

**11. ISECEO KUMPHATHISWA WEZOBULUNGISA NO PHUHLISO LOMGAQO SISEKO
SOKUHLANGANISA UMQULU OMNYE:**

Ukuba imisebenzi yeofisi zikawonke-wonke ezimbini okanye ngaphezulu iyafana, umphathiswa angazivumela ukuba zenze umqulu omnye, ukuba uceliwe okanye ubona njalo.

Ezo ofisi zikawonke-wonke mazobelane ngendleko zokuhlanganisa nokwenza umqulu ubekho njegoko kuchaziwe Ngumphathiswa.

**12. UKUGUZULWA NGUMPHATHISWA WEZOBULUNGISA NOPHUHLISO LOMGAQO
SISEKO KUMACANDELO ATHILE ALOMTHETHO KANGANGEXESA
ELIQQINGQIWEYO:**

Ukunqanda ukungachaphazeleki kokhuseleko, ubhaliso nevezimali, umphathiswa unokunguzula neyiphina iofisi kawonke-wonke okanye iqela lee ofisi zikawonke-wonke kumacandelo athile alomthetho kangangexesa eliqingqiweyo.

6. AMALUNGISELELO AVUMELA ULUNTU LUNGENELELE EKWAKHENI INDELA YOKULAWULA NOKUSEBENZA KUKA MASIPALA WESENQU:

Lo Malungiselelo aquka:

- Izimvo nengxelo zoluntu
- Abagqatswa
- Abaphandi
- Ukuhlomla kolumtu kwintlangano zikamasipala

7. AMABAKALA AKHOYO XA LO MTETHO UNGALANDELWANGA:

Umasipala weSenqu akanadlela yesibheno sangaphakathi okwangoku. Lo masipala uthembisa ngokuyenza lendlela yesibheno njengoko Igunyaziswa ngumthetho. Ukuba umceli uyabhena phambi kokuba lendlela yensiwe, isibheno siyakuphathwa njengesibheno kwisohlwayo.

8. EZINYE INKUKACHA EZIDWELISIWEYO NGOKO MTHETHO:

Okwangoku akukabikho ngxelo ikhoyo kwifosi yomphathiswa ngokwecandelo 92.

9. UKUHLAZIYWA KOMQULU:

Lo mgulu uyokuhlaziwa rhoqo emva konyaka.

10. UBUKHO BOMQULU:

Umagaqo 187 ka 15 Februvari 2002 uthi kwicandelo 4(1) le miqulu mayenziwe ibekho ngezindlela zilandelayo :

Njegoko kuchaziwe kwicandelo lomthetho i illegal Deposits Act, ka 1997, lo mqulu ukho eziофisini zikamasipala weSenqu kule adresi ingasentla, kwifosi zikamasipala waseBarkley East, nowase Sterkspruit kwakunye nakwi komishini yamalungelo abantu emzantsi Afrika.

- Ukuba umceli uyavunyelwa ukuba abone amarekodi makabizwe enye intlawulo yokukhangela, ukukhupha, ukulungise, kwakunye nentlawulo yexesha elingaphaya kwelo liqingqelwe oko.

Ngenkukacha ezithevetsho ngentlawulo namaxwebu ezicelo yiya kwa www.saharc.org.za.

5. UNCEDO OLUKHOYO:

(i) Nature of services:

- Uncedo lobugcisa oluquka indlela, amanzi, ugutyulo, umbane, uthutho, izindlu
- Ucedo loluntu oluquka uphuhlisolwentlalo impilo nesondlo, imfundo, uphuhliso lwezimali, ukhenketho
- Uncedo lwezimali oluquka ukunceda nokubhalisa ikansile
- Ibutho labasebenzi: ukulungisa, uphuhlisolwemigaqo, ulingano nobuchule

(ii) Lufumaneka Njani olucedo:

Izicelo mazensiwe kuMphathi kamasipala e Senqu:

ladresi yeposi:	P O Box 18 Lady Grey, 9755
ladresi yokuhlala:	19 Murray Street Lady Grey, 9755
Ifowuni:	(051) 603 0019/12
Ifeksi:	(051) 603 0445
i-email:	lgtlc@iafrica.com

(iv) Indlelo yesicelo:

Umceli makanikwe imvume yokufikelela kumarekodi kawonke-wonke ukuba umceli ulandele okukulandelayo:

- Umceli makalandele yonke imiqathango esemthethweni ephathelene nokwenza isicelo sokufikelela kwirekodi, kiwaye
- Ukufikelela kulomarekodi okwaliwanga njengoko kudweliswe emthethweni.

UBUNJANI BESICELO:

- Umceli makasebenzise ifomu (inxwebu) olupapashwe kwicwadana karhulumente (Govt Notice R187 – 15 February 2002).
- Umceli makachaze ukuba ucela ikopi yerekodi okanye ucela ukuza azokujonga uqobo lwerekodi ezisezi ofisini zikawonke-wonke. Kananjalo, ukuba irekodi alibhalwanqa layincwadana lingabonwa ngalondlela licelwe ngayo, ukuba kuyenzeka.
- Ukuba umntu ucela ukufikelela kwindlela ethile umceli makafikelele ngalondlela ebecele ngayo. Lendlele iyakulandelwa ngaphandle kokuba iyaphazamisana nendalela ekulawulwa ngayo kwifisi kawonke-wonke, okanye imosha amarekodi okanye iphazamisa omalungelo obunini alawulwa ngurhulumente ukuba, ngezizathu eziphathekayo ubani akanako ukufikelela kumarekodi ngokwendlela afuna ngayo, kodwa ngenye indlela angafikelela, imali yentlawulo mayibalwe ngokwe ndlela le ebecele ngayo.
- Ukuba umceli yifuna ukuba axeletwe ngesiggibo sicelo sakhe ngenye indlela ngaphezu kokubhaliweyo, umzekelo. Ngefowuni, lo nto-mayichazwe.
- Ukuba umceli ikucela ingxela egameni lomnye umntu, inyathelo elo isicelo senziwe phantsi kwalo malichazwe.
- Ukuba umceli akakwazi kufunda okanye ukubhala okanye unesiphene, angenza isicelo ngomlomo. Iofisa yengxelo mayigcwalise ifom (ixwebhu) egameni lomceli, amnike ikopi.

INTLAWULO:

Umceli ofune irekodi eliquotele ingxelo ephathelele kwisiqu someceli, umceli akanyanzelekanga ukuba ahlawule. Womke omnye umceli ongaceli ingxelo ephathelele kuye makahlawule.

- Uofisa wengxelo makaxelele umiceli (ongaceli ngxelo yakhe) ukuba makahlawule intlawulo eqingqiweyo, phambi kukuba kujongwe isicelo sakhe.
- Intlawulo emayihlawulwe ngumceli kwifisi zikawonke-wonke yi R35. Umceli makafake isibheno sangaphakathi xa kunyanzelekile, okanye enze isicelo enkundleni ekhalazela ukukhupha okanye ukuhlawula intlawulo efunwayo.
- Emva kokuba isiggibo sithathiwe, umceli makaziswe ngaso ngendlela ebefune ukwaziswa ngayo.

UNCEDO LOLUNTU

- Ithala lencwadi
 - incwadi
- Uofisa wentlekele
 - Ujongo lomonakalo
 - Ingxelo nge millo njalo-njalo
- Amanesi aqeqeshiweyo
 - Ingxelo zecliniki
 - Amorekodi ocwaciso-nzala
 - Amacwecwe ezbhedlele
- Ubhaliso
 - Imwumelwano ntalo
 - Uthutho-lwenkumkuma

UNCEDO LWEZOBUCHULE

- Ezomakhenikhi
 - Imbali yoncedo
 - Incwadi zokuloga
 - Uodolo lwezixhobo
- Untsumpa wendlela namanzi
 - Ikontilaka nengxelo zenjineli
- Ezombane
 - Ingxelo zolondolozo
 - Uodolo lwezixhobo
- Ubhaliso
 - Amorekodi abaqhubi nencwadi zukuloga

EZEZINDU

- Amorekodi ezindlu
- Iplani
- Imizobo eyahlukeny

4. UKUFIKELELA KUMAREKHODI AGCINWE NGUMASIPALA WESENQU

(i) Inkcazo ngokusemtethweni:

Isaziso ngokwecandelo 15(2) lichaza ngamabakala amarekodi afumanekayo ngaphandle. Kokuba abantu benze izicelo zoko ngokusemtethweni.

Nangons umasipala weSenqu ungekasifaki isaziso ngokwecandelo 15(2), inowo amabakala amarekodi engxelo afumanekaya ngaphandle kokuba ubani enze isicelo soko ngokusemtethweni (boma ngezonzi). Umasipala wenze isibophelelo sokupapasha isaziso secondelo 15(2) kulonyaka ngokwemiqathango yomthetho okwangaku ingxelo iyafumaneka simahla ngezindlela zilandelayo.:

- Imiquulu
- Amakhadi
- Incwadana

(ii) Amorekodi Anokucelwa:

EZEZIMALI

Uhlahllo Iwobiwo-mali
Inkcukocha zezimali
Inkenkacha zonyaka zezimali
Ivawucha
Uluhlu Iwempahla

UNCEDO LWEZIMALI

Imfuno zabantu

- Imimiselo yonyuselo
- Ikontilaka zengqesho
- Amorekodi nemimiselo yokuhlawulwa
- Indlela nemigaqo yoluteko
- Imizobo nenkcazo yemisebenzi
- Neminye imimiselo esondeleyo

Ezendlela

- Izatifiketi zendlela
- ilayisensi
- amorekodi ovavanyo

Ubhaliso

- imiba
- imizuzu
- imbalelwano

2. INKUKACHA ZOQHAKAMSHELWANO

(i) **Uofisa Wengxelo:** Mr Yawa
lgtlc@iafrica.com

Isekela Lakhe: Mr Williams
lgtlc@iafrica.com

(ii) **Ingxelo jikelele Ngomasipala Wesenqu:**

Adresi yeposi: P O Box 18
Lady Grey, 9755

Adresi yokuhlala: 19 Murray Street
Lady Grey, 9755

Ifowuna: (051) 603 0019/12

Ifeksi: (051) 603 0445

i-email: lgtlc@iafrica.com

3. ISIKHOKHELO SECANDELO 10 EKUSEBENZISENI LOMTHETHO

Esisikhokhelo asikabikho ngoku. Ikomshini yamalungelo abantu emzontsi afrika
yenze isibophelelo sokuyenza ibekho phambi ko August 2003. Ncenda jongisa
yonke imibuzo kwi

Komishini yomolungelo abantu emzantsi Afrika:

Icandelo le PAIA

Icandelo lophando nobhaliso

- Adresi yeposi: Private Bag 2700
Houghton
2041
- Ifowuni: +27 11 484 8300
- Ifeksi: +27 11 484 0582
- Website: www.sahrc.org.za
- I-email: PAIA@sahrc.org.za

(iii) Ubume Bomasipala Wesenqu:

Lo masipala; ngumasipala wengingqi osandula ukwakhiwa ngokomthetho wolwakhiwo lo masipala, Umthetha we 117 ka 1998.

Ulawulo lalomasipala lise Lady Grey entshona koloni, aphi yonke imisebenzi yomasipala base Barkly East, Sterkspruit ne Lady Grey bahlanganisene khona.

Lo masipala usebenza phantsi kwalamacandelo mahlanu alandelayo akhokelwa ngabalawuli abohlukeneyo:

- UMLAWULI WEZEMALI: Mr C Venter
- UNCEDO LWEZEZIMALI: Mr Z Williams
- EZOBUCHULE NENJINELI: Mr R Crozier
- UNCEDO KULUNTU: Mr P du Toit
- IZINDLU: Ayinamntu

Bonke abaluwuli balamacandelo benza ingxelo kumlawuli kamasipala umnumzana u M. Yawa.

Umasipala unekomiti enoceba abahlanu abamele icandelo lolawulo ngalinye. Le komiti ijongene nemiba enje ngolwabiwo mali, Imimiselo nemigaqo. Icandelo lolawulo ngalinye le komiti lenza ingxelo kwi komiti elawulayo eyakuthi yona iziphumeze ezongxelo okanye ingaziphumezi. Ukuba ingxelo iyaphunyezwa, iyakuxelelwu umnumzana uMqungquthu, osisithethi sikamasipala kunye nomnumzana u Z. Dumzela, Imeya.