



Handleiding vir die Departement van Samewerkende Regering en Tradisionele Sake ingevolge Artikel 14 van die Wet tot die bevordering van toegang tot inligting (Wet Nr. 2 van 2000)

APRIL 2017

1. Funksies van die Departement van Samewerkende Regering en Tradisionele sake.

Die Departement van Samewerkende Regering en Tradisionele Sake is een van 14 Staatsdepartemente in die Oos - Kaapse Provinsie. Die mandaat van die Department volgens die Provinsiale Uitvoerende Raad, is soos volg:

- Om al die organe van die staat te koördi inneer om sodoende maksimum impak te verseker
- Intervensionistiese benadering;
- Verbeterde interne en eksterne koorperasie en resultaat gebaseerde intrestaat vehandling strukture; Verseker 'n enkel uitweg vir koördinasie en regulasie van nasionale, provinsiale en plaaslike regering. In wese is die mandaat van die Departement gelykstaande aan 'n kamrat wat in die middel van samegestelde beplanning en ontwikkeling staan.

2. Visie

Die visie van die Departement van Samewerkende Regering en Tradisionele Sake is die skepping van 'n integreerde, bekwame, responsiewe en verantwoordelike plaaslike regering en tradisionele regeringstelsel wat fokus op die behoeftes van die gemeenskap..



3. Missie

Die missie van die Departement van Samewerkende Regering en Tradisionele Sake is die bevordering van 'n ontwikkelings plaaslike regering en tradisionele instellings wat verantwoordelik is, fokus op burgerlike prioriteite, in staat is om aanhoudende en volhoubare dienste van 'n h e gehalte te lewer deur middel van samewerkende regering en demokrasie.

4. Norme

Die norme van die Departement van Samewerkende regering en Tradisionele sake gebasseer op die Batho Pele beginsels..

NORME	DEFINISIE
Konsultasie	Ons raadpleeg altyd ons klante oor die gehalte en keuse van die dienste wat ons lewer
Gehalte	Ons stel h�e standarde vas gemik op effektiewe en doeltreffende dienslewering.
Gelykwaardigheid	Ons sal gelyke toegang tot ons dienste verleen aan almal met spesiale klem op sekere groepe wat beoog is.
Profesionalisme	Ons glo daaraan dat ons klante geregtig is om hoflik behandel te word en met die hoogste gehalte van professionalisme..
Hoogste etiese standarde	Ons sal geen bedrog en korrupsie duld nie.
Personeel ons belangrikste bates	Ons glo dat ons klante integraal tot die sukses van die Departement is en ons sal altyd daarna strew om te verseker dat hul organisatoriese behoeftes bevredig moet word.
Antwoordendheid	Ons waarborg om vining en doeltreffend te reageer op die behoeftes van die gemeenskap.

5. Programme, strategiese doelwitte en mikpunte van die departement

Program	Strategiese doelwitte	Strategiese mikpunte
Program 1	Strategiese Doelwit 1: 'n Magtigende omgewing om dienslewering te versterk deur middel van ge�ntegreerde onderhoudsdienste.	SO:1 Om uitnemendheid te bevorder in leierskap, goeie staatsbestuur, regspersoonlikheidsdienste en finansi�lebestuur om 'n skoon administrasie te behaal.
Program 2	Strategiese Doelwit 2 Om die kapasiteit van munisipale instellings te	SO:2 Om effektiewe bestuursondersteuning vir munisipaliteitsadministrasie sake binne 'n regulerende raamwerk te bevorder.



	versterk om staatsbestuur en effektiewe dienslewering te bevorder.	SO:3	Om effektiewe finansiële bestuur vir munisipaliteite te bevorder om reëlmatige finansiële bestuur te verwerf in ooreenstemming met toepaslike Wette.
		SO:4	Om die publiek se vertroue en geloofwaardigheid in die plaaslike regering te verbeter deur openbare deelname.
		SO:5	Om beter funksionaliteit van 45 munisipale instellings te fasiliteer deur middel van die volle implementering van individuele werkverrigting beheer en bevorderingstelsels wat aan die organisatoriese werkverrigting beheerstelsels gerig is.
		SO:6	Om munisipale kapasiteitswaardering, kapasiteitsbou en tegnologie te bevorder deur die verskaffing van effektiewe hoë gehalte bestuur.
		SO:7	Om munisipale prestasie, kontrole en evaluasiedienste te bevorder deur effektiewe gekoördineerde onderhoud.
Programme 3	Strategiese Doelwit 3: Effektiewe en doeltreffende beplanning en ontwikkeling in munisipaliteite.	SO8	Om 45 munisipaliteite te steun om hul statutêre, maatskaplike, ekonomiese en omgewingsobligasies te behaal ten opsigte van geïntegreerde beplanning, ruimtelike beplanning, landmeting en kadastrale beheer van inligting, waardasiedienste en die beheer en administrasie van die gebruik van grond.
	Strategiese Doelwit 4 Bewoonbare, geïntegreerde stede, dorpe en landelike gebiede wat sekuriteit van basiese inkomste verskaf.	SO9	Om ekonomiesevoortgang te bevorder, bewoonbare geïntegreerde stede, dorpe en landelike gebiede sowel as basiese sekuriteit van inkomste vir die inwoners van die Oos-Kaapse Provinsie.
	Strategiese Doelwit 5 Om lewensvatbare, volhoubare ontwikkelde munisipaliteite te hê wat basiese dienste lewer.	SO:10	Om 45 munisipaliteite te steun om hul doelwitte vir basiese behoeftes te bevredig.
Programme 4&5	Strategiese Doelwit 6 'n Magtigende diensomstandigheid in	SO:11	Om 'n bevorderlike diens en administratiewe omstandighede te skep vir die toepassing van die ontwikkelingsdoelwitte om die funksionaliteit van

	tradisionele instellings om sosio-ekonomiese ontwikkeling te verbeter deur geïntegreerde ondersteuningdienste.		tradisionele leierskapinstellings en sosio-ekonomiese ontwikkeling te verbeter.
		SO:12	Om tradisionele en kulturele programme te verbeter.
		SO:13	Om tradisionele leierskap geskille en eise op te los om sodoende verbeterde kohesie te bewerkstellig binne gemeenskappe..
		SO:14	Om effektiewe toesig en strategiesesteun uit te oefen vir die instellings van tradisionele leierskap om die grondwetlike vereistes ten opsigte van die erkenning van die rol en funksies van die instellings om die sosio-ekonomiese ontwikkeling van landelike gemeenskappe, te bewerkstellig.

6. Kontakbesonderhede van die Adjunk Inligtingsbeampte

Die Hoof van die Departement van samewerkende regering en Tradisionele sake is die Adjunk Inligtingsbeampte
Adjunk Inligtingsbeampte

Posadres : Privaatsak X0035, Bisho, 5605
 Fisiese Adres : Tyamzashegebou, Phalolaan, Bisho
 Tel. : (040) 609 5656
 Faks. : (040) 639 2135
 E-pos : Monwabisi.baza@eccogta.gov.za

4. Gids van die Suid Afrikaanse Menseregtekommissie oor hoe om die Wet te gebruik.

Die gids oor hoe om die Wet op die Bevordering van Toegang tot Inligting Wet 2000 te gebruik, sal by die Suid Afrikaanse Kommissie van Menseregte beskikbaar gemaak word.

SUID AFRIKAANSE MENSEREGTEKOMMISSIE

WBTI Eenheid

Die Navorsing en Dokumentasie Departement.

Posadres : Privaatsak X2700, Houghton,2041
 Tel. : (011) 484 8300
 Faks. : (011)484 1360
 E-pos : paia@sahrc.org.za

5. REKORDS

5.1 Die Departement van Samewerkenderegierung hou die volgende rekords aan:

- Wetgewing;
- Beleid en Prosedure Dokumente
- Jaarlikse, Kwartaallikse en Maandelikse Rekords;
- Jaarlikse werkverrigtigsplanne ;



- Finansiële rekords
- Bedryfsrekords
- Interne korrespondensie
- Statutêre Rekords;
- Munisipale Rekords
- Rekords wat aangehou word deur beamptes van die openbare liggaam

Die Departement van Samewerkende regering en Tradisionele sake hou ook ander amptelike rekords behalwe korrespondensie rekords aan wat beskikbaar vir toegang is, naamlik:

- Nuusflitse
- Gesondheidsplakkate
- Anti- Korrupsie plakstrokie
- Boekies
- Munisipaliteitstydskrif
- IDP Dokumente
- Oudio Visuele
- DVD's van amptelike voorvalle
- Vuna Toekenningsdokumente

Die Departement van Samewerkende regering en Tradisionele sake het nog nie 'n kennisgewing bekend gemaak ingevolge Artikel 15(2) van die Wet. Wanneer die kennisgewing bekend gemaak word sal hierdie Handboek gemordeniseer word.

5.2 Rekords wat outomaties beskikbaar is

Die rekords op die webwerf van die Departement van Samewerkenderegierung en Tradisionele Sake www.eccogta.gov.za is beskikbaar vir besigtiging sonder dat 'n persoon 'n versoek daarvoor maak ingevolge die Wet.

6. Reëlings vir Openbare deelname en Beleidsformulasie.

7. Versoekprosedure

(a) Verskaffing en weiering van versoek:

'n Versoeker moet toegang tot 'n rekord van 'n openbare liggaam verleen word as die versoeker aan die volgende voldoen:

- Al die prosessuele vereistes in die Wet in verband met die versoek vir toegang tot die record.
- Toegang tot die rekord is nie geweier op gronde vir weiering soos in die Wet aangemeld.

(b) Hoe versoek mens toegang tot 'n rekord?:



- 'n Versoeker moet die vorm (Vorm A) wat in die staatskoerant (Goewermmentskennisgewing R187 van 15 Februarie 2002) gedruk is, waarvan 'n afskrif hier aangeheg is as Aanhangsel A, gebruik.
- Die versoek vir inligting moet gerig is aan die Adjunk Inligtingsbeampte by die adres, faksnommer of elektroniesepos waarvan die adres hierbo verskaf is.
- Die versoeker moet voldoende besonderhede van die inligting wat versoek word op die versoekvorm verskaf sodat die inligtingsbeampte die inligting of rekords en die versoeker kan identifiseer.
- Die versoeker moet ook aandui of hy/sy 'n afskrif van die rekord will hê of hy/sy slegs die rekord by die kantoor van die openbare liggaam wil gaan lees. Of anders indien die rekord nie in die vorm van 'n papier voorkom nie kan dit in die vorm waarin dit is besigtig word. Dit is behalwe as hierdie optrede onredelik sal inmeng met die betrokke openbare liggaam, die rekords sal beskadig of 'n inbreek maak op die koppiereg van die staat. Indien toegang nie in die vereiste vorm gerig kan word nie maar in 'n ander vorm moet die geld volgens die wyse waarin die versoeker dit oorspronklik versoek het verwerk word.
- Die versoeker moet aandui of hy/sy verlang om van die besluit van die Departement van Samewerkende Regering en tradisionele sake ten opsigte van die versoek vir inligting in 'n besondere wyse (bv. Per pos, telefaks, en elektroniesepos) ingelig wil word.
- Indien 'n versoeker inligting namens iemand anders versoek, moet die hoedanigheid en bewys van die hoedanigheid waarin die versoek gerig is, bevredigend aangedui word aan die adjunk Inligtingsbeampte.
- Indien 'n versoeker nie kan lees, skryf of gebrelik is, kan die versoek mondelings gemaak word. Die Adjunk Inligtingsbeampte moet dan die vorm namens die daardie versoeker invul en die versoeker met 'n afskrif van die voltooide vorm voorsien.

(c) Koste van versoeke en kennisgewing van 'n besluit oor toegang

Versoekgelde is nie betaalbaar in die geval van 'n persoonlike versoeker nie. Enige ander versoeker moet die versoekbedrag van R35.00 betaal.

- Die Adjunk Inligtingsbeampte moet die versoeker skriftelik in kennis stel (anders as die persoonlike versoeker) omtrent die versoekgelde (indien enige) en 'n deposito (indien enige) voordat die versoek verwerk word.
- Die versoeker mag indien ter sake 'n interne appél aanteken of 'n aansoek aan die hof maak teen die betaling van gelde.
- Nadat die Adjunk Inligtingsbeampte 'n besluit geneem het oor die versoek, moet die versoeker daarvoor ingelig word op 'n wyse waarby die versoeker ingelig wil word.
- Indien die versoek toegeken word moet 'n verdere toegangsbedrag betaal word vir reproduksie en vir die opsoek en voorbereiding van tyd wat vereis word na die normale werksure om die rekords op te soek en voor te berei.
- Toegang tot 'n rekord sal behou word totdat al die voorgeskrewe gelde betaal is. Die gelde is deur wetgewing voorgeskryf. 'n Afskrif van die huidige voorgeskrewe gelde betaalbaar ingevolge Deel 11 van Regulasie 187 gepubliseer in die Staatskoerant gedateer 15 Februarie 2002 is hier aangeheg as aanhangsel B..



(d) Enige versoeker wat nie tevrede is met die besluit van die Inligtingsbeampte/Adjunk Inligtingsbeampte kan 'n appél aanteken in verband met:

- Gelde wat ten opsigte van die versoek betaal moet word
- Verlenging van tydperk deur die Inligtingsbeampte/Adjunk Inligtingsbeampte
- Verskaffing van inligting of rekord in 'n besondere vorm wat die versoeker nie verkies het nie
- Weiering van versoek vir toegang.

8. Appél Prosedure

- 'n Interne appél in 'n voorgeskrewe vorm moet afgelewer word by of gestuur word na die Inligtingsbeampte/Adjunk Inligtingsbeampte saam met die appélgeld.
- Die onderwerp van die interne appél moet geïdentifiseer word en redes daarvoor moet verstrek word en mag enige ander toepaslike inligting insluit wat die aan die appellant bekend is.
- Die Inligtingsbeampte/Adjunk Inligtingsbeampte moet dan die interne appél saam met sy/haar redes vir die betrokke besluit inhandig by die appélowerheid wat die betrokke appellant sal inlig dat die appél oorweeg word.
- Wanneer 'n besluit geneem word oor die appél, mag die appélowerheid die appél goedkeur of die besluit vervang met 'n ander een.
- Die versoeker mag aansoek doen by 'n hof vir verdere regstappe nadat die interne appélprosedure teen die besluit van die inligtingsbeampte/adjunk inligtingsbeampte uitgeput is. (Artikel 78(1))

9. Besikbaarheid van die Handleiding

'n Afskrif van hierdie Handleiding is beskikbaar gemaak soos voorgeskryf in Artikel 14 (3) van die Wet op die volgende wyse:

- 'n Afskrif in elk van die drie amptelike tale naamlik Engels, isiXhosa en Afrikaans is beskikbaar by die Suid Afrikaanse Menseregte Kommissie.
- Die Handleiding is beskikbaar op die webwerf van die Departement van Samewerkende Regering en Tradisionele Sake by <http://eccogta.gov.za>


M. BAZA

HOOF VAN DIE DEPARTEMENT

DATUM: 24.4.2017





Manual for the Department of Cooperative Governance and Traditional Affairs, in terms of section 14 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000)

APRIL 2017

1. Functions of the Department of Cooperative Governance and Traditional Affairs.

The Department of Cooperative Governance and Traditional Affairs is one of the fourteen Government Departments in the Eastern Cape Province. The mandate of the department as outlined by the Provincial Executive Council is as follows:

- To coordinate all organs of state to ensure maximum impact;
- Interventionist approach;
- Improved internal and external cooperation and outcomes based Inter-Governmental Relations Structures;

Ensure single window of coordination and regulation of national, provincial and local government. In essence the mandate of the Department has been equated to the cog of the wheel, standing at the centre of integrated planning, development and to strengthen municipal IDPs.

2. Vision

The vision of the Department of Co-operative Governance and Traditional Affairs is creating an integrated, capable, responsive and accountable local government and traditional institution system focusing on the needs of the community.



Ikamva eliqoqambileyo!

3. Mission

The mission of the Department of Co-operative Governance and Traditional Affairs is to promote a developmental local state and traditional institutions that are accountable, focused on citizen's priorities; capable of delivering high-quality services consistently and sustainably through cooperative governance and participatory democracy.

4. Values

The values of the Department of Co-operative Governance and Traditional Affairs based on the Batho Pele Principles.

VALUES	DEFINITION
Consultation	We always consult our customers on the level, quality and choices of services we offer
Quality	We set high standard geared towards effective and efficient service delivery
Equality	We shall give equal access to our services to all, with special emphasis on targeted groups
Professionalism	We believe that our customers are entitled to be treated courteously and with highest level of professionalism.
Highest ethical standards	We shall maintain zero tolerance towards fraud and corruption
Staff our greatest assets	We believe that our employees are integral to the success of the Department and we will at all times endeavour to ensure that their organizational needs are satisfied.
Responsiveness	We pledge to respond speedily and effectively to the needs of stakeholders and communities

5. Programmes, strategic goals and objectives of the department

Programme	Strategic goals	Strategic Objectives	
Programme 1	Strategic Goal 1: An enabling environment to enhance service delivery through integrated support services	SO:1	To promote excellence in leadership, good governance, corporate services and financial management to achieve clean administration
Programme 2	Strategic Goal 2 To strengthen municipal institutional capacity to promote governance and effective service delivery	SO:2	To improve effective management support on municipal administration matters within the regulatory framework
		SO:3	To promote effective financial management to municipalities for clean financial management in



			accordance with applicable Acts
		SO:4	To improve public trust and credibility in local government through public participation
		SO:5	To facilitate improved functionality of 45 municipal institutions through the complete implementation of individual performance management and development systems aligned to the Organisational performance management systems
		SO:6	To improve municipal capacity assessment, capacity building and ICT through the provisioning of effective high quality management support.
		SO:7	To improve municipal performance, monitoring and evaluation services through effective and co-ordinated hands-in support.
Programme 3	<u>Strategic Goal 3:</u> Effective and efficient planning and development in municipalities	SO8	To support 45 municipalities to achieve their statutory, social, economic and environmental obligations in respect of integrated development planning, spatial planning, land survey and cadastral information management, valuation services and land use management and administration
	<u>Strategic Goal 4</u> Liveable, integrated cities, town and rural areas that provide basic income security	SO9	To promote economic prosperity, liveable integrated cities, towns and rural areas as well as basic income security for citizens of the Eastern Cape Province.
	<u>Strategic Goal 5</u> To have enabling viable, sustainable developmental municipalities that deliver basic services	SO:10	To support 45 municipalities to meet their target for basic needs services in line with their credible IDP's
Programme 4&5	<u>Strategic Goal 6</u> An enabling service environment in traditional leadership institutions to improve socio-economic development through integrated support services	SO:11	To create a conducive service and administrative environment for the implementation of the developmental objectives to improve the functionality of the traditional leadership institutions and socio-economic growth
		SO:12	To promote traditional, cultural and customary programmes
		SO:13	To resolve traditional leadership disputes and claims for improved cohesion within communities



		SO:14	To execute effective oversight function and strategic support to the institutions of Traditional Leadership to fulfil the constitutional requirement of recognizing the role and functions of the institutions to improve the socio-economic growth for rural communities
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6. Contact Details of Deputy Information Officer

The Head of Department of Cooperative Governance and Traditional Affairs is the Deputy Information Officer
Deputy Information Officer

Postal Address : Private Bag X0035, Bisho, 5605
 Physical Address : Tyamzashe Building, Phalo Avenue, Bisho
 Tel. : (040) 609 5656
 Fax. : (040) 639 2135
 E-Mail : Monwabisi.baza@eccogta.gov.za

4. Guide of the South African Human Rights Commission on how to use the Act.

The Guide on how to use the Promotion of Access to Information Act 2000, will be available from the South African Human Rights Commission.

SOUTH AFRICA HUMAN RIGHTS COMMISSION

PAIA Unit

The Research and Documentation Department

Postal Address : Private Bag X2700, Houghton,2041
 Tel. : (011) 484 8300
 Fax. : (011)484 1360
 E-Mail : paia@sahrc.org.za

5. RECORDS

5.1 The Department of Cooperative Governance holds the following records:

- Legislation;
- Policy and Procedure Documents
- Annual, Quarterly and Monthly Reports
- Annual Performance Plans;
- Financial Records
- Operational Records
- Internal Correspondence
- Statutory Records;
- Municipal Records
- Records held by officials of the public body



The Department of Cooperative Governance and Traditional Affairs also keeps official records which are other than correspondence records and are available for access, namely:

- News Flash
- Wellness Posters and Flyers
- Anti- Corruption Posters and stickers
- Booklets
- Municipal Magazines
- IDP Documents
- Audio Visuals
- DVD's of official Events
- Vuna Awards Documents

The Department of Cooperative Governance and Traditional Affairs has not yet published a notice in terms of Section 15 (2) of the Act. As and when a notice is published, this Manual will be updated to incorporate same.

5.2 Records Automatically available

The records on the website of the Department of Cooperative Governance and Traditional Affairs www.eclogta.gov.za are available for reviewing or downloading without a person having to make such a request in terms of the said Act.

6. Arrangement for Public Participation in Policy Formulation

7. Request Procedure

(a) Granting or refusal of request:

A requester must be given access to a record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record.
- Access to that is not refused on any ground of refusal mentioned in the Act.

(b) How does one request access to a record:

- A requester must use the form (Form A) that was printed in the Government Gazette (Government Notice R187 of 15 February 2002), a copy of which is annexed hereto as Annexure A.
- The requester for Access to information must be made to the Deputy Information Officer at the address, fax number or electronic mail address provided above.
- The requester must provide sufficient detail of the information requested on the request form to enable the Information Officer to identify the information or records and the requester.
- The requester must also indicate if she/he wants a copy of the record or she/he wants to come in and peruse the record at the offices of the public body. Alternatively if the record is not a paper document it can then be viewed in the requested form. This is unless doing so would interfere unreasonably with the running of the public body, concerned, or damage the record, or infringe on a copyright not owned by the



state. If, for practical reasons, access cannot be given in their required form but in another form, the fee must be calculated according to the way that the requester first asked for it.

- The requester must indicate if she/he wishes to be informed of the decision of the Department of Cooperative Governance and Traditional Affairs regarding the request for information in a particular manner (i.e. Post, telefax, and electronic mail) and provide the necessary details to be informed.
- If a requester asks for the information on behalf of somebody else, the capacity and proof of the capacity in which the request is being made must be indicated to the satisfaction of the Deputy Information Officer.
- If a requester is unable to read or write or has a disability, the request can be made orally. The Deputy Information Officer must then fill in the form on behalf of such a requester and supply the requester with a copy of the completed form.

(c) Fees payable for a request and notification of decision on access

A requester who seeks access to record containing personal information about him/herself is not required to pay the request fee. Every other requester must pay the request fee of R35.

- The Deputy Information Officer must notify the requester (other than a personal request) by notice, requiring the requester to pay the prescribed fee (if any) and deposit (if any) before further processing the request.
- The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of a fee.
- After the Deputy Information Officer has made a decision on the request the requester must be notified of such a decision in the way in which the requester wanted to be notified in.
- If the request is granted, then a further access fee must be paid for reproduction and for search and preparation for any time required in excess of stipulated hours to search and prepare the record for closure.
- Access to a record will be withheld until all the applicable fees have been paid. The fees are prescribed by Legislation. A copy of the current applicable fees payable as per Part II of Notice 187 in the Government Gazette on 15 February 2002 are annexed hereto as Annexure B.

(d) Any requester who is not satisfied with decision by the Information Officer /Deputy Information Officer can lodge an appeal, in relation to:

- Fees charged
- Extension of period by the Information Officer/Deputy Information Officer
- Provision of information or record in particular form in which it was requested
- Refusal of request for access.



8. Appeal Procedure

- An internal appeal in prescribed form must be delivered or sent to the Information Officer/Deputy Information Officer together with an appeal fee.
- The subject of the internal appeal must be identified and reasons for the internal appeal must be stated and may include any other relevant information known to the appellant.
- The Information Officer/Deputy Information Officer must then submit the internal appeal together with his/her reasons for the decision concerned, to the appeal authority who will advise the relevant appellant that the appeal is being considered.
- When deciding the appeal, the appeal authority may confirm the appeal or substitute the decision for a new one.
- Furthermore, the requester may apply to a court for appropriate relief after the internal appeal procedure against the decision of the Information Officer/Deputy Information Officer has been exhausted. (Section 78(1))

9. Availability of Manual

A copy of this Manual is made available as prescribed in Section 14 (3) of the Act in the following manner:

- A copy in each of the three official languages being English, isiXhosa and Afrikaans, has been made available to the South African Human Rights Commission;
- The Manual is available on the website of the Department of Cooperative Governance and Traditional Affairs at <http://eccogta.gov.za>



M. BAZA

HEAD OF DEPARTMENT

DATE: 24.4.2017





Province of the **EASTERN CAPE**

COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

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

KUTSHAZIMPUNZI 2017

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 obuDiekwane;
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 negcinekayo kurhulumente wentsebenziswano kunye nentatho inxaxheba kulawulo lwentando yesininzi.

4. Ixabiso



Ikamva eliqaqambileyo!

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
Ikwality	Sibeka umgangatho ophakamileyo ojoliswe kuhanjiso lweenkonzo olufezekileyo noluphunyeziweyo
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. Iinkqubo, imigomo yeengcebo kunye neenjongo zesebe

Inkqubo	Imigomo yeengcebo	Iinjongo zengcebo
Inkqubo 1	Umgomo wengcebo 1: Imeko elungileyo kokusingqongileyo ukuphucula uhanjiso lweenkonzo ngenkxaso ehlangenyo	SO:1 Ukukhuthaza ubunkokheli obugqwesileyo, urhulumento olululo, intsebenziswano emsebenzini kunye nolawulo lwezimali ukuphumelela ulawulo olululo
Inkqubo 2	Umgomo wengcebo 2 Ukomeleza amaziko oomasipala ukukhuthaza urhulumento kunye nohanjiso lweenkonzo ngokufezekileyo	SO:2 Ukuphucula inkxaso yolawulo efuzekileyo kulawulo kwimicimbi yoomasipala kusetyenziswa imimiselo esisikhokelo
		SO:3 Ukuphucula ulawulo olufezekileyo lwezimali koomasipala kulawulo lwezimali olululo ngokweMithetho emiselweyo.
		SO:4 Ukuphucula intembeke kuluntu kunye nonyanisekp kurhulumente wasekhaya ngenxaxheba yesininzi.
		SO:5 Uququzelelo lokusebenza kwamaziko oomasipala angama-45 ngophunyezo olugqibeleleyo lolawulo lokusebenza kunye nophuhliso lweenkqubo zihambelane neenkqubo zolawulo lomsebenzi



			Iweziko
		SO:6	Ukuphucula uvavanyo lomthamo kamasipala, ukwakha Amandla okusebenza kunye ne-ICT ngokubonelela ngenkxaso yomgangatho ophezulu wolawulo oyikwaliti.
		SO:7	Ukuphucula ukusebenza kukamasipala, ukwenza uqwalaela kunye novavanyo lweenkonzo ngendlela edfezekileyo neququzelelwe zizandla ezinentsebenziswano.
Inkqubo 3	UMgomo wengcebo 3: 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
	UMgomo wengcebo 4: 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.
	UMgomo wengcebo 5 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	UMgomo wengcebo 6 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



6. Iinkcukacha zoqhagamshelwano 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 : Monwabisi.baza@eccogta.gov.za

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;
- Iirekhodi zezimali
- Iirekhodi zokusebenza
- Iimbhalelwano zangaphakathi
- Iirekhodi zoMthetho;
- Iirekhodi zikaMasipala
- Iirekhodi ezikumagosa zoluntu

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



- ❖ Amagqabantshintshi eendaba
- ❖ Ukwazisa ngezempilo zibhalwe zaxhonywa emadongeni nasezipalini
- ❖ Ukuxhonywa nokuncanyatheliswa ezibondeni okungahambisani nolwaphulo mthetho.
- ❖ Iincwadana
- ❖ OoLindixesha 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 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 lolwzi 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 ifunwa 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 leSebe loRhulumente weNtsebenziswano kunye nemicimbi yezeMveli ku <http://eccogta.gov.za>



M. BAZA

INTLOKO YESEBE

UMHLA

24. 4. 2017