

ISIXEKO SASEKAPA



INCWADANA YEZIKHOKELO YECANDELO 14

UMTHETHO OPHATHELENE NOKUKHUTHAZWA KOKUFUMANEKA
KOLWAZI (UMTHETHO-2 WANGO-2000)

CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

ISINGENISO

UMthetho ophathelene nokukhuthazwa kokufumaneka kolwazi (onguMthetho 2 ka-2000), ufezekisa ilungelo loluntu ngokubanzi lokuba luyifumane ingcaciso kwizigqeba zikarhulumente nakwezo zizimeleyo, njengoko lisitsho iCandelo 32 loMgaqo-siseko, ngeenjongo zokuphuhlisa nokujolisa banzi kukhuliso lolawulo olucikizekileyo lweenkampani namaziko.

Esi Sixeko siyaluqonda, kwaye sizinikezele ekulufezekiseni uxanduva olubekwe ngumgaqo-siseko emagxeni aso, lokuba –

- ▶ sikhuthaze sikhulise inkqubo yokwenziwa kwezinto elubala neyolawuleko kwimicimbi yaso, ngokuthi sifezekise ilungelo lokufumana ingcaciso;
- ▶ sithabathe amanyathelo abonakalayo okukhuthaza nokudala iimeko apho abo bafaka izicelo bekwazi ukuba bayifumane ngokupheleleyo ingcaciso;
- ▶ senze onke amalungiselelo ayimfuneko okwenza ukuba abo bafaka izicelo bakwazi kangangoko ukuba bafikelele kumarekhodi abawacelileyo esi Sixeko.

Kukhunjulwe ke kambe -

- ▶ ukuba ilungelo lokufumana iinkcukacha eziselugcinweni lweSixeko esi lisenokungade linabele ngaphaya kwemida efanelekileyo nelindelekileyo kwimeko yolawulo lwentando yesininzi, idemokhrasi, esekelwe kwisidima somntu, kulingano nakwinkululeko, njengoko kuchazwa kwiCandelo 36 loMgaqo-nkqubo, nanjengokuba kuchazwa nakwiSigaba 2, iSahluko 4 soMthetho ophathelene nokukhuthazwa kokufumaneka kolwazi (onguMthetho 2 ka-2000).

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IZISHUNQULELO/AMAGAMA OSHUNQULELO

AIDS	Acquired Immune Deficiency Syndrome
AMMAS	Asset Management and Scientific Service
CAMM	Customer and Metering Management
CBO	Community Based Organisation
CCT	City of Cape Town
CID	Community Improvement District
CPM	Competency-Based Performance Management
CRM	Customer Relations Management
ED&T	Economic Development and Tourism
EIA	Environmental Impact Assessment
EMT	Executive Management Team
ERP	Enterprise Resource Planning
GIS	Geographic Information Systems
HIA	Heritage Impact Assessment
HR	Human Resources
IDP	Integrated Development Plan
IEC	Independent Electoral Commission
IT	Information Technology
KPI	Key Performance Indicator
NGO	Non-Governmental Organisation
ORM	Occupational Risk Management
PABX	Private Automatic Branch Exchange
PAIA	Promotion of Access to Information Act
PAWC	Provincial Administration of the Western Cape
PDI	Previously Disadvantaged Individual
PHP	Peoples Housing Process
RDP	Reconstruction and Development Programme
SAP	Systems Application Processing
SETA	Sector Education and Training Authority
SLA	Service Level Agreement
SMME	Small Medium and Micro Enterprises
SPV	Special Purpose Vehicle
TB	Tuberculosis
TSM	Transport System Management
VAT	Value Added Tax

ICANDELO 1

INTSHAYELELO

Le cwadana yezikhokelo iye yaqulunqwa siSixeko seKapa, kwaye iyimfuneko ngokwemiqathango yecandelo 4 loMthetho oyiAccess to Information Act ka-2000 (uMthetho 2 ka-2000) ekuza kuthiwa xa kubhekiswa kuwo apha kule ncwadana, “uMthetho lo okanye “lo Mthetho”. Lo mthetho ke ujolise ekufezekiseni ilungelo abanalo abantu lokuba bayifumane ingcaciso kwizigqeba zikarhulumente nezamacandelo oshishino, njengoko kucaciswa kwicandelo 32 loMgaqo-siseko weRiphabliki yoMzantsi Afrika (onguMthetho 108 ka-1996). Enye yeenjongo zalo Mthetho kukukhuthaza ukwenziwa kwezinto elubala, ulawuleko nolawulo olunempumelelo. Le njongo ke yenye yeentsika zesicwangciso sesiXeko seKapa sokufezekisa ulawulo lweedolophu olunophuhliso noluvumela ukuthatha koluntu inxaxheba apha eNtsona Koloni. IsiXeko esi sikwazamela nokuba sikwazi ukufikeleleka ngokuba sithi kwezinye zeendlela esizisebenzisayo zokufezekisa le njongo kubekho nokunikwa koluntu ingcaciso.

linjongo zale ncwadana ke zezi zilandelayo:

- ▶ ukwenza abantu ukuba bakwazi ukuxhamla nokusebenzisa amalungelo abo abawanikwa nguMthetho lo;
- ▶ ukwenza abantu ukuba bayiqonde kakuhle imisebenzi eyenziwa siSixeko seKapa kwakunye neempepha ezingamarekhodi aselugcinweni lwaso;
- ▶ ukufaka igxalaba kwiinzame nemigudu yokubethelela isiqhelo sokwenziwa kwezinto elubala, ulawuleko nakwezokukhuthaza uluntu ukuba luthabathe inxaxheba.

ISixeko seKapa saye sasekwa ngomhla we-5 Disemba 2000 ngokuthi kudityaniswe iKhansile yeSixeko seKapa (Cape Metropolitan Council) ekwakufudula iyiyo isigqeba solawulo, kunye neeKhansile zeZiphaluza zeSixeko (Metropolitan Local Councils) ezintandathu ezizezi, eyaseHelderberg, yaseOostenberg, eyaseTygerberg, eyaseBlaauwberg, eyaseKapa eyaseSouth Peninsula, neziqwengana ke eziyinxenye yeKhansile yeSithili soNxweme lwaseNtshona neyeKhansile yeSithili seWinelands (iSaziso sePhondo 479 somhla wama-22 Septemba 2000). ISixeko seKapa sime kweyona yakhe yantle indawo apha eMzantsi Afrika enombukeko kakhulu, neqhelezela ngakumbi kwicala lezenkcubeko nangohlaza lwayo neentyatyambo zayo; ngobukhulu baso sinabe isithuba see-2487 km², kwaye abantu abahlala kuso bamalunga nezigidi ezi-3,15(iSixeko seKapa 2002:2).*

ISihlomelelo A yimephu yengingqi yeSixeko seKapa ebonisa imida yaso.

* ISIXEKO SASEKAPA,200. INGXELO YEMVELI YOBUME YESIXEKO SASEKAPA , KUNYAKA WE (2002). EKAPA: ISIXEKO SASEKAPA (www.capetown.gov.za/soe/pdf/year5)

2.1 ICANDELO 2

UBUME NEMISEBENZI YESIXEKO SASEKAPA

2.1 UBUME BEZIKO

Urhulumente wemimandla usebenza kwimeko-bume esoloko itshintsha yaye ke ngenxa yoko ubume bakhe nenkonzo azinikayo kunokunyanzeleka ukuba nazo zimane zitshintsha. Umbono, iinjongo nezicwangciso eziphambili zeSixeko zisoloko ziphononongwa yaye le ndlela amasebe eme ngayo ngoku ingqanyaniswe nombono omtsha oza kulandelwa sisixeko. Ubume beziko bangoku benziwa baphela kwinqanaba lesibini lokunika ingxelo ngolu hlobo lulandelayo:

2.2 IMISEBENZI KUNYE NEENKONZO EHAMBELANA NAYO YESIXEKO SASEKAPA

1. Iofisi yeManejala yeSixeko

Imanejala yeSixeko: Mnu. Achmat Ebrahim

Umphicothi-zincwadi oLawulayo – Zulpha Abrams

- Uphicotho lweNgeniso noLwamaziko kaMasipala
- Uphicotho lwe-IT
- Uphicotho lweNkcitho neSCM
- Uphicotho loLawulo

Unozakuzaku weZikhalazo zoLuntu – Mbulelo Baba

- Usonjululo loNgquzulwano – ngokuthi enze uphando ngezikhalazo iSixeko esingekazisombululi okanye esizisombulule ngendlela enganelisiyo ngokuthi aququzelele ukusonjululwa kwezo zikhalazo esebenzisana namasebe achaphazelekayo.
- Unozaku-zaku weZikhalazo uba ngumnxibelelanisi phakathi kweCandelo loLawulo kunye nomfaki-sikhalazo ukuze ngandlela zonke aze nesisombululo kunye nesiphelo kumba ekungquzulwana ngawo.
- Liqoqo lokugqibela lokusombulula izikhalazo.
- Le nkonzo ilungiselelwe abantu bangaphandle (uluntu) kunye nabantu abangaphakathi (abasebenzi).

Umlawuli: Inxaso kwiSigqeba esiLawulayo – Gillian Kenhardt

- Icandelo leZabasebenzi, Inxaso yeCandelo leZemali neLolawulo ukuya kutsho kwiCandelo loLawulo leOfisi yeManejala yeSixeko.
- Ulawulo lweeProjekthi neNdlela aBasebenzi abaSebenza ngayo ukuya kutsho kwiCandelo loLawulo leOfisi yeManejala yeSixeko.
- Ukulawula iofisi yeManejala yeSixeko.
- Inxaso yeKomiti kwiBhunga nakwiiKomiti
- Inxaso yeKomiti kwiKomiti kaSodolophu.
- Ukubonelela ngenkonzo yezelwimi (uguqulo notoliko) kwiBhunga, kwiikomiti zalo kunye nakwicandelo lolawulo liphela.

Umlawuli: Ulawulo neNtsebenziswano – Brent Gerber

- Amabhungana
- Ulawulo neeProjekthi
- Inkxaso yeSigqeba saBaphathi nesoWiso-mthetho
- Ubudlelwane bangaphandle
- Uphuhliso looCeba noXhobiso
- Inkxaso yooCeba
- VPUU (Ukunqandwa koBundlobongela ngeeProjekthi zoPhuculo lweNdawo eziseziDolophini)
- Intatho-nxaxheba yoLuntu

2. Iinkonzo zeZiko

Umlawuli oPhetheyo: David Beretti

Umlawuli: weeNkonzo zoMthetho – Lungelo Mbandazayo

- Iinkundla zikaMasipala
- Umangalelo
- Iikontrakthi noShishino
- Uphando lwezomthetho
- Uthotyelo lweMithetho

Umlawuli: Icandelo lezaBasebenzi elinoCwangciso – Justine Quince

- Uphuculo lweMicimbi noLawulo lweMigangatho.
- Ulawulo loTshintsho noNxibelelwano
- Uthethwano kuMaqonga eeNgxoxo
- Iimeko zeNkonzo nophuhliso lweMigaqonkqubo ye-HR
- Ukubonisana ngeMiba-gabalala ye-HR
- Ulawulo loNgquzululwano
- E-HR
- Umjikelo woBomi wabasebenzi
- Iinkonzo zeNgcali ze-HR
- Ubume /Ulawulo lweZiko
- Ulawulo lweMigangatho
- SALGBC
- Izivumelwano zaManqanaba eeNkonzo
- Izicwangciso nePlani zokuQesha aBasebenzi

Umlawuli: Iinkonzo zaBasebenzi – Sihle Msengana

- Ukuphila kwaBasebenzi
- Inkqubo yokuNceda aBasebenzi, iNkqubo yaseMsebenzini ye-HIV/AIDS
- Ubudlelwane bezaBasebenzi
- Impilo noKhuseleko eMsebenzini
- Uluhlu lwabantu abahlawulwayo
- Uqeqesho noPhuhliso

Obambeleyo: Umlawuli: linkonzo zoBuchwepheshe eziZodwa – Brian Bicknell

- Ulawulo lweZithuthi neNdawo zokuziLungisa
- Unxibelelwano ngoNomathotholo
- Ulawulo lweSithuba
- Ulawulo lweZibonelelo.

Umlawuli: Ezonxibelelwano – Pieter Cronje

- Iziganeko neMibhiyozo yeZiko
- Upapasho
- Iintengiso
- linkonzo zeNkxaso

Umlawuli: Ubulungisa kwezeNgqesho – Michael Siyolo

- Amanyathelo okuqesha abo babehlelekile abandakanya:
- Ulawulo lombha woKhubazeko
- Ulawulo lweYantlukwano
- Ubulungisa kwezesini
- Isebe le-HR, lolawulo nelezemali
- Ulawulo lweZiko lonxibelelwano
- Ulawulo lwamaziko ekungenwa kuwo
- Uqhagamshelwano nabasebenzisi-nkonzo beVIP
- Inkqubo yaNgaphakathi noHlahlelo lwaBachaphazelekayo
- Iteknoloji yoLwazi yeCRM
- Uqeqesho lweCRM
- Iziko loQhagamshelwano leSixeko
- Ulawulo lweSelula zeSixeko
- Ulawulo looMatshini bokuPrinta nabokuFotokopa beZiko
- Ulawulo lweRekhodi zeZiko neeNkonzo zoBhaliso

3. Uhlanganiso loHanjiso-ziNkonzo

Umlawuli oPhetheyo: Mike Marsden

Umlawuli: linkonzo zeNkxaso – Saaliegah Zardad

- Ulawulo
- Izimali

Umlawuli: linkonzo zoPhuhliso – Noahmaan Hendricks

- Inkqubo yeMisebenzi yoLuntu eNatyisiweyo
- Inkxasomali yeZibonelelo zikaMasipala
- Ulawulo lweNkqubo
- Uyilo lweZakhiwo
- Uthelekelo lokuFunekayo kwiZakhiwo
- Ulawulo loLwakhiwo
- Uququzelelo loPhuhliso lweZibonelelo
- linkonzo zeNkxaso

Umlawuli: linkqubo zoLwazi neTeknoloji – Andre Stelzner

- Izibonelelo
- Unxibelelwano ngefowuni
- linkqubo zoShishino
- Iziko leNkxaso leERP
- Ulawulo ngeElektroni
- Uyilo-zakhiwo noLawulo
- Inkqubo yeOfisi ye-IT noLawulo
- linkqubo zekhompuyutha

Umlawuli: i-IDP neNkqubo zoLawulo zokuSebenza kweZiko – Martin Van Der Merwe

- Ulawulo lweNkqubo yeIDP
- Ucwangciso lweZinto eZiza kweNziwa nokuHlola inkqubela yazo
- Ulawulo lokuSebenza kweZiko nokuMiselwa kweSDBIP

Umlawuli: Inkqubo yoVuselelo lweNdawo eziseziDolophini – George Penxa

- linkonzo zeNkxaso
- iURP eKhayelitsha
- iURP eMitchells Plain

Umlawuli: Uququzelelo luka-2010 – Teral Cullen

- Inkqubo ka-2010
- Unxibelelwano luka-2010
- Uthengiso nenkxaso ngezimali luka-2010
- Ezomthetho 2010
- Uhlanganiso 2010

Umlawuli: ezobuChule zika-2010 – Victor Dave Hugo

- Abaququzeleli beeProjekthi
- Ezothutho

Umlawuli: linkqubo 2010 – Lesley De Reuck

- Abaququzeleli beeProjekthi

4. Uphuhliso loLuntu

Umlawuli oPhetheyo: Lokiwe Mtwazi

Umlawuli: linkonzo zeThala leeNcwadi noLwazi- Ninnie Steyn

- Ubonelelo lweNkonzo zaMathala eeNcwadi oLuntu
- linkqubo zoPhuhliso enjongo yazo ikukujongana nezidingo zophuhliso ekuhlaleni.

Umlawuli: lipaki zeSixeko – Christa Le Roux

- lipaki zoLuntu
- lipaki zeeNgingqi
- Amangcwaba
- li-ayilendi (islands) ezisembindini
- Ulawulo lweMithi

Umlawuli: Imidlalo noLonwabo – Gert Bam

- linkqubo zoPhuhliso ezijoliswe kuLutsha nakumakhosikazi
- lipuli zokudada
- Amabala
- Ulawulo lwaMalwandle neeNdawo zokuTyelela
- Amabala okuDialela aseSikweni
- Amaziko eeNkqubo ngeNkqubo noLonwabo
- Amaholo asekuHlalani
- Amaziko asekuHlalani
- Ulawulo lweZiganeko neMibhiyozo

Umlawuli: Inkxaso yeZicwangciso – Freddie Bisschoff

- Izicwangciso, Uphuhliso noLungelelwaniso.
- Izicwangciso,, linkqubo, & kunye noQwalaselo loMiselo lweprojekthi, ukuNika iNgxelo neNkxaso.
- Ulawulo lweNkonzo zeNkxaso Gabalala (HR, iZimali noLawulo).
- Ulawulo loLwazi.
- Ulawulo lweNkqubo/ lweProjekthi

5. Izimali

Igosa eliPhezulu leZimali: Mike Richardson

Umlawuli: Uhlahlo Lwabiwo-mali – Johan Steyl

- Ulwabiwo-mali lokusebenza
- Ulwabiwo-mali lweMali eyiNkunzi
- Ulwabiwo-mali lweNtsebenzo

Umlawuli: ULawulo lokuThengwa kweMpahla zeZiko – Leonard Shnaps

- Ulawulo lokufumana iimpahla/lihenda/likhontrakthi
- Ulawulo loLuhlu lweMpahla neeNdawo zokuzigcina
- Uphuhliso lwabaThengisi

Umlawuli: Icandelo likaNondyebo – Lodi Venter

- Ukuakhawunta neeAsethi
- Icandelo likaNondyebo
- Ulawulo lweInshorensi

Umlawuli: Ingeniso – Trevor Blake

- Ulawulo lwaMatyala
- linkonzo zobuGcisa
- Ababamba amatyala neMali eyiKheshi
- linkonzo eziZodwa

Umlawuli: UQikelelo-maxabiso – Christopher Gavor

- Inkqubo yoQikelelo-maxabiso
- Idatha yoQikelelo-maxabiso neenkqubo zoshishino

- Imeko yoShishino yoQikelelo-maxabiso
- Ukuhlolwa kweFildi noLawulo lweMigangatho

Umlawuli: Inkcitho – Nothemba Lepheana

- linkonzo zeNkxaso
- Ulawulo loLuhlu lwabaHlawulwayo
- Iakhawunti eziHlawulwayo

Umlawuli: Ulawulo lwaBanini-Zabelo neeKontrakthi – Louise Muller

- Uphononongo lweZimali
- Ulawulo lweZiko
- Uphononongo loPhando nolweMithetho
- Isicwangciso soShishino noPhuhliso

Umlawuli: Unxulumaniso lweNkonzo eziSebenzisanayo – George Van Schalkwyk

- Ulawulo lwaNgaphandle

Umlawuli: Inkxaso ngeziMali yeZindlu Nengqesho – Wayne Muller

- Uhlalo-mali lwezeZindlu nokuAkhawunta
- Inkxasomali yeProjekthi yezeZindlu
- Ulawulo lweZindlu nokuRenta

6. Ezothutho, iiNdlela naManzi eZiphango

Umlawuli oPhetheyo: Eddie Chinnappen

Umlawuli: Ezothutho – Maddie Mazaza

- Ucwangciso lwezoThutho
- linkonzo zeZithuthi zoLuntu eziHlanganisiweyo
- linkqubo zoThungelwano zezoThutho
- Uthungelwano kwezoThutho noPhuhliso lweZibonelelo
- linkonzo zeNkxaso yezobuGcisa

Umlawuli: Iindlela naManzi eZiphango – Henry du Plessis

- Ukuplana uphuhliso oluhlanganisiweyo nokulungiswa kweendlela nezixokelelwano zeziphango ukulungiselela ikamva elizinzileyo
- Ukwenza nokuthethela imigqonkqubo yezendlela neenkonzo ezijongene neziphango kwiSixeko
- Ukulawula iiProjekthi zeeMali eziNkulu
- Ukulawula nokulungisa iindlela ezikhoyo kunye neeasethi zeziphango
- Ukuvuselela iindlela neenkqubo zokunciba
- Ukukhusela imigxobho, imilambo, amachweba emilambo namanzi amanxweme ekungcolisweni
- Ukumana nijonga ukuba niqhuba njani yaye nesebe lisebenza njani na
- Ukuphucula inkqubo yokulawula iingozi zezikhukhula
- Ukucutha iingozi zezikhukhula kwindawo ezinokuba khona kuzo
- Ukucutha ukungcoliseka kwamanzi emvula apho aqala khona
- Ukugada nokulawula ngalo lonke ixesha umgangatho wamanzi angaphezulu

- Ukugada umgangatho wamanzi amalwandle kwimimadla yokuhlamba

7. Ukhuselelo noKhuseleko

Umlawuli oPhetheyo: Adv. Dick Tshangela

Umlawuli: linkonzo zikaXakeka zeSixeko – Patrick Adams

- UMIlo nokuSindisa
- Ulawulo lweNtlekele
- Iziko loNxibelelwano likaXakeka loLuntu i-107

Intloko yaMapolisa eNqila eSixeko saseKapa – Bongani Jonas

- Ukunqanda uLwaphulo-mthetho
- Unyanzeliso lweMithetho kaMasipala
- Isebe leZothutho

OBambeleyo: uManejala: Icandelo loKhuselo le-VIP – Gary Meiring

- Ukhuselelo lwaMagosa ezePolitiki.

10. Ezezindlu

Umlawuli oPhetheyo: Hans Smit

Umlawuli: Ezezindlu – Alida Kotzee

- Amatyotyombe
- Umhlaba weZindlu nokuPlana kwangeThuba
- Iindawo ezikhoyo zokuHlala
- Iindawo ezintsha zokuHlala
- Iinkonzo zeNkxaso

11. Impilo yeSixeko

Umlawuli oPhetheyo: Ivan Bromfield

- Ukhathalelo lweMpilo oluSisiseko – Iinkqubo zeHIV/AIDS, inkqubo yoLawulo lwe-TB, ukunyangwa kwezifo ezosulela ngesondo, iinkonzo zokuphakamisa nokukhusela abasetyhini kunye nabantwana, iinkonzo zokunyangwa abantwana, iinkonzo zokunceda oomama abasandula ukubeleka ezikwikliniki ezili-12 kunye nenkonzo epheleleyo yePHC kwi-CHC ezi-4.
- Iinkonzo zeMpilo zikaMasipala – Ukuhlolwa komgangatho waManzi, ulawulo loKutya, ulawulo lweNkunkuma, Ukugadwa kweMpilo kwimida yezakhiwo, Ukugadwa nokukhuselwa kwezifo ezosulelayo ngaphandle kogonyo, ukulawulwa kwezithwali-zintsholongwane, ukulawulwa kongcoliseko lokusingqongileyo, Ukulahlwa kwezinto ezifileyo nokhuseleko lweeKhemikhali.
- Umgangatho woMoya – UMthetho woKhuselo loNgcoliseko lweAtmosfera, UMthetho wokujonga uMgangatho woMoya woLawulo loKusiNgqongileyo kwiSizwe siphela

12. Uphuhliso lwezoQoqoqosho nezeNtlalo

Umlawuli oPhetheyo: Mansoor Mohamed

Umlawuli: Ulawulo lwePropati – Ruby Gelderbloem

- linkonzo zePropati
- Ukunikisa ngeePropati nokuziFumana
- Ulwazi ngePropati
- Uqikelelo-maxabiso lweePropati ngokweMakethi

Umlawuli: Ukhenketho – Nombulelo Mkefa

- Uphuhliso loKhenketho kwimimandla esingqongileyo
- Uphuhliso lweNdawo zokuFikela

13. linkonzo zeZibonelelo

Umlawuli oPhetheyo: Bulumko V Msengana

Umlawuli: Amanzi noCoceko – Sipho Mosai

- Amanzi aManinzi
- Ukucocwa kwamanzi amdaka
- Ukwahlula ngoMnatha
- Ulawulo lweMfuno yaManzi neSicwangciso
- linkonzo zobuNzululwazi
- Ulawulo lobuNjineli neeAsethi
- Izimali noQoqoqosho
- Inkxaso

Umlawuli: linkonzo zoMbane - Leslie Rencontre

- Intengiso noBudlelwane naBathengi
- Ulawulo lweZibonelelo
- Izibane ezisesiDlangalaleni
- Ubonelelo ngoMbane
- linkonzo zeNkxaso zobugcisa
- Izimali noQoqoqosho
- HR & neNkxaso yeCandelo loLawulo

Umlawuli: Ulawulo lweNkunkuma – Rustim Keraan

- Ukulahla
- Ukucoca
- Uqokelelo
- Ukuplana
- linkonzo zobuGcisa
- linkonzo zeNkxaso
- Inkxaso yeZimali neCRM
- Ukulawulwa kwelahleko

14. Izicwangciso nokuPlana

Umlawuli oPhetheyo: Pieter van Zyl

Umlawuli: Ulawulo lweMithombo yokuSingqongileyo – Osman Asmal

- Ulawulo lwezityalo nezilwanyana

- Isicwangciso sokusiNgqongileyo nobuHlakani
- linkqubo zokuLawula okuSingqongileyo
- linkonzo zokusiNgqongileyo nezaMafa eMveli zeSithili
- Imfundo yokusiNgqongileyo eHlanganisiweyo noNxibelelwano
- linkqubo neeprojekthi ezingundoqo
- linkonzo zeNkxaso

Umlawuli: Uphuhliso lweMihlaba engamabala yeSixeko – Catherine Stone

- UkuPlanwa kweMihlaba engamabala yeSixeko
- Iindawo eziVulekileyo zoLuntu neMbonakalo-mhlaba
- Ukudizayinwa kweNdawo eziseDolophini

Umlawuli: Ukuplanwa kweDolophu – Cheryl Walters

- UkuPlanwa kweMihlaba engamabala yeeNgingqi
- Ulawulo loSetyenziso-Mhlaba
- Uphuhliso lweZakhiwo

Umlawuli: Ulwazi ngoPhuhliso olucwangcisiweyo neGIS – Keith Smith

- Isicwangciso soLwazi
- Ulwazi olucwangcisiweyo
- I-GIS yeZiko
- Inkxaso yooVimba boLwazi

ICANDELO 3

IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LENGCACISO OKANYE AMASEKELA EGOSA LEZENGCACISO.

Izicelo ezingeniswa ngokusesikweni zokufumana inkcukacha nezenziwe phantsi kwemiqathango yoMthetho lo kufuneka zithunyelwe kwiGosa leNgcaciso oka kwiSekela-Gosa leNgcaciso.

IGosa leNgcaciso

Umlawuli: linkonzo zoMthetho

Mnumzana Lungelo Mbandazayo

Ifowuni: (021) 400 -1364

Ifeksi: (021) 400 - 5963

Imeyili: access2info@capetown.gov.za

Postal Address: PO Box 4214

Cape Town

8000

Amagosa oLwazi angaMasekela

Umlawuli: linkonzo zoMthetho

Umnu. Lungelo Mbandazayo

Ifowuni: (021) 400-1364

Ifeksi: (021) 400-5963

Imeyili: Lungelo.Mbandazayo@capetown.gov.za

Nkosz. Ms Lulama Edith Gomomo

Ifowuni: (021) 400-2187

Ifekisi: (021) 400-5963

Imeyile: Lulamaedith.gomomo@capetown.gov.za

Adv. Jill Fabing

Ifowuni: (021) 400 3863

Ifekis: (021) 400 5963

Imeyile: Jill.Fabing@capetown.gov.za

Mnu. Shawn B Mathews

Ifowuni: (021) 400 3227

Ifekisi: (021) 400 5963

Imeyile: Shawn.Matthews@capetown.gov.za

Mnu. Faried Chetty

Ifowuni: (021) 400 4855

Ifekisi: (021) 400 5963

Imeyile: Mogamat.Chetty@capetown.gov.za

Nkoskz. Ms. Modiegi Mshweshwe

Telephone: (021) 400 3089

Fax: (021) 400 5963

Email: Modiegi.Thooe@capetown.gov.za

Nkskz. Busisiwe Mthamzeli

Telephone: (021) 400 3107

Fax: (021) 400 5963

■ Email: Busisiwe.Mthamzeli@capetown.gov.za

ICANDELO 4

“ISIKHOKELO SECANDELO 10” MALUNGA NENDLELA YOKUSETYENZISWA KWALO MTHETHO

Ngokwemiqathango yalo Mthetho iKhomishoni yaMalungelo oLuntu kufuneka iqulunqe isikhokelo esiqulathe yonke inkcukacha anokuthi alindele ukuyifumana umntu xa enqwenela ukusebenzisa nalo naliphi na ilungelo elichazwe kulo Mthetho. Esi sikhokelo siya kufumaneka kwiKhomishoni yaMalungelo oLuntu engadlulanga uAgasti ka-2003, kwaye ke imibuzo ephathelele kwesi sikhokelo kufuneka ibhekiswe kwi:

The South African Human Rights Commission

The Research and Documentation Department

Iadresi yeposi
Private Bag 2700
Houghton
2041

Inombolo yefowuni: (011) 484 8300

Inombolo yefekisi: (011) 484 1360

iWebsite: www.sahrc.org.za

Iadresi ye-imeyili: paia@sahrc.org.za

ICANDELO 5

UKUFIKELELA KWIIMPEPHA ZAMAREKHODI EZISELUGCINWENI LWESIXEKO SEKAPA

5.1 UDIZO OLUNGAFUNI SICELO

KwiSihlomelelo C kuchazwa iindidi zeempepha zamarekhodi ezifumaneka ngaphandle kwesicelo esenziwe ngokwemiqathango yalo Mthetho eziselugcinweni lweSixeko seKapa.

5.2 INKCAZO YEMIXHOLO NEENDIDI ZEEMPEPHA ZAMAREKHODI ASELUGCINWENI LWESIXEKO SEKAPA

Xa kusithiwa “amarekhodi” eSixeko seKapa kubhekiselwa kuloo marekhodi enziwe okanye afunyenwe ngexesa bekuqhutywa umsebenzi osesikweni wesi sigqeba, nagcinwe njengobungqina bemisebenzi yeSixeko esi, obezinto ezenziwayo kuso nemicimbi yayo eye yasingathwa. Amarekhodi la aziindidi ngeendidi, umzekelo, iifayile zeembalelwano iimephe, iiplani (izicwangciso) iirejista, ii-ajenda nemizuzu yeentlanganiso, ezinokuthi zigcinwe ngeendlela ngeendlela, umzkl, aemaphepheni, kwizinto zombane okanye kwiimayikhrofilim.

ISihlomelelo D sinika inkcazo yemixholo yamarekhodi agcinwe siSixeko seKapa, kwakunye neendidi zamarekhodi akhoyo phantsi komxholo ngamnye.

5.3 INKQUBO YOKWENZIWA KWEZICELO

■ *Imvume yokufikelela enikwayo*

Xa umntu ethe wenza isicelo sokunikwa ingcaciso okanye irekhodi ethile phantsi kwemiqathango yoMthetho lo, kufuneka ukuba loo mntu avunyelwe ukuba alifumane elo rkhodi okanye loo ngcaciso ayicelileyo, ukuba ngaba uyayiphumeza le miqathango ilandelayo:

- ▶ Zonke iimfuno zenkqubo yokwenziwa kwezicelo zokunikwa amarekhodi ezizulathwe kulo Mthetho
- ▶ Isicelo sokufumana irekhodi asikhatywanga phantsi kwayo nayiphi na imihlaba yokukhatywa kwezicelo ekhankanywe kuMthetho lo.

■ *Ifomu yesicelo*

- ▶ Isicelo kufuneka sibhalwe kwifomu egunyazisiweyo, eyileya iqhotyoshelwe **njengeSihlomelelo E**, ize ke idluliselwe kwi:

The Information Officer okanye The Corporate Deputy Information Officer

Iadresi yeposi

Private Bag 298

Cape Town

8000

Inombolo yefekisi:

(021) 421 1203

Iadresi ye-imeyili: access2info@capetown.gov.za

- ▶ Isicelo esi ke kufuneka ukuba sicacise kakuhle ukuba ngaba kufunwa ngcaciso iluhlobo luni na, kwaye ke ukuba ngaba isicelo sesekopi yerekhodi, umfaki-sicelo makaxelele nokuba ngaba unqwenela ukulijongela phaya eofisini yeSixeko seKapa na irekhodi elo.
- ▶ Ifomu yesicelo kufuneka ukuba ihambe nemali leyo iyintlawulo ebekiweyo

(Jonga phaya kumhlathi othi “lintlawulo ezifunwayo” malunga neentlawulo).

- ▶ Ukuba ngaba umfaki-sicelo irekhodi elo alifunayo ulifuna ngendlela ethi, uya kulunikwa ngaloo ndlela alifuna ngayo, ngphandle kokuba ke ukuba ukwenza loo nto kungawuphazamisa kakhulu umsebenzi we-ofisi le, okanye kungabanga umonakalo kwirekhodi elo, okanye kungaba nxamnye nemithetho yamalungelo ababhali (copyright) angengoweSixeko seKapa.
- ▶ Ukuba ngaba umfaki-sicelo unqwenela ukuba isigqibo esithathiweyo ngesicelo sakhe asaziswe ngendlela eyenye, umzkl, ukutsalelwa umnxeba, ukuthunyelwa ngefekisi okanye nge-imeyili, phezu kwale yeleta impendulo, kufuneka ayichaze loo nto kwisicelo sakhe.
- ▶ Xa ngaba umfaki-sicelo usenza egameni lomnye umntu isicelo eso, kufuneka ukuba achaze ukuba usenza njengokuba eyintoni na isicelo eso.
- ▶ Ukuba ngaba umfaki-sicelo akakwazi ukufunda okanye ukubhala okanye unobulima obuthile, isicelo eso angasenza ngomlomo. Kwiimeko ezilolo hlobo ke iGosa leNgcaciso okanye iSekela-Gosa leNgcaciso kufuneka limzalisele ngokwalo ifomu loo mntu.

■ *lintlawulo ezifunwayo*

- ▶ Ngokwemiqathango yoMthetho lo zimbini iindidi zeentlawulo ezifunwayo: yintlawulo yesicelo nentlawulo yokufikelela.
- ▶ Umfaki-sicelo owenza isicelo sokuba afikelele kwiinkcukacha ezingaye yena mfaki-sicelo akayibizwa imali yesicelo, Kanti ke omnye umntu ofuna loo nkcukacha kufuneka yena ayihlawule intlawulo yesicelo ebekiweyo.
- ▶ Igosa leNgcaciso okanye iSekela-Gosa leNgcaciso liya kuthi limazise umfaki-sicelo ngemali ekufuneka eyihlawule phambi kokuba siqwalaselwe isicelo eso.
- ▶ Imali ehlawulelwa isicelo ngama-R35. Umfaki-sicelo unakho ke ukuba angafaka isibheni sangaphakathi okanye sasenkundleni xa enesikhalazo ngentlawulo yangaphakathi.

■ *Isigqibo nesaziso*

- ▶ Lisakuba lisenzile isigqibo ngesicelo iGosa leNgcaciso okanye iSekela-Gosa leNgcaciso, liya kuthi limazise umfaki-sicelo ngeso sigqibo zingaphelanga iintsuku ezingamashumi amathathu (30) emva kokuba sifakiwe isicelo, ngaphandle kokuba ke ixesha lokuqwalaselwa kweso sicelo liye landiswa.
- ▶ Ukuba ngaba ke isicelo sithe samkelwa, kukho enye imali ekuya kufunwa ukuba mayihlawulwe njengentlawulo yokufikelela nehlawulelwa ukukhangelwa nokulungiswa nokukotshwa kwerekhodi elo, xa bekuye kwabakho imfuneko yokuba kwenziwe oko. Jonga naphaya kwiSihlomelelo F malunga neentlawulo ezifunwayo.
- ▶ Umfaki-sicelo uya kuthi ayinikwe loo nkcukacha ayicelileyo kungadlulanga xesha lide noko emva kokuba esifakile isicelo sakhe, wazihlawula neentlawulo ezifunekayo.

■ *Ukudluliselwa kwezicelo*

- ▶ Ukuba kunokwenzeka ukuba ithi kanti inkcukacha efunwayo kwisicelo esenziweyo ayifumaneki apha kwiSixekoseKapa, okanye mhlawumbi yinkcukacha enxulumene kakhulu nesinye isigqeba sakwarhulumente, eso sicelo siya kuthi zingadlulanga iintsuku ezilishumi elinesine (14) sifunyenwe sidluliselwe kweso sigqeba sakwarhulumente okanye kwelo ziko okanye kuloo mbutho unokuba nayo loo nkcukacha ifunwayo.

■ *Amarekhodi angafumanekiyo okanye angekhoyo*

- ▶ Kwiimeko apho amarekhodi afunwayo engafumaneki okanye engekho kwa-ukubakho, zibe zenziwe zonke neenzame zokuwafumana, iGosa leNgcaciso

liya kuthi ngenkcazo efunyelweyo (affidavit) okanye ngoqinisekiso (affirmation) limaziseumfaki-sicelolowo, linike nezizathu ngokuzeleyo.

■ *Izicelo ezisamisiweyo*

- ▶ Izicelo zinokukhe zimiswe ide ibe iyafumaneka inkcukacha leyo. Umfaki-sicelo uya kwaziswa, aze kananjalo acelwe ukuba angenise ingcaciso yokuba kutheni na loo nkcukacha efuna ukuyinikwa kwangaphambi kokuba ibe seyenziwe yaba yeyasesidlangalaleni.

■ *Ukwalelwa ukufumana amarekhodi*

- ▶ Igosa leNgcaciso okanye iSekela-Gosa leNgcaciso lisenokuthi phantsi kweemeko ezithile eziqulathwe kwisigaba 2 sesahluko 4 soMthetho lo, limaleumfaki-sicelo ukuba awafumane loo marekhodi ebewacelile.

■ *Amanyathelo anokuthathwa*

Amanyatheloanokuthathwa xa ngaba iSixeko seKapa asiyilandeli imiqathango ebekwa nguMthetho:

Umfaki-sicelo usenokufaka isibheni sangaphakathi kwiSixeko seKapa ekhalazela isigqibo esithathwe liGosa leNgcaciso okanye iSekela-Gosa leNgcaciso ukuba ngaba:

- ▶ Sikhatywe isicelo sokufumana/sokufikelela (kumarekhodi)
- ▶ Iintlawulo ebizwayo ayamkelekanga
- ▶ Ukuba landisiwe ixesha elifanele ukuba lingedluli singekathathwa isigqibo malunga nesicelo esenziweyo sokufumana amarekhodi.
- ▶ Irekhodi elo belifunwa akaliniwanga ngalaa ndlela ayixele kwifomu yesicelo. Omnye umntu wesithathu usenokufaka isibheni sangaphakathi kwiSixeko seKapa akhalazele isigqibo esithathwe liGosa leNgcaciso okanye liSekela-Gosa leNgcaciso sokuba linikezele inkcukacha emalunga naye mntu wesithathu.

■ *Inkqubo yokufakwa kwezibheni*

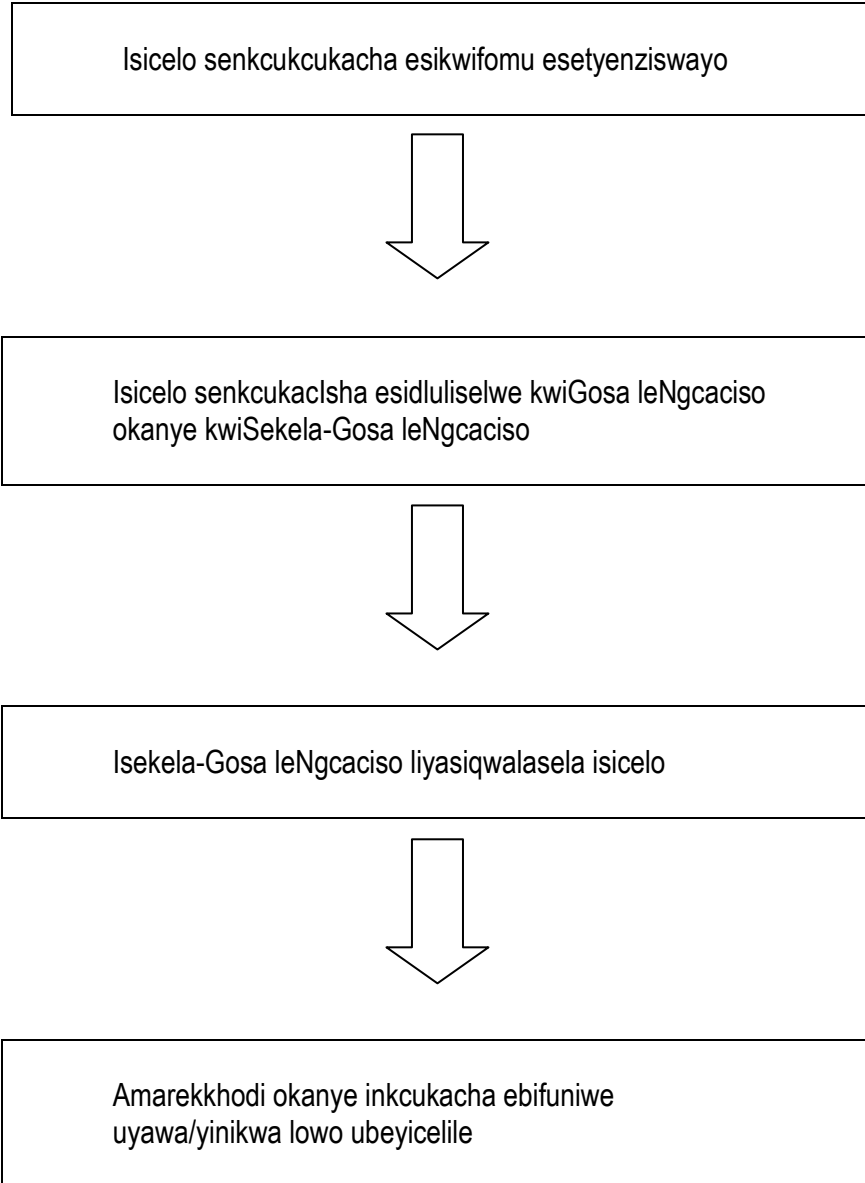
- ▶ Isibheni sangaphakathi kufuneka sifakwe ngaleya fomu iqhotyoshelwe apha **njengeSihlomeelo G**
i)zingadlulanga iintsuku ezingamashumi amathandathu (60);
ii)zingadlulanga iintsuku ezingamashumi amathathu emva kokuba umbheni esifumene isaziso ngesigqibo esi asibhenelayo, ukuba ngaba kufuneka kuthunyelwe nakumntu wesithathu phantsi kwemiqathango yecandelo 49(1)(b), okanye emva kokuba sithathiwe isigqibo, ukuba ngaba akukho saziso kufuneka esenzelwe umbheni.

Isibheni sangaphakathi –

- ▶ kufuneka siziswe okanye siposwe okanye sifekiswe okanye sithunyelwe nge-meyili kwiGosa leNgcaciso okanye kwiSekela-Gosa leNgcaciso;
- ▶ Kufuneka siwuxele umxholo wesibheni sangaphakathi esi, sinike nezizathu;
- ▶ Kufuneka sixele ukuba ngaba umfaki-sicelo unqwenela ukuba aziswe njani na ngesiphumo sesibheni sakhe, phezu kwempendulo ebhaliweyo.
- ▶ Ukuba ngaba kukho intlawulo ekufuneka ihlawulwe, kufuneka sihambe nayo loo ntlawulo;
- ▶ Kufuneka siyicacise i-adresi yeposi, inombolo yefekisi okanye i-imeyili.
- ▶ IGosa leNgcaciso okanye iSekela-Gosa leNgcaciso kufuneka zithi zingadlulanga iintsuku zomsebenzi ezilishumi (10) lisifumene isibheni sangaphakathi, lisidlulisele kwiSiphathamandla seZibheni, esinguSomlomo, ukuba sisiqwalasele.
- ▶ Izibheni ezingene emva kwexesha elibekiweyo zisenokwamkelwa xakunokuthi kunikwe izizathu eziphathekayo zolo libaziseko.
- ▶ Umfaki-sicelo okanye omnye umntu wesithathu, angaya kusifaka enkundleni isibheni skhe kuphela xa ngaba imihlaba yenkqubo yesibheni sangaphakathi

inyathelwe yonke ngokupheleleyo kwisikhalazo sakhe ngesigqibo seGosa
leNgcaciso okanye seSekela-GosaleNgcaciso.

**ULANDELELWANO LWAMANYATHELO:
ISICELO SOKUFUMANA AMAREKHODI**



ICANDELO 6

AMALUNGISELELO OKUBONELELA NGENXAXHEBA YOLUNTU

Ukuthatha koluntu inxaxheba kwimicimbi yolawulo lweedolophu kuhamba ngokwemiqathango yoMthetho oyiLocal Government Municipal Systems Act ka-2000(uMthetho 32 ka-2000) noMthetho oyiMunicipal Structures Act ka-1998 (uMthetho 117ka-1998). Injongo yokunikwa kwabantu amathuba okuthatha inxaxheba kukuqinisekisa ukuba iSixeko seKapa kunye nabantu ngokubanzi batsala ngaxhatha linye kule nkalo yenxaxheba yoluntu, khona ukuze babe nebango bonke kwiziphumo zawo.

Amahlelo oluntu abandakanyekayo kwinxaxheba yoluntu ngabantu, ngamaqela emidlalo awasekuhlaleni, imibutho yezenkonzo, oosomashishini abancinane kunye nabasakhasayo (SMMEs), imibutho yasekuhlaleni (CBOs), nemibutho engeyoyakwarhulumente (NGOs), izigqeba okanye iiforam zamacandelo, iiforam zeengingqi, amashishini, imibutho yabahlawuli beentlawulo zobuhlali (ratepayers).

ISixeko seKapa sinakho ukuba singasebenzisa ezi ndlela zilandelayo ekuthundezeni abantu ukuba bathathe inxaxheba:

- ▶ Ukuhanjiswa kweempepha kwiindawo zikawonke-wonke kucelwe izimvo
- ▶ Uphando lovandlakanyo
- ▶ Izibhengezo kumaphephandaba
- ▶ lintlanganiso ezisesikweni zokuvakaliswa kwezimvo
- ▶ lintlanganiso zikawonke-wonke
- ▶ Ukusekwa kwesigqeba esilungiselelwe ukujongana nenxaxheba yoluntu.

ICANDELO 7

UKUHLAZIYWA NOKUFUNYANWA KWALE NCWADANA YEZIKHOKELO YECANDELOELO 14

☐ **Ukuhlaziywa**

Le ncwadana yezikhokelo iya kushicilelwa kwiGAZETHI KARHULUMENTE, kwaye ke kuza kuthi xa kukho imfuneko imane ihlaziywa.

☐ **Ukufumaneka**

Le ncwadana iyafumaneka kuyo nayiphi na enye yezi ofisi zidweliswe ngezantsi apha:

■ *Ii-ofisi zeSixeko seKapa*

Kuzo zonke iilayibrari

Kuzo zonke ii-ofisi zeentlawulo

Kwilayibrari kamasipala (umgangatho we-6, eCivic Centre eKapa)

Kuzo zonke ii-ofisi zooSekela-Gosa leNgcaciso (jonga kwicandelo 3)

■ *KwiWebsite yeSixeko seKapa: www.capetown.gov.za*

■ *KwiKhomishoni yaMalungelo oLuntu*

PAIA Unit

The Research and Development Department

Private Bag 2700

Houghton

2041

Inombolo yefowuni: (011) 484 8300

Inombolo yefekisi: (011) 484 1360

■ *Kuyo nayiphi na indawo ekunyanzeliswa ngumthetho ukuba kusiwe izinto ezilushicilelo kuyo phantsi koMthetho oyiLegal Deposit Act ka-1997 (uMthetho 54 ka-1997).*

Ekapa indawo elolo hlobo yi**National Library of South Africa**.

Apho ikhoyo:

5 Queen Victoria Street, Cape Town

Iladresi yayo yeposi

PO Box 496

Cape Town

8000

Inombolo yefowuni: (021) 424 6320

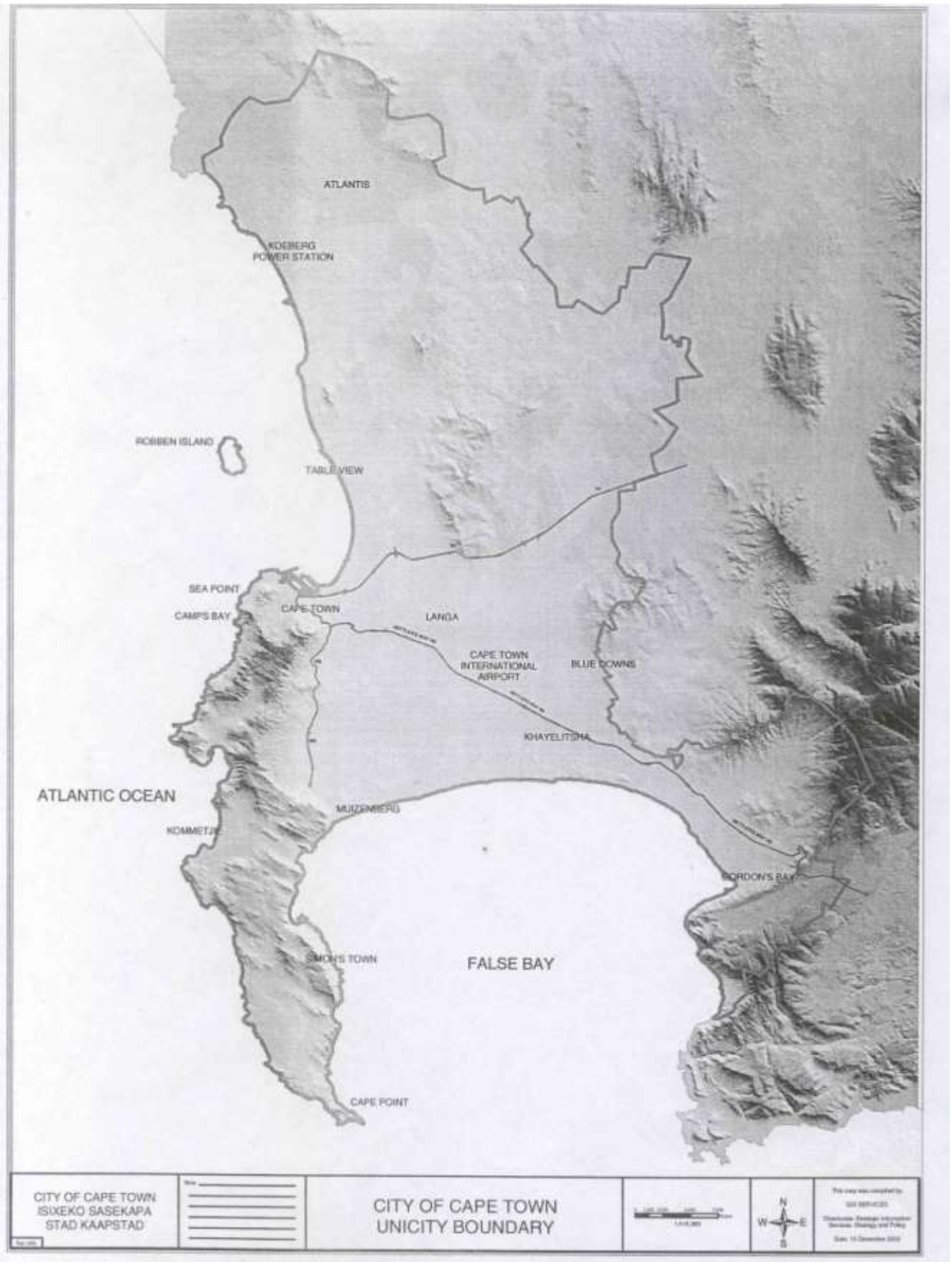
Inombolo yefekisi: (021) 424 1079 / 423 3359

ICANDELO 8

UMQUKUMBELO

ISixeko seKapa sikhokelwa ziimpawu zentsulungeko ezifana nokwenziwa kwezinto elubala, lawuleko, khona ukuze kukhuthaze kuphakamiseke ulawulo olulungileyo. Ukuhamba ngazo ke ezi mpawu kuyakugxininisa ukuzimisela kweSixeko seKapa ekutheni gqolo ngokunamathela kwimiqathango etyetyeshwa kuMthetho lo. Njengokuba iSixeko seKapa sizamela ukuba sibe siSixeko esifikeleleka kangangoko nje kwabo bangabafaki-zicelo nakwabo banqwenela ukuba bafake izicelo, kuye kwaqeshwa amaSekela eGosa leNgcaciso aya kuthi ancedise abafaki-zicelo ekusebenziseni amalungelo abawanikwa nguMthetho lo. Xa kunokuthi ke umntu afumane ubunzima ekuyiqondeni into equlathwe kule ncwadana yezikhokelo, angaqhagamshelana nalo naliphi na iSekela-Gosa leNgcaciso acele uncedo. Jonga phaya kwicandelo 3 xa ufuna iinkcukacha zoqhagamshelwano.

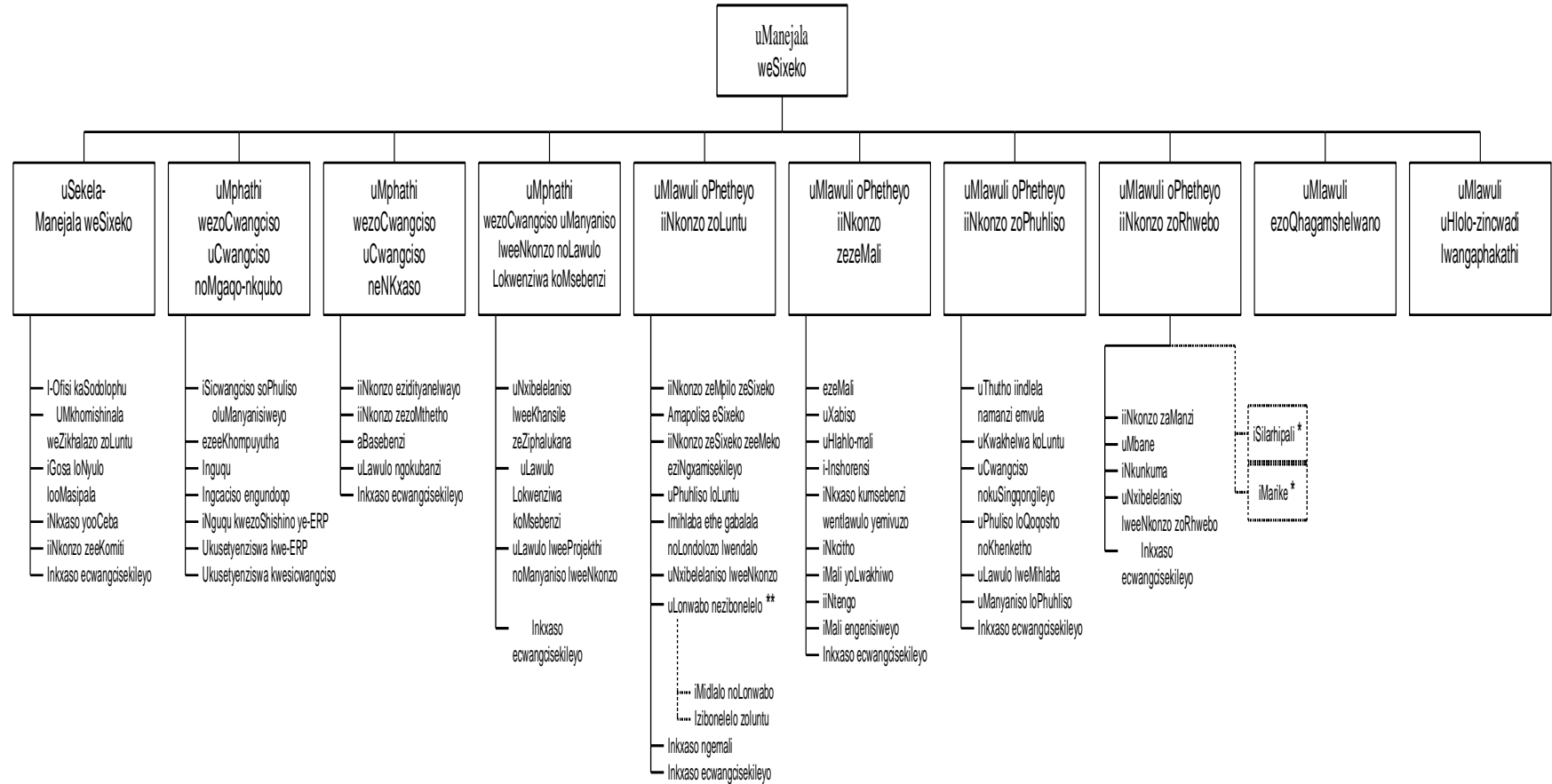
ISIHLOMELELO A



ISIXEKO SEKAPA

ISIGQEBA ESIXHULU

Ukuma ukusuka kuManejala weSixeko ukuya kwinqanaba lesibini ezantsi kwakhe Disemba 2002



Ingcaciso yeempawu:

*=

linkonzo ezivalelwe ngcingo, nezithathwa ngokuba azizonkonzo zingundoqo;

**=

iCandelo loMlawuli (Directorate) elitsha elicetywayo elibandakanya eli likhoyo lezeMidlalo noLonwabo neZibonelelo zoLuntu

IINDIDI ZEEMPEPHA ZAMAREKHODI EZIFUMANEKA NGAPHANDLE KWEZICELO

(La marekhodi ayafumaneka kungakhange kude kubekho mfuneko yokuba umntu makenze isicelo sokufikelela kuwo phantsi kwemiqathango yoMthetho lo, kodwa ke apho kufanelekileyo, loo nto isenokumana ivandlakanywa liGosa leNgcaciso phantsi kwemiqathango yecandelo 15(4) loMthetho lo)

IINKCUKACHA ZESHISHINI

- ▶ Igama, indawo, i-adrdesi, iinombolo zefowuni, abantu ekunokuqhagamshelwana nabo, amaxesha okuvula, njl zazo zonke ii-ofisi zekhansile, iidepo, iindawo ezigxunyekiweyo (installations), izibonelelo neendawo zokuzonwabisa.

II-AJENDA NEMIZUZU

- ▶ Ii-ajenda nemizuzu zazo zonke iintlanganiso zeKhansile, ezezigqeba zayo nezeentlanganiso zabasebenzi ezisesikweni, kunye nezezeekhansile zangaphambili, ngaphandle kwemizuzu nee-ajenda ezibhalwe ukuba “zilihlebo”.

OOCEBA

(Ekubandakanywa kubo nosodolophu, usekela-sodolophu namagosa anezikhundla)

Inkcukacha ephathelele kuceba ngamnye

- ▶ Igama, i-adresi ye-ofisi, inombolo yefowuni yase-ofisini
- ▶ Iwadi/ngokwenani leevoti, iqela lopolitiko lakhe neenkcukacha zonyulo
- ▶ Isikhundla sakhe eKhansileni, umzkl ilungu lekomiti ethile nokuba xa eligosa elinesikhundla, ngaba sesesigxina na okanye asisosigxina
- ▶ Izigqeba zangaphandle ameleiKhansile kuzo
- ▶ Umvuzo, nezithabathaba (allowances)
- ▶ Iinkcukacha ngeehambo eziphumela ngaphandle kwemida yeKhansile le.

IZIGQEBA

(Ekubandakanywa kuzo iKhansile, iKomiti eLawulayo, iiKhansile zeZiphulukana, iiKomiti zeMicimbi yaMasebe nezinye ke iikomiti)

- ▶ Ukuma kwamalungu, amagama amalungu, amagosa anezikhundla, isihlalo, ubulungu kumaqela opolitiko
- ▶ Ixesha nendawo yokubanjelwa kweentlanganiso.

IMITHETHO YEKHANSILE, IMITHETHO YOOMASIPALA NEMIGAQO-NKQUBO

UGUNYANYAZISO OLUNIKWE:

- ▶ Amagosa anezikhundla kwezopolitiko
- ▶ OoCeba
- ▶ Abasebenzi
- ▶ Izigqeba (iKomiti eLawulayo, iiKhansile zeZiphulukana, iiKomiti zeMicimbi yaMasebe nezinye ke iikomiti)

AMAGUNYA ANIKWE AMAGOSA ANEZIKHUNDLA KWEZOPOLITIKO, OOCEBA NABASEBENZI OKUBA

- ▶ Benze izivumelwano zeekhontrakthi
- ▶ Basayine iimpepha zasemthethweni, iitshekhi, njl

IZIGQIBO ZABANTU

- ▶ Izigqibo ezithathwe lilo naliphi na igosa elinesikhundla kwezopolitiko, nguCeba othile okanye ngumsebenzi othile ezithatha phantsi kwemiqathango yegunya okanye yomsebenzi agunyaziswe ukuba makawenze okanye yegunya alidluliselweyo.

UHLAHLO-MALI

- ▶ Imali yolwakhiwo neentengo ezinkulu
- ▶ Uqikelelo lwemali engeneyo nolwenkcitho
- ▶ Iingxelo zolawulo lohlahlo-mali
- ▶ Izicwangciso zeshishini

ISICWANGCISO SOPHUHLISO OLUMANYANISIWEYO (IDP)

AMAREKHODI EZEMALI

- ▶ Iingxelo zonyaka
- ▶ Iintlawulo ezisemva (zingabandakanyi iinkcukacha zabantu)

IIREJISTA XA NGABA ZIKHONA

- ▶ Izinto ezikhoyo ezingahambisekiyo
- ▶ Izivumelwano
- ▶ Ekungenwe nabo kwiikhontrakthi, abaniki beenkonzo
- ▶ Izicelo zokuzingcethezela ezivunyiweyo

IMIRHUMO, IINTLAWULO, IINTLAWULO EZINGUKRATYA, NJL

IINKCUKACHA EZIPHATHELELE KUBASEBENZI NGOKWEMIQATHANGO

YECANDELO 34(2)(F) LOMTHETHO LO NGOKUBHEKISELE

- ▶ Umsebenzi lowo uligosa okanye wayekhe waligosa
- ▶ Kwitayitile yakhe, I-adresi yakhe yasemsebenzini, inombolo yefowuni yakhe yasemsebenzini nezinye ke iinkcukacha ezilolo hlobo,ngomntu lowo
- ▶ Uhlobo lomsebenzi lowo awenzayo okanye leenkonzo ezo azinikayo umntu lowo, umvuzo wakhe okanye intlawulo

AMANANI-NKCAZO (angabandakanyi neenkukacha zabantu)

- ▶ amanani agcinelwe ukusetyenziselwaisebe, ngokwaloo ndlela ame ngayo
- ▶ Amanani amiswe ngokwendlela egunyaziswa ngumthetho

IINKCUKACHA YOMNTU LOWO UNGUMFAKI-SICELO

- ▶ Inkcukacha efunwe ngumntu obecele ukubona irekhodi leenkukacha ngomnye umntu ongumfaki-sicelo, xa ethe kwaqinisekiswa ngokuba ungubani na.

USHICILELO

- ▶ Zonke izinto ezilushicilelo lukamasipala okanye olwenziwe egameni likamasipala esele zenziwa zafumaneka kuwonke-wonke okanye esele zandlaliwe kwikhansile nezingenalungelo lecopyright lilelabantu abathile okanye izigqeba ezithile ezingenanto yokwenza nomasipala.

ULWAKHIWO LWEZINDLU

IZICELO ZOKUZINGCETHEZELA

- ▶ Izicelo zongcethezelo emvakokuba zivulwe esidlangalaleni
- ▶ Uvandlakanyo nezindululo emva kokuba isiphathamandla esinegunya lokwenza izigqibo sele samkele isicelo esithile.

ABANIKI BEENKONZO

- ▶ linkcukacha zabo banika umasipala iinkonzo ezithile

UCWANGCISO

- ▶ Iiplani zolwahlo-mhlaba nezozinziso
- ▶ Imigaqo-nkqubo nezicwangciso
- ▶ Ulwahlulo-mhlaba lweendawo ezithile kunye nemiqathango yalo
- ▶ Irejista yotyeko oluthe lwavunywa nokusetyenziswa ngemvume
- ▶ limpepha ezibhekisele kucwangciso lwedolophu
- ▶ limpepha ezingeefayili zocwangciso

UMHLABA

- ▶ limpepha ezingamarekhodi qha abantu abangabanini bemihlaba, xa ngaba zikhona
- ▶ linkcukacha zemihlaba eyekamasipala

UKUMA KOLAWULO

- ▶ Ukuma kolawulo nemisebenzi

INKCAZO YEMIXHOLO NEENDIDI ZEEMPEPHA ZAMAREKHODI ASELUGCINWENI LWESIXEKO SASEKAPA

IMITHETHO

Uqulunqo, izilungiso, ubhengezo, izimvo neembono zabomthetho
Uhlaziyo lwemithetho

UKUMA NOLAWULO

Ulawulo lwe-ofisi/Imiyalelo ye-ofisi
Uphuhliso lweziko
Ukudluliselwa kwegunya
Ukunikwa kweenkonzo
Ukudizwa kweenkcukacha zakwarhulumente/kwezingamahlebo
Ucwangciso lwangaphakathi lweemoko ezingxamisekileyo
Ukusetyenziswa kweelwimi
Ukulawulwa kwamarekhodi
Uhlolo-zincwadi lwangaphakathi
Uncediswano nezinye izigqeba
Utyelelo/uhlolo
Ulawulo lobudlelane nabaxhamli beenkonzo
Ucalu-calulo ngokobuhlanga/ngokwesini
Ucwangciso lwezoshishino (ERP)
Ukutshaya

UNYULO

Unyulo loomasipala

UNYULO IWAMAPHONDO

Unyulo lwesizwe (Unyulo jikelele)

IMICIMBI YEKHANSILE NEYOOCEBA

Ukuma kwamalungu eKhansile, iKomiti eLawulayo, iiKomiti zeMicimbi
yaMasebeneeKhansile zeZiphelukana
Iintlanganiso zeKhansile, zeeKomiti nezeeKhansile zeZiphelukana
Imicimbi echaphazela ooceba
Iintlanganiso zeeKomiti ezimiselwe uqwalaselo lwemicimbi ethile
Uhlolo lweendawo
Ukusekwa kweeOfisi zezopolitiko

EZEMALI

Uqikelelo
Iingxelo zemali
Ubuyiselwano/Uhlawuliswano phakathi kwamasebe
Uxabiso lwemihlaba
Imirhumo yemihlaba

Imali-mboleko
Inkxaso-mali/Uncedo-mali olufunyenweyo
Imali ezizezomntu
Imirhumo, iintlawulo, iintlawuliso, iifayini needipozithi
Izibonelelo zamatyala
Uncediso ngemali/Inkxaso-mali enikwayo
Ulawulo lweemali zamafa
Ugcino-zincwadi/Ukuvalela ebhankini
Utyalo-mali
Imali yeemini zikaXakeka
Ubugcwabalalana beentengo ezincinane (zomhla nezolo)
lingxelo neeritheni
Uhlawulo lwamatyala eKhansile
Imirhumo
Ubugcwabalalana betshintshi babamkeli-zimali
Uzinzo ngokwasezimalini
Ukuqhutywa kweGAMAP Projekthi

ABASEBENZI

Amandla abasebenzi nohlelo ngokwamanqanaba
Imiqathango yengqesho
Ukugaywa, Ukuqeshwa, Izibheni, Ukuvalwa okwethutyana/ukuvulwa
Ukugxothwa, Ukunikwa umgodlo
Ukuhamba kwabasebenzi
Uvandlakanyo lwemisebenzi, izibheni
Imali yabasebenzi
Uvandlakanyo lwabasebenzi (Iwendlela abasebenza ngayo)
Ubudlelane basemsebenzini
Ulawulo lwabasebenzi
Uncediso
Iileta zemibulelo
Izenzo zobukhalipha
Uvuyiswano, uvelwano, imiyalezo yeminqwano emihle eya kubasebenzi
Amanani-nkcazo
Umsebenzi wobulalela (wokulinda ukubizwa)
Uhlengahlengiso lwabasebenzi
Ukusetyenziswa kwabatyesheli-mthetho kwiinkonzo zoluntu
Ukunika iinkonzo zakwaLizwi

UQEQESHO NOPHULISO

Isicwangciso sophuhliso lolwazi nobuchule
Uqhelaniso (nomsebenzi)
Uvandlakanyo lweemfuno zoqeqesho
Isikim sophuhliso lweziphumo zomsebenzi
Ukuxhotyiswa ngolwazi nobuchule
Amanani-nkcazo
Uphuhliso lwamathuba okunyuka emsebenzini
Uqeqesho lwabasebenzi
Uqeqesho looceba
Iindibano zocweyo (workshops), iindibano zenkcazelo, iinkongolo/iikhongresi, iisemina

Uqokelelo lwamava omsebenzi
lingwadlo zasemathanga (Bosberade)

IINKONZO NEEMFUNO ZEYASEMAKHAYA (imisebenzi)

limfuno zeyasemakhaya imisebenzi
linkonzo zeyasemakhaya
Ulawulo lweengozizasemsebenzini, olwezempilo nokhuseleko

IINKONZO ZEENTENGO

Ungcethezelo neekhontakthi
Uchako lwamaxabiso (Quotations)
Ingqinisekiso

ITHEKNOLOJI YEZEKHOMPUYUTHA

lilayisenisi
likhontakthi
Izivumelwano ngomgangatho weenkonz
Smart City Strategies
Amanyathelo okhuseleko
Inkxaso
Inkqubo zeekhompuyutha ezisetyenziswayo
Internet
liprojekthi, uphando
IGeographic Information Systems (GIS)
IntranetUqhagamshelwano neenkampani

UBHENGEZO NENGCACISO

linkcazelo ezikhutshwa emaphepheni
Udliwano-ndlebe kwirediyo nakwi-TV
Inxaxheba yoluntu, lindibano zovakaliso-zimvo zoluntu
Ushicilelo lwangaphakthi, iividiyo zangaphakathi
Ushicilelo zizigqeba zangaphandle, namajelo obhengezo
Izaziso zokunikwa imbeko ezivela /eziya kwizigqeba zangaphandle
Ubhengezo lweemveliso zizigqeba zangaphandle
Inxaxheba yeKhansile kwimiboniso, nokhuphiswano
Ukhuphiswano oluquzelelwe yiKhansile
libheji
Izikhhalazo nemibuzo
Iziphiwo nezikhumbuzi (souvenirs)
Imbali yeKhansile
Ukhenketho notyelelo lokufundisa
Uqokelelo lweenkcukacha eziphathelele kwiindawo ezithile
Amakhonkco oqhagamshelwano kweli lizwe nakwamanye amazwe
Amaphulo olwaziso
Ubudlelane noluntu, uqhagamshelwano.

IZIYUNGUMA NEMICIMBI YEZOLUNTU

lintetho
Imithetho yokuziphatha noluhlu lwee-adresi
lifestivali neziyunguma

Amatheko olwamkelo namanye amatheko
likonsathi
Amawonga anikwa ngoomasipala,
linkonzo zezikhumbuzo, Iziyunguma zezikhumbuzo
lileta zemibulelo, uvuyiswano, uvelwano, imiyalezo yeminqweno emihle
Inkxaso evela kuSodolophu
linkonzo zembeko yokugqibela
Ucwangciso lwexesha leholide, izindululo neengxelo

INGXELO IINGXELO ZOMBUTHI-RHAFU NAMANANI-NKCAZO

lingxelo
lingxelo zombuthi werhafu namanani-nkcazo
Amaphepha-mibuzo

IZAKHIWO NEMICIMBI YEMIHLABA

Ukukhululwa kwamatyala emihlaba: Communicare
Ukuvunywa okanye ukukhatywa kosebenziso lwesimahla
Uphando ngentengiso yezakhiwo nomhlaba
Ulawulo lweempahla
Uphando malunga nokuthengwa komhlaba
Uxabiso lwemihlaba yeKhansile
Izakhiwo
Umhlaba

UKUMA KWEZIGQEBA NEENTLANGANISO ZAZO

Ngaphakathi
Ngaphandle

IMICIMBI YEZOMTHETHO

limbono zabomthetho nezigqibo zenkundla
Amabango embambano
Ukusekwa nomsebenzi weenkundla
Utshutshiso
Ulwaphulo, izikhalazo

IILAYISENISI NEEPAMETHI

lilayisenisi
lipamethi, iziqinisekiso, nezaphulelo

UCWANGCISO LWEMIMANDLA YASEZIDOLOPHINI NOLAWULO LOLWAKHIWO

Ukutshitshiswa nokujikwa kwemida
Ucando
Ucwangciso lweeprojekthi
Ucwangciso lweedolophu, izikim zolwahlulo-mhlaba
Ucwangciso olujomgiswe phambili
Ukusekwakweelokishi
Ulawulo lokusetyenziswa komhlaba, ulawulo lweelokishi
Ukutyunjwa komhlaba
Ukuthiya amagama
Uphuculo lweendlela ezingena ezidolophini

Ulonolozo lweendawo ezakhiweyo
Ulawulo lwezibhengezo
Izifundo ngezenkcubeko nnelifa lemveli

UCWANGCISO NOPHUHLISO LWEZOQQOSHO

Uququzelelo lotyalo-mali lwamanye amazwe
Unxibelelaniso nolawulo lweenkcukacha zezoqoqosho ezikwi-GIS
Ukusekwa kweDevelopment Vehicles (iindlela zophuhliso)
Amanani-nkcazo
Amacandelo ezozoqoqosho aphambili
Ukusekwa kwamathuba emisebenzi
Amashishini amancinane nasakhasayo (SMMEs)
Uqeqesho nophuhliso
Izithili zophuculo loluntu
Ubufama basezidolophini, iingingqana ezihlala amafama amancinane

UBUNJINELI BEZEENDLELA NOCWANGCISOLOTHUTHO

Iinkqubo zolawulo lwezeendlela
Ifuthe lezeendlela, Izifundo zothutho
Iingozi zeendlela, Izicwangciso zolawulo lwezehlo ezindleleni
Iiprojekthi zolawulo lwenkqubo yothutho
Uvimba wemilinganiselo yasezindleleni
Iingozi zeendlela
Amanyathelo othibazo lweendlela
Imiqondiso yeendlela nophawulo lweendlela
Imiqondiso yeendlela
Izibonelelo zabahamba ngeenyawo
Uthutho lukawonke-wonke
Izibonelelo zoololiwe
Izikhululo zeenqwelomoya, uthutho lomoya
Iindawo zokumisa izithuthi
Iindawo zokumisa iibhayisikile

ULAWULO LOKUSINGQONGILEYO

Izifundo ezimanyanisiweyo zovandlakanyo lwefuthe kwindalo esingqongileyo
Uzinzo kokusingqongileyo
Imfundo ngokusingqongileyo
Uqhagamshelwano nobhengezo lokusingqongileyo
Iingxelo neengxelo zombuthi werhafu
Izimvo malunga nezinye iziphakamiso ezingophuhliso
Izifundo nocwangciso ngemihlaba ethe gabalala elapha kwiSixeko esi
Imicimbi echaphazela okusingqongileyo
Amacandelwana ajongene nezokusingqongileyo

IINDLELA

Iingxelo
Imipoposho norhoxiso lwemipoposho
Ubuyiselolweendlela
Ukuthiywa kwezitalato nokufakelwa kwazo iinombolo
Ulawulo lweendlela

lindlela zesizwe
lindlela ezizezona zixakeke kakhulu
lindlela zephondo
lindlela ezizizitalato ezikhulu zezenziwe izitalato ezikhulu
Izitalato nezikweri zeendawo
Indlela zasezifama nakwimimandla yasemaphandleni
lindlela ezingezozikawonke-wonke (ezianabanini)
lindledlana zeenyawo, ipheyivumenti, iinyele neengcingo zemida
lindledlana ezisemasangweni (driveways)
Ibhulorho, iindlela ezingaphantsi nezitsiba imigaqo yoololiwe
lindledlana zabakhweli beebhayisikile
Iziphambuka
Ukuvalwa okusisigxina kwezitalato, kweeleyini neendlela ezitsiba imigaqoyoololiwe
Ulawulo lwemisebenzi yolwakhiwo ngaphantsi komhlaba olungenziwa ngumasipala
Izicelo zeKhansile zokufumana imvume yokwenza iindlela kwimihlaba kaTelkom nakwenabaniniyo
Ukufikelela ngeendlela
lindlela ezingqongwe ziindawo ezinombukeko
Iziqwengana zemihlaba evulekileyo enabaniniyo

IINKONZO ZOKUCOCA EZINIKWAYO

lingxelo
Amanani-nkcazo
lingxelo ezizodwa
Ucoco lwamanxweme
Ukuthuthwa kwenkunkuma
Ukukhutshwa kwemigqomo yenkunkuma, iingxowa zenkunkuma neengcebiso ngococeko
Ucoco lwezitalato/lweengingqi
Ucoco lwemilambo
Ukucocwa kwemisele yamanzi emvula
Iithoyilethi ezingoonosukehlala
Uthutho lwasebusuku loosampungana
Ukucocwa kweendlela zangaphantsi (iisubway)
Ukuthuthwa kwenkunkuma
Ukusebenza izivundiso
Uvuselelo
Ukulahla okudityanelweyo
Ukwenza amabhali nokuhambisa ngololiwe

IMISELE YAMANZI EMVULA

Ulawulo lokhongozelo lwamanzi emvula ezithilini
Imisele ehambisayo
Imihlaba enabaniniyo

UMBANE

Ukuveliswa nokuthengwa kombane
Ukuhanjiswa kombane
Ukufakwa kombane

ISUWEJI

Isuweji yeendawo

Ukunikwa kobuchule bokusebenza isuweji
Ucoco
Imihlaba enabaniniyo
Uqhagamshelwano, izivumelwano noLawulo lweSixeko

UKUHANJISWA KWAMANZI

Isicwangciso esingundoqo
Amanani-nkcazo, iingxelo zombuthi werhafu
Uvalo lwamanzi (restrictions), ulawulo lokufunwa kwamanzi
Uvuselelolwamanzi
Ukuthengwa kwamanzi
Ukubekwa iliso komgangatho wamanzi
Imeko yobutyebi bamanzi
Imisebenzi yeccTV
Ukufunyanwa kweendawo avela kuzo
Ukuhanjiswa
Imisele yamanzi emikhulu
Amaziko okucocwa kwamanzi
Amatanki
Iindawo zamanzi ezinabaninizo
Ubhaliso lweendawo zamanzi ezinabaninizo ngokwasemthethweni
Iimitha
Oophayiphu bamanzi okucima umlilo
Amanzi okunkcenceshela angaphantsi komhlaba
Iindawo ezinabaninizo

IINDAWO ZAMAFIHLONEZOKUTSHISELA IMIZIMBA

Iingxelo neengxelo zombuthi werhafu
Iindawo zamafihlo nezokutshisela imizimba

IIMARIKE NEENKONZO ZORHWEBO

Amanani, iishedyuli
Ukubekwa kwamaxesha eemarike nokuvalwa ngeeholide zaseburhulumenteni
Ukwamkelwa kwezikhokelo zesizwe ezaziwa ngokuba yiNational Code of Guidelines and Instructions
Izilimo eziluhlaza, iimarike zeentyatyambo
Iimarike zemisebenzi yezandla
Abathengisi abahamba bethengisa/berhweba

ISILARHIPALI

Ubhengezo
Unikezelo kubanini abangengorhulumente
Ubhaliso lwesilarhipali
Ukuxhela ngaphandle kongcungcutheko, ukucingelwa kwezilwanyana
Ukukhutshwa ezingfanelanga kuba semasangweni
Ukwenziwa kweemveliso
Izibilini
I-afala
Ucoceko
Imijelo evela ezifektri
Electrified beef (Inyama yenkomo edlule kumaza ombane)

Ukuthuthwa komgquba
limveliso zenyama
Ukusetyenziswa, Ukuqesha
Izifo zezilwanyana
Intengiso yenyama kumazwe angaphandle
lingxelo zeelaboratri
Ukuxhela
Ukubiwa kwenyama
lingxelo
Amalizo
Ulawulo, Ukwamkelwa kwmpahla (eze kuxhelwa)
Ukuxhela, Amaxesha okuqala kwefandesi
Ukuhlanjwa kweetraki
Imicimbi yoluntu esilarhipali
Uqhagamshelwano nabachaphazelekayo kwisilarhipali

IINKONZO ZOKHUSELO

Amavolontiya
Iminini evulelekileyo eluntwini
Amathafana okudubulela
linkonzo zomlilo
Ulawulo lweemeko zentlekele
Amapolisa eSixeko, Uqinisekiso lokuthotyelwa komthetho
Ulawulo lweendlela noqinisekiso lokuthotyelwa kwemithetho yeendlela

ULWAKHIWO LWEZINDLU

Ucwangciso, Ulwakhelo
Ingeniso-mali evela kwabo bakhelweyo, nakwabo baza kuba ngabathengi
Imijikelo yokuhlolwa kwezikim zolwakhiwo
Uluhlu lwabasalindisiweyo, Ukukhutshwa kwezindlu
Uqhagamshelwano, Inxaxheba yeMibutho yoLwakhiwo neyeeNkampani zolwakhiwo
Ukukhululwa kwemihlaba okukhawulezileyo
Ukuhluthwa kwezindlu (zabasemva ngeentlawulo)
Ubonelelo ngezindlu lwabo bahlupheke kakhulu/bangamahlwempu
Izindlu ezingamatyotyombe
liprojekthi zolwakhiwo
Izikim zolwakhiwo eziqeshiweyo
Ukwakhelwa kwabadala
Amanani-nkcazo

IINKONZO ZEZEMPILO

Izibonelelo
Izicwangciso zezempilo
Amaphulo ezempilo
linkonzo zenkxaso
Amanani-nkcazo ezempilo
Uqinisekiso lomgangatho

IINKONZO ZEELAYIBRARI (ZAMATHALA EENCWADI)

Ukuthengwa kweencwadi
Ukubolekana kweelayibrari iincwadi

Ucwangciso nokubonelelwa
Ulondolozo lwezakhiwo zeelayibrari
Ukusetyenziswa kwezakhiwo zeelayibrari
Ukhuseleko lwezinto zasezilayibrari
Ukwenziwa kwezibonelelo ezilayibrari
linkqubo zeelayibrari ezisebenza ngeekhompuyutha
Uqhagamshelwano
lingxelo neengxelo zombuthi werhafu
Amalizo (izipho)
Amaxesha okuvula

EZEMIDLALO NOLONWABO

Uqhagamshelwano nemibutho, iikhansile neebhodi zemidlalo
Izibonelelo zemidlalo, izakhiwo namabala
Amaqulaokudada
Izibonelelo zolonwabo, iiholo zokuqhubela izinto ngezinto, iisenta zoluntu nezinye iiholo
Ulungiselelo nokuqhutywa kweziyunguma zolonwabo
Izibonelelo zemidlalo yeskateboarding nerollerblading
Izinto zokudlala ezihamba zibekwa (ezingoonosukehlala)

IIPHAKI, IIGADI, IMIHLABA KARHULUMENTE ETHE GABALALA NEMICIMBI YEZEEGADI

Iiphaki, imihlaba karhulumente ethe gabalala neegadi
Iindawo ezizizityaleli zezithole, imicimbi yezeegadi nokwenziwa kweendawo zembonakalo
enombukeko

ULAWULO LWAMANXWEME, IINDAWO ZOKUCHITHELA IIHOLIDE, IINDAWO ZOKUMISA IIKHARAVANI NEZINYE IZIBONELELO

Amanxweme (okuzonwabisa)
Amazibuko eenqanawe
Iindawo zokuchithela iiholide, iindawo zokumisa iikharavani, iindawo zokunkama, iindawo
zokubhreyela
Iipavilyoni, amagumbi okuthengisa iziphungo, amaphempana okuthengisela (kiosks)
neerestyu
Iindawo zokuhlambela zikawonke-wonke

IIMUZIYAM, IIMONYUMENTI, IINGQOKELELA ZEZIKHUMBUZI, NEMISEBENZI YOBUGCISA

Iimuziyam, iimonyumenti, izikhumbuzo, amacwecwe nezinye izinto ezililifa lemveli
Iigalari zemizobo, imisebenzi yobugcisa, amafa ashiyelwe iKhansile nashiywe
elugcinweni lwayo

UPHUHLISO LOLUNTU NENTLALONTLE YOLUNTU

Uqhagamshelwano noluntu
IPhulo loPhuculo noPhuhliso (RDP)
Isicwangciso sophuhliso loluntu
Iinkonzo nezicwangciso
Iiprojekthi zophuhliso loluntu
Uphando malunga neenkonzo kwiingingqi ezazifudula zihlelelekile
Uvimba weenkukacha eziphathelele kwimibutho yoluntu

IMFUNDO

Uqhagamshelwano nezikolo
Ukusekwa nokuvalwa kwezikolo, iikhritshi nezibonelelo

IINKONZO ZOQHAGAMSHELWANO NEEPOSI

Amaziko osasazo oluntu
Iinkonzo zoqhagamshelwano neeposi

ULAWULO LWEZILWANYANA

Iziki
Uqhagamshelwano nemibutho esindisa izilwanyana
Ulawulo lwezilwanyana

ISIXEKO SASEKAPA

ISICELO SOKUFUMANA AMAREKHODI ESIGQEBA SIKARHULUMENTE

(Icandelo 18(1) loMthetho oyiPromotion of Access to Information Act ka-2000 (uMthetho 2 ka-2000))

[Umgaqo 6]

A. IINKCUKACHA ZESIGQEBA ESO

Iadresi yeposi:

The Information Officer
Okanye
CorporateDeputyInformationOffice

PO Box 4214
Cape Town
8000
Inomb.yefowuni:(021)400 3146/1360/2503
Inomb. Yefekisi: (021) 400 5963
Imeyili: access2info@capetown.gov.za

B. IINKCUKACHA ZOMNTU OFAKA ISICELO SOKUFUMANA IIMPEPHA ZAMAREKHODI

- | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(a) Iinkcukacha zomntu ofaka isicelo sokufumana iimpepha zamarekhodi kufuneka zifakwe ngezantsi apha</p> <p>(b) Kufuneka kunikwe i-adresi okanye nenombolo yefekisi apha kwiRiphabliki apho le nkcukacha ifanele kuthunyelwa khona.</p> <p>(c) Kufuneka kuqhotyoshelwe ubungqina bokuba iinkcukacha ezo umntu uzifuna njengokuba eyintoni na, ukuba ngaba usifuna njengokuba eyinto ethile</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Amagama apheleleyo nefani:.....

Inombolo yesazisi:.....

Iadresi yeposi:.....

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Inombolo yefowuni:

Inombolo yefekisi:.....

I-imeyili:.....

Ukuba ngaba isicelo senziwa egameni lomnye umntu, chaza ukuba usifuna njengokuba uyintoni na.

.....
.....

C. IINKCUKACHA ZALOWO MNTU SENZIWA EGAMENI LAKHE ISICELO:

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

Amagama apheleleyo nefani:.....

Inombolo yesazisi:.....

D. IINKCUKACHA ZEEMPEPHA ZAMAREKHODI

- (a) Makunikwe zonke iinkcukacha zeempepha ezingamarekhodi ezo zifunwayo, kubandakanywe nenombolo esisalathisi (reference number) ukuba ngaba iyaziwa, ukwenzela ukuba zikwazi impepha ezo ukufunyanwa.
- (b) Ukuba ngaba sincinane isithuba esisnikiweyo, ungabhala nakwelinye iphepha elisecaleni uze uliqhoboshele kule fom. **Umfaki-sicelo makawasayine onke amaphepha asecaleni awaqhobosheleyo.**

1. Inkcazo yeempepha ezingamarekhodi okanye inxenye yenxenye yazo:

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2. Inombolo esisalathisi, ukuba ngaba ikhona:.....

3. Ezinye naziphi na iinkcukacha ngezi mpepha:.....

E. INTLAWULO

- (a) Isicelo sokufumana amarekhodi athile angengawo aweenkukacha ezingawe siya kuqwalselwa kuphela emva kokuba ihlawulwe imali yesicelo.
- (b) Uya kuxelelwa ukuba ngaba yimalini na imali yesicelo efunekayo.
- (c) Ukuba ngaba iya kuba yimalini na imali ekufuneka ihlawulwe ngesicelo esenziweyo ixhomekeka ekubeni siluhlobo luni na isicelo eso senziwayo, nasekubeni lingakanani na ixesha elifunekayo lokuphanda nokulungisa loo marekhodi afunwayo.
- (d) Ukuba ngaba ungumntu ofanele ukufumana uxolelo ekuhlawuleni loo mali ifunekayo, nceda uxele ukuba kungasizathu sini na kufuneka ungahlawuliswanga nje.

Isizathu sokufuna ukuba uxolelwe ngentlawulo:

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F. INDLELA ONOKUNIKWA NGAYO

Ukuba ngaba ukwimeko yobulima ekubangela ukuba ungakwazi ukufunda, ukubuka okanye ukumamela inkcukacha leyo ikwirekhodi ngokwezi ndlela zilungiselelwe ku-1 ukuya ku-4, nceda uchaze ukuba unobulima obunjani na, uxele kananjalo ukuba ufuna ulifumane njani irekhodi elo.

Ubulima	Indlela ofuna ukulinikwa ngayo elo:

Nceda ubonise ngophawu X kwibhokisi efanelekileyo.

QAPHELA:

- Ukwamkelwa kwesicelo sakho ngokwale ndlela singayo kule fomu yesicelokuxhomekeka ekubeni likhona na irekhodi elo ulifunayo ngale ndlela ulifuna ngayo.
- Kwiimeko ezithile isicelo sisenokukhatywa ngale ndlela sifunwe ngayo phaya kwifomu yesicelo. Kwiimeko ezinjalo ke uya kuthi uxelelwe ukuba ngaba irekhodi leyo unokuyinikwa ngenye indlela.
- Imali ehlawulelwa ukufumana irekhodi elithile, xa ngaba kufunwa intlawulo ngalo, ixhomekeka nasekubeni irekhodi leyo uyifuna injani na.

- Ukuba ngaba irekhodi leyo ibhaliwe okanye ishicilelwe:

Ikopi yerekhodi	Ukuhlolwa kwerekhodi	
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- Ukuba ngaba irekhodi leyo yeyemifanekiso- (ekubandakanywa kuyo iifoto, izilayidi, imifanekiso yevidiyo, imifanekiso eyenziwe ngekhompuyutha, imizobo, njl):

Ukujonga imifanekiso	Ikopi zemifanekiso	Ukukhutshelwa kwemifanekiso	
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- Ukuba ngaba irekhodi leyo inamagama ashicilelweyo (kwisichicileli-mazwi) okanye inenkukacha enokuphinda ishicilelwe ngelizwi:

Yimamele (kwikhasethi)	Ukukhutshelwa kwentetho eshicilelweyo (ibhaliwe okanye ikiimphepha esele zishicilelwe.	
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4. Ukuba ngaba irekhodi elo ligcinwe kwikhompuyutha okanye ngendlela elenza lifundeke ematshinini

Ikopi eshicilelweyo yerekhodi elo	Ikopi eshicilelweyo yenkcukacha leyo ithathwe kwelo rekhodi	Ikopi efundeka kwikhompuyutha (kwistifi okanye kwi-CD)
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Ukuba ngaba ubuye wacela ikopi yerekhodi (ngolu hlobo lungentla apha), ufuna ukuba uyiposelwe loo kopi?

Ewe	Hayi
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Iyafuneka ke imali yokuposa.

Qaphela ke ukuba, ukuba ngaba irekhodi elo alifumaneki ngolu lwimi ulifuna ngalo, usenokulinikwa ngolu lwimi lifumaneka ngalo.

Ngaba ulifuna ngaluphi ulwimi irekhodi elo?.....

G. ISAZISO NGESIGQIBO MALUNGA NESICELO SOKUFUMANA IREKHODI

Uya kwaziswa ngento ebhaliweyo uxelelwe ukuba ngaba isicelo sakho samkelwe na okanye sikhathiwe na. Ukuba ngaba unqwenela ukuba loo nto uyaziswe ngenye indlela, nceda ucacise ukuba yeyiphi na loo ndlela, unike neenkukacha eziyimfuneko eziya kwenza ukuba ikwazi ukwenzeka loo nto.

Unqwenela ukuba waziswe njani ngesigqibo esithathiweyo malunga nesicelo sakho sokufumana le rekhodi?

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Isayinwe e.....ngalo mhla we.....ka-20.....

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 UMSAYINO WOMFAKI-SICELO OKANYE
 WOMNTU ESEZIWA EGAMENI LAKHE
 ISICELO ESI

H. ESETYENZISWA LISEBE

Inombolo yeSalathisi:.....

Isicelo sifikele ku (Chaza inqanaba, igama nefani yeGosa leNgcaciso okanye yeSekela-GosaleNgcaciso)

.....
.....

Umhla:.....

Indawo:.....

Imali yesicelo (ukuba ikhona) R.....

Idipozithi (ukuba ikhona) R.....

.....
UMSAYINO WEGOSA LENGCACISO
OKANYE WESEKELA-GOSA
LENGCACISO

IIMALI EZIHLAWULWAYO

(Ngokwemiqathango yoMgaqo 187 womhla we-15 Febhuwari 2002)

IMALI YESICELO, ESINGESISO ESOMNTU	R35
IMALI YOKUKOPA/YOKUFUNYANISWA	
Eyesandla: Ngefotokopi nganye yephepha eliyi-A4 ngobukhulu okanye Inxenye yalo. Kunye nayo nayiphi na enye ifotokopi eyi-A4.	60c
Ikopi nganye eyi-A4 ngobukhulu okanye inxenye yayo ekwikhompuyutha okanye esembaneni okanye efundeka emtshinini	40c
Ngekopi nganye efundeka ngekhompuyutha: istifi	R5
i Sidi (CD)	R40
Ukukotshelwa imifanekiso, ngephepha eliyi-A4 ngobukhulu okanye inxenye yalo	R22
Ngekopi yemifanekiso	R60
Ngekopi ethathwe kwirekhodi eliyintetho eshicilelweyo (audio) kwiphepha eliyi-A4 ngobukhulu okanye inxenye yalo	R12
Ngekopi yerekhodi yelizwi elishicilelweyo	R17

Ngokukhangela irekhodi nangokuyilungiselela ukuyidlulisela kubizwa i-R15 ngeyure nganye ekufuneka
ithathiwe ukwenza oko, ngaphandle kwaleya yure yokuqala.

Ngokuphathelele kwicandelo 22(2) loMthetho lo, kuhanjwa ngolu hlobo lulandelayo:

- (a) Iiyure ezintandathu lixesha ekufanele ukuba kudlulwe kulo phambi kokuba kufunwe
intlawulo yedipozithi.
- (b) Isahlulo sesithathu esinye semali ehlawulelwa isicelo njengedipozithi ekhutshwa
ngumfaki-sicelo ngamnye.

Iindleko zokuposa zihlawulwa ngumfaki-sicelo xa irekhodi leyo ebeyicelile kufuneka iposwe.

ISIXEKO SASEKAPA

ISAZISO SESIBHENO SANGAPHAKATHI

(Icandelo 75 loMthethooyiPromotion of Access to Information Act ka-2000 (uMthetho 2 ka-2000))
[Umgaqo 8]

A. IINKCUKACHA ZESIGQEBA SIKARHULUMENTE

Iadresi yeposi:

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Imeyili: access2info@capetown.gov.za

B. IINKCUKACHA ZOMNTU OFAKA/OMELE OFAKA ISIBHENO

- a) Iinkcukacha zomntu ofaka isibheno kufuneka zifakwe ngezantsi apha
- b) Kufuneka kuqhotyoshelwe ubungqina bokuba isibheno eso umntu usifaka njengokuba eyintoni na, ukuba ngaba usifuna njengokuba eyinto ethile.
- c) Ukubangaba umfaki-sibheno ungomnye umntu ongenguye lowa wayefake isicelo senkcukacha ethile, kufuneka iinkcukacha zaloo mfaki-sicelo zibhalwe phaya ku-"C" ngezantsi apha.

Amagama apheleleyo nefani:.....

Inombolo yesazisi:.....

Iadresi yeposi:.....

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Inombolo yefowuni:

Inombolo yefekisi:.....

I-imeyili:.....

Ukuba ngaba isibheno senziwa egameni lomnye umntu, chaza ukuba usifaka njengokuba uyintoni na.

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C. IINKCUKACHA ZALOWO MNTU SASENZIWA NGUYE ISICELO:

Eli candelo kufuneka lizaliswe KUPHELA ukuba ngaba isibheno sifakwa ngomnye umntu (ongenguye lowa wayefake isicelo).

Amagama apheleleyo nefani:.....

Inombolo yesazisi:.....

D ISIGQIBO ESIFAKELWA SONA ISIBHENO ESI

Yenza uphawu luka-X ecaleni kwesigqibo eso sifakelwa sona isibheno esi.

	Ukukhatywa kwesicelo sokufumana irekhodi
	Isigqibo esiphathelele kwintlawulo ngokwemiqathango yecandelo 22 loMthetho lo
	Isigqibo esiphathelele ekwandisweni kwexesha esifanele ukuqwalaselwa ngalo isicelo ngokwemiqathango yecandelo 26(3) loMthetho lo.
	Isigqibo phantsi kwemiqathango yecandelo 29(3) loMthetho lo sokukhatywa kwesicelo ngale ndlela asifuna ngayo umfaki-sicelo.
	Isigqibo sokwamkelwa kwesicelo sokufumana irekhodi.

E. IZIZATHU ZOKUFAKA ISIBHENO

Ukuba ngaba sincinane isithuba esinikiweyo, ungabhala nakwelinye iphepha elisecaleni uze uliqhoboshele kule fomu. **Umfaki-sibheno makawasayine onke amaphepha asecaleni awaqhobosheleyo**

1. Chaza ukuba isibheno sangaphakathi esi sifakwa phantsi kwayiphi na imihlaba (izizathu ezibangela ukufakwa kwesibheno).

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2. Nika nayiphi na enye inkcukacha enokuthi ibe luncedo ekuqwalaselweni kwesi sibheno.

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F. ISAZISO NGESIGQIBO MALUNGA NESIBHENO

Uya kwaziswa ngento ebhaliweyo uxelelwe ngesigqibomalunga nesibheno sakho sangaphakathi. Ukuba ngaba unqwenela ukuba loo nto uyaziswe ngenye indlela, nceda ucacise ukuba yeyiphi na loo ndlela, unike neenkukacha eziyimfuneko eziya kwenza ukuba ikwazi ukwenzeka loo nto.

1. Xela indlela leyo.....

.....
2. linkcukacha zaloo ndlela:.....
.....
.....

Isayinwe e.....ngalo mhla we.....ka-20.....

.....
UMSAYINO WOMFAKI-SIBHENO

G. ESETYENZISWA LISEBE

NJENGEREKHODI ELISESIKWENI
LESIBHENO SANGAPHAKATHI

Isibheno sifunyenwe ngomhla we:
sifunyanwa ngu:

.....
(Chaza inqanaba, igama nefani yeGosa leNgcaciso okanye yeSekela-GosaleNgcaciso)

Isibheno esihamba nezizathu ukulungiselela isigqibo seGosa leNgcaciso okanye iSekela-Gosa leNgcaciso, kwakunye neenkukacha zomntu wesithathu, ukuba ukhona, achaphazela yena amarekhodi lawo, zingeniswe liGosa leNgcaciso okanye liSekela-Gosa leNgcaciso kwisiphathamandla esifanelekileyo ngomhla we.....

ISIPHUMO SESIBHENO

ISIGQIBO SEGOSA LENGCACISO OKANYE SESEKELA-GOSA LENGCACISO
SIQINISEKISIWE OKANYE KWENZIWE ISIGQIBO ESITSHA

ISIGQIBO ESITSHA

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UMHLA

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ISIPHATHAMANDLAESIFANELEKILEYO

SIFUNYENWE LIGOSA LENGCACISO OKANYE ISEKELA-GOSA LENGCACISO SIVELA
KWISIPHATHAMANDLA ESIFANELEKILEYO NGOMHLA WE :.....

