DRAKENSTEIN
MUNISIPALITEIT • MUNICIPALITY • UMASIPALA
Paarl | Wellington | Gouda | Saron | Simondium

ICandelo14 leManyuwali (Ngokuhambela noMthetho 2 wama-2000 wokuKhuthazwa kokuFikelela kwiNgcaciso nokuhlangatyezwa koMthetho, 2013 wokuKhuselwa kweNgcaciso yoMntu)

Umhla wokwamkelwa

/ Uvavanyo liBhunga ngomhla wama-

28 kuJulayi 2021

UMhla wokuMiliselwa

1 kuJulayi 2021

ISayinwe nguMphathi weSixeko

Utyikityo umhla

28 kuJulayi

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Isihlomelo F: RIsicelo soLungiso okanye sokuCinywa kweNgcaciso yomntu okanye ukuCinywa kweNgcaciso yoMntu ngokuhambelana neCandelo 24(1) loMthetho wokuKhuselwa kweNgcaciso yoMntu, 2013 (iyafumaneka xa iceliwe).

1. INTSHAYELELO

1.1 UMthetho 2 wama-2000 wokuKhuthazwa kokuFikelela kwiNgcaciso unceda kwilungelo loluntu lokufumana ingcaciso ekumaqumrhu karhulumente nawangasese njengoko liqulunqwe kwicandelo 32 loMgaqo-siseko nokuqhubela phambili nokugxila kakhulu kuphuhliso lolawulo olulungileyo lwequmrhu.

1.2 UMasipala waseDrakenstein (ekubhekiselelwe kuye apha njengoMasipala) uthathela ingqalelo yaye uzibophelele ekuzalisekiseni izigunyaziso zakhe zomgaqo-siseko.

1.3 UMasipala uqondisa into yokuba ilungelo lokufikelela nakuyiphi na ingcaciso ekulawulo lukaMasipala isenokunganeli kangangokuba ukunyinwa oko kube kokwamkelekileyo yaye kunesizathu kubume obuvulelekileyo nobedemokhrasi obusekwe kwisidima somntu, kukulingana nakwinkululeko njengoko bucamngcwe kwicandelo 36 loMgaqo-siseko nanjengoko buchazwe kwiCandelo 2, iSahluko 4, soMthetho wokuKhuthazwa kokuFikelela kwiNgcaciso.

1.4 Le manyuwali iqulunqelwe uMasipala waseDrakenstein Municipality and is a ngokuhambelana necandelo 14 loMthetho wokuKhuthazwa kokuFikelela kwiNgcaciso, 2000 (uMthetho 2/2000), ekubhekiselelwe kuwo apha "njengoMthetho". Lo mthetho unceda

ilungelo loluntu lokufikelela kwingcaciso ephuma kumaqumrhu karhulumente nawangasese njengo equlathwe kwicandelo 32 loMgaqo-siseko weRiphabliki yoMzantsi Afrika. Enye yeenjongo zoMthetho kukukhuthaza ulawulo oluphandle, oluthabatha uxanduva nolusebenzayo.

1.5 Injongo yemanyuwali:

1.5.1 Kukunceda abantu okokuba basebenzise amalungelo abo ngokuhambelana noMthetho.

1.5.2 Kukuyila ingqiqo ngemisebenzi eyenziweyo kunye neerekhodi ezigciniweyo nguMasipala waseDrakenstein.

1.5.3 Kukunceda ekukhuthazeni ubume bokuba phandle, bokuthatythwa koxanduva nokukhuthazwa kokuthatyathwa kwenxaxheba.

1.5.4 Kukukhuthazwa ngamandla koluntu apho abantu banofikelelo ngamandla kwingcaciso ukubanceda okokuba bawasebenzise ngokupheleleyo yaye bawakhusele onke amalungelo abo.

1.5.5 Ukubandakanywa kunye/okanye ukulungiswa kweemfuno zoMthetho wokuKhuselwa kweNgcaciso yoMntu, 2013 ("POPIA") nokubambelela kuwo. Ingakumbi kukucalulwa kwenjongo ekunokuqwalaselwa kuyo ingcaciso yomntu, inkcazelo yezihloko zedatha apho aqwalasela kuzo uMasipala ingcaciso yomntu ngokunjalo namacandelo engcaciso yomntu njengoko ibhekiselele kwizihloko zedatha kunye nabaxhamli ekunokunikezelwa kubo ingcaciso yomntu. Oku ngoko ngesizathu sokokuba uMasipala eliqela elinoxanduva kwiinjongo zePOPIA.

1.6 Ngokuphathelele kwiPOPIA iinkcazelo ezilandelayo kufuneka ziqatshelwe:

1.6.1 I-POPIA ithetha uMthetho wokuKhuselwa kweNgcaciso yoMntu, 2013.

1.6.2 Ulawulo lwePOPIA luthetha ukulawulwa njengoko kuqulunqwe ngokuhambelana neCandelo 112(2) lePOPIA.

1.6.3 Imiqathango elungiselelwe ukuqwalaselwa okusemthethweni ithetha loo miqathango njengoko yandlalwe kwiSahluko 3 sePOPIA kulungiselelwa ukuqwalaselwa okusemthethweni kwengcaciso yomntu.

1.6.4 Isihloko sedatha sinentsingiselo njengoko ichazwe kwicandelo 1 lePOPIA.

1.6.5 Ingcaciso yomntu inentsingiselo njengoko ichazwe kwicandelo 1 lePOPIA.

1.6.6 Ukuqwalaselwa kunentsingiselo njengoko kuboniswe kwicandelo 1 lePOPIA.

1.6.7 Iqela elinoxanduva linentsingiselo njengoko iboniswe kwicandelo 1 lePOPIA.

1.6.8 Irekhodi inentsingiselo njengoko kuboniswe kwicandelo 1 lePOPIA yaye ibandakanya ingcaciso yomntu.

1.7 Imiqathango ephantsi yokuqwalaswelwa okusemthethweni kwengcaciso yomntu nguMasipala, iqela elinoxanduva, lichazwe kwiSahluko sesi-3 sePOPIA. Le akunakunxaxhwa kuyo ngaphandle kokuba unxaxho luyasetyenziswa njengoko kubonisiwe kwiPOPIA.

2. INKCAZELO YAMACANDELO KAMASIPALA KUNYE NEMISEBENZI [ICANDELO 14(1)(a)]

2.1 UMasipala waseDrakenstein wasekwa ngomhla wesi-5 kuDisemba 2000 ngokuhambelana nePN 487 yomhla wama-22 kuSeptemba 2000 yaye uqulathe amaBhunga eNgingqi eThutyana asePaarl, eWellington naseSaron, yaye ubandakanya iidolophu eyaseGouda neyaseHermon.

2.2 ULawulo loMasipala waseDrakenstein uqukanisa amasebe alandelayo:

2.2.1 I-Ofisi yoMphathi weSixeko;
2.2.2 ISebe leeNkonzo zoBunjineli;
2.2.3 IiNkonzo zeSebe lamaQumrhu;
2.2.3 ISebe leeNkonzo zeMali;
2.2.4 ISebe leeNkonzo zoLuntu; kunye
2.2.5 neSebe loCwangciso noPhuhliso.

2.3 Amagunya nemisebenzi yoMasipala waseDrakenstein anikezelwe kuye ngokhambelana necandelo 156 nelama-229 loMgaqo-siseko yaye alawulwa ngaphezulu nguMthetho kaMasipala: wamaCandelo kaMasipala, onguNombolo 117 we-1998, uMthetho kaMasipala, weeNkqubo zikaMasipala onguNombolo 32 wama-2000noMthetho kaMasipala: woLawulo lweMali kaMasipala, uMthetho onguNombolo 56 wama-2003, kunye nomnye umthetho osebenzayo.

2.4 Ukuthatyathwa kwesigqibo kwesixeko kuqhutywa liBhunga likaMasipala kunye noSodolophu weSigqeba, kunye noMphathi weSixeko naBalawuli beSigqeba aba-5 abanamagunya abawanikwe kwakuqala nalawo anikezelwe okwethutyana

ngokuhambelana nomthetho.

2.5 Amagunya nemisebenzi yoomasipala ngokuhambelana nezibonelelo zoMgaqo-siseko anjengoku kulandelayo:

2.5.1 Umasipala unesigunyaziso sesigqeba ngokuphathelele, yaye unelungelo lokumilisela:

a) Imicimbi kamasipala idweliswe kwiCandelo B leShedyuli 4 nakwiCandelo B leShedyuli 5 yoMgaqo-siseko; kunye

b) Nawuphi na omnye umcimbi owabelwe kuye ngumthetho wesizwe okanye wephondo.

2.5.2 Umasipala ukuqulunqa ze amilisele imithetho kamasipala elungiselela ulawulo olufanelekileyo lwemicimbi anelungelo lokuyimilisela.

2.5.3 Kuxhonyekekwe kwicandelo 151 (4) loMgaqo-siseko, umthetho kamasipala othi ungqubane nomthetho wesizwe okanye nowphondo awusebenzi. Ukuba ngaba kukho ukungqubana phakathi komthetho kamasipala komthetho wesizwe okanye owephondo othe akasetyenziswa ngenxa yongqubano ekubhekiselelwe kwicandelo 149 loMgaqo-siseko, umthetho kamasipala kufuneka uthatyathwe njengosebenzayo ngesi sithuba lomthetho ungasetyenzisa.

2.5.4 Urhulumente weSizwe norhulumente wephondo unakho ukunikezela kumasipala, ngesivumelwano yaye kuxhonyekekwe nakuyiphi na imiqathango, ulawulo lomcimbi odweliswe kwiCandelo A leShedyuli 4 okanye iCandelo A leSheduyli 5 loMgaqo-siseko eliphathelelene ngokuyimfuneko kumasipala, ukuba:

a) Umcimbi unokulawulwa ngokufanelekileyo kakhulu kwingingqi; yaye

b) Umasipala unalo ikhono lokuwulawula.

2.5.5 Umasipala unelungelo lokusebenzisa nawaphi na amagunya abhekiselele kumcimbi ayimfuneko ngokufanelekileyo, okanye ahamba nomsebenzi osebenzayo yemisebenzi yakhe.

3. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LENGCACISO LIKAMASIPALA/ZESEKELA LEGOSA LENGCACISO [ICANDELO 14(1)(b)]

3.1 Iinkcukacha zoqhagamshelwano zikamasipala zinjengezi zilandelayo:

- IDilesi yeSitalato: Civic Centre, Berg River Boulevard, Paarl
- IDilesi yePosi: P.O. Box 1, Paarl, 7622
- INombolo yeMfonomfono: 021807 4500
- INombolo yeFaksi: 021810 1547 / 872 8054
- IMbalelwano ye-Imeyile: customercare@drakenstein.gov.za
- IWebhusayiti: www.drakenstein.gov.za

3.2 Iinkcukacha zoqhagamshelwanozeGosa leNgcaciso okanye iSekela leGosa leNgcaciso zinjengoku kulandelayo:

3.2.1 IGosa leNgcaciso: Umnxeba woMphathi weSixeko: 021807 4615
I-imeyile: customercare@drakenstein.gov.za

3.2.2 ISekela leGosa leNgcaciso: UMlawuli weSigqeba: Imfonomfono yeeNkonzo zeQumrhu: 021807 4601
I-imeyile: customercare@drakenstein.gov.za,

4. ISIKHOKHELO NGENDLELA YOKUSETYENZISWA KOMTHETHO [ICANDELO 10]

4.1 Ngokuhambelana necandelo 10 loMthetho, iKhomishoni yamaLungelo aBantu kufuneka iqulunqe isikhokhelo esiqulathe ingcaciso enjalonjengoko inokufuneka ngokufanelekileyo ngumntu othanda ukusebenzisa naliphi na ilungelo elicamngcwe kuMthetho. Esi sikhokhelo siyafumaneka kuluntu yaye imibuzo ngokuphathelele kwisikhokhelo inakho ukuthunyelwa:

KwiKhomishini yemaLungelo aBantu yoMzantsi Afrika

*IYunithi **PAIA***

KwiSebe loPhando nokuQulunqwa kwamaXwebhu Private

Bag X2700

Houghton

2041

IMfonomfono: (011) 877 3803

IFaksi: (011} 403 0668

IWebhusayiti:

www.sahrc.org.za

I-Imeyile: paia@sahrc.org.za

5. ISICELO SOKUFIKELELA KWIREKHODI KAMASIPALA [ICANDELO 14(1)(d)]

5.1 Inkcazelo yezihloko namacandelo eerekhodi ezigcinwe nguMasipala waseDrakenstein

UMasipala waseDrakenstein ugcina irekhodi yayo yonke imbalelwano, iiplani zezakhiwo, iimaphu zocwangciso lwedolophu kunye nengcaciso ephathelelene nazo zonke iinkonzo. Iirekhodi zigcinwa phantsi kwamacandelo abanzi:

5.1.1 UMthetho;
5.1.2 UMbutho noLawulo;
5.1.3 IMicimbi eyeyeBhunga kunye neBhunga;
5.1.4 Abasebenzi;
5.1.5 EzeMali;
5.1.6 Izibonelelo zangaphakathi, iinkonzo;
5.1.7 IZakhiwo zeBhunga neZiza;
5.1.8 IiThenda, iiKowuti & neZivumelwano;
5.1.9 IiNgxelo kunye neziBuyisiweyo;
5.1.10 UPapasho neNgcaciso;
5.1.11 IMinyhadala nokuHlangana koLuntu;
5.1.12 Ukuqulunqwa kweentlanganiso zamaqumrhu nezinye iintlangano;
5.1.13 ULawulo lwezoMthetho;
5.1.14 IziQinisekiso namaPhepha-mvume; kunye
5.1.15 NoCwangciso lweDolophu noLawulo.

5.1.16 IiNkonzo eziyiMfuneko

a) AManzi;

b) UMbane;

c) IMigaqo neZitalato;

d) UHanjiso lweLindle noCoceko;

e) Ukufakelwa/UkuHlaziywa kweenkozo - imimandla yasematyotyombeni;

f) IiNkonzo zokuThuthwa kweNkunkuma ;

g) AmaNgcwaba neeNdawo zokuTshiswa kweZidumbu;

h) AManzi esiKhukhula; kunye

i) I-Way Leaves.

5.1.17 IiNkonzo zoLuntu

a) EzeMpilo;

b) IZikolo;

c) ULawulo lweZithuthi;

d) IiNkonzo zeThala leeNcwadi;

e) IZindlu;

f) IiPaka, IiGadi neZithuba eziNgena nto;

g) IMidlalo, uLonwabo neNkcubeko;

h) ULawulo kwiiSayidini zeSiporo sikaLoliwe;

i) IiNkonzo zoMlilo;

j) ISikithi sikaMasipala;

k) EzeNtlalo-ntle;

l) EzeNkolo neZakhiwo zeeNkonzo;

m) AmaZiko oLondolozo lweMbali kunye nezinto ezibalulekileyo ezifanele ukukhunjulwa;

n) Ukhuseleko loLuntu/uLawulo lweNtlekele;

o) AmaHolo;

p) IiNdawo zokuKampisha;

q) Amadama kaMasipala okuqubha;

r) IiThiyetha;

s) IiNkonzo zaNgasese zoLuntu;

t) UkuPolisa koLuntu;

u) ULondolozo lweNdalo;

v) ULawulo lweNdalo; kunye

w) UPhuhliso loBuntwana lwaNgethuba.

5.2 INkcazelo yeenkonzo ezifumanekayo [ICANDELO 14)(1)(f)]

Njengenkcazelo ebanzi, uMasipala ngokwakaloku nje ubonelela ngeenkonzo ezilndelayo:

5.2.1 I-Ofisi yoMphathi weSixeko

a) ICandelo: UNxibelelwano nokuThengisa

b) ICandelo: ULawulo lweNgozi

- ULawulo oluHlangeneyo lweNgozi
- ULawulo lweNgozi yoRhwaphilizo

c) ICandelo: UPhicotho-zincwadi lwaNgaphakathi

- UPhicotho loHambelwano
- UPhicotho lokuSebenza

5.2.2 ISebe: IiNkonzo zeQumrhu

a) ICandelo: IMicimbi yaBasebenzi (ULawulo} (HR)

- UkuPhathwa kweHR kunye nokuFunwa nokuKhethwa kwaBasebenzi
- UBudlelwane eNgqeshweni, iMpilo-ntle yeMqeshwa kunye neeNkonzo z OHS
- UQeqesho noPhuhliso
- UkuSebenza kakuhle koMbutho

b) ICandelo: IiNkonzo nezoLawulo

- IiNkonzo zoMthetho (ULawulo loMthetho nePropati)
- IiNkonzo zeNkxaso yoLawulo
- UBudlelwane beHlabathi nobooRhulumente kunye neeNkonzo zeNkxaso yoMthengi (iNkxaso ye-Ofisi yezoPolitiko)

c) ICandelo: ITheknoloji yeNgcaciso noNxibelelwano (ICT)

- IMisebenzi ye-ICT neNkxaso
- I-MIS/IiNkqubo
- IUkuPhathwa kwe-ICT noLawulo

d) ICandelo: UCwangciso oluHlangeneyo loPhuhliso noLawulo lokuSebenza

- I-IDP
- UkuThatyathwa kweNxaxheba luLuntu kunye neeProjekti zeWodi
- ULawulo loMsebenzi

5.2.3 ISebe: IiNkonzo zeMali

a) ICandelo: ULawulo lweSixokelelwano SoNikezelo

- UHambelwano, iNgozi, ukuSebenza okuNika iNgxelo
- UkuHlolwa kweThenda kunye neZivumelwano
- ULawulo lweKomiti yeThenda
- ULungiselelo lwempahla nokuLahlwa
- Ezifunyenweyo

b} ICandelo: ULawulo lweNgeniso neNkcitho

- INkcitho
- INgeniso

c) ICandelo: UHlahlo Lwabiwo-mali, ii-Asethi nokuNikwa kweNgxelo yeMali

- IiNkqubo zeMali
- ULawulo loHlahlo Lwabiwo-mali noBalo-mali lweeNdleko
- Iingxelo zeMali, UkuLawulwa kokuNikwa kweNgxelo nokweMali eziNkozo
- Assets and Insurance Management Services

5.2.4 ISebe: IiNkonzo zoBunjineli

a) ICandelo: IiNkonzo zoBunjineli boKwakha

- IiNkonzo zeMigaqo, ezaManzi eSikhukhula nezoBunjineli beZithuthi
- IULawulo lweZiseko ezinguNdoqo
- IiNkonzo zaManzi
- IiNkonzo zaManzi aMdaka

b) ICandelo: IiNkonzo zoBuchule be-Elektroniki

- IMisebenzi nokuLolongwa
- UCwangciso, uYilo kunye noKwakha
- ULawulo loMbane nokuPhathwa

c) ICandelo: INkxaso yoBuchule noLawulo lweProjekti

- I-EPWP
- ULawulo lweProjekti yePMU
-

d) ICandelo: ULawulo loGutyulo lweLindle nokuLahlwa kweNkunkuma

- ULawulo lokuSebenza koGutyulo lweLindle
- AmaZiko aSebenzayo oLawulo loGutyulo lweLindle nokuLahlwa kweNkunkuma

e) ICandelo: ULawulo lweZibonelelo nokuLungiswa kwazo

- ULawulo lweZithuthi nokuLolongwa
- ULawulo lweZakhiwo nokuLungiswa
- AmaZiko amaQumrhu kunye neeProjekti

5.2.5 ISebe: UCwangciso noPhuhliso

a) ICandelo: IiNkonzo zoCwangciso

- UCwangciso lokuSetyenziswa koMhlaba nokuCandwa
- UkuLawulwa koLwakhiwo
- UCwangciso lweSithuba, lweLifa leMveli neGIS

b) ICandelo: ULawulo lweNdalo

- ULawulo lweZibonelelo zeNdalo
- INkqubo yoLawulo lweNdalo ukuBekwa kweLiso noHambelwano
- UCwangciso noZinziso

b) ICandelo: UkuKhula koQoqosho noKhenketho

- UkuKhula koQoqosho
- UKhenketho

c) ICandelo: UPhuhliso lwamaPhandle

5.2.6 ISebe: IiNkonzo zoLuntu

a) ICandelo: IiPaka, iMidlalo noLonwabo, kunye namaNgcwaba

- IiPaka
- IMidlalo noLonwabo
- AmaNgcwaba kunye neeNdawo zokuHlala ngeeholide
- IiNkqubo, iiProjekti nokuLolongwa koMatshini oMncinane

b) ICandelo: Ukhuseleko loLuntu

- UkuNyanzeliswa koMthetho weZithuthi nokuNikezelwa kwamaPheph mvume
- IiNkonzo zoMlilo, uHlangulo noLawulo lweNtlekele
- UkuNyanzeliswa koMthetho kaMasipala noKhuseleko

c) ICandelo: IiNkonzo zoPhuhliso loLuntu nezeThala leeNcwadi neNgcaciso

- UPhuhliso LoLuntu
- IiNkonzo zeThala leeNcwadi neNgcaciso

d) ICandelo: IiNkonzo zeStokhwe sokuRentwa nezeNkxaso

- IiStokhwe sokuRentwa
- IiNkonzo zeNkxaso noLawulo lweBango

e) ICandelo: IiProjekti zeZindlu neNkxaso yoBuchule

- IiProjekti zeZindlu
- INkxaso yoBuchule yeeProjekti zeZindlu

5.3 Indlela yokufumana ukufikelela kwingcaciso

Kwimeko apho ilungu loluntu lithe lafuna ingcaciso kuMasipala waseDrakenstein ngokuhambelana nezibonelelo zoMthetho wokuKhuthazwa kokuFikelelwa kwiNgcaciso, 2000, inkqubo elandelayo kufuneka ilandelwe:

5.3.1 Isicelo kufuneka senziwe ngokubhaliweyo kwifomu echaziweyo ebhalelwe kuMasipala kwidilesi (kwi-imeyile okanye ikopi esephepheni) njengeko idweliswe kumhlathi wesi-3 apho. Ifomu echaziweyo incanyatheliswe **njengeSihlomelo A.**

5.3.2 ISicelo kufuneka sichaze ngokucacileyo ukuba yiyiphi ingcaciso edingekayo ukwenzela ukuba igosa eligunyazisiweyo okokuba linikezele ngengcacisolibe nokuchonga:

a) Iirekhodi ezifunekayo;

b) Umenzi wesicelo; kunye

c) Nesizathu esibangela okokuba kufunwe ingcaciso.

5.3.3 Umenzi wesicelo kufuneka achonge ilungelo afuna lisetyenziswe okanye libe nokukhuselwa yaye anikezele ngenkcazelo ebangela irekhodi ibe nokufunelwa ukusetyenziswa okanye ukhuseleko lwelo lungelo.

5.3.4 Ukuba isicelo senziwa egameni lomnye umntu, umenzi wesicelokufuneka angenise ubungqina besikhundla athi umenzi wesicelo asenzela phezu kwaso isicelo ukwanelisa iGosa leNgcaciso.

5.3.5 Umenzi wesicelo wangasese ngumenzi wesicelo ofuna ukufikelela kwirekhodi equlethe ingcaciso yomntu emalunga naloo menzi wesicelo yaye akudingeki ahlawule umrhumo odingwayo. Nawuphi na omnye umenzi wesicelo, onguye umenzi wesicelo ozicelelayo, kufuneka ahlawule umrhumo odingekayo.

5.3.6 IGosa leNgcaciso kufuneka lazise umenzi wesicelo (ngaphandle komenzi wesicelo ozicelelayo) ngesaziso, okokuba umenzi wesicelo udingeka okokuba ahlawule umrhumo ochaziweyo (ukuba ukho) ngaphambi kokuqhutyelwa phambili kwesicelo. Imirhumo echaziweyo incanyatheliswe **kwiSihlomelo B.** Emva kokuba igosa lengcaciso lenze isigqibo ngesicelo, umenzi wesicelo kufuneka aziswe ngokusetyenziswa kwefomu edingekayo. Isithuba esichaziweyo sokuqukunjelwa kwesicelo siya kuqalisa xa kufunyenwe yonke ingcaciso efanelekileyo kunye/okanye amaxwebhu. Esi sithuba sinakho ukwandiswa kwiimeko ezithile.

5.3.7 Ukuba ngaba isicelo sinikezelwe ngoko umrhumo ongaphezulu wofikelelo kufuneka uhlawulwe ukulungiselela ukuveliswa kwakhona, ulungiselelo kunye naliphi na ixesha elidlule kwiiyure ezichaziweyo ukufunwa nokulungiswa kwerekhodi ukulungiselela ukubhengezwa.

5.3.8 IGosa leNgcaciso okanye iSekela leGosa leNgcaciso linakho ukukwala ukufikelela kwiirekhodi phantsi kweemeko ezithile njengoko zinikezelwe kwisahluko sesi-4 soMthetho wokuKhutazwa kokuFikelela kwiNgcaciso, 2000, kwimeko enjalo ilungelo lokubhena liyafumaneka kumenzi wesicelo.

5.4 Ukufumaneka ngokuzenzekela kweerekhodi ezithile [ICANDELO 14(1)(e)]

ISihlomelo D sichaza amacandelo eerekhodi afumaneka ngokuzenzekela engakhange umntu enze isicelo sokufikelela ngokuhambelana noMthetho.

5.5 Amancedo ofumanekayo ngokuphathelele kukuthatyathwa kwamanyathelo okanye intsilelo yokuthatyathwa kwamanyathelo nguMasipala [ICANDELO 14(1)(h)]

Umenzi wesicelounakho ukufaka isibhelo sangaphakathi kugunyaziwe ogunyazisiweyo woMasipala waseDrakenstein kwifomu echaziweyo, ukuba:

5.5.1 Ukuba isicelo sofikelelo saliwe;

5.5.2 Imirhumo ebizwayo ibonakala ingamkelekanga; yaye

5.5.3 Ukuba ngaba isithuba ingcaciso ekufuneka ibhengeziwe sandisiwe liGosa leNgcaciso.

Ifomu echaziweyo elungiselelwe ukubhena kwangaphakathi incanyatheliswe **njengeSihlomelo C.**

Uncedo lokungeniswa kwesikhalazo kuMlawulo weNgcaciso ngokuhambelana nePOPIA phantsi kweemeko ezithile kufuneka ziqatshelwe.

5.6 Kufuneka iqatshelwe into yokokuba isicelo sokufikelela kwirekhodi sixhomekeke kunyino oluthile ukuba ngaba irekhodi ecelwayo iphantsi kwecandelo elithile njengoko kuchaziwe kwicandelo 23(4)(a) lePOPIA elifundwa kunye nePAIA, iSahluko 4 seCandelo 2.

5.7 Apho kurhaneleka ngokwaneleyo okokuba umenzi wesicelo ufumene ufikelelo kwirekhodi ngokungenisa ingcaciso engalunganga engeyonyaniso, okanye ekhohlisayo, uMasipala unakho ukufaka isenzo esisemthethweni esijolise kumenzi wesicelo.

6. AMALUNGISELELO AVUMELA UKUTHATYATHWA KWENXAXHEBA/UKUBANDAKANYWA KOLUNTU [ICANDELO 14(1)(g)]

6.1 Ukuthatyathwa kwenxaxheba/ukubandakanywa koluntu kulawulo lukaMasipala kuyalawulwa ikakhulu nguMthetho kaMasipala: weeNkqubo zikaMasipala, 2000 (iSahluko 4) kunye noMthetho wamaCandelo kaMasipala we-1998 (iSahluko 3).

6.2 Ukuthatyathwa kwenxaxheba luluntu kwimicimbi kaMasipala yinto efunekayo kulawulo olulungileyo nokuququzelelwa koku, okulandelayo kuyafumaneka kuluntu ukuze luthabathe inxaxheba:

- IiKomiti zeWodi;
- OoCeba beWodi nooCeba abaziPR;
- Ukunikwa kwengqwalasela kwiMibutho eSekwe kuLuntu, engamaqumrhu aya kubandakanywa kwinkqubo yocwangciso efana ne-IDP njli.njl.;
- Iintlanganiso zothethwano zoHlahlo Lwabiwo-mali/IDP ezisekwe kwiwodi necandelo;
- Ingcebiso evela kuluntu kufuneka ifunyanwe kwimicimbi njengoko ichaziwe ngumthethc kunye
- Neentlanganiso zoluntu xa kuyimfuneko.

Inkcazelo ecalulwe kakhulu iqulathwe kuMgaqo-nkqubo weBhunga wokuThatyathwa kweNxaxhek luLuntu.

7 UKUHLAZIYWA NOKUFUMANEKA KWEMANYUWALI YECANDELO 14

7.1 Ukuhlaziywa

Imanyuwali iyahlaziywa ze ipapashwe kwiGazethi kaRhulumente ngelo xesha kuyimfuneko.

7.2 Ukufumaneka

Imanyuwali iyafumaneka nakuyo nayiphi na kwii-ofisi ezidweliswe ngasezantsi yaye inakho ukuhlolwa:

- KwiDesika yoNcedo, kwiCivic Centre, ePaarl (I-ofisi eyintloko kaMasipala);
- KwiDesika yoNcedo, eWellington Customer Care Centre;
- Kwi-Ofisi kaMasipala eGouda;
- Kwi-Ofisi yeZindlu ePaarl East;
- EMbekweni Customer Care Centre;
- Kwi-Ofisi kaMasipala eSaron;
- KumaThala eeNcwadi eDrakenstein; kunye
- NakwiWebhusayiti kaMasipala.

Imanyuwali ifumaneka nakuye nakubani na umntu xa eyicelile naxa ehlawule isixa-mali esifanelekileyo ngokunjalo nakuMlawuli weNgcaciso xa iceliwe.

8. UMTHETHO WOKUKHUSELWA KWENGCACISO YOMNTU (POPIA)

8.1 Ngokuhambela neCandelo 23 lePOPIA, elifundwa kunye necandelo 18 lePAIA, isihloko sedatha (umthengi, umqeshwa okanye ilungu elilelinye). sinelungelo sokucela ingqinisekiso yazo naziphi na iirekhodi eziqulathe ingcaciso yabo njengoko igcinwe nguMasipala. Le ngqinisekiso iya kunikezelwa simahla. Apho ikopi yaloo rekhodi ithe yacelwa inkqubo kunye nemirhumo njengoko ichaziwe kwiPAIA iya kusetyenziswa.

8.2 Ingcaciso yomntu iya kuqwalaselelwa kuphela injongo ethile. UMasipala ekunikezeleni ngeenkonzo nakwiinkqubo zakhe zolawulo lwakhe lwengcaciso yomntu elungiselela iinjongo ezithile, phakathi kwazo:

- Ukuqinisekiswa kokuba ungubani na kunye nenye ingcaciso yomntu yabantu okanye abameli;
  Ukunikezelwa kweenkonzo kwilungu loluntu njengoko kuceliwe ngumntu lowo ze kwavunywa;
- Ukunikezelwa kweenkonzo ngokubanzi;
- Ukuqhutywa kwemisebenzi enxulumene nokubonelelwa kweenkonzo okanye kweentengiselwano;
- Ukulawulwa kobudlelwane;
- TUkubekwa kweliso nokubizwa kwerekhodi ngokunjalo nonxibelelwano lwe-elektronik ngenjongo zoqeqesho, zokulunga, zophando nokuthintelwa kobuqhophololo;
- Ubonelela ngeenkonzo zemali;
- Uvavanya yaye uqwalasela izikhalazo, izicelo zenkonzo, imibuzo, nezicelo, njl.njl.;
- Ugcina ii-akhawunti neerekhodi;
- Ngokuphathelele kuvavanyo lwengozi, kulawulo lokhuseleko lwengcaciso, kwiinkcukacha zamanani, kwiindlela nakucwangciso;
- Ukuxhasa nokulawula umsebenzi kaMasipala;
- Uhlahlelo lophando neenkcukacha zamanani;
- Ukusetyenziswa kweenkqubo zeCCTV ukuthintela nokufunyanwa kolwaphulo-mthetho
- Ukuthintelwa nokufunyanwa kobuqhophololo, ukuzaliswa kwemali, ulwaphulo-mthetho, imisebenzi yorhwaphilizo kunye nezinye iindlela ezingekho mthethweni, kubandakanywa ukuphanda nokutshutshisa;
  Ngokuhambelana neemfuno zomthetho nezinye ezilawulayo, umz., umthetho werhafu;
- Ulawulo lwabasebenzi;
- Ukugcinwa kwee-akhawunti neerekhodi;
- Ukunikezelwa kwenkathalo efanelekileyo kulungiselelwa utyalo-mali neeprojekti;
- Ukulawulwa kwezivumelwano;
- Kwizimangalo zomthetho;

- Ukunyanzelisa okanye ukukhusela amalungelo kaMasipala;
- Nayiphi na enye injongo efanelekileyo yolawulo ngokuhambelana nawo nawuphi na omnye umthetho, umthetho kamasipala, imimiselo, njl.njl.;
- Nayiphi na injongo eyenye enokuchazwa ngokugunyaziswa ngumasipala;
- Naziphi na ezinye iinjongo apho uMasipala anganakho ukwazisa iintloko zedatha kwisaziso esinikezelweyo; kunye
- Nenjongo enxulumene naso nasiphi na isibhengezo esigunyazisiweyo ngokuhambelana nesivumelwano, nomthetho okanye ummiselo.

8.3 Amacandelo eentloko zedatha - intloko yedatha isenokuba ngumntu okanye ngumntu onegunya

- **Abasebenzi**;
- Abasebenzi kunye nabaqeshi bemibutho yangasese;
- Amalungu eBhunga;
- Abasebenzi bamanye amaziko karhulumente/amasebe;
- Abafaki bezikhalazo nababuzayo
- Abacebisi;
- Abanikezeli bempahla nabanikezeli;
- Ngenkonzo;
- Iinkampani zangaphandle/iikontilaka;
- Amalungu oluntu kunye/okanye abameli balo;
- Abantu ngabanye abacholwacholwe ngeCCTV imifanekiso/iividiyo; kunye Abanini bezabelo/ amalungu ebhodi/ abalawuli/abaphathiswa.

8.4 Ingcaciso yomntu siso nasiphi na isiqwenga esirekhodiweyo sengcaciso efanelekileyo kwintloko yedatha, ikwikopi esephepheni okanye ikubume be-elektroniki, kubandakanywa phakathi kwezinye izinto okulandelayo:

- Uhlanga, isini, amanina namadoda, ukumitha, ubume bomtshato, ubuzwe, ubuhlanga, imvelaphi yoluntu, ibala, ukuziqhelanisa ngokwesondo, ubudala, impilo yomzimba okan' eyengqondo nempilo-ntle;
- Inkolelo, inkolo, isazela, inkcubeko, ulwimi nokuzalwa, imfundo, ingcaciso yonyango neyemali, imbali yolwaphulo-mthetho okanye yengqesho;
- Inani elichongayo okanye umqondiso;
- Ukukhubazeka, iimbono zomntu, uhlobo lwegazi okanye ingcaciso yokufakelwa kweenkcukacha zamanani
- Imbono yomntu okanye ukukhetha kwakhe, imbalelwano yangasese kunye nohlobo lwemfihlo, kunye nezinye izimvo zomntu kunye neembono;
- Apho igama lomntu libonakala nenye ingcaciso yomntu;
- Iipateni - ukuthenga okanye umthengi; kunye
- Idilesi, nokokuba eyi-imeyile okanye yidilesi yendawo, ingcaciso yendawo ngokunjalo nezichongi ezikwi-intanethi kunye neenombolo zemfonomfono okanye ezeselula.

8.5 Iintlobo zentlelo zengcaciso eqwalaselweyo

- Iinkcukacha zomntu;
- Iinkcukacha zosapho okanye zomntu ozalana naye kakhulu;
- Indlela yokuphila neemeko zoqoqosho lwentlalo;
- Iinkcukacha zemfundo nezengqesho;
- Iinkonzo ezinikezelweyo nezisetyenzisiweyo;
- Imisebenzi yoshishino;
- Imifanekiso ebonakalayo yabantu echalwacholwe kwiCCTV; kunye
- Iinkcukacha zemali.

8.6 **Itheyibhile elandelayo iqaqambisa icandelo lentloko yedatha eyahlukeneyo kunye nendlela ekuqwalaselwa ngayo ingcaciso yomntungokuphathelele kwelaa candelo lithile lentloko yedatha.**

ICANDELO LENTLOKO YEDATHA	INGCACISO YOMNTU EQWALASELWEYO
Abantu	• Amagama; • Iinkcukacha zoqhagamshelwano; • Iidilesi zendawo neyeposi; • Umhla wokuzalwa; • Inombolo yencwadi yokundwendwela; • Ingcaciso enxulumene nerhafu; • Ubuzwe; • Isini • Imbalelwano eyimfihlelo; • IiRekhodi zePAY; • Iirekhodi zentengiselwano; • Ingcaciso ye-akhawunti (ezifana nezomxhamli) • Idatha yokuchonga, yokuqinisekisa, umz., imifanekiso yotyikityo; kunye • Nenye ingcaciso yomntu njengoko kuchaziwe ngasentla
Abantu abasemthethweni okanye amaqumrhu	• Amagama abantu ekuqhagamshelwana nabo; • Igama lequmrhu elisethethweni; • Iinkcukacha zedilesi yendawo neyeposi nezoqhagamshelwano; • Ingcaciso yemali; • Inombolo yobhaliso; • Amaxwebhu okuseka; • Ubume bequmrhu; • Ingcaciso enxulumene nerhafu; • Abatyikityi abagunyazisiweyo, abaxhamli kunye nabanini bokugqibela abaxhamlayo; • Ingcaciso ye-akhawunti; • Iirekhodi zentengiselwano; • Ingcaciso yeB-BBEE; • Ukulinganiselwa kwengozi; • Enye ingcaciso yeprofayile kunye; • Nenye ingcaciso njengoko ibhekiselele

	kubantu okanye kubameli (umz., abanezabelo, abaphathiswa, abalawuli, njl.njl.)	
Abanikezeli benkonzo abanesivumelwano	• Amagama abantu ekuqhagamshelwana nabo; • Igama lequmrhu elisemthethweni; • Iinkcukacha zedilesi yendawo neyeposi kunye nezoqhagamshelwano; • Inombolo yobhaliso; • Amaxwebhu okuseka; • Ubume bequmrhu; • Ingcaciso enxulumene nerhafu; • Abatyikityi abagunyazisiweyo, abaxhamli kunye nabanini bokugqibela abaxhamlayo; • Iirekhodi zentengiselwano; • Ingcaciso ye-akhawunti nengcaciso yentlawulo; • Ingcaciso yeB-BBEE; • Ukulinganiselwa kwengozi; • Enye ingcaciso yeprofayile; kunye • Nenye ingcaciso njengoko ibhekiselele kubantu okanye kubameli (umz., abanezabelo, abaphathiswa, abalawuli, njl.njl.).	
Ukuhlawulwa kwabaxhamli	• Ingcaciso elandelayo ngokuphathelele kwi-akhawunti yebhanka: • Imali yelizwe; • Isazisi; • Igama; • Inombolo; kunye • Nohlobo; Ngokunjalo: • Idilesi yomxhamli; • Iinkcukacha zentengiselwano; kunye • Nenkcazelo yentlawulo.	
Amalungu abasebenzi behunga	• Igama; • Isini; • Ubume bokutshata; • Ubuhlanga; • Ubudala; • Iinkcukacha zoqhagamshelwano lweshishini	

	(idilesi, inombolo yemfonomfono kunye nedilesi ye-imeyile); • Ulwimi lwenkobe; • Ingcaciso yemfundo; • Ingcaciso yemali; • Imbali yengqesho; • Iirekhodi zePAYE; • Inombolo yesazisi/inombolo yencwadi yokundwendwela; • Idilesi yendawo neyeposi; • Iinkcukacha zoqhagamshelwano; • Izimvo; • Ubume bolwaphulo-mthetho; • Imbali yoluleko; • Impilo-ntle; kunye • Nenye ingcaciso yomntu njengoko ichaziwe ngasentla.	

8.7 **Iintlobo zamahlelo engcaciso eyodwa eqwalaselweyo**

- **Imvelaphi nobuhlanga okanye ngobuzwe**;Inkolo, indlela youphila okanye ezinye inkolo;
- Ubulungu bombutho wabasebenzi;
- Iimbono zezpolitiko;
- Amatyala kunye/okanye amatyala arhanelayo;
- Ukuziphatha kulwaphulo-mthetho nezimangalo, iziphumo nezigwebo; Ingcaciso yokusetynziswa kohlahlelo lwenkcukacha zamanani;
- Ululeko lolwaphulo-mthetho kunye/okanye ululeko lowaphulo-mtheto olurhanelwayo; Izimangalo zouleko, iziphumo nezigwebo; kunye
- Neenkcukacha zempilo yomzimba neyengqondo.

Xa ingcaciso yomntu kubhekiselelwe kuyo, ngaphadlekokuba kuchazwe ngenye indla, iya kubandakanya igcacso yomtu eyodwa.

8.8 Kwiimeko ezitile uMaipala kuya kufuneka abelane ngengcaciso yomntu eqwalaselwayo kunye nabantu bayo ngabanye kunye/okanye neminye imibutho okanye amaqela (iintloko zedatha). Xa oku kuyimfuneko uMasipala kufuneka ahambelane nezibonelelo zoMthetho wokuKhuselwa kweNgcaciso yoMntu.

8.9 UMasipala unokubonelela iintloko zedatha ngengcaciso yontu, umz., abanikezeli enkonzo. Apho kunikezelwe ngengcaciso yomntu kubanikezei benkonzo kuya kuba kulapho banikezela ngeenkonzo ezilandelayo:

- Ukucholacholwa kwedatha ngokunjalo nokuyilungelelanisa;
- Ukustorwa kwedatha;
- Ukunxibelelana nabachaphazelekayo, umz., ukuthunyelwa kwee-imeyile okanye ezinye iindlela zonxibelelwano;
- Ukuqhutywa kokuhlolwa kwenyameko efanelekileyo;
- Ukulawulwa kweengxowa-mali;
- Inkxaso yolawulo - ingakumbi kukuthengiswa kweenkonzo ngokoUncedo kulawulo - ingakumbi ukuthengiswa kweenkonzo ngoko.

8.10 UMasipala ngokwakaloku nje akabelani ngengcaciso yomntu ngaphaya kwemida okanye kumda ongapheshey, ngaphadle kweRiphabliki yoMzantsi Afrika. Ngoko kwimeko apho oku kube yimfuneko uMasipala uya kuhambelana necandelo 72 lePOPIA, yaye anganakho ukwabelana ngengcaciso yomntu kunye nabalawuli okanye imibutho ngokungalungelelaniswanga, kubandakanywa injongo zokwenziwa kohlolo olunonelelweyo nolublulekilyo.

8.11 UMasipala uneenkqubo esele zikho ukulungiselela ukuhambelana nezibonelelo zoMthetho wokuKhuselwa kweNgcaciso yoMntu. Ngokunjalo, itheknoloji esemgangathweni iya kuqinisekisa ngokunjalo ngokuyimfihlelo, imfezeko nokufumaneka kweNgcaciso yoMntu phantsi komhlaba wayo wokusebenza. Oku kuya kuqinsekisa ngento yokuba ingcaciso yomntu iyahlonitshwa yaye ikhuselwe. Ngaphezulu; inzame ezilungileyo ziyasetyenziswa yaye zimiliselwe ukuqinisekisa ngento yokuba ingcaciso yomntu ikhuselekile ngawo one amaxesha. Masipala unokusebenzisa imiqathango engeminye yaye apho kuyimfuneko aziqhelanise kuphuhliso lokhuseleko lwetheknoloji. Eminye yemiqathago ibandakanya:

- Iifayawol (iinkqbo zokhuseleko lwe-intanethi);
- Inkqubo yekhompyutha yokhuseleko kwivirus kunye nemiqathano yohlaziyo;
- Ulawulo loukhuselekileyo kufikelelo kwidatha;
- Ulawulo lomsebenzisi;
- Ulawulo lokuthumela;
- Ulawulo lofikelelo kubuchule bokuqiqa kubandakanywa ulawulo lofikelelo kubantu;
- Ulawulo lombutho;
- Isibonelelo se-IT esiqulathe iinkqubo ezikhuselekilyo ngokuphathelele kubuqu bekhompyutha kunye neenkqubo zekhompyutha;
- Apho abanikeli benkonzo bangapandle beqwalasela ingcaciso yomntu egameni loMasipala kufuneka ngokunjalo bamilisele ulawulo lokhuseleko yaye banesivumelwano sokwenza oko ngokufanelekileyo; kunye
- Nezivumelwano zokungabhengezwa.

8.12 **Inkcaso kukuQwalaselwa kweNgcaciso yoMntu yintloko yedatha-** ngokuhambelana necandelo 11(3) lePoPIA nommiselo 2 weMimiselo yePOPIA intloko yedatha inakho ukuchasa kuMasipala, okokuba kuqwalaselwe ingcaciso yakhe kuxhonyekekwe kukhululo njengoko kuchazwe kwiPOPIA. Ifomu eyimfuneko echaziweyo kufuneka izaliswe yaye incanyathiselwe apha njengeSihlomelo E.

8.13 **Isicelo sokulungiswa okanye sokucinywa kweNgcaciso yoMntu** - intloko yedatha inakho ngokuhambelana necandelo 24 lePOPIA kunye nommiselo 3 weMimiselo yePOPIA ukwenza isicelo sokokuba ingcaciso yomntu mayilungiswe okanye mayicinywe. Ifomu echaziweyo incanyathiselwe apha njengeSihlomelo F.

9 UKUQUKUMBELA

9.1 INgcaciso ngokuBanzi

UMasipala waseDrakenstein ukhokhelwa zinqobo ezisesikweni ezifana nokuba phandle, ukuthatyathwa koxanduva nokuba selubala kunye nolawulo olulungileyo kumbono wokuba "siSixeko esigqibeleleyo". Ukumilisela kwezi nqobo zisesikweni kuqinisa ukuzibonelela kukaMasipala ekuhambelaneni nezibonelelo zalo Mthetho.

NjengoMasipala waseDrakenstein uzamela ukuba ngumasipala ofikelelekayo yaye azibonakalise njengofikelelekayo kangangoko enakho kubenzi bezicelo beerekhodi zakhe, iSekela leGosa leNgcaciso liqeshiwe ukunceda abenzi bezicelo okokuba basebenzise amalungelo abo ngokuhambelana noMthetho.

Apho abantu bathi bafumane ubunzima ekuyiqondeni le manyuwali, iGosa leNgcaciso okanye uSekela weGosa leNgcaciso kunokuqhagamshelwana naye ngokunjalo nakuyo nayiphi na ingcaciso engaphezulu engaqulathwanga kule manyuwali.

ISIHLOMELO A IFOMU YOKWENZIWA KWESICELO

ISICELO SOKUFIKELELA KWIREKHODI YEQUMRHU LOLUNTU - **UMASIPALA WASEDRAKENSTEIN** (Icandelo 18(1) loMthethowokuKhuthazwa kokuFikelelwa kweNgcaciso, 2000 (UMthetho onguNombolo 2 wama- 2000) [UMmiselo 6]	ISETYENZISWA YI-OFISI Inombolo yentsebenziswano : Inombolo yokukhangelo

Le fomu yeSicelo soFikelelo kufuneka ingeniswe kuMasipala waseDrakenstein, P O Box 1, Civic Centre, Berg River Boulevard, Paarl, 7622, kunye nawo onke amaxwebhu afanelekileyo okanye iziswe kwiCandelo leeRekhodi, 1st floor, Civic Centre, Berg River Boulevard, Paarl okanye inakho ukuthunyelwa nge-imeyile kule dilesi customercare@drakenstein.gov.za. Imibuzo yolawuloinakho ukuthunyelwa kuNksk Marf Muller (Mari.Muller@drakenstein.gov.za / 021 807 6323).

A IINKCUKACHA ZEQUMRHU LOLUNTU :

IYA: KWIGOSA LENGCACISO (UMPHATHI WESIXEKO) okanye KUSEKELA WEGOSA LENGCACISO (UMLAWULI WESIGQEBA: IINKONZO ZEQUMRHU))

IQUMRHULOLUNTU	UMasipala waseDrakenstein
IDILESI YESITALATO	Civic Centre, Berg River Boulevard, Paarl
IDILESI YEPOSI	Po Box 1, Paarl, 7622
INOMBOLO YEMFONOMFONO	021807 4500
INOMBOLO YEFAKSI	0218701547 / 872 8054
I-IMEYILE	customercare@drakenstein.gov.za
IWEBHUSAYITI	www.drakenstein.gov.za

B UMENZI WESICELO: IINKCUKACHA ZOMNTU OWENZA ISICELO SOKUFIKELELA KWIREKHODI:

a) Iinkcukacha zomntu owenza isicelo sokufikelela kwirekhodi kufuneka zinikezelwe ngasezantsi.
b) Idilesi kunye/okanye inombolo yefaksi ekwiRiphabliki apho kufuneka ingcaciso ithunyelwe, kufuneka inikezelwe.
c) Ubungqina besikhundla ekwenizwa phantsi kwaso isicelo, ukuba kufanelekile # kufuneka buncanyathiselwe.

Igama elipheleleyo lomntu		INombolo yeSazisi::	
Idilesi yendawo			
Idilesi yeposi			

INombolo yemfonomfono | I-imeyile

INombolo yeselula

Isicelo senziwa egameni lomnye umntu/iqumrhu?

Isikhundla esenziwa phantsi kwaso isicelo, xa sisenziwa egameni lomnye umntu/lequmrhu, umz., njengomlawuli wenkampani/ njengomphathiswa wethrasti. (Ncamathisela ileta yegunya/igunya lokusebenza egameni.) | Ewe | Hayi

C IINKCUKACHA ZOMNTU ESENZELWA YENA ISICELO:

Zalisa eli candelo KUPHELA ukuba ngaba isicelo senziwa egameni lomnye umntu/lequmrhu.

Amagama apheleleyo kunye nefani yomntu/eThrasti/CC/eNkampani

Inombolo yesazisi/yoBhaliso

Inombolo yemfonomfono.

Inombolo yeselula

I-imeyile

D IINKCUKACHA ZEREKHODI:

a) Nika iinkcukacha ezipheleleyo zerekhodi ekwezelwa yona isicelo, kubandakanywe inombolo yeslathisi ukuya iyaziwa, ukunceda ukuba irekhodi ibe nokufumaneka.

b) Ukuna ngaba isithuba esinikiweyo, asanele, nceda uqhubeke kwiphepha elilodwa ze ulincamathelise kule fomu.

c) Umenzi wesice kufuneka asayinne onke amaphepha awangezelelweyo.

Inkcazelo yerekhodi okanye isahlulo esifanelekileyo serekhodi

	Inombolo yesalathisi yerekhodi (ukuba	
	Naziphi na ezinye iinkcukacha zerekhodi	
	Isebe/ iCandelo apho ireckhodi ivela khona (ukuba unakho) ?	
	Isizathu sokucelwa kwerekhodi:	

E	**IMIRHUMO**

a) Isicelo sokufikelela kwirekhodi, ngaphandle kwerekhodi equlathe ingcaciso yomntu ebhekiselele kuwe siya kuqwalaselwa kuphela emva kokuba umrhumo uhlawulwe.

b) Uya kwaziswa ngesixa-mali esifunekayo ngokunjalo neenkcukacha zebhanka kunye nenombolo yesalathisi efanelekileyo.

Umrhumo ohlawulwayo wokufikelela kwirekhodi uxhomekeke kwifomu ekufunwa ngayo ufikelelo kunye nexesha elifanelekileyo elidingekayo ukukhangela nokulungiselela irekhodi.

d) Ukuba ngaba ukufanele ukukhululwa ungahlawuli nawuphi na umrhumo, nceda chaza isizathu sokukhululwa - isalathisi masenziwe esibhekiselele kwicandelo elithile loMthetho.

Isizathu sokukhululwa ekuhlawuleni imirhumo	

F	IFOMU YOKUFIKELELA KWIREKHODI

'Ukuba uyathinteleka ngenxa yokukhubazeka okokuba ufunde, uhlole okanye umamele kwirekhodi ekwifomu,kufikelelo olunikezelweyo kulungiselelwa 1 ukuya kwisi-4 ngasezantsi, chaza ~~ukukhubazeka kwakho yaye uchaze ukuba yiyiphi ifomu yerekhodi edingekayo.~~

Ukukhubazeka:	Ifomu ekufunwa ngayo irekhodi:

Phawula ibhokisi efanelekileyo ngo-X

AMANQAKU

(a) Ukuhambelana nesicelo sakho sokufikelela kwifomu echaziweyo kmuxhomekeka kwifomu ekufumaneka ngayo irekhodi.

(b} Ukufikelela kwifomu eceliweyo kunakho ukwaliwa phantsi kweemeko ezithile. Kwimeko enjalo uya kwaziswa ukuba ngaba ufikelelo luya kunikezelwa kwenye ifomu efumanekayo.

© Umrhumo ohlawulelwa ufikelelo kwirekhodi, ukuba ukho, uya kumiselwa ikakhulu yifomu ekbhalwe kuyo irekhodi okanye ifomu eshicilelweyo yofikelelo oluceliweyo

1. **Ingaba irekhodi ikubume obubhaliweyo okanye obushicilelweyo:**			
	Ikopi yerekhodi		Ukuhlolwa kwerekhodi

2. Ukuba ngaba irekhodi iqulathe imifanekiso ebonakalayo - (oku kubandakanya amafoto, izilayidi, iirekhodi zevidiyo, imifanekiso eveliswe yikhompyutha, imizobo, njl. njl):

	hlola imifanekiso		kopa imizobo		khuphela imizobo

3. Ukuba irekhodi iqulathe amagama arekhodiweyo okanye ingcaciso enakho ukuveliswa kwekhona ngesandi.

	Mamela ikhasethi (ikhasethi emanyelwayo/CD)		Ukukhutshela kwekhasethi kuxwebhu olubhaliweyo okanye olushicilelweyo

4. Ukuba ngaba irekhodi igcinwe kwikhompyutha okanye kubume be-elektroniki okanye kumatshini - ifomu efundekayo :

	Ikopi eshicilelweyo yerekhodi		**Ikopi eshicilelweyo yengcaciso eveliswe kwirekhodi**		**Ikopi ikubume bokufundela bekhompyutha** (istiffi okanye idiski)

Ukuba ucele ikopi okanye ukhutshelo lwerekhodi (ngasentla), ungathanda ikopi okanye ukhutshelo luthunyelwe kuwe?	EWE	HAYi

Qaphela okokuba iindleko zeposi ziya kuhlawulwa.

Qaphela okokuba ukuba ngaba irekhodi ayifumaneki ngolwimi olukhethayo, ufikelelo lunkunikezelwa ngolwimi irekhodi efumaneka ngalo.

Luluphi ulwimi ongayithanda irekhodi ibe ngalo?

ISAZISO SESIGQIBO ESIPHATHELELENE NESICELO SOFIKELELO:
Uya kwaziswa ngembalelwano okokuba isicelo sakho sivunyiwe/saliwe. Ukuba uthanda ukwaziswa ngolunye uhlobo, nceda uchaze uhlobo ze unikezela ngeenkcukacha eziyimfuneko ukunceda uhambelwano nesicelo sakho.

Ungathanda ukwaziswa njani ngesigqibo esiphathelele kwisicelo sakho sofikelelo kwirekhodi?	

ISAYINWE E: ______________________

UMHLA ______________________

UTYIKITYO : ______________________
(UMENZI
WESICELO}
____

ISihlomelo B

Imirhumo yeerekhodi okanye iqumrhu loluntu

3.(1) umrhumo wokushicilelwa kwakhona, ekubhekiselelwe kuwo kwicandelo 15(3) loMthetho, unjengoku kulandelayo:

			R
(a)	Nayiphi na ikopi efotiweyo yephepha elingu-A4 ubukhulu okanye inxalenye yalo		0,60
(b)	Nayiphi na ikopi eshicilelweyo kwiphepha **elibukhlu buyi-A4** inxenye ngoko egcinwe kwikhompyutha okanye kwi-elektroniki okanye kubume obufundekayo obukumatshini		0,40
(c)	Nayiphi na ikopi ekukhompyutha - ekubume bokufundeka ekwi -		
	(i)	kwistifi	5,00
	(ii)	kwidiski	40,00
(d)	(i)	Ukukhutshelwa kwemifanekiso ebonwayo, Kwiphepha elibukhulu buyi-A4 okanye inxalenye yoko	22,00
	(ii)	Kwikopi yemifanekiso ebonwayo	60,00
(e)	(i)	Ukukhutshelwa kwerekhodi emanyelwayo, yephepha elibukhulu buyi-A4 okanye inxalenye yalo	12,00
	(ii)	Kwikopi yerekhodi emanyelwayo	17,00

(2) Umrhumo wesicelo ohlawulwa ngumceli ngamnye, ngaphandle komceli wobuqu ochazwe kwicandelo 22(1) loMthetho, yi-R35.00.

(3) Umrhumo wefikelelo ohlawulwa ngumenzi wesicelo ekubhekiselelwe kuwo kwicandelo 22(7) loMthetho, ngaphandle kokuba ukhululwe ngaphantsi kwecandelo

22(8) loMthetho, unjengoku kulandelay:

			R
(a)	Ngekopi nganye efotiweyo yephepha elibukhulu buyi-A4 okanye inxalenye yalo		0.60
(b)	Ngekopi nganye eshicilelweyo ekwiphepha elibukhulu buyi-A-4 okanye inxalenye yalo egcinwe kwikhompyutha okanye kwi-elektroniki okanye kubume obufundekayo obukumatshini		0,40
(c)	Ngekopi ekubume obufudekayo bekhompyutha ekwi-		5.00
	(i)	Stifi	40,00
	(ii)	kwidiski	
			22.00
(d	(i)	Ngokukhutshelwa kwemifanekiso eboniswayo kwiphepha elibukhulu buyi-A4 okanye inxalenye yalo	60,00
	(ii)	Ngekopi yemiboniso ebonakalayo	
(e)	(i)	Ngokukhutshelwa kwerekhodi emanyelwayo kwiphepha elibukhulu kuyi-A4 okanye inxalenye yoko	12,00

(ii) Ngekopi yerekhodi emanyelwayo 17,00

(f) Ukukhangelwa kwerekhodi kulungiselelwa ubhengezo. Li-R 15100 ngeyure nganye okanye ngenxalenye yeyure kungabandakanywa iyure yokuqala, kuyadingeka ngokufanelekileyo kulungiselelwa uphando olunjalo.

(4) Umrhumo wokuposa ofunnwayo uhlawulwa xa ikopi yerekhodi kufuneka ithunyelwe kumenzi wesicelo.

(5) Ukulungiselelwa kweenjongo zecandelo 22(Z) loMthetho okulandelayo kuyasebenza:

(a)Iiyure ezintandathu njengeeyure ekufuneka zigqithwe phambi

7. Umrhumo wokubhena uhlawulwa ngophathelelene nokungeniswa kwesibheno sangaphakathi ngumenzi wesicelo ngenkcaso yokwaliwa kwesicelo sakhe sofikelelo, njengko kuqulunqiwe kwecandelo 75(3)(a) loMthetho, ngama-R50.00.

Irhafu yokwandiswa kwexabiso

8. Amaqumrhu karhulumente nawangasese abhalisa phantsi koMthetho kweRhafu yoKwandiswa kweXabiso, we-199) (uMthethoonguNombolo 89 we-1991), njengoko abathengisi benakho ukwangezelela irhafu kuyo yonke imirhumo echaziweyo ngokuhambelana nale mimiselo.

ISIHLOMELO C

IFOMU YANGAPHAKATHI YOKUBHENA

ISAZISO SANGAPHAKATHI SOKUBHENA

(ICandelo 75 loMthetho wokuKhuthazwa kokuFikelela kwiNgcaciso, 2000 (uMthetho onguNombolo 2 wama-2000)

[UMmiselo 6)

CHAZA INOMBOLO YAKHO YESALATHISI:
QAPHELA: Umntu ofaka isibheno sangaphakathi kuya kufuneka ahlawule umrhumo wokubhena. *Ukuba umrhumo wokubhena umele ukuhlawulwa, isigqibo sokubhena sangaphakathi sinakho ukurhoxiswa de umrhumo uhlawulwe.*

A. Iinkcukacha zequmrhu loluntu

IGosa leNgcaciso/uSekela weGosa leNgcaciso:

B. Iinkcukacha zomenzi wesicelo/umntu wesithathu ofake isibheno sangaphakathi

(a) Iinkcukacha zomntu ofake isibheno sangaphakathi, kufuneka zizaliswe ngasezantsi. *(b) Ubungqina besikhundla ekufakwa ngabo isibheno, ukuba sikho, kufuneka sincanyatheliswe.* *(c) Ukuba umntu obhenayo ngumntu wesithathu yaye ingenguye umntu obefake isicelo ekuqaleni ecela ingaciso, iinkcukacha zomenzi wesicelokufuneka zichazwe kuC ngasezantsi.*

Amagama apheleleyo nefani

Inombolo yesazisi

Idilesi yeposi

Inombolo yefaksi

Inombolo

yemfonomfono

Idilesi yeI-meyile

Isikhundla ekufakwe phantsi kwaso isibheno sangaphakathi egameni lomnye umntu:

C. Iinkcukacha zomenzi wesicelo

Eli candelo kufuneka lizaliswe KUPHELA ukuba ngaba umntu wesithathu (ongenguye umenzi wesicelo) ufaka isibheno sangaphakathi.

Amagama apheleleyo nefani

Inombolo yesazisi

D. **Isigqibo ekufakwe ngenxa yaso isibheno sangaphakathi**

Phawula isigqibo ekufakwe ngenxa yaso isibheno sangaphakathi ngo"X" kwibhokisi efanelekileyo:	
	Ukwaliwa kwesicelo sofikelelo.
	Isigqibo esiphathelele nemirhumo emiselwe ngokuhambelana necandelo 22 loMthetho.
	Isigqibo esiphathelele nokwandiswa kwesithuba emakuqwalaselwe ngaso isicelo ngokuhambelana necandelo 26(1) loMthetho:
	Isigqibo ngokuhambelana necandelo 29(3) loMthetho sokwaliwa sokufikelela kwifomu njengoko kuceliwe ngumenzi wesicelo.
	Isigqibo sokuvunyelwa kwesicelo sofikelelo.

E. mihlaba yokubhena

Ukuba ngaba isithuba osinikiweyo asanele nceda uqhubeka kwiphepha elilodwa ze ulincamathelise kule fomu. **YKufuneka usayine onke amaxwebhu awongezelelweyo.**

Chaza imihlaba esisekwe phezu kwayo isibheno sangaphakathi:

Chaza nayiphi na enye ingcaciso enokuthi ifaneleke xa kuqwalaselwa isibheno:

F. Isaziso sesigqibo sokubhena

YUya kwaziswa ngokubhaliweyo ngesigqibo sokubhena kwakho kwangaphakathi. Ukuba ngaba uthanda ukuba waziswengoko ngolunye uhlobo, nceda uchaze uhlobo ze unikezelw ngeenkcukacha eziyimfuneko ukuncedakuhambelwano nesicelo sakho.

Chaza uhlobo: ....

Iinkcukacha zohlobo: ....

Isayinwe e................................ ngalo mhla.......................... wama-20.....

UTYIKITYO LOMBHENI

UKUSETYENZISWA LISEBE:

IREKHODI ESESIKWENI YOKUBHENA YANGAPHAKATHI:

Isibhen Sifunyen on ________________ (date) by ____ (chaza isikhundla, igama nefani yegosa lengcaciso/yesekela legosa lengcaciso).

Isibheno sikhatshwa zizizathu ezilungiselelwe isigqibo segosa lengcaciso/sesekela legosa lengcaciso yaye, apho kufanelekileyo, iinkcukkacha zaye nawuphi na umntu wesithathu apho iirekhodi, ezingeniswe ligosa lengcaciso/ngusekela wegosa lengcaciso _______________________ (ngomhla) kugunyaziwe ofanelekileyo.

.

ISIPHUMO SESIBHENO:

ISIGQIBO SEGOSA LENGCACISO/SESEKELA LEGOSA LENGCACISO SIQINISEKISWE/KUBEKWE ENDAWENI YASO ISIGQIBO ESITSHA

ISIGQIBO ESITSHA:

UMHLA WOGUNYAZIWE OFANELEKILEYO
UMHLA WOKWAMKELWA LIGOSA LENGCACISO/NGUSEKELA WEGOSA LENGCACISO OVELA KUGUNYAZIWE OFANELEKILEYO:

IIREKHODI EZIFUMANEKA NGOKUZENZEKELA **NOKUFIKELELA KWIIREKHODI** EZINJALO

(Icandelo 15 loMthetho wokuKhuthazwa kokuFikelela kwiNgcaciso, 2000 (uMthetho 2 wama-2000)

[UMmiselo SA]

INKCAZELO YECANDELO LEEREKHODI EZIFUMANEKA NGOKUZENZEKELA NGOKUHAMBELANA **NECANDELO 15 (1) (a)** LO MTHETHO WOKUKHUTHAZWA KOFIKELELO KWINGCACISO, 2000	UHLOBO LOFIKELELO KWIIREKHODI (umz.,iwebhusayiti) **(ICANDELO 15 (1) (b))**

KULUNGISELELWA UHLOLO NGOKUHAMBELANA **NECANDELO 15 (1) (a) (i):**

1. Icandelo 14 lemanyuwali liyafumaneka ngokuhambelana noMthetho 2 wama-2000 wokuKhuthazwa kokuFikelelwa kwiNgcaciso	IWebhusayiti: ISebe: ICandelo:	www.drakenstein.gov.za IiNkonzo zeQumrhu EzoMthetho noLawulo
2. Ii-ajenda nemizuzu yeBhunga (Kubandakanywa ii-ajenda kunye nemizuzu yazo zonke iintlanganiso zamacandelo eBhunga kunye nezo zababengaphambili kwabo, kungabandakanywa imizuzu nee-ajenda eziphalwe "okuyimfihlelo").	IWebhusayiti: ISebe: ICandelo:	www.drakenstein.gov.za IiNkonzo zeQumrhu EzoMthetho noLawulo
3. Iinkcukacha zeshishini Igama, indawo, idilesi, inombolo yemfonomfono, abantu oqhagamshelana nabo, iiyure zomsebenziName, zazo zonke ii-ofisi zeBhunga kunye needepo.	IWebhusay iti IDesika yoNcedo	www.drakenstein.gov.za Civic Centre Paarl
4. Iinkcukacha zoqhagamshelwano ezisesikweni zooceba (kungabandakanywa iinkcukacha zomntu ezizezakhe): kubandakanywa uSodolophu weSigqeba, uSomlomo kunye nababambe izikhundla ze-ofisi)	IWebhusayiti: ISebe: ICandelo:	www.drakenstein.gov.za IiNkonzo zeQumrhu EzoMthetho noLawulo
5. Amacandelo eBhunga/ iiKomiti Ukuqulunqwa, amagamaamalungu, ababambe izikhundla ze-ofisi, ubulungu bezopolitiko, ixesha kunye nendawo yeentlanganiso.	ISebe: ICandelo:	IiNkonzo zeQumrhu EzoMthetho noLawulo
6. Ubume bombutho Ubume bombutho bukaMasipala kunye namasebe awo.	IWebhusayiti: ICandelo:	www.drakenstein.gov.za ULawulo lweMicimbi yaBasebenzi

7. CUmthetho webhunga, imithetho kamasipala kunye nemigaqo-nkqubo	IWebhusayiti: ISebe: ICandelo:	www.drakenstein.gov.za IiNkonzo zeQumrhu EzoMthetho noLawulo
8. IsiCwangciso esiHlangeneyo soPhuhliso (IDP)	IWebhusayiti: UMphathi weSixeko ICandelo:	www.drakenstein.gov.za IDP
9. IMicimbi yeMali UHlahlo Lwabiwo-mali lokuSebenza UHlahlo Lwabiwo-mali lweNkunzi UHlengahlengiso loHlahlo Lwabiwo-mali UkuSebenza kweMali kunye nengxelo yaPhakathi eNyakeni iiNgxelo zaRhoqo ngeKota IiNgxelo zarhoqo ngeNyanga IiNgxelo zoNyaka zeMali eziPhicothiweyo	IWebhusayiti ISebe:	www.drakenstein.gov.za IiNkonzo zeMali
10. IiShedyuli Iishedyuli zokuqokelelwa kwenkunkuma	IWebhusayiti ISebe:	www.drakenstein.gov.za IiNkonzo zoLuntu ICandelo: ULawulo loGutyulo lweLindle
11. Iirhafu, imirhumo, iintlawulo ezongeziweyo	IWebhusayiti ISebe	www.drakenstein.gov.za IiNkonzo zeMali
12. IiThenda: Izimemo zeThenda AmaBhaso eThenda	IWebhusayiti ISebe ICandelo:	www.drakenstein.gov.za IiNkonzo zeMali ULawulo lweSixokelelwano soNikezelo
13.ULawulo lokuSebenza UkuNikezelwa kweNkonzo nesicwangciso sokuMiliselwa koHlahlo Lwabiwo-mali **(SDBIP)** INgxelo yoNyaka INgxelo yoNyaka yokuSebenza UHlahlo Lwabiwo-mali lwaPhakathi eNyakeni kunye neNgxelo yokuSebenza iNgxelo yeRhoqo ngeKota yokuSebenza	IWebhusayiti: UMphathi weSixeko ICandelo:	www.drakenstein.gov.za **PMS/SDBIP**
14. Ingcaciso yamaLungu aBasebenzi Ingcaciso yamalungu abasebenzi ngokuhambelana neCandelo 34(2)(f) loMthetho wokuKhuthazwa kokuFikelela kwiNgcaciso, 2000.	ISebe: ICandelo:	IiNkonzo zeQumrhu ULawulo lweMicimbi yaBasebenzi
15. Izindlu Iirekhodi eziqulathe iinkcukacha zoluhlu abalindele izindlu	ISebe: ICandelo:	UCwangciso noPhuhliso UkuHlaliswa kwaBantu
16. AbaNikezeli beeNkonzo Iinkcukacha zabanikezeli beenkonzo kuMasipala	ISebe: ICandelo:	IiNkonzo zeMali ULawulo lweSixokelelwano soNikezelot
UKUTHENGWA OKANYE UKUKOTSHWA NGOKUHAMBELANA NECANDELO15(1) (a) (ii)		
Njengoko kunjalo apha ngasentla.	Isicelo sekopi esivela kwi-Ofisi yeSekela leGosa leNgcaciso kwi-Ofisi eyiNtloko yoMasipala waseDrakenstein, Berg River Boulevard, Paarl ngemirhumo echaziweyo. Inombolo yemfonomfono: (021) 807 4600	

<table>
<tr><th colspan="2">IFUMANEKA SIMAHLA NGOKUHAMBELANA NECANDELO15 (1) (a) (iii)</th></tr>
<tr><td rowspan="2">UPapasho lwencwadana yengcaciso nephephandaba leendaba
(lonke upapasho olwenziwe nguMasipala nasegameni lahe olubhengeziweyookanye olwandlalwe kwiBhunga apho kungekho lungelo lilodwa lokubhaliweyo oluphantsi kwabantu okanye kumaqumrhu anganxulumananga noMasipala. Iikopi ezishicilelweyo azisayi kusoloko zifumaneka).</td><td>IWebhusayiti: www.drakenstein.gov.za</td></tr>
<tr><td>ICandelo loNxibelelwano</td></tr>
</table>