



**URhulumente  
weNtshona Koloni**

URhulumente womMandla

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**Incwadi ebhekiselele kwicandelo 14  
yokuKhuthazwa koFikelelo kuMthetho  
weNkcukacha, 2000**

# **ISEBE LOOMASIPALA**

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## 1. INTSHAYELELO

Eli xesha lalo mgaqo-siseko wangoku eMzantsi Afrika libonelela ngamalungelo ofikelelo kuzo naziphi na iinkcukacha ezigcinwe nguMbuso (kuxhomekeke kunyino oluthethelekayo) nakwiinkcukacha ezigcinwe licandelo labucala elidingeka ukuba lenze okanye likhusele naliphi na ilungelo.

INkundla yoMgaqo-siseko ayikutoliki ukuba nelungelo lofikelelo kwiinkcukacha njengelungelo lokufumana ufikelelo kwiinkcukacha zokwenza okanye zokukhusela ilungelo kuphela, koko nokuqinisekisa ukuba kukho ulawulo oluvulelekileyo noluthathela kulo uxanduva kuyo yonke imigangatho karhulumente.

ICandelo 32(1)(a) nele-(2) loMgaqo-siseko woMzantsi Afrika, 1996 (uMgaqo-siseko) lifundeka ngolu hlobo:

*“(1) Wonke umntu unelungelo lofikelelo –*

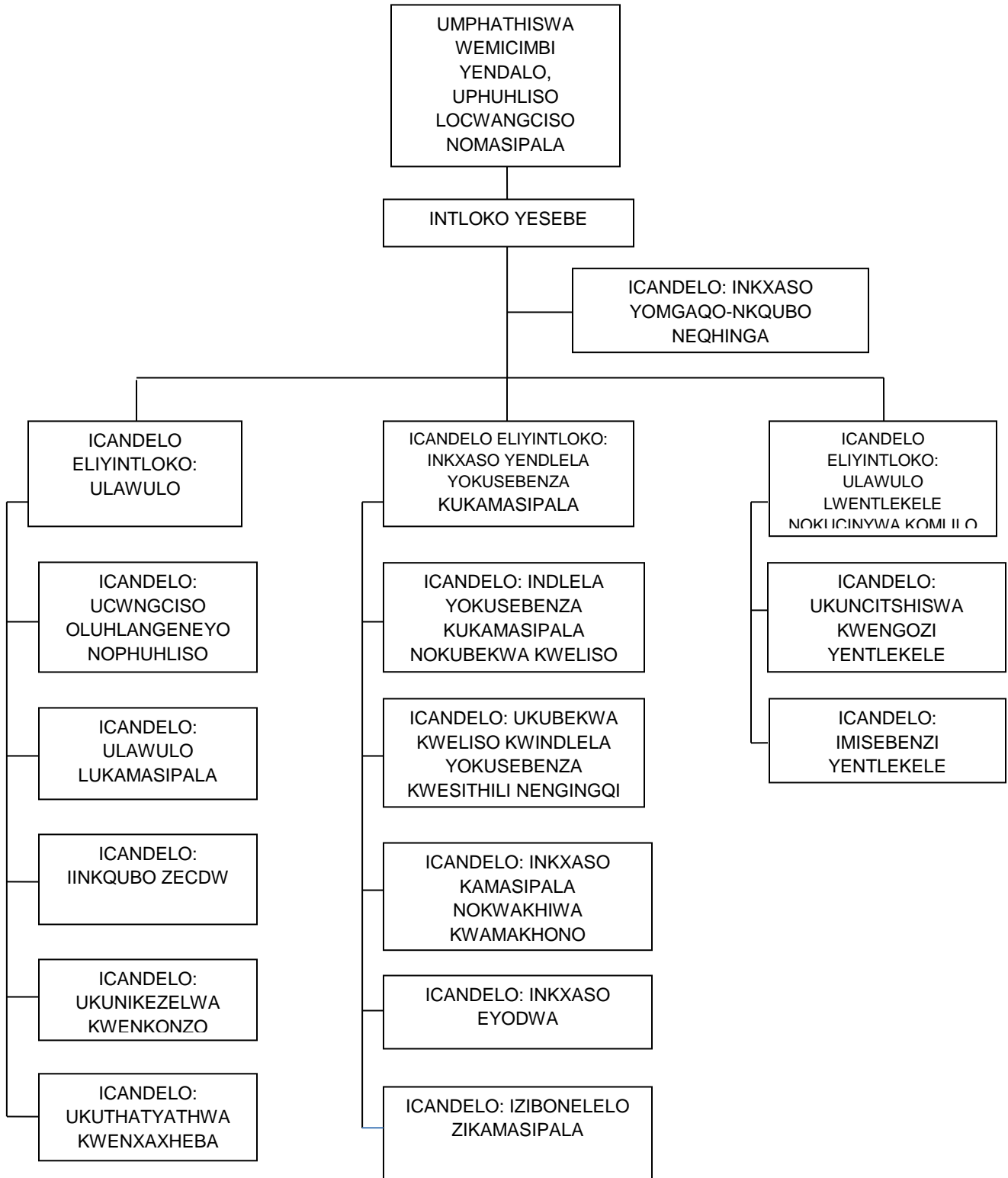
*(a) Kuzo naziphi na iinkcukacha ezigcinwe nguMbuso; nazo Naziphi na iinkcukacha ezigcinwe ngomnye umntu ezifunekayo ekwenzeni okanye ekukhuseleni nawaphi na amalungelo.*

*(2) Imithetho kazwelonke imele imiselwe ukuze isebenze kula malungelo, kwaye isengabonelela nangemilinganiselo yengqiqo yokuphelisa umthwalo kwezolawulo nakwezemali embusweni”.*

Oku sele kuchaziwe ngaphambili kummiselo woMthetho woKhuthazo loFikelelo kwiiNkcukacha, 2000 (PAIA). Injongo yePAIA kukumilisela inkcubeko yokungabi namfihlelo nokuba noxanduva kumacandelo karhulumente nalawo abucala ngokunjalo nokuxhobisa nokufundisa abantu boMzantsi Afrika ukuze bawaqonde amalungelo abo.

Ngokwecandelo 14 lePAIA icandelo likarhulumente limele libenayo incwadi echaza phandle imisebenzi, phakathi kwezinye izinto kwaye zibe iirekhodi zesalathiso sencwadi leyo zigcinwe ngurhulumente. Le ncwadi ikwenza kusebenze okunikezelwa licandelo 14 lePAIA kwaye ibonelela ngoncedo kwinkqubo emayilandelwe ekuceleni ukufikelela kwirekhodi egcinwe URhulumente womMandla.

**2. UBUME BESEBE**



### **3. IMISEBENZI YESEBE —**

- Ukuququzelelwa kolawulo olulungileyo, isicwangciso sophuhliso esihlangeneyo nobudlelwane obusebenzayo borhulumente phakathi kwamasebe karhulumente.
- Ukubekwa kweliso kumandla aphelelyo oomasipala nokunikezela ngenkxaso ukuphucula ukunikezelwa kwenkonzo.
- Ukuququzelelwa kokulawula kwentlekele nokulungelelaniswa kweenkonzo zabacimi-mlilo.
- Ukunikezela ngenkonzo yenkxaso yeofisi kwiHOD.
- Ukunikezelwa kwenkonzo yenkxaso kumgaqo-nkqubo wesebe, kwiqhinga nonxibelelwano.

#### **ICANDELO: INKXASO YOMGAQO-NKQUBO NEQHINGA**

- Ukukhuthazwa kophando lomgaqo-nkqubo olunxulumene nomasipala.
- Ukulungelelaniswa kweenkqubo zophuhliso lomgaqo-nkqubo.
- Ukunikezelwa kwenkonzo yenkxaso yolawulo lweqhinga lephondo.
- Ukubekwa kweliso nokuvavanywa kwendlela yokusebenza yesebe.
- Ukunikezelwa kwenkonzo yonxibelelwano kwiSebe.

#### **ICANDELO ELIYINTLOKO: ULAWULO**

- Ukuxhaswa kophuhliso oluhlangeneyo lukamasipala
- Ukuqinisekiswa kwengcaciso esemthethweni ngokunikezelwa kwesikhokhelo nenkxaso.
- Ukulawulwa kwenkqubo yophuhliso loluntu.
- Ukuququzelelwa kolawulo lwentsebenziswano kuxhaswa ukunikezelwa kwenkonzo okuhlangeneyo nokwazisa uluntu ngeenkqubo zikarhulumente.
- Ukukhuthazwa kwesicwangciso esisekwe kuluntu ngokuthatyathwa kwenxaxheba luluntu nonxibelelwano.

### **ICANDELO: UKUCWANGCISWA KOPHURLISO OLUMANYENEYO**

- Ukuququzelelwa kolungelelwaniso kocwangciso nolungelelwaniso lohlahlo lwabiwo-mali.
- Ukunikezelwa kwenkxaso yocwangciso lophuhliso oluhlangeneyo koomasipala ngabanye.
- Ukunikezelwa kwelungelo lokufumana ufundo lophuhliso locwangciso oluhlangeneyo koomasipala.
- Ukubekwa kweliso kwinkqubo nakwimfezeko yophuhliso locwangciso oluhlangeneyo lukamasipala.
- Ukulawulwa kophando lwengcaciso

### **ICANDELO: UKULAWULWA KUKAMASIPALA**

- Ukulawulwa kwemicimbi yooceba nokulungelelaniswa kwamanganelo.
- Ukuququzelelwa kophuhliso lomthetho wephondo nokamasipala.
- Ukunikezelwa kwenkxaso kwiSebe noomasipala ukuqinisekisa ngengcaciso esemthethweni.
- Ukuyilwa kobume bokungamkelwa korhwaphilizo, indlela engekho sikweni yokuziphatha nobusela.

### **ICANDELO: INKQUBO YECDW**

- Ukulungelelaniswa kwenkqubo yophuhliso loluntu.
- Ukuchongwa nokuthunyelwa kwemiba ephuma kuluntu, kwabachaphazelekayo nakwabafanelekileyo nokulungelelaniswa kwengcaciso ngeenkqubo zikarhulumente.

### **ICANDELO: UKUHLANGANISWA KOKUNIKEZELWA KWENKONZO**

- Ukuququzelelwa kobudlelwane obusebenzayo boorhulumente phakathi kwamasebe karhulumente.
- Ukulawulwa koxanduva lwephondo ngokubhekiselele kumaZiko eThusong.

## **ULAWULO: UKUTHATYATHWA KWENXAXHEBA LULUNTU**

- Ukuphuhliswa, ukumiliselwa, nololongo lwesiCwangciso-nkqubo sokuThatyathwa kweNxaxheba luLuntu.
- Ukuncedwa koomasipala ngocwangciso, ngoqulunqo, nolwamkelo nomiliselo lwezicwangciso zokuthatyathwa kwenxaxheba luluntu.
- Ukuxhaswa kolawulo lokusekwa nokusebenza kweeKomiti zewodi.
- Ukunikezelwa kwenkxaso koomasipala ngesikhokhelo, ngengcebiso nophuhliso lwamakhono ukuqinisekisa ngokuthatyathwa kwenxaxheba okusebenzayo ziikomiti zewodi /luluntu.
- Ukubekwa kweliso nokuvavanywa kokuthatyathwa kwenxaxheba okusebenzayo kweekomiti zewodi/uluntu.
- Ukuxhaswa koomasipala ngophuhliso nomiliselo lweenkqubo zonxibelelwano.

## **ICANDELO ELIYINTLOKO: UKUBEKWA KWELISO NENKXASO KWINDLELA YOKUSEBENZA KAMASIPALA.**

- Ukubekwa kweliso nokuvavanywa kokusebenza kukamasipala weMetro.
- Ukubekwa kweliso nokuvavanywa kokusebenza koomasipala abangengabo abeMetro.
- Ukunikezelwa kwenkxaso koomasipala nokubekwa kweliso kuhambelwano noMthetho weProperty Rates.
- Ukunikezelwa nokuququzelelwa kwenkxaso eyodwa koomasipala abathi babe neengxaki ezimbi zokunikezela ngenkonzo/zokusilela kukarhulumente (kubandakanywa icandelo 139 longenelelo).
- Ukuququzelelwa kololongo nophuhliso lwezibonelelo zikamasipala.
- Ukulungelelaniswa kwamangenelo oqeqesho nokunikezelwa kwenkxaso yolungelelwaniso ukunceda ngoko.



## **ICANDELO: UKUBEKWA KWELISO KWINDLELA YOKUSEBENZA**

### **YEMETRO**

- Ukuqokelelwa, ukuhlanganiswa nokuqinisekiswa kweenkcukacha zolwazi nengcaciso enxulumene nendlela yokwenziwa komsebenzi nemiphumela.
- Ukubekwa kweliso kwimpilo yeziko.
- Ukuqinisekiswa kolungelelaniswa kwemilinganiselo yokwenziwa komsebenzi nezicwangciso-nkqubo zokubekwa kweliso zesizwe nezephondo.
- Ukuphuhliswa nokubekwa kweliso kwimigqalisela yangithuba yezilumkiso.
- Ukuvavanywa kokuchongwa lweenkcukacha zolwazi zikamasipala nengcaciso.
- Ukulandelwa kophando oluvela kwiingxelo zokwenziwa komsebenzi.
- Ukunikezelwa kweengcebiso ukulungiselela inkxaso namangenelo
- Ukuyilwa kweNgxelo yoNyaka yoKwenziwa koMsebenzi kaMasipala ngokwemiqathango yecandelo 147 loMthetho weeNkqubo zikaMasipala

## **ICANDELO: UKUBEKWA KWELISO KUKWENZIWA KOMSEBENZI**

### **KWISITHILI NAKWINGINGQI**

- Ukuqokelelwa, ukuhlanganiswa nokuqinisekiswa kweenkcukacha zolwazi nengcaciso enxulumene nendlela yokwenziwa komsebenzi nemiphumela
- Ukubekwa kweliso kwimpilo yeziko
- Ukuqinisekiswa kolungelelaniswa kwemilinganiselo yokwenziwa komsebenzi nezicwangciso-nkqubo zokubekwa kweliso zesizwe nezephondo
- Ukuphuhliswa nokubekwa kweliso kwimigqalisela yangithuba yezilumkiso
- Ukuvavanywa kokuchongwa lweenkcukacha zolwazi zikamasipala nengcaciso
- Ukulandelwa kophando oluvela kwiingxelo zokwenziwa komsebenzi.
- Ukunikezelwa kweengcebiso ukulungiselela inkxaso namangenelo
- Ukuyilwa kweNgxelo yoNyaka yoKwenziwa koMsebenzi kaMasipala ngokwemiqathango yecandelo 147 loMthetho weeNkqubo zikaMasipala

- Ukuqokelelwa nokuvavanywa kwengcaciso kwiLED, kwezemali, kukuhlaliswa kwabantu nakwiinkonzo zesiseko.

#### **ICANDELO: INKXASO KAMASIPALA NOLWAKHIWO LWAMAKHONO**

- Ukunikezelwa kwenkxaso ukuphucula ukunikezelwa kwenkonzo kamasipala kwizithili ezinoomasipala abangezizo iiMetro.
- Ukubekwa kweliso kuhambelwano noMthetho weProperty Rates.
- Ukunikezelwa kwesikhokhelo noncedo koomasipala ngokubhekiselele ekumiliselweni kumaziko kwamalungelo oluntu.

#### **ICANDELO: INKXASO EYODWA**

- Ukuququzelelwa kwenkqubo xa kudingeka inkxaso macala onke ebandakanya abachaphazelekayo abaninzi.
- Ukuncedwa koomasipala ngenkxaso xa kunokubakho ukusilela kweziko kunye /okanye kwemali.
- Ukuncedwa ngamangenelo engqiqo ngokwemiqathango yeMFMA
- Ukuncedwa kweCandelo loLawulo-mali lePhondo ngamangenelo engqiqo ngokwemiqathango yeMFMA

#### **ICANDELO: IZIBONELELO ZIKAMASIPALA**

- Ukunikezelwa kwenkxaso yengingqi koomasipala ngokubhekiselele kucwangciso nomiliselwe lwezibonelelo:
  - IziThili zeWest Coast neOverberg
  - IsiThili seCape Winelands
  - IziThili zeEden neCentral Karoo
  - Isambuku sombane
- Ukuxhaswa kwenkcitho nomiliselwe lweprojekti yeenkqubo yezibonelelo zesizwe.

## **ICANDELO ELIYINTLOKO: UKULAWULWA KWENTLEKELE NEENKONZO ZABACIMI-MLILO**

- Ukusekwa nokulolongwa kwekhono leziko lokulawula intlekele nokumilisela imisebenzi esebenzayo yokunciphisa ingozi.
- Ukulungiselelwa nokuphendulwa kweentlekele nokulungelelaniswa kokuvuselelwa kwentlekele.
- Ukulungiselelwa kwemisebenzi yephondo yokucinywa komlilo nokuxhotyiswa koomasipala ngokuhambelana nemithetho efanelekileyo.
- Ukunikezelwa kweenkonzo zenkxaso yolawulo.

## **ICANDELO: UKUNCITSHISWA KWENGOZI YENTLEKELE**

- Ukuncitshiswa kwengozi yentlekele nokusetyenziswa kwemiqathango yokuncitshiswa kwengozi.
- ukuphuhliswa nokumilisela kwemisebenzi yokuncitshiswa kwengozi.

## **ICANDELO: IMISEBENZI YENTLEKELE**

- Ukusekwa kwekhono leziko elihlangeneyo ukuqinisekisa ngomilisele olusebenzayo lomgaqo-nkqubo wolawulo lwentlekele.
- Ukulungiselelwa kokusabela kwiintlekele.
- Ukulungelelaniswa kovuselelo ngokutsha kwintlekele (udambiso, uvuselelo kwakhona nolwakhiwo ngokutsha)

## **4. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LEENGCOMBOLO**

### **ICANDELO 14 (1)(b)**

Igosa leNgcaciso: Adv B Gerber

Legislature Building / P O Box X659

15 Wale Street

Cape Town, 8000

Tel: 021 467 6032

Fax: 021 467 3300

E-mail: [Brent.Gerber@westerncape.gov.za](mailto:Brent.Gerber@westerncape.gov.za)

**INKCUKACHA ZOQHAGAMSHELWANO ZESEKELA LEGOSA LENGCACISO  
ICANDELO 14 (1)(b)**

Gq. H Fast

8<sup>th</sup> Floor

Waldorf Building/Private Bag X9076

CAPE TOWN

Tel.: (021) 483-4999

Fax: (021) 483-4493

E-mail: [Hildegarde.Fast@westerncape.gov.za](mailto:Hildegarde.Fast@westerncape.gov.za)

**5. ISIKHOKHELO ESIVELA KWIKHOMISHONI YAMALUNGELO ABANTU  
YOMZANTSI AFRIKA (SAHRC) NGENDLELA YOKUSETYENZISWA  
KOMTHETHO**

**ICANDELO 14(1)(**

Luxanduva lweSAHRC ukuqulunqa isikhokhelo ngokuhambelana necandelo le-10 lePAIA, ngendlela ebanzi nangemo, njengoko kunokudingwa ngumntu ongathanda ukusebenzisa naliphi na ilungelo eliqulathe eMthethweni.

Esi sikhokhelo siyafumaneka ngokunjalo kuzo zonke iilwimi ezisesikweni kwiSAHRC yaye nayiphi na imibuzo ngalo mba kufuneka ijoliswe kwi:

<b>IKhomishoni yaMalungelo aBantu yoMzantsi Afrika</b>	
<b>Imfono-mfono</b>	+27 11 877 3900
<b>IFaksi</b>	+27 11 403 0684
<b>Idilesi yel-Meyile</b>	<a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a>
<b>Idilesi yeposi</b>	PAIA Unit: Promotion of Access to Information  Private Bag 2700 Houghton 2041
<b>Idilesi yesitalato</b>	South African Human Rights Commission 33 Hoofd Street

	Braamfontein 2017 JOHANNESBURG
<b>IWebhusayiti</b>	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

## 6. IIREKHODI

### ICANDELO 14(1)(d)

#### 6.1 INKCAZELO YEZIHLOKO ELITHI ISEBE LIGCINE IIREKHODI PHANTSI KWAZO

- IMithetho kaMasipala
- IMbono zomthetho ngokubhekiselele kumasipala
- Umvuzo kaceba
- IKhawudi yokuZiphatha yooCeba
- IiKhomishono / IiKomoti zoPhando
- Ukumangalelwa
- Imibuzo kwiNdlu yoWiso-mthetho
- ULawulo lweNtlekele
- UNcedo lokuQala iziCwangciso eziNgxamileyo zokuKhutshwa
- UkuThintelwa koMlilo nokuLunga
- IiBhodi zokuBhena kuQikelelo lwexabiso
- UQikelelo lwexabiso lweThutyana
- Ukubekwa kweliso nokuNikwa kweNgxelo : Ukulunga koQikelelo lwexabiso
- UMrhumo kwiRhafu yePropati
- UKwahlulwa kweMida kaMasipala
- UNyulo looMasipala
- ULawulo lokuSebenza lukaMasipala
- Uphando
- UNxibelelwano

- UHlahlo Lwabiwo-mali
- Imibuzo ngoPhicotho-zincwadi
- Iingxelo zemali zikamasipala
- UMthetho kaMasipala wePhondo
- Izigunyaziso zeMali zePhondo
- Iirejista zikaMasipala zabahluphekileyo
- UMnikelo weZibonelelo zikaMasipala
- Amaziko eenkonzo eThusong
- INkqubo yoPhuhliso lwaBasebenzi boLuntu
- Ubudlelwane boorhulumente
- UkuCwangciswa koPhuhliso oluHlangeneyo
- INkxaso yeKomiti yeWodi
- UNcedo lokuQala neziCwangciso eziNgxamileyo zokuKhutshwa
- UkuCwangciswa kokuNgxamileyo

## 6.2 IIREKHODI EZIFUMANEKA NGOKUZENZEKELAYO

<b>INKCAZELO YAMACANDELO EEREKHODI EZIFUMANEKA          NGOKUZENZEKELA NGOKUHAMBELANA NECANDELO          15(1) LOMTHETHO WOKUKHUTHAZWA KWELUNGELO          LOKUFUNYANWA KWENGCACISO, 2000</b>	<b>INDLELA YOKUFUMANA          IIREKHODI</b>
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**INKCAZELO YAMACANDELO EEREKHODI EZIFUMANEKAYO UKUBA ZITHENGWE  
NGOKWEMIQATHANGO YECANDELO 15(1)(a)(ii)**

<p>(a) Ukwabiwa kweethenda ze “Sourcelink”                  (b) Amaxwebhu ePhondo omgaqo-nkqubo                  (c) UHlahlo lwabiwo-mali (lukwiGazethi)                  (d) IsiCwangciso seQhinga                  (e) Iingxelo zoNyaka zikaMasipala                  (f) IsiCwangciso-nkqubo soLawulo lweNtlekele sePhondo                  (g) IsiCwangciso seQhinga soLawulo lweNtlekele sePhondo                  (h) UVavanyo lwePhondo lweNgozi yeNtlekele nokuba sesiChengeni                  (i) Ukuvavanywa ngokutsha konyaka kweNgozi nophuhliso (RADAR)</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Record Manager, 27 Wale Street, Private Bag X9076, Cape Town</p>
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**6.3 INKQUBO YOKWENZIWA KWESICELO**

- Umenzi wesicelo kufuneka asebenzise iFomu A njengoko kuchaziwe kwimithetho epapashwe ngokwemiqathango yoMthetho wokoKhuthazwa kweLungelo lokuFunyanwa kweNgcaciso (iSaziso sikaRhulumente R223 somhla wesi-9 kuMatshi 2001). Ifomu A iqhotyoshelwe apha.
- Umrhumo wesicelo okwisambuku sama-R35,00 uhlawulwa ngaphambi kokuba isicelo siqwalaselwe.
- Ukuhlawulwa komrhumo wesicelo akwenzeki kwirekhodi ecelwe ligosa lolongo okanye umphandi wololongo ngenjongo zokuphanda ulolongo okanye uncino ngokwemiqathango yezibonelelo zoMthetho woLolongo, we-1998 okanye imimiselo eyenziwe phantsi kwecandelo lama-44 alo

Mthetho uxeliweyo (ngokweSaziso sikaRhulumente R991 womhla we-14 Oktobha2005).

- Intlawulo yesicelo somrhumo ayihlawuleki ukuba isicelo sofikelelo kwiirekhodi sinxulumene nokufikelela kwiinkcukacha zobuqu (ngokweSaziso sikaRhulumente R991 somhla we-14 Okthobha 2005)
- “Isicelo somrhumo” sithetha intlawulo yama-R35-00 njengoko ichaziwe kummiselo, oqhotyoshelweyo apha.
- Isibonelelo senziwa kwiFomu A ukulungiselela ukuba umenzi wesicelo abonise ukuba ingaba ufuna ikopi yerekhodi okanye ufuna nje ukuyifunda nje.
- IForm A ifuna ngokunjalo ukuba umenzi wesicelo achaze into yokokuba uyifuna ngaluphi na ulwimi irekhodi, nangona isebe linganyanzelekanga ukuba liyiguqulele kulo.
- Umenzi wesicelo unakho ngokunjalo ukuchaza ukuba uyifuna ukuyifumana ngaluphi na uhlobo le rekhodi (umz. ikopi yephepha, ikopioyifumana ngekhompyutha, njl.njl) Oku kuya kulandelwa ngaphandle kokokuba oku kunxamnye nokusebenza kweSebe okanye ngezizathi ezibambekayo ayinakho ukunikezelwa ngolu hlobo lucelwayo.
- IGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha, ngokwemeko, limele ngokukhawuleza kangangoko kunokwenzeka, kodwa nakwesiphi na isiganeko kwiintsuku ezingama-30, emva kokufumaneka kwesicelo, lithathe isigqibo ngokuhambelana noMthetho sokuba linikezele ngofikelelo okanye limazise ngesiphumo lowo wenza isicelo.
- IGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha, ekwenziwe kulo isicelo, lingalandisa ixesha leentsuku ezingama-30 ukuze likwazi ukumelana nesicelo, ukwenzela ixesha elandisiweyo njengoko kuchaziwe ngokwecandelo lama-26 lePAIA.



- Ukuba sinxulumene neerhekhodi zomntu wesithathu njengoko kuchaziwe ngokwecandelo 34 (1), 35 (1), 36 (1), 37 (1) or 43 (1) of PAIA, iGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha, ngokwemeko, limele lithathe onke amanyathelo engqiqo, kodwa nakwesiphi na isiganeko, kwiintsuku ezingama-21 emva kokufumaneka kwesicelo, ukuze lazise umntu wesithathu lowo zinxulumene naye iirekhodi.
- Umntu lowo wesithathu wazisiweyo, angenza imbalelwano okanye athethe neGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha kwiintsuku ezingama-21, ngokwemeko, achaze ukuba kutheni simele saliwe isicelo okanye anganikezela ngemvume ebhaliweyo yokuba zaziswe iirekhodi zakhe.
- IGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha, ngokwemeko, limele ngokukhawuleza kangangoko kunokwenzeka, kodwa kwisiganeko kwiintsuku ezingama-30 emva kokwaziswa komntu wesithathu ngamnye, lithathe isigqibo sokuba liyanikezela okanye liyasala isicelo zofikelelo kwaye limele limazise umntu wesithathu ngokwecandelo 49 lePAIA, malunga nesigqibo salo.
- Umntu wesithathu uza kuba nelungelo lokufaka isibheni ngaphakathi esichasene nesigqibo kwiintsuku ezingama-30 emva kokunikwa isaziso. Singafakwa isibheni ngokugcwalisa iFomu B, eqhotyoshelweyo apha, kwaye nangokudlulisela kwaoku kwiofisi yeGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha.
- Umenzi-sicelo unelungelo lokufaka isibheni sangaphakathi, kwiintsuku ezingama-60 emva kokukwa isaziso esingesisigqibo seGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha, ngokwemeko, ukukhaba isicelo sofikelelo ngokwecandelo 22, 26 (1) okanye 29 (3). Isibheni sangaphakathi simele sifakwe ngokuthumela iFomu B kwidilesi, kwifeksi okanye kwidilesi yeimeyili yeGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha.
- Kwimeko apho enziwe onke amalinge enkqubo yokwenza isibheni sangaphakathi kwaye umenzi-sicelo okanye umntu wesithathu

akonelisekanga sisiphumo, angaya enkundleni ukuze axole, kwiintsuku ezi-180 emva kokwaziswa ngesiphumo sesibheno sangaphakathi.

- Umenzi-sicelo angaya kwiNkundla kaMantyi okanye kwiNKundla ePhakamileyo.
- Kwimeko apho sivunyiweyo khona isicelo, ngaphandle kwesicvelo sobuqu bomntu, umenzi-sicelo angenza intlawulo yomrhumo wofikelelo. 'Umrhumo wofikelelo' uthetha imirhumo ehlawulwa, umzekelo, xa umenzi-sicelo edinga iikopi zeerekhodi eziceliweyo kunye nexesha elithathiweyo ukukhangela ezo rekhodi kunye nokuzilungiselela. Uhlobo lwemirhumo kunye nesixa-mali esihlawulwayo sichaziwe kwimimiselo kwaye iqhotyoshelwe apha.
- Umntu ongatshatanga omvuzo wakhe wonyaka ungalulanga kwi-R14 712,00 ngonyaaka kunye nabantu abatshatileyo, okanye umntu ohlala neqabane elingundofanaye abanomvuzo ungalulanga kuma-R27 192,00 baxolelwe ekubeni bahlawule umrhumo wokufumana le rekhodi (ngokweSaziso sikaRhulumente R991 somhla we-14 kuOktobha 2005).
- Intlawulo yomrhumo yokufumana le rekhodi ayichaphazeli irekhodi yomenzi wesicelo ngokweSaziso sikaRhulumente R991 somhla we-14 kuOktobha 2005).
- Kwiimeko ezithile, umenzi wesicelo unakho ngokunjalo ukucelwa ukuba ahlawule idipozithi.
- Umenzi wesicelo unakho ukufaka isibheno sangaphakathi ngokubhekiselele kwintlawulo yedipozithi kunye / okanye umrhumo wokufumana irekhodi. Ukuba ngaba umenzi wesicelo ufuna ukufaka isibheno sangaphakathi, iFomu B (njengoko ichaziwe kwiSaziso sikaRhulumente R223 somhla wesi-09 kuMatshi 2001) kufuneka izaliswa.

- Kwimeko apho inkqubo yokubhena yangaphakathi ifikelele esiphelweni abe umenzi wesicelo enganelisekanga sisiphumo, unakho ukuya kwinkundla yamatyala ukufumana umyalelo ofanelekileyo.
- Ilungelo lokufumana irekhodi liya kubanjwa de yonke imirhumo efanelekileyo ibe ihlawulwe.
- Ingcaciso inakho ukucelwa egameni lomnye umntu, kodwa kufuneka kuchazwe ukuba ingaba isicelo senziwa kuliphi na ibango.

Ukuba umenzi wesicelo akakwazi ukufunda okanye ukubhala, okanye akakwazi uyizalisa kuba elimele, isicelo sinokwenziwa ngomlomo. Igosa lengcaciso, okanye umntu ochongiweyo, kufuneka azalise ifomu egameni lomenzi wesicelo lowo ze amnike ikopi yefomu ezalisiweyo.

## **7. IINKONZO EZIFUMANEKAYO KULUNTU**

### **ICANDELO 14(1)(f)**

Azikho

## **8. AMALUNGISELELO AVUMELA UKUBANDAKANYWA KUQULUNQO LOMGAQO-NKQUBO NOKWENZIWA KWEMISEBENZI**

### **ICANDELO 14 (1) (g)**

Kumaxesha amaninzi umthetho uchaza iinkqubo zokwenza izinto ukuba zazeke ukulungiselela ukuthatyathwa kwexaxheba luluntu..

- Isaziso kupapasho, olufana neGazethi yePhondo, amaphephandaba ephondo kunyenamaphephandaba engingqi/nawoluntu.
- Iradiyo, ingakumbi izitishi zeradiyo zengingqi okanye ezoluntu.
- Ucweyo neentlanganiso noomasipala kunye noququzelelo lorhulumente wasekhaya.

- Isaziso kwiwebhusayithi yeSebe.
- Ngamanye amaxesha ngokusetyenziswa kweemanyuwali namaxwebu ezikhokhelo.

**9. UNCEDO OLUFUMANEKAYO NGOKUBHEKISELELE KWIZENZO OKANYE KUKUSILELA UKWENZA INTO**  
**ICANDELO 14(1) (h)**

Umthetho osebenzayo kwiSebe unakho ukunikezela ngovavanyo lwangaphakathi okanye inkqubo yokubhena. Ukuba ngaba le nkqubo ithe yafikelela esiphelweni, okanye kungabiko sibonelelo esenziweyo senkqubo enjalo, inkundla inakho ukuchwecwelwa ukulungiselela ukufumana umyalelo ofanelekileyo. Nceda ubhekiselele kumqolo 6.3 ngasentla ochaza phandle isingxengxezo sangaphakathi kunye nenkqubo emayilandelwe yenkundla.

**10. UFIKELELO NOKUFUMANEKA KWALE NCWADI**

**ICANDELO 14 (3)**

Inguqulelo yesiXhosa yale ncwadi iyafumaneka ukuze ijongwe kwidilesi yeeNkcukacha zeSekela. Le ncwadi iguqulelwe kulwimi lweSibhulu nakwelesiNgesi kwaye iyafumaneka nakwiwebhusayithi yesebe. Ikhonkco eliya kule webhusayithi limi ngolu hlobo:

<https://www.westerncape.gov.za/general-publication/access-information-department-local-government-section-14-manual>

## ISIHLOMELO A

### IFOM A

#### ISICELO SOKUFIKELELA KWIREKHODI ZEQUMRHU LOLUNTU

(iCandelo 18(1) lomthetho iPromotion of Access to information Act, 2000 (uMthetho No. 2 wama 2000))

#### [Ummiselo 2]

#### ILUNGISELELWE ISEBE KUPHELA

Inamba yokwaLathisa: \_\_\_\_\_

Isicelo senziwa ngu \_\_\_\_\_ (xela isikhundla/iwonga, igama nefani yegosa lolwazi/isekela-gosa lolwazi) ngomhla (xela umhla) e \_\_\_\_\_ (indawo).

Umrhumo wesicelo (ukuba ukho): R .....

Idiphozithi (ukuba ikho): R .....

Umrhumo wokufikelela kulwazi: R .....

UTYIKITYO LWEGOSA  
LOLWAZI/ISEKELA-GOSA  
LOLWAZI

#### A. Inkcukacha zequmrhu loluntu

IGosa loLwazi/ISekela-gosa loLwazi:

#### B. Inkcukacha zomntu owenza isicelo sokufikelela kwirekhodi

- (a) *Iinkcukacha zomntu ocela ukufikelela kwirekhodi mazibhalwe apha ngasezantsi.*
- (b) *Nika idilesi kunye/okanye inamba yefeksi kwiRiphabhliki ekufuneka kuthunyelwe kuyo ulwazi olo.*
- (c) *Ubungqina bewonga/besikhundla ekwenziwa phantsi kwalo isicelo, ukuba bukho, nabo mabunamatheliswe.*

Amagama apheleleyo nefani:

Inamba yesazisi:

Idilesi yePosi:

Inamba yeFeksi: Inamba yomnxeba:

idilesi yeE-mail :

Isikhundla/iwonga ekwenziwa phantsi kwalo isicelo, xa sisenziwa egamaeni lomnye umntu:

### **C. Iinkcukacha zomntu esifakwa egameni lakhe isicelo**

*Eli candelo kufuneka ligcwaliswe kuphela xa isicelo solwazi sisenziwa egameni lomnye umntu.*

Amagama apheleleyo nefani:

Inamba yesazisi:

### **D. Iinkcukacha zerekhodi**

- (a) *Nika iinkcukacha ezipheleleyo zerekhodi ekufunwa ukufikelelwa kuyo, kubandakanya inamba yokwalathisa ukuba uyayazi, ukuze ifumaneke loo rekhodi.*
- (b) *Ukuba isithuba sokubhala asaneli nceda uqhubeke kwelinye iphepha uze ulinamathelise kule fom. **Umenzi-sicelo kufuneka awatyikitye onke amaphepha ongezelelweyo.***

1. Inkcazelo yerekhodi okanye indawo/icandelo elifanelekileyo lerekhodi:

2. Inamba yokwalathisa , xa ikho:
3. Iinkcukacha ezizezinye zerekhodi:

### E. Imirhumo

- (a) *Isicelo sokufikelela kwirekhodi, esingesoserekhodi enolwazi ngawe, siya kuqwalaselwa kuphela emva kokuhlawulwa **komrhumo wesicelo**.*
- (b) *Uya kwaziswa ngesixa-mali ekufuneka sihlawulwe njengomrhumo wesicelo.*
- (c) *Umrhumo ohlawulelwa ukufikelela kwirekhodi uxhomekeke kuhlobo ofuna ukuyifumana ngayo kwakunye nexesha elilingeneyo lokukhangela nokulungisa irekhodi leyo..*
- (d) *Xa ufanelekile ukuba uxolelwe ekuhlawuleni umrhumo lowo, nceda uxele isizathu soko.*

Isizathu sokuxolelwa ekuhlawuleni imirhumo:

### F. Uhlobo ekufuneka ibe kulo irekhodi

*Xa uthintelwa sisiphako somzimba ukuba ufunde, ujonge okanye umamele irekhodi ngohlobo oyibonelelwe ngalo ku-1 ukuya ku-4 apha ngasezantsi, xela uhlobo lwesiphako eso uze uxele ukuba uyifuna ibe koluphi uhlobo irekhodi leyo.*

Isiphako somzimba:	Uhlobo ekufuneka ibe kulo irekhodi:
--------------------	-------------------------------------

- Phawula kwibhokisi efanelekileyo ngo "X".*
- AMANQAKU:**
- (a) *Ukufumaneka kwerekhodi ngohlobo obonise ukuba uyifuna ngalo kuxhomekeke kubukho bayo kolo hlobo.*
  - (b) *Ukufunyanwa kwayo kuhlobo ecelwe ngalo kusenokwaliwa kwiimeko ezithile. Kwimeko enjalo uya kwaziswa ukuba unako na kuyinikwa ikolunye uhlobo irekhodi leyo.*
  - (c) *Umrhumo ohlawulwayo ukuze ubenokufikelela kwirekhodi, ukuba ukho, uya kumiselwa kuphela ngokohlobo ocele ukuba ibekulo irekhodi.*

<b>1. Xa irekhodi iyinto ebhaliweyo okanye eshicilelweyo -</b>			
	Ikopi yerekhodi*		Ukuhlolwa kwerekhodi

<b>2. Xa irekhodi inemifanekiso ebonwayo -</b> (oku kubandakanya iifoto, izilayidi, iividiyo, imifanekiso eyenziwa ngekhompyutha, iziketshi, njl.)			
	Ukujonga imifanekiso		Ikopi zemifanekiso*
			Ukukhuphela imifanekiso*

<b>3. Xa irekhodi inamagama arekhodiweyo okanye ulwazi olunokunikezelwa ngesandi -</b>			
	Ukumamela isandi eso (ikhasethi emanyelwayo)		Ukukhutshelwa kwesandi * (uxwebhu olubhaliweyo okanye olushicilelweyo)

<b>4. Ukuba irekhodi igcinwe kwikhompyutha okanye ngentambula/elektroniki okanye ifundwa ngomatshini -</b>			
	Ikopi yerekhodi eshicilelweyo*		Ikopi yolwazi oluphuma kwirekhodi eshicilelweyo*
			Ikopi efundeka ngekhompyutha* (istifi okanye idiski)

*Ukuba ucele ikopi okanye ukukhutshelwa kwerekhodi (ngasentla), ingaba uqwenela ukuba ikopi okanye ukhuphelo luposelwe kuwe? <b>Umrhumo wePosi mawuhlawulwe.</b>	EWE	HAYI
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*Qaphela, ukuba ngaba irekhodi ayifumaneki ngolwimi olukhethayo, ungayinikwa ngolwimi efumaneka ngalo.*  
Ingaba ukhetha ukuba irekhodi ibe ngoluphi na ulwimi?

**G. Isaziso ngesigqibo esiphathelele kwisicelo sokufikelela kulwazi**

*Uya kwaziswa ngokubhalelwa ukuba ngaba isicelo sakho sivunyiwe /saliwe. Xa unqwenela ukwaziswa ngenye indlela, nceda ucacise indlela leyo uze ubonelele ngeenkukacha ezifanelekileyo ukuze kuphunyezwe isicelo sakho.*



Ukhethe ukuba waziswe kanjani ngesigqibo esiphathelele kwisicelo sakho sokufikelela kwirekhodi?

Ityikitywe e \_\_\_\_\_ umhla \_\_\_\_\_  
ku \_\_\_\_\_ wama-20 \_\_\_\_\_

UTYIKITYO LOMENZI-SICELO / LOMNTU  
OWENZA ISICELO EGAMENI LOMNYE

## IFOM B

### ISAZISO SESIBHENO SANGAPHAKATHI

(ICandelo 75 lomthetho iPromotion of Access to Information Act, 2000 (UMthetho No. 2 wama-2000))

[Ummiselo 6]

<b>XELA INOMBOLO YAKHO YOKWALATHISA:</b>
--

#### A. Iinkcukacha zequmrhu loluntu

IGosa loLwazi/iSekela-gosa loLwazi:

#### B. Iinkcukacha zowenza isicelo/zomnye umntu ofaka isibheno sangaphakathi

- |   |
|---|
| <p>(a) <i>Iinkcukacha zomntu ofaka isibheno sangaphakathi mazigcwaliswe apha ngasezantsi.</i></p> <p>(b) <i>Ubungqina besikhundla/sewonga esifakwa phantsi kwalo isibheno, ukuba bukhona mabunamatheliswe.</i></p> <p>(c) <i>Xa ofaka isibheno ingomnye umntu ongenguye lowo wayefake isicelo ngaphambili, iinkcukacha zowenza isicelo mazixelwe apha ku-C ngasezantsi.</i></p> |
|---|

Amagama apheleleyo nefani:

Inamba yesazisi:

Idilesi yePosi:

Inamba yeFeksi:

Inamba yomnxeba:

Idilesi yeE-mail:

Isikhundla/iwonga esifakwa phantsi kwalo isibheno sangaphakathi egameni lomnye umntu:

**C. Iinkcukacha zowenza isicelo**

*Eli candelo kufuneka ligcwaliswe KUPHELA xa ingomnye umntu (ngaphandle kowenza isicelo) ofaka isibheno sangaphakathi.*

Amagama apheleleyo nefani:

Inamba yesazisi:

**D. Isizathu sokufakwa kwesibheno**

*Phawula ngo “X” esona sizathu sokufakwa kwesibheno sangaphakathi kwibhokisi efanelekileyo:*

	Ukwaliwa kwesicelo sokufikelelela kulwazi.
	Isigqibo esiphathelele kwimirhumo emiselwe ngokwecandelo 22 loMthetho.
	Isigqibo esiphathelele ekwandisweni kwexesha ekufanele kuphendulwe ngalo isicelo ngokwecandelo 26(1) loMthetho.
	Isigqibo sokwaliwa kokunikwa kolwazi ngohlobo olucelwe ngalo ngumfaki-sicelo ngokwecandelo 29(3) loMthetho.
	Isigqibo sokunika imvume yokufikelela kulwazi.

**E. Imeko esinokufakwa phantsi kwazo isibheno**

*Ukuba isithuba esinikiweyo asanelangan nceda uqhubeke kwiphepha elilelinye uze ulinamathisele kule fom. **Kufuneka uwasayine onke amaphepha ongezelelweyo.***

Xela imeko osifaka phantsi kwayo isibheno sangaphakathi:

Xela naluphi na olunye ulwazi olufanelekileyo ukuze siqwalaselwe isibheno.

**F. Isaziso sesigqibo ngesibheno**

*Uya kwaziswa ngokubhalelwa ngesigqibo sesibheno sakho sangaphakathi. Xa unqwenela ukwaziswa ngenye indlela, nceda ucacise uze ubonelele ngeenkukacha ukuze kuphunyezwe isicelo sakho.*

Xela indlela:

Iinkukacha zaloo ndlela:

Ityikitywe e \_\_\_\_\_ umhla \_\_\_\_\_ 20

UTYIKITYO LOFAKA ISIBHENO

**ILUNGISELELWE UKUSETYENZISWA LISEBE :**

**IINKCUKACHA EZISESIKWENI ZESIBHENO SANGAPHAKATHI:**

Isibheni sifunyenwe ngomhla \_\_\_\_\_ ngu

(xela iwonga, igama nefani yegosa lolwazi/isekela-gosa lolwazi).

Isibheni sikhathshwa zizizathu ezilungiselelwe igosa lolwazi/isekela-gosa lolwazi, kunye, apho kufanelekileyo, neenkukacha zakhe nawuphi na omnye umntu ochaphazelekayo zifakwe ligosa lolwazi/lisekela-gosa lolwazi (ngomhla othile) kwigunya-bantu elifanelekileyo.

**ISIPHUMO SESIBHENO :**

ISIGQIBO SEGOSA LOLWAZI/SESEKELA-GOSA LOLWAZI SINGQINWA  
/SIMELWE ENDAWENI YASO SISIGQIBO ESITSHA

ISIGQIBO ESITSHA:

UMHLA

IGUNYA-BANTU

ELIFANELEKILEYO

UMHLA ESIFUNYENWE NGAWO LIGOSA LOLWAZI/LISEKELA-GOSA LOLWAZI  
KWIGUNYA-BANTU ELIFANELEKILEYO:

## FEES

### Annexure A

#### GENERAL: VALUE-ADDED TAX

Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991), as vendors may add value-added tax to all fees prescribed in this Annexure.

### PART I

#### FEES IN RESPECT OF GUIDE

1. The fee for a copy of the guide as contemplated in regulations 2 (3) (b) and 3 (4) (c) is R0,60 for every photocopy of an A4-size page or part thereof.

### PART II

#### FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 5 (c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on—	
(i) stifty disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7 (2) is R35,00.

4. The access fees payable by a requester referred to in regulation 7 (3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on—	
(i) stifty disc	5,00
(ii)	40,00

compact disc	
(d)(i)For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii)For a copy of visual images	60,00
(e)(i)For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii)For a copy of an audio record	17,00
( f )To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	

(2)For purposes of section 22 (2) of the Act, the following applies:

- (a)Six hours as the hours to be exceeded before a deposit is payable; and
- (b)one third of the access fee is payable as a deposit by the requester.

(3)The actual postage is payable when a copy of a record must be posted to a requester.

### **PART III FEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

	R
(a)For every photocopy of an A4-size page or part thereof	1,10
(b)For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c)For a copy in a computer-readable form on—	
(i)stiffy disc	7,50
(ii)compact disc	70,00
(d)(i)For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii)For a copy of visual images	60,00
(e)(i)For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii)For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

R

(1)(a)For every photocopy of an A4-size page or part thereof	1,10
(b)For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c)For a copy in a computer-readable form on—	
(i)stiffy disc	7,50
(ii)compact disc	70,00
(d)(i)For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii)For a copy of visual images	60,00
(e)(i)For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii)For a copy of an audio record	30,00
( f )To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

(2)For purposes of section 54 (2) of the Act, the following applies:

- (a)Six hours as the hours to be exceeded before a deposit is payable; and
- (b)one third of the access fee is payable as a deposit by the requester.

(3)The actual postage is payable when a copy of a record must be posted to a requester.