



**IManyuwaliyeSebe loRhulumente weNtsebenziswano kunye neMicimbi yeMveli, ngokwemiqathango yoMthetho wecandelo le-14 lokuKhuthaza uFikelelo kuLwazi ka-2000 (uMthetho Nomb. 2 ka- 2000)**

**EYESILIMELA 2022**

**1. Imisebenzi yeSebe yoRhulumente weNtsebenziswano kunye neMicimbi yeMveli.**

ISEBE loRhulumente weNtsebenziswano kunye neMicimbi yeMveli lelinye lamasebe alishumi elinane kumaSebe kaRhulumente eMpuma Koloni. Umyalelo weli sebe njengoku uchaziwe sisiGqeba soLawulo sePhondo ku:

- Kuququzelela onke amaziko karhulumente ukuqinisekisa ngempembelelo egqibeleleyo;
  - Kwenza indlela yongenelelo;
  - Phucula urhulumente wentsebenziswano ngaphakathi kunye nangaphandle kunye neziphumo ezisekeke kuMaqumrhu aHlangeneyo kaRhulumente obuDiehlwane;
- Kuqinisekiswa ngendlela enye yoququzelelo kunye nokulawula isizwe, iphondo kunye nerhulumente wasekhaya. Ngokuthe gca umyalelo weSebe ufana nentsika yona iba sembindini wesicwangciso, wophuhliso kunye nokomeleza ii-IDP zikamasipala.

**2. Umbono**

Umbono weSebe loRhulumente weNtsebenziswano kunye neMicimbi yeMveli ekwenzeni inkqubo yorhulumente wasekhaya kunye nemveli eqwalasela kwiimfuni zoluntu.

**3. Imishini**

Imishini yeSebe yoRhulumente weNtsebenziswano kunye neMicimbi yeMveli kukukhuthaza isizwe esiphuhlayo kunye namaziko emveli anoxanduva aqwalasela iimfuno zabemi belizwe kuqala; elikwaziyo ukuniza iinkonzo ezikwinqanaba eliphezulu ngokuthe gqolo kunye negcinekeyo kurhulumente wentsebenziswano kunye nentatho inxaxheba kulawulo lwentando yesininzi.

**4. Ixabiso**

Ixabiso leSebe loRhulumente weNtsebenziswano kunye neMicimbi yeMveli kwi-Nqobo zeBatho Pele Principles.

**IXABISO**

**INTSINGISELO**

Uthethwano	Sisoloko sithethana nabo bancedwayo ngenqanaba, ikwaliti kunye nokukhetha kwiinkonzo esizinikezelayo
Ikwaliti	Sibeka umgangatho ophakamileyo ojoliswe kuhanjiso lweenkonzo olufezekileyo noluphunyaziweyo
Ulingano	Sakunikezela ngofikelelo olulinganayo kwiinkonzo zethu, kugxininiswa kumaqela agqaliweyo
Ubugcisa	Sikholelwa ukuba abo sibancedayo kumele ukuba sibaphathe ngenyameko ngezinga eliphezulu lobuchule
IMigangatho ePhezulu yeeNqobo	Siza kuqinisekisa ngokuphelisa ubuqhetseba nokrwaphilizo
Abasebenzi bayi-asethi yethu enkulu	Sikholelwa ukuba abasebenzi bayinxalenye yempumelelo yeli Sebe kwaye sikholelwa ukuba ngalo lonke ixesha siya kuzama ukuqinisekisa ukuba iimfuno zabo emsebenzi ziytaneliswa.
Ukuphendula	Sizimisa ngokuphendula ngokukhawuleza nagokufezekileyo kwiimfuno zabo sibancedayo kunye noluntu.

#### 5. Inkqubo, imigomo yeengcebo kunye neenjongo zesebe

Inkqubo	Imigomo yeengcebo	Iinjongo zengcebo
Inkqubo 1	<b><u>Umigomo wengcebo 1:</u></b> Imeko elungileyo kokusingqongileyo ukuphucula uhanjiso lweenkonzo ngenkxaso ehlangenyo	<b>SO:1</b> Ukukhuthaza ubunkokheli obugqwesileyo, urhulumentu olululo, intsebenziswano emsebenzini kunye nolawulo lwezimali ukuphumelela ulawulo olululo
Inkqubo 2	<b><u>Umigomo wengcebo 2</u></b> Ukomeleza amaziko oomasipala ukukhuthaza urhulumentu kunye nohanjiso lweenkonzo ngokufezekileyo	<b>SO:2</b> Ukuphucula inkxaso yolawulo efezekileyo kulawulo kwimicimbi yoomasipala kusetyenziswa imimiselo esisikhokelo
		<b>SO:3</b> Ukuphucula ulawulo olufezekileyo lwezimali koomasipala kulawulo lwezimali olululo ngokweMithetho emiselweyo.
		<b>SO:4</b> Ukuphucula intembeko kuluntu kunye nonyanisekpe kurhulumente wasekhaya ngenxaxheba yesininzi.
		<b>SO:5</b> Uququzelelo lokusebenza kwamaziko oomasipala angama-45 ngophunyezo olugqibeleleyo lolawulo lokusebenza kunye nophuhliso lweenkqubo zihambelane neenkqubo zolawulo lomsebenzi lweziko
		<b>SO:6</b> Ukuphucula uvavanyo lomthamo kamasipala, ukwakha Amandla okusebenza kunye ne-ICT ngokubonelela ngenkxaso yomgangatho ophhezulu wolawulo oyikwaliti.

		SO:7	Ukuphucula ukusebenza kukamasipala, ukwenza uqwalaela kunye novavanyo lweenkonzo ngendlela edfezekileyo neququzelelwe zizandla ezinentsebenziswano.
Inkqubo 3	<b>UMgomo wengcebo 3:</b> Ucwangciso olufezekileyo noluphunyeziweyo kunye nophuhliso looMasipala	SO8	Ukuxhasa oomasipala abangama- ukuphumelela imimiselo yomthetho ekuhlaleni, kwezoqoqosho kunye nokusingqongileto ngokwesicwangciso esihlangeneyo sophuhliso, ucwangciso lwendawo, uhlelo mhlaba kunye nolawulo lwendawo zokuhlala ngokwemephu, iinkonzo zohlelo kunye nolawulo lokusetyenziswa kwemihlaba
	<b>Umgomo wengcebo 4:</b> Izixeko ekuhlaleka lula kuzo nezihlangeneyo, iidolophu kunye nezo zasemaphandleni ezihlawula imivuzo eyaneleyo	SO9	Ukukhuthaza uphuhliso loqoqosho, uhlangano kokuhlala kwizixeko, iidolophu kunye namaphandle kunye nkhuseleko lwabemi beMpuma Koloni.
	<b>Umgomo wengcebo 5</b> Omasipala abomeleleyo, abaqingqileyo kuphuhliso benikezela ngeenkonzo ezisisiseko	SO:10	Ukuxhasa oomasipala abnagma-45 ukufikelela kwimigomo yabo yeenkonzo ezisisiseko ngokuhambelana nee-IDP zabo ezilungileyo
Inkqubo 4&5	<b>Umgomo wengcebo 6</b> Imeko yokusingqongileyo kumaziko obunkokheli emveli ukuphucula uphuhliso loqoqosho nentlalo kwinkxaso ehlangeneyo yeenkonzo.	SO:11	Ukudala inkonzo ezifanelekileyo kunye nolawulo lokuphunyezwa kweenjongo zophuhliso ukuphucula ukusebenza kwamaziko ezemveli kunye nokukhula kuqoqosho loluntu
		SO:12	Ukukhuthaza iinkqubo zemveli, amasiko nezithethe
		SO:13	Ukusombulula iingxaki kulawulo lwemveli kunye namabango ukuphucula ubunye kuluntu
		SO:14	Ukwenza imisebenzi yongonyamelo olufezekileyo kunye nenkxaso ecetyiweyo kumaziko obunkokheli bemveli ukuzalisekisa iimfuno zomgaqo siseko zokuqwalasela indima nemisebenzi yamaziko ukuphucula ukuphuhla koqoqosho loluntu kuluntu lwasemaphandleni

## 6. Iinkcukacha zozhagamshelwano zoSekela Gosa leNgcaciso

INTloko yeSebe loRhulumente weNtsebenziswano kunye neMicimbi yeMveli nguSekela Gosa leNgcaciso

### U-Sekela Gosa leNgcaciso

Ingxowa yeposi : Ingxowa yabucala X0035, Bisho, 5605  
 Physical Address : Tyamzashe Building, Phalo Avenue, Bisho  
 Umnxeba. : (040) 609 5656  
 iFeksi. : (040) 639 2135  
 I-imeyile : Andile.Fani@eccogta.gov.za

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#### **4. Isikhokelo seKhomishini yeMzantsi Afrika yamaLungelo abantu sokusebenzisa lo Mthetho.**

Isikhokelo sokusetyenziswa koMthetho woKhuthazo loFikelelo kuLwazi ka-2000, uya kufumaneka kwiKhomishini yoMzantsi Afrika yamaLungelo abantu.

#### **IKHOMISHINI YAMALUNGELO ABANTU**

##### **IYunithi ye-PAIA**

##### **ISebe loPhando namaXwebhu**

Ingxowa yePosi : Private Bag X2700, Houghton, 2041

Umnxeba : (011) 484 8300

IFeksi. : (011) 484 1360

I-imeyile : paia@sahrc.org.za

#### **5. IREKHODI**

##### **5.1 ISebe leNtsebenziswano kaRhulumente linawo la maxwebhu alandelayo:**

- UMthetho;
- UMgaqo nkqubi kunye namaXwebhu eNkqubo
- Awonyaka, awekota, kunye Annual, Quarterly and Monthly Reports
- Izicwangciso zonyaka zokusebenza;
- Irekhodi zezimali
- Irekhodi zokusebenza
- Iimbhalelwano zangaphakathi
- Irekhodi zoMthetho;
- Irekhodi zikaMasipala
- Irekhodi ezikumagosa zoluntu

**ISebe loLawulo lweNtsebenziswano kunye neMicimbi yeMveli ligcina iirekhodi zasemthethweni ngaphandle kweirekhodi zembhalelwano kwaye ziyafumaneka, ezizezi:**

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- ❖ Amagqabantshintshi eendaba
- ❖ Ukwazisa ngezempilo zibhalwe zaxhonywa emadongeni nasezipalini
- ❖ Ukuxhonywa nokuncanyatheliswa ezibondeni okungahambisani nolwaphulo mthetho.
- ❖ Iincwadana
- ❖ OoLindishesha bakwaMasipala
- ❖ Amaphepha-mvume akwa-IDP
- ❖ Imifanekiso enomculo
- ❖ Ii-DVD eneziganeko ezisemthethweni
- ❖ Amaphepha angamabhaso aseVuna

ISebe lobambiswano ngoLawulo neleMicimbi yezemveli azikavakalisi sihlokomiso ngokuphathelele kwicandelo le-15 (2) loMthetho, njengoko kungekabhengezwa saziso, Le ncwadi- sikhokelo izakuphuculwa ibandakanywe kule.

5.2 Ngaphandle kwamathandabuzo iingxelo zizakubakho.

Zikhona iingxelo kwiziko leSebe loRhulumente weNtsebenziswano neMicimbi yezeMveli ku-[www.eccogta.gov.za](http://www.eccogta.gov.za) ukuze zibonwe okanye umntu azikhuphe engakhange enze sicelo soko ngokubhekiselele kulo mthetho kuthethwa ngawo.

6. Amalungiselelo okuba uluntu luthabathe inxaxheba ekwenziweni kwenkqubo

7. Isicelo senkqubo

(a) Ukwamkelwa okanye ukwaliwa kwesicelo:

Makanikwe ithuba umceli kwingxelo zikawonke-wonke ukuba uyahambisana noku kulandelayo:

- ❖ Zonke iimfuno zeenkqubo zomthetho ngokubhekiselele kukuvunywa kwesicelo kulo ngxelo
- ❖ Imvume oku ayaliwa kuso nangasiphi na isizathu esichaziweyo eMthethweni.

(b) Senziwa njani isicelo sokuba nelungelo kwingxelo:

- ❖ Umceli kufuneka asebenzise ifom (uFom A) owashicilelwa kwizihlokomiso sikaRhulumente (Isibhengezo sikaRhulumente u-R 187 womhla we-15 kweyoMdumba kumnyaka wama-2002 ikopi igciniwe njengoko kunjalo kwinkqubo u-A
- ❖ Ukuze umceli abenelungelo kolu lwazi makacele kwiGosa elinguSekela- Lwazi kwidilesi, inombolo yefex kungenjalo kwidilesi yemeyile yombane ekhoyo ngentla apha.
- ❖ Umceli kufuneka enikezele ngenkcukacha ezaneleyo zolu lwazi alucelayo phaya kula fom yesicelo ukwenzela ukuba iGosa lolwazi likwazi ukuchonga olu lwazi okanye iingxelo kunye nomceli.
- ❖ Makacacise umceli ukuba ufuna ikopi yengxelo azakuyiphonononga apha kwi-ofisi zeliQumru likawonke-wonke. Ukuba ke le ngxelo ayikho phepheni isengabonwa kwifom eceliweyo. Oku kunokwenziwa ukuba akuzukuchaphazela indlela ekusetyenzwa ngayo kweli Qumru likawonke wonke. Ngokuphathelele okanye ekonakalisweni kwengxelo okanye ukwaphula umthetho kuleya ngxelo yokuqala ingeyiyo yasebuRhulumenteni. Ukuba ngenxa yezi zathu ezithile, le mvume ayikwazi ukunikwa ngala fom ifufunwa ngayo koko kwenye ifom, makubalwe ubugcwabalalna kujongwe kwindlela owenza isicelo ebenze njalo kuqala.
- ❖ Umceli kufuneka acacise ukuba unqwenela ukwaziswa ngesigqibo seSebe LeNtlanganisela yoLawulo nelemicimbi yezemveli ngokuphathelele ekuceleni kwakhe olu lwazi ngoku kodwa ngendlela ethile umzekelo (ngeposofisi, ngeteles ngombane oyi-imeyile) achaze iinkcukacha zizizo.
- ❖ Ukuba umceli ucela ulwazi egameni lomnye umntu, ukuba ungubani nemvume yoko, makazibonise ukwanelisa iSekela Gosa loLwazi.
- ❖ Xa engakwazi ukufunda okanye ukubhala okanye ukhubazekile umceli, esi sicelo angasenza ngomlomo. IGosa elinguSekela Lwazi makaiyigcwalise ifom egameni lomceli ukuze amnike umceli ifom ezalisiweyo.

(c) Imali-ntlawulo ehlawulwa ngokwenza isicelo nokwaziswa ngesigqibo selungelo.

Umceli ofuna ilungelo kwingxelo enolwazi ngomntu okanye ngomnye umntu akufuneki ehlawule. Wonke omnye umntu owenza isicelo kufuneka ehlawule imali engama-R35.

- IGosa elinguSekela sihlalo wolwazi, kufuneka amazise umceli ngesaziso xa efuna umceli ehlawule imali emiselweyo (ukuba ikhona) kunye nemali eyidiphozithi ( ukuba ikhona) phambi kokuba enze esinye isicelo.
- Umceli usengasenza isicelo apha e-ofisini ngaphakathi xa kuyimfanelo okanye enze isicelo enkundleni enze intlawulo
- Emva kokuba iGosa leNgcaciso kulwazi lenze isigqibo ngesicelo umceli makaziswe ngesigqibo ngendlela umceli afuna ukwaziswa ngayo.

- Isicelo ukuba sivunyiwe, kufuneka kuhlawulwe ezinye iintlawulo eyokuphindwa kuveliswe neyokwenza uphando neyokulungiselela xa ifunwa ngelinye ixesha ngokweyure ezibekiweyo zophando nezokulungiselela ukuvalwa kwengxelo.
- Akuyikuvumeleka ukuba ubenako ukufumana ingxelo de ube uzihlawule zonke ezifanele ukuhlawulwa. Le ntlawulo ivunywe yiNdlu yoWiso-Mthetho Ikopi yale ntlawulo ingundaba-mlonyeni ikwiCandelo lesi-11 kwesi saziso singu-187 kwizihlokomiso zaseburhulumenteni sowe-15 kweyoMdumba 2002 zincanyathiselwe kwa-B

(d) Nawuphi na ongenelisekanga sisigqibo esenziwe liGosa lolwazi/ Isekela Gosa lolwazi angafaka isimangalo ngenxa yoku;

- Intlawulo ekuthiwa makayihlawule
- Ukwandiswa kwexesha liGosa leNgcaciso/ iSekela-Gosa wezeNgcaciso.
- Ngohlobo eze ngayo le ngxelo uyicelileyo.
- Ukungavunyelwa kwesi sicelo.

#### 8. Indlela yokwenza isicelo

- Mazingeniswe izicelo kwifom ezilungiselelwe oko kungenjalo zithunyelwe kwiGosa leNgcaciso okanye kwiSekela Gosa leNgcaciso kunye nentlawulo yesicelo.
- Usingaye wesi sicelo sibalulekileyo makaxelwe nezizathu sokwenziwa kwesi sicelo sibalulekileyo makaxelwe kubandakanywe nayiphi na enye into engaba umceli uyayazi.
- IGosa leNgcaciso/ Isekela Gosa leNgcaciso makangenise isicelo eso sibalulekileyo kunye nezizathu siphathelele kweso sigqibo kwiGunya ekwenziwa kulo izicelo lona liyakwazisa umceli nqo ukuba isicelo siyaqwalaselwa.
- Kwakufikelelwa kwisigqibo, iGunya lezicelo lisenokusiqinisekisa isicelo okanye lisitshintshe isigqibo ngesitsha.
- Ngaphezu koko umceli usenokwenza isicelo enkundleni abe nokukhululeka oku kuko ngendlela eyiyo engahambisani nesigqibo esivakaliswe ligosa lengcaciso okanye isekela gosa lengcaciso.

#### 9. Ikhona incwadi-sikhokelo

Ikopi yencwadi-sikhokelo yenziwe ngokwesimiselo seCandelo u-14 (3) ngokusemthethweni ngolu hlobo:

- Ikopi ngezi lwimi zintathu zisemthethweni isiNgesi, isiXhosa nesi-Afrikansi yaye iyafumaneka kwiKomishoni yamaLungelo oLuntu eMzantsi Afrika.
- Le ncwadi-sikhokelo iyafumaneka kwiziko le Sebe loRhulumente weNtsebenziswano kunye nemicimbi yezeMvelo ku <http://eccogta.gov.za>

MNUMZANA A.A FANI

INTLOKO YESEBE

SEBE LORHULUMENTE WENTSEBENZISWANO KUNYE NEMICIMBI YEZEMVELI

UMHLA 10 EYES'LINIJA 2022