INCWADI YE- IZIKO MUSEUMS YASEKAPA

Ngokwemigqaliselo yecandelo 10 lomThetho wokuPhucula uFikelelo kwiNkcukacha, 2000
(umThetho oyiNombolo yesi-2 ka 2000)

ISICWANGCISO SOQULATHO

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2. Ukwakhiwa kwe- Iziko
3. Iinkcukacha zoqhagamshelwano zamaSekela amaGosa oLwazi
4. Isikhokhelo seKomishoni yoMzantsi Afrika yamaLungelo oluNtu ekubeni usetyenziswa njani umThetho
5. Ufikelelo kwiirekhodi
5.1inkcazelo ngomxholo apho Iziko lineerekhodi zalo kunye nodidi lweerekhodi ezikhoyo kumxholo ngamnye
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5.3 Inkqubo yezicelo
6. Inkonzo ezifumanekayo eluntwini kunye nokuba unokufikelela njani kuzo
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8. Amancedo afumanekayo ukunika imbeko izenzo okanye ukungaphumeleli ukwenza
9. Uhlaziyo lwencwadi
10. Ukufumaneka kwencwadi

1. IMISEBENZI YE IZIKO MUSEUMS YASEKAPA (Iziko)
Iziko liziko elibhengeziweyo loluntu elasekwa njenge flagship kulandelwa umThetho wamaZiko eNkcubeko, 1998 (umThetho 119 ka 1998). Imyuziyam ilawula iphinde iphakamise iqela leengqokelela zezinto zakudala, izakhiwo zakudala kunye neesayithi , phantsi kwegunya leSebe leSizwe lezobuGcisa kunye Nkcubeko.

Igunya le Iziko

Igunya elingundoqo le Iziko, ngokulandela umThetho wamaZiko eNkcubeko, uku

- ukubamba, ukulondoloza, ukuthintela ukonakala kwempahla esuswayo nengasuswayo

neyalo naliphi udidi ebekwe elugcinweni okanye ebolekiweyo okanye eyeye ziko elibhengeziweyo elo kujongwene nalo, kunye

- ukufumana, ukubamba, ukulondoloza, kunye nokuthintela ukonakala kwemizekelo, ingqokelela okanye impahla esuswayo ebekwe phantsi kolondolozo lwalo kunye nolawulo ngaphantsi kwecandelo 10(1) lomThetho.

Imimandla yokusebenza engundoqo

Umsebenzi we-Iziko wakhiwe ngokwezi **njongo zingundoqo zezicwangciso:**

- Ukuqhuba inkqubo yotshintsho ngokwezikhokhelo zesizwe;
- Ukufumana umsebenzi omhle ngokulawula kunye nokuphuhlisa imithombo yabantu;
- Ukwakha, ukulondoloza, kunye nokutolika iingqokelela ze-Iziko;
- Ukuphucula kunye nokwandisa ufikelelo kwi-Iziko museums ;
- Ukuvula amandla emfundo e-Iziko kunye nokukhuthaza kunye nokubonisa ubuchule bobugcisa bethu, inkcubeko kunye nembali yemvelo; kunye,
- Nokuqinisekisa isenzo sokugqibela se-Iziko .

2. Isakhiwo se-Iziko
Imvelaphi
Iziko lasekwa njenge ziko leflagship lamaZantsi. Yimbumba yesakhiwo elawula ezi ngqokelela zakudala kunye nezisayithi zilandelayo:

- Imyuziyam yoMzantsi Afrika
- iGallery yeSizwe yoMzantsi Afrika
- Iziko Maritime Centre
- ISlave Lodge Museum
- William Fehr Collection (kwi- Castle of Good Hope)
- Michaelis collection (The Old Town House)
- Rust en Vreugd Museum
- Koopmans- De Wet House museum
- Groot Constantia Museum
- Iziko Planetrium
- Bo-Kaap Museum

- SAS Somerset (a museum ship at the V& A Waterfront)

Iziko lilawulwa libhunga, elichongwe nguMphathiswa wezobuGcisa neNkcubeko

Amalungu eBhunga ngo 2008
Gqirha.E.Links
Nj. R du Pre
Mnu. M.Ledimo
Nks. S. Proselendis
Adv.D. Mitchell
Gqirha. C. Rassool
Nks P. Madiba
Nks. S. Jeppie
Nj. R. Nayeger
Nj. H. Bredekamp (CEO, ex officio)

Amalungu eKomiti yoPhicotho
Adv. Dave Mitchell (usihlalo)**,** noNj.Ravi Nayager kunye noNj. Roy du Pre

INKQUBO YOLAWULO
IKomiti yesiGqeba eLawulayo
IKomiti yesiGqeba eLawulayo (Exco) ineGosa lesiGqeba, uMlawuli olawulayo(imisebenzi engundoqo) kunye noMlawuli oLawulayo (imisebenzi), kunye neGosa leziMali eliyiNtloko kunye noMphathi wokuPhucula iZiko odlala iindima zokuxhasa.

IQela eliPhezulu eliLawulayo

Iziko linamacandelo amathathu asebenzayo, angala icandelo elingundoqo elenza umsebenzi, icandelo loshishino lokusebenza, kunye neSebe lokuPhucula Iziko kwi ofisi ye CEO.
Icandelo lemiSebenzi enguNdoqo ibandakanya iingqokelela zembali yemveli, iingqokelela yembali yasekuhlaleni, Iingqokelela zobuGcisa, inkqubo zemfundo kunye nezoLuntu, kunye namaSebe emiboniso.
Icandelo lokusebenza liquka amasebe eMali kunye noLawulo, uLawulo lwenkonzo zabathengi, uLawulo lwamaNcedo kunye neziBonelelo zoLuntu.
Iintloko zalamasebe – kunye neGosa eliPhezulu leMali, uMphathi wophuculo lweziko kunye namalungu eQumrhu eKomiti eLawulayo- enza iQela eliPhezulu eliLawulayo le Iziko, ngaphantsi kolawulo lwe-CEO.

3.IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LENKCUKACHA KUNYE NAMASEKELA
Igosa lenkcukacha ligosa loLawulo eliphezulu le-Iziko elimele lomsebenzi kuMphathi oLawulayo (imisebenzi) kunye noMphathi oLawulayo(imiSebenzi enguNdoqo) ngokwamandla amaSekela amagosa eNkcukacha.

Inkcukacha zoqhagamshelwano:
Idilesi yokuthumela: P O Box 61, CapeTown, 8000
Idilesi yeSitalato: 25 Queen Victoria Street, Cape Town
Umnxeba: 021 481 3800
iFeksi: 021 481 3993
I-imeyili : info@iziko.org.za
Uvimba-nkcukacha wekhompyutha: www.iziko .org.za

4. ISIKHOKHELO SEKOMISHONI YOMZANTSI AFRIKA YAMALUNGELO OLUNTU UKUBA USETYENZISWA KANJANI UMTHETHO

Isikhokhelo okuba usetyenziswa njani uMthetho wokuPhucula Ufikelelo kwiNkcukacha, 2000, siyafumaneka kwii ofisi zeKomishini yaMalungelo oLuntu yoMzantsi Afrika (Idilesi yokuthumela: The South Human Rights Commission, Private Bag 2700, Houghton, 2041) kunye nakwi uvimba nkcukacha wekhompyutha (www.sahrc.org.za) kunye nasezindaweni zokufaka incwadi ezisemthethweni.

5.UFIKELELO KWIIREKHODI
5.1 INKCAZELO NGEMIXHOLO APHO IZIKO LIBAMBA IIREKHODI KUNYE NEENDIDI ZEEREKHODI EZIKHOYO KUMXHOLO NGAMNYE

Injongo yokulungisa isicelo ngokomgqaliselo woMthetho, inkcazo yemixholo iziko elibambe amarekhodi ayo kunye nodidi lwamarekhodi akhona kumxholo ngamnye anje ngoku kulandelayo:

5.1.1 ULAWULO
Inkonzo eziyimbumba:

Imizuzu yeBhunga kunye neentlanganiso zeziphathamandla
Iingxelo zoNyaka
UYilo lweziCwangciso
Iingxelo zeMali yoNyaka
IMicimbi yabaSebenzi:- imigaqo-nkqubo yabasebenzi
Ulawulo lweMali-uqingqo-mali
Ithenda- umgaqo-nkqubo wethenda
- Amaxwebhu ethenda afunyenwe kubantu ababonelela ngezixhobo, emveni kokuba lomntu evuziwe
-Izigqibo zababoneleli ngezixhobo
-Ifom yenkcukacha zomthengisi ukubhalisa kwisigcini-nkcukacha somboneleli ngezixhobo
Irejista yempahla yeSebe
Ucwangciso lokuqesha ngobulungisa
Incwadana engundoqo yempahla zexabiso
Iphepha-ngxelo langaphakathi
Ikhathalogu zokukhuthaza, izibhengezo, namaphetshana

5.1.2 IINGQOKELELA

Imigaqo-nkqubo yengqokelela(ubuGcisa, Imbali yeNtlalo kunye neMbali yemvelo)kuquka:impahla efunyenweyo, imali-mboleko kunye nemigaqo-nkqubo yolondolozo
Imigaqo-nkqubo kwintsalela zabantu kwiingqokelela ze -Iziko
Imigaqo-nkqubo yokunxulumanisa
Iirejista zothatho- zikhundla kunye nezigcini-nkcukacha
Iincwadi zenkqubo yeengqokelela
Izigcini-nkcukacha zeengqokelela ezikhoyo
Ikhathalogu zemiboniso
Iingqokelela ezikwiziko leencwadi (ubuGcisa, imbali ngentlalo kunye nembali yemvelo)

5.1.3 UKUHLOLA NOKUVAVANYA

U**kunika iinkonzo nokuqinisekisa imiba esemgangathweni emayelana ne:**
Umsebenzi woPhicotho Ngaphakathi:
Uxwebhu lwamalungelo Ophicotho Ngaphakathi (njengoko kuxeliwe kwi PFMA, Imimiselo ka Nondyebo ka-Zwelonke yamkelwa yiKomiti yoPhicotho yeBhunga)

- Iingxelo ze IA: eZimeleyo, injongo yokuqinisekisa (uvavanyo nohlolo) inkqubo yeqela yolawulo ngaphakathi
- Ukuhlola: Uphatho, umNgcipheko kunye nokwamkela
- Ukufuna inkonzo kwiziphathamandla,kunye nentshiseko yokongeza iziphumo ezibonakalayo kumsebenzi weqela.

Iingxelo zikanyangantathu kwiKomiti yoPhicotho
Uxwebhu Lwamalungelo eKomiti yoPhicotho
Ucwangciso lokuPhathwa koMngcipheko
Ucwangciso lokuPhathwa kwentlekele

5.2 USASAZO NGOKUVOLONTIYA NOKUZENZEKELA KWEEREKHODI EZIFUMANEKA NGAPHANDLE KOKWENZIWA E PAIA

Iirekhodi	**Zifumaneka e:**
Iingxelo zonyaka ze Iziko zika 2002/2003/2004, 2004/2005, 2005/2006 no 2006/2007	uvimba-nkcukacha wekhompyutha we-Iziko indawo esemthethweni yokufaka iincwadi
Iinkcukacha zenkqubo zoluntu nemisebenzi	uvimba-nkcukacha wekhompyutha we-Iziko iincwadana zasimahla kuzozonke iisayithi ze museum
Iinkcukacha ngenkonzo zemfundo, iiyure zokuvula, imali, indawo zokuqesha, iivenkile kunye nevenkile zokutyela	uvimba-nkcukacha wekhompyutha we-Iziko iincwadana zasimahla kuzozonke iisayithi ze museum
Iinkcukacha ngokubanzi zesayithi kunye neengqokelela zethu	Uvimba-nkcukacha wekhompyutha we-Iziko

5.3 INKQUBO YESICELO

5.3.1 Samkelwa okanye asamkelwa xa kutheni isicelo:

Umceli makanikwe ufikelelo kwirekhodi yequmrhu loluntu xa umceli esamkela ezizinto zilandelayo:

- umceli esamkela zonke iimfuno zenkqubo kuMthetho omayelana nesicelo sokufikelela kwirekhodi; kunye
- ufikelelo kwelirekhodi alaliwa nangayiphi na imiba yokungamkelwa okuxeliweyo eMthethweni

5.3.2 Ulucela njani omnye ufikelelo kwirekhodi:

- Umceli makasebenzise ifom (fom A) eyasasazwa kwiGazethi (uQapheliso lukaRhulumente R187 yeshumi elinesihlanu ku februwari 2002).
- Umceli makabonakalise kwakhona ukuba umceli ufuna ikopi yerekhodi okanye ukuba umceli ufuna ukungena ajonge irekhodi eziofisini ze-Iziko, okanye, ukuba irekhodi akuloxwebhu lephepha, inokuboniswa ngendlela eceliweyo, apho kunokwenzeka.
- Ukuba umntu ucela ufikelelo ngendlela ethile (umzekelo, ikopi yephepha, ikopi ye electronic, kunye nenye) ngoko umceli makafumane ufikelelo ngalondlela, ngaphandle kokuba ukwenza njalo kuzakuphazamisa ukusebenza kweIziko, okanye konakalise irekhodi okanye kuphazamise ilungelo lombhali ekungenguye okarhulumente ,okanye ichaphazele umntu okanye inkululeko yoluntu [iingqokelela kwimeko ethile), okanye imizekelo yembali yemveli ibekwa emngciphekweni, imo yolondolozo ezo zinto ziqwalaselweyo.Ukuba ngezizathu ezibonakalayo ufikelelo alunakunikwa ngendlela efunwayo kodwa ngenye indlela , imali mayibalwe ngokwendlela umceli aqale wayicela ngayo.
- Xa, ukongeza kwimpendulo ebhaliweyo kwisicelo serekhodi, umceli ufuna ukuxelelwa ngesigqibo ngenye indlela, umzekelo, ngomnxeba, mayiboniswe.
- Xa umceli ecela inkcukacha egameni lomnye umntu, indlela isicelo esenziwa ngayo mayiboniswe .
- Xa umceli engakwazi ukufunda nokubhala, okanye ekhubazekile, ngoko isicelo serekhodi singenziwa ngomlomo. Igosa lenkcukacha malizalise ifom egameni lomceli kunye anike umceli ikopi yefom egqityiweyo.

5.3.3 Imali ehlawulwayo

Zimbini intlobo zemali ekufuneka zihlawulwe ngokwemigqaliselo yoMthetho, nazi; imali yesicelo nemali yofikelelo (yoqapheliso ngesigqibo esiphathelene nokunika ufikelelo).

- Umceli ofuna ufikelelo kwirekhodi equlethe inkcukacha ekuzezomceli akufunwa ahlawule imali yesicelo. Nowuphi omnye umceli makahlawule imali yesicelo eyi R35(ehlawulwa kwizigqeba zoluntu).
- Igosa lenkcukacha maliqaphelise umceli ukuba ahlawule imali yesicelo emiselweyo (xa ikhona) ayidiphozithe (xa ikhona) phambi kokuba kuqhutyelekwe nesicelo.
- Umceli angafaka isibheno ngaphakathi, apho kukhona imfuneko. Okanye isicelo enkundleni ngakwithenda okanye imali yesicelo.

- Emva kokuba igosa lenkcukacha lenze isigqibo kwisicelo, umceli makaqapheliswe ngesisigqibo ngendlela apho umceli afuna ukuqapheliswa ngayo.
- Ukuba isicelo samkelekile enye imali yofikelelo mayihlawulwe ukuze kuveliswe kunye nokukhangelwa nolungiselelo kunye nalo naliphi ixesha elifunwayo kwiiyure ezingaphezulu okanye ezibekiweyo ukukhangela kunye nokulungiselela upapasho lweerekhodi.
- Ufikelelo kwiirekhodi luzakubanjwa de umceli ahlawule zonke imali ezifanelekileyo.

6.IINKONZO EZIFUMANEKA ELUNTWINI NOKUBA UNOKUFIKELELA NJANI KUZO

6.1 Iinkonzo

Iinkonzo zemfundo zoluntu

6.2Ulufumana njani ufikelelo kwiinkonzo

Iinkonzo zemfundo zoluntu zifikeleleka kwisayithi zemuseum.Imali neyure zokuvula zibonisiwe esayithini, kwincwadana kunye novimba- nkcukacha bekhompyutha bethu.

7. AMALUNGISELELO AVUMELA UBANDAKANYEKO LOLUNTU EKUYILWENI KOMGAQO-NKQUBO KUNYE NOKWENZIWA KOMSEBENZI

Umgaqo-nkqubo neeNkqubo ezazisayo:

- Uphononongo ulonelisayo lomtyeleli, ukuhlola iziphumo zoniko nkonzo ngokwemibono yabatyeleli abangabasebenzisi benkonzo ethile ;
- Imibutho yetshomi;
- Iintlanganiso zabathathi-nxaxheba zokuphuhlisa imiboniso.

8. AMANCEDO AFUMANEKAYO UKUNIKA IMBEKO KUBUGCISA OKANYE UKUNGAPHUMELELI UKWENZA

Ezinkqubo zilandelayo zikhona kubantu ukuze baxele okanye amancedo ekurhaneleka ukuba akalunganga, akasetyenziswa kakuhle okanye izenzo ezingekho mthethweni zamagosa okanye izinto ezingabandakanywanga li- Iziko okanye nawuphi umqeshwa walo

8.1 Iinkqubo zokuxela okanye ukuphucula:

8.1.1 Amancedo ukunika imbeko kwizenzo okanye ukungaphumeleli ukwenza ngokwemigqaliselo yoMthetho wokuKhuthaza uFikelelo kwiinkcukacha : igunya lokubhena ngaphakathi injongo zalo Mthetho nguMhlali-ngaphambili weBhunga leIziko (amacandelo74- 77). Emva kokuba uncedo lwangaphakathi lokubhena lwenziwe, isicelo singenziwa enkundleni (amacandelo 78-82).

8.1.2 Umntu angasebenzisa amancedo ezemisebenzi ngokumayelana nezenzo zamagosa okanye imvelo yokungabandakanywa kwezemisebenzi, ingxushungxushu ngamalungelo (uMthetho weNkonzo zoLuntu, 1994, kunye noMthetho weSebe , lezeMisebenzi 1995);

8.1.3Umntu angasenza isikhalazo nomhloli wezeMisebenzi ngokumayelana nasiphi

isithintelo esirhanelekayo soMthetho woQesho wemeko ezingundoqo, 1997 (uMthetho No. 75 ka 1997- icandelo 78 (1) (a), okanye uMthetho woQesho woBulungisa, 1998 (uMthetho No. 55 ka 1998- icandelo 34 (e)).

8.1.4 Umntu angasenza isicelo noMkhuseli woLuntu ngokuphathelele nokurhanelwa okungekho mthethweni okanye isenzo segosa esingalunganga okanye ukungabandakanyeki (uMthetho woMgaqo-siseko nowo Mkhuseli woLuntu, 1994 (uMthetho No.23ka 1994)

8.1.5Umntu angasenza isikhalazo neKhomishoni yamaLungelo oLuntu yoMzantsi Afrika ngokumayelana nesenzo segosa ukanye ukungabandakanyeki okurhanelwayo obubangela ukophulwa okanye ukoyikiswa nangaliphi ilungelo elibalulekileyo (uMthetho weKomishoni yamaLungelo oLuntu, 1994 (uMthetho No. 54 ka 1994).

8.1.6 Ukuze ukhuseleke kwizenzo zobundlobongela ngenxa yopapasho olumayelana nokungekho mthethweni okanye ukungaziphathi ngendlela komqeshi okanye umqeshwa , umrhanelwa unokulandela iinkqubo zopapasho kuMthetho woKhuselo Papasho, 2000 (uMthetho no.26 ka 2000).

8.1.7 Ukusetyenziswa kwamancedo asemthethweni njenge ziko lenkqubo lolawulo lophengululo lwesenzo sokuphatha ngokwemigqaliselo yoMthetho yoLawulo loBulungisa,200 (uMthetho No.3 ka 2000).

8.2Amanye amancedo axhasayo

8.2.1 Umntu angacela izizathu zezenzo zophatho ngokulandela umthetho woKhuthazo lokuPhathwa koBulungisa, 2000 (icandelo 5).

8.2.2 Umntu angacela ufikelelo kwiirekhodi zamasebe karhulumente okanye amanye amaqumrhu oluntu ngokwemigqaliselo yoMthetho woPhuculo lokuFikelela kwinkcukacha, 2000 (icandelo 11).

8.3 Umsebenzi wokuxela:

8.3.1 Umqeshwa we-Iziko, ngexesha lokusebenza kwakhe okusemthethweni, ufanelekile ukuba axele kwabasemagunyeni abafanelekileyo, ukweba, urhwaphilizo ukwenza into kuba unegunya,ukungaphathi ngendlela efanelekileyo kunye nasiphi isenzo esenza ityala okanye esingavumelekanga kumdla woluntu.

8.3.2 Uxanduva lwakhe wonke umqeshwa kunye nomqeshi ukwazisa ubundlobongela kunye naso nasiphi isenzo ekungesiso endaweni yokusebenza futhi axhase uMthetho woKhuselo Papasho, 2000 (intshayelelo)

9**. UHLAZIYO LWENCWADI**

Iziko liza, xa kukho imfuneko, lizakuhlaziya lipapashe incwadi eyalathisela kwicandelwano (1) lecandelo 14, kwisithuba esingedlulanga kunyaka.

10. UKUFUMANEKA KWENCWADI

Lencwadi iza, ngokwemigqaliselo yommiselo 187 yoMthetho, kufumaneka ngokungenani ngelwimi ezivunyiweyo ezintathu ngalendlela ilandelayo:

- Ipapashwe kwiGazethi kaRhulumente
- Inikwe kwiKomishoni yamaLungelo Oluntu oMzantsi Afrika
- iBekwe kuzozonke iiofisi ze-Iziko;

- Ithunyelwe kuvimba-nkcukacha wekhompyutha we-Iziko, www. Iziko.org.za kunye
- Ithunyelwe kwi Iziko internet