UMASIPALA WESIFUNDA UGU

POLICY CUSTODIAN **Umnikazi Wenqubomgomo**	**CORPORATE SERVICES** **Uphiko Lwezokusebenza Ngokubambisana**
NAME OF POLICY **Igama Lenqubomgomo**	**Umthetho Wokukhuthaza Ukufinyelela Olwazini (PAIA) Kanye Nomthetho Wokuvikelwa Kolwazi Lomuntu (POPIA)**
POLICY NUMBER **Inombolo Yenqubomgomo**	**1/2/P/2014/1**
STATUS **Isigaba ekuso njengamanje** **DATE** **Usuku**	**ADOPTED** **Isvunyiwe** **2024/2025 FY**
APPROVED BY **Igunyazwe**	**COUNCIL** **uMkhandlu**
DATE FIRST APPROVED **Usuku Eyagunyazwa Kokuqala**	**26 KuLwezi wezi- 2011**
DATE LAST APPROVED **Usuku Eyagcina Ichitshiyelwe Ngalo**	**28 KuNcwaba 2025**
DATE FOR NEXT REVIEW **Usuku Olulandelayo**	**2026/27 Unyaka Wezimali**

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1. UHLU LWEZIFINYEZO KANYE NOKUNQANYULELWA KWAMAGAMA

1.1 **"UMasipala"** Kushiwo uMAsipala Wesifunda Ugu njengoba usungulwe ngaphansi komyalelo okhishiwe

1.2 **"I-DIO"** ISekela LeSikhulu Esibhekele Ulwazi;

1.3 **"I-IO"** ISikhulu Esibhekele Ulwazi

1.4 **"Ungqongqoshe"** uNgqongqoshe Wezobulungiswa kanye Nokuhlunyeleliswa Kwezimilo

1.5 **"I-PAIA"** uMthetho Wokukhuthaza Ukufinyelela Olwazini uNo,2 wezi-2000 njengoba uchitshiyelwe;

1.6 **"I-PFMA"** uMthetho Wokuphathwa Kwezimali Zikahulumeni uNo. 1 kowe-1999 njengoba uchitshiyelwe;

1.7 **"I-POPIA"** uMthetho Wokuvikela Ulwazi Lomuntu Siqu uNo4 wezi-2013,

1.8 **"I-PAJA"** uMthetho Wokukhuthaza Ubulungiswa Kwezokuphatha, wezi-2000, uNo.3 kowe 2000

1.9 **"UMlawuli"** uMlawuli Wezolwazi Regulator

1.10 **"I-MFMA"** uMthetho Wokuphathwa Kwezimali ZikaMasipala wezi- 2002 (umthetho No. 56 wezi 2003)

1.11 **"I-SC"** **Ukuqikelela Kwezokuphepha- Noma yikuphi ukufinyelela okungagunyaziwe noma ukutholwa kolwazi lomuntu siqu**

1.12 **Ukuzihlangula kukaMasipala Wesifunda UGu**

2. INHLOSO YEBHUKWANA LE-*PAIA*

2.1 Leli Bhukwana le-PAIA liwusizo ukuze umphakathi ukwazi:-ukuhlola uhlobo lwamarekhodi okungenzeka ukuthi asevele akhona kuMasipala Wesifunda Ugu, futhi atholakala ngaphandle kokuthumela isicelo esisemthethweni sokuhlinzekwa nge-*PAIA*;

2.2 Ukuqonda ukuthi usenza kanjani isicelo sokuhlinzekwa ngerekhodi likaMasipala Wesifunda Ugu;

2.3 Ukufinyelela kuyo yonke imininingwane yokuxhumana efanele yabantu abazosiza umphakahti ngamarekhodi ohlose ukuhlizekwa ngawo;

2.4 Ukwazi ngazo zonke izisombululo ezitholakala kuMasipala Wesifunda Ugu mayelana nesicelo sokufinyelela kanjani kumarekhodi, ngaphambi kokudlulela kuMlawuli noma Ezinkantolo;

2.5 Ukucacisa ngezinsiza ezihlinzekwa uMasipala Wesifunda Ugu kumalungu omphakathi kanye nokuthi ungafinyelela kanjani kulo mhlahlandlela;

2.6 Ukucacisa ngomhlahlandela wokuthi isetshenziswa kanjani i-*PAIA* njengoba ivuselelwe nguMlawuli kanye nokuthi ungafinyelela kanjanu kulo mhlahlandlela;

2.7 Ukuthola uma uMasipala Wesifunda Ugu uzosebenzisa ulwazi lomuntu siqu, inhloso yokusetshenziswa kolwazi lomuntu siqu kanye nencazelo yezinhlobo zolwazi kanye nolwazi nom izinhlobo zolwazi oluhlobene nalokhu;

2.8 Ukuthola uma Umasipala Wesifunda Ugu uhlele ukudlulisa noma ukucubungula ulwazi lomuntu siqu ngaphandle kweRiphabhlikhi yaseNingizumu Afrika kanye nomuntu noma uhlobo lwabantu

abazokwamukela lolu lwazi; ngokunjalo

2.9 Nokuthola ukuthi uMasipala Wesifunda Ugu unazi yini izindlela zokuphepha ezifanele zokuqinisekisa ukugcinwa kobumfihlo, ubuqotho kanye nokutholakala kolwazi lomuntu siqu okufanele lucutshungulwe.

3. IMITHETHO/IMITHETHO EGUNYAZIWELEGAL FRAMEWORK

Inqubomgomo i-PAIA kanye ne-POPIA kaMasipala Wesifunda UGu yakhiwe ngokubheka isimo semithetho ezingeni Likazwelonke kanye Nesifundazwe- okumele ihambisane nayo, kanye nemiqathango yenqubomgomo kahulumeni Kazwelonke kanye Nesifundazwe.

Ngokukwazi ukuphatha amarekhodi angamaphepha ngokufanele kanye nokonga uMasipala Wesifunda UGu wenza imizamo yokuthi kube khona izingakubika, ukuba sobala kwezinto kanye nokuletha izinsiza njengoba ziqukethwe emthethweni esungulwe ngu:-

3.1 UMthethosisekelo weRiphabhlikhi yaseNingizimu Afrika uNo. 180 we-1996;

3.2 UMthetho Wokugcinwa Kwemilando Kazwelonke kanye Nemisebenzi Yamarekhodi yaseNingizumu Afrika (uMthetho No. 43 we-1996 njengoba ulungisiwe);

3.3 UMthetho Wokuphathwa Kwezimali ZikaMasipala wezi-2002 (uMthetho uNo. 56 wezi-2003);

3.4 UMthetho Wokukhuthaza Ukufinyelela Olwazini (uMthetho No. 2 wezi-2000);

3.5 UMthetho Wokukhuthaza Ukuphathwa Kwezobulungiswa (uMthetho No. 3 wezi-2000);

3.6 UMthetho Wezokuxhumana Ngobuchwepheshe kanye Nokusebenza kwazo (uMthetho No. 25 wezi-2002).

3.7 UMthetho Wezokuphathwa Kwezinhlaka zikaMasipala (uMthetho 117 we-1998)

3.8 UMthetho Wezinhlelo zikaMasipala (uMthetho 32 wezi-2000)

4. UKUSEBENZA KWENQUBOMGOMO

4.1 Le nqubomgomo inomthelela ezindleleni zokusebenza kukaMasipala Wesifunda UGu;

4.1.1 abenza amarekhodi okubandakanya amarekhodi ezobuchwepheshe bokuxhumana;

4.1.2 abafinyelela kumarekhodi;

4.1.3 abenza noma yimiphi imisebenzi yamarekhodi, isibonelo imisebenzi yokugcinwa kanye nokunakekelwa kwamarekhodi;

4.1.4 abaphethe abasebenzi abenza noma yimuphi yale misebenzi; noma ukuphatha, noma ukufaka umbono ekwakhiweni kwamarekhodi, ingqalasizinda yolwazi lobuchwepheshe.

4.2 Ukudluliselwa kwamarekhodi kaMasipala kumuntu wesithathu akuvumelekile ngaphandle kwemvume ebhalwe phansi yeMenenja Yamarekhodi, iMenenja Yezomthetho noma iMenenja kaMasipala. Zonke izicelo ezifakwe mayelana olwazi kumele zenziwe ngokuhambisana ne-PAIA kanye ne-POPIA futhi ziyacutshungulwa yiMenenja Yamarekhodi. Lokhu akubandakanyi ukukhishwa kwezincwadi zezikweletu, i-akhawunti kanye nolwazi oluhambisana namakhasimende oludingekayo kanjalo nokuhambisana nokubika kuZwelonke, Esifundazweni kanye nohulumeni waseKhaya njengo-Mgcinimafa, uMcwaningimabhuku-Jikelele, UCOGTA, DWA

njl.

5. IZINHLOSO ZENQUBOMGOMO

5.1 Ukuhlinzeka ngohlaka lapho izicelo ze-PAIA kanye ne-POPIA zikaMasipala Wesifunda UGu ziyakubheka khona.

Inhloso yale nqubomgomo ukuqinisekisa ukuthotshelwa koMthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 wezi-2013 ngokubeka isu likaMasipala Wesifunda UGu ukuze kugcinwe amalungelo obumfihlo kanye nokugcinwa kwemfihlo kolwazi lomuntu siqu lwabasebenzi bawo, kanye nomuntu wesithathu.

Inhloso yalo nqubomgomo ukwenza uMkhandlu kaMasipala we-UGU ukuthi:-

- Ukuthobela umthetho mayelana nedatha enayo ngabantu
- Ukulandela izinqubo ezihamba phambili zemboni mayelana nomthetho wokuvikelwa kolwazi lomuntu siquso;
- Ukuvikela amaKhansela e-UGU DM, abasebenzi kanye nabantu besithathu mayelana nemininingwane yabo;
- Ukuvikela i-UGU DM emiphumeleni yokungalandelwa kwemithetho okungeyezinkantolo.

6. UKUSUNGULWA KUKAMASIPALA WESIFUNDA UGU

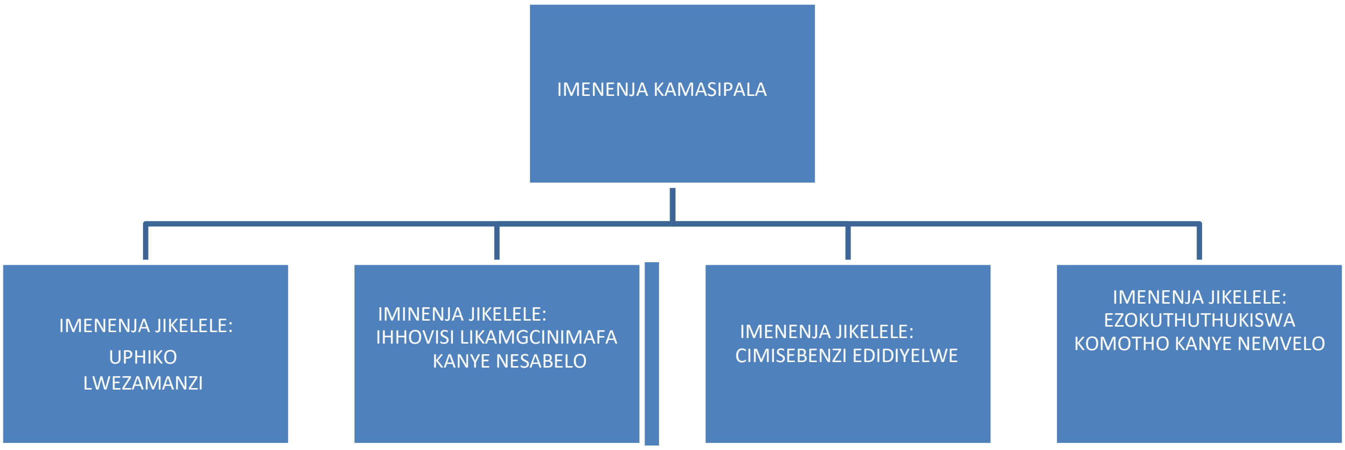
UMasipala Wesifunda UGu uklanywe waba uMasipala okuMkhakha C, yibhodi Eliklamaypo ngokwesigaba 4 soHulumeni Basekhaya: uMthetho Wokuhlela Omasipala we-1998. Usungulwe mhla zi-5 kuZibandlela wezi-2000 kokuhlakazwa koMkhandlu Wesifunda UGu. UMasipala Wesifunda UGu ungomunye womasipala abayishumi eSifundazweni saKwaZulu-Natali. IkwaZulu-Natali yona ingesinye sezifundazwe eziyisishagalolunye eRiphablikhi yaseNingizimu Afrika. Lesi sifunda siyindawo efudumele enamathafa amahle athola izimvu kanye nezingoxi ezijulile ngokunjalop nemifula emikhulu echithekela olwandle olwandle i-Indin Ocean unyaka wonke.

Isifunda UGu siseningizimu nesifundazwe kanti-ke indawo engaphansi kwaso yaziwa ngokuthi yiSogwini oluseNingizimu neKwaZulu-Natali. Ububanzi baso buyizi- 5,866km² futhi sinendawo enhle egudle ulwandle engamakhilomitha ayi-112, okungumngcele oseMpumalanga. Lesi Sifunda sisemngceleni weSifundazwe iMpumalanga Kapa ngaseNingizimu, ulwandle i-Indian Ocean ngaseMpumalanga, uMasipala Wesifunda uMgungundlovu ngaseNyakatho-Ntshonalanga nokuyilapho sithola khona iNhlokodolobha yesiFundazwe, kanye NoMasipala waseThekwini, nokuyilapho sithola khona idolobha iTheku, “eliyisizinda sezomnotho” wesifundazwe.

Sino Masipala aba-(4) basekhaya abanamawadi angama-(86) esewonke. Isifunda sinemikhandlu yomdabu engamashumi amane nambili, yonke ingaphansi koBukhosi bakwaZulu. Ngokwe-Statistics SA 2001, UGu lunabantu abayi-142 ngekhilomitha ngalinye, okuyisibalo esingaphezulu kwesilinganiso sesifundazwe okuyingabantu abayi-104 ngekhilomitha ngalinye.

7. UKWAKHEKA KANYE NEMISEBENZI KAMASIPALA WESIFUNDA UGU

7.1 Isakhiwo



Isakhiwo esingaphezulu se-POPIA sisekelwa i- MANCO kanye neThimba Lomsebenzi le-POPIA Task team.

7.2 Imisebenzi kaMasipala

Ngokuhambisana noMthethosisekelo, uMthetho uNo. 108 kowe-1996, uMkhandlu kaMasipala Wesifunda UGu uyibhodi elithatha izinqumo zikaMasipala ngokwezepolitiki. IMeya kaMasipala Wesifunda UGu imelwe umsebenzi wezamasu okusebenza kanye nepolitiki jikelele, kanti iMenenja kaMasipala yona ihola ezokuphathwa kukamasipala futhi ibhekelele ukuqaliswa kweminqubomgomo kanye noHlelo Lwentuthuko Edidiyelwe(IDP).

8. IMINININGWANE EMQOKA YOKUXHUMANA NOMASIPALA WESIFUNDA UGU MAQONDANA NOKUFINYELELA OLWAZINI

8.1 Isikhulu esibhekele Ulwazi: IMenenja kaMasipalaMr. V O
Ucingo: 039 688 5702
I-imeyili: mm@ugu.gov.za

8.2 Isekela Lesikhulu Esibheke Ulwazi: Ms. M P Gobhozi
Isikhundla: IMenenja Jikelele Kwezokusebenza Ngokubambisana
Ucingo: 039 688 5758
I-imeyili: gmcs@ugu.gov.za

8.3 Ukufinyelela olwazini imininingwane ejwayelekile yokuxhumana
I-imeyili: registry@ugu.gov.za

8.4 Amarekhodi ongawacela:-

8.4.1 Amarekhodi okumele acelwe ngumfakiscelo yilawo onolwazi oluhlanganiswe nguMasipala Wesifunda UGu ngesikhathi wenza umsebenzi wawo, kungakhathaleki ukuthi umsebenzi onjani, ongakanani, okungaba ukuthi uphethwe kumbe ulawulwa nguMasipala Wesifunda UGu nanoma ngabe lolo lwazi luqhamuke nawo uMasipala Wesifunda UGu noma cha.

8.4.2 Zonke izicelo zizohlolwa ukuze kutholakale ukuthi amarekhodi aceliwe ngakube awaluqukethe yini Ulwazi Lomuntu Siqu ngokwe-POPIA, nokuyikho okungaba nomthelela ekutheni isicelo siyamukeleka yini noma siyachithwa.

8.5 INhloko-Hhovisi

Ikheli leposi: PO Box 33, Port Shepstone, 4240
ikheli lendawo: 28 Connor St, Port Shepstone, 4240
Ucingo: 039 688 5700
I-imeyili: registry@ugu.gov.za
Isizindalwazi: www.ugu.gov.za

8.6 Amanye amahhovisi:

Ikheli lendawo: 96 Marine Drive, Oslo Beach 1, 2 & 3
Ikheli lendawo: Musgrave Road, Harding
Ikheli lendawo: Main Road, Park Rynie

9. INCAZELO YAZO ZONKE IZIXAZULULO EZIKHONA NGOKUPHATHELENE NOMTHETHO KUMBE UKWEHLULEKA UKUGCINA ISIMISO SIKAMASIPALA WESIFUNDA UGU

9.1 NgokoMthetho Wokuvikela Kolwazi Lomuntu Siqu (POPIA) izinhlangano noma izikhungo ziphoqelekile ukuthi zibike ukwephulwa kwesizindalwazi kwi-ithanethi kuMlawuli Wezolwazi waseNingizimu Afrika)

9.2 Uma kwenzeka kubeka ezokuphepha engcupheni, iMenenja Wokuphatha kanye Nabasizayo kufanele bazise yomibili leminyango

(i) UMlawuli Wezolwazi kanye

(ii) Izizindalwazi ezithintekayo ngokushesha okuphuthumayo.

9.3 Isaziso sokuphulwa kwesizindalwazi kufanele sihlanganise

(i) Ulwazi ngokwephula umthetho,

(ii) Izinyathelo ezithathiwe, kanye

(iii) Izincomo zokunciphisa imiphumela emibi engaba khona

10. UMHLAHLANDLELA WOKUTHI ISEBENZA KANJANI I-PAIA KANYE NOKUTHI UNGAFINYELELA KANJANI KULOMHLAHLANDLELA

10.1 Ngokwesigaba 10(1) se-PAIA, uMlawuli uvuselela futhi uhlinzeke ngoMhlahlandlela obuyekeziwe mayelana nendlela yokusebenzisa i-PAIA (uMhlahlandlea), ngokusebenzisa indlela eaondakala kalula, nokungenzeka uma kunomuntu ofisa ukusebenzisa nanoma yiliphi ilungelo elivezwe ngaphansi kwe-PAIA kanye nePOPIA.

10.2 UMhlahlandlela utholakala nganoma yiluphi ulimi kulezo ezisemthethweni.

10.3 Lo Mhlahlandlela oshiwo ngenhla uqukethe incazelo yalokhu-

10.3.1 Izinjongo ze-PAIA kanye ne-POPIA;

10.3.2 Ikheli leposi kanye nelomgwaqo, inombolo yocingo kanye neyefeksi kanye, nekheli le-imeyili uma likhona:-

10.3.2.1 Isikhulu Esibhekele Ulwazi kuzona zonke izinhlaka zikahulumeni, kanye

10.3.2.2 neSekela Lesikhulu Esibhekele Ulwazi kuzona zonke izinhlaka zikahulumeni kanye nezizimele njengoba kubekiwe eSigabeni 17 (1) se- PAIA[1] kanye neSigaba 56 se-POPIA[2]:-

10.3.3 Indlela yokufaka isicelo soku-

10.3.3.1 afinyelela kumarekhodi ohlaka lukahulumeni okukhulunywa galo esigabeni 11[3]; futhi

10.3.3.2 nokufiyelela kumarekhodi ohlaka oluzimele okukhulunywa ngalo esigabeni 50[4];

10.3.4 Usizo oluhlinzekwa yiSikhulu Esibhekele Ulwazi maqondana nohlaka lukahulumeni ngokwe-PAIA kanye ne-POPIA;

10.3.5 Usizo oluhlinzekwa nguMlawuli ngokwe-PAIA kanye ne- POPIA;

10.3.6 Zonke izisombululo esinazo ngokomthetho mayelana nokwenza kumbe ukwehluleka ukwenza okuthile maqondana nelungelo noma umsebenzi owubekelwe kumbe obekwe yi-PAIA kanye ne-POPIA, okubandakanya nendlela yokufaka-

10.3.6.1 isimangalo sangaphakathi;

10.3.6.2 Isikhalazo esibhekiswe kuMlawuli; kanye

10.3.6.3 Nokufaka isimangalo enkantolo uphikisana nesinqumo seSikhulu Esibhekele Ulwazi ohlakeni lukahulumeni, isinqumo ngesimangalo sangaphakathi kumbe isinqumo soMlawuli noma isinqumo senhloko yohlaka lukahulumeni;

10.3.7 Izihlinzeko zezigaba 14[5] no 51[6] ezidinga uhlaka lukahulumeni kanye noluzimele, ngokulandelana, bahlanganise ibhukwana, kanye nendlela yokufinyelela kuleli bhukwanahe

10.3.8 Izihlinzeko zezigaba u- 15[7] kanye 52[8] ezihlinzeka ngokudalulwa njengooviding for the voluntary disclosure of categories of records by a public body and private body, respectively; njengokulandelam.

10.3.9 Izaziso ezikhishwe ngokwesigaba 22 no 54[10] mayelana nezimali okufanele zikhokhwe maqondana nezicelo zokufinyelela olwzini; kanye

10.3.10 Nemithethonqubo eyenziwe ngokwesigaba 92[11].

10.4 Amalungu omphakathi angahlola noma amakhophi alo Mhlahlandlela emahhovisi ezinhlaka zikahulumei noma ezizimele, kuhlanganisa nehhovisi lomlawuli, ngezikhathi zokusebenza ezijwayelekile. UMhlahlandlela ungatholakala futhi:-

10.4.1 ngokwenza isicelo usithumelele iSikhulu Esibhekele Ulwazi;

10.4.2 ngaphansi kwesizindalwazi ohlelweni lukaMlawuli (https://www.justice.gov.za/inforeg/).

11 INCAZELO YEZINHLOKO ZAMAREKHODI AGCINWE YIBHODI KANYE NEZINHLOBO ZAMAREKHODI AGCINWE UMASIPALA WESIFUNDA UGU

Izinhloko zamarekhodi asingethwe yizinhlaka	Izinhlobo zamarekhodi ngaphansi kwesihloko ngasinye
Imibhalo Yamasu Okusebenza, Izinhlelo kanye Nemibiko.	➢Imibiko Yonyaka kaMasipala; ➢Imibiko Yamaphakathi Nesikhathi kanye Nekota.
Izinhlelo zemihlangano kanye namaminithi	➢Izinhlelo zemihlangano; ➢Imihlangano; ➢Amarejista okuhambela imihlangano.
Izivumelwano	➢Izinkontileka; ➢Imihlangano; ➢Izivumelwano zezinga lokusebenza.
Uphiko Lwezabasebenzi	➢Izinqubo kanye nezinqubomgomo zoPhiko Lwezabasebenzi; ➢Izikhala zemisebenzi ezikhangisiwe; ➢Amarekhodi abasebenzi; ➢Ukufunda kanye nokuthuthukiswa isib: ukuthuthukiswa kwamakhono nezinhlelo zokuqeqesha;

Izinhloko zamarekhodi asingethwe yizinhlaka	**Izinhlobo zamarekhodi ngaphansi kwesihloko ngasinye**
	➢ Uhlelo lokuqashwa ngokulingana kanye nezibalo zabasebenzi; ➢ Amagama; ➢ Izinombolo zomazisi; ➢ Iziqu zemfundo; ➢ Ilayisensi yokushayela; ➢ Imininingwane yokuxhumana; ➢ Abaqashi baphambili/ bamanje; ➢ Ubulili; ➢ Ubuhlanga; ➢ Isimo sokukhubazeka; ➢ Isimo somshado; ➢ Ukuzihlanganisa nezinhlaka/ ezepolitiki; ➢ Amarekhodi obugebengu; ➢ Ukuhlolwa kwesimo sezikweletu.
Ezezimali kanye nokubalwa kwayo	➢ Amarekhodi ezokubalwa kwezimali; ➢ Izinqubo kanye nezinqubomgo; ➢ Imininingwane Yebhange kanye Nezitatimende; ➢ Izitatimende Zezezimali; ➢ Ukuqoqwa kwentela; ➢ Names; ➢ Izinombolo zomazisi; ➢ Izinombolo Zokubhaliswa Kwenkampani; ➢ Izinombolo Zesikhwama Zoxhaso; ➢ Imininingwane Yesakhiwo; ➢ Imininingwane yokuxhumana .
Uhlelo Lokwesekwa Kwezokuphathwa Kwezimali	➢ Amagama; ➢ Inombolo Yomsebenzi; ➢ Isignisha; ➢ Ubulili; ➢ Ubuhlanga; ➢ Isikhundla/indima; ➢ Imininingwane yokuxhumana.
Ezobuchwepheshe Bokuxhumana	➢ Izinqubo kanye nezinqubomgomo; ➢ Imibhalo Yezinhlelo Zokusebenza kanye namabhukwana; ➢ Imiklamo, izinhlelo zokulungisa izinhlekelele kanye nokuqaliswa kwazo; ➢ Imihlangano yokwazisa ngezinqubomgomo; ➢ Isicelo seimishi ye-IT, ukwabiwa, nokuhlolwa kwemishini; ➢ Irejista yemihlangano yabadayisi; ➢ Amagama; ➢ Imininingwane yokuxhumana.

Izinhloko zamarekhodi asingethwe yizinhlaka	Izinhlobo zamarekhodi ngaphansi kwesihloko ngasinye
Ukuphathwa Kwezokuthengwa Nokusetshalaliswa kwempahla	➢ Amagama; ➢ Isibongo; ➢ Iminingwane yokuxhumana; ➢ Amagama eNkampani; ➢ Izinombolo Zokubhaliswa; ➢ Izinombolo zomazisi; ➢ Imininingwane Yasebange; ➢ Izinombolo zokukhokhwa Kwentela; ➢ Inombolo Eyinkomba Yentela; ➢ Amasignisha.

Izinhloko zamarekhodi asingethwe yizinhlaka	Izinhlobo zamarekhodi ngaphansi kwesihloko ngasinye
Imisebenzi Yezemithetho	➢Amagama ➢Imininingwane yokuxhumana; ➢Izinombolo zomazisi; ➢Amagama eNkampani; ➢Imininingwane yokuxhumana yenkampani.
Ezokuphathwa Kwamabhuku Nezinsiza-kusebenza	➢Amagama; ➢Inombolo Yomsebenzi; ➢Inombolo yocingo; ➢Indawo Yehhovisi.
Ezokusebenza Ngokubambisana- Ezokuphathwa Kwezinhlekelele	➢Amagama; ➢Imininingwane yokuxhumana; ➢Izinombolo zomazisi ; ➢Isihlobo esiseduze.
Ukuhlelwa Kwentuthuko	➢Amagama; ➢Imininingwane yokuxhumana; ➢Isikhundla.

12 IZINHLOBO ZAMAREKHODI KAMASIPALA WESIFUNDA UGU WESIFUNDA ATHOLAKALA NGAPHANDLE KOKUTHI UMUNTU AFAKE ISICELO

Isigaba	**Uhlobo Lombhalo**	Atholakala ngaphansi Kwesizindalwaz	Atholakala ngokwenza isicelo
Imibhalo yamathenda	- Amathenda akhangisiwe - Igama lohlonziwe ngokwemingenelelo	X	
Imithetho eshayiwe/ imithethonqubo	- Ibhukwana le-PAIA - Isaziso Sobumfihlo - Inqubomgo Yezokuphepha	X	X
Umthetho kaMasipala	- Umthetho kaMasipala UGU waManzi kanye Nendle - Umthetho KaMasipala UGU weZempilo yoMphakathi - Umthetho kaMasipala UGU wokulawulwa kanye nokuqoqwa kwezikweletu - Umthetho kaMasipala UGU wokulawulwa kwezinhlekelele - Umthetho kaMasipala UGU wokuPhepha komphakathi - Umthetho kaMasipala Wokulawula izingabunjalo loMoya	X	
Imibhalo Yamasu Okusebenza (Inhlelo kanye Nemibiko)	- Umlando wenhlangano (Isifingqo, izinjongo, Imisebenzi, Izakhiwo) - Imibiko Yonyaka; - Amasu Okusebenza; - Uhlelo Lokusebenza Lonyaka; - Izinhlelo kanye Namasu Okusebenza.	X	

Amarekhodi Emihlangano	- Imibono yokuxoxisana, izincomo kanye nezinqumo zesiGungu Esikhulu, uMkhandlu, iKomidi Lezokubuyekeza Inqubomgomo njll.	X	

13 IZINSIZA EZIHLINZEKWA UMASIPALA WESIFUNDA UGU KUMALUNGU OMPHAKATHI KANYE NOKUTHI UNGAFINYELELA KANJANI KULEZO ZINSIZA

13.1 Ukuthuthukiswa Kwentsha

13.1.1 Ezinhlelweni zeMfundo, ZamaKhono kanye nezokuqeqesha sisebenzisana nabalingani bethu abakhulu okunguMnyango wezeMfundo, ukufinyelela kulezi zinhlelo sifaka izimemo kwezokuxhumana ngobuchwepheshe kanye nezithangami zentsha.

13.1.2 Ezinhlelweni zokulekelela amabhizinisi amancane sisebenzisana nomlingani wethu omkhulu okunguMnyango Wezokuthuthukiswa kweZomnotho, NYDA kanye nabanye – ukufinyelela kulezi nhlelo sifaka izimemo kwezokuxhumana ngobuchwepheshe kanye nezithangami zentsha.

13.1.3 Ezinhlelweni ezisiza intsha lapho sisebenza naba lingani okuyizinhlangano zomphakathi - ukufinyelela kulezinhlelo sifaka izimemo kwezoxhumana ngobuchwepheshe kanye nezithangami zentsha

13.1.4 Ezinhlelweni Zokuthuthukisa ezemidlalo sisebenzisana nabalingani bethu abakhulu onguMnyango wezeMidlalo, Ubuciko kanye Namasiko, ukufinyelela kulezi zinhlelo kwenzeka ngokufaka izimemo ngobuchwepheshe bokuxhumana kanye nezithangami zabasha.

13.1.5 Ekusebenziseni kabi izidakamizwa kanye naseZinhlelweni zemikhankaso yezinto ezigulisa umphakathi sisebenzisana nabalingani bethu abakhulu okunguMnyango Wezempilo- ukufinyelela kulezi zinhlelo kwenzeka ngokufaka izimemo kwezokuxhumana ngobuchwepheshe kanye nezithangami zabasha.

13.2 Izinhlelo Ezikhethekile

UHLAKA/UMKL AMO	**UHLELO**	**INSIZA**	**UKUFINYELELA KOMPHAKATHI EZINSIZENI**
I-EPWP	Ukwakhiwa Kwemisebenzi	- Ukulwa nokungasebenzi kanye nokunciphisa indlala ngaphakathi kuMasipala Wesifunda UGu esikhathini esifushane ngokuthi sinikeze amathuba esikhashana omsebenzei kubantu abangenamakhono/abanama khono abangenalutho.	- Imihlangano yamakomidi yamawadi - Imihlangano yamathimba emisebenzi yendawo - Operation Sukuma Sakhe - Ukuhambela izindawo kukaMeya
Amalungelo Abantwana	Inyanga Yokuvikelwa Kwabantwana	- Ukudlulisa amacala abantwana abahlukumezekile.	- Amlungelo abantwana ezinhlakeni ezisebenzisanayo zo-UGu kanye nohlaka Lokuvikela

UHLAKA/UMKLAMO	UHLELO	INSIZA	UKUFINYELELA KOMPHAKATHI EZINSIZENI
		- Ukuvikela abantwana kuzo zonke izinhlobo zokuhlukumeza. - Ukuqapha ukuthi bonke abantwana bayafinyelela emfundweni esezingeni elamukelekayo. - Ukuqinisekisa ukuthi bonke abantwana kubandakanya abantwana abanokukhubazeka ukuthi bayafinyelela ezinsizeni ezisezingeni elamukelayo. - Ukuqapha imfundo kanye nokugcinwa kwemithetho evikela abantwana. - Izindaba zabantwana ezijwayelekile zifakwe ezinhlakeni zokuphatha.	- Amalungelo abantwana ezinhlakeni zangaphakathi kanye nohlaka lokuvikela - Umhlangano wezinhlaka UGu, u-DoE kanye no-ECD
	Imikhankaso yokuqwashisa kanye nezinkulumompikiswano	- Ukuqalisa ukuqwasha ngamalungelo ezingane, ukusetshenziswa kwezidakamizwa, ukukhulelwa kwabantwana, ukushushumbiswa kwabantwana, ukuhlukunyezwa ngokomzimba nangokocansi, njll. - Ukulwa nabo bonke ububi obusemphakathini obuhlukumeza abantwana. - Ukugqugquzela izinkulumompikiswano zabantwana.	
	Ukuthuthukiswa Kwabantwana emsebenzini	- Ukuqapha ukufinyelela ezindaweni ezithuthukisa abantwana abancane kubantwana bonke abeneminyaka esuka 0-6 ikakhulukazi abantwana abathinteka kalula	

UHLAKA/UMKLAMO	UHLELO	INSIZA	UKUFINYELELA KOMPHAKATHI EZINSIZENI
		(izintandane kanye nabakhubazekile)	
	Usuku lokuya nomntwana emsebenzini	- Ukuqapha ukufinyelela emfundweni esezingeni elamukelekayo kubantwana bonke aseminyakeni yokuya esikoleni. - Ukulwa nokungaqedi kwabantwana ukufunda.	
	Izinhlelo zokucija abantwana	- Ukucija abafana kanye nomantombazane ngokubanikeza amakhono empilo kanye nezinhlelo zemfundo.	
I-Operation Sukuma Sakhe	Ithimba lokusebenza lesifunda	- Ukuhlinzeka ngemisebenzi ebanzi edidiyelwe kanye nenqume kabili emphakathini ngokusebenzisa ukubambisana okuphumelelayo kanye nokugculisayo.	- Imihlangano yangaphakathi yethimba lomsebenzi - Imihlangano ye- War Room - Umkhankaso we-MBO
Uhlelo Lwabantu Abadala	Imikhankaso Yokuqwashisa kanye nezinkulumompikiswano	- Ukuqalisa ukuqwashisa ngokuhlukunyezwa kwabantu abadala, isifo sokukhohlwa kanye ne-Alzheimer kanye nazo zonke izinhlobo zokuGula njengoba ziphatha abantu abadala	- Izithangami zabantu abadala ezingeni lesifunda kanye nelewadi - Amathimba abantu abadala ezingeni lewadi
	Imidlalo Yabantu abadala	- Ukukhulisa ukuGuga okubukhuphekhuphe kubantu abadala kanye nokuthuthukisa ukuphila kahle	
	Ukuhlinzeka ngosizo kubantu abadala	- Ukuhlinzeka ngezinduku zokuhamba kulabo abahamba kanzima - Ukuvakashela kanye nokubheka ukuphila kanye nezimo zokuhlala ngaphakathi ezindaweni zokuhlala	
I-HIV kanye ne-AIDS	Ukuhlanganisa imihlangano ye-	- Ukuhlinzeka ngesimo esibanzi, esididiyelwe	- Umkhandlu we-AIDS wesifunda UGU - Umkhandlu we-AIDS wasekhaya

UHLAKA/UMKLAMO	UHLELO	INSIZA	UKUFINYELELA KOMPHAKATHI EZINSIZENI
	AIDS yomkhandlu UGU	sesifunda mayelana neHIV, TB kanye neSTIs - Ngemogomo kanye namasu mayelana nokwehlisa ukutheleleka ngaphakathi esifundeni - Ukuhlanganisa, ukubheka kanye nokulekelela bonke ababambisani kanye nabambiqhaza ekuvikeleni ukusabalala kwe-HIV - Ukuhlehla kabusha izinhlelo ezidingwa umphakahti (isib. Uhlelo lokubheka ukuhlola, ukukhishwa kwamajazi omkhwenyana, ukusokwa kwabantu besilia nokunye)	- UMkhandlu we-AIDS wewadi kanye nesithangami sokudingida izindaba zomphakathi - Izithangami zomphakathi ezibandakanya zonke izinhlaka zonke Zeminyango - Iminyango yezinhlaka - Abambiqhaza abasiza ezifundweni
	Imikhankaso Yokuqwashisa	- Ukuqalisa ukuqwashisa emiphakathini okufaka konke ukugula komphakathi - Imikhankaso yokuqwashisa kumele futhi igxile ezinselelweni ezikhona ngaleso sikhathi isib. Ukukhulelwa kwabantwana abasebancane	
	Ukuhlinzekwa kosizo kubantu abaphila ne-HIV	- Ukuhlinzekwa kwezingezo zikazwelonke ngokusebenzisa omasipala basekhaya kanye nezinhlangano ezizimele ezibheke ne-PLHIV - Ukuhlinzeka kosizo ukusiza amaqoqo mayelana nosizo aludingayo esikhathini esithile - Ukudlulisela isehleko emnyangweni ofanele	
UKUKHUBAZEKA	Inkulumompikiswa no/ umkhankaso wokuqwashisa ngokukhubazeka	- Ukuba nemikhankaso yokuqwashisa ngokuvikeleka kanye nokugqugquzela amalungelo abantu abanokukhubazeka -ukuqalisa ukuqwashisa	-Isithangami sesiFund sabakhubazekile -isithangami sabakhubazekile sendawo -Wa Rooms -iminyango kaMasipala eyahlukene

UHLAKA/UMKLAMO	UHLELO	INSIZA	UKUFINYELELA KOMPHAKATHI EZINSIZENI
		emphakathini okubandakanya ukugqugquzela ukubandakanywa kanye nokufundisa abantu ngezinto ezimayelana nokukhubazeka njengokuGula ngengqondo, isifo sokuhlala wedwa, kanye nokuphatheka kahle kwabantu abanokukhubazeka. - ukuba nenkulumompikiswano kanye nemikhankaso egxile ezintweni ezivimba ukuhlalisana njengo kushintsha indlela yokubuka izinto kanye nezinkolelo ezilwa namalungelo okukhubazeka.	
	Usizo oluhlinzekwa kubantu abanokukhubazeka	- ukuhlinzekwa ngomfaniswano wesikole kubafundi abanokukhubazeka - ukuhlinzekwa ngezinsiza ngesikhathi sokopha kubafundi abakhubazekile ezikoleni zabakhubazekile. - ukuhlinzeka ngezinto ezisizayo kubantu abanokukhubazeka. - ukudlulisa amacala emnyangweni ofanele.	
	Inkundla yokucobelela ngolwazi yokucija abanokukhubazeka /ukuthuthukiswa kwamakhono	- ukuhlinzeka ngezinhlelo ezixosha ububha, ukungasebenzi kanye nokuzuza ezomnotho ezixubile kanye nokuthuthuka kwabantu abanokukhubazeka.	
	Uhlelo Lwezemidlalo lwabakhubazekile	- ukugqugquzela kanye nokukhulisa ukuphila okunempilo ebantwini abanokukhubazeka, ukuphila kahle kanye nempilo esezingeni, ukubamba iqhaza emidlalweni kanye nasekuthuthukisweni kwezemidlalo.	

UHLAKA/UMKLAMO	UHLELO	INSIZA	UKUFINYELELA KOMPHAKATHI EZINSIZENI
	Imihlangano yezinhlaka zabakhubazekile	- Ukugqugquzela iMinyango kaHulumeni ukuthi ihlanganise izindaba zabakhubazekile emisebenzini eyenzayo. - ukubiza kanye nokusiza emhlanganweni yezinhlaka zabakhubazekile. - ukuhlinzeka ngosizo kanye nokululeka ezinhlakeni zikaMasipala wendawo.. - ukubheka osekuzuziwe kanye nezinselelo zezinhlelo zabakhubazekile ngaphakathi esifundeni. - ukuqinisekisa ukuthi Uhlaka lusebenza ngaphansi kohlaka lukaMasipala Wesifunda UGu kanye nemithetho efanele. - **ukuhlanganisa, ukusiza kanye nokuqapha ukusebenza kwe,** (umusho kawuphelele)	
UKUTHUTHUKISWA KOBULILI	Imikhankaso yokuqwashisa kanye nenkulumompikiswano	- Ukuqalisa ukuqwashisa ngodlame olubhekiswe ebulilini, ukuhlukunyezwa,ukudlwengulwa, ukushushumbiswa kwabantu,njll. -Ukulwisana nakho konke ukuGula komphakathi okuthinta abesifazane kanye nabesilisa.	- Uhlaka lwe-Ugu lwezobulili bomasipala basekhaya kanye nasewadini - Omasipala basekhaya - yonke iminyango kahulumeni
	Ukuhlanganisa imihlangano yohlaka lobulili	- Ukuhlinzeka ngemibiko - Ukuqapha kanye nokusiza izinhlaka ezingeni lendawo kanye nelewadi	
	Umkhosi Womhlanga	- Ukulungiselela amantombazane asemancane ukungena ebukhikazini kanye nokuwagqugquzela ukuthi aziqhelanise nocansi kuze kube afika esigabeni sokushada.	

UHLAKA/UMKLAMO	UHLELO	INSIZA	UKUFINYELELA KOMPHAKATHI EZINSIZENI
		- Ukulwisana nakho konke ukugula komphakathi okuthinta izingane.	

13.3 Ukuthuthukiswa Komnotho kanye neMisebenzi Yezemvelo

13.3.1 Ukuqapha izingabunjalo lamanzi – izikole, imitholampilo, kanye nomphakathi ungacela ukuba isampuli yamanzi yenziwe ezindaweni zazo, kusukela emathangeni o-jojo, emapayipini amanzi abheke phezulu, emanzini ambiwa phansi, emanzini asendlini ukuhlola i-e-coli.

13.3.2 Ukulawula kokudla- esimweni lapho kudingeka khona i- C.O.A (isitifiketi sokwamukela) yizindawo zokudla, umuntu ophethe kudingeka ukuthi afake isicelo, ngokugcwalisa amafomu, emahhovisi Ezempilo Yemvelo kumbe ngokusebenzisa i-imeyili. Esomweni lapho umuntu ekuchitha ngaphandle kokuphoqwa ukudla osekudlulelwe isikhathi, umphathi/umuntu ophethe, angathinta amahhovisi afanele, ngokuthi ashaye ucingo noma ngesikhthoi sokuhlola se-EHP. Uma kusolaka ukuthi kukhona isehleko sobuthi ekudleni/ukuqubuka, ilungu lomphakathi lingacela ukuthi kuthathwe isampuli ukuze ibhekisiswe.

13.3.3 Ukulawulwa Kwemfucuz – ukususwa kukadoti kugumsebenzi kaMasipala wendawo, ngakho-ke umphakathi ungathinta uMasipala wendawo ofaele esimweni lapho udoti/imfucuza ungagoqiwe. Amalungu omphakathi angathinta ihhovisi Lezempilo Yemvelo (ngokushaya ucingo, bafike emahhovisi noma nge-imeyili) ngezikhalazo ezijwayelekile zokulahla imfucuza. Ukuchithwa kwezigcinamanzi kanye namathange agcina indle, omphakathi angathinta Abemisebenzi Yamanzi. Kodwa-ke, esimweni lapho indle/amanzi angcolile exhitheka ngaphandle, umphakathi ungaletha izikhalazo emahhovisini.

13.3.4 Ukuhlolwa Kwempilo Yezindawo- umphakathi ungathinta amahhovisi Ezempilo Yemvelo, ngokushaya ucingo, ba-imeyile, noma bazifikele mathupha emahhovisi lapho ubungozi bempilo bukhonjwe khona kunoma ziphi izindawo.

13.3.5 Ukuhlola kanye nokuvikelwa kwezifo ezithathelanayo ngaphandle kokugoma- umphakathi ungacela, ngokuthinta ihhovisi lezeMpilo Yemvelo(039 976 1333 noma 039 6885804) ngosizo lwe- EHP ukuphenya isehleko sesifo sezinja samarabi ukuqubuka kobuthi ekudleni.

13.3.6 Ukulawulwa Kwezithwalizifo- ukuchelwa kwezindawo ezinomiyane kwenziwa omasipala bendawo, esimweni lapho umsebenzi onjalo uhlinzekwa uMasipala wendawo, umphakathi ungathinta uMasipala ofanele, lapho uhlala khona. Zonke izindawo zokudla ezidinga isitifiketi sokulawula izinambuzane, singatholakala kumlawuli osemthethweni wezinambuzane, emva kokuba izindawo sezicheliwe ukubulala amagundane, amaphela kanye nezinye izithwalizifo

13.3.7 Ukulawula ukungcola kwemvelo

Umphakathi ungathinta Abezokuphathwa kweMvelo (039 688 3539) ngemibuzo ngokungcola komoya, njengokubhalisa kobhayela. Izikhalazo mayelana namanzi angcolile kanye nokuchitheka kwendle zingaqondiswa ehhovisi lezeMpilo Yemvelo(039 9761333 noma 039 6885804), ngokushaya ucingo, noma bazifikele mathupha emahhovisini.

Kuyodingeka ukuba umphakathi ucele usizo lomhlinzeki msebenzi / ozimele ukukala umsindo, ezikhalazweni zemisindo.

13.3.8 Ukungcwatsha kwabafileyo esimweni sesicelo se-C.O.C (isitifiketi sokuba nolwazi), umngcwabi ofanele kumele afake isicelo emahhovisi ezeMpilo Yemvelo, lapho indawo ikhona. Ukungcwatshwa kokumuntu ohlwempu manje kungumsebenzi kaMasipala wendawo,
umphakathi uzodingeka ukuba uthinte uMasipala wendawo, ukususa kanye nokungcwatsha kwanoma yimuphi umuntu ohlwempu.

13.3.9 Ukuphepha kumakhemikhali noma muphi umuntu ofica ukugcina izinto zokuchela izinambuzane/ amakhemikhali kumele kuqala athinte u-EHP, oyobe esechaza yonke indlela yokunikeza imvume yokusebenza kanye nabaphetheyo abafanele

13.4 **Ukulawulwa Kwezinhlekele:**

Ukudidiyelwa kwezindlela zokuvimbela kanye nokunciphisa imithelela yezinhlekelele ngokunjalo nokulawulwa kwazo uma zenzeka.

14. UKUBANDAKANYWA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO NOMA UKUSEBENZISA AMANDLA KUMBE UKUSEBENZA KUKAMASIPALA WESIFUNDA UGU

Ihhovisi Lezokubamba Iqhaza Komphakathi linomthwalo wokuxhumanisa izinhlelo zezokubamba iqhaza komphakathi, njengemihlangano yomphakathi, Izimbizo zeMeya, ukubhekelela izikhalo zomphakathi, ukusebenza kwamakomidi amawadi, kanye nokuphatha izinhlelo zeHhovisi likaSomlomo.

15. UKUSETSHENZISWA KWEMININININGWANE YOMUNTU SIQU

15.1 Inhloso Yokusetshenziswa Kolwazi Lomuntu Siqu

Ulwazi lomuntu siqu lungasetshenziselwa izinhloso ezahlukahlukene, okuhlanganisa kodwa kungagcini kulokhu okulandelayo:

15.1.1 ukuhlinzeka noma ukuphatha nanoma yiluphi ulwazi, imikhiqizo kanye/noma izinsiza acelwe ngokwezihloko ezithile;

15.1.2 ukusisiza ukuthi sihlonze izihloko zokuthile uma kuxhunyanwa noMasipala;

15.1.3 ukuvumela ukuxhumana ngesikhathi sezinhlelo zokubamba iqhaza komphakathi;

15.1.4 ukugcina amarekhodi amakhasimende;

15.1.5 izinhloso zokuqasha;

15.1.6 izinhloso zokuqashwa kwabasebenzi;

15.1.7 izinhloso zokuhambela ezinye izindawo;

15.1.8 ezokuphatha jikelele, izinhloso zezezimali kanye nentela;

15.1.9 izinhloso zezempilo kanye nokuphepha;

15.1.10 ukulungiselela umbiko wangonyaka odlule maqondana nokusebenza kukaMasipala

15.1.11 ukuqapha ukufinyelela, ukuvikela kanye nokuphatha izakhiwo nezinsiza zethu;

15.1.12 ukusebenzisana nabahlinzeki misebenzi bethu kanye nezinsiza zethu;

15.1.13 ukusiza ukuze sithuthukise iqophelo lemikhiqizo kanye nezinsiza zethu

15.1.14 ukuvumela ukufinyeleleka ezinsizeni zoBuchwepheshe bezokuxhumana;

15.1.15 ukuphatha kanye nokulandelela ifenisha yasehhovisi eyabelwe abasebenzisi;

15.1.16 ukulekelela ekutholeni kanye nasekunqadeni ukukhwabanisa nokushushumbiswa kwemali;

15.1.17 ukwengamela imibuzo ebuzwe ngamalungu omphakathi abahlinzekimsebenzi;

15.1.18 ukuhlela izibopho zenkontileka ephakathi kukaMasipala nolunye uhlangothi uMasipala asebenzisana nalo ngokunjalo

15.1.19 nokuqoqa izikweleti.

15.2 Ukucacisa kwezigaba zezihloko zolwazi kanye nolwazi kumbe izigaba zolwazi oluhlobene nazo

Izigaba Zezihloko Zolwazi	Ulwazi Lomuntu Siqu Olungasetshenziswa
Umuntu	Amagama kanye nesibongo; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyli); Ikheli lendawo, leposi kumbe lebhizinisi; Izinombolo Zikamazisi kanye nobumfihlo.
Abantu Ngokomthetho	Amagama abantu okuxhunyanwa nabo; Igama lebhizinisi elisemthethweni; ikheli lendawo kanye neleposi; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyli); inombolo yokubhalisa;
Abasebenzi	Ubulili, isimo sokukhulelwa; isimo sakho somshado; Iminyaka, ubuhlanga, ulimi, ulwazi lwezemfundo (iziqu); ulwazi lwezezimali; Umlando Wokusebenza; inombolo kamazisi; ikheli lendawo kanye neleposi; imininingwane yokuxhumana(izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyli); ukuziphatha kwezobugebengu; inhlalakahle nezihlobo zabo (amalungu omndeni) ubuhlanga, isimo sempilo, ubulili, ubuzwe, uhlanga noma inhlalo, ukuzikhethela ubulili, ubudala, impilo yomzimba noma yengqondo, inhlalakahle,
Abasebenzi benkontileka, Abafunda Umsebenzi, Abasaqeqeshelwa Umsebenzi	Amagama kanye nesibongo; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyli); Ikheli lendawo, leposi kumbe lebhizinisi; Izinombolo Zikamazisi

Izigaba Zezihloko Zolwazi	**Ulwazi Lomuntu Siqu Olungasetshenziswa**
Amakhansela amaWadi, Inhlangano Yabakhokhi Bentela kanye Nabaholi Bomdabu, Amaqembu Anentshisekelo	Amagama, Igunya, Isimo Senhlangano
Abadayisi, abahlinzekimsebenzi kanye nalabo abangase babe ngabadayisi	Amagama abantu okuxhunyanwa nabo; Igama lebhizinisi elisemthethweni; ikheli lendawo kanye neleposi; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyli); inombolo yokubhalisa; ezezimali, ezohwebo, ezesayensi
Ababambiqhaza Bangaphandle, Amakhasimende, Izakhamuzi (Indawo Yokuhlala)	Amagama abantu okuxhunyanwa nabo; Igama lebhizinisi elisemthethweni; ikheli lendawo kanye neleposi; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyli); inombolo yokubhalisa; ezezimali, ezohwebo, ezesayensi
Ihhovisi Lamatayitela, Abameli, Izinkampani Eziphethe, Ummeleli Wokuqoqwa Kwezikweletu	Izinombolo ze-Lot, Indawo, Amagama, inombolo kamazisi, Imininingwane Yokudayisa, Imininingwane Yebhondi

15.3 Abamukeli noma izigaba zabamukeli bolwazi lomuntu siqu

Izigaba zolwazi lomuntu siqu	**Abamukeli noma izigaba Zabamukeli Bolwazi Lomuntu Siqu**
Inombolo kamazisi kanye namagama, ukuze kuhlolwe ubugebengu	UPhiko Lwamaphoyisa eNingizimu Afrika
Iziqu zemfundo, ukuze kuqinisekiswe ukufaneleka	AbezokuGunyaza Kweziqu Zemfundo eNingizimu Afrika
Ukuzihlanganisa nezinhlaka/ ezepolitiki	IKomidi LeMeya/ uMkhandlu KaMasipala/Abaholi Bendabuko
Umlando wesikweletu nokukhokha, ukuze kutholakale imininingwane yesikweletu	Izikhungo ezibhekele izikweletu
Amagama, amagama amankampani, imininingwane yokuxhumana, isitifiketi sentela, inombolo ye-vat, imininingwane yasebhange, igama labaqondisi, ubulili, isitifiketi se-BBBEE esisetshenziselwa ukudayisa	Abahlinzekimsebenzi bangaphandle/ Abahlinzekimsebenzi/ Amakhasimende

Izigaba zolwazi lomuntu siqu	Abamukeli noma Izigaba Zabamukeli Bolwazi Lomuntu Siqu
Inombolo kamazisi namagama, imininingwane yokuxhumana, inombolo yomsebenzi, imininingwane yasebhange, izinombolo zentela, imininingwane yabantu obanakekelayo, isihlobo esiseduze, isimo sokukhubazeka, amanani omholo, uhlanga, ubulili, isimo somshado, isitifiketi se-BBBEE, imihlomulo yabasebenzi kanye nokuhoxiswa komsebenzi.	Ezezimali, uPhiko Lwezomthetho, Izikhungo Zezezimali, Abeluleki Babasebenzi maqondana Nezezimali Zomuntu Siqu, Amalungu Omndeni, uMnyango Wezezindaba Zabasebenzi, Amaqembu Ezinsiza Zezezimali, ISikimu Sezokwelapha kanye neNhlangano Yezokuqinisekiswa kwe-BBBEE.
Inombolo kamazisi namagama, isignisha kanye nemininingwane yokuxhumana yezamacala okuphatha kanye nezinkontileka/ama-SLA.	Abezomthetho
Inombolo kamazisi kanye namagama, imininingwane yokuxhumana.	Inkundla Yolwazi Lwezokuphepha Komphakathi kanye Nokuphathwa Kwezinhlekelele.
Amagama, isikhundla/izinga, isignisha yokuphathwa kwerejista yezobungozi, ukuze kubuyekezwe izinqubomgomo kanye nokuphathwa kwamaqophelo.	UMcwaningimabhuku Jikelele, uMgcinimafa Wesifundazwe kanye Nababambe Iqhaza abathintekayo.
Amagama, imininingwane yokuxhumana, imininingwane yendawo, isamba esisele, inombolo yentela eyengeziwe.	Abameli, Izinkampani Eziphethe, Ummeleli Wokuqoqwa Kwezikweletu

15.4 Incazelo Ejwayelekile Yezindlela Zokuvikeleka Kolwazi okumele iqalise ukusetshenziswa wuhlangothi olibhekelele ukuqinisekisa ukugcinwa kwemfihlo, ubuqotho kanye nokutholakala kolwazi

15.4.1 Kungenye yezinto ezidingekayo ngaphansi kwe-POPIA ukuvikela ngokwanele ulwazi lomuntu siqu oluphethwe ngaphansi kohlangothi olubhekele ukugwema ukufinyelela okungagunyaziwe kanye nokusebenzisa ulwazi lomuntu siqu. Lonke ulwazi lomuntu siqu olucutshungulwa nguMasipala Wesifunda UGu lusingethwe ngokweNqubomgomo Yobumfihlo kaMasipala Wesifunda UGu Nezinqubomgomo Yokuvikeleka Kolwazi. Izindlela zokulawula ukuphepha kanye nezinqubo kumele zibuyekezwe njalo ukuze kuqinisekiswe ukuthi ulwazi lomuntu siqu luvikelekile

15.4.2 Le migomo elandelayo ibekelwe ukuvikela ulwazi lomuntu siqu:-

15.4.2.1 Isikhulu Esibhekele Ulwazi kuMasipala Wesifunda UGu simelwe ukuba sigcine imiyalelo yokucutshungulwa ngokusemthethweni kolwali lomuntu siqu kanye nezinye izihlinzeko ze-POPIA

15.4.2.2 Izinqubo zikaMasipala Wesifunda UGu kumele zibuyekezwe ukuze kuqinisekiswe ukuthi itholakele imvume maqondana nolwazi lwendlela yokuqoqwa, ukucubungula, ukusabalalisa kanye nokugcina kahle ulwazi njengoba kubekiwe ku-POPIA;

15.4.2.3 kufanele kucaciswe ngamalungelo amaqondana nolwazi oluhlinzekwayo ngesikhathi kuqoqwa lolo lwazi;

15.4.2.4 ukufinyelela olwazini kanye nezinhlelo eziqukethe ulwazi lomuntu siqu kumele

kuhlinzekwe kubantu abanegunya kuphela futhi kuhambisane neqhaza kanye nezibopho zomsebenzi wabo;

15.4.2.5 amarekhodi aphathekayo kanye nasemshinini agcinwa endaweni noma ngokohlelo olulawulwa ngendlela ethile yokufinyelela kuwo;

15.4.2.6 Ukudluliselwa kwamarekhodi e-elekthronikhu ezingxenye ezintathu zokwazisa ngomuntu siqu ezidluliselwe ngaphandle, ngaphandle kukamasipala, eziqondene nezinombolo zikamazisi, kanye/noma iminininingwane yasebhange ezizovezwa ngezinqubomgomo zokuvimbela ukulahleka kwedatha.

15.4.2.7 Ukudluliselwa kwezingxenye ezintathu zolwazi olubonakalayo lomuntu siqu okwabelwana ngalo ngaphandle, ngaphandle kukaMasipala, eziqondene nezinombolo zikamazisi kanye/noma iminininingwane yasebhange kuyovinjwa yinqubomgomo yokuvimbela kokulahleka kwedatha futi itholakale kuMphathi Wokugcina.

15.4.2.8 Ukuphathwa kokwephulwa kwedatha kanye nophenyo kulezi zimo ezinqatshelwe yi-elekthronikhi kuzokwenziwa uMphathi wamaRekhodi futhi kuthathwe izinyathelo ze-POPIA zizoqinisekiswa, lokhu kuzokwenzeka ngokuhambisana nezinqubo zokuqondiswa kwezigwegwe kwabasebenzi ngaphansi kweNgxenye Yabasebenzi

15.4.2.9 izicelo zokufinyelela olwazini kanye nezicelo zolwazi ezithunyelwe ngabangaphandle kukaMasipala Wesifunda UGu kumele ziphathwe ngokuhambisana naleli bhukwana;

15.4.2.10 uma kusetshenziswa uhlangothi lwesithathu oluthintekayo ukuze kuqhutshekwe nolwazi lomuntu siqu, lolo hlangothi kumele lusayine isivumelwano sokusebenzisana esiqinisekisa ukuzibophezela kwalo Ekuvikelweni Kolwazi Lomuntu Siqu; futhi

15.4.2.11 kwenziwe uqeqesho kanye nohlelo lokuqwashisa ngeNqubomgomo Yobumfihlo kuMasipala Wesifunda UGu ngokunjalo ne-POPIA ukuze kuqinisekiswe ukugcinwa kwemiyalelo yokusebenza.

16. UKUNQATSHELWA KOKUCUBUNGULA ULWAZI LOMUUNTU SIQU [I-POPIA iISIGABA 11(3)(A)]

16.1 lowo muntu ofisa ukufaka isiphikiso sokutshungulwa kolwazi lomuntu siqu kufanele athumele isiphikiso ophikweni olufanele ngokusebenzisa iFomu 1.

16.2 Uhlangothi oluthintekayo, noma umuntu oqokiwe, kufanele ahlinzeke ngalolu sizo ngendlela okudingeka ngayo, kube mahhala, ukuze umuntu ofisa ukufaka isicelo akwazi ukwenza lokhu ngokusebenzisa iFomu 1.

17. UKULUNGISWA/ UKUSUSWA KOLWAZI LOMUNTU SIQU [I-POPIA ISIGABA 24(1)]

17.1 Umuntu ofake isicelo sokuhlinzekwa ngolwazi uma efisa kulungiswa noma kususwe ulwazi lomuntu siqu kumbe kucekelwe phansi irekhodi elithile lolwazi lomuntu siqu kufanele athumele isicelo sakhe kumuntu ofanele ngokusebenzisa iFomu 2.

17.2 Umuntu obekelwe lo msebenzi kufanele ahlinzeke ngosizo olufanele ukuze umuntu ofake isicelo akwazi ukugcwalisa iFomu 2 ngaphandle kokukhokha.

18. UKUTHOLAKALA KWEBHUKWANA

18.1 Leli Bhukwana litholakala ngalezi zilimi ezintathiu ezisemthethweni ezilandelayo-

18.1.1 IsiNgisi;

18.1.2 IsiZuulu

18.1.3 IsiXhosa

18.2 Ikhophi yaleli Bhukwana noma lelo elivuselelwe, litholakala ngale dlela elandelayo-

18.2.1 ku www.ugu.gov.za ngaphansi kwezinhlaka zikahulumeni uma zikhona;

18.2.2 enhloko-hhovisi kaMasipala Wesifunda UGU, 28 Connor Street, Port Shepstone ukuze ihlolwe ngezikhathi zokusebenza ezijwayelekile;

18.2.3 Ngokwenza isicelo kunanoma yimuphi umuntu kanye nangemuva kokukhokhwa kwemali enqunyiwe; kanjalo

18.2.4 Nangokwenza isicelo kuMlawuli Wezolwazi.

18.3 Imali yokukhokhela ikhophi yaleli Bhukwana, njengoba ishiwo ngaphansi kweSithasiselo B seMithethonqubo, kumele ikhokhwe ngokwekhophi ngayinye eyenziwe ngokwekhasi elingu-A4.

19. UKUBUYEKEZWA KWEBHUKANA

UMasipala Wesifunda UGu, uyobuyekeza uphinde ushicilele leli Bhukwa minyaka yonke, uma kunesidingo.

20. AMALUNGELO OKUHLOLWA KWEDATHA

Isigaba 5: UMTHETHO WE-POPI UNIKEZA NGAMALUNGELO ALANDELAYO EZIHLOKO ZEDATA:

20.1 Umuntu okuhlolwa ngaye i-data unelungelo lokuthi ulwazi lwakhe, lokuvikelwa kolwazi lomuntu siqu lucutshungulwe ngokuvumelana nemibandela yokucutshungulwa okusemthethweni kolwazi lomuntu siqu njengoba kushiwo eSahlukweni 3, okuhlaganisa namalungelo okwaziswa ngokuthi:

20.1.1 ulwazi lomuntu siqu, oluqoqiweyo njengoba kuhlinzekiwe esigabeni 18; noma imininingwane yakhe yomuntu siqu ifinyelelwe noma itholwe wumuntu oganyaziwe njengoba kuhlinzekwe ngokwesigaba sama-22;

20.1.2 ukuthola ukuthi ngabe umuntu onesibophezelo unalo yini ulwazi lomuntu siqu lwalolo lwazi futhi ucelile ukufinyelela olwazini lwakhe lomuntu siqu, njengoba kuhlinzekwe ngokwesigaba sama-23;

20.1.3 ukufaka isicelo, lapho kunesidingo, ukulungiswa, ukucekelwa phansi noma ukususwa kolwazi lwakhe lomuntu siqu njengoba kuhlinzekelwe ngokwesigaba sama-24;

20.1.4 Ukuphikisa, ngezizathu ezizwakalayo eziphathelene nesimo sakhe esithile ekucutshungulweni kolwazi lwakhe lomuntu siqu njengoba kuhlinzekwe ngokwesigaba 11(3)(a);

20.1.5 Ukuphikisana ekucubungeni kolwazi lwakhe lomuntu siqu—
nganoma yisiphi isikhathi ngezinjongo zokukhangisa okuqondile ngokwesigaba 11(3)(b); noma ngokwesigaba 69(3)(c); kokungabi nolwazi ngaye noma ukucutshungulwa kolwazi lomuntu siqu ngenhloso yokumaketha ngokuqondile kusetshenziswa indlela

yokuxhumana ye-elekthronikhi engacelwanga ngokuhambisana noMthetho osesigabeni 69(1);

20.1.6 kungabi phansi kwezimo ezithile, esinqumweni esisekelwe kuphela esisekelweni sokucubungula okuzenzakalelayo kolwazi lwakhe lomuntu siqu okuhloswe ngalo ukuhlinzeka ngemininingwane yalowo muntu njengoba kulinzekwe ngokwesigaba sama-71;

20.1.7 ukuhambisa isikhalazo kuMlawuli mayelana nezinsolo zokuthikamezeka kokuvikelwa kolwazi lomuntu siqu lwanoma yikuphi ukuhlolwa kwemininingwane yomuntu noma ukuhambisa isikhalazo kuMlawuli mayelana nesinqumo somahluleli njengoba kuhlinzekelwe ngokwesigaba sama-74; futhi

20.1.8 ukuvula amacala amademeshe amayelana nezinsolo zokuthikameza ukuvikelwa kolwazi lwakhe, lomuntu siqu njengoba kuhlinzekwe esigabeni 99.

AMAREKHODI OKUGUNYAZWA KWENQUBOMGOMO

Umhlangano	Usuku	Isinqumo
Umkhandlu	26 KuMandulo 2019	Kwamukelwa
UKUBUYEKEZWA KWENQUBOMGOMO		
Ikomidi elibuyekeza Inqubomgomo	1 KuZibandlela 2020	Kunconywe ukuba idluliselwe ku-Manco
I-MANCO	14 KuZibandlela 2020	Izimvo Zokubonisana
iKomidi loMnyango ezezindaba Zabasebenzi kanye Nokusebenza Ngobuqotho	2 KuNhlolanja 2021	Kunconywe ukuba idluliselwe ku-Exco
I-EXCO	17 KuNhlolanja 2021	Kunconywe ukuba idluliselwe emkhandlwini
Umkhandlu	26 KuNhlolanja 2021	Kwamukelwa
UKUBUYEKEZWA KWENQUBOMGOMO		
IKomidi Elibuyekeza iNqubomgomo	24 KuNhlaba 2022	Kunconywe ukuba idluliselwe
I-MANCO	06 KuNhlangulana 2022	Imibono Yokubonisana
IKomidi LoMnyango Wezezindaba Zabasebenzi kanye Nokusebenza Ngobuqotho	19 KuNtulikazi 2022	Kunconywe ukuba idluliselwe ku-Exco
I-EXCO	17 KuNcwaba 2022	Kunconywe ukuba idluliselwe eMkhandlwini
UMkhandlu	25 KuNcwaba 2022	KWAMUKELWA
UKUBUYEKEZWA KWENQUBOMGOMO		
IKomidi Elibuyekeza iNqubomgomo	27 KuMfumfu 2023	Kunconywe ukuba idluliselwe ku-Manco
I-MANCO	22 KuMasingana 2024	Imibono yokubonisana
IKomidi loMnyango Wezezindaba Zabasebenzi kanye Nokusebenza Ngobuqotho	06 KuNhlolanja 2024	Kunconywe ukuba idluliselwe ku-Exco
I-EXCO	21 KuNhlolanja 2024	Kunconywe ukuba idluliselwe emkhandlwini
UMkhandlu	29 KuNlolanja 2024	Kwamukelwa
UKUBUYEKEZWA KWENQUBOMGOMO		
IKomidi Elibuyekeza iNqubomgomo	27 KuMasingana 2025	Kunconywe ukuba idluliselwe ku-Manco
I-MANCO		Imibono yokubonwa

IKomidi LoMyango Wezezindaba Zabsebenzi kanye Nokusebenza Ngobuqotho	15 KuNtulikazi 2025	Kunconywe ukuba idluliselwe ku-Exco
I-EXCO		Kunconywe ukuba idluliselwe eMkhandlwini
UMkhandlu	28 KuNcwaba 2025	KWAMUKELWA

Likhishwe ngu-

Mr. Vela Owen Mazibuko
MUNICIPAL MANAGER

IFOMU 3

UMPHUMELA WESICELO KANYE NEMALI EKHOKHWAYO

[Umhethonqubo 8]

Note:

1. *Uma isicelo sakho sivunywa—*
   - *(a) inani lemali efakiwe, (uma ikhona), kumele ikhokhwe ngaphansi kokuba isicelo sicutshungulwe; kanye*
   - *(b) irekhodi eliceliwe/ ingxenye yerekhodi uma sekukhona ubufakazi bokuthi yonke imali ikhokhiwe.*
2. *Uyacelwa ukuba usebenzisa inombolo eyinkomba lapha ngaphansi ekuxhumaneni noMasipala.*

Inombolo yenkomba:______________________

IYA KU: _

____

____

____

Isicelo sakho sibhalwe mhla______, sikhomba.

1. Ucele:

Ukuhlola ulwazi lomuntu siqu ekhelini elisemthethweni lohlaka lukahulumeni/oluzimele(okubandakanya ukulalela inkulumo eqoshiwe, ulwazi olungakhiqizwa ngokomsindo, noma ulwazi olugcinwe kwikhompyutha noma emshini wobuchwepheshe noma emshinini ofundekayo lutholakala mahala. Kumele wenze ithuba lokuzohlola ulwazi futhi kumele ufike naleli Fomi. Uma udinga noma yiphi indlela yokukhiqiza kabusha ulwazi, kumele ukhokhe imali egaquliwe kuSithasiselo B.	

NOMA

2. Ucele:

Amakhophi agayiwe olwazi (kubandakanya amakhophi ezithombe zekhompyutha,ezibhalwe phansi, kanye nolwazi olugcinwe kumakhompyutha kumbe	
Ukudluliswa kokubhalwe phansi noma okugayiwe kwezithombe zekhompyutha(lokhu kubandakanya izithombe, amasladi, okuqoshiwe okusamfanekiso, izithombe ezenzwe	
Ukudluliswa komculo wamafilimu (ibhukwana elibhalwe phansi noma eligayiwe)	
Ikhophi yolwazi olugcinwe kukhompyutha (kubandakanya izithombe zekhompyutha kanye	
Ikhophi yolwazi olukudiski (kubandakanye izithombe zekhompyutha kanye nomculo	
Ikhophi egcinwe kwisilondolozi seseva	

3. Okumele kulethwe:

Izindlela zokuposa ekhelini leposi	
Izindlela zokuposa ekhelini lokuhlala	
Izindlela zokuthumela ekhelini lokuhlala	
Ukufekswa kolwazi okubhaliwe noma okugayiwe(kubandakanya ukudlulisa)	
Uku-imeyila ulwazi (kubandakanya umculo wamafilimu uma kungenzeka*)*	
Ukuthunyelelwa ngokwezobuchwepheshe/Ukudluliswa kwefayela	
Ulimi olungasetshenziswa: *(Qaphela ukuthi uma amarekhodi engekho olumini oluqokile, ukufinyelela kungenziwa ngolimi amarekhodi otholakala ngalo)*	

Qaphela ukuthi isicelo sakho:

☐ Sivunyiwe

☐ Sinqatshiwe, ngalezi zizathu ezilandelayo:

4. Imali eyidiphozithi ekhokhwayo (uma ukubheka kwedlula amahora ayisithupha)

☐ Yebo ☐ Cha

Amahora okubheka		Imali efakiwe(ibalwa ngokwesithathu kwesamba sesicelo)	

Imali kumele ikhokhwe kule-akhawunti yebhange elandelayo:
Igama lebhange: ______________________________________
Igama lomnikazi we-akhawunti: ______________________________________
Uhlobo lwe-akhawunti: ______________________________________
Inombolo ye-akhawunti: ______________________________________
Ikhodi legatsha: ______________________________________
Inombolo yeNkomba: ______________________________________
Letha isiqinisekiso sokukhokha ku: -
____

Isayine e______________________mhla___________zingu__________________20 __________

____
Isikhulu Solwazi

INQUBOMGOMO YOKUKHUTHAZA UKUFINYELELA OLWAZINI (PAIA) LOHLELO LWEZIMALI (UMthetho No. 2 ka-2000) [Umthethonqubo 6]

Isicelo sokuthola irekhodi, njengoba kuhlongozwe eSigabei se-18(1) soMthetho, kufanele senziwe ngendlela yeFomu 2- ISICELO SE-PAIA SOKUFINYELELA KUMAREKHODI OLWAZI.

ISAKHIWO SEZIMALI

Izimali ezikhokhwayo zamarekhodi kaMasipala Wesifunda UGu;

A.	REPRODUCTION FEES	2023/2024	2024/2025	% Ukwenyusa / Ukwehliswa
1	Ikhophi ngayinye eyikhasi elingu-A4 kumbe ingxenye yayo	1.22	1.28	4.9%
2	Ikhophi ngayinye eprintiwe eyikhasi elingu-A4 kumbe ingxenye yayo egcinwe kwikhompyutha kumbe ngendlela yokuthi ifundwe emshinini	0.86	0.90	4.9%
3	Ikhophi engadlala yokuthi ifundeke kwikhompyutha			
3.1	I-Compact Disc (CD)	81.26	85.24	4.9%
3.2	Izithombe ezibukwayo (DVD)	81.26	85.24	4.9%
4				
4.1	Eliqoshwe ekhasini elingu-A4 kumbe ingxenye yalo			
4.2	Ikhophi enezithombe ezibukwayo			
5				
5.1	Ikhophi yerekhodi lomsindo, eliqoshwe ekhasini elingu-A4 kumbe ingxenye yalo	27.72	29.08	4.9%
5.2	Ikhophi yerekhodi lomsindo	37.91	39.77	4.9%
6	Imali yesicelo ekhokhwa yibo bonke abafaka izicelo, ngale kwalowo ozifakela esakhe isicelo okukhulunywe ngaye kumthethonqubo	71.05	74.53	4.9%
B.	**IZIMALI EZIKHOKHWAYO**			
	Imali yesicelo ekhokhwa yio bonke abafaka izicelo ngokuhambisana nomthetho wesi -22(7), ngale kwalowo oshawe ngaphansi komthetho wesi-22(8)			
1	Ikhophi ngayinye eyikhasi elingu-A4 kumbe ingxenye yayo	1.22	1.28	4.9%
2	Ikhophi ngayinye epritiwe eyikhasi elingu-A4 kumbe ingxenye yayo egcinwe kwikhompyutha kumbe ngendlela yokuthi ifundwe emshinini	0.90	0.94	4.9%
3	Ikhophi engendlela yokuthi ifundeke kwikhompyutha			
3.1	I-Compact Disc (CD)	81.26	85.24	4.9%
3.2	Izithombe ezibukwayo (DVD)	81.26	85.24	4.9%
4				
4.1	Eziqoshwe ekhasini elingu-A4 kumbe ingxenye yazo	44.68	46.87	4.9%
4.2	Ikhophi enezithombe ezibukwayo	121.85	127.82	4.9%
5				
5.1	Eziqoshwe ekhasini elingu-A4 kumbe ingxenye yazo	24.38	25.57	4.9%
5.2	Irekhodi lomsindo	67.28	70.58	4.9%

6	Ukucinga kanye nokulungiselela ukuvezwa kwerekhodi, ihora ngalinye kumbe ingxenye yehora, lapha ihora lokuqala alibalwa, eliyisikhathi esilingene ukucinga kanye nokwenza amalungiselelo.	R31.48 ngehora noma ingxenye yehora	R33.02 ngehora noma ingxenye yehora	4.9%

IFOMU 2

ISICELO SOKUFINYELELA KUMAREKHODI

[Umthethonqubo 7]

QAPHELA:
1. *Isifakazisi sikamazisi kumele sinamathiselwe ngumfakisicelo.*
2. *Uma izicelo zenziwa egameni lomunye umuntu, isifakaziso sokuvunyelwa, kumele sinamatheliswe kuleli fomu.*

IYA KU: Isikhulu Solwazi

____
____
____
____

(ikheli)

ikheli le-imeyili: ________________________________

inombolo yefeksi: ________________________________

Yenza uphawu ***"X"***

☐ isicelo sifakwe egameni lami ☐ Isicelo sifakwe egameni lomunye umuntu.

IMININGWANE YOMUNTU				
Amagama Aphelele				
Inombolo kamazisi				
Ilungelo lokufaka isicelo (uma sifakwa egameni lomunye umuntu				
Ikheli leposi				
Ikheli lendawo yokuhlala				
Ikheli le-imeyili				
Izinombolo zocingo	Ucingo lomsebenzi.		ifeksi:	
	iselular:			

Amagama aphelele omuntu omfakela isicelo (uma kudingeka)	
Inombolo kamazisi	
Ikheli leposi	

Ikheli lendawo yokuhlala				
Ikheli le-imeyili				
Izinombolo zocingo	Ucingo lomsebenzi.		Ifeksi	
	iselula			

IMININGWANE YAMAREKHODI ADINGEKAYO *Hlinzeka ngemininingwane ephelele yamarekhodi ofake isicelo sokufinyelela, kubandakanya inombolo yenkomba uma uyazi, ukuze kutholakale amarekhodi. (Uma isikhala esinikeziwe singanele, uyacelwa ukuba ubhale kwelinye ikhasi bese uyalinamathisela kuleli fomu, wonke amakhasi okwengeza kumele asayinwe.)*	
Ukuchazwa kwamarekhodi noma ingxenye yamarekhodi	
Inombolo yenkomba uma ikhona	
Eminye imininingwane yamarekhodi	

UHLOBO LWEREKHODI *(Yenza uphawu "**X**" ebhokisini elifanele)*	
Amarekhodi abhaliwe noma agayiwe	
Amarekhodi anezithombe zekhompyutha (lokhu kubandakanya izithombe, amaslaydi, okuqoshiwe okusamfanekiso, izithombe ezenzwe ngekhompyutha, okudwetshiwe, njll.	
Amarekhodi ahlanganisa amagama aqoshiwe noma ulwazi olungakhiqizwa ngomsindo	
Amarekhodi agcinwe kukhompyutha noma emshini wobuchwepheshe, noma emshinini okwazi ukufunda	

INDLELA YOKUFINYELELA *(Yenza uphawu "**X**" ebhokisini elifanele)*	
Ikhophi egayiwe yamarekhodi (okubandakanya izithombe zamakhompyutha okudlulisiwe kanye nolwazi olugcinwe kwikhompyutha noma kwezobuchwepheshe noma emshini okwazi ukufunda)	
Okubhalwe phansi noma okudlulisiwe okugayiwe kwezithombe zekhompyutha(lokhu kubandakanya izithombe, amaslaydi, okuqoshiwe okusamfanekiso, izithombe ezenzwe ngekhompyutha, okudwetshiwe, njll).	
Okubhalwe phansi komculo wamafilimu (ibhukwana elibhalwe phansi noma eligayiwe)	
Ikhophi yamarekhodi agcinwe kukhompyutha (kubandakanya izithombe zekhompyutha kanye komculo wamafilimu	
Ikhophi yamarekhodi akudiski (kubandakanye izithombe zekhompyutha kanye nomculo wamafilimu)	
Ikhophi yamarekhodi agcinwe kwisilondolozi iseva	

INDELA YOKUFINYELELA *(Yenza uphawu "**X**" ebhokisini elifanele)*	
Ukuzibhekela amarekhodi omuntu siqu ekhelini elsisemthethweni lohlaka lukahulumeni kumbe oluzimele(kubandakanya ukulalela amazwi aqoshiwe, ulwazi olungabuye lukhiqizwe, noma ulwazi olugcine kumakhompyutha noma olugcinwe kwezobuchwephe noma emshinini okwazi ukufunda	
Izindlela zokuposa eziya ekhelini lokuposa	
Izindlela zokuposa eziya ekhelini lendawo yokuhlala	
Izindlela zokuhambisa izincwadi eziya ekhelini lokuhlala	
Ulwazi lwefeksi olubhaliwe noma olugayiwe (kubandakanya ukudluliswa kolwazi)	
Ulwazi lwe-imeyli (okubandakanya imiculo yamafilimu uma kwenzeka)	
Ukuthunyelelwa ngokwezobuchwepheshe/ ukudluliswa kwefayela	
Ulimi olungasetshenziswa *(Qaphela ukuthi uma irekhodi lingekho ngolimi oluqokile, ukufinyelela kungase kwenziwe ngolimi amarekhodi abhalwe ngalo)*	

IMININININGWANE NGELUNGELO ONGALISEBENZISA KUMBE LIKUVIKELE *Uma isikhala esihlinzekiwe singanele, uyacelwa ukuba uqhubekele ekhasini elinye bese uyalinamathelisa kuleli fomu. Umfakisicelo kumele asayine wonke amanye amakhasi angeziwe.*	
Yisho ukuthi iliphi ilungelo ozolisebenza noma elizokuvikela	

Chaza ukuthi kungani irekhodi elicelwayo kungelokusebenzisa noma kungelokuvikela ilungelo elidaluliwe	

IMALI EKHOKHWAYO	
a) Imali yesicelo kumele ikhokhwe ngaphambi kokuba isicelo sibhekwe. *b) Uyokwaziswa ngenani lokufinyelela okumele likhokhwe.* *c) Imali ekhokhelwa ukufinyelela kumarekhodi incike endleleni yokufinyelela edingekayo kanye nesikhathi esidingekayo ukubheka kanye nokulungisa irekhodi.* *d) Uma ufanele ukuthi ungakhokhi noma yiphi imali, ayacelwa ukuba usho isizathu sokungakhokhi imali.*	
Isizathu	

Uyokwaziswa ngokubhalelwa incwadi ukuthi isicelo sakho sivunyiwe noma sinqatshiwe kanye nokuthi uma sivunyiwe nezindleko ezihambisana nesicelo sakho, uma zikhona. Uyacelwa ukuthi ukhombise ukuthi iyiphi indlela othanda ukuthi kuxhunyanwe ngayo:

Ikheli leposi	**ifeksi**	**Ukuxhumana kwezobuchwepheshe *(uyacelwa ukuba uveze)***

Isayinwe e_____________mhla___________zinga ma_______________20 __________

____

Isignesha yomfakisicelo/ umuntu isicelo esifakwe egameni lakhe

---

OKLUSETSHENZISWA IHHOVISI

Inombolo yenkombar:	
Isicelo samukelwe ngu: (yisho isikhundla, igama kanye nesibongo lesikhulu solwazi)	
Usuku esamukelwa ngalo:	
Imali yokufinyelela:	
Isibambiso (uma sikhona):	

____

Isignesha yesikhulu solwazi

IFOMU LANGAPHAKATHI LOKUDLULISA ISIMANGALO

IFOMU 4

[Umthethonqubo 9]

Inombolo yenkomba: **………………………………..**

<table>
<tr><th colspan="6">IMINININGWANE YEHLOKA LOMPHAKATHI</th></tr>
<tr><td>Igama lohlaka lomphakathi</td><td colspan="5"></td></tr>
<tr><td>Igama lohlaka nesibongo Sesikhulu Solwazi</td><td colspan="5"></td></tr>
<tr><th colspan="6">PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL</th></tr>
<tr><td>Amagama Aphele</td><td colspan="5"></td></tr>
<tr><td>Inombolo kamazisi</td><td colspan="5"></td></tr>
<tr><td>Ikheli leposi</td><td colspan="5"></td></tr>
<tr><td rowspan="2">Inombolo yocingo</td><td>Ucingo. (lomsebenzi)</td><td></td><td>ifeksi</td><td colspan="2"></td></tr>
<tr><td>iselula</td><td colspan="4"></td></tr>
<tr><td>Ikheli le-imeyili</td><td colspan="5"></td></tr>
<tr><td colspan="2">Kungabe isimangalo sifakwe egameni lomunye umuntu na?</td><td>Yebo</td><td>☐</td><td>Cha</td><td>☐</td></tr>
<tr><td colspan="2">Uma impendulo kungu “Yebo” yisho isikhundla salo muntu isimangalo esifakwe egameni lakhe(ubufakazi besikhundla lapho isimangalo sifakwe khona, uma kudingeka, kumele sinamatheliswe)</td><td colspan="4"></td></tr>
<tr><th colspan="6">IMINININGWANE YOMUNTU ISIMANGALO SANGAPHAKATHI ESIFAKWE EGAMENI LAKHE
(uma sifakwe umuntu wesithathu)</th></tr>
<tr><td>Amagama aphelele</td><td colspan="5"></td></tr>
<tr><td>Inombolo kamazisi</td><td colspan="5"></td></tr>
<tr><td>Ikheli leposi</td><td colspan="5"></td></tr>
<tr><td rowspan="2">Izinombolo ongathintwa kuzo</td><td>Ucingo. (lomsebenzi)</td><td></td><td>ifeksi</td><td colspan="2"></td></tr>
<tr><td>iselula</td><td colspan="4"></td></tr>
<tr><td>Ikheli le-imeyili</td><td colspan="5"></td></tr>
</table>

ISINQUMO ESIPHIKISA UKUFAKWA KWESIMANGALO SANGAPHKATHI *(faka uphawu "X"ebhokisini elifanele)*	
Ukunqatshwa kwesicelo sokufinyelela	
Isinqumo mayelana nemali enqunyiwe ngokweSigaba 22 soMthetho	
Isinqumo mayelana nokululwa kwesikhathi lapho isicelo kumele kubhekwane naso ngokweSigaba 26(1) soMthetho	
Isinqumo mayelana neSigaba 29(3) soMthetho senqaba ukufinyelela ngendlela eceliwe ngumfakisicelo	
Isinqumo sokunikeza isicelo sokufinyelela	

IZIZATHU ZOKUFAKA ISIMANGALO *(uma isikhala esihlinzekiwe singanele, uyacelwa ukuba uqhubekele ekhasini elinye bese uyalinamathelisa kuleli fomu. Wonke amakhasi engeziwe kumele asayinwe)*	
Yisho izizathu zokufaka isimangalo sangaphakathi	
Yisho noma iluphi ulwazi olungasiza ekubhekeni kabanzi isimangalo:	

Ukuyokwaziswa ngokuthi uthole okubhaliwe ngesinqumo sesimangalo sangaphakathi. Uyacelwa ukuba usho indlela ongaziswa ngayo:

Ikheli leposi	ifeksi	Ezokuxhumana Kwezobuchwepheshe (uyacelwa ukuba ukubalule)

Isayinwe_____________________mhla__________ziya ku________________20 _________

____
Isignesha yommangali/ umuntu wesithathu

OKUSETSHENZISWA IHHOVISI

IREKHODI ELISEMTHETHWENI LESIMANGALO SANGAPHAKATHI

Isimangalo samukelwe ngu: *(yisho isikhundla, igama kanye nesibongo Sesikhulu Solwazi)*			
Usuku esamukelwe ngalo			
Isimangalo besihambisana nezizathu zesinqumo Sesikhulu Solwazi kanye, uma kudingeka, nemininingwane yomuntu wesithathu oxhumene namarekhodi, alethwe yiSikhulu Solwazi:		Yes	☐
		No	☐

UMPHUMELA WESIMANGALISO

Ukunqatshelwa kwesicelo sokufinyelela. Kwavunywa yini?	Yebo	☐	Isinqumo esisha (uma singavunywa nga)	
	Cha	☐		
Imali ekhokhwayo Kwavunywa yini?	Yebo	☐	Isinqumo esisha (uma singavunywa nga)	
	Cha	☐		
Ukululwa (Isigaba) 26(1)) Kwavunywa yini?	Yebo	☐	Isinqumo esisha (uma singavunywa nga)	
	Cha	☐		
Ukufinyelela ISigaba 29(3). Kwavunywa yini?	Yebo	☐	Isinqumo esisha (uma singavunywa nga)	
	Cha	☐		
Isicelo sokufinyelela sivunyiwe Kwavunywa yini?	Yebo	☐	Isinqumo esisha *(uma singavunywa nga)*	
	Cha	☐		

Amandla afanelekile

ISHEDULI 4: ISICELO SOKULUNGISA UKUSUSA

ISICELO SOKULUNGISA NOMA SOKUSUSWA KOLWZI LOMUNTU SIQU KUMBE SOKUCEKELWA PHANSI IREKHODI ELITHILE LOLWAZI LOMUNTU SIQU NGAPHANSI KWESIGABA 24(1) SOMTHETHO WOKUVIKELWA KOLWAZI LOMUNTU SIQU, UMTHETHO 013 (UMTHETHO NO. 4 KOWEZI 2013)

IMITHETHO EPHATHELENE NOKUVIKELWA KOLWAZI SIQU , 2018

[uMthethonqubo 3]

Qaphela:

1. *Ungathasisela ngezincwadi ezifungelwe kumbe eminye imibhalo ewubufakazi obudingekayo ukuze weseke isicelo sakho.*
2. *Uma singeneli isikhala esihlinzekwe kuleli Fomu, ungathumela imininingwane yakho njengeSithasiselo kuleli Fomu ebese usayina ikhasi ngalinye.*
3. *Gcwalisa ngendlela okudingeka ngayo.*

Faka uphawu "x" esikhaleni esifanele.

Isicelo soku:

☐ Sokulungiswa noma ukususwa kolwazi lomuntu siqu maqondana nomfakisicelo

☐ Ukucekela phansi noma ukususwa kwerekhodi lolwazi lomuntu siqu maqondana nomfakisicelo esiphethwe kumbe esilawulwa yilowo othintekayo futhi ongasagunyaziwe ukugcina leli rekhodi lolwazi.

.

A	**IMININGWANE YOMFAKISICELO**
Amagama kanye nesibongo omfakisicelo:	
Inombolo kamazisi/indlela ehlukile yobumazisi	
Ikheli lendawo yokuhlala, leposi noma lomsebenzi:	
	Ikhodi ( )
Ikheli lefeksi/ le-imeyli:	
B	**IMININGWANE YOHLANGOTHI OLUTHINTEKAYO**
Amagama kanye nesibongo ohlangothi oluthintekayo:	
Ikheli lendawo yokuhlala, leposi noma lomsebenzi	

	 Ikhodi ()
Inombolo yocingo:	
Ikheli lefeksi:	
C	**IZIZATHU ZOKULUNGISWA NOMA UKUSUSWA KOLWAZI LOMUNTU SIQU MAQONDANA NOMFAKISICELO NGAPHANSI KWESIGABA** **24(1)(a) NOKUNGUKUTHI LOLU LWAZI LWENGANYELWE YINGXENYE ETHIZE; KANYE/NOMA** **IZIZATHU ZOKUCEKELA PHANSI NOMA UKUSUSWA KWEREKHODI LOLWAZI LOMUNTU SIQU MAQONDANA NOMFAKISICELO NGAPHANSI KWESIGABA 24(1)(B) NOKUNGUKUTHI LOWO MUNTU AKASAGUNYAZIWE UKUGCINA LOLU LWAZI.** *(Sicela uhlinzeke ngemininingwane ephelele yesicelo sakho)*

Sisayinwe e .... mhla zi .... ku wezi-20………

____

iSignisha yomfakisicelo

ISHEDULI: UKUSEBENZA KWE-PAIA NGAPHAKATHI

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