CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

UKUKHUTHAZWA KOFIKELELO KUMTHETHO WENGACISO, WAMA-2000 (UMTHETHO WESI-2 WAMA-2000) (PAIA) KUNYE NOMTHETHO WOKHUSELEKO LWENGCACISO YOMNTU, WAMA-2013 (UMTHETHO WESI-4 WAMA-2013) (POPIA)

Equlunqwe ngamagatya

OMTHETHO WOKUKHUTHAZA ILUNGELO LOKUFUMANA INGCACISO, 2000 (UMTHETHO NO 2 KA- 2000)

UMlawuli kaMasipala:	UMnu HF Prins
Idilesi yesitrato:	46 Alexander Street, Stellenbosch, 7600
Idilesi yeposi:	PO Box 100, Stellenbosch, 7599
Inombolo yefoni:	0861 265 263
Inombolo yefeksi:	021 887 3451
Idilesi ye-E-meyile:	admin@capewinelands.gov.za

UMASIPALA WESITHILI SEZIDILIYA

INCWADI YELUNGELO LOKUFUMANA INGCACISO

1. INTSHAYELELO

Le Manyuwali iqulunqwe ngokuhambelana noMthetho wokuKhuthazwa koFikelelo kwiNgcaciso, wama-2000 (uMthetho onguNombolo 2 wama-2000) ngenjongo yokunceda kwilungelo lomgaqo-siseko lokufikelela kwingcaciso nelibandakanya kuzo zonke iirekhodi zoMasipala weSithili njengoko ichazwe kuMthetho yaye yazisa abaceli ngenkqubo kunye nezinye iimfuno njengoko zichaziwe nguMthetho. Ibandakanya ngaphezulu yaye ilungisa iimfuno zoMthetho woKhuseleko lweNgcaciso yoMntu, wama-2013 (uMthetho onguNombolo 4 wama-2013) (“POPIA”).

2. INKCAZO YOLWAKHIWO LUKAMASIPALA WESITHILI

UMasipala weSithili Sezidiliya ulisebe lorhulumente kwicandelo lorhulumente lwale ndawo kwaye umiselwe ngokubhekisela iSaziso No P.N. 486 esinomhla we-22 Septemba 2000, njengokuba sitshintshiwe.

Ulwakhiwo lukaMasipala wesithili lwenziwa ulwakhiwo lwezopolitiko nolwakhiwo lolawulo.

Ulwakhiwo lwezopolitiko lwenziwa libhunga lesithili neekomiti ezahlukeneyo ezineenjongo ezithile, ikomiti elawulayo yikomiti eyintloko kuzo. Ibhunga lenziwa ngamalungu angama-41, amalungu alishumi elinanye (11) angamalungu ebhunga exesha lonke namalungu ali-17 awalameneyo namanani. Isithethi sikhokela ezintlanganisweni zebhunga senze imisebenzi sisebenzise amandla agqithiselwe kuMthetho woRhulumente wale ndawo: uMthetho woLwakhiwo looMasipala, 1998 (uMthetho No 117 ka-1998). Enye yeenjongo eziyintloko zesiThethi kukuqinisekisa ukuba amalungu ebhunga athobele ikhowudi yokuziphatha.

Isibonda seDolophu sikhokela iintlanganiso zekomiti elawulayo senze imisebenzi, equka nemisebenzi engamatiletile, sisebenzise amandla agunyaziswe libhunga okanye ikomiti elawulayo. Isekela leSibonda seDolophu linceda iSibonda seDolophu sikhokele xa iSibonda seDolophu singekho.

Isakhelo solawulo esiqulunqwe ngoMlawuli kaMasipala otyunjwe ngokuhambelana neCandelo 54A loMthetho weLocal Government: Municipal Systems Act, 2000 (uMthetho onguNombolo 32 wama-2000) kunye noluhlu lwenani labasebenzi oluqulathe la masebe alandelayo:

(a) Iofisi yoMphathi kaMasipala;
(b) Inkonzo Yezemali noBuchule bokuXhasa;
(c) Linkonza zoPhuhliso Loluntu kunye Nezicwangciso Zengingqi;
(d) Iinkonzo Zobuxhaka-Xhaka.

3. INKCAZO ZEENJONGO ZIKAMASIPALA WESITHILI

Umasipala wesithili unegunya lokwenza imithetho nokulawula mayela namandla neenjongo ezigunyaziswe kuwo ngoMgaqo-Siseko woMzantsi Afrika, 1996 (Inombolo yoMthetho 108 ka-1996) neminye imimiselo efanelekileyo.

Iinjongo namandla abalulekileyo kaMasipala wesithili ngokubhekisela Icandelo 84 loMthetho woLwakhiwo lukaMasipala, 1998 (Inombolo yoMthetho 117 ka-1998), aquka alandelayo:

3.1 Ucwangciso lophuhliso olumanyanweyo lukamasipala wesithili wonke, oluquka nobume bamacebo ophuhliso olumanyanweyo oomasipala bonke abakummandla kamasipala wesithili.
3.2 Iinkonzo zikaMasipala zezempilo.
3.3 Iinkonzo zokucima ukutsha ezikhonza ummandla wonke kamasipala wesithili, eziquka—

3.3.1 ukuceba, ukulungelelanisa nokumiswa kakuhle kweenkonzo zokutsha;

3.3.2 iinkonzo ezizodwa zokucima ukutsha njengeenkonzo zokutsha ezintabeni, endle nokutsha komchiza;

3.3.3 ukulungelelanisa ukumiswa emgangathweni kwamaziko akhoyo, izithuthi, izixhobo namanyathelo eenkqubo;

3.3.4 ukuqeqesha amagosa okutsha.

3.4 Ukukhuthazela ummandla kamasipala wesithili ukhenketho lwale ndawo.

3.5 Imisebenzi kawonke-wonke kamasipala enxulumana naziphi na iinjongo ezingaphezulu okanye naziphi na ezinye iinjongo ezinikwe umasipala wesithili.

3.6 Ukufumana, ukubeka kwicala elithile, kwaye, xa kufanele, ukusasazwa kweengxowa-mali ezinikwa umasipala wesithili.

3.7 Ukunyanzelisa nokuqokelela iirhafu ezahlukeneyo ezinxulumana neenjongo ezingaphezulu okanye ezinokugqithiselwa umasipala wesithili ngokubhekisela imimiselo yesizwe.

Njengoko umasipala wesithili engasafunani ngeniso kwintlawulo yenkonzo (Regional Services Council levy) endaweni yoko uthi afumane inkxaso yezimali kwicandelo lezimali likazwelonke ukuze abe nako ukuphumeza iinkonzo amiselwe zona.

4. IISIKHOKELO ESIZA KUPHUHLISWA YIKOMISHONI YAMALUNGELO OLUNTU

Ikomishoni yaMalungelo oLuntu, emiselwe kwiCandelo 181(b) loMthetho woMgaqo-Siseko woMzantsi Afrika, 1996, iza kwenza, emva kwexesha ngokubhekisela icandelo 10 loMthetho obalulweyo ngaphezulu, esiza kuba nolwazi oluza kufuneka ngengqiqo ngumntu ofuna ukusebenzisa naliphi na ilungelo elikulo Mthetho. Kufuneka esi sikhokelo sipapashwe ngaphakathi kweenyanga ezili-18 emva kokugunyaziswa koMthetho wokukhuthaza ukufumana uLwazi, 2000 (Inombolo yoMthetho 2 ka-2000). Xa umntu efuna ukufumana ulwazi olungaphezulu, kufuneka adibane ne-:

Human Rights Commission
132 Adderley Street
CAPE TOWN
8000

Inombolo yeFoni: 021 426 2277

Inombolo yeFeksi 021 426 2875

5. IINKCUKACHA ZEGOSA LOLWAZI NESEKELA LEGOSA LOLWAZI

Iinkcukacha zokudibana neGosa loLwazi neSekela leGosa loLwazi zingaphantsi:

IGOSA LOLWAZI

UMnu HF PRINS (uMlawuli kaMasipala)

IDILESI YESITRATO: 46 Alexander Street
STELLENBOSCH
7600

IDILESI YEPOSI: PO Box 100
STELLENBOSCH
7599

INOMBOLO YEFONI: 0861 265 263

INOMBOLO YEFEKSI: 021 887 3451

IDILESI YE-E-MEYILE: mm@capewinelands.gov.za

UNksz K SMIT (uMphathi: WeCandelo lezokuXhasa)

IDILESI YESITRATO:	46 Alexander Street STELLENBOSCH 7600
IDILESI YEPOSI:	PO Box 100 STELLENBOSCH 7599
INOMBOLO YEFONI:	0861 265 263
INOMBOLO YEFEKSI:	023 342 8442
IDILESI YE-E-MEYILE:	admin@capewinelands.gov.za

6. INKCAZO YEENGXELO EZIGCINIWE NGUMASIPALA WESITHILI SEZIDILIYA

Umasipala Wesithili Sezidilya ugcina iingxelo ezilandelayo:

UMCIMBI	IINDIDI
Imimiselo	Imithetho nemimiselo yendlu ye Palamente
	Imithetho nemimiselo yamaPhondo
	Imithetho nemimiselo ye Bhunga
Umsebenzi nolawulo	Ugquthisela amandla
	Iintlanganiso zabaphathi
	Uqoqosho lweencwadi
	Indlela yokufayilisha
	Ukulahlwa kweencwadi
	Icebo lophuhliso elihlanganisiweyo
	Amacebo akwaMasipala
	Amacebo ecandelo
	Umgaqo wendlela yokusebenza
	Amasebe
Ibhunga lethu kunye nemicimbi ye Bhunga	Ulonyulo
	Iintlanganiso
	Imicimbi yamaLungu

UMCIMBI	IINDIDI
Abasebenzi	Ulawulo lwezikhundla
	Ukusekwa kwemeko zeenkonzo zomsebenzi
	Izikhundla ezivulelekileyo kunye nokuqeshelwa kwazo
	Uqeqesho kunye neziphumo
	Ezezimali
	Umhlala-phantsit
	Imithetho Yabasebenzi
	Ulawulo lwabasebenzi
	Ulawulo lomsebenzi
	Amaxesha kunye namanani abasebenzi
	Ezempilo kunye nokhuseleko
	Uphuhliso lobugcisa
	Imithetho yezengqesho
Ezezimali	Uhlahlo lwabiwo-mali
	Uhlengahlengiso
	Irhafu kunye neminikelo
	Imali -mboleko
	Amabango nentlawulo ezimisiweyo
	Inkxaso-mali yezindlu kunye neminikelo efunyanwayo
	Inkxaso mali kunye neminikelo efumanekayo
	Ugcino-mali eBhankini
	Ukuqokelela imali yamatyala
	Ukuhlawula amatyala
	Intlawulo yamalungu eBhunga
	Ukuqokelelwa kwamatyala
	I-inshurensi
	Ukuthembeka
	Uncedo lwezezimali
	Ilahleko
	Imeko yezeBhanki
	Ezembuyiso,Iingxelo kunye namanani
Iinkonzo zekhaya kunye neenkonzo zeZithuthi	Izibonelelo ngokwenkonzo zekhaya
	Iinkonzo zekhaya
	Ezezithuthi
Izakhiwo kunye neeMihlaba	Izakhiwo kunye neemihlaba
	Ukufumana
	Ukusebenzisa nokugcina kakuhle
	Ukwahlula
Izicelo zokwenza umsebenzi, iZibophelelo neZivumelwano	Iingxelo eziyintloko
	Iingxelo zomsebenzi noqikelelo
	Iingxelo zeziVumelwano ezithile
Ingxelo kunye neMbuyiselo	Iingxelo zangaphakathi kunye nembuyiso
	Iingxelo zangaphandle kunye nembuyiso

UMCIMBI	IINDIDI
Intengiso kunye nengxelo	Intengiso kunye nengxelo yakho
	Intengiso kunye nengxelo yamanye amacandelo
	Ubudlelwane bamaCandelo asebuRhulumenteni
Umbhiyozo kunye nemiBhiyozo ya Sekuhlaleni	Intsebenziswano ye Zentlalo
	Amanye Amatheko nemisebenzi
	Ukuvuyisana kunye namazwi oVelwano
Ukwakhiwa kweentlanganiso zeMibutho kunye namanye amaBhunga nemiButho	I-agenda, IMizuzu kunye neeNgxelo
	ISizwe ngokupheleleyo kunye namaPhondo
Imicimbi yezeMithetho	Izimvo zezoMthetho kunye neZigqibo zeNkundla
	Amabango
	Ukutshutshisa nokunyanzelisa uMthetho
	Amagosa okunyanzelisa uMthetho
Ilayisenisi, iZiqinisekiso kunye namaPhepha-mvume	Izicelo kunye nokukhutshwa kwesivumelwano
	Ilayisenisi
	Iziqinisekiso
	Amaphepha-mvume
Ukuceba uPhuhliso nokulawula ukwakha	Amacebo ophuhliso ulumandla kunye nophuhliso olumanyeneyo
	Ukuceba uphuhliso
	Ulawulo lweZakhiwo
IInkonzo eziyimfuneko	Iindlela kunye neeZitalato
	Izithuthi zikaWonke-Wonke
	Amanzi
	Amanzi amdaka
	Ucoceko
	Umbane
	Amangcwaba
Iinkonzo zoluntu	Iiinkonzo zeMpilo zikaMasipala
	Iinkonzo zeMpilo
	Izindlu
	Iinkonzo zentlekele
	Iinkonzo zokucima umlilo
	Iinkonzo zentlalo-ntle
	Uphuhliso lweZoqoqosho
	Indalo kunye nolondolozo lwendalo
	Ezemidlalo noLonwabo
	Iinkonzo zentlala-kahle

7. IINDIDI ZEENGXELO EZINOKUFUMANEKA NJE

Iingxelo ezilandelayo zinokufumaneka nje, akufuneki isicelo esisesikweni:

7.1 Imimiselo kaMasipala, imimiselo yeDolophu neenkqubo
7.2 Imimiselo yokuThunywa
7.3 Ixesha, indawo, ii-agenda nemizuzu yeentlanganiso zeBhunga, ikomiti elawulayo nezinye iikomiti, ngaphandle kwemizuzu nee-agenda eziphawulwa “ngokwehlebo”
7.4 Ulwazi mayela neentlanganiso zebhunga likamasipala
7.5 Icebo loPhuhliso olumanyanweyo
7.6 Amacebo oShishino
7.7 Isicwangciso-mali namaxabiso, iirhafu neentlawulo njl-njl
7.8 Iingxelo zoMphicothi-ziincwadi zemali oyintloko
7.9 Iincwadi zeziCelo zokwenza umsebenzi
7.10. Ukwakhiwa kokumiswa kwaBasebenzi
7.11 iingxelo zonyaka
7.12 Ulwazi lwaMalungu eBhunga

INKQUBO YOKUCELA UKUFUMANA IINGXELO

ISICELO ESISESIKWENI

Xa umntu efuna ukwenza isicelo sokufumana ingxelo kaMasipala wesithili seZidiliya ngokubhekisela uMthetho wokukhuthaza ukufumana Ulwazi, 2000 (uMthetho 2 ka-2000), kufuneka isicelo esibhaliweyo senziwe sithunyelwe kwiGosa loLwazi, iinkcukacha zokudibana nalo ziku-5 kule ncwadi, kwifomu A njenokumiselwe kwiPhepha-ndaba loMbuso loRhulumente No 22125 lika-9 Matshi 2002 (Isaziso soRhulumente No R 223) equkwa kule ncwadi njengeSongezo “A”. Igosa loLwazi liza kunika uncedo olunengqiqo ekuzalisweni kwefomu yesicelo nasekucacisweni kwenkqubo. “Umntu” uthetha ukuba umntu wenene okanye into ekhoyo ngokomthetho njengenkampani. Uthelelwano alungomntu, alunakuvunywa ukufumana ulwazi.

ISICELO ESINGAMISELEKANGA

Umntu ongakwazi ukufunda nokubhala okanye umntu ongenakwenza sicelo sokufumana ingxelo ngenxa yobulwelwe angenza isicelo ngokuthetha. Kufuneka iGosa loLwazi okanye iSekela leGosa loLwazi lincede umntu owenza isicelo ngokubhala isicelo kwifomu efunekayo linike umntu ocelayo ikopi yesicelo esibhaliweyo. Kufuneka iGosa loLwazi lincede mahala umntu ofuna uncedo elinengqiqo.

ULWIMI

Kufuneka umntu ocelayo axele ulwimi afuna ukufumana ingxelo ngalo. Xa ingxelo ingenakufumaneka ngolwimi olukhethwayo ngumntu ocelayo, ungavunywa ukufumana ingxelo ngolwimi olufumanekayo.

ISICELO

Kufuneka isicelo sibe nolwazi olwaneleyo ukuze iGosa loLwazi libe nakho:

(a) ukuchonga iingxelo ezicelwayo (equka nenkcazo yale ngxelo, inombolo yesalathiso naziphi na iinkcukacha ezingaphezulu zengxelo;
(b) nezomntu ocelayo, eziquka nolwazi lonke lokudibana naye.

UHLOBO EKUFUNYANWA NGALO ULWAZI

Ulwazi lumele ukunika iGosa loLwazi ukuba nakho ukuchonga uhlobo ekufunyanwa ngalo ulwazi olufunwayo umntu ocelayo, ngomzekelo:

(a) Ukuba umntu ocelayo ufuna ukwenza ikopi yengxelo ebhaliweyo okanye echwetheziweyo okanye ufuna ukuyikhangela;
(b) ukuba umntu ocelayo ufuna ukubukela okanye ukwenza ikopi yemifanekiso enokuba iifoto, iifoto ezinokufakwa kumatshini, ushicilelo lwevidiyo, imifanekiso eyenziwe yikompyutha okanye imizobo okanye ufuna ukufumana ikopi yemifanekiso;

(c) ukuba umntu ocelayo ufuna ukumamela ushicilelo olunesandi okanye ufuna ukufumana ukukhuphela okubhaliweyo okanye okuchwetheziweyo koshicilelo olunesandi;

(d) ukuba umntu ocelayo ufuna ukufumana ikopi echwetheziweyo yikompyutha okanye uhlobo lwekopi olunokufundeka ngumatshini evela kwikompyutha.

IINTLAWULO

Kufuneka ifomu yesicelo ikhatshwe yintlawulo yokufumanisa emiselweyo ekwiSongezo C kule ncwadi. Akufuneki umntu ofuna ulwazi mayela naye abhatale intlawulo yokuqala, kodwa kufuneka umntu ongafuni lwazi mayela naye abhatale intlawulo yokuqala ye-R35.00 yokufumana ingxelo. Bonke abantu abacelayo, ngaphandle kwabantu abacelayo abakhululwe ngokubhekisela kwiCandelo 22(8)(a) loMthetho wokukhuthaza ukufumana koLwazi, 2000 (Inombolo yoMthetho 2 we-2000), mababhatale iintlawulo ezifunekayo zokufumana ingxelo.

IXESHA ELINENGQIQO

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

XA INGXELO INGEKHO PHANTSI KOLAWULO OKANYE ENGENAYO UMASIPALA WESITHILI SEZIDILIYA

Igosa loLwazi linokugqithisela isicelo xa ingxelo ingekho phantsi kolawulo okanye engenayo uMasipala weSithili seZidiliya okanye xa umcimbi wayo unxulumana ngokufutshane neenjongo zomnye umbutho kawonke-wonke okanye xa ingxelo inolwazi loshishino olunomdla omkhulu komnye umbutho kawonkewonke. Isicelo siza kugqithiselwa kamsinya xa kunokwenziwa, kodwa ngaphakathi kweentsuku ezili-14 emva kokufumana isicelo. Kufuneka iGosa loLwazi lazise umntu ocelayo ukuba isicelo sigqithiselwa, izizathu zokusigqithisela nethuba ekuphendulwa ngalo isicelo.

XA INGXELO INGASENAKUFUMANEKA OKANYE INGAFUNYANWA

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

XA INGXELO INGEKAFUMANEKI

Ukufumaneka kunokumiselwa xa ingxelo ingekafumaneki. Umntu ocelayo uza kwaziswa ngalo mcimbi.

XA UKUFUMANEKA KUNIKIWE:

Kufuneka iGosa loLwazi lenze isigqibo ngaphakathi kweentsuku ezingama-30 (AMASHUMI AMATHATHU) ukuvuma isicelo okanye hayi na. Xa ukufumana ulwazi kunikiwe, kufuneka isaziso sithunyelwe kumntu ocelayo esithetha okukulandelayo:

(a) intlawulo yokufumaneka xa ikho mayibhatalwe xa kunikwe ukufumaneka kolwazi;
(b) uhlobo lokunika ukufumaneka; kwaye
(c) umntu ocelayo angabhenela ngaphakathi kuMasipala wesithili seZidiliya okanye angafaka isicelo enkundleni ukuthinthela intlawulo yokufumana ulwazi okanye uhlobo oluza kufumaneka ngalo ulwazi.

XA UKUFUMANEKA KUSALIWA

Xa ukufumaneka kwengxelo kunganikwa, kufuneka isaziso esivela kwigosa loLwazi okanye iSekela leGosa loLwazi, sinike izizathu ezaneleyo zokwala, ngaphandle kokubhekisela kwisiqulatho sengxelo kwaye sixele ukuba umntu ocelayo angabhenela ngaphakathi kuMasipala weSithili okanye angafaka isicelo enkundleni sokuthinthela ukwaliwa kwesicelo nenkqubo yokubhenela ngaphakathi okanye yokufaka isicelo.

UKWANDISWA KWEXESHA

Igosa loLwazi okanye iSekela leGosa loLwazi linokwandisa ithuba leentsuku ezingama-30 (AMASHUMI AMATHATHU) lokugqiba ngesicelo xa:

(a) isisicelo senani elingaphezulu leengxelo kwaye ukuvuma naso kuza kuthinthela ngokungenangqiqo imisebenzi eqhelekileyo kaMasipala weSithili seZidiliya;
(b) sifuna ukufunwa kwingqokelela yeengxelo ekwi-ofisi engasedolophini yeGosa loLwazi kwaye iGosa loLwazi lingenakulindeleka ngokwengqiqo ukugqiba isicelo ngaphakathi kweentsuku zokuqala ezingama-30 (AMASHUMI AMATHATHU);
(c) ukucebisana namanye amasebe kaMasipala wesithili seZidiliya okanye nomnye umbutho kawonke-wonke kuyafuneka kwaye iGosa loLwazi lingenakulindeleka ngokwengqiqo ukugqiba ngokucebisana ngaphakathi kweentsuku zokuqala ezingama-30 (AMASHUMI AMATHATHU); okanye
(d) umntu ocelayo uvuma ngokubhala nokwandisa ixesha.

Xa ithuba lisandiswa, kufuneka iGosa loLwazi lazise umntu ocelayo ukuba ithuba landiswe nezizathu zokwenza oko, ngaphakathi kweentsuku ezingama-30 (AMASHUMI AMATHATHU) emva kokufumana isicelo. Kufuneka isaziso sixele ithuba lokwandisa nezizathu ezaneleyo zokwandisa . Kufuneka isaziso sixele nokuba umntu ocelayo angafaka isicelo enkundleni sokuthintela ukwandisa nenkqubo (equka nethuba) yokufaka ngayo isicelo.

8. INKCAZO YEENKONZO ANOKUZIFUMANA AMALUNGU KAWONKE-WONKE ZIKAMASIPALA WESITHILI SEZIDILIYA NEENKONZO ZOKUFUMANA

Zonke izicelo zokufumana ulwazi maziye kwiGosa loLwazi, kodwa iindawo ezinenjongo yokunika uwonke-wonke ulwazi mayela neenkonzo ezibalulwa ngaphantsi zinikiwe.

STELLENBOSCH

46 Alexander Street	Ifoni:	0861 265 263
STELLENBOSCH	Ifeksi:	021 887 2271
7600	I-E-meyile:	bongiwep@capewinelands.gov.za

WORCESTER

51 Trappes Street	Ifoni:	0861 265 263
WORCESTER	Ifeksi:	023 342 8442
6850	I-E-meyile:	admin@capewinelands.gov.za

PAARL

194 Main Street	Ifoni:	0861 265 263
PAARL	Ifeksi:	021 872 1277
7646	I-E-meyile:	myrtler@capewinelands.gov.za

CERES

27 Munnik Street	Ifoni:	0861 265 263
CERES	Ifeksi:	023 312 3177
6835	I-E-meyile:	christelle@capewinelands.gov.za

ROBERTSON

40 Van Reenen Street	Ifoni:	0861 265 263
ROBERTSON	Ifeksi:	023 626 5059
6705	I-E-meyile:	admin@capewinelands.gov.za

MONTAGU

50A Bath Street	Ifoni:	023 614 2380
MONTAGU	Ifeksi:	023 614 1548
6720	I-E-meyile:	elrina@capewinelands.gov.za

9. UKUQWALASELWA KWENGCACISO YOMNTU

9.1 INGCACISO YOMNTU ETHE YAQWALASELWA NGUMASIPALA WESITHILI SASECAPE WINELANDS

Isahluko sesi-3 soMthetho woKhuseleko lweNgcaciso yoMntu, wama-2013 (uMthetho onguNombolo 4 wama-2013) (“POPIA”) sinikezelo ngemiqathango ephantsi elungiselelwe ukuqwalaselwa okusemthethweni kweNgcaciso yoMntu nguMntu onoXanduva. Le miqathango ayinakuthotywa ngaphandle ukukhethwa okuthile kuyasetyenziswa njengoko kuchazwe kwiPOPIA.

UMasipala weSithili saseCape Winelands udinga iNgcaciso yoMntu yabantu abaqhelekileyo nabanamagunya ukulungiselela ukuqhuba ushishino lwabo nemisebenzi yombutho. Indlela ekuqwalaselwa ngayo le Ngcaciso yoMntu kunye nenjongo eqwalaselelwa yona imiselwa nguMasipala weSithili saseCape Winelands. UMasipala weSithili saseCape Winelands unguMntu onoXanduva ngokufanelekileyo ukulungiselela iPOPIA yaye uya kuqinisekisa ngento yokuba iNgcaciso yoMntu kuBantu beeNkcukacha zamanani:

9.1.1 Ingaba iqwalaselwe ngokusemthethweni, ngobulungisa nangokuphandle. Oku kubandakanya unikezelo lwengcaciso efanelekileyo kuBantu beeNkcukacha zamanani xa iinkcukacha zamanani zabo zamanani ziqokelelwe siSithili saseCape Winelands, ngendlela yezaziso zasese okanye zokuqokelelwa kweenkcukacha zamanani. UMasipala weSithili saseCape Winelands kufuneka ngokunjalo abe nesiseko esisemthethweni (umzekelo, imvume) yokuqwalasela iNgcaciso yoMntu.

9.1.2 Ingaba iqwalaselelwe kuphela iinjongo ebiqokelelelwe zona.

9.1.3 Ayisayi kuqwalaselelwa enye injongo ngaphandle kokuba ukuqwalaselwa kuyahambelana nenjongo yokuqala.

9.1.4 Ingaba yanele, ifanelekile yaye ayikho ngaphezulu kwezo njongo ebiqokelelelwe yona.

9.1.5 Ichanekile yaye igcinwe ihlaziyiwe.

9.1.6 Ayisayi kugcinwa ithuba elide ngaphezulu kokuba kuyimfuneko.

9.1.7 Iqwalaselwe ngokuhambelana nemithetho-siseko yemfezeko nemfihlo.

9.1.8 Oku kubandakanya imiqathango ebambekayo neyohlobo lwe-elektroniki, ixhomekeke kwinqanaba elifanelekileyo lokhuseleko xa igcinwa, isetyenziswa yaye ichazwe nguMasipala weSithili saseCape Winelands, ukulungiselela ukukhusela kufikelelo nokufunyanwa ngabantu abangagunyaziswanga nokulahleko ngengozi, ukutshabalala okanye ukonakala.

9.1.9 Iqwalaselwa ngokuhambelana namalungelo aBantu beeNkcukacha zamanani, apho kufanelekileyo. ABantu beeNkcukacha zamanani banelungelo:

(a) Lokwaziswa okokuba iNgcaciso yoMntu iqokelelwe nguMasipala weSithili saseCape Winelands;
(b) Lokwaziswa kwimeko apho kophulwe umthetho weenkcukacha zamanani;
(c) Bazi okokuba ingaba uMasipala weSithili saseCape Winelands ugcine iNgcaciso yoMntu emalunga nabo, nokufikelela ingcaciso leyo yaye nasiphi na isicelo sengcaciso kufuneka siphathwe ngokuhambelana nezibonelelo zale Manyuwali;
(d) Lokucela ukulungiswa okanye ukucinywa kwengachanekanga, engafanelekanga, engaphezulu kwefunekayo, edlulelwe lixesha, engaphelelanga, elahlekisayo okanye ingcaciso yomntu efunyenwe ngokungekho mthethweni;
(e) Inkcaso kukusetyenziswa kweNgcaciso yabo yoMntu nguMasipala weSithili saseCape Winelands kunye nesicelo sokucinywa kweNgcaciso yoMntu (ukucinywa kua kuxhomekeka kwiimfuno zokugcinwa kwerekhodi nguMasipala weSithili saseCape Winelands);

(f) Inkcaso kukuqwalaselwa kweNgcaciso yoMntu ngenjongo yentengiso ngqo ngokusetyenziswa konxibelelwano lwe-elektroniki olungabongozwanga; kunye

(g) Ukukhalaza kuMlawuli weNgcaciso ngokuphathelelene nolwaphulo olurhanelwayo lwamalungelo akhuselwe phantsi kwePOPI nokumiselwa kwezimangalo ezisemthethweni eziphathelelene nokungahambelani okurhanelwayo kunye nokhuseleko lwakhe, okanye lwengaciso yomntu.

9.2 INJONGO YOKUQWALASELWA KWENGCACISO YOMNTU

Njengoko kuchaziwe ngasentla, iNgcaciso yoMntu inakho ukuqwalaselwa kuphela kulungiselelwa injongo ethile. Iinjongo aqwalasela ngazo okanye aya kuqwalasela ngazo iNgcaciso yoMntu uMasipala weSithili saseCape Winelands zithiwe thaca kwiCandelo 1 leSihlomelo 2.

9.3 AMACANDELO ABANTU BEENKCUKACHA ZAMANANI KUNYE NENGCACISO YOMNTU/INGCACISO YOMNTU EYODWA ENXULUMENE NALEYO

Ngokwecandelo 1 lePOPIA, uMntu weeNkcukacha zamanani usenokuba ngumntu wemveli okanye umntu osemthethweni. ICandelo 2 leSihlomelo 2 lithi thaca amacandelo awahlukeneyo aBantu beeNkcukacha zamanani abaqwalaselwa nguMasipala weSithili saseCape Winelands athi aqwalasele iNgcaciso yoMntu kuyo kunye neentlobo zeNgcaciso yoMntu enxulumene nayo.

9.4 ABAMKELI BENGCACISO YOMNTU

ICandeli 3 leSihlomelo 2 lichaza abamkeli athi uMasipala weSithili saseCape Winelands anikezele iNgcaciso yoMntu yeeNkcukacha zamanani zoMntu.

9.5 UKUQUKUQELA KWENGCACISO YOMNTU EVELA NGAPHAYA KWEMIDA YENDAWO

9.5.1 ICandelo 72 lePOPIA linikezela ngento yokuba iNgcaciso yoMntu inokukhutshelelwa kuphela ngaphandle kweRiphabliki yoMzantsi Afrika ukuba ngaba:

(a) Ilizwe lomamkeli linakho ukunikezela iinkcukacha zamanani ezinjalo “inqanaba elaneleyo” lokhuseleko. Oku kuthetha okokuba imithetho yemfihlo yeenkcukacha zamanani kufuneka ikakhulu iyelelane kwiMiqathango elungiselelwe ukuQwalaselwa okuseMthethweni njengoko kuqulathwe kwiPOPIA;

(b) UMntu weeNkcukacha zamanani kufuneka avumele ukhutshelo lweNgcaciso yabo yoMntu;

(c) Ukhutshelo luyimfuneko ukulungiselela ukuqhutywa kwesigunyaziso sesivumelwano phakathi koMntu weeNkcukacha zamanani kunye noMntu onoXanduva;

(d) Ukhutshelo luyimfuneko ukulungiselela ukuqhutywa kwesigunyaziso sesivumelwano phakathi koMntu onoXanduva kunye nomnye umntu, okumdla woMntu weeNkcukacha zamanani; okanye

(e) Ukhutshelo lusisibonelelo loMntu weeNkcukacha zamanani, yaye akusoloko kulula ngokufanelekileyo ukufumana imvume yoMntu weeNkcukacha, yaye ukuba kunjalo, uMntu weeNkcukacha zamanani, ebeya kuba nakho ukunikezela ngemvume enjalo.

9.5.2. ICandelo 4 leSihlomelo 2 lithi thaca ukhutshelo olucwangcisiweyo lweNgcaciso yoMntu ngaphaya kwemida.

9.6 INKCAZELO YEMINQATHANGO YOKHUSELEKO LWENGCACISO EKUFUNEKA IMILISELWE NGUMASIPALA WESITHILI SASECAPE WINELANDS

ICandelo 5 leSihlomelo 2 lithi thaca iintlobo zemiqathango yokhuseleko ekufuneka imiliselwe nguMasipala weSithili saseCape Winelands ukulungiselela ukuqinisekisa ngento yokokuba iNgcaciso yoMntu ihlonitshiwe yaye ikhuselwe.

Uvavanyo lokuqala lokufaneleka kwemiqathango yokhuseleko lwengcaciso emiliselweyo okanye eza kumiliselwa nguMasipala weSithili saseCape Winelands lunakho ukuqhutywa ukulungiselela ukuqinisekisa ngento yokuba iNgcaciso yoMntu ethe yaqwalaselwa nguMasipala weSithili saseCape Winelands ikhuselwe yaye iqwalaselwe ngokuhambelana neMiqathango yokuQwalasela okuseMthethweni.

9.7 INKCASO KUKUQWALASELWA KWENGCACISO YOMNTU NGUMNTU WEENKCUKACHA ZAMANANI

ICandelo 11(3) lePOPIA kunye nommiselo 2 weMimiselo yePOPIA linikezela ngento yokuba uMntu weeNkcukacha zamanani unakho nangaliphi na ixesha ukukuchasa ukuqwalaselwa kweNgcaciso yakhe kwifomu echaziweyo encanyathiselwe kule manyuwali njengeSihlomelo 3, kuxhonyekekwe kunxaxho oluqulathwe kwiPOPIA.

9.8 ISICELO SOKULUNGISWA OKANYE SOKUCINYWA KWENGCACISO YOMNTU

ICandelo 24 lePOPIA kunye nommiselo 3 weMimiselo yePOPIA linikezela ngento yokuba uMntu weeNkcukacha zamanani unakho ukucela okokuba iNgcaciso yabo yoMntu ilungiswe/icinywe kwifomu echaziweyo encanyatheliswe njengeSihlomelo 4 kule Manyuwali.

9.9 AMACANDELO ABANTU BEENKCUKACHA ZAMANANI KUNYE NENGCACISO YABO

UMasipala weSithili saseCape Winelands unakho okanye uneerekhodi ezinxulumene neNgcaciso yoMntu yabasebenzi, yabaxhamli, yabanikezeli benkonzo, yamalungu ebhunga, yeekontilaka, yanikezeli benkonzo, yabachaphazelekayo kunye namalungu oluntu.

10. AMALUNGISELELO NAMAGATYA AWENZIWEYO UKUZE ABANTU BANIKE AMACEBO BACEBISE OKANYE BATHATHE INXAXHEBA OKANYE BAPHEMBELELE NGEZINYE IINDLELA UKWENZIWA KWEENKQUBO OKANYE UKUSETYENZISWA KWAMANDLA OKANYE UKWENZIWA KWEMISEBENZI NGUMASIPALA WESITHILI SEZIDILIYA:

Umthetho weZixokelelwano zikaMasipala, 2000 (Umthetho 32 ka-2000), uyalela umasipala ngamnye ukuba akhuthaze ayile iimeko olunokuthatha inxaxheba kuzo uluntu lwale ndawo kwimicimbi kamasipala. Yiyo loo nto izinto ezisebenzayo neenkqubo zolwalamano ezithile ziyilwe ngenjongo yokunika uwonke-wonke ukuba nakho kokuthatha inxaxheba kwimicimbi kamasipala, ngomzekelo:

ULWALAMANO – IBHUNGA NOWONKE-WONKE

(a) ukwazisa uwonke-wonke ngokwaneleyo mayela nayiphi na injongo yokwenza imimiselo yedolophu okanye iinkqubo mayela nawuphi na umcimbi onokuphembelela uwonke-wonke;
(b) ukulungiselela nokusasaza exesheni ii-agenda zeentlanganiso zebhunga nezeekomiti;
(c) Izaziso zePhepha-ndaba lombuso loRhulumente okanye eminye imimiselo mayela noMasipala weSithili;
(d) ingxelo yonyaka eya kuluntu yeziphumo eziphumelelweyo nguMasipala;
(e) iintlanganiso zeBhunga ezivulekileyo kuwonke-wonke;
(f) izinto zokusasaza iindaba, ngomzekelo unomathotholo namaphepha-ndaba ale ndawo.

ULWALAMANO – UWONKE-WONKE NEBHUNGA

(a) amalungu eBhunga amela abantu namalungu eBhunga amela umasipala wale ndawo;

(b) ukudibana ne-ofisi yemicimbi kawonke-wonke;

(c) amathuba okucebisana nemibutho yoluntu lwale ndawo;

(d) Ingeniso ebhaliweyo mayela neenkqubo okanye imimiselo yedolophu ecetywayo okanye mayela nawuphi na umcimbi obhekisela ekusetyenzisweni kwamandla okwenza imisebenzi nguMasipala, inganikwa uMlawuli kaMasipala okanye uSodolophu ngedilesi echazwa kwisahlulo 5.

IINKQUBO ZOLWALAMANO ZEBHUNGA

(a) iintlanganiso zikawonke-wonke;

(b) ukuqaphela iMibutho esekwe kuLuntu, eza kubandakanywa kwiinkqubo zokuceba ngomzekelo inkqubo yophuhliso olumanyanwayo njl-njl;

(c) inkqubo yocwangciso-mali eyilwa ngenjongo yokukhuthaza ukuthatha inxaxheba koluntu;

(d) izimemo eziya kuwonke-wonke zokufaka amanqaku abhaliweyo okanye iinkcazelo mayela nawuphi na umcimbi kwiBhunga.

11. UKWALA UKUFUMANA IINGXELO

Umasipala unoxanduva lokukhusela amalungelo abanye abantu, kwaye amalungelo akanakusetyenziswa ngokonakalisa amalungelo abanye. Yiyo loo nto iGosa loLwazi linelungelo lokwala ukufumana iingxelo ngokubhekisela amaCandelo-34 ukuya ku-45 oMthetho wokukhuthaza ukufumaneka koLwazi, 2000 (Inombolo yoMthetho 2 ka-2000).

11.1 UKWALA NGOKWENGQIQO UKUFUMANEKA IINGXELO

Igosa loLwazi okanye iSekela leGosa loLwazi linengqiqo lokwala ukufumana iingxelo xa isicelo sokufumana ulwazi siza kubandakanya ukuxela ezilandelayo naziphi izinto:

(a) ulwazi olunikiweyo ngokwehlebo ngeqela lesithathu, ukuxelwa kwalo kungalindeleka ngokwengqiqo ukubangela ukuqala ukugweba;

(b) ulwazi, ukuxelwa kwalo kunethuba elikhulu lokufaka ukhuseleko lwesakhiwo, ulwakhiwo okanye isixokelelwano, esinokuba sisixokelelwano sekompyutha, uhlobo lwesithuthi okanye naziphi na iintlobo zepropati, engozini;

(c) ulwazi mayela neenkqubo, izixokelelwano, icebo okanye amanyathelo eenkqubo anenjongo yokukhusela umntu okwisikimu sokukhusela ingqina okanye ukhuseleko lukawonke-wonke okanye lwepropati;

(d) ingxelo eneendlela yokwenza into, amanyathelo okanye izikhokelo zokuthinthela, ukufumana, ukunqanda okanye ukuphanda ukwaphula-mthetho okanye ukwaphula-mthetho kungaba kuza kwenzeka okanye ukutshutshisa umntu othathwa njengesaphula-mthetho;

(e) ingxelo mayela nokutshutshiswa komntu othathwa njengesaphula-mthetho xa ukuxela kwengxelo kungalindeleka ngokwengqiqo ukuthinthela ukutshutshisa okanye kungabangela ukuphatha kakubi kobulungisa;

(f) ingxelo, ukuxelwa kwayo kungalindeleka ngokwengqiqo uku:

(i) ba nomonakalo wophando lolwaphulo-mthetho okanye ulwaphulo-mthetho olunokwenzeka;

(ii) tyhila okanye ukunika umntu ukuba nakho ukuchonga imvelaphi elihlebo yolwazi olunxulumene nokunyanzelisa okanye ukulawula komthetho;

(iii) bangela ukoyikisa okanye ukunyanzela kwengqina okanye umntu onokubizwa njengengqina kwiinkqubo zolwaphulo-mthetho okanye ezinye iinkqubo ezinenjongo yokunyanzelisa umthetho;

(iv) bangela ukwaphulwa komthetho; okanye

(v) ukuba nomonakalo okanye ukuthintela ubulungisa betyala okanye ukungathathi macala kokugweba;

(vi) ulwazi, ukuxelwa kwalo kunokubangela umonakalo wolwalamano lwezomkhosi, ezokhuseleko nolwezamazwe oMzantsi Afrika;

(vii) ulwazi, ukuxelwa kwalo kunethuba elikhulu lokufaka umdla wezoqoqosho nezemali woMzantsi Afrika okanye ukuba nakho koRhulumente kokulawula kakuhle uqoqosho loMzantsi Afrika engozini;

(viii) ulwazi olunamahlebo oshishino karhulumente okanye umbutho kawonke-wonke okanye olunokubeka umbutho kawonke-wonke unesithintelo kulwalamano lwesibophelelo okanye olunye ulwalamano okanye lungaba umonakalo wombutho kawonke-wonke xa kukhutshiswana kushishino.

(ix) ulwazi lwezemali, lwezoqoqosho, lwenzululwazi okanye lobugcisa, ngaphandle kwamahlebo orhwebo, ukuxelwa kwalo kunethuba elikhulu lokonakalisa umdla wezoqoqosho okanye wezemali karhulumente okanye umbutho kawonke-wonke;

(x) ulwazi oluyinkqubo lwekompyutha, echongwa kuMthetho wokuba neLungelo leKopi, 1978 (Inombolo yoMthetho 98 ka-1978) olunayo urhulumente okanye umbutho kawonke-wonke;

(xi) ulwazi mayela nophando olwenzekayo okanye oluza kwenzeka, olwenziwa liqela lesithathu okanye olwenzelwayo iqela lesithathu, ukuxelwa kwalo kunethuba elikhulu lokutyhila umbutho kawonke-wonke, umntu owenza uphando okanye umcimbi wophando kwisithintelo esinondileko; okanye

(xii) ulwazi mayela nengxelo yombutho kawonke-wonke enesimvo, icebo, ingxelo okanye ingcebiso efumanekayo okanye elungiselelweyo okanye ingxelo yokucebisana, yengxoxo, uthetha-thethwano okanye imizuzu yentlanganiso mayela nokuyilwa kwenkqubo okanye ukuthathwa kwesigqibo sokusebenzisa amandla okanye sokwenza umsebenzi ogqithiselwe ngumthetho xa ukuxelwa kunokulindeleka ngokwengqiqo ukuthintela inkqubo yengxoxo okanye impumelelo yenkqubo.

11.2. UKWALA OKUNYANZELEKILEYO KWESICELO SOKUFUMANEKA KWENGXELO

Kufuneka iGosa loLwazi lale ukufumana ingxelo xa isicelo sokufumana ingxelo siza kubandakanya ukuxelwa ngokungenangqiqo kolwazi lomntu okanye amahlebo orhwebo mayela neqela lesithathu (kuquka nomntu oswelekileyo) okanye naluphi na ulwazi, ngaphandle kwamahlebo orhwebo, olunokonakalisa umdla worhwebo okanye wezezimali weqela lesithathu.

Kufuneka ukufumana kwaliwe xa isicelo sokufumana ulwazi siza kubandakanya ukuxelwa kolwazi oluyinkqubo yekompyutha onayo umbutho wangasese okanye xa ukufumana ingxelo kungavumelekanga ngokubhekisela iCandelo 60(14) loMthetho wamanyathelo eNkqubo yoLwaphulo-mthetho, 1977 (Inombolo yoMthetho 51 ka-1977) okanye xa ulwazi lunokufunyanwa ngabantu abathile kuphela okanye xa ulwazi lungafaka engozini ubomi okanye ukhuseleko lomntu okanye ukhuseleko lwepropati.

Kufuneka iGosa loLwazi lale ukufumana ingxelo xa ulwazi luza kubandakanya ukuxelwa kolwazi olunikwe ngokwehlebo liqela lesithathu kwaye lungalindeleka ngokwengqiqo ukubeka iqela lesithathu esithintelweni kuthetha-thethwano lwesibophelelwano okanye olunye.

Xa ulwazi luza kwaphula ithemba leqela lesithathu okanye xukuxelwa kolwazi mayela nophando kuza kutyhila umntu okanye iqela lesithathu elenza uphando okanye umcimbi wophando okuza kubangela isithintelo esinondileko.

Igosa loLwazi linokwala isicelo sokufumana ingxelo xa isisicelo esiyimfeketho okanye esicaphukisayo ngokucacileyo okanye umsebenzi wokuphendula isicelo uza kuthatha kakhulu ubutyebi bombutho kawonke-wonke.

12. IZINTO EZINOKWENZIWA MAYELA NESENZO OKANYE UKUYEKA UKWENZA INTO NGUMASIPALA WESITHILI SEZIDILIYA

Xa iGosa loLwazi litshona ukunika isigqibo mayela nesicelo sokufumana ngaphakathi kweentsuku ezingama-30 (AMASHUMI AMATHATHU), kugqitywa ukuba iGosa loLwazi lale isicelo, kwaye umntu ocelayo angabhenela ngaphakathi kuMasipala weSithili seZidiliya. Isibheno esingaphakathi masifakwe ngohlobo olumiselweyo ngaphakathi kweentsuku ezingama-60 (AMASHUMI AMATHANDATHU) ngokubhekisela iCandelo 75(1)(a)(i) loMthetho wokukhuthaza Ulwazi, uMthetho 2 ka-2000. Jonga iSongezo “B”.

Umntu ocelayo angabhenela ngaphakathi alwe ukungavumi kwesicelo okanye isigqibo seGosa loLwazi:

(a) mayela neentlawulo ezimiselweyo; okanye uhlobo lokufumana;
(b) ukwandiswa kwethuba lokuphendula isicelo;
(c) uhlobo lokufumana ulwazi.

Iqela lesithathu lingabhenela ngaphakathi kwiBhunga likaMasipala weSithili seZidiliya ngokubhekisela iCandelo 72(c) isigqibo seGosa loLwazi lokuxela ulwazi.

Umntu ocelayo obhenele ngaphakathi, anganeli sisiphumo, angenza isicelo sokucela uncedo olufanelekileyo enkundleni, ngokubhekisela icandelo 78 loMthetho wokukhuthaza Ulwazi, uMthetho 2000 (uMthetho 2 ka-2002), ngaphakathi kweentsuku ezingama-30 emva kwesigqibo sesibheno esingaphakathi. Umntu ocelayo akanakufaka isicelo enkundleni, ngaphandle kwaxa ubhenele ngaphakathi.

13. UHLOBO LOKUBHENELA NGAPHAKATHI NGALO NENTLAWULO YESIBHENO

Kufuneka isibheno esingaphakathi sifakwe ngokusebenzisa ifomu emiselweyo ngaphakathi kwethuba kweentsuku ezingama-60 (AMASHUMI AMATHANDATHU). Xa kufuneka isaziso esiya kwiqela lesithathu, kufuneka isibheno esingaphakathi siqalwe ngaphakathi kweentsuku ezingama-30 (AMASHUMI AMATHATHU) emva kokunika umntu obhenela isaziso sesigqibo sokubhenela. Kufuneka ithunyelwe ngeposi, ngefeksi okanye nge-E-meyile kwiGosa loLwazi. Kufuneka umcimbi uchongwe kwaye kuxelwe izizathu zesibheno. Ngaphezu kwempendulo ebhaliweyo, xa umntu obhenayo efuna ukwaziswa ngesigqibo sesibheno esingaphakathi nangaluphi na olunye ohlobo, kufuneka aluxele anike iinkcukacha ezifunekayo zokwaziswa ngolu hlobo. Xa kufanelekile, kufuneka intlawulo emiselweyo yesibheno ikhaphe ifomu. Izibheno ezifika emva kwexesha zinokuvumeleka, xa kunokuboniswa izizathu ezintle. Kufuneka iGosa loLwazi lifakele isibheno, ngaphakathi kweentsuku zokusebenza ezili-10 (ISHUMI) emva kokufumana isibheno esingaphakathi, kwiBhunga likaMasipala isigqibo.

14. ULWAZI JIKELELE

Igosa loLwazi okanye naliphi na iSekela leGosa loLwazi linokudityaniswa ngenjongo yokufumana ulwazi olungaphezulu olungekhoyo kule ncwadi. Xa kufuneka, uMasipala weSithili seZidiliya aqwalasele kwakhona apapashe le ncwadi kanye ngonyaka ngobuncinane.

SIHLOMELO A

UMASIPALA WESITHILI SEZIDILIYA

ISICELO SOKUFUMANA INGXELO YOMBUTHO KAWONKE-WONKE

(ICandelo 18 (1) loMthetho wokukhuthaza ukufumaneka koLwazi, 2000
(Inombolo yoMthetho 2 ka-2000)

[Ummiselo 2]

UKUSETYENZISWA LISEBE KUPHELA

Inombolo yesalathiso: _____

Isicelo samkelwa ngu:

_____

(xela ubume, igama nefani yegosa lolwazi/isekela legosa lolwazi) ngo-

_____ (umhla) e _____ (indawo)

Intlawulo yesicelo (xa ikho): R_____

Idipositi (xa ikho): R_____

Intlawulo yokufumaneka: R_____

_____

USAYINO LEGOSA LOLWAZI / ISEKELA LEGOSA LOLWAZI

A. IINKCUKACHA ZOMBUTHO KAWONKE-WONKE

Igosa loLwazi / Isekela leGosa loLwazi

UMasipala Wesithile saseCape Winelands

_____

_____

B. IINKCUKACHA ZOMNTU OCELA UKUFUMANA INGXELO

(a)	Kufuneka iinkcukacha zomntu ocela ukufumana ingxelo zinikwe ngaphantsi.
(b)	Nika idilesi ne-/okanye inombolo yefeksi ekweli lizwe zokuthumela ulwazi kuzo.
(c)	Kufuneka ubungqina bobume kwenziwe isicelo ngabo, xa kufanelekile, buncanyathiselwe.

Amagama azeleyo nefani:

_____

Inombolo ye-ID:

Idilesi yeposi: _____

_____

_____

Inombolo yefeksi: _____ Inombolo yefoni: _____

Idilesi ye-E-meyile: _____

Ubume senziwe isicelo kubo, xa senzelwe omnye umntu:

_____

_____

_____

C. Iinkcukacha zomntu owenzelwe isicelo

Kufuneka eli candelo lizaliswe OKWANGOKU enzelwa omnye umntu isicelo sokufumana ulwazi.

Amagama azeleyo nefani:

_____

Inombolo ye-ID:

D. IINKCUKACHA YENGXELO

(a)	Nika iinkcukacha ezizeleyo zengxelo ezifunekayo, eziquka nenombolo yesalathiso xa uyazi, ukuze ingxelo inokufumaneka.
(b)	Xa indawo enikiweyo inganelanga, nceda uqhube kwelinye iphepha, ulincamathisele kule fomu. **Kufuneka umntu ocelayo asayine onke amaphepha angaphezulu**

1. Inkcazo yengxelo okanye inxalenye yengxelo efanelekileyo:

_____

_____

2. Inombolo yesalathiso, ikho: _____

3. Naziphi na ezinye iinkcukacha zengxelo:

_____

_____

_____

E. IINTLAWULO

(a)	Isicelo sokufumana ingxelo ngaphandle kwengxelo enolwazi mayela nawe, siza kwenziwa okwangoku **intlawulo yesicelo** ibhatalwe.
(b)	Uza kwaziswa ngemali ekufuneka ibhatalwe njengentlawulo yesicelo.
(c)	**Intlawulo efuna ukubhatalwa ukufumana** ingxelo ixhomekeke kuhlobo lokuyifumana nexesha elifanelekileyo elifunekayo yokufuna nokulungiselela ingxelo.
(d)	Xa ulungele ukukhululwa ukubhatalwa nayiphi na intlawulo, nceda uxele isizathu.

Isizathu sokukhululwa ukubhatalwa iintlawulo: _____

_____

_____

_____

_____

_____

F. UHLOBO EKUFUMANEKA NGALO INGXELO

Xa unqandwa ngobulwelwe ukufunda, ukubukela okanye ukumamela ingxelo ngohlobo lokufumana olunikiweyo ku-1 ukuya ku-4 ngaphantsi, xela ubulwelwe bakho kwaye loluphi uhlobo lwengxelo olufunekayo.

Ubulwelwe:	Uhlobo lwengxelo olufunekayo:
_____	_____
_____	_____

Phawula ibhokisi efanelekileyo ngokuthi **X**

AMANQAKU:

(a) Ukuphawula kwakho mayela nohlobo lokufumana olufunekayo kuxhomekeke kuhlobo efumaneka ngalo ingxelo.

(b) Ukufumana ngohlobo oluceliweyo kunokwalwa kwiimeko ezithile. Kwesi sihlo, uza kwaziswa ukuba ukufumana kuza kunikwa ngolunye uhlobo.

(c) Intlawulo ebhatalelwa ukufumaneka ukuba ikho,iya kuxhomekeka ubuncinane kwindlela ekucelwe ngayo ukuba ifumaneke..

1.	**Xa ingxelo ibhaliwe okunye ichwetheziwe**:				
	Ikopi yengxelo*				Ukuhlola ingxelo
2.	**Xa ingxelo yenziwa imifanekiso:** (le iquka iifoto, iifoto ezifakwa kumatshini, ushicilelo lwe-“video”, imifanekiso eyenziweyo yikomputha, imizobo, njl-njl):				
	Bukela imifanekiso		Yenza ikopi yemifanekiso*		Bhala ngemifanekiso*
3.	**Ingxelo iquka amagama ashicilelweyo okanye ulwazi olunokuvakaliswa ngesandi:**				
	Mamela ushicilelo lwesandi (iitheyiphu)				Ukubhala ushicilelo lwesandi* (iphepha elibhaliweyo okanye elichwethezweyo)
4.	**Xa ingxelo igciniwe kwikompyutha okanye ngohlobo olunokufundeka ngomatshini:**				
	Ikopi echwetheziweyo yengxelo*		Ikopi echwetheziweyo yolwazi oluvela kwingxelo*		Ikopi lohlobo olunokufundeka yikompyutha* (idiski eqinileyo okaye idiski ebumbeneyo)

*Xa ucele ikopi okanye isibhalo sengxelo (ngaphezulu), ufuna ukuba ikopi okanye isibhalo masithunyelwe kuwe ngeposi? **Kufuneka intlawulo yeposi ibhatalwe.**	EWE	HAYI
Qaphela ukuba xa ingxelo ingenakufumaneka ngolwimi olukhethileyo, kungaba ukufumaneka kuza kunikwa ngolwimi ingxelo inokufumaneka ngalo.		
Uza kukhetha ingxelo yoluphi ulwimi? _____		

G. ISAZISO SESIGQIBO MAYELA NESICELO SOKUFUMANA

Uza kwaziswa ngembalelwano ukuba isicelo sakho sivumelekile na okanye hayi. Xa ufuna ukwaziswa ngenye indlela, nceda ucacise indlela, unike iinkcukacha ezifunekayo ukuba isicelo sakho sinokuphendulwa.

Uza kukhetha ukwaziswa njani ngesigqibo mayela nesicelo sakho sokufumana ingxelo?

_____

_____

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

_____

USAYINO LOMNTU OCELAYO / UMNTU OCELELWE ISICELO

ISIHLOMELO B

UMASIPALA WESITHILI SEZIDILIYA

IFOMU B

ISAZISO SESIBHENO ESINGAPHAKATHI

ICandelo 75 loMthetho wokukhuthaza ukufumaneka koLwazi, 2000

(Inombolo yoMthetho 2 ka-2000)

[Ummiselo 8]

XELA INOMBOLO YAKHO YESALATHISO: _____

A. IINKCUKACHA ZOMBUTHO KAWONKE-WONKE

Igosa loLwazi / Isekela leGosa loLwazi

UMasipala Wesithile saseCape Winelands

_____

B. IINKCUKACHA ZOMNTU OCELAYO/IQELA LESITHATHU ELIFAKA ISIBHENO ESINGAPHAKATHI

(a)	Kufuneka iinkcukacha zomntu ofaka isibheno esingaphakathi zinikwe ngaphantsi.
(b)	Kufuneka ubungqina bobume esifakwa kubo isibheno, xa kufanelekile, buncanyathiselwe.
(c)	Xa umntu obhenayo ingumntu wesithathu, akangomntu ofune ulwazi kuqala, kufuneka iinkcukacha zomntu ocelayo zinikwe ku-C ngaphantsi.

Amagama azeleyo nefani:

_____

Inombolo ye-ID:

Idilesi yeposi: _____

_____

_____

Inombolo yefeksi: _____

Ubume besibheno esingaphakathi sifakelwe omnye umntu kubo:

_____

_____

C. IINKCUKACHA ZOMNTU OCELAYO

Kufuneka eli candelo ligqitywe OKWANGOKU xa iqela lesithathu (omnye womntu ocelayo) lifake isibheno esingaphakathi.

Amagama azeleyo nefani:

_____

Inombolo ye-ID:

D. ISIGQIBO ESIBHENELWE NGAPHAKATHI

Phawula isigqibo esibhenelwe ngaphakathi ngokuthi X kwibhokisi esifanelekileyo:	
	Ukwaliwa kwesicelo sokufumaneka
	Isigqibo mayela neentlawulo ezimiselweyo ngokubhekisela icandelo 22 loMthetho
	Isigqibo mayela nokwandisa ithuba kufuneka isicelo senziwe ngalo ngokubhekisela icandelo 26(1) loMthetho
	Isigqibo esibhekisela icandelo 29(3) loMthetho ukwala ukufumana ngohlobo olucelweyo ngumntu ocelayo
	Isigqibo sokuvumela isicelo sokufumana

E. IZIZATHU ZOKUBHENELA

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

Xela izizathu esisekwa kuzo isibheno esingaphakathi:

_____

_____

_____

_____

_____

Xela naluphi na olunye ulwazi olunokuba lubalulekile xa isibheno sicingeka:

_____

_____

_____

_____

_____

_____

_____

F. ISAZISO SESIGQIBO MAYELA NESIBHENO

Uza kwaziswa ngokubhala ngesaziso mayela nesibheno sakho esingaphakathi. Xa ufuna ukwaziswa ngolunye uhlobo, nceda ucacise uhlobo, unike iinkcukacha ezifunekayo zokuphendula isicelo sakho.

Xela uhlobo:

_____

Iinkcukacha zohlobo:

_____

_____

_____

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

_____

USAYINO LOMNTU OBHENAYO

UKUSETYENZISWA LISEBE:

INGXELO ESESIKWENI SESIBHENO ESINGAPHAKATHI:

Isibheno sifumaneke ngo_____ (umhla) ngu- _____

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

Isibheno esikhatshwa ngezizathu zesigqibo zegosa lolwazi/isekela legosa lolwazi kwaye, xa kufanelekile, iinkcukacha zalo naliphi na iqela lesithathu elinxulumana naloo ngxelo, efakwa ngegosa lolwazi/isekela legosa lolwazi ngo- _____ (umhla) kwigunya elifanelekileyo.

ISIPHUMO SESIBHENO:

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

ISIGQIBO ESITSHA: _____

_____

_____

_____

_____

_____

_____ _____
UMHLA UMASIPALA WESITHILI SEZIDILIYA

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

_____

ISIHLOMELO C

IINTLAWULO EZIFUNA UKUBHATALWA NGOKUBHEKISELA UMTHETHO WOLWAZI, 2000

1.	**Ikopi yencwadi**	inokufumaneka ngesicelo
2.	**Intlawulo yesicelo, ngaphandle komntu ocelayo ocela ulwazi mayela naye**	R35.00
3.	**Iintlawulo zokwenza ikopi:**	
	Ifotokopi nganye enobukhulu be-A4 okanye inxalenye yayo	R0.60
	Ikopi nganye echwetheziweyo yephepha elinobukhulu be-A4 okanye inxalenye yalo egcinwe kwikompyutha okanye ngohlobo olunokufundeka ngomatshini	R0.40
	Ikopi yohlobo olunokufundeka yikompyutha:	
	Idiski eqinileyo	R5.00
	Idiski ebumbeneyo	R40.00
	Isibhalo semifanekiso sephepha elinobukhulu be-A 4 okanye inxalenye yalo	R22.00
	Ikopi yemifanekiso	R60.00
	Isibhalo soshicilelo lwesandi, Iphepha elinobukhulu be-A 4 okanye inxalenye yalo	R12.00
	Ikopi loshicilelo lwesandi	R17.00
4.	**Iintlawulo zokufumana (ngaphandle zikhululwa phantsi kwecandelo 22(8) lomthetho:**	
	Ifotokopi nganye enobukhulu be-A4 okanye inxalenye yayo	R0.60
	Ikopi nganye echwetheziweyo yephepha elinobukhulu be-A4 okanye inxalenye yalo egcinwe kwikompyutha okanye ngohlobo olunokufundeka ngumatshini	R0.40
	Ikopi yohlobo olunokufundeka yikompyutha:	
	Idiski eqinileyo	R5.00
	Idiski ebumbeneyo	R40.00
	Isibhalo semifanekiso sephepha elinobukhulu be-A 4 okanye inxalenye yalo	R22.00
	Ikopi yemifanekiso	R60.00
	Isibhalo soshicilelo lwesandi, Iphepha elinobukhulu be-A 4 okanye inxalenye yalo	R12.00
	Ikopi loshicilelo lwesandi	R17.00
5.	**Ukufuna ingxelo ukuyityhila, Iyure nganye okanye inxalenye yeyure, ngaphandle kweyure yokuqala**	R15.00
6.	**Idipositi**	
	Akufuneki idipositi de iiyure ezinthathu zigqitywe ngokubhekiselele isahlulo 5. Kufuneka isinye kwisithathu sentlawulo yokufumana, ebalulwa kwisahlulo 3, libhatalwe ngumntu ocelayo njengedipositi	
Kufuneka imali yeposi ibhatalwe ngumntu ocelayo xa kufuneka athunyelwe ikopi.		

ISIHLOMELO D

ABANTU ABAKHULULWEYO EKUBENI BAHLAWULE IMIRHUMO YOKUCELWA KWENGCACISO

IGazethi kaRhulumente enguNombolo 28107
ISaziso esingunNombolo R.991
IGazethi yoLawulo enguNombolo 8325
UMthamo 484
Umhla we-14 ku-Oktobha 2005

ISaziso sikaRhulumente

ISEBE LEZOBULUNGISA NOPHUHLISO LOMGAQO-SISEKO

INombolo R.991 Umhla we-14 ku-Oktobha 2005

UMTHETHO WOKUKHUTHAZWA KOKUFUNYANWA KWENGCACISO, 2000
UKHULULO NOZIMISELO EZILUNGISELELWE IINJONGO ZECANDELO 22(8)

Mna, Brigitte Sylvia Mabandla, uMphathiswa woBulungisa noPhuhliso loMgaqo-siseko, ndisebenza phantsi kwecandelo 22(8) loMthetho wokuKhuthazwa kokuFunyanwa kweNgcaciso, 2000 (uMthetho onguNombolo 2 wama-2000) ndikhulula -

(a) Aba bantu balandelayo ekubeni bahlawule umrhumo wokufumana ingcaciso oqulunqwe kwicandelo 22(6) loMthetho –

(i) umntu ongatshatanga omvuzo wakhe wonyaka, emva koxhuzulo oluvumelekileyo ekubhekiselelwe kuwo kwiShedyuli kwesi saziso esenziweyo, awudlulanga kuma-R14,712.00 ngonyaka; ze

(ii) abantu abatshatileyo okanye umntu kunye nondofa naye abamvuzo wabo wonyaka, emva koxhuzulo oluvumelekileyo ekubhekiselelwe kuwo kwiShedyuli kwesi saziso esenziweyo, awudlulanga kuma- R27,192.00 ngonyaka, ze

(b) Kumiselwe into yokokuba –

(i) apho iindleko zokuqokelela nawuphi na umrhumo oqulunqwe kwicandelo 22 loMthetho, zithe zasigqitha isixa-mali esibiziweyo, umrhumo onjalo awusebenzi;

(ii) umrhumo wokufumana ingcaciso oqulunqwe kwicandelo 22(6) loMthetho awusebenzi kwirekhodi yomntu owenze isicelo;

(iii) umrhumo wesicelo oqulunqwe kwicandelo 22(1) loMthetho kunye nomrhumo wokufumana ingcaciso oqulunqwe kwicandelo 22(6) loMthetho awusebenzi kwirekhodi ecelwe ligosa lolongo okanue umphandi wololongo kulungiselelwa iinjongo zophando lolongo okanye imibuzo ngowemiqathango yemimiselo eyenziwe phantsi kwecandelo 44 laloo Mthetho.

ISHEDYULI

1. Ukulungiselela iinjongo zomhlathi (a)(i) kunye (ii) zesaziso olu xhuzulo lulandelayo luvumelekile:

   (a) Irhafu yoMsebenzi ngokwemiqathango yomhlathi wesi-2 weSahlulo ll soMthetho weRhafu yeNgeniso, 1962 (uMthetho onguNombolo 58 wama-1962);

   (b) iminikelo ngokwemiqathango yecandelo lesi-5 loMthetho weMinikelo ye-Inshorensi yokuNgasebenzi, yowama-2002 (uMthetho onguNombolo 4 wama-2002);

   (c) iminikelo enyanzelekileyo kwiGroup Insurance Fund ngokwemiqathango yomyalelo wenkundla okanye isivumelwano esiphakathi komqeshi nomqeshwa wakhe;

   (d) iminikelo eya nakusiphi na iskimu sonyango esibhaliswe phantsi kwezibonelelo zoMthetho weZikim zoNyango, zowe-1998 (uMthetho onguNombolo 131 we-1998), yaye evunyelweyo okokuba ixhuzulwe ngokwemiqathango yecandelo le-18(1)(a) loMthetho weRhafu yeNgeniso, we-1962 (uMthetho onguNombolo 58 we-1962);

   (e) iminikelo eya kwingxowa-mali yomhlala-phantsi ngokwemiqathango yecandelo 13A loMthetho weNgxowa-mali yoMhlala-phantsi, we-1956 (uMthetho onguNombolo 24 we-1956);

   (f) irhente yezavenge zentlawulo yokubambisa eyokutsho kubukhulu bee-R12 000,00 ngonyaka;

   (g) intlawulo yesondlo ngokwemiqathango yomyalelo wenkundla; kunye

   (h) nemirhumo yesikolo, ngaphandle kwemirhumo yesikolo ehlawulwa kwisikolo sangasese.

BS MABANDLA, MP

UMPHATHISWA WEZOBULUNGISA NOPHUHLISO LOMGAQO-SISEKO

ISIHLOMELO 2: ICANDELO 1

UKUQWALASELWA KWENGCACISO YOMNTU NGOKUHAMBELANA NEPOPIA

ELUNGISELELWE ABANIKEZELI BENKONZO NEEKONTILAKA KUNYE NABAXHAMLI:

(a) Ukuqinisekiswa kwengcaciso nokwenziwa kohlolo;

(b) Iinjongo ezinxulumene nesivumelwano okanye ubudlelwane boshishino okanye isivumelwano esingakho okanye ubudlelwane boshishino phakathi kwamaqela;

(c) Intlawulo yee-Invoyisi;

(d) Ukwenziwa kwemisebenzi ngokuhambelana naso nasiphi na isivumelwano sabanikezeli benkonzo, iikontilaka kunye/okanye abaxhamli;

(e) Ukwenza, okanye ukunceda ekwenzeni, izigqibo zetyala nezemali ezimalunga nabanikezeli benkonzo, iikontilaka kunye/okanye abaxhamli;

(f) Ukusebenzisa nokulawula ii-akhawunti zabanikezeli benkonzo, zeekontilaka kunye/okanye nezabaxhamli nokulawula nawaphi na amaxwebhu, izicelo, izivumelwano okanye imbalelwano abanokuba nayo kunye noMasipala weSithili saseCape Winelands;

(g) Ukunxibelelana (kubandakanywa intengiselwano ethe ngqo) kunye nabanikezeli benkonzo, iikontilaka 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 zamanani;

(i) Ukuqhuba ezinye iinjongo zolawulo nezokusebenza;

(j) Ukufumana nawaphi na amatyala anokubanjwa ngabanikezeli benkonzo, ziikontilaka kunye/okanye nabaxhamli kuMasipala weSithili saseCape Winelands;

(k) Ukuhambelana kunye nezigunyaziso zomthetho nezinye zoMasipala weSitili saseCape Winelands; kunye

(l) Nayiphi na injongo eyenye edingekayo efanelekileyo enxulumene kwimisebenzi yoshishino nombutho woMasipala weSithili saseCape Winelands.

ELUNGISELELWE ABANIKEZELI BENKONZO ABANGAKHO, IIKONTILAKA KUNYE/OKANYE ABAXHAMLI:

(a) Ukuqinisekiswa nokuhlaziywa kwengcaciso;

(b) Ukunikwa kwamanqaku kwangaphambili; kunye

(c) Nayo nayiphi na injongo edingekayo efanelekileyo enxulumene nokuqwalaselwa kwengcaciso yomntu enxulumene nemisebenzi yoshishino loMasipala weSithili saseCape Winelands kunye neyombutho.

ELUNGISELELWE OOCEBA NABASEBENZI:

(a) Ukwenziwa kwemisebeni ngokuhambelana nesivumelwano;

(b) Ukuqinisekiswa kwengcaciso yomsebenzi ongumenzi wesicelo ngethuba lenkqubo yokufunwa kwabasebenzi;

(c) Ukuhambelana nezigunyaziso ezisemthethweni nezinye zoMasipala weSithili saseCape Winelands; kunye

(d) Nemiba ngokubanzi enxulumene nooCeba kunye nabasebenzi:

(i) Umhlalaphantsi

(ii) Uncedo loNyango

(iii) Uluhlu lwabahlawulwayo

(iv) Inkqubo yoluleko

(iv) Uqeqesho

(v) Nayiphi na injongo eyenye edingekayo efanelekileyo enxulumene kwingqesho okanye kubudlelwano obungakho bengqesho.

ISIHLOMELO 2: ICANDELO 2

AMACANDELO EZIHLOKO ZEENKCUKACHA ZAMANZANI KUNYE NAMACANDELO ENGCACISO YOMNTU ENXULUMENE NGOKO

NOOCEBA KUNYE NABASEBENZI:

(a) Amagama, ifani kunye neenkcukacha zoqhagamshelwano;
(b) Inombolo yesazisi amaxwebhu esazisi kubandakanywa iincwadi zokundwendwela;
(c) Imbali yengqesho nabantu abangqina ngawe;
(d) Iinkcukacha zebhanka nezemali;;
(e) Iinkcukacha zentlawulo kumaqela angaphandle (imali exhuzulwe kwimivuzo);
(f) Izivumelwano zengqesho;
(g) Izicwangciso zobulungisa engqeshweni;
(h) Iirekhodi zoncedo lonyango;
(i) Iirekhodi zeNgxowa-mali yoMhlala-phantsi;
(j) Iirekhodi zemivuzo;
(k) Uthelekelelo lokusebenza;
(l) Iirekhdi zoluleko;
(m) Iirekhodi zekhefu;
(n) Iirekhodi zoqeqesho;
(p) Impilo nempilo-ntle;
(q) Ingcaciso yemali;
(r) Ingcaciso ephathelele kumyeni/inkosikazi kunye nabaxhamli;
(s) Ingcaciso yemfundo;
(t) Indlela yokuziphatha yolwaphulo-mthetho;
(u) Isini;
(v) Iwonga lomtshato;
(w) Ubuhlanga;
(x) Ulwimi lwenkobe; kunye
(y) Imbalelwano eyimfihlo.

ABANIKEZELI BENKONZO, IIKONTILAKA KUNYE/OKANYE ABAXHAMLI (abangabandakanya abasebenzi)

(a) Idilesi yeposi kunye/okanye eyesitalato;
(b) Isihlonipho, igama nefani;
(c) Iinombolo zoqhagamshelwano kunye/okanye idilesi ye-imeyile;
(d) Iqela lohlanga;
(e) Imbali yengqesho;
(f) Ubudala;
(g) Isini;
(h) Iwonga lomtshato;
(i) Ubuhlanga;
(j) Ulwimi;
(k) Ingcaciso yemali neyebhanka;
(l) Inombolo yesazisi neyencwadi yokundwendwela;
(m) Ingcaciso yenkampani kunye okanye yoshishino kunye neenombolo zobhaliso;
(n) Ingcaciso yoMlawuli kunye/kunye neyamalungu kunye/okanye ingcaciso yomnini;
(o) Ingcaciso enxulumene neenkonzo kunye/okanye yeemveliso;
(p) Abasayinayo abagunyazisiweyo;
(p) Enye ingcaciso engachazwanga, efuneka ngokufanelekileyo okokuba iqwalaselwe kulungiselelwa imisebenzi yeshishini.

AMALUNGU OLUNTU KUNYE/OKANYE ABACHAPHAZELEKAYO

(a) Idilesi yeposi kunye/okanye eyesitalato;
(b) Isihlonipho, igama nefani;
(c) Iinombolo zoqhagamshelwano kunye/okanye idilesi ye-imeyile;
(d) Igama leshishini, lomzi-mveliso kunye/okanye lombutho; kunye
(e) Enye ingcaciso engachazwanga, efuneka ngokufanelekileyo okokuba iqwalaselwe.

ISIHLOMELO 2: ICANDELO 3

ABAMKELI BENGCACISO YABASEBENZI

(a) Nawuphi na umzi-mveliso, umbutho okanye umntu othi asetyenziswe nguMasipala weSithili saseCape Winelands okokuba uqokelele iintlawulo nokufumana intlawulo yamatyala okanye ukunikezela inkonzo egameni lakhe;

(b) Nawuphi na umzi-mveliso, umbutho okanye umntu othi anikezele kuMasipala weSithili saseCape Winelands ngeemveliso okanye ngeenkonzo;

(c) Nayiphi na inkqubo yentlawulo esetyenziswa nguMasipala weSithili saseCape Winelands;

(d) Oogunyaziwe abalawulayo kunye nabakarhulumente okanye umntu onegunya lokuvakalisa izikhalazo zabantu, okanye abanye oogunyaziwe, kubandakanywa oogunyaziwe berhafu, apho uMasipala weSithili saseCape Winelands enoxanduva lokwabelana ngengcaciso;

(e) Amaqela angaphandle apho kuthi kwenziwe intlawulo kuwo egameni labasebenzi;

(f) Amaziko emali apho kuthi kufunyanwe iintlawulo kuwo egameni lemicimbi yeenkcukacha zamanani;

(g) Nawuphi na omnye umsebenzi ongachazwangwa;

(h) Abasebenzi, iikontilaka kunye nabasebenzi bethutyana;

(i) Nawuphi na umbutho womzi-mveliso okanye umntu othi asetyenziswe nguMasipala weSithili saseCape Winelands ukulungiselela ukufaka kwikhompyutha, ukuqokelela nokugcina iinkcukacha zamanani;

(i) Abamkeli bee-imeyile kunye nenye imbalelwano; kunye

(j) Nawuphi na umzi-mveliso, umbutho okanye umntu othi asetyenziswe nguMasipala weSithili saseCape Winelands ukulungiselela ukunikezela iinkonzo zokuqinisekiswa kokungabi natyala komntu kulungiselelwa uMasipala weSithili ukuqinisekisa okokuba incwadi yesiqinisekiso somntu ayinaziphene ingahlolwa.

ISIHLOMELO 2: ICANDELO 4

UKUKHUTSHELWA KWENGCACISO YABASEBENZI NGAPHANDLE KWEMIDA ABASEBENZA KUYO

Ingcaciso yomntu inokuthunyelwa ngaphaya kwemida kubanikezeli benkonzo boMasipala weSithili saseCape Winelands abakwamany amazwe, yaye iNgcaciso yoMntu inokugcinwa koovimba bekhompyutha beenkcukacha zamanani abasingethwe ngaphandle koMzantsi Afrika, abanokungabinayo imithetho yokhuseleko olwaneleyo lweenkcukacha zamanani.

UMasipala weSithili saseCape Winelands uya kuzama ukuqinisekisa ngento yokuba abathengi bakhe kunye nabanikezeli bakhe benkonzo baya kwenza zonke iinzame ezifanelekileyo ukukhusela iinkcukacha zamanani ezo kuthethwa ngazo kunye neNgcaciso yoMntu.

ISIHLOMELO 2: ICANDELO 5

INKCAZELO YEMIQATHANGO YOKHUSELEKO LWENGACISO YOMASIPALA WESITHILI SASECAPE WINELANDS

UMasipala weSithili saseCape Winelands uqalise ngokumilisela nokugcina imiqathango yokhuseleko lweenkcukacha zamanani ukulungiselela ukufezekisa ezi njongo zilandelayo zicalulwe ngasezantsi:

(a) Iinkcukacha ezinikezelweyo kufuneka zitolikwe njengemizekelo yendlela yokufezekisa inqanaba elaneleyo lokhuseleko lweenkcukacha zamanani lwenjongo nganye.

(b) UMasipala weSithili saseCape Winelands unakho ukusebenzisa imiqathango engeminye nokuziqhelanisa nophuhliso lokhuseleko lwetheknoloji, njengoko kudingeka, ngaphandle kokuba iinjongo zifezekisiwe.

UFIKELELO KULAWULO LWABANTU:

UMasipala weSithili saseCape Winelands uya kumilisela imiqathango efanelekileyo ukulungiselela ukuthintela abantu abangagunyaziswanga ekubeni befikelele kwisixhobo sokuqwalaselwa kweenkcukacha zamanani apho kuqwalaselwa khona iinkcukacha zamanani.

ULAWULO LOKUSASAZWA KWEENKCUKACHA ZOLWAZI:

UMasipala weSithili saseCape Winelands uqalise ngokumilisela imiqathango efanelekileyo ukuthintela ulawulo lobuqhetseba olungagunyaziswanga losasazo, kubandakanywa ukufundwa, ukukotshwa, ukuguqulwa nokususwa kweenkcukacha zamanani zosasazo ezisetyenziswe nguMasipala weSithili saseCape Winelands eziqulathe iinkcukacha zomntu zaBanikezeli beNkonzo, iiKontilaka kunye/okanye aBaxhamli.

ULAWULO LWENGQIQO YEENKCUKACHA ZAMANANI:

UMasipala weSithili saseCape Winelands uqalise ngokumilisela imiqathango efanelekileyo ukuthintela ingcebiso engagunyaziswanga kwingqiqo yeenkcukacha zamanani nokufundwa okungagunyaziswanga, ukuguqulwa okanye ukucinywa kweenkcukacha ezigciniweyo.

ULAWULO LOMSEBENZISI:

UMasipala weSithili saseCape Winelands uya kumilisela imiqathango efanelekileyo ukuthintela iinkqubo zakhe zokuqwalaselwa kweenkcukacha zamanani ekubeni zisetyenziswe ngabantu abangagunyaziswanga ngokusetyenziswa kwesixhobo sokuthunyelwa kweencukacha zamanani.

UKULAWULWA KOFIKELELO KWIINKCUKACHA ZAMANANI:

UMasipala weSithili saseCape Winelands wazisa okokuba abantu abanelungelo lokusebenzisa inkqubo yokuqwalaselwa kweenkcukacha zamanani zoMasipala weSithili saseCape Winelands banakho kuphela ukufikelela kwiinkcukacha zamanani ezikummandla yaye nokufikelelwa ngeemvume ezahlukeneyo zofikelelo (ugunyaziso).

ULAWULO LOKUHANJISWA:

UMasipala weSithili saseCape Winelands uya kunyanzeleka okokuna ancede kuqinisekiso nokufunyanwa kweendawo apho ingcaciso yomntu ikhutshelelwe khona ngokusebenzisa isixhobo sonxibelelwano/izixhobo zenkcukacha zamanani zoMasipala weSithili saseCape Winelands.

ULAWULO LOTHUTHO:

UMasipala weSithili saseCape Winelands uya kumilisela imiqathango efanelekileyo yokuthintela iNgcaciso yoMntu ekubeni ifundwe, ikotshwe, iguqulwe okanye icinywe ngabantu abangagunyaziswanga ngethuba lokuhanjiswa ngoko okanye ngethuba lothutho lweenkcukacha zosasazo.

ULAWULO LOMBUTHO:

UMasipala weSithili saseCape Winelands uya kugcina umbutho wawo wangaphakathi ngendlela apha ethi ihlangabezane neemfuno zale Manyuwali.

ISIHLOMELO 3

INKCASO KUKUQWALASELWA KWENGCACISO YOMNTU NGOKUHAMBELANA NECANDELO 11(3) LOMTHETHO WOKHUSELEKO LWENGCACISO YOMNTU, WAMA-2013 (UMTHETHO WESI-4 WAMA-2013) KUNYE NEMIMISELO ENXULUMENE NOKUKHUSELWA KWENGCACISO YOMNTU, YOWAMA-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 ZEMICIMBI YEENKCUKACHA ZAMANANI**
Igama/amagama kunye nefani/igama elibhalisiweyo lomcimbi weenkcukacha zamanani	
INombolo yokuChonga eyodwa / iNombolo yeSazisi	
Idilesi yendawo yokuhlala, yeposi yeshishini	
I(i)Nombolo zoqhagamshelwano	
Inombolo yefaksi / idilesi ye-Imeyile	
B	**IINKCUKACHA ZOMNTU ONOXANDUVA**
Igama/amagama kunye nefani/igama elibhalisiweyo lomcimbi weenkcukacha zamanani	
Idilesi yendawo yokuhlala, yeposi yeshishini	
I(i)Nombolo zoqhagamshelwano	
Inombolo yefaksi / idilesi ye-Imeyile	

C	IZIZATHU ZENKCASO NGOKUHAMBELANA NECANDELO 11(1)(d) UKUYA KUTSHO KU(f) (NCEDA UNIKE IZIZATHU EZICALULWEYO ZENKCASO)

Isayinwe e ..... ngalo mhla ..... ka ..... 20…..

.....

UTYIKITYO LOMCIMBI WEENKCUKACHA ZAMANANI/UMNTU

ISIHLOMELO 4

ISICELO SOKULUNGISWA OKANYE SOKUCINYWA KWENGCACISO YOMNTU OKANYE UKUTSHATYALALISWA OKANYE UKUCINYWA KWEREKHODI YENGCACISO YOMNTU NGOKUHAMBELANA NECANDELO 24(1) LOMTHETHO WOKHUSELEKO LWENGCACISO YOMNTU, YOWAMA-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 ze usayine iphepha ngalinye.

(3) Yizalise njengoko kufanelekile.

Phawula ibhokisi efanelekileyo ngo”X”.

Isicelo:

- Sokulungiswa okanye ukucinywa kwengcaciso yomntu emalunga ngesihloko seenkcukacha zamanani ezikwiqela okanye ephantsi kolawulo lweqela elinoxanduva
- Sokutshatyalaliswa okanye ukucinywa kwengcaciso yomntu emalunga ngesihloko seenkcukacha zamanani ezikwiqela okanye ephantsi kolawulo lweqela elinoxanduva elingasagunyaziswanga okokuba ligcine irekhodi yengcaciso.

A	IINKCUKACHA ZEMICIMBI YEENKCUKACHA ZAMANANI
Igama/amagama kunye nefani/igama elibhalisiweyo lomcimbi weenkcukacha zamanani	
INombolo yokuChonga eyodwa / iNombolo yeSazisi	
Idilesi yendawo yokuhlala, yeposi yeshishini	
I(i)Nombolo zoqhagamshelwano	
Inombolo yefaksi / idilesi ye-Imeyile	

B	IINKCUKACHA ZOMNTU ONOXANDUVA
Igama/amagama kunye nefani/igama elibhalisiweyo lesihloko seenkcukacha zamanani	
Idilesi yendawo yokuhlala, yeposi yeshishini	
I(i)Nombolo zoqhagamshelwano	
Inombolo yefaksi / idilesi ye-Imeyile	
C	**IZIZATHU ZENKCASO NGOKUHAMBELANA NECANDELO 11(1)(d) UKUYA KUTSHO KU(f) (NCEDA UNIKE IZIZATHU EZICALULWEYO ZENKCASO)**

D	**IZIZATHU *ZOKULUNGISWA OKANYE ZOKUCINYWA KWENGCACISO YOMNTU EMALUNGA NESIHLOKO SEENKCUKACHA ZAMANANI NGOKUHAMBELANA NECANDELO 24(1) (a) EZIKWIQELA OKANYE EZIPHANTSI KOLAWULO LWEQELA ELINOXANDUVA; KUNYE OKANYE IZIZATHU *ZOKUTSHATYALALISWA OKANYE UKUCINYWA KWEREKHODI YENGCACISO YOMNTU EMALUNGA NESIHLOKO SEENKCUKACHA ZAMANANI NGOKUHAMBELANA NECANDELO 24(1)(b) APHO UMNTU ONOXANDUVA ENGASAGUNYAZISWANGA OKOKUBA AZIGCINE. (NCEDA UNIKE IZIZATHU EZICALULWEYO ZESICELO)**