PAIA MANUAL

UMTHETHO WOKUKHUTHAZA UKUVULELEKA KOKUTHOLWA KOLWAZI

(Ngokulandela uMthetho wokukhuthaza ukuvuleleka kokutholwa kolwazi wesi 2 ka 2000)

UMASIPALA WESIFUNDA UGU

Ugu District Municipality

Distrik Munisipaliteit

Umasipala Wesifunda

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1. Isingeniso

UMthethosisekelo uyaqinisekisa ukuthi wonke umuntu unelungelo lokuthola ulwazi olugcinwe uMbuso futhi nalolo oluphethwe abezamabhizinisi azimele. UMthetho kaZwelonke (uMthetho wokukhuthaza ukuvuleleka kokutholakala kolwazi ka 2000) owaphasiswa ngenhloso yokugunyaza ukusebenza kwaleli lungelo elubalulekile. Lomthetho uhlose ukugxilise usiko lokuthembeka,ngendlela evulelekile kanye nokubusa ngendlela efanele kanye nokuhlonishwa kwamalungelo abantu kuhulumeni kanye nabamabhizinisi azimele.

Ukuqinisekisa ukuthi izinhloso zomthetho ziyafezeka futhi kanye nelungelo lokuthola ulwazi luyinto eyenzekayo kuwo wonke umuntu, lomthetho ubeka umyalelo kuhulumeni kanye nabosomabhizinisi abazimele. Lomthetho udinga ukuthi uhulumeni alandele lomyalelo ngokwesigaba 14 ukuze unikeze umhlahlandlela kumalunga omphakathi ukuthi aluthola kanjani ulwazi oligcinwe uhulumeni.

Izikhungo zomphakathi zinomyalelo okuqinisekisa ukuthi izinqumo ezithathwayo zinomthelela ezimpilweni zabantu baseNingizimu Afrika kanye nalezo zigceme eziphethwe izo lezo zikhungo. Ngokwenza ulwazi lutholakale emphakathini kuyinto ebalulekile ukuze umphakathi ukwazi ukucubungula izinqumo zahulumeni nabezamabhizinisi futhi ukwazi ukubaphoqa baphendule ngezinqumeni abazithathile kanye nezinto ezikhuluma ngokulethwa kwezidingo zomphakathi.

2. Inhloso yalencwadi yokucacisa

Inhloso yalencwadi yokucacisa ukuthi inikeze ulwazi umphakathi mayelana nokuhlinzekelwa ngezidingo okwenziwa uMasipala weSifunda Ugu, imibhalo eqoshwe uMasipala weSifunda Ugu futhi ukuthi amalunga omphakathi angayithola kanjani leyomininingwane noma lokho kuhlinzekelwa kwezidingo. Ngakho-ke incwadi inikeza ulwazi mayelana nemininingwano yoMphathi Lwazi kanye neSekela lakhe futhi ibeke yonke imininingwano mayelana nemigomo ekumele ilandelwe yalomthetho.

Siqonda uhlobo lomsebenzi elenziwa izikhungo zomphakathi; ukwethembeka kanye nendlela evulelekile yokwenza umsebenzi, izinto ezibalulekile ekulondolozeni inkululeko. Ngakho-ke lencwadi iyithuluzi elibalulekile kakhulu ekwakheni isiko lokubandakanya abantu, ukubukwa ngeso elibukhali umphakathi kanye nokuzinikela ngokukhipha ulwazi.

Ngakho-ke lencwadi inalolwazi olulandelayo:

- Imisebenzi eyenziwa uMasipala weSifunda Ugu,
- Imibhalo egcinwe uMasipala weSifunda Ugu
- Kukhona imibhalo etholakalayo naleyo oyithola uma ufake isicelo
- Kumele uxhumane nobani uma ufuna ukuthola ulwazi
- Imigudu ekumele uyilandele uma ufaka isicelo
- Izindlela ezikhona zokulungisa izinkinga

Umphakathi udinga lolu lwazi ukuze uqonde kangcono izinqumo ezithathwa uMasipala weSifunda Ugu ngomphakathi. Ukucobelelana ngolwazi kuyodala ukuthi inkululeko yethu ivuthwe futhi iqine.

3. Imininingwane kaMphathi Lwazi kanye noSekela Mphathi Lwazi

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Usekela Mphathi Lwazi

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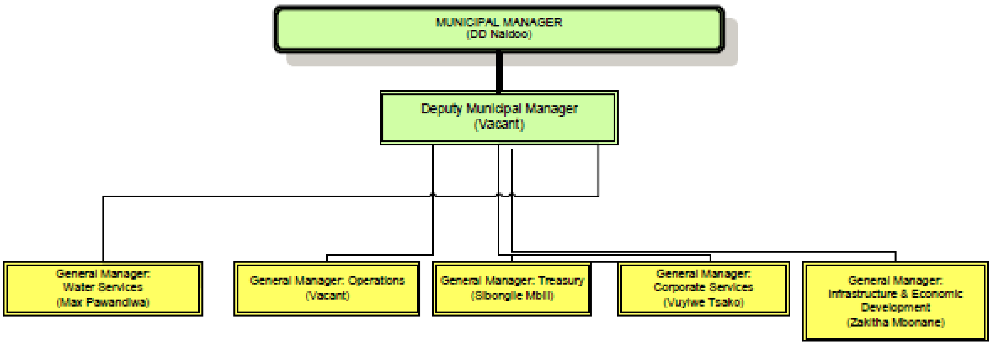
4. Incazelo mayelana nokwakheka kukaMasipala weSifunda Ugu

NgokoMthethosisekelo 108 ka 1996, uMkhandlu kaMasipala weSifunda Ugu iwona othatha izinqumo zepolitiki kuMasipala. IMeya kaMasipala weSifunda Ugu iyona enezibopho zokuthatha izinqumo ngamasu kanye nangesimo sezepolitiki, ngesikhathi uMasipala Menenja eqinisekisa ukuphatha ukusebenza kukaMasipala futhi kumele aqinisekise ukuthi imigomo kanye ne-Su likaMasipala liyimpumelelo.



5. Imisebenzi eyenziwa uMasipala weSifunda Ugu

UMasipala weSifunda Ugu ugagulwe njengomasipala okusigaba C, Izinga 5 ibhodi lokuhlukanisa imingcele ngokweSigaba 4 soHulumeni beziNdawo: Umthetho weZakhiwo kaMasipala, ka 1998. Wasungulwa mhlazi 5 kuZibandlela ka 2000 ngokubhidliza inhlobo endala yoMkhandlu weSifunda Ugu. UMasipala weSifunda Ugu ungomunye womasipala abayishumi kwiSifundazwe saKwaZulu Natal.

I-KwaZulu-Natal ibalwa nezinye izifundazwe eziyisishiyagalolunye e-Riphablikhi yaseNingizimu Afrika. Ibalwa nezinye izifunda ezinesimo sezulu esihle kanye nemihosha enamanzi amahle kanye nemizila ethelela emifuleni emikhulu engapheli/engashi eyongenela kuLwandlekazi i-Indian Ocean. Lesi isifunda esinoBukhosi(uBukhosi baKwaZulu) obukhona kuMthethosisekelo waseNingizimu Afrika.

Itholakala ngaseningizimu nesifundazwe futhi ibizwa ngokuthi i-South Coast yaKwaZulu Natal. Ingama khilomitha angama 5,866 kanti izigqaja ngendawo egudle ulwandle engamakhilomitha angama 112 okuyiyona eyakha umngcele wangasentshonalanga. Ngaseningizimu inomngcele owakhiwe iSifundazwe saseNtshonalanga Koloni, kuthi ngaseNtshonalanga inolwandlekazi i-Indian Ocean, kuthi ngasenyakatho-ntshonalanga kube uMasipala weSifunda uMgungundlovu, lapho kukhona inhlokodolobha yeSifundazwe bese kuthi enyakatho uthole uMasipala weSifunda Isisonke. Umncele osenyakatho wesifunda wakhiwe uMasipala waseThekwini, okuyikhaya ledolobha iTheku, okuyikhaya ledolobha elezimakethe leSifudazwe. Umasipala wethu unezigceme ezingamashumi ayisishiyagalombili asikhiphela omasipala bezindawo abayisithupha okuyi: Hibiscus Coast,Ezinqoleni, Umuziwabantu, Vulamehlo, Umzumbe kanye no-Umdoni. Isifunda sinezindawo zamakhosi ezingamashumi amane nambili, eziyingxenye yobukhosi baKwa-Zulu kanye neNgonyama. Ucwaningo labakwa Statistics SA (2001), lithi Ugu lunesibalo sabantu abangama 142 ikhilomitha ngalinye, futhi ingaphezulu kweyeSifundazwe yona enabantu abangu 104 ikhilomitha ngalinye. Ulwazi lwe-Household Survey Data Statistics SA (2007), uMasipala weSifunda Ugu unabantu abangu 709, 918 uma kulinganiswa neSifundazwe saseKZN, sona esinabantu abangu 10,259,230. Ukukhula kwesibalo sabantu kwiSifunda kulinganiselwa ku 0.8 % ngonyaka.

Ukuphathwa

Umasipala uphethwe uMasipala Menenja. Umasipala uneminyango emine, uholwe abaphathi beMinyango. Ehhovisi likaMasipala Menenja kukhona uSekela Masipala Menenja okunguyena obhekele ukuthi yonke iminyango isebenza ngendlela efanele nenempumelelo.

UMnyango weHhovisi likaMasipala Menenja

Ihhovisi likaMasipala Menenja lenza lemisebenzi elandelayo:

Ukuhlelwa kweNtuthuko;

Iqhinga kanye nemisebenzi ehlanganyele;

Ukucwaningwa kwamabhuku;

Ihhovisi leMeya nezokuxhumana;

Ezomthetho;

Ihhovisi labantu abasha; kanye nehhovisi elibhekele izindaba ezithinta

Ingculaza kanye nesandulela ngculaza kanye nezinhlelo ezikhethekile.

UPhiko Elubhekele uKuhlelwa KweNtuthuko – Lolu phiko lubhekele nokuphathwa kwendlela yokwenziwa komsebenzi kaMasipala njengoba ihlotshaniswe nentuthuko edidiyelwe kaMasipala, ukulandelela kanye nokubika ngenqubekela phambili.

Iqhinga kanye Nemisebenzi Ehlanganyele – Lubhekele ukuhlelwa kwezithangami zokudingida amasu phakathi koMasipala abancane beSifunda, ngokwenza imisibenzi yokubambisana enenhloso eyodwa. Lokhu kuqinisekisa ukuphathwa ngendlela eyiyo yezingozi ezingavela, ukuhlinzekela ngezidingo ezisezingeni eliphezulu kanye nokuphathwa kokwenziwa komsebenzi.

Uphiko Lokucwaningwa Kwamabhuku Angaphakathi – Luhlinzekela ngokucwaningwa kwangaphakathi kuMasipala kanye nokuhlinzekela ngocwaningo komasipala bezindawo kwiSifunda njengendlela yokusebenzisana. Futhi lolu phiko luphinde luhlinzekele ngocwaningo kwezinye izinto zangaphandle ezingadingwa uMasipala.

IHhovisi leMeya neZokuxhumana –Lubhekele ukuhlinzekela ngosizo olusezingeni kwihhovisi leMeya, ukuxhumana kanye nemicimbi kanye nokuthengisa igama likaMasipala kanye nokugcina igama likamasipala lilihle. Lolu phiko luwumgogodla oqinisekisa ubudlelwano nokusebenzisana kohulumeni kubandakanya namakhosi kanye nezakhiwo zikaHulumeni ezibusa ngokubambisana kanye nemicimbi.

Uphiko Lezemithetho kaMasipala – Lubhekele ukuqinisekisa ukwenza ucwaningo mayelana nezomthetho kuze kuqinisekiswe ukuthi umthetho uyahlonishwa, ukuphathwangendlela eyiyo yezinkontileka kanye neminye imisebenzi yokunikeza izeluleko ngezomthetho.

Uphiko Lokuthuthukiswa kweNtsha – Leli hhovisi liqinisekisa ukuthi intuthuko yabantu abasha iyabhekelelwa kuMasipala weSifunda Ugu.

Izinhlelo Ezikhethekile – Leli hhovisi libhekele ukunxenxa kanye nokumela ukuthuthukiswa kanye nokubhekelelwa kwezidingo zalemikhakha elandelayo: Izakhamizi ezindala, abantu abaphila nokukhubazeka, abesimame kanye nabasebenzi basemapulazini.

Ihhovisi elibhekele izindaba ezithinta Isandulela Ngculaza kanye neNgculuza Uqobo – Lunxenxa uxhaso, usizo kanye nokuthuthukiswa kwabantu abanesifo sesandulela ngculazi noma ingculaza uqobo kanye nezingane eziphethwe nalezo ezithintekile ngenxa yalesi sifo noma eziyizintandane.

UMnyango Oxhaseukusebenza kweminyango yoMkhandlu

Umnyango oxhaseukusebenza kweminyango yomkhandlu unalamahhovisi alandelayo:

Ndabazabantu – udidiyela imisebenzi ebhekele nezabasebenzi, ukuphathwa kwezindaba zabantu kanye namasu okuqasha kubandakanya ukuthathwa kwezicelo zokungabikho emsebenzini, ukucutshungulwa/ukubuyekezwa kwemisebenzi, ukubhekela ukuzuza kwabasebenzi, izimpilo zabasebenzi kanye nokuthuthukiswa kwenhlangano kanye nababhekele ukuphepha kanye nezempilo zabasebenzi.

Uphiko Lwamakomiti – Luhlinzekela luphinde luqinisekisa ukuthi imihlangano yoMkhandlu kanye namakomiti iyahlala futhi nokuqoshwa ngendlela eyiyo yezinkulumo.

ICT – Ukuqinisekisa ukusebenza kahle nokifezekiswa kwendlela yokuphatha ulwazi, ukugcina nokunakekelwa kwezindlela ezisetshenziswayo, ukunakekelwa kobuchwepheshe obuphathekayo kanye nohlelokusebenza, uhlelo lokuvikela ulwazi kanye nokunye okumayelana nokudidiyelwa kwezinto ezigcina ubuchwepheshe bolwazi.

Ukugcinwa kwemibhalo kanye nezinto eziwusizo – Ukuphathwa kwemibhalo, ukuphathwa kwehhovisi lemibhalo ,ukuphathwa kwezakhiwo, ukuphathwa kwezokuphepha, ukunakekelwa kwezingqalasinda zokuxhumana kanye nezakhiwo.

Uphiko Olubhekele ukuphathwa kwezinhlekelele – Lubhekele ukunqanda kanye nokuvikelela ukwenzeka kwezinhlekelele kanye nokuphathwa kwazo uma sezenzekile.

Uphiko Olubhekele ukucutshungulwa kwemsebenzi – Ludidiyela izinto ezimayelana nokwenzeka kokuhlolwa kwemisebenzi kuhulumeni wasekhaya ezingeni lesifunda ngokusebenzisana ekwenzeni amalungiselelo adingekayo, ukwenziwa kwendlela yokwenza nokuhlaziya kubikwe ukuqinisekisa ukuthi isifunda siwafeza amasu nezinhloso zokwenza umsebenzi osezingeni elifanele, ukuqinisekisa izinga nokusebenzisa indlela engagunqi ukuveza imiphumela emihle ethembekile

Umnyango Wezimali kaMasipala

UMnyango weZezimali, uholwa uMphathi Mnyango:

Ukulingana kanye nama-Akhawunti – Ukuphathwa kwempahla uMasipala onayo, izikweletu/imali mboleko, umshwalensi kanye nemali etshaliwe kanye nokuqoqwa kwemali.

Uphiko olubhekele incithakalo kanye nemali yezibonelelo – Ukudidiyelwa kwama-akhawunti ekumele ekhokhiwe, ukuholelwa kanye nokuphathwa kwezibonelelo ezitholakele.

Ukuphathwa koKwabiwomali – Ukuhlelwa kwesabelomali, ukugxila kakhulu kwizimali kanye nokulungisa izitatimende zezimali.

Ukuthengwa kwezimpahla – Libhekele ukuthenga izimpahla kanye nemisebenzi, kanye nokuphathwa kohlu lwabahlinzekeli mpahla kumasipala kanye nokushicilelwa kosonkontileka.

UMnyango weZakhiwo kanye Nokuthuthukiswa koMnotho

Umnyango Wokuthuthukiswa Kwengqalasizinda kanye Nokuthuthukiswa Komnotho, ubandakanya :

Uphiko lweZemvelo – Lubhekele ukuphathwa kwemvelo ngendlela eyiyo kanye nokuhlinzeka ngemisebenzi yezenhlanzeko nezemvelo.

Uphiko lweZimali oluBhekele iZakhiwo kanye noKuthuthukiswa koMnotho – Lubhekele ukuphathwa kwemali eyisibonelelo yokuxhasa (MIG) kanye nezimali eziyizibonelelo zeminyango kanye nenye imali etshalwayo.

Ukuthuthukiswa Komnotho Wasemakhaya kanye neZokungcebeleka – ukudidiyela kanye nokuhlanganisa/ukuxhumanisa izinhlelo eziyokhipha inzalo ukuthuthuka komnotho kanye nokumakethwa kweSifunda.

UMnyango weZamanzi

UMnyango wezamanzi ubandakanya:

Uphiko olubhekele ukukhiqizwa kwamanzi – ukuphathwa kolwazi lomsebenzi lokuhlinzeka ngamanzi kanye nokukhucululwa kwendle ezindaweni zeSifunda.

Uphiko Lwemithetho yeZamanzi – Lubhekele ukuqinisekiswa kokwenziwa kwesu loMnyango kaMasipala obhekele ezamanzi, imithetho ebhekele ezamanzi kanye namithetho kaMasipala, imigomo yemithetho ebekwe umnyango kanye nezinto ezinjengo, i-GIS, imisebenzi yezesayensi kanye nokwenziwa kwemiklamo kanye nokuphathwa kwayo.

Uphiko Lwezamanzi elibhekele inzuzo – Luqoqa imali kwizakhamuzi kanye namabhizinisi, ukuqoqwa kwezikweletu, njengoqinisekisa ukusizakala kwabantu abampofu kanye nokuhlinzekelwa kwezindawo zokumukela izinkinga zomphakathi kanye nokuhlawuliswa kwizindawo zokuhlala nalezo zamabhizinisi, ukuqoqwa kwezikweletu,ezithathelwa kwimigoma yeBatho Pele.

Uphiko Elibhekele Ukuphathwa Kwezithuthi Zikamasipala – Baqinisekisa ukuthi umasipala uhlinzekela ngendlela eyiyo futhi ephumelelayo, ngokuthi kube khona izithuthi ezisheshayo futhi eziphephile.

Uphiko olubhekele ukwenziwa kwemiklamo – Ukwenziwa kwemiklamo uxhaswe u-MIG afana nawamanzi, awokukhucululwa kwendle kanye nezindawo zomphakathi.

Control Centre – Isikhungo esibhekeleimibuzo kanye nezikhalo eziphuma emphakathini. Isebenza ubusuku nemini.

5. Incwadi yencazelo nendawo etholakala kuzo

28 Connor Street, Port Shepstone	INDAWO	YOKWAMUKELA
96 Marine Drive, Oslo Beach 1 & 2	INDAWO	YOKWAMUKELA
Musgrave Road, Harding	INDAWO	YOKWAMUKELA
Main Road, Park Rynie	INDAWO	YOKWAMUKELA

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Incwadi yencazelo iyatholakala ngeSingisi nangesiZulu.

6. Uhla lwezihloko nezincazelo ngezinto eziqoshiwe

Lengxenye ichaza izinto ekukhulunywa ngazo, lezo uMasipala weSifunda Ugu ozigcina njengemibhalo kanye nencazelo yaleyo mibhalo ebekiwe ethile.

Incazelo mayelana nezigaba zemibhalo ezigcinwe uMasipala weSifunda Ugu (ngokwehlukana kwazo)

ISIGABA	INCAZELO	INDAWO	UHLOBO LOMBHALO	AMAZINGA OKUTHOLA UMBHALO / UKUTHOLAKALA
A. **UHLA LOKUZODINGIDWA EMHLANGANWENI KANYE NAMAMINITHI**	1. Imihlangano yomkhandlu 1.1 Uhla lokuzodingidwa emhlanganweni 1.2 amaminithi 1.3 Uhla lwababekhona emhlanganweni 2. IKOMITI LESIGUNGU ESIPHEZULU 2.1 Uhla lokuzodingidwa emhlanganweni 2.2 amaminithi 2.3 Uhla lwababekhona emhlanganweni 3. Ikomiti loMnyango 3.1 Lamanzi nokukhucululwa kwendle 3.2 Imisebenzi edidiyelwe, abakwandaba zabantu, kanye abezokuphepha kanye nezempilo 3.3 Ukuhlelwa kwentuthuko, ukuthuthukiswa komnotho kanye nezokungcebeleka 3.4 Wezimali, ukuphathwa kolwabiwomali kanye nokuqapha ukuthi	Uphiko loMabhalane Indawo yokugcina imininingwano	Imibhalo e-printiwe	1. Iyatholakala 2. Iyatholakala 3. Iyatholakala 4. Iyatholakala 5. Iyatholakala 6. Iyatholakala

ISIGABA	INCAZELO	INDAWO	UHLOBO LOMBHALO	AMAZINGA OKUTHOLA UMBHALO / UKUTHOLAKALA
	isebenze kahle 3.5 Ikomiti labantu abasha 4. Amakomidi amancane 4.1 Uhla lokuzodingidwa emhlanganweni 4.2 Amaminithi 4.3 Uhla lwabasemhlanganweni 5. Ikomiti labaphathi abaphezulu 5.1 Uhla lokuzodingidwa emhlanganweni 5.2 Amaminithi 5.3 Uhla lwababekhona emhlanganweni 6. Amakomiti Ezokuthengwa Kwempahla 6.1 Ikomiti Elicubungula Izinto Ezizothengwa 6.1.1 uhla lokuzodingidwa emhlanganweni 6.1.2 Amaminithi 6.1.3 uhla lwababekhona emhlanganweni 6.2 Ikomiti Elibhekene Nokuhlolwa Ukufaneleka Kwezinkampani Eziqokiwe 6.2.1 Uhla lokuzodingingwa emhlanganweni 6.2.2 Amaminithi 6.2.3 uhla lwababekhona			*"Idingidwa ngasese – ayitholakali"*

ISIGABA	INCAZELO	INDAWO	UHLOBO LOMBHALO	AMAZINGA OKUTHOLA UMBHALO / UKUTHOLAKALA
	6.3 Ikomiti Elibhekene Nokunikezela Kwemisebenzi kwiZinkampani 6.3.1 Uhla lokuzodingidwa 6.3.2 Amaminithi 6.3.3 Uhla lwababekhona emhlanganweni			
B. **IMIBIKO**	1. UMbiko wonyaka kaMasipala 2. uMbiko waphakathi nonyaka kaMasipala 3. Imibiko yengxenye eyodwa yonyaka	Uphiko lokulondoloza kokubhaliwe Imisebenzi Ehlanganyele	Iminingwano eprintiwe	Iyatholakala
C. **IMININIGWANO YEZIMALI**	1. Uhla lwemali mboleko 2. Uhla lwempahla kamasipala 3. Ibhuku lezimali 4. Irejista yemali esizayo 5. Ibhuku elikhuluma ngezikweletu 6. Incwadi Yama-akhawunti asizayo 7. Ijeneli enakho konke 8. Isabelo mali 9. Izitatimende zemali 10. Isheki khawuntafoyili 11. Ibhuku lamarisidi 12. Izitatimende zasebhange eziqinisekisa ukuthi okushiwoyo kwiyiqiniso	Mnyango weZimali kaMasipala	Imininingwano e-printiwe	Ayitholakali
D. **UHLA LEZINTO**	1. Irejista yomonakalo 2. Irejista yamafayela evuliwe	Uphiko lokulondoloza	Imibhalo eprintiwe	Iyazitholakalela

ISIGABA	INCAZELO	INDAWO	UHLOBO LOMBHALO	AMAZINGA OKUTHOLA UMBHALO / UKUTHOLAKALA
ZIKAMASIPALA	3. Irejista yabaphathi abachitha impahla 4. Ikhophi ewumgogodla yesu lokugcinwa kwamafayela 5. Uhla eligcina izimpahla ezikweletiwe 6. Irejista yezikhala ezishicelelwe noma ezigunyaziwe 7. Iregista yokuthuthwa 8. Irejista yabahlinzekeli ngomsebenzi 9. Irejista yokuvulakwa kwetenda 10. Uhla lwabasebenzi abasenzi lokuza emsebenzini	kokubhaliwe Uphiko lokulondoloza kokubhaliwe KwaNdabazabantu		
E. IMIBHALO ESHICILELWE UMKHANDLU	1. Izincwajwana zokukhangisa 2. Iphephandaba 3. Umlando ngomasipala 4. Amaposta 5. Izinhlelo ngemigubho kanye nemibukiso 6. Imithetho	Uphiko lokulondoloza kokubhaliwe Ihhovisi leMeya kanye neZokuxhumana	Imibhalo eprintiwe Imibhalo etholakala kumakhomputhwa	Iyatholakala
F. CARTOGRAPHIC MATERIAL	1. Amagugu eSizwe 2. Izindawo zokukhonza 3. Amasu ezakhiwo zikamasipala kanye nezikhiqizi manzi nezikhucululi zendle 4. Imisebenzi yoplamba kubandakanya namasu okusebenza kwabo 5. Imephu yamapayipi amanzi nawokukhuculula indle 6. Imephu yezikhiqizi kanye	Uphiko lokulondoloza okubhaliwe UPhiko Lwzomthetho weZamanzi	Imibhalo eprintiwe Imibhalo etholakala kumakhompiyutha	Iyatholakala

ISIGABA	INCAZELO	INDAWO	UHLOBO LOMBHALO	AMAZINGA OKUTHOLA UMBHALO / UKUTHOLAKALA
	nezikhucululi 7. Imephu ye-GIS			
G. IZITHOMBE	1. Imicimbi kanye nemisebenzi 2. Izithombe zaMakhansela, Abaphathi kanye neZabasebenzi 3. Izithombe ezithathwe esibhakabhakeni kusetshenziswa ubucwepheshe 4. Amaprojekithi	Uphiko olulondoloza okubhaliwe Ihhovisi leMeya neZokuxhumana Kwa-GIS	Imibhalo eprintiwe Olugcinwe emishinini	Iyazitholakalela
H. AMAFOMU	1. Uhla lamafomu lwabahlinzekeli ngempahla kumasipala	Uphiko lokulondoloza okubhaliwe	Imibhalo eprintiwe	Akuvumelekile ukuyithola
I. IZIVUMELWANO	1. inkontileka 2. Isivumelwao sokusebenzisana 3. Isivumelwano sokubona ngasolinye 4. Isivumelwano sokwenza umsebenzi sokusebenzisana 5. Ukugcinwakwamakhontileka /kwezivumelwano 6. Isivumelwano sokuqahsa/sokuqashisa	Uphiko lokulondoloza okubhaliwe Ihhovisi lezemthetho	Imibhalo eprintiwe	Akuvumelekile uyithola
J. ABAKWANDABA ZABANTU	1. Izivumelwano zokuphathwa kokwenziwa komsebenzi 2. Ifayela eneminigwano yamacala okuqondiswa kwezigwegwe 3. Izincwa zokuqasha 4. Amafomu okungabikho emsebenzini 5. Izicelo kanye nezivumelwano zemifundaze 6. Izicelo	Kandabazabantu Uphiko lokulondoloza okubhaliwe	Imibhalo eprintiwe	Akuvumelekile ukuyithola

ISIGABA	INCAZELO	INDAWO	UHLOBO LOMBHALO	AMAZINGA OKUTHOLA UMBHALO / UKUTHOLAKALA
	zokuqeqeshwa 7. Isibonelelo 8. Izincwadi zokucela umsebenzi zabasebenzi 9. Amafomu e-S & T 10. Izivumelwa zokubamba imali yabasebenzi Izicelo zezikhala ezikhangisiwe kanye nama-CV			
K. **AMAFAYELA EZINDAWO ZIKAMASIPALA**	1. Isicelo sokufakelwa amanzi 2. Isicelo sokukhucululwa kwendle 3. Ulwazi mayelana nemali efakiwe ebhange 4. Ukushintsha kwekheli 5. Izincwadi ezibhaliwe mayelana nezindawo zikamasipala 6. Ukunikweza kwezakhiwo 7. Izindaba zokuphathwa kwezikweletu 8. Ukuhlinzekelwa ngobunikazi 9. Izincozululo 10. Ukuqiniswa	Uphiko lokulondolo kokubhaliwe uPhiko olubhekele imithetho yezamanzi Uphiko olubhekele imali eyinzuzo	Imibhalo e-printiwe	Akuvumelekile ukuyithola
L. **IMININGWANE YEZITHASISELO**	Iminingwano yezithasiselo	Uphiko lokulondoloza kokubhaliwe	Imibhalo e-printiwe	Akuvumelekile ukuyithola
M. **IMIBIKO**	1.Amaphepha awubufakazi bezakhiwo zikaMasipala 2. Igunya lokusebenzisa umhlaba 3. Ukudliwa kwemidwa 4. Izimvume	Uphiko lokulondoloza kokubhaliwe	Imibhalo eprintiwe	Akuvumelekile ukuyithola

ISIGABA	INCAZELO	INDAWO	UHLOBO LOMBHALO	AMAZINGA OKUTHOLA UMBHALO/UKUTHOLAKALA
	5. ama-log shit ezimoto agcwalisiwe 6.Imibhalo yamathenda 7. Amasu amabhizinisi 8. Ubuso benkampani 9. ama-CV kanye nalabo abazohlolwa ikhono			
N. **AMASU OMKHANDLU**	1. Umthetho 2. Inhlangano kanye nokuphathwa kwayo 3. Umkhandlu kanye nezindaba zomkhandlu 4. Ezikandaba zabantu 5. Ezezimali 6. Izinto zangaphakathi ezilethwayo kanye nokuhlala emahhovisi 7. amathenda, imali ezobizwa yomsebenzi, izivumelwano 8. Imibiko kanye nezinzuzo 9. Ukwakheka kanye nokuhlala kwemihlangano yamanye amabhodi kanye neminye imihlangano 10. Izabelo 11. ulwazi okumele lunikwe umphakathi kanye nezinye izindaba 12. Ezokuxhaswa ngezimali oluphuma ngaphandle 13. Ezomthetho 14. Umhlaba kanye nezakhiwo 15. Ukuhlela kanye nokuthuthukiswa komnotho 16. Ezokungcebeleka 17. Ukuhlinzekelwa ngamanzi nokukhucululwa kwendle 18. Imisebenzi ebucayi 19. Imisebenzi yomphakathi	Uphiko lokulondoloza kokubhaliwe	Imibhalo e-printiwe	Akuvumelekile ukuyithola

7.1 Imibhalo etholakala inoma inini

UMthetho wokukhuthazwa kokutholakala kolwazi, ugunyaza ukuthi imibhalo etholakala noma inini ifakwe kulencwadi kaMasipala weSifunda Ugu futhi inikezwe labo abayicelayo.

Imibhalo etholakala noma inini ayinalo ulwazi olubucayi noma akusiyo imibhalo engalimaza isikhungo uma itholwa umphakathi. Lemibhalo ibaluliwe kwibhokisi elingenhla.

7.2 Izigaba zemibhalo ezingatholakali noma ikanjani –

Imibhalo engagunyaziwe ukutholakala njengoba ibaluliwe ngenhla kepha ingacelwa ngokusemthethweni, kepha ukuthola lemibhalo noma ingxenye yalemibhalo inganqatshwa ngokulandela umthetho.

UMasipala weSifunda Ugu unelungelo lokunqaba ukuhlinzekela ngamabhuku, uma ubona ukuthi ukunikeza lolo lwazi kungaholela ekutheni ukusebenza kukamasipala kuphazamiseke.

Ukunikezwa ulwazi kunganqatshwa uma izicelo zibonakala zingenasisindo.

Imihlangano	Usuku	Isinqumo/isivumelwano
Ikomiti eliphezulu labaphathi	18 April 2011	
Ikomiti labaphathi bebonke	10 May 2011	
Ikomiti LoMnyango Obhekele ukusenza kweMinyango kaMasipala	9 November 2011	WAPHASISWA
Ikomiti LeSigungu Esiphezulu	29 November 2011	WAPHASISWA

Ugu District Municipality

IFOMU A

ISICELO SOKUTHOLA IMIBHALO KAMASIPALA WESIFUNDA UGU
(Isigaba 18(1) uMthetho wokukhuthaza ukuvuleleka kokutholakala kolwazi, ka2000

(Umthetho . 2 ka 2000)

[Isimiselo 6]

KUSETSHENZISWA UMNYANGO KUPHELA

Inombolo yereferensi:

Isicelo samukelwe ……………………………………………..

DD Naidoo, IMenenja kaMasipala,uMphathi woLwazi

V Tsako, UMphathi WoMkhandlu, Usekela Mphathi Lwazi

usuku:………………… indawo…………………………..

imali yesicelo (uma kukhona okunye): R………………………

Umbekelelo(imali efakiwe uma ikhona): R ………………………

Imali yokuthola: R………………………

…………………………………………….Isiginesha/uphawu lokuqinisekisa lukaMphathi Lwazi/kaSekela Mphathi Lwazi

A Iminingwane yebhodi lomphakathi

uMphathi Lwazi:
Mr DD Naidoo
IMENENJA KAMASIPALA
28 Connor Street, Port Shepstone, 4240
P.O Box 33, Port Shepstone, 4240
Tel: 039 688 5702
Fax: 039 682 1720
Email: DD.Naidoo@ugu.gov.za

Usekela Mphathi Lwazi
Ms V Tsako
UMphathi woMnyango
18 Price Street, Port Shepstone, 4240
P.O Box 33, Port Shepstone, 4240
Tel: 039 688 5758
Fax: 039 682 4820
Email: Vuyiwe.Tsako@ugu.gov.za

B Imininingwane yomuntu odinga umbhalo

(a)	*Imininingwano yomuntu ocela ukunikezwa ulwazi kumele inikezwe ngezansi.*
(b)	*Inombolo yeposi/yefekisi ekumele umbhalo uthunyelelwe khona kumele siyinikezwe.*
(c)	*Ubufakazi bokuthi isicelo usenza njengobani kumele sifakwe uma sidingakala.*

Amagama aphelele kanye nesibongo:

…………………………………………

Inombolo kamazisi: …………………………………….

Inombolo yeposi: ………………………………………

Inombolo yesikhahlamezi: ………………………………………

Inombolo yocingo: ………………………………….

Umbikonyazi: ………………………………………

Ucela umbhalo njengobani, uma uwucelela omunye umuntu:

………..

C. Iminingwano yalowo muntu odinga umbhalo

Lesigatshana kumele sigcwaliswe uma kuphela isicelo senzelwa omunye umuntu.

Amagama aphelele kanye nesibongo: …………………………………….

Inombolo kamazisi: ………………………………………………

D. Imininingwano yombhalo

(a)	*Ukunikeza imininingwano ephelele kulolo lwazi oludingekalayo, kubandakanya ireferensi namba uma uyazi, ukuze lowo mbhalo utholakale kalula.*
(b)	*Uma isikhala osinikiwe sisincane, sicela uqhubeke ephepheni eliseceleni bese ulihambise nalelifomu.*
Lowo ofaka isicelo kumele asayine konke okungadingakala okungenhla.	

1. Chaza uhlobo lombhalo noma ingxenye ethile yombhali: …………………………………….
2. I-referensi namba, *uma ikhona*: …………………………………………………………
3. Eminye imininingwane ngombhalo: …………………………………………………………..

E. Inkokhelo

(a)	*Isicelo sokuthola umbhalo, ngaphandle kombhalo oqukethe ulwazi ngobuwena, siyokwenziwa uma nje kuphela isicelo leso sesikhokhelwe.*
(b)	*uzokwaziswa ngesamba semali ekulindeleke ukuba usikhokhe mayelana nesicelo sakho.*
(c)	*Imali ekhokhwayo ukuze uthole umbhalo incika kakhulu ekutheni umbhalo lo oceliwe utholakala kanjani futhi kubhekwe nesikhathi esithathiwe kufunwa umbhalo kanye nokwenza umbhalo utholakale.*
(d)	*Uma ungeke ukwazi ukukhokho futhi ungaphansi kwalabo ababuthaka sicela usinikeze izizathu ukuthi kungani ungeke ukhokhe.*

Izizathu zokuthi ungakhokhiswa imali*:*

……

F. Indlela okumele kutholakale ngayo umbhalo

Uma ungakwazi ukufunda ngenxa yokukhubazeka, ukubuka, ukulalela, uyonikezwa njengoba kubaluliwe ku 1 kuya ku 4 ngenzansi,sicela usho indlela yokukhubazeka kwakho bese usho indlela ofisa ukuthola ngayo umbhalo.

<table>
<tr><td colspan="3"><u>Ukukhubazeka:</u></td><td colspan="4">Uludinga utholakale kanjani:</td></tr>
<tr><td colspan="7">Sicela ubhale ebhokisini X.
OKUMELE UKWAZI:
(a) Ukwamukelwa kwesicelo sakho kuyoncika ekutheni kungabe umbhalo uwuhlobo luni.
(b) Ukuthola umbhalo ngezinye izikhathi kungenqatshwa. Uyokwaziswa ukuthi kungabe umbhalo uzowuthola ngaluphi uhlobo.
(c) Imali ekhokhwayo ukuthi uthole umbhalo,uma ikhona, iyoncika ekutheni uhloboluni lombhalo oludingayo.</td></tr>
<tr><td colspan="7">1. Uma umbhalo ubhaliwe noma uprintiwe:</td></tr>
<tr><td></td><td>Ikhophi yombhalo*</td><td></td><td colspan="4">Ukucwaninga kombhalo</td></tr>
<tr><td colspan="7">2. Uma umbhalo unemibukiso bhanyabhanya -
(lokhu kubandakanya izithombe, ezenziwe ngekhompiyutha,imidwebo,njalo njalo:</td></tr>
<tr><td></td><td>Buka izithombe</td><td></td><td>Ikhophi yezithombe*</td><td></td><td colspan="2">Ukushicelelwa kwezithombe</td></tr>
<tr><td colspan="7">3. Umbhalo uba namagama noma ulwazi olungaphimiseka :</td></tr>
<tr><td></td><td>Ukulalela ingoma/iculo (ikhasethi)</td><td></td><td colspan="4">Ukushicilela phansi ingoma/iculo* (ibhalwe noma umbhalo optrintiwe)</td></tr>
<tr><td colspan="7">4. Uma umbhalo ugcinwe kwikhompiyutha noma ngendlela efundekayo emshinini:</td></tr>
<tr><td></td><td>umbhalo oprintiwe'</td><td></td><td>Ikhophi eliprintiwe elisuselwa embhalweni*</td><td></td><td colspan="2">Itholakala kwikhompiyutha* (kwi-stiffy noma kwi-cd)</td></tr>
<tr><td colspan="5">*Uma ucele ikhophi noma ukubhalelwa umbhalo phansi ongenhla, kungabe ufisa ukuba ukuposelwe lokhu na?
Imali yokuposa iyakhokhwa.</td><td>YEBO</td><td>CHA</td></tr>
<tr><td colspan="7">Kumele wazi ukuthi uma umbhalo ungabhaliwe ngolimi lwakho qonda ukuthi umbhalo uyowunikwa ngalolo limi umbhalo otholakala ngalo.</td></tr>
<tr><td colspan="7">Uzothanda ukuba umbhalo uwuthole ngaliphi ulimi?</td></tr>
</table>

G. Isaziso mayelana nesinqumo sokucela ukuthola ulwazi

Uzokwaziswa uma isicelo sakho samukeliwe noma sinqantshiwe. Uma ufisa ukwaziswa ngenye indlela, sicela usazise bese usinika imininingwane eminye, siyocela usicacisele bese usazise ngemininingwane edingakalayo.

Uyothanda ukuba waziswe kanjani mayelana nesicelo sakho sokucela ukuthi unikwe lemininingwano?

Isayinwe e- …………………………….. ngomhlaka ………..ngo-…………………………… ka-20

……………………………………………..

ISIGINESHA YOFAKA ISICELO UMUNTU OYEDWA OFAKELWA ISICELO

IRIPHABLIKI YASENINGIZIMU AFRIKA

IFOMU B

ISAZISO SANGAPHAKATHI SOKUFAKA ISICELO SOKUNGAGCULISEKI

(Isigaba 75 soMthetho wokukhuthaza ukuvuleleka kokutholakala kolwazi ka 2000 (uMthetho wesibili ka 2000).

Sicela usinikeze ireferensi namba yakho...

A Imininingwane yebhodi lomphakathi

Umphathi Lwazi/Isekela Mphathi Lwazi

Umphathi Lwazi: uMnuz DD Naidoo

IMENENJA KAMASIPALA

28 Connor Street, Port Shepstone, 4240 PO BOX 33, Port Shepstone

Ucingo:039 688 5702

Isikhahlamezi: 039 682 1720

Mbikonyazi:DD.Naidoo@ugu.gov.za

Usekela Mphathi Lwazi: UNksz V Tsako

UMPHATHI MNYANGO WEMISEBENZI EDIDIYELWE

18 Price Street, Port Shepstone 4240   PO Box 33, Port Shepstone 4240

Tel : 039 688 5758

Fax: 039 682 4820

Mbikonyazi:Vuyiwe.Tsako@ugu.gov.za

B. Imininingwano yalowo ofaka isicelo sangaphakathi

a) Imininingwano yalowo ofaka isicelo sangaphakathi kumele ibekwe ngezansi b)Ubufakazi mayelana nesicelo esifakwayo kuyomele buvezwe uma kukhona isidingo c)Uma isikhalo sokungagculiseki sifakwa omunye hhayi lo obefake isicelo sokuhlinzekelwa ngolwazi, imininingwano yalowo ofaka isicelo kumele inikezwe ngezansi ku-C

Amagama aphelele kanye nesibongo...

Inombolo kamazisi

Ikheli lezincwadi...

Inombolo yocingo (...............)...............................inombolo yesikhahlamezi (....................)

Umbikonyazi:...

Isikhalo sangaphakathi sokungagculiseki sifakelwe omunye umuntu njengobani:

C. Imininingwane Yofaka Isicelo

Lengxenye kumele igcwaliswe kuphela (ngalekwalo ofake isicelo) uma omunye efaka isikhalo ngaphakathi

Amagama aphelele kanye nesibongo:...

Inombolo kamazisi:

D. Isinqumo sokufaka isikhalo mayelana nokungagculiseki

	Ukunqatshwa kwesicelo sokugunyazwa kwemvume
	Isinqumo mayelana nezimali ezibekiwe ngokwesigaba 22 soMthetho
	Isinqumo sokungeza isikhathi ekumele kuthathwe isinqumo mayelana nesicelo ngokwesigaba 26 (1) soMthetho
	Isinqumo esithathwa ngokwesigaba 29(3) soMthetho sokunqaba ukugunyaza umfaki sicelo ukuthola lokhu okusesicelweni sakhe
	Isinqumo sokugunyazwa kwesicelo

E. Izizathu zokufaka isikhalo sokungagculiseki

Uma isikhala osinikeziwe sisincane, sicela uqhubeke ubhale ephepheni elinye bese ulihlanganisa naleli fomu. Kuyomele usayine wonke amafomu alandelayo.

Sicela ubeke izizathu zokufaka isikhalo ngaphakathi:

....
....
....
....
....

Sicela usinikeze olunye ulwazi olungasiza ekubeni nomthelela ekubhekweni kwesikhalo sakho:

....
....
....
....

F. Isaziso mayelana nesinqumo sesikhalo sokungagculiseki

Uyokwaziswa ngokuthi ubhalelwe mayelana nesikhalo sakho sangaphakathi. Uma ufisa ukwaziswa ngenye indlela, sicela usazise leyo ndlela othanda ukwaziswa ngayo bese usinikeza yonke imininingwane eyosisiza ukuthi isicelo sakho sibe impumelelo.

Saziso ngesimo:...

Imininingwano ngesimo: ....

Isayinwe e:...ngalolu
suku................lomhlaka...................ngalonyaka...

....

Isiginesha yalowo ofaka isikhalo

KUZOSETSHENZISWA UMNYANGO KUPHELA: **IMIBHALO ESEMTHETHWENI YESIKHALO SANGAPHAKATHI**   Isikhalo safika ngo............. (usuku) okwafakwa......................................(igama nesibongo samgcini lwazi/usekela mgcini lwazi).   Isikhalo esifakiwe esihambisana nezizathu esilethiwe kuMphathi Lwazi kanye noSekela Mphathi Lwazi ukuze bathathe isinqumo futhi, lapho kunesidingo, imininingwano yalowo owesithathu umbhalo uqondene naye, uyolethwa umphathi lwazi/usekela mphathi lwazi ngomhlaka..................................(usuku) kulowo osemagunyeni.   IMIPHUMELA YESIKHALO: ....   IZINQUMO ZIKAMPHATHI LWAZI/USEKELA MPHATHI LWAZI ZIQINISEKISWE/IZINQUMO EZINTSHA EZISHINTSHIWE   IZINQUMO EZINTSHA: ....   BHALA USUKU OLUFANELE:...   YAMUKELWA UMPHATHI LWAZI/USEKELA MPHATHI LWAZI ISUKA KWIZIPHATHI MANDLA EZIFANELE(Usuku)..

MTHETHO WOKUKHUTHAZA UKUVULELEKA KOKUTHOLAKALA KOLWAZI (PAIA)
ISHEDULI YENKOKHELO

ISICELO SOKUTHOLA UMBHALO KAMASIPALA WESIFUNDA UGU
(No. R 223, Government Gazette, 9 kuNdasa ka-2001, No. 22125)

(uMthetho wesi. 2 ka 2000)

[Umgomo 6]

Isicelo sokuthola umbhalo, njengoba sikubaluliwe kuSigaba 18(1) soMthetho, kumele senziwe kwiFomu A-PAIA ISICELO SOKUTHOLA UMBHALO.

1. IMALI EKHOKHWAYO

Imali ekhokhwayo ukuze uthole imibhalo kaMasipala weSifunda Ugu;

A.	**IMALI YOKUKHIQIZA**	
1.	Uma udinga ukwenzelwa ikhophi yekhasi eliwu A4 noma elilinganiselwa lapho	R0.60
2.	Wonke amakhasi angu A4 noma ingxenye yawo egcinwe kwikhompiyutha noma emshinini kodwa ngendlela efundekayo	R0.40
3.	Uma kwiyikhophi ekwikhompiyutha ebekwe ngendlela efundekayo;	
3.1	i-Compact Disc (CD)	R40.00
3.2	i-Digital Video Disk (DVD)	R40.00
4.		
4.1	Ukushicilelwa kwezithombe bhanyabhanya ezilinganiselwa kwikhasi elingango A4 noma ingxenye yalo	R22.00
4.2	Ikhophi yezithombe bhanyabhanya	R60.00
5.		
5.1	Ukushicilelwa phansi kombhalo oqoshiwe, ikhasi elillinganiselwa ku-A4 noma ingxenye yawo	R12.00
5.2	Ikhophi yombhalo oqoshiwe	R17,00
6.	Imali ekhokhwayo njalo uma ufaka isicelo, ngaphandle kwele yesicelo kwale ebalulwe kusigaba 22(1) soMthetho	R35.00
B.	**IZINHLAWULO ZOKUTHOLA OKUDINGAYO**	
	Imali yokungenelela ekhokhwa umfakisicelo lo ekukhulunywa ngaye kusigaba 22(7) soMthetho, ngaphandle uma begunyaziwe umthetho kusigaba 22(8) soMthetho	
1.	Ikhasi nekhasi lekhophi elilinganiselwa kwikhasi elingango A4 noma ingxenye yalo	R0.60
2.	Ikhophi nekhophi ekhiqiziwe elingana nekhasi u-A4 noma ingxenye yayo egcinwe kwikhompiyutha noma kumushini ngendlela efundekayo	R0.40
3.	Ikhophi itholakala kukhompiyutha ngendlela efundekayo kwi;	
3.1	Kwi-Compact Disc (CD)	R40.00
3.2	Kwi-Digital Video Disk (DVD)	R40.00
4.		
4.1	Ukushicilela kwezithombe bhanyabhanya ezilingana nekhasi elingango A4 noma ingxenye yalo	R22.00
4.2	Ukuthola ikhophi yezithombe bhanyabhanya	R60.00
5.		

5.1 5.2	Ukushicilelwa komsindo oqoshiwe, oyikhasi elingango A4 ubukhulu noma ingxenye yalo Ikhophi yomsindo oqoshiwe	 R12.00 R17,00
6.	Ukubheka nokuthola umbhalo wokufuna ubufakazi, ngale kwehora lokuqala, kuyodingakala isikhathi esanele sokuhlwaya.	R15.00 ngehora noma ingxenye yehora

Izinhloso zalesi sigaba 22(2) soMthemtho kuyesebenza lokhu ukulandelayo;

- Uma uzokweqa amahora angaphezu kwayisithupha ngaphambi kokuba idiphozithi ikhokhwe;futhi
- Enye ingxenye yemali ikhokhwa ilowo ofaka isicelo njengediphozithi

2. IFOMU YESICELO

Isicelo sokuthola umbhalo, njengoba kubaluliwe kuSigaba 53(1) soMthetho, kumele senziwe kwifomu A.

3. ISAZISO SANGAPGAKATHI SOKUFAKA ISICELO

Isaziso ngesicelo sokungagculiseki, njengoba kucatshangwa ngokwesigaba 75(1) soMthetho, kumele sifakwe kufomu B.

4. IMALI YESICELO SOKUNGAGCULISEKI

Imali yokufaka isicelo sokungagculiseki ewu-R50.00 eyokhokhwa ilowo ofake isicelo sokungagculiseki ngokunqantshwa kwesicelo sakhe ilowo sokuthola umbhalo njengoba kubaluliwe kuSigaba 75(3)(a) soMthetho.

5. INTELA YENTENGO – VAT

UMasipala weSifunda Ugu ubhalisiwe ngaphansi koMthetho weNtela yeNtengo ka 1991(mthetho wesi 89 ka 1991) njengomthengisi kuyoba khona imali yentela yentengo kuzo zonke izimali ezingenhla.

6. UKUQALA KOKUSEBENZA KOMTHETHO

Lemithetho iyoqala isebenze kuMasipala weSifunda Ugu ngomhlaka 1 ku-May ka 2011.