



**Western Cape  
Government**

Agriculture

**Incwadi ekhuthaza ukufumaneka kolwazi ka-2019  
equlunqwe ngokwemiqathango yecandelo 14 loMthetho iPromotion of Access to  
Information Act, 2000 yeSebe lezoLimo**

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## 1 INTSHAYELELO

- 1.1 UMgaqo-siseko woMzantsi Afrika, 1996 (uMgaqo-siseko) ubonelela ngelungelo lokufikelela kuzo naziphi na iinkcukacha ezigcinwe nguMbuso, elinemida ethile efanelekileyo, elibandakanya ukukhuselwa kweenkcukacha eziyimfihlelo.
- 1.2 INkundla yoMgaqo-siseko ayikutoliki ukuba nelungelo lofikelelo kwiinkcukacha njengelungelo lokufumana ufikelelo kwiinkcukacha zokwenza okanye zokukhusela ilungelo kuphela, koko nokuqinisekisa ukuba kukho ulawulo oluvulelekileyo noluthathela kulo uxanduva kuyo yonke imigangatho karhulumente.
- 1.3 ICandelo 32(1)(a) nele-(2) loMgaqo-siseko lifundeka ngolu hlobo:  
*“(1) Wonk' ubani unelungelo lokufumana –  
(a) nayiphi na ingcombolo ekurhulumente; kunye  
(b) nayo nayiphi na ingcombolo ekomnye umntu, efunekayo ukuze umntu akwazi ukusebenzisa okanye ukhusela amalungelo.  
(2) Makuwiswe umthetho wepalamente wezwelonke ngenjongo yokufezekisa eli lungelo, kwaye loo mthetho unokutsho amanyathelo afanelekileyo amakathatyathwe okwnza lula umthwalo omayela nolawulo nezimali othwelwe ngurhulumente.”*
- 1.4 Isiphumo soku kuchazwe ngentla saba kukumiselwa koMthetho woKhuthazo loFikelelo kwiinkcukacha, 2000 (PAIA). Injongo yePAIA kukumilisela ukusebenza ngendlela engafihlisiyo nokuthathan uxanduva kwamaqumrhu karhulumente nawabucala ngokunjalo nokuxhobisa nokufundisa abantu baseMzantsi Afrika ngamalungelo abo.
- 1.5 Le ncwadi iqulunqwe ngokwemiqathango yecandelo 14 le-PAIA ethi iSebe loPhuhliso loQoqosho noKhenketho kufuneka libe nayo incwadi eyibeka phantsi ngokucacileyo, phakathi kwezinye izinto, ubume beSebe nemisebenzi, kubandakanya iirekhodi neenkonzo, nokunika uncendo kwinkqubo emayilandelwe ukuze iirekhodi neenkonzo zifikeleleke.

**2 UBUME BESEBE LEZOLIMO UKUSUSELA KUMHLA WAMA 31 KWEYOMNGA 2017 -  
icandelo 14 (1)(a))**

## Organogram



### **3 IMISEBENZI YESEBE**

#### **3.1 ULawulo lweCandelo (Inkqubo 1)**

**3.1.1 I-Ofisi yoMphathiswa:** Ukumisa imigqaliselo nezikhokelo zezopolitiko ukuze kwaneziswe iimfuno zabaxhamli beenkonzo. (Ukulungiselela ukusebenza kakuhle kwe-ofisi yoMPHATHISWA.)

**3.1.2 Abaphathi abaphezulu:** Ukuguqula imigaqo-nkqubo nezinto ezingundoqo ukuba zibe ziinkqubo-qhinga zonikezelo lweenkonzo olufezekileyo nokulawula, ukubeka esweni nokuqinisekisa intsebenzo egqibeleleyo.

##### **Ukwenziwa komsebenzi ngobuchule:**

Ukulawula imisebenzi yeSebe nokuqinisa ulungelelwano phakathi kwamangqanaba karhulumente omathathu.

**3.1.3 Iinkonzo Zolawulo:** Ukulungelelanisa okanye ukunika inkxaso efanelekileyo kwezinye iinkqubo eziphathelene nolawulo lwezabasebenzi nophuhliso lwabasebenzi, ukumenteyinwa kwenkxaso yamaziko nezibonelelo, iinkonzo zerejistri kunye nokhuselo nokhuseleko.

##### **Ukwenziwa komsebenzi ngobuchule:**

Izibonelelo neendawo zokuhlala ezimenteyinwa ngokugqibeleleyo ukuxhasa uhanjiso lweenkonzo olufezekileyo.

Ukuphumeza isicwangciso-qhinga sophuhliso lwabasebenzi ukuqwalasela umba wezakhono nezakhono ezifunekayo eSebeni nakwezolimo jikelele.

Ukuqinisekisa ukuba umsebenzi uyaqhuba nokuba kuye kwakho uphazamiseko ngenxa yeentlekele okanye ezinye iintlobo zeziphazamiso.

Ufezekiso olugqibeleleyo lolondolozo lwamandla kwiSebe liphela.

**3.1.4 ULawulo lweZimali:** Ukunika inkxaso efazekileyo (kubandakanya ukubek' esweni nolawulo) ngokuphathelene nohlahlo-lwabiwo-mali, ucwangciso-mali, ii-asethi ezinokufuduswa, inkonzo yezithuthi, ubonelelo nentengo kunye nezekhompnyutha.

##### **Ukwenziwa komsebenzi ngobuchule:**

Kukunikela ngeenkonzo eneziphumo ezihle kuquka (ulawulo nokubeka esweni)

imisebenzi engohlahlolwabiwo-mali, ulawulo kwezezimali, impahla yeliSebe, iinkonzo zokulawulwa kwezithuthi, ukunikela kunye nokuthengwa kwakunye nokufumana ulwazi lobuchule.

**3.1.5 IiNkonzo zoNxibelelwano:** Ukugxila kunxibelelwano lwangaphakathi nolwangaphandle lwesebe ngeenkonzo zamajelo eendaba okubhaliweyo, okuthethwayo, okubonwa ngamehlo kunye ne-elektronikhi ngokunjalo nokumaketha kunye neentengiso zesebe.

**Ukwenziwa komsebenzi ngobuchule:**

Ukunika ingcaciso echanileyo ngemisebenzi eyenziwa liSebe.

**3.2 ULawulo Oluzinzileyo lweMithombo Yoncedo (Inkqubo 2)**

**Ukwenziwa komsebenzi ngobuchule:** I-SRM ineenkonzo zokuxhasa onke amafama asePhondweni, yaye kubethelelwa ekumenteyineni nasekuphuculeni ezi zesikho zendalo ngokuphumeza iiprojekthi, ukulandelwa kwemigaqo namaphulo onxibelelwano. Kwimizamo yalo yokuqinisekisa uzinzo kwezolimo, ligxile kumangenelelo ezifama. Iimpembelelo zemozulu ziza kuvakala kwi-SRM kuqala kunye neenguqu kwiindlela zokuxhasa amafama eziya kulinyanzela ukuba lihlale lithe qwa, liyila izinto.

**Injongo:**

Injongo yale Inkqubo kukunika inkxaso kumafama ukuqinisekisa uphuhliso oluzinzileyo nolawulo lwezixhobo nezibonelelo zolimo.

**3.2.1 IiNkonzo zoBunjineri:** Kukunika inkxaso ngezoBunjineri (ucwangciso, uphuhliso, ukubeka esweni novavanyo lwempumelelo) okunkcenkceshela kusetyenziswa ubuchule, ukusetyenziswa kweemitshini ezifama, imithombo yoncedo ephucula imeko, iziseko zeefama, ulawulo lolondolozo lwezixhobo nezibonelelo nezixhobo.

**Ukwenziwa komsebenzi ngobuchule: 1**

Ukuphucula usetyenziso lomhlaba namanzi ngokugqibeleleyo nangokuzinzileyo eNtshona Koloni.

**Ukwenziwa komsebenzi ngobuchule: 2**

Kukunikela ngeenkonzo zoBunjineri ukuze kwande iimveliso ze kulinywe/kufuywe ngokulila.

**3.2.2 Ulondolozo Lomhlaba:** Ukukhuthaza usetyenziso ngokuzinzileyo kunye nolawulo lwemithombo yoncedo ngendalo kwezolimo ngokuphawula kumanyathelo avakaliswe luluntu kulawo axhasa uzunzo (kwintlalo yoluntu, uqoqosho kunye nemvelo esingqongileyo) nekukhokelela kwimveliso eyongezelekileyo, ukufumaneka kokutya, ukudalwa kwamathuma omsebenzi kunye nolwanwabo kuluntu lonke.

**Ukwenziwa komsebenzi ngobuchule:**

Ukukhuthaza ulondolozo lwemithombo yoncedo ngendalo kwezolimo.

**3.2.3 ULawulo lokusetyenziswa komhlaba:** Ukukhuthaza ukulondolozwa nozinzo ekusetyenzisweni komhlaba wezolimo ngokusebenzisa uMthetho ongoLawulo lwemihlaba yezolimo (SALA) kwakunye noMthetho ongokuLondolozwa kweMithombo Yoncedo kweZolimo (CARA).

**Ukwenziwa komsebenzi ngobuchule:**

Ukunika izimvo kwizicelo ezingokwahlulwa kunye nokutshintshwa kwenjongo yokusetyenziswa komhlaba wezolimo.

**3.2.4 ULawulo lomngcipheko weentlekele:** Ukunika inkxaso kubantu esisebenzisana nabo nakumagama ngolawulo lwentlekele kumngcipheko kwezolimo.

**Ukwenziwa komsebenzi ngobuchule:**

Ukubonelela ngenkonzo yolawulo lwentlekele kubantu esisebenzisana nabo, phambi nasemva kokwenzeka kwazo.

**3.3 Ukuxhaswa nokuphuhliswa kwamafama (Inkqubo 3)**

Injongo yeNkqubo kukunika amafama inkxaso ngokumisela iinkqubo zophuhliso kwezolimo.

**3.3.1 Ukumiselwa noPhuhliso lwamafama:** Kukunika inkxaso kumafama asakhulayo nakulawo sele ekushishino ngophuhliso oluzinzileyo kwezolimo.

### **Ukwenziwa komsebenzi ngobuchule:**

Inkqubo yokubuyiselwa komhlaba ngenkxaso yezolimo.

**3.3.2 linkonzo zokutyelela nonikelo lweeNgcebiso:** Kukutyelela nokunikela ngenkonzo yeengcebiso kumafama.

### **Ukwenziwa komsebenzi ngobuchule:**

Ukuqinisekisa ukuba amafama ayakhula de afikelele kwinqanaba lokushishina ngokuthi kwandiswe iimveliso zezolimo kweli Lizwe nakumanye amazwe.

**3.3.3 Ukhuseleko lokuFumaneka koKutya:** Kukuxhasa, ukucebisa nokuququzelela ukumiselwa koMgaqo Wokhuselo Lokufumaneka koKutya neZondlo kuZwelonke.

### **Ukwenziwa komsebenzi ngobuchule:**

Ukuququzelela ukufumaneka kweentlobo ezahlukileyo zokutya ngamaxabiso afikelelekayo kwabo bahlala kwiindawo ezidingayo.

**3.3.4 Casidra SOC Ltd:** Ukuxhasa iSebe ngokumisela iiprojekthi kunye nolawulo lweefama zikarhulumente.

### **Ukwenziwa komsebenzi ngobuchule:**

kukuxhasa iSebe ngolawulo lweprojekthi kunye nolawulo lweefama zikarhulumente.

## **3.4 IiNkonzo Zonyango Lwemfuyo (Inkqubo 4)**

Injongo yenkqubo kukubonelela ngeenkonzo zonyango lwemfuyo kubantu esisebenzisana nabo ngelokuqinisekisa ngemfuyo ephilileyo, iimveliso ezikhuselekileyo zemfuyo kunye nokonwaba kubantu boMzantsi Afrika:

### **3.4.1 Impilo yeMfuyo**

#### **Ukwenziwa komsebenzi ngobuchule:**

kukuphawulwa, ukuthintelwa nokulawulwa okanye ukutshatyalaliswa kwezifo eziqavileyo kwimfuyo.

### **3.4.2 Ukuthunyelwa kweMveliso Kumanye Amazwe**

#### **Ukwenziwa komsebenzi ngobuchule:**

Kukulungiselela imeko evumela ukuqinisekiswa zenyama yemfuyo nezinye iimveliso zemfuyo nezizakuthunyelwa ziphuma kwiPhondo leNtshona Koloni.

### **3.4.3 Impilo Nonyango Lwemfuyo**

#### **Ukwenziwa komsebenzi ngobuchule:**

Kukufezekisa indima yogunyaziswa ngumthetho ngokumisela ukusebenza koMthetho oyi Meat Safety Act (uMthetho 40 ka-2000), uMthetho olawula izifo zemfuyo (uMthetho 35 ka-1984) neminye imithetho emalunga noku.

### **3.4.4 IiNkonzo Zamakgumbo Amachiza Onyango Lwemfuyo**

#### **Ukwenziwa komsebenzi ngobuchule:**

Kukubonelela ngenkonzo ekhawulezayo nefanelekileyo kuxilongo lwemfuyo.

## **3.5 Uphando noPhuhliso Lobuchule (INkqubo 5)**

Injongo yeNkqubo kukubonelela ngeenkonzo zophando ngobuchwephesha nezihamba ngokweemfuno, uphuhliso kunye neenkonzo zonaniselwano ngobuchule nezinefuthe ekuphimiseni iinjongo.

#### **Ukwenziwa komsebenzi ngobuchule:**

Ukunabisa iindlela zokufikelela ekufumaneni ulwazi olulungiselelweyo amafama kunye nabantu esisebenzisana nabo noluphuma kuphando lwethu ngelokuphucula umzamo weSebe kunxibelelwano lwezobugcisa.

Injongo yenkqubo ephantsi yile ingezantsi:

#### **3.5.1 Uphando:**

Kukuphucula iimveliso zezolimo ngokwenza, ukulungiselela nokuququzelelwa kophando kwa nolwexesha elide kwakunye nokuphuhliswa kobuchule.

**Ukwenziwa komsebenzi ngobuchule:**

- Ukwenza uphando ngezolimo kunye nophuhliso lobuchule.
- Ukwandisa iindlela zokuthibaza kunye neendlela zokuqhelanisa neemeko zokutshintsha kwemo yezulu kumafama.
- Ukubonisana nabathathi nxaxheba abanomdla ukuze kuvunyelwano ngezona nkalo ziphambili ekufuneka ziphandwe.

**3.5.2 liNkonzo Zonaniselwano Lobuchule:**

Ukusasaza ulwazi olungophando kunye nophuhliso lobuchule kubantu esisebenzisana nabo, esisebenza nabo kunye nabanye abaphandi.

**Ukwenziwa komsebenzi ngobuchule:**

Kukwandisa iindlela zokufikeleleka kulwazi lobunzulu-lwazi kunye nobugcisa kwimisebenzi yokuvelisa ezolimo kumafama nakubantu esisebenzisana nabo.

**3.5.3 INkonzo Yeziseko Zoncedo kuPhando:**

Kukulawula nokulondoloza izakhawo zeziseko zoncedo kwimisebenzi eyenza uphando lwabo kunye nemisebenzi engokunaniselana ngobuchule kwiifama zophando ngezifundo.

**Ukwenziwa komsebenzi ngobuchule:**

Kukwandisa imithshini yokuxhasa izibonelelo zoncedo ezifama kwimizamo kunye neenkonzo zeli Sebe.

**3.6 liNkonzo zoQoqosho kweZolimo (Inkqubo 6)**

Injongo yaleNkqubo kukunikezela ngeenkonzo ezifanelekileyo zoqoqosho kwezolimo ngokukhawuleza ngelokuqinisekisa intatho nxaxheba yoluntu lonke kuqoqosho.

Injongo yenkqubo ephantsi yile ilandelayo:

**3.6.1 Uqoqosho kwiiMveliso neNkxaso kwiiMarike:**

Kukubonelela ngeenkonzo zoqoqosho kwiiMveliso nakwiimarike koosomashishini ngeemveliso zezolimo.

**Ukwenziwa komsebenzi ngobuchule:**

Kukubonelela abathathi nxaxheba abanomdla kwezolimo ngeengcebiso ezingoqoqosho kwezolimo.

**3.6.2 Inxaso Kubasongeli beMveliso zezolimo:**

Kukulungiselela amanyathelo angokusongelwa kweemveliso ngelokuqinisekisa intatho-nxaxheba kwimisebenzi yokuthengiselana.

**Ukwenziwa komsebenzi ngobuchule:**

kwenziwe amanyathelo okusongela iimveliso zezolimo ngelokuxhasa ukusongelwa kweemveliso zezolimo.

**3.6.3 Ukuxhaswa Okukhulu kuQoqosho:**

Kukunika ulwazi olungoqoqosho olukhulu kweli Lizwe liphela kwakunye neenkcukacha manani ngempumelelo kumsebenzi wecandelo leemveliso zezolimo ukuze kwenziwe izicwangciso ze kuthathwe nezigqibo.

**3.7 Imfundo Ehleliweyo noQeqesho kweZolimo (INkqubo 7)**

Injongo yaleNkqubo kukulungiselela nokunikela ngemfundo ehleliweyo noqeqesho kwezolimo noluhambelana neCebo Lokusebenza kwiMfundo noQeqesho kweZolimo, Amahlathi nokuLoba kweli Lizwe liphela (NETSAFF) kwakunye nokuthobela imigangatho yentsulungeko kwiKomiti yeMfundo Ephakamileyo neNtsulungeko ngelokumisela ulwazi, kwakunye necandelo eliqhakazileyo kwiimveliso zezolimo.

Injongo yenkqubo ephantsi yile ilandelayo:

**3.7.1 Imfundo ePhakamileyo noQeqesho (HET):**

Kukubonelela ngemfundo ephakamileyo nenomsila kwezolimo noqeqesho kwinqanaba le NQF 5 nakubani na ozifizekisa iimfuno zokungenela ezi zifundo.

**Ukwenziwa komsebenzi ngobuchule:**

Kukubonelela ngemfundo ephakamileyo nenomsila kwezolimo noqeqesho NQF inqanaba le NQF 5 nangaphezulu kuye nawuphi na umntu ofizekisa iimfuno zokungenela ezi zifundo.

### **3.7.2 Uphuhliso lwezakhono kweZolimo (ASD):**

Kukubonelela ngemfundo esesikweni naleyo yamkelekileyo malunga nokukhetha imisebenzi yobizo kwakunye neenkqubo ezikwinqanaba lika NQF 1-4 kubo bonke abanendima abanokuyiphuhlisa kwezolimo.

#### **Ukwenziwa komsebenzi ngobuchule:**

Kukuqinisekisa ukuba luyenziwa uqeqesho kuphuhliso lwezakhono kwezolimo nakwiinkqubo zeLearnership.

### **3.8 UPhuhliso lwaMaphandle (INkqubo 8)**

Injongo yaleNkqubo kukuququzelela iinkqubo zophuhliso ngabathathi-nxaxheba abakwiindawo ezisemaphandleni.

Iinjongo zezi nkqubo ziphantsi zezi zilandelayo:

#### **3.8.1 Uququzelelo kuPhuhliso Lwasemaphandleni:**

##### **Injongo:**

Ukuyila, ukucwangcisa nokubeka esweni uphuhliso olupheleleyo kwiindawo ezithile ezisemaphandleni (CRDP) kuwo omathathu amanqanaba karhulumente ukuze kuqwalaselwe iimfuno eziphawulweyo.

#### **Ukwenziwa komsebenzi ngobuchule:**

Kukuququzelela ngempumelelo ukumiselwa kweNqubo Ephelileyo Yokuphuhliswa kwamaPhandle ngokuPheleleyo (CRDP) kwiindawo zokuhlala nezikhethiweyo eNtshona Koloni.

#### **3.8.2 Ukusebenza noLuntu:**

##### **Injongo:**

Ukubonisana noluntu ngezinto eziphambili ze kumiselwe de kuxhaswe imibutho yasekuhlaleni (Imibutho Engekho phantsi koRhulumente).

#### **Ukwenziwa komsebenzi ngobuchule:**

Ukuqinisekisa ukubandakanywa komntu wonke namalinge ophuhliso, njengenxalenye ye-CRDP, kwiindawo zokuhlala nezikhethiweyo emaphandleni seNtshona Koloni.

### **3.8.3 Ukuphuhliswa koMsebenzi wasefama:**

#### **Injongo:**

Ukuphucula indlela ababonwa ngayo abasebenzi abakwezolimo kunye neemeko zokuhla kunye nezozoqosho kwakunye neentsapho zabo, ngokumiselwa kwamaphulo oqeqesho nophuhliso ngelokuphucula indlela abaphila ngayo.

#### **Ukwenziwa komsebenzi ngobuchule:**

kukwenza ungenelelo ngoqeqesho nophuhliso lwabasebenzi kwezolimo kunye neentsapho zabo, ngelokuphucula indlela ababonwa ngayo kunye neemeko zokuhlala noqeqesho.

## **4 IINKCUKACHA ZOQHAGAMSHAWANO ZEGOSA LEENKCUKACHA NESEKELA-GOSA**

### **NEENKCUKACHA – icandelo 14(1)(b)**

Mr. H Malila  
1<sup>st</sup> Floor  
15 Wale Street  
Cape Town  
8000  
Tel: 021 4836032  
Fax: 021 4833300/4715  
E-mail: [Harry.Malila@westerncape.gov.za](mailto:Harry.Malila@westerncape.gov.za)

### **IINKCUKACHA ZOQHAGAMSHAWANO ZESEKELA-GOSA LENGCACISO: ICANDELO 14(1)(B)**

Nksz Joyene Isaacs  
INTloko: ISebe lezoLimo leNtshona Koloni  
URhulumente weNtshona Koloni  
Private Bag X 1 / Muldersvlei Road  
ELSENBURG

7607

Inombolo yomnxeba: 021 808 5004

Ifeksi: 021 808 5000483 6412

Iimeyili: [joyenei@elsenburg.com](mailto:joyenei@elsenburg.com)

## **ISIKHOKELO SEKHOMISHONI YAMALUNGelo OLuntu – icandelo 14(1)(c)**

5.1.1 Ikhomishoni yaMalungelo oLuntu ihlala ihlaziya yaye ikhupha isikhokelo esiqulunqileyo isiqulunqe ngokwemiqathango yecandelo 10 lePAIA elazisa abantu ngezi zinto:

- okuqulethwe nguMthetho iPromotion of Access to Information Act (PAIA) nokuba bangawaxhamla njani amalungelo abo ngokwale mithetho mibini.
- iinkcukacha zoqhagamshelwano zegosa leenkukacha nesekele-gosa leenkukacha (ukuba likho) ngawo onke amaqumrhu karhulumente alungiselelwe uluntu kunye noncedo abangabanika lona abantu;
- indlela yokufikelela kumaziko oluntu; kunye
- namanyathelo omthetho alandelwayo ukulungisa izinto ukuba kuthe kwakho intsilelo ekulandeleni umthetho ngokwePAIA

5.1.2 Yonke imibuzo malunga nokuba singafumaneka phi nanjani esi sikhokelo mababhekiswe apha:

| <b>IOfisi yeKhomishoni yaMalungelo oLuntu</b> |                                                                                                 |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------|
| Inombolo yomnxeba                             | +27 11 877 3900                                                                                 |
| Ifeksi                                        | +27 11 403 0684                                                                                 |
| Idilesi ye-imeyili                            | <a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a>                                        |
| Idilesi yeposi                                | Icandelo le PAIA:<br>Promotion of Access to Information<br>Private Bag 2700<br>Houghton<br>2041 |
| Isitalato                                     | South African Human Rights Commission                                                           |

|               |                                                         |
|---------------|---------------------------------------------------------|
|               | 33 Hoofd Street<br>Braamfontein<br>2017<br>JOHANNESBURG |
| Iwebhusayithi | <a href="http://www.sahrc.org.za">www.sahrc.org.za</a>  |

5.1.3 **Isihlomelo A** sale ncwadi sikwanazo neenkcukacha zendlela yokufikelela kwiirekhodi zeSebe, inkqubo yalo yokubhena, okanye ukwenza isicelo senkundla ukuchasa izigqibo zeGosa leNgcaciso okanye zeSekela-gosa leNgcaciso, ngokombandela lowo.

## 6 IINKCUKACHA NGOMTHETHO IPROMOTION OF ACCESS TO INFORMATION ACT, 2002

### 6.1 IZIHLOKO NEENDIDI ZEEREKHODI ZESEBE – icandelo 14(1)(d)

ISebe ligcina iirekhodi zezi zihloko neendidi zilandelayo:

| Iindidi nezihloko                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Kufuneka isicelo kule nkqubo |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <ul style="list-style-type: none"> <li>• Iiplani zeefayili</li> <li>• Irejista yezinto ezingenayo neziphumayo</li> <li>• Irejista yeefayili</li> <li>• Izivumelwano zengqanaba lenkonzo</li> <li>• Iingxelo zophicotho-zincwadi</li> <li>• Iivawutsha zentlawulo</li> <li>• Iifayili zemivuzo</li> <li>• Irejista yee-asethi</li> <li>• Amabango e-S&amp;T</li> <li>• IiOdolo</li> <li>• Iirisithi</li> <li>• Ii-Invoyisi</li> <li>• Iinkcazo-mali neengxelo</li> <li>• BAS (Basic Accounting Systems)</li> <li>• Iikowuti</li> <li>• Imizuzu yeentlanganiselo zekomiti yeethenda</li> <li>• Izivumelwano zethenda</li> <li>• Ukumenteyinwa kweefayili: izibonelelo ze-IT</li> <li>• Uluhlu lwabanikezeli benkonzo</li> <li>• Iingxelo zovavanyo lweethenda</li> <li>• Izicelo: i-imeyili</li> </ul> | Inkqubo 1                    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <ul style="list-style-type: none"> <li>• Ubume beSebe</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
| <ul style="list-style-type: none"> <li>• lifayile zeeProjekti zeeNkonzo zoBunjini ezinikezelwayo (kuzo zozithandathu izithili)</li> <li>• lifayile zeprojekti zeprojekti zeLandCare (kwizithili zozithandathu)</li> <li>• Ubungqina (APP)</li> <li>• Ukufunda usengqeshweni</li> <li>• UNcedo lwentlekele olunikezelweyo</li> <li>• Izicelo zolwahlulo kunye/okanye ukucandwa ngokutsha komhlaba wolimo</li> <li>• libhidi</li> <li>• Imizuzu yeKomiti yoLungelelwaniso kuManzi ezolimo</li> <li>• Amacandelo ombutho</li> <li>• Uluhlu lwabasebenzi</li> <li>• Izivumelwano zokusebenza</li> <li>• Iingxelo zovavanyo lomsebenzi</li> <li>• Irejista yeefayile</li> <li>• Irejista yempahla</li> <li>• Amabango eS &amp; T</li> <li>• Iikowuti</li> <li>• Imizuzu yeKomiti yoNxibelelwano lwaManzi yePhondo</li> <li>• IKomiti yeQhinga lokuNikezelwa kwaManzi kwi-WC</li> <li>• Iiprojekti zokufunda ngamanzi</li> </ul> | Inkqubo 2 |
| <ul style="list-style-type: none"> <li>• IiFayile yeeProjekthi zeNkqubo (kuzo zozithandathu izithili)</li> <li>• Ubungqina (APP)</li> <li>• IiNtlanganiso zoLwabiwo lweProjekti zeSebe (DPAC)</li> <li>• IiFayile zeMpahla</li> <li>• IiNtlanganiso zeKomiti yoLwabiwo lweMpahla yeProjekti</li> <li>• iSmart Pen / iFayile ye-Xcallibre</li> <li>• iManstrat</li> <li>• Inkqubo yeNkxaso eBanzi yezolimo (CASP)</li> <li>• Ukwandiswa kweNkqubo yoVuselelo ngokutsha (ERP)</li> <li>• Ilima Letsema</li> <li>• IKhomishoni yeNkonzo kaRhulumente</li> <li>• Ukwenziwa kwamalinge</li> <li>• Ukuncedwa ngonamava</li> <li>• IQela loMsebenzi lamaSebe ngoKhuseleko loKutya</li> <li>• IKomiti yePhondo yoQuquzelelo lokuBuyiselwa koMhlaba</li> <li>• IKomiti yeMinikelo yePhondo (DRDLR)</li> <li>• Casidra</li> </ul>                                                                                                    | Inkqubo 3 |
| <ul style="list-style-type: none"> <li>• Iinkcukacha zabathengi</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Inkqubo 4 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <ul style="list-style-type: none"> <li>• lingxelo zelebhu</li> <li>• Iziphumo zophando</li> <li>• liNgxelo ze-Ephidemiyojji</li> <li>• Ukufayilisha (Ukugcinwa kweerekhodi kubandakanywa iifayile zabasebenzi)</li> <li>• Uluhlu lwezilarha zokuxhela ezibhalisiweyo</li> <li>• Uluhlu lwabahloli abagunyazisiweyo benyama</li> <li>• Uluhlu lwezityalo zeSterilsation</li> <li>• Uluhlu lwezilarha zokuxhela ezamkelweyo zilungiselelwe uthengiso lwezikhumba neemfele kumazwe angaphandle</li> <li>• Uluhlu lweevenkile ezikwinqanaba eliphakathi lezikhumba neemfele zokuthunyelwa kwamanye amazwe</li> <li>• INgxelo yoNyaka yeMpilo yeZilwanyana</li> <li>• lingxelo ngokuqhambuka kwezifo zezilwanyana</li> <li>• INgxelo yokubalwa kwezilwanyana</li> <li>• IziCwangciso zokunokwenzeka kwizifo zezilwanyana noMgangatho neenkqubo</li> <li>• lingxelo ngezifo zezilwanyana eziboniweyo</li> <li>• lingxelo ngothintlo lwezifo zezilwanyana nokugonywa</li> <li>• linkcukacha zeerekhodi zokuthunyelwa nentengo kwamanye amazwe</li> </ul> |           |
| <ul style="list-style-type: none"> <li>• Iiprojekti zophando</li> <li>• Iziphumo zophando</li> <li>• Ukufayila (ukugcina iirekhodi neefayili zabaqeshwa)</li> <li>• Ubungqina (APP)</li> <li>• Imizuzu yeentlanganiso zabaphathi nabasebenzi</li> <li>• Iirekhodi ngomhlaba, amanzi, izityalo nezilwanyana nokuhlalelwa kokutya kwezilwanyana</li> <li>• linkcukacha zeeklayenti</li> <li>• lingxelo zelebhu</li> <li>• Izicwangciso zokushishina</li> <li>• Izivumelwano zomsebenzi</li> <li>• lingxelo</li> <li>• Irejista yeeasethi</li> <li>• Amabango e-S&amp;T</li> <li>• Ifayili yeeinvoysi namabango</li> <li>• Iintlawulo eziweliswayo</li> <li>• Iintlanganiso zekomiti yophando lweSebe</li> <li>• Izicelo zomsebenzi zokumenteyinwa kweefama</li> <li>• Uluhlu lwezinto ezimenteyinwayo ezingokumiliselwa nokuphunyezwa</li> </ul>                                                                                                                                                                                                    | Inkqubo 5 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| kweeprojekti liSebe lezoThutho<br>neMisebenzi yoLuntu<br>• lingxelo, iinkcukacha zamanani                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
| • limvavanyo zoBuyiselo loMhlaba<br>• Ukuthengwa kweenkcukacha zolwazi<br>ezihlawulelwayo rhoqo ngenyanga<br>• linkcukacha zeQuantec<br>• linkcukacha zeechnofresh<br>• linkcukacha zamaxabiso ezivuno<br>• linkcukacha zamaxabiso eemveliso<br>zezilwanyana<br>• linkcukacha zeefandesi/intengiso<br>yezilwanyana<br>• linkcukacha zamaxabiso omhlaba<br>wokulima<br>• linkcukacha zeefandesi/intengiso<br>yezilwanyana zasendle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Inkqubo 6 |
| • lirekhodi zabamkelweyo/ abathweswe<br>izidanga<br>• lifayile zentlawulo yeLogis<br>• lifayile zekhefu<br>• lifayile zeebhasari<br>• Amaphepha eemviwo<br>• Amaphepha eempedulo zeemviwo<br>• lifayile zobudlelwane engqeshweni<br>• lifayile zeeHostele<br>• Inkcukacha zamanani abafundi<br>• lifayile zabafundi<br>• lifayile ngemiba enxulumene nabafundi<br>• Izivumelwano zeethenda<br>• Iziphumo zeemviwo<br>• Ingcaciso ngokutyisa<br>• lingxelo zemali<br>• lifayile zee-invoyisi namabango<br>• lifayile zoLawulo lwamaZiko <ul style="list-style-type: none"> <li>• Amabango e-S &amp; T</li> <li>• Irejista yee-asethi</li> <li>• Imoto zikarhulumente</li> <li>• Imizuzu yeentlanganiso zabasebenzi</li> <li>• Imizuzu yeeNtlanganiso zooSihlalo<br/>bamaSebe</li> <li>• Iintlanganiso zamanqaku</li> <li>• IProspekththasi</li> <li>• Inkqubo yokuzivavanya</li> <li>• Ukuvavanywa kweSifundo</li> <li>• lifayile zezifundo zethuba elifutshane</li> <li>• lifayile zeekowuti</li> <li>• Imidlalo nolonwabo lwabafundi</li> <li>• Ifayile yokwenzakala engqeshweni</li> <li>• Intengiso</li> </ul> • IiThusong, imiboniso nemiboniso | Inkqubo 7 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| yeengcaciso ngamakhondo omsebenzi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |
| <ul style="list-style-type: none"> <li>• liFayile zeNkqubo yeProjekti (onke amawodi eCRDP asebenzayo)</li> <li>• Ubungqina (APP)</li> <li>• liNtlanganiso zoLwabiwo lweProjekti yeSebe (DPAC)</li> <li>• lintlanganiso zeKomiti yoQuquzelelo lwamaSebe</li> <li>• PSO 11: lintlanganiso zeqela lokuSebenza lesi-4</li> <li>• Casidra</li> <li>• linkcukacha zeeklayenti</li> <li>• Izicwangciso zoshishino</li> <li>• Isivumelwano senqanaba lenkonzo</li> <li>• Iingxelo</li> <li>• Iintlawulo</li> <li>• Irejista yempahla S &amp; T Claims</li> <li>• Ifayile ye-invoyisi namabango</li> <li>• Uweliselo lweentlawulo</li> <li>• Ukhuphiswano lomsebenzi wasefama wonyaka</li> <li>• Indibano yengxoxo yabasebenzi basefama (kwiSizwe nakwiPhondo)</li> <li>• Irejista yokuthunyelwa komsebenzi wasefama</li> <li>• Transfer payments</li> <li>• Farm Worker of the Year Competitions</li> <li>• Farm Worker Summits (National and Provincial)</li> <li>• Farm Worker Referral Register</li> <li>• Imizuzu yeentlanganiso zabasebenzi</li> <li>• Ifayile zeprojekti yeNkqubo (kuzo zosi-6 izithili)</li> <li>• Ubungqina (APP)</li> <li>• liNtlanganiso zoLwabiwo lweProjekti yeSebe (DPAC)</li> <li>• Ifayile zeentlawulo zeLogis</li> <li>• Ifayile zobudlelwane engqeshweni</li> <li>• Ingcaciso yokutyisa</li> <li>• Iingxelo zemali</li> <li>• Iingxelo zenyanga</li> <li>• Iingxelo zekota</li> <li>• Ifayile ye-invoyisi namabango</li> </ul> | Inkqubo 8 |

**6.2 IREKHODI ZESEBE EZIFUMANEKA NGOKUZENZEKELAYO KUNGADANGA  
KWAFakwa SICELO – icandelo 14 (1)(e)**

| <b>INGCACISO NGEENDIDI ZEEREKHODI EZIFUMANEKA NGOKUZENZEKELA<br/>NGOKWEMIQATHANGO 15(1)(A)(III)</b> |                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) Incwadana yesikhokelo kwimiba engezolimo                                                        | likopi zezi rekhodi zifumaneka simahla kule dilesi: Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg                                                                                                                                                                                                                              |
| (b) Upapasho, amapheke-pheke, Amaphetshana eendaba, iiphowusta                                      | Le ngcaciso ilandelayo iyafumaneka kwiwebhusayithi ( <a href="http://www.elsenburg.com">www.elsenburg.com</a> ):                                                                                                                                                                                                                                 |
| (c) Yonke ingcaciso ikwi-webhusayithi                                                               | <ul style="list-style-type: none"> <li>– Malunga neSebe</li> <li>– Imisitho</li> <li>– Amajelo eendaba</li> <li>– iRediyo Elsenburg</li> <li>– Ikhalelenda yemisitho</li> <li>– Iinkonzo</li> <li>– Uphando nophuhliso</li> <li>– Amaziko ophuhliso lwezolimo</li> <li>– Amaphepha okunika ulwazi</li> <li>– Ikholeji yase iElsenburg</li> </ul> |

Olu shicilelo lulandelayo luyafumaneka ukuba ubani angaluhlola ngokwesebe 15(1)(a)(i) na ngokwemiqathango yecandelo 15(1)(a)(ii) zingakotshwa. Ngokwesebe 15(1)(a)(iii) ungawafumana amaxwebhu ngokuwakhuphela kwi kwiwebhusayithi ethi: [www.elsenburg.com](http://www.elsenburg.com), ngaphandle kokuhlalwula.

| <b>Ingcaciso ngeendidi zeerekhodi ezifumaneka ngokuzenzekela ngokwemiqathango 15(1)(a)</b>                                                                             | <b>Indlela ekufikelelwa ngayo kwicandelo leerekhodi zecandelo 15(1)(b)</b>                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| (a) IiNgxelo zoNyaka *<br>(b) IZicwangciso-qhinga zeMinyaka emihlanu (5) *<br>(c) Ubume beSeme *<br>(d) IiNgxelo eziya kubemi *<br>(e) ITshatha yoHanjiso lweeNkonzo * | Iyafumaneka kwiwebhusayithi yeSebe:<br><a href="http://www.elsenburg.com">www.elsenburg.com</a> |

### **6.3 IINKONZO EZIBONELELWA ULUNTU LISEBE – icandelo 14(1)(f)**

ISebe lezoLimo lineeklayenti zangaphakathi nezangaphandle.

liklayenti zangaphakathi zibandakanya iNkonzo neSebe lezoLimo, abaphathi abakhulu beSebe, amanye amacandelo namacandelwana olawulo eSebe (umz. abaphandi-lwazi, amagosa axandileyo nabasebenzi abangabaqeqeshi).

liklayenti zangaphandle zibandakanya amafama (abalimi namanye amaqumrhu), abahlali basemaphandleni, abathengi beemveliso zolimo, amanye amasebe karhulumente, iiprosesa, abarhwebi nabathengisi bezinto bezilimo nemfuyo, amaziko ezimali, abarhwebi abangamahlakani baphesheya, imibutho/amaqumrhu angekho phantsi kolawulo lukarhulumene, amaziko oqeqesho emfundo ephakamileyo, abanye abalimi, abacwangcisi bedolophu, abacebisi, abasebenzi basezifama, abalimi bemimandla yeedolophu, oogqirha bezilwanyana abazimeleyo, amaqumrhu olondolozo lwendalo, iithrasti zophando, iibhodi zomthetho, abafundi noomasipala.

ISebe libonelela ngeenkonzo ezicelwe ziiklayenti okanye ngokuzithengisa ebantwini ngqo, ngeemini zeendibano zamafama, iiseshini zolwandiso nange-intanethi. Kufuneka zisetyenziswe ngokugqibeleleyo iindlela-ndlela zokulithengisa iSebe nokuhambisa iinkonzo ngokufezekileyo ukwanezisa iimfuno zabathengi kodwa ke oko kwenziwe kugqaliwe ukuba imali iyavuma na yaye bakho na nabantu bokuwenza umsebenzi lowo. Kambe kufuneka kugqalwe ukuba kwisithuba seenkonzo kusetyenzwa ngokwahlukileyo – phakathi komthengisi nomthengi,

iklayenti ithembele kwiingcebiso zomthengisi, yona iklayenti ibe ikhetha unxibelelwano ngqo nesebe.

Ikopi yeTshatha yeeNkonzo iqhotyoshelwe njengeSihlomelo B yaye oyifunayo angayifumana kule linki ingezantsi:

<http://www.elsenburg.com/resource-library/official-publications>

| <b>linkonzo ezibonelelwa liSebe lezoLimo</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Ufikelela njani kwezi nkonzo</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>ISebe lezoLimo lineeklayenti zangaphakathi nezangaphandle. Iiklayenti zangaphakathi zibandakanya iNkonzo neSebe lezoLimo, abaphathi abakhulu beSebe, amanye amacandelo namacandelwana olawulo eSebe (umz. abaphandi-lwazi, amagosa axandileyo nabasebenzi abangabaqeqeshi).</p> <p>Iiklayenti zangaphandle zibandakanya amafama (abalimi namanye amaqumrhu), abahlali basemaphandleni, abathengi beemveliso zolimo, amanye amasebe karhulumente, iiprosesa, abarhwebi nabathengisi bezinto bezilimo nemfuyo, amaziko ezimali, abarhwebi abangamahlakani baphesheya, imibutho/amaqumrhu angekho phantsi kolawulo lukarhulumene, amaziko oqeqesho emfundo ephakamileyo, abanye abalimi, abacwangcisi bedolophu, abacebisi, abasebenzi basezifama, abalimi bemimandla yeedolophu, oogqirha bezilwanyana abazimeleyo,</p> | <p><b>Nantsi iwebhusayithi weSEBE LEZOLIMO</b><br/> <a href="https://www.westerncape.gov.za">https://www.westerncape.gov.za</a></p> <p><b>Lifumane kule phothali iSebe lezoLimo</b><br/> <a href="http://www.elsenburg.com">http://www.elsenburg.com</a></p> <p><b>Zonke iinkonzo zingafumaneka ngokuqhagamshelana neSebe apha:</b><br/> <b>Inombolo yomnxeba: 021-8085111 / 021-8085111</b><br/> <b>IFEKSI: 021- 8085120</b><br/> <b>Iwebhusayithi:</b><br/> <a href="http://www.elsenburg.com">http://www.elsenburg.com</a></p> |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>amaqumrhu olondolozo lwendalo, iithrasti zophando, iibhodi zomthetho, abafundi noomasipala.</p> <p>ISebe libonelela ngeenkonzo ezicelwe ziiklayenti okanye ngokuzithengisa ebantwini ngqo, ngeemini zeendibano zamafama, iiseshini zolwandiso nange-intanethi. Kufuneka zisetyenziswe ngokugqibeleleyo iindlela-ndlela zokulithengisa iSebe nokuhambisa iinkonzo ngokufezekileyo ukwanezisa iimfuno zabathengi kodwa ke oko kwenziwe kugqaliwe ukuba imali iyavuma na yaye bakho na nabantu bokuwenza umsebenzi lowo. Kambe kufuneka kugqalwe ukuba kwisithuba seenkonzo kusetyenzwa ngokwahlukileyo – phakathi komthengisi nomthengi, iklayenti ithembele kwiingcebiso zomthengisi, yona iklayenti ibe ikhetha unxibelelwano ngqo nesebe.</p> |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

#### **6.4 AMALUNGISELELO ENTATHO-NXAXHEBA YOLUNTU NGEENGCEBISO OKANYE NGOKUMELWA KWIMISEBENZI YOKUQULUNQA UMGAQO-NKQUBO OKANYE YOKUSEBENZA – icandelo 14(1)(g)**

Imigaqo-nkqubo yePhondo enoempembelelo zangaphandle iza kufuna intatho-nxaxheba yoluntu yaye loo nkqubo iya kuhamba ngokwendlela ecwangcisiweyo yaza yavunywa nguMphathiswa ngokwemeko nemeko.

#### **6.5 IINDLELA EZIKHOYO ZOKULUNGISA IZINTO NGOKWEMITHETHO OKANYE INTSILELO EKWENZENI KWESEBE NGOKUFANELEKILEYO - icandelo 14(1)(h)**

Umthetho osebenzayo kweli Sebe (njengoko ubekiwe kwiSicwangciso sokuSebenza soNyaka seSebe<sup>1</sup>) ungabonelela ngenkqubo yangaphakathi yophononongo okanye yokubhena. Ukuba akukho sisombululo sifumanekayo ngokwale nkqubo okanye akukho malungiselelo wambi ezenziweyo ngenkqubo le, kungabhenelwa enkundleni ukuba inike umyalelo ofanelekileyo.

Ukuba kukho imibuzo, izikhalazo okanye izimvo malunga nohanjiso lweenkonzo zeSebe lezoLimo makwenziwe ngolu hlobo:

I-imeyili: [info@elsenburg.com](mailto:info@elsenburg.com)

Yiza eziofisini zethu : Muldersvlei Rd, Elsenburg, eStellenbosch

Sitsalele apha: 021 808 5111; (ngoMvulo - ngoLwesihlanu 08:00 kusasa – 4.30 malanga

## **7 7 UKUFIKELELEKA NOKUFUMANEKA KWALE NCWADI – Icandelo 14(3)**

7.1 Incwadi le ifumaneka ngesiNgesi yaye phakathi kwentsimbi ye-8 kusasa neye-4.30 malanga ngoMvulo ukuya kutsho ngoLwesihlanu (ngaphandle kwangeeholide) umntu angeza kuyijonga eofisini yeSekela-gosa leNgcaciso uNksz J Isaacs kwiSebe lezoLimo leNtshona Koloni eMuldersvlei Road, e-Elsenburg.

7.2 Ubani ofuna ukuzifundela incwadi le angayifumana kule webhusayithi: **<http://www.elsenburg.com>**

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<sup>1</sup> Ifumaneka kule dilesi ithi <https://www.westerncape.gov.za/documents/plans/2016>

## ISIHLOMELO A:

### ISIKHOKELO NGOFIKELELO KWIIREKHODI NGOKUNGAZENZEKELIYO

#### 1 UKUGCWALISWA KWEFOMU YESICELO, INTLAWULO YEMIRHUMO neFOMU YOFIKELELO – icandelo 18, 19, 22, 29 nelama-31.

##### 1.1 Ifomu yesicelo

- Kufuneka kugcwaliswe ifomu yesicelo efanelekileyo (eqhotyoshelwe njenge**FOMU A**) ngulowo wenza isicelo ze ingeniswe kwiGosa leNgcaciso/iSekela-gosa leNgcaciso.
  - Ukuba umfaki-sicelo akakwazi kufunda okanye kubhala okanye kuyigcwalisa ifomu ngenxa yokuba ekhubazekile, angasenza ngomlomo isicelo. IGosa leNgcaciso/iSekela-gosa leNgcaciso liya kuyigcwalisa ke egameni lomfaki-sicelo iFomu A, liya kuyigcina ikopi yokuqala ze limnike enye ikopi umfaki-sicelo.
  - Isicelo singakwa ngomnye egameni lomnye kodwa kufuneka oko kubhalwe kuFomu A ukuqondisa.

##### 1.2 Imirhumo

- Imirhumo yezicelo neyokukhangela iirekhodi, ngokunjalo nokwenza iikopi, ibhalwe phantsi kwemigaqo eyenziwe ngokwemiqathango yePAIA. (**ISHEDYULI YEMIRHUMO** iqhotyoshelwe). Yiyo le ngezantsi imirhumo ekhutshwayo:
  - Umrhumo ngama-R35.00 ngesicelo ngasinye;
  - Umrhumo wexesha elithathwayo ukukhangela/ukuphanda nokucwangcisa irekhodi, ukuba lingaphezulu kweyure. Kusengathwa kufuneka kukhutshwe isithathu somrhumo xa uphelele. Kambe, umrhumo lowo kufuneka ukhutshwa phambi kokuba inikwe imvume;
  - Umrhumo xa ufuna ukwenza iikopi.

##### 1.3 Abafaki-zecelo abangazihlawuleliyo izicelo:

- Igosa lolondolozo/umphandi ocela iirekhodi esenza uphando ngolondolozo okanye unemibuzo ethile ngokugunyaziswa yimiqathango yoMthetho iMaintenance Act, 1998 (okanye imigaqo eyenziwe ngokwalo mthetho.)
- Umntu ocela irekhodi eneenkcukacha zakhe.

#### 1.4 Abafaki-zicelo abangarhumiyo:

- Umntu ocela irekhodi eneenkcukacha zakhe.
- Umntu onomvuzo ongekho ngaphezu kwe-R14 712 ngonyaka.
- Abatshatileyo, okanye umntu kunye neqabane lakhe abamvuzo ungaphezulu kwama-R27 192 ngonyaka.

#### 1.5 Indlela yokufikelela

- Umfaki-sicelo kufuneka axele phaya kuFomu A ukuba ufuna ikopi na okanye ufuna ukujonga indgxelo ethile.
  - Ukuba kufuneka ikopi, umfaki-sicelo kufuneka axele apho efomini (umz. iprintwe okanye ithunyelwe ngekhompyutha na) kunye nolwimi afuna ukuba ibe ikulo (ukuba ifomu leyo iyafumaneka nangezinye iilwimi). ISebe alulwenzi uguqulelo lweerekhodi ezibhalwe ngolwimi olunye.
- Ingxelo iya kubonelelwa ngaloo ndlela kucelwe ukuba ibe ngalo ngaphandle kokuba akunakwenzeka kwaphela oko okanye ukwenjenjalo kungaphazamisana nendlela yokusebenza yeSebe.

## **2 ISIGQIBO SOKUNIKA IMVUME OKANYE UKWALA UFIKELELO – Icandelo lama-25 nelama-26**

### 2.1 Ixesha elithathwayo ukwenza isigqibo

IGosa leNgcaciso / iSekela-gosa leNgcaciso kufuneka lingaphozisi Maseko emva kokuba yenziwe intlawulo yama-R35 layifumana neFomu A, zingadanga zaphela noko iintsuku ezingama-**30**, lithathe isigqibo malunga nokuba liyayinika na imvume okanye aliyiniki, lakugqiba limazise lowo obenze isicelo ngesigqibo eso.

### 2.2 Ukwanda kwexesha

IGosa leNgcaciso/iSekela-gosa leNgcaciso lingazandisa iintsuku ezingama-30 **ngezinye ezingama-30** phantsi kwezi meko zilandelayo:

- isicelo sisicelo seerekhodi ezininzi okanye kufuneka kufundwe iirekhodi ezininzi yaye ukujongana nezo rekhodi zingako kuphazamisa ukusebenza kwesebe;
- isicelo eso seseerekhodi ezingekho dolophini inye okanye sixekweni sinye nesi likuso iGosa leNgcaciso/iSekela-gosa leNgcaciso;
- kufuneka kuboniswene namanye amasebe e-WCG okanye amanye amaqumrhu karhulumente ukuze kuthathwe isigqibo ngeso sicelo; okanye

- umfaki-sicelo uvumile ukuba landiswe ixesha.

### 3. IINGXELO EZINEENKCUKACHA ZABANTU ABANGABANYE ABACHAPHAZELEKAYO – amacandelo 47, 48

#### 3.1 Isaziso:

IGosa leNgcaciso / iSekela-gosa leNgcaciso kufuneka lithathe amanyathelo afanelekileyo okwazisa omnye umntu ochaphazelekayo lingachithanga xesha, kodwa oko likwenze kwisithuba **seentsuku ezingama-21**, sokungena kwesiceloserekhodi equlethe oku kulandelayo:

- linkcukacha zomnye umntu ochaphazelekayo;
- limfihlo zokusebenza zomnye umntu;
- linkcukacha zezimali, ushishino, inzululwazi okanye ezithekhnikhali nokuvezwa kwazo kungamenzela ingxaki lowo ungomnye umntu ochaphazelekayo;
- linkcukacha azinikileyo lowo ungomnye umntu ochaphazelekayo yimfihlelo yakhe yaye ukubekwa kwazo elubala kungamfaka engxaki okanye kuzibeke esichengeni izivumelwano zakhe zoshishino, ezinye izivumelwano okanye ukhuphiswano;
- linkcukacha ezinikeziweyo ziyimfihlelo ngomnye umntu ochaphazelekayo nokubekwa kwazo elubala kubalwa ngokuba (i) kukwaphula isivumelwano semfihlo ebekungenwe kuso nalo ungomnye umntu; okanye (ii) kuyibeka esichengeni imeko yakhe yokusebenza kwixesha elizayo ukuba iinkcukacha ezo zingathiwa pahaha, nebekufanele ukuba luyazifumana uluntu; okanye
- linkcukacha zophando olwenziwayo ngomnye umntu okanye egameni lakhe zingamsingela phantsi lowo ungomnye umntu, iarhente okanye umcimbi lowo uphandwayo.

#### 3.2 Okubekwa ngomnye umntu ochaphazelekayo

**Kwiintsuku ezingama-21** zesaziso (3.1 ngasentla) omnye umntu kufuneka (i) angenise okubhaliweyo okanye aye kubonana neGosa leNgcaciso/iSekela-gosa leNgcaciso anike izizathu zokuba isicelo sikhatywe; okanye (ii) anike invume ebhaliweyo yokuba irekhodi ibekwe elubala.

#### 3.3 Isigqibo sokwala

IGosa leNgcaciso / iSekela-gosa leNgcacisokufuneka lithi kwangoko, kodwa kwisithuba seentsuku ezingama-**30 emva kokukhutshwa kwesaziso** (3.1 ngasentla) lithathe isigqibo sokusamkela okanye ukusikhaba isicelo yaye

kufuneka simazise omnye umntu ochaphazelekayo ngokunjalo nomfaki-sicelo ngesigqibo eso.

#### **4. INKQUBO YEZIBHENO YANGAPHAKATHI– icandelo lama-74 nelama-75**

##### Umfaki-sicelo

Umfaki-sicelo angafaka isibheni, kwisithuba **seentsuku ezingama-60** emva kokuba kukhutshwe isaziso ngesigqibo seGosa leNgcaciso/ iSekela-gosa leNgcaciso:

- ukuba kwaliwe ukuba afikelele (jonga ku-2 ngentla);
- ukuba arhume (jonga ku-1.2 ngentla);
- ukuba landisiwe ixesha lokufikelela (jonga ku-2.2 ngentla).

##### **4.2** Omnye umntu ochaphazelekayo

Omnye umntu ochaphazelekayo angafaka isibheni zingaphelanga **iintsuku ezingama-30** emva kokuba sikhutshiwe isaziso sesigqibo seGosa leNgcaciso/iSekela-gosa leNgcaciso sokunika imvume yokufumana irekhodi eneenkcukacha zalowo ungomnye umntu uchaphazelekayo (jonga ku-3 ngentla).

##### **4.3** Inkqubo yokubhena

Inkqubo yokubhena yangaphakathi ifuna ukuba ugcwalise ifomu emiselweyo (**iFomu B** eqhotyoshelweyo) uyise okanye uyithumele kwiGosa leNgcaciso/kwiSekela-gosa leNgcaciso.

#### **5. ISICELO SENKUNDLA**

**5.1** Umfaki-sicelo okanye omnye umntu ochaphazelekayo angafaka isicelo enkundleni ukuba axolelwe ukuba:-

- isibheni besifakiwe ngaphakathi nto kuyo umbheni lowo akanelisekanga sisiphumo sesibheni sakhe sangaphakathi; okanye

**5.2** Isicelo esiya enkundleni kufuneka senziwe kwisithuba esiphakathi **kweentsuku ezili-180** emva kokuba lowo ubhenileyo esifumene isiphumo sesibheni sakhe.



BETTER TOGETHER.

Developed to respect the Provincial Values of: *Caring, Competence, Accountability, Integrity, Innovation and Responsiveness*

## Service Delivery Charter Western Cape Department of Agriculture

### Our culture and values: An open opportunity society for all

The Western Cape Department of Agriculture is committed through this Service Charter to provide you with the quality services you deserve. Let's make service delivery BETTER TOGETHER.  
The delivery of services in accordance with the stated service standards is subject to a sustainable and consistent energy supply and availability of water.

**VISION:** A united, responsive and prosperous agricultural sector in balance with nature.

#### You have the right to:

- Be treated with courtesy and respect and in a dignified manner at all times
- Be consulted about your service needs and the level and quality of service expectations
- Full information upon request in an open and transparent manner
- Access prompt and efficient service in accordance with the service delivery standards
- An apology for and redress should any service lapses occur
- An assurance of value for money in all services provided

#### We expect you to:

- Be civil, courteous and respect the dignity of our officials who render the service to you
- Be honest in your deliberations with us
- Submit full and accurate information accompanied by recently certified copies of documentation needed or requested
- Make yourself available as well as be willing to undergo empowerment programmes agreed upon
- Embark on active application and implementation of plans, initiatives and advice received from the Department

#### Our Commitment:

- We will respond to all our e-mails within 48 hours
- We will answer telephone calls within five rings. Missed calls or voice mails will be responded to within 12 working hours after automatic registering thereof on the officials' computer
- When you write to us we will acknowledge receipt of your letter within 3 working days
- We will send a reply within 10 working days. If we cannot give a reply within ten working days we will explain why and tell you when you can expect a reply
- When you send in an application or request, we will provide a fair and objective assessment based on the information submitted
- We will give you informed, useful, usable and constructive feedback
- All complaints and correspondence pertaining to agricultural matters made to the Minister of Economic Opportunities by clients will be responded to in an efficient manner within 3 weeks after receipt thereof

**ACCESSIBILITY:** Our buildings are accessible for people with disabilities.  
For your nearest agricultural service point, please dial the numbers or visit our website mentioned at the bottom of this page

#### Our Service Delivery Standards

##### Farmer Support and Development Services:

- Extension and advisory services will be provided to all farmers within 15 days of receipt of a request or in accordance with a continuous demand driven plan
- Support to smallholder and commercial farmers through sustainable development within agrarian reform initiatives will be facilitated, coordinated and provided within 30 days after receipt of a request
- Applications relating to the implementation of the Integrated Food Security Strategy of S.A. (IFSS) will be responded to in accordance with the consulted and predetermined rollout plan

##### Engineering, Land Care, Land Use Services and Agricultural Disaster Management Services:

- Recommendations regarding land use to prevent the fragmentation of agricultural land in accordance with applicable legislation will be provided to the relevant authority within 60 days after receipt of a request
- Sustainable resource management solutions and methodologies through the provision of agricultural engineering, Land Care services as well as technology transfer to 50% of clients and partners, will be provided within 30 days after receipt of a request

##### Research, Technology and Development:

- Cutting edge research to increase agricultural production as well as technology to address challenges of sustainability and climate change, will be provided to all farmers and stakeholders on a continuous demand driven and problem focused basis
- Appropriate, new and adapted technology and scientific information in the form of user-friendly information packages, popular and scientific publications, on-farm "walks and talks" and information days, will be presented to the agricultural and agribusiness sector on a quarterly basis

##### Veterinary Services:

- Regulatory services in accordance with the relevant and applicable legislation to prevent and control animal diseases, facilitate export market access and to ensure the safety of meat and meat products will be provided to communities as well as the agricultural and agribusiness sector on a daily basis

#### Agricultural Economics Services:

- Marketing and agribusiness support services and intelligence to enhance competitiveness of the agricultural and agribusiness sector will be provided to all farmers and stakeholders within 7 working days after receipt of a request
- Production economics services to inform planning and business management in support of optimal farming, will be provided to farmers within 7 working days after receipt of a request

#### Structured Agricultural Education and Training:

- Structured and accredited agricultural education and training will be facilitated and provided on a continuous and programmed basis to participants in the agricultural sector

#### Rural Development

- Government services delivered in 16 prioritised rural development nodes will be coordinated through government and community structures which engage every quarter to facilitate access to services
- Development initiatives to enhance the image and socio-economic conditions of agri-workers will be coordinated through partnerships and annual funding allocation to projects
- The agri-worker referral system will provide agri-worker access to the relevant government service provider within 5 days of receipt of an agri-worker query
- The Agri Worker Household Census which provides insight to developing responsive programmes across government in rural areas in the province will immediately be provided to government institutions and stakeholders upon request thereof

#### MAIN SERVICES TO CLIENTS

##### Governance

- Provide and adhere to good corporate governance principles and practices, including diligent financial management, the application of fair human resource management, the promotion of appropriate communication with clients, other Departments/National and Provincial level and African countries, within the context of the BATHO PELE principles and Inter Governmental Relations requirements

#### Knowledge Development

- Develop economically accountable and environmentally sustainable cutting-edge technologies in all spheres of agricultural production, processing and marketing with due consideration of current and future needs of all farmers and consumers nationally and internationally in a changing environment, to enhance competitiveness and to expand agricultural production for increased growth and development as well as promoting agricultural job opportunities

#### Knowledge Transfer

- Train prospective and current agriculturalists, farmers and agri-workers in the agricultural sector and promote career opportunities in agriculture
- Deliver a competitive and appropriate farmer support service (including extension) to a broad spectrum of clients, with emphasis on the emerging farming sector on a geographically determined basis
- Provide agricultural economic information and services for effective decision making in the agricultural and agribusiness sector
- Provide information and services to increase the efficient use of our agricultural water resources especially in view of the impact of climate change on our Province

#### Regulatory function

- Monitor and minimise animal health risks as well as to ensure food security by means of food safety and to facilitate the export of animal and animal products
- Promote the conservation and sustainable use of the environment, especially agricultural natural resources (land and water) and to prevent the fragmentation and reversion of agricultural land

#### Financial support for agriculture

- Manage and facilitate financial support for farmers at all levels of production, including CAGR LandCare, land protection subsidies, MAFISA, bursaries for agricultural training and education as well as disaster relief funds as allocated from time to time

Report any instances of fraudulent or corrupt activities by contacting the National Anti-Corruption Hotline at: 0800 701 701 or 021 483 0901.

Your voice counts. We want to hear from you. You can tell us how we are doing and performing, or report poor service or malconduct by requesting to see a supervisor. Or you can contact our Communication unit:

Head Office:  
Tel: +27 21 806 891 | Fax: +27 21 806 8000  
Private Bag 11, Elandsburg, 7607  
Middelval Road, Elandsburg, 7607

Ministry of Economic Opportunities:  
Tel: +27 21 483 4288 | Fax: +27 21 483 3880  
Private Bag 13176, Cape Town, 8001  
140 -142 Long Street, Cape Town, 8000

Office hours: 08:00 -16:30 (weekdays)  
www.ehlanzeni.gov.za | info@ehlanzeni.gov.za

**Executive Authority declaration:**  
(Joyane Isaac, commit my Department in terms of the Public Service Regulations, 2016 Section 37, to adhere to this Charter)

*Joyane Isaac*  
J. ISAAC

22 September 2018  
Date:

**ISIHLOMELO C: FOMU A**

**IFOMU A**

**ISICELO SOKUFIKELELA KWIREKHODI ZEQUMRHU LOLUNTU**

(ICandelo 18(1) lomthetho iPromotion of Access to Information Act, 2000 (uMthetho Nomb. 2 wama-2000))

**[Umgaqo 6]**

**ILUNGISELELWE ISEBE KUPHELA**

Inombolo yesalathisi: \_\_\_\_\_

Isicelo senziwa ngu- \_\_\_\_\_ (xela isikhundla/iwonga, igama nefani yeGosa leNgcaciso/iSekela-gosa leNgcaciso) ngalo mhla \_\_\_\_\_ (xela umhla) kule ndawo

Umrhumo wesicelo (ukuba ukho): R.....

Idiphozithi (ukuba ikho): R.....

Umrhumo wokufikelela kulwazi: R.....

\_\_\_\_\_  
LITYIKITYA APHA

IGOSA LENGCACISO/ISEKELA-GOSA  
LENGCACISO:

**A. linkcukacha zequmrhu loluntu**

iGosa leNgcaciso/iSekela-gosa leNgcaciso:

**B. linkcukacha zomntu owenza isicelo sokufikelela kwirekhodi**

- |                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(a) linkcukacha zomntu ocela ukufikelela kwirekhodi mazibhalwe apha ngasezantsi.</p> <p>(b) Nika idilesi kunye/okanye inombolo yefeksi kwiRiphabhliki ekufuneka kuthunyelwe kuyo ulwazi olo.</p> <p>(c) Ubungqina besikhundla esenziwa phantsi kwaso isicelo, ukuba bukho, mabuqhotyoshelwe kule fomu.</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Amagama apheleleyo nefani:

Inamba yesazisi: \_\_\_\_\_ Idilesi yePosi:

\_\_\_\_\_ Inombolo yefeksi: \_\_\_\_\_ inombolo yomnxeba:

Idilesi ye-imeyili:

Isikhundla esenziwa phantsi kwaso isicelo, ukuba senziwa egameni lomnye umntu:

**C. linkcukacha zomntu esenziwa egameni lakhe isicelo**

|                                                                                                  |  |
|--------------------------------------------------------------------------------------------------|--|
| Eli candelo kufuneka ligcwaliswe kuphela xa isicelo seenkcukacha sisenziwa egameni lomnye umntu. |  |
|--------------------------------------------------------------------------------------------------|--|

Amagama apheleleyo nefani:

Inombolo yesazisi:

**D. linkcukacha zerekhodi**

- |                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(a) Nika iinkcukacha ezipheleleyo zerekhodi efunwayo, kubandakanya inombolo yesalathisi ukuba uyayazi, ukuze ifumaneka lula loo rekhodi.</p> <p>(b) Ukuba isithuba sokubhala asaneli nceda ubhale kwelinye iphepha uze uliqhoboshele kule fomu. <b>Umfaki-sicelo kufuneka awatyikitye onke amaphepha aqhotyoshelweyo.</b></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

1. Ingcaciso ngerekhodi okanye indawo ethile kwirekhodi leyo:
2. Inombolo yesalathisi, ukuba ikho:
3. Ezinye iinkcukacha zerekhodi:

**E. Imirhumo**

- (a) Isicelo sokufikelela kwirekhodi, esingesoserekhodi eneenkcukacha zakho, siya kuqwalaselwa kuphela emva kokuhlawulwa **komrhumo wesicelo**.
- (b) Uya kwaziswa ngexabiso lomrhumo wesicelo sakho.
- (c) **Umrhumo ohlawulelwa ukufikelela** kwirekhodi uxhomekeke kuhlobo ofuna ukuyifumana ngayo kwakunye nexesha ekuza kulithatha ukuyikhangela nokuyilungisa irekhodi leyo.
- (d) Xa ufuna ukuxolelwa ungarhumi, nceda uxele isizathu sesicelo soko.

Isizathu sokuxolelwa ekuhlawuleni imirhumo:

**F. Uhlobo ekufuneka ibe kulo irekhodi**

Ukuba akukwazi kuyifumana iFomu efunekayo ku-1 ukuya ku-4 apha ngezantsi xa ufuna irekhodi ethile ngenxa yokuba ungakwazi ukufunda, ukujonga okanye ukuva kakuhle ngeendlebe, nceda uyichaze ingxaki yakho uxele nokuba uyifuna ikwimo enjani na irekhodi leyo.

|                    |                                     |
|--------------------|-------------------------------------|
| Isiphako somzimba: | Uhlobo ekufuneka ibe kulo irekhodi: |
|--------------------|-------------------------------------|

Phawula kwibhokisi efanelekileyo ngo "X".

AMANQAKU:

- (a) Ukufumaneka kwirekhodi ngohlobo obonise ukuba uyifuna ngalo kuxhomekeke ekubeni ikho na ngolo hlobo uyifuna ngalo.
- (b) Ukufunyanwa kwayo ikolu hloboicelwe ngalo kusenokwaliwa kwiimeko ezithile. Kwimeko enjalo uya kwaziswa ukuba unako na kuyinikwa ikolunye uhlobo irekhodi leyo.
- (c) Umrhumo ohlawulwayo ukuze ufikelele kwirekhodi, ukuba ukho, uya kumiselwa kuphela ngokohlobo ocele ukuba ibekulo irekhodi.

**1. Xa irekhodi iyinto ebhaliweyo okanye eprintiweyo -**

|                  |                      |
|------------------|----------------------|
| Ikopi yerekhodi* | Ukuhlolwa kwirekhodi |
|------------------|----------------------|

**2. Xa irekhodi inemifanekiso ebonwayo -**

(oku kubandakanya iifoto, izilayidi, iividiyo, imifanekiso eyenziwa ngekhompyutha, iziketshi, njl.)

|                      |                     |                          |
|----------------------|---------------------|--------------------------|
| Ukujonga imifanekiso | Ikopi zemifanekiso* | Ukukhuphela imifanekiso* |
|----------------------|---------------------|--------------------------|

**3. Xa irekhodi inamagama arekhodiweyo okanye ulwazi olunokunikezelwa ngesandi --**

|  |                                     |  |                                                                         |
|--|-------------------------------------|--|-------------------------------------------------------------------------|
|  | Ukumamela isandi eso<br>(ikhasethi) |  | Ukukhutshelwa kwesandi *<br>(uxwebhu olubhaliweyo okanye oluprintiweyo) |
|--|-------------------------------------|--|-------------------------------------------------------------------------|

|                                                                                                         |                                  |  |                                                            |
|---------------------------------------------------------------------------------------------------------|----------------------------------|--|------------------------------------------------------------|
| <b>4. Ukuba irekhodi igcinwe ekhompyutheni / ifumaneka nge-elektroniki okanye ifundwa ngomatshini -</b> |                                  |  |                                                            |
|                                                                                                         | Ikopi yerekhodi<br>eprintiweyo** |  | Ikopi yeenkcukacha<br>ezithathwe kwirekhodi<br>eprintiweyo |
|                                                                                                         |                                  |  | Ikopi efundeka<br>ngekhompyutha*<br>(istifi okanye idiski) |

|                                                                                                                                                                          |     |      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|
| *Ukuba ucele ikopi okanye ukukhutshelwa kwerekhodi (ngasentla),<br>ingaba uqwenela ukuba uthunyelwe ikopi okanye ukhutshelo<br>luposwe?<br><b>Kukho iindleko zeposi.</b> | EWE | HAYI |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|

|                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------|
| <i>Qaphela ukuba ukuba irekhodi ayifumaneki ngolwimi olukhethileyo, ungayifumana<br/>kuphela ngolo lwimi ibhalwe ngalo</i> |
| Ukhetha ukuba ibe kuluphi ulwimi irekhodi?                                                                                 |

#### **G. Isaziso ngesigqibo esiphathelele kwisicelo sokufikelela kulwazi**

|                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Uya kwaziswa ngokubhalelwa ukuba isicelo sakho sivunyiwe/saliwe. Ukuba ufuna<br/>unqwenela ukwaziswa ngenye indlela, nceda uyichaze indlela leyo, ze usinike<br/>neenkcukacha ezifanelekileyo ukuze kuphunyezwe isicelo sakho.</i> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Unqwenela ukuba waziswe njani ngesigqibo esithathiweyo ngesicelo sakho  
sokufikelela kwiirekhodi?

Ityikitywe \_\_\_\_\_ ngalo mhla \_\_\_\_ wama- \_\_\_\_\_ 20

UTYIKITYA APHA UMFAKI-SICELO / UMNTU  
ESENZIWA EGAMENI LAKHE ISICELO

## ISIHLOMELO D: IFOMU B

### ISAZISO SESIBHENO SANGAPHAKATHI

(ICandelo 75 loMthetho iPromotion of Access to Information Act, 2000 (uMthetho 2 ka-2000))

#### [Ummiselo 8]

**XELA INOMBOLO YAKHO  
YESALATHISI:**

#### **A. linkcukacha zequmrhu loluntu**

IGosa leNgcaciso/ iSekela-gosa leNgcaciso:

#### **B. linkcukacha zomfaki-sicelo/omnye umntu ochaphazelekayo ofake isibheni sangaphakathi**

- (a) *linkcukacha zomntu ofaka isibheni sangaphakathi mazigcwaliswe apha ngasezantsi.*
- (b) *Ubungqina besikhundla esifakwa phantsi kwaso isibheni, ukuba bukhona mabuqhotyoshelwe.*
- (c) *Xa umbheni ingomnye umntu yaye ingenguye laa mntu ebecele iinkcukacha, iinkcukacha zomfaki-sicelo wakuqala mazixelwe apha ku-C ngezantsi.*

Amagama apheleleyo nefani:

Inombolo yesazisi:

Idilesi yeposi:

Inombolo yefeksi:

Inombo yomnxeba: \_\_\_\_\_ Idilesi ye-imeyili: \_\_\_\_\_ isikhundla salowo ufaka isibheni egameni lomnye umntu:

**C. Iinkcukacha zomfaki-sicelo**

*Eli candelo kufuneka ligcwaliswe KUPHELA xa ingomnye umntu (ngaphandle kowenza isicelo) ofaka isibheni sangaphakathi.*

Amagama apheleleyo nefani:

Inombolo yesazisi:

**D. Isizathu sokufakwa kwesibheni sangaphakathi**

*Phawula ngo "X" ebhokisini efanelekileyo esona sizathu sokufakwa kwesibheni sangaphakathi:*

|  |                                                                                                                 |
|--|-----------------------------------------------------------------------------------------------------------------|
|  | Ukwaliwa kwesicelo sokufikelelela kulwazi.                                                                      |
|  | Isigqibo esiphathelele kwimirhumo emiselwe ngokwecandelo 22 loMthetho.                                          |
|  | Isigqibo esiphathelele ekwandisweni kwexesha ekufanele kuphendulwe ngalo isicelo ngokwecandelo 26(1) loMthetho. |
|  | Isigqibo sokwaliwa kokunikwa kolwazi ngohlobo olucelwe ngalo ngumfaki-sicelo ngokwecandelo 29(3) loMthetho.     |
|  | Isigqibo sokunika imvume yokufikelela kulwazi.                                                                  |

**E. Imeko esifakwa phantsi kwazo isibheni**

*Ukuba ayanelanga indawo yokubhala, nceda ubhale kwelinye iphepha ze uliqhoboshele kule fomu. Kufuneka uwasayine onke amaphepha owaqhobosheleyo*

Xela imeko osifaka phantsi kwayo isibheni sangaphakathi:

Nika naziphi na ezinye iinkcukacha ezongezelekileyo ezifanelekileyo ezinokuqwalaselwa xa kujongwe isibheni sakho:

**F. Isaziso ngesigqibo sesibheni**

*Uya kwaziswa ngembalelwano ngesiphumo sesibheni sakho. Ukuba unqwenela ukwaziswa ngenye indlela, nceda uyichaze, unike neenkcukacha ezifanelekileyo ukuze siphunyezwe isicelo sakho.*

Xela indlela:

Iinkcukacha zaloo ndlela:

Ityikitywe e \_\_\_\_\_ umhla \_\_\_\_20

UTYIKITYA APHA UMBHENI

**ILUNGISELELWE UKUSETYENZISWA LISEBE:**

**IINKCUKACHA EZISESIKWENI ZESIBHENO SANGAPHAKATHI:**

Isibheni sifunyenwe ngomhla \_\_\_\_\_ ngu

(xela isikhundla, igama nefani yegosa lolwazi/isekela-gosa lolwazi).

Isibheni sikhathiswa zizathu ezilungiselelwe igosa lolwazi/isekela-gosa lolwazi, kunye, apho kufanelekileyo, neenkcukacha zakhe nawuphi na omnye umntu ochaphazelekayo zifakwe ligosa lolwazi/isekela-gosa lolwazi (ngomhla)-  
\_\_\_\_\_ kugunyaziwe ofanelekileyo.

**ISIPHUMO SESIBHENO:**

ISIGQIBO SEGOSA LENGCACISO/ ISESEKELA-GOSA LENGCACISO SIQINISEKISIWE /  
SITHATHWE SESINYE

ISIGQIBO ESITSHA:

\_\_\_\_\_UMHLA

UGUNYAZIWE

OFANELEKILEYO

UMHLA ESIFUNYENWE NGAWO LIGOSA LENGCACISO/LISEKELA-GOSA LENGCACISO  
KWIGUNYA-BANTU ELIFANELEKILEYO:

## ISIHLOMELO E: ISHEDYULI YEMIRHUMO

### Isihlomelo A GABALALA: IRHAFU

Amaqumrhu oluntu nawabucala abhaliswe phantsi koMthetho iValue-Added Tax Act, 1991 (uMthetho Nomb. 89 ka-1991), njengabathengisi bangafakela irhafu-ntengo kuyo yonke imirhumo echazwekwiSihlomelo.

### ICANDELO I IMIRHUMO NGOKWESIKHOKELO

1. Umrhumo wekopi yesikhokelo echazwe ngokwemiqathango yemigaqo 2 (3) (b) nowe-3 (4) (c) ngama-R0,60 ngefotokopi nganye engu-A4 pkanye inxalenye yayo.

### ICANDELO II IMIRHUMO YAMAQUMRHU KARHULUMENTE

1. Umrhumo wekopi yencwadi njengoko ichaziwe kumgaqo 5 (c) ngama-R0,60 ngefotokopi nganye ye-A4okanye inxalenye yayo.

2. Imirhumo yokwenziwa kwakhona ekubhekiswa kuyo kumgaqo 7 (1) imi ngolu hlobo:  
R

(a) Ngefotokopi nganye engu-A4okanye inxalenye yayo 0,60

(b) Ngekopi nganye eprintiweyo engu-A4 okanye inxalenye yayo esekhompuyutheni, e-elekhtronikhi okanye efundeka ngomatshini 0,40

(c) Ngekopi efundeka kwikhompuyutha—

(i) ekustifi 5,00

(ii) esediskini 40,00

(d)

(i) Ngetranskriphshini yemifanekiso engu-A4 okanye inxalenye yayo 22,00

(ii) Ngekopi yemifanekiso 60,00

(e) (i) Ngetranskriphshini yerekhodi ephulaphulwayo engu-A4 okanye inxalenye yayo 12,00

(ii) ngekopi yerekhodi ephulaphulwayo 17,00

3. Umrhumo wesicelo esifakwe ngumfaki-sicelo ngamnye, ngaphandle komfaki-sicelo ngokwakhe, ekubhekiswa kuso kumgaqo 7 (2) ngama-R35,00.

4. Imirhumo eyabafaki-sicelo ekubhekiswa kubo kumgaqo 7 (3) imi ngolu hlobo:

|                                                                                                                                                                                        | R     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| (1) (a) Ngefotokopi nganye engu-A4 okanye inxalenye yayo                                                                                                                               | 0,60  |
| (a) Ngekopi nganye eprintiweyo engu-A4 okanye inxalenye yayo egcinwe ekhompyutheni, nge-elektronikhi okanye efundeka ngomatshini                                                       | 0,40  |
| (c) Ngekopi efundeka ngomatshini—                                                                                                                                                      |       |
| (i) kustifi                                                                                                                                                                            | 5,00  |
| (ii) ediskini                                                                                                                                                                          | 40,00 |
| (d)(i) Ngetranskripshini yemifanekiso engu-A4 okanye inxalenye yayo                                                                                                                    | 22,00 |
| (ii) ngekopi yemifanekiso                                                                                                                                                              | 60,00 |
| (e)(i) Ngetranskripshini yerekhodi ephulaphulwayo engu-A4 okanye inxalenye yayo                                                                                                        | 12,00 |
| (ii) Ngekopi yerekhodi ephulaphulwayo                                                                                                                                                  | 17,00 |
| (f) Ukukhangela nokucwangcisa irekhodi ukuba ixelwe, li-R15,00 ngeyure okanye inxalenye yeyure, ingabalwanga iyure yokuqala elixesha elifanelekileyo lokwenza uphando nokulucwangcisa. |       |
| (2) ngeenjongo zecandelo 22 (2) loMthetho, kufuneka kwenzekwe oku:                                                                                                                     |       |
| (a) iiyure ezintandathu njengeeyure ekufuneka zigqithiwe njengedipozithi efuneka; ngokunjalo                                                                                           |       |
| (b) isithathu somrhumo wofikelelo njengedipozithi yomfaki-sicelo.                                                                                                                      |       |
| (3) Kukho iindleko zeposi ezikhutshwayo xa kufuneka iposiwe ikopi yerekhodi efunwa ngumfaki-sicelo.                                                                                    |       |

**ICANDELO III**  
**IMIRHUMO YAMAQUMRHU ABUCALA / IINKAMPANI**

1. Umrhumo wekopi yencwadi njengoko ichaziwe kumgaqo 9 (2) (c) li-R1,10 ngefotokopi nganye engu-A4 okanye inxalenye yayo.

2.

2. Imirhumo yokuveliswa kwayo ngokomgaqo (1) imi ngolu hlobo:

|                                                                                                                                 | R     |
|---------------------------------------------------------------------------------------------------------------------------------|-------|
| (a) ngefotokopi nganye engu-A4 okanye inxalenye yayo                                                                            | 1,10  |
| (b) ngekopi nganye eptintweyo engu-A4 okanye inxalenye yayo egcinwe ekhompyutheni, nge-elektronikhi okanye efundeka ngomatshini | 0,75  |
| (c) ngekopi nganye efundeka ngomatshini—                                                                                        |       |
| (i) kwistifi                                                                                                                    | 7,50  |
| (ii) ediskini                                                                                                                   | 70,00 |
| (d) (i) ngetranskriphshini yemifanekiso engu-A4 okanye inxalenye yayo                                                           | 40,00 |
| (ii) ngekopi yemifanekiso                                                                                                       | 60,00 |
| (e) (i) ngetranskriphshini yerekhodi ephulaphulwayo engu-A4 okanye inxalenye yayo                                               | 20,00 |
| (ii) ngekopi yerekhodi ephulaphulwayo                                                                                           | 30,00 |

3. Umrhumo wesicelo okhutshwa ngumfaki-sicelo, ingengunye umfaki-sicelo qobo, ekubhekiswa kuwo kumgaqo 11 (2) ngama-R50,00.

4. Imirhumo ekhutshelwa ukufikelela ngumfaki-sicelo ekubhekiswa kuyo kumgaqo 11 (3) imi ngolu hlobo:

|                                                                                                                         | R     |
|-------------------------------------------------------------------------------------------------------------------------|-------|
| (1)(a) ngefotokopi nganye engu-A4 okanye inxalenye yayo                                                                 | 1,10  |
| (b) ngekopi nganye eprintweyo okanye inxalenye yayo egcinwe ekhompyutheni, nge-elektronikhi okanye efundeka ngomatshini | 0,75  |
| (c) ngekopi efundeka ngomatshini—                                                                                       |       |
| (i) kwistifi                                                                                                            | 7,50  |
| (ii) ediskini                                                                                                           | 70,00 |
| (d) (i) ngetranskriphshini yemifanekiso engu-A4 okanye inxalenye yayo                                                   | 40,00 |
| (ii) Ngekopi yemifanekiso                                                                                               | 60,00 |
| (e) (i) Ngetranskriphshini yerekhodi ephulaphulwayo engu-A4 okanye inxalenye yayo                                       | 20,00 |
| (ii) Ngekopi yerekhodi ephulaphulwayo                                                                                   | 30,00 |

- (f) Ukukhangela nokucwangcisa irekhodi eza kuxelwa ngama-R30,00 ngeyure nganye okanye inxalenye yeyure elixesha elifanelekileyo ukwenza uphando nokucwangcisa.
- (2) Ngeenjongo zecandelo 54 (2) loMthetho, kufuneka kwenzeke oku:
  - (a) iiyure ezintandathu njengeeyure ekufuneka zigqithile phambi kokuba kukhutshwe idipozithi; yaye
  - (b) Isithathu somrhumo sikhutshwa njegedipozithi ngumfaki-sicelo
- (3) Kukho iindleko zeposi xa kufuneka ikopi yerekhodi iposelwe kumfaki-sicelo.