UMASIPALA WESITHILI IFRANCES BAARD

INCWADANA YECANDELO LE - 14

UMTHETHO WESIBINI WONYAKA WAMAWAKA AMABINI, UPHUHLISO LOFIKELELEKO KULWAZI

Le ncwadi ikwafumaneka ngesiBhulu, ngesiNgesi, nangesiTswana.

Ihlaziywe nge-Yokwindla 2020

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1. INTSHAYELELO

Umthetho wophuhliso lokufikelela kulwazi, Act No.2 wonyaka wama-2000 (apha ekubhekiselwa kuwo njenge-“PAIA”, okanye “umthetho” ngokutshintsha-tshintshana) ngumthetho kazwelonke ophuhlisa ilungelo lomgaqo-siseko lokufikelela kulwazi. I-PAIA yaqalisa ukusebenza ngomhla we-9 kweyoKwindla kunyaka wama-2001, ngaphandle kwamacandelo 10, 14, 15 kunye nelama-51, aqalise ukusebenza ngomhla we-15 kweyo Mdumba 2002.

Icandelo le-14 lalomthetho linyanzelisa uluntu ukuba luqulunqe imibutho yokuqulunqa incwadana, eza kunceda umntu ukuba afumane ukufikelela kulwazi olugcinwe ngumbutho woluntu kwaye licacisa ezona mfuno zisisiseko ezizizo ekufuneka le ncwadana izithobele.

Injongo yale ncwadana ke ngoko kukwazisa umntu ngendlela yokufumana ingxelo egcinwe nguMasipala wesiThili iFrances Baard (FBDM) kube ke ngoko kuphunyezwa icandelo le-14 lalo mThetho.

2. ISIKHOKELO SEKHOMISHONI YAMALUNGELO OLUNTU MALUNGA NALO MTHETHO

Icandelo le-10 le-PAIA lenza ukuba iKhomishoni yamaLungelo oLuntu yaseMzantsi Afrika iqulunqe izikhokelo ezilula nezilandeleka lula ezimalunga nendlela yokusebenzisa umThetho woPhuhliso lokuFikelela kuLwazi. Uhlelo olufumaneka ngephanyazo kwikhompyutha lwesi sikhokelo lugcinwe kwiwebhusayithi yeKhomishoni yamaLungelo oLuntu yaseMzantsi Afrika, www.sahrc.org.za kwaye ihlaziywa qho ngenyanga ukuze kugcinwe uluntu lusazi ngophuhliso notshintsho olumalunga neenkcukacha zoqhagamshelwano zamagosa olwazi emibutho yoluntu kunye nolwazi ngokubanzi olumalunga ne-PAIA.

Iikopi zesi sikhokelo zikwafumaneka ngeelwimi zonke ezisemthethweni kwezi ofisi zilandelayo:

1. I-ofisi yamagosa olwazi emibutho yoluntu;
2. Zonke ii-ofisi zemibutho yoluntu;
3. Zonke ii-ofisi zikaMantyi;
4. Zonke ii-ofisi zeSebe lezoBulungisa noPhuhliso loMgaqo-siseko;
5. Zonke iiposi;
6. Kumqulu karhulumente (ngokwelungelo loMphathiswa wezoBulungisa)

3. AMAGOSA OLWAZI

Iinkcukacha zoqhagamshelwano zamagosa olwazi kunye nesekela-gosa lolwazi elikhethwe ngokwecandelo le-17 lomThetho zezi zilandelayo:

Igosa lolwazi:	Nkszn. Mamikie Bogatsu Imanejala kamasipala Ifowuni.: +27 (0) 53 838 0998 Ifekisi: +27 (0) 53 861 1538
Igosa elilisekela lolwazi:	Mnu Freddy Netshivhodza Umcwangcisi Omkhulu Wedolophu Nengingqi Ifowuni.: +27 (0) 53 838 0929 Ifekisi: +27 (0) 53 861 1538

4. IMISEBENZI NOKWAKHIWA KWE-FBDM

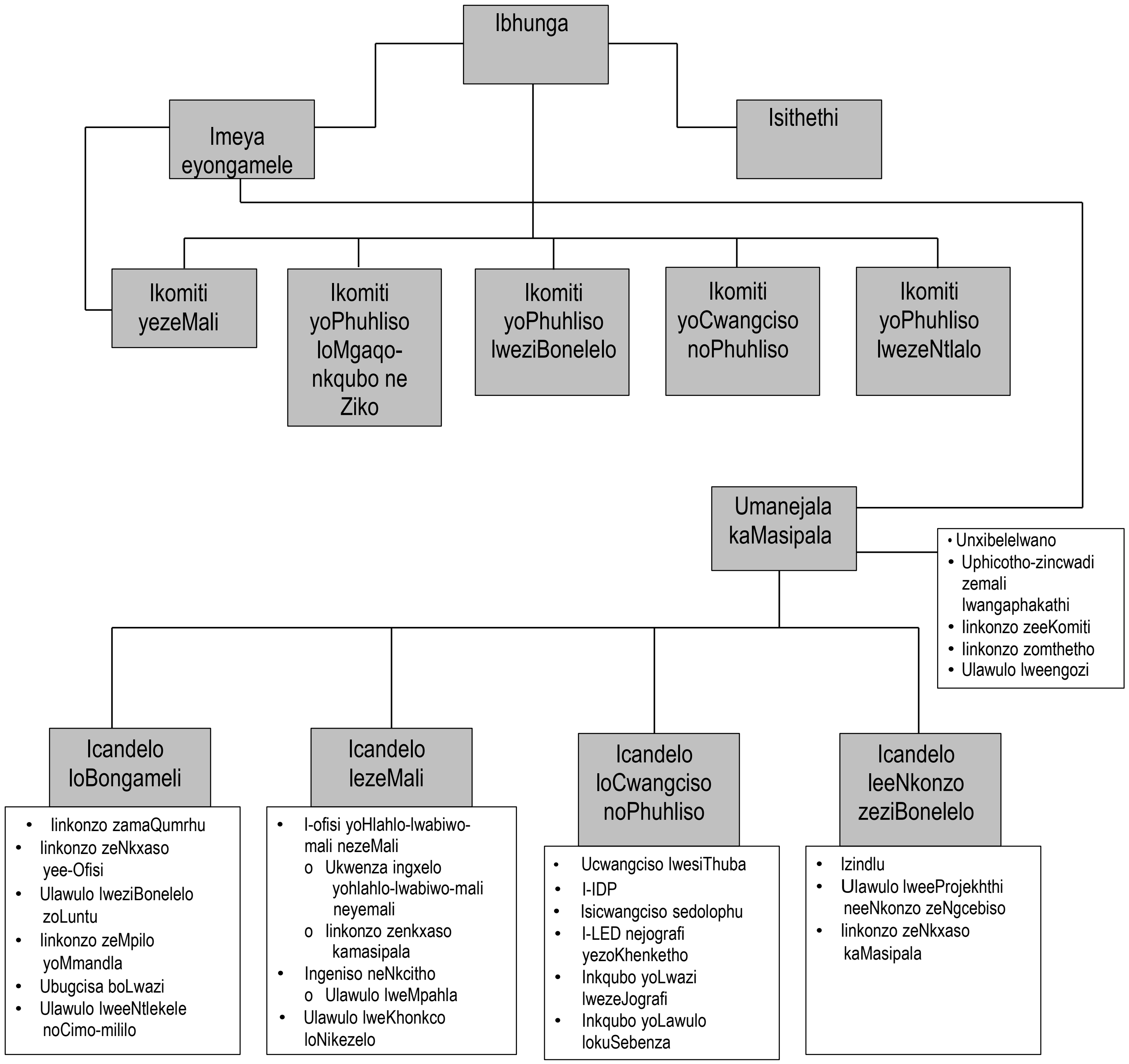
4.1. Imbonakalo ethe gabalala ye-FBDM

Umasipala wesiThili iFrances Baard uzibophelele ekunikeni nasekuphuculeni iinkonzo ezikumgangatho ophezulu abe ke ngoko uphucula ubomi balo lonke uluntu ngokwenza oku kulandelayo:

a) Ngokukhuthaza uphuhliso lwezentlalo nezoqoqosho;
b) Ngokunikeza nokulondoloza iinkonzo ezifikelelekayo ngokwexabiso nezikumgangatho oncomekayo;
c) Ukusetyenziswa kwazo zonke izibonelelo zakhe ngoqoqosho, ngendlela elungileyo neyiyo; kunye
d) Nentatho-nxaxheba ezimeleyo yoluntu.

4.2. Isakhiwo seZiko

I-FBDM inesakhiwo sezopolitiko nesolawulo.



4.2.1. Isakhiwo sezoPolitiko

Ibhunga ngowona mbutho ophezulu kamasipala owenza isigqibo. Isithethi, uCeba U Buda ngumhlali-ngaphambili weBhunga. Umeya, uCeba P Marekwa, yintloko yezopolitiko kamasipala kunye nomhlali-ngaphambili wekomiti yemeya. Bonke ooceba bakhonza kwezi komiti zilandelayo:

- Ikomiti kaMeya;
- Ikomiti yezemali;
- Uphuhliso loMgaqo-nkqubo neziko;
- Uphuhliso lwezibonelelo;
- Ucwangciso nophuhliso;
- Uphuhliso lwezentlalo; kunye
- Nee-akhawunti zoluntu lukamasipala (i-MPAC)

(a) Iikomiti

UmThetho wezaKhiwo zikaMasipala ubalula ukumiswa kwekomiti yemeya kunye neekomiti. Amalungu ekomiti yemeya akwanika inkonzo njengabahlali-ngaphambili beekomiti ezahlukeneyo.

(b) Isakhiwo seKomiti yeMeya

Mnu.PW Marekwa	(Imeya eyoNgameleyo: Umhlali-ngaphambili)
Mnu B Springbok	(Uphuhliso loMgaqo-nkqubo neZiko)
Mnu. ME Mokgatlhanyane	(Uphuhliso lweziBonelelo)
Nkszn AO Moremong	(Uphuhliso lwezeNtlalo)
Nkszn. BV Ximba	(Isicwangciso noPhuhliso)
Nkszn ME Motsamai	(EzeMali)
Nkszn D Bishop	(Uphuhliso loMgaqo-nkqubo neZiko – lilungu lekomiti)
	(iKomiti ka Masipala Ye-Akhawunti Zoluntu)

4.2.2. Isakhiwo soLawulo

Ulawulo lukamasipala lwakhiwe lwangamasebe amahlanu angala:

- I-ofisi yomphathi kaMasipala;

- Icandelo loLawulo;
- Icandelo lezeMali;
- Icandelo loCwangciso noPhuhliso; kunye
- Necandelo leeNkonzo zeziBonelelo.

5. IINKCUKACHA ZOQHAGAMSHELWANO

Idilesi yendawo:	51 Drakensberg Avenue Carters Glen KIMBERLEY, 8301
Idilesi yeposi:	Private Bag X6088 KIMBERLEY, 8300
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Ifekisi:	+27 (0) 53 861 1538
I-imeyile:	mamikie.bogatsu@fbdm.co.za
Iwebhusayithi:	www.francesbaard.gov.za

6. IMICIMBI NEENDIDI ZEENGXELO EZIGCINWE YI-FBDM

a) Amaxwebhu onxibelelwano

- Umthetho;
- Ukumisela, ukupheliswa nokuhlela iBhunga
- Ukhetho nooceba
- Ibhunga neekomiti zebhunga: ukumiselwa neentlanganiso
- Ezeziko nolawulo
- Imali
- Ulawulo lweeNgozi
- Unikezelo, iinkonzo, iziza nezakhiwo zasemakhaya
- Iithenda, izivumelwano neemvume
- Izibonelelo zoluntu
- Iingxelo, ingeniso neenkcukacha-manani
- Ukubhengeza, ulwazi, iimpawu neentshukumo/nemikhankaso
- Izidlo neendibano zoluntu

- Amaziko neentlanganiso zemibutho nezinye iziganeko
- Ulawulo lwezobulungisa
- Iinkonzo zomthetho
- Ubhaliso, iilayisensi, iziqinisekiso neempepha-mvume
- Ucwangciso, ulawulo lwecandelo lomhlaba nezakhiwo
- Iinkonzo ezifunekayo kunye
- neenkonzo zoluntu

b) I-ajenda nemizuzu

c) Iirejista

d) Imifanekiso

e) izinto zokuzoba iimephu

f) Imiboniso (films), imiboniso bhanyabhanya (videos) noshicilelo lwesandi

g) Ushicilelo ngombane kunye

h) neengxelo eziphelisiweyo

7. IINGXELO EZIKHOYO EZIFUMANEKA NGEPHANYAZO EZIGCINWE YI-FBDM (ICANDELO 14(1) (e))

Iingxelo ezidweliswe ngezantsi zifumaneka ngephanyazo ngaphandle kokuba umntu ucele ukufikelela kuzo ngokomThetho.

Apho kukho iikopi ezaneleyo ezikhoyo, ingxelo inokufunyanwa mahala xa ngaba isitokwe sisekhona, emva koko kubakho intlawulo yokushicilela kwakhona. Ezinye zezi ngxelo zikwafumaneka mahala kwiwebhusayithi ye-FBDM ethi: www.francesbaard.gov.za.

7.1 Izibhengezo ezifumaneka ngephanyazo

- Iingxelo
- Iincwadana
- Iiphamflethi
- Iipowusta; kunye
- noolindixesha

8. ISICELO SENKQUBO YOKUFUMANA ULWAZI

Kufuneka ukuba umenzi-sicelo anikwe ufikelelo kwingxelo kamasipala wesithili xa umenzi-sicelo ethobela oku kulandelayo:

- Zonke iimfuno zenkqubo ezikumThetho ezinxulumene nesicelo okanye nofikelelo kuloo ngxelo; kwaye
- Nofikelelo kuloo ngxelo alwaliwa nangeyiphina indlela yokwala ekhankanywe kwisahluko sesi-4 somThetho.

8.1. Uhlobo lwesicelo

- Kufuneka ukuba umenzi-sicelo azalise ifomu enokufunyanwa kuMqulu kaRhulumente [Urhulumente Isaziso R187 – 15 Febhruwari 2002, ifomu A] kwakunye nakwiwebhusayithi kamasipala wesithili (www.francesbaard.gov.za).

8.2. Inkqubo

- Kukwafuneka ukuba umenzi-sicelo abonise ukuba angathanda na ukukopa ingxelo okanye ufuna ukuyihlola ingxelo kwii-ofisi zikamasipala. Okanye ukuba ingxelo ayiloxwebhu ingajongwa kwifomu eceliweyo, apho kunokwenzeka (*s 29(2)*);
- Ukuba umntu ucela ukufikelela kwifomu ethile kufuneka ukuba umenzi-sicelo afikelele ngendlela eceliweyo. Oku kufaneleke ukuba kube njalo ngaphandle kokuba ukwenza njalo kuza kuphazamisana ngendlela engafanelekanga nokusebenza kukamasipala, okanye konakalise ingxelo, okanye kwaphule umthetho welungelo lokukopa ongenguwo okarhulumente. Ukuba ngaba ngenxa yezizathu ezibambekayo ufikelelo alunakunikwa ngendlela efunekayo kodwa ngenye indlela, ngoko ke kufuneka ukuba intlawulo ibalwe ngokwendlela ebicelwe kuqala ngumenzi-sicelo (*s 29(3) and (4)*);
- Ukuba, ukongeza kwimpendulo ebhaliweyo kwisicelo sabo sengxelo, umenzi-sicelo ufuna ukwaziswa ngesigqibo nangeyiphi enye indlela, umzekelo, ngefowuni, kufuneka ukuba loo ndlela iboniswe (*s 18(2)(e)*);
- Ukuba umenzi-sicelo ucela ulwazi egameni lomnye umntu, kufuneka ukuba umlinganiselo wesicelo esenziwayo uboniswe (*s 18(2)(f));* kwaye
- Ukuba umenzi-sicelo akakwazi kufunda okanye ukubhala, okanye unokhubazeko, ngoko ke banokwenza isicelo ngomlomo. Kufuneka ukuba igosa lolwazi lizalise ifomu egameni lomceli onjalo aze abanike ikopi (*s 18(3)*).

8.3. Iindidi zeentlawulo

Kukho iindidi ezimbini zeentlawulo ekufuneka zihlawulwe ngokomThetho, intlawulo yokwenza isicelo

kunye nentlawulo yokufikelela ngokwecandelo lama-22:

- Umenzi-sicelo ofuna ukufikelela kwingxelo equlathe ulwazi lwakhe akufunekanga ahlawule intlawulo yokwenza isicelo. Nawuphi omnye umenzi-sicelo, ongengomenzi wesicelo esimalunga naye, kufuneka ahlawule intlawulo efunekayo yokwenza isicelo.
- Kufuneka ukuba igosa lolwazi lazise umenzi-sicelo (ngaphandle komenzi-sicelo wezinto zakhe) ngesaziso, ukuba ahlawule intlawulo emiselweyo (ukuba ikho) phambi kokuba kuqhutyelwe phambili ngesicelo.
- Intlawulo yokwenza isicelo ehlawulwa kwimibutho yoluntu ngama-R35 (iirandi ezingamashumi amathathu anesihlanu).
- Umenzi-sicelo angafaka isibheno sangaphakathi, apho kufanelekileyo, okanye isicelo esiya enkundleni yomthetho ngokuchasene nethenda okanye nokuhlawula intlawulo yokwenza isicelo.
- Emva kokuba igosa lolwazi lenze isigqibo malunga nesicelo kufuneka ukuba umenzi-sicelo aziswe ngeso sigqibo sinjalo ngendlela umenzi-sicelo afuna ukwaziswa ngayo.
- Ukuba umenzi-sicelo uyavunyelwa, kufuneka kuhlawulwe enye intlawulo yokufikelela yokukhangela, yolungiselelo, yokuvelisa kwakhona neyalo naliphi ixesha eliye ladlula kwiiyure ezimiselweyo zokukhangela nokulungiselela ingxelo ukuze ibhengezwe.

9. IINKONZO EZIKHOYO (ICANDELO 14(1)(f)

9.1. Uhlobo lweenkonzo

Uhlobo lweenkonzo ezinikezwa yi-FBDM ngokomThetho luquka iinkonzo ezihambelana nokucaciswa kolwakhiwo lwe-FBDM. Inkonzo ke ngoko iza kunikezwa ngale ndlela ilandelayo, ngokwesakhiwo esithile:

9.1.1. Ibhunga neekomiti

Ikomiti yeBhunga idibana qho ngenyanga zize ziqulunqe iingcebiso eziya ekomitini yemeya, nayo ekwadibana qho ngenyanga ize iphinde nayo ingenise iingcebiso eziya kwiBhunga. Le nkqubo ikhuthaza ingxoxo epheleleyo yayo yonke imiba.

9.1.2. I-Ofisi Yomphathi Kamasipala

Imanejala kaMasipala yintloko yemicimbi yolawulo kunye negosa lobalo lukamasipala. Umanejala kaMasipala unoxanduva lolawulo olunoqoqosho, olululo, olulungileyo nolumelayo ngokomThetho

weeNkqubo zikaMasipala onguNo. 32 wonyaka wama-2000, umThetho kaMasipala woLawulo lweMali onguNo. 56 wonyaka wama-2003 kunye namanye amagatya afanelekileyo nasebenzayo omthetho olawula urhulumente wengingqi. I-ofisi kaManejala kaMasipala iquka imisebenzi emalunga nophicotho-zincwadi lwangaphakathi, unxibelelwano, iinkonzo zeekomiti, iinkonzo zomthetho, ulawulo lokusebenza kunye nolawulo lweengozi. Ezi nkonzo zikhankanywe ngasentla zilawulwa ngale ndlela ilandelayo:

- **Uphicotho-zincwadi zemali lwangaphakathi**: Lukhokela ukusebenza, uphicotho-zincwadi zemali zemiba yemali neyokuthobela kunye nokunikeza iinkonzo zoqhagamshelwano kubalawuli.
- **Unxibelelwano**: Lukhuthaza ludale iimeko zokuba uluntu lwendawo nabanye abathathi-nxaxheba bathathe inxaxheba kwimicimbi kamasipala wesithili.
- **Iinkonzo zeekomiti:** Ziqulunqa ii-ajenda nemizuzu yeBhunga kunye neeKomiti zalo kwakunye nenkxaso yolawulo eya kwizakhiwo.
- **Iinkonzo zomThetho/zoBulungisa**: Zinikeza iingcebiso zomthetho neenkonzo zenkxaso eziya kumasipala.
- **Ulawulo lweNgozi/loMngcipheko**: Uququzelelo lweenkqubo zolawulo lwengozi, kuqukwa ulawulo lwezenzo zorhwaphilizo nezolwaphulo-mthetho.
- **Ulawulo lokuSebenza:** ucwangciso, ulawulo, uvavanyo lomsebenzi kunye nokwenziwa kwengxelo yomsebenzi kamasipala ukuze kukhuthazwe ukuphunyezwa kweenjongo zikamasipala ezibonisa ubuchule.

9.1.3. Icandelo loLawulo

Isebe linikeza inkonzo epheleleyo yolawulo nenkxaso kumasipala ngokwale misebenzi ikhankanywe ngezantsi:

- **Iinkonzo zeNkxaso ye-Ofisi**: Ulawulo olululo nolufanelekileyo lweengxelo, inkxaso ye-ofisi kunye neenkonzo zokwakha
- **Iinkonzo zeziBonelelo zoLuntu**: Ukufuna nokufumana abasebenzi, ulawulo nophuhliso lwezibonelelo zoluntu kumasipala
- **Impilo yoMmandla ongqongileyo**: Ulawulo lwemiba yommandla ongqongileyo enokuchaphazela kakubi abahlali besi sithili.
- **Ulawulo locimo-mililo nolweentlekele**: Ulawulo olululo kunye nokunciphisa ifuthe lemililo neentlekele kubantu besi sithili
- **Ulwazi lobuGcisa**: Ukunika inkxaso emayelana noLwazi lobuGcisa (i-IT) kumasipala

9.1.4. Icandelo lezeMali

Eli candelo linikeza iinkonzo zemali nenkxaso equka le misebenzi ilandelayo:

- **Ingeniso neNkcitho**; Ulawulo lokuhlawulwa kwamatyala, ingeniso noqokelelo lwababambi-tyala kunye nolawulo lolondolozo nolwempahla.
- **I-ofisi yoHlahlo-lwabiwo-mali neyemicimbi yezeMali**: Ukuqulunqwa kweebhajethi zonyaka kunye nokwenziwa kwengxelo yaphakathi konyaka emalunga nokwenziwa kweebhajethi.
- **Ulawulo lweKhonkco loNikezelo**: Ulawulo lokungena kwempahla neenkonzo ezinikwa umasipala.

9.1.5. Icandelo loCwangciso noPhuhliso

- **Ucwangciso lwesiThuba**: Ukukhuthaza uphuhliso olungapheliyo lokuhlaliswa kwabantu ngohlalutyo olupheleleyo noluxubayo ngokwentlalo, olunoqoqosho nolommandla ongqongileyo.
- **Uphuhliso loQoqosho lweNdawo (i-LED):** Inkqubo yokuququzelela ukwenziwa kwemo elungileyo yolondolozo olungapheliyo kuqoqosho lwendawo.
- **Iinkqubo zoLwazi lweJografi (i-GIS);** Ukwenza ukuba iinkcukacha zesithuba zifikeleleke kubo bonke abathathi-nxaxheba ukuze kuqinisekiswe ukwenziwa ikwezigqibo ezizizo nezilungileyo.

9.1.6. Icandelo leeNkonzo zeziBonelelo ngeZakhiwo

- **Izindlu**: Uququzelelo lokwenziwa kweendawo zokuhlala abantu ezingapheliyo.
- **Ulawulo lwamaPhulo neeNkonzo zeNgcebiso**: Ukunika inkxaso noncedo koomasipala bengingqi ngokwemiba yonke yemisebenzi yokwakha kunye neye-O&M, kuqukwa ulongamelo novavanyo.
- **I-EPWP**: Ukukhuthaza ukupheliswa nokuncitshiswa kwentswela-ngqesho.

10. INDLELA YOKUFIKELELA KWEZI NKONZO

10.1. Inkqubo yokwenza isicelo

Inyathelo loku-1: Isicelo

Apho umntu anqwenela ukufikelela kulwazi olugcinwe yi-FBDM, loo mntu kufuneka enze isicelo sokufikelela kulwazi olululo kwifomu emiselweyo. Le fomu ifumaneka kwiwebhusayithi ye-FBDM apha: www.francesbaard.gov.za okanye ingafunyanwa ngokwenza isicelo kuManejala kaMasipala kule nombolo yefowuni: 053 – 838 0911.

Ifomu egqityiweyo yokwenza isicelo ingangeniswa ku:

Manejala kaMasipala
Nkszn. ZM Bogatsu

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Carters Glen, KIMBERLEY, 8301

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Ifowuni:	+27 (0) 53 838 0911
Ifekisi:	+27 (0) 53 861 1538
I-imeyile:	mamikie.bogatsu@fbdm.co.za

Inyathelo lesi-2: Ukuqinisekisa ngokusemthethweni nokwamkela

Igosa lolwazi lifumana lize liqinisekise ngokusemthethweni isicelo ukuze lijonge ukuba ulwazi olufunwayo lukhona na ngaphakathi kwe-FBDM. Emva koko isicelo siyamkelwa, siyaliwa okanye sigqithiselwe kubagcini abangabo bolwazi olufunwayo. Kuye kuthunyelwe ulwamkelo lwesicelo kumenzi-sicelo ukuqinisekisa iwonga lesicelo.

Inyathelo lesi-3: Ukuphathwa kolwazi

Ukuba isicelo sivunyiwe, i-FBDM iza kuqokelela ize ilungise ulwazi ize ibale ixabiso elifanelekileyo lokwenza isicelo eso. Eli xabiso libalwa ngokomhlathi 9.3 ongezantsi.

Inyathelo lesi - 4: Isaziso sokugqibela

Umenzi-sicelo uza kwaziswa ngokugqitywa kwesicelo nangentlawulo ekhoyo ekufuneka ihlawulwe kwi-FBDM.

Inyathelo lesi - 5: Intlawulo nokuthunyelwa

Xa intlawulo ebalulwe kwinyathelo lesi – 4 ifunyenwe (kulandelwa inkqubo efanayo yokuhlawula njengoko kubalulwe kwinyathelo loku – 1), ulwazi lukhutshelwa umenzi-sicelo.

10.2. Ulwazi ngokubanzi

10.2.1. Kufuneka ukuba ifomu emiselweyo igqitywe ngobunono obaneleyo ukuze igosa lolwazi likwazi ukuchonga:

- Ingxelo okanye iingxelo ezicelwayo;
- Ukuba ngubani komenzi-sicelo;
- Yeyiphi ifomu yokufikelela efunwayo, ukuba isicelo samkelwe; kunye
- Nedilesi yeposi okanye inombolo yefekisi yomenzi-sicelo.

10.2.2. I-FBDM iza kuphatha isicelo ngaphakathi kweentsuku ezingama – 30, ngaphandle kokuba umenzi-sicelo uye wabeka izizathu ezithile, eziza kulanelisa igosa lolwazi, ukuba zeziphi iimeko eziza kwenza ukuba la maxesha angentla angathotyelwa.

10.2.3. Ixesha leentsuku ezingama – 30 apho i-FBDM kufuneka yenze isigqibo sokuba iyasamkela na okanye iyasala na isicelo linokongezwa elinye ixesha elingekho ngaphaya kweentsuku ezingama-(30) ukuba ngaba isicelo eso sifuna isixa esikhulu solwazi, okanye isicelo eso sifuna ukuba kukhangelwe ulwazi olugcinwe kwenye i-ofisi yeli ziko kwaye ulwazi olo alunakufunyanwa ngaphakathi kweentsuku ezingama-30. I-FBDM iza kwazisa umenzi-sicelo ngokubhala xa kufuneka kongezwe elinye ixesha.

10.2.4. Ukuba kwenziwe isicelo egameni lomnye umntu, kufuneka ukuba umenzi-sicelo angenise ubungqina bomlinganiselo wesicelo ngendlela eyanelisa ngokuthandabuzekiyo kwiGosa loLwazi. Ukuba umntu akakwazi ukugqibezela ifomu emiselweyo kuba engafundanga okanye ekhubazekile, umntu lowo angasenza isicelo ngomlomo. Kufuneka ukuba umenzi-sicelo ahlawule intlawulo emiselweyo, phambi kokuba kuphinde kuphathwe isicelo eso.

10.3. Iintlawulo

10.3.1. UmThetho umisela iindidi ezimbini zeentlawulo:

a) Intlawulo yokwenza isicelo, eza kuba yintlawulo eqhelekileyo; kunye
b) nentlawulo yokufikelela, ekufuneka ibalwe kuthathwa ingqalelo yeendleko zokuvelisa kwakhona, ixesha lokukhangela nelokulungisa, kwakunye neendleko zokuposa.

10.3.2. Xa isicelo sifunyenwe ligosa lolwazi, igosa elo ngesaziso liza kufuna ukuba umenzi-sicelo, ongenguye oyena mntu wenza isicelo, ahlawule intlawulo emiselweyo yokwenza isicelo (ukuba ikho), phambi kokuba kuphinde kuphathwe isicelo. Ukuba ukukhangelwa kwesicelo kunye

nokulungiswa ukuba sibhengezwe, kuqukwa nokuba silungiselelwe ukuba sifumaneke kwifomu efunekayo, kufuna iiyure ezingaphaya kwezo zimiselweyo kwimigaqo yale njongo, igosa lolwazi liza kwazisa umenzi-sicelo ukuba ahlawule idipozithi eyinxalenye emiselweyo yentlawulo yokufikelela kulwazi, eza kuhlawulwa xa isicelo samkelwe. Igosa lolwazi liza kuyibamba ingxelo ade umenzi-sicelo ahlawule iintlawulo ezifanelekileyo njengoko kubonisiwe ngezantsi.

10.3.3. Kufuneka ukuba umenzi-sicelo osicelo sakhe sokufikelela kwingxelo, ahlawule intlawulo yokufikelela kwisicelo yokuvelisa kwakhona nokukhangela kunye nokulungisa, neyalo naliphina ixesha elamkelekileyo elifunekayo elingaphaya kweeyure ezimiselweyo zokukhangela nokulungisa ingxelo ukuze ibhengezwe, kuqukwa nokwenza amalungiselelo okuba ifumaneke kwifomu efunekayo.

10.3.4. Ukuba kuye kwahlawulwa idipozithi emalunga nokwenza isicelo sokufikelela kulwazi, esiye saliwa, iGosa loLwazi kufuneka libuyisele idipozithi leyo kumenzi-sicelo.

10.3.5. Iintlawulo zofikelelo kulwazi ezihlawulwayo zinje ngolu hlobo lulandelayo:

	R
(1) (a) Ngekopi nganye yephepha elingumlinganiselo u-A4 okanye Inxalenye yalo ……………………………………………………………….	0,60
(b) Ngekopi nganye eprintiweyo yephepha elingumlinganiselo u-A4 okanye inxalenye yalo egcinwe kwikhompyutha okanye ngendlela efundeka ngomatshini ……………………..…………….......	0,40
(c) Ngekopi ekwimo efundeka ngekhompyutha kwi –	
(i) Diskhi …………………………………………………………………	40,00
(d) (i) Ngokukhutshelwa kwemifanekiso ebonakalayo, yephepha elingumlinganiselo u-A4 okanye inxalenye yalo………………………..	22,00
(ii) Ngekopi yemifanekiso ebonakalayo …………………………………...	60,00
(e) (i) Ngokukhutshelwa kwengxelo evakalayo, yephepha elingumlinganiselo u-A4 okanye inxalenye yalo ………………………..	12,00
(ii) Ngekopi yengxelo evakalayo …….…………………………………...	17,00

(f) Ukukhangela nokulungisa ingxelo ukuze ibhengezwe, R15,00 ngeyure nganye okanye ngenxalenye yayo, iyure yokuqala yona ayiqukwa, efuneka ekukhangeleni nakulungiselelo.

(2) Imali yokuposa ehlawulwa xa ikopi yengxelo kufuneka iposelwe kumenzi-sicelo.

11. IMIHLABA YOKWALA IZICELO ZOKUFIKELELA KULWAZI

Eyona mihlaba iphambili ye-FBDM yokwala isicelo sokufikelela kulwazi inxulumene noku kulandelayo:

(1) Ukhuselo olunyanzelekileyo lwemfihlo yeqela lesithathu elingumntu ophilayo, oluza kuquka ukuvezwa okanye ukubhengezwa okungalunganga kolwazi lomntu lwaloo mntu uphilayo;

(2) Ukhuselo olunyanzelekileyo lolwazi loshishino lweqela lesithathu, ukuba ingxelo iquka:

- Iimfihlo zorhwebo zelo qela lesithathu;
- Ulwazi lwemali, loshishino, lobunzululwazi nolobugcisa apho isibhengezo sinokudala ingozi kwimitsalane yezemali neyezoshishino yeloo qela lesithathu;
- Ulwazi olubhengezwe ngokuqiniseka liqela lesithathu kwi-FBDM, ukuba isibhengezo eso sinokubeka iqela lesithathu emngciphekweni kuthetha-thethwano okanye kukhuphiswano lwezorhwebo.

(3) Ukhuselo olunyanzelekileyo lolwazi oluyimfihlo lwamaqela esithathu ukuba lukhuselwe ngokwaso nasiphi isivumelwano;

(4) Ukhuselo olunyanzelekileyo lokhuselo lwabantu kunye nokhuselo lwepropati;

(5) Ukhuselo olunyanzelekileyo lweengxelo eziza kuthathwa njengezinethamsanqa kwiinkqubo zomthetho;

(6) Imisebenzi ye-FBDM;

(7) Imisebenzi yezorhwebo ye-FBDM, enokuquka:

- Iimfihlo zorhwebo ze-FBDM;
- Ulwazi lwezemali, lwezorhwebo, lwezobunzululwazi okanye lwezobugcisa apho isibhengezo sinokonzakalisa imitsalane yezemali okanye yezorhwebo ye-FBDM;
- Ulwazi olunokuthi xa lubhengeziwe okanye luveziwe lubeke i-FBDM emngciphekweni kuthetha-thethwano nakukhuphiswano lwezorhwebo;
- Inkqubo yekhompyutha eyeye-FBDM, nekhuselwe ngumthetho wokukopa;

(8) Ulwazi lwezophando lwe-FBDM okanye lweqela lesithathu, ukuba ukubhengezwa kwalo kuza

kuveza ukuba ngubani kwe-FBDM, umphandi okanye umba wesifundo sophando kwaye luza kubeka uphando emngciphekweni omkhulu.

(9) Ziza kwaliwa izicelo zolwazi ezihlekisayo okanye ezicaphukisayo, okanye eziquka utshintsho olungenangqiqo lwezibonelelo.

12. INKQUBO YOKUBHENA XA IZICELO ZOKUFIKELELA KULWAZI ZISALIWA

I-FBDM ayinazo iindlela zokubhena zangaphakathi. Kuza kufuneka ukuba kuyiwe ezinkundleni zamatyala kwiimeko ekungathotyelwa kuzo amagatya omThetho. Le nto iza kusebenza kuyo nayiphi imeko apho umenzi-sicelo afuna ukubhenela isigqibo esenziwe liGosa loLwazi. Nangona kuye kwakhankanywa iinkqubo zokubhena zangaphakathi, le nto yokuququzelela isibheno iphantsi kwendlela ekhoyo ngaphakathi kombutho woluntu.

13. ULUNGISELELO OLUVUMELA UKUTHATHA INXAXHEBA KOLUNTU KUQULUNQO LOMGAQO-NKQUBO KUNYE NOKUSETYENZISWA KWAMANDLA (ICANDELO 14(1)(G))

I-FBDM inokwenza amalungiselelo avumela ukuthatha inxaxheba koluntu kuqulunqo lomgaqo-nkqubo nasekusetyenzisweni kwamandla ngaphantsi kwezi meko zilandelayo:

- Intatho-nxaxheba yamaqedla anomdla (Abahlali, uluntu namanye amaqela anomdla);
- Iintlanganiso zeBhunga / zeeKomiti; kunye
- Nezinye iintlanganiso zoluntu.

Uluntu lungazimasa okanye lumelwe kwezi ntlanganiso.

13.1. Izindululo neeNgxelo

IsiCwangciso esiXubeneyo soPhuhliso (i-IDP), ingxelo yonyaka nezinye iinkqubo zohlahlo-lwabiwo-mali zivulekile eluntwini ukuba lunike izimvo zalo phambi kwesindululo esamkelweyo.

13.2. Iinkqubo zokuvolontiya nezokuphangela kufundwa

Kukho umgaqo-nkqubo okhoyo wokufuna uluntu kwizithuba ezo.

14. UKUHLAZIYWA KWENCWADANA (ICANDELO 14(2))

Umasipala wesiThili iFrances Baard unoxanduva lokuhlaziya kunye/okanye lokukuhlola incwadana yakhe ngonyaka okanye ngaphantsi konyaka.

15. UKUFUMANEKA KWENCWADANA (ICANDELO 14(3))

Le ncwadana ifumaneka ngeelwimi ezine ezisemthethweni, zezi: isiNgesi, isiBhulu, isiTswana nesiXhosa. Incwadana kamasipala wesithili ifumaneka kwiwebhusayithi: www.francesbaard.gov.za, kwakunye nakwii-Ofisi ze-FBDM ezilapha: 51 Drakensberg Avenue, Carters Glen, Kimberley, 8301.

Le ncwadana ikwafumaneka ngeelwimi ezine zemveli kwiindawo ezisemthethweni zokufaka ngokwecandelo 6 lomThetho weeNdawo zokufaka ngokuseMthethweni, No. 54 wonyaka we- 1997.