

# UMASIPALA WESITHILI IFRANCES BAARD



**INCWADANA YECANDELO LE - 14**

**UMTHETHO WESIBINI WONYAKA WAMAWAKA  
AMABINI, UPHUHLISO LOFIKELELEKO  
KULWAZI**

Le ncwadi ikwafumaneka ngesiBhulu, ngesiNgesi, nangesiTswana.

Ihlaziye nge-Yokwindla 2022

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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 izithobe.

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](http://www.sahrc.org.za) kwaye ihlaziywa qho ngenyanga ukuze kugcinwe uluntu lusazi ngophuhliso notshintsho olumalunga neenkukacha zoqhagamshelwano zamagosa olwazi emibutho yoluntu kunye nolwazi ngokubanzi olumalunga ne-PAIA.

likopi 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**

linkcukacha zoqhagamshelwano zamagosa olwazi kunye nesekele-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  
Umlawuli Obambeleyo Kwicandelo loCwangciso noPhuhliso  
Ifowuni.: +27 (0) 53 838 0929  
Ifekisi: +27 (0) 53 861 1538

### **4. IMISEBENZI NOKWAKHIWA KWE-FBDM**

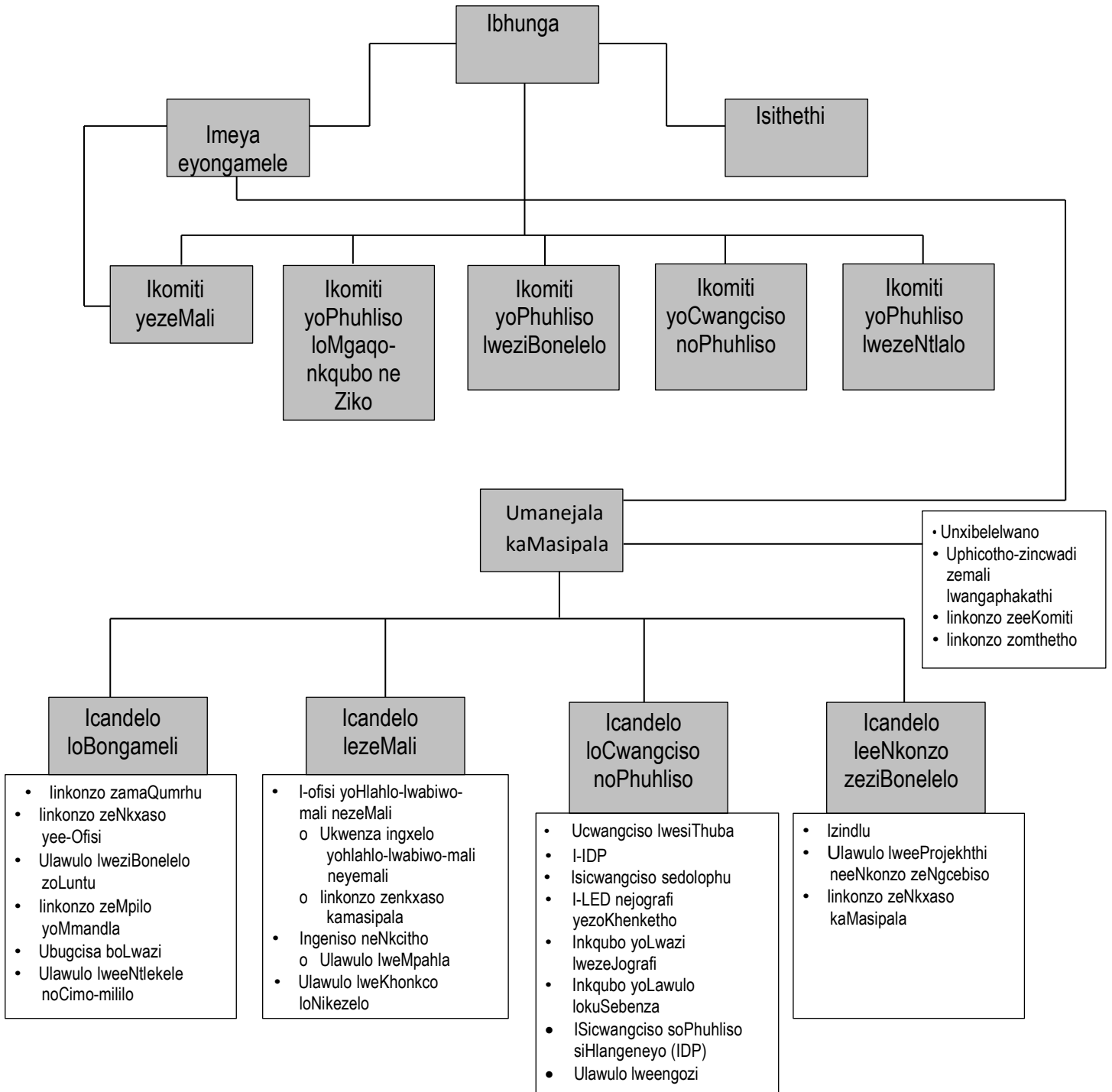
#### **4.1. Imbonakalo ethe gabalala ye-FBDM**

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

- a) Ngokukhuthaza uphuhliso lwezentlalo nezoqoqosho;
- b) Ngokunikeza nokulondoloza iinkonzo ezifikelekayo 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 KC Mothibi ngumhlali-ngaphambili weBhunga. Umeya, uCeba U Buda, 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) Ikomiti

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

##### (b) Isakhiwo seKomiti yeMeya

Nkszn U Buda	(Imeya eyoNgameleyo: Umhlali-ngaphambili)
Mnu OE Makoko	(Uphuhliso loMgaqo-nkqubo neZiko)
Mnu ME Mokgathanyane	(Uphuhliso lweziBonelelo)
Nkszn MD Tawana	(Uphuhliso lwezeNtlalo)
Nkszn LN Shushu	(Isicwangciso noPhuhliso)
Mnu AK Zalisa	(EzeMali)

##### (c) Nee-akhawunti zoluntu lukamasipala (MPAC)

I MPAC iqulunqwe yi Council ngaphantsi komgaqo 79 wo Mthetho wamasebe ooMaspala, uAct 117 (Municipal Structures Act) ka 1998 ize ithi inikele ingxelo ngokungqaleneyo kwi Council. Isithuba sika sihlalo sisavulekile.

#### 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

Ifowuni: +27 (0) 53 838 0911

Ifekisi: +27 (0) 53 861 1538

I-meiyile: mamikie.bogatsu@fbdm.co.za

Iwebhusayithi: [www.francesbaard.gov.za](http://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 lweNgozi
- Unikezelo, iinkonzo, iziza nezakhiwo zasemakhaya
- Iithenda, izivumelwano neemvume



- Izibonelelo zoluntu
- Iingxelo, ingeniso neenkukacha-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](http://www.francesbaard.gov.za).

**7.1 Izibhengezo ezifumaneka ngephanyazo**

- Iingxelo
- Iincwadana
- Iiphamflethi
- Iipowusta; kunye
- Noolindexesha

## 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 nangeyiphipina 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](http://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 isibheni 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 ephelileyo 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 (njengoko kulungisiwe), 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 lweengozi, kuqukwa ulawulo lwezenzo zorhwaphilizo nezolwaphulo-mthetho.

### 9.1.3. Icandelo loLawulo

Isebe linikeza inkonzo epholeleyo 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 lokuhlulwa 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

Icandelo liqinisekisa ulungiselelo oluluqilima kuso sonke isithili iquka lemisebenzi ilandelayo:

- **Ucwangciso lwesiThuba:** Ukukhuthaza uphuhliso olungapheliyo lokuhlaliswa kwabantu ngohlalutyo olupheleleyo noluxubayo ngokwentlalo, olunoqoqosho nolommandla ongqongileyo.
- **Uphuhliso loQoqosho lweNdawo (i-LED):** Inkqubo yokuquzelela ukwenziwa kwemo elungileyo yolondolozo olungapheliyo kuqoqosho lwendawo.
- **Iinkqubo zoLwazi lweJografi (i-GIS);** Ukwenza ukuba iinkcukacha zesithuba zifikeleleke kubo bonke abathathi-nxaxheba ukuze kuqinisekise ukwenziwa ikwezigqibo ezizizo nezilungileyo.
- **ISicwangciso soPhuhliso siHlangeneyo (IDP):** I-IDP sisigcwangciso nesikhokela sophuhliso loluntu, onjongo lwaso ikukhlanganisa intsebenziswano yooMasipala, abancinci nabe ngingqi.
- **Ulawulo lokuSebenza:** ucwangciso, ulawulo, uvavanyo lomsebenzi kunye nokwenziwa kwengxelo yomsebenzi kamasipala ukuze kukhuthazwe ukuphunyezwa kweenjongo zikamasipala ezibonisa ubuchule.

#### 9.1.6. Icandelo leeNkonzo zeziBonelelo ngeZakhiwo

Elicandelo linikeza inkxaso kwezobugcisa, ezolawulo, nezemali ku masipala bendawo kuquka lemisebenzi ilandelayo:

- **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](http://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

Idilesi yesitrato: 51 Drakensberg

Carters Glen, KIMBERLEY, 8301

Idilesi yeposi: Private Bag X6088

KIMBERLEY, 8300

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#### **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:

	<b>R</b>
(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) Ukhuselelo olunyanzelekileyo lwemfihlo yeqela lesithathu elingumntu ophilayo, oluza kuquka ukuvezwa okanye ukubhengezwa okungalunganga kolwazi lomntu lwaloo mntu uphilayo;
- (2) Ukhuselelo olunyanzelekileyo lolwazi loshishino lweqela lesithathu, ukuba ingxelo iquka:
  - limfihlo 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) Ukhuselelo olunyanzelekileyo lolwazi oluyimfihlo lwamaqela esithathu ukuba lukhuselwe ngokwaso nasiphi isivumelwano;
- (4) Ukhuselelo olunyanzelekileyo lokhuselelo lwabantu kunye nokhuselelo lwepropati;
- (5) Ukhuselelo 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 yekhompuyutha 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 amatyala 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](http://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.