



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

IMANUWALI YOMNYANGO WEZOKUVAKATJHA

*Ngokwesigaba 14 se-Promotion of Access to Information Act, 2000
(uMthetho weNomboro 2 wee-2000)*

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1. IHLOSO YEMANUWALI

ISigaba 32 (1) soMthethosisekelo weRiphabhliki yeSewula Afrika, we-1996 siqalela bonyana wo ke umuntu unelungelo lokuthola nanyana ngiliphi ilwazi eliphethwe mbuso begodu nananyana ngiliphi ilwazi eliphethwe ngomunye umuntu elidingengelwa ukusetjenziswa nofana ukuvikelwa kwananyana ngiliphi ilungelo. I-*Promotion of Access to Information Act, 2000* (uMthetho weNomboro 2 we-2000) (ukusuka la ukuyaphambili ubizwa nge-“PAIA”). Nanyana kunjalo i-PAIA itjheja bonyana ilungelo lokuthola ilwazi lilawulwa mikhawulo ethileko efanelekileko.

Imininingwa yama rekhodi agcinwe liphiko likarhulumente elilawulako amumethwe ngaphakathi kwencwadi ejayekeke ngokwaziwa njenge manuwali. Ngebangelo imanuwali ihlobana namarekhodi liphiko likarhulumente elilawulako. Amarekhodi agciniweko aphaathelene nebhezini / imisebenzi yeyunithi ngayinye. Ukuhlukanisa phakathi kwemisebenzi / ibhezini yeyunithi ngayinye, amarekho weyunithi ngayinye aphiwe iinomboro ngokuhlukileko. Irekhodi ngalinye nalo liphethe imilayo yokusulwa/ukudluliselwa kwerekhodi ebulungelweni.

Ngaphandle kwamarekhodi, abuye abizwe ngamafayili, imanuwali imumethe ilwazi mayelana neemphande zoyiHloko yomNyango kanye neyesiPhathiswa/iimPhathiswa zezeLwazi lephiko likarhulumente elilawulako kanye negama leyunithi ngayinye ngaphakathi kwephiko likarhulumente elilawulako, umsebenzayo omkhulu kanye nerhelo lawo wo ke amarekhodi agcinwe libandla lomphakathi.

2. UMHLAHO WESIGABA 10 WAMAMANUWALI WOKE ERIPHABHLIKI YESEWULA AFRIKA

IKomitjhini yamaLungelo woBuntu yeSewula Afrika (SAHRC) ihlele umhlahlo wokusetjenziswa kwe-PAIA, ngokwesigaba 10 se-PAIA. Umhlahlo lo uyatholakala ema-ofisini we-SAHRC.

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2014

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3. IMININGWANA YOKUTHINTANA YESIPHATHISWA KANYE NESEKELA LESIPHATHISWA SEZELWAZI SOMNYANGO WEZOKUVAKATJHA

ISIPHATHISWA SEZELWAZI

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Ihlathululo yemisebenzi:

Ukupha umnyango ngoburholi kanye neenkomba ezimaqhinga.
Ukwakhela umnyango ukuba yihlangano ekghona ukufeza lokho ekubekela phambili kanye nemigomo endlalwe nguNgqongqotjhe kanye neKhabhinedi.
Ukuqinisekisa bonyana iminqopho emaqhinga kanye nemikhiqizo endlalwe umnyango iyafezwa.
Ukwakha isiqhema, esinobukghoni, esizimiseleko kanye nesisebenzako ngaphakathi emnyangweni.

ISEKELA LESIPHATHISWA SEZELWAZI: Ms Mmaditlonki Setwaba

Chief Director: Legal Services: Department of Tourism
I-Facsimile: +27 444-7101
I-imeyili: msetwaba@tourism.gov.za

Ihlathululo yemisebenzi:

Kukwenza kube lula ukuphumelelisa kanye nokuthintanisa i-PAIA ngaphakathi komNyango wezokuVakatjha kanye nokupha ibandulo le-PAIA.

4. AMAGATJA WANGAPHAKATHI KOMNYANGO WEZOKUVAKATJHA WENARHA

1. UkuPhathwa kweKamphani	Ukupha uburholi obuliqhinga, ilawulo kanye nemisebenzi yesekelo ebaphathini.
2. IRhubhululo lezokuVakatjha, umGomo kanye nobuDlelwano bezenTjhabatjhaba	Ukuqinisa umgomo oliqhinga webhoduluko, ukubeka ilihlo ukusebenza komkhakha wezokuvakatjha kanye nokwenza kube lula ubudlelwano babasebenzisani.
3. UkuThuthukiswa kweNdawo zokuvakatjha	Ukukghonakalisa kanye nokuthintanisa ukuthuthukiswa kweendawo zokuvakatjhelwa.
4. ImiSebenzi yeSekelo loMkhakha wezokuVakatjha	Ukukhulisa amatjhuguluko womkhakha, ukwandisa izinga lamakghono kanye nokusekela ukuthuthukiswa ukwenzela ukuqinisekisa bonyana iSewula Afrika iyindawo yokuvakatjhela ekhamba phambili.

5. AMAREKHODI APHETHWE MNYANGO, EKUNGILAWO AZITHOLAKALELAKO

Isahlukwesi siqalene neenqalelelo zesigaba 14(1) (d) soMthetho wokuKhuthazwa kweLungelelo lokuFumana ilwazi, ophakamisa bonyana ibandla kufanele liphe imininingwana yamarekhodi eliwaphetheko ukwenzela ukuphumelelisa iimbawo zokufumana ilwazi.

UmNyango uhlukanise amarekhodi kanye nelwazi (elikhambelanako nemisebenzi kanye nezenzelwa zomNyango) ngemikhakha ebanzi elandelako:

- 5.1 Imigogo, amaqhinga, iinthunywa, izaziso zikarhulumente kanye nemithetho
- 5.2 Iintatimende kanye neenkulamo zeembikindaba
- 5.3 Amarekhodi wabasebenzi bomNyango
- 5.4 Amarekhodi weemali zomNyango
- 5.5 Amahlelo wemihlangano kanye namaminithi wemihlangano yomNyango
- 5.6 Ilwazi lesokuphatha elivamileko
- 5.7 Iimbiko yomNyango
- 5.8 Amasekula wangaphakathi, amamemorandamu wangaphakathi, iincwadi, amamemorandamu wekhabhinedi
- 5.9 Amakontraga, iimvumelwano zeentjhabatjhaba
- 5.10 Ilwazi elinqophileko legatja njengokuhlathululwe endimeni 4
 - 5.10.1 Amahlelo webhizinisi
 - 5.10.2 Imitlole yamaqhinga
 - 5.10.3 Ilwazi elinqophileko lamahlelo
 - 5.10.4 Imitlole yamarhubhululo

Ngaphakathi kwemanuwali le kufakwe hlangana iinhloko zamafayili. Amafayili aziinsetjenziswa ezisetjenziselwa ukubulunga amarekhodi emNyangweni. Ifayili ngalinye linenomboro kanye nehlathululo efitjhani yamarekhodi agcinwe ngaphakathi kwefayili begodu nesihloko sefayili. Ifayili ngalinye linenomborwalo, amalanga wokuvulwa kanye newokuvalwa kwawo begodu nemilayo yokusulwa/ukudluliselwa kwerekhodi ebulungelweni. Imilayo yokusulwa/ukudluliselwa kwerekhodi ebulungelweni iqakathekile ngombana aqunta bonyana yini ekufanele yenzeke ngefayili ngemva kokudlula kwesikhathi esithileko, isib. itshwayo i-A10 lizakuhlathulula bona ifayili kufanele lithunyelwe ku-NASA (ekuliBulungelo lamarekhodi leNarha yeSewula Afrika) eminyakeni elitjhumi ngemva kwelanga lokuvalwa ekhavareni yefayili. I-Ofisi likaNgqongqotjhe wezokuVakatjha linehlelo lawo lokugcinwa kwamarekhodi, elifana nelomNyango.

6. UKUFUNYANWA KWAMAREKHODI NGOKWESIGABA 14(1) (e)

Ngokwesigaba 15(1), umNyango kufanele uthumele irhelo lamarekhodi azitholakalelako kuNgqongqotjhe wezoBulungiswa nokuHlengwa kweSimilo ukwenzela ukufumaneka kwawo ngaphandle kwesibawo ukwenzela ukumemezela ngaphakathi kweGazede kaRhulumente.

UmNyango uthumele irhelo lelwazi elizitholakalelako kuNgqongqotjhe wezoBulungiswa nokuHlengwa kweSimilo ukwenzela bona amemezele ngaphakathi kwegazede. Ilwazeli liyatholakala nakubunzinzolwazi bomNyango: <http://www.tourism.gov.za>.

7. IHLATHULULO YEMIKHAKHA YAMAREKHODI AZITHOLAKALELAKO NGOMNQOPHO WOKUHLOLWA NGOKWESIGABA 15(1) SOMTHETHO WOKUKHUTHAZWA KWELUNGELO LOKUFUMANA ILWAZI, WEE-2000

AMAREKHODI AZITHOLAKALELAKO KANYE NOKUFUMANEKA KWAMAREKHODI LAWU: (ISigaba 15 se-Promotion of Access to Information Act 2000 (uMthetho weNomboro 2 wee-2000)) [UMthetholawulo 5A]

<p>IHLATHULULO YOMKHAKHA WAMAREKHODI AZITHOLAKALELAKO NGOKWESIGABA 15(1)(a) SOMTHETHO WOKUKHUTHAZWA KWELUNGELO LOKUTHOLA ILWAZI, WEE-2000</p>	<p>INDLELA AMAREKHODI AFUMANEKA NGAYO (isib. ubunzinzolwazi)(ISIGABA 15(1)(a))</p>
<p>NGOMNQOPHO WOKUHLOLWA NGOKWESIGABA 15(1)(a)(i)</p>	
<p>(a) Loke ilwazi elikubunzinzolwazi Ilwazi elilandelako liyatholakala kubunzinzolwazi (www.tourism.gov.za):</p> <ul style="list-style-type: none"> - <i>About the Department;</i> - <i>Government Links;</i> - <i>Tourism Links;</i> - <i>Environment Links;</i> - <i>Tourism Authority Links.</i> - <i>Media;</i> <ul style="list-style-type: none"> • <i>Media Alerts;</i> • <i>Media Statements;</i> • <i>Speeches; and</i> • <i>Media Invites.</i> - <i>Events Calendar;</i> - <i>Functions (Services);</i> - <i>Reports;</i> <ul style="list-style-type: none"> • <i>Tourism Quarterly Statistics Reports;</i> • <i>Tourist Arrivals to South Africa Monthly Reports;</i> • <i>Quarterly Performance Reports;</i> • <i>Budget Reports etc.</i> - <i>Provincial Consumer Affairs Contact Details;</i> - <i>National Tourism Sector Strategy (NTSS);</i> - <i>FAQs;</i> - <i>PAIA;</i> - <i>Department of Tourism Medium Term Strategic Plan;</i> - <i>National Heritage and Cultural Tourism Strategy;</i> - <i>Domestic Tourism Growth Strategy;</i> - <i>National Rural Tourism Strategy;</i> - <i>National Tourism Service Excellence;</i> 	<p>Kubunzinzolwazi bomNyango.</p>

<ul style="list-style-type: none"> - <i>Tourism Act, 2014;</i> - <i>Tourism Incentive Programme;</i> - <i>Tourism Transformation Fund;</i> - <i>Green Tourism Incentive;</i> - <i>Tourism Incentive Programme;</i> - <i>Knowledge Portal;</i> - <i>Tourism B-BBEE Portal;</i> - <i>Service Standards;</i> - <i>Financial Statements</i> - <i>Manuals and Directives</i> - <i>Tourism Guidelines:</i> <ul style="list-style-type: none"> • <i>Grading support;</i> • <i>Market access; and</i> • <i>Service Charter.</i> - <i>Policy and Knowledge Services;</i> - <i>SDIP for NDT.</i> - <i>General News;</i> - <i>Departmental Policy with quarterly updates;</i> - <i>Brochures;</i> <ul style="list-style-type: none"> • <i>Tourism BBBEE Code;</i> • <i>BEE related documents.</i> - <i>Publications;</i> <ul style="list-style-type: none"> • <i>Annual Report;</i> • <i>Strategic Plan;</i> • <i>Annual Performance Plan;</i> • <i>Careers;</i> • <i>Tenders.</i> - <i>Newsletters;</i> <ul style="list-style-type: none"> • <i>Bojanala Stakeholder Magazine;</i> • <i>Quarterly Policy Watch</i> 	
<p>AZITHOLAKALELAKO NGOMNQOPHO WOKUTHENGISWA NGOKWESIGABA 15(1)(a)(ii)</p>	
<p>(a) Irhelo lamarekhodi elingehla.</p>	<p>Amarekhodi angatholakala ngesibawo esimtlole kanye nesinembadalo yenani elibekiweko, ngokuthunyelwa esiphandeni esithi: <i>The Information Officer The Department of Tourism Private Bag X 424 PRETORIA</i></p>

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AZITHOLAKALELAKO NGOMNQOPHO WOKUWAGADANGISA NGOKWESIGABA 15(1)(a)(ii)	
(a) Irhelo lamarekhodi elingehla.	Amarekhodi angatholakala ngesibawo esimtlolo esinembadalo yenani elibekiweko ngokwe-ayithemu 2 ye-Part II yesiKhibelelo A yemithetholawulo ephathelene noMthetho wokuKhuthazwa kweLungelo lokuThola iLwazi, ngokuthunyelwa esiphandeni esithi: <i>The Information Officer The Department of Tourism Private Bag X 424 PRETORIA 0001</i>
AZITHOLAKALELAKO SIMAHLA NGAPHANDLE KWEMBADALO NGOKWESIGABA 15(1)(a)(iii)	
(a) Irhelo lamarekhodi elingehla.	Amarekhodi angatholakala ngesibawo esimtlolo ngokusithumela esiphandeni esithi: <i>The Information Officer The Department of Tourism Private Bag X 424 PRETORIA 0001</i>

8. INDLELA YOKUFUMANEKA KWAMAREKHODI AZITHOLAKALELAKO

Isigaba 15 soMthetho wokuKhuthazwa kweLungelo lokuThola iLwazi, wee-2000 uqunta bonyana umNyango kufanele usabalalise ngaphakathi kweGazede kaRhulumende ihlelo (irhelo) lamarekhodi azitholakalelako emNyangweni. Iimbawo zamarekhodi la azisi ngokugcwaliswa kweForomu A elibekiweko elisetjenziselwa ukubawa ilwazi, akunambadalo yesibawo ebhadalelwa amarekhodi la. Iimali ezibhadalwako zilapho kwaphela amakhophi werekhodi ekufanele enziwe, ngokuya ngokuthi irekhodi litholakala ngendlela ephathekako, yekhophi, idiski, isisetjenziswa esisetjenziswa ngekhomphiyutha, ikhasede, njll.

Ebujameni lapho amarekhodi la sekabekwe eBulungelweni lamarekhodi leNarha yeSewula Afrika, amarekhodi kuzakwenziwa bona atholakale ukwenzela ukukhambisana nemithetho elandelako esebenzako ekuphenyweni kwamarekhodi lawo:

- I-*The Promotion of Access to Information Act, 2000* (uMthetho weNomboro 2 we-2000)
- I-*The Protection of Information Act, 1982* (uMthetho weNomboro 84 we-1982)
- I-*The National Archives and Records of South Africa Act, 1996* (uMthetho weNomboro 43 we-1996)

9. IKAMBISO YESIBAWO

9.1 Isibawo sokufumana ilwazi

Woke umuntu unelungelo lokufaka isibawo sokufumana ilwazi eligadangisiweko eliphethwe mNyango, ngokulawulwa kukuthi isibaweso senziwa ngendlela ebekiweko kanye nokuthi imbadalo ebekiweko ibhadelwe. Ukufumanokho nakho kulawulwa ziinzathu ezikhethekileko ezitholakala ngaphakathi kweSahluko 4 se-PAIA. Isibawo singenziwa ngomunye nomunye umuntu othatha igadangwelo ngokweenrhuluphelo zakhe nofana othatha igadangwelo esikhundleni somunye umuntu ongakghoniko ukuzenzela yene ngokwakhe.

9.1.1 IForomu ekufanele ligcwaliswe

Umfaki wesibawo kufanele agcwalise iforomu elibekiweko-

- (a) elingatholakala ngaphakathi kwemiThetholawulo ye-PAIA;
- (b) elikubunzinzolwazi be-SAHR ku- www.sahrc.org.za;
- (c) elihlanganiswe nomtlobo lo **njengesikhobelelo A**; nofana
- (d) lingatholakala ezikweni lelwazi lomNyangi elise elisendaweni yokwamukelwa yezakhiweni zomNyango.

9.1.2 Indlelayekambiso

- (a) Isibawo sokuthola ilwazi kufanele sithunyelwe ku:

Director-General
Private Bag X 424
PRETORIA
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Attention: Ms M Mathebula
TEL: +27 12 444 6732
Fax: +27 12 444 7040
Email: vtarage@tourism.gov.za

- (b) Umfaki wesibawo kufanele atjengise nangabe uzakuthanda ukuthola ikhophi lerekhodi nofana angathanda ukuhlola irekhodi ema-ofisini wephiko likarhulumente elilawulako. Kokukhanye,

- nangabe irekhodi alisimtlolo wekhophi oluphepha, lingaqalwa ngendlela elibawe ngayo, lapho kukghonakala khona.
- (b) Nangabe umfaki wesibawo ubawa ukuthola ilwazi ngendlela ethileko, lapho-ke uzalithola ngendlela alibawe bona libe ngayo. Ikambisolawulo le iyasebenza, kwaphela nange ukwenza njalo kuzakuphambana ngokungazwisisakaliko nokusebenza komNyango, nofana kone irekhodi, nofana kuphule ilungelo lokukhutjhelwa elingalawulwa mbuso. Nangabe ubufinyelelo angekhe bakghonakala bona buphiwe ngendlela ekubawe ngayo, ngeenzathu ezizwakalako, kodwana ngenye indlela, lapho-ke imbadalo izakubalwa ngokuya ngendlela ekubawe bona litholakale ngayo.
 - (c) Ngaphezu kwependulo emtlolo esibaweni serekhodi, nangabe umfaki wesibawo ufuna ukwaziswa mayelana nesiqunto ngananyana ngiyiphi enye indlela, isibonelo, ngomrhala, lokhu kufanele kutjengiswe.
 - (d) Nangabe umfaki wesibawo ubawa ilwazi esikhundleni somuntu omunye, iinzathu ekufakwa ngazo isibawo kufanele zitjengiswe.

9.2 Isibawo sesikhundleni somunye umuntu

Nangabe isibawo sibawa esikhundleni somunye umuntu, umfaki wesibawo kufanele athumele ubufakazi beenzathu ezimenza afake isibaweso, ngendlela ezakwanelisa ngokufaneleko iSekela lesiPhathiswa sezeLwazi.

9.3 Isibawo sabantu abanokukhubazeka

- (a) Nangabe umfaki wesibawo akakghoni ukufunda nofana ukutlola, nofana nangabe unokukhubazeka ekumukhandela bona angakghoni ukugcwalisa iforomu elibekiweko, lapho-ke angenza isibawo ngomlomo. ISekela lesiPhathiswa sezeLwazi (nofana isithunywa salo) lizakugcwalisa iforomu esikhundleni somfaki wesibawo begodu siphe umfaki wesibawo loyo ikhophi leforomu eligcwalisiweko.
- (b) ISekela lesiPhathiswa sezeLwazi (nofana isithunywa salo) sizakusiza umfaki wesibawo ukukhambisana neemfuneko ezivezwe ngehla zokufaka isibawo sokufumana ilwazi, ekufaka hlangana ukudluliselwa ephikweni elinye komfaki wesibawo, nangabe kusolelwa bonyana isibawo selwazeso bekufanele sithunyelwe keline iphiko likarhulumende elilawulako.

9.4 Ukudluliswa kweembawo

- (a) Iimbawo zamarekhodi zingadluliselwa keline iphiko likarhulumende elilawulako ngaphasi kobujamo obulandelako:
 - (i) Lokha irekhodi naliphethwa ngelinye ibandla lombuso;
 - (ii) Indabamraro yerekhodi nayihlobene khulu nemisebenzi yelinye iphiko likarhulumende elilawulako;
 - (iii) Irekhodi lenzelwa elinye iphiko likarhulumende elilawulako, nofana lamukelwa kokuthoma ngelinye iphiko likarhulumende elilawulako; nofana

- (iv) Irekhodi limumethe ilwazi lezokurhweba eliphathelene neenrhuluphelo zomnotho kanye nezehlalakhle zeemali zeRiphabhliki, begodu nemisebenzi yokurhweba kwephiko likarhulumende elilawulako.
- (b) Ebuja menobo lapho iSekela lesiPhathiswa sezeLwazi (nofana isithunywa salo) lizakufanele lidlulisele isibawo kelinye iphiko likarhulumende elilawulako msinyazana ngendlela ezwisakalako ekungakghonakala ngayo, kodwana kungasi ngemva kwamalanga alitjumi nane (14) ngemva kokufunyanwa kwesibawo. Nangabe iphiko likarhulumende elilawulako nofana isiPhathiswa sezeLwazi ekuthunyelwe kiso isibawo liphethe irekhodi begodu sibona kulisizo ukwenza njalo ukwenzela isiPhathiswa sezeLwazi selinye iphiko likarhulumende elilawulako ukuthi sisebenze ngesibawo, irekhodi nofana ikhophi lerekhodi lizakuthunyelwa kiso lesiPhathiswa sezeLwazi.
- (c) Nangabe isibawo sokuthola irekhodi sidlulisiwe, kufanele sifakwe ngaphakathi komtjhinengqondo ukusuka ngelanga lokuthoma esatholakala ngalo. Zoke iinkhathi ezifaneleko ezisebenzako esibaweni selwazi kufanele zilandelwe.

9.5 Izasizo sokudluliswa

- (a) Lokha isibawo sokuthola ilwazi sidlulisiwe, iSekela lesiPhathiswa sezeLwazi esenza umsebenzi wokudlulisokho lizakwazisa umfaki wesibawo msinyazana mayelana:
 - (i) nokudluliswa;
 - (ii) neenzathu zokudluliswa; begodu
 - (iii) nesikhathi ekufanele isibaweso kusetjenzwe ngaso.
- (b) ISekela lesiPhathiswa sezeLwazi lizakuqinisekisa ngendlela efaneleko bonyana irekhodi liyabulungwa ukufikela lapho isiqu nto sithathwa khona mayelana nokutholakala kwelwazelo. Isikhathi esibekiweko sesinghonyoyililo sizakufakwa hlangana.

10. UKUBHADALWA KWEEMALI NGOKOMTHETHO

- (a) Umfakimathupa wesibawo

Omunye nomunye umuntu ofuna ilwazi eliphathelene naye, ubizwa ngomfakimathupa wesibawo begodu unelungelo elikhethekileko lokungabhadali imbadalo yomfaki wesibawo.

- (b) Umfaki wesibawo

Imbadalo yesibawo ebhadalwako yi-R35-00 njengokubekwe miThetholawulo ku-PAIA. Ngaphezu kwalokho, nangabe nanyana ngimaphi amakhophi nofana imininingwana egadangisiweko kufakwa isibawo sawo, leyo izakubhadaliswa ngokuya ngesakhiwo sembadalo njengokubekwe miThetholawulo kanye nesiPhathiswa sezeLwazi nofana iSekela lesiPhathiswa sezeLwazi singabhadaliselwa isikhathi esithethweko ekusetjenzweni ngesibaweso.

10.1 Indlela yokubhadala

Yoke iimbadalo izakwenziwa ngendlela yemali ephathekako ebhodini yeemali zomNyango e-*Tourism House, 17 Trevenna Street, Sunnyside, Pretoria* ngama-awara womsebenzi nofana ngokuyidipozitha ngaphakathi kwe-akhawunti yebhanka yomNyango.

Imininingwana yebhanka yomNyango ingendlela elandelako:

Account holder : Department of Tourism

Name of Bank : ABSA

Type of Account: Deposit Acc. (Current)

Account Number: 40 7532 7895

Branch Code : 632005

OKUQAKATHEKILEKO: Akunasibawo ekuzakusetjenzwa ngaso ngaphandle kwalokha imbadalo ibhadalwa khona, lapho kufanelekileko ngokoweSigaba 22(1) soMthetho.

11. IINSOMBULULO EZIKHONA NANGABE AKUKAKHANJISANWA NEENQALELELO ZOMTHETHO

11.1 Isinghonyoyilo Sangaphakathi

Isiphathimandla sesinghonyoyilo sangaphakathi ngehloso ye-PAIA nguNgqongqotjhe wezokuVakatjha. Ngemva kokuqeda ngesisombululo sesinghonyoyilo sangaphakathi kungafakwa isibawo nekhotho ngokukhambisana nesigaba 78 ukuya ku-82 soMthetho.

11.2 IForomu

- (a) Umfaki wesibawo angafaka isinghonyoyilo sangaphakathi sokuphikisana nesiqunto seSekela lesiPhathiswa sezeLwazi sokwala isibawo, nofana sokuphikisana nesibawo kanye nembadalo yokufumana, nofana sokuphikisana nokululwa kwesikhathi sokusebenza ngesibawo, mayelana neforomu elibekiweko eliphrintiweko emiThethwenilawulo ekhutjwe ngokwe-PAIA, nofana iroforomu elikhambelana khulu neforomeli. Ikhophi leforomeli lihlanganiswe nemanuwali le njengeSikhabelelo B. Amakhophi weforomeli ayatholakala ema-ofisini womNyango nofana kuSekela lesiPhathiswa lezeLwazi elikhonjwe ngaphakathi kwemanuwali le. Iforomu liyatholakala nakubunzinzolwazi bomNyango.
- (b) Umfaki wesiNginghonyoyilo kufanele aphe iinzathu zesinghonyoyilo sangaphakathi, ngokuthi ufisa bonyana aziswe bunjani mayelana nesiqunto esimayelana nesinghonyoyilo begodu kufanele abhadale imbadalo yesinghonyoyilo ebekiweko (nangabe ikhona).
- (c) Ngemva kokufumana isinghonyoyilo, isiPhathiswa sezeLwazi kufanele sithumelele uNgqongqotjhe emalangeneni alitjumi (10) wokusebenza, isinghonyoyilo sangaphakathi, iinzathu zesiqunto, kanye neminingwana yananyana ngiliphi ilunga lesithathu elibandakanyekako, nangabe likhona.

- (d) Isinghonyoyilo kufanele sifakwe emalangeneni amatjumi asithandathu (60) nofana nangabe isaziso selunga lesithathu siyafuneka ngokwesigaba 49(1)(b) se-PAIA, emalangeneni amatjumi amathathu (30) ngemva kokuphiwa kwesaziso kiloyo oNghonyoyilako ngesiqunto esiphikisa isinghonyoyilo, nofana nangabe isaziso saloyo oNghonyoyilako asithogeki, ngemva kokuthathwa kwesiqunto. Isinghonyoyilo kufanele sithunyelwa esiphandeni, enomborweni yefeksi nofana e-imeyilini yeSekela lesiPhathiswa sezeLwazi.
- (e) UNgongqotjhe uzakuvumela ukufakwa ngemva kwesikhathi kwesinghonyoyilo kwaphela nangabe iinzathu zaloyo oNghonyoyilako zikholeka. Ebujameni lapho loyo oNghonyoyilako afaka isinghonyoyilo ngaphandle kwesikhathi ekuthogeka ngaso, onghonyoyilako uzakwaziswa nangabe isinghonyoyilo sakhe sangemva kwesikhathi sivunyelwe nofana siphayiwe.

11.3 Imbadalo yesinghonyoyilo

Loyo oNghonyoyilako kufanele abhadale imbadalo yesinghonyoyilo ebekiweko (nangabe ikhona). Isiqunto esimayelana nesinghonyoyilo sangaphakathi singariyadiswa ukufikelwa lapho sibhadalelwa khona.

12. UKUBUYEKEZWA KWEMANUWALI

Imanuwali izakubuyekeza okungasenani kanye (1) ngomnyaka. Imanuwali yomNyango ngokwesigaba 14 soMthetho wokuKhuthazwa kweLungelo lokuThola iLwazi, wee-2000 isatjalaliswe ngamalimi amathathu (3) asemthethweni.

13. UKUTHOLAKALA KWEMANUWALI

- 13.1. Imanuwali iyatholakala simahla ngaphandle kweembadalo ngomnqopho wokuhlolwa ema-ofisini womNyango wezokuVakatjha;
- 13.2. Amakhophi angatholakala ngokufakwa kwesibawo esinembadalo ebekiweko emNyangweni wezokuVakatjha;
- 13.3. Angafumaneka nakubunzinzolwazi bomNyango wezokuVakatjha (<http://www.tourism.gov.za>); begodu
- 13.4. NakuKomitjhini yamaLungelo woBuntu yeSewula Afrika ngokukhambisana nendima 4(1) yemiThetholawulo ephakanyiswe ngokwe-PAIA.

IFORUMU A
ISIBAWO SOKUFUMANA IREKHODI EPHIKWENI
LIKARHULUMENDE ELILAWULAKO
(iSigaba 18) se-*Promotion of Access to Information Act, 2000* (uMthetho weNomboro 2
wee-2000))
[uMthetholawulo 6]

YINGCENYE YOKUSETJENZISWA MNYANGO

Inomboro esikhombiso esilayelako:.....

Isibawo samukelwe ngu (tlole isikhundla, igama
nesibongo sesiphathiswa sezelwazi/isekela lesiphathiswa sezelwazi) mhlazana
(ilanga, inyanga nomnyaka)

e-(indawo).

Imbadalo yesibawo (nangabe ikhona): R

Imali esibambiso (nangabe ikhona): R

Imbadalo yokufumana: R

.....
UMTLIKITLO WESIPHATHISWA SEZELWAZI/WESEKELA LESIPHATHISWA SEZELWAZI

A. Imininingwana yephiko likarhulumende elilawulako

IsiPhathiswa sezeLwazi/iSekela lesiPhathiswa sezeLwazi

B. Imininingwana yomuntu ofaka isibawo sokufumana irekhodi

- (a) Imininingwana yomuntu ofaka isibawo sokufumana irekhodi kufanele iphiwe ngaphasi.
- (b) Isiphande kanye/nofana inomboro yefeksi yangaphakathi kweRiphabhliki lapho ilwazi ekufanele lithunyelwe khona, kufanele inikelwe.
- (c) Ubufakazi obuphathekako bokuthi isibaweso sifakelwani, nangabe kudingeka, kufanele bukhanjiswe nesibaweso.

Amagama ngokuzeleko kanye nesibongo:

Inomboro kamazisi:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Isiphande seposo:

Inomboro yethelefoni: (.....) Inomboro yefeksi: (.....)

Isiphande se-imeyili:

linzathu ezizwakalako zokufakwa kwesibaweso, nange sifakelwe omunye umuntu:

C. Imininingwana yomuntu ofakelwa isibawo

Ingcenywe le kufanele igcwaliswe KWAPHELA nangabe isibawo sifakelwe omunye umuntu.

Amagama ngokuzeleko kanye nesibongo:.....

Inomboro kamazisi:

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D. Imininingwana yerekhodi

- (a) Nikela imininingwana ezeleko yerekhodi ekufakwe isibawo sokutholakala kwalo, ekufaka hlangana inomboro esikhombiso esilayelako nangabe uyayazi, ukwenzela ukukghonakalisa ukuthola bonyana likuphi irekhodelo.
- (b) Nangabe isikhala ophiwe sona asikaneli, sibawa bonyana uragele phambili nalokho okutjhoko ekhasini eliseqadi bese ulihlanganisa neforomeli. Umfaki wesibawo kufanele atlikitle woke amakhasi awangezelele eforomeni.

1. Ihlathululo yerekhodi nofana yengcenywe efaneleko yerekhodi:

.....

2. Inomboro esikhombiso esilayelako, nangabe ikhona:.....

3. Nanyana ngimiphi imininingwana yerekhodi:

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E. Imbadalo

- (a) Isibawo sokufumana irekhodi, ngaphandle kwerekhodi elimumethe ilwazi eliphathelene nemininingwana eyifihlo yomuntu, kuzakusetjenzwa ngaso kwaphela ngemva kokubhadalwa kwembadalo yesibawo.
- (b) Uzakwaziswa mayelana nenani ekuthogeka bonyana ulibhadele njengembadalo yesibawo.
- (c) **Imbadalo ebhadalelwa ukufumana** irekhodi iyangendlela irekhodi elifuneka ngayo begodu nesikhathi esizwisisekako esithogekako sokuzuma kanye nokulungisa irekhodelo.
- (d) Nangabe ulungele ilungelo elikhethekileko lokungabhadalwa kwananyana ngiyiphi imbadalo, sibawa bonyana utjho isizathu selungelo elikhethekilekwele.

Isizathu selungelo elikhethekileko lokungabhadalwa kwembadalo:

.....

.....

.....

.....

F. Iforomu lokufumana irekhodi

Nangabe ukhandelwa kukhubazeka ukuthi ukghone ukufunda, ukubona nofana ukulalela irekhodi ngendlela onikelwe ngayo irekhodi ukusuka koku-1 ukuya kwe-4 ngenzasi, itjho ukukhubazeka kwakho begodu utjengise bonyana irekhodi lifuneka ngayiphi indlela.

Ukukhubazeka:	Indlela irekhodi elifuneka ngayo:
Tshwaya ibhoksi elifaneleko ngeledere u- X .	
YELELA:	
(a) Ukukhambisana nesibawo sakho sokufumana irekhodi ngendlela ekhethiweko kungaya ngendlela irekhodelo elitholakala ngayo.	
(b) Ukufumanokho ngendlela ebawiweko kungaliwa ngaphasi kobujamo obuthileko. Ebujamenobo uzakwaziswa nangabe ukufumanokho kuzakuphiwa ngenye indlela.	
(c) Imbadalo ebhadalwako yokufumana irekhodi, nangabe ikhona, ingcenywe yayo ilawulwa yindlela ebawiweko yokufumanokho.	

1. Nangabe irekhodi lingendlela etloliweko nofana ephrinthiweko:			
	ikhophi lerekhodi*	ukuhlolwa kwerekhodi	
2. Nangabe irekhodi limumethe iinthombe ezibukelwako – (lokhu kufaka hlanguka iinthombe, amaslayidi, imigadangsomsikinyeko, iinthombe ezenziwe ngomtjiningqondo, iinketjhe, njll.):			

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

	bukela iinthombe		ikhophi leenthombe*		iinthombe ezikhutjhelweko*	
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3. Nangabe irekhodi limumethe amagama agadangisiweko nofana ilwazi elingakhiqizwa ngobutjha libe mdumo:						
	lalela umdumo (ikhasede lomdumo)		umdumo okhutjhelweko* (otloliweko nofana umtlo ophrinthiweko)			
4. Nangabe irekhodi liphethwe ngaphakathi komtjhinngqondo nofana ngaphakathi kwe-elektroniki nofana umtjhini wendlela ekufundekako ngayo:						
	ikhophi eliphrinthiweko lerekhodi*		ikhophi eliphrinthiweko lelwazi elithethwe erekhodini*		ikhophi elingaphakathi komtjhinngqondo lendlela* ekufundekako ngayo (lesisetjenziswa somtjhinngqondo nofana lediski)	

*Nangabe ubawe ikhophi nofana irekhodi elikhutjhelweko (elingehla), ufisa ukuthi ikhophi nofana irekhodi elisuselwa emgadangisweni lithunyelwe kuwe ngeposo?	IYE	AWA	
Yeleda bonyana nangabe irekhodi alitholakali ngelimi olikhethileko, ukufumanokho kungenziwa ngelimi lelo irekhodi elitholakala ngalo.			
Ungathanda bona irekhodi libe ngaliphi ilimi?			

G. Isaziso sesiqunto esiphathelene nesibawo sokufumana irekhodi

Uzakwaziswa ngomtlo bonyana isibawo sakho sivunyelwe/ siphayiwe. Nangabe ufisa ukwaziswa ngenye indlela, sibawe utjengise indlela leyo begodu uphe neminingwana efanelekileko ukwenzela ukukhonalisa ukukhambisana nesibawo sakho.

Ungathanda bona waziswe bunjani ngesiqunto esiphathelene nesibawo sakho sokufumana irekhodi?"

Itlikitlelwe e- ngaleli ilanga lenyanga umnyaka

.....
 UMTLIKITLO WOMFAKI WESIBAWO/ WOMUNTU OFAKELWA ISIBAWO