

# ISIXEKO SASEKAPA



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

## ***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
SRA	Special Rating Area
TB	Tuberculosis
TSM	Transport System Management
VAT	Value Added Tax

# ICANDELO 1

## INTSHAYELELO

Le ncwadana 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 zeZiphaluka 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 km<sup>2</sup>, kwaye abantu abahlala kuso bamalunga nezigidi ezi-3,6\*

**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](http://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. I-Ofisi yeManejala yesiXeko

**IManejala yesiXeko: Mnu. Achmat Ebrahim**

##### **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: INkxaso kwiSigqeba esiLawulayo – Gillian Kenhardt**

- Icandelo leZabasebenzi, Inkxaso yeCandelo leZemali neLolawulo ukuya kutsho kwiCandelo loLawulo le-Ofisi yeManejala yesiXeko/yoMphathi wesiXeko.
- Ulawulo lweeProjekthi neNdlela aBasebenzi abaSebenza ngayo ukuya kutsho kwiCandelo loLawulo le-Ofisi yeManejala yesiXeko.
- Ukulawula i-Ofisi yeManejala yesiXeko.
- Inkxaso yeKomiti kwiBhunga nakwiiKomiti
- Inkxaso yeKomiti kwiKomiti kaSodolophu.
- Ukubonelela ngenkonzo yezelwimi (ugququlo notoliko) kwiBhunga, kwiikomiti zalo kunye nakwicandelo lolawulo liphela.

##### **Umlawuli: Ulawulo neNtsebenziswano – Luzuko Mdunyelwa**

- AmaBhungana
- ULawulo neeProjekthi
- INkxaso yeSigqeba saBaphathi nesoWiso-mthetho
- Ubudlelwane bangaphandle

- INkxaso yooCeba
- VPUU (Ukunqandwa koBundlobongela ngeeProjekthi zoPhuculo lweNdawo eziseziDolophini)
- Intatho-nxaxheba yoLuntu

## **2. UMphicothi-zincwadi oLawulayo – Zulpha Abrams**

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

## **3. liNkonzo zeZiko**

### **Umlawuli oPhetheyo: David Beretti**

#### **Umlawuli: weNkonzo zoMthetho – Lungelo Mbandazayo**

- linkundla zikaMasipala
  - liNkonzo zeZiko ezingeeNgcebiso
  - UMthetho ongokuthenga nokuthengiswa kwezinto
  - EzePropati, uCwangciso nokuSingqongileyo
  - Ukugunyaziswa noPhando kwezoMthetho
  - Uthotyelo lweMithetho

#### **Umlawuli: ICandelo lezaBasebenzi elinoCwangciso – Justine Quince**

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

#### **Umlawuli: liNkonzo zaBasebenzi – Okungokunje oBambeleyo: Nomusa Mawela**

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

**Umlawuli oBambeleyo: liNkonzo zoBuchwepheshe eziZodwa – James Groep**

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

**Umlawuli: Ezonxibelelwano – Pieter Cronje**

- Iziganeko neMibhiyozo yeZiko
- Upapasho
- Iintengiso
- Iinkonzo zeNkxaso

**UMPhathi: Ubulungisa kwezeNgqesho – Michael Siyolo**

- Amanyathelo okuqesha abo babehlelekile abandakanya:
- Ulawulo lombha woKhubazeko

**Umlawuli: liNkqubo zoLwazi neTeknoloji – Andre Stelzner**

- Izibonelelo
- Unxibelelwano ngefowuni
- IiNkqubo zoShishino
- Iziko leNkxaso le-ERP
- Ulawulo ngeElektroni
- Uyilo-zakhiwo noLawulo
- INkqubo yeOfisi ye-IT noLawulo
- IiNkqubo zekhompuyutha

**UMphathi woLawulo loBudlelwane naBaxhasi beNkonzo – Pat Lockwood**

- ULawulo lweZiko loQhagamshelwano lwesebe leZiko
- ULawulo lamaZiko oncedo
- Uqhagamshelwano nabasebenzisi-nkonzo beVIP
- Inkqubo yaNgaphakathi noHlahlelo lwaBachaphazelekayo
  - Iteknoloji yoLwazi yeCRM
  - Uqeqesho lweCRM
  - Iziko loQhagamshelwano lesiXeko

**UMphathi weNkxaso kwiSicwangciso–buchule – Pat Lockwood**

- Ulawulo looMatshini bokuPrinta nabokuFotokopa beZiko
- Ulawulo lweRekhodi zeZiko neeNkonzo zoBhaliso
- ULawulo lweProjekthi

**4. EzoThutho, iiNdlela neProjekthi eziphambili**

**Umlawuli oPhetheyo/weSigqeba: Mike Marsden**

**Umlawuli: liNkonzo zeNkxaso – Saaliegah Zardad**

- Ulawulo
- Izimali

**Umlawuli: kwezoBuchwepheshe ngo-2010 – Victor Dave Hugo**

- Ulawulo laBaqquzeleli beProjekthi
- EzoThutho
- INkqubo yango-2010
- EzoNxibelelwano ngo-2010

**Umlawuli: kwiNdelela yokuSebenza ngo-2010 – Lesley De Reuck**

- ULawulo laBaqquzeleli beProjekthi
- INTengiso/ubhengezo neNkxaso ngezimali ngo-2010
- EzoMthetho ngo-2010
- Uhlanganiso ngo-2010

**Umlawuli: kwezoThutho – Maddie Mazaza**

- UCwanciso lwezoThutho
- IiNkonzo zeZithuthi zoLuntu eziHlanganisiweyo
- IiNdelela zokuSebenza ezingoThungelwano lwezoThutho
- UThungelwano lwezoThutho noPhuhliso lweZixhobo zoncedo ezingundoqo
- IiNkonzo zeNkxaso kwezoBuchwepheshe

**Umlawuli: iindlela naManzi eZiphango – Henry du Plessis**

- Ukuplana uphuhliso oluhlanganisiweyo nokulungiswa kweendlela nezixokelelwano zeziphango ukulungiselela ikamva elizinzileyo
- Ukwenza nokuthethela imigaqo-nkqubo yezendlela neenkonzo ezijongene neziphango kwisiXeko
- Ukulawula iiProjekthi zeeMali eziNkulu
- Ukulawula nokulungisa iindlela ezikhoyo kunye nee-asethi zeziphango
- Ukuvuselela iindlela neenkqubo zokungciba
- Ukukhusela imigxobhozo, imilambo, amachweba emilambo namanzi amaxweme 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

**5. IiNkonzo zoLuntu**

**Umlawuli oPhetheyo/weSigqeba: Lokiwe Mtwazi**

**Umlawuli: iiNkonzo zeThala leeNcwadi noLwazi- Ninnie Steyn**

- Ubonelelo lweeNkonzo zaMathala eeNcwadi oLuntu
- Iinkqubo zoPhuhliso enjongo yazo ikukujongana nezidingo zophuhliso ekuhlaleni.

**Umlawuli: iiPaki zesiXeko – Chantal Hanslo**

- liPaki zoLuntu
- liPaki zeeNgingqi
- Amangcwaba
- li-Ayilendi (islands) ezisembindini
- ULawulo lweMithi

**Umlawuli: IMidlalo noLonwabo – Gert Bam**

- liNkqubo zoPhuhliso ezijoliswe kuLutsha nakumaKhosikazi
- AmaQula okudada (iiPuli)
- AmaBala
- Ulawulo lwaMalwandle neeNdawo zokuTyelela
- AmaBala okuDlalela aseSikweni
- AmaZiko eeNkqubo ngeNkqubo noLonwabo
- AmaHolo asekuHlalani
- AmaZiko asekuHlalani
- ULawulo lweZiganeko neMibhiyozo

**Umlawuli: INkxaso yeZicwangciso – Ashley Arendse**

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

**6. 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/lithenda/likhontrakthi
- Ulawulo loLuhlu lweMpahla neeNdawo zokuzigcina
- Uphuhliso lwabaThengisi

**Umlawuli: ICandelo likaNondyebo – David Valentine**

- Uku-Akhawunta nee-Asethi
- ICandelo likaNondyebo
- Ulawulo lwe-Inshorensi

**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
- li-Akhawunti eziHlawulwayo

**Umlawuli: ULawulo lwaBanini-Zabelo – 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**

- Uhlahlo-mali lwezeZindlu noku-Akhawunta
- INkxaso-mali yeProjekthi yezeZindlu
- ULawulo lweZindlu noku-Renta

**7. Ukhuselelo noKhuseleko**

**Umlawuli oPhetheyo/weSigqeba: Richard Bosman**

**Umlawuli: iiNkonzo zikaXakeka zesiXeko –**

- EzoCimo-mlilo noHlangulo- INTloko kwezoCimo-mlilo: Ian Schnetler
- ULawulo lweNtlekele: INTloko: Greg Pillay
- IZiko loNxibelelwano likaXakeka loLuntu i-107
  - liNkonzo zeNkxaso

**INTloko yamaPolisa eNqila esiXeko saseKapa – Robert Young**

- UThintelo loLwaphulo-mthetho

- UNyanzeliso lweMithetho kaMasipala
- UNyanzeliso leMithetho engeZendlela

**IGosa eliyiNtloko: kwiiNkonzo ezingeZendlela – Heathcliff Thomas**

- liMpepha-mvume zokuqhuba
- EzoNyanzeliso leMithetho engeZendlela

**IGosa eliyiNtloko: kwezoNyanzeliso loMthetho – Rudi Wiltshire**

**8. EzeZindlu**

**Umlawuli oPhetheyo: Hans Smit**

**Umlawuli: EzeZindlu – Alida Kotzee**

- AmaTyotyombe
- UMhlaba weZindlu nokuPlana kwangeThuba
- liNdawo ezikhoyo zokuHlala
- liNdawo ezintsha zokuHlala
- liNkonzo zeNkxaso

**Umlawuli: liNkonzo zoPhuhliso – Noahmaan Hendricks**

- INkqubo yeMisebenzi yoLuntu eNatyisiweyo
- INkxaso-mali yeZibonelelo zikaMasipala
- ULawulo lweNkqubo
- UYilo lweZakhiwo
- Uthelekelo lokuFunekayo kwiZakhiwo
- ULawulo loLwakhiwo
- UQuquzelelo loPhuhliso lweZibonelelo
- liNkonzo zeNkxaso

**Umlawuli: INkqubo yoVuselelo lweNdawo eziseziDolophini/i-URP – George Penxa**

- liNkonzo zeNkxaso
- I-URP eKhayelitsha
- I-URP e-Mitchells Plain

**9. EzeMpilo zesiXeko**

**Umlawuli oPhetheyo: Ivan Bromfield**

- Ukhathalelo lweMpilo oluSisiseko – ukususela kwizakheko zeekliniki ezingama-82, amaZiko ezeMpilo oLuntu ama-4 (CHC"s), iikliniki ezigxunyekweyo ezingama-24, iikliniki ezihambahambayo ezi-4. Iinkonzo ziquka iinkonzo zokuphakamiso nokukhusela abasetyhini kunye nabantwana (iinkonzo zoThintelo neNkuthazo ezinjengoCwangciso-ntsapho noGonyo kunye nonyango lwaBantwana abaminyaka ili-13); iinkqubo zeHIV/AIDS, inkqubo yoLawulo lweSifo sePhepha/i--TB, ukunyangwa kwezifo ezosulela ngesondo/i-STI nonyango lokuSetyenziswa kakubi kwziyobisi.
- EzeMpilo zokuSingqongileyo – kuquka 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.

- ULawulo loMoya oSulungekileyo

## **10. EzoQoqosho, uPhuhliso lwezeNtlalo nezoKhenketho**

### **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 lweeNdawo zokuFikela

#### **Umlawuli: UPhuhliso lwezoQoqosho noLuntu – Thembinkosi Siganda**

- UPhuhliso lwezoQoqosho loMmandla
- INkxaso kwezoShishino nokuPhuculwa/nokuPhuhliswa kweZakhono
- UQuquzelelo loPhuhliso lwezoQoqosho
- ULwazi/iNgcaciso emalunga nezoQoqosho nezoPhando

#### **Umlawuli oBambeleyo: kuQuquzelelo loPhuhliso lwezeNtlalo – Chris O' Connor**

- UQuquzelelo loPhuhliso lwezeNtlalo
- EzoBugcisa neNkcubeko

## **11. IiNkonzo zeZibonelelo/zoNcedo**

### **Umlawuli oPhetheyo: Lungile Dhlamini**

#### **Umlawuli: Amanzi noCoceko – Philemon Mashoko**

- Amanzi aManinzi
- Ukucocwa kwamanzi amdaka
- Ukwahlula ngoMnatha
- Ulawulo lweMfuno yaManzi neSicwangciso
- linkonzo zobuNzululwazi
- Ulawulo lobuNjineli nee-Asethi
- IziMali noQoqoqosho
- INkxaso

**Umlawuli: linkonzo zoMbane - Leslie Rencontre**

- Intengiso noBudlelwane naBathengi
- Ulawulo lweZibonelelo
- Izibane ezisesiDlangaleni
- Ubonelelo ngoMbane
- linkonzo zeNkxaso zoBugcisa
- IziMali noQoqoqosho
- INkxaso kwezaBasebenzi/i-HR nakwezoLawulo

**Umlawuli: Ulawulo lweNkunkuma – Rustim Keraan**

- Ukulahla
- Ukucoca
- Uqokelelo
- Ukuplana
- linkonzo zoBuchwepheshe
- linkonzo zeNkxaso
- Inkxaso yeziMali ne-CRM
- Ukulawulwa kwelahleko

**12. IziCwangciso-buchule nokuPlana**

**Umlawuli oBambeleyo wesiGqeba: Gqr. Ivan Bromfield**

**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 neprojekthi ezingundoqo
- linkonzo zeNkxaso

**Umlawuli: UPuhliso lweMihlaba engamaBala yesiXeko – Catherine Stone**

- UkuPlanwa kweMihlaba engamaBala yesiXeko
- lindawo 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 ne-GIS – Keith Smith**

- Isicwangciso soLwazi
- Ulwazi olucwangcisiweyo
- I-GIS yeZiko
- OoVimba boLwazi neNkxaso

## ICANDELO 3

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### IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LENGCACISO OKANYE AMASEKELA EGOSA LEZENGCACISO.

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

#### **IGosa leNgcaciso**

##### **UMphathi wesiXeko**

IDilesi yePosi: PO Box 298  
Cape Town  
8000

Zonke izicelo ezingokufumana ulwazi ziyazenzekela okanye usenokuzenza ngokwakho (jonga kwisiHlomelo-C ngokuphathelene nalo mbandela), kunye nemibuzo ngokuphangaleleyo ngokuphathelene nokufumaneka kolwazi, kufuneka ijoliswe kwiSekela-gosa leNgcaciso elifanelekileyo elikuluhlu oludweliswe ngezantsi apha. Njengoko sele kukhankanyiwe ngentla apha, zonke izicelo ezisesikweni ezingokufumaneka kolwazi kufuneka zijoliswe kwiGosa leNgcaciso.

**IGosa leNgcaciso eliliSekela kwiZiko**

Umlawuli: liNkonzo zoMthetho

**Lungelo Mbandazayo**

Imeyili: [access2info.act@capetown.gov.za](mailto:access2info.act@capetown.gov.za)

IDilesi yeposi: PO Box 298

Cape Town

8000

**AmaGosa oLwazi/engcaciso angaMasekela**

Umlawuli: liNkonzo zoMthetho

(IGosa loLwazi kwiZiko eliliSekela)

**Lungelo Mbandazayo**

Ifowuni: (021) 400-1364

Ifeksi: (021) 400-5963

Imeyili: [Lungelo.Mbandazayo@capetown.gov.za](mailto:Lungelo.Mbandazayo@capetown.gov.za)

**Teboho Motasi**

Umnxeba: (021) 400 2187

Ifeks: (021) 400 5963

**I-imeyile:** [Teboho.Motasi@capetown.go.za](mailto:Teboho.Motasi@capetown.go.za)

**Adv. Jill Fabing**

Umnxeba: (021) 400 3863

Ifeksi: (021) 400 5963

**I-imeyile:** [Jill.Fabing@capetown.gov.za](mailto:Jill.Fabing@capetown.gov.za)

**UMnu. Shawn B Mathews**

Umnxeba: (021) 400 3227

Ifeksi: (021) 400 5963

**I-imeyile:** [Shawn.Mathews@capetown.gov.za](mailto:Shawn.Mathews@capetown.gov.za)

**Faried Chetty**

Umnxeba: (021) 400 4855

Ifeksi: (021) 400 5963

**I-imeyile:** [Mogamat.Chetty@capetown.gov.za](mailto:Mogamat.Chetty@capetown.gov.za)

**Modiegi Mshweshwe**

Umnxeba: (021) 400 3089

Ifeksi: (021) 400 5963

**I-imeyile:** [Modiegi.Thooe@capetown.gov.za](mailto:Modiegi.Thooe@capetown.gov.za)

**Anita Vasson**

Umnxeba: 021 400 3107

Ifeksi: 021 400 5963

**I-imeyile:** [Anita.Vasson@capetown.gov.za](mailto:Anita.Vasson@capetown.gov.za)

**Les Barchard**

Umnxeba: 021 400 4840

Ifeksi: 021 400 1366

**I-imeyile:** [Les.Barchard@capetown.gov.za](mailto:Les.Barchard@capetown.gov.za)

# ICANDELO 4

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## “ISIKHOKELO SECANDELO 10” MALUNGA NENDLELA YOKUSETYENZISWA KWALO MTHETHO

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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**

I-adresi yeposi

**Private Bag 2700**

**Houghton**

**2041**

**Inombolo yefowuni: (011) 484 8300**

**Inombolo yefekisi: (011) 484 1360**

**I-Website: [www.sahrc.org.za](http://www.sahrc.org.za)**

**I-imeyili: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)**

# ICANDELO 5

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## UKUFIKELELA KWIIMPEPHA ZAMAREKHODI EZISELUGCINWENI LWESIXEKO SEKAPA

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### 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 yeentlangano, 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 eziqukathwe 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**

*I-adresi yeposi*

P. O. Box 298

Cape Town

8000

#### **Inombolo yefekisi:**

(021) 421 1203

**I-adresi ye-imeyili:** [access2info@capetown.gov.za](mailto: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)
- ▶ Intlawulo ebizwayo ayamkelekanga
- ▶ Ukuba landisiwe ixesha elifanele ukuba lingedluli singekathathwa isigqibo malunga nesicelo esenziweyo sokufumana amarekhodi.
- ▶ Irekhodi elo belifunwa akalinikwanga ngalaa ndlela ayixele kwifomu yesicelo, umzekelo ikopi ekwikhompyutha endaweni yekopi eprintiweyo.
- ▶ Omnye umntu wesithathu usenokufaka isibheni sangaphakathi kwisiXeko seKapa akhalazele isigqibo esithathwe liGosa leNgcaciso okanye liSekela-Gosa leNgcaciso sokuba linikezele inkcukacha emalunga naye mntu wesithathu.

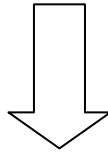
#### **Inkqubo yokufakwa kwezibheni**

- ▶ 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-meyili.
  - ▶ 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

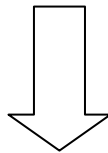
isibheni skhe kuphela xa ngaba imihlaba yenkqubo yesibheni sangaphakathi  
inyathelwe yonke ngokupheleleyo kwisikhalazo sakhe ngesigqibo seGosa  
leNgcaciso okanye seSekela-GosaleNgcaciso.

**ULANDELELWANO LWAMANYATHELO:  
ISICELO SOKUFUMANA AMAREKHODI**

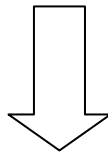
**Isicelo senkcukacha esikwifomu esetyenziswayo**



**Isicelo senkcukacisha esidluliselwe kuSekela-Gosa leNgcaciso**



**ISekela-Gosa leNgcaciso liyasiqwalasela isicelo**



**Amarekhodi okanye inkcukacha ebifuniwe  
Uyalelwa okanye uyayinikwa lowo ubeyicelile (isigqibo  
kufuneka sidlulisiwe kwiinstuku ezingama-30  
zokufumaneka kwesicelo okanye iintsuku ezingama-60 xa  
isicelo eso sifuna ukuba kwaziswe umntu wesuthathu)**

# ICANDELO 6

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## AMALUNGISELELO OKUBONELELA NGENXAXHEBA YOLUNTU

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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 yinxaxheba 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

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## UKUHLAZIYWA NOKUFUNYANWA KWALE NCWADANA YEZIKHOKELO YECANDELO-14

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❑ **Ukuhlaziywa**

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

❑ **Ukufumaneka**

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

***li-Ofisi zesiXeko seKapa***

*Kuzo zonke ii-Ofisi zamaBhungana*

*Kuzo zonke iilayibrari*

*Kuzo zonke ii-ofisi zeentlawulo*

*Kwi-Ofisi yesiXeko saseKapa engokuFumaneka koLwazi, ekuMgangatho we-2, e-Podium, kwiZiko loLawulo lweeNkonzo zoLuntu/e-Civic Centre*

***KwiWebhusayithi yesiXeko seKapa:*** [www.capetown.gov.za](http://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 yefeksi:** (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

**I-adresi yayo yeposi**

PO Box 496

Cape Town

8000

**Inombolo yefowuni:** (021) 424 6320

**Inombolo yefeksi:** (021) 424 1079 / 423 3359

# ICANDELO 8

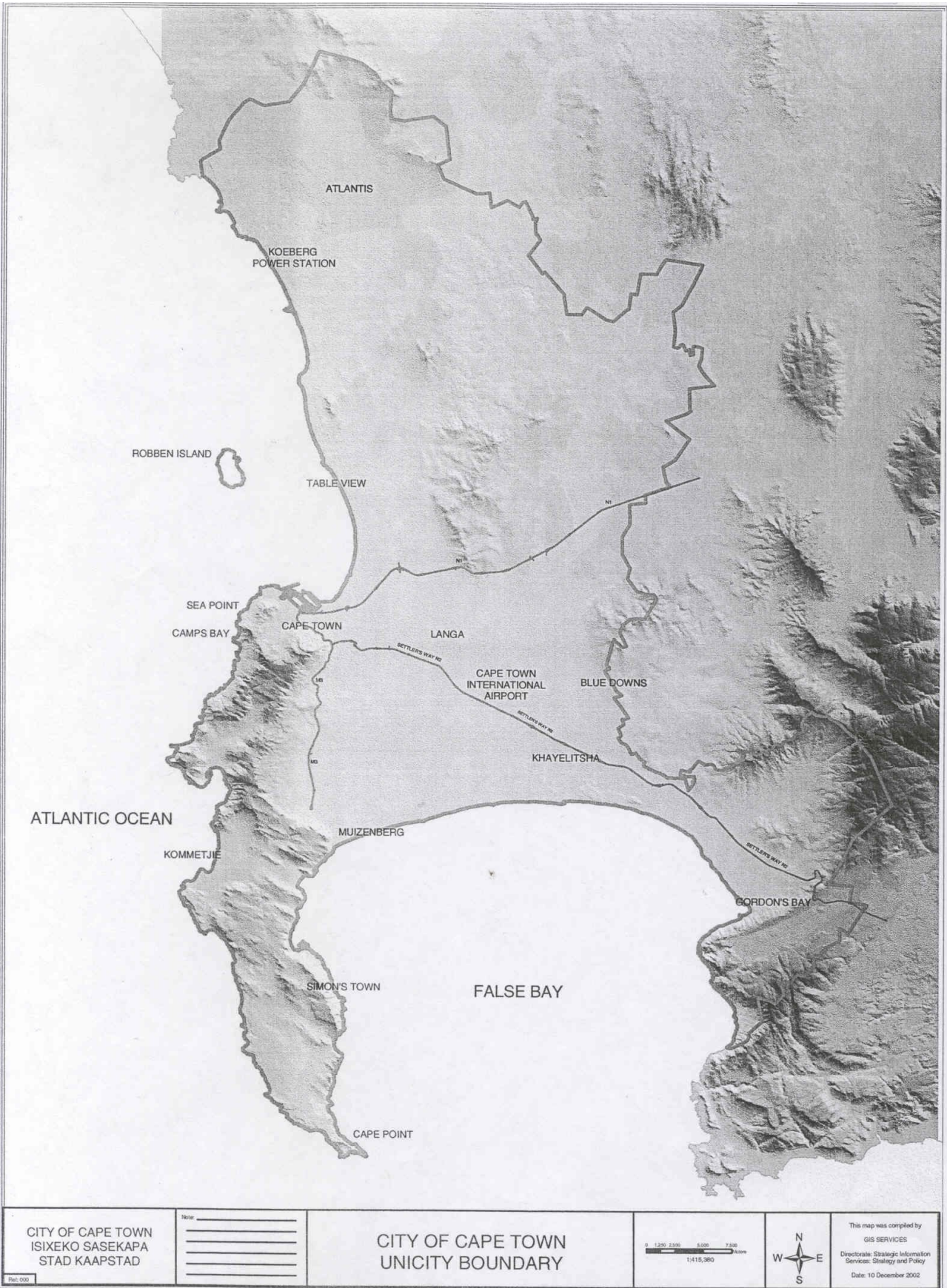
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## UMQUKUMBELO

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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.

# ISIHLOMELO A



See page 30 of the English version

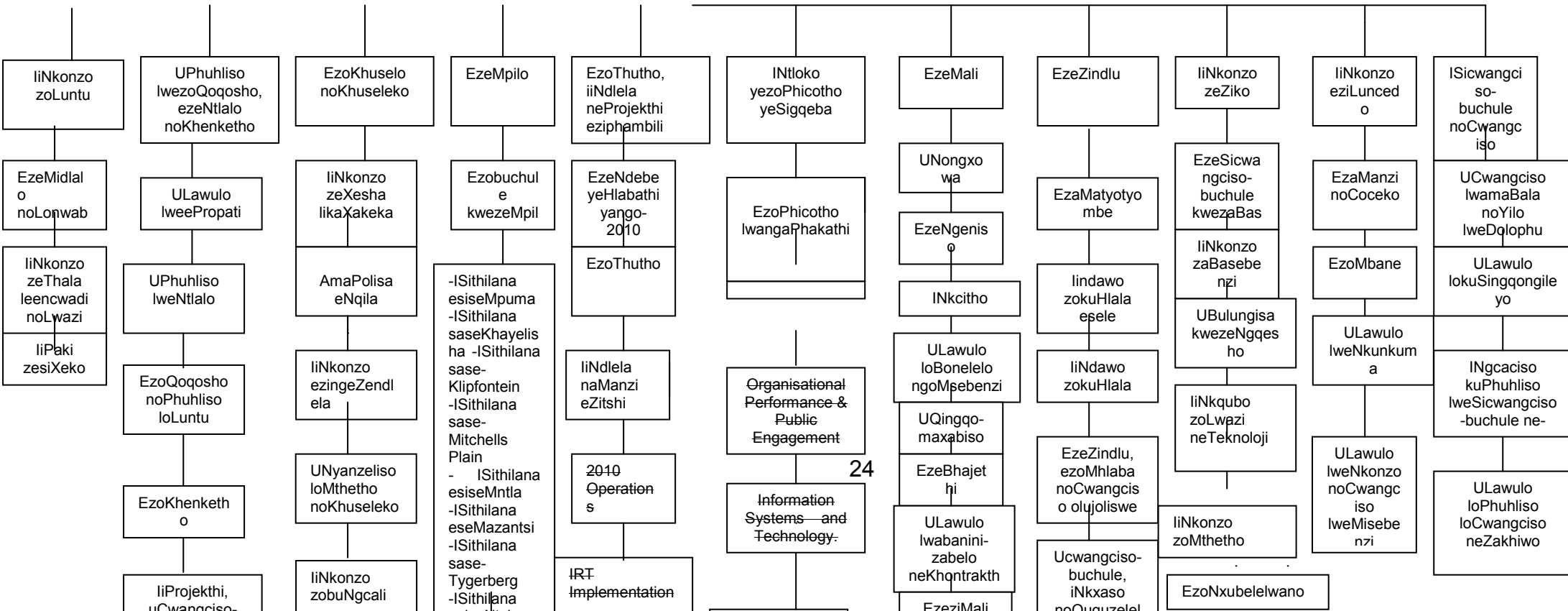
(UTSHINTSHO KUXWEBHU LULONKE NGOKWESAKHEKO BUCHULE SAKWA-  
HR: FEB 2010)

ISIGQEBA ESIKHULU

Ukuma ukusuka kuMphathi wesiXeko ukuya kwinqanaba lesibini ezantsi kwakhe

- UNozakuzaku wezikhhalazo zoluntu
- Ezophando-nzulu kulwaphulo-mthetho
- INkxaso yeSigqeba
- EzobuRhulumente neNtsebenziswano
- ISicwangciso sezoPhuhliso ngokuHlangeneyo
- ULawulo lweNdelela yokuSebenza kweSakheko/kwiZiko

UMphathi  
wesiXeko



# AMAREKHODI AFUMANEKA

## NGAPHANDLE KWEZICELO NENDLELA YOKUFUMANEKA KWAWO:

(ICandelo-15 loMthetho weNkuthazo yokuFumaneka koLwazi, onguNomb.2 wango-2000

[UMgaqo-5A]

[Ifomu-D ingeniswe ngaphakathi yi-GNR.466 yango-2007.]

INKCAZELO YEENDIDI ZAMAREKHODI EZIFUMANEKA NGAPHANDLE KWESICELO, NGOKWECANDELO-15 (1) (a) LOMTHETHO WENKUTHAZO YOKUFUMANEKA KOLWAZI WANGO-2000	INDLELA YOKUFUMANA AMAREKHODI (umzekelo kwiwebhusayithi) (ICANDELO-15 (1) (a))
ENGOKUHLOLA/UKUBUKA NGOKWECANDELO-15 (1) (a) (i):	
<p>INcwadana yeCandelo-14 yenziwe ukuba ifumaneka NgokoMthetho weNkuthazo yokuFumaneka koLwazi onguNomb.2 wango-2000</p> <p>Iifoto zakudala</p> <p><b>Ukuhlolwa kweePlani zoLwakhiwo</b></p> <p>Iiplani zolwakhiwo eziphunyeziweyo okanye ezilindele ukuphunyezwa ezithi ziquke onke amaxwebhu axhasa oko, ziyafumaneka ngokuxhomekeke ekubeni wenze amalungiselelo oko kwangaphambili/kwangethuba;</p> <ul style="list-style-type: none"> <li>➤ Kwabo banomdla nakumaqela achaphazelekayo ngokujoliswe kuphuhliso olutsha kwakhona</li> <li>➤ Kubamelwane abakufutshane abanomdla ngokwelungelo labo,</li> </ul> <p>Ngokuxhomekeke ekubeni;</p> <ul style="list-style-type: none"> <li>➤ Kuye kwagcwaliswa ifomu yesicelo kulungiselwa ukwaziwa nemibandela yokugcinwa kweenkcukacha,</li> <li>➤ Ubungqiba obanelisayo bokuhlala okanye bobunini buye bangeniswa ngabamelwane abakufutshane,</li> <li>➤ Uhlolo luya kuthi luqhubekeke phantsi kweliso elibukhali,</li> </ul> <p>Ukhuseleko lelungelo kwikopi luya kuthi lusebenze, iiplani azinakho ukufotokotshwa kungakhange kufunyanwe imvume ebhaliweyo kumni wekopi leyo.</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> City Libraries/ ISebe lweeNkonzo zoMthetho ISebe lezoNxibelelwano</p>
ENGOKUTHENGA/UKUTHENGISA NGOKWECANDELO-15 (1) (a) (ii):	
<p>Iincwadana ezingezeMpilo</p> <p>Iifoto</p>	<p>IZiko leMithombo yezeMpilo, ICandelo loLawulo lezeMpilo</p> <p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Communication Department</p>
ENGOKUFUMANA IKOPI/UKUFOTOKOPA NGOKWECANDELO-15 (1) (a) (ii):	
<p><b>Ii-Ajenda neMizuzu yeNtlanganiso yeBhunga</b></p> <p>(Kuquka ii-ajenda nemizuzu yazo zonke iintlanganiso zezakheko zeBhunga kuquka nezo zabaphathi bangaphambili, ngaphandle kwemizuzu nee-ajenda eziphawulwe ngokuba</p>	<p>Kwi-Ofisi yoMphathin wesiXeko: ISebe leNkxaso yeSigqeba</p>

<p>“zezasekhusini/ziyimfihlo”).</p>	
<p><b>EzeBhajethi neziCwangciso zokuQhutywa koMsebenzi</b></p> <p>IBhajethi engezimali ezinkulu UQikelelo lweNgeniso neNkcitho-mali Ingxelo ezimalunga nolawulo lwebhajethi IziCwangciso zokuQhutywa komsebenzi</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za">www.capetown.gov.za</a> IWebhusayithi: <a href="http://www.capetown.gov.za">www.capetown.gov.za</a> IWebhusayithi: <a href="http://www.capetown.gov.za">www.capetown.gov.za</a> AmaCandelo amaSebe</p>
<p><b>Iinkcukacha ezingezasemsebenzini</b></p> <p>Igama, indawo, idilesi, iinombolo zomnxeba, abantu emakuqhagamshelwane nabo, iiyure zasemsebenzini kuzo zonke ii-ofisi zebhunga needepho</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za">www.capetown.gov.za</a></p>
<p><b>Iinkcukacha zasemsebenzini zooCeba: (Kuquka uSodolophu, uSekela soDolophu, uSomlomo nabo basebenza e-ofisini)</b></p> <p>Ingcaciso ephathelene negama likaCeba ngamnye</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za">www.capetown.gov.za</a></p>
<p><b>Izigunyaziso zeBhunga ezithe zaqulunqwa ngokwecandelo-59 loMthetho wobuRhulumente beNgingqi ongoLawulo lweeNkqubo zikaMasipala onguNomb.32 wango-2000</b></p> <p>Izigunyaziso kwabo base-Ofisini yezoPolitiko Amalungu angamaGosa Isakheko (IKomiti yeSigqeba, amabhungana, iikomiti zemicimbi yamasebe)</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za">www.capetown.gov.za</a></p>
<p><b>UMthetho weBhunga, iMithetho kaMasipala neMigaqo-nkqubo</b></p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Legal Services Department: Legal Resource Centre</p>
<p><b>Izikhokelo neMigangatho eyamkelekileyo:</b></p> <p>Izikhokelo zaseNtshona Kapa ezingolawulo lwezoCwangciso zokusingqongileyo zango-2005</p> <p>Umlinganiselo/ummiselo ucoceko imigangatho Imimiselo efanelekileyo ejoliswe kwizithuthi eziqokelela inkunkuma kuphuhliso olutsha olunjengemimandla ekulahlwa/ekwenziwa okutsha ngenkunkuma/ekuhlelwa/ekuginwa kuyo inkunkuma (kwizakhiwo ezinemigangatho emininzi okanye kuphuhliso lweendawo ezisondeleleneyo</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Solid Waste Management Department</p>
<p><b>ISicwangciso zoPhuhliso ngokuHlangeneyo (IDP)</b></p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za">www.capetown.gov.za</a></p>
<p><b>Iinkcukacha/amarekhodi angezimali:</b></p> <p>Iingxelo ze-Akhawunti (Zifumaneka kuphela kubanini be-akhawunti, apho kufuneka agqithise isazisi/ubungqina obufanelekileyo) Iingxelo zonyaka Ukutshona ematyaleni (Oku kufumaneka kubanini be-akhawunti kuphela, apho kuye kufuneka isazisi esifanelekileyo)</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Finance Directorate</p>

<p><b>EzeZindlu:</b></p> <p>Umhlaba okhoyo ongoPhuhliso lwezindlu</p> <p>Izindlu zikaMasipala ezifumanekayo</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Housing Directorate</p> <p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Housing Directorate</p>
<p><b>Umhlaba:</b></p> <p>Iinkcukacha zomhlaba ongokamasipala</p> <p>Iinkcukacha zomhlaba olawulwa ngumnini lowo/umfaki-sicelo, apho kuye kufuneke isazisi esifanelekileyo</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Property Management Department</p>
<p><b>ISakheko seZiko/sesiXeko</b></p> <p>ISakheko seZiko sesiXeko saseKapa kunye namaCandelo aso oLawulo</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za</a></p>
<p><b>UCwangciso</b></p> <p>INkqubo zokuQhuba umsebenzi</p> <p>Izicwangciso zoMgaqo-nkqubo</p> <p>Iinkqubo zocando lomhlaba</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Planning and Building Development Management/Spatial Planning and Urban Design Department</p>
<p><b>Okubhalisiweyo/iirejista</b> (oko kufumanekayo, ngaphandle kwengcaciso ejoliswe kubomi babucala bomntu lowo):</p> <p>I-asethi ezinokususwa</p> <p>Oonokontra ka nababoneleli ngenkonzo</p> <p>Iithenda ezinikezelweyo</p> <p>Iithenda ezintsha</p> <p>ISicwangciso soMqulu esiphunyeziweyo sesiXeko</p>	<p>Finance Directorate</p> <p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Supply Chain Department</p> <p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Supply Chain Department</p> <p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Supply Chain Department</p> <p>Records Management Unit</p>
<p><b>Iingxelo</b></p> <p>INGxelo yoNyaka yesiXeko saseKapa</p> <p>INGxelo yoNyaka engamaQumrhu azimeleyo kaMasipala</p> <p>Zonke iingxelo ezifumanekayo kwiwebhusayithi</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za</a></p>
<p><b>Iishedyuli:</b></p> <p>IiShedyuli zokuQokelelwa kweNkunkuma</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Solid Waste Department</p>
<p><b>Inkcukacha-manani (ngaphandle kwengcaciso ejoliswe kubomi babucala bomntu lowo):</b></p> <p>Inkcukacha-manani engezeMpilo</p> <p>Inkcukacha-manani engokuCuthwa kweNkunkuma</p> <p>Inkcukacha-manani engeNkunkuma</p> <p>Inkcukacha-manani engokuNyanzeliswa kokucuthwa kweNkunkuma</p> <p>Ezinye iinkcukacha-manani ezigcinelwe ukusetyenziswa lisebe ngendlela ezo zifumaneka ngayo</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za</a></p>
<p><b>Iirhafu/iintlawulo, Imirhumo, iintlawulo ezongezelelekileyo</b></p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Line Departments</p>
<p><b>Iithenda:</b></p> <p>Izicelo zethenda zomfaki-sicelo lowo emva kokuba zivuleleke kuluntu,</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Supply Chain Department</p>

<p>apho kuye kufuneka isazisi esifanelekileyo Izigqibo ezingokuchongwa/ezingogqatso lwethenda nemizuzu yentlanganiso esemva kokunikezelwa kwethenda</p>	
<p>Imithabalala yamabala neeMephu</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za">www.capetown.gov.za</a> /Planning and Building Development Management/Spatial Planning and Urban Design Department/Relevant Line Departments</p>
<p><b>Ingcaciso esesikweni ephathelene namagosa, ngaphandle kwengcaciso engobomi babucala, ngokungqinelana necandelo-34 (f) loMthetho ongenkuthazo yokuFumaneka koLwazi onguNomb.2 wango-2000:</b></p> <p>Njengokuba ubani lowo engumqeshwa okanye wayengumqeshwa wesiXeko: Itayitile, idilesi yasesebenzini, inombolo yomnxeba yasebenzini neenkukacha ezilolohlobo zaloo mntu ziyafumaneka. Uhlelo, umlinganiselo womvuzo okanye isambuku noxanduva lweso sikhundla ubani akuso okanye iinkonzo azinikezelayo. (Qaphela: Umlinganiselo womvuzo okanye isambuku esiphathelene neso sikhundla esibanjwe nguloo mntu ngelo xesha, hayi umvuzo ngqo ofunyanwa nguloo mntu okanye lelo gosa ngelo xesha)</p>	<p>Website: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Strategic Human Resource Department/Personnel Department/Line Departments</p>
<p>AMAFUMANEKA NGAPHANDLE KWENTLAWULO NGOKWECANDELO-15 (1) (a) (iii):</p>	
<p><b>Iincwadana ezingolwazi/ezingencaciso</b> <b>Ezipapashiweyo</b> (zonke incwadana ezipapashiweyo/izibhengezo ngumasipala okanye egamni likamasipala ezithe zabhengezwa kuluntu okanye zagqithiselwa kwiBhunga apho ilungelo lokufumana ikopi lelabo bantu bathile okanye amaqumrhu angekhophantsi okanye anganxubelelananga nesiXeko. Ikopi eziprintiweyo/ezifotokotshiweyo zingangafumaneki):</p> <p>Contact City News City Online News Letter Quarterly Municipal Entities Newsletters Ombudsman's Quarterly Newsletter</p>	<p>IWebhusayithi: <a href="http://www.capetown.gov.za">www.capetown.gov.za</a> /Communication Department IWebhusayithi: <a href="http://www.capetown.gov.za">www.capetown.gov.za</a> /Communication Department IWebhusayithi: <a href="http://www.capetown.gov.za/">www.capetown.gov.za/</a> Communication Department IWebhusayithi: <a href="http://www.capetown.gov.za">www.capetown.gov.za</a> /Ombudsman Department</p>

## ISIHLOMELELO D

# 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  
Iimali-mboleko  
Inkxaso-mali/Uncedo-mali olufunyenweyo  
Iimali ezizezomntu  
Imirhumo, iintlawulo, iintlawuliso, iifayini needipozithi  
Izibonelelo zamatyala  
Uncediswano 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, Izibheno, Ukuvalwa okwethutyana/ukuvulwa  
Ukugxothwa, Ukunikwa umgodlo  
Ukuhamba kwabasebenzi  
Uvandlakanyo lwemisebenzi, izibheno  
Imali yabasebenzi  
Uvandlakanyo lwabasebenzi (Iwendlela abasebenza ngayo)  
Ubudlelane basemsebenzini  
Ulawulo lwabasebenzi  
Uncediso  
Iileta zemibulelo  
Izenzo zobukhalipha  
Uvuyiswano, uvelwano, imiyalezo yeminqweno emihle eya kubasebenzi  
Amanani-nkcazo  
Umsebenzi wobulalela (wokulinda ukubizwa)  
Uhlengahlengiso lwabasebenzi  
Ukusetyenziswa kwabatyesheli-mthetho kwiinkonzo zoluntu  
Ukunika iinkonzo zakwaLizwi

### **UQEQQESHO 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)**

Iimfuno zeyasemakhaya imisebenzi  
Iinkonzo zeyasemakhaya  
Ulawulo lweengozizasemsebenzini, olwezempilo nokhuseleko

### **IINKONZO ZEENTENGO**

Ungcethezelo neekhontakthi  
Uchako lwamaxabiso (Quotations)  
Ingginisekiso

## **ITEKNOLOJI YEZEKHOPIYUTHA**

lilayisenisi  
likhontrakthi  
Izivumelwano ngomgangatho weenkonz  
Smart City Strategies  
Amanyathelo okhuseleko  
Inkxaso  
Inkqubo zeekhompuyutha ezisetyenziswayo  
Internet  
Iprojekthi, 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 oluququzelelwe yiKhansile  
libheji  
Izikhazazo 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, lziyunguma zezikhumbuzo  
lileta zemibulelo, uvuyiswano, uvelwano, imiyalezo yeminqweno emihle  
Inkxaso evela kuSodolophu  
linkonzo zembeko yokugqibela  
Ucwangciso lwexesha leholide, izindululo neengxelo

## **IINGXELO IINGXELO ZOMBUTHI-RHAFU NAMANANI-NKCAZO**

lingxelo  
lingxelo zombuthi werhafu namanani-nkcazo

Amaphepha-mibuzo

**IZAKHIWO NEMICIMBI YEMIHLABA**

Ukukhululwa kwamatyala emihlaba: Comunicare  
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

**ULAWULO LOPHUHLISO LWEZOCWANGCISO NEZAKHIWO**

Inkqubo/izikimu zocando lomhlaba  
Ucwangciso olujomgiswe phambili  
Ukuphunyezwa kweepiani/kwezicwangciso  
Ulawulo lokusetyenziswa komhlaba, ulawulo lweelokishi  
Ukuthiywa kwamagama eziTrato  
Ukuphunyezwa kweepiani zokwakha  
Ulawulo lwezibhengezo  
Unyanzeliso lokuSetyenziswa koMhlaba ngokufanelekileyo noLawulo lweZakhiwo

**UCWANGCISO NOPHUHLISO LWEZOQOQOSHO**

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

## **UBUNJINELI BEZEENDLELA NOCWANGCISO LOTHUTHO**

linkqubo zolawulo lwezeendlela  
Ifuthe lezeendlela, Izifundo zothutho  
lingozi zeendlela, Izicwangciso zolawulo lwezehlo ezindleleni  
liprojekthi zolawulo lwenkqubo yothutho  
Uvimba wemilinganiselo yasezindleleni  
lingozi zeendlela  
Amanyathelo othibazo lweendlela  
Imiqondiso yeendlela nophawulo lweendlela  
Imiqondiso yeendlela  
Izibonelelo zabahamba ngeenyawo  
Uthutho lukawonke-wonke  
Izibonelelo zoololiwe  
Izikhululo zeenqwelomoya, uthutho lomoya  
lindawo zokumisa/zokupaka izithuthi  
lindawo zokumisa iibhayisikile

## **ULAWULO LOKUSINGQONGILEYO**

Izifundo ezimanyanisiweyo zovandlakanyo lwefuthe kwindalo esingqongileyo  
Uzinzo kokusingqongileyo  
Imfundo ngokusingqongileyo  
Uqhagamshelwano nobhengezo lokusingqongileyo  
lingxelo neengxelo zombuthi werhafu  
Izimvo malunga nezinye iziphakamiso ezingophuhliso  
Izifundo nocwangciso ngemihlaba ethe gabalala elapha kwisiXeko esi  
Imicimbi echaphazela okusingqongileyo  
Amacandelwana ajongene nezokusingqongileyo  
Ulonolozo lokuSingqongileyo olwakhiweyo  
Izifundo zemveli/ ezingenkubeko

## **IINDLELA**

lingxelo  
Imipoposho norhoxiso lwemipoposho  
Ubuyiselolweendlela  
Ukuthiywa kwezitalato nokufakelwa kwazo iinombolo  
Ulawulo lweendlela  
Iindlela zesizwe  
Iindlela ezizezona zixakeke kakhulu  
Iindlela zephondo  
Iindlela ezizitalato ezikhulu zezenziwe izitalato ezikhulu  
Izitalato nezikweri zeendawo  
Iindlela zasezifama nakwimimandla yasemaphandleni  
Iindlela ezingezozikawonke-wonke (ezianabanini)  
Iindlelana zeenyawo, ipheyivumenti, iinyele neengcingo zemida  
Iindlelana ezisemasangweni (driveways)  
Ibhulorho, iindlela ezingaphantsi nezitsiba imigaqo yoololiwe  
Iindlelana 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  
Iindlela 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 okunkcenkceshela angaphantsi komhlaba  
Iindawo ezinabaninizo

### **IINDAWO ZAMAFIHLO NEZOKUTSHISELA IMIZIMBA**

Iingxelo neengxelo zombuthi werhafu  
Iindawo zamafihlo nezokutshisele 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  
Iimveliso zenyama  
Ukusetyenziswa, Ukuqesha  
Izifo zezilwanyana  
Intengiso yenyama kumazwe angaphandle  
Iingxelo zeelaboratri  
Ukuxhela  
Ukubiwa kwenyama  
Iingxelo  
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

Iinkonzo 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 kwezikum 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

Iiprosjekthi zolwakhiwo

Izikum zolwakhiwo eziqeshiweyo

Ukwakhelwa kwabadala

Amanani-nkcazo

### **IINKONZO ZEZEMPILO**

Izibonelelo

Izicwangciso zezempilo

Amaphulo ezempilo

Iinkonzo zenkxaso

Amanani-nkcazo ezempilo

Uqinisekiso lomgangatho

### **IINKONZO ZEELAYIBRARI (ZAMATHALA EENCWADI)**

Ukuthengwa kweencwadi

Ukubolekana kweelayibrari iincwadi

Ucwangciso nokubonelelwa

Ulonolozo lwezakhiwo zeelayibrari

Ukusetyenziswa kwezakhiwo zeelayibrari

Ukhuseleko lwezinto zasezilayibrari

Ukwenziwa kwezibonelelo ezilayibrari

Iinkqubo zeelayibrari ezisebenza ngeekhompyutha

Uqhagamshelwano

Iingxelo 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 kwezinyunguma zolonwabo  
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 zokubhrayela

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**

Izikiti

Uqhagamshelwano nemibutho esindisa izilwanyana

Ulawulo lwezilwanyana



## ISIXEKO SASEKAPA

### ISICELO SOKUFUMANA AMAREKHODI ESIGQEBA SIKARHULUMENTE

(ICandelo 18(1) loMthetho ongeNkuthazo yokuFumaneka koLwazi onguNomb.2 wango- 2000

[Umgaqo 6]

#### A. IINKCUKACHA ZESIGQEBA ESO

I-Adresi yeposi:

The Information Officer  
Okanye  
Corporate Deputy Information Officer

PO Box 298  
Cape Town  
8000

Umnxeba: (021) 400 2095

Ifeksi: (021) 400 5963

Imeyili: [access2info.Act@capetown.gov.za](mailto:access2info.Act@capetown.gov.za)

#### B. IINKCUKACHA ZOMNTU OFAKA ISICELO SOKUFUMANA IIMPEPHA ZAMAREKHODI

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

Amagama apheleleyo nefani:.....

Inombolo yesazisi:.....

I-adresi yeposi:.....

.....

.....

.....

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 fomu. **Umfaki-sicelo makawasayine onke amaphepha asecaleni awaqhobosheleyo.**

1. Inkcazo yeempepha ezingamarekhodi okanye inxenye yenxenye yazo:

.....  
.....  
.....  
.....

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 ungalawuliswanga nje.

Isizathu sokufuna ukuba uxolelwe ngentlawulo:

.....  
.....  
.....

## 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	
-----------------	----------------------	--

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

Ukujonga imifanekiso	Iikopi zemifanekiso	Ukukhutshelwa kwemifanekiso	
----------------------	---------------------	-----------------------------	--

- Ukuba ngaba irekhodi leyo inamagama ashicilelweyo (kwisichicileli-mazwi) okanye inenkukacha enokuphinda ishicilelwe ngelizwi:

Yimamele (kwikhasethi)	Ukukhutshelwa kwentetho eshicilelweyo (ibhaliwe okanye ikiimphepha esele zishicilelwe.	
------------------------	--	--

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
-----	------

**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?

.....  
 .....  
 .....

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

.....  
 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)

<b>IMALI YESICELO, ESINGESISO ESOMNTU</b>	R35
<b>IMALI YOKUKOPA/YOKUFUNYANISWA</b>	
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 loMthetho ongeNkuthazo yokuFumaneka koLwazi onguNomb.2 wango-2000 (uMthetho 2 ka-2000))  
[Umgaqo 8]

#### A. IINKCUKACHA ZESIGQEBA SIKARHULUMENTE

I-Adresi yePosi:

The Information Officer  
Okanye  
Corporate Deputy Information Officer

P. O. Box 298

Cape Town

8000

Umnxeba: (021) 400 2095

Ifeksi: (021) 400 5963

I-imeyile: Teboho.Motasi@capetown.gov.za

#### B. IINKCUKACHA ZOMNTU OFAKA/OMELE OFAKA ISIBHENO

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

Amagama apheleleyo nefani:.....

Inombolo yesazisi:.....

I-adresi 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

.....  
ISIPHATHA-MANDLA ESIFANELEKILEYO

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

