UMASIPALA WESITHILI UGU

POLICY CUSTODIAN **Umgcini woMgaqo-nkqubo**	**CORPORATE SERVICES** **Licandelo Leenkonzo ZEQUMRHU**
NAME OF POLICY **Igama loMgaqo-nkqubo**	**Umthetho Okhuthaza Ukufikelela Kwingcombolo (Paia) Kunye Nomthetho Okhusela Ingcombolo Yomntu Ngenkqu (POPIA)**
POLICY NUMBER **Inombolo yomgaqo-nkqubo**	**1/2/P/2014/1**
STATUS **Ubume** **DATE** **Usuku**	**ADOPTED** **Uvunyiwe** **2024/2025 FY**
APPROVED BY **Uvunywe**	**COUNCIL** **liBhunga**
DATE FIRST APPROVED **Umhla owavunywa ngawo okokuqala**	**26 kweyeNkanga 2011**
DATE LAST APPROVED **Umhla ogqityelwe ngawo ukuvunywa**	**28 kweyeThupha 2025**
DATE FOR NEXT REVIEW **Umhla oza kuphengululwa ngawo kwakhona**	**2026/27**

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1. ULUHLU LWEZIFINYEZO NAMAGAMA AKHIWE NGOONOBUMBA BOKUQALA

1.1	**"UMasipala"**	nguMasipala weSithili Ugu owasekwa ngokuyaklela kwemithetho emiselweyo
1.2	**"DIO"**	liSekela leGosa leNgcombolo;
1.3	**"IO"**	liGosa leNgcombolo
1.4	**"uMphathiswa"**	nguMphathiswa weeNkonzo zoBulungisa nezoLuleko
1.5	**"PAIA"**	nguMthetho oKhuthaza ukuFikelela kwiNgcombolo 2 wango-2002 olungisiweyo
1.6	**"PFMA"**	uMthetho woLawulo lweMali kaRhulumente 1 wango-1999 olungisiweyo;
1.7	**"POPIA"**	nguMthetho oKhusela iNgcombolo yoMntu ngeNkqu 4 wango-2013 [1](uMthetho 4 wango-2013)
1.8	**"PAJA"**	nguMthetho woKwenziwa koBulungisa, 2000 (uMthetho 3 wango-2000)
1.9	**"uMlawuli"**	nguMlawuli weNgcombolo
1.10	**"MFMA"**	nguMthetho woLawulo lweMali kaRhulumente, 2002 (uMthetho 56 wango-2003)
1.11	**"SC"**	Umngcipheko wokhuselo -Ukufikelela okanye ukufumana ingcombolo yomntu ngenkqu okungagunyaziswanga
1.12	**Ukuzikhulula kukaMasipala weSithili Ugu ngokwePOPIA**	

2. INJONGO YEMANUWALI YEPAIA

2.1 Le Manuwali yePAIA incedisa uluntu ukuze: - lufumanise ukuba ziziphi na iingxelo ezifumanekayo kuMasipala weSithili Ugu ngaphandle kokufaka isicelo esisesikweni ngokuyalela kwePAIA;

2.2 Luyiqonde indlela elandelwayo yokufaka isicelo sokufumana ingxelo ekuMasipala weSithili Ugu;

2.3 Lufumane iinkcukacha zonxibelelwano zomntu ofanelekileyo onceda uluntu ukuze luzifumane iingxelo oluzifunayo;

2.4 Luzazi zonke izinto ezinokulunceda malunga nezicelo zalo zokufumana iingxelo ezikhoyo kuMasipala weSithili Ugu phambi kokuba lugqithele kuMlawuli okanye eNkundleni;

2.5 Lufumane ingcaciso yeenkonzo ezinikwa uluntu ngokubanzi nguMasipala weSithili Ugu kwanokuba luzifumana njani na ezi nkonzo;

2.6 Lufumane ingcaciso yesikhokelo sokokuba isetyenziswa njani na iPAIA njengoko ihlaziywe nguMlawuli kwanokuba ifumaneka njani na;

2.7 Luyazi into yokokuba uMasipala weSithili Ugu unako ukuyilungelelanisa ingcombolo yomntu ngenkqu, injongo yokulungelelanisa ingcombolo yomntu ngenkqu kunye nengcaciso yamacandelo ezihloko zengcombolo okanye amacandelo engcombolo enxulumeneyo;

2.8 Luyazi ukuba uMasipala weSithili Ugu ucwangcise ukugqithisa okanye ukulungelelanisa ingcombolo yomntu ngenkqu ngaphaya kwemida yeRiphablikhi yaseMzantsi Afrika kunye nabantu okanye amacandelo abantu abanokunikwa nabamkela ingcombolo yomntu ngenkqu; kwanokuba

[1]

2.9 Luyazi into yokokuba uMasipala weSithili Ugu unamanyathelo afanelekileyo okhuseleko awathabathayo ukuqinisekisa ukuba ingcombolo yomntu ngenkqu ilungelelaniswa ngokusekhusini, ngesidima kwanokuba iyafumaneka

3. IMITHETHO EMISELWEYO

UMgaqo-nkqubo Masipala weSithili Ugu wePAIA nowePOPIA uveliswe phantsi kogqaliselo lwemithetho emiselweyo ekufuneka lo masipala uyithobele kwakunye nemimiselo yemigaqo-nkqubo karhulumente wephondo nowezwelonke.

Kwiinzame zokunika amandla iinqobo zokuthabath’ uxanduva, ezokwenza izinto elubala nezokuhambis’ iinkozno kuluntu ezibalulwa kule mithetho imiselweyo ilandelayo, uMasipala weSithili Ugu ulawula ngokufezekileyo nangokufanelekileyo iingxelo zakhe ezingamaphepha:-

3.1 UMgaqo-siseko weRiphablikhi yaseMzantsi Afrika 108 wango-1996;

3.2 UMthetho weZwelonke woVimba wolondolozo kunye neeNgxelo waseMzantsi Afrika (uMthetho 43 wango-1996 olungisiweyo);

3.3 UMthetho woLawulo lweMali kaRhulumente, 2002 (uMthetho 56 wango-2003);

3.4 UMthetho oKhuthaza ukuFikelela kwiNgcombolo (uMthetho 2 wango-2000);

3.5 UMthetho oKhuthaza uKwenziwa koBulungisa (uMthetho 3 wango-2000);

3.6 UMthetho woNxibelelwano lweElektronikhi neeNtengiselwano (uMthetho 25 wango-2002).

3.7 UMthetho woKwakhiwa kooMasipala (uMthetho 117 wango-1998)

3.8 UMthetho weeNkqubo zooMasipala (uMthetho 32 wango-2000)

4. UKUSETYENZISWA KOMGAQO-NKQUBO

4.1 Lo mgaqo-nkqubo ubachaphazela bonke abasebenzi bakuMasipala weSithili Ugu abenza ezi zinto zilandelayo;

4.1.1 abenza, abalungelelanisa nabalungisa iingxelo eziquka iingxelo zeelektronikhi;

4.1.2 abafikelela kwiingxelo;

4.1.3 abanolunye uxanduva lokusebenza ngeengxelo, umzekelo, abazigcinayo nabazikhathalelayo;

4.1.4 abanoxanduva lokuphatha abasebenzi abenza le misebenzi ixelwe apha ngasentla; okanye abalawula okanye abanegalelo kuyilo lweziseko zokusebenza zetekhnoloji.

4.2 Akuvumelekanga ukukhutshwa kweengxelo zalo Masipala zinikwe umntu wesithathu ngaphandle kwemvume ebhaliweyo yoMlawuli weeNgxelo, eyoMlawuli kwicandelo lezoMthetho okanye eyoMlawuli kaMasipala. Kufuneka zonke izicelo zokufumana ingxelo zenziwe phantsi kwemiqathango yePAIA neyePOPIA yaye zilungelelaniswe nguMlawuli weeNgxelo. Ezi ngxelo aziyiquki ingcombolo enxulumene neyamatyala, eyeakhawunti kunye neyabathengi kwakunye naleyo ifunekayo xa kunikw’ ingxelo kuRhulumente weZwelonke, owePhondo noweNgingqi njengoNondyebo, uMphicothi-zincwadi Jikelele, iCOGTA, iDWA njl njl.

5. IINJONGO ZOMGAQO-NKQUBO

5.1 Kukunika inkqubo-sikhokelo eziza kulungelelaniswa ngayo izicelo zePAIA nezePOPIA kuMasipala weSithili Ugu.

injongo yalo mgaqo-nkqubo kukuqinisekisa ukuthotyelwa koMthetho oKhusela iNgcombolo yoMntu ngenkqu 4 wango-2013 ngokuthi umisele isicwangciso sikaMasipala sokumilisela amalungelo obumfihlo nawokuba sekhusini kwengcombolo yabasebenzi balo masipala kwakunye neyabantu besithathu.

Injongo yalo mgaqo-nkqubo kukuvumela uMasipala weSithili Ugu ukuba:-

- Athobele umthetho malunga nengcombolo yomntu ayigcinileyo;
- Alandele iindlela zokusebenza eziphucukileyo malunga nokukhusela ingcombolo yomntu ngenkqu;
- Akhusele ingcombolo yooceba, eyabasebenzi kunye neyabantu besithathu ngenkqu;
- Akhusele uMasipala kwizinto ezinokudala ukuba amangalelwe ngenxa yokungathobeli umthetho.

6. UKUSEKWA KOMASIPALA WESITHILI UGU

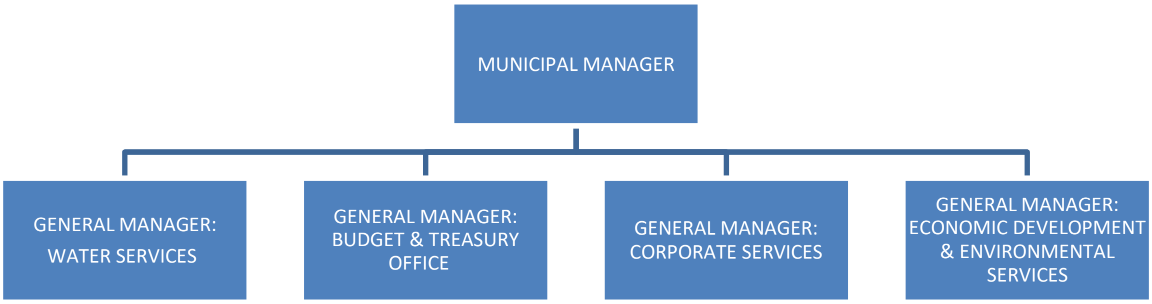
UMasipala weSithili Ugu uthatyathwa njengoMasipala okwicandelo C yiBhodi yokucandwa kwemida yooMasipala phantsi kweSahluko se-4 soMthetho woKwakhiwa kooMasipala beeNgingqi, 1998. Lo Masipala wasekwa ngomhla wesihlanu kweyoMnga ngowama-2000 ngethuba kwakusekwa iBhunga leNgingqi Ugu. UMasipala weSithili Ugu ungomnye koomasipala besithili abalishumi kwiphondo laKwaZulu-Natala. IKwaZulu-Natala ilelinye lamaphondo eRiphablikhi yoMzantsi Afrika. Eli liphondo elifudumeleyo nelifumileyo elineentlambo ezinzulu nemiwonyo enemilambokazi engenisa kulwandle olufudumeleyo i-Indian Ocean.

UMasipala wesithili Ugu uzinze kumazantsi ephondo kummandla owaziwa ngokuba lunxweme olukumazantsi wephondo laKwaZulu-Natala. Ububanzi balo masipala ngama-5,866km² yaye unxweme lwalo masipala luziikhilomitha ezili-112 kumda osempuma. Lo masipala uphahlwe liphondo laseMpuma Koloni elikumazantsi, ulwandle iIndian Ocean olusempuma, uMasipala weSithili uMgungundlovu okumntla-ntshona apho lizinze khona ikomkhulu lePhondo, kwakunye noMasipala wesithili iHarry Gwala okwintshona. UMasipala waseThekwini olikhaya lesixeko saseThekwini 'esilikomkhulu lezorhwebo' kweli phondo ukummandla osemantla.

Lo Masipala unoomasipala beengingqi abane abaneewadi ezingamashumi asibhozo anesithandathu (86). Le ngingqi inezindlu zobukhosi ezingamashumi amane anambini eziyinxalenye yobukumkani bamaZulu. Iziko leenkcukacha-manani iStatistics SA (2001) libalula ukuba abantu abakummandla Ugu bali-142 kwikhilomitha nganye yaye eli nani ligqithisile kwinani eliyiavareji yephondo engabantu abali-104 kwikhilomitha nganye.

7. UBUME BEZIKHUNDLA NEMISEBENZI KAMASIPALA WESITHILI UGU

7.1 Ubume



Obu bume bezikhundla bulapha ngasentla bemiba yePOPIA buxhaswa yiMANCO kunye neGqiza elisebenza ngePOPIA.

7.2 Imisebenzi

IBhunga likaMasipala weSithili Ugu lilo elithabatha izigqibo ngokwezepolitiki kulo masipala ngokuyalela koMgaqo-siseko weRiphablikhi, uMthetho we-108 wonyaka we-1996. USodolophu kuMasipala weSithili Ugu uthabatha uxanduva lwemiba yezobuchule neyezepolitiki lo gama uMlawuli kaMasipala ekhokela ulawulo lwalo masipala kwaye unoxanduva lokumilisela imigaqo-nkqubo nesicwangciso esimanyeneyo sophuhliso (iIDP).

8. IINKCUKACHA ZOQHAGAMSHELWANO APHO IFUMANEKA KHONA INGCOMBOLO EKUMASIPALA WESITHILI UGU

8.1 Igosa leNgcombolo: Mnu. V O Mazibuko
Isikhundla: nguMlawuli
Umnxeba: 039 688 5702
I-imeyili: mm@ugu.gov.za

8.2 Isekela leGosa leNgcombolo: Nks. M P Gobhozi
Isikhundla: nguMlawuli Jikelele kwiiNkonzo zeQumrhu
Umnxeba: 039 688 5758
I-imeyili: gmcs@ugu.gov.za

8.3 Iimeyili yokufumana ingcombolo: registry@ugu.gov.za

8.4 Iingxelo ezinokucelwa:-

8.4.1 Iingxelo ekufuneka ukuba umceli afake isicelo ukuze azifumane yingcombolo eshicilelweyo eveliswe nguMasipala weSithili Ugu xa esenza umsebenzi agunyaziswe ukuba awenze, zisenokuba kuyo nayiphi na imo kwaye ziphantsi kolawulo lwalo Masipala, nkqu nokokuba ngaba aziveliswanga ngulo Masipala.

8.4.2 Zonke izicelo ziza kuphononongwa ukuze kufunyaniswe ukuba ngaba ingxelo

ecelwayo ayinazo kusini na iinkcukacha zomntu ngenkqu ngokuyalela kwePOPIA not leyo iya kuntama ukuba siyavunywa okanye siyakhatywa kusini na isicelo.

8.5 Ikomkhulu

Idilesi yeposi: PO Box 33, Port Shepstone, 4240

Idilesi elizinze kuyo: 28 Connor St, Port Shepstone, 4240
Umnxeba: 039 688 5700
Iimeyili: registry@ugu.gov.za

Iwebhusayithi: www.ugu.gov.za

8.6 Ezinye iiofisi:

Idilesi ezinze kuyo: 96 Marine Drive, Oslo Beach 1, 2 & 3

Idilesi ezinze kuyo: Musgrave Road, Harding
Idilesi ezinze kuyo: Main Road, Park Rynie

9. UNCEDO OLUFUMANEKAYO XA UMASIPALA WESITHILI UGU ENZE INTO ENGAFANELEKANGA OKANYE XA ESILELE UKWENZA INTO EFANELEKILEYO (UKUXELA ULWAPHULO LWEMIGAQO YENGCOMBOLO)

9.1 UMthetho oKhusela iNgcombolo yoMntu ngenkqu (iPOPIA) uyalela ngelithi imibutho okanye amaziko anyanzelekile ukuba aluxele ulwaphulo lwemigaqo yengcombolo kwiqonga elifumaneka kwiintanethi elibizwa nge*eServices Portal* (uMlawuli weNgcombolo eMzantsi Afrika)

9.2 Xa kukho ukuphazamiseka kokhuseleko lwengcombolo kufuneka uMlawuli weenkonzo zoLawulo neziNcedisayo akuxele msinya oku

(i) KuMlawuli weNgcombolo kunye

(ii) nakwabo bantu bachaphazelekayo.

9.3 isaziso sokwaphulwa kwemigaqo yengcombolo kufuneka siquke

(i) Iinkcukacha zolwaphulo lwemigaqo yengcombolo,

(ii) Amanyathelo athatyathiweyo, kunye

(iii) Neziphakamiso zokukhawulelana neziphumo ezibi ezinokudalwa lolu lwaphulo

10. ISIKHOKELO SOKUSEBENZISA I-PAIA KUNYE NENDLELA YOKUSIFUMANA

10.1 Phantsi kwesahluko se-10(1) sePAIA uMlawuli uhlaziye iSikhokelo sokusebenzisa iPAIA (“Isikhokelo”) waza wasenza safumaneka ngemo elandeleka lula elungele nabani na ofuna ukusebenzisa ilungelo lakhe kulawo abalulwe kuMthetho iPAIA nakwiPOPIA.

10.2 Isikhokelo sifumaneka ngazo zonke iilwimi ezisemthethweni kweli.

10.3 Esi Sikhokelo siqulethe ingcaciso yezi zinto zilandelayo -

10.3.1 Iinjongo zePAIA nezePOPIA;

10.3.2 idilesi yeposi kunye nazinze kuyo, inombolo yomnxeba kunye neyefeksi, kwakunye nedilesi ye-imeyili, xa ikho:-

10.3.2.1 yeGosa leNgcombolo ngalinye kuwo onke amaziko karhulumente, kunye

10.3.2.2 neyeSekela leGosa leNgcombolo ngalinye kuwo onke amaziko karhulumente nawabucala atyunjwe ngokuyalela kwesahluko 17(1) sePAIA[1] nesahluko 56 sePOPIA[2]:-

10.3.3 Imo kunye nendlela yokufaka isicelo -

10.3.3.1 yokufumana ingxelo yeziko likarhulumente ebalulwe kwisahluko 11[3]; kunye

10.3.3.2 neyokufumana ingxelo ekwiziko labucala ebalulwe kwisahluko 50[4];

10.3.4 Uncedo olufumaneka kwiGosa leNgcombolo leziko likarhulumente ngokuyalela kwePAIA kunye nePOPIA;

10.3.5 Uncedo olufumaneka kuMlawuli ngokuyalela kwePAIA kunye nePOPIA;

10.3.6 Lonke uncedo lwezomthetho olukhoyo malunga nesenzo okanye ukusilela ukwenza into ethile enxulumene nelungelo okanye igunya eliyalelwa okanye elinyanzeliswa yiPAIA kunye nePOPIA, kuquka nendlela yokufaka-

10.3.6.1 isibheno sangaphakathi;

10.3.6.2 isikhalazo esiya kuMlawuli; kunye

10.3.6.3 nesimangalo enkundleni esiphikisa isigqibo esenziwe ligosa lengcombolo leziko likarhulumente, isigqibo sesibheno sangaphakathi okanye isigqibo esenziwe nguMlawuli okanye isigqibo esenziwe yintloko yeziko likarhulumente;

10.3.7 Amagatya akwisahluko 14[2] kunye nesama-51[3] ayalela ukuba iziko likarhulumente nelabucala kufuneka aqulunqe imanuwali kunye nendlela efumaneka ngayo le manuwali;

10.3.8 Amagatya akwisahluko 15[7] kunye nesahluko 52[8] abalula ukudalula amacandelo eengxelo okwenziwa ngokuzithandela liziko likarhulumente kunye neziko labucala;

[1] Isahluko 17(1) sePAIA- *Ukuzalisekisa iinjongo zePAIA kufuneka iziko likarhulumente ngalinye lityumbe inani elifunekayo labantu abaza kuba ngamasekela egosa lengcombolo ukuze bancedise iziko lifikeleleke kwabo bacela iingxelo zeziko, likwenza oku likhokelwa ngumthetho olawula ukuqeshwa kwabasebenzi kwiziko elo.*

[2] *Isahluko 56(a) sePOPIA- Iziko likarhulumente nelabucala ngalinye kufuneka lisebenzise indlela eyalelwa sisahluko 17 soMthetho oKhuthaza uKufikelela kwiNgcombolo neenguqu ezifanelekileyo zokwenza ulungiselelo lokuqesha inani labantu ekufuneka babe*

[2] *Isahluko se-14(1) sePAIA- Igosa lengcombolo leziko likarhulumente kufuneka lenze imanuwali equlethe ingcombolo ekhankanywe kumhlathi wesine apha ngasentla ukuba ifumaneke ngeelwimi ezintathu ezisemthethweni ubuncinane.*

[3] *Isahluko 51(1) sePAIA- Kufuneka intloko eyongamele iziko labucala lenze imanuwali equlethe ingcaciso yale ngcombolo ikumhlathi wesine apha ngasentla ukuba ifumaneke.*

ngamasekela egosa lengcombolo ukuze benze umsebenzi noxanduva abaluyalelwa sisahluko 55(1) sePOPIA.

[3] [1] Isahluko se-11(1) sePAIA- Kufuneka umceli ayinikwe ingxelo yeziko likarhulumente ayicelileyo xa eyithobele yonke into efunwa yiPAIA ngokunxulumene nokufakwa kwesicelo sokufumana ingxelo, naxa singakhatywanga isicelo sokufumana ingxelo ngokungqinelana nezizathu zokukhatywa kwesicelo ezibalulwe kwiSahluko 4 solu xwebhu.

[4] Isahluko 50(1) sePAIA- A siyalela ukuba umceli makayinikwe ingxelo yeziko labucala xa-
- *a) le ngxelo ifuneka ukuze kusetyenziswe okanye kukhuselwe amalungelo;*
- *b) umceli eyithobele yonke inkqubo eyalelwa yiPAIA yokufaka isicelo sokufumana ingxelo;*
- *c) naxa isicelo singakhatywanga phantsi kwezizathu zokukhatywa kwesicelo ezibalulwe kwisahluko 4 solu xwebhu.*

[5] Isahluko 14(1) sePAIA- Igosa lengcombolo leziko likarhulumente kufuneka lenze imanuwali equlethe ingcombolo ekhankanywe kumhlathi wesine apha ngasentla ukuba ifumaneke ngeelwimi ezintathu ezisemthethweni ubuncinane.

[6] Isahluko 51(1) sePAIA- Kufuneka intloko eyongamele iziko labucala lenze imanuwali equlethe ingcaciso yale ngcombolo ikumhlathi wesine apha ngasentla ukuba ifumaneke.

[7] Isahluko 15(1) sePAIA- Kufuneka iGosa leNgcombolo leziko likarhulumente lenze ifumaneke ingcaciso yamacandelo eengxelo zeziko likarhulumente ezifumaneka ngaphandle kokufakwa kwesicelo, ngendlela eyalelwa ngumthetho.

[8] Isahluko 52(1) sePAIA- Intloko eyongamele iziko labucala inako ukuyenza ifumaneke ingcaciso yamacandelo eengxelo zeziko labucala ezifumaneka ngaphandle kokufakwa kwesicelo, ikwenza oku ngokuzithandela nangendlela emiselwe ngumthetho.

10.3.9 Izibhengezo ezikhutshwe phantsi kwesahluko 22[4] kunye nesahluko 54[5] malunga nemirhumo ehlawulelwa izicelo zokufumana iingxelo; kunye

10.3.10 Nemimiselo eyenziwe phantsi kwesahluko 92[11].

10.4 Uluntu ngokubanzi lunako ukuphendla okanye ukwenza iikopi zeSikhokelo kwiiofisi zamaziko karhulumente okanye zamaziko abucala, nkqu nakwiofisi yoMlawuli ngamaxesha omsebenzi. Isikhokelo siyafumaneka:-

10.4.1 xa sicelwe kwiGosa leNgcombolo;

10.4.2 kwiwebhusayithi yoMlawuli (https://www.justice.gov.za/inforeg/).

11 INGCACISO YEZIHLOKO EZIGCINWE PHANTSI KWAZO IINGXELO KUNYE NAMACANDELO EENGXELO EZIGCINWE NGUMASIPALA WESITHILI UGU

Izihloko ezigcinwe phantsi kwazo iingxelo ezigcinwe liziko	Amacandelo eengxelo ezigcinwe phantsi kwesihloko ngasinye
Amaxwebhu anobuchule, izicwangciso kunye neengxelo.	➢ Iingxelo zonyaka zikaMasipala; ➢ Iingxelo zombindi-sigaba kunye neengxelo zekota
Iiagenda kunye nemizuzu	➢ Iiagenda; ➢ Iintlanganiso; ➢ Iirejista zobukho entlanganisweni.
Izivumelwano	➢ Iikontrakthi; ➢ Izivumelwano zokuqeshisa; ➢ Izivumelwano zentsebenziswano.

[4] Isahluko 22(1) sePAIA- Kufuneka igosa lengcombolo esithunyelwa kulo isicelo lazise umceli ukuba kufuneka ahlawule umrhumo omiselweyo (xa ukho), phambi kokuba liqhubeke nokusilungelelanisa isicelo.

[5] Isahluko 54(1) sePAIA- Intloko eyongamele iziko labucala esithunyelwe kuyo isicelo kufuneka lazise umceli ukuba kufuneka ahlawule umrhumo wokucela omiselweyo (xa ukho) phambi kokuba iqhubeke nokusilungelelanisa isicelo.

Izihloko ezigcinwe phantsi kwazo iingxelo ezigcinwe liziko	**Amacandelo eengxelo ezigcinwe phantsi kwesihloko ngasinye**
Imicimbi yabasebenzi	➢ Imigaqo-nkqubo kunye neenkqubo zeHR; ➢ Izithuba ezibhengeziweyo; ➢ Iirekhodi zabasebenzi; ➢ Ukufunda nophuhliso umz: uphuhliso lwezakhono kunye nezicwangciso zoqeqesho;

[9] *Isahluko 22(1) sePAIA- Kufuneka igosa lengcombolo esithunyelwa kulo isicelo lazise umceli ukuba kufuneka ahlawule umrhumo omiselweyo (xa ukho), phambi kokuba liqhubeke nokusilungelelanisa isicelo.*

[10] *Isahluko sama-54(1) sePAIA- Intloko eyongamele iziko labucala esithunyelwe kuyo isicelo kufuneka lazise umceli ukuba kufuneka ahlawule umrhumo wokucela omiselweyo (xa ukho) phambi kokuba iqhubeke nokusilungelelanisa isicelo.*

[11] *Isahluko 92(1) sePAIA sibalula ukuba –"UMphathiswa unokwenza isibhengezo kwiGazethi esenza imimiselo malunga-*
(a) nawo nawuphi na umba ofunwa okanye ovunyelwa ngulo Mthetho ukuba umiselwe;
(b) nawo nawuphi na umba onxulumene nemirhumo ebalulwe kwisahluko 22 kunye nesahluko 54;
(c) naso nasiphi na isibhengezo esifuneka phantsi kwalo Mthetho;
(d) inkqubo efanayo emayisetyenziswe ligosa lengcombolo leziko likarhulumente xa liqqiba ekubeni ngawaphi amacandelo eengxelo aza kwenziwa ukuba fumaneke ngokwesahluko 15; kunye
(e) nawo nawuphi na omnye umba wolawulo okanye wenkqubo ofunekayo ukuze kusebenze amagatya alo Mthetho ngokufezekileyo.

Izihloko ezigcinwe phantsi kwazo iingxelo ezigcinwe liziko	Amacandelo eengxelo ezigcinwe phantsi kwesihloko ngasinye
	➢ Isicwangciso kunye neenkcukacha-manani zokulingana ngokwengqesho; ➢ Amagama; ➢ Iinombolo zezazisi; ➢ Izidanga; ➢ Iimpepha-mvume zokuqhuba; ➢ Iinkcukacha zoqhagamshelwano; ➢ Abaqeshi bangaphambili/nabangoku; ➢ Isini; ➢ Uhlanga; ➢ Imeko yokukhubazeka; ➢ Ubume bomtshato; ➢ Ubulungu kumaziko/bezepolitiki; ➢ Iingxelo zolwaphulo-mthetho; ➢ Ukuhlola ubume bamatyala.
Ezemali nocwangciso-mali	➢ Iingxelo zocwangciso-mali; ➢ Imigaqo-nkqubo kunye neenkqubo; ➢ Iinkcukacha zebhanki kunye neengxelo zebhanki; ➢ Iingxelo zemali; ➢ Ingeniso yerhafu; ➢ Amagama; ➢ Iinombolo zezazisi; ➢ Iinombolo zobhaliso lwenkampani; ➢ Iinombolo zeetrasti; ➢ Iinkcukacha zepropati; ➢ Iinkcukacha zoqhagamshelwano.
Inkxaso yolawulo lweenkqubo zemali	➢ Amagama; ➢ Inombolo yomqeshwa; ➢ Ukutyikitya; ➢ Isini; ➢ Uhlanga; ➢ Isikhundla/Umsebenzi; ➢ Iinkcukacha zoqhagamshelwano.
Ubuxhakaxhaka beekhompyutha	➢ Imigaqo-nkqubo kunye neenkqubo; ➢ Amaxwebhu eenkqubo kunye neemanuwali; ➢ Isicwangciso seprojekthi, esokubuyisela emva kwentlekele nesokumilisela; ➢ Indibano yokuncazelana ngolwazi ngemigaqo-nkqubo; ➢ Isicelo sezixhobo ze-IT, ukwabiwa nokuvavanywa kwezixhobo; ➢ Irejista yeentlanganiso zabathengisi; ➢ Amagama; ➢ Iinkcukacha zoqhagamshelwano.

Izihloko ezigcinwe phantsi kwazo iingxelo ezigcinwe liziko	**Amacandelo eengxelo ezigcinwe phantsi kwesihloko ngasinye**
Ulawulo lothungelwano lweenkonzo	➢ Amagama; ➢ Ifani; ➢ Iinkcukacha zoqhagamshelwano; ➢ Amagama eenkampani; ➢ Iinombolo zobhaliso; ➢ Iinombolo zezazisi; ➢ Iinkcukacha zokubhanka; ➢ Iinombolo zerhafu; ➢ Inombolo yesalathisi yeVat; ➢ Ukutyikitya.

Izihloko ezigcinwe phantsi kwazo iingxelo ezigcinwe liziko	**Amacandelo eengxelo ezigcinwe phantsi kwesihloko ngasinye**
Iinkonzo zomthetho	➢Amagama ➢Iinkcukacha zoqhagamshelwano; ➢Inombolo yesazisi; ➢igama lenkampani; ➢iinkcukacha zenkampani zoqhagamshelwano.
Irejistri neenkonzo ezixhasayo	➢Amagama; ➢Inombolo yomqeshwa; ➢ Inombolo yomnxeba; ➢ Indawo ezinze kuyo iofisi.
Iinkonzo zeQumrhu -Ulawulo lweentlekele	➢Amagama; ➢ Iinkcukacha zoqhagamshelwano; ➢ Inombolo yesazisi; ➢Isizalwane.
Ucwangciso lophuhliso	➢Amagama; ➢ Iinkcukacha zoqhagamshelwano; ➢Isikhundla.

12 AMACANDELO EENGXELO EZIGCINWE NGUMASIPALA WESITHILI UGU EZIFUMANEKA NGAPHANDLE KOKUFAKWA KWESICELO

Icandelo	**Uhlobo loxwebhu**	Luyafumaneka kwiwebhusayithi	Lufumaneka ngokufakwa kwesicelo
Uxwebhu lwesiniki-maxabiso	- Isiniki-maxabiso esibhengeziweyo - Irejista yokuvula isiniki-maxabiso - Igama lomntu obhide ngempumelelo	X	
Imithetho emiselweyo/Imimiselo	- Imanuwali yePAIA - Isibhengezo sobumfihlo - Umgaqo-nkqubo wokhuseleko	X	X
Imithetho kamasipala	- Umthetho wamanzi nogutyulo - Umthetho wempilo yoluntu - Umthetho wolawulo lwamatyala nokuwaqokelela - Umthetho wolawulo lweentlekele - Umthetho wokhuseleko loluntu - Umthetho wolawulo lwexabiso lomoya	X	
Amaxwebhu anobuchule (Izicwangciso kunye neengxelo)	- Iprofayili yeziko (Ingabula-zigcawu, Iinjongo, Imisebenzi, Uyilo lwezakhiwo) - Iingxelo zonyaka; - Isicwangciso esinobuchule; - Isicwangciso sonyaka sokusebenza; - Isicwangciso esinobuchule kunye nesicwangciso sokusebenza.	X	
Iingxelo zeentlanganiso	- Iingxelo zothethwano, Iziphakamiso nezindululo ezenziwe yiExco, liBhunga, njl njl.	X	

13 IINKONZO EZIFUNYANWA NGABAHLALI KUMASIPALA WESITHILI UGU NENDLELA YOKUZIFUMANA

13.1 Uphuhliso lolutsha

13.1.1 Iinkqubo zemfundo, ezophuhliso lwezakhono nezoqeqesho apho uMasipala asebenzisana

neSebe leZemfundo elingumthathi-nxaxheba ongundoqo – Ulutsha luye lumenywe kumajelo onxibelelwano kawonkeweonke nakumaqonga olutsha ukuze luxhamle kwezi nkqubo.

13.1.2 Iinkqubo ezixhasa amashishini amancinane, uMasipala usebenzisana neSebe loPhuhliso lwezoQoqosho, iNYDA nabanye abathathi-nxaxheba – Ulutsha luye lumenywe kumajelo onxibelelwano kawonkeweonke nakumaqonga olutsha ukuze luxhamle kwezi nkqubo.

13.1.3 Iinkqubo ezixhaswa lulutsha apho uMasipala athi asebenzisane nomthathi-nxaxheba ongundoqo ekuyimibutho yasekuhlaleni – Ulutsha luye lumenywe kumajelo onxibelelwano kawonkeweonke nakumaqonga olutsha ukuze luxhamle kwezi nkqubo.

13.1.4 Iinkqubo zophuhliso lwezemidlalo apho uMAsipala athi asebenzisane neSebe lezeMidlalo, ubuGcisa neNkcubeko elingoyena mthathi-nxaxheba ungundoqo – Ulutsha luye lumenywe kumajelo onxibelelwano kawonkeweonke nakumaqonga olutsha ukuze luxhamle kwezi nkqubo.

13.1.5 Inkqubo elwa nokusetyenziswa kweziyobisi kunye neengxaki zasekuhlaleni apho uMasipala athi asebenzisane neSebe leZempilo elingoyena mthathi-nxaxheba ungundoqo – Ulutsha luye lumenywe kumajelo onxibelelwano kawonkeweonke nakumaqonga olutsha ukuze luxhamle kwezi nkqubo.

13.2 Iinkqubo ezikhethekileyo

ICANDELO/IPROJEKTHI	INKQUBO	INKONZO	INDLELA YOKUFIKELELA KOLUNTU KWIINKONZO
EPWP	Ukudala amathuba engqesho	- Ukungenelela kwingxaki yentswela-ngqesho nokuphelisa ubuhlwempu kuMasipala weSithili Ugu ngokunika amathuba egqesho ethutyana kwabo bangenazo izakhono/okanye abanezakhono nabasweleyo.	- Iintlanganiso zeekomiti zeewadi - Iintlanganiso zamagqiza asebenza ekuhlaleni - Iphulo leSukuma Sakhe - Imiboniso yasesidlangalaleni kaSodolophu
Amalungelo abantwana	Inyanga yokhuseleko lwabantwana	- Ukugqithiswa kwamatyala okuxhatshazwa kwabantwana. - Ukukhusela abantwana kuzo zonke iintlobo zokuxhatshazwa. - Ukubek' esweni ukufumana kwabo bonke abantwana imfundo esemgangathweni.	- Iqonga laseUgu lamacandelo ngamacandelo elikhusela amalungelo abantwana - Iqonga lasekuhlaleni lamacandelo ngamacandelo

ICANDELO/IPROJEKTHI	INKQUBO	INKONZO	INDLELA YOKUFIKELELA KOLUNTU KWIINKONZO
		- Ukuqinisekisa ukuba bonke abantwana nkqu nabo bakhubazekileyo bayazifumana iinkonzo ezisemgangathweni. - Ukubek' esweni ukunyanzeliswa kwemithetho ekhusela abantwana. - Mainstream children's issues into governance structures.	elikhusela amalungelo abantwana - Intlanganiso yamacandelo yeSebe leZemfundo ne-ECD
	Amaphulo okulumkisa kunye neengxoxo	- Ukulumkisa abantu ngamalungelo abantwana, ukusetyenziswa kweziyobisi, ukukhulelwa bebancinci, ukushishina ngabantwana, ukuxhatshazwa emzimbeni nangokwesondo, njl njl. - Ukulungisa zonke iingxaki zasekuhlaleni ezichaphazela abantwana. - Ukuququzelela iingxoxo zabantwana.	
	Uphuhliso lwabantwana kwangoko	- Ukubek' esweni amaziko ophuhliso lwabantwana kwangoko abaphakathi kwe-0 – 6, ingakumbi abantwana abasemngciphekweni (iinkedama nabantwana abakhubazekileyo).	
	Usuku lokusa umntwana emsebenzini	- Ukubek' esweni ukufumana imfundo esemgangathweni kwabo bonke abantwana abakwibakala lokufunda. - Ukulwa ngamandla nokuphuma esikolweni kwabantwana.	

ICANDELO/IPROJEKTHI	INKQUBO	INKONZO	INDLELA YOKUFIKELELA KOLUNTU KWIINKONZO
	Iinkqubo zokuxhobisa abantwana	- Ukuxhobisa kokubini amantombazana namakhwenkwe ngezakhono zobomi nangezinto ezifundisayo.	
Iphulo leSukuma Sakhe	Igqiza elisebenzayo kwiSithili	- Ukunika uluntu iinkonzo ezinabileyo, ezimanyeneyo nezinqamlezayo ngetsebenziswano efezekileyo.	- Iintlanganiso zamagqiza asebenza ekuhlaleni - Iintlanganiso ze*War Room* - Iphulo iMBO
Inkqubo yabantu abalupheleyo	Amaphulo okulumkisa kunye neengxoxo	- Ukulumkisa uluntu ngokuxhatshazwa kwabantu abalupheleyo, isifo sokulibala esiyingozi nangesifo iAlzheimer nangazo zonke iingxaki zasekuhlaleni kuba ziyabachaphazela abantu abalupheleyo	- Iqonga labantu abalupheleyo kwisithili, kwingingqi nakwiwadi - Iiklabhu zabantu abalupheleyo kwinqanaba lewadi
	Imidlalo yabantu abalupheleyo	- Ukuphucula indlela abaluphala ngayo abantu abadala ngokuthi bakhuthale basebenzise imizimba ngokwenza imithambo.	
	Ukunika abantu abalupheleyo inkxaso	- Ukubanika udondolo kwabo bazimelelayo xa behamba - Ukubatyelela kwiindawo abahlala kuzo ukuze kujongwe iimeko abaphila phantsi kwazo	
Intsholongwane kagawulayo kunye nogawulayo	Ukuququzelela iintlanganiso zeBhunga leSithili likaGawulayo	- Ukunika ubume besithili obunabileyo ngentsholongwane kagawulayo, isifo sephepha, nezifo ezosulela ngesondo	- Ibhunga leSithili likaGawulayo - Ibhunga leNgingqi likaGawulayo

ICANDELO/IPROJEKTHI	INKQUBO	INKONZO	INDLELA YOKUFIKELELA KOLUNTU KWIINKONZO
		- Izikhokelo nezicwangciso zokucutha usuleleko kwisithili - Ukulungelelanisa, ukubek' esweni nokuxhasa onke amaqabane nabathathi-nxaxheba abakwisithili kwiinzame zokulwa ukubhebhetheka kwentsholongwane kagawulayo - Ukumanya iinkonzo ezifunwa ngabahlali (umz. ukuhlola, ukuvavanya, ukunika iikhondom, ulwaluko ngokwezonyango, njl njl)	- Ibhunga likaGawulayo lewadi kunye nee*war room* - Amaqonga asekuhlaleni aquka onke amacandelo - Amasebe karhulumente - Amaqabane anik' inkxaso kwisithili
	Amaphulo okulumkisa	- Ukulumkisa abahlali ngeengxaki zasekuhlaleni gabalala - Amaphulo okulumkisa agxininisa kwingxaki ehlasele ngelo xesha umz. ukukhuelwa kwamantombazana amancinci	
	Ukunik' inkxaso abantu abanetsholongwane kagawulayo	- Ukunika izongezi kuzwelonke ngoomasipala neeNGO ezikwicandelo lePLHIV - Ukunik' inkxaso kumaqela enkxaso xa efuna ukuncediswa ngamaxesha athile - Ukugqithiselwa kwemiba kumasebe afanelekileyo	
Ukukhubazeka	Iphulo lokulumkisa ngokukhubazeka/ Iingxoxo	-Ukwenza amaphulo afundisa ngokukhusela nokuqhubela phambili amalungelo abantu abakhubazekileyo. -Ukulumkisa uluntu okuquka ukukhuthaza ukuqukwa	-Iqonga labantu abakhubazekileyo leSithili Ugu - Iqonga labantu abakhubazekileyo lengingqi

ICANDELO/IPROJEKTHI	INKQUBO	INKONZO	INDLELA YOKUFIKELELA KOLUNTU KWIINKONZO
		kwabantu abakhubazekileyo nokufundisa abanye abantu ngemiba yokukhubazeka efana nokugula ngengqondo, i*autism*, kunye nempilo-ntle yabantu abakhubazekileyo. -Ukuqhuba iingxoxo/ amaphulo agxininise kwimiqobo yasekuhlaleni efana nokutshintsha indlela yokucinga neenkolelo ezinyhasha amalungelo abantu abakhubazekileyo.	-IiW*ar Room* -Amasebe karhulumente
	Inkxaso enikwe abantu abakhubazekileyo	-Ukubonelela abafundi abakhubazekileyo ngeyunifom yesikolo -Ukubonelela abafundi abakhubazekileyo abakwizikolo ezilungiselelwe bona ngeephedzi. -Ukunika abantu abakhubazekileyo izixhobo ezibancedisayo. -Ukugqithiselwa kwabantu kumasebe afanelekileyo.	
	Indibano yokuncazelana ngolwazi ngokukhubazeka/Uphuhliso lwezakhono	-Ukunika iinkqubo eziphelisa ubuhlwempu, intswela-ngqesho, ezihlumisa uqoqosho neziphuhlisa abantu abakhubazekileyo.	
	Inkqubo yemidlalo yabantu abakhubazekileyo	-Ukukhuthaza nokuphucula ukuphila ubomi obunempilo kubantu abakhubazekileyo, impilo-ntle nobomi obunexabiso, ukuthabatha inxaxheba kwimithambo nakwimidlalo.	

ICANDELO/IPROJEKTHI	**INKQUBO**	**INKONZO**	**INDLELA YOKUFIKELELA KOLUNTU KWIINKONZO**
	Iintlanganiso zamaqonga abantu abakhubazekileyo	-Ukukhuthaza amasebe karhulumente ukuba ayifake imiba yabantu abakhubazekileyo kwimisebenzi yawo. -Ukukhweba nokuququzelela intlanganiso yeQonga labantu abakhubazekileyo. -Ukuxhasa nokukhokela iQonga likaMasipala weNgingqi. -Ukuvavanya impumelelo nemiceli-mngeni yeenkqubo zabantu abakhubazekileyo kwisithili. -Ukuqinisekisa ukuba iQonga lisebenza ngokungqinelana nemigaqo-nkqubo kaMasipala weSithili Ugu kunye neminye imithetho emiselweyo. -Ukulungelelanisa, ukuququzelela nokubek' esweni umiliselo lwemigaqo-nkqubo	
Uphuhliso lwesini	Amaphulo okulumkisa kunye neengxoxo	- Ukulumkisa abantu ngobundlobongela obujoliswe kwisini esithile, ukudlwengulwa, ukushishina ngabantu, njl njl. - Ukulungisa iingxaki zasekuhlaleni ezichaphazela amabhinqa namadoda.	- Iqonga lesithili, elengingqi nelewadi elijongene nemiba yesini - Oomasipala beengingqi - Onke amasebe karhulumente
	Ukuququzelela iintlanganiso zeqonga lemiba yesini	- Ukunika iingxelo - Ukubek' esweni nokuxhasa imibutho yasekuhlaleni nekwiwadi	

ICANDELO/IPROJEKTHI	INKQUBO	INKONZO	INDLELA YOKUFIKELELA KOLUNTU KWIINKONZO
	Umkhosi womhlanga	- Ukulungiselela amantombazana ukungena kwisigaba sobufazi nokuwakhuthaza ukuba angazibandakanyi nesondo de atshate. - Ukulungisa iingxaki zasekuhlaleni ezichaphazela abantwana.	

13.3 Iinkonzo zophuhliso lwezoqoqosho nezokusingqongileyo

13.3.1 Ukubek' esweni umgangatho wamanzi – Izikolo, iiklinikhi nabahlali bangacela ukuba kuvavanywe amanzi akwiindawo zabo asezitankini, emibhobheni, akumaqula nasemakhaya ukuze kufunyaniswe ukuba awanayo intsholongwane kusini na.

13.3.2 Ulawulo lokutya – Xa indawo yokutya kufuneka ibe nesiqinisekiso sokwamkeleka kufuneka umntu oyiphetheyo afake isicelo ngokuzalisa iifom ezifanelekileyo azithumele kwiiofisi zeMpilo yokusiNgqongileyo okanye azithumele ngeimeyili.

xa indawo yokutya ifuna ukunikela ngokutya okuphelelweyo kufuneka umniniyo okanye umntu ophetheyo aqhagamshelane neeofisi ezifanelekileyo ngomnxeba okanye xa kusenziwa uhlolo lwendawo yiEHP.

Xa kusenzeka isiganeko sokutyhefeka kokutya, nabani na ongumhlali angacela ukuba kuvavanywe ukutya.

13.3.3 Ulawulo lwenkunkuma – ngoomasipala beengingqi abanoxanduva lokuthutha inkunkuma ngoko ke abahlali banokuqhagamshelana nomasipala wabo xa inkunkuma ingathuthwanga.

Abahlali banako ukuqhagamshelana neeNkonzo zeMpilo yokusiNgqongileyo (ngomnxeba, ngokuya ngqo okanye ngeimeyili) xa benezikhalazo ngokulahlwa kwenkunkuma gabalala.

Ukuthulula iitanki ezigcina ilindle luxanduva lweCandelo laManzi noGutyulo ngoko ke abahlali mabaqhagamshelane neli candelo ngalo mba. Xa kuphuphuma imijelo yamanzi amdaka abahlali mabaqhagamshelane neeNkonzo zeMpilo yokusiNgqongileyo ngomnxeba okanye ngeimeyili okanye baye kuzo ngqo.

13.3.4 Ukubek' esweni impilo yezakhiwo – Abahlali mabaqhagamshelane neeNkonzo yeMpilo yokusiNgqongileyo xa kukho umngcipheko obonwayo kwisakhiwo, bekwenza oku ngomnxeba, ngeimeyili okanye baye kuzo ngqo.

13.3.5 Ukuhlola nokuthintela izifo ezosulelayo ngaphandle kogonyo – Abahlali bangacela iinkonzo zeEHP ukuze ziphande isiganeko senja enomgada, ukutya okutyhefekileyo, njl njl ngokutsalela iiofisi zeMpilo yokusiNgqongileyo kule nombolo (039 976 1333 okanye 039 6885804).

13.3.6 Ukulawula izinambuzane ezithwal' izifo – bakhona oomasipala bengingqi abanika

iinkonzo zokubulala iingcongconi, abahlali bangaqhagamshelana nomasipala wommandla wabo xa befuna ezi nkonzo.

Zonke iindawo zokutya kufuneka zibe nesiqinisekiso sokulawula izitshabalalisi esifumaneka kumlawuli wezitshabalalisi obhalisiweyo emva kokuba ebulele iintsholongwane ezinceda kungabikho iimpuku, amaphela nezinye izinambuzane ezithwal' izifo.

13.3.7 Ulawulo longcoliseko lokusingqongileyo

Abahlali bangatsalela umnxeba icandelo loLawulo lokusiNgqongileyo (039 688 3539) xa benemibuzo ngongcoliseko lomoya efana nokubhaliswa kweebhoyila.

Xa kuphuphuma imijelo yamanzi amdaka abahlali mabaqhagamshelane neeNkonzo zeMpilo yokusiNgqongileyo ngomnxeba (039 9761333 or 039 6885804) okanye baye kuzo ngqo.

Xa abahlali benezikhalazo ngengxolo kufuneka babonisane nomniki-nkonzo/umcebisi olinganisa ubungakanani bengxolo.

13.3.8 Ukufihlwa kwabafileyo - Xa abangcwabi befuna isiqinisekiso sobuchule kufuneka bafake isicelo kwiiofisi zeMpilo yokusiNgqongileyo.

Luxanduva loomasipala bengingqi ukungcwaba abantu abangamahlwempu yaye abahlali kufuneka baqhagamshelane nomasipala wabo xa befuna ukungcwatyelwa ihlwempu.

13.3.9 Ukhuseleko kwiikhemikhali – Nabani na ofuna ukugcina izitshabalalisi/iikhemikhali makaqale aqhagamshelane neEHP ukuze achazelwe inkqubo elandelwayo ukuze anikwe impepha-mvume yokurhweba kwakunye negunya elilawula eli candelo.

13.4 **Ulawulo lweentlekele:**

Ukulungelelanisa uthintelo nokunciphisa iziphumo ezibi zeentlekele kwakunye nokulawula iintlekele xa zisenzeka.

14. UKUBANDAKANYEKA KOLUNTU KUQULUNQO LWEMIGAQO-NKQUBO OKANYE KUSETYENZISO LWAMAGUNYA OKANYE UKWENZIWA KOMSEBENZI KUMASIPALA WESITHILI UGU

Iofisi yentatho-nxaxheba yoluntu inoxanduva lokulungelelanisa iinkqubo zentatho-nxaxheba yoluntu, iintlanganiso zabahlali, iimbizo zikaSodolophu, ukusabela kwizikhalazo zabantu, ukulawula ukusebenza kweekomiti zeewadi nokulawula iinkqubo zeofisi kaSomlomo.

Abahlali ngokubanzi bavumelekile ukuba bazimase iintlanganiso zeBhunga baze bavakalise izimvo zabo kwiOfisi yentatho-nxaxheba yoluntu, zimvo ezo zinokunikwa ingqalelo xa kuqulunqwa imigaqo-nkqubo.

15. UKULUNGELELANISA INGCOMBOLO YOMNTU NGENKQU

15.1 Injongo yokulungelelanisa le ngcombolo

Ziliqela iinjongo ezingunobangela wokulungelelaniswa kwengcombolo yomntu ngenkqu yaye ezinye zazo zezi zilandelayo:

15.1.1 ukunika okanye ukulawula nayiphi na ingcombolo, iimveliso kunye/okanye neenkonzo ezicelwayo;

15.1.2 ukusincedisa ukuze sikwazi ukubabona abantu abanengcombolo xa benxibelelana noMasipala;

15.1.3 ukuvumela unxibelelwano xa kusenziwa iinkqubo zentatho-nxaxheba yoluntu;

15.1.4 ukugcina iingxelo zabathengi;

15.1.5 ukulungiselela ukuzingela abasebenzi;

15.1.6 ukulungiselela ingqesho;

15.1.7 ukulungiselela iihambo;

15.1.8 ukulungiselela ulawulo gabalala, imiba yeezemali kunye neyerhafu;

15.1.9 ukulungiselela ezempilo nezokhuseleko;

15.1.10 ukuze kuqulunqwe ingxelo yokusebenza kaMasipala yonyaka ogqithileyo;

15.1.11 ukuqwalasela ukufikeleleka, ukukhusela nokulawula izakhiwo namaziko ethu;

15.1.12 ukurhwebelana nabaniki-nkonzo kunye noogxa bethu kushishino;

15.1.13 ukusinceda ukuze siphucule umgangatho weemveliso neenkonzo zethu;

15.1.14 ukunceda abasebenzisi beekhompyutha ukuze bafikelele kuthungelwano lweIT nakwizixhobo zeIT;

15.1.15 ukulawula nokugcina umkhondo wefanitshala yaseofisini enikwa abasebenzi;

15.1.16 ukusinceda ukuze sizibhaqe yaye sizithintele izenzo zobuqhophololo nokuhliswa kwemali ngemilenze;

15.1.17 ukulawula imibuzo evela kubahlali nakubaniki-nkonzo;

15.1.18 ukunika iikhowudi kwiimbopheleleko zeekontrakthi phakathi kukaMasipala namanye amaqela anekontrakthi nawo lo Masipala kunye

15.1.19 nokusinceda ukuze sihlawulwe ngabo basityalayo.

15.2 Ingcaciso yamacandelo abantu abanengcombolo kunye nengcombolo okanye amacandelo engcombolo enxulumene nabo

Amacandelo abantu abanengcombolo	**Ingcombolo yomntu ngenkqu enokulungelelaniswa**
Abantu bendalo	Amagama nefani; iinkcukacha zoqhagamshelwano (inombolo yomnxeba, inombolo yefeksi, idilesi ye-imeyili); Idilesi yeposi, ahlala kuyo okanye idilesi yeshishini; Indlela eyodwa yokuzazisa/Inombolo yesazisi kunye nembalelwano esekhusini.
Abantu bomthetho	Amagama wabantu ekuqhagamshelwana nabo; Igama leziko lomthetho; idilesi elizinze kuyo neyeposi; iinkcukacha zoqhagamshelwano (iinombolo zomnxeba, inombolo yefeksi, idilesi ye-imeyili); inombolo yobhaliso; iinkcukacha zemali, ezoshishino, ezobunzululwazi okanye zobuchule kunye neemfihlo zorhwebo.

Amacandelo abantu abanengcombolo	**Ingcombolo yomntu ngenkqu enokulungelelaniswa**
Abasebenzi	Isini, ukukhulelwa; ubume bomtshato; Uhlanga, ubudala, ulwimi, iinkcukacha zemfundo (izidanga); iinkcukacha zemali; imbali yengqesho; Inombolo yesazisi; idilesi yeposi naleyo azinze kuyo; iinkcukacha zoqhagamshelwano (iinombolo zomnxeba, inombolo yefeksi, idilesi ye-imeyili); ukuziphatha ngokwezomthetho; impilo-ntle kunye nezizalwane (amalungu osapho) uhlanga, ezonyango, isini, ubuzwe, imvelaphi yobuhlanga okanye eyentlalo, ukuzayamanisa ngokwesini, ubudala, impilo yasemzimbeni neyasengqondweni, impilo-ntle,
Abasebenzi abakwikontrakthi, abaqeqeshelwa umsebenzi kunye nabo bafundela umsebenzi	Amagama nefani; iinkcukacha zoqhagamshelwano (iinombolo zomnxeba, inombolo yefeksi, idilesi ye-imeyili); Idilesi azinze kuyo, eyeposi okanye idilesi yeshishini, Indlela eyodwa yokuzazisa/Inombolo yesazisi

Amacandelo abantu abanengcombolo	**Ingcombolo yomntu ngenkqu enokulungelelaniswa**
Ooceba beewadi, umbutho wabahlawuli berhafu kunye neenkokheli zemveli, amaqela anomdla	Amagama, Ummandla wolawulo, Ubume beziko
Abathengisi, abaniki-nkonzo kunye nabo basethubeni lokuba ngabathengisi	Amagama abantu ekuqhagamshelwana nabo; Igama leziko lomthetho; idilesi elizinze kuyo neyeposi; iinkcukacha zoqhagamshelwano (iinombolo zomnxeba, inombolo yefeksi, idilesi ye-imeyili); inombolo yobhaliso; iinkcukacha zemali, ezoshishino nezobunzululwazi
Abathathi-nxaxheba bangaphandle, Abathengi, Abemi (Abahlali)	Amagama abantu ekuqhagamshelwana nabo; Igama leziko lomthetho; idilesi elizinze kuyo neyeposi; iinkcukacha zoqhagamshelwano (iinombolo zomnxeba, inombolo yefeksi, idilesi ye-imeyili); inombolo yobhaliso; iinkcukacha zemali, ezoshishino nezobunzululwazi
Iofisi yamalungelo obunini, Amagqwetha, iiArhente ezilawulayo, iArhente eqokelela amatyala	Inombolo zesiza, Ummandla, Amagama, Inombolo yesazisi, Iinkcukacha zentengiso, iinkcukacha zebhondi

15.3 Abantu abamkela okanye amacandelo abantu abamkela ingcombolo yomntu ngenkqu

Icandelo lengcombolo yomntu ngenkqu	**Abantu abayamkelayo okanye amacandelo abantu abayamkelayo**
Inombolo yesazisi namagama ukuze kuhlolwe ubume bolwaphulo-mthetho	iNkonzo yamaPolisa yaseMzantsi Afrika
Izidanga ukuze kuqinisekiswe inqanaba lemfundo	iGunya leZidanga laseMzantsi Afrika
Ubulungu kumaziko/kwimibutho yepolitiki	iKomiti kaSodolophu/ iBhunga likaMasipala/ iinkokheli zemveli
Imbali yamatyala neyokuhlawula, yeenkcukacha zamatyala	Amaziko alawula ingcombolo yamatyala
Amagama, amagama eenkampani, iinkcukacha zoqhagamshelwano, isiqinisekiso serhafu, inombolo yeVAT, iinkcukacha zebhanki, amagama wabalawuli, isini, isiqinisekiso seBBBEE esisetyenziselwa ukushishina	Abaniki-nkonzo bangaphandle/Abaxumi

Icandelo lengcombolo yomntu ngenkqu	Abantu abayamkelayo okanye amacandelo abantu abayamkelayo
Inombolo yesazisi namagama, iinkcukacha zoqhagamshelwano, inombolo yomqeshwa, iinkcukacha zebhanki, iinombolo zerhafu, iinkcukacha zabantu abaxhomekeke kubo, isizalwane esisondele kakhulu, ukukhubazeka, amanqanaba emivuzo, uhlanga, isini, ubume bomtshato, isiqinisekiso seBBBEE, amaqithiqithi wabasebenzi kunye nokugxothwa.	Icandelo lezemali, iinkonzo zomthetho, amaziko emali, abacebisi ngezemali babasebenzi, amalungu osapho, iSebe leMisebenzi, amaqela eenkonzo zemali, amaqumrhu ezonyango kunye neArhente eqinisekisa iBBBEE
Inombolo yesazisi namagama, isandla kunye neenkcukacha zoqhagamshelwano zolawulo lwezimangalo neekontrakthi/izivumelwano zentsebenziswano	Iinkonzo zomthetho
Inombolo yesazisi namagama, iinkcukacha zoqhagamshelwano.	Iqonga lengcombolo yokhuseleko loluntu kunye nolawulo lweentlekele.
Amagama, isikhundla/inqanaba, isandla somlawuli werejista yobungozi, ukuphengululula imigaqo-nkqubo nokulawula umgangatho.	uMphicothi-zincwadi Jikelele, uNondyebo wePhondo kunye nabathathi-nxaxheba abafanelekileyo.
Amagama, iinkcukacha zoqhagamshelwano, iinkcukacha zepropati, imali eseleyo, inombolo yeVAT	Amagqwetha, iiArhente ezilawulayo, iArhente eqokelela amatyala

15.4 Ingcaciso gabalala yamanyathelo okukhusela ingcombolo aza kumiliselwa ngulowo unoxanduva lokuqinisekisa ukuba le ngcombolo iyimfihlo, ithembekile kwanokuba iyafumaneka.

15.4.1 UMthetho iPOPIA uyalela ukuba ingcombolo yomntu ngenkqu kufuneka ikhuselwe ngokufanelekileyo ukuthintela ukuba ingafunyanwa yaye ingasetyenziswa ngokungekho mthethweni. Yonke ingcombolo yomntu ngenkqu elungelelaniswa nguMasipala weSithili Ugu ilawulwa phantsi koMgaqo-nkqubo woBumfihlo kunye noMgaqo-nkqubo woKhuseleko lweICT kuMasipala weSithili Ugu. Kuza kuphengululwa ulawulo kunye neenkqubo zokhuseleko qho ukuze kuqinisekiswe ukuba ingcombolo yomntu ngnkqu ikhuselekile.

15.4.2 Kusetyenziswa ezi nkqubo zilandelayo ukukhusela ingcombolo yomntu ngenkqu:-

15.4.2.1 IGosa leNgcombolo kuMasipala weSithili Ugu linoxanduva lokuthobela imiqathango yokulungelelanisa ingcombolo yomntu ngenkqu ngokusemthethweni nolokuthobela amanye amagatya omthetho iPOPIA;

15.4.2.2 Ziza kuhlaziywa iinkqubo zikaMasipala weSithili Ugu ukuqinisekisa ukuba umasipala uyayifumana imvume yokuqokelela, ukulungelelanisa, ukusasaza nokugcina ingcombolo yabo ngokuyalela kwePOPIA;

15.4.2.3 Abantu abachaphazelekayo baza kuxelelwa amalungelo abo xa kuqokelelwa ingcombolo yabo;

15.4.2.4 Ngabantu abagunyazisiweyo kuphela abaza kufikelela kwingcombolo nakwiinkqubo eziqulethe ingcombolo yomntu ngenkqu ngenxa yomsebenzi noxanduva lwabo.

15.4.2.5 Iingxelo eziphathekayo neze-elektronikhi zigcinwa kwiinkqubo okanye kwiindawo zokugcina ezilawulwa ngokufanelekileyo.

15.4.2.6 Ukugqithiswa ngaphandle kuMasipala kweengxelo zeelektronikhi zezinto ezintathu zengcombolo yomntu ezibonakalayo, ingakumbi iinombolo zesazisi kunye neenkcukacha zokubhanka ziya kuguqulelwa ngokuntsokothileyo ngemigaqo-nkqubo ethintela ukulahleka kwengcombolo.

15.4.2.7 Ukugqithiswa ngaphandle kuMasipala kweengxelo zeelektronikhi zezinto ezintathu zengcombolo yomntu ezibonakalayo, ingakumbi iinombolo zesazisi kunye neenkcukacha zokubhanka ziya kuphawulwa ngeflegi ngumgaqo-nkqubo othintela ukulahleka kwengcombolo ofumanekayo kuMlawuli weeNgxelo.

15.4.2.8 NguMlawuli weeNgxelo onoxanduva lokulawula ukwaphulwa kwemigaqo yengcombolo nolokuluphanda ulwaphulo yaye kuya kuthatyathwa amanyathelo afanelekileyo apho kuqinisekiswe khona ukuba kubekho u lwpahulo lwemimiselo yePOPIA angqinelana neenkqubo zoluleko zecandelo labasebenzi.

15.4.2.9 Izicelo zokufumana ingcombolo kunye nezicelo zengcombolo ezivela ngaphandle kwalo Masipala ziza kulawulwa ngokungqinelana noko kuyalelwa yile manuwali;

15.4.2.10 Xa ingcombolo yomntu ngenkqu ilungelelaniswa ngabantu besithathu kufuneka batyikitye isivumelwano sentsebenziswano esiqinisekisa ukuzibophelela kwabo kuMthetho oKhusela iNgcombolo yomntu ngenkqu; kunye

15.4.2.11 Nokuqeqesha nokufundisa abantu ngoMgaqo-nkqubo kaMasipala weSithili Ugu woBumfihlo kunye nePOPIA ngeenjongo zokuqinisekisa ukuba icandelo loBhaliso eliphantsi kweeNkonzo zeQumrhu lithe gqolo ukuthobela iPOPIA.

16. UKUPHIKISA ULUNGELELWANISO LWENGCOMBOLO YOMNTU NGENKQU [ISAHLUKO 11(3)(A) SE-POPIA])

16.1 Umntu onengcombolo ofuna ukuphikisa ulungelelwaniso lwengcombolo yomntu ngenkqu kufuneka akwenze oku ngokuzalisa iFom 1 ayijolise kulowo unikwe uxanduva lokujongana nayo.

16.2 Umntu onoxanduva lokujongana noku kufuneka amncede lowo uphikisayo kangangoko anako, emnceda simahla ukuze akwazi ukufaka impikiso yakhe ngempumelelo kwiFom 1.

17. UKULUNGISA/UKUCIMA INGCOMBOLO YOMNTU NGENKQU [ISAHLUKO 24(1) SE-POPIA]

17.1 Umntu onengcombolo ofuna ukucela ukuba kulungiswe okanye kucinywe ingcombolo yomntu ngenkqu kungenjalo kutshatyalaliswe okanye kucinywe ingxelo enengcombolo yomntu ngenkqu kufuneka afake isicelo sakhe kwiFom 1 asijolise kulowo unikwe uxanduva lokwenza lo msebenzi.

17.2 Umntu ojongene noku okanye onikwe olu xanduva kufuneka amncede lowo ufake isicelo kangangoko anako ukuze azalise iFom 2 ngempumelelo, emnceda simahla.

18. UKUFUMANEKA KWEMANUWALI

18.1 Le Manuwali ifumaneka ngezi lwimi zintathu zilandelayo zisemthethweni-

18.1.1 isiNgesi;

18.1.2 IsiZulu

18.1.3 IsiXhosa

18.2 Ikopi yale Manuwali okanye leyo ephenguluniweyo iyafumaneka nakwezi ndawo zilandelayo -

18.2.1 kule webhusayithi www.ugu.gov.za xa ikho kwiziko likarhulumente;

18.2.2 kwiofisi eyintloko kaMasipala weSithili Ugu, 28 Connor Street, Port Shepstone ukuze abantu bakwazi ukuyiphendla ngamaxesha okusebenza;

18.2.3 kuye nabani na oyicelileyo waza wahlawula imali yomrhumo emiselweyo; kunye

18.2.4 nakuMlawuli weNgcombolo xa iceliwe.

18.3 Umrhumo ohlawulelwa ukufumana iManuwali obalulwe kwisihlomelo B seMimiselo uhlawulelwa ikopi nganye yephepha elingu-A4 eyenziweyo.

19. UKUPHENGULULA IMANUWALI

UMasipala weSithili Ugu uza kuyiphengulula aze ayipapashe le Manuwali qho ngonyaka, xa kuyimfuneko..

20. AMALUNGELO OMNTU ONENGCOMBOLO

Isahluko 5 soMthetho oKhusela iNgcombolo yoMntu ngenkqu uyalela ukuba abantu abanengcombolo banala malungelo alandelayo:

20.1 Umntu onengcombolo unelungelo lokokuba ingcombolo yakhe mayolungelelaniswe ngokungqinelana nemiqathango esemthethweni yolungelelwaniso lwengcombolo yomntu ngenkqu exelwe kwiSahluko 3, kuquka nelulngelo lokwaziswa ukuba:

20.1.1 (ingcombolo yakhe ngenkqu iyaqokelelwa ngokuyalela kwesahluko 18; okanye ingcombolo yakhe iyasetyenziswa okanye iyafunwa ngumntu ongenalo igunya elibalulwa kwisahluko 22;

20.1.2 ukufumanisa ukuba umntu onoxanduva uyigcinile kusini na ingcombolo yakhe kwanokucela ukufikelela kule ngcombolo yakhe njengoko kuyalela isahluko 23;

20.1.3 ukucela ukuba ingcombolo yakhe ilungiswe, itshatyalaliswe okanye icinywe njengoko siyalela isahluko 24;

20.1.4 ukuphikisa ngezizathu ezivakalayo ukulungelelaniswa kwengcombolo yakhe njengoko siyalela isahluko 11(3)(a);

20.1.5 ukuphikisa ukulungelelaniswa kwengcombolo yakhe—
nanini na xa isetyenziselwa ukuthengisa ngqo ngokwesahluko 11(3)(b); okanye ngokwesahluko 69(3)(c); akukhabe ukusetyenziswa kwengcombolo yakhe ngennjongo yokuthengisa ngqo ngonxibelelwano lweelektronikhi olungacelwanga kuye ngaphandle kwaxa kujoliswa koko kubalulwa sisahluko 69(1);

20.1.6 ukungabopheleleki kwisigqibo esithatyathwe ngokuthi kulungelelwanise ingcombolo yakhe ekwiprofayili yakhe ebalulwa kwisahluko 71;

20.1.7 ukufaka isikhalazo kuMlawuli xa kukho ungenelelo olungacelwanga oluphazamisa ukhuseleko lwengcombolo yomntu ngenkqu okanye ukufaka isikhalazo kuMlawuli malunga nokumiselwa komgwebi njengoko kuyalela isahluko 74; kunye

20.1.8 nokufaka isimangalo malunga nongenelelo oluphazamisa ukhuseleko lwengcombolo yomntu ngenkqu njengoko kuyalela isahluko 99.

Ikhutshwe ngu

Mnu. Vela Owen Mazibuko
onguMLAWULI KAMASIPALA

Phawula:

IFOM 3
ISIPHUMO SESICELO NEMIRHUMO EHLAWULWAYO
[Ummiselo 8]

1. *Xa isicelo sakho sivunyiwe—*
   (a) *kufuneka uhlawule idiphozithi, (xa ifuneka), ngaphambi kokuba silungelelaniswe isicelo sakho; kwaye*
   (b) *ingxelo eceliweyo okanye inxalenye yayo uya kuyifumana kuphela emva kokuba uyihlawule yonke imali efunekayo.*
2. *Nceda usebenzise le nombolo yesalathisi ilapha ngezantsi kuyo yonke imbalelwano.*

Inombolo yesalathisi: ______________________

SIYA KU:
____
____
____

Le mbalelwano ijoliswe kwisicelo somhla______.

1. Ucele:

Ukuphendla ingcombolo kwidilesi ebhalisiweyo yeziko likarhulumente/eyeziko labucala *(kuquka ukuphulaphula amazwi ashicilelweyo, ingcombolo enokuveliswa kwakhona njengesandi, okanye ingcombolo egcinwe kwikhompyutha okanye ekwimo yeelektronikhi okanye ekwimo efundeka ngematshini)* kwenziwa simahla. Kufuneka wenze idinga lokuphendla le ngcombolo kwaye uphathe le Fom. Xa kukho ingcombolo ofuna iveliswe kwakhona nokokuba kungaluphi na uhlobo, uya kuhlawula umrhumo omiselwe kwiSihlomelo B.	

OKANYE

2. Ucele:

Iikopi eziprintiweyo zengcombolo *(kuquka iikopi zemifanekiso, ukhuphelo kunye nengcombolo egcinwe kwikhompyutha okanye ekwimo yeelektronikhi okanye ekwimo efundeka ngekhompyutha okanye ngematshini)*	
Ukhuphelo olubhaliweyo okanye oluprintiweyo lwemifanekiso *(oku kuquka iifoto, izilayidi, ushicilelo lweevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl njl)*	
Ukhuphelo lwesandi *(uxwebhu olubhaliweyo okanye oluprintiweyo)*	
Ikopi yengcombolo ekwi*flash drive (kuquka imifanekiso nezandi)*	
Ikopi yengcombolo ekwidiski eyikhompakthi *(kuquka imifanekiso nezandi)*	
Ikopi yengxelo egcinwe kwiseva i*cloud*	

3. Izinto ezifunekayo:

Iinkonzo zeposi eya kwidilesi yeposi	
Iinkonzo zeposi eya kwidilesi yesitrato	
Iinkonzo ze*courier* eya kwidilesi yesitrato	
Ingcombolo yefeksi ebhaliweyo okanye eprintiweyo *(kuquka ukhuphelo)*	
Iimeyili yengcombolo *(kuquka izandi, xa kunokwenzeka)*	
Ukugqithiswa kwefayili/ i*cloud share*	
Ulwimi olukhethayo: *(Phawula ukuba xa ingxelo ingafumaneki ngolwimi lwakho uya kuyinikwa ngolwimi efumaneka ngalo)*	

Qwalasela ukuba isicelo sakho:

☐ Sivunyiwe

☐ Sikhatyiwe, ngenxa yezi zizathu:

4. Idiphozithi ehlawulwayo (xa ukuyifuna kuthabatha iiyure ezingaphaya kwezintandathu)

☐ Ewe ☐ Hayi

Iiyure zokuyifuna		Imali ehlawulwayo *(ibalwa ngesithathu esinye semali yesicelo ehlawulwayo iyonke)*	

Imali kufuneka ihlawulwe kule akhawunti:
Igama lebhanki: ______________________________________
Igama lomnini akhawunti: ______________________________________
Uhlobo lweakhawunti: ______________________________________
Inombolo yeakhawunti: ______________________________________
Ikhowudi yegatya: ______________________________________
Inombolo yesalathisi: ______________________________________
Thumela ubungqina bentlawulo ku:____________________________________

Ityikityelwe e___________________ngomhla________ ngenyanga_____________20 __________

____
Igosa lengcombolo

UMTHETHO OKHUTHAZA UKUFIKELELA KWINGCOMBOLO (PAIA) ISHEDYULI YEMIRHUMO (uMthetho 2 wango-2000) [Ummiselo 6]

Isicelo sokufumana ingxelo esibalulwa kwiSahluko 18(1) soMthetho kufuneka senziwe ngokuzalisa le fom 2 – ISICELO SEPAIA SOKUFUMANA INGXELO.

UBUME BEMIRHUMO

Imirhumo ehlawulelwa iingxelo ezikuMasipala weSithili Ugu;

A.	IMIRHUMO YOKUVELISA KWAKHONA	2023/2024	2024/2025	% Ukuhla/ Ukunyuka
1	Ikopi nganye yephepha elinguA4 okanye inxalenye yayo	1.22	1.28	4.9%
2	Ikopi eprintiweyo yephepha elinguA4 okanye inxalenye yayo egcinwe kwikhompyutha kwimo yelektronikhi okanye efundeka ngomatshini	0.86	0.90	4.9%
3	Ikopi ekwimo efundeka ngekhompyutha;			
3.1	Ekwidiski eyikhompakthi (CD)	81.26	85.24	4.9%
3.2	Ekwidiski yevidiyo (DVD)	81.26	85.24	4.9%
4				
4.1	Ukhuphelo lwemifanekiso olukwiphepha elinguA4 okanye inxalenye yayo			
4.2	Ikopi yemifanekiso ebukelwayo			
5				
5.1	Ukhuphelo lwengxelo ephulaphulwayo lwephepha elinguA4 okanye inxalenye yalo	27.72	29.08	4.9%
5.2	Ikopi yengxelo ephulaphulwayo	37.91	39.77	4.9%
6	Umrhumo wokucela ohlawulwa ngumceli ngamnye ongenguye ocela ingcombolo yomntu ngenkqu oxelwe kwisahluko 22(1) soMthetho	71.05	74.53	4.9%
B.	**IMIRHUMO YOKUFIKELELA**			
	Imirhumo yokufikelela ihlawulwa ngumceli oxelwe kwisahluko 22(7) soMthetho, ngaphandle kwaxa engahlawuliswa imirhumo phantsi kwesahluko 22(8) soMthetho			
1	Ikopi ekwiphepha elinguA4 okanye inxalenye yayo	1.22	1.28	4.9%
2	Ikopi nganye eprintiweyo ekwiphepha elinguA4 okanye inxalenye yayo egcinwe kwikhompyutha kwimo yeelektronikhi okanye efundeka ngomatshini	0.90	0.94	4.9%
3	Ikopi ekwimo eefundeka ngekhompyutha;			
3.1	Ekwidiski eyikhompakthi (CD)	81.26	85.24	4.9%
3.2	Ekwidiski yevidiyo (DVD)	81.26	85.24	4.9%
4				
4.1	Ukhuphelo lwengxelo ephulaphulwayo lwephepha elinguA4 okanye inxalenye yalo	44.68	46.87	4.9%
4.2	Ikopi yemifanekiso ebukelwayo	121.85	127.82	4.9%
5				
5.1	Ukhuphelo lwengxelo ephulaphulwayo lwephepha elinguA4 okanye inxalenye yalo	24.38	25.57	4.9%
5.2	Ikopi yengxelo ephulaphulwayo	67.28	70.58	4.9%
6	Ukufuna ingxelo eza kubhengezwa, ngaphandle kweyure yokuqala, elixesha elifanelekileyo lokufuna ingxelo.	R31.48 ngeyure okanye	R33.02 ngeyure okanye	4.9%

		inxalenye yeyure	inxalenye yeyure	

IFOM 2

ISICELO SOKUFUMANA INGXELO

[UMmiselo 7]

PHAWULA:

1. *Kufuneka umceli afake ubungqina besazisi.*
2. *Xa isicelo sifakwa egameni lomnye umntu kufuneka kufakwe ubungqina bokugunyaziswa kwakhe kule fom.*

SIYA KU: Igosa lengcombolo

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____

____

(Idilesi)

idilesi yeimeyili: ____________________________

inombolo yefeksi: ____________________________

Phawula ngo ***"X"***

☐ Isicelo ndisifaka ngokwam ☐ Isicelo sifakwa egameni lomnye umntu.

IINKCUKACHA ZOMNTU				
Amagama apheleleyo				
Inombolo yesazisi				
Isikhundla esenziwa kuso isicelo *(xa sifakwa egameni lomnye umntu)*				
Idilesi yeposi				
Idilesi yesitrato				
Idilesi yeimeyili				
Iinombolo zoqhagamshelwano	Umnxeba (B):		Ifeksi:	
	Iselula:			

Amagama apheleleyo omntu esifakwa egameni lakhe isicelo *(xa kufanelekile):*	
Inombolo yesazisi	
Idilesi yeposi	

Idilesi yesitrato				
Idilesi yeimeyili				
Iinombolo zoqhagamshelwano	Umnxeba (B)		Ifeksi	
	Iselula			

IINKCUKACHA ZENGXELO ECELWAYO *Bhala iinkcukacha ezizeleyo zengxelo oyicelayo kuquka nenombolo yesalathisi xa uyazi ukuze kube lula ukuyifumana.* (*Xa isithuba esinikiweyo singonelanga nceda ubhale kwelinye iphepha uze ulinamathisele kule fom. Onke amaphepha ongezelelweyo kufuneka atyikitywe.)*

Ingcaciso yengxelo okanye yenxalenye efanelekileyo yengxelo:	
Inombolo yesalathisi xa ikho	
Ezinye iinkcukacha zengxelo	

UHLOBO LWENGXELO *(Phawula ibhokisi efanelekileyo ngo"**X**")*	
Ingxelo ebhaliweyo okanye eprintiweyo	
Ingxelo iqulethe imifanekiso *(iquka imifanekiso, izilayidi, ushicilelo lwevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl njl)*	
Ingxelo iqulethe amagama ashicilelweyo okanye ingcombolo enokuveliswa kwakhona njengesandi	
Ingxelo egcinwe kwikhompyutha okanye ekwimo yeelektronikhi okaney ekwimo efundeka ngekhompyutha	

IFOM YOKUFIKELELA *(Phawula ibhokisi efanelekileyo ngo"X")*	
Ikopi eprintiweyo yengxelo *(equka iikopi zemifanekiso, ukhuphelo nengcombolo egcinwe kwikhompyutha okanye ekwimo yeelektronikhi okanye efundeka ngomatshini)*	
Ukhuphelo olubhaliweyo okanye oluprintiweyo lwemifanekiso *(equka imifanekiso, izilayidi, ushicilelo lwevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl njl)*	
Ukhuphelo lwesandi *(uxwebhu olubhaliweyo okanye oluprintiweyo)*	
Ikopi yengxelo ekwi*flash drive (kuquka imifanekiso nezandi)*	
Ikopi yengxelo ekwidiski eyikompakthi *(kuquka imifanekiso nezandi)*	
Ikopi yengxelo egcinwe kwiseva ye*cloud*	

INDLELA YOKUYIFUMANA INGXELO *(Phawula ibhokisi efanelekileyo ngo"X")*	
Ukuphendla ingcombolo kwidilesi ebhalisiweyo yeziko likarhulumente/eyeziko labucala *(kuquka ukuphulaphula amazwi ashicilelweyo, ingcombolo enokuveliswa kwakhona njengesandi, okanye ingcombolo egcinwe kwikhompyutha okanye ekwimo yeelektronikhi okanye ekwimo efundeka ngematshini)*	
Iinkonzo zeposi eya kwidilesi yeposi	
Iinkonzo zeposi eya kwidilesi yesitrato	
Iinkonzo ze*courier* eya kwidilesi yesitrato	
Ingcombolo yefeksi ebhaliweyo okanye eprintiweyo *(kuquka ukhuphelo)*	
Iimeyili yengcombolo *(kuquka izandi, xa kunokwenzeka)*	
Ukugqithiswa kwefayili/ i*cloud share*	
Ulwimi olukhethayo: *(Phawula ukuba xa ingxelo ingafumaneki ngolwimi lwakho uya kuyinikwa ngolwimi efumaneka ngalo)*	

IINKCUKACHA ZELUNGELO ELISETYENZISWAYO OKANYE ELIKHUSELWAYO *Xa isithuba esinikiweyo singonelanga, nceda ubhale kwelinye iphepha uze ulinamathisele apha kule Fom. Kufuneka umceli awatyikitye onke amaphepha ongezelelweyo.*	
Xela ukuba liliphi na ilungelo elisetyenziswayo okanye elikhuselwayo	

Chaza ukuba ilikhusela njani ilungelo elixeliweyo ingxelo eceliweyo	

IMIRHUMO	
a) *Kufuneka umceli ahlawule umrhumo wokucela ngaphambi kokuba isicelo sakhe siqwalaselwe.* b) *Uya kuxelelwa ukuba uyimalini na umrhumo ofunekayo.* c) *Umrhumo ohlawulelwa ukufumana ingxelo uxhomekeke kwimo oyicela ngayo ingxelo kwanexesha elifunekayo lokuyifuna nelokiyilungisa.* d) *Xa ungayihlawuliswa imirhumo, xela isizathu soko*	
Isizathu	

Uya kwaziswa ngembalelwano ngesiphumo sesicelo sakho, yaye xa sivunyiwe, uya kuxelelwa ngeendleko zaso, xa zikho. Nceda uxele indlela yonxibelelwano nawe:

Idilesi yeposi	**Ifeksi**	**Unxibelelwano lwelektronikhi** ***(Luchaze)***

Ityikityelwe e____________ngomhla________kwinyanga______________20 __________

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Isandla somceli / somntu esifakwa egameni lakhe isicelo

IZALISWA LICANDELO

Inombolo yesalathisi:	
Isicelo samkelwe ngu: (Bhala isikhundla, igama nefani yeGosa leNgcombolo)	
Umhla esamkelwe ngawo:	
Umrhumo wokucela:	
Idiphozithi (xa ifuneka):	

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Isandla seGosa leNgcombolo

IFOM YESIBHENO SANGAPHAKATHI

IFOM 4

[Ummiselo 9]

Inombolo yesalathisi: ……………………………..

IINKCUKACHA ZEZIKO LIKARHULUMENTE					
Igama leziko likarhulumente					
Igama nefani yeGosa leNgcombolo:					
IINKCUKACHA ZOMNTU ONGAXOLANGA NOFAKE ISIBHENO SANGAPHAKATHI					
Amagama apheleleyo					
Inombolo yesazisi					
Idilesi yeposi					
Iinombolo zoqhagamshelwano	Umnxeba (B)		Ifeksi		
	Iselula				
Idilesi yeimeyili					
Ingaba esi sibheno sangaphakathi sifakwa egameni lomnye umntu?	Ewe	☐	H a	☐	
Xa impendulo ingu"ewe", xela isikhundla somntu ofaka isibheno egameni lomnye: *(Kufuneka kufakwe ubungqina besikhundla esifakwa phantsi kwaso isibheno sangaphakathi, xa bufuneka.)*					
IINKCUKACHA ZOMNTU ESIFAKWA EGAMENI LAKHE ISIBHENO SANGAPHAKATHI ***(Xa sifakwa ngumntu wesithathu)***					
Amagama apheleleyo					
Inombolo yesazisi					
Idilesi yeposi					
Iinombolo zoqhagamshelwano	Umnxeba (B)		Ifeksi		
	Iselula				
Idilesi yeimeyili					

ISIGQIBO ESIBANGELE UKUFAKWA KWESIBHENO SANGAPHAKATHI *(phawula ibhokisi efanelekileyo ngo"X")*	
Ukukhatywa kwesicelo sokufuman' ingxelo	
Isigqibo malunga nemirhumo emiselweyo ngokweshaluko 22 soMthetho	
Isigqibo malunga nokwandiswa kwexesha emasilungelelaniswe ngalo isicelo ngokwesahluko 26(1) soMthetho	
Isigqibo ngokwesahluko 29(3) soMthetho sokwala ukunika umceli ingxelo ikwimo ayicele ngayo	
Isigqibo sokusivuma isicelo sokufuman' ingxelo	

IZIZATHU ZOKUFAK' ISIBHENO *(Xa ngaba isithuba esinikiweyo singonelanga, nceda ubhale kwelinye iphepha uze ulinamathelise kule Fom. Onke amaphepha ongezelelweyo kufuneka atyikitywe)*	
Bhala izizathu ezingunobangela wokufak' isibheno sangaphakathi:	
Bhala enye ingcombolo efanelekileyo nenokuncedisa xa kuqwalaselwa isibheno:	

Uya kwaziswa ngembalelwano ngesiphumo sesibheno sakho sangaphakathi. Nceda uxele indlela yokunxibelelana nawe:

Idilesi yeposi	Ifeksi	Unxibelelwano lweelektronikhi *(Luchaze)*

Ityikityelwe e___________________ngomhla________kwinyanga______________20 __________

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Isandla somntu obhenileyo/somntu wesithathu

IZALISWA LICANDELO

USHICILELO OLUSESIKWENI LWESIBHENO SANGAPHAKATHI

Isibheno samkelwe ngu: *(bhala isikhundla, igama nefani yeGosa leNgcombolo)*			
Umhla esmakelwe ngawo:			
Isibheno siphelekwa zizizathu ukuze igosa lengcombolo lenze isigqibo yaye apho kufanelekileyo khona kufakwe iinkcukacha zomntu wesithathu ochaphazelekayo kwingxelo, sithunyelwa ligosa lengcombolo:		Ewe	☐
		Hayi	☐

ISIPHUMO SESIBHENO				
Ukukhatywa kwesicelo sokufuman' ingxelo. Siyaqinisekiswa?	Ewe	☐	Isigqibo esitsha *(xa singaqiniseki swanga)*	
	Hayi	☐		
Imirhumo (Isahluko 22). Siyaqinisek iswa?	Ewe	☐	Isigqibo esitsha *(xa singaqiniseki swanga)*	
	Hayi	☐		
Ukwandiswa kwexesha (Isahluko 26(1)). Siyaqinisekiswa?	Ewe	☐	Isigqibo esitsha *(xa singaqiniseki swanga)*	
	Hayi	☐		
Ukuyifumana ingxelo (Isahluko 29(3)). Siyaqinisekiswa ?	Ewe	☐	Isigqibo esitsha *(xa singaqiniseki swanga)*	
	Hayi	☐		
Isicelo sivunyiwe. Siyaqinisekiswa?	Ewe	☐	Isigqibo esitsha *(xa singaqiniseki swanga)*	
	Hayi	☐		

Igunya elifanelekileyo

ISHEDYULI 4: ISICELO SOKULUNGISA OKANYE UKUCIMA

ISICELO SOKULUNGISA OKANYE UKUCIMA INGCOMBOLO YOMNTU NGENKQU OKANYE ESOKUTSHABALALISA OKANYE UKUCIMA INGXELO ENENGCOMBOLO YOMNTU NGENKQU NGOKUYALELA KWESAHLUKO 24(1) SOMTHETHO OKHUSELA INGCOMBOLO YOMNTU NGENKQU 13 (UMTHETHO 4 WANGO-2013)

IMIMISELO ENXULUMENE NOKUKHUSELWA KWENGCOMBOLO YOMNTU NGENKQU, 2018

[Ummiselo 3]

Phawula:

1. *Ubungqina obufana nemcwadi efungelweyo okanye amanye amaxwebhu abubungqina angafakwa nawo ngelixhasayo.*
2. *Xa isithba esinikiweyo kule Fom singonelanga bhala ingcombolo kwelinye iphela ulenze iSihlomelo kule Fom uze ulityikitye iphepha ngalinye olongezayo.*
3. *Yizalise ngokupheleleyo le fom.*

Phawula ibhokisi efanelekileyo ngo“X”.

Isicelo:

☐	Sokulungisa okanye ukucima ingcombolo oymntu ngenkqu yomntu ofaka isicelo
☐	Sokutshabalalisa okanye ukucima ingxelo equlethe ingcombolo yomntu ngenkqu ongumnini ngcombolo ephantsi kolawulo lomntu onoxanduva nosele engenalo igunya lokuyigcina le ngcombolo.

A	**IINKCUKACHA ZOMNINI NGCOMBOLO**
Amagama nefani /igama elibhalisiweyo lomnini ngcombolo	
Inombolo eyodwa yokuzazisa/inombolo yesazisi	
Idilesi yeposi naleyo asinze kuyo okanye eyeshishini:	
	Ikhowudi ( )
Inombolo yefeksi/ idilesi ye-imeyili:	
B	**IINKCUKACHA ZOMNTU ONOXANDUVA**
Amagama nefani / igama elibhalisiweyo lomntu onoxanduva:	
Idilesi yeposi naleyo asinze kuyo okanye eyeshishini:	

	Ikhowudi ( )
Inombolo yomnxeba:	
Inombolo yefeksi/ idilesi yeimeyili:	
C	**IZIZATHU *ZOKULUNGISA OKANYE UKUCIMA IINKCUKACHA ZOMNTU NGENKQU MALUNGA NESIHLOKO SENGCOMBOLO NGOKWESAHLUKO 24(1)(a) EPHANTSI KOLAWULO LOMNTU ONOXANDUVA LWAYO; kunye okanye** **IZIZATHU ZOKUTSHABALALISA OKANYE UKUCIMA INGXELO YENGCOMBOLO YOMNTU NGENKQU EMALUNGA NESIHLOKO SENGCOMBOLO NGOKWESAHLUKO 24(1)(b) XA UMNTU ONOXANDUVA LWAYO ENGASENALO IGUNYA LOKUYIGCINA.** *(Nceda ubhale izizathu ezinabileyo zokufaka isicelo)*

Ityikityelwe e................................. ngomhla .... kwinyanga ....20………

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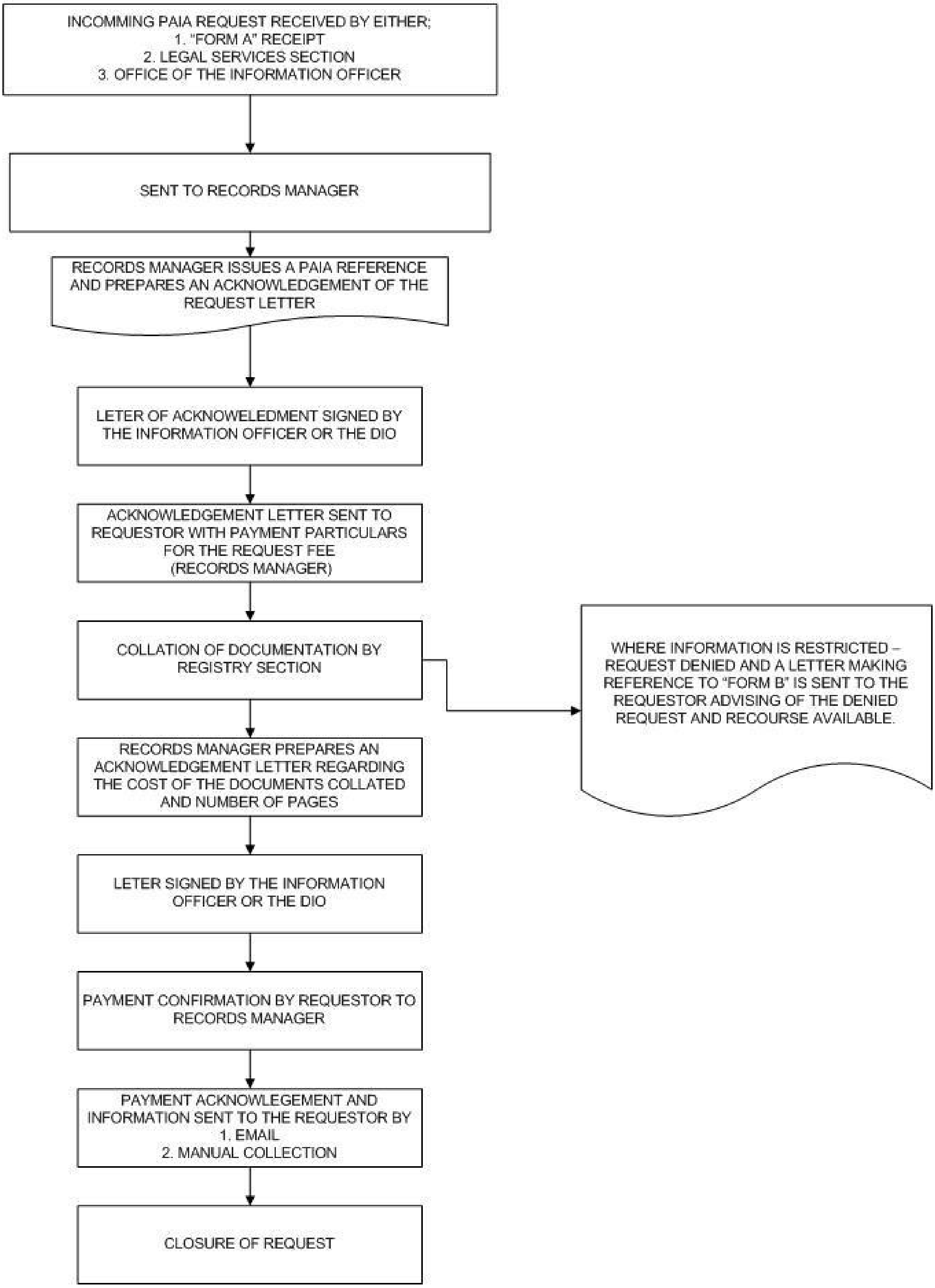
Isandla somnini ngcombolo

ISHEDYULI 5: UKUHAMBA KWEPAIA NGAPHAKATHI

UGU DISTRICT MUNICIPALITY – INTERNAL PAIA WORKFLOW (2013/14)



IINGXELO EZIVUNYWAYO

Intlanganiso	Umhla	Isigqibo
Ibhunga	26 kweyoMsintsi 2019	Ivunyiwe
UPHENGULULO LOMGAQO-NKQUBO		
Ikomiti yophengululo lomgaqo-nkqubo	1 kweyoMnga 2020	Ugqithiselwe kwiManco
MANCO	14 kweyoMnga 2020	Izimvo zokubonisana
Ikomiti yolawulo olunobulungisa nemicimbi yabasebenzi	2 kweyoMdumba 2021	Ugqithiselwe kwiExco
EXCO	17 kweyoMdumba 2021	Ugqithiselwe kwiBhunga
Ibhunga	26 kweyoMdumba 2021	Wamkelwe
UPHENGULULO LOMGAQO-NKQUBO		
Ikomiti yophengululo lomgaqo-nkqubo	24 kuCanzibe 2022	Ugqithiselwe kwiManco
MANCO	06 kweyeSilimela 2022	Izimvo zokubonisana
Ikomiti yolawulo olunobulungisa nemicimbi yabasebenzi	19 kweyeKhala 2022	Ugqithiselwe kwiExco
EXCO	17 kweyeThupha 2022	Ugqithiselwe kwiBhunga
Ibhunga	25 kweyeThupha 2022	WAMKELWE
UPHENGULULO LOMGAQO-NKQUBO		
Ikomiti yophengululo lomgaqo-nkqubo	27 kweyeDwarha 2023	Ugqithiselwe kwiManco
MANCO	22 kweyoMqungu 2024	Izimvo zokubonisana
Ikomiti yolawulo olunobulungisa nemicimbi yabasebenzi	06 kweyoMdumba 2024	Ugqithiselwe kwiExco
EXCO	21 kweyoMdumba 2024	Ugqithiselwe kwiBhunga
Ibhunga	29 kweyoMdumba 2024	WAMKELWE
UPHENGULULO LOMGAQO-NKQUBO		
Ikomiti yophengululo lomgaqo-nkqubo	27 kuCanzibe 2025	Ugqithiselwe kwiManco
MANCO		Izimvo zokubonisana
Ikomiti yolawulo olunobulungisa nemicimbi yabasebenzi	15 kweyeKhala 2025	Ugqithiselwe kwiExco
EXCO		Ugqithiselwe kwiBhunga
Ibhunga	28 kweyeThupha 2025	WAMKELWE