



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 452

Pretoria, 18 February 2003
Februarie

No. 24462

MANUAL

IN ACCORDANCE WITH

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



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

INDEX

Company Name	Gazette No.	Date	Page No.
Department of Community Safety	24462	18-2-2003	3

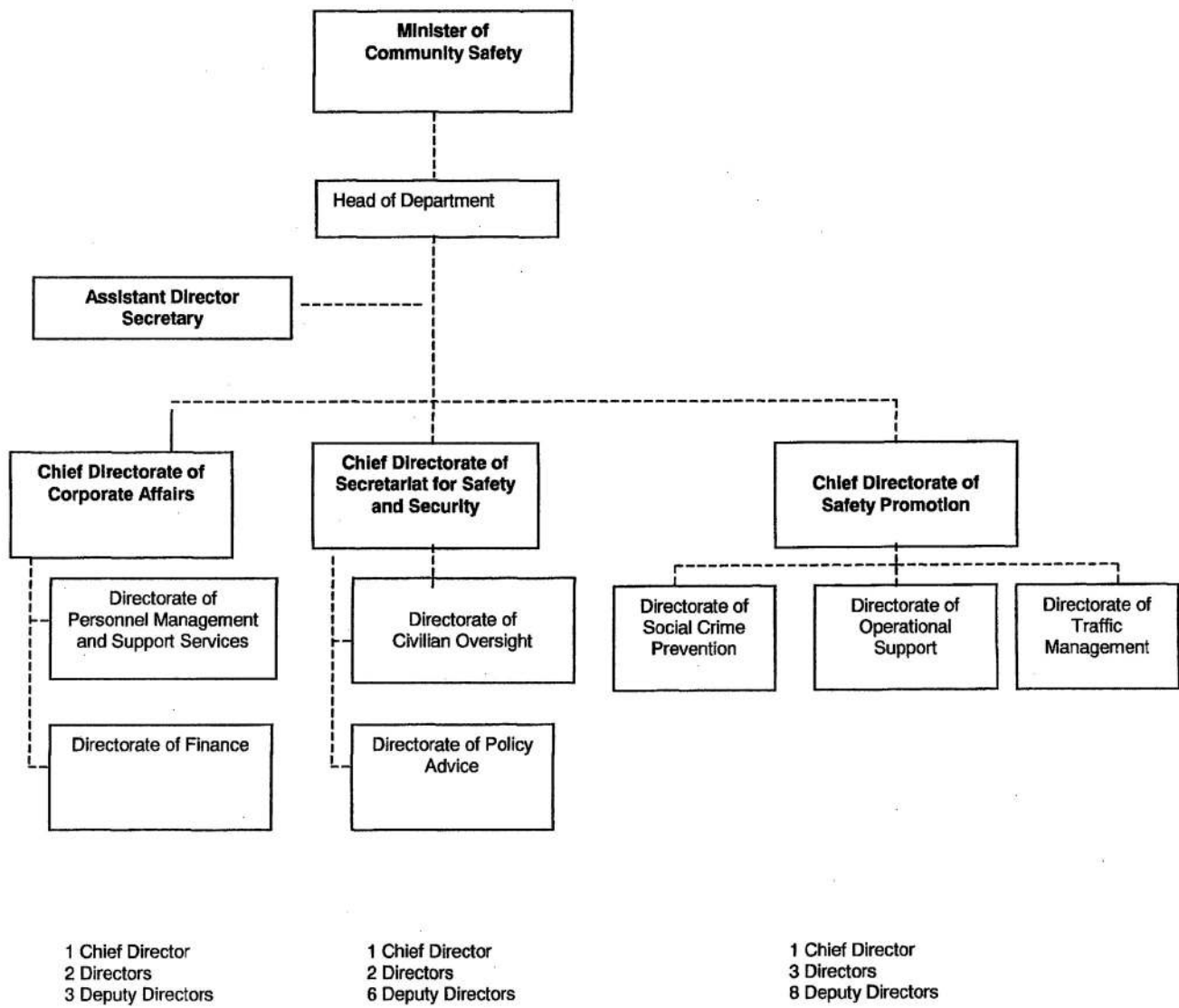
DEPARTMENT OF COMMUNITY SAFETY
WESTERN CAPE PROVINCIAL ADMINISTRATION

TABLE OF CONTENTS

- 1. Structure of the Department**
- 2. Functions of the Department**
- 3. Contact details of deputy information officer**
- 4. Guide by South African Human Rights Commission on how to use the Act**
- 5. Records**
 - 5.1 Description of subjects on which the Department holds records**
 - 5.2 Records automatically available**
 - 5.3 Request procedure**
- 6. Services available to the public**
- 7. Arrangement allowing involvement in the formulation of policy and performance of functions**
- 8. Remedies available in respect of acts or failure to act**

1. STRUCTURE OF THE DEPARTMENT

SECTION 14(1)(a)



2. FUNCTIONS OF THE DEPARTMENT

- Researching and analysing crime dynamics and developing appropriate strategies
- Promoting civilian oversight over the South African Police Service (SAPS)
- Regulating and co-ordinating operational crime prevention initiatives
- Initiating and supporting social crime prevention projects
- Rendering traffic management services and supporting road safety education

CHIEF DIRECTORATE OF CORPORATE AFFAIRS

- Effectively managing human resources and rendering support services

DIRECTORATE OF PERSONNEL AND ADMINISTRATION

- Managing human resources
- Providing support services

DIRECTORATE OF FINANCE

- Rendering budget control
- Rendering a departmental accounting service

CHIEF DIRECTORATE OF SECRETARIAT SAFETY AND SECURITY

- Developing strategic safety plans for the Western Cape by way of scientific research
- Promoting civil perspective on policing matters

DIRECTORATE OF CIVILIAN OVERSIGHT

- Determining policing needs and priorities for the Western Cape by way of community involvement
- Monitoring policy implementation and service delivery of the SAPS
- Promoting relations between the SAPS and the communities through conflict resolution

DIRECTORATE OF POLICY ADVICE

- Researching and establishing databases regarding community safety
- Developing strategic security plans for the Western Cape
- Providing traffic safety education

CHIEF DIRECTORATE OF SAFETY PROMOTION

- Supporting operational crime prevention initiatives
- Initiating, executing and co-ordinating community-based crime prevention projects
- Providing a traffic law enforcement and traffic safety management service

DIRECTORATE OF SOCIAL CRIME PREVENTION

- Managing crime prevention projects
- Managing projects in order to build capacity within communities
- Managing special intervention projects
- Co-ordinating transversal projects

DIRECTORATE OF OPERATIONAL SUPPORT

- Supporting projects in respect of law enforcement
- Providing a municipal police training service

DIRECTORATE OF TRAFFIC MANAGEMENT

- Enforcing traffic legislation
- Providing traffic training

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

Mr M.C. Joshua

15 Wale Street/P.O. Box 5346

CAPE TOWN

Tel.: (021) 483-4233

Fax: (021) 483-3479

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

**4. GUIDE BY THE 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

Tel.: (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
- Organisation and Control
- Financial Administration
- Personnel Administration
- Accommodation, Supplies, Services
- Transport and Official Visits
- Communication and Media Affairs
- South African Police Service
- Liaison with Civil Community in South Africa
- Liaison with Foreign Institutions
- Execution of Projects
- Liaison with Official Institutions
- Parliament/Cabinet/Political Role-players
- Municipal Police

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)(iii)	
(a) Annual Report	Copies of these records are

	available free of charge from the Department of Community Safety, PO Box 5346, Room M-60, 15 Wale Street, Cape Town.
(b) Strategic Plans	Same as above

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)

- Investigating complaints against the SAPS
- Funding projects
- Training neighbourhood watches
- Providing trauma rooms
- Training municipal police
- Training traffic officers
- Regulating traffic at special events
- Escorting duties relating to the movement of abnormal loads

**7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE
FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS
SECTION 14(1)(g)**

Public hearings are held on an annual basis to determine policing priorities and objectives. The public is extensively involved in this process and is thus given an opportunity to influence policy formulation.

During June 2002, the Department also hosted a police indaba in which the public was involved. This indaba resulted in the adoption of a people-orientated, problem-solving policing and community safety strategy.

**8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO
ACT
SECTION 14(1)(h)**

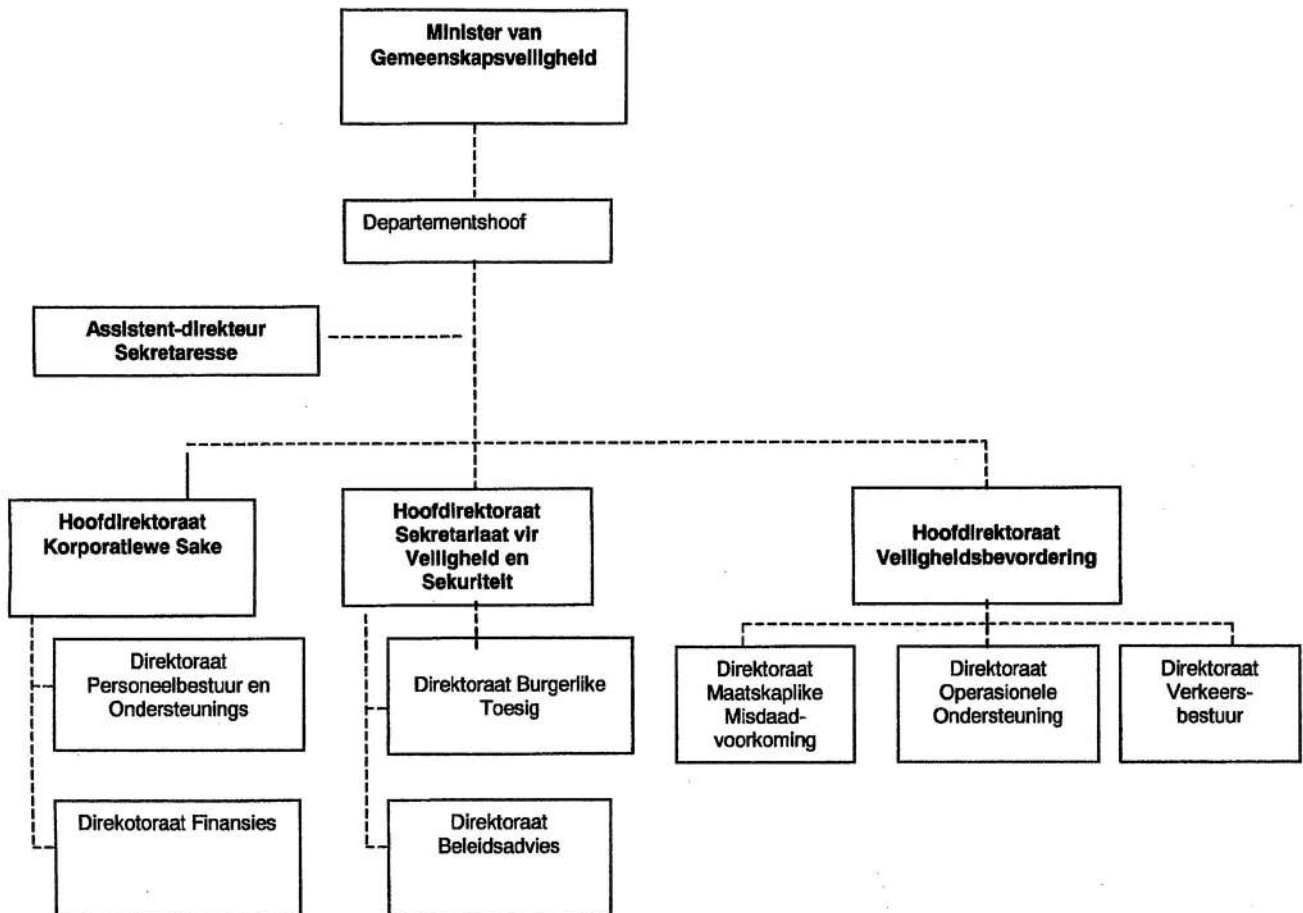
Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or should no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTEMENT VAN GEMEENSKAPSVEILIGHEID

WES-KAAPSE PROVINSIALE ADMINISTRASIE

INHOUDSOPGAWE

- 1. Struktuur van die Departement**
- 2. Funksies van die Departement**
- 3. Kontakbesonderhede van die adjunkinligtingsbeampte**
- 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)**

1 Hoofdirekteur
2 Direkteure
3 Adjunkdirekteure

1 Hoofdirekteur
2 Direkteure
6 Adjunkdirekteure

1 Hoofdirekteur
3 Direkteure
8 Adjunkdirekteure

2. FUNKSIES VAN DIE DEPARTEMENT

- Doen navorsing oor en ontleed misdaaddinamika en ontwikkel gepaste strategieë
- Bevorder burgerlike toesig oor die Suid-Afrikaanse Polisie (SAPD)
- Reguleer en koördineer operasionele misdaadvoorkomingsinisiatiewe
- Inisieer en ondersteun projekte vir maatskaplike misdaadvoorkoming
- Lewer verkeersbestuursdienste en ondersteun padveiligheidsopvoeding

HOOFDIREKTORAAT KORPORATIEWE SAKE

- Bestuur menslike hulpbronne doeltreffend en lewer steundienste

DIREKTORAAT PERSONEEL EN ONDERSTEUNINGS

- Bestuur menslike hulpbronne
- Lewer steundienste

DIREKTORAAT FINANSIES

- Pas begrotingsbeheer toe
- Lewer 'n departementele verrekeningediens

HOOFDIREKTORAAT SEKRETARIAAT VIR VEILIGHEID EN SEKURITEIT

- Ontwikkel deur middel van wetenskaplike navorsing strategiese veiligheidsplanne vir die Wes-Kaap
- Bevorder burgerlike perspektief op polisie-aangeleenthede

DIREKTORAAT BURGERLIKE TOESIG

- Bepaal polisiëringsbehoefte en -prioriteite vir die Wes-Kaap deur middel van gemeenskapsbetrokkenheid
- Moniteer die implementering van beleid en dienslewering van die SAPD
- Bevorder betrekkinge tussen die SAPD en die gemeenskappe deur middel van konfliktoplossing

DIREKTORAAT BELEIDSADVIES

- Doen navorsing oor en vestig databasisse aangaande gemeenskapsveiligheid
- Ontwikkel strategiese sekuriteitsplanne vir die Wes-Kaap
- Verskaf opvoeding oor verkeersveiligheid

HOOFDIREKTORAAT VEILIGHEIDSBEVORDERING

- Ondersteun operasionele misdaadvoorkomingsinisiatiewe
- Inisieer, implementeer en koördineer gemeenskapsgebaseerde misdaadvoorkomingsprojekte
- Lewer 'n wetstoepassing- en verkeersveiligheidsbestuursdiens

DIREKTORAAT MAATSKAPLIKE MISDAADVOORKOMING

- Bestuur misdaadvoorkomingsprojekte
- Bestuur projekte om vermoëns binne gemeenskappe te bou
- Bestuur spesiale projekte vir ingryping
- Koördineer dwarsleggende projekte

DIREKTORAAT OPERASIONELE ONDERSTEUNING

- Ondersteun projekte ten opsigte van wetstoepassing
- Lewer 'n opleidingsdiens vir munisipale polisie

DIREKTORAAT VERKEERSBESTUUR

- Pas verkeerswetgewing toe
- Verskaf verkeersopleiding

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

Mnr. M.C. Joshua

Waalstraat 15/Posbus 5346

KAAPSTAD

Tel.: (021) 483-4233

Faks: (021) 483-3479

E-pos: Mjoshua@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
- Organisasie en Beheer
- Finansiële Administrasie
- Personeeladministrasie
- Akkommodasie, Voorrade, Dienste
- Vervoer en Ampsbesoeke
- Kommunikasie- en Media-aangeleenthede
- Suid-Afrikaanse Polisiediens
- Skakeling met Burgerlike Gemeenskap in Suid-Afrika
- Skakeling met Buitelandse Instansies
- Uitvoering van Projekte
- Skakeling met Amptelike Instansies
- Parlement/Kabinet/Politieke Rolspelers
- Munisipale Polisie

5.2 REKORDS WAT OUTOMATIES BESKIKBAAR IS

BESKRYWING VAN KATEGORIEË REKORDS WAT OUTOMATIES BESKIKBAAR IS INGEVOLGE ARTIKEL 15(1) VAN DIE WET OP BEVORDERING VAN TOEGANG TOT INLIGTING, 2000	MANIER WAAROP TOEGANG TOT REKORDS VERKRY WORD

BESKRYWING VAN KATEGORIEË REKORDS WAT OUTOMATIES BESKIKBAAR IS VIR KOPIËRING OF AANKOOP INGEVOLGE ARTIKEL 15(1)(a)(iii)	
(a) Jaarverslag	Afskrifte van hierdie rekords is gratis beskikbaar by die Departement Gemeenskapsveiligheid, Posbus 5346, Kamer M-60, Waalstraat 15, Kaapstad.
(b) Strategiese planne	Dieselfde as hierbo.

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)

- Onderzoek klagtes teen die SAPD

- Befonds projekte
- Lei buurtwagte op
- Voorsien traumakamers
- Lei munisipale personeel op
- Lei verkeersbeampies op
- Beheer verkeer by spesiale geleenthede
- Doen geleide tydens die vervoer van abnormale vragte

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

Openbare verhore word op 'n jaarlikse basis gehou om polisiëringsprioriteite en -doelwitte te bepaal. Die publiek word tot 'n groot mate by hierdie proses betrek en kry dus die geleentheid om 'n invloed te hê op die formulering van beleid.

Gedurende Junie 2002 het die Departement ook 'n polisie-indaba gehou waarby die publiek betrokke was. Hierdie indaba het gelei tot die aanvaarding van 'n polisiëring- en gemeenskapsveiligheidsstrategie wat op mense en probleemoplossing gerig is.

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

ARTIKEL 14(1)(h)

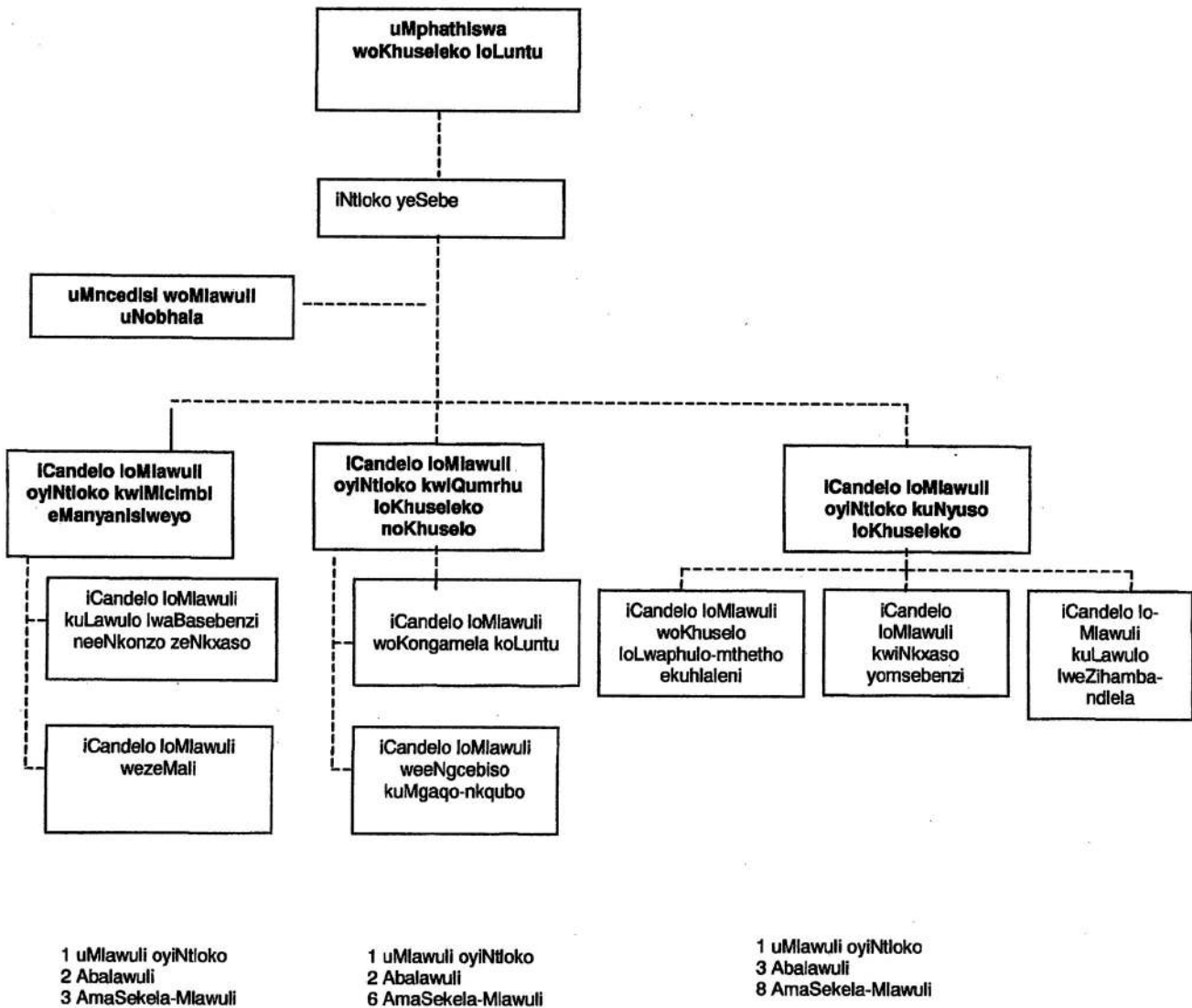
Wetgewing wat op die Departement van toepassing is, kan voorsiening maak vir 'n interne hersienings- of appèlprosedure. Indien hierdie prosedure gevolg is, of indien daar nie vir sodanige prosedure voorsiening gemaak is nie, kan 'n hof vir die toepaslike bevel genader word.

ISEBE LOKHUSELEKO LOLUNTU
ULAWULO LWEPHONDO LENTSHONA KOLONI
ISIQULATHO

1. **ULwakhiwo lweSebe**
2. **Imisebenzi yeSebe**
3. **Iinkcukacha zophagamshelwano 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

- Ukwenziwa kophando kunye nohlahlelo lwentshukumo yolwaphulo-mthetho kwakunye nophuhliso lweqhinga lobuchule elifanelekileyo
- Ukunyuswa komgangatho wokongamela koluntu kwiiNkonzo zamaPolisa oMzantsi Afrika (SAPS)
- Ukumisa kunye nokulungelelanisa amanyathelo okuqala kukhuselo lolwaphulo-mthetho
- Ukuqaliswa kunye nokuxhaswa kweprojekthi zokhuselo lolwaphulo-mthetho ekuhlaleni
- Unikezelo lweenkonzo zolawulo lwezihamba-ndlela kwakunye nokuxhasa imfundiso yokhuseleko ezindleleni.

ICANDELO LOMLAWULI OYINTLOKO KWIMICIMBI EMANYANISIWEYO

- Ukulawula iinkqubo zabasebenzi ngendlela esebenzayo kunye nonikezelo lweenkonzo zenkxaso.

ICANDELO LOMLAWULI WEZABASEBENZI NOLAWULO JIKELELE

- Ulawulo lwenkonzo yezabasebenzi
- Unikezelo lweenkonzo zenkxaso.

ICANDELO LOMLAWULI WEZEMALI

- Unikezelo lolawulo lohlahlo lwabiwo-mali
- Unikezelo lwenkonzo yophicotho-zincwadi zemali kwisebe

ICANDELO LOMLAWULI OYINTLOKO KWICANDELO LONOBHALA WOKHUSELEKO NOKHUSELO

- Uphuhliso lwezicwangciso zeqhinga lobuchule bokhuseleko eNtshona Koloni ngendlela yokwenziwa kophando lobunzululwazi
- Ukunyusa umgangatho weembono zoluntu kwimiba yomgaqo-nkqubo.

ICANDELO LOMLAWULI WOKONGAMELA KOLUNTU

- Ukumiswa kweemfuno zomgaqo-nkqubo kunye nezinto ezihamba phambili eNtshona Koloni ngokuthatha inxaxheba koluntu jikelele
- Ukongamela ukuzalisekiswa komgaqo-nkqubo kunye nonikezelo lweenkonzo ze-SAPS
- Ukunyusa umgangatho wonxibelelwano phakathi kwe-SAPS kunye noluntu jikelele kwimiba yokusonjululwa kweempikiswano ezikhoyo.

ICANDELO LOMLAWULI WEENGCEBISO KUMGAQO-NKQUBO

- Ukwenziwa kophando nokumiswa kolwazi olumalunga nokhuseleko loluntu
- Uphuhliso lwezicwangciso zeqhinga lobuchule kukhuselo eNtshona Koloni
- Unikezelo lwemfundiso ngokhuseleko lwezihamba-ndlela.

ICANDELO LOMLAWULI OYINTLOKO KWINKUTHAZO YEZOKHUSELEKO

- Ukuxhasa amanyathelo okuqala kumsebenzi wokhuselo lolwaphulo-mthetho
- Ukuqalisa, ukwenziwa kunye nolungelelaniso lweeprokthi zokhuseleko ezisekelwe eluntwini kwimimandla
- Unikezelo logunyaziso lomthetho wezihamba-ndlela kunye nenkonzo yolawulo lokhuseleko lwezihamba-ndlela.

ICANDELO LOMLAWULO OSINGATHE IINKQUBO ZOKUNQANDA ULWAPHULO-MTHETHO EKHULALENI

- Ulawulo lweeprokthi zokhuselo lolwaphulo-mthetho
- Ulawulo lweeprokthi ukuze kwakhiwe izikhundla ngaphakathi kwimimandla
- Ulawulo lokungena kweeprokthi ezizodwa
- Ulungelelaniso lweeprokthi ezingamlezileyo.

ICANDELO LOMLAWULI WENKXASO ESEBENZAYO

- Ukuxhasa iiprokthi ngokunxulumene nogunyaziso lomthetho
- Unikezelo lwenkonzo yoqeqesho lwamapolisa kamasipala.

ICANDELO LOMLAWULI KULAWULO LWEZOTHUTHO

- Ungunyaziso lowiso-mthetho wezothutho
- Unikezelo loqeqesho lwezothutho.

3. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LENGCACISO ELILISEKELA

ICANDELO 14(1)(b)

Mnu. M.C. Joshua

15 Wale Street/P.O. Box 5346

CAPE TOWN

Tel.: (021) 483-4233

Fax: (021) 483-3479

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

**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

Ifaksi: 011 – 484 1360

IWebsite: www.sahra.org.za

E-meyile: PAIA@sahra.org.za

5.1 INKCAZELO MALUNGA NEZINTO EZIGCINWE LISEBE

- 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
- AmaPolisa kaMasipala

5.2 IINGXELO EZIVELE ZIFUMANEKE

INKCAZELO	NGEENDIDI	INDLELA YOKUFIKELELA KWEZI
ZEENGXELO	EZIVELE	NGXELO
ZIFUMANEKE	PHANTSI	
KWECANDELO	15(1)	
LOMTHETHO	OBIZWA	
NGOKUBA YI-PROMOTION OF ACCESS TO INFORMATION ACT, 2000		
INKCAZELO	NGEENDIDI	ZEENGXELO EZIVELE ZIFUMANEKE
EKUKOPENI	NASEKUTHENGENI	PHANTSI KWECANDELO
15(1)(a)(iii)		
(a) INgxelo yoNyaka		likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiSebe loKhuseleko loLuntu, PO Box 5346, Room M-60, 15 Wale Street, Cape Town.
(b) IziCwangciso zeQhinga loBuchule		Ziyafana noku kuchazwe ngasentla

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 akakoniseliseki 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 EZIFUMANEKA KULUNTU JIKELELE
ICANDELO 14(1)(f)**

- Uphando malunga nezikhalazo ezichasene ne-SAPS
- Ukuxhasa ngezimali iiprojekthi
- Uqeqesho lwabantu abagada ebumelwaneni
- Unikezelo lwamagumbi okwenzakala
- Uqeqesho lwamapolisa kamasipala
- Uqeqesho lwamagosa ezihamba-ndlela
- Umiso lwezihamba-ndlela kwiziganeko ezizodwa
- Imisebenzi yokukhapha enxulumene nokuhamba kwemithwalo engaqhelekanga.

**7. AMALUNGISELELO AVUMELA UKUTHATHA INXAXHEBA
KWISISEKO SEMIGAQO-NKQUBO KWAKUNYE NOKWENZIWA
KWEMISEBENZI
ICANDELO 14(1)(g)**

Iintlanganiso zovakaliso-zimvo ziya kuqhutywa qho ngonyaka ukukhangela ezona zinto zophathelelene nokwenziwa kweenkqubo

ngokokubaluleka kwzo ndawonye nemiba ephambili. Uluntu luyabandakanyeka nalo kule nkqubo kwaye oku kukunika ithuba lokuphembelela ukusungulwa komgaqo-nkqubo.

NgoJuni 2002, eli sebe laye laqhuba inkqubo ekuthiwa yi-indaba apho lwalubandakanyeka noluntu. Le indaba iye yagqibela ngokuba kusetyenziswe abantu abanolwazi nobuchule, ukubeka iliso elwuntiwni ngendlela eya kusombulula iingxaki ndawonye nokugwadla iqhinga lokukhusela uluntu.

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

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

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001

Publications: Tel: (012) 334-4508, 334-4509, 334-4510

Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504

Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737

Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001

Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510

Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504

Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737

Kaapstad-tak: Tel: (021) 465-7531