



CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

**ACCESS TO INFORMATION MANUAL OF
THE CAPE WINELANDS DISTRICT
MUNICIPALITY**

**HANDLEIDING: TOEGANG TOT INLIGTING
VAN DIE KAAPSE WYNLAND
DISTRKSMUNISIPALITEIT**

**INCWADANA YOLWAZI KAMASIPALA
WESITHILI SASECAPE WINELANDS**



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ACCESS TO INFORMATION MANUAL OF THE CAPE WINELANDS DISTRICT MUNICIPALITY

Compiled in terms of the provisions of

**SECTION 14 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000
(ACT NO 2 OF 2000) (PAIA) AND TO ADDRESS THE REQUIREMENTS OF THE
PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO 4 OF 2013)
(POPIA)**

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ABBREVIATIONS/ACRONYMS/DEFINITIONS

IDP	Integrated Development Plan
Operator	A person who processes personal information for a responsible party in terms of a contract or mandate, without coming under the direct authority of that party.
PAIA	Promotion of Access to Information Act, 2000 (Act No 2 of 2000)
Personal information	<p>Information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:</p> <ul style="list-style-type: none">• information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, wellbeing, disability, religion, conscience, belief, culture, language and birth of the person;• information relating to the education or the medical, financial, criminal or employment history of the person;• any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;• the biometric information of the person;• the personal opinions, views or preferences of the person;• correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;• the views or opinions of another individual about the person; and• the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

POPIA	Protection of Personal Information Act, 2013 (Act No 4 of 2013)
Responsible party	A public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information.

1. INTRODUCTION AND PURPOSE OF THE ACCESS TO INFORMATION MANUAL

1.1 This manual has been compiled for the Cape Winelands District Municipality and is a requirement in terms of section 14 of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000) (“PAIA”) with the purpose to give effect to the public’s right of access to information from public and private bodies as contained in section 32 of the Constitution of the Republic of South Africa, 1996. One of the objectives of the Act is to promote transparency, accountability and effective governance. This objective forms part of the Cape Winelands District Municipality’s strategy to achieve developmental and participatory local government in the Western Cape. The municipality also strives to be accessible by, inter alia, providing information. The manual further incorporates and addresses the requirements of the Protection of Personal Information Act, 2013 (Act No 4 of 2013) (“POPIA”).

1.2 The purpose of the manual is to:

1.2.1 enable people to exercise their rights in terms of the Act;

1.2.2 create an understanding of the functions performed and records kept by the Cape Winelands District Municipality; and

1.2.3 assist in fostering a culture of transparency and accountability and to promote public participation.

1.3 The Cape Winelands District Municipality was established on 5 December 2000 by the merging of the previous Breërivier District Council and Winelands District Council into the Boland District Council (Provincial Gazette No 5590 of 22 September 2000), of which the name was changed to Cape Winelands District Municipality on 20 August 2004 (Extraordinary Provincial Gazette No 6160 of 20 August 2004).

- 1.4 Below is a map of the area of the Cape Winelands District Municipality, showing its boundaries.



Jurisdiction of the Cape Winelands District Municipality (DC2) that includes the local authorities of Stellenbosch, Drakenstein, Langeberg, Breede Valley and Witzenberg.

- 1.5 This manual can be used by members of the public to:
- 1.5.1 establish the nature of the records which may already be available at the Cape Winelands District Municipality, without the need for submitting a formal PAIA request;
 - 1.5.2 have an understanding of how to make a request for access to a record of the Cape Winelands District Municipality;
 - 1.5.3 access all the relevant contact details of the persons who will assist the public with the records they intend to access;
 - 1.5.4 know all the remedies available from the Cape Winelands District Municipality regarding requests for access to the records, before approaching the Information Regulator or the courts;

- 1.5.5 have a description of the services available to members of the public from the Cape Winelands District Municipality, and how to gain access to those services;
- 1.5.6 have an outline of the description of how to use PAIA, as updated by the district municipality, and how to obtain access to it;
- 1.5.7 understand if and when the district municipality will process personal information, the purpose of processing personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 1.5.8 know if the Cape Winelands District Municipality plans to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 1.5.9 know whether the Cape Winelands District Municipality has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information to be processed.

2. DESCRIPTION OF THE DISTRICT MUNICIPALITY'S STRUCTURE

- 2.1 The Cape Winelands District Municipality is an organ of state within the local sphere of government and was established in terms of Notice No P.N. 486 dated 22 September 2000, as amended.
- 2.2 The structure of the district municipality consists of a political and administrative structure.
- 2.3 The **political structure** comprises the district Council and various committees that have specific functional areas of which the Mayoral Committee is the principal committee.
- 2.3.1 The Council consists of 41 members of which 12 members are fulltime Councillors and 17 members are proportional representative (PR) Councillors who proportionally represent the parties contesting the election in the district municipality in terms of section 23(1)(a) of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998).
- 2.3.2 The Speaker presides at meetings of the Council and performs the duties and exercises the powers referred to in the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998). One of the main functions of the Speaker is to ensure that Councillors comply with the Code of Conduct.
- 2.3.3 The Executive Mayor presides at meetings of the Mayoral Committee and performs the duties, including any ceremonial functions, and exercises the powers delegated by Council or the Mayoral Committee.
- 2.3.4 The Deputy Executive Mayor assists the Executive Mayor and presides when the Executive Mayor is not available.

2.4 The **administrative structure** comprises the Municipal Manager appointed in terms of section 57 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) and a staff establishment consisting of departments and divisions.

2.5 Local government functions in a constantly changing environment and therefore its structures and services may change. Council's vision, goals and strategic priorities are continuously reviewed. The current organisational structure is set out as follows, up to the second reporting level:

2.5.1 Office of the Municipal Manager

Municipal Manager – Henry Prins

Tel: 021 888 5130

E-mail: mm@capewinelandsgov.za

Chief Audit Executive – Sharon Green

Tel: 021 888 5301

E-mail: sharon.green@capewinelandsgov.za

Deputy Director: Legal, Risk and Compliance – Sarah Sanders

Tel: 021 888 5219

E-mail: sarah.sanders@capewinelandsgov.za

Deputy Director: Media, Communications and Public Relations – Jo-Anne Otto

Tel: 021 888 5202

E-mail: Jo-Anne@capewinelandsgov.za

2.5.2 Community Development and Planning Services

Executive Director: Community Development and Planning Services –
Pietie Williams

Tel: 021 888 5156

E-mail: pietie@capewinelands.gov.za

Director: Socio-Economic Development – Rhian van Wyk

Tel: 021 888 5146

E-mail: rhian@capewinelands.gov.za

Deputy Director: Municipal Health Services and Air Quality –
Randall Humphreys

Tel: 023 348 2336

E-mail: humphreys@capewinelands.gov.za

Chief Fire Officer – Wayne Josias

Tel: 021 888 5822

E-mail: josias@capewinelands.gov.za

Deputy Director: Spatial Planning and Environmental Management –
Quinton Balie

Tel: 021 870 3209

E-mail: quinton@capewinelands.gov.za

Head of Municipal Disaster Management Centre – Shaun Minnies

Tel: 021 888 5847

E-mail: shaun@capewinelands.gov.za

2.5.3 Financial Services

Chief Financial Officer – Fiona du Raan-Groenewald

Tel: 021 888 5277

E-mail: fiona@capewinelands.gov.za

Senior Manager: Reporting and Compliance – Justin Coerecius

Tel: 021 888 5227

E-Mail: Justin.Coerecius@capewinelands.gov.za

Director: Budget and Treasury Office – Martin Lesch

Tel: 021 888 5153

E-mail: martinlesch@capewinelands.gov.za

Deputy Director: Supply Chain Management – Ronel Leo

Tel: 021 888 5299

E-mail: ronelp@capewinelands.gov.za

2.5.4 Technical Services

Executive Director: Technical Services – Francois van Eck

Tel: 023 348 2380

E-mail: francois@capewinelands.gov.za

Director: Roads – Henry Maart

Tel: 021 888 5150

E-mail: Henry.Maart@capewinelands.gov.za

Deputy Director: Regulation of Passenger Transport Services – Chwayita Nkasela

Tel: 021 888 5210

E-mail: cnkasela@capewinelands.gov.za

Deputy Director: Projects and Waste Management – Christo Swart

Tel: 023 348 2381

E-mail: christo@capewinelands.gov.za

Deputy Director: Facilities Management – Siviwe Phillips

Tel: 021 888 5204

E-mail: siviwe.phillips@capewinelands.gov.za

2.5.5 Corporate Services

Director: Human Resources – Gail Julie

Tel: 021 888 5124

E-mail: gail@capewinelands.gov.za

Director: Support Services – Karina Smit

Tel: 021 888 5312

E-mail: karina@capewinelands.gov.za

Director: IGR, IDP and Organisational Performance – Bianca Daries

Tel: 021 888 5119

E-mail: bianca@capewinelands.gov.za

Deputy Director: Information and Communication Technology – Abdul Gabier

Tel: 021 888 5171

E-mail: agabier@capewinelands.gov.za

CWDM MACRO STRUCTURE

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Macro Structure

Legend:

New Position	Red
Reporting Line Change	Orange
Vacant Funded Position	Green
Vacant Unfunded Position	Blue
Reallocated in Organogram	Purple



3. THE INFORMATION REGULATOR

The Information Regulator –

- 3.1 is established in terms of section 39 of POPIA, which enjoins the Information Regulator to be independent and impartial, and to perform its functions and exercise its powers without fear, favour or prejudice;
- 3.2 is accountable to the National Assembly;
- 3.3 is responsible for the promotion and protection of the right to privacy as it relates to the protection of personal information and the right of access to information;
- 3.4 exercises its powers and performs its functions in accordance with POPIA and PAIA;
- 3.5 derives its constitutional mandate from section 14 (the right to privacy) and section 32 (the right of access to information) from the Constitution of the Republic of South Africa, 1996; and
- 3.6 has the primary objective to promote the protection of personal information processed by any person and the promotion of the right of access to any information held by public and private bodies.

If a person wishes to obtain further information, he or she should contact:

The Information Regulator (South Africa)

JD House

27 Stiemens Street

Braamfontein

JOHANNESBURG

2001

Telephone number: 010 023 5200

E-mail: PAIA.IR@justice.gov.za

4. DETAILS OF THE INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER

The contact details of the Cape Winelands District Municipality's Information Officer and Deputy Information Officer are listed below:

4.1 Information Officer

Mr HF Prins (Municipal Manager)

STREET ADDRESS: 46 Alexander Street, Stellenbosch 7600

POSTAL ADDRESS: PO Box 100, Stellenbosch 7599

TELEPHONE NUMBER: 021 888 5130

FAX NUMBER: 021 887 3451

E-MAIL ADDRESS: mm@capewinelands.gov.za
paia@capewinelands.gov.za

4.2 Deputy Information Officer

Ms K Smit (Director: Support Services)

STREET ADDRESS: 46 Alexander Street, Stellenbosch 7600

POSTAL ADDRESS: PO Box 100, Stellenbosch 7599

TELEPHONE NUMBER: 021 888 5312 / 023 348 2317

FAX NUMBER: 023 342 8442

E-MAIL ADDRESS: admin@capewinelands.gov.za
paia@capewinelands.gov.za

4.3 Registration of Information Officer and Deputy Information Officer



4.4 Designation and delegation of authority to the Deputy Information Officer in terms of section 56 of the Protection of Personal Information Act, 2013 (Act No 4 of 2013) (POPIA) and section 17(1) of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000) (PAIA)



DESIGNATION AND DELEGATION OF AUTHORITY TO THE DEPUTY INFORMATION OFFICER IN TERMS OF SECTION 56 OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) (PoPIA) AND SECTION 17(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000) (PAIA)

I, the undersigned, Henry Frederick Prins, in my capacity as Municipal Manager of the Cape Winelands District Municipality, hereby designate Karina Smit, Director: Support Services, as Deputy Information Officer of the Cape Winelands District Municipality with effect from 1 July 2021.

Furthermore, I hereby delegate to Karina Smit the following powers and responsibilities, as conferred or imposed on me by the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (PoPIA) and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (PAIA) and the Regulations Relating to the Protection of Personal Information, 2018):

- encourage and ensure overall compliance with PAIA;
- develop, update, monitor, maintain and make available a PAIA manual for the Cape Winelands District Municipality as prescribed in terms of POPIA and PAIA;
- develop, implement and monitor a compliance framework;
- ensure that a personal information impact/risk assessment is performed to guarantee that adequate measures and standards exist within the Cape Winelands District Municipality;
- assess, evaluate and approve requests for access to information received in terms of the grounds set out PAIA, and to provide outcomes within the applicable timeframes constraint or any extended period.
- ensure compliance by the Cape Winelands District Municipality with the provisions of POPIA as well as the conditions for the lawful processing of personal information in terms of POPIA;
- deal with requests made to the Cape Winelands District Municipality in terms of POPIA by the Information Regulator and/or data subjects;
- work with the Information Regulator in relation to investigations conducted in relation to the Cape Winelands District Municipality in accordance with the relevant provisions of POPI; and
- ensure that a personal information impact assessment is done to ensure that adequate measures and standards exist in order to comply with the conditions for the lawful processing of personal information;
- ensure that a manual is developed, monitored, maintained, and made available;
- develop internal measures and adequate systems to process requests for information or access thereto; and

- ensure that internal awareness sessions are conducted regarding the provisions of PoPIA, the PoPIA Regulations and any codes of conduct or information obtained from the Regulator.

Please be advised that I reserve the right to exercise any of the powers, duties and responsibilities conferred herein, as well as the right to amend and/or withdraw any of those powers, duties and responsibilities.



Signature of Delegator
(Information Officer)



Signature of Designated
Official

14 April 2021

Date

2021/04/14

Date

5. FUNCTIONS OF THE CAPE WINELANDS DISTRICT MUNICIPALITY AND SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC

5.1 DESCRIPTION OF THE DISTRICT MUNICIPALITY'S FUNCTIONS

5.1.1 The district municipality has legislative and executive authority in respect of the powers and functions as conferred on it in terms of the Constitution of the Republic of South Africa, 1996 and other appropriate legislation.

5.1.2 The core functions and powers of the district municipality in terms of section 84 of the Municipal Structures Act, 1998 (Act No 117 of 1998) include the following:

5.1.2.1 Integrated development planning for the district municipality as a whole, including a framework for integrated development plans of all municipalities in the area of the district municipality.

5.1.2.2 Municipal Health Services.

5.1.2.3 Firefighting services serving the area of the district municipality as a whole, which include –

- (a) planning, coordination and regulation of fire services;
- (b) specialised firefighting services such as mountain, veld and chemical fire services;
- (c) coordination of the standardisation of infrastructure, vehicles, equipment and procedures; and
- (d) training of fire officers.

5.1.2.4 Promotion of local tourism for the area of the district municipality.

- 5.1.2.5 Municipal public works relating to any of the above functions or any other functions assigned to the district municipality.
- 5.1.2.6 The receipt, allocation and, if applicable, the distribution of grants made to the district municipality.
- 5.1.2.7 The imposition and collection of taxes, levies and duties as related to the above functions or as may be assigned to the district municipality in terms of national legislation.
- 5.1.3 The district municipality finances its functions and powers through a Regional Services Council Levy Replacement Grant from the national Department of Finance.

5.2 DESCRIPTION OF SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC

As a broad description, the district municipality at present renders the following services:

5.2.1 Office of the Municipal Manager

- (a) Internal Audit
- (b) Media, Communications and Public Relations
- (c) Legal, Risk and Compliance

5.2.2 Community Development and Planning Services

- (a) Disaster Management
- (b) Fire Services
- (c) Municipal Health Services and Air Quality
- (d) Local Economic Development
- (e) Rural and Social Development Programmes
- (f) Tourism
- (g) Spatial Planning and Environmental Management

5.2.3 Financial Services

- (a) Revenue and Expenditure
- (b) Supply Chain Management
- (c) Financial Statements and Reporting
- (d) Budgets and Reporting
- (e) Financial Quality and Compliance

5.2.4 Technical Services

- (a) Roads
- (b) Mechanical Workshop
- (c) Facilities Management
- (d) Project and Waste Management
- (e) Occupational Health and Safety
- (f) Regulation of Passenger Transport Services

5.2.5 Corporate Services

- (a) Human Resources
- (b) Administrative Support Services
- (c) Logistical Support Services
- (d) Councillor Support Services
- (e) Performance Management
- (f) Integrated Development Plan
- (g) Information and Communication Technology

6. DESCRIPTION OF THE SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE CAPE WINELANDS DISTRICT MUNICIPALITY

The Cape Winelands District Municipality holds the following records:

SUBJECT	CATEGORIES
Legislation	Parliamentary Legislation and Regulations
	Provincial Legislation and Regulations
	Council By-laws and Regulations
Organisation and Control	Delegation of Powers
	Management Meetings
	Record Control
	Filing System
	Disposal of Records
	Integrated Development Planning
	Plans of Municipalities
	Sectoral Plans
	Performance Management System
	Departments
Own Council and Council Matters	Elections
	Meetings
	Standing Orders
	Members' Matters
Personnel	Posts Control
	Determination of Conditions of Service
	Vacancies and Appointments
	Training and Qualifications
	Financial
	Retirement
	Labour Relations
	Personnel Control
	Performance Management
	Personnel Returns and Statistics
	Occupational Health and Safety
	Skills Development
Employment Equity	

SUBJECT	CATEGORIES
Finance	Budget
	Valuations
	Rates and Regional Levies
	Loans
	Tariffs/Service Charges
	Subsidies and Grants Received
	Funds and Levies
	Investments
	Claims
	Settlement of Accounts
	Councillor Remuneration
	Collection of Monies
	Insurance
	Accountability
	Financial Aid
	Losses
Banking Services	
Returns, Reports and Statistics	
Domestic Supplies, Services and Transport	Domestic Supplies
	Domestic Services
	Transport
Buildings and Sites	Buildings and Grounds
	Acquisition
	Utilisation and Maintenance
	Alienation
Tenders, Quotations and Contracts	Main Files
	Specific Tenders and Quotations
	Specific Contracts
Reports and Returns	Internal Reports and Returns
	External Reports and Returns
Advertising and Information	Own Advertising and Information
	Advertising and Information of other Institutions

SUBJECT	CATEGORIES
Festive and Social Events	Social Relations
	Other Receptions and Functions
	Acknowledgements, Congratulations and Condolences
Composition and Meetings of Associations and Other Bodies	Agendas, Minutes, Reports and Circulars
	National and Provincial
	Regional and Local
Administration of Justice	Legal Opinions and Court Rulings
	Claims
	Prosecutions and Law Enforcement
Licences, Certificates and Permits	Applications and Issuing
	Licences
	Certificates
	Permits
Regional Planning and Control	Demarcation
	Regional Planning
	Building Control
Essential Services	Roads and Streets
	Public Transport
	Water
	Sewerage
	Sanitation
	Electricity
	Cemeteries
	Solid Waste
Community Services	Municipal Health Services
	Primary Healthcare Services
	Housing
	Disaster Management
	Fire Services
	Policing
	Local Economic Development
	Nature and Environmental Conservation
	Sport and Recreation
	Welfare and Social Services

7. CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE

The following records of the Cape Winelands District Municipality are automatically available without a person having to formally request access in terms of section 15(2) of the Promotion of Access to Information Act, 2002 (Act No 2 of 2000):

- 7.1 Municipal legislation, including the –
 - 7.1.1 Promotion of Access to Information Act, 2002 (Act No 2 of 2000)
 - 7.1.2 Promotion of Access to Information Amendment Act, 2002 (Act No 54 of 2002)
 - 7.1.3 Protection of Personal Information Act, 2013 (Act No 4 of 2013)
 - 7.1.4 Promotion of Access to Information Amendment Act, 2019 (Act No 31 of 2019)
 - 7.1.5 Political Party Funding Act, 2018 (Act No 6 of 2018)
- 7.2 By-laws
- 7.3 Regulations, including –
 - 7.3.1 Government Notice R. 187 in GG 23119 of 15 February 2002
 - 7.3.2 Government Notice R. 1244 of 22 September 2003
 - 7.3.3 Government Notice R. 991 in GG 28107 of 14 October 2005
 - 7.3.4 Government Notice R. 990 of 13 October 2006
 - 7.3.5 Government Notice R. 466 of 1 June 2007
 - 7.3.6 Government Notice 1222 in GG 39504 of 11 December 2015
 - 7.3.7 Government Notice 1217 in GG 42717 of 19 September 2019
 - 7.3.8 Government Notice R. 1284 in GG 42740 of 4 October 2019
 - 7.3.9 GG 42110, RG 10897, GN 1383 of 14 December 2018 (POPIA: Regulations)

- 7.4 The PAIA Complaints Form to the Regulator and the PAIA Request for Access to Records Form.
- 7.5 Policies, guidelines, code of conduct and guidance notes, including PAIA Guide, PAIA Manual, policies on website, notices and exemptions.
- 7.6 Strategic documents (plans and reports), including organisational profile (overview, objectives, functions, organogram, staff establishment), annual reports, annual performance plan, strategic and performance plans.
- 7.7 Municipal legislation, by-laws and policies.
- 7.8 System of Delegations.
- 7.9 Terms of Reference for Committees and the Charter of Roles and Responsibilities of Members of the Audit and Performance Committee.
- 7.10 Times, venues, agendas and minutes of meetings of the Council, the executive and other committees excluding minutes and agendas marked 'confidential'.
- 7.11 Information regarding meetings of the municipal Council.
- 7.12 Integrated Development Plan.
- 7.13 Business plans.
- 7.14 Budget and tariffs, levies, fees, etc.
- 7.15 Auditor-General reports.
- 7.16 Tender registers.
- 7.17 Councillor information.

8. REQUEST PROCEDURE FOR ACCESS TO RECORDS

8.1 Formal request

8.1.1 If a person wishes to make a request for access to a record of the Cape Winelands District Municipality in terms of the provision of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000), a written request must be made to the Information Officer whose contact information is listed in paragraph 4 of this manual.

8.1.2 The request must be completed on Form 2 as prescribed in Government Gazette 45057 of 27 August 2021 (Government Notice R. 757), which is included in this manual as Annexure "A".

8.1.3 The Information Officer will render reasonable assistance in completing the application form and explaining the process.

8.1.4 A person means a natural person or a juristic person.

8.1.5 A partnership is not a person and may not be given access to information.

8.2 Informal request

8.2.1 A person who is illiterate or otherwise unable to make a request for access to a record because of a disability may make an oral request.

8.2.2 The Information Officer or the Deputy Information Officer must assist the requester with putting the request in writing on the required form and provide a copy of the written request to the requester.

8.2.3 The Information Officer must also assist a person who requires reasonable assistance free of charge.

8.3 Language

8.3.1 The language in which the requester wishes to obtain the record must be stated by the requester.

8.3.2 If the record is not available in the language preferred by the requester, access may be granted in the language in which the record is available.

8.4 Application

The application should provide enough information to enable the Information Officer to identify:

8.4.1 the records requested, including a description of the record, a reference number and any further particulars on the record; and

8.4.2 the requester, including all contact information.

8.5 Form of access

The information should also enable the Information Officer to identify the form of access required by the requester, for instance:

8.5.1 whether the requester wishes to make a copy of a written or printed record or inspect the record;

8.5.2 whether the requester wishes to view or copy visual images, which may be photographs, slides, video recordings, computer generated images or sketches or to obtain a transcription of the images;

8.5.3 whether the requester wishes to listen to a soundtrack or obtain a written or printed transcription of the soundtrack; or

8.5.4 whether the requester wishes to obtain a printed copy of a computer or an electronic or machine readable form derived from the aforesaid.

8.6 Fees

- 8.6.1 The application form must be accompanied by the prescribed search fee listed in Annexure “C” of this manual.
- 8.6.2 A person who is seeking information about himself or herself does not have to pay the initial fee, while a requester other than a personal requester has to pay an initial fee of R100 for a record.
- 8.6.3 All requesters, except those who are exempted in terms of section 22(8)(a) of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000), must pay the required fees to obtain a record.

8.7 Reasonable time

The requester will be given the required information, if available, within a reasonable time after receipt of the application form and prescribed fee.

8.8 Where a record is not under the control or in the possession of the Cape Winelands District Municipality

- 8.8.1 The Information Officer may transfer a request where a record is not under the control or in the possession of the Cape Winelands District Municipality or where the subject matter is more closely connected with the functions of another public body or where the record contains commercial information in which another public body has a greater interest.
- 8.8.2 The request will be transferred as soon as reasonably possible, but in any event within FOURTEEN (14) days after the request is received.
- 8.8.3 The Information Officer must notify the requester of the transfer as well as the reasons for the transfer and the period within which the request must be addressed.

8.9 If a record is no longer available or cannot be found

If information is no longer available or cannot be found and all reasonable steps have been taken to find such a record, the Information Officer must by way of an affidavit of affirmation notify the requester accordingly.

8.10 If a record is not yet available

Access may be deferred where a record is not yet available and the requester will be notified accordingly.

8.11 If access is granted

8.11.1 The Information Officer must decide within 30 (THIRTY) days whether to grant the request.

8.11.2 If access is granted, a notice must be sent to the requester stating the following:

- (a) The access fee, if any, that must be paid upon being granted access.
- (b) The form in which access will be given.
- (c) That the requester may lodge an internal appeal with the Cape Winelands District Municipality or an application with a court against the access fee to be paid or the form in which access is to be granted.

8.12 If access is refused

If access to the record is not granted, the notice by the Information Officer or Deputy Information Officer must give adequate reasons for the refusal, excluding any reference to the content of the record and stating that the requester may lodge an internal appeal with the district municipality or an application with a court against the refusal of the request and the procedure to lodge an internal appeal or application.

8.13 Extension of time

8.13.1 The Information Officer or Deputy Information Officer may extend the period of THIRTY (30) days in which to decide on the request if:

- (a) it is for a large number of records and compliance would unreasonably interfere with the activities of the Cape Winelands District Municipality;
- (b) it requires a search of a collection of records in an office not situated in the same town or city as the Information Officer and the Information Officer cannot reasonably be expected to complete the request within the initial THIRTY (30) days;
- (c) consultations with other departments of the Cape Winelands District Municipality or with another public body are necessary or desirable and the Information Officer cannot reasonably be expected to complete the consultations within the initial THIRTY (30) days; or
- (d) the requester consents in writing to the extension.

8.13.2 If a period is extended, the Information Officer must within THIRTY (30) days after the request is received, notify the requester of that extension and the reasons therefor.

8.13.3 The notice must state the period of extension as well as adequate reasons for the extension.

8.13.4 The notice must also state that the requester may lodge an application with a court against the extension and the procedure (including the period) for lodging the application.

9. HOW TO OBTAIN ACCESS TO THE MANUAL

- 9.1 A copy of this manual is available in the three (3) official languages of the Western Cape Province.
- 9.2 Members of the public can inspect the manual during normal working hours at the contact points mentioned under clause 9.4.
- 9.3 The manual can also be obtained upon submitting a request to the Information Officer or from the website of the CWDM (<https://www.capewinelands.gov.za>).
- 9.4 All requests for access to information must go through the Information Officer. However, to provide information about services to the public, the following contact points are provided:

STELLENBOSCH

46 Alexander Street	Telephone:	0861 265 263
STELLENBOSCH	Fax:	021 887 2271
7600	E-mail:	bongiwep@capewinelands.co.za

WORCESTER

51 Trappes Street	Telephone:	0861 265 263
WORCESTER	Fax:	023 342 8442
6850	E-mail:	admin@capewinelands.gov.za

PAARL

194 Main Street	Telephone:	0861 265 263
PAARL	Fax:	021 872 1277
7646	E-mail:	myrtler@capewinelands.co.za

CERES

27 Munnik Street
CERES
6835

Telephone: 0861 265 263
Fax: 023 312 3177
E-mail: christelle@capewinelands.gov.za

ROBERTSON

40 Van Reenen Street
ROBERTSON
6704

Telephone: 0861 265 263
Fax: 023 626 5059
E-mail: admin@capewinelands.gov.za

10. PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWERS OR PERFORMANCE OF DUTIES BY THE CAPE WINELANDS DISTRICT MUNICIPALITY

10.1 The Cape Winelands District Municipality recognises the need to maintain continual engagement with the public. The municipality requires the expertise and input of civil society to optimise the process of strategy development. The public also plays a vital role in the monitoring of municipal performance, and ensuring the accountability of the Cape Winelands District Municipality.

10.2 To integrate the public in the development and review of the Integrated Development Plan, the Cape Winelands District Municipality developed a Process Plan for public consultation. The Process Plan specifies timeframes for the Integrated Development Plan annual review process, and identifies target groups to be consulted in civil society.

10.3 Public participation in a local government context is governed by the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) and the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998). The purpose of the public participation process is to ensure that the Cape Winelands District Municipality as well as the broader community co-own the public participation process and the end product.

10.4 The Cape Winelands District Municipality may use the following methods to engage in public participation:

10.4.1 Distribution of documents in public places for comment

10.4.2 Surveys

10.4.3 Newspaper advertisements

10.4.4 Formal public hearings

10.4.5 Public meetings

- 10.5 In the exercise of its powers or performance of its duties in terms of PAIA and POPIA, the public is from time-to-time invited to make representations or to participate or influence the development of regulations, codes of conduct and guidelines.
- 10.6 Members of the public can, at any time, make representations to the Cape Winelands District Municipality regarding the conduct of any person that falls within the jurisdiction of the district municipality's mandate.
- 10.7 Members of the public are also encouraged to submit proposals for the development of a code of conduct or any legislative reform or representations on any matter affecting the personal information of a data subject.
- 10.8 The public is further encouraged to participate in public consultation and stakeholder engagements arranged by the Cape Winelands District Municipality.
- 10.9 The platform utilised for public participation may either be through public hearings (physical or virtual), e-mail or written submissions.
- 10.10 The input and submissions of members of the public are considered intensively during the formulation of the regulations, guidelines and codes of conduct.
- 10.11 The Cape Winelands District Municipality disseminates information to the public via electronic and print media, the government gazette as well as social media.

11. PROCESSING OF PERSONAL INFORMATION

11.1 Personal information that is processed by the Cape Winelands District Municipality

11.1.1 Chapter 3 of the Protection of Personal Information Act, 2013 (Act No 4 of 2013) (“POPIA”) provides for the minimum conditions for lawful processing of personal information by a responsible party.

11.1.2 These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.

11.1.3 The Cape Winelands District Municipality needs personal information of both natural and juristic persons in order to carry out its business and organisational functions.

11.1.4 The manner in which this personal information is processed and the purpose for which it is processed are determined by the Cape Winelands District Municipality.

11.1.5 The Cape Winelands District Municipality is accordingly a responsible party for the purposes of POPIA and will ensure that the personal information of a data subject:

- (a) is processed lawfully, fairly and transparently. This includes the provision of appropriate information to data subjects when their data are collected by the Cape Winelands District, in the form of privacy or data collection notices. The Cape Winelands District Municipality must also have a legal basis (for example, consent) to process personal information;
- (b) is processed only for the purposes for which it was collected;
- (c) will not be processed for a secondary purpose unless that processing is compatible with the original purpose;

- (d) is adequate, relevant and not excessive for the purposes for which it was collected;
- (e) is accurate and kept up to date;
- (f) will not be kept for longer than necessary;
- (g) is processed in accordance with integrity and confidentiality principles. This includes physical and organisational measures to ensure that personal information in both physical and electronic form is subject to an appropriate level of security when stored, used and communicated by the Cape Winelands District Municipality, in order to protect against access and acquisition by unauthorised persons and accidental loss, destruction or damage;
- (h) is processed in accordance with the rights of data subjects, where applicable. Data subjects have the right to:
 - (i) be notified that their personal information is being collected by the Cape Winelands District Municipality;
 - (ii) be notified in the event of a data breach;
 - (iii) know whether the Cape Winelands District Municipality holds personal information about them and to access that information, and any request for information must be handled in accordance with the provisions of this manual;
 - (iv) request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading or unlawfully obtained personal information;

- (v) object to the Cape Winelands District Municipality's use of their personal information and request the deletion of such personal information (deletion would be subject to the Cape Winelands District Municipality's recordkeeping requirements);
- (vi) object to the processing of personal information for purposes of direct marketing by means of unsolicited electronic communications; and
- (vii) complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPI and to institute civil proceedings regarding the alleged noncompliance with the protection of his, her or its personal information.

11.2 Purpose of processing personal information

11.2.1 As outlined above, personal information may only be processed for a specific purpose.

11.2.2 The purposes for which the Cape Winelands District Municipality processes or will process personal information is set out in Part 1 of Appendix 2.

11.3 Categories of data subjects and personal information/special personal information relating thereto

11.3.1 As per section 1 of POPIA, a data subject may either be a natural or a juristic person.

11.3.2 Part 2 of Appendix 2 sets out the various categories of data subjects that the Cape Winelands District Municipality processes personal information on and the types of personal information relating thereto.

11.4 Recipients of personal information

Part 3 of Appendix 2 outlines the recipients to whom the Cape Winelands District Municipality may provide a data subject's personal information.

11.5 Cross-border flows of personal information

11.5.1 Section 72 of POPIA provides that personal information may only be transferred out of the Republic of South Africa if the:

- (a) recipient country can offer such data an 'adequate level' of protection. This means that its data privacy laws must be substantially similar to the Conditions for Lawful Processing as contained in POPIA;
- (b) data subject consents to the transfer of their personal information;
- (c) transfer is necessary for the performance of a contractual obligation between the data subject and the responsible party;
- (d) transfer is necessary for the performance of a contractual obligation between the responsible party and a third party, in the interests of the data subject; and
- (e) the transfer is for the benefit of the data subject and it is not reasonably practicable to obtain the consent of the data subject and, if it was, the data subject would in all likelihood provide such consent.

11.5.2 Part 4 of Appendix 2 sets out the planned cross-border transfers of personal information.

11.5.3 Notwithstanding clauses 11.5.1 and 11.5.2 above, the Cape Winelands District Municipality does not intend to transfer any personal information of data subjects cross-border.

11.6 Description of information security measures to be implemented by the Cape Winelands District Municipality

11.6.1 Part 5 of Appendix 2 sets out the types of security measures to be implemented by the Cape Winelands District Municipality in order to ensure that personal information is respected and protected.

11.6.2 A preliminary assessment of the suitability of the information security measures implemented or to be implemented by the Cape Winelands District Municipality may be conducted in order to ensure that the personal information that is processed by the Cape Winelands District Municipality is safeguarded and processed in accordance with the Conditions for Lawful Processing.

11.7 Objection to the processing of personal information by a data subject

Section 11(3) of POPIA and regulation 2 of the POPIA Regulations provide that a data subject may at any time object to the processing of his/her/its personal information in the prescribed form attached to this manual as Appendix 3, subject to exceptions contained in POPIA.

11.8 Request for correction or deletion of personal information

Section 24 of POPIA and regulation 3 of the POPI Regulations provides that a data subject may request for their personal information to be corrected/deleted in the prescribed form attached as Appendix 4 to this manual.

11.9 Categories of data subjects and their personal information

The Cape Winelands District Municipality may possess or possesses records relating to personal information of employees, beneficiaries, suppliers, Council members, contractors, service providers, stakeholders and members of the public.

12. ARRANGEMENTS AND PROVISIONS FOR PERSONS TO MAKE REPRESENTATIONS, CONSULT OR OTHERWISE TO PARTICIPATE IN OR INFLUENCE THE FORMULATION OF POLICY OR THE EXERCISING OF POWERS OR PERFORMANCE OF DUTIES BY THE CAPE WINELANDS DISTRICT MUNICIPALITY

12.1 The Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) instructs each municipality to encourage and create conditions for the local community to participate in the affairs of the municipality.

12.2 Therefore, certain mechanisms and interaction processes are created to enable the public to participate in the affairs of the municipality, namely:

12.2.1 Interaction: Council with the public

- (a) Adequate public notice of any intention to formulate by-laws and policies on any matter that may affect the public.
- (b) Timeous preparation and distribution of agendas of Council and committee meetings.
- (c) Government Gazette notices or other legislation regarding the Cape Winelands District Municipality.
- (d) Annual report to the community regarding the results achieved by the municipality.
- (e) Council meetings that are open to the public.
- (f) The media such as radio and local newspapers.

12.2.2 Interaction: Public with Council

- (a) Proportional representative Councillors and Councillors representing the local municipality.
- (b) Liaison with the public affairs office.
- (c) Consultive sessions with local community organisations.
- (d) Written input on proposed policies or by-laws or regarding any other matter concerning the exercise of powers of performance of duties by the municipality may be submitted to the Municipal Manager or the Executive Mayor at the address set out in paragraph 4.

12.2.3 Interaction: Processes of Council

- (a) Public meetings.
- (b) Recognition of community-based organisations, which bodies will be incorporated in planning processes such as the integrated development process.
- (c) A budget process designed to encourage community participation.
- (d) Invitations to the public to submit written comments or representations on any matter before Council.

13. REFUSAL OF ACCESS TO RECORDS

13.1 The district municipality has a responsibility to protect the rights of other people and those rights cannot be exercised to the detriment of the rights of other people.

13.2 Therefore, the Information Officer has in terms of sections 34 to 45 of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000) the right to refuse access to records.

13.3 Discretionary refusal of access to records

The Information Officer or Deputy Information Officer has the discretion to refuse access of records where a request for access to information would involve disclosure of the following, amongst others:

13.3.1 Information supplied in confidence by a third party, the disclosure of which could reasonably be expected to cause prejudice.

13.3.2 Information, the disclosure of which would be likely to impair the security of a building, structure or system, which may be a computer system, means of transport or any other property.

13.3.3 Information regarding methods, systems, plans or procedures for the protection of an individual in a witness protection scheme, the safety of the public or the security of property.

13.3.4 A record containing the methods, techniques or guidelines for the prevention, detection, curtailment or investigation of a contravention or possible contravention of law or prosecution of an alleged offender.

13.3.5 A record on the prosecution of an alleged offender where disclosure of the record could reasonably be expected to impede the prosecution or result in a miscarriage of justice.

- 13.3.6 A record, the disclosure of which could reasonably be expected to:
- (a) prejudice the investigation of a contravention or possible contravention of the law;
 - (b) reveal or enable a person to identify a confidential source of information related to the enforcement or administration of the law;
 - (c) result in the intimidation or coercion of a witness or a person who may be called as a witness in criminal or other proceedings to enforce the law;
 - (d) contravene the law; or
 - (e) prejudice or impair the fairness of a trial or the impartiality of adjudication.
- 13.3.7 Information, the disclosure of which could cause prejudice to the defence, security or international relations of the Republic of South Africa.
- 13.3.8 Information, the disclosure of which is likely to materially jeopardise the economic or financial interests of the Republic of South Africa or the ability of the government to manage the economy of the Republic of South Africa effectively.
- 13.3.9 Information that contains trade secrets of the state or a public body or could put a public body at a disadvantage in a contract or other relations or prejudice a public body in commercial competition.
- 13.3.10 Information that contains financial, commercial, scientific or technical information, other than trade secrets, the disclosure of which would be likely to cause harm to the commercial or financial interests of the state or a public body.

- 13.3.11 Information that is a computer program, defined in the Copyright Act, 1978 (Act No 98 of 1978), owned by the state or a public body.
- 13.3.12 Information about research being carried out or likely to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose a public body, person carrying out the research or subject matter of the research to serious disadvantage.
- 13.3.13 Information about a record of a public body that contains an opinion, advice, report or recommendation obtained or prepared or an account of a consultation, discussion, deliberation or minutes of a meeting on the formulation of a policy or taking a decision in the exercise of a power or performance of a duty conferred by law if disclosure could reasonably be expected to frustrate the deliberative process or success of the policy.

13.4 Mandatory refusal of a request for access to a record

- 13.4.1 The Information Officer must refuse access to a record where a request for access to information would involve the unreasonable disclosure of personal information or trade secrets about a third party (including a deceased individual) or any information, other than trade secrets, that can cause harm to the commercial or financial interests of a third party.
- 13.4.2 Access must also be refused where a request for access to information would involve disclosure of information that is a computer program owned by a private body or where access to the record is prohibited in terms of section 60(14) of the Criminal Procedure Act, 1977 (Act No 51 of 1977) or where the information is privileged or where the information can endanger the life or safety of an individual or the protection of property.
- 13.4.3 The Information Officer must refuse access to a record where the information would involve the disclosure of information supplied in confidence by a third party and it can reasonably be expected to put the third party at a disadvantage in contractual or other negotiations.

- 13.4.4 Where the information would be a breach of duty of a confidence to a third party or where the disclosure of information about research would expose the person or third party carrying out the research or the subject matter of the research causing serious disadvantage, access must be refused.
- 13.4.5 The Information Officer may refuse a request for access to a record if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the public body.

14. REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE CAPE WINELANDS DISTRICT MUNICIPALITY

- 14.1 If the Information Officer fails to give a decision on a request for access within THIRTY (30) days, the Information Officer is deemed to have refused the request and the requester may lodge an internal appeal with the Council of the Cape Winelands District Municipality.
- 14.2 An internal appeal must be lodged in the prescribed form within SIXTY (60) days in terms of section 75(1)(a)(i) of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000) (see Annexure “B”).
- 14.3 A requester may lodge an internal appeal against a refusal of a request or a decision of the Information Officer with respect to:
- 14.3.1 the prescribed fees;
 - 14.3.2 the extension of the period to deal with a request; or
 - 14.3.3 the form of access.
- 14.4 A third party may lodge an internal appeal with the Council of the Cape Winelands District Municipality in terms of section 72(c) against a decision by the Information Officer to disclose information.
- 14.5 A requester who has lodged an internal appeal and is not satisfied with the result may make an application for appropriate relief to a court in terms of section 78 of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000), within THIRTY (30) days of the decision on the internal appeal.

15. MANNER OF AN INTERNAL APPEAL AND APPEAL FEES

- 15.1 An internal appeal must be lodged on the prescribed form within a period of SIXTY (60) days.
- 15.2 If a notice to a third party is required, within THIRTY (30) days after notice is given to the appellant of the decision to appeal, an internal appeal must be lodged.
- 15.3 The appeal must be posted, faxed or sent by electronic mail to the Information Officer.
- 15.4 The subject matter must be identified and the reasons for appeal must be stated.
- 15.5 If, in addition to a written reply, the appellant wishes to be informed of the decision of the internal appeal in any other manner, he or she must state that manner and provide the necessary particulars to be so informed.
- 15.6 If applicable, the prescribed appeal fee must accompany the form.
- 15.7 Late appeals, upon good cause shown, can be allowed.
- 15.8 The Information Officer must within TEN (10) working days after receipt of an internal appeal submit the appeal to the municipal Council for the decision concerned.

16. COMPLAINT TO THE INFORMATION REGULATOR

- 16.1 A requester or third party may only submit a complaint to the Information Regulator after that requester or third party has exhausted the internal appeal procedure against a decision of the Information Officer of the Cape Winelands District Municipality.
- 16.2 The Information Regulator will reject the complaint if an appeal process has not been completed.
- 16.3 However, with regard to a public body (in respect of which an internal appeal is not applicable) and a private body, a requester or third party may submit a complaint to the Regulator, if not satisfied by the decision of the body concerned.
- 16.4 A complaint to the Information Regulator by a requester or a third party must be lodged within ONE HUNDRED AND EIGHTY (180) days of receipt of the decision from the Cape Winelands District Municipality.
- 16.5 A requester may lodge a complaint with the Information Regulator, if not happy with –
- (a) the outcome of an internal appeal; and
 - (b) a decision of the appeal authority to disallow the late lodging of an internal appeal.
- 16.6 A third party may lodge a complaint with the Information Regulator, if not happy with the outcome of an internal appeal, to the appeal authority of the district municipality.

17. EXTERNAL REMEDIES

- 17.1 The decision made by the municipal Council pertaining to any of the decisions the requester or third party is aggrieved by, is final and the requester or third party may, by way of an application, within ONE HUNDRED AND EIGHTY (180) days apply to a court for appropriate relief in terms of section 82 of PAIA.
- 17.2 A requester or third party may only apply to a court for appropriate relief in terms of section 82 in the following circumstances:
- 17.2.1 After that requester or third party has exhausted the internal appeal process; or
- 17.2.2 After that requester or third party has exhausted the complaints procedure referred to in section 77A of PAIA.
- 17.3 In terms of section 78(1) of PAIA, a requester or third party has two (2) options, either to refer a decision to the Information Regulator or the court.

18. FRAUD HOTLINE

- 18.1 The Cape Winelands District Municipality adopts a zero tolerance to fraud and corruption.
- 18.2 Fraud and corruption will be investigated and followed up by the application of all remedies available within the full extent of the law and the implementation of appropriate prevention and detection controls.
- 18.3 The Cape Winelands District Municipality subscribes to the principles of good corporate governance, which requires the conducting of business in an honest and transparent manner.
- 18.4 The Cape Winelands District Municipality is committed to fighting fraudulent behaviour at all levels within the organisation.

Fraud Hotline

Call: 021 888 5130

Report it:

Report any fraud related activity immediately



19. GENERAL INFORMATION

- 19.1 The Information Officer or the Deputy Information Officer may be contacted for further information not contained in this manual.
- 19.2 The Cape Winelands District Municipality will, if necessary, update and publish this manual at least once a year.

ANNEXURE A

FORM 2

CAPE WINELANDS DISTRICT MUNICIPALITY

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

Note:

- 1. Proof of identity must be attached by the requester.*
- 2. If requests are made on behalf of another person, proof of such authorisation must be attached to this form.*

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000))

[Regulation 7]

PARTICULARS AND ADDRESS OF PUBLIC BODY

The Information Officer / Deputy Information Officer:

Cape Winelands District Municipality

46 Alexander Street

Stellenbosch

E-mail address: paia@capewinelands.gov.za

mm@capewinelands.gov.za

karina@capewinelands.gov.za

Mark with an 'X'

<input type="checkbox"/>	Request is made in my own name
<input type="checkbox"/>	Request is made on behalf of another person

PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD																
Full names and surname																
Identity number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>															
Capacity in which request is made (<i>when made on behalf of another person</i>)																
Postal address																
Street address																
E-mail address																
Contact numbers	Tel (B)															
	Facsimile															
	Cellular															
PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE																
Full names of person on whose behalf request is made (<i>if applicable</i>)																
Identity number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>															
Postal address																
Street address																
E-mail address																
Contact numbers	Tel (B)															
	Facsimile															
	Cellular															

PARTICULARS OF RECORD REQUESTED

Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record	
Reference number, if available	
Any further particulars of record	

TYPE OF RECORD (Mark the applicable box with an 'X')	
Record is in written or printed form	
Record comprises virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc.</i>)	
Record consists of recorded word or information which can be reproduced in sound	
Record is held on a computer or in an electronic or machine-readable form	
FORM OF ACCESS (Mark the applicable box with an 'X')	
Printed copy of record (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>)	
Written or printed transcription of virtual mages (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc.</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of record on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of record on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	
MANNER OF ACCESS (Mark the applicable box with an 'X')	
Personal inspection of record at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	
Preferred language (<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available</i>)	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue on a separate page and attach it to this form. The requester must sign all the additional pages.

Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right	
FEES	
<p>(a) A request fee must be paid before the request will be considered.</p> <p>(b) You will be notified of the amount of the access fee to be paid.</p> <p>(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</p> <p>(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.</p>	
Reason	

You will be notified in writing whether your request has been approved or denied and if approved, the costs relating to your request, if any. Please indicate your preferred manner of correspondence.

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ on this ____ day of _____ 20__

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

FOR OFFICIAL USE

Reference number	
Request received by <i>(state rank, name and surname of information officer)</i>	
Date received	
Access fees	
Deposit (if any)	

SIGNATURE OF INFORMATION OFFICER

ANNEXURE B

CAPE WINELANDS DISTRICT MUNICIPALITY

FORM B

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000))

[Regulation 8]

STATE YOUR REFERENCE NUMBER

A. PARTICULARS OF PUBLIC BODY

The Information Officer / Deputy Information Officer
Cape Winelands District Municipality

B. PARTICULARS OF REQUESTER/THIRD PARTY WHO LODGES THE INTERNAL APPEAL

- (a) The particulars of the person who lodges the internal appeal must be given below.
- (b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
- (c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be provided at C below.

Full names and surname:

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

C. PARTICULARS OF REQUESTER

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--

D. THE DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED

Mark the decision against which the internal appeal is lodged with an 'X' in the appropriate box.

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. GROUNDS FOR APPEAL

If the provided space is inadequate, please continue on a separate folio and attach it to this form. **You must sign all the additional folios.**

State the grounds on which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

F. NOTICE OF DECISION ON APPEAL

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner in which you want to be informed:

Particulars:

Signed at _____ this _____ day of _____ 20_____

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE

OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received on _____ (date) by _____

(state rank, name and surname of Information Officer/Deputy Information Officer)

Appeal accompanied by the reasons for the Information Officer's/Deputy Information Officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the Information Officer/Deputy Information Officer on _____ (date) to the relevant authority.

OUTCOME OF APPEAL

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
CONFIRMED / NEW DECISION SUBSTITUTED

NEW DECISION: _____

DATE

CAPE WINELANDS DISTRICT MUNICIPALITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER OF
CAPE WINELANDS DISTRICT MUNICIPALITY ON (date):

ANNEXURE C

FEES IN RESPECT OF PUBLIC BODIES

1.	The request fee payable by every requester	R100,00
2.	Photocopy per A4-size page or part thereof	R1,50
3.	Printed copy per A4-size page or part thereof	R1,50
4.	For a copy in a computer-readable form on:	
4.1	Flash drive (to be provided by requester)	R40,00
4.2	Compact disc	
	If provided by requester	R40,00
	If provided to the requester	R60,00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24,00
8.	Copy of an audio record on:	
8.1	Flash drive (to be provided by requester)	R40,00
8.2	Compact disc	
	If provided by requester	R40,00
	If provided to the requester	R60,00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	R100,00
	To not exceed a total cost of	R300,00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any

FEES IN RESPECT OF PRIVATE BODIES

1.	The request fee payable by every requester	R140,00
2.	Photocopy/printed black and white copy per A4-size page or part thereof	R2,00
3.	Printed copy per A4-size page or part thereof	R2,00
4.	For a copy in a computer-readable form on:	
4.1	Flash drive (to be provided by requester)	R40,00
4.2	Compact disc	
	If provided by requester	R40,00
	If provided to the requester	R60,00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24,00
8.	Copy of an audio record on:	
8.1	Flash drive (to be provided by requester)	R40,00
8.2	Compact disc	
	If provided by requester	R40,00
	If provided to the requester	R60,00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	R145,00
	To not exceed a total cost of	R435,00
10.	Deposit: If search exceeds six hours	One third of amount per request calculated in terms of items 2 to 8
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any

ANNEXURE D

PERSONS EXEMPTED FROM PAYING FEES FOR REQUESTED INFORMATION

Government Gazette Number 28107

Notice Number R. 991

Regulation Gazette Number 8325

Volume 484

Date: 14 October 2005

Government Notice

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No R.991

14 October 2005

PROMOTION OF ACCESS TO INFORMATION ACT, 2000 EXEMPTIONS AND DETERMINATIONS FOR PURPOSES OF SECTION 22(8)

I, Brigitte Sylvia Mabandla, Minister of Justice and Constitutional Development, acting under section 22(8) of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000) hereby –

- (a) exempt the following persons from paying the access fee contemplated in section 22(6) of the Act:
 - (i) a single person whose annual income, after permissible deductions referred to in the Schedule to this notice are made, does not exceed R14 712,00 per annum; and
 - (ii) married persons or a person and his or her life partner whose annual income, after permissible deductions referred to in the Schedule to this notice are made, does not exceed R27 192,00 per annum; and

- (b) determine that –
- (i) where the cost of collecting any fee contemplated in section 22 of the Act exceeds the amount charged, such fee does not apply;
 - (ii) the access fee contemplated in section 22(6) of the Act does not apply to the personal record of a requester; and
 - (iii) the request fee contemplated in section 22(1) of the Act and the access fee contemplated in section 22(6) of the Act do not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or enquiry in terms of the provisions of the Maintenance Act, 1998 (Act No 99 of 1998) or the regulations made under section 44 of that Act.

APPENDIX 1

PERMISSIBLE DEDUCTIONS

1. For purposes of paragraph (a)(i) and (ii) of the notice, the following deductions are permissible:
 - (a) Employees' tax in terms of paragraph 2 of Part II of the Fourth Schedule of the Income Tax Act, 1962 (Act No 58 of 1962);
 - (b) Contributions in terms of section 5 of the Unemployment Insurance Contributions Act, 2002 (Act No 4 of 2002);
 - (c) Compulsory contributions to a group insurance fund in terms of a court order or in terms of a contract between an employer and his or her employee;
 - (d) Contributions to any medical scheme registered under the provisions of the Medical Schemes Act, 1998 (Act No 131 of 1998), and allowed to be deducted in terms of section 18(1)(a) of the Income Tax Act, 1962 (Act No 58 of 1962);
 - (e) Contributions to pension funds in terms of section 13A of the Pension Funds Act, 1956 (Act No 24 of 1956);
 - (f) Rent or mortgage instalments to the maximum of R12 000,00 per annum;
 - (g) Maintenance paid in terms of a court order; and
 - (h) School fees, except school fees paid to a private school.

BS MABANDLA, MP

MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

APPENDIX 2: PART 1

PROCESSING OF PERSONAL INFORMATION IN ACCORDANCE WITH POPIA

FOR SUPPLIERS AND CONTRACTORS AND BENEFICIARIES

- (a) Verifying information and performing checks;
- (b) Purposes relating to the agreement or business relationship or possible agreement or business relationships between the parties;
- (c) Payment of invoices;
- (d) Performing duties in terms of any agreement with suppliers, contractors and/or beneficiaries;
- (e) Make, or assist in making, credit and financial decisions about suppliers, contractors and/or beneficiaries;
- (f) Operate and manage suppliers, contractors and/or beneficiaries' accounts and manage any document, application, agreement or correspondence they may have with the Cape Winelands District Municipality;
- (g) Communicating (including direct marketing) with suppliers, contractors and/or beneficiaries by e-mail, SMS, letter, telephone or in any other way about the Cape Winelands District Municipality's products and services, unless they have indicated otherwise;
- (h) Carrying out market research, business and statistical analysis;
- (i) Performing other administrative and operational purposes;
- (j) Recovering any debt suppliers, contractors and/or beneficiaries may owe the Cape Winelands District Municipality;
- (k) Complying with the Cape Winelands District Municipality's regulatory and other obligations; and
- (l) Any other reasonably required purpose relating to the business and organisational functions of the Cape Winelands District Municipality.

FOR PROSPECTIVE SUPPLIERS, CONTRACTORS AND/OR BENEFICIARIES

- (a) Verifying and updating information;
- (b) Pre-scoring; and
- (c) Any other reasonably required purpose relating to the processing of personal information reasonably related to the Cape Winelands District Municipality's business and organisational functions.

FOR COUNCILLORS AND EMPLOYEES

- (a) Performing duties in terms of any agreement;
- (b) Verification of applicant employees' information during recruitment process;
- (c) Complying with the Cape Winelands District Municipality's regulatory and other obligations; and
- (d) General matters relating to Councillors and employees:
 - (i) Pension
 - (ii) Medical aid
 - (iii) Payroll
 - (iv) Disciplinary action
 - (v) Training
 - (vi) Any other reasonably required purpose relating to the employment or possible employment relationship.

APPENDIX 2: PART 2

CATEGORIES OF DATA SUBJECTS AND CATEGORIES OF PERSONAL INFORMATION RELATING THERETO

COUNCILLORS AND EMPLOYEES

- (a) Names, surname and contact details;
- (b) Identity number and identity documents including passports;
- (c) Employment history and references;
- (d) Banking and financial details;
- (e) Details of payments to third parties (deductions from salary);
- (f) Employment contracts;
- (g) Employment equity plans;
- (h) Medical aid records;
- (i) Pension fund records;
- (j) Remuneration/salary records;
- (k) Performance appraisals;
- (l) Disciplinary records;
- (m) Leave records;
- (n) Training records;
- (o) Health and wellbeing;
- (p) Financial information;
- (q) Information pertaining to spouse and dependants;
- (r) Educational information;
- (s) Criminal behaviour;
- (t) Gender;
- (u) Marital status;
- (v) Ethnicity;
- (w) Home language; and
- (x) Confidential correspondence.

SUPPLIERS, CONTRACTORS AND/OR BENEFICIARIES (which may include employees)

- (a) Postal and/or street address;
- (b) Title, name and surname;
- (c) Contact numbers and/or e-mail address;
- (d) Ethnic group;
- (e) Employment history;
- (f) Age;
- (g) Gender;
- (h) Marital status;
- (i) Nationality;
- (j) Language;
- (k) Financial and banking information;
- (l) Identity or passport number;
- (m) Company and/or business information and registration numbers;
- (n) Directors' and/or members' and/or owner's information;
- (o) Information relating to services and/or products;
- (p) Authorised signatories;
- (q) Other information not specified, reasonably required to be processed for business operations.

COMMUNITY MEMBERS AND/OR STAKEHOLDERS

- (a) Postal and/or street address;
- (b) Title, name and surname;
- (c) Contact numbers and/or e-mail address;
- (d) Name of business, firm and/or organisation; and
- (e) Other information not specified, reasonably required to be processed.

APPENDIX 2: PART 3

RECIPIENTS OF PERSONAL INFORMATION

- (a) Any firm, organisation or person that the Cape Winelands District Municipality uses to collect payments and recover debts or to provide a service on its behalf;
- (b) Any firm, organisation or person that/who provides the Cape Winelands District Municipality with products or services;
- (c) Any payment system the Cape Winelands District Municipality uses;
- (d) Regulatory and governmental authorities or ombudsmen, or other authorities, including tax authorities, where the Cape Winelands District Municipality has a duty to share information;
- (e) Third parties to whom payments are made on behalf of employees;
- (f) Financial institutions from whom payments are received on behalf of data subjects;
- (g) Any other operator not specified;
- (h) Employees, contractors and temporary staff;
- (i) Any firm, organisation or person that the Cape Winelands District Municipality uses for the capturing, organising and storing of data;
- (j) Recipients of e-mails and other correspondence; and
- (k) Any firm, organisation or person that the Cape Winelands District Municipality uses to render a vetting service for the District Municipality to ensure that an individual's credentials stand up to scrutiny.

APPENDIX 2: PART 4

CROSS-BORDER TRANSFERS OF PERSONAL INFORMATION

Personal information may be transmitted transborder to Cape Winelands District Municipality's suppliers in other countries, and personal information may be stored in data servers hosted outside South Africa, which may not have adequate data protection laws.

The Cape Winelands District Municipality will endeavour to ensure that its dealers and suppliers will make all reasonable efforts to secure said data and personal information.

APPENDIX 2: PART 5

DESCRIPTION OF INFORMATION SECURITY MEASURES OF THE CAPE WINELANDS DISTRICT MUNICIPALITY

The Cape Winelands District Municipality undertakes to institute and maintain the data protection measures to accomplish the objectives outlined below:

- (a) The details given are to be interpreted as examples of how to achieve an adequate data protection level for each objective.
- (b) The Cape Winelands District Municipality may use alternative measures and adapt to technological security development, as needed, provided that the objectives are achieved.

ACCESS CONTROL OF PERSONS

The Cape Winelands District Municipality shall implement suitable measures in order to prevent unauthorised persons from gaining access to the data processing equipment where the data are processed.

DATA MEDIA CONTROL

The Cape Winelands District Municipality undertakes to implement suitable measures to prevent the unauthorised manipulation of media, including reading, copying, alteration or removal of the data media used by the Cape Winelands District Municipality and containing personal data of suppliers, contractors and/or beneficiaries.

DATA MEMORY CONTROL

The Cape Winelands District Municipality undertakes to implement suitable measures to prevent unauthorised input into data memory and the unauthorised reading, alteration or deletion of stored data.

USER CONTROL

The Cape Winelands District Municipality shall implement suitable measures to prevent its data processing systems from being used by unauthorised persons by means of data transmission equipment.

ACCESS CONTROL TO DATA

The Cape Winelands District Municipality represents that the persons entitled to use the Cape Winelands District Municipality's data processing system are only able to access the data within the scope and to the extent covered by their respective access permissions (authorisation).

TRANSMISSION CONTROL

The Cape Winelands District Municipality shall be obliged to enable the verification and tracing of the locations / destinations to which the personal information is transferred by utilisation of the Cape Winelands District Municipality's data communication equipment / devices.

TRANSPORT CONTROL

The Cape Winelands District Municipality shall implement suitable measures to prevent personal information from being read, copied, altered or deleted by unauthorised persons during the transmission thereof or during the transport of the data media.

ORGANISATION CONTROL

The Cape Winelands District Municipality shall maintain its internal organisation in a manner that meets the requirements of this manual.

FIREWALL AND VIRUS PROTECTION

The firewall controls access to the network and computers that hold data of the Cape Winelands District Municipality and virus management protects the network from applications that will cause harm to the network and data.

IDENTITY MANAGEMENT

All data stored on the Cape Winelands District Municipality's network are controlled by an identity management system, thus access is granted by the administrator of that section of the network.

SOFTWARE THAT HOLDS DATA

Data held by software applications on the Cape Winelands District Municipality's network are protected by a variety of native security mechanisms that include encryption, access control based on identity and propriety encoding.

ENCRYPTION OF DATA

Data on the Cape Winelands District Municipality's network can be encrypted with or without a password to ensure either safe transport or secure storage.

DATA TRACKING AND CONTROL

MS TEAMS provides for data tracking and monitoring of data, including access in respect of viewing and sharing status.

APPENDIX 3

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF POPIA AND REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

Note:

- (1) Affidavits or other documentary evidence as applicable in support of the objection may be attached.
- (2) If the space provided for in this form is inadequate, submit information as an annexure to this form and sign each page.
- (3) Complete as is applicable.

A	DETAILS OF DATA SUBJECT
Name(s) and surname / registered name of data subject	
Unique identifier / identity number	
Residential, postal or business address	
Contact number(s)	
Fax number / e-mail address	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of data subject	
Residential, postal or business address	
Contact number(s)	
Fax number / e-mail address	

C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) TO (f) (PLEASE PROVIDE DETAILED REASONS FOR THE OBJECTION)

Signed at this day of 20.....

.....

SIGNATURE OF DATA SUBJECT/ PERSON

APPENDIX 4

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF POPIA AND REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018 (REGULATION 3)

Note:

- (1) Affidavits or other documentary evidence as applicable in support of the request may be attached.
- (2) If the space provided for in this form is inadequate, submit information as an annexure to this form and sign each page.
- (3) Complete as is applicable.

Mark the appropriate box with an 'X'.

Request for:

- Correction or deletion of the personal information about the data subject that is in possession or under the control of the responsible party.
- Destroying or deletion of a record of personal information about the data subject that is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF DATA SUBJECT
Name(s) and surname / registered name of data subject	
Unique identifier / identity number	
Residential, postal or business address	
Contact number(s)	
Fax number / e-mail address	

B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of data subject	
Residential, postal or business address	
Contact number(s)	
Fax number / e-mail address	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) TO (f) (PLEASE PROVIDE DETAILED REASONS FOR THE OBJECTION)

D	<p style="text-align: center;">REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) THAT IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; AND/OR REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) THAT THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN (PLEASE PROVIDE DETAILED REASONS FOR THE REQUEST)</p>



CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

HANDLEIDING: TOEGANG TOT INLIGTING VAN DIE KAAPSE WYNLAND DISTRIKSMUNISIPALITEIT

Saamgestel kragtens die bepalings van

**ARTIKEL 14 VAN DIE WET OP BEVORDERING VAN TOEGANG TOT INLIGTING, 2000
(WET NO 2 VAN 2000) (PAIA) EN OM AAN DIE VEREISTES VAN DIE WET OP
BESKERMING VAN PERSOONLIKE INLIGTING, 2013 (WET NO 4 VAN 2013) (POPIA)
TE VOLDOEN**

Munisipale Bestuurder:	Mnr HF Prins
Straatadres:	Alexanderstraat 46, Stellenbosch 7600
Posadres:	Posbus 100, Stellenbosch 7599
Telefoonnommer:	0861 265 263
Faksnommer:	021 887 3451
E-posadres:	admin@capewinelands.gov.za

INHOUDSOPGAWE

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AFKORTINGS/AKRONIEME/DEFINISIES

GOP	Geïntegreerde Ontwikkelingsplan
Operateur	'n Persoon wat ingevolge 'n kontrak of mandaat persoonlike inligting vir 'n verantwoordelike party prosessee, sonder om onder die direkte gesag van daardie party te wees.
PAIA	Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No 2 van 2000)
Persoonlike inligting	<p>Inligting met betrekking tot 'n identifiseerbare, lewende, natuurlike persoon en waar van toepassing 'n identifiseerbare, bestaande regspersoon, insluitende, maar nie beperk nie tot:</p> <ul style="list-style-type: none">• inligting met betrekking tot die ras, geslagtelikheid, geslag, swangerskap, huwelikstaat, nasionale, etniese of sosiale herkoms, kleur, seksuele georiënteerdheid, ouderdom, fisiese of geestelike gesondheid, welsyn, gestremdheid, godsdiens, gewete, oortuiging, kultuur, taal en geboorte van die persoon;• inligting met betrekking tot die opvoeding of die mediese, kriminele of werkgeskiedenis van die persoon;• enige identifiserende nommer, simbool, e-posadres, fisiese adres, telefoonnommer, inligting oor ligging, aanlyn identifiseerder of ander bepaalde toewysing aan die persoon;• die biometriese inligting van die persoon;• die persoonlike menings, sienings of voorkeure van die persoon;• korrespondensie gestuur deur die persoon wat implisiet of eksplisiet van 'n private of vertroulike aard is of verdere korrespondensie wat die inhoud van die oorspronklike korrespondensie aan die lig sal bring;• die siening of mening van 'n ander persoon oor die persoon; en• die naam van die persoon as dit saam met ander persoonlike inligting met betrekking tot die persoon verskyn of waar die bekendmaking van die naam op sigself inligting oor die persoon aan die lig sal bring.

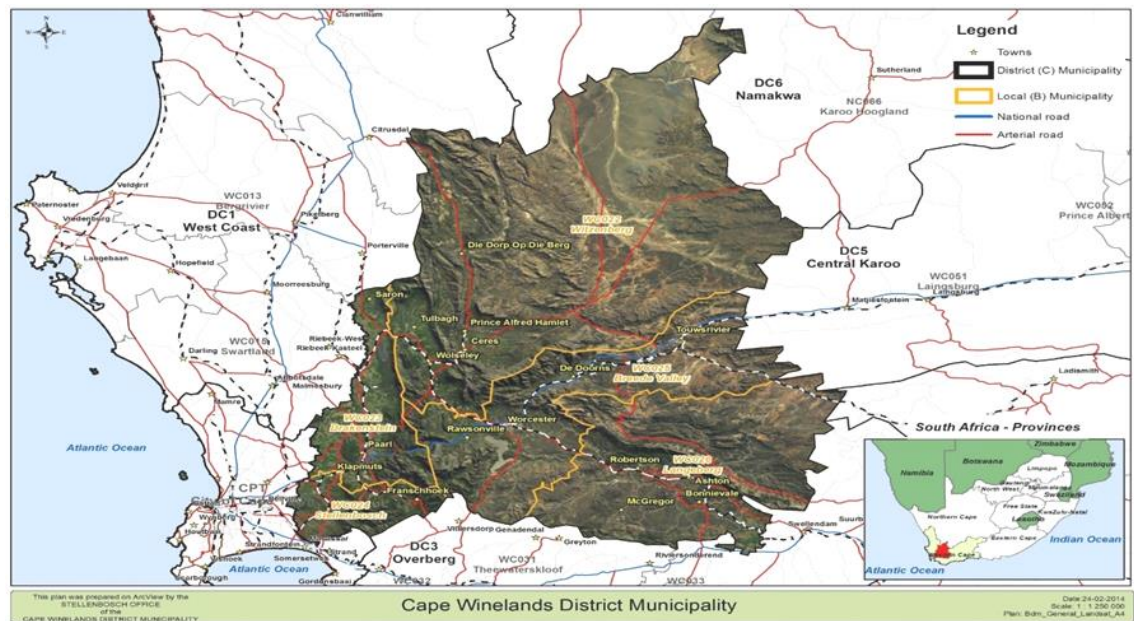
POPIA Wet op Beskerming van Persoonlike Inligting, 2013
(Wet No 4 van 2013)

Verantwoordelike party 'n Openbare of privaat liggaam of enige ander persoon wat eiehandig of in samewerking met andere die oogmerk van en middele vir die prosessering van persoonlike inligting bepaal.

1. INLEIDING EN DOEL VAN DIE HANDLEIDING: TOEGANG TOT INLIGTING

- 1.1 Hierdie handleiding is saamgestel vir die Kaapse Wynland Distriksmunisipaliteit en is 'n vereiste ingevolge artikel 14 van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No 2 van 2000) ("PAIA") met die doel om uitvoering te gee aan die publiek se reg op toegang tot inligting van openbare en privaat liggame, soos vervat in artikel 32 van die Grondwet van die Republiek van Suid-Afrika, 1996. Een van die oogmerke van die Wet is om deursigtigheid, verantwoordbaarheid en doeltreffende oorsigbestuur te bevorder. Hierdie oogmerk maak deel uit van die Kaapse Wynland Distriksmunisipaliteit se strategie om ontwikkelingsgerigte en deelnemende plaaslike regering in die Wes-Kaap daar te stel. Die munisipaliteit streef ook om toeganklik te wees deur onder meer inligting te verskaf. Die handleiding vervat en gee ook uitvoering aan die vereistes van die Wet op Beskerming van Persoonlike Inligting, 2013 (Wet No 4 van 2013) ("POPIA").
- 1.2 Die doel van die handleiding is om:
- 1.2.1 individue in staat te stel om hulle regte ingevolge die Wet uit te oefen;
 - 1.2.2 'n begrip te kweek van die funksies wat deur die Kaapse Wynland Distriksmunisipaliteit uitgevoer word en die rekords wat deur die munisipaliteit gehou word;
 - 1.2.3 te help om 'n kultuur van deursigtigheid en verantwoordbaarheid te koester en om openbare deelname te bevorder.
- 1.3 Die Kaapse Wynland Distriksmunisipaliteit is op 5 Desember 2000 ingestel met die samesmelting van die voormalige Breërivier Distriksraad en Wynland Distriksraad in die Boland Distriksraad (Provinsiale Staatskoerant No 5590 van 22 September 2000), waarvan die naam op 20 Augustus 2004 na Kaapse Wynland Distriksmunisipaliteit verander is (Buitengewone Provinsiale Staatskoerant No 6160 van 20 Augustus 2004).

- 1.4 Hieronder is 'n kaart van die gebied van die Kaapse Wynland Distriksmunisipaliteit wat sy grense aandui.



Regsgebied van die Kaapse Wynland Distriksmunisipaliteit (DR2) wat die plaaslike owerhede van Stellenbosch, Drakenstein, Langeberg, Breedevallei en Witzenberg insluit.

- 1.5 Hierdie handleiding kan deur lede van die publiek benut word om:
- 1.5.1 te bepaal wat die aard van die rekords is wat reeds by die Kaapse Wynland Distriksmunisipaliteit beskikbaar is, sonder om 'n formele PAIA-versoek te rig;
 - 1.5.2 vas te stel hoe om 'n versoek om toegang tot 'n rekord van die Kaapse Wynland Distriksmunisipaliteit te rig;
 - 1.5.3 toegang te hê tot die kontakbesonderhede van die persone wat die publiek sal help om toegang te verkry tot die rekords van hulle verlang;
 - 1.5.4 te weet watter regsmittele vir versoeke om toegang tot rekords by die Kaapse Wynland Distriksmunisipaliteit beskikbaar is, vóór die Inligtingsreguleerder of die houe genader word;

- 1.5.5 vas te stel watter dienste aan die publiek deur die Kaapse Wynland Distriksmunisipaliteit gelewer word, en hoe om toegang tot daardie dienste te verkry;
- 1.5.6 'n uiteensetting te hê van die beskrywing oor hoe om PAIA te gebruik, soos bygewerk deur die distriksmunisipaliteit, en hoe om toegang daartoe te verkry;
- 1.5.7 ingelig te wees oor of en wanneer die distriksmunisipaliteit persoonlike inligting sal prosessee, die doel van die prosessee van persoonlike inligting en die beskrywing van die kategorieë van datasubjekte en van die inligting of kategorieë van inligting wat daarmee verband hou;
- 1.5.8 te weet of die Kaapse Wynland Distriksmunisipaliteit beplan om persoonlike inligting buite die Republiek van Suid-Afrika te stuur of te prosessee en die ontvangers of kategorieë van ontvangers aan wie die persoonlike inligting verskaf kan word;
- 1.5.9 vas te stel of die Kaapse Wynland Distriksmunisipaliteit geskikte veiligheidsmaatreëls het om die vertroulikheid, integriteit en beskikbaarheid van die persoonlike inligting wat geprosessee sal word, te verseker.

2. BESKRYWING VAN DIE DISTRIKSMUNISIPALITEIT SE STRUKTUUR

- 2.1 Die Kaapse Wynland Distriksmunisipaliteit is 'n staatsorgaan in die plaaslike regeringsfeer wat ingevolge Provinsiale Kennisgewing No 486 van 22 September 2000, soos gewysig, ingestel is.
- 2.2 Die struktuur van die distriksmunisipaliteit bestaan uit 'n politieke en 'n administratiewe struktuur.
- 2.3 Die **politieke struktuur** bestaan uit die distriksraad en verskeie komitees met spesifieke funksionele areas, waarvan die Burgemeesterskomitee die hoofkomitee is.
- 2.3.1 Die Raad bestaan uit 41 lede waarvan 12 lede voltydse Raadslede is en 17 lede proporsioneel verteenwoordigende (PV) Raadslede is wat die partye wat aan die verkiesing in die distriksmunisipaliteit deelneem, proporsioneel verteenwoordig ingevolge artikel 23(1)(a) van die Wet op Plaaslike Regering: Munisipale Strukture, 1998 (Wet No 117 van 1998).
- 2.3.2 Die Speaker tree op as voorsitter by Raadsvergaderings en voer die pligte uit en oefen die bevoegdhede uit waarna daar in die Wet op Plaaslike Regering: Munisipale Strukture, 1998 (Wet No 117 van 1998) verwys word. Een van die Speaker se hoof funksies is om toe te sien dat Raadslede die Gedragskode nakom.
- 2.3.3 Die Uitvoerende Burgemeester tree op as voorsitter by vergaderings van die Burgemeesterskomitee en voer die pligte uit, insluitend enige seremoniële funksies, en oefen die bevoegdhede uit wat deur die Raad of die Burgemeesterskomitee gedelegeer word.
- 2.3.4 Die Uitvoerende Onderburgemeester staan die Uitvoerende Burgemeester by en sit voor wanneer die Uitvoerende Burgemeester nie beskikbaar is nie.

2.4 Die **administratiewe struktuur** bestaan uit die Munisipale Bestuurder wat ingevolge artikel 57 van die Wet op Plaaslike Regering: Munisipale Stelsels, 2000 (Wet No 32 van 2000) aangestel is, en 'n diensstaat bestaande uit departemente en afdelings.

2.5 Plaaslike regering funksioneer in 'n voortdurend veranderende omgewing en sy strukture en dienste kan dus verander. Die Raad se visie, doelwitte en strategiese prioriteite word deurlopend hersien. Die huidige organisatoriese struktuur tot en met die tweede vlak van verantwoording word soos volg uiteengesit:

2.5.1 Kantoor van die Munisipale Bestuurder

Munisipale Bestuurder – Henry Prins

Tel.: 021 888 5130

E-pos: mm@capewinelandsgov.za

Hoof Uitvoerende Ouditeur – Sharon Green

Tel.: 021 888 5301

E-pos: sharon.green@capewinelandsgov.za

Adjunkdirekteur: Regsdienste, Risiko en Voldoening – Sarah Sanders

Tel.: 021 888 5219

E-pos: sarah.sanders@capewinelandsgov.za

Adjunkdirekteur: Media, Kommunikasie en Openbare Betrekkinge – Jo-Anne Otto

Tel.: 021 888 5202

E-pos: Jo-Anne@capewinelandsgov.za

2.5.2 Gemeenskapsontwikkeling en Beplanningsdienste

Uitvoerende Direkteur: Gemeenskapsontwikkeling en Beplanningsdienste –
Pietie Williams

Tel.: 021 888 5156

E-pos: pietie@capewineland.gov.za

Direkteur: Socio-ekonomiese Ontwikkeling – Rhian van Wyk

Tel.: 021 888 5146

E-pos: rhian@capewineland.gov.za

Adjunkdirekteur: Munisipale Gesondheidsdienste en Luggehalte –
Randall Humphreys

Tel.: 023 348 2336

E-pos: humphreys@capewineland.gov.za

Brandweerhoof – Wayne Josias

Tel.: 021 888 5822

E-pos: josias@capewineland.gov.za

Adjunkdirekteur: Ruimtelike Beplanning en Omgewingsbestuur – Quinton Balie

Tel.: 021 870 3209

E-pos: quinton@capewineland.gov.za

Hoof van Munisipale Rampbestuursentrum – Shaun Minnies

Tel.: 021 888 5847

E-pos: shaun@capewineland.gov.za

2.5.3 Finansiële Dienste

Hoof Finansiële Beampte – Fiona du Raan-Groenewald

Tel.: 021 888 5277

E-pos: fiona@capewineland.gov.za

Senior Bestuurder: Verslagdoening en Voldoening – Justin Coerecius

Tel.: 021 888 5227

E-pos: Justin.Coerecius@capewinelandsgov.za

Direkteur: Begroting- en Tesouriekantoor – Martin Lesch

Tel.: 021 888 5153

E-pos: martinlesch@capewinelandsgov.za

Adjunkdirekteur: Voorsieningskanaalbestuur – Ronel Leo

Tel.: 021 888 5299

E-pos: ronelp@capewinelandsgov.za

2.5.4 Tegniese Dienste

Uitvoerende Direkteur: Tegniese Dienste – Francois van Eck

Tel.: 023 348 2380

E-pos: francois@capewinelandsgov.za

Direkteur: Paaie – Henry Maart

Tel.: 021 888 5150

E-pos: Henry.Maart@capewinelandsgov.za

Adjunkdirekteur: Regulering van Passasiersvervoerdienste – Chwayita Nkasela

Tel.: 021 888 5210

E-pos: cnkasela@capewinelandsgov.za

Adjunkdirekteur: Projekte en Afvalbestuur – Christo Swart

Tel.: 023 348 2381

E-pos: christo@capewinelandsgov.za

Adjunkdirekteur: Fasiliteitsbestuur – Siviwe Phillips

Tel.: 021 888 5204

E-pos: siviwe.phillips@capewinelandsgov.za

2.5.5 Korporatiewe Dienste

Direkteur: Menslike Hulpbronne – Gail Julie

Tel.: 021 888 5124

E-pos: gail@capewinelandsgov.za

Direkteur: Ondersteuningsdienste – Karina Smit

Tel.: 021 888 5312

E-pos: karina@capewinelandsgov.za

Direkteur: IRB, GOP en Organisasoriese Prestasie – Bianca Daries

Tel.: 021 888 5119

E-pos: bianca@capewinelandsgov.za

Adjunkdirekteur: Inligting- en Kommunikasietegnologie – Abdul Gabier

Tel.: 021 888 5171

E-pos: agabier@capewinelandsgov.za

KWDM MAKROSTRUKTUUR

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Macro Structure

Legend:

New Position	Red
Reporting Line Change	Orange
Vacant Funded Position	Green
Vacant Unfunded Position	Blue
Reallocated in Organogram	Purple



3. DIE INLIGTINGSREGULEERDER

Die Inligtingsreguleerder –

- 3.1 is ingestel ingevolge artikel 39 van POPIA wat die Inligtingsreguleerder gelas om onafhanklik en onpartydig te wees, en om sonder vrees, bevoordeling of vooroordeel sy funksies uit te voer en sy bevoegdhede uit te oefen;
- 3.2 is verantwoordbaar aan die Nasionale Vergadering;
- 3.3 is verantwoordelik vir die bevordering en beskerming van die reg op privaatheid in soverre dit verband hou met die beskerming van persoonlike inligting en die reg op toegang tot inligting;
- 3.4 oefen sy bevoegdhede uit en voer sy funksies uit ingevolge POPIA en PAIA;
- 3.5 ontleen sy grondwetlike mandaat uit artikel 14 (die reg op privaatheid) en artikel 32 (die reg op toegang tot inligting) van die Grondwet van die Republiek van Suid-Afrika, 1996; en
- 3.6 se hoofdoelwit is om die beskerming van persoonlike inligting wat deur enige persoon verwerk word, te verseker, en om die reg op toegang tot enige inligting wat deur openbare en privaat liggame gehou word, te bevorder.

Indien 'n persoon verdere inligting verlang, moet hy of sy in verbinding tree met:

Die Inligtingsreguleerder (Suid-Afrika)

JD House

Stiemensstraat 27

Braamfontein

JOHANNESBURG

2001

Telefoonnommer: 010 023 5200

E-pos: PAIA.IR@justice.gov.za

4. BESONDERHEDE VAN DIE INLIGTINGSBEAMPTE EN ADJUNK-INLIGTINGSBEAMPTE

Die kontakbesonderhede van die Kaapse Wynland Distriksmunisipaliteit se Inligtingsbeampte en Adjunkinligtingsbeampte is soos volg:

4.1 Inligtingsbeampte

Mnr HF Prins (Munisipale Bestuurder)

STRAATADRES: Alexanderstraat 46, Stellenbosch, 7600

POSADRES: Posbus 100, Stellenbosch, 7599

TELEFOONNOMMER: 021 888 5130

FAKSNOMMER: 021 887 3451

E-POSADRES: mm@capewinelandsgov.za
paia@capewinelandsgov.za

4.2 Adjunkinligtingsbeampte

Me K Smit (Direkteur: Ondersteuningsdienste)

STRAATADRES: Alexanderstraat 46, Stellenbosch, 7600

POSADRES: Posbus 100, Stellenbosch, 7599

TELEFOONNOMMER: 021 888 5312 / 023 348 2317

FAKSNOMMER: 023 342 8442

E-POSADRES: admin@capewinelandsgov.za
paia@capewinelandsgov.za

4.3 Registrasie van die Inligtingsbeampte en Adjunkinligtingsbeampte



4.4 Aanwysing van en delegasie van bevoegdheid aan die Adjunk-inligtingsbeampte ingevolge artikel 56 van die Wet op Beskerming van Persoonlike Inligting, 2013 (Wet No 4 van 2013) (POPIA) en artikel 17(1) van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No 2 van 2000) (PAIA)



DESIGNATION AND DELEGATION OF AUTHORITY TO THE DEPUTY INFORMATION OFFICER IN TERMS OF SECTION 56 OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) (PoPIA) AND SECTION 17(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000) (PAIA)

I, the undersigned, Henry Frederick Prins, in my capacity as Municipal Manager of the Cape Winelands District Municipality, hereby designate Karina Smit, Director: Support Services, as Deputy Information Officer of the Cape Winelands District Municipality with effect from 1 July 2021.

Furthermore, I hereby delegate to Karina Smit the following powers and responsibilities, as conferred or imposed on me by the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (PoPIA) and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (PAIA) and the Regulations Relating to the Protection of Personal Information, 2018):

- encourage and ensure overall compliance with PAIA;
- develop, update, monitor, maintain and make available a PAIA manual for the Cape Winelands District Municipality as prescribed in terms of POPIA and PAIA;
- develop, implement and monitor a compliance framework;
- ensure that a personal information impact/risk assessment is performed to guarantee that adequate measures and standards exist within the Cape Winelands District Municipality;
- assess, evaluate and approve requests for access to information received in terms of the grounds set out PAIA, and to provide outcomes within the applicable timeframes constraint or any extended period.
- ensure compliance by the Cape Winelands District Municipality with the provisions of POPIA as well as the conditions for the lawful processing of personal information in terms of POPIA;
- deal with requests made to the Cape Winelands District Municipality in terms of POPIA by the Information Regulator and/or data subjects;
- work with the Information Regulator in relation to investigations conducted in relation to the Cape Winelands District Municipality in accordance with the relevant provisions of POPI; and
- ensure that a personal information impact assessment is done to ensure that adequate measures and standards exist in order to comply with the conditions for the lawful processing of personal information;
- ensure that a manual is developed, monitored, maintained, and made available;
- develop internal measures and adequate systems to process requests for information or access thereto; and

- ensure that internal awareness sessions are conducted regarding the provisions of PoPIA, the PoPIA Regulations and any codes of conduct or information obtained from the Regulator.

Please be advised that I reserve the right to exercise any of the powers, duties and responsibilities conferred herein, as well as the right to amend and/or withdraw any of those powers, duties and responsibilities.



Signature of Delegator
(Information Officer)



Signature of Designated
Official

14 April 2021

Date

2021/04/14

Date

5. FUNKSIES VAN DIE KAAPSE WYNLAND DISTRIKSMUNISIPALITEIT EN DIENSTE BESKIKBAAR AAN LEDE VAN DIE PUBLIEK

5.1 BESKRYWING VAN DIE DISTRIKSMUNISIPALITEIT SE FUNKSIES

5.1.1 Die distriksmunisipaliteit beskik oor wetgewende en uitvoerende gesag met betrekking tot die bevoegdhede en funksies wat ingevolge die Grondwet van die Republiek van Suid-Afrika, 1996 en ander toepaslike wetgewing aan hom verleen is.

5.1.2 Ingevolge artikel 84 van die Wet op Plaaslike Regering: Munisipale Strukture, 1998 (Wet No 117 van 1998) sluit die kernfunksies en -bevoegdhede van die distriksmunisipaliteit die volgende in:

5.1.2.1 Geïntegreerde ontwikkelingsbeplanning vir die distriksmunisipaliteit as geheel, insluitend 'n raamwerk vir geïntegreerde ontwikkelingsplanne van die plaaslike munisipaliteite in die gebied van die distriksmunisipaliteit.

5.1.2.2 Munisipale Gesondheidsdienste.

5.1.2.3 Brandbestrydingsdienste wat die gebied van die distriksmunisipaliteit as geheel bedien, insluitend –

(a) beplanning, koördinerings en regulering van brandweerdienste;

(b) gespesialiseerde brandbestrydingsdienste soos berg-, veld- en chemiese brandweerdienste;

(c) koördinerings van die standaardisering van infrastruktuur, voertuie, toerusting en prosedures; en

(d) opleiding van brandweermanne.

5.1.2.4 Bevordering van plaaslike toerisme vir die gebied van die distriksmunisipaliteit.

- 5.1.2.5 Munisipale openbare werke met betrekking tot bostaande funksies of enige ander funksies wat aan die distriksmunisipaliteit opgedra is.
- 5.1.2.6 Die ontvangs, toedeling en, indien van toepassing, die verdeling van toelaes wat aan die distriksmunisipaliteit gemaak word.
- 5.1.2.7 Die oplegging en invordering van belasting, heffings en regte wat op bostaande funksies betrekking het, of wat ingevolge nasionale wetgewing aan die distriksmunisipaliteit opgedra mag word.
- 5.1.3 Die distriksmunisipaliteit finansier sy funksies en bevoegdhede deur 'n Streeksdiensteraad-heffingvervangingstoelae vanaf die nasionale Departement van Finansies.

5.2 BESKRYWING VAN DIENSTE BESIKBAAR AAN LEDE VAN DIE PUBLIEK

Hiermee 'n breë beskrywing van die dienste wat deur die distriksmunisipaliteit gelewer word:

- 5.2.1 Kantoor van die Munisipale Bestuurder
- (a) Interne Oudit
 - (b) Media, Kommunikasie en Openbare Betrekkinge
 - (c) Regsdienste, Risiko en Voldoening
- 5.2.2 Gemeenskapsontwikkeling en Beplanningsdienste
- (a) Rampbestuur
 - (b) Brandweerdienste
 - (c) Munisipale Gesondheidsdienste en Luggehalte
 - (d) Plaaslike Ekonomiese Ontwikkeling
 - (e) Landelike en Maatskaplike Ontwikkelingsprogramme
 - (f) Toerisme
 - (g) Ruimtelike Beplanning en Omgewingsbestuur

5.2.3 Finansiële Dienste

- (a) Inkomste en Uitgawes
- (b) Voorsieningskanaalbestuur
- (c) Finansiële State en Verslagdoening
- (d) Begrotings en Verslagdoening
- (e) Finansiële Gehalte en Voldoening

5.2.4 Tegniese Dienste

- (a) Paaie
- (b) Meganiese Werkswinkel
- (c) Fasiliteitsbestuur
- (d) Projek- en Afvalbestuur
- (e) Beroepsgesondheid en Veiligheid
- (f) Regulering van Passasiersvervoerdienste

5.2.5 Korporatiewe Dienste

- (a) Menslike Hulpbronne
- (b) Administratiewe Ondersteuningsdienste
- (c) Logistieke Ondersteuningsdienste
- (d) Raadslidondersteuningsdienste
- (e) Prestasiebestuur
- (f) Geïntegreerde Ontwikkelingsplan
- (g) Inligting- en Kommunikasietegnologie

6. BESKRYWING VAN DIE ONDERWERPE EN KATEGORIEË VAN REKORDS GEHOUD DEUR DIE KAAPSE WYNLAND DISTRIKSMUNISIPALITEIT

Die Kaapse Wynland Distriksmunisipaliteit hou die volgende rekords:

ONDERWERP	KATEGORIEË
Wetgewing	Parlementêre Wetgewing en Regulasies
	Provinsiale Wetgewing en Regulasies
	Raadsverordeninge en Regulasies
Organisasie en Beheer	Delegasie van Bevoegdhede
	Bestuursvergaderings
	Rekordbeheer
	Liasseerstelsel
	Beskikking oor Rekords
	Geïntegreerde Ontwikkelingsbeplanning
	Planne van Munisipaliteite
	Sektorale Planne
	Prestasiebestuurstelsel
	Departemente
Eie Raad en Raadsaangeleenthede	Verkiesings
	Vergaderings
	Staande Orders
	Lede-aangeleenthede
Personeel	Postebeheer
	Bepaling van Diensvoorwaardes
	Vakatures en Aanstellings
	Opleiding en Kwalifikasies
	Finansieel
	Aftrede
	Arbeidsverhoudinge
	Personeelbeheer
	Prestasiebestuur
	Personeelopgawes en -statistiek
	Beroepsgesondheid en Veiligheid
	Vaardigheidsontwikkeling
Billike Indiensneming	

ONDERWERP	KATEGORIEË
Finansies	Begroting
	Waardasies
	Belasting en Streeksheffings
	Lenings
	Tariewe/Dienstegelde
	Subsidies en Toelaes Ontvang
	Fondse en Heffings
	Beleggings
	Eise
	Vereffening van Rekenings
	Besoldiging van Raadslede
	Invordering van Gelde
	Versekering
	Rekenpligtige Verantwoording
	Finansiële Bystand
	Verliese
Bankdienste	
Opgawes, Verslae en Statistieke	
Huishoudelike Voorraad, Dienste en Vervoer	Huishoudelike Voorraad
	Huishoudelike Dienste
	Vervoer
Geboue en Persele	Geboue en Terreine
	Verkryging
	Benutting en Instandhouding
	Vervreemding
Tenders, Kwotasies en Kontrakte	Hooflêers
	Spesifieke Tenders en Kwotasies
	Spesifieke Kontrakte
Verslae en Opgawes	Interne Verslae en Opgawes
	Eksterne Verslae en opgawes
Reklame en Inligting	Eie Reklame en Inligting
	Reklame en Inligting van ander Instansies

ONDERWERP	KATEGORIEË
Feestelike en Sosiale Geleenthede	Sosiale Verhoudinge
	Ander Onthale en Funksies
	Dankbetuiging, Gelukwensing en Meegevoel
Samestelling en Vergaderings van Verenigings en ander Liggame	Agendas, Notules, Verslae en Omsendbriewe
	Nasionaal en Provinsiaal
	Streek en Plaaslik
Regspleging	Regsmenings en Hofuitsprake
	Eise
	Vervolgings en Wetstoepassing
Lisensies, Sertifikate en Permitte	Aansoeke en Uitreiking
	Lisensies
	Sertifikate
	Permitte
Streeksbeplanning en Beheer	Afbakening
	Streeksbeplanning
	Boubeheer
Noodsaaklike Dienste	Paaie en Strate
	Openbare Vervoer
	Water
	Riolering
	Sanitasie
	Elektrisiteit
	Begraafplase
	Vaste Afval
Gemeenskapsdienste	Munisipale Gesondheidsdienste
	Primêre Gesondheidsorg
	Behuising
	Rampbestuur
	Brandweerdienste
	Polisiëring
	Plaaslike Ekonomiese Ontwikkeling
	Natuur- en Omgewingsbewing
	Sport en Ontspanning
	Maatskaplike en Sosiale Dienste

7. KATEGORIEË VAN REKORDS WAT OUTOMATIES BESKIKBAAR IS

Die volgende rekords van die Kaapse Wynland Distriksmunisipaliteit is outomaties beskikbaar sonder dat 'n persoon formeel toegang moet versoek ingevolge artikel 15(2) van die Wet op Bevordering van Toegang tot Inligting, 2002 (Wet No 2 van 2000):

7.1 Munisipale wetgewing, insluitend die –

7.1.1 Wet op Bevordering van Toegang tot Inligting, 2002 (Wet No 2 van 2002)

7.1.2 Wysigingswet op Bevordering van Toegang tot Inligting, 2002 (Wet No 54 van 2002)

7.1.3 Wet op Beskerming van Persoonlike Inligting, 2013 (Wet No 4 van 2013)

7.1.4 Wysigingswet op Bevordering van Toegang tot Inligting, 2019 (Wet No 31 van 2019)

7.1.5 Wet op die Befondsing van Politieke Partye, 2018 (Wet No 6 van 2018)

7.2 Verordeninge

7.3 Regulasies, insluitend –

7.3.1 Goewermentskennisgewing R. 187 in SK 23119 van 15 Februarie 2002

7.3.2 Goewermentskennisgewing R. 1244 van 22 September 2003

7.3.3 Goewermentskennisgewing R. 991 in SK 28107 van 14 Oktober 2005

7.3.4 Goewermentskennisgewing R. 990 van 13 Oktober 2006

7.3.5 Goewermentskennisgewing R. 466 van 1 Junie 2007

7.3.6 Goewermentskennisgewing 1222 in SK 39504 van 11 Desember 2015

7.3.7 Goewermentskennisgewing 1217 in SK 42717 van 19 September 2019

- 7.3.8 Goewermentskennisgewing R. 1284 in SK 42740 van 4 Oktober 2019
- 7.3.9 SK 42110, RG 10897, GK 1383 van 14 Desember 2018 (POPIA: Regulasies)
- 7.4 Die PAIA Klagtevorm aan die Reguleerder en die PAIA Versoek om Toegang tot Rekords-vorm
- 7.5 Beleide, riglyne, gedragskode en riglynnotas, insluitend PAIA-riglyn, PAIA-handleiding, beleide op webwerf, kennisgewings en vrystellings.
- 7.6 Strategiese dokumente (planne en verslae), insluitend organisasieprofiel (oorsig, doelwitte, funksies, organogram, diensstaat), jaarverslae, jaarlikse prestasieplan, strategiese en prestasieplanne.
- 7.7 Munisipale wetgewing, verordeninge en beleide.
- 7.8 Stelsel van Delegasies.
- 7.9 Verwysingsraamwerk vir komitees en die handves van rolle en verantwoordelikhede van lede van die Oudit- en Prestasiekomitee.
- 7.10 Tye, plekke, agendas en notules van vergaderings van die Raad, die uitvoerende bestuur en ander komitees, uitgesonderd notules en agendas wat 'vertroulik' gemerk is.
- 7.11 Inligting oor vergaderings van die munisipale Raad.
- 7.12 Geïntegreerde Ontwikkelingsplan.
- 7.13 Sakeplanne.
- 7.14 Begroting en tariewe, heffings, gelde, ens.
- 7.15 Verslae van die Ouditeur-Generaal.
- 7.16 Tenderregisters.
- 7.17 Inligting oor Raadslede.

8. VERSOEKPROSEDURE VIR TOEGANG TOT REKORDS

8.1 Formele versoek

8.1.1 Indien 'n persoon 'n versoek om toegang tot 'n rekord van die Kaapse Wynland Distriksmunisipaliteit wil rig ingevolge die bepalings van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No 2 van 2000), moet 'n skriftelike versoek gerig word aan die Inligtingsbeampte wie se kontakinligting in paragraaf 4 van hierdie handleiding verskyn.

8.1.2 Die versoek moet op Vorm 2 ingevul word, soos voorgeskryf in Staatskoerant 45057 van 27 Augustus 2021 (Goewermentskennisgewing R. 757), wat as Bylae "A" by hierdie handleiding ingesluit is.

8.1.3 Die Inligtingsbeampte sal redelike hulp verleen met die invul van die aansoekvorm en verduideliking van die proses.

8.1.4 'n Persoon beteken 'n natuurlike of 'n regspersoon.

8.1.5 'n Vennootskap is nie 'n persoon nie en mag nie toegang tot inligting gegee word nie.

8.2 Informele versoek

8.2.1 'n Persoon wat ongeletterd is of weens 'n gestremdheid nie in staat is om 'n versoek om toegang tot 'n rekord te rig nie, kan 'n mondelinge versoek rig.

8.2.2 Die Inligtingsbeampte of die Adjunkinligtingsbeampte moet die versoeker behulpsaam wees om die versoek op die vereiste vorm neer te skryf, en moet 'n afskrif van die skriftelike versoek aan die versoeker voorsien.

8.2.3 Die Inligtingsbeampte moet 'n persoon wat redelike bystand benodig, ook kosteloos behulpsaam wees.

8.3 Taal

8.3.1 Die taal waarin die versoeker graag die rekord wil bekom, moet deur die versoeker aangedui word.

8.3.2 Indien die rekord nie beskikbaar is in die taal wat versoeker verkies nie, kan toegang verleen word in die taal waarin die rekord beskikbaar is.

8.4 Aansoek

Die aansoek moet voldoende inligting verskaf om die Inligtingsbeampte in staat te stel om:

8.4.1 die rekords wat versoek word, insluitend 'n beskrywing van die rekord, 'n verwysingsnommer en enige verdere besonderhede van die rekord; en

8.4.2 die versoeker te identifiseer, insluitend alle kontakinligting.

8.5 Vorm van toegang

Die inligting moet die Inligtingsbeampte ook in staat stel om die vorm van toegang wat die versoeker benodig, te identifiseer, byvoorbeeld:

8.5.1 of die versoeker 'n afskrif van 'n skriftelike of gedrukte rekord wil maak of die rekord wil nagaan;

8.5.2 of die versoeker visuele beelde soos foto's, skyfies, video-opnames, rekenaar-gegenereerde beelde of sketse wil besigtig of kopieer, of 'n transkripsie van die beelde wil bekom;

8.5.3 of die versoeker na 'n klankbaan wil luister of 'n skriftelike of gedrukte transkripsie van die klankbaan wil bekom; of

8.5.4 of die versoeker 'n gedrukte afskrif van 'n rekenaar- of 'n elektroniese of masjienleesbare vorm afkomstig van die voorgemelde wil bekom.

8.6 Gelde

- 8.6.1 Die aansoekvorm moet vergesel word van die voorgeskrewe versoekgelde wat in Bylae “C” van hierdie handleiding gelys word.
- 8.6.2 'n Persoon wat inligting oor homself/haarself soek, hoef nie die aanvanklike gelde te betaal nie, maar 'n versoeker buiten 'n persoonlike versoeker moet aanvanklike gelde van R100 vir 'n rekord betaal.
- 8.6.3 Alle versoekers, buiten diegene wat ingevolge artikel 22(8)(a) van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No 2 van 2000) vrygestel is, moet die vereiste gelde betaal om 'n rekord te bekom.

8.7 Redelike tyd

Die vereiste inligting sal, indien dit beskikbaar is, binne 'n redelike tydperk na ontvangs van die aansoekvorm en voorgeskrewe gelde aan die versoeker beskikbaar gestel word.

8.8 Waar 'n rekord nie onder die beheer of in die besit van die Kaapse Wynland Distriksmunisipaliteit is nie

- 8.8.1 Waar 'n rekord nie onder die beheer of in besit van die Kaapse Wynland Distriksmunisipaliteit is nie, of waar daar 'n nouer verband is tussen die onderwerp en die funksies van 'n ander openbare liggaam, of waar die rekord kommersiële inligting bevat waarby 'n ander openbare liggaam groter belang het, kan die Inligtingsbeampte 'n versoek oordra.
- 8.8.2 Die versoek sal so gou doenlik oorgedra word, maar in elk geval binne VEERTIEN (14) dae nadat die versoek ontvang is.
- 8.8.3 Die Inligtingsbeampte moet die versoeker van die oordrag in kennis stel, asook die redes vir die oordrag en die tydperk waarbinne die versoek nagekom moet word.

8.9 Indien 'n rekord nie meer beskikbaar is of nie opgespoor kan word nie

Indien inligting nie meer beskikbaar is of nie opgespoor kan word nie, en alle redelike stappe gedoen is om sodanige rekord op te spoor, moet die Inligtingsbeampte die versoeker dienooreenkomstig by wyse van 'n beëdigde of plegtige verklaring inlig.

8.10 Indien 'n rekord nog nie beskikbaar is nie

Toegang kan uitgestel word waar 'n rekord nog nie beskikbaar is nie en die versoeker sal dienooreenkomstig in kennis gestel word.

8.11 Indien toegang verleen word

8.11.1 Die Inligtingsbeampte moet binne DERTIG (30) dae besluit of die versoek toegestaan sal word, al dan nie.

8.11.2 Indien toegang verleen word, moet 'n kennisgewing aan die versoeker gestuur word wat die volgende aandui:

- (a) Die toegangsgelde, indien enige, wat by verlening van toegang betaal moet word.
- (b) Die vorm waarin toegang verleen sal word.
- (c) Dat die versoeker 'n interne appèl by die Kaapse Wynland Distriksmunisipaliteit kan aanteken of 'n aansoek by 'n hof kan indien teen die toegangsgelde wat betaal moet word of die vorm waarin toegang verleen sal word.

8.12 Indien toegang geweier word

Indien toegang tot die rekord nie verleen word nie, moet die kennisgewing deur die Inligtingsbeampte of Adjunkinligtingsbeampte voldoende redes vir die weiering uiteensit, sonder enige verwysing na die inhoud van die rekord, en moet aandui dat die versoeker 'n interne appèl by die Kaapse Wynland Distriksmunisipaliteit mag aanteken of 'n aansoek by 'n hof mag indien teen die weiering van die versoek, asook die prosedure vir die aantekening van 'n interne appèl of indiening van 'n aansoek.

8.13 Verlenging van tyd

- 8.13.1 Die Inligtingsbeampte of Adjunktinligtingsbeampte kan die tydperk van DERTIG (30) dae waarin daar oor die versoek besluit moet word, verleng indien:
- (a) dit vir 'n groot aantal rekords is en nakoming onredelik met die aktiwiteite van die Kaapse Wynland Distriksmunisipaliteit sal inmeng;
 - (b) dit vereis dat 'n versameling rekords wat nie in 'n kantoor in dieselfde dorp of stad as die Inligtingsbeampte geleë is nie, opgespoor moet word, en daar nie redelikerwys van die Inligtingsbeampte verwag kan word om die versoek binne die aanvanklike DERTIG (30) dae af te handel nie;
 - (c) konsultasie met ander departemente van die Kaapse Wynland Distriksmunisipaliteit of met 'n ander openbare liggaam nodig of wenslik is, en daar nie redelikerwys van die Inligtingsbeampte verwag kan word om die konsultasie binne die aanvanklike DERTIG (30) dae af te handel nie; of
 - (d) die versoeker skriftelik tot die verlenging instem.
- 8.13.2 Indien 'n tydperk verleng word, moet die Inligtingsbeampte binne DERTIG (30) dae nadat die versoek ontvang is, die versoeker van daardie verlenging en die redes daarvoor in kennis stel.
- 8.13.3 Die kennisgewing moet die tydperk van verlenging asook voldoende redes vir die verlenging aandui.
- 8.13.4 Die kennisgewing moet ook aandui dat die versoeker by 'n hof aansoek kan doen teen die verlenging en die prosedure (insluitend die tydperk) vir die indiening van 'n aansoek.

9. HOE OM TOEGANG TOT DIE HANDLEIDING TE VERKRY

- 9.1 'n Afskrif van hierdie handleiding is in die drie (3) amptelike tale van die Wes-Kaap Provinsie beskikbaar.
- 9.2 Lede van die publiek kan gedurende normale kantoorure by die kontakpunte gemeld in klousule 9.4 'n insae in die handleiding hê.
- 9.3 Die handleiding kan ook verkry word deur 'n versoek aan die Inligtingsbeampte te rig of dit op die KWDM se webwerf by <https://www.capewinelands.gov.za> te besigtig.
- 9.4 Alle versoeke om toegang tot inligting moet aan die Inligtingsbeampte gerig word. Inligting oor dienste aan die publiek kan egter by die volgende kontakpunte verkry word:

STELLENBOSCH

Alexanderstraat 46
STELLENBOSCH
7600

Telefoon: 0861 265 263
Faks: 021 887 2271
E-pos: bongiwep@capewinelands.co.za

WORCESTER

Trappesstraat 51
WORCESTER
6850

Telefoon: 0861 265 263
Faks: 023 342 8442
E-pos: admin@capewinelands.gov.za

PAARL

Hoofstraat 194
PAARL
7646

Telefoon: 0861 265 263
Faks: 021 872 1277
E-pos: myrtler@capewinelands.co.za

CERES

Munnikstraat 27
CERES
6835

Telefoon: 0861 265 263
Faks: 023 312 3177
E-pos: christelle@capewinelands.gov.za

ROBERTSON

Van Reenenstraat 40
ROBERTSON
6704

Telefoon: 0861 265 263
Faks: 023 626 5059
E-pos: admin@capewinelands.gov.za

10. OPENBARE BETROKKENHEID BY DIE FORMULERING VAN BELEID EN DIE UITOEFENING VAN BEVOEGDHEDE OF UITVOERING VAN PLIGTE DEUR DIE KAAPSE WYNLAND DISTRIKSMUNISIPALITEIT

- 10.1 Die Kaapse Wynland Distriksmunisipaliteit erken dat dit nodig is om voortdurend skakeling met die publiek te handhaaf. Die munisipaliteit benodig die kundigheid en insette van die burgerlike samelewing om die proses van strategie-ontwikkeling te optimeer. Die publiek speel ook 'n uiters belangrike rol in die monitering van munisipale prestasie en om die rekenpligtigheid van die Kaapse Wynland Distriksmunisipaliteit te verseker.
- 10.2 Ten einde die publiek by die ontwikkeling en oorsig van die Geïntegreerde Ontwikkelingsplan te betrek, het die Kaapse Wynland Distriksmunisipaliteit 'n Prosesplan vir openbare konsultasie saamgestel. Die Prosesplan spesifiseer tydraamwerke vir die jaarlikse oorsig van die Geïntegreerde Ontwikkelingsplan en identifiseer die teikengroepe in die burgerlike samelewing wat gekonsulteer moet word.
- 10.3 Openbare deelname in die konteks van plaaslike regering word geregleer deur die Wet op Plaaslike Regering: Munisipale Stelsels, 2000 (Wet No 32 van 2000) en die Wet op Plaaslike Regering: Munisipale Strukture, 1998 (Wet No 117 van 1998). Die doel van die openbaredeelnameproses is om te verseker dat die Kaapse Wynland Distriksmunisipaliteit en die breër gemeenskap mede-eienaars van die openbaredeelnameproses en die eindproduk is.
- 10.4 Die Kaapse Wynland Distriksmunisipaliteit kan die volgende metodes toepas om openbare deelname te verseker:
- 10.4.1 Verspreiding van dokumente in openbare plekke vir die lewering van kommentaar
 - 10.4.2 Opnames
 - 10.4.3 Koerantadvertensies
 - 10.4.4 Formele openbare verhore
 - 10.4.5 Openbare vergaderings

- 10.5 In die uitoefening van sy bevoegdheid of die uitvoering van sy pligte ingevolge PAIA en POPIA, word die publiek van tyd tot tyd genooi om verhoë te rig of om deel te neem aan of 'n invloed uit te oefen op die samestelling van regulasies, gedragskodes en riglyne.
- 10.6 Lede van die publiek kan te eniger tyd verhoë aan die Kaapse Wynland Distriksmunisipaliteit rig met betrekking tot die gedrag van enige persoon wat binne enige regsgebied van die distriksmunisipaliteit se mandaat val.
- 10.7 Lede van die publiek word ook aangemoedig om voorstelle in te dien vir die samestelling van 'n gedragskode of enige wetgewende hervorming of verhoë oor enige aangeleentheid wat die persoonlike inligting van 'n datasubjek raak.
- 10.8 Die publiek word ook aangemoedig om deel te neem aan openbare konsultasie en skakeling met belanghebbendes wat deur die Kaapse Wynland Distriksmunisipaliteit gereël word.
- 10.9 Die platform wat vir openbare deelname gebruik word, is óf deur openbare verhore (in persoon of virtueel), e-pos óf skriftelike voorleggings.
- 10.10 Die insette en voorleggings van lede van die publiek word intensief tydens die formulering van die regulasies, riglyne en gedragskodes oorweeg.
- 10.11 Die Kaapse Wynland Distriksmunisipaliteit versprei inligting na die publiek deur middel van elektroniese en drukmedia, die staatskoerant asook sosiale media.

11. PROSESSERING VAN PERSOONLIKE INLIGTING

11.1 Persoonlike inligting wat deur die Kaapse Wynland Distriksmunisipaliteit geprosesseer word

11.1.1 Hoofstuk 3 van die Wet op Beskerming van Persoonlike Inligting, 2013 (Wet No 4 van 2013) (“POPIA”) bepaal die minimum voorwaardes vir die regmatige prosessering van persoonlike inligting deur ’n verantwoordelike party.

11.1.2 Daar mag nie van hierdie voorwaardes afgewyk word nie, tensy spesifieke uitsluitings van toepassing is, soos uiteengesit in POPIA.

11.1.3 Die Kaapse Wynland Distriksmunisipaliteit benodig die persoonlike inligting van sowel natuurlike as regs persone ten einde sy werksaamhede en organisatoriese funksies uit te voer.

11.1.4 Die manier waarop hierdie persoonlike inligting geprosesseer word en die doel waarvoor dit geprosesseer word, word deur die Kaapse Wynland Distriksmunisipaliteit bepaal.

11.1.5 Die Kaapse Wynland Distriksmunisipaliteit is dus vir die doel van POPIA ’n verantwoordelike party en sal toesien dat die persoonlike inligting van ’n datasubjek:

- (a) regmatig, billik en deursigtig geprosesseer word. Dit sluit in die verskaffing van toepaslike inligting in die vorm van privaatheids- of data-insamelingskennisgewings aan datasubjekte wanneer hulle data deur die Kaapse Wynland Distriksmunisipaliteit ingesamel word. Die Kaapse Wynland Distriksmunisipaliteit moet ook regsgronde (bv. toestemming) hê om persoonlike inligting te prosesseer;
- (b) geprosesseer word slegs vir die doel waarvoor dit ingesamel is;
- (c) nie vir ’n sekondêre doel geprosesseer word nie, tensy sodanige prosessering versoenbaar is met die oorspronklike doel;

- (d) voldoende, relevant en nie oormatig is vir die doel waarvoor dit ingesamel is nie;
- (e) akkuraat is en op datum gehou word;
- (f) nie langer gehou sal word as wat nodig is nie;
- (g) geprosesseer word volgens die beginsels van integriteit en vertroulikheid. Dit behels onder meer fisiese en organisatoriese maatreëls om te verseker dat persoonlike inligting, in sowel fisiese as elektroniese vorm, onderhewig is aan 'n geskikte vlak van sekuriteit wanneer dit deur die Kaapse Wynland Distriksmunisipaliteit gestoor, gebruik en gekommunikeer word, ten einde die inligting te beskerm teen toegang en verkryging deur ongemagtigde persone en teen onvoorsiene verlies, vernietiging of skade.
- (h) geprosesseer word volgens die regte van datasubjekte, waar van toepassing. Datasubjekte het die reg om:
 - (i) in kennis gestel te word dat hulle persoonlike inligting deur die Kaapse Wynland Distriksmunisipaliteit ingesamel word;
 - (ii) in die geval van 'n skending van data in kennis gestel te word;
 - (iii) te weet of die Kaapse Wynland Distriksmunisipaliteit persoonlike inligting oor hulle het, en om toegang tot daardie inligting te verkry, en enige versoek om inligting moet volgens die bepalings van hierdie handleiding hanteer word;
 - (iv) te versoek dat onakkurate, irrelevante, oormatige, verouderde, onvolledige, misleidende of onregmatig verkreeë persoonlike inligting reggestel of uitgewis word;

- (v) beswaar aan te teken teen die Kaapse Wynland Distriksmunisipaliteit se gebruik van hulle persoonlike inligting en om te versoek dat sodanige persoonlike inligting uitgewis word (uitwissing sal aan die Kaapse Wynland Distriksmunisipaliteit se vereistes vir rekordhouding onderhewig wees);
- (vi) beswaar aan te teken teen die prosessering van persoonlike inligting vir die doel van direkte bemarking by wyse van ongevraagde elektroniese kommunikasie; en
- (vii) 'n klagte by die Inligtingsreguleerder in te dien oor 'n beweerde skending van enige van die regte wat ingevolge POPI beskerm is en om siviele verrigtinge in te stel met betrekking tot die beweerde nienakoming van die beskerming van sy, haar of hulle persoonlike inligting.

11.2 Doel van die prosessering van persoonlike inligting

- 11.2.1 Soos hierbo uiteengesit, kan persoonlike inligting slegs vir 'n bepaalde doel geprosesseer word.
- 11.2.2 Die doeleindes waarvoor die Kaapse Wynland Distriksmunisipaliteit persoonlike inligting prosesseer of sal prosesseer, word in Deel 1 van Aanhangsel 2 uiteengesit.

11.3 Kategorieë van datasubjekte en persoonlike inligting/spesiale persoonlike inligting wat daarop betrekking het

- 11.3.1 Ingevolge artikel 1 van POPIA kan 'n datasubjek óf 'n natuurlike óf 'n regspersoon wees.
- 11.3.2 Deel 2 van Aanhangsel 2 gee 'n uiteensetting van die verskillende kategorieë datasubjekte waarvoor die Kaapse Wynland Distriksmunisipaliteit persoonlike inligting prosesseer en die tipes persoonlike inligting wat daarop betrekking het.

11.4 Ontvangers van persoonlike inligting

Deel 3 van Aanhangel 2 gee 'n uiteensetting van die ontvangers aan wie die Kaapse Wynland Distriksmunisipaliteit 'n datasubjek se persoonlike inligting mag gee.

11.5 Vloei van persoonlike inligting oor landsgrense

11.5.1 Artikel 72 van POPIA bepaal dat persoonlike inligting uit die Republiek van Suid-Afrika oorgedra mag word slegs indien:

- (a) die ontvangende land 'n 'voldoende vlak' van beskerming vir sodanige data kan bied. Dit beteken dat die land se wetgewing oor data-privaatheid wesenlik soortgelyk moet wees aan die Voorwaardes vir Regmatige Prosessering wat in POPIA vervat is;
- (b) die datasubjek instem tot die oordrag van hulle persoonlike inligting;
- (c) oordrag nodig is om 'n kontraktuele verpligting tussen die datasubjek en die verantwoordelike party na te kom;
- (d) oordrag nodig is om in die belang van die datasubjek 'n kontraktuele verpligting tussen die verantwoordelike party en 'n derde party na te kom; en
- (e) die oordrag tot voordeel van die datasubjek is en dit nie redelikerwys moontlik is om die toestemming van die datasubjek te verkry nie, en indien dit moontlik sou wees, dat die datasubjek dit waarskynlik sou verleen.

11.5.2 Deel 4 van Aanhangel 2 gee 'n uiteensetting van die beplande oordrag van persoonlike inligting oor landsgrense.

11.5.3 Ondanks klousule 11.5.1 en 11.5.2 hierbo is die Kaapse Wynland Distriksmunisipaliteit nie van voorneme om enige persoonlike inligting van datasubjekte oor landsgrense oor te dra nie.

11.6 Beskrywing van sekuriteitsmaatreëls vir inligting wat deur die Kaapse Wynland Distriksmunisipaliteit geïmplementeer moet word

11.6.1 Deel 5 van Aanghangsel 2 gee 'n uiteensetting van die sekuriteitsmaatreëls wat deur die Kaapse Wynland Distriksmunisipaliteit geïmplementeer moet word om te verseker dat persoonlike inligting gerespekteer en beskerm word.

11.6.2 'n Voorlopige assessering van die geskiktheid van die sekuriteitsmaatreëls vir inligting wat deur die Kaapse Wynland Distriksmunisipaliteit geïmplementeer is of geïmplementeer sal word, kan uitgevoer word om te verseker dat die persoonlike inligting wat deur die Kaapse Wynland Distriksmunisipaliteit geprosesseer word, beveilig is en ingevolge die Voorwaardes vir Regmatige Prosessering geprosesseer word.

11.7 Beswaar deur 'n datasubjek teen die prosessering van persoonlike inligting

Artikel 11(3) van POPIA en regulasie 2 van die POPIA-regulasies bepaal dat 'n datasubjek te eniger tyd beswaar kan aanteken teen die prosessering van sy/haar/hulle persoonlike inligting op die voorgeskrewe vorm wat by hierdie handleiding as Aanghangsel 3 geheg is, behoudens die uitsluitings wat in POPIA vervat is.

11.8 Versoek om regstelling of uitwissing van persoonlike inligting

Artikel 24 van POPIA en regulasie 3 van die POPI-regulasies bepaal dat 'n datasubjek kan versoek dat hulle persoonlike inligting reggestel/uitgewis word deur die voltooiing van die voorgeskrewe vorm wat as Aanghangsel 4 by hierdie handleiding geheg is.

11.9 Kategorieë van datasubjekte en hulle persoonlike inligting

Die Kaapse Wynland Distriksmunisipaliteit kan in besit wees van rekords wat verband hou met die persoonlike inligting van werknemers, begunstigdes, verskaffers, Raadslede, kontrakteurs, diensverskaffers, belanghebbendes en lede van die publiek.

12. REËLINGS EN VOORSIENING VIR PERSONE OM VERTOË TE RIG, TE KONSULTEER OF ANDERSINS DEEL TE NEEM AAN OF 'N INVLOED UIT TE OEFEN OP DIE FORMULERING VAN BELEID OF DIE UITOEFENING VAN BEVOEGDHEDE OF UITVOERING VAN PLIGTE DEUR DIE KAAPSE WYNLAND DISTRIKSMUNISIPALITEIT

12.1 Die Wet op Plaaslike Regering: Munisipale Stelsels, 2000 (Wet No 32 van 2000) gelas elke munisipaliteit om toestande te skep wat bevorderlik is vir die plaaslike gemeenskap om aan die sake van die munisipaliteit deel te neem.

12.2 Daarom word sekere meganismes en interaktiewe prosesse geskep om die publiek in staat te stel om aan die sake van die munisipaliteit deel te neem, naamlik:

12.2.1 Interaksie: Raad met die publiek

- (a) Voldoende openbare kennisgewing oor enige voorneme om verordeninge en beleide oor enige aangeleentheid wat die publiek mag raak, te formuleer.
- (b) Tydige samestelling en verspreiding van agendas van Raads- en komiteevergaderings.
- (c) Kennisgewings of ander wetgewing met betrekking tot die Kaapse Wynland Distriksmunisipaliteit in die Staatskoerant.
- (d) Jaarverslag aan die gemeenskap oor resultate wat deur munisipaliteit behaal is.
- (e) Raadsvergaderings wat toeganklik is vir die publiek.
- (f) Die media, bv. radio en plaaslike koerante.

12.2.2 Interaksie: Publiek met die Raad

- (a) Proporsioneel verteenwoordigende Raadslede en Raadslede wat die plaaslike munisipaliteit verteenwoordig.
- (b) Skakeling met die kantoor vir openbare betrekkinge.
- (c) Konsultasiesessies met plaaslike gemeenskapsorganisasies.
- (d) Skriftelike insette oor voorgestelde beleide of verordeninge of met betrekking tot enige ander aangeleentheid rakende die uitoefening van bevoegdhede of die uitvoering van pligte deur die munisipaliteit kan gestuur word na die Munisipale Bestuurder of Uitvoerende Burgemeester by die adres uiteengesit in paragraaf 4.

12.2.3 Interaksie: Prosesse van die Raad

- (a) Openbare vergaderings.
- (b) Erkenning van gemeenskapsgebaseerde organisasies, welke liggame by beplanningsprosesse soos die geïntegreerde ontwikkelingsproses ingesluit sal word.
- (c) 'n Begrotingsproses wat ontwerp is om gemeenskapsdeelname aan te moedig.
- (d) Uitnodigings aan die publiek om skriftelike kommentaar te lewer op of vertoë te rig oor enige aangeleentheid wat voor die Raad dien.

13. WEIERING VAN TOEGANG TOT REKORDS

13.1 Die distriksmunisipaliteit het 'n verantwoordelikheid om die regte van ander mense te beskerm en daardie regte kan nie tot nadeel van ander mense se regte uitgeoefen word nie.

13.2 Die Inligtingsbeampte het dus ingevolge artikel 34 en 45 van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No 2 van 2000) die reg om toegang tot rekords te weier.

13.3 Diskresionêre weiering van toegang tot rekords

Die Inligtingsbeampte of Adjunkinligtingsbeampte beskik oor diskresie om toegang tot rekords te weier waar 'n versoek om toegang tot inligting die bekendmaking van onder meer die volgende sal behels:

13.3.1 Inligting wat in vertroue deur 'n derde party verskaf is en die bekendmaking daarvan redelikerwys verwag kan word om benadeling te veroorsaak.

13.3.2 Inligting waarvan die bekendmaking waarskynlik die sekuriteit van 'n gebou, struktuur of stelsel, wat 'n rekenaarsstelsel kan wees, vervoermiddel of enige ander eiendom in die gedrang kan bring.

13.3.3 Inligting oor metodes, stelsels, planne of prosedures vir die beskerming van 'n individu in 'n getuiebeskermingsprogram, die veiligheid van die publiek of die sekuriteit van eiendom.

13.3.4 'n Rekord wat die metodes, tegnieke en riglyne bevat vir die voorkoming, opsporing, inperking of ondersoek van 'n oortreding of moontlike oortreding van die wet, of vervolging van 'n beweerde oortreder.

13.3.5 'n Rekord van die vervolging van 'n beweerde oortreder waar bekendmaking van die rekord redelikerwys verwag kan word om die vervolging te belemmer of tot 'n regsdwaling te lei.

- 13.3.6 'n Rekord waarvan die bekendmaking redelikerwys verwag kan word om:
- (a) die ondersoek van 'n oortreding of moontlike oortreding van die wet te benadeel;
 - (b) 'n vertroulike bron van inligting met betrekking tot wetstoepassing of -administrasie bekend te maak bekend maak of 'n persoon te staat stel om dit te identifiseer;
 - (c) te lei tot die intimidasie of dwang van 'n getuie of 'n persoon wat in 'n kriminele saak of ander verrigtinge van wetstoepassing as 'n getuie geroep kan word;
 - (d) die wet te oortree; of
 - (e) die billikheid van 'n verhoor of die onpartydigheid van beslissing te benadeel of belemmer.
- 13.3.7 Inligting waarvan die bekendmaking benadeling van die verdediging, sekuriteit of internasionale verhoudinge van die Republiek van Suid-Afrika kan veroorsaak.
- 13.3.8 Inligting waarvan die bekendmaking waarskynlik die ekonomiese of finansiële belange van die Republiek van Suid-Afrika of die vermoë van die regering om die ekonomie van die Republiek van Suid-Afrika doeltreffend te bestuur, wesenlik in gevaar kan stel.
- 13.3.9 Inligting wat handelsgeheime van die staat of 'n openbare liggaam bevat, of wat 'n openbare liggaam in 'n kontrak of ander verhoudinge sal benadeel of 'n openbare liggaam in kommersiële mededinging sal benadeel.
- 13.3.10 Inligting wat finansiële, kommersiële, wetenskaplike of tegniese inligting buiten handelsgeheime bevat, waarvan die bekendmaking waarskynlik skade aan die kommersiële of finansiële belange van die staat of 'n openbare liggaam sal veroorsaak.

- 13.3.11 Inligting wat 'n rekenaarprogram is, soos omskryf in die Wet op Kopiereg, 1978 (Wet No 98 van 1978), wat aan die staat of 'n openbare liggaam behoort.
- 13.3.12 Inligting oor navorsing wat uitgevoer word of wat waarskynlik uitgevoer gaan word deur of namens 'n derde party, waarvan die bekendmaking waarskynlik 'n openbare liggaam, persoon wat die navorsing uitvoer of onderwerp van die navorsing aan ernstige benadeling sal blootstel.
- 13.3.13 Inligting oor 'n rekord van 'n openbare liggaam wat 'n mening, advies, verslag of aanbeveling bevat wat verkry of opgestel is, of 'n weergawe van 'n konsultasie, bespreking, beraadslaging of notule van 'n vergadering oor die formulering van 'n beleid of die neem van 'n besluit in die uitoefening van 'n bevoegdheid of uitvoering van 'n plig wat deur wetgewing opgelê is, waarvan bekendmaking redelikerwys verwag kan word om die proses van beraadslaging of sukses van die beleid te belemmer.

13.4 Verpligte weiering van 'n versoek om toegang tot 'n rekord

- 13.4.1 Die Inligtingsbeampte moet toegang tot 'n rekord weier waar 'n versoek om toegang tot inligting die onredelike bekendmaking van persoonlike inligting of handelsgeheime oor 'n derde party (insluitend 'n afgestorwe individu) kan behels of enige inligting buiten handelsgeheime wat die kommersiële of finansiële belange van 'n derde party kan benadeel.
- 13.4.2 Toegang moet ook geweier word waar 'n versoek om toegang tot inligting die bekendmaking van inligting wat 'n rekenaarprogram is wat aan 'n private liggaam behoort, sal behels of waar toegang tot die rekord ingevolge artikel 60(14) van die Strafproseswet, 1977 (Wet No 51 van 1977) verbied word of waar die inligting geprivilegieer is of waar die inligting die lewe of veiligheid van 'n individu of die beskerming van eiendom in gevaar kan stel.
- 13.4.3 Die Inligtingsbeampte moet toegang tot 'n rekord weier waar die inligting die bekendmaking van inligting behels wat vertroulik deur 'n derde party voorsien is, en redelikerwys verwag kan word om die derde party kontraktueel of in ander onderhandelinge te benadeel.

- 13.4.4 Waar die inligting 'n skending van 'n plig van vertroulikheid teenoor 'n derde party is of waar die bekendmaking van inligting oor navorsing die persoon of derde party wat die navorsing uitvoer of die onderwerp van die navorsing ernstig sal benadeel, moet toegang geweier word.
- 13.4.5 Die Inligtingsbeampte mag 'n versoek om toegang tot 'n rekord weier indien die versoek onmiskienbaar beuselagtig of kwelsugtig is of as die werk betrokke by die proesering van die versoek die hulpbronne van die openbare liggaam wesenlik en onredelik sal ontwig.

14. REGSMIDDELE BESKIKBAAR TEN OPSIGTE VAN KAAPSE WYNLAND DISTRIKSMUNISIPALITEIT SE OPTREDE OF VERSUIM OM OP TE TREE

- 14.1 Indien die Inligtingsbeampte versuim om binne DERTIG (30) dae 'n besluit oor 'n versoek tot toegang nie, word hy of sy geag die versoek te geweier het, in welke geval die versoeker 'n interne appèl by die Raad van die Kaapse Wynland Distriksmunisipaliteit mag aanteken.
- 14.2 'n Interne appèl moet ingevolge artikel 75(1)(a)(i) van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No 2 van 2000) binne SESTIG (60) dae op die voorgeskrewe vorm aangeteken word (verwys na Bylae "B").
- 14.3 'n Versoeker kan 'n interne appèl aanteken teen die weiering van 'n versoek of 'n besluit van die Inligtingsbeampte met betrekking tot:
- 14.3.1 die voorgeskrewe gelde;
 - 14.3.2 die verlenging van die tydperk om n versoek te hanteer; of
 - 14.3.3 die vorm van toegang.
- 14.4 'n Derde party kan ingevolge artikel 72(c) 'n interne appèl by die Raad van die Kaapse Wynland Distriksmunisipaliteit aanteken teen 'n besluit van die Inligtingsbeampte om inligting bekend te maak.
- 14.5 'n Versoeker wat 'n interne appèl aangeteken het en nie tevrede is met die uitslag nie, kan binne DERTIG (30) dae na die besluit oor die interne appèl by 'n hof om toepaslike herstel aansoek doen ingevolge artikel 78 van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No 2 van 2000).

15. WYSE VAN INTERNE APPÈL EN APPÈLGELDE

- 15.1 'n Interne appèl moet binne 'n tydperk van SESTIG (60) dae op die voorgeskrewe vorm aangeteken word.
- 15.2 Indien daar vereis word dat kennis aan 'n derde partye gegee word binne DERTIG (30) dae nadat kennis van die besluit om te appelleer aan die appellant gegee is, moet 'n interne appèl aangeteken word.
- 15.3 Die appèl moet per pos, faks of elektroniese pos na die Inligtingsbeampte gestuur word.
- 15.4 Die onderwerp moet geïdentifiseer word en die redes vir die appèl moet uiteengesit word.
- 15.5 Indien die appellant, bykomend tot 'n skriftelike antwoord, ook op 'n ander wyse van die besluit oor die interne appèl in kennis gestel wil word, moet hy of sy daardie wyse aandui en die nodige besonderhede verskaf om as sodanig ingelig te word.
- 15.6 Indien van toepassing, moet die voorgeskrewe appèlgelde die vorm vergesel.
- 15.7 Laat appèlle, indien daar 'n goeie rede voor is, kan toegelaat word.
- 15.8 Die Inligtingsbeampte moet binne TIEN (10) werkdade na ontvangs van 'n interne appèl die appèl aan die Munisipale Raad vir die betrokke besluit voorlê.

16. KLAGTE AAN DIE INLIGTINGSREGULEERDER

- 16.1 'n Versoeker of derde party kan alleenlik 'n klagte by die Inligtingsreguleerder indien nadat daardie versoeker of derde party die interne appèlprosedure teen 'n besluit van die Inligtingsbeampte van die Kaapse Wynland Distriksmunisipaliteit uitgeput het.
- 16.2 Die Inligtingsreguleerder sal die klagte van die hand wys as 'n appèlproses nie afgehandel is nie.
- 16.3 Wat 'n openbare liggaam (ten opsigte waarvan 'n interne appèl nie toepaslik is nie) en 'n privaat liggaam aanbetref, kan 'n versoeker of derde party egter 'n klagte by die Reguleerder indien daar ontevredenheid oor die besluit van die betrokke liggaam is.
- 16.4 'n Klagte aan die Inligtingsreguleerder deur 'n versoeker of 'n derde party moet binne EENHONDERD-EN-TAGTIG (180) dae na ontvangs van die besluit deur die Kaapse Wynland Distriksmunisipaliteit ingedien word.
- 16.5 'n Versoeker kan 'n klagte by die Inligtingsreguleerder indien as daar ontevredenheid is oor –
- (a) die uitkoms van 'n interne appèl; en
 - (b) 'n besluit van die appèlgesag om nie die laat aantekening van 'n interne appèl toe te laat nie.
- 16.6 'n Derde party kan 'n klagte by die Inligtingsreguleerder indien as daar ontevredenheid is oor die uitkoms van 'n interne appèl wat by die appèlgesag van die distriksmunisipaliteit aangeteken is.

17. EKSTERNE REGSMIDDELE

- 17.1 Die besluit wat deur die munisipale Raad geneem word oor enige van die besluite waaroor die versoeker of derde party gegrief is, is finaal en die versoeker of derde party kan ingevolge artikel 82 van PAIA binne EENHONDERD-EN-TAGTIG (180) dae 'n aansoek om gepaste herstel by 'n hof indien.
- 17.2 'n Versoeker of derde party mag ingevolge artikel 82 slegs in die volgende omstandighede by 'n hof om gepaste herstel aansoek doen:
- 17.2.1 Nadat daardie versoeker of derde party die interne appèlprosesse uitgeput het; of
- 17.2.2 Nadat daardie versoeker of derde party die klagprosedure waarna in artikel 77A van PAIA verwys word, uitgeput het.
- 17.2 Ingevolge artikel 78(1) van PAIA het 'n versoeker of derde party twee (2) opsies, naamlik om 'n besluit na die Inligtingsreguleerder of die hof te verwys.

18. BEDROGBLITSLYN

- 18.1 Die Kaapse Wynland Distriksmunisipaliteit handhaaf zero toleransie vir bedrog en korrupsie.
- 18.2 Bedrog en korrupsie sal ondersoek en opgevolg word deur die toepassing van alle regsmiddele beskikbaar binne die volle omvang van die gereg, en deur die implementering van geskikte beheermaatreëls vir voorkoming en opsporing.
- 18.3 Die Kaapse Wynland Distriksmunisipaliteit onderskryf die beginsels van goeie oorsigbestuur wat vereis dat sake op 'n eerlike en deursigtige wyse bedryf word.
- 18.4 Die Kaapse Wynland Distriksmunisipaliteit is daartoe verbind om oneerlike gedrag op alle vlakke binne die organisasie te bestry.

Fraud Hotline

Call: 021 888 5130

Report it:

Report any fraud related activity immediately



19. ALGEMENE INLIGTING

- 19.1 Die Inligtingsbeampte of die Adjunkinligtingsbeampte mag genader word vir verdere inligting wat nie in hierdie handleiding vervat is nie.
- 19.2 Indien nodig, sal die Kaapse Wynland Distriksmunisipaliteit hierdie handleiding ten minste een keer per jaar bywerk en uitgee.

BYLAE A

VORM 2

KAAPSE WYNLAND DISTRIKSMUNISIPALITEIT

VERSOEK OM TOEGANG TOT REKORD VAN OPENBARE LIGGAAM

Let wel:

- 1. Bewys van identiteit moet deur die versoeker aangeheg word.*
- 2. Indien versoeke namens iemand anders gemaak word, moet bewys van sodanige magtiging by hierdie vorm aangeheg word.*

(Artikel 18(1) van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No 2 van 2000))

[Regulasie 7]

BESONDERHEDE EN ADRES VAN OPENBARE LIGGAAM

Die Inligtingsbeampte/Adjunkinligtingsbeampte:

Kaapse Wynland Distriksmunisipaliteit

Alexanderstraat 46

Stellenbosch

E-posadres: paia@capewinlands.gov.za

mm@capewinlands.gov.za

karina@capewinlands.gov.za

Merk met 'n 'X'

	Versoek word in my eie naam gerig
	Versoek word namens iemand anders gerig

BESONDERHEDE VAN PERSOON WAT TOEGANG TOT DIE REKORD VERSOEK																
Volle name en van																
Identiteitsnommer	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>															
Hoedanigheid waarin versoek gerig word (<i>wanneer dit namens iemand anders gerig word</i>)																
Posadres																
Straatadres																
E-posadres																
Kontaknommers	Tel. (B)															
	Faksimilee															
	Selfoon															
BESONDERHEDE VAN PERSOON NAMENS WIE DIE VERSOEK GERIG WORD																
Volle name van persoon namens wie die versoek gerig word (<i>indien van toepassing</i>)																
Identiteitsnommer	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>															
Posadres																
Straatadres																
E-posadres																
Kontaknommers	Tel. (B)															
	Faksimilee															
	Selfoon															

BESONDERHEDE VAN REKORD WAT VERSOEK WORD

Verskaf volledige besonderhede van die rekord waartoe toegang versoek word, insluitend die verwysingsnommer as dit aan u bekend is, sodat die rekord opgespoor kan word. (As die spasie wat voorsien word, onvoldoende is, gaan asseblief op 'n aparte bladsy voort en heg dit by hierdie vorm aan. Alle bykomende bladsye moet onderteken wees.)

Beskrywing van rekord of betrokke deel van die rekord	
Verwysingsnommer, indien beskikbaar	
Enige verdere besonderhede van rekord	

TIPE REKORD (Merk die toepaslike blokkie met 'n 'X')	
Rekord is in geskrewe of gedrukte vorm	
Rekord bestaan uit virtuele beelde (<i>dit sluit in foto's, skyfies, video-opnames, rekenaargegenereerde beelde, sketse, ens.</i>)	
Rekord bestaan uit opgeneemde woorde of inligting wat in klank omskep kan word	
Rekord word op 'n rekenaar of in 'n elektroniese of masjienleesbare vorm gehou	
VORM VAN TOEGANG (Merk die toepaslike blokkie met 'n 'X')	
Gedrukte afskrif van rekord (<i>insluitende afskrifte van enige virtuele beelde, transkripsies en inligting gehou op rekenaar of in 'n elektroniese of masjienleesbare vorm</i>)	
Geskrewe of gedrukte transkripsie van virtuele beelde (<i>dit sluit in foto's, skyfies, video-opnames, rekenaargegenereerde beelde, sketse, ens.</i>)	
Transkripsie van klankbaan (<i>geskrewe of gedrukte dokument</i>)	
Afskrif van rekord op geheuestokkie (<i>insluitend virtuele beelde en klankbane</i>)	
Afskrif van rekord op kompakte skyf (<i>insluitend virtuele beelde en klankbane</i>)	
Afskrif van rekord wat op wolkbediener bewaar word	
WYSE VAN TOEGANG (Merk die toepaslike blokkie met 'n 'X')	
Persoonlike insae in rekord by geregistreerde adres van openbare/privaat liggaam (<i>insluitend om na opgeneemde woorde te luister, inligting wat in klank omskep kan word of inligting wat op 'n rekenaar of in 'n elektroniese of masjienleesbare vorm gehou word</i>)	
Posdiens na posadres	
Posdiens na straatadres	
Koerierdiens na straatadres	
Faks van inligting in geskrewe of gedrukte formaat (<i>insluitend transkripsies</i>)	
E-pos van inligting (<i>insluitend klankbane, indien moontlik</i>)	
Wolkdeling/lêeroordrag	
Voorkeurtaal (<i>Let wel dat indien die rekord nie in u voorkeurtaal beskikbaar is nie, toegang gegee kan word in die taal waarin die rekord beskikbaar is</i>)	

BESONDERHEDE VAN REG WAT UITGEOEFEN OF BESKERM STAAN TE WORD

As die spasio wat voorsien word, onvoldoende is, gaan asseblief op 'n aparte bladsy voort en heg dit by hierdie vorm aan. Die versoeker moet al die bykomende bladsye onderteken.

Dui aan watter reg uitgeoefen of beskerm staan te word	
Verduidelik waarom die rekord wat versoek word vir die uitoefening of beskerming van die bogenoemde reg, benodig word	
GELDE	
<p>(a) Versoekgelde moet betaal word alvorens die versoek oorweeg sal word.</p> <p>(b) U sal in kennis gestel word oor die bedrag wat as toegangsgelde betaal moet word.</p> <p>(c) Die gelde betaalbaar vir toegang tot 'n rekord hang af van die vorm waarin toegang vereis word en die redelike tyd wat vereis word om na 'n rekord te soek en dit voor te berei.</p> <p>(d) As u vir vrystelling van die betaling van enige gelde kwalifiseer, stel asseblief die rede vir vrystelling.</p>	
Rede	

U sal skriftelik in kennis gestel word of u versoek goedgekeur of afgekeur is en, indien goedgekeur, die koste in verband met u versoek, indien enige. Verstrek asseblief die wyse waarop u korrespondensie wil ontvang.

Posadres	Faksimilee	Elektroniese kommunikasie (Spesifiseer asseblief)

Onderteken te _____ op hierdie _____ dag van
_____ 20__

HANDTEKENING VAN VERSOEKER / PERSOON NAMENS WIE VERSOEK GERIG WORD

VIR AMPTELIKE GEBRUIK

Verwysingsnommer	
Versoek ontvang deur (verstrek Inligtings- beampte se rang, naam en van)	
Datum ontvang	
Toegangsgelde	
Deposito (indien enige)	

HANDTEKENING VAN INLIGTINGSBEAMPTE

BYLAE B

KAAPSE WYNLAND DISTRIKSMUNISIPALITEIT

VORM B

KENNISGEWING VAN INTERNE APPÈL

(Artikel 75 van die Wet op Bevordering van Toegang tot Inligting, 2000) (Wet No 2 van 2000)

[Regulasie 8]

VERSTREK U VERWYSINGSNOMMER:

A. BESONDERHEDE VAN OPENBARE LIGGAAM

Die Inligtingsbeampte / Adjunkinligtingsbeampte
Kaapse Wynland Distriksmunisipaliteit

B. BESONDERHEDE VAN VERSOEKER/DERDE PARTY WAT DIE INTERNE APPÈL AANTEKEN

- (a) Die besonderhede van die persoon wat die interne appèl aanteken, moet hieronder verstrek word.
- (b) Bewys van die hoedanigheid waarin die appèl aangeteken word, indien van toepassing, moet aangeheg word.
- (c) Indien die appellant 'n derde persoon en nie die persoon is wat aanvanklik die inligting versoek het nie, moet die besonderhede van die versoeker onder C hieronder verstrek word.

Volle name en van:

Identiteitsnommer:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Posadres: _____

Faksnommer: _____ Telefoonnommer: _____

E-posadres: _____

Hoedanigheid waarin 'n interne appèl namens iemand anders aangeteken word:

C. BESONDERHEDE VAN VERSOEKER

Hierdie gedeelte moet voltooi word SLEGS as 'n derde party (buiten die versoeker) die interne appèl aanteken.

Volle name en van:

Identiteitsnommer:

--	--	--	--	--	--	--	--	--	--	--	--	--

D. DIE BESLUIT WAARTEEN DIE INTERNE APPÈL AANGETEKEN WORD

Merk die besluit waarteen die interne appèl aangeteken word, met 'n 'X' in die toepaslike blokkie:

	Weiering van versoek om toegang
	Besluit rakende voorgeskrewe gelde ingevolge artikel 22 van die Wet
	Besluit rakende die verlenging van die tydperk waarin die versoek ingevolge artikel 26(1) van die Wet afgehandel moet word
	Besluit ingevolge artikel 29(3) van die Wet om toegang te weier in die vorm soos verlang deur die versoeker
	Besluit om versoek om toegang toe te staan

E. GRONDE VIR APPÈL

Indien die ruimte hieronder nie voldoende is nie, gebruik asseblief 'n afsonderlike folioblad en heg dit by hierdie vorm aan. **U moet alle bykomende folioblaaie teken.**

Op grond waarvan word die interne appèl aangeteken?

Verstrek enige ander inligting wat tersaaklik mag wees by die oorweging van die appèl:

F. KENNISGEWING VAN BESLUIT OOR APPÈL

U sal skriftelik in kennis gestel word van die besluit oor u interne appèl. Indien u op 'n ander wyse in kennis gestel wil word, spesifiseer asseblief die wyse en verstrek die nodige besonderhede sodat daar aan u versoek voldoen kan word.

Wyse waarop u in kennis gestel wil word:

Besonderhede:

Geteken te _____ op hierdie _____ dag van
_____ 20____

HANDTEKENING VAN APPELLANT

VIR DEPARTEMENTELE GEBRUIK

AMPTELIKE REKORD VAN INTERNE APPÈL

Appèl ontvang op _____ (datum) deur _____

_____ (verstrek
Inligtingsbeampte/ Adjunkinligtingsbeampte se rang, naam en van)

Appèl vergesel van die redes vir die Inligtingsbeampte/Adjunkinligtingsbeampte se besluit en, waar van toepassing, die besonderhede van enige derde party op wie of waarop die rekord betrekking het, ingedien by die betrokke owerheid deur die Inligtingsbeampte/ Adjunkinligtingsbeampte op _____ (datum).

UITSLAG VAN APPÈL

BESLUIT VAN INLIGTINGSBEAMPTE / ADJUNKINLIGTINGSBEAMPTE BEVESTIG / NUWE BESLUIT TER VERVANGING

NUWE BESLUIT: _____

DATUM

KAAPSE WYNLAND DISTRIKSMUNISIPALITEIT

ONTVANG DEUR DIE INLIGTINGSBEAMPTE / ADJUNKINLIGTINGSBEAMPTE VAN DIE KAAPSE WYNLAND DISTRIKSMUNISIPALITEIT OP (datum):

BYLAE C

GELDE TEN OPSIGTE VAN OPENBARE LIGGAME

1.	Die versoekgelde betaalbaar deur elke versoeker	R100,00
2.	Fotostaat per A4-grootte bladsy of deel daarvan	R1,50
3.	Gedrukte afskrif per A4-grootte bladsy of deel daarvan	R1,50
4.	Vir 'n afskrif in 'n rekenaarleesbare vorm op:	
4.1	Geheuestokkie (deur versoeker verskaf)	R40,00
4.2	Kompakskyf	
	• Indien deur versoeker verskaf	R40,00
	• Indien aan versoeker verskaf	R60,00
5.	Vir 'n transkripsie van visuele beelde per A4-grootte bladsy	Diens word uitbestee. Hang af van diens-verskaffer se kwotasie.
6.	Afskrif van visuele beelde	
7.	Transkripsie van 'n klankrekord, per A4-grootte bladsy	R24,00
8.	Afskrif van 'n klankrekord op:	
8.1	Geheuestokkie (deur versoeker verskaf)	R40,00
8.2	Kompakskyf	
	Indien deur versoeker verskaf	R40,00
	Indien aan versoeker verskaf	R60,00
9.	Om te soek vir die rekord en dit vir bekendmaking voor te berei vir elke uur of deel van 'n uur, uitgesonderd die eerste uur, wat redelikerwys nodig is om so 'n rekord te soek en voor te berei	R100,00
	Totale koste wat nie oorskry moet word nie	R300,00
10.	Depositoto: Indien soektog 6 ure oorskry	Een derde van bedrag per versoek bereken volgens item 2 tot 8
11.	Posgeld, e-pos of enige ander elektroniese oorplasing	Werklike uitgawe, indien enige

GELDE TEN OPSIGTE VAN PRIVAAT LIGGAME

1.	Die versoekgelde betaalbaar deur elke versoeker	R140,00
2.	Fotostaat/gedrukte swart-en-wit-afskrif per A4-grootte bladsy of deel daarvan	R2,00
3.	Gedrukte afskrif per A4-grootte bladsy of deel daarvan	R2,00
4.	Vir 'n afskrif in 'n rekenaarleesbare vorm op:	
4.1	Geheuestokkie (deur versoeker verskaf)	R40,00
4.2	Kompakskyf	
	Indien deur versoeker verskaf	R40,00
	Indien aan versoeker verskaf	R60,00
5.	Vir 'n transkripsie van visuele beelde per A4-grootte bladsy	Diens word uitbestee. Hang af van diens-verskaffer se kwotasie.
6.	Afskrif van visuele beelde	
7.	Transkripsie van 'n klankrekord, per A4-grootte bladsy	R24,00
8.	Afskrif van 'n klankrekord op:	
8.1	Geheuestokkie (deur versoeker verskaf)	R40,00
8.2	Kompakskyf	
	Indien deur versoeker verskaf	R40,00
	Indien aan versoeker verskaf	R60,00
9.	Om te soek vir die rekord en dit vir bekendmaking voor te berei vir elke uur of deel van 'n uur, uitgesonderd die eerste uur, wat redelikerwys nodig is om so 'n rekord te soek en voor te berei	R145,00
	Totale koste wat nie oorskry moet word nie	R435,00
10.	Depositoto: Indien soektog ses ure oorskry	Een derde van bedrag per versoek bereken volgens item 2 tot 8
11.	Posgeld, e-pos of enige ander elektroniese oorplasing	Werklike uitgawe, indien enige

BYLAE D

PERSONE VRYGESTEL VAN DIE BETALING VAN GELDE VIR VERSOEKTE INLIGTING

Staatskoerant No 28107

Kennisgewing No R. 991

Regulasiestaatskoerant No 8325

Volume 484

Datum: 14 Oktober 2005

Goewermentskennisgewing

DEPARTEMENT VAN JUSTISIE EN STAATKUNDIGE ONTWIKKELING

No R.991

14 Oktober 2005

WET OP BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 VRYSTELLING EN BEPALINGS VIR DIE DOELEINDES VAN ARTIKEL 22(8)

Ek, Brigitte Sylvia Mabandla, Minister van Justisie en Staatkundige Ontwikkeling, handelende kragtens artikel 22(8) van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No 2 van 2000) –

- (a) stel hiermee die volgende persone vry van betaling van toegangsgelde soos bedoel in artikel 22(6) van die Wet:
- (i) 'n enkelpersoon wie se jaarlikse inkomste, nadat toelaatbare aftrekkings in die Bylae van hierdie kennisgewing bedoel, gedoen word, nie R14 712,00 per jaar oorskry nie; en
 - (ii) getroude persone of 'n persoon en sy of haar lewensmaat wie se jaarlikse inkomste, nadat toelaatbare aftrekkings in die Bylae van hierdie kennisgewing bedoel, gedoen word, nie R27 192,00 per jaar oorskry nie; en

- (b) bepaal dat –
- (i) waar die koste vir die invordering van enige gelde in artikel 22 van die Wet bedoel, die bedrag gehef oorskry, sodanige gelde nie van toepassing is nie;
 - (ii) die toegangsgeld bedoel in artikel 22(6) van die Wet nie van toepassing is op die persoonlike rekord van 'n versoeker nie; en
 - (iii) die versoekgelde bedoel in artikel 22(1) van die Wet en die toegangsgeld bedoel in artikel 22(6) van die Wet nie van toepassing is op 'n rekord versoek deur 'n onderhoudsbeampte of onderhoudsondersoeker vir die doeleindes van 'n onderhoudsondersoek of -navraag ingevolge die bepalinge van die Wet op Onderhoud, 1998 (Wet No 99 van 1998) of die regulasies uitgevaardig kragtens artikel 44 van daardie Wet nie.

AANHANGSEL 1:

TOELAATBARE AFTREKKINGS

1. Vir doeleindes van paragraaf (a)(i) en (ii) van die kennisgewing is die volgende aftrekkings toelaatbaar:
 - (a) Werknemersbelasting ingevolge paragraaf 2 van Deel II van die Vierde Bylae van die Wet op Inkomstebelasting, 1962 (Wet No 58 van 1962);
 - (b) Bydraes ingevolge artikel 5 van die “Unemployment Insurance Contributions Act”, 2002 (Wet No 4 van 2002);
 - (c) Verpligte bydraes tot ’n groepversekeringsfonds ingevolge ’n hofbevel of kragtens ’n kontrak tussen ’n werkgewer en sy of haar werknemer;
 - (d) Bydraes tot enige mediese skema geregistreer ingevolge die bepalings van die Wet op Mediese Skemas, 1998 (Wet No 131 van 1998), en toegelaat om afgetrek te word ingevolge artikel 18(1)(a) van die Wet op Inkomstebelasting, 1962 (Wet No 58 van 1962);
 - (e) Bydraes tot pensioenfondse ingevolge artikel 13A van die Wet op Pensioenfondse, 1956 (Wet No 24 van 1956);
 - (f) Huurbetalings of verbandafbetalings tot die maksimum van R12 000,00 per jaar;
 - (g) Onderhoud betaal ingevolge ’n hofbevel; en
 - (h) Skoolgelde, uitgesonderd skoolgelde aan ’n privaat skool.

BS MABANDLA, LP

MINISTER VAN JUSTISIE EN STAATKUNDIGE ONTWIKKELING

AANHANGSEL 2: DEEL 1

PROSESSERING VAN PERSOONLIKE INLIGTING INGEVOLGE POPIA

VIR VERSKAFFERS EN KONTRAKTEURS EN BEGUNSTIGDES

- (a) Verifiëring van inligting en die uitvoer van kontroles;
- (b) Doeleindes wat verband hou met die ooreenkoms of sakeverhouding of moontlike ooreenkoms of sakeverhoudinge tussen die partye;
- (c) Betaling van fakture;
- (d) Uitvoering van pligte ingevolge enige ooreenkoms met verskaffers, kontrakteurs en/of begunstigdes;
- (e) Om besluite oor krediet en finansies ten opsigte van verskaffers, kontrakteurs en/of begunstigdes te neem of te help neem;
- (f) Die verwerking en bestuur van verskaffers, kontrakteurs en/of begunstigdes se rekeninge, en die bestuur van enige dokument, aansoek, ooreenkoms of korrespondensie wat tussen hulle en die Kaapse Wynland Distriksmunisipaliteit bestaan;
- (g) Kommunikasie (insluitend direkte bemarking) met verskaffers, kontrakteurs en/of begunstigdes per e-pos, SMS, skrywe, telefoon of op enige ander wyse oor die Kaapse Wynland Distriksmunisipaliteit se produkte en dienste, tensy hulle andersins aandui;
- (h) Die uitvoering van marknavorsing, sake- en statistiese ontleding;
- (i) Die uitvoering van ander administratiewe en operasionele funksies;
- (j) Die invordering van enige skuld wat verskaffers, kontrakteurs en/of begunstigdes aan die Kaapse Wynland Distriksmunisipaliteit verskuldig mag wees;
- (k) Nakoming van die Kaapse Wynland Distriksmunisipaliteit se regulatoriese en ander verpligtinge; en
- (l) Enige ander doel wat redelikerwys benodig word vir die werksaamhede en organisatoriese funksies van die Kaapse Wynland Distriksmunisipaliteit.

VIR VOORNEMENDE VERSKAFFERS, KONTRAKTEURS EN/OF BEGUNSTIGDES

- (a) Verifiëring en opdatering van inligting;
- (b) Vooraf-puntetoekenning; en
- (c) Enige ander doel wat redelikerwys benodig word vir die prosessering van persoonlike inligting wat redelikerwys met die Kaapse Wynland Distriksmunisipaliteit se werksaamhede en organisatoriese funksies verband hou.

VIR RAADSLEDE EN WERKNEMERS

- (a) Die uitvoering van pligte ingevolge enige ooreenkoms;
- (b) Die verifiëring van werkaansoekers se inligting tydens die werwingsproses;
- (c) Nakoming van die Kaapse Wynland Distriksmunisipaliteit se regulatoriese en ander verpligtinge; en
- (d) Algemene aangeleenthede wat met Raadslede en werknemers verband hou:
 - (i) Pensioen
 - (ii) Mediese fonds
 - (iii) Betaalstaat
 - (iv) Dissiplinêre optrede
 - (v) Opleiding
 - (vi) Enige ander doel wat redelikerwys vir die diensverhouding of moontlike diensverhouding benodig word.

AANHANGSEL 2: DEEL 2

KATEGORIEË VAN DATASUBJEKTE EN KATEGORIEË VAN PERSOONLIKE INLIGTING WAT DAAROP BETREKKING HET

RAADSLEDE EN WERKNEMERS

- (a) Name, van en kontakbesonderhede;
- (b) Identiteitsnommer en identiteitsdokumente, insluitend paspoorte;
- (c) Werkgeskiedenis en verwysings;
- (d) Bank- en finansiële besonderhede;
- (e) Besonderhede van betalings aan derde partye (salarisaftrekkings);
- (f) Dienskontrakte;
- (g) Diensbillikheidsplanne;
- (h) Mediesefondsrekords;
- (i) Pensioenfondsrekords;
- (j) Vergoeding-/salarisrekords;
- (k) Prestasiebeoordelings;
- (l) Dissiplinêre rekords;
- (m) Verlofrekords;
- (n) Opleidingsrekords;
- (o) Gesondheid en welstand;
- (p) Finansiële inligting;
- (q) Inligting met betrekking tot gade en afhanklikes;
- (r) Opvoedkundige inligting;
- (s) Kriminele gedrag;
- (t) Geslag;
- (u) Huwelikstatus;
- (v) Etnisiteit;
- (w) Huistaal; en
- (x) Vertroulike korrespondensie.

VERSKAFFERS, KONTRAKTEURS EN/OF BEGUNSTIGDES (wat werknemers kan insluit)

- (a) Pos- en/of straatadres;
- (b) Titel, naam en van;
- (c) Kontaknommers en/of e-posadres;
- (d) Etniese groep;
- (e) Werkgeskiedenis;
- (f) Ouderdom;
- (g) Geslag;
- (h) Huwelikstatus;
- (i) Nasionaliteit;
- (j) Taal;
- (k) Finansiële en bankbesonderhede;
- (l) Identiteits- of paspoortnommer;
- (m) Maatskappy- en// of besigheidsbesonderhede en registrasienommers;
- (n) Direkteure en/of lede en/of eienaar se inligting;
- (o) Inligting in verband met dienste en/of produkte;
- (p) Gemagtigde ondertekenaars;
- (q) Ander inligting wat nie gespesifiseer word nie, maar wat redelikerwys benodig word om vir sakebedrywighede te prosesseer.

GEMEENSKAPSLEDE EN/OF BELANGHEBBENDES

- (a) Pos- en/of straatadres;
- (b) Titel, naam en van;
- (c) Kontaknommers en/of e-posadres;
- (d) Naam van besigheid, firma en/of organisasie; en
- (e) Ander inligting wat nie gespesifiseer word nie, maar wat redelikerwys benodig word om te prosesseer.

AANHANGSEL 2: DEEL 3

ONTVANGERS VAN PERSOONLIKE INLIGTING

- (a) Enige firma, organisasie of persoon wat die Kaapse Wynland Distriksmunisipaliteit benut om betalings in te samel en skuld in te vorder of om 'n diens namens die munisipaliteit te lewer;
- (b) Enige firma, organisasie of persoon wat produkte of dienste aan die Kaapse Wynland Distriksmunisipaliteit verskaf;
- (c) Enige betaalstelsel wat die Kaapse Wynland Distriksmunisipaliteit gebruik;
- (d) Regulatoriese en staatsowerhede of ombudsmanne, of ander owerhede, insluitende belastingowerhede, waar die Kaapse Wynland Distriksmunisipaliteit verplig is om inligting te deel;
- (e) Derde partye aan wie betalings namens werknemers gemaak word;
- (f) Finansiële instansies van wie betalings namens datasubjekte ontvang word;
- (g) Enige ander operateur wat nie gespesifiseer is nie;
- (h) Werknemers, kontrakteurs en tydelike personeel;
- (i) Enige firma, organisasie of persoon wat die Kaapse Wynland Distriksmunisipaliteit benut vir die vaslegging, organisering en berging van data;
- (j) Ontvangers van e-posse en ander korrespondensie; en
- (k) Enige firma, organisasie of persoon wat die Kaapse Wynland Distriksmunisipaliteit benut om 'n siftingsdiens vir die distriksmunisipaliteit te lewer om te verseker dat 'n individu se besonderhede deeglik nagegaan word.

AANHANGSEL 2: DEEL 4

AANSTUUR VAN PERSOONLIKE INLIGTING OOR LANDGRENSE

Persoonlike inligting kan oor landsgrense na die Kaapse Wynland Distriksmunisipaliteit se verskaffers in ander lande gestuur word, en persoonlike inligting kan gestoor word in databediensers wat buite Suid-Afrika beheer word en wat moontlik nie genoegsame wetgewing oor databeskerming het nie.

Die Kaapse Wynland Distriksmunisipaliteit sal poog om seker te maak dat sy handelaars en verskaffers alle redelike pogings aanwend om die genoemde data en persoonlike inligting te beveilig.

AANHANGSEL 2: DEEL 5

BESKRYWING VAN VEILIGHEIDSMATREËLS VIR INLIGTING VAN DIE KAAPSE WYNLAND DISTRIKSMUNISIPALITEIT

Die Kaapse Wynland Distriksmunisipaliteit onderneem om die databeskermingsmaatreëls te implementeer en te handhaaf om die doelwitte hieronder te bereik:

- (a) Die gegewe besonderhede moet geïnterpreteer word as voorbeelde van hoe om 'n genoegsame vlak van databeskerming vir elke doelwit te bereik.
- (b) Die Kaapse Wynland Distriksmunisipaliteit kan alteratiewe maatreëls gebruik en by tegnologiese sekuriteitsontwikkeling aanpas, soos nodig, op voorwaarde dat die doelwitte bereik word.

TOEGANGSBEHEER VAN PERSONE

Die Kaapse Wynland Distriksmunisipaliteit sal geskikte maatreëls implementeer om te voorkom dat ongemagtigde persone toegang verkry tot die toerusting waar die data geprosesseer word.

DATAMEDIABEHEER

Die Kaapse Wynland Distriksmunisipaliteit onderneem om geskikte maatreëls te implementeer om die ongemagtigde manipulasie van media te voorkom, insluitend die lees, kopiëring, wysiging of verwydering van datamedia wat deur die Kaapse Wynland Distriksmunisipaliteit gebruik word en wat persoonlike data van verskaffers, kontrakteurs en/of begunstigdes bevat.

DATAGEHEUEBEHEER

Die Kaapse Wynland Distriksmunisipaliteit onderneem om geskikte maatreëls te implementeer om ongemagtigde insette in datageheue en die ongemagtigde lees, wysiging of uitwissing van gestoorde data te voorkom.

GEBRUIKERBEHEER

Die Kaapse Wynland Distriksmunisipaliteit sal geskikte maatreëls implementeer om te voorkom dat sy dataprozesseringstelsels by wyse van data-oordragtoerusting deur ongemagtigde persone gebruik word.

TOEGANGSBEHEER TOT DATA

Die Kaapse Wynland Distriksmunisipaliteit verklaar dat die persone wat geregtig is om die Kaapse Wynland Distriksmunisipaliteit se dataprozesseringstelsels te gebruik, slegs toegang tot die data kan verkry binne die omvang en in die mate waartoe dit deur hulle onderskeie toegangspermissie (magtiging) gedek is.

OORDRAGBEHEER

Die Kaapse Wynland Distriksmunisipaliteit is verplig om die verifiëring en nasporing van die liggings/bestemmings waarheen die persoonlike inligting oorgedra word, moontlik te maak deur die gebruik van die Kaapse Wynland Distriksmunisipaliteit se datakommunikasietoerusting/-toestelle.

VERVOERBEHEER

Die Kaapse Wynland Distriksmunisipaliteit sal geskikte maatreëls implementeer om te voorkom dat persoonlike inligting deur ongemagtigde persone ge lees, gekopieer, gewysig of uitgewis word tydens die oordrag daarvan of tydens die vervoer van die datamedia.

ORGANISASIEBEHEER

Die Kaapse Wynland Distriksmunisipaliteit sal sy interne organisasie handhaaf op 'n wyse wat aan die vereistes van hierdie handleiding voldoen.

BRANDMUUR EN VIRUSBESKERMING

Die brandmuur beheer toegang tot die netwerk en rekenaars wat data van die Kaapse Wynland Distriksmunisipaliteit bevat, en virusbestuur beskerm die netwerk teen toepassings wat skade aan die netwerk en data sal berokken.

IDENTITEITSBESTUUR

Alle data wat op die Kaapse Wynland Distriksmunisipaliteit se netwerk gestoor word, word deur 'n identiteitsbestuurstelsel beheer, en dus word toegang deur die administrateur van daardie deel van die netwerk toegestaan.

SAGTEWARE WAT DATA BEVAT

Data wat deur sagtewaretoepassings op die Kaapse Wynland Distriksmunisipaliteit se netwerk gehou word, word beskerm deur 'n verskeidenheid oorspronklike sekuriteitsmeganismes wat enkripsie, toegangsbeheer gegrond op identiteit en regmatige enkodering insluit.

ENKRIPSIE VAN DATA

Data op die Kaapse Wynland Distriksmunisipaliteit se netwerk kan met of sonder 'n wagwoord geënkripteer word om óf veilige oordrag óf beveiligde bewaring te verseker.

DATANASPORING EN -BEHEER

MS TEAMS maak voorsiening vir datanasporing en die monitering van data, insluitend toegang ten opsigte van 'n persoon se status om te besigtig of te deel.

AANHANGSEL 3:

BESWAAR TEEN DIE PROSESSERING VAN PERSOONLIKE INLIGTING INGEVOLGE ARTIKEL 11(3) VAN POPIA EN DIE REGULASIES INSAKE DIE BESKERMING VAN PERSOONLIKE INLIGTING, 2018

Let wel:

- (1) Beëdigde verklarings of ander dokumentêre bewys, soos van toepassing, ter ondersteuning van die beswaar kan aangeheg word.
- (2) Indien die spatie wat in hierdie vorm voorsien word, onvoldoende is, verskaf inligting as 'n bylae tot hierdie vorm en onderteken elke bladsy.
- (3) Voltooi soos van toepassing.

A	BESONDERHEDE VAN DATASUBJEK
Naam(name) en van / geregistreerde naam van datasubjek	
Unieke identifiseerder / identiteitsnommer	
Woon-, pos- of besigheidsadres	
Kontaknommer(s)	
Faksnommer / e-posadres	
B	BESONDERHEDE VAN VERANTWOORDELIKE PARTY
Naam(name) en van / geregistreerde naam van datasubjek	
Woon-, pos- of besigheidsadres	
Kontaknommer(s)	
Faksnommer / e-posadres	

C	REDES VIR BESWAAR INGEVOLGE ARTIKEL 11(1)(D) TOT (F) (VERSKAF ASSEBLIEF VOLLEDIGE REDES VIR DIE BESWAAR)

Onderteken te op hierdie dag van
..... 20.....

.....
HANDTEKENING VAN DATASUBJEK/PERSOON

AANHANGSEL 4

VERSOEK OM REGSTELLING OF UITWISSING VAN PERSOONLIKE INLIGTING OF VERNIETIGING OF UITWISSING VAN REKORD VAN PERSOONLIKE INLIGTING INGEVOLGE ARTIKEL 24(1) VAN POPIA EN REGULASIES INSAKE DIE BESKERMING VAN PERSOONLIKE INLIGTING, 2018 (REGULASIE 3)

Let wel:

- (1) Beëdigde verklaring of ander dokumentêre bewys, soos toepaslik, kan ter ondersteuning van die versoek aangeheg word.
- (2) Indien die spatie wat in hierdie vorm voorsien word, onvoldoende is, verskaf inligting as 'n bylae tot hierdie vorm en onderteken elke bladsy.
- (3) Voltooi soos van toepassing.

Merk die toepaslike blokkie met 'n 'X'.

Versoek om:

- Regstelling of uitwissing van die persoonlike inligting oor die datasubjek wat in besit of onder die beheer van die verantwoordelike party is.
- Vernietiging of uitwissing van 'n rekord van persoonlike inligting oor die datasubjek wat in besit of onder die beheer van die verantwoordelike party is en wat nie meer gemagtig is om die rekord van inligting te behou nie.

A	BESONDERHEDE VAN DATASUBJEK
Naam(name) en van / geregistreerde naam van datasubjek	
Unieke identifiseerder / identiteitsnommer	
Woon-, pos- of besigheidsadres	
Kontaknommer(s)	
Faksnommer / e-posadres	

B	BESONDERHEDE VAN VERANTWOORDELIKE PARTY
Naam(name) en van / geregistreeerde naam van datasubjek	
Woon-, pos- of besigheidsadres	
Kontaknommer(s)	
Faksnommer / e-posadres	
C	REDES VIR BESWAAR INGEVOLGE ARTIKEL 11(1)(D) TOT (F) (VERSKAF ASSEBLIEF VOLLEDIGE REDES VIR DIE BESWAAR)

D	<p style="text-align: center;">REDES VIR *REGSTELLING OF UITWISSING VAN DIE PERSOONLIKE INLIGTING VAN DIE DATASUBJEK INGEVOLGE ARTIKEL 24(1)(A) WAT IN BESIT OF ONDER DIE BEHEER VAN DIE VERANTWOORDELIKE PARTY IS; EN/OF REDES VIR *VERNIETIGING OF UITWISSING VAN 'N REKORD VAN PERSOONLIKE INLIGTING OOR DIE DATASUBJEK INGEVOLGE ARTIKEL 24(1)(B) WAT DIE VERANTWOORDELIKE PARTY NIE MEER GEMAGTIG IS TE BEHOU NIE (VERSKAF ASSEBLIEF VOLLEDIGE REDES VIR DIE VERSOEK)</p>



CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

INCWADANA YOLWAZI KAMASIPALA WESITHILI SASECAPE WINELANDS

Equlunqwe ngokuphathelele kumagatya

ECANDELO LE-14 LOMTHETHO WOKUKHUTHAZWA KOFIKELELO KOLWAZI, 2000 (PAIA) (UMTHETHO OYINOMBOLO WESI- 2 WAMA- 2000) NOKULUNGISWA KWEEMFUNeko ZOKHUSELEKO LOMTHETHO WOLWAZI LWAKHO, 2013 (UMTHETHO OYINOMBOLO YESI- 4 WAMA- 2013) (POPIA

UMlawuli kaMasipala:

UMnu HF Prins

Idilesi yesitrato:

46 Alexander Street, Sifowunilenbosch, 7600

Idilesi yeposi:

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IINKCAZELO YEZIFINYEZO/II-AKRONIM

IDP	ICebo loPhuhliso oluDibeneyo
Umsebenzi	Umntu ophatha/olungisa ulwazi lwakho oluya kwiQela elinoXanduva ngokuphathelele kwisivumelwano okaanye kugunyaziso ngaphandle kwaphantsi kokungunyazisa okuthe ngqo kwelo qela
PAIA	UmThetho wokuKhuthazwa koFikelelo loLwazi,2000 (umThetho weNombolo yesi-2 wowama- 2000)
ULwazi Lwakho	<p>Kuthetha ulwazi olunxulumene nomntu onokuchongwa ophilayo, wemveli, kwaye apho kusebenzayo umntu onokuchongwa, okhoyo ngokwasemthethweni, ukuquka kodwa kunganywinanga</p> <ul style="list-style-type: none">• Kulwazi olunxulumene nobuhlanga, isini, ukukhulelwa, isimo somtshato,ubuze okanye imvelaphi yentlalo isimo sobuni, ubudala, impilo ngokwengqondo okanye ngokomzimba, ubulwele, inkolo, isazela, inkolelo, inkcubeko, ulwimi nokuzalwa komntu;• Ulwazi olunxulumene nemfundo okanye ezonyango, ezemali, ulwaphulo-mtetho okanye imbali yengqesho yomntu;• Nayiphi inombolo yesazisi, umqondiso, idilesi ye-imeyile, idilesi yokuhlala/yasekhaya, inombolo yefowuni, indawo, ukuchongo kwi-intanethi okanye enye inkcukacha emiselwe kumntu;• Ulwazi lokwazi abantu ngendlela yembonakalo eyodwa;• lingcinga zomntu , izimvo okanye iiketho zomntu;• Imbalelwano ethunyelwa ngumntu eziqukiweyo okanye ezicacileyo kwisimo sangasese okanye selifihlo okanye ezinye iimbalelwano ezinokuveza imixholo yembalelwano yokuqala;

- Izimvo okanye iingcinga zomnye umntu malunga nomntu; kunye;
- Negama lomntu ukuba lazisa ulwazi lwakho olunxulumene okanye ukwazisa igama lakho eliya kwazisa ulwazi malunga nomntu.

POPIA

UMthetho wokuKhuthaza uLwazi Lwakho, 2013 (umThetho ongunombolo wesi- 4 wama- 2013)

IQela elinoXanduva

kuthetha umbutho woluntu okanye lwangasese okanye nawuphi omnye umntu, eyedwa okanye edibana nabanye, ukumisela injongo kunye neendlela zokuphatha uLwazi lwakho

1. INTSHAYELELO

- 1.1 Le Ncwadana iqulunqwe ngokuphathelele kuMasipala wesiThili saseCape Winelands ngokuphathelele kwiCandelo le-14 loMthetho wokuKhuthazwa koFikelelo woLwazi, wama-2000 (uMthetho onguNombolo wesi-2 wama-2000) ngenjongo yokunika ilungelo lomgaqo-siseko lokufikelela kulwazi kwimibutho yoluntu neyangasese njengoko iqulethwe kwicandelo lama-32 lomGaqo-siseko weRiphabliki yoMzantsi, 1996. Enye yeenjongo yomThetho kukukhuthaza ukucaca, ukuzimela nokulawula okufanelekileyo. Le njongo yenza inxalenye yobuchule bukaMasipala wesiThili saseCape Winelands wokuphumeza uphuhliso nokuthatha inxaxheba kurhulumente wasekhaya waseNtshona Koloni. UMasipala ukwazama ukufikelela nasekunikeni ulwazi. Incwadana ibandakanya ngaphezulu yaye ilungisa iimfuneko zoMthetho woKhuseleko loLwazi lwakho, 2013 (uMthetho onguNombolo wesi-4 wama-2013) (“POPIA”).
- 1.2 Iinjongo zeNcwadana zezi:
- 1.2.1 Ukuba abantu babe nakho ukusebenzisa amalungelo wabo ngokuphathelele kulo mThetho;
- 1.2.2 Yenza ingqiqo yemisebenzi eyenziwayo neerekhodi ezigcinwa nguMasipala wesiThili saseCape Winelands;
- 1.2.3 Inceda ukukhuthaza inkcubeko yokucaca nokuzimela nokukhuthaza ukuthabatha inxaxheba koluntu.
- 1.3 UMasipala sesiThili saseWinelands wamiselwa ngomhla wesi-5 kuDisemba ngowama-2000 ngokudibanisa iBhunga lesiThili saseBreërivier sangaphambili neBhunga lesiThili sased Winelands kwiBhunga lesiThili saseBoland (iGazethi yePhondo Gazette No. 5590 of 22 Septemba 2000), igama elatshintshwa laba nguMasipala wesiThili saseCape Winelands ngomhla wama-20 ku-Agasti wama-2004 (igazethi yePhondo eqhelekileyo eyongeziweyo iNombolo yama- 6160 yomhla wama- 20 ku-Agasti wama-2004).

1.4 Ngezantsi yimephu yommandla kaMasipala wesiThili saseCape Winelands ebonisa imida yaso:



Ulawulo lwezobulungisa bukaMasipala wesiThili saseCape Winelands (DC2) siquka iziphath'amandla zasekhaya zaseStellenbosch, zaseDrakenstein, zaseLangeberg, zaseBreede Valley nezaseWitzenberg.

1.5 Le Ncwadana ingasetyenziswa ngamalungu oluntu uku:

1.5.1 zinzisa isimo seerekhodi esele zikho kuMasipala wesiThili saseCape Winelands ngaphandle kwemfuneko yokungenisa ifomu yesicelo se-PAIA;

1.5.2 uba nengqiqo yendlela yokwenza isicelo sofikelela kwirekhodi kamasipala wesiThili saseCape Winelands;

1.5.3 fikelela kuzo zonke iinkckacha zoqhagamshelwano lwabantu abaya kunceda uluntu ngeerekhodi abafuna ukufikelela kuzo;

1.5.4 kwazi amancedo akhoyo kuMasipala wesiThili saseCape Winelands ngokuphathelele kwizicelo zokufikelela kwiirekhodi phambi kokubonana kuMlawulo wolwazi okanye iinkundla;

- 1.5.5 chaza iinkonzo ezikhoyo kumalungu oluntu kuMasipala wesiThili saseCape Winelands nendlela yokufumana ufikelelo kwezo nkonzo;
- 1.5.6 chaza inkcazelo yencwadana nendlela uopkusebenzisa i-PAIA, njengoko ichaziwe nguMasipala wesiThili nendlela yokufikelela kuyo;
- 1.5.7 qonda ukuba kunini apho uMasipala wesiThili enokuphatha ulwazilomntu nenkcazelo yeenkcukacha zedatha nolwazi okanye iindidi zolwazi olunxulumene noko;
- 1.5.8 kwazi ukuba umasipala wesiThili saseCape Winelands siqulunqa ukugqithisela okanye ukuphatha ulwazi lomntu ngaphandle kweRiphabili yoMzantsi Afrika nabamkeli okanye iindidi zabamkeli abanokunikwa ulwazi lomntu;
- 1.5.9 kwazi okokuba umasipala wesiThili saseCape Winelands sinamanyathelo okhuseleko afanelekileyo ukuqinisekisa imfihlelo, ubulungisakunyaniseko nobukho bolwazi lwakho ekufuneka lulungiswe/luphathwe.

2. INKCAZELO YESAKHIWO SIKAMASIPALA WESITHILI

- 2.1 UMasipala weSithili saseCape Winelands ulisebe lorhulumente kwicandelo likarhulumente wale ndawo kwaye umiselwe ngokubhekiselelwe kwiSaziso No P.N. 486 esomhla wama-22 kuSeptemba wama-2000, njengoko sitshintshiwe.
- 2.2 Isakhiwo sikaMasipala wesithili senziwa siakhiwo sezopolitiko nolwakhiwo lolawulo.
- 2.3 **Isakhiwo sezopolitiko** senziwa libhunga lesithili neekomiti ezahlukeneyo ezineenjongo ezithile, ikomiti elawulayo yikomiti eyintloko kuzo.
- 2.3.1 IBhunga liqulunqwe ngamalungu angama-41 kuwo ali-12 ngooCeba abasisigxina kwaye amalungu ali-17 ngooceba abangabameli ngesahlulo i (PR) abamele amaqela ezopolitiko ngokwenani leevoti azigqatsele unyulo lukaMasipala weSithili ngokuphathelele kwicandelo lama-23(1)(a) likaRhulumente waseKhaya: uMthetho wezaKhiwo zikaMasipala, 1998 (uMthetho we-117 wowe-1998).
- 2.3.2 Isithethi sichophela intlanganiso yeBhunga kwaye senza imisebenzi nokusebenzisa amagunya ngokubhekiselele kuRhulumente waseKhaya: uMthetho wezaKhiwo zikaMasipala, 1998 (uMthetho we-117 wowe-1998). Omnye umsebenzi kukuqinisekisa ukuba ooCeba athobele indlela yokuziphatha.
- 2.3.3 UMeya weDolophu uchophela iintlanganiso zeMeya aze enze imisebenzi, equka imisebenzi engamatiletile, esebenzisa namagunya agunyaziswe liBhunga okanye yikomiti yeMeya.
- 2.3.4 Isekela likaMeya weDolophu linceda uMeya weDolophu kwaye achophele xa uMeya weDolophu engekho.

2.4 Isakhiwo solawulo esiqulunqwe ngoMphathli kaMasipala otyunjwe ngokuphathelele kwiCandelo lama-57 loMthetho kaRhulumente waseKhaya: umThetho woLungiselelo lukaMasipala, 2000 (uMthetho wama- 32 wama-2000) nokumiswa kwestafu kuluqulathe la masebe namasetyana.

2.5 Urhulumente wasekhaya usebenza rhoqo ukuguqula ummandla kwaye ngoko izakhiwo zakhe neenkonzongingaguquka. Imbono yeBhunga iinjongo nokubabuleleka bobuchule buphononongwa ngokuzingileyo. Isakhiwo sombutho wakutsha-nje umiselwe ngale ndlela ilandelayo ukuya lungangatho wokunika ingxelo wesibini:

2.5.1 I-Ofisi yoMphathi kaMasipala

UMphathi kaMasipala – Henry Prins

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UMphathi womPichothi-ziNcwadi omKhulu – Sharon Green

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ISekela lomQondisi: UmThetho, imiNgcipheko nokuThobela – Sarah Sanders

Ifowuni: 021 888 5219

I-imeyile: sarah.sanders@capewinelandsgov.za

ISekela lomQondisi: IziXhobo zokuSasaza, uNxibelwano nobuDielwane boluNtu – Jo-Anne Otto

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I-imeyile: Jo-Anne@capewinelandsgov.za

2.5.2 UPhuhliso loluntu neeNkonzo zoCwangciso

UMphathi omKhulu: UPhuhliso loluntu neeNkonzo zoCwangciso – Pietie Williams

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UMphathi: uPhuhliso lweNtlalo-Qoqosho – Rhian van Wyk

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UMphathi oliSekela: iiNkonzo zeMpilo noHlobo loMoya – Randall Humphreys

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IGosa lomLilo eliKhulu – Wayne Josias

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I-imeyile: josias@capewineland.gov.za

UMphathi oliSekela: uCwangciso lwesiThuba noLawulo lomMandla – Quinton Balie

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INTloko yeZiko loLawulo lweNtlekele kaMasipala – Shaun Minnies

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2.5.3 liNkonzo zeziMali

IGosa lezeziMali eliKhulu – Fiona du Raan-Groenewald

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I-imeyile: fiona@capewineland.gov.za

UMphathi: woqingqo-mali ne-Ofisi yeNdyebo – Martin Lesch

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UmPhathi omKhulu: Ukunika iNgxelo nokuThobela – Justin Coerecius

Ifowuni: 021 888 5227

E-Mail: Justin.Coerecius@capewinelandsgov.za

UMphathi oliSekela: ULawulo lwesiXokelelwano lwesiBonelelo – Ronel Leo

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I-imeyile: ronelp@capewinelandsgov.za

2.5.4 liNkonzo zobuGcisa

UMphathi omKhulu: liNkonzo zobuGcisa – Francois van Eck

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UMphathi: liNdlela – Henry Maart

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UMphathi oliSekela: ULawulo lweeNkonzo zoThutho lwaBantu nolawulo lweNkunkuma – Chwayita Nkasela

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Isekela lomqondisi: AmaPhulo noLawulo lweNkunkuma – Christo Swart

Ifowuni: 023 348 2381

I-imeyile: christo@capewinelandsgov.za

ISekela-mphathi: Ulawulo loloNwabo – Siviwe Phillips

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2.5.5 IiNkonzo zeQumrhu

Umqondisi: ISebe leNgqesho – Gail Julie

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Umqondisi: IiNkonzo zeNkxaso – Karina Smit

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I-imeyile: karina@capewinelandsgov.za

Umqondisi: UKwenza ngoLungiselelo, IGR, IDP – Bianca Daries

Ifowuni: 021 888 5119

I-imeyile: bianca@capewinelandsgov.za

ISekela lomqondisi: ULwazi noNxebelelwano lobuChwepheshe – Abdul Gabier

Ifowuni: 021 888 5171

I-imeyile: agabier@capewinelandsgov.za

ISAKHIWO ESIKHULU SE- CWDM

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Macro Structure

Legend:

New Position	Red
Reporting Line Change	Orange
Vacant Funded Position	Green
Vacant Unfunded Position	Blue
Reallocated in Organogram	Purple



3. UMLAWULI WOLOWAZI

Umlawuli woLwazi –

- 3.1 Usekelwe ngokuphathelele kwicandelo lama-39 lePOPIA, oyalela uMlawuli woLwazi okokuba azimele aze angakhethi cala, kwaye enze imisebenzi yakhe aze asebenzise amagunya akhe ngaphandle koloyiko, ngenkethe okanye agwebe engekavi iinkcukacha;
- 3.2 Unoxanduva lokunika ingxelo kwiNdlu yoWiso-mthetho yeSizwe;
- 3.3 Unoxanduva lokukhuthaza nokukhusela ilungelo lolwazi lwangaseseemfihlo njengoko luphathelelene nokhuseleko lolwazi lwakho kunye nelungelo lofikelelo kulwazi;
- 3.4 Usebenzisa amagunya akhe yaye wenza imisebenzi yakhe ngokuhambelana nePOPIA kunye nePAIA;
- 3.5 Usifumana isigunyaziso sakhe somgaqo-siseko kwicandelo le-14 (ilungelo lolwazi lwangasese) nakwicandelo lama-32 (ilungelo lofikelelo kulwazi) lomGaqo-siSeko weRiphabliki yoMzantsi Afrika, 1996;
- 3.6 Injongo yokuqala kukukhuthaza ukhuseleko lolwazi lwakho buqu eqwalaselwa nanguye nawo nawuphi umntu nokukhuthazwa kwelungelo lofikelelo nakuyiphi na ingcaciso egcinwe ngamaqumrhu karhulumente nawangasese.

Ukuba umntu unqwenela ukufumana ulwazi oluthe kratya angaqhagamshelana:

Umlawuli woLwazi (EMzantsi Afrika)

JD House

27 Siemens Street

Braamfontein

JOHANNESBURG

2001

INombolo yeMfono-mfono:

010 023 5200

I-imeyile:

PAIA.IR@justice.gov.za

4. IINKCUKACHA ZEGOSA LOLWAZI NESEKELA LEGOSA LOLWAZI

linkcukacha zokuqhagamshelana neGosa loLwazi neSekela leGosa loLwazi zidweliswe ngezantsi:

4.1 IGosa Lolwazi

UMnu HF Prins (uMlawuli kaMasipala)

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IDILESI YEPOSI: PO Box 100, Stellenbosch, 7599

INOMBOLO YEFONO: 0861 265 263

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4.2 ISekela leGosa loLwazi

Unksz K Smit (UMphathi: weeNkonzo zeNkxaso)

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paia@capewinelandsgov.za



**INFORMATION
REGULATOR
(SOUTH AFRICA)**
*Ensuring protection of your personal information
and effective access to information*

REGISTRATION CERTIFICATE

Registration Number: 2374/2021-2022/IRRTT

This is to certify that **Henry Prins and Karina Smit** have been registered with the Information Regulator by **Local** as the Information Officer and Deputy Information Officer respectively, in terms of section 55(2) of the Protection of Personal Information Act 4 of 2013 with effect from 18 May 2021.



**Chief Executive Officer
INFORMATION REGULATOR**

NB: Please note that it is your responsibility to ensure that the particulars of an Information Officer and/or Deputy Information Officer(s) are correct and updated on an annual basis or as and when it becomes necessary.

4.4 UkuNyulwa nokuNikezelwa kweGunya kwiGosa eliSekela loLwazi ngokuphathelele kwicandelo lama-56 loMthetho woKhuselo loLwazi lwakho buqu, 2013 (uMthetho onguNombolo wesi-4 wama-2013) (POPIA) nakwicandelo le-17(1) loMthetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (uMthetho onguNombolo wesi-2 wama-2000) (PAIA)



DESIGNATION AND DELEGATION OF AUTHORITY TO THE DEPUTY INFORMATION OFFICER IN TERMS OF SECTION 56 OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) (PoPIA) AND SECTION 17(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000) (PAIA)

I, the undersigned, Henry Frederick Prins, in my capacity as Municipal Manager of the Cape Winelands District Municipality, hereby designate Karina Smit, Director: Support Services, as Deputy Information Officer of the Cape Winelands District Municipality with effect from 1 July 2021.

Furthermore, I hereby delegate to Karina Smit the following powers and responsibilities, as conferred or imposed on me by the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (PoPIA) and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (PAIA) and the Regulations Relating to the Protection of Personal Information, 2018):

- encourage and ensure overall compliance with PAIA;
- develop, update, monitor, maintain and make available a PAIA manual for the Cape Winelands District Municipality as prescribed in terms of POPIA and PAIA;
- develop, implement and monitor a compliance framework;
- ensure that a personal information impact/risk assessment is performed to guarantee that adequate measures and standards exist within the Cape Winelands District Municipality;
- assess, evaluate and approve requests for access to information received in terms of the grounds set out PAIA, and to provide outcomes within the applicable timeframes constraint or any extended period.
- ensure compliance by the Cape Winelands District Municipality with the provisions of POPIA as well as the conditions for the lawful processing of personal information in terms of POPIA;
- deal with requests made to the Cape Winelands District Municipality in terms of POPIA by the Information Regulator and/or data subjects;
- work with the Information Regulator in relation to investigations conducted in relation to the Cape Winelands District Municipality in accordance with the relevant provisions of POPI; and
- ensure that a personal information impact assessment is done to ensure that adequate measures and standards exist in order to comply with the conditions for the lawful processing of personal information;
- ensure that a manual is developed, monitored, maintained, and made available;
- develop internal measures and adequate systems to process requests for information or access thereto; and

- ensure that internal awareness sessions are conducted regarding the provisions of PoPIA, the PoPIA Regulations and any codes of conduct or information obtained from the Regulator.

Please be advised that I reserve the right to exercise any of the powers, duties and responsibilities conferred herein, as well as the right to amend and/or withdraw any of those powers, duties and responsibilities.



Signature of Delegator
(Information Officer)



Signature of Designated
Official

14 April 2021		2021/04/14
Date		Date

5. IMISEBENZI KAMASIPALA WESITHILI SESACAPE WINELANDS NEENKONZO EZIFUMANEKA KUMALUNGU OLUNTU

5.1 INKCAZELO YEMISEBENZI KAMASIPALA WESITHILI

5.1.1 UMasipala wesiThili unegunya lokulawulo nokwenza ngokuphathelele kumagunya nemisebenzi njengoko ixoxwe ngokuphathelele ngumGaqo-siSeko weRiphabliki yoMzantsi Afrika, 1996 neminye imimiselo efanelekileyo.

5.1.2 Imisebenzi engundoqo namagunya kaMasipala wesiTh ili ngokuphathelele kwiCandelo lama-84 lomThetho weZakhiwo, ngowe-1998 (UmThetho oyinombolo ye-117 yowe-1998) iquka le:

5.1.2.1 Uqulunqo lophuhliso oludibeneyo lukamasipala wesithili njengoko uwonke ukuquka nesakhelo samacebo ophuhliso oludibeneyo kubo bonke oomasipala abakummandla kaMasipala wesiThili.

5.1.2.2 linkonzo zempilo zikamasipala

5.1.2.3 linkozo zokulwa imililo ezisebenza kummandla kamasipala wesithili uwonke, eziquka –

(a) Ukuqulunqa, ukulungelelanisa nokulawula iinkonzo zomlilo;

(b) linkozo zokulwa imililo ezizodwa ezifana nentaba, ithafa nedenkonzozemililo yekhemikhali;

(c) Ukulungelelanisa ukubeka emgangathweni kweziseko, izithuthi, izixhobo neenkqubo;

(d) Ukuqeqesha amagosa omlilo.

5.1.2.4 Inkuthazo yotyelelo lwasekhaya kummandla kaMasipala wesiThili.

- 5.1.2.5 Imisebenzi yoluntu lukaasipala enxulumene nawo awuphi umsebenzi kwengasentla okanye nawuphi omnye umsebenz owabelwe uMasipala wesiThili.
- 5.1.2.6 Ukwamkela, ulwabiwo kwaye ukuba kuyasebenza ukusasaza iibonelelo ezenziwa nguMasipala wesiThili.
- 5.1.2.7 Ukubekwa nokuqokelela iirhafu, imisebenzi njengoko inxulumene nemisebenzi engasentla okanye enokwabelwa umasipala wesithili ngokuphathelele kumthetho wesizwe.
- 5.1.3 UMasipala wesiThili uhlawula imisebenzi yakhe namagunya ngesibonelelo soTshintsho lweerhafu yeeNkonzo zemMandla kwiSebe leSizwe lezeziMali.

5.2 IINKCAZELO ZEENKONZO EZIFUMANEKA KUMALUNGU OLUNTU

Njenkcazelo ebanzi uMasipala wesiThili unika okwangoku ezi nkonzo zilandelayo:

5.2.1 I-Ofisi yoMphathi kaMasipala

- (a) Umphicothi-zincwadi zemali wangaphakathi
- (b) Izixhobo zoasazo, uNxibelelwano noBudlelwane boLuntu
- (c) UmThetho, ukuba semNgciphekweni/iingozi nokuThobela

5.2.2 UPhuhliso loLuntu neeNkonzo zokuCwangciso

- (a) ULawulo lweNtlekele
- (b) IiNkonzo zemiLilo
- (c) IiNkonzo zeMpilo zikaMasipala noHlobolloMoya
- (d) UPhuhliso loQoqosho lwaseKhaya
- (e) IiNkqubo zoPhuhliso zoluntu nezasemaPhandleni
- (f) Utyelelo
- (g) UCwangciso lesiThuba noLawulo lomMandla

5.2.3 liNkonzo zezimali

- (a) INgeniso neNkcitho
- (b) ULawulo lwesiXokelelwano sokusiBonelelo
- (c) liNkcazo zeziMali nokunika iNgxelo
- (d) UQingqo-mali nokunika iNgxelo
- (e) Izinga leMali nokuThobela

5.2.4 liNkonzo zobuGcisa

- (a) lindlela
- (b) UQuquzelelo loKwakhiwa
- (c) ULawulo loloNwabo
- (d) ULawulo lwamaPhulo nolawulo lweNkunkuma
- (e) UKhuseleko neMpilo yabaSebenzi
- (f) ImiMiselo yeeNkonzo zothutho lwaBantu

5.2.5 liNkonzo zeQumrhu

- (a) Inggesho
- (b) liNkonzo zeNkxaso zokuPhatha
- (c) liNkonzo zeNkxaso zoLungiselelo
- (d) liNkonzo zeNkxaso yeBhunga
- (e) ULawulo lokuSebenza
- (f) IsiCwangciso soPhuhliso esiHlangeneyo
- (g) ULwazi noNxebelelwano lobuChwepheshe

**6. INKCAZELO YEMICIMBI NEENDIDI ZEEREKHOIDI EZIBANJWA
NGUMASIPALA WESITHILI SASECAPE WINELANDS**

UMasipala wesiThili saseCape Winelands:

UMCIMBI	IINDIDI
Imimiselo	Imithetho nemimiselo yendlu yePalamente
	Imithetho nemimiselo yamaPhondo
	Imithetho kamasipala yeBhunga nemimiselo
Ulungiselelo nolawulo	Ukugunyazisa amagunya
	lintlanganiso zabaphathi
	Ukulawula iincwadi
	Indlela yokufayilisha
	Ukulahlwa kweencwadi
	Icebo lophuhliso oludibeneyo
	Amacebo akwaMasipala
	Amacebo ecandelo
	Umgaqo wendlela yokusebenza
	Amasebe
Ibhunga lethu nemicimbi yeBhunga	Ulonyulo
	lintlanganiso
	UMgaqo oSisigxina
	Imicimbi yamaLungu
Abasebenzi	Ulawulo lwezikhundla
	Ukusekwa kwemeko zeenkonzozo zomsebenzi
	Izikhundla ezivulelekileyo nokuqeshwa
	Uqeqesho kunye neziqinisekiso
	Ezezimali
	Umhlala-phantsi
	Imicimbi yabasebenzi
	Ulawulo lwabasebenzi
	ULawulo lokwenza
	IMbuyekezo yaBasebenzi eNkcukacha zaManani
	IMpilo yabaqeshwanoKhuselo
	UPhuhliso lweZakhono
UBulungisa eNgqeshweni	

UMCIMBI	IINDIDI
Ezezimali	Uqingqo-mali
	Ukuqikelela ixabiso
	Irhafu neminikelo yommandla
	Imali –mboleko
	Uluhlu lwerhafu/iinkonzo zentlawulo
	Inkxaso-mali yezindlu nezibonelelo ezifunyanwayo
	lingxowa-mali neminikelo efumanekayo
	Ukuzalisa imali
	Ukubanga
	Ukuhlawula amatyala
	Intlawulo yamalungu eBhunga
	Ukuqokelelwa kweemali
	I-inshorensi
	Ukuthembeka
	Uncedo lwezezimali
	lilahleko
linkonzo zeBhanki	
limbuyekezo,lingxelo namanani	
IziBonelelozaseKhaya, nezothutho	iiNkonzo
IZakhiwo neZiza	Izibonelelo zasekhaya
	linkonzo zasekhaya
	Ezothutho
	Izakhiwo neemihlaba
IiThenda,Ngqikelelo neziVumelwano	yeeNdleko
	lifayile ezizodwa/ezithile
	IiThenda ezizodwa nokuqikelelwa kweendleko
Ingxelo neMbuyekezo	IziVumelwano ezithile
	lingxelo zangaphakathi neembuyekizo
Intengiso nolwazi	lingxelo zangaphandle nembuyekezo
	Intengiso yakho nolwazi
Umbhiyozo neziganeko zoluntu	Intengiso nolwazi lwamanye amaziko
	Intsebenziswano yezeNtlalo
	Amanye amaTheko nemiSebenzi
	Imibulelo, ukuvuyisana namazwi oVelwano

UMCIMBI	IINDIDI
Ukwakhiwa neentlanganiso zeMibutho zemiButho namanye amaQela	I-agenda, IMizuzu kunye neeNgxelo
	ISizwe namaPhondo
	UMmandla naseKhayai
Ulawulo lobulungisa	Izimvo zezoMthetho nommiselo weNkundla
	Amabango
	Ukutshutshisa nokunyanzelisa uMthetho
Amaphepha-mvume, iiqinisekiso kunye namaPhepha Emvume	Izicelo kunye nokukhutshwa kwesivumelwano
	Amaphepha-mvume
	Iziqinisekiso
	Amaphepha emvume
Ukuceba uMmandla nokulawula	Ukwahlula/ukumiswa kwemida
	Ukuceba ummandla
	Ulawulo lweZakhiwo
Iinkonzo eziyimfuneko	Iindlela neeziTalato
	Izithuthi zikaWonke-Wonke
	Amanzi
	Amanzi amdaka
	Ucoceko
	Umbane
	Amangcwaba
	INkunkuma eQinileyo
Iinkonzo zoluntu	Iinkonzo zeMpilo zikaMasipala
	Iinkonzo zokuqala zeNkathalelo yeMpilo
	Izindlu
	Ukulawula iintlekele
	Iinkonzo zokucima umlilo
	Ukugcina ucwangco
	Uphuhliso lweqoqosho lwasekhaya
	Indalo nolondolozo lommandla/ubume bemeko yendawo
	Ezemidlalo noLonwabo
	Iinkonzo zentlalo-ntle nezoluntu

7. IINDIDI ZEEREKHODI EZIFUMANEKA NGOKUZENZEKELAYO

Ezi rekhodi zilandelayo zakaMasipala wesithili saseCape Winelands zikho ngokuzenzekelayo ngaphandle kokuba umntu enze isicelo esisesikweni sokufikelela ngokuphathelele kumThetho wokuKhuthaza uFikelelo kuLwazi,2002 (umThetho ongunombolo wesi-2wama-2002):

7.1 UmThetho kaMasipala, ubandakanya –

7.1.1 UMthetho wokuKhuthazwa koFikelelo kuLwazi, 2002 (uMthetho onguNombolo yesi-2 wama-2000)

7.1.2 UMthetho oLungisiweyo wokuKhuthazwa koFikelelo kuLwazi, 2002 (uMthetho onguNombolo wama-54 wama-2002)

7.1.3 UMthetho woKhuseleko loLwazi lwakho, 2013 (uMthetho onguNombolo wesi-7 wama-2013)

7.1.4 UMthetho oLungisiweyo wokuKhuthazwa koFikelelo kuLwazi, 2019 (uMthetho onguNombolo wama-31 wama-2019)

7.1.5 UMthetho weNkxaso-mali yeQela lezoPolitiko, 2018 (uMthetho onguNombolo wesi-6 wama-2018)

7.2 Imithetho kaMasipala

7.3 ImiMiselo, ibandakanya –

7.3.1 ISaziso sikaRhulumente R. 187 kwiGG 23119 somhla we-15 kuFebruwari wama-2002

7.3.2 ISaziso sikaRhulumente esinguNombolo R. 1244 somhla wama-22 kuSeptemba wama-2003

- 7.3.3 ISaziso sikaRhulumente R. 991 kwiGG 28107 somhla we-14 ku-Oktobha wama-2005
- 7.3.4 ISaziso sikaRhulumente esinguNombolo R. 990 somhla we-13 ku-Oktobha wama-2006
- 7.3.5 ISaziso sikaRhulumente esinguNombolo R. 466 somhla woku-1 kuJuni wama-2007
- 7.3.6 ISaziso sikaRhulumente se-1222 esikwiGG yama-39504 somhla we-11 kuDisemba wama-2015
- 7.3.7 ISaziso sikaRhulumente se-1217 esikwiGG yama-42717 somhla we-19 kuSeptemba wama-2019
- 7.3.8 ISaziso sikaRhulumente R. 1284 in GG yama-42740 somhla wesi-4 ku-Oktobha wama-2019
- 7.3.9 GG 42110, RG 10897, GN ye-1383 somhla we-14 kuDisemba wama-2018 (POPIA: iMimiselo)
- 7.4 IFomu yeziKhalazo zePAIA eziya kuMlawuli kunye neSicelo sePAIA soFikelelo kwiFomu yeeRekhodi.
- 7.5 ImiGaqo-nkqubo, iziKhokhelo, iKhowud/indlela yokuziPhatha, kunye namaNqaku esiKhokhelo, kubandakanywa, iSikhokhelo sePAIA, incwadana yePAIA, umGaqo-nkqubo ngeWebhusayiti, iNdlela yokuziPhatha, iZaziso nokuKhululwa.
- 7.6 Amaxwebhu eqhinga (iziCwangciso neeNgxelo), kubandakanywa, iProfayile yolungiselelo yomButho (ukuHlolwa ngokuBanzi, iiNjongo, imiSebenzi, ukuzinziswa kwestafu), iiNgxelo zoNyaka, isiCwangciso sokwenza soNyaka, iziCwangciso zeQhinga nezokwenza.

- 7.7 Umthetho kamasipala, imithetho kaMasipala/weDolophu nemigaqo-nkqubo.
- 7.8 Indlela yokumiselwa kwabathunywa.
- 7.9 ImiGaqo yeSikhokhelo yeeKomiti nePhepha lamaLungelo eeNdima noXanduva lwamaLungu eKomiti yoPhicotho-zincwadi nokuSebenza.
- 7.10 Ixesha, indawo, ii-ajenda kunye nemizuzu yeentlanganiso zeBhunga nezinye iikomiti, kungabandakanywa imizuzu nee-ajenda eziphawulwe “njengeziyimfihlo”.
- 7.11 Ulwazi ngokuphathelele kwintlanganiso zeBhunga likaMasipala.
- 7.12 Icebo loPhuliso elidibeneyo.
- 7.13 IziCwangciso zoShishino.
- 7.14 Uqingqo-mali, iirhafu, imirhumo, njalo njalo.
- 7.15 Iingxelo zomPhicothi-ziNcwadi Jikelele.
- 7.16 Iirejista zethenda.
- 7.17 ULwazi lweBhunga.

8. INKQUBO YOKUCELA UKUFIKELELA KWIINGXELO

8.1 Isicelo esisesikweni

8.1.1 Ukuba umntu unqwenela ukwenza isicelo sofikelelo kwirekhodi kaMasipala weSithili saseCape Winelands ngokuphathelele kwigatya loMthetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (uMthetho onguNombolo 2 wama-2000), kufuneka isicelo esibhaliweyo kufuneka senziwe kwiGosa ulwazi lwalo loqhagamshelwano ludweliswe kumhlathi 4 wale Ncwadana.

8.1.2 Isicelo kufuneka sigqityezelwe kwiFomu yesi-2 njengoko kumiselwe kwiGazethi kaRhulumente iNombolo yama-45057 yama-27 ku-Agasti wama-2021 (iSaziso sikaRhulumente iNombolo yama-757) equkwe kule ncwadana njengesiHlomelo "A".

8.1.3 Igosa loLwazi liza kunika uncedo olunengqiqo ekuzalisweni kwefomu yesicelo nasekucacisweni kwenkqubo.

8.1.4 Umntu uthetha ukuba umntu wenene okanye into ekhoyo ngokomthetho.

8.1.5 Uthelelwano alungengomntu, alunakuvunyelwa ukufikelela ulwazi.

8.2 Isicelo esisesikweni

8.2.1 Umntu ongakwaziyo ukufunda nokubhala okanye umntu ongenakho uwenza sicelo sokufikelela kwiingxelo ngenxa yobulwelwe angenza isicelo ngomlomo.

8.2.2 Kufuneka iGosa loLwazi okanye iSekela leGosa loLwazi lincede umntu owenza isicelo ngokubhala isicelo kwifomu efunekayo lize linike umceli ikopi yesicelo esibhaliweyo kulowo ucelayo.

8.2.3 Kufuneka iGosa loLwazi lincede mahala umntu ofuna uncedo olinengqiqo.

8.3 ULwimi

8.3.1 Kufuneka umceli axele ulwimi afuna ukufumana ngalo ingxelo.

8.3.2 Xa ingxelo ingafumaneki ngolwimi olukhethwa ngumceli, ufikelelo lungavunywa ngolwimi olukuyo ingxelo.

8.4 Isicelo

Isicelo kufuneka sinike ulwazi olwaneleyo ukuze iGosa loLwazi libe nakho:

8.4.1 Ukuchonga iingxelo ezicelwayo (equka nenkcazelo yale ngxelo, inombolo yesalathiso naziphi na ezinye iinkcukacha eziqhubela phambili zengxelo.

8.4.2 Umceli, ukuquka nolwazi lonke loqhagamshelwano.

8.5 Indlela yofikelelo

Ulwazi kufuneka kwakho lwenze ukuba iGosa loLwazi libe nakho ukuchonga indlela yokufikelela efunywa ngumceliumceli, umzekelo:

8.5.1 Ukuba umceli unqwenela ukwenza ikopi yengxelo ebhaliweyo okanye echwetheziweyo okanye ukuhlola ingxelo.

8.5.2 Ukuba umceli ufuna ukubona okanye ukwenza ikopi yemifanekiso enokuba iifoto, iifoto ezinokufakwa kumatshini, ushicilelo lwevidiyo, imifanekiso eyenziwe yikhompyutha okanye imizobo okanye ufuna ukufumana ikopi yemifanekiso.

8.5.3 Ukuba umceli unqwenela ukumamela ushicilelo olunesandi okanye ufuna ukufumana ukukhuphela okubhaliweyo okanye okuchwetheziweyo koshicilelo olunesandi.

8.5.4 Ukuba umceli unqwenela ukufumana ikopi echwetheziweyo yikhompyutha okanye uhlobo lwekopi olunokufundeka lombane okanye lukamatshini.

8.6 Imirhumo

- 8.6.1 Kufuneka ifomu yesicelo ikhatshwe ngumrhumo wokufuna omiselwe ekwiSongezo “C” kule ncwadana.
- 8.6.2 Umntu ofuna ulwazi ngaye akufuneki ukuba ahlawule umrhumo wokuqala, kodwa kufuneka umntu ongafuni lwazi mayela naye abhatale intlawulo yokuqalayeR100 yokufumana ingxelo.
- 8.6.3 Bonke abantu abacelayo, ngaphandle kwabo bakhululweyo ngokubhekiselele kwiCandelo lama-22(8)(a) loMthetho wokukhuthaza wokuFikelela kuLwazi, 2000 (Inombolo yoMthetho yesi- 2 wama-2000), mababhatale imirhumo efunekayo yokufumana ingxelo.

8.7 Ixesha elifanelekileyo

Umceli uza kunikwa ulwazi olufunekayo, xa lunokufumaneka, ngexesha elinengqiqo emva kokufumana ifomu yesicelo nentlawulo emiselweyo.

8.8 Apho irekhodi lingekho phantsi kolawulo okanye angenayo uMasipala weSithili saseCape Winelands

- 8.8.1 Igosa loLwazi linokugqithisela isicelo xa ingxelo ingekho phantsi kolawulo okanye engenayo uMasipala weSithili saseCape Winelands okanye xa umcimbi wayo unxulumene ngokusondeleyo neemisebenzi zeline iqela loluntu okanye xa ingxelo inolwazi loshishino apho elinye iqela loluntu linomdla omkhulu.
- 8.8.2 Isicelo siza kugqithiselwa msinyane kangangoko, kodwa kwiintsuku EZILISHUMI ELINESINE (14) emva kokufumana isicelo.
- 8.8.3 IGosa loLwazi kufuneka lazise umceli ukuba isicelo sigqithiselwa nezizathu zokusigqithiselwa nethuba ekuphendulwa ngalo isicelo.

8.9 Ukuba irekhodi ayisafumaneki okanye ayikwazi kufunyanwa

Xa ulwazi lungafumaneki ngeli xesha okanye lungenakufumaneka, kwaye onke amanyathelo anengqiqo athatyathiwe ukufumana loo ngxelo, kufuneka iGosa loLwazi lazise umceli ngengxelo efungelweyo okanye ngesiqinisekiso.

8.10 Ukuba irekhodi ayikafumaneki ngokwangoko

Ukufikelela kusenokuthotyelwa apho ingxelo ingenakufumaneka kwaye umceli Umceli uza kwaziswa ngokufanelekileyo.

8.11 Ukuba ngaba ufikelelo lunikiwe

8.11.1 IGosa loLwazi kufuneka lenze isigqibo kwiintsuku ezingama-30 (AMASHUMI AMATHATHU) ukuvuma isicelo okanye ukusala.

8.11.2 Xa ukufikelela kulwazi kunikiwe, kufuneka isaziso esithunyelwe kumceli sichaze ok ukulandelayo:

- (a) Intlawulo yokufumaneka ukuba ngaba ikho mayibhatalwe xa kunikwe ufikelelo.
- (b) Indlela apho ufikelelo luya kunikwa.
- (c) Umceli angabhenela ngaphakathi kuMasipala wesiThili saseCape Winelands okanye angafaka isicelo sokuthintela intlawulo ufikelelo kulwazi okanye indlela apho ufikelelo lunikwa ngayo ulwazi enkundleni.

8.12 Ukuba ngaba ufikelelo luyaliwa

Ukuba ufikelelo alunikwanga ukufumana ingxelo kufuneka isaziso esivela kwiGosa loLwazi okanye iSekela leGosa loLwazi, linike izizathu ezaneleyo zokwala, kungaqukwanga nakuko nakuphi okubhekiselele kumxholo wengxelo aze achaze ukuba umceli angabhenela ngaphakathi kuMasipala weSithili okanye angafaka isicelo enkundleni ssokwaliwa kwesicelo nenkqubo yokubhenela ngaphakathi okanye yokufaka isicelo.

8.13 Ukwandiswa kwexesha

8.13.1 Igosa loLwazi okanye iSekela leGosa loLwazi linokwandisa ixesha leentsuku ezingama-30 (AMASHUMI AMATHATHU) lokugqiba ngesicelo ukuba:

- (a) Inani leengxelo likhulu kwaye ukuvumela kungaphazamisa ngokungenangqiqo imisebenzi kaMasipala weSithili saseCape Winelands;
- (b) Ukufuna ukuphandwa kokuqokelela kweengxelo ezikwi-ofisi engekho kwidolophu okanye isixeko elikulo iGosa loLwazi kwaye iGosa loLwazi alinakulindeleka ngokwengqiqo ukuba ligqibe ngesicelo kwiintsuku zokuqala ezingama-30 (AMASHUMI AMATHATHU);
- (c) Ukucebisana namanye amasebe kaMasipala esithili saseCape Winelands okanye nelinye iqela loluntu kuyafuneka okanye kuyanqeleka kwaye iGosa loLwazi alinakulindeleka ngokwengqiqo ukuba ligqiba ngokucebisana kwiintsuku zokuqala ezingama-30 (AMASHUMI AMATHATHU);
- (d) Umceli uvuma ngokubhala nokwandisa ixesha.

8.13.2 Ukuba ixesha landiswe, iGosa loLwazi kufuneka kwiintsuku ezingama-30 (AMASHUMI AMATHATHU) emva kokufumana isicelo lazise umceli ukuba ixesha landiswe aze anike nezizathu.

8.13.3 Isaziso kufuneka sixele ukwandiswa kwexesha nezizathu ezaneleyo zokwandisa.

8.13.4 Isaziso kufuneka sixele kwakho ukuba umceli angafaka isicelo sokwandiswa nenkqubo enkundleni (ukuquka ixesha) lokufaka isicelo.

9. INDLELA YOKUFUMANA UFIKELELO KULE NCWADANA

- 9.1 Ikopi yale ncwadana ikhona kwiilwimi ezintathu (3) zaseNtshona Koloni.
- 9.2 Amalungu woluntu angayihlola le ncwadana ngexesha leeyure zokusebenza kwiindawo zoqhangamshelwano oluchazwe phantsi kwegatya 9.4.
- 9.3 Le Ncwadana ingafunyanwa kwakho ngokungenisa isicelo kwiGosa lolwazi okanye kwiwebhusayithi kamasipala wesiThili eyile (<https://www.capewinelands.gov.za>).
- 9.4 Zonke izicelo zokufikelela kulwazi kufuneka zigqithe kwigosa loLwazi nangona ukunikwa kolwazi malunga neenkonzelo kuluntu kwiindawo zoqhangamshelwano ozichaziweyo ezinikiweyo:

STELLENBOSCH

46 Alexander Street	I-fooni:	0861 265 263
SIFOWUNILENBOSCH	I-fekisi:	021 887 2271
7600	I-imeyile:	bongiwep@capewinelands.gov.za

WORCESTER

51 Trappes Street	I-fooni:	0861 265 263
WORCESTER	I-fekisi:	023 342 8442
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10. UKUBANDAKANYWA KOLUNTU KUKWENZIWA KOMGAQO NOKUSETYENZISWA KWAMAGUNYA OKANYE UKWENZA IMISEBENZI NGUMASIPALA WESITHILI SASECAPE WINELANDS

- 10.1 UMasipala wesiThili saseCape Winelands uyayazi imfuneko yokugcina uthetha-
thethwano oluzingileyo noluntu. UMasipala wesiThili ufuna ingxelo yobuchule
negalelo loluntu lwasekhaya lokwenza ngcono inkqubo yophuhliso lobuchule
bokuphatha umcimbi. Uluntu kwakho kufuneka ludlale indima ebalulekileyo
yokujonga ukwenza kukamasipala nokuqinisekisa nokuphendula kukamasipala
wesiThili saseCape Winelands.
- 10.2 Ukuhlanganisa uluntu kuphuhliso nokuphonononga iCebo loPhuhliso
oluDibeneyo/Hlangeneyo uMasipala wesiThili saseCape Winelands uphuhlise
iCebo lweNkqubo yokucebisana yoluntu. ICEbo leNkqubo lichaza amaxesha
amiselweyo eCebo loPhuhliso oluDibeneyo ngonyaka okuphonononga inkqubo
nokuchonga amaqela ekujoliswe kuwo okucebisana kuluntu lwasekuhlaleni.
- 10.3 Ukuthabatha inxaxheba yoluntu kwimeko karhulumente wasekhaya kulawulwa
ngumThetho woLungiselelo lukaMasipala kaRhulumente waseKhaya, 2000
(umThetho weNombolo yama-32 wama-, 2000) uRhulumente waseKhaya:
umThetho weZakhiwo zikaMasipala,1998 (umThetho oiyinombolo ye-117
wowe-1998). Injongo yokuthabatha inxaxheba koluntu kukuqinisekisa ukuba
uMasipala wesiThili saseCape Winelands noluntu ngokubanzi banenkqubo
eyabo bonke yokuthabatha inxaxheba nemveliso yokugqibela.
- 10.4 UMasipala wesiThili saseCape Winelands angasebenzisa ezi ndlela zokwenza
zilandelayo ezibandakaya uthabatho-nxaxheba yoluntu:
- 10.4.1 Ukusasaza amaxwebhu kwiindawo zoluntu ukuba lunike izimvo zalo
- 10.4.2 Uphando
- 10.4.3 lintengiso zamaphepha-ndaba
- 10.4.4 Ukuva uluntu ngokusesikweni
- 10.4.5 lintlanganiso zoluntu

- 10.5 Kukusetyenziswa kwamagunya okanye ukwenza imisebenzi yakhe ngokuphathelele kwiPAIA nakwiPOPIA, uluntu lungamenya amaxesha ngamaxesha ukuba enze iinkcazelo okanye ukuthabatha inxaxheba oknye ukuphemelela ukuphuhliswa kwemiMiselo, iiNdlela zokuziPhatha neziKhokhelo.
- 10.6 Amalungu oluntu angenza iinkcazelo nangaliphi ixesha kuMasipala wesiThili saseCape Winelands okanye ngokuphathelele kukuziphatha kwaye nawuphi umntu okulawulo lwalo nekuphi ugunyaziso lukaMasipala wesiThili.
- 10.7 Amalungu oluntu angakhuthazwa kwakho ngokungenisa izindululo zophuliso lweNdlela yokuziPhatha okanye nakuphi ukytshintshwa kommiselo okanye ukwenza iinkcazelo kuwo nawuphi umcimbi ochukumisa ulwazi lwakho okanye iinkcukacha zedatha.
- 10.8 Uluntu kwakho lungakhuthazwa ukuba luthabathe inxaxheba kucetyiswano nakuthethathethwano lwabachaphazelekayo olungiselelwe nguMasipala wesiThili.
- 10.9 Iplatformu esetyenziswa kukuthabatha kwenxaxheba yoluntu ingaba kukuviwa koluntu (ngobukho okanye ngenyani) nge-imeyile okanye ukuzithoba okubhaliweyo nge-imeyile okanye ngezimvo ezibhaliweyo.
- 10.10 Amagelelo nezimbo zoluntu zamalungu oluntu zicingwa nzulu ngexesha lokwenziwa kwemiMiselo neziKhokhelo neeNdlela zokuziphatha.
- 10.11 UMasipala wesiThili saseCape Winelands usasaza ulwazi kuluntu ngombane nangezixhobo ezishicilelweyo zokusasaza, ngegazethi kaRhulumente nangothungelwano loluntu.

11. UKUPHATHWA KOLWAZI LWAKHO

11.1 Ulwazi lwakho olwenziwaa nguMasipala weSithili

11.1.1 Isahluko sesi-3 soMthetho woKhuseleko loLwazi Lwakho, wama-2013 (uMthetho onguNombolo wesi-4 wama-2013) (“POPIA”) sinika imiqathango emincinane esemthethweni yokuphathwa koLwazi lwakho liqela elinoXanduva.

11.1.2 Le miqathango ayinakugxekwa ngaphandle kwezithinlfowunio ezithile ezisebenzayo njengoko kuchaziwe kwiPOPIA.

11.1.3 UMasipala weSithili saseCape Winelands ufuna uLwazi lwakho nelabantu abaqhelekileyo nabanamagunya ukuze baqhube ushishino lwabo nemisebenzi yombutho.

11.1.4 Indlela ekuphatwa ngayo oluLwazi lwakho nenjongo yokuphathwa imiselwa nguMasipala weSithili saseCape Winelands.

11.1.5 UMasipala weSithili saseCape Winelands onoXanduva olufanelekileyo kwiinjongo zePOPIA kwaye uya kuqinisekisa ukuba uLwazi lwakho olungeniswe kwiiNkcukacha zeDatha:

(a) Ingaba ukuphathwae kusemthethweni, kukubulungisa kwaye ekucaceni. Oku kubandakanya ulungiselelo lolwazi olufanelekileyo kwiiNkcukacha zeDatha xa idatha yabo iqokelelwa siSithili saseCape Winelands, ngendlela yangasese okanye ngezaziso zokuqokelela zedatha. UMasipala weSithili saseCape Winelands kufuneka ngokunjalo abe nesiseko esisemthethweni (umzekelo, imvume) yokuphatha uLwazi lwakho;

(b) ukuphathwa kuneenjongo kuphela ebiziqokelelelwe kona;

(c) Ingaba ukuphathwa akusayi kuba yinjongo yodidi lwesibini ngaphandle kokuba ukuphathwa kudibana ngemvano nenjongo yokuqala;

- (d) yanele, ifanelekile kwaye ayingaphezulu kwiinjongo ebiqokelelelwe zona;
- (e) ichanekile kwaye igcinwe isemgangathweni;
- (f) ayisayi kugcinwa ngaphezu kwemfuneko;
- (g) ilungiswe/phethwe ngokuhambelana nemithetho-siseko yobulungisa nemfihlo. Oku kubandakanya amanyathelo abambekayo nawombutho olungiselelo ukuqinisekisa ukuba ulwazi lwakho kwindlela yombane lukukhuseleko lomgangatho ofanelekileyo, ligciniwe, lusetyenziswa kwaye lunxityelelwa nguMasipala weSithili saseCape Winelands, ukuze ukukhuselwa ngakufikelelo nokufunyanwa ngabantu abangagunyaziswanga nokulahleko ngengozi, ukutshabalala okanye;
- (h) Ukulungiswa/phathwa kuhambelana namalungelo eeNkcukatha zeDatha, apho kusebenzayo. IiNkcukacha zeDatha zinelungelo lo:
 - (i) kwaziswa ukuba uLwazi Lwakho luqokelelwe nguMasipala weSithili saseCape Winelands;
 - (ii) kwaziswa kwimeko apho kophulwe umthetho weeNkcukacha zeDatha;
 - (iii) kwaziswa ukuba uMasipala weSithili saseCape Winelands ugcine uLwazi Lwabo olumalunga nabo, nokufikelela kolo lwazi kwaye nasiphi isicelo solwazi kufuneka siphathwe ngokuhambelana namalungiselelo ale Ncwadanai;

- (iv) kucela ukuba ukulungiswa okanye ukucinywa kokungachanekanga, okungafanelekanga, okungaphezulu, okudlulelwe lixesha, okungaphelelanga, okulahlekisayo okanye okungekho mthethweni kulwazi lomntu;
- (v) kuchasa ukusetyenziswa koLwazi Lwakho nguMasipala weSithili saseCape Winelands nesicelo sokucinywa kolo lwazi lwakho (ukucinywa kuya kuxhomekeka kwiimfuno zokugcinwa kwerekhodi nguMasipala weSithili saseCape Winelands);
- (vi) Lokuchasa ukuphathwa koLwazi Lwakho ngendlela yentengiso yonxibelelwano lombane olungabongozwanga;
- (vii) kukhalaza kuMlawuli weLwazi ngokuphathelelene kulwaphulo olurhanelwayo lwalo naluphi ilungelo elikhuselwe phantsi kwePOPI nokumiselwa kwezimangalo ezisemthethweni eziphathelelene nokungahambelani okurhanelwayo nokhuseleko lolwazi lwakhe.

11.2 Injongo yokuphathwa koLwazi Lwakho

- 11.2.1 Njengoko kuchaziwe ngasentla, uLwazi lwakho lungaphathwa kuphela kulungiselelwa injongo ethile.
- 11.2.2 Injongo apho uMasipala weSithili saseCape Winelands aphatha ngazo okanye aya kuphatha ngazo uLwazi Lwakho-zichazwe kwiCandelo loku-1 leSihlomelo sesi -2.

11.3 Iindidi zeeNkcukacha zeDatha noLwazi Lwakho/Lwazi lwakho olulodwa lunxulumene

11.3.1 Necandelo loku-1 lePOPIA, iiNkcukacha zeDatha isenokuba zezomntu wemveli osemthethweni.

11.3.2 NeCandelo lesi -2 leSihlomelo sesi-2 lichaza iindidi ezahlukeneyo zeeNkcukacha zeDatha apho uMasipala weSithili saseCape Winelands aphantale uLwazi lwakho neentlobo zoLwazi lwakho olunxulumene nayo.

11.4 Abafumani boLwazi Lwakho

ICandelo lesi-3 leSihlomelo lesi -2 lichaza abamkeli athi uMasipala weSithili saseCape Winelands angabanika iiNkcukacha zeDatha zoLwazi lwakho.

11.5 Ukungena nokuphuma koLwazi Lwakho ngaphaya kwemida yelizwe

11.5.1 ICandelo lama -72 lePOPIA lichaza ukuba uLwazi Lwakho lungagqithiselwa kuphela ngaphandle kweRiphabliki yoMzantsi Afrika ukuba ngaba:

- (a) Ilizwe lomamkeli linakho ukunika loo datha “kwinqanaba elaneleyo” lokhuseleko. Oku kuthetha okokuba imithetho yemfihlo yeenkcukacha zedatha kufuneka ifane kakhulu nemQathango yokuphathwa okuseMthethweni njengoko kuqulathwe kwiPOPIA;
- (b) IiNkcukacha zeDatha zivumela ukuqithiselwa koLwazi Lwakho;
- (c) Uqithiselo oluyimfuneko lokwenziwa kwesigunyaziso sesivumelwano phakathi koMntu kweNkcukacha zeData noMntu onoXanduva;
- (d) Ukhutshelo luyimfuneko kukwenziwa kwesigunyaziso sesivumelwano phakathi koMntu onoXanduva kunye nomntu wesithathu, kumdlala weNkcukacha zeDatha;

- (e) Ukhutshelo luluncedo kwiiNkcukacha zeDatha, kwaye akusoloko kulula ngokufanelekileyo ukufumana imvume yeeNkcukacha zeDatha, yaye ukuba kunjalo, iiNkcukacha zeDatha, beziya kuba nakho ukunikezela ngemvume enjalo.

11.5.2 ICandelo lesi-4 leSihlomelo sesi-2 lichaza ukhutshelo olucwangcisiweyo lwangaphaya kwemida loLwazi lwakho.

11.5.3 Nangona kukho igatya le-11.5.1 nele-11.5.2 ngasentla, uMasipala weSithili saseCape Winelands akaxhibanga ukukhuphela naluphi na luLwakho lwakho lweeNkcukacha zaDatha ngaphaya kwemida yelizwe.

11.6 Inkcazelo yamanyathelo okhuseleko loLwazi Lwakho ekufuneka izalisekiswa nguMasipala weSithili saseCape Winelands

11.6.1 ICandelo lesi-5 leSihlomelo lesi-2 lichaza iintlobo zemanathelo okhuseleko ekufuneka ezalisekisiwe nguMasipala weSithili saseCape Winelands ukuze aqinisekisa ukuba uLwazi lwakho luhlonitshwe kwaye lukhuselwe.

11.6.2 Uvavanyo lokuqala lokufaneleka lwamanyathelo okhuseleko olwazi emiliselweyo okanye eza kumiliselwa nguMasipala weSithili saseCape Winelands lunakho ukuqhutywa ukuze kuqinisekiswa ukuba uLwazi lwakho oluphethwe nguMasipala weSithili saseCape Winelands lukhuselwe kwaye luphethwe ngokuhambelana nemiQathango yokuPhathwa okuseMthethweni.

11.7 Inkcaso yokuphatha uLwazi lwakho ziNkcukacha zeDatha

ICandelo le-11(3) lePOPIA kunye nommiselo wesi-2 weMimiselo yePOPIA linika ukuba iiNkcukacha zeDatha zinakho nangaliphi a ixesha ukuchaswa kokuphathwa koLwazi lwakho kwifomu echaziweyo efakwe kule ncwadana njengeSihlomelo sesi-3, ngokuxhokukeke kwisinxaxhi esiqulathwe kwiPOPIA.

11.8 Isicelo solungiso okanye sokucinywa koLwazi Lwakho

ICandelo lama-24 lePOPIA kunye nommiselo wesi-3 weMimiselo yePOPIA linika ukuba iiNkcukacha zeDatha zinganakho ukucela okokuba uLwazi lwakho lulungiswe/cinywe kwifomu echaziweyo efakwe njengeSihlomelo sesi-4 kule Ncwadana.

11.9 Iindidi zeeNkcukacha zeDatha noLwazi lwabo

UMasipala weSithili saseCape Winelands anganazo okanye angabinazo iirekhodi ezinxulumene noLwazi lwakho lwabasebenzi, lwabaxhamli, lwababoneleli, lwamalungu ebhunga, lweekontrakta, lwabanikezeli benkonzo, lwabachaphazelekayo nolwamalungu oluntu.

12. UCWANGCISO NAMALUNGISELELO ABANTU OKWENZA IINKCAZELO OKANYE UKUCEBISA OKANYE UKUTHATHE INXAXHEBA OKANYE UKUPHEMBELELA KUKWENZIWA KOMGAQO OKANYE UKUSETYENZISWA KWAMAGUNYA OKANYE UKWENZIWA KWEMISEBENZI NGUMASIPALA WESITHILI SASECAPE WINELANDS

12.1 URhulumente waseKhaya: UmThetho woLunguselelo/weZixokelelwano ikaMasipala, 2000 (Umthetho wama-32 wama-a-2000), uyalela umasipala ngamnye ukuba akhuthaze aze ayile iimeko zokuba uluntu lwasekhaya luthabathe inxaxheba kwimicimbi kamasipala.

12.2 Ngoko izinto ezithile ezisebenzayo neenkqubo zokusebenzisana ziyayilwa ngenjongo yokunika uluntu ukuba luthabathe inxaxheba kwimicimbi kamasipala, umzekelo:

12.2.1 Ukusebenzisana: iBhunga kuLuntu

- (a) Uluntu lwaziswangokwaneleyo ngayo nayiphi injongo yokwenza imiThetho kamasipala nemigaqo nawo nawuphi umcimbi onokuphembelela uwonke-wonke.
- (b) Ukulungiselela nokusasazwa kwee-agenda zeentlanganiso zebhunga nezeekomiti kwangexesha.
- (c) Izaziso zePhepha-ndaba lombuso zikaRhulumente okanye eminye imimiselo ephathelele kuMasipala weSithili saseCape Winelands.
- (d) Ingxelo yonyaka eya kuluntu yeziphumo eziphumelelwe nguMasipala;
- (e) lintlanganiso zeBhunga ezivuleke kuwonke-wonke.
- (f) Izixhobo zokusasaza iindaba, umzekelo unomathotholo namaphepha-ndaba asekhaya.

12.2.2 Ukusebenzisana: uLuntu kwiBhunga

- (a) Amalungu eBhunga amela abantu namalungu eBhunga amela umasipala wasekhaya.
- (b) Ukudibana ne-ofisi yemicimbi kawonke-wonke.
- (c) Amaxesha okucebisana nemibutho yoluntu lwasekhaya.
- (d) Ingeniso ebhaliweyo yemigaqo endululiweyo okanye imiThetho kamasipala (yedolophu) okanye nawuphi umcimbi ophathelele ekusetyenzisweni kwamagunyaa okwenza imisebenzi nguMasipala, ingangeiswa uMlawuli kaMasipala okanye kuSodolophu/Meya kwidilesi echazwa kwisahlulo sesi-4.

12.2.3 Ukusebenzisana: liNkqubo zeBhunga

- (a) lintlanganiso zikawonke-wonke.
- (b) Ukunakana/ukwazi imiButho esekelwe kuLuntu, apho loo mibutho iza kubandakanywa kwiinkqubo zokuceba njenkqubo yophuhliso oludibeneyo, njalo njalo.
- (c) Inkqubo yoqingqo-mali eyilwa ngenjongo yokukhuthaza ukuthabatha inxaxheba koluntu.
- (d) Izimemo eziya kuwonke-wonke ezingenisa amagqabantshintshi abhaliweyo okanye iinkcazelo nakuwo nawuphi umcimbi ophambi kweBhunga.

13. UKWALA UKUFIKELELA KWIINGXELO

13.1 Umasipala unoxanduva lokukhusela amalungelo abanye abantu, kwaye amalungelo akanakusetyenziswa ngokonakalisa amalungelo abanye.

13.2 Ngoko iGosa loLwazi linelungelo lokwala ukufumana iingxelo ngokubhekiselele kumaCandelo lama-34 ukuya kwelama-45 oMthetho wokuKhuthaza uFikelelo kuLwazi, 2000 (Inombolo yoMthetho wesi-2 wama-2000).

13.3 Ukwaliwa okunengqiqo kofikelelo kwiirekhodi

IGosa loLwazi okanye iSekela leGosa loLwazi linengqiqo yokwala ufikelelo kwiingxelo xa isicelo sokufikelela kulwazi siza kubandakanya ukuxela ezinye zezi zinto:

13.3.1 Ulwazi olunikwe njengehlebo liqela lesithathu, apho ukuxelwa kungalindeleka ngokwengqiqo kubangela ukuqal'ugwebe.

13.3.2 Ulwazi, ukuxelwa okunethuba elikhulu lokufaka ukhuseleko lwesakhiwo, ulwakhiwo okanye isixokelelwano esinokuba sisixokelelwano sekhompyutha, uhlobo lothutho okanye nawo nawu umhlaba/indlu, engozini.

13.3.3 Ulwazi oluphathelele kwiimethodi/indlela yokwenza, kwizixokelelwano, kwicebo okanye kwiinkqubo zokukhusela lomntu kulungiselelo lokukhusela ingqina okanye ukhuseleko lukawonke-wonke okanye lomhlaba.

13.3.4 Ingxelo equlethe iindlela zokwenza, amanyathelo okanye izikhokelo zokuthintela, zokufumana, zokunqanda okanye zokuphanda ulwaphula-mthetho okanye ulwaphulo-mthetho lulindelekile okanye ukutshutshisa komntu othathwa njengesaphuli-mthetho.

13.3.5 Ingxelo yokutshutshiswa komntu othathwa njengesaphuli-mthetho apho ukuxelwa kwengxelo kungalindeleka ngokwengqiqo ukuthintela ukutshutshiswa okanye kungabangela ukuphathwa kakubi kobulungisa.

13.3.6 Ingxelo, ukuxelwa kwayo kungalindeleka ngokwengqiqo xa:

- (a) Kunokuba nomonakalo wophando lolwaphulo-mthetho okanye ulwaphulo-mthetho olunokwenzeka;
- (b) Usazisa okanye uvumela umntu ukuba achonge umthombo wolwazi olihlebo onxulumene nokunyanzelisa okanye ukulawula komthetho;
- (c) Kubangela ukoyikisa okanye ukunyanzelwa kwengqina okanye umntu onokubizwa njengengqina kwiinkqubo zolwaphulo-mthetho okanye kwezinye iinkqubo zokunyanzelisa umthetho;
- (d) Kubangela ukwaphulwa komthetho; okanye.
- (e) Ukuqal'ugwebe okanye ukuthatha icala kubulungisa betyala okanye okanye ukungathathi cala kokugweba.

13.4 Ukwaliwa okugunyazisiweyo kufikelelo kwirekhodi

13.4.1 IGosa loLwazi kufuneka lale ukufikelela kwingxel/rekhodi apho isicelo sokufikelela kwingxelo siza kubandakanya ukuxelwa okungenangqiqo kolwazi lwakho okanye amahlebo orhwebo malunga neqela lesithathu (kuqukwaa nomntu oswelekileyo) okanye naluphi ulwazi, olungaphandle kwamahlebo orhwebo, olunokonakalisa imidla yorhwebo okanye yezezimali yeqela lesithathu.

13.4.2 Ufikelelo kufuneka laliwe kwakho xa isicelo sokufikelela kulwazi siza kubandakanya ukuxelwa kolwazi oluyinkqubo yekhompuyutha onayo umbutho wangasese okanye apho ufikelelo kwingxelo lungavumelekanga ngokuphathelele kwiCandelo lama-60(14) loMthetho weNkqubo yoLwaphulo-mthetho, 1977 (Inombolo yoMthetho yama-51 wowe-1977) okanye xa ulwazi lunokufunyanwa ngabantu abathile kuphela okanye apho ulwazi lungafaka engozini ubomi okanye ukhuseleko lomntu okanye ukhuseleko lomhlaba.

- 13.4.3 IGosa loLwazi kufuneka lale ukufikelela kwingxelo xa ulwazi luza kubandakanya ukuxelwa kolwazi olunikwe ngokuthembeka kwiliqela lesithathu kwaye lingalindeleka ngokungqiqo ukubeka iqela lesithathu kwisithintelo kwisibophelelwano okanye kolunye uthetha-thethwano.
- 13.4.4 Apho ulwazi luza kwaphula ukuthembeka kwieqela lesithathu okanye apho ukuxelwa kolwazi malunga nophando kuza kutyhila umntu okanye iqela lesithathu elenza uphando okanye umcimbi wophando unokubangela isithinlfowunio esinondileko ukufikelela kulwazi kuyaliwa.
- 13.4.5 Igosa loLwazi linokusala isicelo sokufikelela kwingxelo ukuba isiicelo siyimfeketho okanye sesicaphukisa ngokucacileyo okanye umsebenzi wokuphendula isicelo uza kuthatha kakhulu ubutyebi bombutho kawonke-wonke.

14. UKULUNGISWA OKUPHATHELELE KWISENZO OKANYE KUSILELO LUKWENZA KUKAMASIPALA WESITHILI SASECAPE WINELANDS (CAPE WINELANDS)

- 14.1 Ukuba iGosa loLwazi lisilele ukunika isigqibo kwisicelo sokufikelela kwiintsuku ezingama-30 (AMASHUMI AMATHATHU), iGosa loLwazi liggibaa ukuba lale isicelo, kwaye umceli angabhenela ngaphakathi kuMasipala weSithili saseCape Winelands.
- 14.2 Isibhenno sangaphakathi kufuneka sifakwe ngendlela emiselweyo kwiintsuku ezingama-60 (AMASHUMI AMATHANDATHU) ngokubhekiselele kwiCandelo lama-75(1)(a)(i) lomThetho wokuKhuthaza uFikelelo kuLwazi, umThetho wesi-2 wama-2000 (umThetho onguNombolo wesi-2 wama- 2000) (Jonga iSongezo “B”).
- 14.3 Umceli angabhenela ngaphakathi alwe ukungavunywa kwesicelo okanye isigqibo seGosa loLwazi:
- 14.3.1 Ngokuphathelele kwintlawulo/kumrhumo emiselweyo; okanye indlela yokufikelela kwixesha;
- 14.3.2 Ukwandiswa kwexesha lokuphendula isicelo;
- 14.3.3 indlela yokufikelela kulwazi.
- 14.4 Iqela lesithathu lingabhenela ngaphakathi kwiBhunga likaMasipala weSithili saseCape Winelands ngokubhekiselele kwiCandelo lama-72(c) ngakwisigqibo seGosa loLwazi ukuxela ulwazi.
- 14.5 Umceli obhenele ngaphakathi aze anganeli sisiphumo angenza isicelo soncedo olufanelekileyo enkundleni, ngokuphathelele kwicandelo lama-78 lomThetho wokuKhuthaza uFikelelo kulwazi, umThetho, 2000 (umThetho 2 wes-2002), kwiintsuku ezingama-30 emva kwesigqibo sesibhenno sangaphakathi.

15. INDLELA EKUBHENELWA NGAYO NGAPHAKATHI NENTLAWULO YESIBHENO

- 15.1 Isibheno sangathi kufuneka sifakwe ngokusebenzisa ifomu emiselweyo kwiintsuku ezingama-60 (AMASHUMI AMATHANDATHU).
- 15.2 Ukuba isaziso iyafuneka kwiqela lesithathu, kwiintsuku ezingama-30 (AMASHUMI AMATHATHU) emva kokunikwa kwesaziso kumntu obhenayo isigqibo, isibheno sangaphakathi kufuneka sifakiwe.
- 15.3 Isibheno kufuneka sithunyelwe ngeposi, ngefeksi okanye nge-Imeyile kwiGosa loLwazi.
- 15.4 Umcimbi kufuneka uchongwe kwaye kufuneka kuxelwe izizathu zesibheno.
- 15.5 Ukongeza kwimpendulo ebhaliweyokuba umntu obhenayo unqwenela ukwaziswa ngesigqibo sesibheno sangaphakathi nangayiphi enye indlela kufuneka axele indlela kwaye anike iinkcukacha ezifunekayo zokwaziswa.
- 15.6 Ukuba kufanelekile, kufuneka intlawulo yesibheno emiselweyo ikhapse ifomu.
- 15.7 Izibheno ezisemva kwexesha zinokuvumeleka, xa kunokuboniswa unobangela ofanelekileyo.
- 15.8 IGosa loLwazi kufuneka lifake isibheno, kwiintsuku zokusebenza ezili-10 (ISHUMI) emva kokufumana isibheno sangaphakathi, kwiBhunga likaMasipala kwisigqibo eso.

16. IZIKHALAZO EZIYA KUMLAWULI WOLWAZI

- 16.1 Umceli okanye iqela lesithatu angasingenisa kuphela isikhalazo kuMlawuli woLwazi emva kokuba umceli okanye iqela lesithathu eggibe inkqubo yokubhena yangaphakathi kwisigqibo seGosa lolwazi likaMasipala wesiThili sase Cape Winelands.
- 16.2 Umlawuli wolwazi uya kusala isikhalazo ukuba inkqubo yokubhena ayigqitywanga.
- 16.3 Nangona kunjalo ngokuphathelele kumbutho woluntu mlunga nesibheno sangaphakathi akunamsebenzi kwaye umbutho wangasese, umceli okanye iqela lesithathu lingangenisa isikhalazo kuMlawuli ukuba alaneliswanga sisigqibo lombutho lowo ukhathalayo.
- 16.4 Isikhalazo kuMlawuli woLwazi somceli okanye seqela lesithathu kufuneka sifakwe kwiintsuku EZILIKHULU ELINAMASHUMI ASIBHOZO (180) zokufumana isigqibo kumasipala wesiThili sase Cape Winelands;
- 16.5 Umceli angafaka isikhalazo kuMlawuli woLwazi ukuba akanelisekanga ngoku-
- (a) sisiphumo sesibheno sangaphakathi; kunye
 - (b) sisigqibo sesibheno segunya lokubhena asisivumeli isibheno esisemva kwexesha sesibheno sangaphakathi.
- 16.6 Iqela lesithathu lingafaka isikhalazo kuMlawuli woLwazi ukuba asonwabanga sisigqibo sesibheno sangaphakathi segunya lokubhena likaMasipala wesiThili.

17. AMANCEDO ANGAPHAKATHI

- 17.1 Isigqibo esenziwa libhunga likaMasipala esiphathelele kumceli okanye kwiqela lesithathu osiphikisayo sesokugqibela kwaye umceli okanye umntu wesithathu ngendlela yaso nasiphi isicelo kwiintsuku esiLIKHULU ELINAMASHUMI ASIBHOZO (180) angenza isicelo soncedo ngokuphathelele kwiCandelo lama-82 ePAIA.
- 17.2 Umceli okanye iqela lesithathu lungenza isicelo kuphela enkundleni yoncedo olufanelekileyo ngokuphathelele kwiCandelo lama-82 kwezi meko zilandelayo:
- 17.2.1 Emva kokuba umceli okanye iqela lesithathu ligqibe inkqubo yokubhena ngaphakathi; okanye
- 17.2.2 Emva kokuba umceli okanye iqela lesithathu ligqibe inkqubo yezikhalazo ngokuphathelele kwicandelo lama-77A yePAIA.
- 17.2.3 Ngokuphathelele kwicandelo lama-78(1) ePAIA umceli okanye umntu wesithathu uneenketho ezimbini (2) ukubhekeselela isicelo kumlawulo wolwazi okanye enkundleni.

18. UMNXEBA ONXIBELELISA NGQO NGOBUQHETSEBA

- 18.1 UMasipala weSithili saseCape Winelands wamkele isigqibo songabunyamezeli kwaphela ubuqhetseba norhwaphilizo.
- 18.2 Ubuqhetseba norhwaphilizo buya kuphandwa buze bulandelwe ngkumiliselwa kwalo onke uncedo olufumanekayo kubume obupheleleyo bomthetho nokuzalisekiswa kothintelo olufanelekileyo nokufunyanwa kolawulo.
- 18.3 UMasipala weSithili saseCape Winelands uyahambiselana nemithetho-siseko yolawulo olulungileyo lwequmrhu, olufuna ukuqhutywa koshishino ngendlela ethembekileyo nephandle.
- 18.4 UMasipala weSithili saseCape Winelands uzibophelele ekulweni indlela yokuziphatha enobuqhetseba kuwo onke amanqanaba kumbutho.

Fraud Hotline

Call: 021 888 5130

Report it:

Report any fraud related activity immediately



19. ULWAZI JIKELELE

- 19.1 IGosa loLwazi okanye naliphi iSekela leGosa loLwazi linokuqhangamshelwa ngenjongo yokufumana ulwazi oluthe kratya olungekhoyo kule ncwadana.
- 19.2 UMasipala weSithili saseCape Winelands uya kuyihlaziya aze ayipapashe le ncwadana kanye ngonyaka ngobuncinane ukuba kuyimfuneko.

ISIHLOMELO A

IFOMU YESI-2

UMASIPALA WESITHILI SASECAPE WINELANDS

ISICELO SOKUFIKELELA KWIREKHODI YOMBUTHO KAWONKE-WONKE

Qaphela:

- 1. Isiqinisekiso sesazisi kufuneka sincanyatheliswe ngumceli.*
- 2. Ukuba isicelo senziwa egameni lomnye umntu isiqinisekiso eso esigunyazisiweyo kufuneka sincanyatheliswe kule fomu.*

(ICandelo (1) loMthetho wokukhuthaza ukufumaneka koLwazi, 2000 (Inombolo yoMthetho 2 ka-2000)

[Ummiselo wesi-7]

IINKCUKACHA NEDILESI YOMBUTHO WOLUNTU

IGosa loLwazi/ iGosa elilisekela loLwazi:

Cape Winelands District Municipality

46 Alexander Street

Stellenbosch

Idilesi ye-imeyile: paia@capewinelands.gov.za

mm@capewinelands.gov.za

karina@capewinelands.gov.za

Phawula ngo "X"

	Isicelo senziwa ndim
	Isicelo senziwa egameni lomntu

IINKCUKACHA ZOMNTU OWENZA ISICELO SOKUFIKELELA KWIREKHODI													
Amagama apheleleyo nefani													
Inombolo yesazisi													
Isikhundla apho isicelo senziwayo (<i>xa sisenziwa egameni lomnye umntu</i>)													
Idilesi yeposi													
Idilesi yesitrato													
Idilesi ye-imeyile													
Inombolo zokuqhagamshelana	Ifowuni (B):												
	Ifeksi												
	Iselula:												
IINKCUKACHA ZOMNTU EKWENZIWA ISICELO EGAMENI LAKHE													
Amagama zomntu ekwenziwa isicelo egameni lakhe (<i>ukuba kuyimfuneko</i>):													
Inombolo yesazisi													
Idilesi yeposi													
Idilesi yesitrato													
Idilesi ye-imeyile													
Inombolo zokuqhagamshelana	Ifowuni (B):												
	Ifeksi												
	Iselula:												

IINKCUKACHA ZEREKHODI ELICELWAYO

Nika iinkcukacha ezipheleleyo zerekhodi ekufunwa isicelo sofikelelo, ukuquka nenombolo yesalathiso ukuba uyayazi ukuze kube nakho ukufunyanwa indawo yerhekhodi. (Ukuba isithuba esinikiweyo asanelanga, nceda uqhubeke kwelinye iphepha uze ulincamathisele kule fomu. Onke amaphepha ongezelelweyo kufuneka etyikityiwe.)

Inkcazelo yerekhodi okanye inxalenye efanelekileyo yerekhodi:	
Inombolo yesalathiso, ukuba ikhona:	
Ezinye iinkcukacha ezithe kratya zerekhodi:	

UHLOBO LWEREKHODI (Phawula kwibhokisi efunekayo ngo "X")	
Irekhodi libhaliwe okanye likwimo echwethiweyo	
Irekhodi liqulethe imifanekiso ebonwayo (<i>ukuquka iifoto, irekhodi zevidiyo zoomatshini ababoniswa, imifanekiso eveliswa yikhompyutha, imizobo njalo njalo</i>)	
Irekhodi equlethe ilizwi elirekhodiweyo okanye ulwazi olunokuveliswa kwisandi	
Irekhodi igcinwe kwikhompyutha okanye kwindlela efundekayo kamatshini okanye yombane	
IFOMU YOFIKELELO (Phawula kwibhokisi efunekayo ngo "X")	
Ikopi echwetheziweyo yerekhodi (<i>ukuquka iikopi nayo nayiphi imifanekiso eyinyaniso, ukukhuphela nolwazi olukwikhompyutha okanye kwindlela efundekayo kamatshini okanye yombane</i>)	
Ukukhuphela okubhaliweyo okanye oluchwetheziweyo lwemifanekiso yenyano (<i>oku kuquka iifoto, ukurekhodwa kwiividiyo eziboniso, imifanekiso eveliswa yikhompyutha nemizobo, njalo njalo</i>)	
Ukukhuphela ingoma ephambili kumboniso (<i>uxwebhu olubhaliweyo okanye oluchwetheziweyo</i>)	
Ikopi yerekhodi elukwisixokelelwano sokugcina ulwazi (<i>ukuquka imifanekiso yenyano neengoma eziphambili kwimiboniso</i>)	
Ikopi yerekhodi kucwecwe lokugcina ulwazi (<i>ukuquka nemifanekiso iingoma eziphambili kwimiboniso</i>)	
Ikopi yerekhodi igciniwe kulwazi lokucinwa kwizixhobo ezifana neeselula, ithablethi, ikhompyutha, njalo njalo (Cloud storage server)	
INDLELA YOFIKELELO (Phawula ibhokisi efunekayo ngo "X")	
Uhlolo lwakho lwerekhodi kwidilesi ebhalisiweyo yombutho woluntu/wangasese (<i>Ukuquka ukumamela amazwi arekhodiweyo, ulwazi olinokuveliswa ngesandi okanye ulwazi olukwikhompyutha okanye kumatshini wombane okanye kwindlela efundekayo kamatshini</i>)	
Iinkonzo zeposi zedilesi yeposi	
Iinkonzo zedilise kwidilesi yesistrato	
Iinkonzo zothutho kwidilesi yesistrato	
Ifeksi okanye ulwazi olubhaliweyo okanye ngendlela eshicilelweyo (<i>ukuquka ukukhuphela</i>)	
I-imeyile okanye ulwazi (<i>ukuquka ukulandela imikhondo yesandii ukuba kulindelekile</i>)	
Ukwabelana okufihlakeleyo/ukugqithiswa kwefayile	
Ulwimi olukhethwayo: (<i>Qaphela ukuba irekhodi alikho kulwimi olukhethayo, ufikelelo luya kunikwa ngolwimi olukhoyo kwirekhodi</i>)	

IINKCUKACHA ZELUNGELO EMALISETYENZISWE OKANYE EMALIKHUSELWE

Ukuba isithuba asanalenga, nceda uqhubeke kwilinye iphepha uze ulincamathelise kule fomu. Umceli kufuneka atyikitye onke amaphepha ongezelelweyo.

Bonisa ukuba leliphi ilungelo emalissetyenziswe okanye emalikhuselwe:	
Cacisa ukuba kungani irekhodi lifunelwa ukusebenzisa okanye ukukhusela kwilungelo elichazwe ngasentla:	
IMIRHUMO	
(a) Umrhumo wesicelo kufuneka uhlawulwe phambi kokuba isicelo sibe nookucingwa.	
(b) Uya kwziswa imali yomrhumo yofikelelo ekufuneka uyihlawule.	
(c) Umrhumo ohlawulwayo kufikelelo lwerekhodi luxhomekeke kwifomu efuna ufikelelo nakwixesha elaneleyo lokukhangela nokulungiselela irekhodi.	
(d) Ukuba ukulungele ukukhululwa kwintlawulo yawo nawuphi umrhumo, nceda uchaze isizathu sokukhululwa.	
Isizathu:	

Uya kwaziswa ngokubhalelwa okokuba isicelo sakho sivunyiwe okanye siphikisiwe ukuba sivunyiwe, ngeendleko ezinxulumene nesicelo sakho, ukuba zikho. Nceda ubonise indlela oyikhethayo yembalelwano:

Idilesi yeposi	Ifeksi	Unxibebelwano ngombane (Nceda uchaze)

Isayinwe e _____ ngalo _____ mhla wama- _____ 20__

USAYINO NGUMCELI/UMNTU OWENZA ISICELO EGAMENI

KUSETYENZISWA YI-OFISI

Inombolo yesalathiso	
Isicelo sifunyenwe ngu (<i>chaza irandi, igama nefani yegosa lolwazi</i>)	
Umhla esifunyenwe ngayo	
Imirhumo yofikelelo	
Idiposithi (ukuba ikho)	

USAYINO LWEGOSA LOLWAZI

ISIHLOMELO B

UMASIPALA WESITHILI SASECAPE WINELANDS

IFOMU B

ISAZISO SESIBHENO SANGAPHAKATHI

ICandelo lama-75 loMthetho wokuKhuthaza kuFikelelo loLwazi, 2000 (Inombolo yoMthetho wesi-2 wama-2000)

[Ummiselo wesi-8]

XELA INOMBOLO YAKHO YESALATHISO:

A. IINKCUKACHA ZOMBUTHO KAWONKE-WONKE

IGosa loLwazi / Isekela leGosa loLwazi

UMasipala wesiThili saseCape Winelands

**B. IINKCUKACHA ZOMCELI/IQELA LESITHATHU ELIFAKA ISIBHENO
ANGAPHAKATHI**

- (a) Iinkcukacha zomntu ofaka isibheni sangaphakathi kufuneka zinikwe ngezantsi.
- (b) Ubungqina bobume isibheni kufuneka bufakwe, ukuba kufanelekile, buncanyathiselwe.
- (c) Xa umntu obhenayo ingumntu wesithathu, ingengomntu ofune ulwazi kuqala, kufuneka iinkcukacha zomceli zinikwe ku-C ngezantsi.

Amagama azeleyo nefani:

Inombolo ye-ID:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Idilesi yeposi: _____

Inombolo yefeksi: _____ Inombolo yefowuni: _____

Idilesi ye-imeyile _____

Ubume besibheni sangaphakathi sifakelwe omnye umntu kubo:

C. IINKCUKACHA ZOUNCELI

Eli candelo kufuneka liggityezelwe OKWANGOKU ukuba iqela lesithathu (omnye womceli) lifake isibheno sangaphakathi.

Amagama azeleyo nefani:

Inombolo ye-ID:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. ISIGQIBO NGAKWISIBHENO SANGAPHAKATHI ESIFAKIWEYO

Phawula isigqibo esibhenelwe ngaphakathi ngokuthi X kwibhokisi esifanelekileyo:	
	Ukwaliwa kwesicelo sokufikelela
	Isigqibo esimalunga neentlawulo ezimiselweyo ngokubhekiselele kwicandelo lama-22 loMthetho
	Isigqibo esimalunga nokwandiswa kweixesha ekwenziwe kuso isicelo kufuneka sisetyenzweo ngokubhekiselele kwicandelo lama-26(1) loMthetho
	Isigqibo esibhekiselele kwicandelo lama-29(3) loMthetho wokwala ukufikelela kwindlela yokucela ngumceli
	Isigqibo sokuvumela isicelo sokufumana

E. IZIZATHU ZOKUBHENELA

Ukuba indawo enikiweyo inganeli, nceda uqhube kwelinye iphepha ulincamathisele kule fomu. **Kufuneka usayine onke amaphepha ongezelelweyo.**

Xela izizathu ekusekwa kuzo isibheni esingaphakathi:

Xela naluphi na olunye ulwazi olunokuba lubalulekile xa isibheni sicingeka:

F. ISAZISO SESIGQIBO MALUNGA NESIBHENO

Uza kwaziswa ngokubhalelwa iisigqibo malunga nesibheno sakho sangaphakathi. Ukuba unqwenelwa a ukwaziswa ngenye indlela nceda uchaze indlelauze unike iinkcukacha ezifunekayo zokuthobela isicelo sakho.

Xela indlela ofuna ukwaziswa ngayo:

Iinkcukacha :

Isayinwe e _____ kulo mhla we- _____ ka- _____ 20__

USAYINO LOMBHENI

UKUSETYENZISWA LISEBE:

INGXELO ESESIKWENI SESIBHENO ESINGAPHAKATHI:

Isibheno sifumaneka ngo_____ (umhla) ngu- _____

(xela udidi, igama, nefani yegosa lolwazi/isekela legosa lolwazi.)

Isibheno esikhatshwa zizizathu zesigqibo segosa lolwazi/isekela legosa lolwazi kwaye, apho kufanelekileyo, iinkcukacha zalo naliphi iqela lesithathu elinxulumene nengxelo, engeniswe ligosa lolwazi/isekela legosa lolwazi ngo- _____ (umhla) kwigunya elifanelekileyo.

ISIPHUMO SESIBHENO:

ISIGQIBO SEGOSA LOLWAZI / ISEKELA LEGOSA LOLWAZI SIQINISEKISIWE / ISIGQIBO ESITSHA ENDAWENI YESIGQIBO SOKUQALA

ISIGQIBO ESITSHA: _____

UMHLA

UMASIPALA WESITHILI SASECAPE WINELANDS

IFUNYENWE LIGOSA LOLWAZI / ISEKELA LEGOSA LOLWAZI LIKAMASIPALA WESITHILI SASECAPE WINELANDS NGO- (umhla):

ISIHLOMELO C

UMRHUMO NGOKUPHATHELELE KWIMIBUTHO YOLUNTU

1.	Umrhumo wesicelo uhlawulwa ngumceli wonke	R100.00
2.	Isikhutshelo esenziwe ngokufota/ikopi ecwethezwe mnyama namhlophe yephepha elimalunga nobukhulu obuyi-A4 okanye inxalenye yoko	R1.50
3.	Ikopi echwetheziweyo yephepha elimalunga nobukhulu ubuyi- A4-size page okanye inxalenye yoko	R1.50
4.	Ikopi kwindlela efundekayo yekhompuyutha:	
4.1	Isixokelelwano sokugcina ulwazi (flash drive) (kunikiwe ngumceli)	R40.00
4.2	Icwecwe lokugcina ulwazi i(compact disc)	
	Ukuba ngumceli	R40.00
	Ukuba kuya kumceli	R60.00
5.	Kukukhuphela kwemifanekiso yenyano iphepha elimalunga A4- ubukhulu	Inkonzo enokukhutshwa e. Kuya kuxhomekeka kuqikelelo lweendleko zexabiso zomboneleli weenkonzo
6.	Ukukopa imifanekiso yenyano	
7.	Ukukhuphela kwirekhodi evakalayo	R24.00
8.	Ikopi yerekhodi evakalayo kwi:	
8.1	Umrhumo wesicelo uhlawulwa ngumceli wonke	R40.00
8.2	Isikhutshelo esenziwe ngokufota/ikopi ecwethezwe mnyama namhlophe yephepha elimalunga nobukhulu obuyi-A4 okanye inxalenye yoko	
	Ikopi echwetheziweyo yephepha elimalunga nobukhulu ubuyi- A4-size page okanye inxalenye yoko	R40.00
	Ikopi kwindlela efundekayo yekhompuyutha:	R60.00
9.	Ukukhangela nokulungiselela irekhodi yokuthumela iyure nganye okanye inxalenye yeyure, ukufumaneka okufanelekileyo koko kukhangela nokulungiselela	R100.00
	Azigqithi kwindleko yonke	R300.00
10.	Idiposithi: Khangela ukuba ayigqithi kwiiyure ezisi-6	Isinye kwisithathu semali yesicelo ibalwa ngokuphathelele kwizinto ezi-2 ukuyya kwezisi-8
11.	Ukuposwa, imeyile okanye nakuphi okunye ukugqithiselwa	linkcitho ezizo, ukuba zikho

IMIRHUMO NGOKUPHATHELELE KWIMIBUTHO YABUCALA/YANGASESE

1.	Umrhumo wesicelo uhlawulwa ngumceli wonke	R140.00
2.	Isikhutshelo esenziwe ngokufota/ikopi ecwethezwe mnyama namhlophe yephepha elimalunga nobukhulu obuyi-A4 okanye inxalenye yoko	R2.00
3.	Ikopi echwetheziweyo yephepha elimalunga nobukhulu ubuyi- A4-size page okanye inxalenye yoko	R2.00
4.	Ikopi kwindlela efundekayo yekhompyutha:	
4.1	Isixokelelwano sokugcina ulwazi (flash drive) (kunikiwe ngumceli)	R40.00
4.2	Icwecwe lokugcina ulwazi i(compact disc)	
	Ukuba ngumceli	R40.00
	Ukuba kuya kumceli	R60.00
5.	Kukukhuphela kwemifanekiso yenyano iphepha elimalunga A4- ubukhulu	Inkonzo enokukhutshwa e.
6.	Ukukopa imifanekiso yenyano	Kuya kuxhomekeka kuqikelelo lweendleko zexabiso zomboneleli weenkonzo.
7.	Ukukhuphela kwirekhodi evakalayo	R24.00
8.	Ikopi yerekhodi evakalayo kwi:	
8.1	Isixokelelwano sokugcina ulwazi (flash drive) (kunikiwe ngumceli)	R40.00
8.2	Icwecwe lokugcina ulwazi i(compact disc)	
	Ukuba ngumceli	R40.00
	Ukuba kuya kumceli	R60.00
9.	Ukukhangela nokulungiselela irekhodi yokuthumela iyure nganye okanye inxalenye yeyure, ukufumaneka okufanelekileyo koko kukhangela nokulungiselela	R145.00
	Azigqithi kwindleko yonke	Ezi-R435.00
10.	Idiposithi: Khangela ukuba ayigqithi kwiiyure ezisi-6	Isinye kwisithathu semali yesicelo ibalwa ngokuphathelele kwizinto ezi-2 ukuyya kwezisi-8
11.	Ukuposwa, i-imeyile okanye nakuphi okunye ukugqithiselwa	linkcitho ezizo, ukuba zikho

ISIHLOMELO D

ABANTU ABAKHULULWEYO EKUBENI BAHLOWULE IMIRHUMO YOKUCELWA KWENGCACISO

IGazethi kaRhulumente enguNombolo 28107

ISaziso esingunNombolo R.991

IGazethi yoLawulo enguNombolo 8325

UMthamo 484

Umhla we-14 ku-Oktobha wama-2005

ISaziso sikaRhulumente

ISEBE LEZOBULUNGISA NOPHUHLISO LOMGAQO-SISEKO

INombolo R.991

Umhla we-14 ku-Oktobha wama-2005

UMTHETHO WOKUKHUTHAZWA KUFIKELELO LOLWAZI, 2000 UKHULULO NOKUZIMISELA KWIINJONGO ZECANDELO LAMA-22(8)

Mna, Brigitte Sylvia Mabandla, UMphathiswa woBulungisa noPhuhliso loMgaqo-siSeko, ndisebenza phantsi kwecandelo lama-22(8) loMthetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (uMthetho onguNombolo wesi-2 wama-2000) ndikhulula –

- (a) Aba bantu balandelayo ekuhlawuleni umrhumo woFikelelo oqulunqwe kwicandelo lama-22(6) loMthetho –
- (i) umntu ongatshatanga omvuzo wakhe wonyaka, emva kothabatho oluvumelekileyo ekubhekiselelwe kwiShedyuli kwesi saziso esenziweyo, awudlulanga kuma-R14,712.00 ngonyaka; baze
 - (ii) abantu abatshatileyo okanye umntu kunye nondofa naye abamvuzo wabo wonyaka, emva kothabatho oluvumelekileyo ekubhekiselelwe kwiShedyuli kwesi saziso esenziweyo, awudlulanga kuma- R27,192.00 ngonyaka, kuze

(b) Kumiselwe ukuba –

- (i) apho indleko yokuqokelela nawuphi umrhumo oqulunqwe kwicandelo lama-22 loMthetho, zithe zagqitha isixa-mali esibiziweyo, umrhumo onjalo awusebenzi;
- (ii) umrhumo wofikelelo oqulunqwe kwicandelo lama-22(6) loMthetho awusebenzi kwirekhodi yomntu owenze isicelo; kwaye
- (iii) umrhumo wesicelo oqulunqwe kwicandelo lama-22(1) loMthetho nomrhumo wofikelelo oqulunqwe kwicandelo lama-22(6) loMthetho awusebenzi kwirekhodi ecelwe ligosa lokhuseleko okanye umphandi wokhuseleko kwiinjongo zophando lokhuseleko okanye imibuzo ngokwamagatya omThetho woKhuseleko, 1998 (umThetho wama-99 wowe-1998) okanye imimiselo eyenziwe phantsi kwecandelo lama-44 lalo Mthetho.

ISONGEZO SOKU-1

UTHABATHO OLUVUMELEKILEYO

1. Ukulungiselela iinjongo zomhlathi (a)(i) kunye (ii) zesaziso olu thabatho lulandelayo luvumelekile:
 - (a) Irhafu yoMsebenzi ngokuphathelele kumhlathi wesi-2 weSahlulo II soMthetho weRhafu yeNgeniso, 1962 (uMthetho onguNombolo wama-58 wama-1962);
 - (b) Iminikelo ngokuphathelele kwicandelo lesi-5 loMthetho weMinikelo ye-Inshorensi yokuNgasebenzi, wowama-2002 (uMthetho onguNombolo wesi-4 wama-2002);
 - (c) Iminikelo enyanzelekileyo yeNgxowa-mali ye-Inshorensi yeQela (Group Insurance Fund) ngokuphathelele kuomyalelo wenkundla okanye kwisivumelwano esiphakathi komqeshi nomqeshwa wakhe;
 - (d) Iminikelo eya nakulo naluphi ulungiselelo lonyango olubhaliswe phantsi kwamagatya oMthetho woLungiselelo loNyango, wowe-1998 (uMthetho onguNombolo we-131 wowe-1998), kwaye ovunyelweyo ukuba uthabathe ngokwecandelo le-18(1)(a) loMthetho weRhafu yeNgeniso, wowe-1962 (uMthetho onguNombolo wama-58 wowe-1962);
 - (e) Iminikelo eya kwingxowa-mali yomhlala-phantsi ngokuphathelele kwicandelo le-13A loMthetho weNgxowa-mali yoMhlala-phantsi, wowe-1956 (uMthetho onguNombolo wama-24 wowe-1956);
 - (f) Irente yezavenge zentlawulo yokubambisa ebukhulu bungli-R12 000,00 ngonyaka;
 - (g) Intlawulo yesondlo ngokuphathelele kumyalelo wenkundla; kunye
 - (h) Nemirhumo yesikolo, ngaphandle kwemirhumo yesikolo ehlawulwa kwisikolo sangasese.

BS MABANDLA, MP

UMPHATHISWA WEZOBULUNGISA NOPHuhliso LOMGAQO-SISEKO

ISONGEZO SESI-2: ICANDELO LOKU-1

UKUPHATHWA KOLWAZI LWAKHO NGOKUHAMBELANA NEPOPIA

ELUNGISELELWE ABANIKEZELI BENKONZO NEEKONTRAKTA KUNYE NABAXHAMLI

- (a) Ukuqinisekiswa kolwazi nokwenziwa kohlolo;
- (b) Iinjongo ezinxulumene nesivumelwano okanye ubudlelwane boshishino okanye isivumelwano esilindelekileyo okanye ubudlelwane boshishino phakathi kwamaqela;
- (c) Intlawulo zoluhlu zezinto ezithengiweyo namaxabiso azo(invoices);
- (d) Ukwenziwa kwemisebenzi ngokuphathelele kuso nasiphi na isivumelwano sabanikezeli benkonzo, iikontrakta kunye/okanye abaxhamli;
- (e) Ukwenza, okanye ukunceda ekwenzeni, izigqibo zetyala nezemali ezimalunga nabanikezeli benkonzo, iikontrakta kunye/okanye abaxhamli;
- (f) Ukusebenzisa nokulawula ii-akhawunti zabanikezeli benkonzo, zeekontrakta kunye/okanye nezabaxhamli nokulawula nakuwo nawaphi amaxwebhu, izicelo, izivumelwano okanye imbalelwano abanokuba nayo kunye noMasipala weSithili saseCape Winelands;
- (g) Ukunxibelelana (kubandakanywa intengiselwano ethe ngqo) kunye nabanikezeli benkonzo, iikontrakta kunye/okanye nabaxhamli nge-imeyile, ngeSMS, ngeleta, ngemfono-mfono okanye nangayo nayiphi na enye indlela emalunga neemveliso zoMasipala weSithili saseCape Winelands kunye neenkonzo, ngaphandle kokuba kuchazwe ngenye indlela;
- (h) Ukuqhutywa kophando lwemarike, loshishino kunye nohlahlelo lweenkcukacha zedatha;
- (i) Ukuqhuba ezinye iinjongo zolawulo nezokusebenza;
- (j) Ukufumana nawo nawaphi amatyala anokubanjwa ngabanikezeli benkonzo, ziikontrakta kunye/okanye nabaxhamli kuMasipala weSithili saseCape Winelands;
- (k) Ukuthobela imithetho nezinye iimfanelo zikaMasipala weSithili saseCape Winelands; kunye
- (l) Nayo nayiphi injongo eyenye efunekayo efanelekileyo enxulumene nemisebenzi yoshishino nombutho kaMasipala weSithili saseCape Winelands.

EYABANIKEZELI BENKONZO ABALINDELWEYO, IIKONTRAKTA KUNYE/OKANYE ABAXHAMLII:

- (a) Ukuqinisekiswa nokuhlaziywa kolwazi;
- (b) Ukunikwa kwamanqaku kwangaphambili; kunye
- (c) Nayo nayiphi injongo efunekayo efanelekileyo enxulumene nokuphathwa kolwazi lwakho enxulumene nemisebenzi yoshishino neyombutho kaMasipala weSithili saseCape Winelands.

YOOCEBA NABASEBENZI:

- (a) Ukwenziwa kwemisebeni ngokuphathelele kwisivumelwano;
- (b) Ukuqinisekiswa kolwazi lwabasebenzi abangabaceli ngethuba lenkqubo yokufunwa kwabasebenzi;
- (c) Ukuthobela imithetho nezinye iimfanelo zikaMasipala weSithili saseCape Winelands; kunye
- (d) Nemiba ngokubanzi enxulumene nooCeba nabasebenzi:
 - (i) Umhlala-phantsi
 - (ii) Uncedo loNyango
 - (iii) Uluhlu lwabahlawulwayo
 - (iv) Inkqubo yoluleko
 - (v) Uqeqesho
 - (iv) Nayo nayiphi injongo eyenye efunekayo efanelekileyo enxulumene nengqesho okanye nobudlelwano obulindelekileyo bengqesho.

ISONGEZO SESI-2: ICANDELO LESI-2

IIDIDI ZEENKCUKACHA ZEDATHA NEENDIDI ZOLWAZI LOMNTU EZINXULUMENEYO NGOKO

OOCEBA NABASEBENZI

- (a) Amagama, ifani neenkukacha zoqhagamshelwano;
- (b) Inombolo yesazisi namaxwebhu esazisi kubandakanywa iincwadi zokundwendwela;
- (c) Imbali yengqesho nabantu abangqina ngawe;
- (d) linkukacha zebhanki nezemali;;
- (e) linkukacha zentlawulo kumaqela angaphandle (imali ethatyathwa kwimivuzo);
- (f) Izivumelwano zengqesho;
- (g) Izicwangciso zobulungisa engqeshweni;Y
- (h) lirekhodi zoncedo lonyango;
- (i) lirekhodi zeNgxowa-mali yoMhlala-phantsi;
- (j) lirekhodi zemivuzo;
- (k) Uthelekelelo lokusebenza;
- (l) lirekhOdi zoluleko;
- (m) lirekhodi zekhefu;
- (n) lirekhodi zoqeqesho;
- (o) Impilo nempilo-ntle;
- (p) Ulwazi lwemali;
- (q) Ulwazi oluphathelele kumyeni/inkosikazi kunye nabaxhamli;
- (r) Ulwazi lwemfundo;
- (s) Indlela yokuziphatha yolwaphulo-mthetho;
- (t) Isini;
- (u) Isimo somtshato;
- (v) Ubuhlanga;
- (w) Ulwimi lwenkobe; kunye;
- (x) Imbalelwano eyimfihlo.

ABANIKEZELI BENKONZO, IIKONTRAKTA KUNYE/OKANYE ABAXHAML

(ekunobangabandakanywa abasebenzi)

- (a) Idilesi yeposi kunye/okanye eyesitalato;
- (b) Isihlonipho, igama nefani;
- (c) Inombolo zoqhagamshelwano kunye/okanye idilesi ye-imeyile;
- (d) Iqela lohlanga;
- (e) Imbali yengqesho;
- (f) Ubudala;
- (g) Isini;
- (h) Isimo somtshato;
- (i) Ubuhlanga;
- (j) Ulwimi;
- (k) Ulwazi lwemali neyebhanki;
- (l) Inombolo yesazisi neyencwadi yokundwendwela;
- (m) Ulwazi lwenkampani kunye/okanye yoshishino neenombolo zobhaliso;
- (n) Ulwazi loMlawuli kunye/kunye nelamalungu kunye/okanye ulwazi lomnini;
- (o) Ulwazi olunxulumene neenkonziso kunye/okanye yeemveliso;
- (p) Abasayinayo abagunyazisiweyo;
- (q) Olunye ulwazi olengachazwanga, olufuneka ngokufanelekileyo okokuba lulungiselelwe imisebenzi yeshishini.

AMALUNGU OLUNTU KUNYE/OKANYE ABACHAPHAZELEKAYO

- (a) Idilesi yeposi kunye/okanye eyesitalato;
- (b) Isihlonipho, igama nefani;
- (c) Inombolo zoqhagamshelwano kunye/okanye idilesi ye-imeyile;
- (d) Igama leshishini, lomzi-mveliso kunye/okanye lombutho; kunye
- (e) Olunye ulwazi olungachazwanga, olufuneka ngokufanelekileyo ukuba iqwalaselwe.

ISONGEZO SESI-2: ICANDELO LESI-3

ABAMKELI BOLWAZI LWAKHO

- (a) Nawo nawuphi umzi-mveliso, umbutho okanye umntu othi asetyenziswe nguMasipala weSithili saseCape Winelands ukuba aqokelele iintlawulo yamatyala okanye anike inkonzo egameni lakhe;
- (b) Nawo nawuphi umzi-mveliso, umbutho okanye umntu othi anike uMasipala weSithili saseCape Winelands iimveliso okanye iinkonzo;
- (c) Naso nasiphi isixokelelwano/inkqubo yentlawulo esetyenziswa nguMasipala weSithili saseCape Winelands;
- (d) Iziphath'amandla ezilawulayo nezikarhulumente okanye umntu onegunya lokuvakalisa izikhalazo zabantu, okanye ezinye iziphath'amandla kuqukwa neziphath'amandla zerhafu, apho uMasipala weSithili saseCape Winelands enoxanduva lokwabelana ngolwaziso;
- (e) Amaqela esithathu apho kwenziwa intlawulo egameni labasebenzi;
- (f) Amaziko emali apho kufunyanwa iintlawulo egameni lemicimbi yeenkcukacha zeDatha;
- (g) Nawo nawuphi omnye umsebenzi ongachazwangwa;
- (h) Abasebenzi, iikontrakta kunye nabasebenzi bethutyana;
- (i) Nawo nawuphi umbutho womzi-mveliso okanye umntu othi asetyenziswe nguMasipala weSithili saseCape Winelands ekufakeni ulwazi kwikhompyutha, ukuqokelela nokugcina iinkcukacha zeDatha;
- (j) Abamkeli bee-imeyile nanye imbalelwano; kunye
- (k) Nawo nawuphi umzi-mveliso, umbutho okanye umntu othi asetyenziswe nguMasipala weSithili saseCape Winelands ukunikezela iinkonzo zokuqinisekiswa kokungabi natyala komntu kwiMasipala weSithili ukuqinisekisa ukuba incwadi yesiqinisekiso somntu ayinaziphene ingahlolwa.

ISONGEZO SESI-2: ICANDELO LESI- 4

UKUGQITHISELWA NGAPHAYA KWEMIDA ULWAZI LWAKHO

ULwazi Lwakho lungagqithiselwa ngaphandle kwemida kubaxhobisi bakaMasipala wesiThili saseCape Winelands kwamanye amazwe kwaye ulwazi lwakho lungacinwa kwidatha eyenziwe ngaphandle koMzantsi Afrika apho kungenakwanela kwimithetho yokhuseleko lwedatha.

Umasipala wesiThili saseCape Winelands uya kuzama ukuqinisekisa uku abathengisi nabaxhobisi/ababoneleli baya kwenza zonke iinzame eifanelekileyo zokukhusela idatha echaziweyo noLwazi lwakho.

ISONGEZO SESI-2: ICANDELO LESI-5

INKCAZELO YAMANYATHELO OKHUSELEKO LOLWAZI LUKAMASIPALA WESITHILI SASECAPE WINELANDS

UMasipala weSithili saseCape Winelands uqalise ngokumilisela nokugcina amanyathelo okhuseleko lweDatha ukufezekisa ezi njongo zilandelayo zicalulwe ngasezantsi:

- (a) linkcukacha ezinikiweyo kufuneka zitolikwe njengemizekelo yendlela yokuphumezsa inqanaba elaneleyo lokhuseleko lweDatha lwenjongo nganye.
- (b) UMasipala weSithili saseCape Winelands unakho ukusebenzisa amanye amanyathelo ukuziqhelanisa nophuhliso lokhuseleko lwetheknoloji, njengoko kufuneka, ngaphandle kokuba iinjongo ziphunyeziwe.

ULAWULO LOFIKELELO KUBANTU

UMasipala weSithili saseCape Winelands uya kumilisela amanyathelo afanelekileyo ukuthintela abantu abangagunyaziswanga ukuba bafumane ufikelelo kwizixhobo zokuphathwa kwedatha apho idatha ilungiswa khona.

ULAWULO LWEZIXHOBO ZOKUSASAZA IDATHA

UMasipala weSithili saseCape Winelands uqalile ngokumilisela amanyathelo afanelekileyo okuthintela ubuqhetseba obungagunyaziswanga bezixhobo zosasazo, kubandakanywa ukufundwa, ukukhuphela/ukukopa, ukuguqulwa nokususwa kwezixhobo zosasazo lwedatha ezisetyenziswe nguMasipala weSithili saseCape Winelands kwaye eziqulathe idatha yakho yaBanikezeli beeNkonzo, iiKontrakta kunye/okanye aBaxhamli.

ULAWULO LWENGQIQO YEDATHA

UMasipala weSithili saseCape Winelands uqalise ngokumilisela imiqathango efanelekileyo ukuthintela igalelo elingagunyaziswanga kwingqiqo yeenkcukacha zedatha nokufundwa okungagunyaziswanga, ukuguqulwa okanye ukucinywa kweenkcukacha ezigciniweyo.

ULAWULO LOMSEBENZISI

UMasipala weSithili saseCape Winelands uya kumilisela amanyathelogo afanelekileyo okuthinlfowunia izixokelelwano zakhe zokuphathwa kwedatha kukusetyenziswa ngabantu abangagunyaziswanga ngendlela yesixhobo sokugqithisela idatha.

UKULAWULWA KOFIKELELO KWIDATHA

UMasipala weSithili saseCape Winelands wazisa Ukuba abantu abanelungelo lokusebenzisa isixokelelwano sokuphathwa kwedatha sikaMasipala weSithili saseCape Winelands banakho kuphela ukufikelela kwidatha ekummandla kwaye ikakhulu ikhuselwe ziimvume zabo zofikelelo ezahlukeneyo.

ULAWULO LOKUHANJISWA

UMasipala weSithili saseCape Winelands uya kunyanzeleka ukuba ancede kuqinisekiso nokufunyanwa kweendawo apho ulwazi lwakho lukhutshelwa khona ngokusebenzisa isixhobo sonxibelelwano/izixhobo lwedatha kaMasipala weSithili saseCape Winelands.

ULAWULO LWEZOTHUTHO

UMasipala weSithili saseCape Winelands uya kumilisela amanyathelo afanelekileyo okuthinlfowunia ulwazi lwakho ekubeni lufundwe, lukotshwe, luguqulwe okanye lucinywe ngabantu abangagunyaziswanga ngethuba lokuhanjiswa ngoko okanye ngethuba lwezothutho lwezixhobo zosasazo lwedatha.

ULAWULO LOMBUTHO

UMasipala weSithili saseCape Winelands uya kugcina umbutho wawo wangaphakathi ngendlela ehlangabezane neemfuno zale Ncwadana.

UKHUSELEKO LOKONAKALISWA KOTHUNGELWANO (FIREWALL) NOKHUSELEKO LOKUQANDA OKONAKALISWA (VIRUS) KWEKHOMPYUTHA

Ukonakaliswa kulawula ukufikelela kuthungelwano nakwiikhompyutha ezigcina idatha zikaMasipala weSithili luze ulawulo lwezinto ezonakalisayo zikhusele uthungelwano kwiinkqubo ezinokubangela umonakalo kuthungelwano nakwidathai.

ULAWULO LOKUBA UNGUBANI

Yonke idatha olugcinwa kuthungelwano lukaMasipala weSithili saseCape Winelands ilawulwa kwisixokelelwano/kulungiselelo yoLawulo lokuba ungubani, ngoko ufikelelo lunikwa ngumlawuli welo candelo lothungelwano.

IINKQUBO ZEKHOMPYUTHA EZIGCINE IDATHA

Idatha egcinwe kwiinkqubo zekhompyutha kuthungelwano lukaMasipala weSithili saseCape Winelands ikhuselwe zindlela ezininzi zokhuseleko zendalo ezahlukeneyo ezibandakanya ukuguqulelwa kwiNdlela, ulawulo lofikelelo olusekwe lokuba ungubani nokufaneleka kokwenza iNdlela.

UKUGUQULELWA KWINDLELA YEDATHA

Idatha yothungelwano lukaMasipala lweSithili saseCape Winelands inakho ukuguqulelwa kwiNdlela okanye ngaphandle kwegama eliyimfihlo lokungena ukuqinisekisa mhlawumbi uhanjiso olukhuselekileyo okanye ukugcinwa kokhuseleko.

UKULANDELWA KWEDATA NOLAWULO

I-MS TEAMS inikwa ukulandelwa kwedatha nokubekwa kweliso kwedata, kubandakanywa ufikelelo ngokuphathelele kukuhlolwa kunye nenqanaba lolwabelwano.

ISONGEZO SESI-3

INKCASO KUKUPHATHWA KOLWAZI LWALKHO NGOKUPHATHELELE KWICANDELO LE-11(3) LOMTHETHO WOKHUSELEKO ULWAZI LWAKHO, WAMA-2013 (UMTHETHO WESI-4 WAMA-2013) KUNYE NEMIMISELO ENXULUMENE NOKUKHUSELWA KOLWAZI LWAKHO , WAMA-2018

Qaphela:

- (1) Iingxelo ezifungelweyo okanye obunye ububgqina obubhaliweyo njengoko busebenza kwinkxaso yenkcaso bunakho ukuncanyathiselwa.
- (2) Ukuba ngaba isithuba esinikezelweyo kule Fomu asanelanga, yingenise ingcaciso njengeSihlomelo kule Fomu ze usayine iphepha ngalinye.
- (3) Yizalise njengoko kufanelekile.

A	IINKCUKACHA ZEENKCUKACHA ZAMANANI
Igama/amagama nefani/igama elibhalisiweyo lomcimbi weenkukacha zedatha	
INombolo yokuChonga eyodwa / iNombolo yeSazisi	
Idilesi yendawo yokuhlala, yeposi yeshishini	
IiNombolo zoqhagamshelwano	
Inombolo yefeksi / idilesi ye-imeyile	
B	IINKCUKACHA ZOMNTU ONOXANDUVA
Igama/amagama kunye nefani/igama elibhalisiweyo lomcimbi weenkukacha zamanani	
Idilesi yendawo yokuhlala, yeposi yeshishini	
IiNombolo zoqhagamshelwano	
Inombolo yefeksi / idilesi ye-imeyile	

C	IZIZATHU ZENKCASO NGOKUPHATHELELE KWICANDELO LE- 11(1)(d) UKUYA KUTSHO KU(f) (NCEDA UNIKE IZIZATHU EZICALULWEYO ZENKCASO)

Isayinwe e ngalo mhla ka 20.....

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 UTYIKITYO LOMCIMBI WEENKCUKACHA ZEDATHA/UMNTU

ISONGEZO SESI- 4

ISICELO SOKULUNGISWA OKANYE SOKUCINYWA KOLWAZI LWAKHO OKANYE UKUTSHATYALALISWA OKANYE UKUCINYWA KWEREKHODI YOLWAZI LWAKHO NGOKUPHATHELELE KWICANDELO 24(1) LOMTHETHO WOKHUSELEKO LOLWAZI LWAKHO, WAMA-2018 (UMMISELO WESI-3)

Qaphela:

- (1) Ubungqina obufungelweyo okanye obunye ubungqina obubhaliweyo njengoko bufanelekile kwinkxaso yesicelo bunakho ukuncanyatheliswa.
- (2) Ukuba ngaba isithuba esinikezelweyo kule Fomu asanelanga, yingenise ingcaciso njengeSihlomelo kule Fomu uze usayine iphepha ngalinye.
- (3) Yizalise njengoko kufanelekile.

Phawula ibhokisi efanelekileyo ngo"X".

Isicelo:

- Sokulungiswa okanye ukucinywa kolwazi lwakho olumalunga nesihloko seenkcukacha zedatha ezikwiqela okanye eziphantsi kolawulo lweqela elinoxanduva
- Ukutshatyalaliswa okanye ukucinywa kolwazi lwakho olumalunga nesihloko seenkcukacha zedatha ezikwiqela okanye eziphantsi kolawulo lweqela elinoxanduva elingasagunyaziswanga okokuba ligcine irekhodi yolwazi.

A	IINKCUKACHA ZEMICIMBI YEENKCUKACHA ZEDATHA
Igama/amagama kunye nefani/igama elibhalisiweyo lomcimbi weenkukacha zedatha	
INombolo yokuChonga eyodwa / iNombolo yeSazisi	
Idilesi yendawo yokuhlala, yeposi yeshishini	
IiNombolo zoqhagamshelwano	
Inombolo yefeksi / idilesi ye-imeyile	

B	IINKCUKACHA ZOMNTU ONOXANDUVA
Igama/amagama kunye nefani/igama elibhalisiweyo lesihloko seenkcukacha zedatha	
Idilesi yendawo yokuhlala, yeposi yeshishini	
IiNombolo zoqhagamshelwano	
Inombolo yefeksi / idilesi ye-Imeyile	
C	IZIZATHU ZENKCASO NGOKUPHATHELELE KWICANDELO LE-11(1)(d) UKUYA KUTSHO KU(f) (NCEDA UNIKE IZIZATHU EZICALULWEYO ZENKCASO)

D

**IZIZATHU *ZOKULUNGISWA OKANYE
ZOKUCINYWA KOLWAZI LWAKHO
OLUMALUNGA NESIHLOKO
SEENKCUKACHA ZEDATHA
NGOKUPHATHELELE KWICANDELO
LAMA- 24(1) (a) EZIKWIQELA OKANYE
EZIPHANTSI KOLAWULO LWEQELA
ELINOXANDUVA; KUNYE OKANYE
IZIZATHU *ZOKUTSHATYALALISWA
OKANYE UKUCINYWA KWEREKHODI
ZOLWAZI LOMNTU OLUMALUNGA
NESIHLOKO SEENKCUKACHA
ZEDATHA NGOKUPHATHELELE
KWICANDELO LAMA-24(1)(b) APHO
UMNTU ONOXANDUVA
ONGASAGUNYAZISWANGA OKOKUBA
AZIGCINE. (NCEDA UNIKE IZIZATHU
EZICALULWEYO ZESICELO)**