UMQULU KAMASIPALA WENDAWO UMZIMKHULU WOKUKHUTHAZA UKUFINYELELA OLWAZINI

(***Lo mqulu wakhiwe ngokweZihlinzeko zoMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi- 2000, uMthetho uNo. 2, wezi-2000) Lo mqulu wakhelwe:***

- Ukukhuthaza isiko lokwenza izinto ngendlela esobala kanye nokuzibophezela ukuze kuqinisekiswe ukusebenza kwelungelo lawo wonke umuntu lokufinyelela olwazini.
- Ukwakha umphakathi lapho bonke abantu baseMzimkhulu bekwazi ukufinyelela olwazini ukuze bakwazi ukusebenzisa ngokugcwele baphinde bavikele onke amalungelo abo.

UMASIPALA WENDAWO UMZIMKHULU: INCAZELO YEZINHLAKA KANYE NEMISEBENZI YAWO

UMasipala weNdawo uMzimkhulu wasungulwa mhla ziyi-5 kuZibandlela wezi-2000 ngokwesigaba 12 seSaziso uNo. 353 esakhishwa ziyi-19 kuMandulo wezi-2000 kanti futhi uhlanganisa Imikhandlu Yesikhashana Yezindawo (Transitional Local Councils).

IMISEBENZI:

Njengamanje uMasipala wenza le misebenzi elandelayo:

IHHOVISI LEMENENJA KAMASIPALA

- Ukucwaningwa Kwamabhuku Kwangaphakathi kanye Nokulawulwa Kwezimo ezinobungozi.
- Ukusebenzisana kwezinhlaka zikahulumeni
- Ukusebenza kukamasipala
- Ukulawulwa Kwezinkontileka
- Ukubamba iqhaza komphakathi
- Imisebenzi yezokuxhumana

IMISEBENZI YOMPHAKATHI & NEYEZENHLALO

- Imisebenzi kaMasipala yezeMpilo
- IMithethonqubo Yezemigwaqo Nemithetho kaMasipala kanye Nokuphoqelelwa kwayo
- Ukwenza Imisebenzi Yezinhlelo Eziyisipesheli
- Ukudidiyela imisebenzi Yezinhlekelele kanye Neyezicishamlilo

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- Ezemidlalo, Ezokungcebeleka, Ezobuciko kanye Namasiko
- Ukubamba iqhaza komphakathi
- Ukuphoqelelwa kwemithetho kaMasipala

INGQALASIZINDA KANYE NEZOBUNJINIYELA

- Ukulungiswa kwengqalasizinda kaMasipala
- Amanzi emvula kanye nokulawulwa kokuthuthwa kwendle
- Ukudidiyela ugesi
- Ukulekelela ukubamba iqhaza komphakathi, ukuthuthwa kwemfucuza kanye nemfucuza eyomile.

IHHOVISI LESABELOMALI KANYE NOKUGCINWA KWAMABHUKU EZIMALI

- Ukuhlelwa kwesabelomali
- Imali ephumayo, ukulawu;wa kwemali kanye nokubika
- Ukulawulwa kwezikweletu kanye nokuqoqwa kwentela
- Ukuhlinzeka ngemisebenzi yokulawulwa kokuthengwa kanye nokusatshalaliswa kwempahla
- Ukwelekelela kanye nokuhlomisa ngolwazi izinhlaka ezisebenza ngeSabelomali noMgcinimafa

UKUHLELA KWAMASU OKUSEBENZA, EZEZINDLU KANYE NOKUTHUTHUKISWA KOMNOTHO WENDAWO (LED)

- Ukudidiyela ukusebenza koHlelo Lwentuthuko Edidiyele (IDP)
- Ukuhlela ukuthuthukiswa kwedolobha kanye nezindawo
- Ukuhlela iMithetho kaMasipala
- Ukulekelela uKuthuthukiswa koMnotho Wendawo
- Ukuhlela iMithethonqubo Yokuthuthukiswa Nokwakhiwa kwezindlu kanye nokuphoqelelwa kwaleyo mithetho

IMISEBENZI EDIDIYELE

- Ukuhlinzeka ngemisebenzi yokuPhathwa Kwabasebenzi kanye Nokuthuthukiswa kwabo
- Ukuqinisekisa Inhlalakahle Yabasebenzi
- Ukuhlinzeka Ngemisebenzi Yezokwelekelela
- Ukuhlinzeka ngemisebenzi yezobuchwepheshe (IT)
- Ukuhlinzeka Ngemisebenzi Yokweseka uMkhandlu
- Ukwelekelela kanye nokuhlomisa ngolwazi abasebenzi maqondana nemisebenzi yoPhiko Lokuphathwa Kwabasebenzi
- Imisebenzi Yezokuxhumana Ophikweni Olubhekele Ukweluleka ngokwezoMthetho

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1. **IMININGWANE YOKUXHUMANA :**(Njengalokhu ilungiswa izikhathi ngezikhathi)

Le minininingwane yokuxhumana elandelayo ngeyeSikhulu Esibhekele Ulwazi kanye neSekela leSikhulu Elibhekelele Ulwazi:

ISikhulu Esibhekele Ulwazi: uMnu. Z.S Sikhosana, **iMenenja kaMasipala**
Ucingo: 039 2595300
Ifeksi: 039 2590223
Umakhalekhukhwini: 0825610198
I-imeyili: zsikhosana@umzimkhululm.gov.za

ISekela leSikhulu Esibhekele Ulwazi, **IsikhuluEsiyinhloko Sezemali**
Ucingo: 0392595010
Ifeksi: 0392595003
Umakhalekhukhwini: 0823468317
I-imeyili: cezuz@umzimkhululm.gov.za

ISekela leSikhulu Esibhekele Ulwazi: uNksz. N.N Nduku, **Imisebenzi Edidiyele**
Ucingo: 039 2595019
Ifeksi: 0392590836
Umakhalekhukhwini: 0835206205
I-imeyili: ndukun@umzimkhululm.gov.za

ISekela leSikhulu Esibhekele Ulwazi: uNkk. K Mbhalo, **Imisebenzi Yomphakathi kanye Neyenhlalo Yomphakathi**
Ucingo: 0392595300
Ifeksi: 0392590223
Umakhalekhukhwini: 0845978899
I-imeyili: mbhalok@umzimkhululm.gov.za

ISekela leSikhulu Esibhekele Ulwazi: uNkk. N. Tyekela **Ukuhlela Kwamasu Okusebenza, Ezezindlu Kanye ne-LED**

Ucingo: 0392595005
Ifeksi: 0392590427
Umakhalekhukhwini: 0795092898
I-imeyili: tyekelan@umzimkhululm.gov.za

ISekela leSikhulu EsibhekeleUlwazi: uNksz. K. Dweba **Ingqalasizinda kanye Nezobunjineyela**
Ucingo: 0392595001
Ifeksi: 0392590839
Umakhalekhukhwini: 0821399853
I-imeyili: dwebak@umzimkhululm.gov.za

Umsebenzi Oyinhloko weHhovisi Lokuhlela nokuLondolozwa Kwamafayela Abasebenzi (Registry): uMnu. B.G Nomvalo
Ucingo: 03925950427
Ifeksi: 0392590427
Umakhalekhukhwini: 0731452728
I-imeyili: nomvalob@umzimkhululm.gov.za

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4. UMHLAHLANDLELA WOKUTHI UNGAWUSEBENZISA KANJANI UMTHETHO (UMTHETHO uNo. 2 wezi-2000)

IKhomishini Yamalungelo Esintu ngokwesigaba se-PAIA ihlanganise umhlahlandlela weSigaba 10. Lo mhlahlandlela uyatholakala ku-website yeKhomishini: www.sahrc.org.za.

5. ISICELO SOKUFINYELELA KUMAREKHODI KAMASIPALA WENDAWO UMZIMKHULU (ISIGABA 14(1) (D) SOMTHETHO 2 WEZI-2002)

UMasipala weNdawo uMzimkhulu ugcina amarekhodi akho konke ukuxhumana, izinqumo zemihlangano, amaplani ezakhiwo, ukuhlelwa kwedolobha, amabalazwe kanye nolunye olwazi lokwengeza oluphathelene nayo yonke le misebenzi ebalulwe ngenhla.

La marekhodi alandelayo atholakala ngaphandle kokulandela imithetho ye-PAIA ukuze ufinyelela kuwona:

- **I-IDP**
- **ISABELOMALI**
- **IZINQUBOMGOMO**
- **IZINHLAKA ZIKAMASIPALA**

1. Amarekhodi agcinwa ngaphansi kwalezi zigaba ezilandelayo:

- **IMITHETHO**

Inqubomgomo
Imibuzo Yansuku zonke
Imithetho kanye nemithethonqubo yasephalamende
Ukwenziwa kohlaka kanye nezichibiyelo
Imibono yezomthetho
Imithetho kanye nemithethonqubo yesifundazwe
Imithetho kaMasipala woMkhandlu
Imithethonqubo yoMkhandlu

- **UKUHLELA ,UKUPHATHA KANYE NOKULAWULA**

Inqubomgomo
Ukwedluliselwa kwamandla
Ukulungiselelwa kwezinhlelo ngokwehlukana kwazo
Imihlangano yabaphathi
Imibiko
Ukulawulwa kwamarekhodi

- **UMKHANDLU WANGAPHAKATHI KANYE NEZINDABA ZOMKHANDLU**

Inqubomgomo
Amaminithi emihlangano
Imihlangano yoMkhandlu
Imihlangano yamakomidi
Izindaba eziphathelene nemikhandlu
Imikhandlu ngokwehlukana kwayo
Ukubamba iqhaza komphakathi
Izinhlelo zokuthuthukisa umphakathi
Ubudlelwano obuphakathi kwezinhlaka zikahulumeni
Ezokuxhumana

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- **ABASEBENZI**

  Ukunqunywa kwemibandela yokusebenza
  Ukuqasha
  Ukuqeqesha nokuthuthukisa
  Ikomidi Lezokuqeqesha
  Izifundo zokuqeqesha kanye nokuthuthukiswa komsebenzi ngamunye
  Ukubika ngosekwenzekile
  Ukulawulwa kwemihlomulo kanye nezibonelelo
  Ukulawulwa kwezimali ezibanjwa emiholweni
  Ukumiswa emsebenzini
  Ukuhlolwa kwabasebenzi kanye nokuhlelwa kwabo ngokwamazinga
  Ukuxhumana nabasebenzi
  Izinkundla zabasebenzi ngokwehlukana kwabo
  Ezempilo kanye nokuphepha emsebenzini
  Isandulelangculazi neNgculazi emsebenzini
  Ukulawulwa kwabasebenzi
  Inqubo Yokuqondiswa Kwezigwegwe

- **EZEZIMALI**

  Inqubomgomo
  Ukwenziwa kwezilinganiso zamanani
  Izilinganiso zamanani ezakhiwo noma zomhlaba
  Inkantolo yezilinganiso zamanani ezakhiwo noma zomhlaba
  Intela noma ukuqashiswa komhlaba kanye nezakhiwo
  Izinhlawulo zentela kanye nezinsiza
  Ukutshwalwa kwezimali
  Ukucwaningwa kwamabhuku ezimali
  Amafayela ama-vawusha (vouchers)
  Ukwenziwa kwezincwadi zentela okumele ikhokhwe kanye Nezilinganiso zamanani (quotations) okukhokhela Izinsiza
  Izibonelelo
  Ubuchwepheshe Bezokwazisa

- **UKULAWULWA KOKUTHENGWA KANYE NOKUSATSHALALISWA KWEMPAHLA (SUPPLY CHAIN MANAGEMENT)**

  Ukuhlinzeka impahla ngaphakathi
  Ukulawulwa Kwempahla
  Ukuchithwa kwempahla

- **IZAKHIWO KANYE NOMHLABA**

  Ukuphathwa Kwezakhiwo
  Ukuthengwa kanye nokuchithwa kwezakhiwo nomhlaba
  Umhlaba

- **AMATHENDA, IZILINGANISO ZAMANANI KANYE NEZINKONTILEKA**

  Inqubomgomo
  Amathenda kanye nezilinganiso zamanani
  Amathenda ngamanye ngamanye kanye nezilinganiso zamanani
  Izinkontileka

- **IMIBIKO YOMNYANGO KANYE NEMIBIKO NGOKUSEBENZA KWEZIMALI**

  Inqubomgomo
  Ukubhalwa Kwemibiko
  Ukubhalwa kwemibiko ngokusebenza kwezimali
  Umbiko ngamunye ngamunye ngokusebenza kwezimali

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- **EZOKWAZISA KANYE NOLWAZI**

  Ezokwazisa zangaphakathi, ulwazi kanye nokukhangisa
  Izigaba zezokwazisa ngokwehlukana kwazo, ulwazi kanye nokukhangisa
  Izimpawu zomkhandlu
  Ezokwazisa

- **IMICIMBI YOMPHAKATHI**

  Imicimbi kahulumeni
  Ukubhalwa kohlaka lwezinkulumo
  Imicimbi yomphakathi

- **IMIHLANGANO YANGAPHANDLE KANYE NEMIBUTHANO**

  Imihlangano yangaphandle
  Ekazwelonke
  Eyesifundazwe
  Eyesifunda
  Eyendawo
  Amaminithi Emibuthano
  Amaminithi

- **UKUKHISHWA KWAMALAYISENSI KANYE NEZIMVUME**

  Inqubomgomo
  Amalayisensi
  Ukufakwa kwezicelo kanye nokukhishwa kwelayisensi
  Izimvume
  Ukufakwa kwezicelo kanye nokukhishwa kwemvume

- **UKUHLELWA KANYE NOKULAWULA KWEDOLOBHA**

  Inqubomgomo
  Ukuklanywa Kwemingcele kamasipala
  Imihlahlandlela, izinhlaka kanye nezinhlelo zentuthuko
  Imininingwane yokuhlolwa kwendawo
  Ukulawulwa kwelokishi

- **IZINSIZA EZIBALULEKILE**

  Ugesi
  Imigwaqo nezitaladi
  Ukuhlela kanye nokuveza imibono
  Ukwakha kanye nokunakekela
  Ingaphezulu lomgwaqo
  Imisele yamanzi emvula
  Amabhuloho kanye nemihubhe engaphansi kwemigwaqo
  Ukuqanjwa kwamagama ezitaladi
  Amangcwaba

- **IMISEBENZI YOMPHAKATHI**
  Ezempilo
  Ukulawulwa Kwesiminyaminya emgwaqweni
  Imisebenzi yezemitapo yolwazi
  Izindawo ezivulelekile zomphakathi
  Ukufakwa kwesicelo sokuhlinzekwa kanye nokulungiswa
  Ezemidlalo kanye nokungcebeleka
  Ukulawulwa Kwezinhlekelele
  Izinhlangano ezisebenzela umphakathi kanye nezinhlangano ezingekho ngaphansi kukahulumeni.
  Imicimbi yazamagugu namasiko
  Izinhlelo Ezikhethekile

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- **<u>UKUTHUTHUKISWA KUKAMASIPALA</u>**

  Isu lentuthuko
  Intuthuko
  Amaminithi, izethulo kanye nohlu lwezinto ezizodingidwa emihlanganweni
  Izigungu ezimele izinhlaka ngokwehlukane kwazo
  Izingxoxo ezimaqondana nentuthuko
  Imiklamo
  Ukuthuthukiswa komphakathi kanye nemisebenzi
  Ezomnotho
  Ukuhlelwa kabusha komhlaba, ezemvelo kanye nokulawulwa kokusetshenziswa komhlaba
  Ukuthuthukiswa kukamasipala

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6. INDLELA YOKUFINYELELA OLWAZINI

Uma ilungu lomphakathi lidinga ulwazi kuMasipala weNdawo uMzimkhulu ngokwesihlinzeko soMthetho Wokukhuthaza Ukufinyelela Olwazini, uMthetho uNo.2 wezi-2000, kumele ukuba kulandelwe le ndlela elandelayo:

6.1. Kumele isicelo senziwe ngokubhalwe phansi (eFomini A) elibekiwe bese siposelwa ku:-

IMenenja kaMasipala
PO Box 53
UMzimkhulu
3297

Noma

Lifekiselwe
IMenenja kaMasipala
Ifeksi: 039 2590223

Noma nge-imeyili
KuMenenja kaMasipala
I-imeyili:zsikhosana@umzimkhululm.gov.za

IMenenja Yezemisebenzi Edidiyele

PO Box 53

UMzimkhulu

3297

Noma

Lifekiselwe:

IMenenja Yezemisebenzi Edidiyele

Ifeksi: 0392590427

Noma nge-imeyili:

kuMenenja Yezemisebenzi Edidiyele

I-emeyili:ndukun@umzimkhululm.gov.za

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6.2. Isicelo kumele sihlinzeke imininingwane emaqondana nofaka isicelo siphinde siveze ngokucacile ukuthi yiluphi ulwazi oludingekayo. Lokhu kuyosiza umsebenzi ocubungula isicelo ukuba ahlonze:

- Ofaka isicelo
- Amarekhodi acelwayo

6.3. Ifomu lokufaka iicelo (Elinamathiselwe lapha) kumele lihambisane nemali enqunyiwe yokubheka irekhodi-bheka isheduli yezimali ezikhokhwayo, isicelo sokufinyelela olwazini siyophendulwa ezinsukwini ezingama-30 emva kokutholakala kwesicelo.

6.4. Ofaka isicelo uyonikezwa ulwazi uma lolo lwazi oluceliwe lukhona futhi lungadingi ukukhishwa ngokulandela izihlinzeko zoMthehto Wokukhuthaza Uukufinyelela Olwazini (i-PAIA).

6.5. Uma kwenziwa isicelo sokufinyelela olwazini umasipala wendawo uMzimkhulu ongenalo, kumbe ulwazi oluthinta kakhulu esinye isikhungo sikahulumeni, leso sicelo siyokwedluliselwa esikhungweni noma enhlanganweni engase ihlinzeke ngalolo lwazi ngokushesha okunokwenzeka, ezinsukwini eziyi-14 emva kokutholakala kwesicelo.

6.6. Uma ulwazi lungasatholakali futhi kube sekuthathwe zonke izinyathelo ezifanele ukuze kutholakale irekhodi eliceliwe, umsebenzi obhekelele ulwazi, uyohlinzeka ngencwadi efungelwe (affidavit) eyazisa ofake isicelo ngalokhu futhi amnikeze izizathu ezigcwele.

6.7. Kungama ukucutshungulwa kwezicelo kuze kube ulwazi luyatholakala. Ofake isicelo uyokwaziswa ngokufanele bese ecelwa ukuba enze isethulo esibhalwe phansi zingakapheli izinsuku ezingama-30 maqondana nokuthi kungani edinga lolo lwazi ngaphambi kokuba lwaziswe umphakathi.

7. UKUNQATSHWA KOKUTHOLAKALA KWEREKHODI

Isikhulu Esibhekele Ulwazi kumbe Amasekela Esikhulu Esibhekele Ulwazi angenqaba ukuba kufinyelelwe emarekhodini ngaphansi kwezimo ezithile ezibekwe eSahlukweni 4 soMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi-2000. Isibonelo,

- Ukuvikelwa okuyimpoqo kolwazi lwezemnotho lohlangothi lwesithathu
- Ukuvikelwa okuyimpoqo kolwazi oluthile oluyimfihlo, kanye nokuvikelwa kolwazi oluthile oluyimfihlo lohlangothi lwesithathu kanye noma
- Ukuvikelwa okuyimpoqo okokuphepha komuntu nomuntu, ngokunjalo nokuvikelwa kwempahla.

8. IZINDLELA ZOKULUNGISA EZISETSHENZISWAYO MAQONDANA NOMTHETHO KUMBE UKWEHLULEKA KUKAMASIPALA WENDAWO UMZIMKHULU UKUTHATHA IZINYATHELO

8.5. Ofake isicelo angafaka isicelo sokwedluliselwa kwesikhalo kwangaphakathi eMkhandlwini kaMasipala weNdawo uMzimkhulu aphikisane nesinqumo seSikhulu Esibhekele Ulwazi uma:-

- Isicelo sokufinyelela olwazini senqatshiwe;
- Imali ekhokhwayo imba eqolo.
- Isikhulu Esibhekele Ulwazi sinweba isikhathi okumele ulwazi ludalulwe ngaso
- Ulwazi lunikezwe ngendlela eyehlukile kule ebeyiceliwe.

8.6. Uhlangothi lwesithathu lungafaka isicelo sokwedluliselwa kwesikhalo kwangaphakathi eMkhandlwini kaMasipala weNdawo uMzimkhulu luphikisane nesinqumo seSikhulu Esibhekele Ulwazi maqondana nokudalula ulwazi.

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9. INDLELA YOKUFAKA ISICELO SOKWEDLULISELWA KWESIKHALO KWANGAPHAKATHI KANYE NEMALI EKHOKHELWA UKWEDLULISA ISIKHALO.

9.5. Isicelo sokwedluliswa kwesikhalo kwangaphakathi kumele sibhalwe efomini elinqunyelwe ukusetshenziswa (Elinamathiselwe).
9.6. Esikhathini esiyizinsuku ezingama-60.
9.7. Kumele siposwe, sifekswe kumbe sithunyelwe nge-imeyli eSikhulwini Esibhekele Ulwazi.
9.8. Kumele uveze isihloko sodaba okhala ngalo bese usho izizathu zokufaka isikhalo
9.9. Kumele usho indlela ofisa ukuphendulwa ngayo, ngaphezu kwempendulo ebhalwe phansi.
9.10. Kumele ifomu lesikhalo lihambisane nemali ekhokhwayo enqunyiwe.
9.11. Zingemukelwa izikhalo ezedlulelwe yisikhathi, uma kunesizathu esizwakalayo.
9.12. Isikhulu esibhekele ulwazi kumele sihambise isikhalo eMkhandlwini kaMasipala kungakapheli izinsuku eziyi-10 zokusebenza ukuze sicutshungulwe.
9.13. Ofake isicelo uyokwaziswa ngesinqumo maqondana nesikhalo kungakapheli izinsuku ezingama-30.

10. EZINYE IZINDLELA ZOKULUNGISA

Uma ofake isicelo engenelisekile ngomphumela wesinqumo sesikhalo, angadlulisela isikhalo enkantolo kungakapheli izinsuku eziyi-180 emva kokuthola isinqumo sesikhalo.

11. INCAZELO YEMISEBENZI UMASIPALA WENDAWO UMZIMKHULU OYENZELA UMPHAKATHI KANYE NOKUTHI KUFINYELELWA KANJANI KUYONA

Uhlu lwamahhovisi omnyango, izikhathi zokusebenza, kanye nemininingwane yokuxhumana kunamathiselwe eSithasiselweni A.

Ungaxhumana nanoma yimaphi amahhovisi abalwe ngenhla kodwa-ke kukhuthazwa ukuxhumana ngqo neziNhloko zemiNyango okuyizona eziqokwe ukuba aMasekela Esikhulu Esibhekele Ulwazi, ukuze isicelo sakho siphendulwe ngokushesha.

Bheka ibinza lesi-3 ngenhla maqondana namagama kanye nemininingwane yokuxhumana.

12. IZINHLELO/IZIHLINZEKO ZOKUBA UMUNTU ENZE IZETHULO, AXOXISANE KUMBE ABAMBE IQHAZA KUMBE AZWAKALISE ILAKA LAKHE EKWAKHIWENI KWENQUBOMGOMO KUMBE ASEBENZISE AMANDLA AKHE NOMA EKUSEBENZENI KUKAMASIPALA WENDAWO UMZIMKHULU.

Ukubamba iqhaza noma ukubandakanywa komphakathi ekuphathweni kukaMasipala kutholakala eMthethweni Wezinhlelo Zohulumeni **B**ezindawo wezi-2000 (iSahluko 4) kanye naseMthethweni Wezinhlaka zoMasipala we-1998 (iSahluko 3).
Ukubamba iqhaza komphakathi ezindabeni zikamasipala kuyisidingo esisemqoka sokubusa okuhle kanti-ke ukwenza lokhu kwenzeke ngempumelelo, umphakathi ubekelwe lezi zindlela ongazisebenzisa ukuze ubambe iqhaza:

- Amakomidi amaWadi
- AmaKhansela amaWadi kanye namaKhansela ameleleke ngokwenani lamavoti (PR Councilors)
- Ihhovisi Elibhekele Izindaba Zomphakathi waseMzimkhulu
- Ukwamukelwa kweziNhlangano Ezingekho ngaphansi kukaHulumeni (NGO), bese zifakwa zibe yingxenye yokuhlela izinhlelo okuyi-lOP njalo njalo.
- Izinhlelo zesabelomali ezakhiwe ngendlela ekhuthaza ukubamba iqhaza komphakathi.
- Ukutholakala kwemibono yomphakathi uma kuhlelwa izinjongo zomsebenzi kamasipala (ngokusebenzisa abezindaba)
- Imihlangano yomphakathi uma kunesidingo

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- Izincwadimibiko
- Imisakazo kanye namaphephandaba endawo
-

ULWAZI OLUJWAYELEKILE

Isikhulu Esibhekele Ulwazi kumbe Isekela Lesikhulu Esibhekele Ulwazi singathintwa maqondana neminye imininingwane engekho kulo mqulu.

IMALI EKHOKHWAYO

(1).Imali ekhokhelwa amakhophi ashiwo esigabeni 15(3) salo Mthetho, zimi kanje:

(a)) ngekhophi ngayinye yekhasi elingu-A4 kumbe ingxenye yalo 0,60

(b) ngekhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo egcinwe kwikhompyutha noma ngendlela efundeka emshinini 0,40

(c) ngekhophi okwazi ukuyifunda kwikhompyutha
ekwi-stiffy disc 5,00
ekwi-compact disc 40, 00

(d) ngekhophi eyizithombe ezibukwayo eziqoshwe ekhasini elingu- A4,

kumbe ingxenye yalo 22, 00

ikhophi yezithombe ezibukwayo 60, 00

(e) Ukuqoshwa kwezithombe ezibukwayo zerekhodi elilalelwayo,

Eliyikhasi elingu-A4 kumbe ingxenye yalo 12,00

Ikhophi yerekhodi lomsindo 17, 00

(2). Imali yesicelo ekhokhwa yilowo nalowo ocelayo, ngaphandle kwalowo osuke ezenzela isicelo ngokwakhe oshiwo esigabeni 22(1) soMthetho, ingama-R35

(f) Ukubheka kanye nokulungiselela irekhodi ukuba lidalulwe, ngama-R15-00 ihora ngalinye kumbe ingxenye yehora, lingabalwa ihora lokuqala, elidingekayo ukuze kubhekwe irekhodi.

(3) Imali yokuposa ikhokhwa ngesikhathi ikhophi yerekhodi kumele iposelwa lowo ocelayo.

PAIA MANUAL

UMASIPALA WENDAWO UMZIMKHULU

IFOMU A

ISICELO SOKUFINYELELA KUMAREKHODI OHLAKA LUKAHULUMENI

(Isigaba 18(1) soMthetho Wokukhuthaza Ukufinyelela Olwazini wezi-2000

(uMthetho uNo. 2 wezi-2000)

[UMthethonqubo 6]

OKOMNYANGO KUPHELA / OKWEHHOVISI KUPHELA

Inombolo yenkomba:_____

Isicelo samukelwe ngu--- --- ----- --------- -- (isikhundla, igama kanye nesibongo sesikhulu esibhekele ulwazi /isekela lesikhulu esibhekele ulwazi) mhla _____ (usuku) e

_____ (indawo)

Imali yesicelo: R……

Imali yesibambiso: R ……

Imali yokufinyelela: R……

_____

ISIGINESHA YESIKHULU ESIBHEKELE ULWAZI/ ISEKELA LESIKHULU ESIBHEKELE ULWAZI

A. Imininingwane yohlaka lukahulumeni

Isikhulu Esibhekele Ulwazi /Isekela Lesikhulu Esibhekele Ulwazi:

UMasipala Wendawo UMzimkhulu

PO Box 53
UMzimkhulu
3297

B. Imininingwane yomuntu ocela ukufinyelela erekhodini

(a)	*Imininingwane yomuntu ocela ukufinyelela kwirekhodi kumele ukuba inikezwe ngezansi.*
(b)	*KumeIe kunikezwe ikheli kanye/kumbe inombolo yefeksi yase-Riphabhlikhi lapho kuyothunyelwa khona ulwazi.*
(c)	*Kumele kulethwe nobufakazi besikhundla umuntu acela ngaphansi kwaso, uma bukhona, kumele bunanyatheliswe.*

Amagama aphelele kanye nesibongo: ----------

_____

Inombolo kamazisi:

Ikheli lokuposa: ----------

_____

_____

_____

_____

----------Inombolo yefeksi: ----------

Inombolo yocingo: _____Ikheli le-imeyli:_____

Isikhundla umuntu afaka isicelo ngaphansi kwaso, uma isicelo senziwa egameni lomunye umuntu:

_____

_____

_____

PAIA MANUAL

C. *Imininingwane yomuntu isicelo esenziwa egameni lakhe*

Le ngxenye kumele igcwaliswe KUPHELA uma ngabe isicelo sokufinyelela olwazini senziwa egameni lomunye umuntu.

Amagama aphelele kanye nesibongo:----------

Inombolo kamazisi:

D. *Imininingwane yerekhodi*

(a)	*Nikeza imininingwane ephelele yerekhodi elicelwayo, kubandakanya nenombolo yenkomba uma uyazi, ukuze kubelula ukulithola lelo rekhodi.*

(b)	*Uma ngabe isikhala esihlinzekiwe singenele, sicela ukuba uqhube indaba yakho kwelinye iphepha bese ulinamathisela kuleli fomu.* ***Ocelayo kumele asayine wonke amaphepha engeziwe***

1. Incazelo yerekhodi kumbe ingxenye yerekhodi okukhulunywa ngalo:

   _____

   _____

   _____

2. Inombolo yenkomba, uma ikhona: — — — — — — — — — — — — — — —

3. Eminye imininingwane yerekhodi: — — — — — — — — — —

   _____

   _____

   _____

   _____

PAIA MANUAL

E. Imali ekhokhwayo

(a)	Isicelo sokufinyelela kwirekhodi, ngaphandle kwerekhodi eliqukethe imininingwane eqondene nawe ngqo, *siyocutshungulwa kuphela emva kokukhokhwa* ***kwemali yesicelo***.
(b)	*Uyokwaziswa ngesamba okumele usikhokhe esiyimali yesicelo*.
(c)	***Imali okumele ikhokhelwe ukufinyelela erekhodini*** *incike ekutheni umuntu ufuna ukufinyelela kanjani kulelo rekhodi kanye nesikhathi esiyothathwa kubhekwa futhi kulungiswa irekhodi.*
(d)	*Uma ufanelekile ukuthi ungakhululwa ekukhokheni nanoma iyiphi imali, sicela ukuba usho isizathu sokukhululwa*

Isizathu sokukhululwa ekukhokheni imali: — — — — — — —

_____

_____

_____

F. Indlela yokufinyelela erekhodini

Uma ngenxa yokukhubazeka ungakwazi ukufunda, ukubona kumbe ukulalela irekhodi ngokwendlela yokufinyelela ehlinzekwe ku-1 kuya ku-4 lapha ngezansi, chaza indlela okhubazeke ngayo, bese uveza ukuthi iyiphi indlela olidinga ngayo irekhodi.

Ukukhubazeka:	Indlela irekhodi elidingeka ngayo
_____	_____

PAIA MANUAL

Faka uphawu u–X esikhaleni esifanele

QAPHELA:

(a) Ukuhambisana nesicelo sakho sokufinyelela erekhodini

b) Ezimweni ezithile kunganqatshwa ukufinyelela kwirekhodi ngokohlobo elicelwe ngalo. Esimweni esinjalo, uyokwaziswa uma uzovunyelwa ukufinyelela kwirekhodi ngolunye uhlobo.

(c) Imali ekhokhwayo yokufinyelele erekhodini, uma idingeka, iyonqunywa ngokohlobo lokufinyelela oluceliwe.

1. Uma irekhodi libhaliwe kumbe liprintiwe:

	ikhophi yerekhodi*		Ukuhlolwa kwerekhodi

1. 2. Uma irekhodi linezithombe-(lokhu kubandakanya izithombe, ama-slides, ama-video aqoshiwe, izithombe ezikhishwe kwikhompyutha, imidwebo, njll):

	buka izithombe		Ikhophi yezithombe*		Ukuthathelwa kwezithombe kweminye imibhalo*

3. Uma irekhodi liqukethe amagama kumbe ulwazi oluqoshiwe olungaguqulwa kabusha lube umsindo::

	Ukulalela umsindo (amakhasethi alalelwayo)		Umsindo othathelwe kweminye imibhalo* (umqulu obhaliwe kumbe oprintiwe)

4. .Uma irekhodi likwikhompyutha kumbe lingafundelwa emshinini:

	Ikhophi eprintiwe yerekhodi'		Ikhophi eprintiwe yolwazi olususelwe kwirekhodi*		Ikhophi ewuhlobo olufundeka kwikhompyutha *

Uma ucele ikhophi kumbe umbhalo werekhodi oqoshiwe (ngenhla), ngabe ufisa ukuba uposelwe ikhophi kumbe umbhalo? Kukhokhwa imali yokuposa.	Yebo	Qha

Qaphela ukuthi *uma* irekhodi lingatholakali ngolimi olukhethile, irekhodi liyohlinzekwa ngolimi elitholakala ngalo

Ungathanda ukulithola ngaluphi ulimi irekhodi?

PAIA MANUAL

G. Isaziso sesinqumo maqondana nesicelo sokufinyelela erekhodini

Uyokwaziswa ngokubhalwe phansi ukuthi isicelo sakho sivunyiwe noma sichithiwe. Uma ufisa ukwaziswa ngenye indlela, sicela usho indlela ofisa ukwaziswa ngayo bese unikeza nemininingwane ukuze kuhlangatshezwane nesicelo sakho.

Ufisa ukuba waziswe kanjani ngesinqumo maqondana nesicelo sakho sokufinyelela kwirekhodi?

Sisayinwe e..... kulolu suku ..... lwenyanga ka.....wezi-20.....

ISIGNESHA YALOWO ISICELO ESENZIWA EGAMENI LAKHE

PAIA MANUAL

UMasipala Wendawo uMzimkhulu

IFOMU B

ISAZISO SOKWEDLULISWA KWESIKHALO SANGAPHAKATHI

(Isigaba 75 soMthetho Wokukhuthaza Ukufinyelela Olwazini wezi-2000, (uMthetho uNo. 2 wezi-2000)

[UMthethonqubo 8]

NIKEZA INOMBOLO YAKHO YENKOMBA:

_____

A. Imininingwane yohlaka lukahulumeni

Isikhulu Esibhekele Ulwazi noma Isekela Lesikhulu Esibhekele Ulwazi
UMasipala Wendawo UMzimkhulu
PO Box 53
UMzimkhulu
3297

B. Imininingwane yalowo ocelayo noma yohlangothi lwesithathu olufaka isicelo sokwedlulisa isikhalo kwangaphakathi

(a) Imininingwane yalowo ofaka isicelo sokwedlulisa isikhalo kwangaphakathi kumele inikezwe lapha ngezansi

(b) Ubufakazi besikhundla akuso ofaka isicelo sokwedlulisa isikhalo, uma kudingekile, kumele bunanyathiselwe.

(c) Uma isikhalo sedluliswa uhlangothi lwesithathu, hhayi owacela ukufinyelela olwazini ekuqaleni, imininingwane yocelayo kumele imininingwane yalowo ocelayo inikezwe ku-C lapha ngezansi.

Amagama aphelele kanye nesibongo ----------

Inombolo kamazisi:

Ikheli lokuposa: ----------

---------- Inombolo yefeksi: ----------

Inombolo yocingo: ---------- Ikheli le-imeyli: ---

--------- Isikhundla akuso lowo ofaka isicelo sokwedluliswa kwesikhalo kwangaphakathi, uma isikhalo sifakwa egameni lomunye umuntu:

PAIA MANUAL

C. Imininingwane yofake isicelo

Le ngxenye kumele igcwaliswe KUPHELA uma kungomunye umuntu (kungesiyena lowo ofake isicelo) ofaka isicelo sokwedluliswa kwesikhalo kwangaphakathi

Amagama aphelele kanye nesibongo: ----------

Inombolo kamazisi:

D. Isinqumo esiholele ekufakweni kwesicelo sokwedluliswa kwesikhalo kwangaphakathi

Faka uphawu u-X esikhaleni esihambisana nesinqumo esiholele ekufakweni kwesicelo sokwedluliswa kwesikhalo ngaphakathi	
	Ukunqatshwa kwesicelo sokufinyelela erekhodini
	Isinqumo maqondana nemali ekhokhwayo enqunywe ngokwesigaba 22 soMthetho
	Isinqumo maqondana nokunwetshwa kwesikhathi okumele kucutshungulwe ngaso isicelo
	Isinqumo ngokwesigaba 29(3) soMthetho sokwenqabela ukufinyelela emarekhodini
	Isinqumo sokunikeza imvume yokufinyelela

E. Izizathu zokufaka isicelo sokwedlulisa isikhalo

Uma isikhala esihlinzekiwe singenele, sicela uqhube indaba yakho kwelinye iphepha bese ulinamathisela kuleli fomu. Kumele usayine wonke amaphepha engeziwe.

Yisho izizathu ezenza ukuba kufakwe lesi sicelo sokwedluliswa kwesikhalo ngaphakathi:-

Yisho nanoma yiluphi olunye ulwazi olungalekelela ekucutshungulweni kwalesi sicelo sokwedluliswa kwesikhalo:

PAIA MANUAL

F. Isaziso sesinqumo maqondana nokwedluliswa kwesikhalo

Uyobhalelwa waziswe ngesinqumo sesicelo sakho sokwedluliswa kwesikhalo kwangaphakathi. *Uma ufisa* ukwaziswa ngenye indlela, sicela usho indlela ofisa ukwaziswa ngayo bese unikeza nemininingwane ukuze kuhlangatshezwane nesicelo sakho

Nikeza indlela ofisa ukwaziswa ngayo: ----------

Imininingwane yendlela ofisa ukwaziswa ngayo: ----------

Sisayinwe e…….kulolu suku…….lwenyanga ka ……wezi-20……..

ISIGNESHA YOCELA UKWEDLULISA ISIKHALO

PAIA MANUAL

OKOMNYANGO KUPHELA:

IREKHODI ELISEMTHETHWENI LOKWEDLULISWA KWESIKHALO KWANGAPHAKATHI:

Ukwedluliswa kwesikhalo kwamukelwe mhla ..... (usuku) ngu----------

(Yisho isikhundla, igama kanye nesibongo sesikhulu esibhekele ulwazi /Isekela lesikhulu esibhekele ulwazi).

Ukwedluliswa kwesikhalo kuhambisana nezizathu zesinqumo sesikhulu esibhekele ulwazi/ isekela lesikhulu esibhekele ulwazi kanye nalapho kufanele khona, nemininingwane yomuntu ofake isicelo egameni lomunye eliqondene naye irekhodi, kuthunyelwe yisikhulu esibhekele ulwazi/ isekela lesikhulu esibhekele ulwazi mhla ..... (usuku) kwiziphathimandla ezifanele.

UMPHUMELA WOKWEDLULISWA KWESIKHALO**:**

ISINQUMO SESIKHULU ESIBHEKELE ULWAZI/ISEKELA LESIKHULU ESIBHEKELE ULWAZI SIQINISEKISIWE/ ESISHA SESIGUQULIWE

ISINQUMO ESISHA:----------

....

USUKU UMASIPALA WENDAWO UMZIMKHULU

SAMUKELWE YISIKHULU ESIBHEKELE ULWAZI/ISEKELA LESIKHULU ESIBHEKELE ULWAZI SIKAMASIPALA WENDAWO UMZIMKHULU MHLA (usuku):

UMASIPALA WENDAWO UMZIMKHULU
IFOMU C

ISICELO SOKUFINYELELA EMAREKHODINI ENHLANGANO EZIMELE

(Isigaba 18 (1) soMthetho Wokukhuthaza Ukufinyelela Olwazini wezi-2000 (uMthetho uNo. 2 wezi-2000)

[UMthethonqubo 10]

OKOMNYANGO KUPHELA/ OKWEHHOVISI KUPHELA

Inombolo yenkomba:

Isicelo samukelwe ngu --- --- ----- --------- -- (isikhundla, igama kanye nesibongo sesikhulu esibhekele ulwazi /isekela lesikhulu esibhekele ulwazi) mhla

(usuku) e----- - - ------- (indawo).

Imali yesicelo: R……

Imali yesibambiso: R ……

Imali yokufinyelela: R……

ISIGINESHA YESIKHULU
ESIBHEKELE ULWAZI/ ISEKELA
LESIKHULU ESIBHEKELE ULWAZI

A. Imininingwane yenhlangano ezimele

Isikhulu Esibhekele Ulwazi /Isekela Lesikhulu Esibhekele Ulwazi:

UMasipala Wendawo uMzimkhulu

PO Box 53
UMzimkhulu
3297

B. Imininingwane yomuntu ocela ukufinyelela erekhodini

(a)	*Imininingwane yomuntu ocela ukufinyelela kwirekhodi kumele ukuba inikezwe ngezansi.*
(b)	*KumeIe kunikezwe ikheli kanye/kumbe inombolo yefeksi yase-Riphabhlikhi lapho kuyothunyelwa kukhona ulwazi.*
(c)	*Kumele kulethwe nobufakazi besikhundla umuntu acela ngaphansi kwaso, uma bukhona, kumele bunanyatheliswe.*

Amagama aphelele kanye nesibongo: ----------

_____

_____

Inombolo kamazisi:

Ikheli lokuposa: ----------

_____

_____

_____

_____

----------Inombolo yefeksi: ----------

Inombolo yocingo: _____ Ikheli le-imeyli: _____

Isikhundla akuso lowo ofaka isicelo sokwedluliswa kwesikhalo kwangaphakathi, uma isikhalo sifakwa egameni lomunye umuntu:

_____

PAIA MANUAL

C. Imininingwane yomuntu isicelo esenziwa egameni lakhe

Le ngxenye kumele igcwalise KUPHELA uma isicelo sokufinyelela olwazini senziwa egameni lomunye umuntu.

.

Amagama agcwele kanye nesibongo: ----------

Inombolo kamazisi:

PAIA MANUAL

D. *Imininingwane yerekhodi*

(a)	*Nikeza imininingwane ephelele yerekhodi elicelwayo, kubandakanya nenombolo yenkomba uma uyazi, ukuze kubelula ukulithola lelo rekhodi.*

(b)	*Uma ngabe isikhala esihlinzekiwe singenele, sicela ukuba uqhube indaba yakho kwelinye iphepha bese ulinamathisela kuleli fomu.* ***Ocelayo kumele asayine wonke amaphepha engeziwe***

1. Incazelo yerekhodi kumbe ingxenye yerekhodi okukhulunywa ngalo:

   _____

   _____

   _____

2. Inombolo yenkomba, uma ikhona: — — — — — — — — — — — — — — — —

3. Eminye imininingwane yerekhodi: — — — — — — — — — — — — — — — —

   _____

   _____

   _____

   _____

E. Izimali ezikhokhwayo

(a)	Isicelo sokufinyelela kwirekhodi, ngaphandle kwerekhodi eliqukethe imininingwane eqondene nawe ngqo, *siyocutshungulwa kuphela emva kokukhokhwa* ***kwemali yesicelo***.
(b)	*Uyokwaziswa ngesamba okumele usikhokhe esiyimali yesicelo*.

PAIA MANUAL

(c)	***Imali okumele ikhokhelwe ukufinyelela erekhodini*** *incike ekutheni umuntu ufuna ukufinyelela kanjani kulelo rekhodi kanye nesikhathi esiyothathwa kubhekwa futhi kulungiswa irekhodi.*
(d)	*Uma ufanelekile ukuthi ungakhululwa ekukhokheni nanoma iyiphi imali, sicela ukuba usho isizathu sokukhululwa*

Isizathu sokukhululwa ekukhokheni imali: — — — — — — —

_____

_____

_____

_____

_____

G. F. Indlela yokufinyelela erekhodini

Uma ngenxa yokukhubazeka ungakwazi ukufunda, ukubona kumbe ukulalela irekhodi ngokwendlela yokufinyelela ehlinzekwe ku-1 kuya ku-4 lapha ngezansi, chaza indlela okhubazeke ngayo, bese uveza ukuthi iyiphi indlela olidinga ngayo irekhodi.

Ukukhubazeka:	Indlela irekhodi elidingeka ngayo
_____	_____

Faka uphawu u–X esikhaleni esifanele

QAPHELA:

(a) Ukuhambisana nesicelo sakho sokufinyelela erekhodini

b) Ezimweni ezithile kunganqatshwa ukufinyelela kwirekhodi ngokohlobo elicelwe ngalo. Esimweni esinjalo, uyokwaziswa uma uzovunyelwa ukufinyelela kwirekhodi ngolunye uhlobo.

(c) Imali ekhokhwayo yokufinyelele erekhodini, umaidingeka, iyonqunywa

1. Uma irekhodi libhaliwe kumbe liprintiwe:

PAIA MANUAL

	ikhophi yerekhodi*		Ukuhlolwa kwerekhodi		
2. 2. Uma irekhodi linezithombe-(lokhu kubandakanya izithombe, ama-slides, ama-video aqoshiwe, izithombe ezikhishwe kwikhompyutha, imidwebo, njll):					
	buka izithombe		Ikhophi yezithombe *		Ukuthathelwa kwezithombe kweminye imibhalo*
3. Uma irekhodi liqukethe amagama kumbe ulwazi oluqoshiwe olungaguqulwa kabusha lube umsindo::					
	Ukulalela umsindo (amakhasethi		Umsindo othathelwe kweminye imibhalo* (umqulu obhaliwe kumbe oprintiwe)		
4. .Uma irekhodi likwikhompyutha kumbe lingafundelwa emshinini:					
	Ikhophi eprintiwe yerekhodi'		Ikhophi eprintiwe yolwazi olususelwe kwirekhodi*		Ikhophi ewuhlobo olufundeka kwikhompyutha *

Uma ucele ikhophi kumbe umbhalo werekhodi oqoshiwe (ngenhla), ngabe ufisa ukuba uposelwe ikhophi kumbe umbhalo?	Yebo	Qha
Qaphela ukuthi *uma* irekhodi lingatholakali ngolimi olukhethile, irekhodi liyohlinzekwa ngolimi elitholakala ngalo		

Ungathanda ukulithola ngaluphi ulimi irekhodi?

_____

G. Isaziso sesinqumo maqondana nesicelo sokufinyelela erekhodini

_____

Uyokwaziswa ngokubhalwe phansi ukuthi isicelo sakho sivunyiwe/sichithiwe. Uma ufisa ukwaziswa ngenye indlela, sicela usho indlela ofisa ukwaziswa ngayo bese unikeza nemininingwane ukuze kuhlangatshezwane nesicelo sakho.

Ufisa ukuba waziswe kanjani ngesinqumo maqondana nesicelo sakho sokufinyelela kwirekhodi?

_____

_____

Sisayinwe e..... kulolu suku ..... lwenyanga ka.....wezi-20.....

PAIA MANUAL

ISIGNESHA YOCELAYO /YOMUNTU ISICELO ESENZIWA EGAMENI LAKHE

PAIA MANUAL