



IManuwali yeMisebenzi neNkomba YamaRekhodi egcinwe yi- Richards Bay Industrial Development Zone Company (Inkampani KaHulumeni) Limited

Leli dokumende lihlanganiswe ngokuvumelana neNgxenywe 2 isahluko 2 (isigaba 14) soMthetho Wokugqugquzela Ukutholakala Kokwaziswa (Promotion of Access to Information Act), 2000 (uMthetho No.

1. ISINGENISO

Lena yiManuwali Yokwaziswa ye-Richards Bay Industrial Development Zone Company (SOC) Limited (Reg. 2002/009856/07).

Le Manuwali yakhiwe ngokoMthetho Wokugqugquzela Ukutholakala Kokwaziswa, 2000 (uMthetho No. 2 ka-2000) ("PAIA"), umthetho kahulumeni ocatshangelwe esigabeni 32 soMthetho-sisekelo WaseRiphabliki YaseNingizimu Afrika, 1996 lapho okuhlinzekwe khona ukuthi wonke umuntu unelungelo lokuthola nanoma yikuphi ukwaziswa okugcinwe wuHulumeni kanye nanoma yikuphi ukwaziswa okugcinwe ngomunye umuntu okudingekayo ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo.

Injongo ye-PAIA, njengoba kushiwo kulesi sandulela, iwukugxilisa isiko-mpilo lokubeka izinto obala kanye nokuba izindikimba zikawonkewonke nezangasese ziwuthwale umthwalo wazo wemfanelo ngokwenza lenzeke ilungelo lokutholakala kokwaziswa [kubantu], kanye nokugqugquzela ngomdlandla umphakathi obantu bawobanokukufinyelela ngempela konke ukwaziswa okudingekile ukuze bawasebenzise futhi bawavikele ngokugcwele amalungelo abo.

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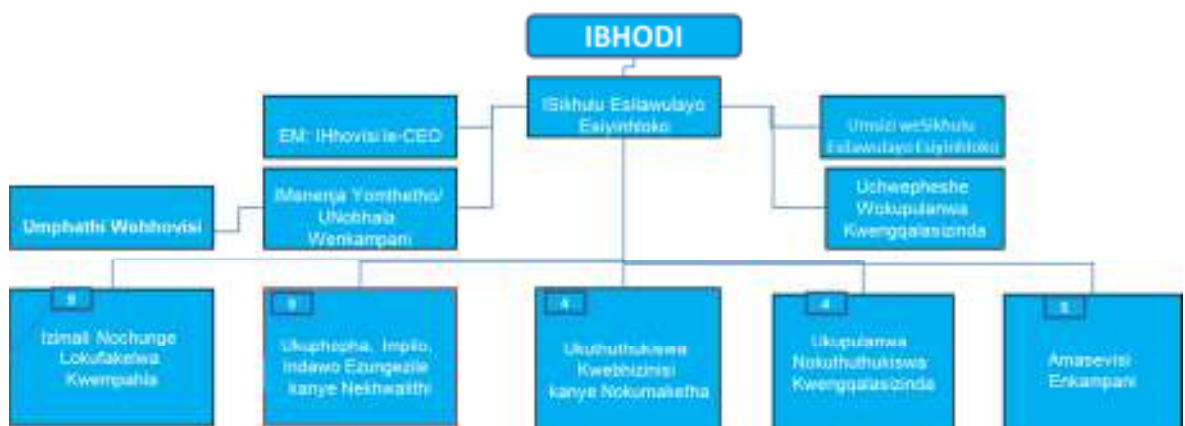
2. INCAZO YOHLAKA NEMISEBENZI (isigaba 14(1)(a))

2.1. Uhlaka

I-RBIDZ iyinkampani yangasese eyamiswa ngokoMthetho Wezinkampani, 1973 (uMthetho No.61 ka-1973) futhi eyabhaliswa okokuqala ngo-2002.

ABanini-masheya be-RBIDZ wuHulumeni Wesifundazwe saKwaZulu-Natali kanye neDolobha laseMhlathuze, igunya lendawo lelo i-RBIDZ eyakhé ngaphansi kokulawula kwalo.

I-RBIDZ yakhiwe yiBhodi elimiswe ngaBanini-masheya futhi lakheke ngokohlaka olulandelayo:



2.2. Imisebenzi:

I-RBIDZ iphethe i-Industrial Development Zone Operator Permit eyakhishwa wuNgqongqoshe woHwebo Nezimboni ngokweSiqondiso 57 seZiqondiso Zohlelo Lwesifunda Sokuthuthukiswa Kwezimboni (Industrial Development Zone Programme Regulations) (GN R1224 ka-1 Disemba 2000)(njengoba zichitshiyelwe)(“iZiqondiso”).Lezi Ziqondiso zona zamiselwa ukusebenza ngaphansi koMthetho Wokuthuthukiswa Kokukhiqiza (Manufacturing Development Act), 1993 (uMthetho No.

Ngakho-ke imisebenzi ye-RBIDZ iwukuthuthukisa nokusebenza iSifunda Zokuthuthukiswa Kwezimboni sase-Richards Bay ngenhloso –

(1) yokwenza lula ukwakhiwa koxhaxha lwezimboni olunenzuzo engokomnotho acatshangelwe kahle;

(2) yokuhlinzeka indawo lapho kuzokwakhiwa khona ama-*investment* (utshalo-mali) acatshangelwe kahle;

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- (3) yokwenza kwenzeke ukuthola inzuzo ngezimboni ezisebenzisa izinsiza eziningi;
- (4) yokusebenzisa kahle ithuba lomthamo okhona ngokwezimboni, ukugqugquzela ukusebenzelana okuhle nezimboni zendawo futhi kwandiswe ukukhiqiza okunenzuzo;
- (5) yokwakha amathuba okuqashwa emsebenzini nezinye izinzuzo ezingokomnotho nezingokwenhlalo; kanye
- (6) yokuhambisana nanoma yiziphi izinqubomgomo nomthetho kukazwelonke okuphathelene, njengoba kunqunywa yizenzo zokuhlaziywa okufanelekile ngokwendawo ezungezile, ngokomnotho nangokobuchwepheshe.(ISiqondiso 3(a) seZiqondiso ze-IDZ)

3. IZIKHULU ZOKWAZISWA (izigaba 14(1)(a) no-14(1)(b))

3.1. Isikhulu Sokwaziswa:

Isikhulu sokwaziswa (information officer) yi-Chief Executive Officer (“CEO”), eminingwane yayo yokuthintana imi kanje:

| | |
|---------|---|
| Ikheli: | Captain’s Walk Building, Tuzi Gazi Waterfront, Pioneer Road, Richards Bay |
| | Private Bag X 1005, Richards Bay, 3900 |
| Ucingo | (+27)35 – 788 0571 |
| Ifekisi | (+27)35 – 788 0578 |
| I-email | info@rbidz.co.za |

3.2. izikhulu Zokwaziswa Ezingamaphini

Izikhulu zokwaziswa ezingamaphini yi-Executive esehhovisi le-CEO kanye neMeneja Yomthetho/Unobhala Wenkampani, abaningwane yabo yokuthintana imi kanje:

| | |
|---------|---|
| Ikheli: | Captain’s Walk Building, Tuzi Gazi Waterfront, Pioneer Road, Richards Bay |
| | Private Bag X 1005, Richards Bay, 3900 |
| Ucingo | (+27)35 – 788 0571 |
| Ifekisi | (+27)35 – 7880578 |
| I-email | info@rbidz.co.za |

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4. ISIQONDISO SENDLELA YOKUSEBENZISA LO MTHETHO [iSigaba 14(1)(c)]

Isiqondiso okubhekiswe kuso esigabeni 10 soMthetho *Wokugqugquzela Ukutholakala Kokwaziswa* siyatholakala e-South African Human Rights Commission (iKhomishani Lamalungelo Abantu LaseNingizimu Afrika), okungaba nge-*website* yayo e-www.sahrc.org.za noma kuSikhulu Sokwaziswa seKhomishani e-:

| | |
|---------|--|
| Ikheli: | Forum 3, Braampark Office Park, Braamfontein, Johannesburg |
| | Private Bag 2700, Houghton, 2041 |
| Ucingo | (+27)11 - 877 3600 |
| Ifekisi | (+27)11 - 484 1360 |
| I-email | requestsPAIA@sahrc.org.za |

5. UKUTHOLA AMAREKHODI AGCINWE YI-RBIDZ [iSigaba 14(1)(d)]

5.1. Izihloko nemikhakha yamarekhodi agciniwe

Le ngxenye yeManuwali ibeka izihloko nemikhakha yamarekhodi agcinwe yi-RBIDZ. **Ukufakwa kwanoma yisiphi isihloko noma umkhakha wamarekhodi akufanele kuthathwe njengokubonisa ukuthi amarekhodi awela ngaphansi kwalezo zihloko kanye na-/noma imikhakha kuzokwenziwa kutholakale ngaphani kwe-PAIA. Ngokukhethekile, njengoba kubekwe ku-PAIA kungase kube khona izizathu ezizwakalayo ezithile zokusenqaba isicelo salawo marekhodi.**

Ngokuvamile, i-RBIDZ igcina amarekhodi ayo yonke imisebenzi yayo. Amafayela angasadingwa yilabo abawasebenzisayo agudluzelwa kuzilondoloza-mabhuku (archives) zenkampani. Amarekhodi asefinyelele usuku lokupheliswa kwawo abhujiswa ngokwesheduli yokuwagcina. Amarekhodi anokubaluleka okuhlala njalo komthetho, kwezenhlalo, komlando noma kocwaningo agcinwa unomphelelo.

Amarekhodi agcinwa ngendlela elandelayo:

5.1.1. UMthetho Wezinkampani 71 ka-2008

Onke amadokumede okumiswa njengenkampani kwe-RBIDZ afakwe emahhovisi e-Companies and Intellectual Property Commission, futhi anokuhlolwa lapho. La madokumede ahlanganisa imemorandamu yama-*article of association* e-RBIDZ,

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kanye namafomu ezinkampani aphaathelene.

Irejista yamalungu nerejista yokugudlulelwa kwenye indawo (kwamalungu), izibambiso namabhondi kwe-RBIDZ kuyatholakalela ukuhlolwa emahhovisi e-RBIDZ abhalisiwe.

Amazwi esinqumo akhethekile afakwa ku-Companies and Intellectual Property Commission, futhi ngakho-ke atholakala lapho ngenjongo yokuwahlola.

Kugcinwa irejista yezithakazelo abaqondisi nezikhulu abanazo ezinkontrakini i-RBIDZ engena kuzo.

5.1.2. Eminye Imithetho

Imithetho ephaathelene ne-RBIDZ

5.1.3. Ukulawulwa Nokuphathwa Komsebenzi

- Imibiko Yanjalo Ngonyaka
- izinqubo-mgomo
- amaminithi emihlangano – iBhodi
- amaminithi emihlangano – abaphathi
- amaminithi emihlangano – yokuqhuba umsebenzi
- amadokumende okupulana ikusasa lenkampani
- ukupulana kokuqhutshwa komsebenzi
- ukuxhumana nezinhlangano zangaphandle
- amafayela omuntu siqu abaphathi abaphezulu kanye namalungu ebhodi

5.1.4. Izindaba Zezinkonzo Zenkampani

- uhlaka lomumo wenkampani kanye nezincazo-msebenzi
- ukulawulwa kwezinzuzo
- ukuqeqeshwa
- izikhalo nezinyathelo zokuqondisa izigwegwe
- Amanothisi kubasebenzi
- imicimbi yokuthokoza nabanye
- ukulawulwa kwezakhiwo nempahla yomsebenzi
- ukupulanwa kwabayolandela ezikhundleni
- ukubutha ngenjongo yokuqasha
- ukuxoxisana nabashiyayo emsebenzini
- imidwebo ebonisa ukuhlobana kwezikhala zomsebenzi
- amaphepha okuchaza umsebenzi
- ukuqeqeshwa

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- ukulawula ukusebenza kwabaqashiwe
- amapulani ezinyathelo zokulungisa
- iholo kanye nezinzuzo
- amasekhula abasebenzi
- ukwelulekwa kwabasebenzi
- izikhalo kanye nezindaba zokuqondisa izigwegwe
- izindaba ezidluliselwa e-CCMA
- ukulawulwa kohla lwabaholelwayo
- amarekhodi e-IT
- Amarekhodi agcinwe ngekhompuyutha
- Ukulawulwa kokungena endaweni yomsebenzi kanye namarekhodi okulunguza yonke indawo
- Ukusetshenziswa kwamaprojeke e-IT
- ukulawulwa komtapo wezincwadi
- ukuphathwa kokulawulwa kwamarekhodi/kolwazi
- uxhaso lwethekinoloji
- ukusetshenziswa kwamasistimu ebhizinisi
- *i-website ye-internet*
- *i-site ye-intranet*

5.1.5. Izindaba Zochunge Lokufakelwa Impahla

- ibhajethi eyinhloko
- ibhajethi yokuqhuba umsebenzi
- ukuhlolwa kwamabhuku
- imali esesandleni
- amasevisi asekhaya
- umshwalense:
- impahla yokusebenza kanye namathuluzi
- indawo yokuhlala
- ukuqashwa kwabezinkontraki nama-*consultant*
- Amaminithi – imihlangano yamathenda
- Amarekhodi amathenda
- ukulinganiswa kwezimali ezizosetshenziswa
- ukupulanwa kwebhajethi – ukusebenzisa izimali kokusungula umsebenzi
- ukupulanwa kwebhajethi – ukusebenzisa izimali kokusungula umsebenzi
- ukulawulwa kwempahla yenkampani
- ukuvumelanisa

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- amavawusha amajenali
- amarisidi
- izitatimende zezimali
- ukuhlelwa kwamanani akhokhiswayo
- imibiko yezimali
- ama-akhawunti abakweletayo
- abakweletayo abahlukahlukene
- ukukhokhelwa kwabakweletisi
- izitatimende zabakweletisi
- ukuthuthukiswa kwamabhizinisi amancane
- ukulawulwa kwempahla yenkampani
- imishwalense yenkampani
- amakileyimu omshwalense abantu ngabanye
- ukuxhumana kanye namasevisi ezinto zokubhala
- amasevisi asemahhovisi, ezakhiweni nasengadini

5.1.6. Izindaba Zokupulana Nokuthuthukisa

- Amapulani
- Ukuvunyelwa Kwamagunya Okupulana
- ukulawulwa kwamaprojeke obunjiniyela
- amadokumende ezinkontraki
- amaminithi emihlangano yamaprojeke
- imibiko yenqubekela-phambili
- ukulawulwa kwezinkontraki
- ukubeka iso ezindlekweni
- ukuqinisekiswa kweqophelo (ikhwalthi)
- izinhlolovo zobunjiniyela
- ukuxhumana nezinhlangano zangaphandle
- ukupulanwa kwengqalasizinda
- ukukala izindleko zemisebenzi
- ukupulanwa koxhaxha lokuxhumana endaweni yomsebenzi
- umklamo wobunjiniyela
- ukukalwa nokulawulwa kokunukubezeka (kwendawo ezungezile)

5.1.7. Izindaba Zokuthuthukisa Ibhizinisi

- ukuthintana nemithombo yezindaba
- ubudlelwano nomphakathi

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- Ukuxhumana namakhasimende nalabo abangase babe ngamakhasimende

5.1.8. Izindaba ze-SHEQ (ukuphepha, impilo, indawo ezungezile, ikhwalithi)

- Ukuvunyelwa okumayelana nendawo ezungezile
- Impilo ngokuphathelene nomsebenzi
- Ucwangingo lwendawo ezungezile
- Ukuhloliswa kwendawo ezungezile

5.1.9. Izindaba Zomthetho

- izivumelwano nezinkontraki
- amaphomede namalayisense
- ukusebenza ngaphansi kwabanye
- ukuthathela izinyathelo zomthetho
- amarekhodi omthetho (izivumelwano, izinkontraki)
- ukulawula amathuba engozi (risk) okungokomthetho

5.1.10. Ukuhlolwa Kwamabhuku Kwangaphakathi

(lo msebenzi wenziwa wumuntu wangaphandle)

- izinqubomgomo nezinkambiso zenkampani
- i-*charter* yokuhlolwa kwamabhuku kwangaphakathi
- imanuwali yenkambiso yokuhlolwa kwamabhuku
- izinhlelo zokuhlolwa kwamabhuku

5.2. Izicelo Zokuthola Ulwazi

Ocelayo kumelwe ahlangebezane nezinkambiso ezibekwe ku-*PAIA*, nanoma yiziphi iziqondiso ezenziwe ngokwalowo Mthetho kanye nakuManuwali yeSigaba 14 ekhishwa yi-South African Human Rights Commission, kanye nanamiphi imibandela emiswe yi-RBIDZ ngaphandle kwalapho kungahambisani nalo Mthetho, iZiqondiso neManuwali okubhekiswe kuko kulesi sigaba.

Izicelo zokuthola amarekhodi e-RBIDZ kumelwe zenziwe kusetshenziswa ifomu lakhona, elitholakala ku-*website* ye-Human Rights Commission

<http://www.sahrc.org.za>.

6. **IMIKHAKHA YAMADOKUMENDE ATHOLAKALA NGAPHANDLE KOKUBHEKISA KULO MTHETHO**

I-RBIDZ ine-*website* e-www.rbidz.co.za. Atholakala kule *website* yilawa:

- UMBiko Wanjalo Ngonyaka Wamuva

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- Ukwaziswa Okujwayelekile
- Uhlaka
- Umlando
- Amaphepha ashicilelwe
- Okukhululelwe abezindaba

7. IZIZATHU EZIZWAKALAYO ZOKWENQABA UKUNIKA UKWAZISWA

Izizathu ezizwakalayo zokwenqaba ukunika ukwaziswa okugcinwe yi-RBIDZ zibekwe ku-PAIA.

8. AMASEVISI ATHOLAKALA KUBANTU BOMPHAKATHI (ISIGABA 14(1)(F))

8.1. Amasevisi Anikwayo

I-RBIDZ inika amasevisi kuphela kumabhezini afaneleka njengezinkampani ze-IDZ (isifunda sokuthuthukiswa kwezimboni) futhi akhé ngaphakathi kweSifunda Sokuthuthukiswa Kwezimboni SaseRichards Bay. La masevisi ahlanganisa –

- Ukulondeka (isekhurithi)
- Ukulawulwa kweSifunda Sokuthuthukiswa Kwezimboni
- Ukukoleka Nokugcinwa Kwamabhuku
- Ukuhlanzwa kweMpahla kanye neSifunda Sokuthuthukiswa Kwezimboni;
- Ukugcina Ukubukeka Kwendawo Kusesimweni
- Amapromoshini angewona lezo zindleko uMqashi (tenant) afaka kuzo isandla ngokwemishwana yeSenezelo A mayelana nokumakethwa kweSifunda Sokuthuthukiswa Kwezimboni
- Ukulungiswa kanye Nokugcinwa Kusesimweni kweSifunda Sokuthuthukiswa Kwezimboni.
- Amasevisi ezindawo Zolawulo Lwezinkokhiso (customs control)
- Amasevisi angawodwa enzelwa iminyango kahulumeni
- Amasevisi endawo ezungezile
- Izimpahla ezisetshenziselwa imihlangano nezinkomfa
- Amasevisi amakhonsalthenti emikhakheni ehlukahlukene

8.2. UKUKWAZI UKUTHOLA AMASEVISI

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Umuntu ukwazi ukuthola noma yimaphi amasevisi atholakala ku-RBIDZ ngokwenza isicelo, esibhalwe phansi, esiya kuSikhulu Sokwaziswa.(Bheka ngenhla ukuze uthole imininingwane yokuthintana.)

9. UKUBANDAKANYWA KOMPHEKATHI EKWAKHIWENI KWENQUBOMGOMO NOMA UKUSETSHENZISWA KWAMANDLA (iSigaba 14(1)(g))

Ngamadokumende athile anjengeMithetho YeSifunda i-RBIDZ izobamba izingxoxo zokubonisana nabatshali-mali nalabo abanokuba ngabatshali-mali eSifundeni Sokuthuthukiswa Kwezimboni Sase-Richards Bay.

Futhi labo abanokuba ngabatshali-mali nabanye abathintekayo bakhululekile ukuza e-RBIDZ ukuzoxoxa ngalezo zindlela iSifunda Sokuthuthukiswa Kwezimboni Sase-Richards Bay kanye nezinqubomgomo ezihlobene naso okungathuthukiswa ngazo.

10. IZINDLELA ZOKULUNGISA EZITHOLAKALAYO EMPHEKATHINI (iSigaba 14(1)(h))

Uma kwenzeka i-RBIDZ, nanoma yiziphi izikhulu zayo, kubonakala bedebeselela umsebenzi wabo, noma behluleka ukufeza indima yabo, okokuqala umphakathi unokubikela iMenenja yaleyo Yuniti Yebhizinisi Eliyinsika (strategic business unit) ethintekayo.Uma iNhlolo yaleyo Yuniti Yebhizinisi ingalusingathi lolo daba ngokufanelekile udaba lungase ludluliselwe ku-CEO.

Uma inkinga ilokhu ingaxazululiwe, kufanele iyiswe kuBhodi LaBaqondisi be-RBIDZ.

Uma kwenzeka nalapho udaba lungaxazululwa, lolo daba lunokuyiswa kuMhlonishwa i-MEC yoKuthuthukiswa Kwezomnotho Nezokuvakasha yeSifundazwe SaKwaZulu-Natali, yena, ngokoMthetho Wokulawulwa Kwezimali Zomphakathi, 1999 (uMthetho No.1 ka-1999) oyiGunya Elilawulayo (executive authority) le-RBIDZ.

I-RBIDZ, njengendikimba (entity) yomphakathi yesifundazwe eyenza izinqumo zohlobo lokuphathwa kwamabhuku (administrative), nayo ilawulwa wuMthetho Wokugqugquzelwa Kobulungiswa Bokugcinwa Kwamabhuku (Promotion of Administrative Justice Act), 2000 (uMthetho No.3 ka-2000) kanye nemigudu yokulungisa ngezenzo eziwukwenza neziwukungenzi ezihlinzekwe kulowo Mthetho.

11. OKUNYE UKWAZISWA [iSigaba 14(1)(i)]

Akukho okunye ukwaziswa kokufakwa kule manuwali osekuye kwamiselwa ukusebenza kuze kube namuhla.

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12. UKUTHOLAKALA KWALE MANUWALI

Amakhophi ale manuwali, ngesiNgisi, isiZulu noma isiBhunu, anokutholwa e-RBIDZ (bheka ngenhla ukuze uthole imininingwane yokuthintana). Futhi le manuwali inokufinyelelwa ku-*website* ye-RBIDZ e-www.rbidz.co.za.

Amakhophi anokutholakala futhi kulezi zindawo zokubeka impahla engokomthetho:

UMtapo Wezincwadi Wedolobha, e-Bloemfontein

UMtapo Wezincwadi wePhalamende, eKapa

UMtapo Wezincwadi We-Natal Society, eMgungundlovu

UMtapo Wezincwadi Kahulumeni, ePitoli bese kuba

UMtapo Wezincwadi WaseNingizimu Afrika, eKapa

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