Imanuwali ye-PAIA

UMcwaningimabhuku-Jikelele

Ihlelwe ngokwesigaba se-14 soMthetho Wokugqugquzela Ukutholakala Kolwazi uMthetho wesi-2 wezi-2000 (njengoba uchitshiyelwe)

USUKU LOKUDIDIYELWA: 27/06/2025
USUKU LOKUBUYEKEZWA: 17/07/2025

AUDITOR-GENERAL
SOUTH AFRICA

OKUQUKETHWE

1. UHLU LWEZINQAMULELO 4

2. INHLOSO YEMANUWALI YE-PAIA 4

3. UKUSUNGULWA KWEHHOVISI LIKAMCWANINGIMABHUKU-JIKELELE WASENINGIZIMU AFRIKA (I-AGSA) 5

3.1 Izimpokophelo / Ijoka 5

4. UMUMO WE-AGSA KANYE NEMISEBENZI YAYO 5

4.1 Umumo 5

4.3 Imisebenzi 8

5. IMINININGWANE YOKUXHUMANA EBALULEKILE UKUZE KUTHOLAKALE ULWAZI LWE-AGSA 9

5.1 Isikhulu solwazi 9

5.2 Iphini lesikhulu solwazi 9

5.3 Imininingwane yokuxhumana ewujikelele yokuthola ulwazi 9

5.4 Ihhovisi likazwelonke / Inhlokohhovisi 9

5.5 Amahhovisi ezifundazwe (Ithebhula loku-1) 10

6. ISIQONDISO SENDLELA YOKUSEBENZISA I-PAIA KANYE NENDLELA YOKUFINYELELA KUSIQONDISO 11

7. INCAZELO YABANIKAZI BOLWAZI OLUGCINWE YISIKHUNGO KANYE NEZINHLOBO ZAMAREKHODI AGCINWE I-AGSA NGOKWEZIGABA ZAWO 13

8. IZIGABA ZAMAREKHODI E-AGSA ATHOLAKALA NGAPHANDLE KWESICELO 15

9. INCAZELO YAZO ZONKE IZISOMBULULO EZIKHONA EZIQONDENE NOKWENZIWE NOMA OKUNGENZIWANGA YI-AGSA 15

10. IZINHLINZEKO ZAMALUNGU OMPHAKATHI EZITHOLAKALA KU-AGSA KANYE NENDLELA YOKUTHOLAKALA KWALEZO ZINHLINZEKO 16

11. UKUNGENELELA KOMPHAKATHI EKUDIDIYELWENI KWENQUBOMGOMO NOMA UKUSEBENZISA AMANDLA NOMA UKWENZIWA KOMSEBENZI KWE-AGSA 16

12. UKULUNGISWA KOLWAZI OLUQONDENE NOMUNTU SIQU 17

12.1 Inhloso yokulungisa ulwazi 17

12.2 Incazelo yezigaba zabanikazi bemininingwane kanye nolwazi noma izigaba zolwazi 18

12.4 Abahlinzekelwayo noma izigaba zabahlinzekelwayo abanganikwa ulwazi oluqondene nomuntu siqu 19

12.5 Ukuthunyelwa kolwazi oluqondene nomuntu siqu ngaphesheya kwemingcele yezwe kuhleliwe 20
12.6 Incazelo-jikelele Yezindlela Zokuvikela Ulwazi ezizosetshenziswa oqondene nalo ukuqinisekisa ubumfihlo, ubuqotho kanye nokutholakala kolwazi 20
13. UKUTHOLAKALA KWEMANUWALI 20
14. UKUBUYEKEZA IMANUWALI 21

1. UHLU LWEZINQAMULELO

1.1	**AG**	Auditor-general (Umcwaningimabhuku-Jikelele)
1.2	**AGSA**	Auditor-General South Africa (UMcwaningimabhuku-Jikelele WaseNingizimu Afrika)
1.3	**DAG**	Deputy auditor-general (Iphini likamcwaningimabhuku-jikelele)
1.4	**PAIA**	Promotion of Access to Information Act 2 of 2000 (UMthetho Wokugqugqzela Ukutholakala Kolwazi wesi-2 wezi-2000) (njengoba uchitshiyelwe)
1.5	**PFMA**	Public Finance Management Act 1 of 1999 (UMthetho Wezokuphathwa Kwezezimali Zomphakathi woku-1 wezi-1999) (njengoba uchitshiyelwe)
1.6	**POPIA**	Protection of Personal Information Act 4 of 2013 (UMthetho Wezokuvikelwa Kolwazi Lomuntu Siqu wesi-4 wezi-2013)
1.7	**Umlawuli**	UMlawuli Wolwazi

2. INHLOSO YEMANUWALI YE-PAIA

Le Manuwali YoMthetho Wokugqugqzela Ukutholakala Kolwazi ingasiza Umphakathi ukuze:

2.1 unqume ngohlobo lwamarekhodi okungenzeka ukuthi ahlala ekhona ku-AGSA, ngaphandle kwesidingo sokuthumela isicelo ngokugcwele ngokwe-PAIA;

2.2 ukuqonda indlela yokufaka isicelo sokuthola irekhodi e-AGSA;

2.3 ukuthola yonke imininingwane yokuxhumana edingekayo yabantu abazosiza umphakathi ngamarekhodi abahlose ukuwathola;

2.4 ukwazi izisombululo ezimiswe yi-AGSA maqondana nesicelo sokuthola amarekhodi, ngaphambi kokuqonda kumlawuli noma ezinkantolo;

2.5 ukuchaza ngezinhlinzeko zamalungu omphakathi ezitholakala e-AGSA, kanye nendlela yokutholakala kwalezo zinhlinzeko;

2.6 ukuhlinzeka ngesiqondiso maqondana nendlela yokusebenzisa i-PAIA, ngokokubuyekezwa kwayo umlawuli, kanye nendlela yokufinyelela kuso;

2,7 ukuqonda, ukuthi ingabe i-AGSA izolulungisa na ulwazi oluqondene nomuntu siqu, inhloso yokulungiswa kolwazi oluqondene nomuntu siqu

kanye nencazelo yezigaba zabanikazi bemininingwane kanye nolwazi noma izigaba zolwazi eziqondene nabo;

2.8 ukwazi ukuthi ingabe i-AGSA ihlele ukudlulisa noma ukulungisa ulwazi oluqondene nomuntu siqu ngaphandle kwemingcele yeRiphabhulikhi yaseNingizimu Afrika kanye nabahlinzekelwayo noma izigaba zabahlinzekelwayo abanganikwa ulwazi oluqondene nomuntu siqu; kanye

2,9 nokuthi wazi ukuthi ingabe i-AGSA inazo na izindlela zokuvikela ezifanele zokuqinisekisa ubumfihlo, ubuqotho kanye nokutholakala kolwazi oluqondene nomuntu siqu okumele lulungiswe.

3. UKUSUNGULWA KWEHHOVISI LIKAMCWANINGIMABHUKU-JIKELELE WASENINGIZIMU AFRIKA (I-AGSA)

I-AGSA isungulwe ngokweSahluko sesi-9 soMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika yowe-1996 (uMthethosisekelo), njengesinye sezikhungo zikahulumeni ezisekela intandoyeningi emiswe ngokomthethosisekelo.

NgokoMthethosisekelo i-AGSA iyisikhungo esizimele futhi lokhu ibhalwe ukuthi lesi sikhungo sinesibopho sokuphendula ngokoMthethosisekelo kanye nomthetho. UMthethosisekelo ubiza ukuba i-AGSA ingachemi futhi isebenzise amandla ayo futhi yenze imisebenzi yayo ngaphandle kokwesaba, ukukhetha noma ukucindezela.

3.1 Izimpokophelo / Ijoka

I-AGSA inejoka ngokomthethosisekelo futhi, njengesikhungo esikhulukazi sokucwaninga amabhuku eNingizimu Afrika, inomthwalo wokuqinisa intandoyeningi yezwe lethu ngokwenza ukuthi kube NOKUQAPHA, ISIBOPHO SOKUPHENDULA kanye NOKUPHATHA NGOKUFANELE KWEZIKHULU ezikhungweni zikahulumeni ngokucwaninga amabhuku, okuzokwenza ukuba umphakathi umethembe uhulumeni.

4. UMUMO WE-AGSA KANYE NEMISEBENZI YAYO

4.1 Umumo

Umumo wezokuphathwa kwe-AGSA utholakala lapha

1.1.1 Incazelo ngomumo wezokuphathwa kwe-AGSA iyalandela:

Amaqhaza	Imithwalo
Umcwaningimabhuku jikelele	U-AG nguye olawula ngokugcwele futhi unesibopho sokuphatha i-AGSA.
Iphini likamcwaningimabhuku -jikelele (u-DAG)	U-DAG: • uyinhloko yezemisebenzi okumele enze umsebenzi wehhovisi ngokomyalelo kamcwaningimabhuku-ikelele. • unomthwalo wokuphatha ezokwenziwa kwemisebenzi, kubalwa ukuhlela, ukulawula kanye nokuphatha bonke abasebenzi. U-AG uphethe inhloko yezocwaningomabhuku, inhloko yezocwaningomabhuku olukhethekile, isikhulu esiphethe sezokuphathwa kwabantu, isikhulu esiphethe sezokuphathwa kwezezimali, isikhulu esiphethe sezobuchwepheshe kanye nesikhulu esiphethe sezokuphathwa kobungozi obungase buvele. Amaphiko alandelayo emisebenzi aphethwe u-DAG ngqo: • Ezokuxhumana • Ezeqhingasu • Ihhovisi Lomphathisikhungo
Inhloko yezocwaningomabhuku	Inhloko yezocwaningomabhuku inomthwalo wokulawula ucwaningomabhuku ezingeni **likazwelonke, lesifundazwe, nelikamasipala**, kanye nokusekela imisebenzi yocwaningomabhuku. • **Amaphiko ezemisebenzi yezocwaningomabhuku kuzwelonke**: I-A-F kazwelonke iphethwe emahhovisi ahlukene ezocwaningomabhuku alawula imikhakha ehlukene ayimiselwe abe eseba nesibopho sokuphendula kunhloko yezocwaningomabhuku. • **Amaphiko omsebenzi ocwaningomabhuku ezifundazwe nawomaispala:** amahhovisi ezifundazwe ayisishiyagalolunye (EMpumalanga Kapa, eFree State, eGauteng, KwaZulu-Natali, eLimpopo, eMpumalanga, eNyakatho Kapa, eNyakatho-Ntshonalanga naseNtshonalanga Kapa) aphethwe yizinhloko zezocwaningomabhuku alawula imikhakha ehlukene ayimiselwe ebe seyiba nesibopho sokuphendula kunhloko yezocwaningomabhuku. • **Amaphiko emisebenzi yokusekela**

	ucwaningomabhuku: Ukusekela Ucwaningomabhuku Ngokobuchwepheshe, Ezokubika kanye Nendlelakwenza, Ezobunhloli Bezobungozi Bezocwaningomabhuku, kanye Nabezezindleko Ezinkulu Ezingavamile baphethwe abasekela imisebenzi yezinhloko zezocwaningomabhuku ezilawula imikhakha ehlukene eziyimiselwe ezinesibopho sokuphendula kunhloko yezocwaningomabhuku.
Inhloko yezocwaningomabhuku olukhethekile	Amaphiko emisebenzi alandelayo aphethwe yiNhloko yezocwaningomabhuku olukhethekile; • Ucwaningomabhuku Lwezokwenziwa Kwemisebenzi, • Ucwaningomabhuku Lwezinhlelo Zolwazi; • Ezophenyo, kanye Nezokudidiyela Namasu Amasha.
Isikhulu esiphethe sezezimali	Amaphiko emisebenzi alandelayo aphethwe yisikhulu esiphethe sezezimali ngqo: • Ezokutholakala Kwempahla Eqondene Nomsebenzi • Ezezimali
Isikhulu esiphethe sezokuphathwa kwabantu	Amaphiko emisebenzi alandelayo aphethwe yisikhulu esiphethe sezokuphathwa kwabantu ngqo: • Ezesipiliyoni sokufunda Umsebenzi Emsebenzini • Ezemisebenzi Eqondene Nabantu • Ezokusebenza Ngempumelelo Kwesikhungo
Isikhulu esiphethe sezobuchwepheshe	Amaphiko emisebenzi alandelayo aphethwe yisikhulu esiphethe sezobuchwepheshe ngqo: • Ezobuchwepheshe Bolwazi Nokuxhumana • Ezoguquko Lwezobuchwepheshe
Isikhulu esiphethe sezobungozi obungase buvele	Amaphiko emisebenzi alandelayo aphethwe yisikhulu esiphethe sezobungozi obungase buvele ngqo: • Ezokuphathwa Kwezingaqophelo • Ezemisebenzi Yezomthetho Yesikhungo • Ezobungozi Obungase Buvele kanye Nezinkambisonhle

1.1.2 I-AGSA iphinde ibe nalawa makomidi angaphakathi:

1.1.2.1 I-Leadco

1.1.2.2 Ikomidi lezikhulu eziphethe (i-exco)

1.1.2.3 Ikomidi elimiselwe imisebenzi ebaluliwe le-IT (i-steercom ye-IT)

1.1.2.4 Ikomidi lezamathenda (i-TC)

1.1.2.5 Ikomidi leze-MAF/lezeNqubomgomo (i-Polcom)

1.1.2.6 Ikomidi elimiselwe imisebenzi ebaluliwe le-ASP (i-ASP)

1.1.2.7 Ikomidi lezemiklamo kanye notshalomali ngokwemisebenzi emisiwe (i-PPIC)

1.1.3 I-AGSA iphinde ibe namakomidi angaphandle alandelayo:

1.1.3.1 IKomidi Lezocwaningomabhuku (i-AC)

1.1.3.2 Ikomidi lezemiholo (i-Remco)

1.1.3.3 Ikomidi lezokuhlolwa kokuphathwa kwezingaqophelo (i-QMAC)

1.1.3.4 Ikomidi lezokuphambana kwemibono (i-DOOC)

1.1.3.5 Ikomidi elimiswe ngokugcwele loMcwaningimabhuku JIkelele (i-Scoag)

4.3 Imisebenzi

4.3.1 Ijoka eliyisisekelo le-AG liqukethwe kusigaba se-188 soMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika, we-1996 omise ukuthi isikhungo kumele sicwaninge amabhuku futhi sibike ngama-akhawunti, izitatimende zezimali kanye nokuphathwa kwezimali kwayo yonke iminyango nezikhungo zikahulumeni kuzwelonke nasesifundazweni, kubo bonke omasipala kanye nanoma eziphi ezinye izikhungo noma izikhungo ezinesibopho sokuphendula esimiswe ngokomthetho kuzwelonke nasesifundazweni okumele amabhuku azo acwaningwe u-AG.

4.3.2 Isigaba sesi-4 soMthetho Wezocwaningomabhuku Kahulumeni sichaza imisebenzi emiswe ngokomthethosisekelo yehhovisi lezocwaningomabhuku kuZwelonke, kube isigaba sesi-5 somthetho simise eminye imisebenzi yezikhungo.

5. IMININGWANE YOKUXHUMANA EBALULEKILE UKUZE KUTHOLAKALE ULWAZI LWE-AGSA

5.1 Isikhulu solwazi

Igama: Tsakani Maluleke

Ucingo.: 012 426 8000

Iposinyazi: paia-popi@agsa.co.za

Inombolo yefeksi: Akusebenzi

Isikhulu solwazi siqoke ngokusemthethweni umuntu obalulwe ngezansi njengephini lesikhulu solwazi ukuze enze kube nokufinyelela ku-AGSA, lapho kungenzeka, ukuze abafakizicelo abadinga amarekhodi ayo bayicele ngokwe-PAIA:

5.2 Iphini lesikhulu solwazi

Igama: Vonani Chauke

Ucingo.: 012 426 8028

Iposinyazi: paia-popi@agsa.co.za

Inombolo yefeksi: Akusebenzi

5.3 Imininingwane yokuxhumana ewujikelele yokuthola ulwazi

Iposinyazi: paia-popi@agsa.co.za

5.4 Ihhovisi likazwelonke / Inhlokohhovisi

Ikheli Leposi:	PO Box 446 Pretoria
Ikheli lendawo:	Lynnwood Bridge Office Park 4 Daventry Road Lynnwood Manor
Ucingo:	012 426 8000
Iposinyazi:	paia-popi@agsa.co.za
Iwebhusayithi:	www.agsa.co.za

5.5 Amahhovisi ezifundazwe (Ithebhula loku-1)

Isifundazwe	Ikheli lendawo
EMpumalanga Kapa	14 St. Helena Street Beacon Bay East London 5201
EFree State	Nussey House 8 Arboretum Street Westdene Bloemfontein
EGauteng	Waverley Office Park 39 Scott Street Waverley Johannesburg
KwaZulu-Natali	460 Town Bush Road Block B Cascades Pietermaritzburg
ELimpopo	32 Dimitri Crescent Platinum Park Bendor X 68 Polokwane
EMpumalanga	Block 1, Ground Floor, Riverside Office Park, 1 Aqua Street Riverside Extension 24 Nelspruit
ENyakatho-Ntshonalanga	124 Kock Street Rustenburg
ENyakatho Kapa	Block 1, Montrio Corporate Park 10 Oliver Road Monuments Heights Kimberley 8300
ENtshonalanga Kapa	19 Park Lane Century City Cape Town

Ukucela ulwazi olugcinwe yi-AGSA, umfakisicelo kumele agcwalise leli fomu lesicelo le-PAIA. Umfakisicelo angasithumela ngqo isicelo serekhodi emahhovisi ezifunda e-AGSA abhalwe ohlwini olukuthebhula loku-1 noma asithumele ku-paia-popi@agsa.co.za.

6. ISIQONDISO SENDLELA YOKUSEBENZISA I-PAIA KANYE NENDLELA YOKUFINYELELA KUSIQONDISO

6.1 Ngokwesigaba sama-10(1) se-PAIA, umlawuli ubuyekeze Isiqondiso esichaza indlela yokusebenzisa i-PAIA, kufomu eliqondakala kalula nangendlela engaba wusizo emuntwini ofisa ukusebenzisa noma iliphi ilungelo lakhe eliqukethwe ku-PAIA naku-POPIA.

6.2 Isiqondiso sitholakala ngazo zonke izilimi ezisemthethweni.

6.3 Isiqondiso esichaziwe siqukethe incazelo yokulandelayo:

6.3.1 izimpokophelo ze-PAIA ne-POPIA:

6.3.2 ikheli leposi nekheli lendawo, inombolo yocingo neyefeksi kanye, uma likhona, nekheli leposinyazi labalandelayo:

6.3.2.1 isikhulu solwazi sanoma isiphi isikhungo somphakathi, kanye

6.3.2.2 nanoma iliphi iphini lesikhulu solwazi sesikhungo sikahulumeni nesizimele esimiswe ngokwesigaba se-17(1) se-PAIA[1] kanye nesigaba sama-56 se-POPIA[2];

6.3.3 indlela kanye nefomu lesicelo sokulandelayo:

6.3.3.1 ukuthola irekhodi lesikhungo somphakathi esichazwe kusigaba se-11[3]; kanye

6.3.3.2 nokuthola irekhodi lesikhungo esizimele esichazwe kusigaba sama-50[4];

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[1] *Isigaba se-17(1) se-PAIA- Ngezinhloso ze-PAIA, isikhungo sikahulumeni ngasinye kumele, kuncike kumthetho silawule abasebenzi abaqashiwe esikhungweni sikahulumeni esithintekayo, labo basebenzi banikwe izikhundla zokuba amaphini esikhulu sowazi ngokwesidingo ukuze isikhungo sikahulumeni, ngokusemandleni, sikwazi ukuqhuba imisebenzi yaso lapho kwenzeka kuba nabafakizicelo zokuthola amarekhodi.*

[2] *Isigaba sama-56(a) se-POPIA- Isikhungo sikahulumeni kanye nesikhungo esizimele ngasinye kumele sihlinzekele, ngokwendlela emiswe kusigaba se-17 soMthetho Wokugqugquzela Ukutholakala Kolwazi, noma oluphi ushintsho olungadingeka, esikhundleni saleso sibalo sabantu, uma bekhona, abangaba amaphini esikhulu solwazi njengoba lokho kudingeka ukuze kwenziwe imisebenzi nemithwalo emiswe kusigaba sama-55(a) se-POPIA*

[3] *Isigaba se-11(1) se-PAIA- Umfakisicelo kumele anikwe imvume yokuthola irekhodi lesikhungo sikahulumeni uma lowo mfakisicelo elandela izinqubo emiswe ku-PAIA eziqondene nesicelo sokuthola irekhodi; futhi ukuthola lelo rekhodi kungaqatshiwe ngokwezimiso zokuchitha isicelo njengoba kubhalwe kuSahluko sesi-4 sale Ngxenye.*

[4] *Isigaba sama-50(1) se-PAIA- Umfakisicelo kumele anikwe noma iliphi irekhodi lesikhungo esizimele uma-*
- *a) lelo rekhodi lidingeka ukuze kuvikelwe noma amaphi amalungelo;*
- *b) lowo muntu elandele izinqubo ze-PAIA eziqondene nesicelo sokuthola lelo rekhodi; futhi*
- *c) ukuthola lelo rekhodi kunganqatshiwe ngokwezimiso zokuchitha isicelo njengoba kumiswe kuSahluko sesi-4 sale Ngxenye.*

6.3.4 usizo olutholakala kusikhulu solwazi sesikhungo sikahulumeni ngokwe-PAIA ne-POPIA;

6.3.5 usizo oluthokala kumlawuli ngokwe-PAIA ne-POPIA;

6.3.6 zonke izisombululo ezisemthethweni eziqondene nomthetho noma ukuhluleka komthetho maqondana nelungelo noma umthwalo odluliselwe noma ophoqelelwe ngokwe-PAIA ne-POPIA, kubandakanya indlela yokufaka-

6.3.6.1 isicelo sokudlulisa isinqumo;

6.3.6.2 isikhalo kumlawuli; kanye

6.3.6.3 nesicelo enkantolo uphikisana nesinqumo sesikhulu solwazi sesikhungo sikahulumeni, isinqumo sokudluliswa kwesinqumo sangaphakathi noma isinqumo somlawuli noma isinqumo senhloko yesikhungo esizimele;

6.3.7 izinhlinzeko zezigaba ze-14[5] nama-51[6] esidinga ukuba isikhungo sikhulumeni noma isikhungo esizimele sibhale imanuwali futhi sichaze indlela yokuthola leyo manuwali;

6.3.8 izinhlinzeko zezigaba ze-15[7] nama-52[8] ezihlinzeka ngokudalula ngokuzithandela amarekhodi esikhungo sikahulumeni nesikhungo esizimele ngokwezigaba zamarekhodi;

6.3.9 izaziso ezikhishwe ngowezigaba zama-22[9] nama-54[10] maqondana namanani azokhokhelwa izicelo zokuthola ulwazi; kanye

6.3.10 nemithethonqubo efakwa ngokwesigaba 92[11].

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[5] *Isigaba se-14(1) se-PAIA- Isikhulu solwazi sesikhungo sikahulumeni kumele, okungenani ngezilimi ezintathu ezisemthethweni, sihlinzeke ngemanuwali equkethe ulwazi olusohlwini kundima yesi-4 ngenhla.*

[6] *Isigaba sama-51(1) se-PAIA- Inhloko yesikhungo esizimele kumele ihlinzeke ngemanuwali equkethe incazelo yolwazi olusohlwini kundima yesi-4 ngenhla.*

[7] *Isigaba se-52(1) se-PAIA- inhloko yesikhungo esizimele, ngaphandle kokuphoqwa nangokwendlela emisiwe, ingahlinzeka ngencazelo yezigaba zamarekhodi esikhungo esizimele atholakala ngokuzenzekela ngaphandle kokuba umuntu afake isicelo sokuwathola.*

[8] *Isigaba se-15(1) se-PAIA- Isikhulu solwazi sesikhungo sikahulumeni, kumele sihlinzeke, ngokwendlela emisiwe, ngencazelo yezigaba zamarekhodi esikhungo sikahulumeni atholakala ngokuzenzekela ngaphandle kokuba umuntu afake isicelo sokuwathola*

[9] *Isigaba sama-22(1) se-PAIA- Isikhulu solwazi sesikhungo sikahulumeni okufakwe isicelo kuso, kumele ngokwesaziso siyalele umfakisicelo ukuba akhokhe inani lesicelo elimisiwe (uma likhona), ngaphambi kokuqhubeka nokulungisa isicelo.*

[10] *Isigaba sama-22(1) se-PAIA- Isikhulu solwazi sesikhungo sikahulumeni okufakwe isicelo kuso, kumele ngokwesaziso siyalele umfakisicelo ukuba akhokhe inani lesicelo elimisiwe (uma likhona), ngaphambi kokuqhubeka nokulungisa isicelo*

[11] *Isigaba sama-92(1) se-PAIA sihlinzeka ngokuthi - "UNgqongqoshe angase, ngokwesaziso kuGazethi, amise imithethonqubo maqondana-*

(a) nanoma oluphi udaba oludingekayo noma oluvumelekile ngokwalo Mthetho okufanele lumiswe;
(b) noma oluphi udaba oluqondene nenani elimiswe kuzigaba zama-22 nama-54;

6.4 Amalungu omphakathi angahlola noma enze amakhophi esiqondiso emahhovisi ezikhungo zikahulumeni noma ezizimele, kubalwa nehhovisi lomlawuli, ngezikhathi zokusebenza ezivamile.

6.5 Isiqondiso singatholakala lapho -

6.5.1 kufakwa isicelo kusikhulu solwazi noma inhloko yesikhungo esizimele, ngokusebenzisa iFomu loku-1 elitholakala ku-https://inforegulator.org.za/paia-forms/ ;

6.5.2 kufakwa isicelo kumlawuli ngokuthumela Ifomu loku-1 (isicelo sekhophi yesiqondiso) ku-PAIACompliance@infoRegulator.org.za ;

6.5.3 ungena kuwebhusayithi yomlawuli: https://inforegulator.org.za/paia-guidelines/ ; kanye

6.5.4 ungena kuwebhusayithi engujikelele yomlawuli: www.inforegulator.org.za .

7. INCAZELO YABANIKAZI BOLWAZI OLUGCINWE YISIKHUNGO KANYE NEZINHLOBO ZAMAREKHODI AGCINWE I-AGSA NGOKWEZIGABA ZAWO

Abantu abanamarekhodi agcinwe yisikhungo	Izigaba zamarekhodi agcinelwe umuntu ngamunye
Umthetho kanye nezokuphatha ngokomthetho	Imibhalo enjengemithetho, imithethosivivinywa, imithethonqubo, imithetho ephakanyisiwe, njl. kanye nemibono yezomthetho kanye nokuchazwa kwayo.
Isikhungo kanye nezokulawulwa kwaso	Imibhalo eqondene nokunqunywa kwemigomo ye-AGSA kanye nezimpokophelo, ezinjengokuhlela ngokweqhingasu, izinhlelo zokulawula, imihlangano, ezoguquko, ezokuvikela, ukuphathwa kobungozi obungase buvele, njl.
Imisebenzi yezolwazi	Imibhalo eqondene nokuhlinzeka nokuphatha imithombo yolwazi lwe-AGSA,

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(c) nanoma isiphi isaziso esidingekayo ngokwalo Mthetho;
(d) uhlelo olumisiwe olufanayo oluzosetshenziswa yisikhulu solwazi esikhungweni sikahulumeni lapho kunqunywa ngezigaba zamarekhodi ahlinzekwayo ngokwesigaba se-15; kanye
(e) nanoma iluphi udaba lwezokuphatha noma lwezezinqubo oludingekayo ukuze kusetshenziswe izinhlinzeko zalo Mthetho."

	njengomtapowolwazi, ukuphathwa kwamarekhodi, ukuphathwa kolwazi, ukuphathwa kolwazi, ubuchwepheshe bezolwazi, njl.
Ezokuxhumana kwangaphakathi nokwangaphandle	Imibhalo eqondene nezokuhlela ngokohlelo olumisiwe, ukuqalisa, ukuqapha nokubuyekeza kweqhingasu lezokushicilela nezokwazisa.
Ukuphathwa kwezezimali nezokuthenga impahla yokusebenza	Imibhalo eqondene nokuqoqa, ukwaba, ukusebenzisa kanye nokuba nesibopho sokuphendula okuqondene nemithombo yezimali ye-AGSA, njengokuhlela, ukumisa isabelomali, ezokubala, ukuhlaziya kanye nokubikwa, kanjalo nalokho okuqondene nokuthola impahla kanye nokugcina kanye nokuphathwa kwempahla esetshenziswayo.
Ezabasebenzi	Imibhalo eqondene nezindaba zabasebenzi, njengokuthuthukiswa kwesikhungo, imigomo yokusebenza, ukuqasha, ukuphathwa komsebenzi, ukuqeqesha, njl.
Ukuphathwa kwesikhungo	Imibhalo eqondene nokuphathwa kwezinhlelo zokuhamba kanye nokuhlinzeka ngezokuthutha, kanye nalokho okuqondene nezokuhlela, ukuklama kanye nokuphathwa kwezakhiwo, amagceke, kanye nemisebenzi yezeposi kanye nokuxhumana ngezingcingo.
Ubudlelwano bamazwe ngamazwe kanye nobangaphakathi ezweni	Yonke imisebenzi eqondene nobudlelwano bangaphakathi ezweni kanye nobamazwe ngamazwe, njengezivumelwano nezimiso zomthetho.
Ucwaningomabhuku	Imibhalo eqondene nocwaningomabhuku oluvamile, ucwaningomabhuku lokwenziwa kwemisebenzi, uphenyo, ucwaningomabhuku lohlelo lolwazi, ucwaningo nokuthuthukiswa kocwaningomabhuku, kanye nokuphathwa kwezingaqophelo.
Imibhalo yezeqhingasu, izinhlelo kanye neziphakamiso	Imibiko yonyaka, Uhlelo Olungokweqhingasu, Uhlelo Lokuwenziwa Kwemisebenzi Lonyaka
Ezabasebenzi	- Izinqubomgomo nezinqubo zezabasebenzi; - Izikhala zemisebenzi ezikhangisiwe;

	- Amarekhodi abasebenzi; - Ezokufunda nokuthuthukisa isib.: ukuthuthukiswa kwamakhono kanye nezinhlelo zokuqeqesha Uhlelo kanye nezibalo zezokulinganisa emsebenzini

8. IZIGABA ZAMAREKHODI E-AGSA ATHOLAKALA NGAPHANDLE KWESICELO

Isikhulu solwazi sishicilele isaziso esiqondene nezigaba zamarekhodi e-AGSA atholakala ngaphandle kokuba umuntu afake isicelo sokuwathola. Isazizo sitholakala enhlokohhovisi ye-AGSA ngezikhathi zokusebenza ezivamile kusukele ngo-07H30-16H15 kanye nakuwebhusayithi ye-AGSA: https://www.agsa.co.za/AboutUs/CorporateInformation/PAIAManual.aspx

9. INCAZELO YAZO ZONKE IZISOMBULULO EZIKHONA EZIQONDENE NOKWENZIWE NOMA OKUNGENZIWANGA YI-AGSA

9.1 I-AGSA ayinayo inqubo yokudluliswa kwezinqumo yangaphakathi eqondene nezicelo ze-PAIA. Ngakho, isinqumo sesikhulu solwazi siyizwi lokugcina.

9.2 Umfakisicelo onganelisekile ngesinqumo sesikhulu solwazi sokuchitha isicelo sakhe sokuthola ulwazi noma isinqumo esithathwe ngokwesigaba sama-22, 26(1) noma 29(3) se-PAIA, kungathi ezinsukwini ezingama-180 azisiwe ngaleso sinqumo, athumele isikhalo eveza izinsolo zokuba isinqumo esithathiwe siphambene ne-PAIA, asiqondise kumlawuli ngendlela nangefomu elimisiwe ukuze athole usizo ngokwesigaba sama-77A se-PAIA.

9.3 Umfakisicelo onganelisekile ngesinqumo sesikhulu solwazi kanye nomlawuli angakwazi ukufaka isicelo esiqonde enkantolo ukuze athole usizo ngokwesigaba sama-82 se-PAIA inqobo uma umfakisicelo esezilandele zonke izinqumo zezikhalo ezimiswe ngokwesigaba sama-77A. Umfakisicelo onganelisekile ngesinqumo sesikhulu solwazi sokuchitha isicelo sakhe sokuthola ulwazi noma isinqumo esithathwe ngokwesigaba sama-22, 26(1) noma 29(3) se-PAIA, noma onganelisekile nganoma isiphi isinqumo somlawuli, angakwazi ukufaka isicelo enkantolo ukuze athole usizo ngokwesigaba sama-82 se-PAIA, ezinsukwini ezingama-180.

10. IZINHLINZEKO ZAMALUNGU OMPHAKATHI EZITHOLAKALA KU-AGSA KANYE NENDLELA YOKUTHOLAKALA KWALEZO ZINHLINZEKO

U-AG, ngokusebenzisana nezinhlelo zezokuqapha, angathatha isinqumo semigomo ezosetshenziselwa ukwenza ucwaningomabhuku, uhlobo kanye nohlelo lwalolo cwaningomabhuku, kanjalo nezinqubo zokubhekana nezikhalo lapho kwenziwa lolo cwaningomabhuku. Izikhalo nge-AGSA ezingokwesigaba se-13(1)(c) se-PAA kumele zithunyelwe ngokubhaliwe ku-:

Senior Manager: Complaints: Auditor-General South Africa

Ikheli lendawo: Lynnwood Bridge Office Park, 4 Daventry Road, Lynnwood Manor; PO Box 446, Pretoria, 0001

Iposinyazi: Ethics@agsa.co.za

Okunye okubaluleke kakhulu, u-AG angakhipha imiyalelo ekhethekile noma izaziso ngokwe-PAA. Noma imiphi imibuzo eqondene nalowo myalelo noma isazizo kumele ithunyelwe ehhovisi elilandelayo:

Business Unit Leader: Reporting and Methodology, Auditor-General South Africa

Ucingo: 012 426 8000

Ifeksi: 012 426 8333

Iposinyazi: TAS2@agsa.co.za

11. UKUNGENELELA KOMPHAKATHI EKUDIDIYELWENI KWENQUBOMGOMO NOMA UKUSEBENZISA AMANDLA NOMA UKWENZIWA KOMSEBENZI KWE-AGSA

I-AGSA izimele kuhulumeni. Imisebenzi yayo eyisisekelo wukucwaninga amabhuku bese abikele umphakathi ngama-akhawunti, izitatimende zezimali kanye nokuphathwa ngokwezimali kwezikhungo zikahulumeni. Lapho yenza lokho, i-AGSA kumele iqaphele ukuba ingayenzi imisebenzi engase iholele ekusungulweni kwenqubomgomo. Nakuba i-AGSA ingayisunguli inqubomgomo okumele umphakathi ube novo kuyo, iyanquma ngemigomo, ukuvama, nohlobo lohlelo locwaningomabhuku lomphakathi. Ukubamba iqhaza komphakathi, ngezinkundla ezinhlobonhlobo nezinhlaka njengezinhlangano zomphakathi, kusemqoka ekubaluleni imikhakha esemqoka okumele ucwaningomabhuku lugxile kuyo.

UMthethosisekelo kanye Nemithetho Yesishayamthetho Sikazwelonke inika umphakathi amandla okubamba iqhaza ekushayweni kwemithetho. Lapho i-AGSA yethula umthetho omusha noma ichibiyela umthetho oqondene nomsebenzi wayo, imisebenzi

kanye namandla, umphakathi uyamenywa ukuba ubambe iqhaza ezinqubweni ngokuthumela izethulo ezibhaliwe, ukuhambela izimbizo zokuzwa uvo lomphakathi, kanye nokubonisana namakomidi ukuze kuhlinzekwe ngezimvo ngemithetho emisha kanye nezichibiyelo zemithetho.

Imithetho yeSishayamthetho Sikazwelonke iphinde ihlinzeke ngenqubo yokukhalaza lapho ilungu lomphakathi linganelisekile ngendlela i-AGSA ifeza ngayo ijoka layo, eyenza ngayo imisebenzi yalo kanye nesebenzisa ngayo amandla ayo.

12. UKULUNGISWA KOLWAZI OLUQONDENE NOMUNTU SIQU

12.1 Inhloso yokulungisa ulwazi

I-AGSA ingase ilungise ulwazi oluqondene nomuntu siqu (njengoba kuchazwe ku-POPIA) ukuze ifeze ijoka layo lapho yenza imisebenzi yayo ngokwe-PAA kanye neminye imithetho.

Lapho kudingeka ngaphansi kwe-POPIA, i-AGSA ithola imvume kumuntu ongumnikazi wemininingwane lapho kuqoqwa ulwazi oluqondene nomuntu siqu.

I-AGSA ilungisa ulwazi oluqondene nomuntu siqu ngezinhloso ezilandelayo:

- ukufeza izibopho eziqondene nabasebenzi bayo ezimiswe ngokomthetho nangokwenkontileka;
- ukusekela nokuphatha abasebenzi bayo;
- ukuqinisekisa imininingwane ngokokuhlonzeka kwezivakashi ezifika emahhovisi ayo;
- ukuhlinzeka ngezinhlelo zokubavikela ngqo abasebenzi bayo kanye nokuvikela impahla yayo;
- ukuqinisekisa ulwazi oluhlinzekwe abahlinzekimisebenzi kanye nabangase babe abahlinzekimisebenzi;
- ukuhlonza izicelo zamathenda kanye nemibhalo yebhidi;
- ukuqinisekisa ulwazi oluhlinzekwe ezicelweni zomsebenzi; kanye
- nokulandela izibopho zomthetho nezokulawula.

12.2 Incazelo yezigaba zabanikazi bemininingwane kanye nolwazi noma izigaba zolwazi

Izigaba zabanikazi bemininingwane	Ulwazi oluqondene nomuntu siqu olungalungiswa
Abantu ngokwemvelo	Amagama nezibongo; imininingwane yokuxhumana (izinombolo zokuxhumana, inombolo yefeksi, ikheli leposinyazi); ikheli lendawo yokuhlala, leposi noma lebhizinisi; inombolokuhlonza ehlukile / inombolo kamazisi kanye nemibhalo ethunyelwayo eyimfihlo; ulwazi lwabantu lwe*biometric* (izithombe zezokuvikela namavidiyo e-CCTV); imibono nokukhethwa umuntu siqu; imibhalo okubhalelwane yona eyimifihlo ethunyelelwe i-AGSA noma kusetshenziswa uhlelo lokuxhumana lwe-AGSA.
Abantu ngokomthetho	Amagama abantu okuxhunyanwa nabo; igama lesikhungo ngokomthetho; ikheli lendawo neleposi; imininingwane yokuxhumana (inombolo yokuxhumana, inombolo yefeksi, ikheli leposinyazi); inombolo yokubhaliswa, ulwazi lwezezimali, lwezokuthengisa, locwaningo noma lwezobuchwepheshe kanye nezimfihlo zokuhweba; ulwazi ngendawo; indlela yokuhlonzeka ngokwe-inthanethi kanye neminye imisebenzi eyenzelwa abantu.
Abasebenzi	Ezobulili bokuhlonzeka, ukukhulelwa, isimo sokushada, ubuhlanga, iminyaka, ulimi, ulwazi ngemfundo (iziqu); ulwazi lwezezimali; umlando wokuqashwa, inombolo kamazisi, ikheli lendawo neleposi; imininingwane yokuxhumana (inombolo yokuxhumana, inombolo yefeksi, ikheli leposinyazi); umlando wezobugebengu, ezenhlalakahle kanye nezihlobo zabo (amalungu

	omndeni); imininingwane yezempilo, ezobulili bokuhlonzeka, ubulili bemvelo, ubuzwe, indabuko ngokomphakathi, ubulili oziyamanisa nabo, iminyaka, isimo sempilo ngokwenyama nokomqondo, isimo senhlalakahle, ukuphila nokukhubazeka, inkolo, unembeza, inkolelo, isiko, ulimi, ulwazi lwe*biometric* lomuntu.

12.4 Abahlinzekelwayo noma izigaba zabahlinzekelwayo abanganikwa ulwazi oluqondene nomuntu siqu

Izigaba zolwazi lomuntu siqu	Abahlinzekwayo noma izigaba zabahlinzekwayo
Ubulili bokuhlonzeka, ubuhlanga, ulwazi lwezezimali	Izikhungo ezimiswe ngokomthetho (njengoMnyango Wezabasebenzi kanye neSouth African Revenue Services).
Amagama, ulwazi lwezezimali, izinombolo zikamazisi,	Abahlinzeki bezinzuzo zabasebenzi (njengama-*medical scheme*, izikhungo zezikhwama zempesheni kanye nezinye izikhungo zezimali).
Amagama, izinombolo zikamazisi, izinombolo zokuxhumana	Umndeni, abasebenzisana kanye nabamele abanikazi bemininingwane.
Umlando wokuqashwa, amagama, inombolo kamazisi	Abasebenzi abangabanikazi bemininingwane abasebenza njengamanje, ababesebenza ngaphambilini, nabangase basebenze
Ulwazi lwezemfundo, umlando wokuqashwa	Ama-ejensi ezokuqasha
Inombolo kamazisi, amagama, izinombolo zokuxhumana	Amakilayenti e-AGSA (maqondana nokuhlanganyela nala makilayenti kwe-AGSA)
Umlando wezikweletu nokukhokha, ukuze kuqinisekiswe ulwazi lwezikweletu	Ama-ejensi okuhlola izikweletu
Iziqu, ukuze kuqinisekiswe iziqu, inombolo kamazisi	Izinkampani zokuqinisekisa umlando ngomuntu
Inombolo yokubhaliswa yemoto (inambapleti), amagama, inombolo kamazisi yomsebenzi	Izinkampani zezokuvikela ngqo
Amagama, inombolo kamazisi, imininingwane yokuxhumana	INational Archives and Records Services of South Africa (maqondana nolwazi olufanelekile ukuba 'yirekhodi lomphakathi' ngokoMthetho weNational Archives and Records Services wama-43 we-1996
inombolo yokuhlonza kanye amagama, ukuze kuhlolwe umlando wobugebengu	ISouth African Police Service nezinkantolo, lapho kunesidingo.

12.5 Ukuthunyelwa kolwazi oluqondene nomuntu siqu ngaphesheya kwemingcele yezwe kuhleliwe

I-AGSA ayiqondile ukudlulisa ulwazi oluqondene nomuntu siqu ngale kwemingcele yasezweni. Lapho kudingeka ukuba ulwazi oluqondene nomuntu siqu ludluliswe ngaphandle kweRiphabhulikhi yaseNingizimu Afrika, kuzolandelwa isigaba sama-72 se-POPIA.

12.6 Incazelo-jikelele Yezindlela Zokuvikela Ulwazi ezizosetshenziswa oqondene nalo ukuqinisekisa ubumfihlo, ubuqotho kanye nokutholakala kolwazi

I-AGSA ivikela ulwazi oluqondene nomuntu siqu elugcinile nelulawulayo ngezindlela zokuphepha zezobuchwepheshe nezingezesikhungo ezisebenzisayo ukuze ivikele ubuqotho nobumfihlo bolwazi oluqondene nomuntu siqu ngokwezinqubo nezindlela ezivamile ezamukelekile zokuvikela ulwazi. Lokhu kungabandakanya:

- Ukugcina imininingwane ngokwemibhalomfihlo,
- Izithiyimanethiwekhi zangaphakathi (*firewalls*)
- Ukulawula ukufinyelela.
- Isifungo sokugcina imfihlo sabasebenzi,
- Isivumelwano sokungadaluleli abangahlangene ngqo ngolwazi;
- Ukulawula ukufinyelela esikhungweni ngqo;
- I-*hardware* ne-*software* evikelekile; kanye
- Nezigaba zobumfihlo nobumfihlo bemininingwane ezivumelwaneni okungenwa kuzo nabahlinzeki kanye nabahlinzekimisebenzi.

13. UKUTHOLAKALA KWEMANUWALI

13.1 Le manuwali ingatholakala ngezilimi ezilandelayo ezine ezisemthethweni.

13.1.1 IsiNgisi;

13.1.2 IsiTsonga

13.1.3 IsiZulu

13.1.4 IsiSuthu

13.2 Ikhophi yale manuwali noma uhlobo olubuyekeziwe lwayo, lutholakala nangale ndlela-

13.2.1 kuwebhusayithi (www.agsa.co.za)

13.2.2 enhlokohhovisi ye-AGSA ukuze luhlolwe umphakathi ngezikhathi zokusebenza ezijwayelekile;

13.2.3 kunoma ubani lapho icelwa nalapho kukhokhwe inani elifanele elimisiwe; kanye

13.2.4 nakumlawuli lapho icelwa.

13.3 Kuyokhokhwa inani elimiselwe ikhophi yemanuwali, njengoba kumiswe kusithasiselo B semithethonqubo, ngekhophi eyi-A4 ngayinye eyenziwayo.

14. UKUBUYEKEZA IMANUWALI

Lapho kunesidingo, i-AGSA iyobuyekeza futhi ishicilele le manuwali minyaka yonke.

Umshicileli

____

(Tsakani Maluleke)

(UMcwaningimabhuku-Jikelele)

SENZA UCWANINGOMABHUKU UKUZE UMPHAKATHI UKWAZI UKUSETHEMBA

Auditor-General South Africa (UMcwaningimabhuku-Jikelele WaseNingizimu Afrika)

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Skena ikhodi ye-QR ukuze ukwazi ukuthola i-PFMA egcwele yowezi-2021-22 umbiko owujikelele odidiyele wemiphumela yocwaningomabhuku kazwelonke neyesifundazwe ekuwebhusayithi yethu.