



community safety &  
liaison

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Department :  
Community Safety and Liaison  
PROVINCE OF KWAZULU-NATAL

## **IBHUKWANA LOKUKHUTHAZA UKUFINYELELA OLWAZINI 2018/2019**

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## **1. ISINGENISO**

Isigaba 32(1)(a) soMthethosisekelo weRiphabhlikhi yaseNingizimu Afrika we-1996 sithi wonke umuntu unelungelo lokufinyelela –

- a) kunanoma yiluphi ulwazi olugcinwe umbuso ; kanye
- b) nakunanoma yiluphi ulwazi olugcinwe ngomunye umuntu oludingekayo maqondana nokusetshenziswa noma ukuvikelwa kwananoma yimaphi amalungelo.

Isigaba 32(2) soMthethosisekelo sihlinzeka ngokuthi kumele kushaywe umthetho kazwelonke ogunyaza leli lungelo.

UMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi-2000 (uMthetho 2 wezi-2000), unikeza bonke abantu baseNingizimu Afrika ilungelo lokufinyelela kumarekhodi agcinwe umbuso , izikhungo zikahulumeni kanye nezinhlango ezizimele.

Yilesi naleso sikhungo sikahulumeni kanye nezinhlango ezizimele kumele zibhale amabhukwana ngezilimi okungenani ezintathu eizemthethweni. Leli bhukwana kumele lichaze ukuthi abantu abafisa ukufinyelela olwazini bangawusebenzisa uMthetho Wezolwazi.

UMnyango Wezokuphepha Komphakathi kanye Nokuxhumana KwaZulu-Natali ubhale leli bhukwana ngenhloso yokwelekelela lowo ocelayo ofisa ukuthola ulwazi kulo mnyango.

Leli bhukwana lenzelwe abantu abafisa ukuthola ulwazi eMnyangweni Wezokuphepha Komphakathi kanye Nokuxhumana KwaZulu-Natali kuphela, hhayi eminye iminyango kahulumeni kumbe izinhlangano ezizimele.

Amakhophi aleli bhukwana ayatholakala emahhovisi oMnyango Wezokuphepha Komphakathi kanye Nokuxhumana ngokunjalo nakwi-website yawo.

## 2. IMISEBENZI YOMNYANGO WEZOKUPHEPHA KOMPHAKATHI KANYE NOKUXHUMANA KWAZULU-NATALI

Imisebenzi yalo mnyango ithathiselwe esigabeni 206(1), 206(3) kanye no-206(5) soMthethosisekelo Weriphabhlikhi Yaseningizimu Afrika yowe-1996 kanye neseMthetho Wezamaphoyisa obizwa nge-Civilian Secretariat for Police Service Act, wezi-2011 (uMthetho uNo. 2 wezi-2011). Yilena elandelayo:

1.	UMTHETHOSISEKELO	ISIGABA
1.1.	Ukunquma isidingo samaphoyisa kanye nalokho okuseqhulwini esifundazweni	Isigaba 206(1)
1.2.	Ukuqapha indlela yokuziphatha kwamaphoyisa	Isigaba 206(3)(a)
1.3.	Ukwengamela ukusebenza ngempumelelo nangendlela okuyiyona kwamaphoyisa, kubandakanya ukwamukelwa kwemibiko ngokusebenza kwamaphoyisa	Isigaba 206(3)(b)
1.4.	Ukukhuthaza ubudlelwane obuhle phakathi kwamaphoyisa nomphakathi	Isigaba 206(3)(c)
1.5.	Ukuhlola ukuthi ukuba khona kwamaphoyisa emiphakathini kuyimpumelelo	Isigaba 206(3)(d)
1.6.	Ukuxhumana nelungu leKhabhinethi elibhekele ezamaphoyisa ngokumaqondana nobugebengu kanye nokusebenza kwamaphoyisa esifundazweni	Isigaba 206(3)(e)
1.7.	Ukuphenya, noma ukuqoka ikhomishana yophenyo, maqondana nanoma yiziphi izikhalo zokungasebenzi kahle kwamaphoyisa kumbe ukunqamuka kobudlelwane phakathi kwamaphoyisa nomphakathi	Isigaba 206(5)(a)
1.8.	Ukwenza izincomo elungwini leKhabhinethi elibhekele ukusebenza kwamaphoyisa	Isigaba 206(5)(b)
2.	<b>UMTHETHO I-CIVILIAN SECRETARIAT FOR POLICE SERVICE ACT, WEZI-2011</b>	<b>ISIGABA</b>

2.1.	Kumele amahhovisi obubhalane ezifundazweni alekelele iHhovisi Lobubhalane kuZwelonke ukuba lifezekise izinjongo, futhi lenze imisebenzi libuye lisebenzise amandla eHhovisi Lobubhalane lesifundazweni ngokuba lihambisane nemigomo kahulumeni yokubusa ngokubambisana kanye nobudlelwane kohulumeni equkethwe eSahlukweni 3 soMthethosisekelo	Isigaba 4(5)
2.2.	Ukuqapha ukusebenza kwamaphoyisa kanye nokudamane lihlola ukuthi uphiko lwezamaphoyisa linezinqubomgomo ezanele kangakanani kanye nokusebenza ngempumelelo kwezinhlelo kanjalo nokwenza izincomo ezimayelana nezindlela zokulungisa	Isigaba 6(1)(a)
2.3.	Ukuqapha ukusetshenziswa kwesabelomali sophiko lwezamaphoyisa ukuze kuqinisekise ukuhambisana nanoma yimiphi imiyalelo yanoma iyiphi inqubomgomo kumbe imiyalelo kaNgqongqoshe	Isigaba 6(1)(b)
2.4.	Ukuqapha kanye nokuhlola ukugcinwa koMthetho Wodlame Lwasekhaya, we- 1998 (uMthetho 116 we-1998), bese wenza iziphakamiso ophikweni lwezamaphoyisa maqondana nezinqubo kanye nezindlela zokuqondiswa izigwegwe ezimayelana nokungagcinwa kwalo mthetho	Isigaba 6(1)(c) & (d)
2.5.	Ukucubungula iziphakamiso, imibono kanye nezicelo ezithinta amaphoyisa kanye nezindaba zezokuqapha ezivela kunanoma yimuphi umthombo	Isigaba 6(1)(e)
2.6.	Ukwenza noma ukuhlela ukuba kwenziwe nanoma yiluphi ucwaningo olungase lube nesidingo ukuba lwenziwe	Isigaba 6(1)(f)
2.7.	Ukwenza isivumelwano sokusebenzisana noma ezivumelwaneni kumbe kokubili, ngokuxhumana noNgqongqoshe kaZwelonke, nezinhlaka zomphakathi kanye nabanye nezinye izinhlangothi bese kuxoxiswa nalezo zinhlaka nezinhlangothi ukuze kuqiniseke ukusebenzisana phakathi kwababambiqhaza abanhlobonhlobo	Isigaba 6(1)(g)
2.8.	Ukuhlola nokuqapha indlela uphiko lwezamaphoyisa olwemukela luphinde lubhekane ngayo ngezikhalo ezibhekiswe kumalungu alo	Isigaba 6(1)(j)
2.9.	Ukuze kwesekwe izinjongo zeHhovisi Lobubhalane okukhulunywe ngazo esigabeni 5 futhi namayelana nemigomo kahulumeni wobambiswano kanye nobudlelwane kohulumeni equkethwe eSahlukweni 3 soMthethosisekelo, kumele ihhovisi ngalinye lobubhalane-  a) lihlele ngokuqondanisa izinhlelo zalo kanye nemisebenzi ezingeni likahulumeni wesifundazwe mayelana nezinhlelo, izinqubomgomo kanye nemisebenzi	Isigaba 17(1)

	<p>yeHhovisi Lobubhalane; futhi</p> <p>b) lihlanganise amasu alo okusebenza kanye nezinhlelo ezingeni likahuluneni wesifundazwe kanye namasu okusebenza nezinhlelo zeHhovisi Lobubhalane lesifundazwe.</p>	
2.10.	<p>Kumele ihhovisi lobubhalane esifundazweni lihlonze amakhono akhona okwenza emisebenzini yalo, ukuze-</p> <p>a) liqaphe futhi lihlole ukuqaliswa kokusebenza kwenqubomgomo yamaphoyisa esifundazweni;</p> <p>b) lihlole futhi liqaphe indlela yokuziphatha kwamaphoyisa esifundazweni;</p> <p>c) lisungule futhi lihlole izindlela zokuphepha kanye nezinsiza zokuqapha ukuze kuqinisekise ukuhambisana nemisebenzi yeHhovisi Lobubhalane;</p> <p>d) lize iHhovisi Lobubhalane kuzwelonke ekuqapheni kanye nasekuhloleni imiklamo; futhi</p> <p>e) likhuthaze ubudlelwane phakathi kwamaphoyisa nomphakathi;</p> <p>f) liqinise futhi likhuthaze ubudlelwane; kanye</p> <p>g) nokwengamela ukuthuthukiswa kwezinhlaka zezokuphepha komphakathi ngokubambisana nesifundazwe.</p>	Isigaba 17(2)
2.11.	<p>Inhloko yehhovisi lobubhalane esifundazweni ngasinye, ngemvume yenhloko yomnyango yesifundazwe, kumele ithumele kuNgqongqoshe kaZwelonke nakuNobhala imibiko yekwata emaqondana nemisebenzi yehhovisi lobubhalane lesifundazwe, futhi nanganoma yiluphi udaba noma ngokusho kukaNobhala.</p>	Isigaba 22(1)
2.12.	<p>Inhloko yomnyango esifundazweni kumele zikhathi zonke ithumele imibiko kuNgqongqoshe kaZwelonke nasekomidini eliqondene esishayamthetho sesifundazwe.</p>	Isigaba 22(2)
2.13.	<p>Inhloko yomnyango esifundazweni ngasinye kumele-</p> <p>a) ngemvume kaNgqongqoshe, yethule umbiko wonyaka esishayamthetho sesifundazwe mayelana nemisebenzi yehhovisi lobubhalane esifundazweni; futhi</p> <p>b) ithumele ikhophi yombiko wonyaka owethulwe ngokwendima (a) kuNobhala.</p>	Isigaba 22(3)
2.14.	<p>UNobhala kanye nezinhloko zeminyango kumele bahlangane</p>	Isigaba 23(1)

	okungenani njalo ngekwata	
2.15.	Ihhovisi Lobubhalane kumele liqaphe ukuqaliswa kokusebenza kwezincomo ezenziwe wuPhiko Oluzimele Oluphenya Ngezenzo Zamaphoyisa bese njalo linikeza uNgqongqoshe kaZwelonke imibiko ngezinyathelo elizithathile ekuqinisekiseni ukulandela umthetho, bese ikhophi yalokho kumele ithunyelwe kuMqondisi Omkhulu.	Isigaba 31(2)
3.	<b>UMTHETHO WEZAMAPHOYISA ASENINGIZIMU AFRIKA, WE-1995</b>	
3.1.	Unikeza umhlahlandlela ngokukusungulwa Kwezigungu namaBhodi Omphakathi Asebenzisana Namaphoyisa	Isigaba 19 kuya esigabeni 21
3.2.	Uqinisekisa ukuthi imibandela emaqondana nokusungulwa kwamaphoyisa kamasipala iyalandelwa nokuthi amaqophela kazwelonke ayagcinwa	Isigaba 64N

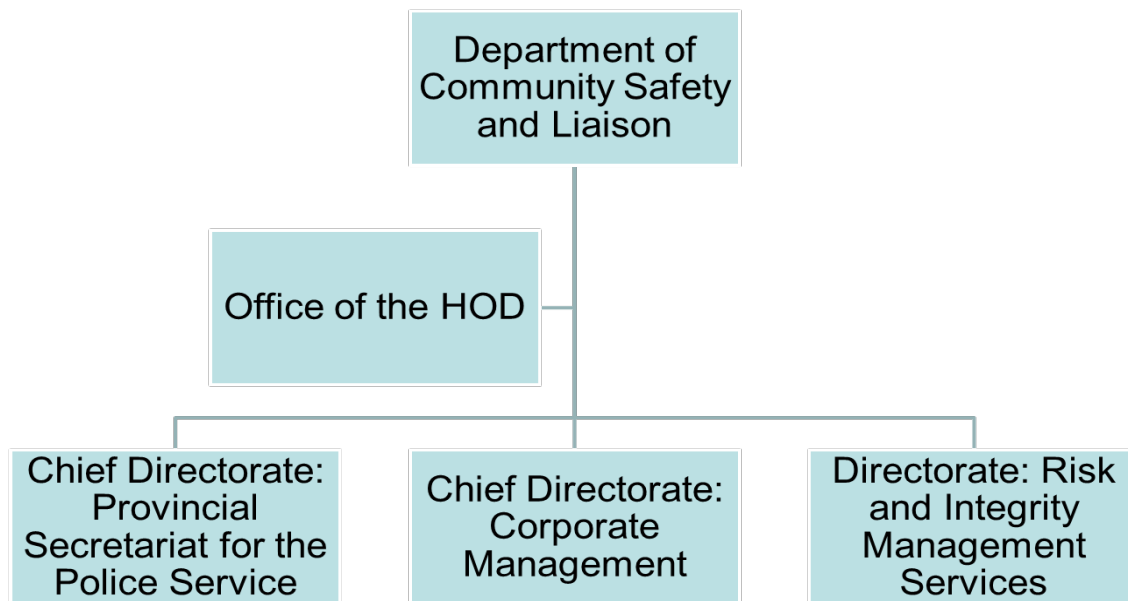
Ngaphezu kwale misebenzi, uMthetho wezokuphathwa kwezimali zikahulumeni, obizwa nge-Public Finance Management Act of 1999, uMthetho wezobudlelwano nabasebenzi, obizwa nge-Labour Relations Act of 1995 kanye noMthetho wezemisebenzi kahulumeni obizwa nge-Public Service Act of 1994 iphoqelela umnyango ukuba wenze nale misebenzi elandelayo:

- a) Ukuphathwa Kwezezimali;
- b) Kwengamela Ukuthengwa Nokusatshalaliswa Kwempahla;
- c) Ukulawula Kwangaphakathi Nokulawulwa Kobungozi;
- d) Imisebenzi Yezomthetho;
- e) Ezabasebenzi;
- f) Ezikandabazabantu Nokuthuthukiswa kwabasebenzi;
- g) Ukuphathwa Kolwazi Lwezobuchwepheshe; kanye
- h) Ukuphathwa Kwempahla Yokusebenza.

### **3. UKWAKHEKA KOMNYANGO WEZOKUPHEPHA KOMPHAKATHI NOKUXHUMANA KWAZULU-NATALI**

UMnyango uhlelwe ngendlela yokuthi ukwazi ukwenza imisebenzi yawo eshiwo ngenhla. Kunezigaba ezimbili emnyangweni: Ihhovisi Lesifundazwe kanye Nelokuphatha Ngokubambisana.

### **Umfanekiso 1 – Uhlaka Oluphezulu**



#### **a) Ihhovisi Lesifundazwe Lezamaphoyisa**

Ihhovisi Lesifundazwe yilona phiko oluphezulu olubhekele le misebenzi elandelayo–

- Ukuqapha nokuhlola ukuqalisa ukusebenza kwezinqubomgomo nemiyalelo yezobuphoyisa;
- ukuqapha nokuhlola zonke izinhlaka zezamaphoyisa esifundazweni;
- ukubhekana nezikhalo ezimaqondana nokusebenza kwamaphoyisa;
- ukubuyekeza indlela yokusebenza kwamaphoyisa, izindlela kanye nokusebenza kwamaphoyisa ;
- ukwenza ucwaningo maqondana nezidingo zamaphoyisa esifundazweni ;
- ukwakha izinhlelo zezokuphepha emphakathini, amasu kanye namathuluzi okuqapha ;
- ukwakha nokugcina izinhlaka zezokuphepha komphakathi ; kanye
- nokwakha imifelandawonye yezokuphepha komphakathi .

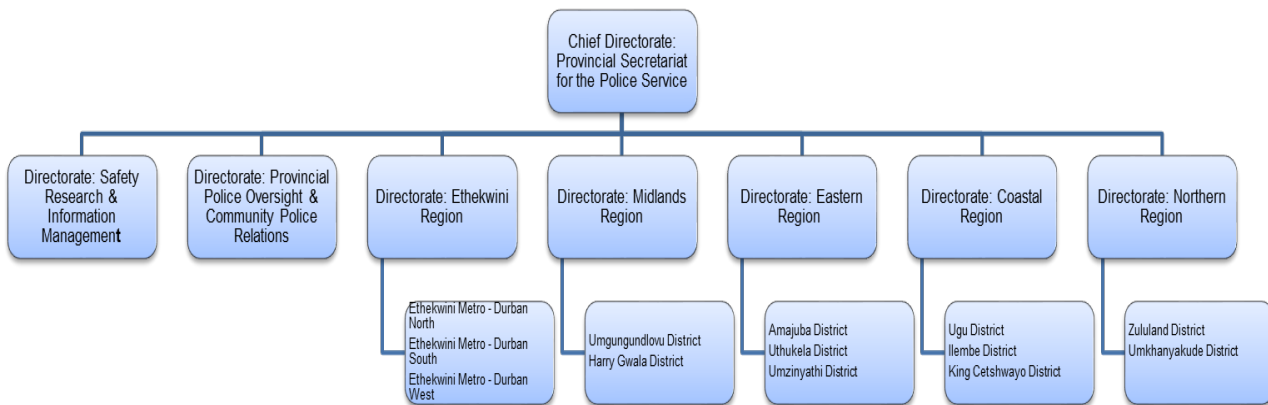
Ihhovisi Lesifundazwe lisezingeni lesifundazwe kanye nasezingeni lesifunda. UMnyango uneHhhovisi Lesifundazwe eMgungundlovu. Kunezimpiko ezimbili ezingeni lesifundazwe eHhovisi Lesifundazwe. Uphiko lokuqala lwenza umsebenzi wokuqapha iHhovisi likaKhomishana Wesifundazwe kanye Nezimpiko eziyisipesheli ngokunjalo neziteshi zamaphoyisa zomphakathi ezingeni lesifundazwe. Uphiko lwesibili lona lubhekele



ukuhlaziywa kolwazi lwezokuphepha kanye nokuza bemibono emisha. Luhlanganisa ulwazi oluqoqwe kuzo zonke izimpiko zomnyango bese lusebenzisa lolu lwazi ukubuyekeza izinqubomgomo kanye nemiyalelo yezamaphoyisa, ukwakha, ukuhlola kanye nokubuyekeza izindlela , amasu kanye namathuluzi okuqapha ezokuphepha komphakathi, ukubuyekeza indlela asebenza ngayo amaphoyisa , izindlela zokwenza umsebenzi kanye nokusebenza kwamaphoyisa bese lwenza ucwaningo maqondana nezidingo ezamaphoyisa esifundazweni njengalokhu kusho uMthethosisekelo.

Ezingeni lesifunda kunamahhovisi esifunda ayi-10 koMasipala Besifunda abayi-10 kanye namahhovisi esifunda ama-3 kuMasipala Omkhulu weTheku (Ethekwini Metro). Kuphinde kube namanye futhi amahhovisi esifunda ayi-13 ngaphansi kwezifunda ezinhlanu eziholwa yizimenenja ezizinze eNhlokohhovisi Yesifundazwe.

### **Umfanekiso 2 – IHHovisi Lesifundazwe Lezamaphoyisa**

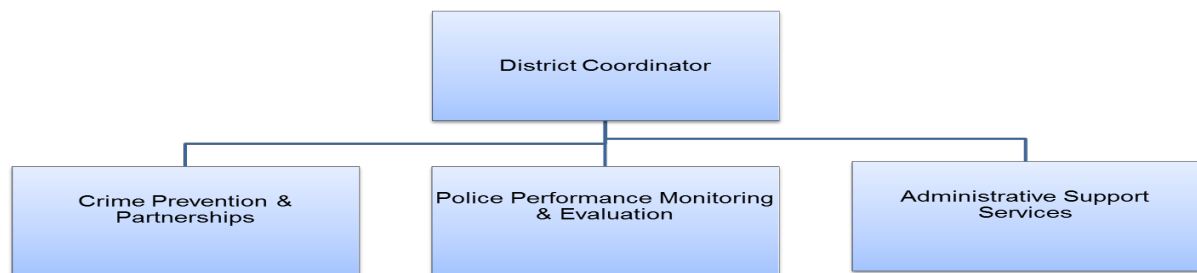


Ihhovisi lesifunda lenza le misebenzi elandelayo:

- ukuqapha nokuhlola ukuqaliswa kokusebenza kwezinqubomgomo nemiyalelo yezamaphoyisa eziteshini zamaphoyisa esifundeni ;
- ukuqapha nokuhlola ukusebenza kweziteshi amaphoyisa esifundeni;

- ukubhekana nezikhalo ezibhekiswe eziteshini zamaphoyisa esifundeni.
- Ukwakha nokugcina iZigungu Zomphakathi Ezisebenzisana Namaphoyisa (ama-Community Police Forum (CPF)), Izigungu Zomphakathi Zezokuphepha (ama-Community Safety Forum. (CSF)), izinhlangano zokunqanda ubugebengu emphakathini (ama-CCPA) nezinye izihlaka zezokuphepha esifundeni kanye nokudidiyela imisebenzi yazo ;
- Ukuqalisa ukusebenza kwezindlela namasu ezokuphepha esifundeni;
- Ukwakha nokugcina imifelandawonye esifundeni.

### **Umfanekiso 3 – Ukwakheka Kwehhovisi Lesifunda**



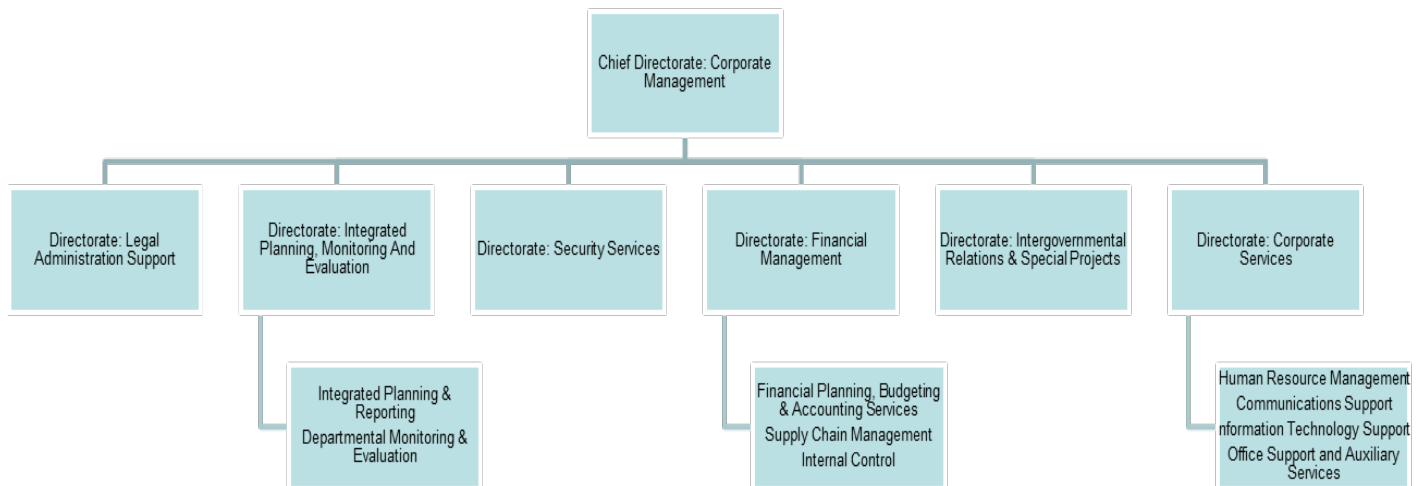
#### **b) Ezokuphatha Ngokubambisana**

Lolu phiko olukhulu lweseka umnyango. Lunale minxa –

- UPhiko Lwezemisebenzi Edidiyele libhekele Ukulawulwa Kwezikandabazabantu (HR Management), Ukuphathwa Kwezikandabazabantu (HR Administration), Ukuthuthukiswa Kwabasebenzi (HR Development), Ezokuxhumana Zangaphakathi Nezangaphandle (Internal and External Communication), Imisebenzi Yezobuchwepheshe Bolwazi kanye Nezemisebenzi Yezokwelekelela (Information Technology and Auxiliary Services);
- Uphiko LezoMthetho (Legal Administrative Support) luhlinzeka ngemisebenzi yezomthetho emnyangweni;

- Imisebenzi Yezokuphepha ibhekele zonke izindaba eziphathele nezokuphepha;
- Imisebenzi Yokuphathwa Kwezezimali iphethe ezezimali emnyangweni ;
- Ezobudlelwano Neminye iMinyango kaHulumeni kanye Nezemiklamo Eyisipesheli zibhekele i-IGR kanye nezinhlelo ezingangeni ngaphansi kwezinhlelo zomnyango zokuhanjiswa kwezidingo emphakathini;
- Ezokuhlelwa Kwamasu Okusebenza kanye Nokuqapha Nokuhlola Kwangaphakathi zibhekele ukuhlela kanjalo Nokuqapha Nokuhlola ukusebenza komnyango.

**Umfanekiso 4 – Ukuphatha Ngokubambisana**



**c) Imininingwane Yokuxhamana Yehhovisi Lesifundazwe kanye namaHhovisi Esifunda**

<p><b>Ihhovisi Lesifundazwe</b> Private Bag X9143, Pietermaritzburg, 3200 179 Jabu Ndlovu Street, Pietermaritzburg, 3201 Ucingo.: 033-341 9300 Ifeksi: 033-341 9403</p> <p><b>Ihhovisi leMenenja leNhloko yoMnyango</b> Thinta: uSilindile Bhengu (Nkz.) I-imeyili: <a href="mailto:silindile.dladla@comsafety.gov.za">silindile.dladla@comsafety.gov.za</a></p>	<p><b>Ihhovisi Lesifunda esiseNyakatho yeTheku</b> Private Bag X54316, Durban, 4000 7<sup>th</sup> Floor, Commercial City, 40 Dr AB Xuma Road, Durban Ucingo: 031-3270160</p> <p><b>IMenenja Yesifunda:</b> UNkz. KE Mbongwe - 082 554 2469 I-imeyili: <a href="mailto:khaladi.mbongwe@comsafety.gov.za">khaladi.mbongwe@comsafety.gov.za</a></p> <p><b>Umdidiyeli Wesifunda:</b> UMnu.HG Mbhele - 082 300 5381 I-imeyili: <a href="mailto:holson.mbhele@comsafety.gov.za">holson.mbhele@comsafety.gov.za</a></p>
<p><b>Ihhovisi Lesifunda esiseNtshonalanga yeTheku</b> Private Bag X9028, Pinetown, 3600 96 Crompton Street, Pinetown, Durban Ucingo: 031-7374950</p> <p><b>IMenenja Yesifunda:</b> UNkz. KE Mbongwe - 082 554 2469 I-imeyili: <a href="mailto:khaladi.mbongwe@comsafety.gov.za">khaladi.mbongwe@comsafety.gov.za</a></p> <p><b>Umdidiyeli Wesifunda:</b> UNkz. TM Ndlovu - 082 300 5384 I-imeyili: <a href="mailto:tshengisile.ndlovu@comsafety.gov.za">tshengisile.ndlovu@comsafety.gov.za</a></p>	<p><b>Ihhovisi Lesifunda esiseNingizimu yeTheku</b> 10<sup>th</sup> Floor, Truro House, 17 Margaret Mncadi Avenue, Durban</p> <p><b>IMenenja Yesifunda:</b> UNkz. KE Mbongwe - 082 554 2469 I-imeyili: <a href="mailto:khaladi.mbongwe@comsafety.gov.za">khaladi.mbongwe@comsafety.gov.za</a></p> <p><b>Umdidiyeli Wesifunda:</b> UNkz. KB Mthembu - 082 300 5408 I-imeyili: <a href="mailto:khanyisile.mthembu@comsafety.gov.za">khanyisile.mthembu@comsafety.gov.za</a></p>
<p><b>Ihhovisi Lesifunda Ilembe</b> Private Bag X10616, Stanger, 4450 2nd Floor, Albert Building, Cnr Link Road and R102, KwaDukuza Ucingo: 032-4374200; Ifeksi: 032-5581261</p> <p><b>IMenenja Yesifunda:</b> UNkz. SN Chamane – 0834156757</p>	<p><b>Ihhovisi Lesifunda Ugu</b> Private Bag X905, Port Shepstone, 4240 46 Bisset Street, Port Shepstone Tel: 039-6881460; Fax: 039-6820759</p> <p><b>IMenenja Yesifunda:</b> UNkz. SN Chamane – 0834156757 I-imeyili: <a href="mailto:sandra.chamane@comsafety.gov.za">sandra.chamane@comsafety.gov.za</a></p>

<p>I-imeyili: <a href="mailto:sandra.chamane@comsafety.gov.za">sandra.chamane@comsafety.gov.za</a></p> <p><b>Umdidiyeli Wesifunda:</b> UNkz. F Buthelezi - 082 410 6835 I-imeyili: <a href="mailto:fikile.buthelezi@comsafety.gov.za">fikile.buthelezi@comsafety.gov.za</a></p>	<p><b>Umdidiyeli Wesifunda:</b> UNkz. P Nkonyeni - 0605201253 I-imeyili: <a href="mailto:pretty.nkonyeni@comsafety.gov.za">pretty.nkonyeni@comsafety.gov.za</a></p>
<p><b>IHhovisi Lesifunda Inkosi Cetshwayo</b> Ikheli lesikhashana: 179 Jabu Ndlovu Street, Pietermaritzburg, 3201 Ucingo: 033-341 9300; Ifeksi: 086 634 8239</p> <p><b>IMenenja Yesifunda:</b> UNkz. SN Chamane – 0834156757 I-imeyili: <a href="mailto:sandra.chamane@comsafety.gov.za">sandra.chamane@comsafety.gov.za</a></p> <p><b>Umdidiyeli Wesifunda:</b> UMnu. M Nxumalo – 082 776 7539 I-imeyili: <a href="mailto:mdumeseni.nxumalo@comsafety.gov.za">mdumeseni.nxumalo@comsafety.gov.za</a></p>	<p><b>IHhovisi Lesifunda saseZululand</b> Private Bag 32, Ulundi, 3838 LA Complex, King Dinuzulu Street, Ulundi Ucingo: 035-8708600</p> <p><b>IMenenja Yesifunda:</b> UMnu. I Nxumalo - 082 331 6856 I-imeyili: <a href="mailto:ismail.nxumalo@comsafety.gov.za">ismail.nxumalo@comsafety.gov.za</a></p> <p><b>Umdidiyeli Wesifunda:</b> UMnu. AK Mtshali - 082 554 2465 I-imeyili: <a href="mailto:kwenza.mtshali@comsafety.gov.za">kwenza.mtshali@comsafety.gov.za</a></p>
<p><b>IHhovisi Lesifunda Umkhanyakude</b> Private Bag X015, Mtubatuba, 3995 Lot 55D, Fiddle Wood Lane, River-view Road, Mtubatuba</p> <p><b>IMenenja Yesifunda:</b> UMnu. I Nxumalo - 082 331 6856 I-imeyili: <a href="mailto:ismail.nxumalo@comsafety.gov.za">ismail.nxumalo@comsafety.gov.za</a></p> <p><b>Umdidiyeli Wesifunda:</b> UMnu. G Qwabe – 082 776 75131 I-imeyili: <a href="mailto:Gqokintsimbi@comsafety.gov.za">Gqokintsimbi@comsafety.gov.za</a></p>	<p><b>IHhovisi Lesifunda uMzinyathi</b> Private Bag X2014, Dundee, 3000 65 Victoria Street, Dundee Ucingo: 034-2997100; Ifeksi: 034-2997116</p> <p><b>IMenenja Yesifunda:</b> Dr. LM Zondi - 082 776 7495 I-imeyili: <a href="mailto:lm.zondi@comsafety.gov.za">lm.zondi@comsafety.gov.za</a></p> <p><b>Umdidiyeli Wesifunda:</b> UMnu. Makathini - 082 554 2463 I-imeyili: <a href="mailto:jabulani.makathini@comsafety.gov.za">jabulani.makathini@comsafety.gov.za</a></p>
<p><b>Amajuba IHhovisi Lesifunda</b> Private Bag X5001, Madadeni, 2951 10431 Inkosi Bhambatha Street, Madadeni Ucingo: 034-3296903</p> <p><b>IMenenja Yesifunda:</b> Dr. LM Zondi - 082 776 7495</p>	<p><b>uThukela IHhovisi Lesifunda</b> Private Bag X7001, Estcourt, 3310 120 Alexander street, Estcourt Ucingo: 036-3429040; Ifeksi: 036-3429048</p> <p><b>IMenenja Yesifunda:</b> Dr. LM Zondi - 082 776 7495</p>

<p>I-imeyili: <a href="mailto:lm.zondi@comsafety.gov.za">lm.zondi@comsafety.gov.za</a></p> <p><b>Umdidiyeli Wesifunda:</b> UNkz. N Malima-Tindleni – 060 520 1250 I-imeyili: <a href="mailto:ncebakazi.tindleni@comsafety.gov.za">ncebakazi.tindleni@comsafety.gov.za</a></p>	<p>I-imeyili: <a href="mailto:lm.zondi@comsafety.gov.za">lm.zondi@comsafety.gov.za</a></p> <p><b>Umdidiyeli Wesifunda:</b> UMnu. D Mazibuko - 071 673 4150 / 082 776 7534 I-imeyili: <a href="mailto:dumisani.mazibuko@comsafety.gov.za">dumisani.mazibuko@comsafety.gov.za</a></p>
<p><b>IHhovisi Lesifunda Umgungundlovu</b> Ikheli lesikhashana: 179 Jabu Ndlovu Street, Pietermaritzburg Ucingo: 033-341 9300; Ifeksi: 033-341 9400</p> <p><b>IMenenja Yesifunda:</b> UMnu. SS Kunene - 082 776 7598 I-imeyili: <a href="mailto:sabelo.kunene@comsafety.gov.za">sabelo.kunene@comsafety.gov.za</a></p> <p><b>Umdidiyeli Wesifunda:</b> UNkz. D Sibande - 082 300 5394 I-imeyili: <a href="mailto:dorah.ngubane@comsafety.gov.za">dorah.ngubane@comsafety.gov.za</a></p>	<p><b>IHhovisi Lesifunda i-Harry Gwala</b> Private Bag X558, Ixopo, 3276 38 Margaret Street, Ixopo Ucingo: 039-8340054</p> <p><b>IMenenja Yesifunda:</b> UMnu. SS Kunene - 082 776 7598 I-imeyili: <a href="mailto:sabelo.kunene@coUNkz.afety.gov.za">sabelo.kunene@coUNkz.afety.gov.za</a></p> <p><b>Umdidiyeli Wesifunda:</b> UNkz. Z Mlata - 082 300 5397 I-imeyili: <a href="mailto:zingisa.mlata@comsafety.gov.za">zingisa.mlata@comsafety.gov.za</a></p>

#### 4. ABABAMBIQHAZA ABAQAVILE BOMNYANGO KANYE NEMIHLOMULO YOKUSEBENZISANA

- a) Imiphakathi yesiFundazwe saKwaZulu-Natali
  - ✓ Ubudlelwano obuhle namaphoyisa
  - ✓ Ukwenziwa ngcono kokuphepha komphakathi ngokusebenza kwamaphoyisa ngempumelelo nangendlela okuyiyona okwenziwa umbutho wamaphoyisa oququliwe ukuze uhambisane nesikhathi samanje.
  - ✓ Ukwesekwa kwezinhlaka zomphakathi nguhulumeni okukhuthaza ukusebenzisana phakathi kwamaphoyisa nomphakathi.
  - ✓ Izinhlaka zezokuphepha zokukhuthaza ukunqanda ubugebengu.
  - ✓ Izinhlelo zokunqanda ubugebengu.
  
- b) IZigungu Zomphakathi Ezisebenzisana Namaphoyisa, IZinhlango Zomphakathi Ezinqanda Ubugebengu kanye nezinye izinhlaka zezokuphepha

- ✓ Ukufinyelela kalula emaphoyiseni.
  - ✓ Ukuthuthuka kombutho wamaphoyisa.
  - ✓ Ukuthuthukiswa kolwazi ukuze kufekiswe izinjongo zombutho wamaphoyisa
- c) Abaholi Bomdabu
- ✓ Ukwesekwa nguhulumeni kweqhaza labaHoli Bomdabu ekulwisaneni nobugebengu.
  - ✓ Ubudlelwano obuhle namaphoyisa.
  - ✓ Ukwenziwa ngcono kokuphepha komphakathi ngokusebenza kwamaphoyisa ngempumelelo nangendlela okuyiyona .
  - ✓ Izinhlelo zezokuphepha zokukhuthaza ukunqanda ubugebengu.
  - ✓ Izinhlelo zokunqanda ubugebengu.
- d) Umbutho wamaPhoyisa aseNingizimu Afrika
- ✓ Amaphoyisa agqugquzelekile ahlonyiswe ngolwazi namakhono.
  - ✓ Ukwesekwa okwanele kwezabasebenzi, ezezimali kanye nokokwenziwa komsebenzi kumaphoyisa esifundazwe.
  - ✓ Ubudlelwano obuhle kanye nokusebenzisana nomphakathi.
  - ✓ Umbutho wamaphoyisa KwaZulu-Natali oququliwe ukuze uhambisane nesikhathi samanje .
- e) UNgqongqoshe Wezamaphoyisa
- ✓ Umbutho wamaphoyisa esifundazwe ohambisana nezinqubomgomo izimiso namazinga kazwelonke, .
  - ✓ Ukudidiyelwa okwenziwe ngcono kwezinhlelo zokulwisana nobugebengu kanye nokusebenza kwamaphoyisa ngempumelelo esifundazweni.
  - ✓ Inqubomgomo kazwelonke eyenziwe ngokulandela izidingo zesifundazwe.
- f) Eminye iMinyango Yezobulungiswa, Ukunqandwa Kokubugebengu kanye Neqoqo Lezokuphepha
- ✓ Ukudidiyelwa okwenziwe ngcono maqondana nohlelo lwezobulungiswa lokulwisana nobugebengu.
  - ✓ Imisebenzi yezokuphenywa kwamacala eyenziwe ngcono.
  - ✓ Izinhlelo ezididiyele zokuphoqelela umthetho.

g) Isishayamthetho Sesifundazwe

- ✓ Ukuqashwa ngeso lokhozi kwemisebenzi eyenziwa ngumnyango egameni lezakhamuzi.
- ✓ Ukusetshenziswa kwezinsizakusebenza zomphakathi ngendlela okuyiyona neyongayo.

h) Ezinye izifundazwe

- ✓ Ukunqandwa kobugebengu emingceleni.
- ✓ Ubudlelwane obuhle phakathi kohulumeni.
- ✓ Izinhlelo ezididiyele zokuphoqelela umthetho.

i) Ama-NGO, ama-FBO, Amabhizinisi, Izinyunyana, Amaqembu ezepolitiki, Imboni Yezokuvikela Ezizimele, Imboni Yezokhutha

- ✓ Ukufinyelela kalula emaphoyiseni.
- ✓ Izinhlelo ezididiyele zokunqanda ubugebengu.
- ✓ Ukubamba iqhaza ezinhlakeni zezokuphepha.
- ✓ Imisebenzi yezokulamula nokuxazulwa kwezingxabano.
- ✓ Ukuqashwa kokhetho.

## **5. IMINININGWANE YOKUXHUMANA YOMSEBENZI OBHEKELE ULWAZI**

INhloko yoMnyango Wezokuphepha Komphakathi Nokuxhumana, uMnu. CT Mavundla, nguyena onguMsebenzi Obhekele Ulwazi ngokoMthetho Wokukhuthaza Ukufinyelela Olwazini. UMnyango uneSekela loMsebenzi Obhekele Ulwazi elilodwa , uMnu. C van Niekerk.

### **UMsebenzi Obhekele Ulwazi: UMnu. CT Mavundla**

Ikheli Lokuposa: Private Bag X9143, Pietermaritzburg, 3200

Ikheli Lendawo: 179 Jabu Ndlovu Street, Pietermaritzburg, 3201

Ucingo : (033) 341 9326

Ifeksi: (033) 341 9403

Umakhalekhukhwini: (073) 224 5227



I-imeyili: [themba.mavundla@comsafety.gov.za](mailto:themba.mavundla@comsafety.gov.za)

### **Isekela loMsebenzi Obhekele Ulwazi: Adv. C van Niekerk**

Ikheli Lokuposa: Private Bag X9143, Pietermaritzburg, 3200

Ikheli Lendawo: 179 Jabu Ndlovu Street, Pietermaritzburg, 3201

Ucingo: (033) 341 9300

Ifeksi: (033) 341 9411

Umakhalekhukhwini: (082) 822 2150

I-imeyili: [chris.vanniekerk@comsafety.gov.za](mailto:chris.vanniekerk@comsafety.gov.za)

## **6. UMHLAHLANDLELA WEKHOMISHINI YOLUNTU YASENINGIZIMU AFRIKA OMAQONDANA NOKUSETSHENZISWA KWALO MTHETHO**

Uma umuntu efuna ukuthola olunye ulwazi maqondana nomsuka kanye nokusetshenziswa koMthetho Wolwazi kumele athinte i-:

The South African Human Rights Commission

Commercial City, Third Floor, Suite 307

Commercial Road

Durban

4001

Ucingo : (031) 304 7323/4/5

Ifeksi: (031) 7323/4/5

I-website: [www.sahrc.org.za](http://www.sahrc.org.za)

## **7. AMAREKHODI**

### **a) Izinhlobo zamarekhodi**

UMnyango ugcine lezi zinhlobo ezilandelayo zamarekhodi:

- Amarekhodi okuphathwa kwezezimali;
- Amarekhodi okuphathwa kwempahla;

- Amarekhodi okulawulwa kokuthengwa nokusatshalaliswa kwempahla;
- Amarekhodi ezikandabazantu kanye nokuphathwa kwabasebenzi;
- Amarekhodi okulawulwa kwezimoto;
- Amarekhodi okuphathwa kwezokwakha;
- Izinkontileka, Imibono yezomthetho kanye namarekhodi amacala;
- Izinqubomgomo, amabhukwana, izinqubo zokusebenza kanye nemihlahlandlela;
- Amarekhodi okuphathwa kwezobuchwepshe bezolwazi;
- Ezokuxhumana kanye nezinto zezokukhangisa;
- Amarekhodi okuhlelwa kwamasu okusebenza kanye nokuqapha kwangaphakathi;
- Amarekhodi okuphatha kwangaphakathi;
- Amarekhodi okuxhumana nababambiqhaza;
- Amarekhodi obudlelwano neminye iminyango kahulumeni;
- Amarekhodi okuphathwa kwemiklamo;
- Ukuhlolwa kokuhanjiswa kwezidingo emphakathini;
- Izinhlelo kanye nezinhlelo ezokuphepha;
- Amarekhodi ezocwaningo kanye nentuthuko;
- izikhalo eziqondene namaphoyisa.

Amarekhodi abekwe endimeni engezansi atholakala ngaphandle kokufakwa kwesicelo. Maqondana namanye-ke amarekhodi, ukufinyelela kuwona kumele kucelwe ngokulandela uMthetho. Kumele kuqashelwe ukuthi la marekhodi abandakanya amarekhodi athathwa njengayimfihlo, ukufinyelela kuwona okumele kwenziwe ngokulandela amaqophelo abizwa ngama- Minimum Information Security Standards (MISS).

**b) Amarekhodi atholakala ngaphandle kokufakwa kwesicelo**

<b>INCAZELO YOHLBO LWAMAREKHODI ATHOLAKALA NGAPHANDLE KOKUFAKA ISICELO NGOKWESIGABA 15(1)(a) SOMTHETHO WOKUKHATHAZA UKUFINYELELA OLWAZINI, WEZI-2000</b>	<b>INDLELA YOKUFINYELELA KWIREKHODI</b>
<b>AHLOLWAYO NGOKWESIGABA 15(1)(a)(i):</b>	
IZINHLELO ZAMASU OKUSEBENZA ZOMNYANGO	Amarekhodi akwi-website yomnyango, <a href="http://www.kzncoUNkz.afety.gov.za/">http://www.kzncoUNkz.afety.gov.za/</a> ayatholakala ukuze abonwe noma acashunwe ngobuchwepheshe bekhompyutha ngaphandle kokuthi umuntu afake isicelo ngokoMthetho okukhulunywa ngawo.
UHLELO LONYAKA LOKWENZIWA KOMSEBENZI LOMNYANGO	
IMIBIKO YONYAKA	
IMIBIKO YOKUQASHA NGOKULINGANA	

IMIBIKO YOCWANINGO ESHICILELWE	
IZINHLAKA ZOMNYANGO EZIVUNYIWE	
IZABELOMALI	
IZINQUBOMGOMO ZOMNYANGO KANYE NAMABHUKWANA EZINQUBO	
IBHUKWANA LOKUKHUTHAZA UKUFINYELELA OLWAZINI	
IMIQUULU YEMISEBENZI EYENZIWA NGUMNYANGO	
ISITATIMENDE SOKUZIBOPHEZELA	
IKHALEDA LEMICIMBI YOMNYANGO	
AMAKHOPHI EZINKULUMO ZIKANGQONGQOSHE	
AMASEKHULA EZIKHALA ZEMISEBENZI KANYE NEMISEBENZI EKHANGISIWE	
AMAFOMU OMNYANGO .	
IMINININGWANE YEZOKUXHAMANA YABASEBENZI BOMNYANGO	
AMA-JOURNAL KANYE NAMAPHEPHABHUKU	
IZINTO ZOKUKHANGISA UMNYANGO	
IZITATIMENDE ZOMNYANGO EZIKHISHELWA ABEZINDABA	
<b>ATHENGWAYO NGOKWESIGABA 15(1)(a)(ii):</b>	
IMIBHALO YAMATHENDA	Amarekhodi angathengwa emahhovisi abizwa nge- Financial & Accounting Services Office, No. 4 Ground Floor, Department of Community Safety & Liaison, Head Office, 179 Jabu Ndlovu Street, Pietermaritzburg, 3200
<b>AKOPISHWAYO NGOKWESIGABA 15(1)(a)(ii):</b>	
IZINHLELO ZAMASU OKUSEBENZA ZOMNYANGO	Amarekhodi anagahlolwa eMnyangweni ngokufaka isicelo, siqondiswe ku- Office of the Deputy Information Officer, Department of Community Safety & Liaison, Head Office, 179 Jabu Ndlovu Street, Pietermaritzburg, 3201; Private Bag X9143, Pietermaritzburg, 3200
UHLELO LONYAKA LOKWENZIWA KOMSEBENZI	
IMIBIKO YONYAKA	
IMIBIKO YOKUQASHA NGOKULINGANA	
IMIBIKO YOCWANINGO ESHICILELWE	
IZINHLAKA ZOMNYANGO EZIVUNYIWE	
IZABELOMALI	
IZINQUBOMGOMO ZOMNYANGO KANYE NAMABHUKWANA EZINQUBO	
IBHUKWANA LOKUKHUTHAZA UKUFINYELELA OLWAZINI	
IMIQUULU YEMISEBENZI EYENZIWA NGUMNYANGO	
ISITATIMENDE SOKUZIBOPHEZELA	
IKHALEDA LEMICIMBI YOMNYANGO	
AMAKHOPHI EZINKULUMO ZIKANGQONGQOSHE	
AMASEKHULA EZIKHALA ZEMISEBENZI KANYE NEMISEBENZI EKHANGISIWE	

AMAFOMU OMNYANGO.	
IMINININGWANE YEZOKUXHAMANA YABASEBENZI BOMNYANGO	
AMA-JOURNAL KANYE NAMAPHEPHABHUKU	
IZINTO ZOKUKHANGISA UMNYANGO	
IZITATIMENDE ZOMNYANGO EZIKHISHELWA ABEZINDABA	
<b>ATHOLAKALA MAHALA NGOKWESIGABA 15(1)(a)(iii):</b>	
IMINININGWANE YEZOKUXHAMANA YABASEBENZI BOMNYANGO	Amarekhodi angacelwa eMnyangweni , ngokuqondisa isicelo ku-Office of the Deputy Information Officer, Department of Community Safety & Liaison, Head Office, 179 Jabu Ndlovu Street, Pietermaritzburg, 3201; Private Bag X 9143, Pietermaritzburg, 3200
AMA-JOURNAL KANYE NAMAPHEPHABHUKU	
IZINTO ZOKUKHANGISA UMNYANGO	
IZITATIMENDE ZOMNYANGO EZIKHISHELWA	
ABEZINDABA	

## **8. INDLELA YOKUFAKA ISICELO**

### **a) Isicelo sokufinyelela kwirekhodi**

Uma lowo ocelayo efisa ukufaka isicelo sokufinyelela kwirekhodi loMnyango Wezokuphepha Komphakathi Nokuxhumana KwaZulu-Natali, kumele enze isicelo esibhalwe phansi asiqondise kuMsebenzi Obhekele Ulwaz noma kwiSekela loMsebenzi Obhekele Ulwazi imininingwane yabo yokuxhumana ebekwe endimeni 5 lapha.

Lowo ocelayo ofisa ukufaka isicelo kumele asebenzise uFomu A, ofakwe kuleli bhukwana waba yisijobelelo A.

Abafakizicelo kumele banikeze ulwazi olwanele kuFomu A ukuze uMsebenzi Obhekele Ulwazi ezokwazi ukuhlonza irekhodi eliceliwe, kubandakanya nencazelo yerekhodi, inombolo yenkomba, uma ikhona, kanye nanoma yimiphi eminye imininingwane yerekhodi. Lowo ocelayo kumele afake yonke imininingwane yakhe yokuxhumana kanye nolimi afisa ukuthola ngalo irekhodi. Uma irekhodi lingatholakali ngolimi olukhethwe yilowo ocelayo, irekhodi linganikezwa ngolimi elitholakala ngalo.

Isicelo singenziwa ngomlomo uma lowo ocelayo engakwazi ukufunda nokubhala noma uma engakwazi ukwenza isicelo esibhaliwe ngenxa yokukhubazeka kumbe /kanye kunezinye izizathu. Umsebenzi Obhekele Ulwazi noma iSekela lakhe kumele asize lowo ocelayo ngokuthi ambhalele phansi isicelo sakhe bese enikeza ilowo ocelayo ikhophi yesicelo esibhaliwe.

UMsebenzi Obhekele Ulwazi kumele alekelele lowo ocelayo odinga usizo maqondana nokufaka isicelo sokufinyelela kwirekhodi. Usizo kumele lunikezwe mahhala.

Lowo ocelayo kumele aveze indlela afisa ukufinyelela ngayo kwirekhodi, okuchaza ukuthi –

- ngabe ufisa ukwenza ikhophi yirekhodi;
- ngabe ufisa ukuthola irekhodi libhaliwe noma liprintiwe kumbe ufisa ukuhlola irekhodi lakhe.
- uma kuyirekhodi elibukwayo, okuchaza ukuthi ama-video, izithombe, ama-slide, imifanekiso eyenziwe ngekhompyutha, noma ufisa ukuthola ikhophi yemifanekiso, ukuthola ikhophi yemifanekiso kumbe ufisa ukuyibuka;
- ngabe lowo ocelayo ufisa ukuthola ikhophi eprintiwe yolwazi oluthathwe kwirekhodi noma ikhophi efundeka ngekhompyutha (CD/DVD).

**b) Ukudluliswa Kwesicelo Sokufinyelela kwirekhodi**

UMsebenzi Obhekele Ulwazi noma iSekela lakhe angadlulisa isicelo sokufinyelela kwirekhodi uma:

- irekhodi eliceliwe lingekho ezandleni zoMnyango Wezokuphepha Komphakathi Nokuxhumana; noma
- ulwazi oluqukethwe yirekhodi eliceliwe luthinta kakhulu esinye isikhungo.

**c) Inqubo elandelwayo uma irekhodi lingatholakali**

Uma irekhodi lingatholakali, uMsebenzi Obhekele Ulwazi kumbe iSekela lakhe kumele, enze incwadi efungelwe, azise umfakicelo ukuthi akulula ukuba afinyelelel kulelo rekhodi.

**d) Ukumiswa Kokufinyelela kwirekhodi**

Ukufinyelela kwirekhodi kungamiswa uma irekhodi lingatholakali.

**e) Izikhathi Ezibekiwe kanye Nesaziso esithunyelwa Lowo Ofake Isicelo**

UMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi kumele bathathe isinqumo ezinsukwini ezingama-30 ukuthi isicelo siyemukelwa yini bese kuthunyelwa isaziso klowo ocelayo.

Uma isicelo sokufinyelela erekhodini samukelwa, isaziso esivela kuMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi kumele:

- sisho ukuthi izimali ezikhokhelwa ukufinyelela kwirekhodi, uma ifuneka, ikhokhwa kuphi futhi nini;
- siveze indlela yokufinyelela erekhodini; bese futhi
- sichaze ukuthi isikhalo sifakwa kanjani maqondana nezimali zokufinyelela kwirekhodi kumbe indlela elizotholakala ngayo.

**f) Ukwenqatshelwa ukufinyelela kwirekhodi**

Uma ukufinyelela kwirekhodi kunqatshwa, isaziso esivela kuMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi kumele:

- sinikeze izizathu ezanele;
- singavezi lutho ngokuqukethwe yirekhodi;
- sisho ukuthi lowo ocelayo angadlulisa isikhalo ngaphakathi emnyangweni noma afake isicelo enkantolo sokuphikisana nokunqashelwa ukufinyelela kwirekhodi;
- siveze inqubo yokudluliswa kwesikhalo kwangaphakathi.

**g) Ukwelulwa kwesikhathi sokuthatha isinqumo maqondana nesicelo**

UMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi angelula isikhathi sezinsuku ezingama-30 kanye kuphela, ngokwengeza ezinye izinsuku ezingama-30 ukuze athathe isinqumo maqondana nesicelo uma –

- lowo ocelayo ekuvuma lokho kwelulwa kwesikhathi ngokubhalwe phansi ;
- isicelo sidinga ulwazi oluningi olungathatha isikhathi ukulucwaninga, futhi olungaphazamisa ukusebenza kwansuku zonke komnyango; noma
- uma kunesidingo sokuxoxisana nezinye izikungo zikahulumeni okungenzeka ukuthi ziyathinteka kulelo rekhodi.

**h) Ukwenqatshwa okuphoqekile kwesicelo sokufinyelela kwirekhodi**

Ukunqatshwa okuphoqekile kwesicelo sokufinyelela kwirekhodi kumele kwenziwe nguMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi ngalezi zizathu ezilandelayo:

- ukuvikela impilo yangasese yomuntu;
- uma ukuvezwa kwalolo lwazi kubandakanya ukuvezwa kolwazi lohlangothi lwesithathu ngokungekho emthethweni , kubandakanya nomuntu ongasekho emhlabeni;
- ukuvikela ulwazi lwezohwebo lohlangothi lwesithathu;
- ukuvikela ulwazi oluthile oluyimfihlo;
- ukuvikela ulwazi oluyimfihlo lohlangothi lwesithathu;
- ukuvikela ukuphepha kwabantu kanye nokuvikela impahla;
- ukuvikelwa okuphoqelekile kwamadokodo amaphoyisa maqondana namabheyili kanye nokuvikelwa kokuphoqelelwa komthetho nezinqubo zomthetho;
- ukuvikela amarekhodi ezomthetho;
- ezokuvikela, ezokuphepha nezangaphakathi eRiphabhlikhi yaseNingizimu Afrika;
- ezomnotho nokusimama kwezezimali kwiRiphabhlikhi kanye nezohwebo lwezikhungo zikahulumeni;
- ukuvikela ulwazi lwezocwaningo lohlangothi lwesithathu, kanye nokuvikela ulwazi locwaningo lwesikhungo sikahulumeni;
- ukusetshenziswa kwezinsizakusebenza zomnyango ngokungenambuyiselo ekucwaningeni ngolwazi oluceliweyo;
- ukuvikela izinhlelo zekhompuyutha zesikhungo esizimele.

**i) Ukwenqatshwa okungaphoqekile Kwesicelo Sokufinyelela kwirekhodi**

uMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi linganqaba isicelo sokufinyelela kwirekhodi uma isicelo sokufinyelela olwazini sibandakanya ukudalulwa:-

- Kolwazi lohlangothi lwesithathu.
- Kolwazi, ukudalulwa kwalo okubeka engcupheni isikhungo noma uhlelo.
- Kolwazi olubalulekile ekuvikelekeni komuntu osohlelweni Lokuvikelwa Kofakazi.
- kokuphepha komphakathi nempahla.
- Kolwazi olugcinwe ezinhlelweni zamakhompuyutha kahulumeni noma esikhungweni sikahulumeni, esichazwe kumthetho obizwa nge-Copyright Act No. 98 of 1978.
- Kolwazi olumayelana nerekhodi lesikhungo sikahulumeni eliqukethe imibono, izeluleko, imibiko, izincomo noma izingxoxo kumbe imihlangano maqondana nokwakhiwa kwenqumogomo
- Kwerekhodi eliqukethe izindlela, amasu, imihlahlandlela esetshenziswa ekunqandeni, ekuhlonzeni, ekuphenyeni amacala noma ekushushiseni izephulamthetho okungaholela ekuphazamisekeni kokusebenza kwengalo yomthetho

- Kwerekhodi, okungathi uma lidalulwa libeke engcupheni, lenze umuntu akwazi ukuhlonza umthombo, liholele ekusatshisweni kofakazi, lelekelele ezenzweni zokwepulwa komthetho, noma liphazamise ubulungiswa ekuthethweni kwecala
- Kolwazi, okungathi uma ludalulwa lubeke engcupheni ezokuvikelwa, ezokuphepha noma ubudlelwano beNingizimu Afrika namanye amazwe
- Kolwazi, ukudalulwa kwalo okungase kubeke engozini ezomnotho kumbe ezezimali eRiphabhlikhi yaseNingizimu Afrika, noma amandla kahulumeni okuphatha umnotho wezwe ngempumelelo.
- Kolwazi oluqethe izimfihlo zikahulumeni zezohwebo noma zesikhungo, ukudalulwa kwazo okungase kubeke engozini ezomnotho kumbe ezezimali zikahulumeni noma zesikhungo sikahulumeni.

**j) Ezinye izizathu zokwenqatshwa Kwesicelo Sokufinyelela Kwirekhodi**

UMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi linganqaba isicelo sokufinyelela kwirekhodi uma kubonakala ukuthi lesi sicelo siwumdlalo nje noma uma ukusetshenzwa kwaso kuzosebenzisa ngendlela engafanele izinsizakusebenza zoMnyango Wezokuphepha Komphakathi Nokuxhumana.

**k) Izimali ezikhokhelwa isicelo kanye nesaziso maqondana nesinqumo sokufinyelela kwirekhodi**

- Lowo ocelayo ofisa ukufinyelela kwirekhodi eliqukethe ulwazi oluqondene naye akudingekile ukuba akhokhe imali yesicelo.
- Bonke-ke abanye labo abacelayo kumele bakhokhe imali yesicelo engama-R35. Bagcwalise uFomu A bese belithumela kuMsebenzi Obhekele Ulwazi ekhelini lendawo lomnyango, enombolweni yefeksi noma ekhelini le-imeyili kanye nemali yesicelo.
- UMsebenzi Obhekele Ulwazi kumele azise lowo ocelayo (ngaphandle komfakisicelo ozicelela ulwazi oluqondene naye ngqo) ngesaziso, azise lowo ocelayo ukuba akhokhe imali yesicelo enqunyiwe (uma idingeka) kanye nediphozithi (uma idingeka) ngaphambi kokuba kusetshenzwe isicelo.
- Lowo ocelayo angafaka isikhalo sangaphakathi, uma kufanele, noma afake isicelo enkantolo maqondana nokukhokhwa kwemali yesicelo. Emva kokuba uMsebenzi Obhekele Ulwazi esesikhiphile isinqumo maqondana nesicelo kumele kwaziswe lowo ocelayo ngendlela ayecela ukuba aziswe ngayo.



- Uma isicelo semukeliwe kumele kukhokhwe imali yokufinyelela ukuze kwenziwe ikhophi kanye nokufunwa ngokunjalo nokulungiswa kwerekhodi ngesikhathi eseqile emahoreni anqunyelwe ukufuna kanye nokulungiswa kwerekhodi ukuze lidalulwe.
- Ukufinyelela kwerekhodi kuyomiswa zize zikhokhwe zonke izimali ezifanele.

**I) Izindlela zokulungisa maqondana nezinyathelo noma ukwehluleka ukuthatha izinyathelo**

Nazi izinqubo umuntu angazisebenzisa ukubika kumbe ukulungisa izenzo ezingafanele noma ezingekho emthethweni okungenziwanga ngumnyango kumbe abasebenzi bawo:

- (i) Izindlela zokulungisa maqondana nezenzo noma ukwehluleka ukuthatha izinyathelo ngokoMthetho Wokukhuthaza Ukufinyelela Olwazini: Isikhalo sangaphakathi singafakwa ngokusebenzisa uFomu B (Isithasiselo B). Isiphathimandla esibhekele izikhalo zangaphakathi ngokwalo Mthetho nguNgqongqoshe walo mnyango. Uma sekuhanjwe yonke imigudu yesikhalo sangaphakathi, sekungafakwa isicelo enkantolo.
- (ii) Umsebenzi kahulumeni angafaka isikhalo ukuba siphenywe yikhomishini ebizwa nge-Public Service Commission maqondana nesenzo esingavumelekile noma okungenziwanga (isigaba 35 somthetho obizwa nge-Public Service Act, 1994).
- (iii) Umuntu angasebenzisa izindlela zezabasebenzi zokulungisa maqondana nezenzo ezingamukelekile noma okungenziwanga, okuyizingxabano ngamalungelo (umthetho obizwa nge-Public Service Act, 1994, kanye nomthetho obizwa nge-Labour Relations Act, 1995).
- (iv) Umuntu angafaka isikhalo kumhloli wezabasbenzi maqondana nanoma yikuphi ukwepulwa komthetho obizwa nge-Basic Conditions of Employment Act, 1997 (uMthetho uNo. 75 we-1997 - isigaba 78(1) (a)), noma umthetho obizwa nge-Employment Equity Act, 1998 (uMthetho uNo. 55 we-1998 - isigaba 34(e)).
- (v) Umuntu angafaka isikhalo kuMvikeli Womphakathi maqondana nesenzo okusoleka ukuthi asikho emthethweni noma okungenziwanga

(uMthethosisekelo kanye nomthetho obizwa nge-Public Protector Act, 1994 (uMthetho uNo. 23 we-1994)).

- (vi) Umuntu angafaka isikhalo kwiKhomishini Yamalungelo Oluntu eNingizimu Afrika maqondana nesenzo kumbe okungenziwanga okusolakakala ukuthi kungukwephulwa kumbe ukubeka engozini kwananoma yiliphi ilungelo eliyisisekelo (uMthetho Wamalungelo Oluntu we-1994 (uMthetho uNo. 54 we-1994)).
- (vii) Ukuze avikeleke ekujezisweni ngenxa yokudalula izenzo ezingekho emthethweni zomqashi noma uzakwabo asebenza naye, umuntu kumele asebenzise inqubo yokudalula yomthetho obizwa nge- Protected Disclosures Act, 2000 (uMthetho uNo. 26 wezi-2000).
- (viii) Umuntu angasebenzisa ezinye izindlela zomthetho zokulungisa okuwukubuyezwa kwezinqumo zomthetho ngokomthetho obizwa nge- Promotion of Administrative Justice Act, 2000 (uMthetho uNo. 3 wezi-2000).
- (ix) Umuntu angacela izizathu zesinqumo esithathiwe ngokomthetho obizwa nge-Promotion of Administrative Justice Act, 2000 (sisigaba 5).

## **9. IZIMALI EZIKHOKHWAYO NGOKOMTHETHO WOLWAZI**

1.	Ikhophi yaleli bhukwana	R 19.80
2.	Imali yesicelo, ngaphandle komfakisicelo ocela ulwazi oluqondene naye ngqo	R 35.00
3.	Izimali ezikhokhelwa ukuqopha ulwazi kabusha: <ul style="list-style-type: none"> <li>• Ikhophi ngayinye yekhasi eliyi-A4 noma ingxenye yalo</li> <li>• Ikhophi ngayinye eprintiwe yekhasi liyi-A4 noma ingxenye yalo</li> <li>• Elifundeka kwikhompyutha noma emshinini</li> <li>• Ikhophi efundeka kwikhompyutha kwi-stiffy disk</li> <li>• Ikhophi efundeka kwikhompyutha kwi-compact disk</li> <li>• Ukuqoshwa komifanekiso ekhasini eliyi-A4</li> <li>• Ukuqoshwa komifanekiso obukwayo ubeyikhophi yomfanekiso obukwayo</li> </ul>	R 0.60 R 0.40 R 6.00 R 40.00 R 22.00 R 60.00 R 12.00 R 17.00

	<ul style="list-style-type: none"> <li>• Ukuqoshwa kwerekhodi elilalelwayo ekhasini eliyi-A4 noma ingxenye yalo</li> <li>• Ikhophi yerekhodi elilalelwayo</li> </ul>	
4.	<p>Izimali ezikhokhwayo zokufinyelela :</p> <ul style="list-style-type: none"> <li>• Ikhophi ngayinye yekhasi eliyi-A4 noma ingxenye yalo</li> <li>• Ikhophi ngayinye eprintiwe yekhasi liyi-A4 noma ingxenye yalo</li> <li>• Elifundeka kwikhompyutha noma emshinini</li> <li>• Ikhophi efundeka kwikhompyutha kwi-stiffy disk</li> <li>• Ikhophi efundeka kwikhompyutha kwi-compact disk</li> <li>• Ukuqoshwa komifanekiso ekhasini eliyi-A4</li> <li>• Ukuqoshwa komifanekiso obukwayo ubeyikhophi yomfanekiso obukwayo</li> <li>• Ukuqoshwa kwerekhodi elilalelwayo ekhasini eliyi-A4 noma ingxenye yalo</li> <li>• Ikhophi yerekhodi elilalelwayo</li> </ul>	<p>R 0.60</p> <p>R 0.40</p> <p>R 5.00</p> <p>R 40.00</p> <p>R 22.00</p> <p>R 60.00</p> <p>R 12.00</p> <p>R 17.00</p>
5.	Izimali ezikhokhelwa ukubhekwa nokulungiswa kwerekhodi ukuze livezwe, ayikho imali ekhokhwayo uma sekwedlule ihora lokuqala	R 15.00 ngehora noma ingxenye yalo
6.	Ngokwesigaba 22(2) soMthetho, ayidingkile idiphozithi kuze kwedlule amahora ayisithupha	
7.	Lowo ocelayo ukhokha idiphozithi eyingxenye yokukodwa kokuthathu yemali yokufinyelela	
8.	Lowo ocelayo ukhokha imali yokuposa uma ikhophi yerekhodi kufanele aposelwe yona.	

**ISITHASISELO A**

**UFOMU A**

**ISICELO SOKUFINYELELA KWIREKHODI LESIKHUNGO SIKAHULUMENI**  
(Isigaba 18(1) soMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi-2000)

(uMthetho uNo. 2 wezi-2000)  
[uMthethonqubo 6]

**OKOMNYANGO**

Inombolo yenkomba:.....

Isicelo samukelwe ngu:..... igama nesibongo soMsebenzi

Obhekele Ulwazi/ iSekela Lomsebenzi Obhekele ulwazi mhla (usuku) e-  
.....(indawo)

Imali yesicelo (uma ifuneka): R.....

Idiphozithi (uma ifuneka): R .....

Imali yokufinyelela: R.....

.....  
Isignesha yoMsebenzi Obhekele Ulwazi/ iSekela Lomsebenzi Obhekele  
Ulwazi

**A Imininingwane yesikhungo sikhahulumeni**

UMsebenzi Obhekele Ulwazi/ iSekela Lomsebenzi Obhekele Ulwazi:

.....  
.....

**B Imininingwane yomuntu ofaka isicelo sokufinyelela kwirekhodi**

Amagama aphelele nesibongo:

Inombolo kamazisi:

Ikheli Lokuposa:

Inombolo yefeksi:

Inombolo yocingo:

Ikheli le-imeyili:

Isikhundla okwenziwa ngaso isicelo, uma senziwa egameni lomunye  
umuntu:.....

### **C Imininingwane yomuntu isicelo esenziwa egameni lakhe**

*Le ngxenye kumele igcwaliswe KUPHELA uma isicelo sokufinyelela olwazini senziwa egameni lomunye umuntu.*

Amagama aphelele nesibongo: .....

Inombolo kamazisi: .....

### **D Imininingwane yerekhodi**

*Nikeza imininingwane ephela yerekhodi ocela ukufinyelela kulo, kubandakanya nenombolo yenkomba uma uyazi, ukuze litholakale lelo rekhodi.  
Uma indawo yokubhala enikeziwe ingenele, sicela uqhubeke ubhale kwelinye iphepha elengeziwe bese ulinamathisela kuleli fomu.  
**Lowo ocelayo kumele asayine onke amaphepha engeziwe.***

1 Incazelo yerekhodi kumbe ingxenye ethintekayo yerekhodi

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

2 Inombolo yenkomba, uma ikhona

.....

3. Eminye imininingwane yerekhodi:

.....

### **E Izimali ezikhokhwayo**

*Isicelo sokufinyelela kwirekhodi, eliqukethe ulwazi olungathinti wena ngqo, siyocutshungulwa kuphela uma imali yesicelo sokufinyelela seyikhokhiwe.  
Uyokwaziswa maqondana nezimali zesicelo ezikhokhwayo. Izimali ezikhokhwayo zokufinyelela kwirekhodi zincika endleleni okufiswa ukufinyelela ngayo kwirekhodi kanye nasesikhathini*

*esidingekayo sokubheka nokulungisa. Uma unelungelo lokuthola ushwele ekukhokheni nanoma yiziphi izimali, sicela usho isizathu sokunikezwa ushwele.*

Isizathu sokuba unikezwe ushwele ekukhokheni izimali ezikhokhwayo:

.....

.....

**F Indlela yokufinyelela kwirekhodi**

*Uma ukukhubazeka kukwenza ungakwazi ukufunda, ukubuka noma ukulalela irekhodi ngendlela yokufinyelela kwirekhodi enikezwe ku-1 kuya ku-4 ngezansi lapha, yisho ukukhubazeka kwakho uphinde unikeze isimo ofisa ukulithola likusona irekhodi.*

<u>Ukukhubazeka:</u>	Isimo irekhodi elidingeka ngaso:
.....	.....
.....	.....
.....	.....

Beka u-X ebhokisini elifanele  
**QAPHELA:**  
 Ukuhambisana nesicelo sakho sokufinyelela kwirekhodi ngendlela oyikhethile kuyoncika esimweni irekhodi elitholakala ngayo.  
 Ukufinyelela kwirekhodi likwisimo esiceliwe kunganqatshwa ezimweni ezithile. Esimweni esinjalo uyokwaziswa ukuthi ngabe uyolinikezwa yini irekhodi likwesinye isimo.  
 Izimali ezikhokhwayo zokufinyelela kwirekhodi, uma zikhona, ziyonqunywa phakathi kokunye yisimo irekhodi okucelwe ukuba litholakale ngaso.

1. Uma irekhodi libhaliwe noma liprintiwe:

	Ikhophi yerekhodi*		Ukuhlolwa kwerekhodi
--	--------------------	--	----------------------

2. Uma irekhodi linemifanekiso yezithombe-  
 (lokhu kubandakanya izithombe, ama-slide, ama-video arekhodiwe, imifanekiso yezithombe eyenziwe ngekhomphyutha, imidwebo, njalo njalo)

	Ukubuka imifanekiso yezithombe		Amakhophi emifanekiso yezithombe*	Ukuqoshwa kwemifanekiso yezithombe*
--	--------------------------------	--	-----------------------------------	-------------------------------------

3. Uma irekhodi linamagama arekhodiwe noma ulwazi olungaqoshwa kabusha lube yimisindo :

	Ukulalela umsindo wekhasethi (ikhasethi elilalelwayo )		Ukuqoshwa komsindo wekhasethi* (okubhaliwe noma umbhalo oprintiwe)
--	--	--	--

4. Uma irekhodi lifundeka ngekhompyutha noma ngomshini:

	ikhophi eprintiwe yerekhodi'		ikhophi eprintiwe yolwazi oluthathiwe kwirekhodi *	Ikhophi ngekhompyutha * (i-stiffy noma i-compact disc)	efundeka
--	------------------------------	--	--	--	----------

\*Uma ucele ikhophi noma ukuqoshwa kwerekhodi (ngenhla),  
ngabe ufisa ukuposelwa ikhophi noma okuqoshiwe ?

YEB      CHA  
O

**Kukhokhwa imali yokuposa.**

Qaphela ukuthi *uma* irekhodi lingatholakali ngolimi olukhethile, irekhodi *liyonikezwa* ngolimi elitholakala ngalo.

Ungathanda ukulithola ngaluphi ulimi irekhodi.....

**G      Isaziso sesinqumo maqondana nesicelo sokufinyelela kwirekhodi**

*Uyokwaziswa ukuthi isicelo sivunyiwe/sichithiwe. Uma ufisa ukwaziswa ngenye indlela, sicela usho leyo ndlela bese unikeza imininingwane efanele ukuze Kuhanjiswa nesicelo sakho.*

Ungathanda ukwaziswa kanjani ngesinqumo maqondana nesicelo sokufinyelela kwirekhodi?

.....

Kusayinwe e-..... ngalolu suku .....enyangeni .....kowezi-20.....

.....  
ISIGNESHA YOMFAKISICELO NOMA UMUNTU ISICELO ESENZIWA EGAMENI LAKHE

**ISITHASISELO B**

**UFOMU B**  
**ISAZISO SOKUDLULISWA KWESIKHALO KWANGAPHAKATHI**

(Isigaba 75 soMthetho Wokukhuthaza Ukufinyelela Olwazini wezi-2000)

[uMthethonqubo 8]

NIKEZA INOMBOLO YAKHO  
YENKOMBA: .....

**A Imininingwane yesikhungo sikhahulumeni**

UMsebenzi Obhekele Ulwazi /Isekela loMsebenzi Obhekele Ulwazi:

**B Imininingwane yomuntu ofake isicelo/ uhlangothi lwesithathu olufaka isikhalo sangaphakathi**

Imininingwane yomuntu ofaka isikhalo sangaphakathi kumele inikezwe lapha ngezansi.

*Ubukhaziso besikhundla ofaka ngaso isikhalo, uma bukhona, kumele bunikezwe.*

*Uma ofake isikhalo ewuhlangothi lwesithathu kungesiyena owayefake isicelo sokufinyelela olwazini ekuqaleni, imininingwane yomuntu ofake isicelo kumele inikezwe ku-C ngezansi.*

Amagama aphelele nesibongo

.....

Inombolo kamazisi:

.....

Ikheli Lokuposa:.....

.....

Inombolo yefeksi :.....

Inombolo yocingo :.....

Ikheli le-imeyili :.....

Isikhundla okwenziwa ngaso isikhalo sangaphakathi egameni lomunye umuntu:



.....  
.....

**C Iminingwane yomfakisicelo**

Le ngxenye kumele igcwaliswe KUPHELA uma uhlangothi lwesithathu (okungesiyena lowo ocelayo) lufaka isikhalo sangaphakathi.

Amagama Nesibongo:

.....

Inombolo kamazisi:

.....

**D Isinqumo esenze kwafakwa isicelo sokudluliswa kwesikhalo**

**kwangaphakathi**

<i>Beka uphawu X ebhokisini elifanele eceleni kwesinqumo esenze kwafakwa ukudluliswa kwesikhalo kwangaphakathi:</i>	
	Ukunqatshwa kwesicelo sokufinyelela kwirekhodi.
	Isinqumo maqondana nezimali ezikhokhwayo ezinqunywe ngokwesigaba 22 soMthetho.
	Isinqumo maqondana nokunwetshwa kwesikhathi sokucutshungulwa kwesicelo ngokwesigaba 26 (l) soMthetho.
	Isinqumo ngokwesigaba 29(3) soMthetho sokwenqabela ukufinyelela kwirekhodi ngendlela efiswa lowo ocelayo.
	Isinqumo sokuvumela ukufinyelela kwirekhodi.

**E Izizathu zokufaka isikhalo**

Uma indawo yokubhala enikeziwe ingenele, sicela uqhubeke ubhale kwelinye iphepha elengeziwe bese ulinamathisela kuleli fomu. Kumele usayine onke amaphepha engeziwe.

Nikeza izizathu zokudluliswa kwesikhalo kwangaphakathi:

.....  
.....

Nikeza nanoma yiluphi olunye ulwazi olungasiza ekucutshungulweni kwesikhalo:

.....  
.....

**F Isaziso maqondana nesinqumo sokwedluliswa kwesikhalo**

Uyokwaziswa ngokubhalwe phansi ngesinqumo sokwedluliswa kwezikhalo kwangaphakathi. Uma ufisa ukwaziswa ngenye indlela, sicela usho indlela ofisa ukwaziswa ngayo bese unikeza imininingwane efanele ukuze kuhanjiswa nesicelo sakho.

Yisho indlela ofisa ukwaziswa ngayo:

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Imininingwane yendlela ofisa ukwaziswa ngayo

.....  
.....

Kusayinwe e.....ngalolu suku.....enyangeni.....kowezi-20.....

.....  
ISIGNESHA YOFAKE ISIKHALO

**OKOMNYANGO:**

**IREKHODI ELISEMTHETHWENI LOKWEDLULISWA KWESIKHALO KWANGAPHA KATHI**

Isikhalo samukelwe mhla

..... (usuku)  
ngu (yisho isikhundla, igama nesibongo soMsebenzi Obhekele Ulwazi / iSekela Lomsebenzi Obhekele Ulwazi).

Isikhalo esihambisana nezizathu zesinqumo somsebenzi Obhekele Ulwazi /iSekela Lomsebenzi Obhekele Ulwazi kanye, lapho kufanele khona, imininingwane yananoma iyiphi uhlangothi lwesithathu ethintekayo kwirekhodi, esilethwe uMsebenzi Obhekele Ulwazi /iSekela Lomsebenzi Obhekele Ulwazi mhla (usuku) kusiphathimandla esiqondene.

**UMPHUMELA WESIKHALO:**

ISINQUMO SOMSEBENZI OBHEKLE ULWAZI /ISEKELA LOMSEBENZI OBHEKELE ULWAZI  
SIQINISEKISIWE /KUTHATHWE ISINQUMO y ESISHA

ISINQUMO ESISHA:

.....  
ISIPHATHIMANDLA ESIQONDENE

.....  
USUKU

SAMUKELWE UMSEBENZI OBHEKELE ULWAZI /ISEKELA LOMSEBENZI OBHEKLE ULWAZI  
KUSIPHATHIMANDLA ESIQONDENE MHLA (usuku):.....