



UKUFIKELELA KWINCWADI YOLWAZI (PAIA-Manual)

*(NGOKWECANDELO LE-14 LOKUKHUTHAZWA KOKUFIKELELA KU
INGCACISO UMTHETHO 2 KA 2000)*

UMHLA WOKUHLANGANISA: **01/03/2023**
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1. ULUHLU LWAMAGAMA ABHALWE NGOONOBUMBA BOKUQALA KUNYE NEZIFINYEZO

1.1 **“CEO”** Igosa eliphethe inkampani (Chief Executive Officer)

1.2 **“DIO”** Isekela Gosa leenkukacha (Deputy Information Officer);

1.3 **“IO”** Igosa Lenkukacha (Information Officer);

1.4 **“Minister”** Umphathiswa

1.5 **“PAIA”** Ukukhuthazwa kokufikelela kulwazi (Promotion of Access to Information Act No. 2 of 2000(as Amended);

1.6 **“PFMA”** Umthetho woLawulo lweMali kaRhulumente (Public Finance Management Act No.1 of 1999 as Amended);

1.7 **“POPIA”** Umthetho wokukhuselwa kweenkukacha zomntu othile (Protection of Personal Information Act No.4 of 2013);

1.8 **“Regulator”**
Umlawuli Wenkukacha

2. INJONGO YE-PAIA MANUAL

Le ncwadana yePAIA iluncedo kuluntu ukuba -

2.1 Iujonge uhlobo lweerekhodi ezinokuthi sele zifumaneka kuMasipala weNgingqi waseSenqu, ngaphandle kwesidingo sokungenisa isicelo esisemthethweni se-PAIA;

2.2 Iuyayayazi indlela yokwenza isicelo sokufikelela kwirekhodi kaMasipala weNgingqi waseSenqu;

2.3 Iuyafikelela kuzo zonke iinkcukacha zoqhagamshelwano zabantu abachaphazelekayo ukuncedisa uluntu ngeerekhodi abazimisele ukufikelela kuzo;

2.4 Iuyawazi amancedo akhoyo avela kuMasipala weNgingqi waseSenqu malunga nokufaka isicelo sokufikelela kwiirekhodi, ngaphambi kokubonana noMlawuli okanye iiNkundla;

2.5 Iunenkcazelo ngeenkonzolo ezifumanekayo kumalungu oluntu ezivela kuMasipala weNgingqi waseSenqu nendlela yokufumana ezo nkonzolo;

2.6 Iunenkcazelo ngesikhokelo malunga nendlela yokusebenzisa i-PAIA, njengoko ihlaziyiwe nguMlawuli kunye nendlela yokufumana ukufikelela kuso;

2.7 Ukuba iqumrhu lizakukhupha iinkcukacha ngomntu, injongo yokukhutshwa kweenkcukacha zomntu kunye nenkcazo ngamabakala ezihloko kunye nolwazi okanye uhlobo lolwazi olunxulumene nazo;

2.8 Iuyazi ukuba uMasipala weNgingqi waseSenqu ucebe ukudlulisela okanye ukulungelelanisa ulwazi lomntu ngaphandle kweRiphabliki yoMzantsi Afrika kunye nabamkeli okanye iindidi zabamkeli apho iinkcukacha zesiqumrhu zinokunikezelwa; kunye

2.9 Iuyazi ukuba ngaba uMasipala weNgingqi waseSenqu unamanyathelo afanelekileyo okhuseleko ukuqinisekisa imfihleko, ubulungisa nokufumaneka kweenkcukacha zomntu ekufuneka zikhutshiwe..

3. UKUSEKWA KOMASIPALA WENGINQI WASESENQU

UMasipala weNgingqi waseSenqu wasekwa ngokweSaziso 67 sika-2000 ngokwesiqendu 12 soMthetho woRhulumente weNgingqi: uMthetho woBume booMasipala (Act 117 of 1998) Section 2(1)(c).

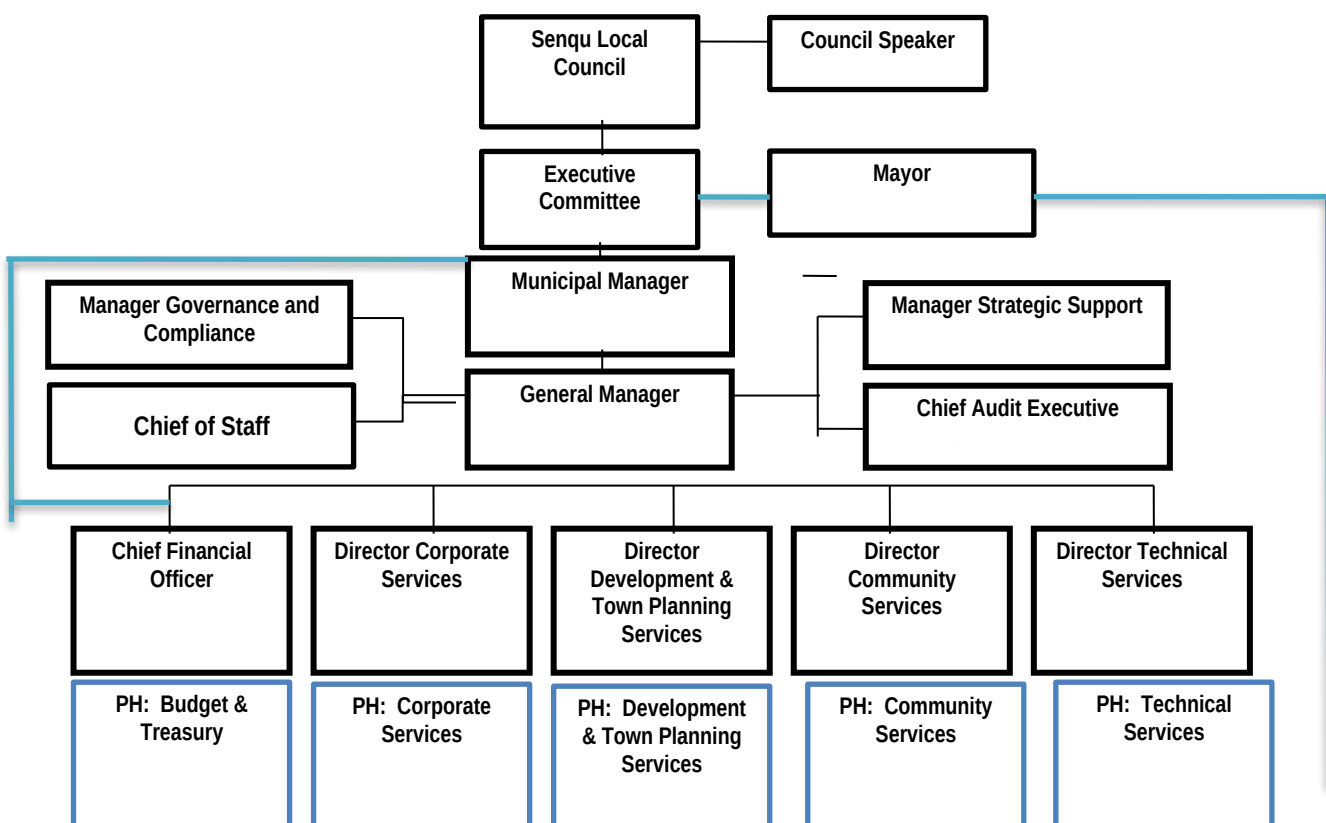
3.1. Iinjongo/Igunya

Icandelo 24 loRHULUMENTE WENGINQI: MUNICIPAL DEMARCATION ACT 27 OF 1998 libeka iinjongo zikaMasipala ukwenzela ukuba uMasipala akwazi ukufezekisa izibophelelo zakhe zomgaqo-siseko, kuquka -

- (i) isibonelelo ngurhulumente wentando yesininzi nozimeleyo kuluntu lwasekuhlaleni;
- (ii) ukubonelelwa ngeenkono kuluntu ngendlela enobulungisa nezinzileyo;
- (iii) ukukhuthazwa kophuhliso lwentlalo noqoqosho;
- (iv) ukukhuthazwa kwendawo ekhuselekileyo nesempilweni;
- (v) ukwenza ukuba ulawulo lwasekuhlaleni lusebenze ngempumelelo;
- (vi) ukwenza uphuhliso oluhlangeneyo;kunye
- (vii) ukuba nesiseko serhafu esibandakanya kangangoko abasebenzisi beenkonzo zikaMasipala kuMasipala.

4. ISAKHIWO NEMISEBENZI KAMASIPALA WASEKUHLALENI WASESENQU

4.1. Structure



4.2 Imisebenzi

UMasipala weNgingqi waseSenqu nguMasipala wodidi B kwiSithili saseJoe Gqabi. Amagunya nemisebenzi kamasipala ichazwe kuLudwe lwenkqubo 4B ne-5B yoMgaqo-siseko. ICandelo 83(1) loMthetho woRhulumente weNgingqi: weZakhiwo zikaMasipala, 1998 (uMthetho 117 ka-1998) lichaza ngakumbi imisebenzi namagunya oomasipala basekuhlaleni.

Eminye imisebenzi namagunya amiselwa yi-MEC yoRhulumente weNgingqi & Imicimbi yeMveli ngokuhlengahlengiswa kwezi zinto phakathi kweSithili noMasipala weNgingqi ngokweSiqendu 85 soMthetho woRhulumente weNgingqi: woBume boMasipala, 1998 (uMthetho 117 ka-1998).

Ngokwemigaqo ekhankanywe ngasentla amagunya nemisebenzi kaMasipala weNgingqi waseSenqu aquka, phakathi kwezinye izinto:

- a) ulawulo lwenkunkuma;
- b) Ukumiswa, ukuphathwa kunye nolawulo lwamangcwaba;
- c) Iindawo zokugcina izilwanyana ezilahlekileyo
- d) Izibonelelo zoluntu
- e) Iipaki kunye neendawo ezivulekileyo
- f) Amathala eencwadi
- g) Ukuqinisekisa ucwangciso lophuhliso oluhlangeneyo;
- i) Ukukhuthazwa kwezokhenketho engingqini;
- j) Uphuhliso kunye noCwangciso lweDolophu
- k) Iindlela nezikhukhula
- l) Umbane nezamandla
- m) Ukwamkela, ulwabiwo nokunikezelwa kwezibonelelo ezenziwe kumasipala;
- n) Iiprojekthi
- n) Ukunikezelwa kweNkonzo esiSiseko yasimahla
- o) Ukubekwa nokuqokelelwa kwerhafu, iirhafu kunye nemisebenzi enxulumene nayo le misebenzi ingentla okanye njengoko kunokunikwa ngokomthetho wesizwe.

**5. IINKCUKACHA ZOQHAGAMSHELWANO EZIPHAMBILI ZOKUFIKELELA KULWAZI
KUMASIPALA WENGINQI WESENQU**

5.1. Chief Information Officer (IGosa eliyiNtloko loLwazi)

Name: Nokulunga Nyezi
Tel: 051 603 1300/1308
Email: nyezin@senqu.gov.za
Cellphone: 082 552 5619

5.2. Deputy Information Officer (Isekela leGosa loLwazi)

Name: Tanya van Zyl
Tel: 051 603 1307
Email: vanzylt@senqu.gov.za
Cellphone: 082 804 1804

5.3 Ukufikelela kulwazi jikelele

Email: info@senqu.gov.za

5.4 Head Office

Idilesi Yeposi: Private Bag X03, Lady Grey, 9755
Idilesi Ephathekayo: 19 Murray Street, Lady Grey 9755
Telephone: 051 603 1300
Email: info@senqu.gov.za
Website: www.senqu.gov.za
Fax: 051 603 0445

6. INKCAZELO NGAWO ONKE AMANCEDO AKHOYO NGOKUBHEKISELELE KWISEHLO OKANYE UKUNGAPHUMELELI UKWENZA NGUMASIPALA WASEKUHLALENI WASESENQU

Amancedo ayafumaneka ukuba uMasipala weNgingqi waseSenqu akayithobeli imimiselo yoMthetho. Umfaki-sicelo angafaka isibheno sangaphakathi kuMasipala weNgingqi waseSenqu ngokuchasene nesigqibo segosa lolwazi okanye usekela-gosa lolwazi ukuba:

- i) Isicelo sokufikelela sikhatywe;
- ii) Intlawulo ebizwayo ayamkelekanga;
- iii) Ixesha apho kufuneka kwenziwe isigqibo malunga nokufikelela kwirekhodi, landisiwe;
- iv) Ukufikelela kwirekhodi akunikezelwanga kwifomu eceliweyo, umz. ikopi ye-elektroniki endaweni yekopi eprintiweyo.

Umntu wesithathu angafaka isibheno sangaphakathi kuMasipala weNgingqi waseSenqu ngokuchasene nesigqibo segosa lolwazi okanye usekela-gosa lolwazi ngokuchaza iinkcukacha ngokunxulumene nomntu wesithathu.

Inkqubo yesibheno sangaphakathi

Isibheno sangaphakathi masifakwe kwifomu B emiselweyo ngokweSihlomelo A:

- i) kwisithuba seentsuku ezingama-60 (amashumi amathandathu);
- ii) ukuba kufuneka isaziso kumntu wesithathu, kwiintsuku ezingama-30 (amashumi amathathu) emva kokuba isaziso sinikwe ummangali wesigqibo esibhenelweyo okanye ukuba isaziso kumfaki-sibheno asifuneki, emva kokuba kuthathwe isigqibo.

Isibheno sangaphakathi:

- i) Kufuneka sisiwe ngesandla, sithunyelwe ngeposi, sithunyelwe ngefeksi, okanye sithunyelwe ngekhompyutha kwigosa lolwazi okanye kwisekela-gosa lolwazi.
- ii) Kufuneka sichaze umxholo wesibheno sangaphakathi size sinike izizathu zesibheno.
- iii) Sichaze indlela umbheni anqwenela ukwaziswa ngayo malunga nesigqibo kwisibheno sangaphakathi, ukongeza kwimpendulo ebhaliweyo.
- iv) Kufuneka sikhathshwe yintlawulo yesibheno emiselweyo, ukuba iyasebenza.
- v) Kufuneka kucaciswe idilesi yeposi, inombolo yefeksi okanye idilesi ye-imeyile.
- vi) Igosa lolwazi okanye usekela-gosa lolwazi kufuneka kwisithuba seentsuku ezili-10 (ezilishumi) zokusebenza emva kokufumana isibheno sangaphakathi lisingenise kwiGunya leZibheno, oko kukuthi uSomlomo, ukuze siqwalaselwe.
- vii) Izibheno ezifike emva kwexesha zingavunyelwa ukuba unobangela uyavakala.

- viii) Umfaki-sicelo okanye umntu wesithathu angafaka isicelo enkundleni kuphela ukuba inkqubo yesibhenno yangaphakathi ngokuchasene nesigqibo segosa lolwazi okanye usekela-gosa lolwazi igqityiwe..

Inkqubo yokukhalaza kuMlawuli woLwazi

Umfaki-sicelo okanye umntu wesithathu angafaka isikhalazo kuphela kuMlawuli emva kokuba loo mfaki-sicelo okanye umntu wesithathu eyigqibile inkqubo yesibhenno sangaphakathi ngokuchasene nesigqibo seGosa lolwazi lorhulumente wesizwe, wephondo, okanye wasekuhlaleni. Oku kuthetha ukuba umntu unokungenisa isikhalazo sakhe kuphela, ngokuchasene nommandla othile karhulumente kuMlawuli ukuba umntu akonwabanga sisigqibo segunya lesibhenno. Umlawuli uya kusikhaba isikhalazo ukuba inkqubo yesibhenno kummandla ochaphazelekayo karhulumente ayikagqitywa.

Isikhalazo kuMlawuli ngumfaki-sicelo okanye umntu wesithathu kufuneka sifakwe kwiintsuku ezili-180 emva kokufumana isigqibo esivela kwiqumrhu.

Umntu ukhalaza njani kuMlawuli?

Isikhalazo kuMlawuli kufuneka senziwe ngokubhaliweyo kwaye ifomu yezikhalazo mayizaliswe, mhlawumbi ngesandla okanye kwi-intanethi. Ifomu yesikhalazo, iFomu 5, inokufunyanwa kwiwebhusayithi yoMlawuli, <https://www.justice.gov.za/inforeg/>

Inkqubo yokudibana neNkundla yolawulo kwezobulungisa ngoncedo olufanelekileyo.

Umfaki-sicelo okanye umntu wesithathu angafaka isicelo kuphela enkundleni sokufumana uncedo olufanelekileyo ngokwesiqendu 82 kwiintsuku ezili-180.

7. ISIKHOKELO MALUNGA NENDLELA YOKUSEBENZISA I-PAIA KUNYE NENDLELA YOKUFUMANA UKUFIKELELA KWISIKHOKELO

7.1. Umlawuli uye, ngokwecandelo 10 (1) le-PAIA, wahlaziya waza wenza ukuba kufumaneka isiKhokelo esihlaziyiweyo malunga nendlela yokusebenzisa i-PAIA ("Isikhokelo"), ngohlobo nendlela eqondakala lula, njengoko kunokufunwa ngokufanelekileyo ngumntu onqwenela ukusebenzisa naliphi na ilungelo elicingisiswe kwi-PAIA kunye ne-POPIA.

7.2. Isikhokelo siyafumaneka ngolwimi ngalunye olusemthethweni.

7.3. Isikhokelo esikhankanywe ngasentla siqulethe inkcazo -

7.3.1. ngeenjongo ze PAIA and POPIA;

7.3.2. idilesi yeposi kunye nesitalato, inombolo yomnxeba kunye nefeksi kunye nedilesi yeposi yesixhobo esisebenzisa umbane ukuba iyafumaneka-

7.3.2.1 yeGosa Lenkcukacha (Information Officer) ngalinye loluntu, kunye

7.3.2.2. nabo bonke ooSekela Gosa lenkcukacha kwiqumrhu ngalinye likarhulumente nelabucala elichongwe ngokwesiqendu 17(1) se-PAIA necandelo 56 le-POPIA;

7.3.3. indlela nohlobo lwesicelo uku -

7.3.3.1. fikelela kwirekhodi yequmrhu loluntu elicingisiswe kwicandelo 11; Yi-nile

7.3.3.2. fikelela kwirekhodi yequmrhu labucala elicingisiswe kwicandelo 50;

7.3.4. uncedo olufumaneka kwiGosa loLwazi lwequmrhu loluntu ngokwe-PAIA kunye ne-POPIA;

7.3.5 uncedo olukhoyo oluvela kuMlawuli (Regulator) ngokwe-PAIA kunye ne-POPIA;

7.3.6. onke amancedo akhoyo emthethweni malunga nesenzo okanye ukungaphumeleli ukwenza ngokubhekiselele kwilungelo okanye umsebenzi onikezelwe okanye obekwe yi-PAIA kunye ne-POPIA, kuquka nendlela yokunikezela -

7.3.6.1. isibhenno sangaphakathi;

7.3.6.2 isikhalazo kuMlawuli; kunye

7.3.6.3. nesicelo kwinkundla ngokuchasene nesigqibo segosa lolwazi lwequmrhu loluntu, isigqibo malunga nesibhenno sangaphakathi okanye isigqibo esenziwe nguMlawuli okanye isigqibo sentloko yequmrhu labucala;

7.3.7. imimiselo yamacandelo 14 no-51 efuna iqumrhu likarhulumente nequmrhu labucala, ngokulandelelanayo, liqulunqe isikhokelo, nendlela yokufumana ukufikelela kuso;

7.3.8. izibonelelo zecandelo le-15 kunye ne-52 elibonelela ngokubhengezwa ngokuzithandela kweendidi zeerekhodi ngumbutho woluntu kunye nequmrhu labucala, ngokulandelelanayo; izaziso ezikhutshwe ngokwesiqendu 22 nese-54 malunga neentlawulo ekufuneka zihlawulwe ngokunxulumene nezicelo zokufikelela; kunye nemimiselo eyenziwe ngokwesiqendu 92.

7.4. Amalungu oluntu anokuhlola okanye enze iikopi zeSikhokelo kwii-ofisi zamaqumrhu oluntu okanye abucala, kuquka ne-ofisi yoMlawuli, ngeeyure eziqhelekileyo zokusebenza. Isikhokelo sinokufunyanwa kwakhona-

7.4.1. ngesicelo kwiGosa loLwazi; ukusuka kwiwebhusayithi yoMlawuli (<https://www.justice.gov.za/inforeg/>).

8. INKCAZO YEZIHLOKO APHO IQUMRHU LIGCINA IIREKHODI KUNYE NEENDIDI ZEEREKHODI EZIGCINWE NGUMASIPALA WASEKUHLALANI WASESENQU

"Iirekhodi" zikaMasipala weNgingqi waseSenqu zibhekisela kwezo ngxelo zenziwe okanye ezifunyenwe ekuqhubeni kweshishini elisemthethweni, kwaye zigcinwa njengobungqina bemisebenzi kaMasipala, imisebenzi kunye norhwebelwano.

Kukho iintlobo ezahlukeneyo zeerekhodi, umzekelo iifayile zembalelwano, iimephu, iiplani, iincwadi ekubhalwa kuzo amagama (register) uluhlu lwezinto ekumele kuxoxwe ngazo okanye zenziwe kunye nemizuzu (agenda and minutes), ezinokufumaneka ngeentlobo ezahlukeneyo, umz. iphepha, isixhobo esisebenzisa umbane, okanye kwifilimu equlethe amaxwebhu okanye incwadi yonke (microfilm).

Izihloko apho iqumrhu ligcina iirekhodi	Iindidi zeerekhodi ezigcinwe kwisihloko ngasinye
UMTHETHO	Imithetho kaMasipala
UKULUNGISELELA KUNYE NOKULAWULA	Uphicotho-zincwadi lwangaphakathi Ulawulo lweerekhodi Ulawulo lobudlelwane lwabathengi Izikhazazo nemibuzo iinkqubo ezizodwa (ezikhethekileyo)
IMICIMBI YEBHUNGA KUNYE NAMALUNGU EBHUNGA	Ukubunjwa kweBhunga, i-EXCO, amaqumrhu aMileyo kunye namaqumrhu amancinci Ukumelwa kwamalungu Iintlanganiso zeBhunga, amaqumrhu, kunye namaqumrhu amancinci Imiba ephathelele kumalungu eBhunga Ukuthatha inxaxheba koluntu ngokubanzi
UPAPASHO	Ukukhutshwa kwamaphephandaba Iincwadi zeendaba kunye nezaziso Upapasho lukamasipala Ubudlelwane noluntu kunye nonxibelelwano Iwebhusayithi
ULAWULO & UKUTHOTYELWA	Ubuchule bokucwangcisa bukaMasipala Ikhasi lamanqaku (Scorecard) kaMasipala Ingxelo yonyaka

	<p>Inkqubo yolawulo lwentsebenzo</p> <p>Ukunikezelwa kweenkonzo kunye nezicwangciso zokuphunyezwa kohlahlo – lwabiwo mali</p> <p>Incwadi yokubhala izinto ezinokufaka ishuishini emngciphekweni</p> <p>Isicwangciso sokuthintela ubuqhethseba</p>
ABASEBENZI	<p>Ubume bombutho</p> <p>Iimeko zomsebenzi</p> <p>Ukufuna nokuqeshwa, ukupheliswa</p> <p>Uvavanyo lomsebenzi kunye nezibhenzo</p> <p>Izivumelwano ezidibeneyo</p> <p>Umvuzo</p> <p>Izibonelelo zabasebenzi</p> <p>Ubudlelwane babasebenzi</p> <p>Uqeqesho kunye neenkukacha-manani zokulungela</p> <p>Impilo nokhuseleko emsebenzini</p> <p>Uncedo lwabasebenzi</p> <p>Iirekhodi zemithetho yengqesho</p> <p>Imigaqo-nkqubo yangaphakathi nenkqubo yokuyimilisela</p> <p>Iirekhodi zoluleko</p> <p>Izivumelwano zokusebenza kwabasebenzi</p>
UTHENGISELWANO KWIZAKHIWO NOMHLABA	<p>Umhlaba kamasipala</p> <p>Ukulungiswa nokugcinwa</p>
IMIBA YOMTHETHO	<p>Izimvo zomthetho kunye nezigqibo zenkundla</p> <p>Ukungangqinelani nezikhalazo</p> <p>Izigqibo zesibhenzo sangaphakathi</p>
IMALI	<p>Iingxelo zemali</p> <p>Uhlahlo lwabiwo-mali lukaMasipala</p> <p>Ukubuyiswa kwamacandelo kunye nokuhlaziywa</p>

	<p>Amxabiso omhlaba</p> <p>lintlawulo zomhlaba</p> <p>limali-mboleko</p> <p>Ingxowa-mali nenkxaso-mali efunyenweyo</p> <p>limali zikamasipala</p> <p>Irhafu, imirhumo, imidliwo, izohlwayo kunye neemali ezithunyelwe ebhankini</p> <p>Izibonelelo zamatyala</p> <p>Uluhlu lwababolekisi kunye nabatyalwa</p> <p>linkcukacha ngemivuzo</p> <p>linkcukacha ngengxelo yemali ebhankini</p> <p>lincwadi apho kubhalwe khona izinto ezisisigxina ezinokuthengiswa</p> <p>Uncedo lwemali</p> <p>Ukugcinwa kweencwadi zemali kunye nebhanki</p> <p>Utyalo-mali</p> <p>lirekhodi zentengiselwano</p> <p>lirekhodi zerhafu</p> <p>Imali yokuthenga izinto ezincinci</p> <p>Irhafu yexabiso elongezelelweyo (VAT)</p> <p>lingxelo kunye nembuyekezo</p> <p>lingxelo zocalulo lwemali</p> <p>Irhafu</p> <p>Imali esetyenziswa ngumntu owamkela nohlawula imali(Cashier Float)</p> <p>Ukuzinza kwezemali</p> <p>Ukuphunyezwa kweprojekthi ye-MSCOA</p> <p>Ukuthengwa kombane</p> <p>Ukuphathwa kwezinto esisigxina kunye nolawulo</p>
IINKONZO ZOKUTHENGWA	Imigaqo-nkqubo yokuthengwa kwempahla

<p>KWEMPAHLA</p>	<p>Uluhlu lwabathengisi</p> <p>Izivumelwano zabathengisi kunye nezivumelwano zenqanaba lenkonzo</p> <p>Iziniki - maxabiso kunye nezivumelwano</p> <p>Izichazi maxabiso</p> <p>Iziqinisekiso</p>
<p>IZINDLU</p>	<p>Ucwangciso kunye nesibonelelo</p> <p>Ingeniso yabaxhamli bezindlu kunye nabathengi abaza kubakho</p> <p>Uluhlu lokulinda kunye nezabelo</p> <p>Izindlu zabantu abahlupheke kakhulu nabasweleyo</p> <p>Iindawo zokuhlala ezingacwangciswa</p> <p>Iiprojekthi zezindlu</p>
<p>UCWANGCISO NOLAWULO LOPHUHLISO LOKWAKHA</p>	<p>Izikimu zokucwangcisa</p> <p>Ukuvunywa kweplani</p> <p>Ulawulo lokusetyenziswa komhlaba kunye nolawulo lwedolophu</p> <p>Ukuthiya izitalato amagama</p> <p>Ukuvunywa kweplani yokwakha</p> <p>Ulawulo lwentengiso</p> <p>Ukunyanzeliswa: ukusetyenziswa komhlaba kunye nolawulo lokwakha</p> <p>Ucwangciso lwesithuba</p> <p>Uphando malunga nokuthengwa komhlaba</p> <p>Izakhiwo</p> <p>Umhlaba</p> <p>Iinkqubo zolwazi lweJografi (GIS)</p> <p>Iipropati zotyalo-mali</p> <p>Iirekhodi zepropathi</p> <p>Izivumelwano zokuqeshisa</p>

<p>UCWANGCISO NOPHUHLISO LOQOQOSHO</p>	<p>Inggokelela yamanani Amacandelo oqoqosho aphambili Amashishini amancinci, aphakathi kunye namashishini amancinci (SMMES) Uphuhliso loqoqosho ekuhlaleni Iqhinga le-LED</p>
<p>IILAYISENISI KUNYE NEEMVUME</p>	<p>lilayisenisi limvume, iziqinisekiso kunye nokunikezelwa lindlela yokuhamba uthengisa kunye norhwebo</p>
<p>IIPAKI, IZITIYA, IINDAWO EZIVULEKILEYO ZIKAWONKE - WONKE KUNYE NEMICIMBI YEZOLIMO</p>	<p>lipaki, iindawo ezivulekileyo zikawonke - wonke kunye nezitya Iindawo zeentyatyambo, imicimbi yezolimo kunye nokulungiswa komhlaba lipaki zeekharavani, iindawo zeenkampu kunye neendawo zokosa Iindawo zokuhlala emabaleni, amagumbi okuphungela, iivenkilana kunye neendawo ezithengisa ukutya Izibonelelo ze-ablution zikawonke - wonke</p>
<p>AMANGCWABA</p>	<p>Amangcwaba</p>
<p>UKULAWULWA KWEZILWANYANA</p>	<p>Iskiti Ukunxibelelana nemibutho yokuhlangula izilwanyana Ukuphathwa kwezilwanyana</p>
<p>IINKONZO ZETHALA LEENCWADI</p>	<p>Ukufunyanwa kwezinto zethala leencwadi ngokwahlukana kwazo Iimali-mboleko zangaphakathi kumathala eencwadi Ukugcinwa kwezakhiwo zethala leencwadi Ukusetyenziswa kwezakhiwo zethala leencwadi Ukhuseleko ngokubhekiselele kwizinto zethala leencwadi Ukunikezelwa kwamaziko kumathala eencwadi Indlela yokusebenza kwiithala leencwadi efakwe</p>

	<p>kwikhompyutha</p> <p>Iminikelo</p> <p>Iiyure zokusebenza</p>
<p>UKULAWULA UKUHAMBA</p> <p>KWEZITHUTHI NOCWANGCISO</p> <p>LOKUTHUTHA</p>	<p>Iindlela zokuwula izithuthi</p> <p>Iingozi zendlela</p> <p>Iimpawu zokuhamba kwezithuthi kunye neempawu zendlela</p> <p>Ukumiswa kwezithuthi</p>
<p>ULAWULO LOKUSINGQONGILEYO</p>	<p>Okusingqongileyo okuzinzileyo</p> <p>Imfundiso ngokusingqongileyo kunye nokulunyukiswa</p> <p>Unxibelelwano lokusingqongileyo kunye nokukhuthaza</p> <p>Imiba echaphazela indalo</p> <p>Ukulondolozwa kokusingqongileyo okwaxiwe</p> <p>Izifundo zenkcubeko kunye nelifa lemveli</p>
<p>IINKONZO ZOKUCOCA</p> <p>EZINIKEZELWAYO</p>	<p>Ukuthuthwa kwenkunkuma</p> <p>Ukunikezelwa kweemigqomo yenkunkuma , iingxowa kunye neengcebiso ngococeko</p> <p>Ukucocwa kwesitrato kunye nengingqi</p> <p>Ukucocwa kweedreyini zamanzi azizikhukula</p> <p>Ukulahlwa kwenkunkuma</p> <p>Ukuphinda usebenzise</p>
<p>IINDLELA</p>	<p>Ulonolozo lwendlela</p> <p>Ukulungiswa komonakalo owenziwe zizikhukula</p> <p>Ulawulo lweendlela</p> <p>Iindlela zeenyawo, iindlela ezisecaleni kunye nalapho indlela iphela khona</p> <p>Ukufikelela ukwazi ukulondoloza indlela</p> <p>Ukucholwa kwamagqabi</p>
<p>UMBANE</p>	<p>Ukuthengwa kombane</p>

	<p>Ukulinganisa</p> <p>Ukudibanisa umbane</p> <p>Ukwabiwa kombane (MV & LV)</p> <p>Ukufakwa kombane</p> <p>Ukukhanyisa isitalato</p> <p>Ukuthotyelwa kwe-NRS</p>
ULAWULO LWEPROJEKTHI	<p>Isibonelelo seziseko zikamasipala</p> <p>Ulawulo lweprojekthi</p> <p>Ukwakhiwa kwendlela</p> <p>Ukulungisa ukhukuliseko</p> <p>libhulorho, iindlela ezingaphantsi komhlaba kunye neziphambuka</p> <p>Ukunqumla</p> <p>Iziseko</p> <p>INEP</p> <p>EPWP</p>

9. IINDIDI ZEEREKHODI ZIKAMASIPALA WASEKUHLALENI WASESENQU EZIFUMANEKA NGAPHANDLE KOKUBA UMNTU ACELE INVUME

Udidi	Uhlobo Loxwebhu	Ifumaneka kwi webhusayithi	Ifumaneka ngesicelo
Isiniki - maxabiso	<ul style="list-style-type: none"> - Isiniki - maxabiso esipapashiweyo - Ukuvulwa kweencwadi apho kudweliswe amagama - Igama lomthengisi ophumeleleyo 	X	

Umthetho /Imigaqo	- Imithetho kaMasipala		
Amaxwebhu endlela ethile yokusebenza (Izicwangciso kunye neNgxelo)	<ul style="list-style-type: none"> - Ubume bombutho - Iingxelo zonyaka kunye nokungahambanga kakuhle; - Isicwangciso soPhuhliso esihlanganisiweyo - Uhlahlo lwabiwo-mali lukaMasipala - Iingxelo zemali zenyanga - Imigaqo-nkqubo yemali kaMasipala - Umqulu wamaxabiso kaMasipala - Isakhelo soPhuhliso lweNdawo - Isakhelo Sabathunywa - Ukunikezelwa kweenkonzo kunye nesicwangciso sokuphunyezwa kohlahlo lwabiwo – mali - Izivumelwano zokusebenza - LED Ubuchule - Isakhelo soPhuhliso lweNdawo 	X	
Iincwadi zeendaba	<ul style="list-style-type: none"> - iincwadi zeendaba - Ukupapasha 		
Ukuqeshwa	- Izaziso		

10. IINKONZO EZIFUMANEKAYO KUMALUNGU OLUNTU ZIVELA KUMASIPALA WASEKUHLALENI WASESENQU

Le misebenzi ilandelayo kunye neenkonziso ezinxulumene nazo zenziwa nguMasipala weNgingqi waseSenqu:

Isebe lohlahlo lwabiwo-mali & neligcina imali (Budget & Treasury Office)

Acting Chief Financial Officer – Sebe Skampula

- Inzuzo kunye nolawulo lwengeniso
- Ulawulo nempatho yenkcitho
- Uhlahlo lwabiwo-mali kunye nemicimbi yohlahlo lwabiwo-mali
- Ulawulo lwecandelo elinikisayo (supply chain)
- Ubugcisa bolwazi kunye nonxibelelwano
- eNatis

Telephone: (051) 603 1319

Cellphone: 078 995 6982

Email Address: skampulas@senqu.gov.za

linkonzo zeNkampani kunye neNkxaso (Corporate and Support Services)

Director Corporate Services – Zimasa Koyana

- Ulawulo lwabasebenzi kubandakanya uphuhliso lwezakhono, ulawulo lwabasebenzi, uyilo lombutho, ubudlelwane babasebenzi, inkqubo yolawulo lwentsebenzo yomntu ngamnye, impilo yabasebenzi kunye neenkonzo zempilo nokhuseleko emsebenzini
- linkonzo zolawulo kuquka unobhala webhunga, iinkonzo zokubhalisa kunye noovimba kunye nokugcinwa kwezakhiwo zeofisi
- linkonzo zomthetho
- Ubudlelwane bamazwe ngamazwe, beSizwe kunye noRhulumente
- linkqubo ezikhethekileyo

Telephone: (051) 603 131316

Cellphone: 079 381 3674

Email Address: koyanaz@senqu.gov.za

linkonzo zoPhuhliso kunye noCwangciso lweDolophu (Development & Town Planning Services)

Director Development & Town Planning Services – Sandile Kenneth Chaphi

- Ucwangciso lophuhliso oluhlangeneyo
- Uphuhliso loqoqosho lwendawo
- Ezokhenketho
- Ulawulo lwezindlu kunye nokusetyenziswa komhlaba
- Ukucwangciswa kwendawo

Telephone: (051) 603 13469

Cellphone: 076 455 3404

Email Address: chaphis@senqu.gov.za

iiNkonzo zoLuntu (Community Services)

Director Community Services - Nokulunga Nyezi

- Ukunakekelwa kokusingqongileyo (ukucoca)
- Amathala eencwadi
- amangcwaba
- Iindawo zokugcina izilwanyana ezilahlekileyo nokugcinwa kwazo
- iiNkonzo zothutho
- Ulawulo lweNkunkuma
- Amabala emidlalo
- Ukugcinwa kweepaki kunye neendawo ezivulekileyo
- Amaholo oLuntu

Telephone: (051) 603 1397

Cellphone: 082 552 5619

Email Address: nyezin@senqu.gov.za

linkonzo zezobugcisa (Technical Services)

Director Technical Services - Ranko Ruiters

- Iindlela kunye nokulungiswa kwezikhukuliswe ngamntu kunye neMisebenzi yoLuntu

- Ulwabiwo lombane kunye nokukhanya kwesitrato
- Ulawulo lweProjekthi yeZiseko
- Fleet Management

Telephone: (051) 603 1468

Cellphone: 078 531 7163

Email Address: routersr@senqu.gov.za

11. UKUFIKELELA KWIIREKHODI EZIGCINWE NGUMASIPALA WASEKUHLALANI WASESENQU

11.1 INKQUBO YESICELO

Isicelo kufuneka senziwe ngokubhaliweyo kwifom A emiselweyo, njengoko iqhotyoshelwe njengesihlomelo B kwaye idluliselwe:

The Information Officer or the Deputy Information Officer

Private Bag X03

Lady Grey

9755

Tel: 051 603 1300/1308

Fax: 051 603 0445

Email: nyezin@senqu.gov.za or vanzylt@senqu.gov.za

- Isicelo kufuneka sichaze ngokucacileyo ukuba yeyiphi inkcazelo efunekayo kwaye ukuba isicelo sesokukopa iirekhodi okanye ingaba umfaki-sicelo angathanda ukujonga irekhodi kwi-ofisi kaMasipala weNgingqi waseSenqu.
- Ifom yesicelo kufuneka ikhatshwe yintlawulo yesicelo emiselweyo (jonga imirhumo ehlawulwayo).
- Ukuba umntu ucela ukufikelela kwifom ethile, umfaki-sicelo kufuneka anikwe ukufikelela ngendlela efunekayo, ngaphandle kokuba ukwenza njalo kuya kuphazamisa ngokungekho ngqiqweni ekusebenzeni kweofisi, kuya kulimaza irekhodi, okanye kuphule ilungelo lokushicilela.

- Ukuba umfaki-sicelo unqwenela ukwaziswa ngesigqibo malunga nesicelo nangayiphi na enye indlela, umz. ngomnxeba / ifeksi / i-imeyile, ukongeza kwimpendulo ebhaliweyo, kufuneka iboniswe njengoko kunjalo.
- Kwimeko apho umfaki-sicelo ecela ulwazi egameni lomnye umntu, inganaba apho isicelo senziwa kulo kufuneka liboniswe.
- Xa umfaki-sicelo engakwazi ukufunda okanye ukubhala okanye enenkubazeko, isicelo singenziwa ngomlomo. Kwimeko enjalo, igosa lolwazi/isekela-gosa lolwazi malizalise ifomu egameni lomfaki-sicelo.

Imirhumo ehlawulwayo

- NgokoMthetho, kufuneka kuhlulwe iintlobo ezimbini zeentlawulo, oko kukuthi umrhumo wesicelo kunye nentlawulo yokufikelela.
- Umfaki-sicelo ofuna ukufikelela kwirekhodi equlethe ulwazi lomntu malunga naloo mfaki-sicelo, akanyanzelekanga ukuba ahlawule imali yesicelo. Bonke abanye abaceli kufuneka bahlawule imali yesicelo echaphazelekayo.
- Igosa lolwazi / usekela-gosa lolwazi liya kucebisa umfaki-sicelo ngokuhlulwa umrhumo omiselweyo phambi kokuqhubela phambili ukuphunyezwa kwesicelo.
- Intlawulo yesicelo ehlawulwayo yi-R35 (amashumi amathathu anesihlanu eerandi). Umfaki-sicelo angafaka isibheni sangaphakathi okanye isicelo enkundleni ngokuchasene nokuhlulwa kwentlawulo yesicelo.

Isigqibo kunye nokwaziswa

- Umfaki-sicelo uya kwaziswa kwiintsuku ezingama-30 (ezingamashumi amathathu) emva kokufumana isicelo sesigqibo segosa lolwazi / isekela legosa lolwazi malunga noku, ngaphandle kokuba ixesha lokujongana nesicelo landisiwe.
- NgokweCandelo 26 iGosa loLwazi lingalandisa ixesha leentsuku ezingama-30 ngelinye ixesha elingadlulanga kwiintsuku ezingama-30 ukuba –
 - o Isicelo sesenani elikhulu leerekhodi okanye sifuna ukukhangela kwini elikhulu leerekhodi;
 - o Esi sicelo sifuna ukukhangela iirekhodi ezikwi-ofisi eyahlukileyo kamasipala (Sterkspruit, Barkly East, Rhodes, Rossouw) okanye kwezinye izakhiwo zikamasipala;
 - o Ukubonisana phakathi kwamasebe nee-ofisi zikamasipala okanye nelinye iqumrhu likarhulumente njengomasipala wesithili okanye isebe lephondo okanye likazwelonke;

- o Ngaphezulu kwesinye semeko ekhankanywe ngasentla, okwenza ukuthotyelwa kwexesha lokuqala kungabi nangqiqo kunokwenzeka; okanye
- o Umfaki-sicelo uyavuma ngokubhaliweyo kwisandiso
- Ukuba isicelo sinikeziwe, intlawulo engaphezulu yokufikelela kufuneka ihlawulelwa ukukhangela, ukulungiselela, kunye nokuveliswa kwakhona kwerekhodi apho kukwazekayo. Bona isiHlomelo C seNtlawulo ehlawulwayo
- Umfaki-sicelo uya kunikwa ulwazi olufunekayo, ukuba luyafumaneka, ngexesha elifanelekileyo xa kufunyenwe ifom yesicelo kunye nentlawulo emiselweyo.

Ukudluliselwa kwezicelo

- Ukuba isicelo sokufikelela senziwe ngokubhekiselele kulwazi olungekho kuMasipala weNgingqi waseSenqu, okanye ukuba ulwazi lunxulumene ngokusondeleyo nelinye iqumrhu loluntu, isicelo siya kudluliselwa kwiintsuku ezili-14 (ezilishumi elinesine) emva kokufumana isicelo kwelinye iqumrhu/iziko/umbutho onokunikisa ngolo lwazi.

Iirekhodi azifumaneki / azikho

- Kwiimeko apho iirekhodi zingafumaneki okanye zingekho kwaye onke amanyathelo afanelekileyo athatyathiwe ukufumana irekhodi eliceliweyo, igosa lolwazi liya kuthi ngokusebenzisa ingxelo efungelweyo (affidavit) / isiqinisekiso lazise umfaki-sicelo ngokufanelekileyo, linikisa ngezizathu ezivakalayo.

Ukurhoxiswa kokufikelela

- Izicelo zingarhoxiswa de ulwazi lufumaneka. Umfaki-sicelo uya kwaziswa ngokufanelekileyo aze acelwe ukuba enze ingxelo zingaphelanga iintsuku ezingama-30 (amashumi amathathu) malunga nokuba kutheni olu lwazi lufuneka phambi kokuba lube sesidlangaleni.

Ukukhatywa kokufikelela kwiirekhodi

- Igosa lolwazi / amasekela-gosa olwazi angakwala ukufikelela kwiirekhodi phantsi kweemeko njengoko kubonelelwe kwicandelo 2, isahluko 4, soMthetho.

Umntu wesithathu angafaka isibheni sangaphakathi kuMasipala weNgingqi waseSenqu ngokuchasene nesigqibo segosa lolwazi okanye isekela igosa lolwazi lokuchaza ulwazi olunxulumene nomntu wesithathu.

12. UNGENELELO LOLUNTU KWINGXELO ECACISA IMITHETHO OKANYE AMAGUNYA OKANYE IMISEBENZI EYENZIWA NGUMASIPALA WENGINQI

Ukuthatha inxaxheba koluntu kwimeko karhulumente wengingqi kulawulwa nguMthetho weNkqubo zikaMasipala woRhulumente weNgingqi, ka-2000 (uMthetho 32 ka-2000) kunye noMthetho wolwakiwo lukaMasipala, 1998 (uMthetho 117 Of 1998). Injongo yenkqubo yokuthatha inxaxheba koluntu kukuqinisekisa ukuba uMasipala weNgingqi waseSenqu kwakunye noluntu ngokubanzi lungumni wenkqubo yokuthatha inxaxheba yoluntu kunye nemiphumela.

Amacandelo oluntu abandakanyeka kwinxaxheba yoluntu ngala umzekelo, umntu eyedwa, amaqela ezemidlalo / ezolonwabo, imibutho yenkolo, amashishini amancinci, aphakathi, kunye namashishini asakhasayo (i-SMMEs), imibutho esekwe kuluntu (i-CBOs), imibutho engekho phantsi korhulumente (i-NGOs), iiforam ezisekelwe kwicandelo, iiforam ezisekelwe kwindawo, amashishini, imibutho yoluntu / yabarhafi.

UMasipala weNgingqi waseSenqu angasebenzisa ezi ndlela zilandelayo ukubandakanyeka kwinxaxheba yoluntu:

- Ukuhanjiswa kwamaxwebhu kwiindawo zikawonke-wonke ukwenzela izimvo
Ukuhlola
- Izibhengezo zamaphephandaba
- Iizimvo zoluntu ezisemthethweni
- Iintlanganiso zikawonke-wonke
- Ukuphuhliswa kwesimo sokuthatha inxaxheba koluntu

13. UKULUNGISWA KWEENKCUKACHA ZESIQU

13.1 Injongo yokucwangcisa

Inkqubo kaMasipala/ukuqokelela ulwazi lomntu isiqu ngenxa yezizathu ezahlukeneyo zokufezekisa izibophelelo zakhe ezisemthethweni phantsi kwePAIA nePOPIA. Abahlali banyanzelekile ukuba

babelane ngeenkukacha zabo kunye nomasipala njengoko ukugcinwa /ukwala kweenkukacha ubuqu kunokuchaphazela amandla kamasipala okunikezela ngeenkonzelo ezifunekayo.

Abasebenzi banyanzelekile ukuba babelane ngeenkukacha zabo umntu ngamnye kunye nomasipala njengoko zifuneka kwi-Human Resource Management.

Umasipala uqokelela iinkukacha ngeezinjongo zilandelayo:

- • Ubhaliso lwabasebenzi kunye nezicelo zomsebenzi;
- • Ukugcinwa kweencwadi zamatyala kunye nengxelo ebhaliweyo;
- • Inkqubo yokuthengwa kwempahla;
- • Ukutyelela izakhiwo
- • Ukufumana nokuphanda izikhalazo;
- • Ukuthobela eminye imithetho echaphazelekayo, njenge-PFMA, iMimiselo phantsi kwayo kunye ne-National Treasury Instruction Notes.

13.2 Inkcazelo ngeendidi zezihloko ezibalulekileyo kunye neenkukacha okanye iinkukacha malunga nazo :

Iindidi zezihloko ezibalulekileyo	Ulwazi ngomntu olunokuthi luqhutywe
Abantu Bendalo	Amagama kunye nefani; iinkukacha zoqhagamshelwano (iinombolo zoqhagamshelwano), inombolo yefeksi, idilesi ye-imeyile; Indawo yokuhlala, yeposi, okanye idilesi yeshishini; Isichongi/Inombolo yesazisi kunye nembalelwano eyimfihlo, ulwazi lwabathengi, ukubhengezwa komdla, ubunini, okanye ulwazi lokuqeshisa.
Abantu abasemthethweni	Amagama abantu ekuqhagamshelwana nabo; Igama lequmrhu elisemthethweni; idilesi yendawo kunye neyeposi; iinkukacha zoqhagamshelwano (iinombolo zoqhagamshelwano), inombolo yefeksi, idilesi ye-imeyile; inombolo yobhaliso; ezezimali, ezorhwebo, ezenzululwazi, okanye ubugcisa kunye neemfihlo zorhwebo.
Abasebenzi	Isini, ukukhulelwa; Ubume obuxela ukuba utshatile okanye awutshatanga; Ubuhlanga, ubudala, ulwimi, iinkukacha ngezifundo (iziqinisekiso); iinkukacha zezezimali, Imbali yokuqeshwa; inombolo yesazisi; idilesi yendawo kunye neyeposi; iinkukacha zoqhagamshelwano (iinombolo zoqhagamshelwano), inombolo yefeksi, idilesi ye-imeyile); ubume kulwaphulo - mthetho; intlalontle kunye nezalamane zabo (amalungu osapho) uhlanga, ngokwempilo, isini, isini, ubuzwe, iinkukacha zomvuzo,

Inombolo yesazisi kunye namagama, ukuze kuhlolwe ulwaphulo-mthetho	linkonzo zamaPolisa aseMzantsi Afrika
Iziqinisekiso, ukuqinisekisa ukulungela	UGunyaziwe wemiGangatho-mfundo yaseMzantsi Afrika (South African Qualifications Authority)
linkcukacha ngamatyala nendlela abhataleka ngayo	libhodi zamatyala (Credit Bureaus)
Inombolo yesazisi namagama, umvuzo	SARS
Inombolo yesazisi namagama, umvuzo	Amaziko ezezimali ahlawulwayo okanye ahlawulayo

13.4 Ukunikisa ngeenkukacha okucwangcisiweyo ukunqumla imida.

UMasipala akacwangciswa ngokugqithiselwa kweenkukacha zomntu kwiTransborder. Nangona kunjalo, ukuba kuye kwafuneka ukuba kudluliselwe iinkukacha zomntu kwelinye ilizwe ngazo naziphi na iinjongo ezisemthethweni, uMasipala uya kuqinisekisa ukuba nabani na agqithisela kuye iinkukacha uphantsi komthetho, obophelelayo kwimigaqo yequmrhu okanye isivumelwano esibophelelayo esibonelela ngenqanaba elaneleyo lokhuseleko, kwaye iqela lesithathu liyavuma ukuphatha ezo nkukacha zesiququ ngenqanaba elifanayo lokhuseleko njengoko uMasipala enyanzelekile phantsi kwePOPIA.

13.5 Inkcazelo ngokubanzi ngemiqathango yokhuseleko lwenkukacha oluza kuphunyezwa liqela elinoxanduva lokuqinisekisa ubumfihlo, imfezeko, kunye nokufumaneka kweenkukacha.

Umasipala ubophelekile ukukhusela iinkukacha zesiqu ekusetyenzisweni gwenxa, ekulahlekeni, ekubiweni, ekufikeleleni ngokungagunyaziswa, ekulungisweni, okanye ekubhengezweni ngabakwamasipala:

- ngokusebenzisa ukhuseleko ngokwezinto ezisebenzisa umbane okanye ezibambekayo kunye
- nokuvumelana. ukuba amaqela esithathu axelelwe iinkukacha ukuba enze okufanayo.

Ngenxa yokungakhuseleki kunye nolwaphulo lokhuseleko kumajelo e-intanethi, umasipala akanakuqinisekisa ngokupheleleyo ukhuseleko okanye uthintelo oluvela kwimithombo yangaphandle lwazo naziphi na iinkukacha zomntu siqu ezingeniswayo okanye eziposwe kwi-intanethi.

Umasipala unolawulo oluluqilima lwezokhuseleko kunye nezisombululo zokufumanisa izoyikiso ezikhoyo.

Amanyathelo athatyathwe nguMasipala abandakanya, phakathi kwezinye -

Ulawulo lofikelelo;

Ufihlo lweenkcukacha;

Amanyathelo okhuselo;

Izakhono zokubeka iliso okuqinileyo, ukuphicotha nokunika ingxelo

Ugcino lwedatha;

I-Anti-virus kunye ne-Anti-malware Solutions;

Ulunyukiso kunye nokuqaphela; kunye

nezivumelwano zigqityiwe nabaSebenzisi ukuphumeza ulawulo lokhuseleko.

14. UKUFUMANEKA KWENCWADI YESIKHOKELO

14.1 Le ncwadana yesikhokelo yenziwe ukuba ifumaneke ngezi lwimi zine zilandelayo zaseburhulumenteni -

14.1.1 English;

14.1.2 Afrikaans

14.1.3 Xhosa

14.1.4 Sesotho

14.2 Ikopi yesi sikhokelo okanye inguqulelo ehlaziyiweyo yayo, nayo iyafumaneka ngolu hlobo lulandelayo-

14.2.1 ku-www.senqu.gov.za

14.2.2 kwi-ofisi kandlunkulu yequmrhu likarhulumente ukuze ihlolwe nguwonke-wonke ngeeyure eziqhelekileyo zokusebenza; kunye

14.2.3 nakuye nawuphi na umntu ngesicelo nangentlawulo yomrhumo omiselweyo ofanelekileyo.

14.3 Umrhumo wekopi yesikhokelo njengoko uchaziwe kwisihlomelo C seMigaqo, uya kuhlawuleka ngekopi nganye eyenziweyo yobukhulu obuyi-A4.

15. UKUHLAZIYWA KWENCWADI YESIKHOKELO

UMasipala weNgingqi waseSenqu uya kuthi, ukuba kukho imfuneko, ahlaziye kwaye apapashe le ncwadana yesikhokelo rhoqo ngonyaka.

ISIHLOMELO A

FORM 4

ISAZISO NGESIBHENO SANGAPHAKATHI

(ICandelo lama-75 loMthetho wokuPhakanyiswa koFikelelo kuLwazi ka-2000 (uMthetho onguNombolo 2 ka-2000))

[UMgqaliselo 9]

Xela INOMBOLO YAKHO YESILUNGelo:
A. linkcukacha zebhodi yoluntu

The Information Officer/Deputy Information Officer:
Senqu Main Building
19 Murray Street
Lady Grey
9755

vanzylt@senqu.gov.za

B. linkcukacha zomceli/umntu wesithathu ofaka isibheno sangaphakathi

- (a) linkcukacha zomntu ofaka isibheno sangaphakathi kufuneka zinikiswe ngezantsi.
- (b) Ubungqina benqanaba isibheno esifakwe phantsi kwalo , ukuba bukhona, kufuneka buncanyathiselwe.
- (c) Ukuba umfaki-sibheno ngumntu wesithathu ingenguye umntu obefake isicelo sokuqala ngeenkukacha, iinkcukacha zomfaki-sicelo kufuneka zinikiswe ku-C apha ngezantsi.

Amagama apheleleyo kunye nefani:

Inombolo yesazisi:

Idilesi yeposi:

Inombolo yefeksi:

Inombolo yomnxeba:

Idilesi yemeyile:

Inqanaba apho isibheno sangaphakathi sifakwe egameni lomnye umntu:

C. linkcukacha zomceli

Eli candelo kufuneka lizaliswe KUPHELA ukuba umntu wesithathu (ongenguye umceli) ufaka isibheno sangaphakathi.

Amagama apheleleyo kunye nefani:

Inombolo yesazisi:

D. Isigqibo ekufakwe ngaso isibheno sangaphakathi

Phawula isigqibo ekufakwe ngaso isibheno sangaphakathi ngo-X kwibhokisi efanelekileyo:

	Ukwaliwa kwesicelo sokufikelela
	Isigqibo malunga neentlawulo ezimiselweyo ngokwecandelo lama-22
	Isigqibo malunga nokwandiswa kwexesha isicelo ekufuneka kusetyenzwe ngaso
	Isigqibo ngokwecandelo 29(3) loMthetho sokwala ukufikelela ngendlela ecelwe ngumceli.
	Isigqibo sokusivuma isicelo sokufikelela

E. Izizathu zesibheno

Ukuba isithuba esinikiweyo asonelanga, nceda uqhubeke kwiphepha elahlukileyo uze ulincamathelise kule fomu. Kufuneka uwasayine onke amaphepha ongeziweyo.

Chaza imihlaba esisekelwe phezu kwayo isibheno sangaphakathi:

Xela naluphi na olunye ulwazi olunokuba lufanelekile xa kuqwalaselwa isibheno:

F. Isaziso sesigqibo ngesibheno

Uya kwaziswa ngembalelwano ngesigqibo sesibheno sakho sangaphakathi. Ukuba unqwenela ukwaziswa ngenye indlela, nceda uchaze indlela kwaye unike iinkcukacha eziyimfuneko ukuze kuthotyelwe isicelo sakho.

Xela indlela:

Iinkcukacha zendlela:

Isayinwe e.....ngolusuku lwe 20

USAYINWA WOMFAKI WESIBHENO

UKUSETYENZISWA LISEBE:

INGXELO ESEMTHEHWENI YESIBHENO SANGAPHAKATHI

*Isibheno sifunyenwe
(umhla) ngu(isikhundla saseburhulumenteni, igama nefani yegosa lolwazi/usekela-gosa lolwazi).*

Isibheno sikhathshwa zizizathu zesigqibo segosa lolwazi/sesekela-gosa lolwazi kwaye, apho kufanelekileyo, iinkcukacha zalo naliphi na iqela lesithathu elinxulumene nalo okanye ingxelo leyo, zingeniswe ligosa lolwazi/isekela-gosa lolwazi ngomhla (umhla) kugunyaziwe ochaphazelekayo. .

ISIPHUMO SESIBHENO:

ISIGQIBO SEGOSA LEENGACISO/ISEKELA LEGOSA LEENGACISO SIQINISEKISIWE/KUFAKWE ISIGQIBO ESITSHA

ISIGQIBO ESITSHA:

.....UMHLA

UMPHATHI OFANELEKILEYO

IFUNYENWE LIGOSA LEENGACISO/USEKELA LEGOSA LEENGACISO KUMPHATHI OFANELEKILEYO
NGO (umhla):

ISIHLOMELO B

FORM 2

ISICELO SOKUFIKELELA KWIREKHODI YEZIKO LIKAWONKE-WONKE
(Icandelo le-18(1) loMthetho wokuPhakanyiswa koFikelelo kuLwazi, ka-2000

(uMthetho oyiNombolo yesi-2 ka-2000)

[UMgqaliselo 6]

UKUSETYENZISWA LISEBE

Inombolo yereferensi:

Isicelo sifunyenwe ngu

igama kunye nefani yegosa lolwazi/usekela-gosa wolwazi nge (umhla) e
(indawo)

Umrhumo wesicelo (ukuba ukhona): R.....

Idiphozithi (ukuba ikhona): R

Umrhumo wokufikelela: R.....

..... Utyikityo lwegosa lolwazi/usekela Gosa loLwazi

A linkcukacha zebhodi yoluntu

The Information Officer/Deputy Information Officer:

Senqu Main Building

19 Murray Street

Lady Grey

9755

vanzylt@senqu.gov.za

B linkcukacha zomntu ocela ukufikelela kwirekhodi

- | | |
|-----|--|
| (a) | <i>linkcukacha zomntu ocela ukufikelela kwirekhodi kufuneka zinikiswe ngezantsi.</i> |
| (b) | <i>Idilesi kunye/okanye inombolo yefeksi kwiRiphabliki apho irekhodi iza kuthunyelwa khona, kufuneka inikiswe.</i> |
| (c) | <i>Ubungqina benqanaba esenziwa phantsi kwalo isicelo, ukuba bukhona, kufuneka buncanyathiselwe.</i> |

Amagama apheleleyo kunye nefani:

Inombolo yesazisi:

Idilesi yeposi:

Inombolo yefeksi:

Inombolo yomnxeba:

Idilesi yemeyile:

Inqanaba isicelo esenziwa ngalo, xa senziwa egameni lomnye umntu:

C. linkcukacha zomntu isicelo esenziwa egameni lakhe

Eli candelo kufuneka lizaliswe KUPHELA ukuba isicelo solwazi senziwa egameni lomnye umntu.

Amagama apheleleyo kunye nefani:

Inombolo yesazisi:

D. linkcukacha zerekhodi

(a) *Nikisa ngeenkcukacha ezipheleleyo zerekhodi ekucelwe ukufikelela kuyo, kubandakanywa nenombolo yereferensi ukuba uyayazi, ukuze irekhodi ifumaneki.*
(b) *Ukuba isithuba esinikiveyo asonelanga, nceda uqhubeke kwiphepha elahlukileyo uze ulincamathelise kule fomu.*
Umenzi-sicelo kufuneka awasayine onke amaphepha ongezelelweyo.

- 1 Inkcazo yerekhodi okanye inxalenye efanelekileyo yerekhodi:
- 2 Inombolo yereferensi, ukuba ikhona:
- 3 Naziphi na ezinye iinkcukacha zerekhodi:

E. lintlawulo

(a) *Isicelo sokufikelela kwirekhodi, ngaphandle kwirekhodi enenkcukacha zakho , siya kuqwalaselwa kuphela emva kokuba umrhumo wesicelo uhlawuliwe.*
(b) *Uya kwaziswa ngemali ekufuneka ihlawuliwe njengentlawulo yesicelo.*
(c) *Umrhumo ohlawulelwa ukufikelela kwirekhodi uxhomekeke kuhlobo ukufikelela olufunwa ngalo kunye nexesha elifanelekileyo elifunekayo lokukhangelwa nokulungisa irekhodi.*
(d) *Ukuba ufanelekile ukuba ukhululwe kwintlawulo yayo nayiphi na intlawulo, nceda uchaze isizathu sokukhululwa..*

Isizathu sokukhululwa kwintlawulo yemali:

F. Indlela yokufikelela kwirekhodi

Ukuba uthintelwa sisiphene ukuba ufunde, ukujonga okanye ukumamela irekhodi ngendlela yokufikelela enikiswe ku-1 ukuya ku-4 ngezantsi, xela ukukhubazeka kwakho kwaye ubonise ukuba irekhodi ifunwa ngaluphi na uhlobo..

Inkubazeko:		Uhlobo ekufunwa ngalo irekhodi:	
Phawula ibhokisi efanelekileyo ngo-X. AMANQAKU: (a) Ukuvunyelwa kwesicelo sakho sokufikelela kwifomu echaziweyo kunokuxhomekeka kwifomu ekuyo apho irekhodi ekhoyo. (b) Ukufikelela kwifomu eceliweyo kunokwaliwa kwiimeko ezithile. Kwimeko enjalo uya kwaziswa ukuba ufikelelo luya kuvunywa ngolunye uhlobo. (c) Umrhumo ohlawulelwa ukufikelela kwirekhodi, ukuba ukhona, uya kumiselwa ngokuyinxenye yendlela ekucelwe ngayo ukufikelela.			
1. Ukuba ingxelo ibhaliwe okanye ishicilelwe:			
	ikopi yerekhodi *		ukuhlolwa kwerekhodi
2. Ukuba irekhodi liqulethe imifanekiso ebonakalayo - (oku kubandakanya iifoto, izilayidi, ushicilelo lwevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njalo - njalo):			
	jonga imifanekiso	ikopi yemifanekiso *	ushicilelo lwe mifanekiso *
3. Ukuba irekhodi linamagama ashicilelweyo okanye ulwazi olunokuthi luveliswe kwakhona ngesandi:			
	mamela isandi (ikhasethi yomsindo)		ukukhutshelwa kwesandi* (uxwebhu olubhaliweyo okanye olushicilelweyo)
4. Ukuba ingxelo igcinwe kwikhompyutha okanye kinto esebenzisa umbane okanye efundeka ngomatshini:			
	ikopi eprintiweyo yerekhodi '	ikopi eprintiweyo yolwazi evela kwirekhodi *	ikopi ifundeka kwindlela ekwikhompyutha* (kumacwecwe asetyenziswa kwikhompyutha)
* Ukuba ucele ikopi okanye ushicilelo lwerekhodi (ngasentla), unqwenela ikopi okanye ushicilelo luthunyelwe kuwe? Imali yokuposa iyahlawuleka.			EWE HAYI
Qaphela ukuba ukuba ingxelo ayifumaneki ngolwimi olukhethayo, ukufikelela kuyo kunokuvunyelwa ngolwimi irekhodi efumaneka ngalo.			
Ungathanda ukuba irekhodi libe loluphi ulwimi?			

G. Isaziso malunga nesigqibo malunga nesicelo sokufikelela

Uya kwaziswa ukuba isicelo sakho samkelwe/saliwe. Ukuba unqwenela ukwaziswa ngenye indlela, nceda uchaze indlela kwaye unike iinkcukacha eziyimfuneko ukuze kuthotyelwe isicelo sakho.

Ungathanda ukwaziswa njani ngesigqibo malunga nesicelo sakho sokufikelela kwirekhodi?

Isayinwe atnge usuku lwe 20

IMALI EHLAWULWAYO

(NgokoMmiselo we-187 womhla we-15 kuFebruwari 2002)

NO.	CONTENT	FEE
1.	Umrhumo wesicelo ohlawulwa ngumceli ngamnye	R100,00
2.	Ifotokopi okanye ukuveliswa kwephepha elingu-A4 okanye inxalenye yalo	R 1,50
3.	Ikopi eprintiweyo yephepha elingu-A4 okanye inxalenye yalo egcinwe ekhompuyutheni okanye ikwimo yombane okanye efundeka ngomatshini	R 1,50
4.	Khuphela kwifomu efundeka ngekompuyutha: Umcingaioisetyenziswa kwikhompuyutha (uya kunikezwa ngumceli) Icwecwe lekhompuyutha (ukuba linikeziwe ngumceli) Icwecwe lekhompuyutha (ukuba linikezelwe kumceli)	R40,00 R40,00 R60,00
5.	Ushicilelo lwemifanekiso ebonwayo kwiphepha lobungakanani be-A4 okanye inxalenye yalo	Inkonzo iza kunikwa abantu bangaphandle.
6.	Ikopi yemifanekiso ebonakalayo	Kuya kuxhomekeka Kwisichazi maxabiso esivela kumniki wenkonzo
7.	Ushicilelo lwerekhodi emanyelwayo, lobungakanani bephepha elingu-A4 okanye inxalenye yalo	R24,00
8.	Ikopi yerekhodi yesandi ku: Umcinga osetyenziswa kwikhompuyutha (uya kunikiswa ngumceli) Icwecwe lekhompuyutha (ukuba linikeziwe ngumceli) Icwecwe khompuyutha (ukuba linikeziwe kumceli)	R40,00 R40,00 R60,00
9.	Ukukhangela nokulungiselela ingxelo ukuze ichazwe kwiyure nganye okanye inxalenye yeyure, ngaphandle kweyure yokuqala, efunekayo ngokufanele olo phando nolungiselelo. Ukungagqithi kwiindleko zizonke ze	R100,00 R300,00
10.	Idiphozithi: Ukuba uphendlo ludlula iiyure ezi-6	Isinye kwisithathu semali ngesicelo ngasinye ibalwa ngokwemibandela yesicandelo-2 ukuya ku-8
11.	Iposi, i-imeyile okanye naluphi na olunyeuhlobo lokudlulisela olusebenzisa umbane	Iindleko ezizizo, ukuba zikhona.