (uMmiselo 16 ka-1981)
- Unikezelo kumathala eencwadi oluntu jikelele ufikeleleko kwizibonelelo nolwazi ngokommiselo obizwa ngokuba yi-Provincial Library Service Ordinance (uMmiselo 16 ka-1981)

ICANDELO LOMLAWULI WEZEMIDLALO NOLONWABO

- Inkxaso-mali yomanyano kwiinkqubo zophuhliso
- Unikezelo lwenkxaso-mali noncedo kulawulo kumanyano ngokunxulumene neziganeko ezibalulekileyo
- Unikezelo lwenkxaso-mali kwiziphatha-mandla zeengingqi ngokunxulumene nokumiswa kwezibonelelo ezitsha kwakunye nokugcinwa kwanokunyuswa komgangatho kwezibonelelo esele zikhona
- Uyilo kunye nokusasazwa kwamaphetshana okanye iincwadana zolwazi kumaxesha athile

- Unikezelo lweengcebiso nolwazi olubhekiselele kwiindawo ezithile zomsebenzi

7. AMALUNGISELELO AVUMELA UKUTHATHA INXAXHEBA KWISISEKO SEMIGAQO-NKQUBO KWAKUNYE NOKWENZIWA KWEMISEBENZI

ICANDELO 14(1)(g)

ICANDELO LOMLAWULI OYINTLOKO KWIMICIMBI YENDALO ESINGQONGILEYO

Kumaxesha amaninzi, uviso-mthetho luchaza iinkqubo zokwenza imiba ethile ukuba yaziwe kwakunye nokuba uluntu jikelele luthathe inxaxheba.

- Amalungu eKomishoni yezeNkcubeko eNtshona Koloni anyulwa qho kwisithuba seminyaka emithathu oko kusenziwa ngenkqubo ebandakanya noluntu. Eli candelo loluntu ngabameli abamele ezenkcubeko eluntwini kwiNtshona Koloni nabaye banike iingcebiso uMphathiswa ngomgaqo-nkqubo.
- Iingcebiso zingenziwa ngqo kuMphathiswa okanye kumalungu eKomishoni yezeNkcubeko yeNtshona Koloni.
- Uluntu lusoloko kudityanwa nalo malunga nomgaqo-nkqubo omtsha oko kusenziwa ngeentlanganiselo zovakalisizimvo nangezibhengezo ezikhutshwa emaphepheni.
- Izaziso eziye zikhutshwe kumajelo eendaba, afana neGazethu yePhondo, amaphephandaba ephondo ndawonye namaphephandaba eenqila/awoluntu.
- Kuye kwenziwe ucweyo kunye noluntu oluchaphazelekayo.
- Konke oku kwenziwa ngokokusetyenziswa kwamagunya kunye nemisebenzi yeKomiti yeeLwimi eyenziwa ngobambiswano nasemva kwendibano emandla kunye noluntu oluchaphazelekayo okanye amaqumrhu achaphazelekayo.

- Ukuza kuthi ga ngoku, isicwangciso sokusebenza seeprojekthi zokwenza izibonelelo ezithile zokufakelwa kweenkcukacha ezichaza umntu okanye imibutho ekuya kudityanwa nayo kungenjalo iprojekthi edityanelweyo.
- Ukusungula umgaqo-nkqubo, ofana noMgaqo-nkqubo weNtshona Koloni, kwisigaba ngasinye sokuyilwa koxwebhu kuye kuthunyelwe kumaqumrhu achaphazelekayo, afana noomasipala beenqila, ibutho esebenza ngeelwimi nakumasebe orhulumente wephondo kunye namaziko.
- Uphando oluqhutywa qho lusenzelwa ukuqononondisa ukuba ziyenzeka iimfuno zamacandelo athile eNtshona Koloni, afana nophicotho kobungakanani bokusetyenziswa kweelwimi ngamasebe orhulumente wephondo ndawonye namaziko kunye noomasipala beenqila.
- Umntu ngamnye ndawonye ne/okanye imibutho iyamenywa ukuba ithumele izikhalazo ezimalunga nolwimi kwiKomiti yeeLwimi ize zibhekiswe kwiBhodi yeeLwimi zoMzantsi Afrika.
- Kuye kubekho iiforam nocweyo oluye luqhutywe kunye namaqela achaphazelekayo afana noonolayibrari.
- Kuye kuqhutywe iintlanganiso eququzelayo.

**ICANDELO LOMLAWULI OYINTLOKO KUCWANGCISO
LOPHUHLISO**

Kumaxesha amaninzi, uwiso-mthetho luchaza iinkqubo zokwenza imiba ethile ukuba yaziwe kwakunye nokuba uluntu jikelele luthathe inxaxheba.

- Ukwaziswa kumajelo eendaba, anjengeGazethi yePhondo, amaphephandaba ephondo kunye namaphephandaba engingqi/kuluntu jikelele.
- Kwezinye iimeko kuye kusetyenziswe neeradiyo, ingakumbi izikhululo zamajelo osasazo enqila okanye awoluntu.

- Ukuqhuba ucweyo kunye namaqela achaphazelekayo.
- Izaziso eziye ziposelwe kwiwebsite yeSebe.
- Iincwadi ezifundisayo kunye nezikhokelo ezithi ngaxesha limbi ziyilwe ze zikhutshwe.

**8. IZILUNGISO EZIKHOYO NGOKUNXULUMENE NEMITHETHO
OKANYE UKUNGAPHUMELELI KOMTHETHO
ICANDELO 14(1)(h)**

- Uwisomthetho olusebenzayo kwiSebe lunganikeza uhlaziyo lwangaphakathi okanye inkqubo yesibheni. Xa inokuthi le nkqubo ipheliswe, okanye kungabikho malungiselelo awenziweyo kwinkqubo enjalo, kungaqhagamshelwana nenkundla ukuze kufumanekwe umyalelo ofanelekileyo.

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