KAMASIPALA WASE-HESSEQUA

INCWADANA YOFIKELELO KULWAZI

Iqulunqwe ngokwemiqathango yemimiselo ye

CANDELO LE-14 LOMTHETHO WOKUKHUTHAZA UKUFIKELELA KULWAZI, KA-2000 (UMTHETHO ONGUNOMBOLO 2 KA-2000) (PAIA) KUNYE NOKUJONGANA NEEMFUNO ZOMTHETHO WOKUKHUSELELWA KOLWAZI LOBUQU, KA-2013 (UMTHETHO ONGUNOMBOLO 4 KA-2013) (POPIA)

Yamkelwe liGosa loLwazi ngomhla wama- 5 kuFebruwari 2026

Albertus Stephanus Abraham De Klerk

UMphathi kaMasipala / IGosa loLwazi

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IZISHUNQULELO / IIAKRONIM / IINKCAZELO

Umhla	Ithetha usuku lwekhalenda, ngaphandle kokuba usuku lokugqibela lwexesha elichaziweyo luba ngeCawa okanye kuyo nayiphi na iholide kawonkewonke, nalapho ke ixesha liya kubalwa ungafakwanga lo mhla weCawa okanye weholide kawonkewonke ngokuhambelana necandelo lesi-4 loMthetho wokuTolika, ka-1957 (uMthetho onguNombolo 33 ka-1957)
I-IDP	Isicwangciso soPhuhliso Esihlangeneyo
Umsebenzizi	Umntu osebenza ngolwazi lobuqu esenzela iqela elinoxanduva ngokwesivumelwano okanye isigunyaziso, ngaphandle kokuba ngaphantsi kwegunya elithe ngqo lelo qela
I-PAIA	UMthetho Wokukhuthaza Ufikelelo kuLwazi, ka-2000 (uMthetho onguNombolo 2 ka-2000)
Ulwazi lobuqu	Ulwazi olunxulumene nomntu onokwaziwa, ophilayo, umntu wendalo, kwaye apho kufanelekileyo, umntu onokwaziwa, okhoyo ngokusemthethweni, kuquka, kodwa kungaphelelanga apho: (a) ulwazi olunxulumene nobuhlanga, isini, ukukhulelwa, ubume obuxela ukuba utshatile okanye awutshatanga, ubuzwe, uhlanga okanye imvelaphi ngokwentlalo, ibala, isini, ubudala, impilo ngokwasemzimbeni okanye engqondweni, impilontle, ukukhubazeka, inkolo, isazela, inkolelo, inkcubeko, ulwimi kunye nokuzalwa komntu; (b) ulwazi olunxulumene nemfundo okanye imbali yezonyango, yezemali, yolwaphulo-mthetho okanye yengqesho yomntu; (c) nayiphi na inombolo eyazisayo, isimboli, idilesi yeimeyile, idilesi yendawo, inombolo yomnxeba, ulwazi lwendawo, isazisi seintanethi okanye okunye okuthile okwabelwe umntu; (d) ulwazi lwebhayometriki yomntu; (e) izimvo zomntu ubuqu, iimbono okanye ukhetho lomntu; (f) imbalelwano ethunyelwe ngumntu engafihlisiyo nengacacanga ngokupheleleyo okanye ecacileyo ukuba yeyabucala okanye iyimfihlo okanye enye imbalelwano eya kuveza okuqulethwe kwimbalelwano yokuqala; (g) iimbono okanye izimvo zomnye umntu ngomntu lowo; kunye

	(h) igama lomntu ukuba livela kunye nolunye ulwazi lobuqu malunga nomntu okanye ukuba ukuchazwa kwegama ngokwalo kuya kuveza ulwazi malunga nomntu.
I-POPIA	UMthetho Wokukhuselwa koLwazi loBuqu, ka-2013 (uMthetho onguNombolo 4 ka-2013)
Iqela elinoxanduva	Iqumrhu likarhulumente okanye labucala okanye nawuphi na omnye umntu othi, eyedwa okanye ehlangene nabanye, amisele injongo kunye neendlela zokusetyenzwa kolwazi lobuqu
Ukubhala	Kuthetha ukubhala njengoko kuchaziwe kwicandelo le-12 loMthetho woNxibelelwano kunye neNtengiselwano ngeeKhompyutha, ka-2022 (uMthetho onguNombolo 25 ka-2002)

1. INTSHAYELELO NENJONGO YENCWADANA YOFIKELELO KULWAZI

UMthetho Wokukhuthaza Ufikelelo kuLwazi, ongunombolo 2 ka-2000 (i-PAIA) uphumeza ilungelo loluntu lokufumana ulwazi kumaqumrhu karhulumente nawabucala njengoko kuqulethwe kwicandelo lama-32 loMgaqosiseko weRiphablikhi yoMzantsi Afrika, ka-1996 (uMgaqosiseko) kunye nokuphakamisa nokugxila ngakumbi kuphuhliso lolawulo olululo. Kutathelwa ingqalelo –

ukuba ilungelo lokufikelela kulo naluphi na ulwazi olugcinwe nguMasipala waseHessequa lunokucuthwa xa ngaba izithintelo ezo zamkelekile kwaye zinokuthetheleleka kwimo evumelekileyo nenedemokhrasi ngokusekelwe kwisidima somntu, ukulingana nenkululeko njengoko kuchaziwe kwiCandelo lama-36 loMgaqosiseko nanjengoko kucacisiwe kwiNxenye 2, iSahluko 4, se-PAIA.

UMthetho Wokukhuselwa koLwazi loBuqu, ongunombolo 4 ka-2013 (i-POPIA) injongo yawo kukukhuthaza ukukhuselwa kolwazi lobuqu olusetyenzwa ngamaqumrhu karhulumente nawabucala; ukwazisa iimeko ezithile ukuze kumiselwe iimfuno ezibubuncinane zokusetyenzwa kolwazi lobuqu; ukulawula ukuhamba kolwazi lobuqu kwimida kunye nokubonelela ngemiba enxulumene noko.

1.1 Intshayelelo

Le Ncwadana iqulunqelwe uMasipala waseHessequa kwaye iyimfuneko ngokwecandelo le-14 le-PAIA kunye noMmiselo 4(c) weMimselo Ephathelele kukuKhuselwa koLwazi loBuqu. Injongo yale Ncwadana kukuphumeza ilungelo loluntu lokufikelela kulwazi olugcinwe liqumrhu likarhulumente kunye nokukhuselwa kolwazi lobuqu olusetyenzwa liqumrhu lilkarhulument.

Enye yeenjongo ze-PAIA kukukhuthaza ukwenziwa kwezinto ngokuselubala, uxanduva kunye nolawulo olululo. Le njongo iyinxalenye yesicwangciso-qhinga sikaMasipala waseHessequa sokuphumeza urhulumente wengingqi onophuhliso nothatha inxaxheba eNtshona Koloni. Kananjalo uMasipala waseHessequa uzama ukuba afikeleleke *phakathi kokunye* ngokunikezela ngolwazi.

Injongo yale ncwadana:

- Kukuncedisa ekukhuthazeni indlela yokwenziwa kwezinto ngokuselubala kunye nokuthatha uxanduva;
- Kukwenza ukuba abantu bakwazi ukusebenzisa amalungelo abo ngokwemigaqo yomthetho ofanelekileyo; kunye
- Nokwenza ukuba iqondwe imisebenzi eyenziweyo kunye neerekhodi kunye/okanye ulwazi lobuqu olugciniweyo kunye/okanye olusetyenzwe nguMasipala waseHessequa.

1.2 Injongo yeNcwadana

Icandelo le-14 le-PAIA libophelela iGosa loLwazi (uMphathi kaMasipala) wamaqumrhu karhulumente afana noMasipala waseHessequa, ukuba aqulunqe incwadana eza kunceda umntu ukuba akwazi ukufikelela kulwazi olugcinwe lelo qumrhu likarhulumente kwaye lichaza ezona mfuno zisezantsi incwadana leyo ekufuneka izilandele.

Le Ncwadana ye-PAIA iluncedo kuluntu ekubeni:

1.2.1 lujonge ubume beerekhodi ezingaba sele zikho kuMasipala waseHessequa, ngaphandle kwemfuneko yokungenisa isicelo esisesikweni se-PAIA;

1.2.2 luqonde malunga nendlela yokwenza isicelo sokufikelela kwirekhodi kaMasipala waseHessequa;

1.2.3 lufikelele kuzo zonke iinkcukacha zoqhagamshelwano ezifanelekileyo zabantu abaza kunceda uluntu ngeerekhodi abaceba ukufikelela kuzo;

1.2.4 luzazi zonke iindlela zokusombulula ezifumanekayo kuMasipala waseHessequa ngokunxulumene nesicelo sokufikelela kwiirekhodi, ngaphambi kokuba uye kuMlawuli okanye kwiiNkundla;

1.2.5 inkcazelo yeenkonzo ezifumanekayo kumalungu oluntu kuMasipala waseHessequa, kunye nendlela yokufikelela kwezo nkonzo;

1.2.6 inkcazelo yesikhokelo sendlela yokusebenzisa i-PAIA, njengoko ihlaziyiwe nguMlawuli kunye nendlela yokufikelela kuyo;

1.2.7 ukuba iqumrhu liza kusebenza ngolwazi lobuqu, injongo yokusetyenzwa kolwazi lobuqu nenkcazelo yeendidi zabantu olungabo ulwazi kunye nezolwazi okanye iindidi zolwazi olunxulumene noko;

1.2.8 lwazi ukuba uMasipala waseHessequa ucwangcise ukugqithisela okanye ukusebenza ngolwazi lobuqu ngaphandle kweRiphabhlikhi yoMzantsi Afrika kunye nabo baza kulufumana okanye iindidi zabo baza kulufumana apho ulwazi lobuqu lunokunikezwa; kunye

1.2.9 nokwazi ukuba uMasipala waseHessequa unamanyathelo okhuseleko afanelekileyo okuqinisekisa ubumfihlo, imfezeko kunye nokufumaneka kolwazi lobuqu oluza kusetyenzwa.

2. INKCAZELO NGOLWAKHIWO LOMASIPALA WASEHESSEQUA

2.1. UMasipala waseHessequa licandelo likarhulumente elisebenza kwinqanaba lengingqi likarhulumente kwaye wasekwa ngokuhambelana neCandelo le-12 loRhulumente weNgingqi: UMthetho wamaCandelo kaMasipala, ka-1998, ngokweSaziso sePhondo esingunombolo 499 somhla wama-22 Septemba 2000, njengoko sahlaziywayo emva koko.

2.2 Apha ngezantsi yimephu yendawo kaMasipala waseHessequa, ebonisa imida yakhe:

2.3 UMasipala unecandelo lwezopolitiko kunye nelolawulo.

2.4 Icandelo **lwezopolitiko** liquka iBhunga likaMasipala, nelinooceba abali-17, kunye neekomiti zalo ezahlukeneyo.

UMasipala waseHessequa unezi komiti zepotfoliyo zilandelayo, ezisekwe ngokwecandelo lama-80 loRhulumente weNgingqi: UMthetho weeNkqubo zikaMasipala, uMthetho ongunombolo 117 ka-1998:

- IKomiti yeMicimbi yoLawulo lweZiko
- IKomiti yeMicimbi yeeNkonzo zoLuntu
- IKomiti yeMicimbi yeeNkonzo zeMali
- IKomiti yeMicimbi yeeNkonzo zoCwangciso loPhuhliso
- IKomiti yeMicimbi yeeNkonzo zobuGcisa

Ngokohlobo lukamasipala, yinkqubo yolawulo lukasodolophu idibene nenkqubo yothatho-nxaxheba lweewadi, echazwa nguMthetho wokuMiselwa kweeNdidi zooMasipala waseNtshona Koloni, ka-2000 ngolu hlobo lulandelayo:

"inkqubo yolawulo lukasodolophu" *ithetha inkqubo karhulumente wengingqi, evumela ukusetyenziswa kwegunya elilawulayo ngosodolophu olawulayo nalapho ubunkokheli obulawulayo bukamasipala buphantsi kwakhe kwaye encediswa yikomiti kasodolophu;*
"inkqubo yothatho-nxaxheba lweewadi" *ithetha inkqubo karhulumente wengingqi, eyenza ukuba imiba exhalabisayo kwiingingqi nechaphazela iiwadi isingathwe ziikomiti ezimiselwe ziiwadi.*

UMasipala unoSodolophu oLawulayo, onguye ochophela iKomiti kaSodolophu, kunye noSomlomo okwanguSihlalo weBhunga likaMasipala. USomlomo *phakathi kwezinye izinto* nguye ochophela iintlanganiso zeBhunga likaMasipala kwaye kufuneka aqinisekise ukuba ooCeba bayayithobela iNdlela Yokuziphatha yooCeba.

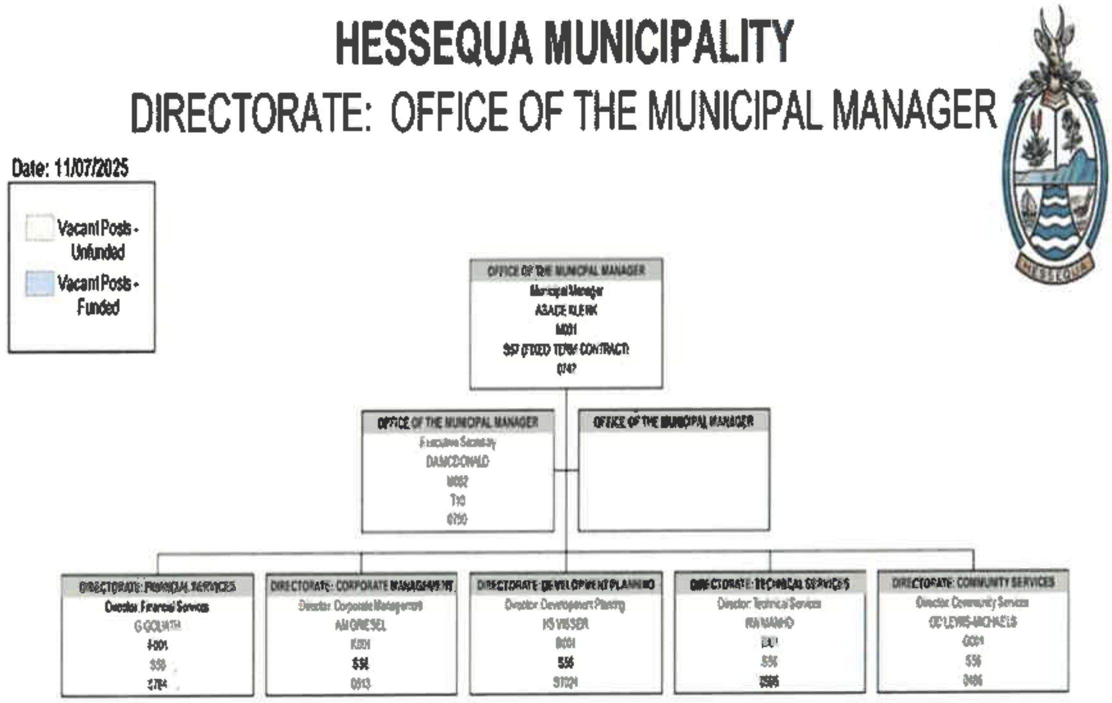
2.5 Ukusebenza kwemihla ngemihla kukamasipala kunye nokuthathwa kwezigqibo kukhokhelwa nguMphathi kaMasipala, njengentloko yolawulo.

2.6 Icandelo **lolawulo** linoMphathi kaMasipala oqeshwe ngokwecandelo lama-57 loRhulumente weNgingqi: UMthetho weeNkqubo zikaMasipala, ka-2000

(uMthetho onguNombolo 32 ka-2000) kunye nabasebenzi abakumacandelo olawulo namasebe.

2.7 Urhulumente wengingqi usebenza kwimeko enobume obusoloko butshintsha kwaye ke ngoko ukwakheka kunye neenkonzo zakhe zinokutshintsha. Umbono weBhunga, iinjongo kunye nezinto eziphambili ngokwesicwangciso-qhinga zihlaziywa rhoqo. **Ulwakhiwo olukhulu** lwangoku lequmrhu luboniswe apha ngezantsi:

I-ofisi kaMphathi kaMasipala:



3. UMLAWULI WOLWAZI

UMlawuli woLwazi –

3.1 umiselwe ngokwemiqathango yecandelo lama-39 lePOPIA, eliyalela ukuba uMlawuli woLwazi azimele kwaye angakhethi cala, kwaye enze imisebenzi yakhe futhi asebenzise amagunya akhe ngaphandle koloyiko, ukukhetha okanye ukucalula;

3.2 uphendula kwiNdlu yoWisomthetho yeSizwe;

3.3 unoxanduva lokukhuthaza kunye nokukhuselwa kwelungelo lokuba neemfihlo njengoko linxulumene nokukhuselwa kolwazi lobuqu kunye nelungelo lokufikelela kulwazi;

3.4 usebenzisa amagunya akhe kwaye enze nemisebenzi yakhe ngokuhambelana nePOPIA kunye nePAIA;

3.5 ufumana igunya lakhe ngokomgaqo-siseko kwicandelo le-14 (ilungelo lokuba neemfihlo) nakwicandelo lama-32 (ilungelo lokufikelela kulwazi) kuMgaqo-siseko weRipnablikhi yoMzantsi Afrika, ka-1996; kwaye

3.6 eyona njongo iphambili kukukhuthaza ukukhuselwa kolwazi lobuqu olusetyenzwa nguye nawuphi na umntu kwakunye nokukhuthaza ilungelo lokufikelela kulo naluphi na ulwazi olugcinwe ngurhulumente kunye namaziko abucala.

Ukuba umntu unqwenela ukufumana ulwazi olungaphezulu, kufuneka aqhagamshelane:

UMlawuli woLwazi (Mzantsi Afrika)

Woodmead North Office Park

54 Maxwell Drive Woodmead, Johannesburg, 2191

Inombolo yomnxeba: 010 023 5200

I-imeyile: PAIA.IR@justice.gov.za

4. IINKCUKACHA ZEGOSA LOLWAZI KUNYE NESEKELA LEGOSA LOLWAZI

Iinkcukacha zoqhagamshelwano zeGosa loLwazi kunye neSekela leGosa loLwazi lakuMasipala waseHessequa zibhalwe apha ngezantsi:

IGOSA LOLWAZI:

Igama neSikhundla:	Albertus Stephanus Abraham de Klerk
	UMphathi kaMasipala
Idilesi yePosi:	PO Box 29, Riversdale, 6670
Idilesi yeNdawo:	Van den Berg Street, Civic Centre, Riversdale, 6670
Inombolo yoMnxeba:	(028) 713 8000
Idilesi yeimeyile:	mm@hessequa.gov.za

ISEKELA LEGOSA LOLWAZI

Igama neSikhundla:	Sarah Sanders
	UMphathi: Iinkonzo zoMthetho nezoLawulo
Idilesi yePosi:	PO Box 29, Riversdale, 6670
Idilesi yeNdawo:	Van den Berg Street, Civic Centre, Riversdale, 6670
Inombolo yoMnxeba:	(028) 713 8000
Idilesi yeimeyile:	sarah@hessequa.gov.za

INFORMATION REGULATOR (SOUTH AFRICA)

INFORMATION OFFICER
REGISTRATION CERTIFICATE

ORGANISATION DETAILS

Organisation Name	HESSEQUA LOCAL (WC)
Regulator Registration Number	[illegible]
Regulator Registration Date	2024-[illegible]
Organisation Type	PUBLIC ORGANISATION
Private Organisation Type	[illegible]
Public Organisation Type	LOCAL GOVERNMENT - LOCAL MUNICIPALITY - WESTERN CAPE

INFORMATION OFFICER DETAILS

Full Name	Type	Appointment Date
DE KLERK, ALBERTUS	Information Officer	2024-[illegible]
SANDERS, SARAH	Deputy Information Officer	2024-[illegible]

Chief Executive Officer: Information Regulator

5. IMISEBENZI KAMASIPALA WASEHESSEQUA NEENKONZO EZIFUMANEKAYO KUMALUNGU OLUNTU

UMasipala waseHessequa unegunya ngokwasemthethweni kunye nelesigqeba kwaye unikwe igunya lokulawula, ngokuzenzela ngokwakhe, imicimbi yoorhulumente bengingqi yoluntu lwakhe, ngokulawulwa ngumthetho wesizwe nowephondo, njengoko kumiselwe kuMgaqo-siseko.

Umasipala usebenza ngokwenkqubo-sikhokelo yomthetho equlathe imithetho eyahlukeneyo, ebandakanya phakathi kweminye:

- URhulumente weNgingqi: Municipal Property Rates Act (Act 6 of 2004)
- URhulumente weNgingqi: UMthetho weeNkqubo zikaMasipala (uMthetho ongunombolo 32 ka-2000);
- URhulumente weNgingqi: UMthetho wamaCandelo kaMasipala (uMthetho ongunombolo 117 ka-1998);
- UMgaqo-siseko weRiphablikhi yoMzantsi Afrika (uMthetho ongunombolo 108 ka-1996)); kunye
- URhulumente weNgingqi: UMthetho woLawulo lweziMali zikaMasipala (uMthetho ongunombolo 56 ka-2003).

Eminye imithetho enefuthe kulawulo lukamasipala iquka (uluhlu aluphelelanga)

UMthetho weeNkonzo zaManzi	uMthetho ongunombolo 108 ka-1997
UMthetho waManzi weSizwe	uMthetho ongunombolo 36 ka-1998
UMthetho woNyulo	uMthetho ongunombolo 73 ka-1998
UMthetho Wokukhuthaza iMicimbi kaRhulumente weNgingqi	uMthetho ongunombolo 91 ka-1983
Umthetho woMbane	uMthetho ongunombolo 41 ka-1987
UMthetho Wokukhuthaza Ufikelelo kuLwazi	uMthetho ongunombolo 2 ka-2000
UMthetho Wokukhuthaza uBulungisa kuLawulo	uMthetho ongunombolo 3 ka-2000

UMthetho wezeMpilo weSizwe	uMthetho ongunombolo 61 ka-2003
UMthetho weMpilo noKhuseleko eMsebenzini	uMthetho ongunombolo 85 ka-1993
UMthetho woBudlelwane bezaBasebenzi	uMthetho ongunombolo 66 ka-1995
UMthetho weMimiselo esiSiseko yeNgqesho	uMthetho ongunombolo 75 ka-1997
UMthetho wobuLungisa kwezeNgqesho	uMthetho ongunombolo 55 ka-1998
UMthetho woPhuhliso lweZakhono	uMthetho ongunombolo 97 ka-1998
UMthetho we-Inshorensi yabaNgaphangeliyo	uMthetho ongunombolo 63 ka-2001
UMthetho weeNgxowamali zePenshini	uMthetho ongunombolo 24 ka-1956
UMthetho wokuSuswa kweZithintelo	uMthetho ongunombolo 84 ka-1967
UMthetho Wokuhluthwa	uMthetho ongunombolo 63 ka-1975
UMthetho woLamlo	uMthetho ongunombolo 42 ka-1965
UMthetho woPhicotho-zincwadi lukaRhulumente	uMthetho ongunombolo 25 ka-2004
UMthetho weSizwe weziThuthi zeNdlela	uMthetho ongunombolo 93 ka-1996
UMthetho weZindlu	uMthetho ongunombolo 107 ka-1997
UMthetho woThintelo Lokugxothwa Ngokungekho mthethweni nokuHlaliswa Ngokungekho mthethweni kuMhlaba	uMthetho ongunombolo 19 ka-1998

Imisebenzi kamasipala kukuphumeza isigunyaziso sakhe somgaqo-siseko, ngokuzama ngokwamandla akhe ngokwezemali kunye nolawulo, ukuphumeza iinjongo zorhulumente wenginqi, oko kukuthi:

- ukukhuthaza uphuhliso lwezentlalo noqoqosho;
- ukukhuthaza indawo engqongileyo ekhuselekileyo nenempilo;
- ukubonelela ngorhulumente wedemokhrasi nothembekileyo kuluntu lwengingqi;
- ukuqinisekisa ukunikezelwa kweenkonzo kuluntu ngendlela ezinzileyo; kunye
- nokukhuthaza ukubandakanyeka koluntu kunye nemibutho yasekuhlaleni kwimiba yorhulumente wengingqi.

Ngokwale mithetho ikhankanywe ngasentla, amagunya kunye nemisebenzi kaMasipala waseHessequa ibandakanya, *phakathi kwezinye izinto*:

a) iindawo zokulahla inkunkuma eqinileyo;

b) ukukhuthazwa kokhenketho kwingingqi;

c) ukuqinisekisa ucwangciso lophuhliso oluhlangeneyo;

d) ubonelelo lweenkqubo zonikezelo lwamanzi;

e) ukusekwa, ukuphathwa nokulawulwa kwamangcwaba;

f) ukufunyanwa, ukwabiwa kunye nokuhanjiswa kweegranti ezenziwe kumasipala;

g) ukubonelela ngemisebenzi emikhulu yokucoca ugutyulo kunye neenkqubo eziphambili zokulahlwa kwelindle;

h) ukubonelela ngemisebenzi kamasipala enxulumene nayo nayiphi na imisebenzi engentla okanye nayiphi na eminye imisebenzi eyabelwe umasipala;

i) ukumiselwa nokuqokelelwa kweerhafu, iintlawuliso kunye neemfanelo ezinxulumene nale misebenzi ingasentla okanye njengoko kunokwabelwa ngokomthetho wesizwe; kunye

j) nobonelelo ngombane omninzi, olubandakanya ngeenjongo zolo bonelelo, ukunikezelwa, ukuhanjiswa kunye nokuveliswa kombane.

6. INGCACISO NGABANTU OLUNGABO ULWAZI KUNYE NEENDIDI ZEEREKHODI EZIGCINWE NGUMASIPALA WASEHESSEQUA

Iziseko zophuhliso

Iindlela zokuhambisa umbane
Iinkqubo zolwazi lwejografi
Iindawo zokulahla inkunkuma - kwixesha elizayo kunye nezikhoyo
Iimephu zeendlela kunye nezicwangciso zophuhliso lweendlela kwixesha elizayo

Ulwazi lwezeMali

Iintlawulo
Ingeniso yenkxaso
Uqikelelo
Iirekhodi zeVAT
Ii-invoyisi kunye namaxwebhu axhasayo
Iziteyitimenti zebhanki kunye neerekhodi zotyalo-mali olukhoyo (ukuba lukhona)
IiNgxowa-mali zePenshini: iingxelo zonyaka kunye neengxelo zemali
Iingxelo zabanamatyala kunye nembali yemali
Ulungelelwaniso lweebhanki zeBhunga
Iinkcukacha zeentlawulo ezenziwe kubabolekisi
Iirenti ezihlawuliswayo kunye nezisilela ngasemva
iinkcukacha zezibonelelo

IiRekhodi zezaBasebenzi

Iirekhodi ze-UIF
Iirekhodi zekhefu
Imigaqo-nkqubo nemigaqo yezabasebenzi
Iinkcukacha zemivuzo kunye neephakheji zemivuzo
Iirekhodi zonyango zezigulane, oko kukuthi abasebenzi
Ezempilo: uqeqesho, ukunyuselwa kunye nemfundo
Izithuba zabasebenzi, iisetyhula kunye nezibhengezo

Iinkcukacha-manani zokuSebenza kunye neeRekhodi

Ulwazi lweenkcukacha-manani

Imiba yeePropati

Izicwangciso zokwakha
Imiqulu yokumisela amaxabiso
Ulwazi lwejografi
Iitayitile zeepropati zikamasipala
Iirekhodi zokunyanzeliswa kocwangciso lweedolophu
Ulwazi ngomhlaba ophantsi kweBhunga
Iitayitile zeepropati zikamasipala
Iipropati zikamasipala
Izicelo zokuqeshisa okanye zokuthenga ipropati
Izicelo zocwangciso lwedolophu kunye neemvume
Izivumelwano zokuqeshwa kweepropati eziqeshwe ngumasipala (ukuba zikhona)
Izivumelwano zokuqeshwa kweepropati eziqeshiswe kumasipala (ukuba zikhona)
Izivumelwano zeepropati ezidluliswe nguMasipala
Izivumelwano zentengo yeepropati ezifunyenwe nguMasipala
Izicelo zeepropati zokusetyenziswa ngumasipala, kuquka nokuhluthwa kweepropati
Ukwabiwa kweesayithi zentlalo zisabelwa imibutho/amaziko enkolo
Ulwazi malunga nokuthengiswa kweepropati zorhwebo/ezingezizo ezentengiso ezikummandla kamasipala
Iipropathi ezikummandla kamasipala

Iinkcukacha-manani ngokubazi, uphando nophicotho-zincwadi

Uvavanyo lwempembelelo yokusingqongileyo
Idatha yedemografi
Ulwazi lwentlalo
Ulwazi lwezoqoqosho lommandla
Iirekhodi zeengozi

Ulwazi lweenkcukacha-manani zocwangciso lwedolophu Iinkcukacha-manani zoqhawulo/ubuyiselo kwakhona kumbane Izicwangciso ezisekelwe kwisicwangciso-qhinga kunye nolwazi lweenkcukacha-manani olunxulumene noku: Iindlela Iindlela zolawulo Izicwangciso zokuhambisa amanzi Iinkcukacha zokukhutshwa kwizakhiwo Iinkcukacha-manani zanyanga zonke Iinkonzo zoyilo Imiba yokusingqongileyo Izithuthi kunye nezothutho Ubunjineli bamanzi emvula Amathala eencwadi - ingqokelela yoovimba Uvimba wedatha ngezikhalazo zamanzi emvula Iinkqubo ezingxamisekileyo zokusebenza Izimvo zomthetho kunye neefayile zamatyala Iiklinikhi - ulwazi ngeenkcukacha-manani Izicwangciso zolawulo lweendawo ezigcina amanzi emvula Izicwangciso zokungathi kwenzeke kunye nezongxamiseko ezisekelwe kwisicwangciso-qhinga Izindlu - imeko yosilelo ngasemva kunye nezicwangciso zexesha elizayo Izohlwayo - iinkcukacha zokucubungula, ukutsho oko izohlwayo, iisamanisi, imiqulu yenkundla, njl. **Uvavanyo lwezithuthi kunye neerekhodi zelayisensi** Ulwaphulo kunye nokutshutshiswa Iirekhodi zeengozi Iingxelo/iirekhodi zokubanjwa kwabantu Ukuqokelelwa kweetoni zenkunkuma eqinileyo Iirekhodi zokusetyenziswa kwamanzi Uqhawulo lweenkonzo zamanzi kunye neenkcukacha zobuyiselo kwakhona Iinkcukacha zonikezelo lombane	Iinkcukacha-manani neengxelo zeengozi Ufakelo lweengozi ezinkulu kunye novavanyo lomngcipheko Izifo Iinkcukacha zezindlu zangoku - abanini/abaqeshi UPhicotho lweMpilo yoMsebenzi noKhuseleko lwezakhiwo zikamasipala Uvavanyo lomngcipheko womlilo kwizakhiwo zikamasipala Ucoceko emsebenzini kwiipropati zikamasipala Iirekhodi zophando olwenziweyo kunye neziphumo zazo Umgangatho wamanzi Iingxelo zophicotho-zincwadi o.k.t. i-forensic, ikhompyutha kunye nophicotho lomngcipheko **Izicwangciso zikaMasipala neziGqibo ngeMigaqo-nkqubo** Imithetho echaphazela uRhulumente weNgingqi, kuquka nemithetho kamasipala Imiba ngomgaqo-nkqubo wezempilo **IiRekhodi zokuThengwa kwezinto** Iinkcukacha zeekowuteshini ezifunyenweyo Iikopi zeethenda ezipapashiweyo zaza zanikezelwa Uvimba wedatha wobhaliso lwababoneleli ngeenkonzo ngeenjongo zokunikezela ngeethenda Iinkcukacha zeethenda/izivumelwano ezinikezelweyo Imigangatho yokusebenza kweethenda zokhuseleko

Iinkonzo zikaMasipala kunye neeRekhodi zabaThengi Iinkcukacha zobulungu kwithala leencwadi Izicelo zabathengi, iinkcukacha zobhaliso kunye nezokusetyenziswa	

7. IINDIDI ZEEREKHODI EZIFUMANEKA NGOKUZENZAKALELAYO

Ezi rekhodi zilandelayo zikaMasipala waseHessequa zifumaneka ngokuzenzekelayo ngaphandle kokuba umntu enze isicelo ngokusesikweni sokufikelela kuzo ngokwemigaqo yecandelo le-15(2) loMthetho Wokukhuthaza Ufikelelo kuLwazi, ka-2002 (uMthetho onguNombolo 2 ka-2000):

7.1 Umthetho kamasipala, kuquka –

7.1.1 UMthetho Wokukhuthaza Ufikelelo kuLwazi, ka-2002 (uMthetho onguNombolo 2 ka-2000)

7.1.2 UMthetho Onezilungiso Wokukhuthaza Ufikelelo kuLwazi, ka-2002 (uMthetho onguNombolo 54 ka-2002)

7.1.3 UMthetho Wokukhuselwa koLwazi loBuqu, ka-2013 (uMthetho onguNombolo 4 ka-2013)

7.1.4 UMthetho Onezilungiso Wokukhuthaza Ufikelelo kuLwazi, ka-2019 (uMthetho onguNombolo 31 ka-2019)

7.1.5 UMthetho weNkxasomali yamaQela ezoPolitiko, 2018 (uMthetho onguNombolo ka-6 ka-2018)

7.2 Imithetho kamasipala

7.3 Imimiselo

7.4 IFomu ye-PAIA yeZikhalazo eziya kuMlawuli kunye neFomu yeSicelo soFikelelo ye-PAIA.

7.5 Imigaqo-nkqubo, izikhokelo, indlela yokuziphatha kunye namanqaku esikhokelo, kuquka iNcwadana ye-PAIA, imigaqo-nkqubo ekwiwebhusayithi, izaziso kunye nokukhutshelwa ecaleni.

7.6 Amaxwebhu esicwangciso-qhinga (izicwangciso neengxelo), kuquka iprofayili yequmrhu (ushwankathelo, iinjongo, imisebenzi, ulwakhiwo ngokwezikhundla, abasebenzi), iingxelo zonyaka, isicwangciso sokusebenza sonyaka, izicwangciso ezisekelwe kwisicwangciso-qhinga kunye nezokusebenza.

7.7 Imithetho kamasipala, kunye nemigaqo-nkqubo.

7.8 Inkqubo yokuMelwa.

7.9 IMigaqo Esisalathiso yeeKomiti kunye neTshatha yeeNdima kunye noXanduva lwaMalungu eKomiti yoPhicotho-zincwadi kunye noPhicotho lweNtsebenzo.

7.10 Amaxesha, iindawo, ii-ajenda nemizuzu yeentlanganiso zeBhunga, isigqeba esilawulayo kunye nezinye iikomiti ngaphandle kwemizuzu kunye nee-ajenda eziphawulwe ukuba 'ziyimfihlo'.

7.11 Ulwazi malunga neentlanganiso zeBhunga likamasipala.

7.12 Isicwangciso soPhuhliso Esihlangeneyo.

7.13 Izicwangciso zoshishino.

7.14 Uhlahlo lwabiwo-mali kunye neerhafu, iintlawulo, njl.njl.

7.15 Iingxelo zoMphicothi-zincwadi Jikelele.

7.16 Iirejista zeethenda.

7.17 Ulwazi looceba.

8. INKQUBO YOKUFAKA IZICELO ZOKUFIKELELA KWIIREKHODI

8.1 Isicelo esisesikweni

8.1.1 Ukuba umntu unqwenela ukwenza isicelo sokufikelela kwirekhodi kaMasipala waseHessequa ngokwemiqathango yemimiselo yoMthetho Wokukhuthaza Ufikelelo kuLwazi, ka-2000 (uMthetho onguNombolo 2 ka-2000), kufuneka angenise isicelo esibhaliweyo kwiGosa loLwazi elineenkcukacha zalo zoqhagamshelwano ezibhalwe kumhlathi wesi-4 wale ncwadana.

8.1.2 Isicelo kufuneka sigcwaliswe kwiFomu 2 njengoko kumiselwe kwiGazethi kaRhulumente engunombolo 45057 yomhla wama-27 Agasti 2021 (iSaziso sikaRhulumente R. 757), esifakiweyo kule ncwadana njengeSihlomelo "A".

8.1.3 IGosa loLwazi liya kunikeza ngoncedo olufanelekileyo ekugcwaliseni ifomu yesicelo kunye nokucacisa inkqubo.

8.1.4 Umntu uthetha umntu ngokwendalo okanye umntu ngokusemthethweni.

8.1.5 Ubambiswano lwabantu ayingomntu kwaye alunakukwazi ukufumana ufikelelo kulwazi.

8.2 Isicelo esingekho sesikweni

8.2.1 Umntu ongakwaziyo ukubhala nokufunda okanye ongakwaziyo ukwenza isicelo sokufikelela kwirekhodi ngenxa yokukhubazeka angenza isicelo ngomlomo.

8.2.2 IGosa loLwazi okanye iSekela leGosa loLwazi kufuneka lincedise umfaki wesicelo ngokubhala isicelo kwifomu efunekayo lize linike lowo ufaka isicelo ikopi yesicelo esibhaliweyo.

8.2.3 Kananjalo iGosa loLwazi kufuneka limncede umntu odinga uncedo olufanelekileyo ngaphandle kwentlawulo.

8.3 Ulwimi

8.3.1 Ulwimi umfaki-sicelo anqwenela ukufumana ngalo irekhodi kufuneka luxelwe ngumfaki-sicelo.

8.3.2 Ukuba ngaba irekhodi leyo ayikho ngolwimi olukhethwe ngumfaki-sicelo, ufikelelo lunganikezwa ngolwimi efumaneka ngalo irekhodi leyo.

8.4 Isicelo

Izicelo kufuneka zinikeze iinkcukacha ezaneleyo ukwenza ukuba iGosa loLwazi likwazi ukwazi:

8.4.1 iirekhodi eziceliweyo, kuquka inkcazelo ngerekhodi leyo, inombolo yerefrensi kunye nazo naziphi na iinkcukacha ezingaphezulu malunga nerekhodi leyo; kunye

8.4.2 nomfaki-sicelo, kuquka zonke iinkcukacha zoqhagamshelwano.

8.5 Indlela yofikelelo

Iinkcukacha kufuneka zenze ukuba iGosa loLwazi likwazi ukubona indlela yofikelelo efunwa ngumfaki-sicelo, umzekelo:

8.5.1 ukuba umfaki-sicelo unqwenela ukwenza ikopi yerekhodi ebhaliweyo okanye ukuyihlola irekhodi;

8.5.2 ukuba umfaki-sicelo unqwenela ukujonga okanye ukukopa imifanekiso ebonisayo, esenokuba ziifoto, izilayidi, ushicilelo lwevidiyo, imifanekiso okanye imizobo eyenziwe ngekhompyutha okanye ukufumana ukhuphelo lwemifanekiso;

8.5.3 ukuba umfaki-sicelo unqwenela ukumamela ingoma okanye ukufumana ushicilelo olubhaliweyo okanye olukhutshelweyo lwengoma; okanye

8.5.4 ukuba umfaki-sicelo unqwenela ukufumana ikopi eshicilelweyo yekhompyutha okanye indlela efundekayo ye-elektroniki okanye yomatshini ifomu ethathwe koku kuchazwe ngasentla.

8.6 Iintlawulo

8.6.1 Uxwebhu lwesicelo kufuneka lukhatshwe yintlawulo emiselweyo yokukhangela ebhalwe kwi SiHlomelo "C" sale ncwadana.

8.6.2 Umntu ofuna ulwazi malunga naye akudingeki ukuba ayihlawule intlawulo yokuqala, ngelixa umfaki-sicelo ongenguye umfaki-sicelo ofuna ulwazi olungaye kumele ahlawule intlawulo yokuqala eli-R100 ukuze ayifumane irekhodi.

8.6.3 Bonke abafaki-zicelo, ngaphandle kwabo bakhutshelwe ecaleni ngokwemimiselo yecandelo 22(8)(a) loMthetho Wokukhuthaza Ufikelelo kuLwazi, ka-2000 (uMthetho onguNombolo 2 ka-2000), kufuneka bahlawule iintlawulo ezidingekayo ukuze bafumane irekhodi.

8.7 Ixesha elamkelekileyo

Umfaki-sicelo uya kunikwa ulwazi olufunekayo, ukuba lukhona, kwixesha elamkelekileyo emva kokuba kufunyenwe ifomu yesicelo kunye nemali emiselweyo.

8.8 Apho irekhodi ingekho ngaphantsi kolawulo okanye ingekho kuMasipalawaseHessequa

8.8.1 IGosa loLwazi linokusidlulisa isicelo apho irekhodi ingekho ngaphantsi kolawulo okanye ingekho kaMasipala waseHessequa okanye apho umba ongumxholo unxulumene kakhulu nemisebenzi yelinye iqumrhu likarhulumente okanye apho irekhodi iqulethe ulwazi lwezorhwebo apho elinye iqumrhu likarhulumente ililo elibandakanyeka kakhulu.

8.8.2 Isicelo siya kudluliswa ngokukhawuleza kangangoko kunokwenzeka, kodwa kuyo nayiphi na imeko zingaphelanga iintsuku EZILISHUMI ELINESINE (14) emva kokuba isicelo sifunyenwe.

8.8.3 IGosa loLwazi kufuneka limazise umfaki-sicelo ngokudluliswa kwesicelo kunye nezizathu zokudluliswa kwaso kwakunye nexesha ekumele ukuba siqwalaselwe ngalo isicelo.

8.9 Ukuba irekhodi ayisekho okanye ayifumaneki

Ukuba ulwazi alusafumaneki okanye alufumaneki kwaye onke amanyathelo afanelekileyo athathiwe ukufumana irekhodi leyo, iGosa loLwazi kufuneka limazise umfaki-sicelo ngokufanelekileyo ngendlela yengxelo efungelweyo yesiqinisekiso.

8.10 Ukuba irekhodi ayikafumaneki

Ufikelelo lusenokumiselwa ixesha elizayo apho irekhodi ingekafumaneki kwaye umfaki-sicelo uya kwaziswa ngokufanelekileyo.

8.11 Ukuba ufikelelo luvunyiwe

8.11.1 IGosa loLwazi kufuneka ligqibe zingekapheli iintsuku ezingama-30 (AMASHUMI AMATHATHU) ukuba liyasivuma na isicelo.

8.11.2 Ukuba ufikelelo luvunyiwe, kufuneka kuthunyelwe isaziso kumfaki-sicelo esichaza oku kulandelayo:

(a) Intlawulo yofikelelo, ukuba ikhona, ekufuneka ihlawulwe xa luvunyiwe ufikelelo.

(b) Indlela oluza kunikezwa ngayo ufikelelo.

(c) Ukuba umfaki-sicelo angafaka isibheno sangaphakathi kuMasipala waseHessequa okanye isicelo enkundleni ngokuchasene nentlawulo yofikelelo ekufuneka ihlawulwe okanye indlela oluza kunikezwa ngayo ufikelelo.

8.12 Ukuba aluvunywanga ufikelelo

Ukuba akuvunywanga ukufikelela kwirekhodi, isaziso seGosa loLwazi okanye iSekela leGosa loLwazi kufuneka sinike izizathu ezaneleyo zokwala, kungabikho nakuphi na ukubhekisa koko kuqulethwe kwirekhodi kwaye sichaza ukuba umfaki-sicelo angafaka isibheno sangaphakathi kumasipala okanye isicelo enkundleni ukuphikisana nokukhatywa kwesicelo kwakunye nendlela yokufaka isibheno sangaphakathi okanye isicelo.

8.13 Ukwandiswa kwexesha

8.13.1 IGosa loLwazi okanye iSekela leGosa loLwazi lingalandisa ixesha eliziintsuku EZINGAMASHUMI AMATHATHU (30) elidingekayo ukwenza isigqibo ukuba ngaba:

(a) isicelo sesenani elikhulu leerekhodi kwaye ukuphunyezwa kwaso kuya kuphazamisana ngokungamkelekanga kunye nemisebenzi kaMasipala waseHessequa;

(b) sidinga ukukhangelwa kweerekhodi eziliqela kwi-ofisi engekho kwidolophu enye okanye kwisixeko esinye neseGosa loLwazi kwaye iGosa loLwazi alinakulindelwa ngokwamkelekileyo ukuba liqoshelise isicelo kwiintsuku EZINGAMASHUMI AMATHATHU (30) zokuqala;

(c) kudingeka okanye kumele kubekho ukubonisana kunye namanye amasebe kaMasipala waseHessequa okanye nelinye iqumrhu likarhulumente kwaye iGosa loLwazi alinakulindelwa ngokufanelekileyo ukuba likugqibe oko kubonisana kwiintsuku EZINGAMASHUMI AMATHATHU (30) zokuqala; okanye

(d) umfaki-sicelo ukuvumile ngendlela ebhaliweyo ukwandiswa kwexesha.

8.13.2 Ukuba ngaba ixesha landisiwe, iGosa loLwazi kufuneka azise umfaki-sicelo zingekapheli iintsuku EZINGAMASHUMI AMATHATHU (30) emva kokuba sifunyenwe isicelo, malunga noko kwandiswa kwexesha kwakunye nezizathu zoko.

8.13.3 Isaziso kufuneka sichaze ixesha elandisiweyo kwakunye nezizathu ezamkelekileyo zokwandiswa kwexesha.

8.13.4 Kananjalo isaziso kufuneka sichaze ukuba umfaki-sicelo anganenisa isicelo enkundleni esikuphikisayo ukwandiswa kwexesha kunye nendlela (kuquka ixesha) yokufaka isicelo eso.

9. INDLELA ONGAYIFUMANA NGAYO INCWADANA

9.1 Ikopi yale ncwadana iyafumaneka ngeelwimi ezintathu (3) ezisemthethweni kwiPhondo laseNtshona Koloni.

9.2 Amalungu oluntu angakwazi ukuyihlola le ncwadana ngeeyure eziqhelekileyo zokusebenza kwiindawo zinxibelelwano ezichazwe ngaphantsi komhlathi u-9.4.

9.3 Kananjalo ungayifumana le ncwadana xa ufake isicelo kwiGosa loLwazi okanye kwiwebhusayithi kaMasipala waseHessequa (https://www.hessequa.gov.za)

9.4 Zonke izicelo zokufikelela kulwazi kufuneka zidlule kwiGosa loLwazi. Nakuba kunjalo, ukunikeza ngolwazi malunga neenkonzo zoluntu, ezi ndawo zilandelayo zonxibelelwano (iiofisi zikamasipala waseHessequa) ziyafumaneka:

Heidelberg:	Niekerk Street, Heidelberg, 6665
Slangrivier:	77 Skool Street, Slangrivier, 6667
Stilbaai:	Main Road West, Stilbaai, 6674
Albertinia:	50 Main Street, Albertinia, 6695
Gouritsmond:	Voortrekker Street, Gouritsmond, 6696
Witsand:	Main Road, Witsand, 6666

10 UKUBANDAKANYEKA KOLUNTU EKUQULUNQWENI KOMGAQO-NKQUBO KUNYE NOKUSETYENZISWA KWAMAGUNYA OKANYE UKWENZIWA KOMSEBENZI NGUMASIPALA WASEHESSEQUA

10.1 UMasipala waseHessequa uyayiqonda imfuneko yokuba nokubonisana okuqhubekayo kunye noluntu. Umasipala uyabudinga ubungcaphephe kunye negalelo loluntu ukukhulisa inkqubo yophuhliso lwesicwangciso-qhinga. Kananjalo uluntu ludlala indima ebalulekileyo ekubekeni iliso kwindlela asebenza ngayo umasipala, kunye nokuqinisekisa ukuthatha uxanduva kukaMasipala.

10.2 Ukuthatha inxaxheba koluntu kurhulumente wengingqi kulawulwa nguRhulumente weNgingqi: UMthetho weeNkqubo zikaMasipala, ka-2000 (uMthetho onguNombolo 32 ka-2000) kunye noRhulumente weNgingqi: UMthetho wamaCandelo kaMasipala, ka-1998 (uMthetho onguNombolo 117 ka-1998). Injongo yenkqubo yokuthatha inxaxheba koluntu kukuqinisekisa ukuba uMasipala waseHessequa kwakunye noluntu ngokubanzi lubambisene ngenkqubo yokuthatha inxanxeba koluntu kunye neziphumo ezikhoyo.

10.3 UMasipala waseHessequa unokusebenzisa ezi ndlela zilandelayo ukuzibandakanya kuthatho-nxaxheba loluntu:

10.3.1 Ukuhanjiswa kwamaxwebhu kwiindawo zoluntu ukuze lunike izimvo
10.3.2 Uphando
10.3.3 Izibhengezo kumaphephandaba
10.3.4 Iindibano ezisesikweni zoluntu
10.3.5 Iintlanganiso zoluntu

10.4 Ekusebenziseni amagunya akhe okanye ekwenzeni imisebenzi yakhe ngokwe-PAIA ne-POPIA, uluntu ngamaxesha athile luyamenywa ukuba lwenze iziphakamiso okanye luthabathe inxaxheba okanye luphembelele ekuqulunqweni kwemithetho, imigaqo yokuziphatha nezikhokelo.

10.5 Uluntu lungakwazi, nangaliphi na ixesha, ukungenisa iziphakamiso kuMasipala malunga nokuziphatha kwakhe nawuphi na umntu ophantsi kolawulo lwegunya lakhe.

10.6 Kananjalo uluntu luyakhuthazwa ukuba lungenise iziphakamiso malunga nokuqulunqwa komgaqo wokuziphatha okanye naluphi na uhlaziyo lomthetho okanye iziphakamiso ngokunxulumene nawo nawuphi na umba ochaphazela iinkcukacha zobuqu zomntu olungaye ulwazi.

10.7 Uluntu luyakhuthazwa ngakumbi ukuba luthathe inxaxheba kwiingxoxo zokubonisana kwakunye nothethathethwano namaqela achaphazelekayo olucwangciswe nguMasipala waseHessequa.

10.8 Iqonga elisetyenziselwa ukuthatha inxaxheba koluntu lisenokuba ziindibano zovakaliso-zimvo (ezenziwa ngokuhlangana kwabantu okanye ngobuchwepheshe bekhompyutha), i-imeyile okanye ukungeniswa kwezimvo ngokubhaliweyo.

10.9 Igalelo elenziwa ngamalungu oluntu kunye nezimvo azingeniswayo ziqwalaselwa ngamandla ngexesha lokuqulunqwa kwemigaqo, izikhokelo kunye neendlela zokuziphatha.

10.10 UMasipala waseHessequa unikezela ngolwazi eluntwini ngokusebenzisa amajelo osasazo aelektroniki kunye noshicilelo, kwigazethi karhulumente kunye nakumajelo eendaba oluntu.

11. UKUSETYENZWA KOLWAZI LOBUQU

11.1 Ulwazi lobuqu olusetyenzwa nguMasipala waseHessequa

11.1.1 Isahluko sesi-3 soMthetho Wokukhuselwa koLwazi loBuqu, ka-2013 (uMthetho onguNombolo 4 ka-2013) ("POPIA") sinikeza ngemiqathango ebubuncinane yokusetyenzwa ngokusemthethweni kolwazi lobuqu liqela elinoxanduva.

11.1.2 Le miqathango ayinakutyeshelwa ngaphandle kokuba kukho okungafakwayo okukhethekileyo njengoko kuchaziwe kwiPOPIA.

11.1.3 UMasipala waseHessequa udinga ulwazi lobuqu labantu ngokwendalo kunye nolwabantu ngokusemthethweni ukuze enze umsebenzi wakhe kunye nemisebenzi yequmrhu.

11.1.4 Indlela olusetyenzwa ngayo olu lwazi lobuqu kunye nenjongo yokusetyenzwa kwalo zimiselwa nguMasipala waseHessequa.

11.1.5 UMasipala waseHessequa ngokufanelekileyo liqela elinoxanduva ngokweenjongo zePOPIA kwaye uya kuqinisekisa ukuba ulwazi lobuqu lomntu olungaye ulwazi:

(a) usetyenzwa ngokusemthethweni, ngokufanelekileyo nangokungafihlisiyo. Oku kubandakanya unikezelo lolwazi olufanelekileyo kubantu olungabo ulwazi xa idatha yabo iqokelelwa nguMasipala waseHessequa, ngohlobo lwezaziso zobumfihlo okanye zokuqokelelwa kwedatha. UMasipala waseHessequa kufuneka kananjalo akusekele emthethweni (umzekelo, imvume) ukusetyenzwa kolwazi lobuqu;

(b) lusetyenzwa kuphela ngokunxulumene neenjongo ebeluqokelelelwe zona;

(c) aluyi kusetyenzwa ngokunxulumene nenjongo engenye ngaphandle kokuba oko kusetyenzwa kuyahambelana nenjongo yokuqala;

(d) lwanele, lufanelekile kwaye alukho ngaphezulu kwiinjongo ebiluqokelelelwe zona;

(e) luchanekile kwaye lugcinwa luchanekile;

(f) alusayi kugcinwa ixesha elingaphezu kokuba kudingeka;

(g) lusetyenzwa ngokuhambelana nemigaqo yemfezeko kunye nokugcinwa kobumfihlo. Oku kubandakanya amanyathetho enziwayo kunye nawequmrhu okuqinisekisa ukuba ulwazi lobuqu oluphathekayo nolu-elektroniki lukumgangatho ofanelekileyo wokhuseleko xa lugcinwe, lusetyenziswa kwaye lukunxibelelwano olukhutshwa nguMasipala waseHessequa, ukukhusela ukuba kungafikelelwa kulo kwaye lufunyanwe ngabantu abangagunyaziswanga kunye nasekulahlekeni ngengozi, ukutshatyalaliswa okanye ukonakaliswa;

(h) lusetyenzwa ngokuhambelana namalungelo abantu olungabo ulwazi, apho kufanelekileyo. Abantu olungabo ulwazi banelungelo:

(i) lokwaziswa ukuba ulwazi lwabo lobuqu luyaqokelelwa nguMasipala waseHessequa;

(ii) lokwaziswa xa kuthe kwabakho isehlo sokophulwa komthetho onxulumene nolwazi;

(iii) lokwazi ukuba uMasipala waseHessequa unalo na ulwazi lobuqu olumalunga nabo kunye nokufikelela kolo lwazi, kwaye nasiphi na isicelo solwazi kufuneka siphathwe ngokuhambelana nemimiselo yale ncwadana;

(iv) lokucela ukulungiswa okanye ukucinywa kolwazi lobuqu olungachangekanga, olungabalulekanga, olugqithisileyo, oluphelelwe lixesha, olungaphelelanga, olulahlekisayo okanye olufunyenwe ngokungekho mthethweni;

(v) lokuchasa ukusetyenziswa kolwazi lwabo lobuqu nguMasipala waseHessequa kwaye bacele ukuba lucinywe olo lwazi lobuqu (ukucinywa kuya kuxhomekeka kwiimfuneko zokugcinwa kweerekhodi zikaMasipala waseHessequa);

(vi) lokuchasa ukusetyenzwa kolwazi lobuqu ngokunxulumene neenjongo zokuthengisa ngokuthe ngqo ngonxibelelwano lwe-elektroniki olungacelwanga; kunye

(vii) nokukhalaza kuMlawuli woLwazi malunga nesityholo sokunyhashwa kwawo nawaphi na amalungelo akhuselweyo ngaphantsi komthetho iPOPI kunye nokuqalisa inkqubo yembambano malunga nesityholo sokungathotyelwa kokhuseleko lolwazi lwabo.

11.2 Injongo yokusetyenzwa kolwazi lobuqu

11.2.1 Njengoko kuchaziwe apha ngasentla, ulwazi lobuqu lunokusetyenzwa ngokunxulumene ngenjongo ethile kuphela.

11.2.2 Iinjongo apho uMasipala waseHessequa asebenza okanye aya kusebenza ngolwazi lobuqu zichazwe kwiNxenye yoku-1 yeSongezo 2.

11.3 Iindidi zabantu olungabo ulwazi kunye nolwazi lobuqu/ulwazi lobuqu olukhethekileyo olunxulumene nabo

11.3.1 Ngokwecandelo loku-1 lePOPIA, umntu olungaye ulwazi isenokuba ngumntu ngokwendalo okanye umntu ngokusemthethweni.

11.3.2 Inxenye yesi-2 yeSongezo 2 lichaza iindidi ezahlukeneyo zabantu olungabo ulwazi uMasipala waseHessequa asebenza ulwazi lobuqu kubo kunye neendidi zolwazi lobuqu olunxulumene noko.

11.4 Abo bafumana ulwazi lobuqu

Inxenye yesi-3 yeSongezo 2 ichaza abo bafumana ulwazi nabanganikwa ulwazi lobuqu lomntu olungaye ulwazi nguMasipala waseHessequa.

11.5 Ukuweliswa kolwazi lobuqu ngaphaya kwemida yelizwe

11.5.1 Icandelo lama-72 le-POPIA limisela ukuba ulwazi lobuqu lungadluliselwa ngaphandle kweRiphabhliki yoMzantsi Afrika kuphela ukuba ngaba:

(a) ilizwe elifumanayo lingalunika ulwazi olo 'inqanaba elaneleyo' lokhuseleko. Oku kuthetha ukuba imithetho yalo yobumfihlo bolwazi kufuneka ifane kakhulu neMiqathango Yokusetyenzwa Ngokusemthethweni njengoko iqulethwe kwiPOPIA;

(b) umntu olungaye ulwazi uyakuvuma ukuhanjiswa kolwazi lwakhe lobuqu;

(c) ukuhanjiswa kuyimfuneko ukuze kuphunyezwe isibophelelo sesivumelwano phakathi komntu olungaye ulwazi kunye neqela elinoxanduva;

(d) ukuhanjiswa kuyimfuneko ukuze kuphunyezwe isibophelelo sesivumelwano phakathi kweqela elinoxanduva kunye nelinye iqela, ngokunxulumene noko kusemdleni kumntu olungaye ulwazi; kwaye

(e) ukuhanjiswa kuzakuba yinzuzo kumntu olungaye ulwazi kwaye akwenzeki ngokufanelekileyo ukufumana imvume yomntu olungaye ulwazi futhi, ukuba bekunjalo, umntu olungaye ulwazi ebeya kunikeza ngalo mvume nakanjani.

11.5.2 Inxenye yesi-4 yeSongezo 2 ichaza ngokuhanjiswa okucwangcisiweyo kolwazi lobuqu ngaphaya kwemida yelizwe.

11.5.3 Ngaphandle kwemihlathi u-11.5.1 kunye no-11.5.2 apha ngasentla, uMasipala waseHessequa akananjongo yakuhambisa naluphi na ulwazi lobuqu lwabantu olungabo ulwazi ngaphaya kwemida yelizwe.

11.6 Inkcazelo yamanyathelo okhuselo lolwazi aza kuphunyezwa nguMasipala waseHessequa

11.6.1 Inxenye yesi-5 yeSongezo 2 ichaza iindidi zamanyathelo okhuseleko ekufuneka aphunyezwe nguMasipala waseHessequa ukuze kuqinisekiswe ukuba ulwazi lobuqu luyahlonitshwa kwaye lukhuselwe.

11.6.2 Kunokwenziwa uvavanyo lokuqala lokufaneleka kwamanyathelo okhuseleko olwazi aphunyeziweyo okanye aza kuphunyezwa nguMasipala waseHessequa ukuze kuqinisekiswe ukuba ulwazi lobuqu olusetyenzwa nguMasipala waseHessequa lukhuselwe kwaye lusetyenzwa ngokuhambelana neMiqathango Yokusetyenzwa Ngokusemthethweni.

11.7 Ukuphikiswa kokusetyenzwa kolwazi lobuqu ngumntu olungaye ulwazi

ICandelo 11(3) lePOPIA kunye nommiselo wesi-2 weMimiselo yePOPIA uthi umntu olungaye ulwazi angakuchasa nangaliphi na ixesha ukusetyenzwa kolwazi lwakhe lobuqu esebenzisa ifomu emiselweyo encanyatheliswe kule ncwadana njengeSongezo 3, ngokuxhomekeke kwizinto ezikhutshelwa ecaleni eziqulethwe kwiPOPIA.

11.8 Isicelo sokulungisa okanye ukucima ulwazi lobuqu

ICandelo 24 lePOPIA kunye nommiselo wesi-3 weMimiselo yePOPIA uthi umntu olungaye ulwazi angacela ukuba ulwazi lwakhe lobuqu lulungiswe/lucinywe esebenzisa ifomu emiselweyo encanyatheliswe kule ncwadana njengeSongezo 4.

11.9 Iindidi zabantu olungabo ulwazi kunye nolwazi lwabo lobuqu

UMasipala waseHessequa unokuba nazo okanye unazo iirekhodi ezinxulumene nolwazi lobuqu lwabasebenzi, abaxhamli, abanikezeli-zinkonzo, amalungu eBhunga, iikontraki, abanikezeli ngeenkonzo, amaqela achaphazelekayo kunye namalungu oluntu.

12. AMALUNGISELELO NEMIMISELO YABANTU YOKUBA BENZE IZIPHAKAMISO, BABONISANE OKANYE KUNGENJALO BATHATHE INXAXHEBA OKANYE BAPHEMBELELE UKUQULUNQWA KOMGAQO-NKQUBO OKANYE UKUSETYENZISWA KWAMAGUNYA OKANYE UKWENZIWA KOMSEBENZI NGUMASIPALA WASEHESSEQUA

12.1 URhulumente weNgqingqi: UMthetho weeNkqubo zikaMasipala, ka-2000 (uMthetho onguNombolo 32 ka-2000) uyalela umasipala ngamnye ukuba ukhuthaze kwaye udale iimeko zokuba uluntu lwengingqi luthathe inxaxheba kwimicimbi kamasipala.

12.2 Ngoko ke, kwenziwe iindlela kunye neenkqubo ezithile zonxibelelwano ukwenza ukuba uluntu lukwazi ukuthatha inxaxheba kwimicimbi kamasipala, ezizezi:

12.2.1 Ukusebenzisana: IBhunga kunye noluntu

(a) Isaziso soluntu sexesha elaneleyo ngayo nayiphi na injongo yokuqulunqa imithetho kamasipala kunye nemigaqo-nkqubo kuwo nawuphi na umcimbi onokuchaphazela uluntu.

(b) Ukulungiswa nokuhanjiswa kwangexesha kwee-ajenda zeentlanganiso zeBhunga nezeekomiti.

(c) Izaziso zeeGazethi zikaRhulumente okanye omnye umthetho malunga noMasipala waseHessequa.

(d) Ingxelo yonyaka eluntwini malunga neziphumo eziphunyezwe ngumasipala.

(e) Iintlanganiso zebhunga ezivuleleke kuluntu.

(f) Amajelo eendaba afana noonomathotholo kunye namaphephandaba engingqi.

12.2.2 Ukusebenzisana: Uluntu kunye neBhunga

(a) OoCeba abangabameli ngokulinganayo kunye nooCeba abamele umasipala wengingqi.

(b) Uqhagamshelwano ne-ofisi yemicimbi yoluntu.

(c) Iiseshoni zokubonisana nemibutho yasekuhlaleni yengingqi.

(d) Igalelo elibhaliweyo ngemigaqo-nkqubo ecetywayo okanye imithetho kamasipala okanye malunga nawo nawuphi na omnye umba ophathelele kukusetyenziswa kwamagunya okwenza imisebenzi kamasipala lingangeniswa kuMphathi kaMasipala kwidilesi echazwe kumhlathi wesi-4.

12.2.3 Ukusebenzisana: Iinkqubo zeBhunga

(a) Iintlanganiso zoluntu.

(b) Ukuthathelwa ingqalelo kwemibutho esekwe kuluntu, yeyiphi imibutho eya kufakwa kwiinkqubo zocwangciso ezifana nenkqubo yophuhliso ehlangeneyo.

(c) Inkqubo yohlahlo lwabiwo-mali eyilelwe ukukhuthaza ukuthatha inxaxheba koluntu.

(d) Izimemo kuluntu zokuba lungenise izimvo ezibhaliweyo okanye iziphakamiso ngawo nawuphi na umba phambi kweBhunga.

13. UKWALIWA KOFIKELELO KWIIREKHODI

13.1 UMasipala unoxanduva lokukhusela amalungelo abanye abantu kwaye lo malungelo akanakusetyenziselwa ukuphazamisa amalungelo abanye abantu.

13.2 Ngoko ke, iGosa loLwazi linelungelo ngokwemiqathango yamacandelo 34 ukuya kuma-45 oMthetho Wokukhuthaza Ufikelelo kuLwazi, ka-2000 (uMthetho onguNombolo 2 ka-2000) lokwala ukufikelela kwiirekhodi.

13.3 Ukwala ukufikelela kwiirekhodi ngokokubona kwakhe

IGosa loLwazi okanye iSekela leGosa loLwazi linako ngokokubona ukwala ufikelelo kwiirekhodi apho isicelo sokufikelela kulwazi siyakwenza ukuba kudizwe oku kulandelayo, phakathi kwezinye izinto:

13.3.1 Ulwazi olunikezelwe ngentembeko liqela elilelinye, nokudizwa kolo lwazi ngokufanelekileyo kunokulindeleka ukuba kubangele ukucalulwa.

13.3.2 Ulwazi, olo ukudizwa kwalo kunokuthi kuchaphazele ukhuseleko lwesakhiwo, okanye inkqubo, enokuba yinkqubo yekhompyutha, indlela yothutho okanye nayiphi na enye ipropathi.

13.3.3 Ulwazi olumalunga neendlela, iinkqubo okanye izicwangciso zokukhusela umntu kwinkqubo yokukhusela amangqina, ukhuseleko loluntu okanye ukhuseleko lwepropathi.

13.3.4 Irekhodi equlethe iindlela, ubuchule okanye izikhokelo zothintelo, ubhaqo, ukuncitshiswa okanye ukuphononongwa kolwaphulo okanye ukwaphulwa komthetho okunokwenzeka okanye ukutshutshiswa komtyholwa.

13.3.5 Irekhodi engokutshutshiswa komtyholwa nalapho ukudizwa kwerekhodi ngokufanelekileyo kungalindeleka ukuba kuphazamisane nokutshutshiswa okanye kubangele ukungahambi kakuhle kobulungisa.

13.3.6 Irekhodi, nalapho ukudizwa kwayo ngokufanelekileyo kungalindeleka ukuba:

(a) kuphazamise uphando lokwaphulwa okanye ukwaphulwa komthetho okusenokuba kwenzekile;

(b) kuveze okanye kwenze ukuba umntu akwazi ukwazi umthombo oyimfihlo wolwazi onxulumene nokunyanzeliswa okanye ukulawulwa komthetho;

(c) kubangele ukoyikiswa okanye ukunyanzeliswa kwengqina okanye umntu onokuthi abizwe njengengqina kwiinkqubo zolwaphulo-mthetho okanye ezinye zokunyanzelisa umthetho;

(d) kwaphule umthetho; okanye

(e) Kubeke emngciphekweni okanye kuphazamise ukuqhuba kwetyala ngendlela eyamkelekileyo okanye ukungakhethi cala kwesigwebo.

13.3.7 Ulwazi, nalapho ukudizwa kwalo kunokubangela ubungozi kwezokhuseleko, ukhuseleko okanye ubudlelwane bamazwe ngamazwe kwiRiphabhliki yoMzantsi Afrika.

13.3.8 Ulwazi, nalapho ukudizwa kwalo kungathi kubeke emngciphekweni uqoqosho okanye imiba yezezimali yeRiphabhliki yoMzantsi Afrika okanye ukukwazi kukarhulumente ukulawula ngokufanelekileyo uqoqosho lweRiphabhliki yoMzantsi Afrika.

13.3.9 Ulwazi oluneemfihlo zorhwebo zikarhulumente okanye iqumrhu likarhulumente okanye olunokubeka iqumrhu likarhulumente emngciphekweni kwisivumelwano

okanye obunye ubudlelwane okanye ludale ucalulo ngakwiqumrhu likarhulumente kukhuphiswano lwezorhwebo.

13.3.10 Ulwazi oluqulathe ulwazi lwezemali, lwezorhwebo, lwenzululwazi okanye lobugcisa, ngaphandle kweemfihlo zorhwebo, nalapho ukudizwa kwalo kunokubangela ubungozi kurhwebo okanye kwimiba yezemali karhulumente okanye iqumrhu likarhulumente.

13.3.11 Ulwazi oluyinkqubo yekhompyutha, echazwe kuMthetho woBunikazi boMbhali, ka-1978 (uMthetho onguNombolo 98 ka-1978), karhulumente okanye iqumrhu likarhulumente.

13.3.12 Ulwazi malunga nophando olwenziwayo okanye olunokuthi lwenziwe liqela elilelinye okanye egameni leqela elilelinye, nalapho ukudizwa kwalo kunokuthi kuveze iqumrhu likarhulumente, umntu oqhuba uphando okanye umxholo wophando kwindawo engalunganga ngendlela engalunganga kakhulu.

13.3.13 Ulwazi malunga nerekhodi yequmrhu likarhulumente equlethe uluvo, iingcebiso, ingxelo okanye iziphakamiso ezifunyenweyo okanye ezilungisiweyo okanye ingxelo yokubonisana, yengxoxo okanye imizuzu yentlanganiso malunga nokuqulunqwa komgaqo-nkqubo okanye ukuthatha isigqibo ekusebenziseni igunya okanye ukwenziwa komsebenzi omiselwe ngumthetho ukuba ukudizwa kolo lwazi ngokufanelekileyo kungalindeleka ukuba kuphazamise inkqubo yeengxoxo okanye impumelelo yomgaqo-nkqubo.

13.4 Ukwaliwa okunyanzelekileyo kwesicelo sokufikelela kwirekhodi

13.4.1 IGosa loLwazi kufuneka likwale ukufikelela kwirekhodi apho isicelo sokufikelela kulwazi siya kubandakanya ukudizwa ngokungafanelekanga kolwazi lobuqu okanye iimfihlo zorhwebo malunga neqela elilelinye (kubandakanywa nomntu

oswelekileyo) okanye naluphi na ulwazi, ngaphandle kweemfihlo zorhwebo, olunokubangela umonakalo kurhwebo okanye kwimiba yezemali yelinye iqela.

13.4.2 Ukufikelela kufuneka kwaliwe apho isicelo sokufikelela kulwazi siya kubandakanya ukudizwa kolwazi oluyinkqubo yekhompyutha yequmrhu labucala okanye apho ukufikelela kwirekhodi kuthintelweyo ngokwecandelo 60(14) loMthetho weNkqubo yoLwaphulo-mthetho, ka-1977 (uMthetho onguNombolo 51 ka-1977) okanye apho ulwazi lunelungelo elilodwa okanye apho ulwazi lunokubeka ebungozini okanye ukhuseleko lomntu okanye ukhuseleko lwepropati.

13.4.3 IGosa loLwazi kufuneka likwale ukufikelela kwirekhodi apho ulwazi luya kubandakanya ukudizwa kolwazi olunikezelwe ngentembeko liqela elilelinye kwaye kunokulindeleka ngokufanelekileyo ukuba kubeli iqela elo lilelinye engxakini kwiingxoxo zezivumelwano okanye ezinye iingxoxo.

13.4.4 Apho ulwazi luyakuba kukwaphulwa kwentembeko kwiqela elilelinye okanye apho ukudizwa kolwazi malunga nophando kuya kuveza umntu okanye iqela elilelinye elenza uphando okanye umba wophando nokubangela okungekuhlanga kakhulu, ufikelelo kufuneka lwaliwe.

13.4.5 IGosa loLwazi lingasala isicelo sofikelelo kwirekhodi ukuba ngaba isicelo sibonakala singenamsebenzi okanye siyinkcithaxesha okanye umsebenzi obandakanyekayo ekusetyenzweni kwesicelo unokuphazamisana nezibonelelo zequmrhu likarhulumente ngendlela emandla nengamkelekanga.

14. IZILUNGISO EZIKHOYO NGOKUNXULUMENE NOKWENZIWE OKANYE UKUSILELA UKWENZA NGUMASIPALA WASEHESSEQUA

14.1 Ukuba iGosa loLwazi liyasilela ukunika isigqibo malunga nesicelo sofikelelo kwisithuba seentsuku EZINGAMASHUMI AMATHATHU (30), iGosa loLwazi lithathwa njengokuba lisalile isicelo kwaye umfaki-sicelo unokufaka isibheno sangaphakathi kuSomlomo kaMasipala waseHessequa.

14.2 Isibheno sangaphakathi kufuneka sifakwe kwifomu emiselweyo zingadlulanga iintsuku EZINGAMASHUMI AMATHANDATHU (60) ngokwemiqathango yecandelo 75(1)(a)(i) loMthetho Wokukhuthaza Ufikelelo kuLwazi, ka-2000 (uMthetho onguNombolo 2 ka-2000) (jonga kwiSihlomelo "B").

14.3 Umfaki-sicelo unokufaka isibheno sangaphakathi ngokuchasene nokwaliwa kwesicelo okanye isigqibo seGosa loLwazi malunga noku:

14.3.1 iintlawulo ezimiselweyo;
14.3.2 ukwandiswa kwexesha lokuqwalasela isecelo; okanye
14.3.3 indlela yofikelelo.

14.4 Iqela elilelinye lingafaka isibheno sangaphakathi kuSomlomo kaMasipala waseHessequa ngokwecandelo lama-72(c) ukuchasa isigqibo seGosa loLwazi sokudiza ulwazi.

14.5 Umfaki-sicelo ofake isibheno sangaphakathi kwaye onganelisekanga sisiphumo angenza isicelo sothethelelo olufanelekileyo enkundleni ngokwecandelo lama-78 loMthetho Wokukhuthaza Ufikelelo kuLwazi, ka-2000 (uMthetho onguNombolo 2 ka-2000), zingadlulanga iintsuku EZINGAMASHUMI AMATHATHU (30) emva kokupha kwesigqibo sesibheno sangaphakathi.

15. UHLOBO LWESIBHENO SANGAPHAKATHI KUNYE NEENTLAWULO ZOKUBHENA

15.1 Isibheno sangaphakathi kufuneka sifakwe kwifomu emiselweyo kwisithuba seentsuku EZINGAMASHUMI AMATHANDATHU (60).

15.2 Ukuba kudingeka isaziso esiya kwiqela elilelinye, zingadlulanga iintsuku EZINGAMASHUMI AMATHATHU (30) emva kokuba isaziso sinikezelwe kulowo ubhenileyo kwisigqibo sokubhena, kufuneka kufakwe isibheno sangaphakathi.

15.3 Isibheno kufuneka siposwe, sifekswe okanye sithunyelwe nge-imeyile kwiGosa loLwazi.

15.4 Umba oyintloko kufuneka uchazwe kwaye nezizathu zesibheno zichazwe.

15.5 Ukuba, ukongeza kwimpendulo ebhaliweyo, umbheni unqwenela ukwaziswa ngesigqibo sesibheno sangaphakathi ngayo nayiphi na enye indlela, kufuneka ayichaze lo ndlela futhi anike iinkcukacha eziyimfuneko ukuze aziswe ngolo hlobo.

15.6 Ukuba ikhona, intlawulo emiselweyo yesibheno kufuneka ingeniswe nefomu.

15.7 Izibheno ezifike emva kwexesha, xa kukho isizathu esivakalayo, zinokuvunyelwa.

15.8 IGosa loLwazi kufuneka kwisithuba seentsuku EZILISHUMI (10) zokusebenza emva kokufumana isibheno sangaphakathi lingenise isibheno kwiBhunga likamasipala ngokunxulumene nesigqibo esichaphazelekayo.

16. ISIKHALAZO ESIYA KUMLAWULI WOLWAZI

16.1 Umfaki-sicelo okanye iqela elilelinye lingafaka isikhalazo kuMlawuli woLwazi kuphela emva kokuba Umfaki-sicelo okanye iqela elilelinye liyilandele ngokupheleleyo inkqubo yangaphakathi yokubhena ukuphikisana nesigqibo seGosa loLwazi / iSekela leGosa loLwazi likaMasipala waseHessequa.

16.2 UMlawuli woLwazi uya kusikhaba isikhalazo ukuba ngaba inkqubo yesibheno ayigqitywanga.

16.3 Nakuba kunjalo, ngokuphathelele kwiqumrhu likarhulumente (nalapho singekhoyo isibheno sangaphakathi) kunye nequmrhu labucala, umfaki-sicelo okanye iqela elilelinye lingafaka isikhalazo kuMlawuli, ukuba alonelisekanga sisigqibo sequmrhu elichaphazelekayo.

16.4 Isikhalazo esifakwa kuMlawuli woLwazi ngumfaki-sicelo okanye iqela elilelinye kufuneka sifakwe zingekapheli iintsuku EZILIKHULU ELINAMASHUMI ASIBHOZO (180) emva kokufumana isigqibo esivela kuMasipala waseHessequa.

16.5 Umfaki-sicelo angafaka isikhalazo kuMlawuli woLwazi, ukuba ngaba akonolisekanga –

(a) sisiphumo sesibheno sangaphakathi; kunye

(b) nesigqibo segunya lezibheno sokungavumeli ukufakwa emva kwexesha kwesibheno sangaphakathi.

16.6 Iqela elilelinye lingafaka isikhalazo kuMlawuli woLwazi, ukuba alonelisekanga sisiphumo sesibheno sangaphakathi, kwigunya lezibheno likaMasipala.

17. IINDLELA ZOKULUNGISA ZANGAPHANDLE

17.1 Isigqibo esenziwe nguSomlomo malunga nazo naziphi na izigqibo umfaki-sicelo okanye iqela elilelinye elingonelisekanga zizo, sesokugqibela kwaye umfaki-sicelo okanye iqela elilelinye, ngendlela yesicelo, zingaphelanga iintsuku EZILIKHULU ELINAMASHUMI ASIBHOZO (180) lingafaka isicelo enkundleni sokufumana uthethelelo olufanelekileyo ngokwecandelo lama-82 le-PAIA.

17.2 Umfaki-sicelo okanye iqela elilelinye lingafaka isicelo enkundleni sothethelelo olufanelekileyo kuphela ngokwecandelo lama-82 kwezi meko zilandelayo:

17.2.1 Emva kokuba umfaki-sicelo okanye iqela elilelinye liyilandele ngokupheleleyo inkqubo yokubhena yangaphakathi; okanye

17.2.2 Emva koko umfaki-sicelo okanye iqela elilelinye liyilandele ngokupheleleyo inkqubo yezikhalazo echazwe kwicandelo 77A le-PAIA.

17.3 Ngokwecandelo 78(1) le-PAIA, umfaki-sicelo okanye iqela elilelinye lineendlela ezimbini (2) elingakhetha kuzo, ukuba lidlulisele isigqibo kuMlawuli woLwazi okanye enkundleni.

18. UMNXEBA WOKUCHAZA UBUQHOPHOLOLO

18.1 UMasipala waseHessequa akabunyamezeli kwaphela ubuqhophololo norhwaphilizo.

18.2 Ubuqhophololo norhwaphilizo luya kuphandwa luze lulandelwe kukusetyenziswa kwazo zonke izilungiso ezikhoyo ngokupheleleyo ngokwasemthethweni kwakunye nokuphunyezwa kweendlela zolawulo ezifanelekileyo zothintelo kunye nokubhaqwa kwezinto.

18.3 UMasipala waseHessequa uvumelana nemithetho-siseko yolawulo olululo lwamaqumrhu, oludinga ukuqhutywa koshishino ngendlela enyanisekileyo nengafihlisiyo.

18.4 UMasipala waseHessequa uzibophelele ekulweni izenzo zobuqhophololo kuwo onke amanqanaba equmrhu.

19. ULWAZI OLUBANZI

19.1 Kungaqhagamshelwana neGosa loLwazi okanye iSekela leGosa loLwazi malunga nolwazi oluthe vetshe olungekhoyo kule ncwadana.

19.2 UMasipala waseHessequa, ukuba kukho imfuneko, uya kwenza izilungiso kwaye ayipapashe le ncwadana ubuncinane kanye ngonyaka

ISIHLOMELO A

IFOMU 2

ISICELO SOKUFIKELELA KWIREKHODI YEZIKO LOLUNTU

[Ummiselo 7]

Qaphela:

1. Ubungqina besazisi kufuneka buncanyatheliswe ngumfaki-sicelo.

2. Ukuba izicelo zenziwe egameni lomnye umntu, ubungqina bolo gunyaziso, kufuneka buncanyatheliswe kule fomu.

IYA: **IGosa loLwazi**

Civic Centre

Van den Berg Street

Riversdale

6670

Idilesi yeimeyile: info@hessequa.gov.za ;mm@hessequa.gov.za

Inombolo yefeksi: **(0)28 713 7858**

Phawula ngo-"X"

☐	Isicelo senziwe egameni lam	☐	Isicelo senziwe egameni lomnye umntu of another person

<table>
<tr><th colspan="2">ULWAZI LOBUQU</th></tr>
<tr><td>Amagama Apheleleyo</td><td></td></tr>
<tr><td>Inombolo yeSazisi</td><td></td></tr>
<tr><td>Igunya isicelo esenziwa ngalo (xa senziwa egameni lomnye umntu)</td><td></td></tr>
<tr><td>Idilesi yePosi</td><td></td></tr>
<tr><td>Idilesi yeSitalato</td><td></td></tr>
</table>

<table>
<tr><td>Idilesi yeImeyile</td><td colspan="4"></td></tr>
<tr><td rowspan="2">Iinombolo zonxibelelwano</td><td>Umnxeba (B)</td><td></td><td>Ifeksi</td><td></td></tr>
<tr><td>Iselula</td><td colspan="3"></td></tr>
<tr><th colspan="5">IINKCUKACHA ZOMNTU ESENZIWA EGAMENI LAKHE ISICELO</th></tr>
<tr><td>Amagama aphelelelo omntu esenziwa egameni lakhe isicelo (ukuba akhona)</td><td colspan="4"></td></tr>
<tr><td>Inombolo yeSazisi</td><td colspan="4"></td></tr>
<tr><td>Idilesi yePosi</td><td colspan="4"></td></tr>
<tr><td>Idilesi yeSitalato</td><td colspan="4"></td></tr>
<tr><td>Idilesi yeImeyile</td><td colspan="4"></td></tr>
<tr><td>Iinombolo zonxibelelwano</td><td>Umnxeba (B)</td><td></td><td>Ifeksi</td><td></td></tr>
</table>

	Iselula	

IINKCUKACHA ZEREKHODI ECELIWEYO	
Nika iinkcukacha ezipheleleyo zerekhodi ekucelwa ukufikelela kuyo, kuquka nenombolo yereferensi ukuba uyayazi, ukuze ikwazi ukufumaneka irekhodi. (Ukuba asonelanga isithuba esinikiweyo, qhubeka kwiphepha elahlukileyo uze ulincamathisele kule fomu. Onke amaphepha ongezelelweyo kufuneka asayinwe.)	
Inkcazelo ngerekhodi okanye inxenye efanelekileyo yerekhodi	
Inombolo yereferensi, ukuba ikhona	

Naziphi na iinkcukacha ezingaphezulu malunga nerekhodi	
UHLOBO LEREKHODI	

(Phawula ibhokisi efanelekileyo ngo-'X')	
Irekhodi ingendlela ebhaliweyo okanye eprintiweyo na	
Irekhodi inemifanekiso ebonisayo (*oku kuquka iifoto, izilayidi, ushicilelo lwevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl.njl.*)	
Irekhodi inamagama arekhodiweyo okanye ulwazi olungaveliswa ngesandi	
Irekhodi igcinwe kwikhompyutha okanye ngendlela ye-elekroniki okanye engafundeka kumatshini	
INDLELA YOFIKELELO (Phawula ibhokisi efanelekileyo ngo-'X')	
Ikopi eprintiweyo yerekhodi (*kuquka naziphi na iikopi zemifanekiso ebonisayo, khuphelo kunye nolwazi olugcinwe kwikhompyutha okanye nge-elekroniki okanye ngendlela engafundeka kumatshini*)	
Ukhuphelo olubhaliweyo okanye oluprintiweyo lwemifanekiso (*oku kuquka iifoto, izilayidi, ushicilelo lwevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl.njl.*)	
Ukhuphelo lwengoma (*uxwebhu olubhaliweyo okanye oluprintiweyo*)	
Ikopi yerekhodi ekwiflash drive (*kuquka imifanekiso ebonisayo kunye neengoma*)	
Ikopi yerekhodi ekwidiskhi (*kuquka imifanekiso ebonisayo kunye neengoma*)	
Ikopi yerekhodi egcinwe kwiseva yokugcina yecloud	

UHLOBO LOFIKELELO (Phawula ibhokisi efanelekileyo ngo-'X')	
Ukuhlolwa kwerekhodi ngumntu buqu kwidilesi ebhalisiweyo yequmrhu likarhulumente/labucala (*kuquka ukumamela amazwi ashicilelweyo, ulwazi olunokuveliswa ngokutsha ngesandi, okanye ulwazi olugcinwe kwikhompyutha okanye nge-elekroniki okanye ngendlela engafundeka kumatshini*)	
Iinkonzo zeposi kwidilesi yeposi	
Iinkonzo zeposi kwidilesi yesitalato	
Inkonzo yekhuriya kwidilesi yeposi	
Ifeksi enolwazi ngendlela ebhaliweyo okanye eprintiweyo (*kuquka nokhuphelo*)	
I-imeyile enolwazi (*kuquka neengoma ukuba kuyenzeka*)	
Ukwabelana kwicloud/udluliselo lweefayili	
Ulwimi olukhethwayo (*Qaphela ukuba xa irekhodi ingafumaneki ngolwimi olukhethayo, ufikelelo lunokunikezelwa ngolwimi irekhodi leyo efumaneka ngalo*)	

IINKCUKACHA NGELUNGELO ELIZA KUSEBENZA OKANYE KUKHUSELELWA *Ukuba asonelanga isithuba esinikiweyo, qhubeka kwiphepha elahlukileyo uze ulincamathisele kule fomu. Umfaki-sicelo kufuneka awasayine onke amaphepha ongezelelweyo.*	
Bonisa ukuba leliphi ilungelo eliza kusebenza okanye kukhuselelwa	
Chaza ukuba kutheni irekhodi eceliweyo idingeka ekusebenziseni okanye ekukhuseleni eli lungelo likhankanywe ngasentla:	

IINTLAWULO	
(a) Intlawulo yokucela kufuneka ihlawulwe ngaphambi kokuba siqwalaselwe isicelo. (b) Uya kwaziswa ngesixa sentlawulo yofikelelo ekumele ihlawulwe. (c) Intlawulo ehlawulwayo ukufikelela kwirekhodi ixhomekeke kuhlobo olufunwa ngalo ufikelelo kunye nexesha elamkelekileyoyo elidingekayo lokukhangela nokulungisa irekhodi. (d) Ukuba ufanelekile ukuba uvunyelwe ukuba ungahlawuli nayiphi na intlawulo, nceda uchaze isizathu soko kungahlawuli.	
Isizathu	

Uya kwaziswa ngendlela ebhaliweyo ukuba sivunyiwe na isicelo sakho okanye sikhatyiwe kwaye ukuba sivunyiwe, iindleko ezinxulumene nesicelo sakho, ukuba zikhona. Nceda uchaze indlela oyikhethayo yonxibelelwano.

Idilesi yeposi	Ifeksi	Unxibelelwano lwe-ektroniki *(Nceda uchaze)*

Ityikitywe e ______________________ ngalo mhla we ______ kwinyanga ka______________________ 20____

____

Utyikityo lomfaki-sicelo / umntu esenziwe egameni lakhe isicelo

UKUSETYENZISWA NGOKUSEMTHETHWENI

Inombolo yerefrensi	
Isicelo sifunyenwe ngu: (*chaza isikhundla, igama nefani yeGosa loLwazi*)	
Umhla esifunyenwe ngawo:	
Iintlawulo zofikelelo:	
Idipozithi (ukuba ikhona):	

____

Utyikityo leGosa loLwazi

ISIHLOMELO B

IFOMU YESI-4

IFOMU YESIBHENO SANGAPHAKATHI

[Ummiselo 9]

Inombolo yeReferensi: ....

IINKCUKACHA ZEQUMRHU LIKARHULUMENTE						
Igama leQumrhu likaRhulumente	**UMASIPALA WASE-HESSEQUA**					
Igama neFani yeGosa loLwazi:	**IGOSA LOLWAZI** Albertus Stephanus Abraham de Klerk **ISEKELA LEGOSA LOLWAZI** Sarah Sanders					
IINKCUKACHA ZOMKHALAZI OFAKE ISIBHENO SANGAPHAKATHI						
Amagama Apheleleyo						
Inombolo yeSazisi						
Idilesi yePosi						
Iinombolo zoNxibelelwano	Umnxeba (B)		Ifeksi			
	Iselula					
Idilesi yeImeyile						
Ingaba isibheno sangaphakathi senziwe egameni lomnye umntu?		Ewe	☐	Hayi	☐	
Ukuba impendulo ngu-"ewe", igunya esenziwe ngaphantsi kwalo isibheno sangaphakathi egameni lomnye umntu: *(Ubungqina begunya lokwenziwa kwesibheno, ukuba bukhona, kufuneka bucanyatheliswe.)*						
IINKCUKACHA ZOMNTU ESENZIWA EGAMENI LAKHE ISIBHENO SANGAPHAKATHI ***(Ukuba singeniswe liqela elilelinye)***						
Amagama Apheleleyo						
Inombolo yeSazisi						
Idilesi yePosi						
Iinombolo zoNxibelelwano	Umnxeba (B)		Ifeksi			
	Iselula					
Idilesi yeImeyile						

ISIGQIBO ESICHAZWAYO NGOKUNGENISWA KWESIBHENO SANGAPHAKATHI *(phawula ibhokisi efanelekileyo ngo-"X")*	
Ukwaliwa kwesicelo sofikelelo	
Isigqibo ngokuphathelele kwiintlawulo ezimiselweyo ngokwemiqathango yecandelo lama-22 loMthetho	
Isigqibo ngokuphathelele kukwandiswa kwexesha ekufanele ukuba siqwalaselwe ngalo isicelo ngokwemiqathango yecandelo 26(1) loMthetho	
Isigqibo ngokwemiqathango yecandelo 29(3) loMthetho sokwala ufikelelo ngendlela ecelwe ngumfaki-sicelo	
Isigqibo sokuvunywa kwesicelo sofikelelo	

IZIZATHU ZOKUBHENA *(Ukuba asonelanga isithuba esinikiweyo, qhubeka kwiphepha elahlukileyo uze ulincamathisele kule fomu. onke amaphepha ongezelelweyo kufuneka asayinwe)*	
Chaza izizathu esisekelwe kuzo isibheno sangaphakathi:	
Chaza naluphi na olunye ulwazi olunokwamkeleka xa kuqwalaselwa isi bheno:	

Uya kwaziswa ngendlela ebhaliweyo malunga nesigqibo sesibheno sakho sangaphakathi. Nceda uchaze indlela oyikhethayo yokwaziswa:

Idilesi yeposi	Ifeksi	Unxibelelwano lwe-ektroniki *(Nceda uchaze)*

Ityikitywe e ______________________ ngalo mhla we __ kwinyanga ka __________ 20 ________

____

Utyikityo loMntu Ofake isiBheno/Iqela elilelinye

UKUSETYENZISWA NGOKUSEMTHETHWENI

IREKHODI ESEMTHETHWENI YESIBHENO SANGAPHAKATHI

Isibheno sifunyenwe ngu: *(chaza isikhundla, igama nefani yeGosa loLwazi)*			
Umhla esifunyenwe ngawo:			
Isibheno sikhatshwa zizizathu zesigqibo segosa lolwazi kwaye, apho kufanelekileyo, iinkcukacha zalo naliphi na iqela elilelinye elinxulumene nalo okanye irekhodi leyo, zingeniswe ligosa lolwazi:		Ewe	☐
		Hayi	☐

ISIPHUMO SESIBHENO				
Ukwaliwa kwesicelo sofikelelo. Siqinisekisiwe?	Ewe	☐	Isigqibo esitsha *(ukuba asiqinisekiswanga)*	
	Hayi	☐		
Iintlawulo (Icand 22). Siqinisekisiwe?	Ewe	☐	Isigqibo esitsha *(ukuba asiqinisekiswanga)*	
	Hayi	☐		
Ukwandiswa kwexesha (Icand 26(1)). Siqinisekisiwe?	Ewe	☐	Isigqibo esitsha *(ukuba asiqinisekiswanga)*	
	Hayi	☐		
Ufikelelo (Icand 29(3)). Siqinisekisiwe?	Ewe	☐	Isigqibo esitsha *(ukuba asiqinisekiswanga)*	
	Hayi	☐		
Isicelo sofikelelo sivunyiwe. Siqinisekisiwe?	Ewe	☐	Isigqibo esitsha *(ukuba asiqinisekiswanga)*	
	Hayi	☐		

Ityikitywe e ______________________ ngalo mhla we __ kwinyanga ka __________ 20 _________

____

Igunya Elifanelekileyo

ISIHLOMELO C

IINTLAWULO NGOKUPHATHELELE KUMAQUMRHU KARHULUMENTE

1.	Intlawulo yokwenza isicelo ehlawulwa nguye wonke umfaki-sicelo	R100,00
2.	Ifotokopi ngokwephepha lobukhulu obuyi-A4 okanye inxenye yalo	R1,50
3.	Ikopi eprintiweyo ngokwephepha lobukhulu obuyi-A4 okanye inxenye yalo	R1,50
4.	Ikopi ekwindlela efundeka ngekhompyutha ikwi:	
4.1	Iflash drive (ezoza nomfaki-sicelo)	R40,00
4.2	Idiskhi	
	Ukuba ize nomfaki-sicelo	R40,00
	Ukuba uyinikiwe umfaki-sicelo	R60,00
5.	Ukhuphelo lwemifanekiso ebonwayo ngokwephepha lobukhulu obuyi-A4	Inkonzo iza kunikezwa ngabantu bangaphandle. Kuya kuxhomekeka kwikoteyishini evela kumnikezeli-nkonzo.
6.	Ikopi yemifanekiso ebonwayo	
7.	Ukhuphelo lwerekhodi yesandi, ngokwephepha lobukhulu obuyi-A4	R24,00
8.	Ikopi yerekhodi yesandi ekwi:	
8.1	Iflash drive (ezoza nomfaki-sicelo)	R40,00
8.2	Idiskhi	
	Ukuba ize nomfaki-sicelo	R40,00
	Ukuba uyinikiwe umfaki-sicelo	R60,00
9.	Ukukhangela nokulungisa irekhodi ukuze yaziswe ngeyure nganye okanye inxenye yeyure, ngaphandle kweyure yokuqala, edingekayo ngokufanelekileyo koko kukhangela kunye nokulungisa	R100,00
	Kumele iindleko ezipheleleyo zingagqithi kuma-	R300,00
10.	Idipozithi: Ukuba ukukhangela kuyadlula kwiiyure ezi-6	Isinye kwisithathu sesixa ngesicelo

		ngasinye esibalwe ngokwezinto eziku-2 ukuya ku-8
11.	Ukuposa, i-imeyile okanye nakuphi okunye ukuhanjiswa oku-elektroniki	Iindleko zokwenene, ukuba zikhona

IINTLAWULO NGOKUPHATHELELE KUMAQUMRHU ABUCALA

1.	Intlawulo yokwenza isicelo ehlawulwa nguye wonke umfaki-sicelo	R140,00
2.	Ifotokopi/ikopi eprintiweyo emnyama namhlophe ngokwephepha lobukhulu obuyi-A4 okanye inxenye yalo	R2,00
3.	Ikopi eprintiweyo ngokwephepha lobukhulu obuyi-A4 okanye inxenye yalo	R2,00
4.	Ikopi ekwindlela efundeka ngekhompyutha ikwi:	
4.1	Iflash drive (ezoza nomfaki-sicelo)	R40,00
4.2	Idiskhi	
	Ukuba ize nomfaki-sicelo	R40,00
	Ukuba uyinikiwe umfaki-sicelo	R60,00
5.	Ukhuphelo lwemifanekiso ebonwayo ngokwephepha lobukhulu obuyi-A4	Inkonzo iza kunikezwa ngabantu bangaphandle. Kuya kuxhomekeka kwikoteyishini evela kumnikezeli-nkonzo.
6.	Ikopi yemifanekiso ebonwayo	
7.	Ukhuphelo lwerekhodi yesandi, ngokwephepha lobukhulu obuyi-A4	R24,00
8.	Ikopi yerekhodi yesandi ekwi:	
8.1	Iflash drive (ezoza nomfaki-sicelo)	R40,00
8.2	Idiskhi	
	Ukuba ize nomfaki-sicelo	R40,00
	Ukuba uyinikiwe umfaki-sicelo	R60,00
9.	Ukukhangela nokulungisa irekhodi ukuze yaziswe ngeyure nganye okanye inxenye yeyure, ngaphandle kweyure yokuqala, edingekayo ngokufanelekileyo koko kukhangela kunye nokulungisa	R145,00
	Kumele iindleko ezipheleleyo zingagqithi kuma-	R435,00

10.	Idipozithi: Ukuba ukukhangela kuyadlula kwiiyure ezintandathu	Isinye kwisithathu sesixa ngesicelo ngasinye esibalwe ngokwezinto eziku-2 ukuya ku-8
11.	Ukuposa, i-imeyile okanye nakuphi okunye ukuhanjiswa oku-elektroniki	Iindleko zokwenene, ukuba zikhona

ISIHLOMELO D

ABANTU ABAKHUTSHELWE ECALENI EKUHLAWULWENI IINTLAWULO NGOLWAZI OLUCELIWEYO

IGazethi kaRhulumente enguNombolo 28107

Inombolo yeSaziso R. 991

Inombolo yeGazethi yeMimiselo 8325

Umqulu 484

Umhla: 14 Okthobha 2005

Isaziso sikaRhulumente

ISEBE LEZOBULUNGISA NOPHUHLISO LOMGAQO-SISEKO

Inombolo R.991 14 Okthobha 2005

UMTHETHO WOKUKHUTHAZA UFIKELELO KULWAZI, KA-2000

UKUKHUTSHELWA ECALENI KUNYE NEZIMISELO NGENJONGO YECANDELO 22(8)

Mna, Brigitte Sylvia Mabandla, uMphathiswa wezoBulungisa noPhuhliso loMgaqo-siseko, ndisebenza ngaphantsi kwecandelo 22(8) loMthetho Wokukhuthaza Ufikelelo kuLwazi, ka-2000 (uMthetho onguNombolo 2 ka-2000) ngokwenjenje –

(a) ndibakhuphela ecaleni aba bantu balandelayo ekuhlawuleni intlawulo wofikelelo ekhankanywe kwicandelo 22(6) loMthetho:

(i) umntu ongatshatanga onomvuzo wonyaka, emva kokuba zitsaliwe iimali ezivumelekileyo ezichazwe kwiShedyuli yesi saziso, ongekho ngaphezulu kwi-R14 712,00 ngonyaka; kunye

(ii) nabantu abatshatileyo okanye umntu kunye neqabane lakhe lobomi abanomvuzo wonyaka, emva kokuba zitsaliwe iimali ezivumelekileyo ezichazwe kwiShedyuli yesi saziso, owenziweyo, ongekho ngaphezulu kuma-R27 192,00 ngonyaka; kwaye

(b) ndimisela ukuba –

(i) apho iindleko zokuqokelela nayiphi na intlawulo exelwe kwicandelo lama-22 loMthetho zingaphezulu kwesixa esihlawuliswayo, lo ntlawulo ayisayi kwenziwa;

(ii) intlawulo yofikelelo exelwe kwicandelo 22(6) loMthetho ayikho kwirekhodi eyeyakhe umfaki-sicelo; kwaye

(iii) intlawulo yesicelo exelwe kwicandelo 22(1) loMthetho kunye nentlawulo yofikelelo ekhankanywe kwicandelo 22(6) loMthetho ayikho kwirekhodi ecelwe ligosa elijongene nezesondlo okanye umphandi wezesondlo ngeenjongo zophando lwesondlo okanye uphando ngokwemiqathango yemimiselo yoMthetho weSondlo, ka-1998 (uMthetho onguNombolo 99 ka-1998) okanye imimiselo eyenziwe phantsi kwecandelo 44 loMthetho.

ISONGEZO 1

IIMALI EZITSALWAYO EZIVUMELEKILEYO

1. Ngokuphathelele kwiinjongo zomhlathi (a)(i) no-(ii) weSaziso sikaRhulumente esikhankanywe ngasentla R. 991 , ezi mali zitsalwayo zilandelayo zivumelekile:

   (a) Irhafu yabasebenzi ngokwemiqathango yomhlathi wesi-2 weNxenye II seShedyuli yesiNe yoMthetho weRhafu yeNgeniso, ka-1962 (uMthetho onguNombolo 58 ka-1962);

   (b) Imirhumo ngokwecandelo lesi-5 loMthetho weMirhumo yeInshorensi Yokungasebenzi, ka2002 (uMthetho onguNombolo 4 ka-2002);

   (c) Imirhumo enyanzelekileyo kwingxowamali yeinshorensi yenkampani ngokomyalelo wenkundla okanye ngokwesivumelwano phakathi komqeshi nomsebenzi wakhe;

   (d) Imirhumo kuso nasiphi na iskim sezonyango esibhaliswe phantsi kwemimiselo yoMthetho weSchemes zoNyango, ka-1998 (uMthetho onguNombolo 131 ka-1998), kwaye evunyelweyo ukuba itsalwe ngokwecandelo 18(1)(a) loMthetho weRhafu yeNgeniso, ka-1962 (uMthetho onguNombolo 58 ka-1962);

   (e) Imirhumo kwiingxowamali zepenshini ngokwecandelo 13A loMthetho weeNgxowamali zePenshini, ka-1956 (uMthetho onguNombolo 24 ka-1956);

   (f) Izavenge zentlawulo yengqesho okanye yemali-mboleko yokuthenga indlu ukuya kutsho kwi-R12 000,00 ngonyaka;

   (g) Imali yesondlo ehlawulwa ngokomyalelo wenkundla; kunye

   (h) Neentlawulo zesikolo, ngaphandle kweentlawulo zesikolo ezihlawulwa kwisikolo esizimeleyo.

BS MABANDLA, MP

UMPHATHISWA WEZOBULUNGISA NOPHUHLISO LOMGAQO-SISEKO

ISONGEZO 2: INXENYE 1

UKUSETYENZWA KOLWAZI LOBUQU NGOKUHAMBELANA NE-POPIA

KUBANIKEZELI NGEENKONZO NEEKHONTRAKTA KUNYE NABAXHAMLI

(a) Ukuqinisekisa ulwazi kunye nokwenza uhlolo;

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

(c) Ukuhlawulwa kwee-invoyisi;

(d) Ukwenza imisebenzi ngokwemiqathango yaso nasiphi na isivumelwano nabanikezeli-zinkonzo, iikontraka kunye/okanye nabaxhamli;

(e) Ukwenza, okanye ukuncedisa ekwenzeni, izigqibo ngamatyala emali kunye nezemali malunga nabanikezeli-zinkonzo, iikontraka kunye/okanye abaxhamli;

(f) Ukusebenza nokulawula ii-akhawunti zabanikezeli-zinkonzo, iikhontrakthi kunye/okanye ezabaxhamli kwakunye nokulawula naluphi na uxwebhu, isicelo, isivumelwano okanye imbalelwano abanokuba nayo noMasipala waseHessequa;

(g) Ukunxibelelana (kubandakanya ukuthengisa ngokuthe ngqo) nabanikezeli-zinkonzo, iikontraki kunye/okanye abaxhamli nge-imeyile, iSMS, ileta, umnxeba okanye ngayo nayiphi na enye indlela malunga neemveliso kunye neenkonzo zikaMasipala waseHessequa, ngaphandle kokuba bachaze ngenye indlela;

(h) Ukuqhuba uphando ngeemakethe, uhlalutyo lweshishini nolwamanani;

(i) Ukwenza ezinye iinjongo zolawulo kunye nokusebenza;

(j) Ukufumana nayiphi na imali engaba ityalwa uMasipala waseHessequa ngabanikezeli-zinkonzo, iikontraki kunye/okanye abaxhamli;

(k) Ukufezekisa ulawulo kunye nezinye izibophelelo zikaMasipala waseHessequa; kunye

(l) Nayo nayiphi na enye injongo edingekayo ngokufanelekileyo ngokunxulumene nemisebenzi yeshishini kaMasipala waseHessequa.

KWABO BANOKUBA NGABANIKEZELI-ZINKONZO, IIKONTRAKA KUNYE/OKANYE ABAXHAMLI

(a) Ukuqinisekisa nokulungisa ulwazi;

(b) Ukunikezwa amanqaku kwangaphambili; kunye

(c) Nayiphi na enye injongo edingekayo ngokufanelekileyo ngokunxulumene nokusetyenzwa kolwazi lomntu ngokufanelekileyo okunxulumene nemisebenzi yeshishini kaMasipala waseHessequa.

KOOCEBA NABASEBENZI

(a) Ukwenza imisebenzi ngokwemiqathango yaso nasiphi isivumelwano;

(b) Ukuqinisekiswa kweenkcukacha zabasebenzi abafake izicelo ngexesha lenkqubo yokugaya;

(c) Ukufezekisa ulawulo kunye nezinye izibophelelo zikaMasipala waseHessequa; kunye

(d) Imiba ngokubanzi enxulumene nooCeba kunye nabasebenzi:

   (i) Ipenshini
   (ii) Isibonelelo sonyango
   (iii) Ukuhlawulwa kwemivuzo
   (iv) Inyathelo loluleko
   (v) Uqeqesho
   (vi) Nayo nayiphi na enye injongo edingekayo ngokufanelekileyo ngokunxulumene nobudlelwano bengqesho okanye ubudlelwano obungakho bengqesho.

ISONGEZO 2: INXENYE 2

IINDIDI ZABANTU OLUNGABO ULWAZI KUNYE NEENDIDI ZOLWAZI LOBUQU NGOKUNXULUMENE NABO

OOCEBA NABASEBENZI

(a) Amagama, ifani neenkcukacha zonxibelelwano;

(b) Inombolo yesazisi namaxwebhu ezazisi kuquka neepasipoti;

(c) Imbali yengqesho nabo baziireferensi;

(d) Iinkcukacha zebhanki nezemali;

(e) Iinkcukacha zeentlawulo eziya kwamanye amaqela (iimali ezitsalwa kumvuzo);

(f) Izivumelwano zengqesho;

(g) Izicwangciso zobulungisa kwezengqesho;

(h) Iirekhodi zesibonelelo sezonyango;

(i) Iirekhodi zengxowamali yepenshini;

(j) Iirekhodi zomvuzo/zemivuzo;

(k) Uvavanyo lokwenziwa komsebenzi;

(l) Iirekhodi zoluleko;

(m) Iirekhodi zekhefu;

(n) Iirekhodi zoqeqesho;

(o) Impilo kunye nokuba sempilweni;

(p) Ulwazi ngezemali;

(q) Ulwazi olumalunga neqabane lomtshato kunye nabo baxhomekeke kubo;

(r) Ulwazi ngezemfundo;

(s) Ukuziphatha ngokunxulumene nolwaphulo-mthetho;

(t) Isini;

(u) Ubume obuxela ukuba utshatile okanye awutshatanga;

(v) Ubuhlanga;

(w) Ulwini lwasekhaya; kunye

(x) Nembalelwano eyimfihlo.

ABANIKEZELI NGEENKONZO, IKHONTRAKTA KUNYE/OKANYE NABAXHAMLI(abangaquka abasebenzi)

(a) Idilesi yeposi kunye/okanye eyesitalato;

(b) Isibuliso, igama nefani;

(c) Iinombolo zonxibelelwano kunye/okanye idilesi yeimeyile

(d) Iqela ngokobuhlanga;

(e) Imbali yengqesho;

(f) Ubudala;

(g) Isini;

(h) Ubume obuxela ukuba utshatile okanye awutshatanga;

(i) Ubuzwe;

(j) Ulwimi;

(k) Ulwazi ngezemali kunye nezebhanki;

(l) Inombolo yesazisi okanye yepasipoti;

(m) Ulwazi ngenkampani kunye/okanye ishishini kunye neenombolo zobhaliso;

(n) Ulwazi ngabalawuli kunye/okanye amalungu kunye/okanye abanikazi;

(o) Ulwazi olunxulumene neenkonzo kunye/okanye iimveliso;

(p) Abatyikityi abagunyazisiweyo;

(q) Olunye ulwazi olungachazwanga, oludingekayo ngokufanelekileyo ukuba luqwalaselwe ngokuphathelele kwimisebenzi yeshishini.

AMALUNGU OLUNTU KUNYE/OKANYE AMAQELA ACHAPHAZELEKAYO

(a) Idilesi yeposi kunye/okanye eyesitalato;

(b) Isibuliso, igama nefani;

(c) Iinombolo zonxibelelwano kunye/okanye idilesi yeimeyile;

(d) Igama leshishini, iqumrhu kunye/okanye lenkampani; kunye

(e) Nolunye ulwazi olungachazwanga, oludingekayo ngokufanelekileyo ukuba luqwalaselwe.

ISONGEZO 2: INXENYE 3

ABO BAFUMANA ULWAZI LOBUQU

(a) Naliphi na iqumrhu, inkampani okanye umntu osetyenziswa nguMasipala waseHessequa ukuqokelela iintlawulo kunye nokufumana iimali ezityalwayo okanye ukunikezala ngenkonzo egameni lakhe;

(b) Naliphi na iqumrhu, inkampani okanye umntu onikezela ngeenkonzo okanye iimveliso kuMasipala waseHessequa;

(c) Nayiphi na inkqubo yokwenza iintlawulo esetyenziswa nguMasipala waseHessequa;

(d) Amagunya olawulo kunye nawaseburhulumenteni okanye unozikhalazo, okanye amanye amagunya, kuquka amagunya erhafu, apho uMasipala waseHessequa anoxanduva lokwabelana ngolwazi;

(e) Amaqela angamanye ekwenziwa iintlawulo kuwo egameni labasebenzi;

(f) Amaziko emali ekufunyanwa kuwo iintlawulo egameni labantu olungabo ulwazi;

(g) Nawuphi na omnye umsebenzisi ongachazwanga;

(h) Abasebenzi, iikontraka kunye nabasebenzi bethutyana;

(i) Naliphi na iqumrhu, inkampani okanye umntu osetyenziswa nguMasipala waseHessequa ukufaka, ukulungelelanisa nokugcina idatha;

(j) Abo bafumana ii-imeyile kunye nenye imbalelwano; kunye

(k) Naliphi na iqumrhu, inkampani okanye umntu osetyenziswa nguMasipala waseHessequa ukunika inkonzo yohlolo kuMasipala ukuqinisekisa ukuba iinkcukacha zomntu zezokwenene ngokovavanyo.

ISONGEZO 2: INXENYE 4

UKUHANJISWA KOLWAZI LOBUQU NGAPHAYA KWEMIDA YELIZWE

Ulwazi lobu lunokuhanjiswa ngaphaya kwemida yelizwe kubanikezeli-zinkonzo bakaMasipala waseHessequa abakwamanye amazwe, kwaye ulwazi lobu lunokugcinwa kwiiseva zedatha ezingaphandle koMzantsi Afrika, nezinokuthi zingabinayo imithetho yokukhusela idatha eyaneleyo.

UMasipala waseHessequa uya kuzama ukuqinisekisa ukuba abathengisi kunye nabanikezeli-zinkonzo bakhe baya kwenza zonke iinzame ezifanelekileyo zokuyikhusela lo datha kunye nolwazi lobuqu.

ISONGEZO 2: INXENYE 5

INKCAZELO YAMANYATHELO OKHUSELO LOLWAZI

KAMASIPALA WASE-HESSEQUA

UMasipala waseHessequa uyazibophelela ekusekeni nasekumiseleni amanyathelo okhuseleko lwedatha ukuphumeza iinjongo ezichazwe apha ngezantsi:

(a) Iinkcukacha ezinikezelweyo ziya kutolikwa njengemizekelo yendlela yokufikelela kwinqanaba elaneleyo lokukhuselwa kwedatha kwinjongo nganye.

(b) UMasipala waseHessequa angasebenzisa amanye amanyathelo kwaye aziqhelanise nophuhliso lokhuseleko lwetekhnoloji, njengoko kuyimfuneko, kuphela nje xa iinjongo zifezekiswa.

ULAWULO LOFIKELELO LWABANTU

UMasipala waseHessequa uya kumisela amanyathelo afanelekileyo ukuze kuthintelwe abantu abangagunyaziswanga ekufumaneni ufikelelo kwizixhobo zokusetyenzwa kwedatha apho idatha isetyenzwa khona.

ULAWULO LWEDATHA EYIMIFANEKISO

UMasipala waseHessequa uthembisa ukumisela amanyathelo afanelekileyo okuthintela ukusetyenziswa ngendlela engagunyaziswanga kwezinto eziyimifanekiso, kuquka ukufunda, ukukopa, ukutshintsha okanye ukususwa kwedatha eyimifanekiso esetyenziswa nguMasipala waseHessequa kwaye equlethe idatha yobuqu yabanikezeli-ngeenkonzo, iikontraki kunye/okanye abaxhamli.

ULAWULO LWEMEMORI YEDATHA

UMasipala waseHessequa uthembisa ukumisela amanyathelo afanelekileyo okuthintela ukwenziwa kwezingeniso okungagunyaziswanga kwimemori yedatha kunye nokufunda, ukuguqulwa okanye ukucinywa okungagunyaziswanga kwedatha egciniweyo.

ULAWULO LOMSEBENZISI

UMasipala waseHessequa uya kumisela amanyathelo afanelekileyo okuthintela ukuba iinkqubo zakhe zokusetyenzwa kwedatha zisetyenziswe ngabantu abangagunyaziswanga ngezixhobo zothumelo lwedatha.

ULAWULO LOKUFIKELELA KWIDATHA

UMasipala waseHessequa uqinisekisa ukuba abantu abanelungelo lokusebenzisa inkqubo yokusetyenzwa kwedatha kaMasipala waseHessequa bakwazi ukufikelela kwidatha kuphela ngokwemida ebekiweyo kunye neendawo ezivumelekileyo ngokweemvume zabo zokufikelela (ugunyaziso).

ULAWULO LODLULISELO

UMasipala waseHessequa uya kunyanzeleka ukuba enze ukuqinisekiswa kunye nokulandelwa kweendawo apho ulwazi lobuqu ludluliselwa khona ngokusetyenziswa kwezixhobo zonxibelelwano lwedatha zikaMasipala waseHessequa.

ULAWULO LOHAMBISO

UMasipala waseHessequa uya kumisela amanyathelo afanelekileyo okuthintela ukuba ulwazi lobuqu lufundwe, lukhutshelwe, lutshintshwe okanye lucinywe ngabantu

abangagunyaziswanga ngexesha lodluliselo lwalo okanye ngexesha lokuhanjiswa kwedatha eyimifanekiso.

ULAWULO LOLUNGELELWANISO

UMasipala waseHessequa kuligcina ulungelelwaniso lwakhe lwangaphakathi ngendlela efezekisa iimfuno zale ncwadana.

ISINTINTELI SEFIREWALL NOKHUSELO LWEZIHLASELI

I-firewall ilawula ufikelelo kwinethiwekhi kunye neekhompyutha ezinedatha kaMasipala waseHessequa luze ulawulo lwezihlaseli lukhusele inethiwekhi kwizinto eziza kubangela ingozi kwinethiwekhi kunye nedatha.

ULAWULO LEZAZISI

Yonke idatha egcinwe kwinethiwekhi kaMasipala waseHessequa ilawulwa yinkqubo yolawulo lwezazisi, ngoko ke ukufikelela kunikwa ngumlawuli welo candelo lenethiwekhi.

ISOFTWARE ENEDATHA

Idatha ekwi-applications zesoftware kwithiwekhi kaMasipala waseHessequa ikhuselwe ngeendlela ezahlukeneyo zokhuseleko ezibandakanya uguqulelo oluntsonkothileyo, ulawulo lofikelelo olusekwe kwizazisi kunye nokusetyenziswa kweekhowudi.

UKUFIHLWA KWEDATHA

Idatha ekwithiwekhi kaMasipala waseHessequa inokufihlwa ngokusebenzisa iphasiwedi okanye ngaphandle kwayo ukuqinisekisa ukuhanjiswa okanye ukugcinwa okukhuselekileyo.

UKULANDELELWA KUNYE NOLAWULO LWEDATHA

I-MS TEAMS yenza ukuba ukwazi ukulandelela kunye nokubeka esweni idatha, kuquka ukufikelela ngokunxulumene nokujongwa kunye nobume bokwabelana.

ISONGEZO 3

IFOMU 1

UKUPHIKISWA KOKUSETYENZWA KOLWAZI LOBUQU NGOKWECANDELO 11(3) LOMTHETHO WOKUKHUSELWA KOLWAZI LOBUQU, KA-2013 (UMTHETHO ONGUNOMBOLO 4 KA-2013)

IMIMISELO EPHATHELELE KUKUKHUSELWA KOLWAZI LOBUQU, KA-2021 [UMMISELO 2(1)]

Qaphela:

1. Iincwadi zesifungo okanye obunye ubungqina obungamaxwebhu obuxhasa ukuphikiswa kufuneka zincanyathiselwe.
2. Ukuba ngaba asanelanga isithuba esinikwe kule Fomu, ngenisa ulwazi njengeSihlomelo sale Fomu uze usayine iphepha ngalinye.

Inombolo yeReferensi..............................

A	IINKCUKACHA ZOMNTU OLUNGAYE ULWAZI
Igama nefani yomntu olungaye ulwazi:	
Idilesi yendawo yokuhlala, yeposi, yoshishino:	
	Ikhowudi ( )
I(i)nombolo yo(zo)nxibelelwano:	
Inombolo yefeksi:	
Idilesi yeimeyile:	
B	**IINKCUKACHA ZEQELA ELINOXANDUVA**
Igama lequmrhu likarhulumente okanye labucala	

(ukuba ngaba iqela elinoxanduva ngumntu ngokwendalo):	
Idilesi yendawo yokuhlala, yeposi, yoshishino:	
	Ikhowudi ( )
I(i)nombolo yo(zo)nxibelelwano:	
Inombolo yefeksi:	
Idilesi yeimeyile:	

Igama lequmrhu likarhulumente okanye labucala *(ukuba ngaba iqela elinoxanduva ayingomntu ngokwendalo):*	
Idilesi yoshishino:	
	Ikhowudi ( )
I(i)nombolo yo(zo)nxibelelwano:	
Inombolo yefeksi:	
Idilesi yeimeyile:	

C	**IZIZATHU ZOKUPHIKISA** *(Nceda unike izizathu ezigcweleyo zokuphikisa)*

Ityikitywe e .... ngalo mhla we .... kwinyanga ka ....20...........

Utyikityo lomntu olungaye ulwazi (umfaki-sicelo)

ISONGEZO 4

ISICELO SOKULUNGISA OKANYE UKUCIMA ULWAZI LOBUQU OKANYE UKUTSHABALALISA OKANYE UKUCIMA IREKHODI YOLWAZI LOBUQU NGOKWECANDELO 24(1) LOMTHETHO WOKUKHUSELELWA KOLWAZI LOBUQU, KA-2013 (UMTHETHO ONGUNOMBOLO 4 KA-2013)

IMIMISELO EPHATHELELE KUKUKHUSELWA KOLWAZI LOBUQU, KA-2021

[Ummiselo 3(2)]

IFOMU 2

Qaphela:

1. *Iincwadi zesifungo okanye obunye ubungqina obungamaxwebhu obuxhasa isicelo kufuneka zincanyathiselwe.*
2. *Ukuba ngaba asanelanga isithuba esinikwe kule Fomu, ngenisa ulwazi njengeSihlomelo sale Fomu uze usayine iphepha ngalinye.*

Inombolo yeReferensi..................................

Phawula ibhokisi efanelekileyo ngo-"x".

Isicelo:

☐ Ukulungiswa okanye ukucinywa kolwazi lobuqu malunga nomntu olungaye ulwazi nolusezandleni okanye olungaphantsi kolawulo leqela elinoxanduva.

☐ Ukutshatyalaliswa okanye ukucinywa kwerekhodi yolwazi lobuqu malunga nomntu olungaye ulwazi nesezandleni okanye engaphantsi kolawulo leqela elinoxanduva kwaye ongasenagunya lokuyigcina lo rekhodi yolwazi.

A	IINKCUKACHA ZOMNTU OLUNGAYE ULWAZI
Ifani:	
Amagama apheleleyo:	
Inombolo yesazisi:	
Idilesi yendawo yokuhlala, yeposi, yoshishino:	
	Ikhowudi ( )
I(i)nombolo yo(zo)nxibelelwano:	
Inombolo yefeksi:	
Idilesi yeimeyile:	

B	IINKCUKACHA ZEQELA ELINOXANDUVA
Igama lequmrhu likarhulumente okanye labucala *(ukuba ngaba iqela elinoxanduva ngumntu ngokwendalo)*:	
Idilesi yendawo yokuhlala, yeposi, yoshishino:	
	Ikhowudi ( )
I(i)nombolo yo(zo)nxibelelwano:	
Inombolo yefeksi:	
Idilesi yeimeyile:	
Igama lequmrhu likarhulumente okanye labucala (ukuba ngaba iqela elinoxanduva ayingomntu ngokwendalo):	**KAMASIPALA WASE-HESSEQUA**
Idilesi yoshishino:	**CIVIC CENTRE** **VAN DEN BERG STREET** **RIVERSDALE**
	6674
I(i)nombolo yo(zo)nxibelelwano:	**(028) 713 8000**
Inombolo yefeksi:	**(028) 713 7858**
Idilesi yeimeyile:	mm@hessequa.gov.za info@hessequa.gov.za

C	IZIZATHU *ZOKULUNGISWA OKANYE UKUCINYWA KOLWAZI LOBUQU MALUNGA NOMNTU OLUNGAYE ULWAZI/*UKUTSHATYALALISWA OKANYE UKUCINYWA KWEREKHODI YOLWAZI LOBUQU MALUNGA NOMNTU OLUNGAYE ULWAZI NOLUSEZANDLENI OKANYE OLUNGAPHANTSI KOLAWULO LWEQELA ELINOXANDUVA. *(Nceda unike izizathu ezigcweleyo zesicelo)*

- *Cima nayiphi na engafanelekanga*

Ityikitywe e .... ngalo mhla we ....kwinyanga ka

.................................20........

Utyikityo loMntu olungaye ulwazi