



**tourism**

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Department:  
Tourism  
**REPUBLIC OF SOUTH AFRICA**

**IMANUWALI  
YOMNYANGO WEZOKUVAKASHA**

Ngokwemigomo yesigaba se-14 se-*Promotion of Access to  
Information Act, 2000 (Act No. 2 of 2000)*

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## 1. INHLOSO YEMANUWALI

Isigaba sama-32(1) soMthethosisekelo weRiphabhulikhi yeNingizimu Afrika, wezi-1996 sihlizeka ngokuthi wonke umuntu unelungelo lokufinyelela eminingwaneni egcinwe umbuso noma inoma iyiphi iminingwane egcinwe omunye umuntu edingekayo ukuvikela noma iliphi ilungelo. I-*Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)* (lapha yaziwa “nge-PAIA”). Kodwa I-PAIA ibona ukuthi ilungelo lokufinyelela eminingwaneni kuyinto encike emikhawulweni ethile enezizathu ezithile.

Iminingwane yamarekhodi egcinwe emagatsheni omphakathi iqukethwe ibhuku elaziwa ngokuthi imanuwali. Ngalokho imanuwali ilanda ngamarekhodi agcinwe emnyangweni womphakathi. Amarekhodi agciniwe aphaathelene nebhizinisi / nemisebenzi yalelo nalelo gatsha. Ukuhlukanisa ibhizinisi / imisebenzi yegatsha ngayinye, amarekhodi egatsha negatsha anomboliwe ngokwehlukana. Irekhodi ngalinye linemiyalelo yokuthi lingakhishwa kanjani.

Ngaphandle kwamarekhodi, kunamafayela, imanuwali iphinde iqukathe iminingwane yamakheli eziNhlolo zeMinyango kanye neziNhlolo zamaHhovisi eMininingwane yeGatsha lomphakathi kanye negama leGatsha ngalinye egatsheni womphakathi, imisebenzi yalo emiqoka kanye nohla lwamarekhodi agcinwe igatsha lomphakathi.

## 2. ISIGABA SE-10 SIWUMHLAHLANDLELA WAMAMANUWALI ERIPHABHULIKHI YENINGIZIMU AFRIKA

IKhomishana yamaLungelo eSintu eNingizimu Afrika (SAHRC) ngokwemibandela yesigaba se-10 se-PAIA, ihlanganise umhlahlandlela wokusebenzisa i-PAIA. Lo mhlahlandlela uyatholakala emahhovisi e-SAHRC.

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2014*

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## 3. IMININGWANE YOKUXHUMANA YENHLOKO YEHHOVISI LEMININGWANE/AMASEKELA ENHLOKO YEHHOVISI LEMININGWANE.

## **INHLOKO YEHHOVISI LEMININGWANE**

UMqondisi-Jikelele: uMnyango wezokuVakasha: Mnu. Victor Tharage  
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**Isikhahlamezi semeyili: +27 444 7101**

Ukuchazwa kwemisebenzi:

Ukuhlinzeka ngobuholi obunamasu kanye nendlela emnyangweni  
Ukwakha umnyango ukuthi ube inhlango ekwaziyo ukuhlinzeka ngezinto ezibalulekile kanye nenqubomgomo okubekwe uNgqongqoshe kanye neKhabhinethi.  
Ukuqinisekisa ukuthi izinjongo kanye nemiphumele ebekelwe umnyango ukuthi iyizuze.  
Ukwakha ithimba elinekhono, elizibophezele nelisebenza kahle ngaphakathi emnyangweni.

## **INHLOKO YEHHOVISI LEMININGWANE: Nks Mmaditonki Setwaba**

UMqondisi oMkhulu: eZoMthetho: uMnyango wezokuVakasha  
Isikhahlamezi semeyili: +27 444-7101  
Umbikombani: [msetwaba@tourism.gov.za](mailto:msetwaba@tourism.gov.za)

**Ukuchazwa kwemisebenzi:**

Ukusiza ukuqalisa kanye nokudidiyelwa kwe-PAIA uMnyango wezokuVakasha nokuhlinzeka ngokuqeqesha nge-PAIA ngaphakathi eMnyangweni.

## **4. AMAGATSHA EMNYANGWENI WEZOKUVAKASHA KUZWELONKE**

1. Ukuphathwa Kwenkampani	Ukuhlinzeka ngamasu obuholi, ukuphatha kanye nezinsiza ezeseke ubuholi.
2. Ucwangingo Lwezokuvakasha, Inqubomgomo kanye Nokusebenzisana Kwamazwe	Ukuhlela kanye nokuhlola ukusebenza komkhakha wezokuvakasha nokuvumela ukusebenzisana kwababambe iqhaza kanye nendawo yenqubomgomo.
3. Ukuthuthukiswa Kwendawo Yokuvakasha	Ukwenza lula kanye nokuxhumanisa ukuthuthukiswa kwendawo yokuvakasha, umkhqizo wezokuvakasha, ukuthuthukiswa kwendawo yezokuvakasha kanye nesakhiwo,

	ukukhuthaza ukutshalwa kwemali kanye nomhlinzeko wezinhlelo zezokuvakasha okuhlanganisa izikhuthazo kanye nokusebenzela ezokuvakasha ezeseka imiphakathi eba nezivakashi ukuthi zamukele kahle izivakashi futhi zenze ngcono izindawo zokuhlala.
4. Izinsiza Ezeseka Umkhakha Wezokuvakasha	Ukwenza ngcono ukushintshwa komkhakha kanye nezinsiza zezokuvakasha ngokuthuthukiswa kwabantu, ukweseka ibhizinisi kanye nomsebenzi oseqopheleni eliphezulu ukuze kuqinisekiseke ukuthi iNingizimu Afrika iyindawo yezokuvakasha eseqopheleni eliphezulu.

## 5. AMAREKHODI AGCINWE UMNYANGO, ATHOLAKALAYO

Lesi sahluko sibhekana nemibandela yesigaba se-14(1) (d) ye-*Promotion of Access to Information Act*, enquma ukuthi igatsha kumele lihlinzeke ngemininingwane yamarekhodi eliwagcinile ukuze kuthathwe izinqumo gezicelo zokuthola imininingwane ezifakiwe.

Umnnyango wahlukanisa amarekhodi nemininingwane (aqondene nemisebenzi yoMnyango) kulezi zinhlobo ezilandelayo:

- 5.1 Inqubomgomo, amasu, ukuthuma, izaziso zikahulumeni kanye nokushaywa kwemithetho
- 5.2 Izitatimende kwabezindaba kanye nezinkulumo
- 5.3 Amarekhodi ezisebenzi zoMnyango
- 5.4 Amarekhodi ezimali zoMyango
- 5.5 Ama-ajenda kanye namaminithi emihlangano yomnyango
- 5.6 Ukuphathwa kweminingwane okwejwayelekile
- 5.7 Imibiko yomnyango
- 5.8 Izaziso zangaphakathi, imemorandamu, izincwadi, imemorandamu yekhabhinethi
- 5.9 Izinkontileka, izivumelwano zomhlaba
- 5.10 Imininingwane emaqondana negatsha njengokuba kunqunyiwe esigabeni sesi-4
  - 5.10.1 Izinhlelo zokuhweba
  - 5.10.2 Imiqulu yamaqhinga
  - 5.10.3 Imininingwane yezinhlelo ezithile
  - 5.10.4 Imiqulu yocwaningo

Le manuwali iqukethe isihloko samafayela. Amafayela ayithuluzi elisetshenziswa ukugcina amarekhodi eMnyangweni. Ifayela ngalinye linenombolo kanye nencazelo emfushane yamarekhodi agcinwe efayeleni kanye nesihloko sefayela. Ifayela ngayinye inenombolo yayo, izinsuku zokuvula nezokuvula kanye nemiyalelo yokukhishwa kwaleyo fayela. Imiyalelo yokukhishwa kwefayela ibalulekile ngoba inquma ukuthi kumele kwenzekeni ngefayela emva kwesikhathi esithile, isib. U-A10 angasho ukuthi ifayela kumele lithunyelwe e-NASA (Umgcinimlando kaZwelonke eNingizimu Afrika) emva kweminyaka eyishumi emuva kosuku lokuvalwa kwefayela. IHhovisi likaNgqongqoshe lunohlelo lwalo lokugcina amarekhodi, olufana noloMnyango.

## 6. UKUFINYELELA KUMAREKHODI NGOKWEMINDELA YE-14(1) (e)

UMnyango kumele, ngokwemibandela ye-15(1), uhambise kuNgqongqoshe wezobuLungiswa kanye nokuHlunyeleliswa kweziMilo uhla lwamarekhodi atholakalayo ngaphandle kokufaka isicelo ukuze ashicilelwe kusoMqulu kaHulumeni.

UMnyango uhambise uhla lwemininingwane etholakayo kuNgqongqoshe wezoBulungiswa kanye nokuHlunyeleliswa kweziMilo ukuze ishicilelwe kusomqulu. Le mininingwane luyatholakala futhi kuwebhusayithi yoMnyango: <http://www.tourism.gov.za>.

## 7. UKUCHAZWA KWEZINHLOBO ZAMAREKHODI ATHOLAKALAYO UKUZE AHLOLWE NGOKWEMIBANDELA YESIGABA SE-15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

**AMAREKHODI ATHOLAKAYO KANYE NOKUTHOLAKALA KWAMAREKHODI ANJALO  
(Isigaba se-15 se *Promotion of Access to Information Act* 2000 (Act no. 2 of 2000)  
(IsiMiso soMthetho 5A)**

<p><b>UKUCHAZWA KWEZINHLOBO ZAMAREKHODI ATHOLAKALAYO NGOKWEMIBANDELA YESIGABA SE-15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b></p>	<p><b>INDLELA YOKUFINYELELA KUMARIKHODI (isib. lwebhusayithi) (ISIGABA SE-15(1)(a))</b></p>
<p><b>UKUZE KUHLOLWE NGOKWEMIBANDELA YESIGABA YE-15(1)(a)(i):</b></p>	
<p>(a) Yonke imininingwane ekuwebhusayithi imininingwane elandelayo iyatholakala kuwebhusayithi (<a href="http://www.tourism.gov.za">www.tourism.gov.za</a>):</p> <ul style="list-style-type: none"> <li>- Mayelana noMnyango</li> <li>- Abezindaba <ul style="list-style-type: none"> <li>• Isexwayiso sezokusakaza</li> </ul> </li> </ul>	<p>Kukuwebhusayithi yoMyango.</p>

- Izitatimende kwabezindaba
- Izinkulumo
- Izimemo zabezindaba
- Ikhalela lemiCimbi
- Imisebenzi
- Imibiko;
  - Imibiko wokubhekwa kokusebenza njalo ngekota yonyaka
  - ImiBiko yesabeloMali
- Imininingwane yokuxhumana yabeziNdaba zabaThengi esiFundazweni;
- Amasu oMkhakha wezokuVakasha kuZwelonke (NTSS);
- Ama-FAQ
- I-PAIA
- UHlelo lwaMasu esiKhathi esiPhakathi loMnyango wezokuVakasha;
- AmaGugu kaZwelonke kanye naMasu ezokuVakasha zamaSiko
- AMasu okuKhulisa ezokuVakasha;
- AMasu ezokuVakasha zaseMakhaya kuZwelonke
- Izinga loMsebenzi wezokuVakasha kuZwelonke;
- UMthetho wezokuVakasha, wezi-2015;
- Uhlelo lokuKhuthaza ezokuVakasha;
- INgosi yoLwazi
- Izinga lokuSebenza
- Izitatimende zeMali
- AmaManuwali kanye nemiyalelo
- Imihlahlandlela yezokuVakasha
  - Ukwesekwa kokuKhuphuka
  - Ukutholakala kweziMakethe; kanye
  - Isevisi shatha
- Inqubomgomo kanye neMisebenzi yoLwazi;
- I-SDIP ye-NDT
- Izindaba ezijwayelekile
- Inqubomgomo yomnyango kanye nokubuyezwa njalo ngekota yonyaka
- Izincwajana
  - Ikhodi yezokuVakasha ye-BBBEE
  - Imiqulu emaqondana ne-BEE
- Izishicilelo;
  - Umbiko woNyaka;
  - Amasu eziNhlelo
  - Uhlelo lokuSebenza loNyaka
  - Imisebenzi
  - Amathenda
- Izincwadi zezindaba

<ul style="list-style-type: none"> <li>• Iphephabhuku Lababambe Iqhaza eBojanala</li> <li>• Ukubhekwa Kwenqubomgomo Kwanjalo Ngekota Yonyaka</li> </ul>	
<b>AMAREKHODI ATHOLAKAYO UKUTHI ENGATHENGWA NGOKWEMIBANDELA YESIGABA SE-15(1)(a)(ii)</b>	
(a) Uhla lwamarekhodi angenhla	Amarekhodi engatholakala ngokufaka isicelo ngokubhala nangokukhokha imali enqunyiwe, uyithumele ku: <i>The Information Officer</i> <i>The Department of Tourism</i> <i>Private Bag X 424</i> PRETORIA 0001
<b>AMAREKHODI ATHOLAKALAYO UKUZE AKHOSHWE NGOKWEMIBANDELA YESIGABA SE-15(1)(a)(ii)</b>	
(a) Uhla lwamarekhodi angenhla.	Amarekhodi engatholakala ngokufaka isicelo ngokubhala nangokukhokha imali enqunyiwe ohlamvini lwesi-2 lweNgxenye yesi-2 lesiThasiselo A sezimiso zomthetho ezihambisana ne- <i>Access to Information Act</i> , zithunyelwe ku: <i>The Information Officer</i> <i>The Department of Tourism</i> <i>Private Bag X 424</i> PRETORIA 0001
<b>AMAREKHODI ATHOLAKALA MAHALA NGOKWEMIBANDELA YESIGABA SE-15(1)(a)(iii)</b>	
(a) Uhla lwamarekhodi angenhla.	Amarekhodi engatholakala ngokufaka isicelo ngokubhala nangokukhokha imali enqunyiwe, uyithumele ku: <i>The Information Officer</i> <i>The Department of Tourism</i> <i>Private Bag X 424</i> PRETORIA 0001



## 8. INDLELA YOKUFINELELA KUMAREKHODI ATHOLAKAYO

Isigaba se-15 se-*Promotion of Access to Information Act, 2000* siquma ukuthi uMnyango kumele ushicilele kuSomqulu kaHulumeni isheduli (uhla) lwamarekhodi atholakayo eMnyangweni. Izicelo zala marekhodi azidingi ukuthi kugcwaliswe iFomu A elinqunyiwe elisetshenziswa ukucela ulwazi, futhi ayikho imali yokufaka isicelo sala marekhodi ekhokwayo. Izimali zikhokhwa kuphela uma kunamakhophi okudingeka ukuthi enziwe, kuncike ekutheni irekhodi lisephepheni elibhaliwe, i-CD, isigcinalwazi sekhompuyutha, ikhasethe eliqoshiwe, njll.

Odabeni lwamarekhodi anjalo asebekwe kuSigcinamagugu sikaZwelonke eNingizimu Afrika, amarekhodi azokwenziwa ukuthi abe khona ngokulandela imithetho elandelayo efanele ukufundisisa amarekhodi anjalo:

- *The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)*
- *The Protection of Information Act, 1982 (Act No. 84 of 1982)*
- *The National Archives and Records of South Africa Act, 1996 (Act No. 43 of 1996)*

## 9. INQUBO YOKUFAKA ISICELO

### 9.1 Izicelo zokufinyelela olwazini

Wonke umuntu unelungelo lokucela ukufinyelela olwazini olurekhodiwe olugcinwe uMnyango, kuncike ekutheni isicelo esifakiwe efomini elinqunyiwe kanye nezimali ezinqunyiwe zikhokhiwe. Ukufinyelela olwazini kuncike ezizathwini zokukhipha okutholakala esahlukweni sesi-4 se-PAIA. Isicelo singenziwa inoma ubani ozimele yena noma omele omunye ongakwazi ukuzimela yena.

#### 9.1.1 Ukugcwaliswa Kwefomu

Umfaki wesicelo kumele egcwalise ifomu elinqunyiwe eli-

- (a) ngatholaka Ezimisweni zoMthetho ku-PAIA;
- (b) khona kuwebhusayithi ye-SAHR ku-[www.sahrc.org.za](http://www.sahrc.org.za);
- (c) nanyathiselwe kulo mqulu **njengesithasiselo**; noma
- (d) tholakala esikhungweni seminingwane eMnyangweni esehhovisi elamukela izivakashi ezakhiweni zoMnyango.

#### 9.1.2 Uhlelo

- (a) Isicelo solwazi kumele sithunyelwe ku:-

*Director-General*  
*Private Bag X 424*  
PRETORIA

0001

Ziqondiswe: kuNks M Mathebula  
UCINGO: +27 12 444 6732  
Isikhahlamezi: +27 12 444 7040  
Umbikombani: vttharage@tourism.gov.za

- (b) Umfaki wesicelo kumele evezwe ukuthi engathanda yini ukuthi ethole ikhophi yerekhodi noma engathanda ukuhlola irekhodi emahhovisi omnyango womphakathi. Kungenjalo, uma irekhodi lingeyona ikhophi eyiphepha, lingabukwa efomini eliceliwe, uma kwenzeka.
- (c) Uma umfaki wesicelo ecela ukufinyelela efomini elithile, uzokwazi ukulithola ngendlela abekade ecele ngayo. Umgomo uyasebenza, ngaphandle uma ukwenze njalo kuzothikameza ukusebenza koMnyango, noma kuzokona irekhodi, noma ukwaphula ilungelo lomqambi werekhodi okungelona elombuso. Uma kungeke kukwazi ukuthi kunikezelwe ngerekhodi ngendlela elicelwe ngayo, ngenxa yezizathu ezibonakalayo, kodwa ngenye indlela, imali ezokhokhwa izobalwa ngendlela umfaki wesicelo acele ngayo kuqala.
- (d) Ngaphezu kwalokho, uma empendulweni ebhaliwe esicelweni sabo serekhodi, umfaki wesicelo ufuna ukwaziswa ngesinqumo nganoma ngayiphi indlela, isibonelo, ngocingo, lokhu kumele kuvezwe.
- (e) Uma umfaki wesicelo ecela ulwazi ecelela omunye umuntu, indlela isicelo esifakwe ngayo kumele ivezwe.

## **9.2 Ukufaka isicelo ucelela omunye umuntu**

Uma isicelo senziwe kumelwe omunye umuntu, umfaki wesicelo kumele ehambise ubufakazi bokuthi uyakwazi ukwenza lokho, lapho uma enza isicelo ligculiseke ngokufanele iPhini leNhloko yeHhovisi leMininingwane.

## **9.3 Ukufaka isicelo kwabantu abaphila ngokukhubazeka**

- (a) Uma umfaki wesicelo engakwazi ukufunda noma ukubhala, noma ephila ngokukhubazeka ukumvimbela ukuthi agcwalise ifomu elinqunyiwe, angakwazi ukwenza isicelo ngomlomo. ISekela leNhloko yeHhovisi leMininingwane (noma izithunywa zakhe) bazomgcwalisela ifomu umfaki wesicelo bese bemnika ikhophi egcwalisiwe.
- (b) ISekela leNhloko yeHhovisi leMininingwane (noma izithunywa zakhe) lizosiza umfaki wesicelo ukuthi alandele izimfuneko ezibalulwe ngenhla ukufinyelela eminingwaneni, okufaka phakathi ukubhekisa kumfaki wesicelo, uma kubonakala ukuthi isicelo seminingwane bekufanele senziwe kwelinye igatsha lomphakathi, kumele senziwe kulelo gatsha.

## **9.4 Ukudluliswa kwezicelo**

- (a) Izicelo zamarekhodi zingadluliswa ukuthi ziye kwelinye igatsha lomphakathi ezimweni ezilandelayo:
- (i) Uma irekhodi ligcinwe kwelinye igatsha lomphakathi;
  - (ii) Udaba lwerikhodi luhambisana kakhulu nemisebenzi eyenziwa kwelinye igatsha lomphakathi;
  - (iii) Irekhodi yenziwa elinye igatsha lomphakathi, noma isicelo saqala semukelwa kwelinye igatsha lomphakathi; noma
  - (iv) Irekhodi liqukethe imininingwane yentengiso ehambisana nezomnotho kanye nezenhlalakahle yezezimali yeRiphabhulikhi, kanye nemisebenzi yokuthengisa yamagatsha emiphakathi.
- (b) Odabeni olunje iSekela leNhloko yeHhovisi leMininingwane (noma izithunywa zakhe) kumele lidlulise isicelo siye kwelinye igatsha lomphakathi ngokushesha emuva kokuthi etholile ukuthi kunezizathu ezizwakalayo ezenza ukuthi kwenzeke lokho, kodwa kungabi semuva kwezinsuku eziyishumi nane (14) ethole isicelo. Uma igatsha likahulumeni noma iNhloko yeHhovisi leMininingwane okwenziwe kuye isicelo kunguyena ogcine irekhodi futhi wabona kungaba usizo ukwenze njalo ukuze kuzokwazi ukuthi iNhloko yeHhovisi leMininingwane yelinye igatsha lomphakathi ibhekana nesicelo, irekhodi noma ikhophi yerikhodi izothunyelwa kuleyo Nhloko yeHhovisi leMininingwane.
- (c) Uma isicelo sokuthola irekhodi sesidlulisiwe, kumele ifakwe kukhompuyutha kusukela osukwini lokuqala esafakwa ngalo. Yonke imininingwane yesikhathi esifanele endabeni yesicelo semininingwane nayo ifakiwe.

## 9.5 Isaziso sokuyiswa kwenye indawo

- (a) Uma isicelo sokufinyelela olwazini sesidlulisiwe, iSekela leNhloko yeHhovisi leMininingwane elenza lokhu kudlulisa lizokwazisa umfaki wesicelo ngokushesha mayelana:
- (i) ngokudlulisa isicelo sakhe;
  - (ii) izizathu zokudlulisa isicelo sakhe; kanye
  - (iii) nesikhathi okumele isicelo sisithathe ukuthi kubhekwane naso.
- (b) ISekela leNhloko yeHhovisi leMininingwane lizoqinisekisa ukuthi irekhodi ligciniwe kuze kuthathwe isinqumo mayelana nokufinyelela olwazini. Izikhathi zezikhalazo nazo zizofakwa.

## 10. UKUKHOKHWA KWEZIMALI NGOKWEMIBANDELA YOMTHETHO

- (a) Umfaki wesicelo ngaye

Noma ubani ofuna imininingwane ngaye ubizwa ngomfaki wesicelo ngaye futhi yena akakhokhiswa imali yomfaki wesicelo.

(b) Umfaki wesicelo

Imali yokufaka isicelo eyimali angangama-R35-00 njengokuba inqunywe iziMiso zoMthetho ku-PAIA. Ngaphezu kwalokho, uma amakhophi noma akubhaliwe kuceliwe, kuzobizwa ngokohlelo lwemali enqunywe iziMiso zoMthetho kanye neNhloko yeHhovisi leMininingwane neSekela leNhloko yeHhovisi leMininingwane bengabiza imali ethile ngokuchitha isikhathi sabo besebenza esicelweni.

## 10.1 Indlela yokukhokha

Yonke imali ekhokhwayo kumele ibe ukheshi, ikhokhwe eziphathimandleni zezimali eMnyangweni e-*Tourism House, 17 Trevenna Street, Sunnyside, Pretoria*, ngezikhathi zokusebenza noma ifakwe ku-akhawunti yebhange loMnyango.

Imininingwane yebhange loMnyango ithi

Umnini we-akhawunti:	Department of Tourism
Igama lebhange:	ABSA
Uhlobo lwe-akhawunti:	Deposit Acc. (Current)
Inombolo ye-akhawunti:	40 7532 7895
Ikhodi yegatsha:	632005

**OKUBALULEKILE:** Asikho isicelo okuzosetshenzwa ngaso ngaphandle kokuthi kukhokhwe imali yokufaka isicelo, uma kufanele, ngokwemibandela yesiGaba sama-22(1) soMthetho.

## 11. IZIXAZULULO EZIKHONA UMA IMIBANDELA YOMTHETHO INGALANDELWANGA

### 11.1 Isikhalazo Sangaphakathi

IGatsha lokuBuyekezwa kweziCelo zangaPhakathi ngokwe-PAIA uNgqongqoshe wezokuVakasha. Emva kokusebenzisa onke amathuba okuthi kubuyekezwe isicelo sakhe isicelo singafakwa enkantolo ngokuhambisana nesigaba sama-78 kuya kuma-82 soMthetho.

### 11.2 Ifomu

(a) Umfaki wesicelo engafaka isikhalazo sangaphakathi ngokungahambisani nesinqumo seSekela leNhloko yeHhovisi leMininingwane sokunqabela isicelo sakhe, noma ngokungahambisani nesicelo kanye nemali yokufinyelela olwazini, noma ngokungahambisani nokululwa kwesikhathi sokusebenza ngesicelo, efomini elinqunyiwe eliphrintwe Ezimisweni zoMthetho lakhishwa ngokwemibandela ye-PAIA,

noma ifomu elihambisana naleli fomu. Ikhophi yaleli fomu inanyatheliswe kule manuwali njengesiThasiselo B. Amakhophi aleli fomu nawo ayatholakala emahhovisi oMnyango noma kuSekela leNhloko yeHhovisi leMininingwane njengokuba kushiwo kulemanuwali. Ifomu likhona nakuwebhusayithi yoMnyango.

- (b) UMkhalazi kumele enikezele ngezizathu zokufaka isikhalazo sangaphakathi, ukuthi ufisa ukuthi etshelwe kanjani ngesinqumo sesikhalazo futhi kumele ekhokhe imali enqunyiwe yesikhalazo (uma ikhona)
- (c) Uma isikhalazo sesitholiwe, iNhloko yeHhovisi leMininingwane kumele isihambise kuNgqongqoshe ezinsukwini eziyishumi (10), isikhalazo sangaphakathi, izizathu zesinqumo, kanye neminingwane yowesithathu obandakanyekayo, uma ekhona.
- (d) Isikhalazo kumele sifakwe phakathi kwezinsuku engamashumi ayisithupha (60) noma isaziso kowesithathu njengokuba sidingwa yisigaba sama-49(1)(b) se-PAIA, phakathi kwezinsuku ezingamashumi amathathu (30) emva kokufakwa kwesaziso uMkhalazi ngokungahambisani nesinqumo sesikhalazo sakhe, noma uma isaziso kuMkhalazi uma singadingakali, emva kokuthi kuthathwe isinqumo. Isikhalazo kumele senziwe ekhelini, enombolweni yefeksi noma imeyili yohlelohumano yeSekela leNhloko yeHhovisi leMininingwane.
- (e) UNgqongqoshe uzovumela ukufakwa kwesikhalazo kuphela uma izizathu zoMkhalazi zizwakala. Odabeni lapho uMkhalazi efake isikhalazo sesidlulile isikhathi esifanele, umfaki wesikhalazo uzokwaziswa ukuthi isikhalazo sakhe esedlulelwe yisikhathi sivunyelwe noma asivunyelwanga.

### **11.3 Imali yokufaka isikhalazo**

UMkhalazi kumele ekhokhe imali enqunyiwe yokufaka isikhalazo (uma ikhona). Isinqumo ngesikhalazo sangaphakathi singahleliswa kuze kuba iyakhokhwa imali yokufaka isikhalazo.

## **12. UKUBUYEKEZA KWEMANUWALI**

Le manuwali kufanele ibuyezwe okungenani kanye njalo ngonyaka. Imanuwali yoMnyango ngokwemigomo yesigaba se-14 se-*Promotion of Access to Information Act*, 2000 ishicilelwa ngezilimi ezintathu (3) ezisemthethweni.

## **13. UKUTHOLAKALA KWEMANUWALI**

- 13.1. Imanuwali iyatholakala ukuze ihlolwe emahhovisi oMnyango wezokuVakasha mahhala;
- 13.2. Amakhophi engatholakala ngesicelo ngemali enqunyiwe eMnyangweni wezokuVakasha;
- 13.3. Ingatholakala futhi kuwebhusayithi yoMnyango wezokuVakasha (<http://www.tourism.gov.za>); kanye
- 13.4. NakuKhomishana yamaLungelo eSintu eNingizimu Afrika ngokuhambisana nesiqephu sesi-4(1) seziMiso zoMthetho ezamenyezelwa ngokwemibandela ye-PAIA.