UMASIPALA WESITHILI SASEOVERBERG

ISIKHOKELO SE-PAIA

NGOKWECANDELO LE-14 LOMTHETHO WOKUKHUTHAZWA KOKUFIKELELA KULWAZI, UMTHETHO WESI-2 KA-2000 ("UMTHETHO")

Uphononongwe ngo-2017

UMASIPALA WESITHILI SASEOVERBERG

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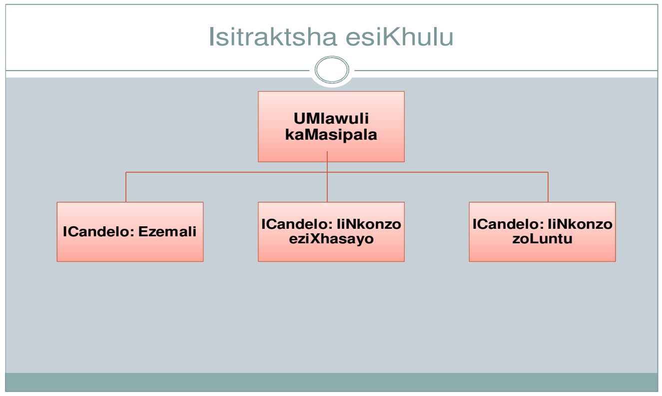
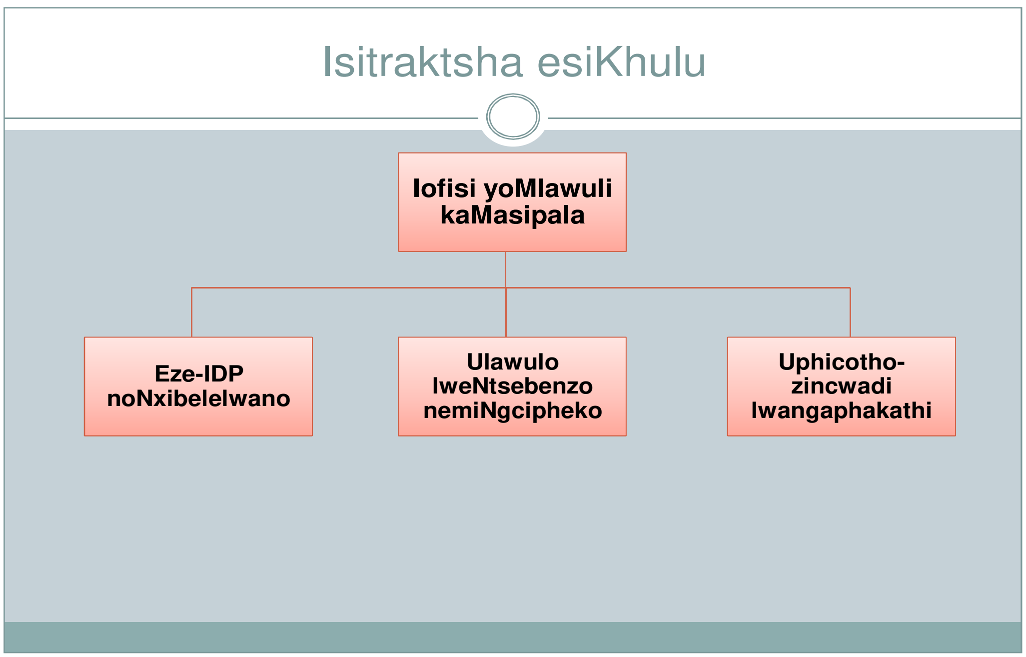
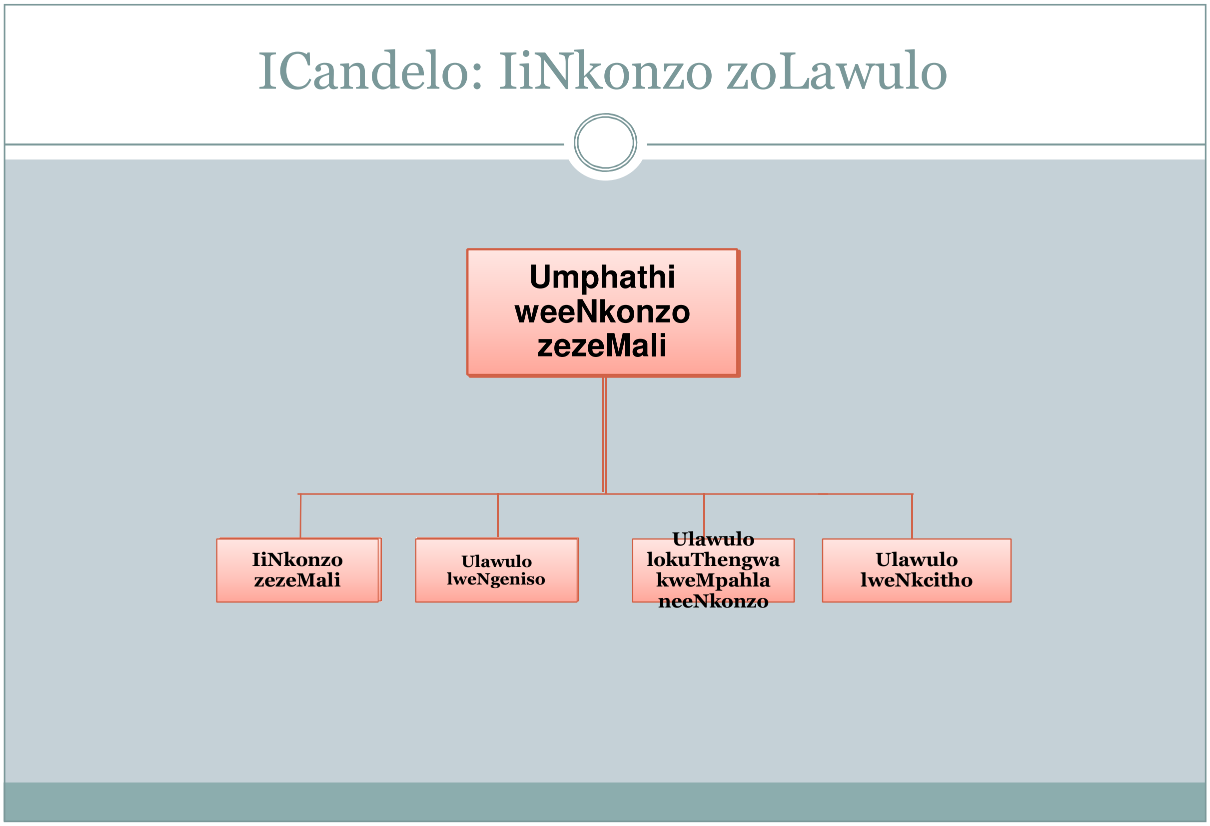
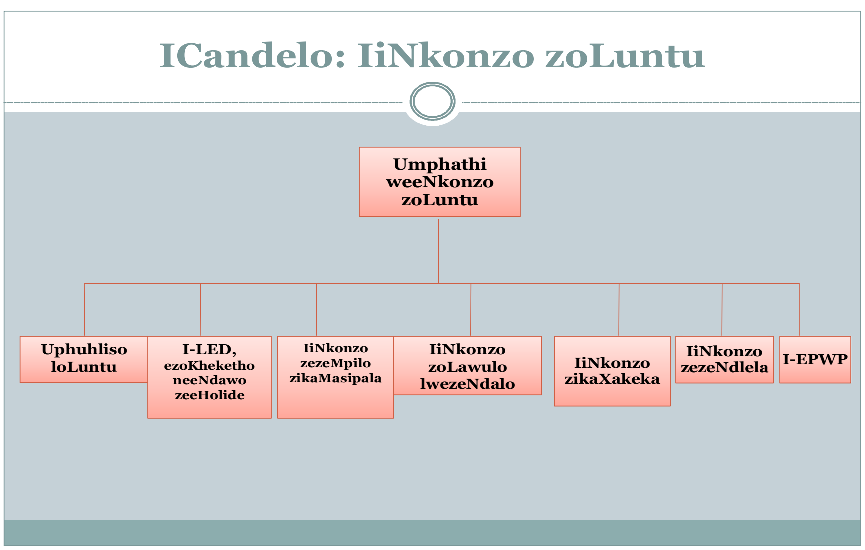
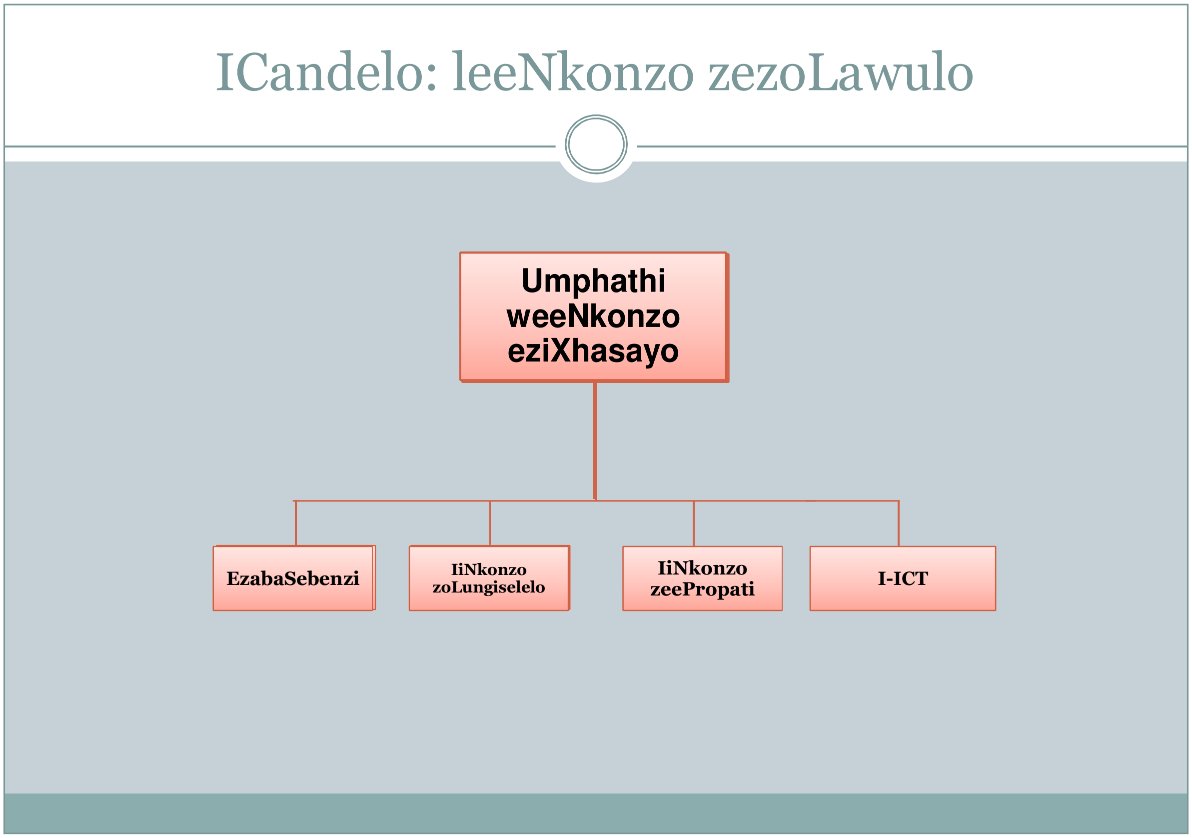
1. UKUMA KOMASIPALA WESITHILI SASEOVERBERG






ICandelo: IiNkonzo zoLawulo
Umphathi weeNkonzo zezeMali
IiNkonzo zezeMali
Ulawulo lweNgeniso
Ulawulo lokuThengwa kweMpahla neeNkonzo
Ulawulo lweNkcitho


ICandelo: IiNkonzo zoLuntu
Umphathi weeNkonzo zoLuntu
Uphuhliso loLuntu
I-LED, ezoKheketho neeNdawo zeeHolide
IiNkonzo zezeMpilo zikaMasipala
IiNkonzo zoLawulo lwezeNdalo
IiNkonzo zikaXakeka
IiNkonzo zezeNdlela
I-EPWP


ICandelo: leeNkonzo zezoLawulo
Umphathi weeNkonzo eziXhasayo
EzabaSebenzi
IiNkonzo zoLungiselelo
IiNkonzo zeePropati
I-ICT

2. IMISEBENZI YOMASIPALA WESITHILI SASEOVERBERG

UMasipala weSithili saseOverberg wasungulwa ngomhla wesi-5 kuDisemba ka-2000, ngokweSaziso seCandelo le-12; iSaziso sePhondo esinguNamba PN 492, somhla wama-22 kuSeptemba ka-2000.

IMISEBENZI:

IOFISI YOMLAWULI KAMASIPALA

IsiCwangciso soPhuhliso oluNdindeneyo

NgokoMthetho ka-2000 weeNdlela zokuSebenza zikaMasipala, uSodolophu ujongene nokuyilwa kwesiCwangciso soPhuhliso oluNdindeneyo. Ukulungelelaniswa kwalo msebenzi kwaye kwanikwa uMlawuli kaMasipala, yena onika ingxelo ngqo kuSodolophu kunye nakwiBhunga.

Unxibelelwano

URhulumente weNdawo unesibophelelo esisemthethweni kunye noxanduva lwezopolitiko lokuba aqinisekise ukuba kukho unxibelelwano olwenziwa rhoqo noluntu yaye olo nxibelelwano lwenziwa ngendlela esebenzayo. UMgaqo-siseko lweRiphablikhi yoMzantsi Afrika, ka-1996, neminye imithetho yelizwe, yonke le mithetho inyanzelisa ukuba ukuzibophelela kweendlela zokunxibelelana zikarhulumente, ekufuneka kubonise ukuba selubala ngeyona ndlela, ukunyaniseka, ukungafihli nto, ukuthatha inxaxheba ngokwentando yesininzi kunye nonxibelelwano oluya ngqo eluntwini ukwenzela ukuphucula impilo yomntu wonke.

Iwebhusayithi kamasipala kufuneka ibe ngoyena ndoqo weendlela zonxibelelwano lukamasipala. Isebenza njengesixhobo sokuthatha inxaxheba koluntu, ukuphucula ukuthatha inxaxheba kwamaqela achaphazelekayo yaye incedisa la maqela achaphazelekayo ekubeka esweni nokuphonononga indlela asebenza ngayo umasipala. ICandelo lama-75 loMthetho woLawulo lweeMali zikaMasipala ufuna ukuba umasipala awafake kwiwebhusayithi yakhe amaxwebhu nolwazi olungundoqo.

ULawulo lweNtsebenzo

ULawulo lweNtsebenzo yindlela ecwangcisiweyo yokulawula exhobisa iinkokeli, abalawuli, abasebenzi, amaqela achaphazelekayo akumanqanaba ohlukeneyo, ndlela leyo ixhobisa ngoluhlu lwezixhobo neendlela ezisetyenziswayo xa kumana kucwangciselwa ukusoloko kubekwa esweni ukumana kulinganiswa kukwaphononongwa intsebenzo yebhunga, ngokwezibonisi zokugqibelela, ukusebenza kunye nefuthe lalo masipala; ngokwenjenjalo kuqinisekiswa ngokunikwa kweenkonzo okuphucukileyo kunye nenkonzo enikwa uluntu nabahlali efanele ixabiso lemali. leyo

Ilungiselelwe:

- IsiCwangciso sokuLandelwa kweBhajethi yokuHanjiswa kweeNkonzo
- INtsebenzo yoMntu ngamnye
- Ukunika iNgxelo kwiBhunga naseLuntwini
    - Ngekota
    - Phakathi enyakeni
    - Ingxelo yoNyaka

UkuLawulwa kwemiNgcipheko

Ngokwecandelo 62(1)(c) yoMthetho woLawulo lweMali kaMasipala, igosa locwangciso-mali likamasipa malilandele amanyathelo afanelekileyo okuqinisekisa ukuba umasipala unazo yaye uyazigcina iindlela ezisebenzayo, ezigqibeleleyo nezingafihlisiyo zolawulo lwemali kunye nemingcipheko kunye nokulawulwa kwemicimbi yangaphakathi.

Uphicotho-zincwadi lwangaPhakathi

Owona msebenzi wecandelo lophicotho-zincwadi lwangaphakathi, ngokweCandelo 165 (2) (a), (b) (iv) loMthetho woLawulo lweMali kaMasipala:

- Kukulungisa isicwangciso sophicotho olugxila kwimingcipheko kunye nenkqubo yophicotho-zincwadi lwangaphakathi olwenziwa kunyaka-mali ngamnye;
- Ukucebisa igosa locwangciso-mali kunye nokunika iKomiti yoPhicotho-zincwadi ingxelo emalunga nokulandelwa kwesicwangciso sophicotho-zincwadi lwangaphakathi kunye nemiba enxulumene nemingcipheko kunye nokulawulwa kwemingcipheko, yaye
- Lukwasebenza ngokweNgcaciso yoPhicotho-zincwadi lwangaPhakathi, ngcaciso leyo ihambelana neemfuno zoMthetho woLawulo lweeMali zikaMasipala lukwaxhasa neNgcaciso yeKomiti yoPhicotho-zincwadi lukaMasipala.

IINKONZO ZEZEMALI

IiNkonzo zezeMali

Zilungiselelwe:

- Ukuqinisekisa malunga nokulawulwa kwebhajethi
- Ukuqinisekisa malunga nenkonzo yobalo-mali lwezemali kwisebe ngalinye
- Ukulawula ulungiselelo, iiasethi, i-inshorensi kunye namalungiselelo okuthenga nokufuna iinkonzo
- Ukusebenzisa iindlela zokulawula imicimbi yangaphakathi

- Ukunika iinkonzo zenkxaso gabalala

ULAWULO LWENGENISO

- Ukulandelelwa nokuqokelelwa kwamatyala
- Iinkonzo zikamasipala

ULawulo lokuThengwa kweMpahla neeNkonzo

UMthetho woLawulo lweMali kaMasipala uS110-119; imiGaqo ka-2005 yoLawulo lweNkqubo yokuThengwa kweMpahla nokuFunwa kweeNkonzo; kunye nezinye iisetyhula ezifanelekileyo zoMthetho woLawulo lweMali kaMasipala, zibeka iinkqubo ezifunekayo kunye nezikhokelo zokunceda ngokuqinisekisa ukuba amalungiselelo oLawulo lweNkqubo yokuThengwa kweMpahla nokuFunwa kweeNkonzo enziwa ngendlela efanele impahla neenkonzo, anika elona xabiso lifanelekileyo lemali yaye anciphisa amathuba orhwaphilizo nobuqhopholololo.

Iinkqubo zokuthengwa kwempahla nokufunwa kweenkonzo ziquka:

- Ingcaciso yoko kufunwayo (ukuyilwa nokuvunywa kwengcaciso yaloo nto ifunwayo)
- Ukubhengezwa
- Ukuphonononongwa (Ukuphonononongwa kwazo zonke iziniki-maxabiso)
- Ukuchongwa komniki-nkonzo (Ukunikwa kwakhe umsebenzi lowo), kunye
- noLawulo lweeKhontrakthi

ULawulo lweNkcitho

Lulungiselelwe:

- Ukujongwa kwemicimbi yababolekisi ngemali kunye nokuhlawulwa kwabo
- Uluhlu lwabantu abahlawulwayo
- Ukubekwa kwamaxabiso

IINKONZO ZOLUNTU

UPhuhliso lweNtlalo

Njengoko kubekwe kuS83 woMthetho wamaCandelo kaMasipala, uMasipala weSithili kufuneka azame ukufezekisa uphuhliso loluntu nolwezoqoqosho olundindeneyo, oluzinzileyo nolufaneleke ngokwamanani oluntu kwindawo yakhe xa iyonke. Nanjengoko esi Sithili sidlala indima yokuba ngumlungelelanisi, iinkqubo kunye namaphulo ezentlalo aya kwenziwa kwibakala loMasipala weNdawo, size sona iSithili sincedise ngokusekwa

kwemigaqo-nkqubo kunye neendlela zokuqinisekisa ngokulandelwa kwaloo migaqo-nkqubo.

UPhuhliso loQoqosho lweNdawo

Ezona ndawo kugxilwa kuzo kwisiCwangciso-nkqubo soPhuhliso loQoqosho lweNdawo zezi:

- Ukuyila imisebenzi kunye namathuba amatsha engqesho
- Ukunyusa amanqanaba engeniso nokwenza abantu bakwazi ukuhlawulela iinkonzo
- Ukunabisa umhlaba ukusebenza kweerhafu nengeniso yabasemagunyeni bendawo
- Ukwenza ukuba abasemagunyeni bendawo banike iinkonzo nezakhiwo ezingcono nezininzi nangakumbi
- Ukugxila kwezo zinto banokukwazi ukuzenza abasebenzi
- Ukugxila kumathuba ophuhliso
- Ukukhuthaza intsebenziswano phakathi kweendawo esele ziphuhlisiwe kunye nezo zingekaphuhliseki
- Ukwakha amaziko amatsha alungiselelwe uphuhliso loqoqosho oluzinzileyo

Ezokhenketho

IsiCwangciso-nkqubo seCandelo lezoKhenketho kuRhulumente kaZwelonke elivunywe yikhabhinethi, lithi icandelo lezokhenketho licandelo eliphambili kwezoqoqosho kuMgaqo-sikhokelo wokuSebenza weThuba eliPhakathi loLawulo, wona othi uchonge imiba efuna ukuqwalaselwa ngokukhawuleza. Ezokhenketho ngomnye weyona miba mibini ingundoqo kwezoqoqosho kwesi sithili.

Iindawo zoTyelelo lokuzoNwabisa

UMasipala weSithili saseOverberg ulawula iindawo ezintathu zokuchithela iiholide, ezizezi: iUilenkraalsmond, iDie Dam neDennehof.

IiNkonzo zezeMpilo zikaMasipala

ICandelo lama-24 loMgaqo-siseko weRiphablikhi yoMzantsi Afrika ligxininisa ilungelo lokuba bonke abemi baphile kwimeko engenabungozi empilweni nasentlalweni yabo. ICandelo lama-83 loMthetho kaZwelonke wezeMpilo, ka-2003 (uMthetho wama-61 ka-2003), ucacisa iinkonzo zezempilo zikamasipala uze ulubeke elubala uxanduva loomasipala ekwenziweni kwezo nkonzo.

NgokweCandelo loku-1 loMthetho kaZwelonke wezeMpilo, uMasipala ujongene:

- Nokubeka esweni umgangatho wamanzi
- Ukulawula ukutya
- Ukulawula amanzi

- Ukuhlolwa kwezempilo kwizakhiwo
- Ukungcwatywa/ukutshiswa kwabaswelekileyo
- Ukukhuseleka kweekhemikhali
- Ulawulo lwezidalwa ezisasaza izifo
- Ulawulo longcoliseko lwendalo
- Ukuhlolwa nokuthintelwa kwezifo ezosulelayo.

IiNkonzo zoLawulo lwezeNdalo

ICandelo loLawulo lwezeNdalo lisebenza ngokwale mithetho nale migaqo ilandelayo:

- UMthetho kaZwelonke woLawulo lwezeNdal (iNEMA), ka-1998 (UMthetho we-107 ka-1998)
- ImiThetho yoLawulo lwezeNdalo ethile
- ICandelo lama-24 loMgaqo-siseko weRiphabliki yoMzantsi Afrika, 1996 (uMthetho we-108 ka-1996)
- UMthetho weeNdlela zokuSebenza zikaMasipala, ka-2000 (Umthetho wama-32 ka-2000), iCandelo le-17 (1)(b) kunye no-17(4)

<u>UkuLawula kweNkukuma</u>

NgokoMthetho kaZwelonke weNkukuma, ka-2008 (Umthetho wama-59 ka-2008) uMasipala weSithili saseOverberg unesiCwangciso esikhoyo soLawulo oluNdindeneyo lweNkukuma. UMasipala weSithili saseOverberg ulawula indawo yokulahla inkukuma yengingqi, esetyenziswa nguMasipala waseOverstrand kunye nowaseTheewaterskloof.

IiNkonzo zikaXakeka

<u>ULawulo lweeNtlekele</u>

Eyona ndawo ligxile kuyo eli candelo ngamaphulo okwandisa ulwazi, ukuthintelwa kweentlekele okwenziwa ngokusolwa kuhlolwa imingcipheko kunye neeprojekthi ezicwangciselweyo ngokunjalo nokuqinisekisa ngokuphendula okulungelelanisiweyo nokusebenzayo ngethuba leentlekele.

Sele sikhona isivumelwano sentsebenziswano kunye nesiXeko saseKapa, sokufudusa abantu ngokunxulumene neziko leNyukliye laseKoeberg.

<u>Iinkonzo zezoMlilo</u>

IiNkonzo zezoMlilo noHlangulo eOverberg zinika uMasipala waseCape Agulhas, owaseTheewaterskloof nowaseSwellendam inkonzo ezeleyo yezomlilo ngokoMthetho weeNkonzo zeziCimi-mlilo, Umthetho wama-99 ka-1987. Kukho isivumelwano sentsebenziswano esikhoyo phakathi koMasipala waseOverstrand kunye noMasipala weSithili saseOverberg. Kuphinda kubekho

isivumelwano sokuncedisana phakathi kweSebe lezoMlilo noHlangulo lesiXeko saseKapa.

Nantsi eyona miba mithathu iphambili kweli candelo:

- Ukuncitshiswa kwethuba elithathwayo emva kokuba kuphendulwe;
- Ukunika abasebenzi abaneleyo abaqeqeshwe ngokwaneleyo ukuba bajongane nezehlo zentlekele;
- Ukuqinisekisa ngokukhuseleka koluntu nabatyeleli baseOverberg.

EzeNdlela (UkuSebenza njengeArhente)

UMasipala weSithili saseOverberg usebenza njengearhente yephondo ekulungisweni nasekuhlaziyweni kweendlela ezingundoqo, eziphumayo kunye nezincinane. Lo msebenzi uxhaswa yigranti esuka kwiSebe lemiSebenzi kaRhulumente nezoThutho. Eyona ndlela inkulu iza kwisithili saseOverberg nguhola wendlela uN2. Uhamba eOverberg ukusuka eSir Lowry's Pass udlule eSwellendam. Umsebenzi wecandelo lezeeNdlela kuMasipala weSithili saseOverberg ulungiselelwa ziiofisi zezithilana eziseSwellendam, eBredasdorp naseCaledon.

IEXPANDED PUBLIC WORKS PROGRAMME

UMasipala weSithili saseOverberg ukhuthaza iphulo lokuveliswa kwemisebenzi leEPWP ngokuthi uzame ngandlela zonke ukunika abantu abangaphangeliyo amathuba emisebenzi ukuze kufezekiseke iithagethi zamathuba emisebenzi kunye nokuhambelana nemisebenzi esisigxina, zinto ezo zibekwe kuXwebhu lokuziBophelela leOfisi yoMphathiswa (iMinisterial Determination) kunye neNdlela yokuziPhatha kakuhle yeEPWP (iCode of Good Practice for EPWP), ka-2012, ngokunjalo nesiVumelwano seProthokholi yeNqanaba lesi-3, sika-2014/15 – 2018/19.

IINKONZO ZENKXASO

ICandelo lezaBasebenzi

Lilungiselelwe:

- EzoBudlelwane Phakathi koMqeshi nabaSebenzi (Labour Relations)
- UkuKhangelwa nokuChongwa kwabaSebenzi
- UbuLungisa kwezeNgqesho (Employment Equity)
- UPhuhliso lwezaKhono
- Impilo noKhuseleko lwaseMsebenzini
- ULungiselelo lwezaBasebenzi
- INkqubo yokuNcediswa kwabaSebenzi (iEAP)

IiNkonzo zoLungiselelo

IiNkonzo zeNkxaso zixhasa ulungiselelo lukaMasipala.

IiNkonzo zeePropati

Zilungiselelwe:
- Ulawulo lweepropati
- Ulungiso lweepropati
- Iinkonzo zezokhuselo lweepropati

ITeknoloji yezoNxibelelwano loLwazi

Zilungiselelwe:

- Ukukhutshwa kweelayisenisi – uphicotho lweencwadi nokuhlaziywa kweelayisenisi kwaminyaka le
- Iinethiwekhi – ukufakelwa nokulungiswa kwazo
- UMgaqo-nkqubo weTeknoloji yezoLwazi – ukwenziwa nokuhlaziywa kwawo
- Ulawulo lokuFikelela kuyo
- Uncedo lwemihla ngemihla xa isetyenziswa
- Ulungiso lweewebhusayithi kunye nokuhlaziywa kwazo xa kufumaneke ulwazi
- Iseva yemiyalezo kunye neproksi yeintanethi

*** Imisebenzi njangoko ibekwe kwiCandelo lama-84 loMthetho wamaCandelo kaMasipala, uMthetho we-117 ka-1998**

3. IINKCUKACHA ZOQHAGAMSHELWANO ZAMAGOSA EZOLWAZI

1. **IGosa lezeeNkcukacha**

   UMlawuli kaMasipala Mnu. DP Beretti
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2. **ISekela-Gosa lezeeNkcukacha**

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   7280

4. **Idilesi yeposi**

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   7280

5. **INombolo yoMnxeba:** 028 4251157

6. **INombolo yeFeksi:** 028 4251014

7. **I-imeyile:** info@odm.org.za

8. **Iwebhusayithi:** www.odm.org.za

4. ISIKHOKELO ESIVELA KWIKOMISHONI YAMALUNGELO OLUNTU YASEMZANTSI AFRIKA MALUNGA NENDLELA YOKUSETYENZISWA KWALO MTHETHO ICANDELO 14(1)(c)

Luxanduva lweSAHRC ukwenza isikhokelo ngokwecandelo le-10 lePAIA, ngendlela eqondeka lula, ukwenzela xa sinokufunwa ngumntu ofuna ukusebenzisa naliphi ilungelo elikulo Mthetho.

Esi sikhokelo sikwafumaneka ngazo zonke iilwimi ezisemthethweni, sifunywanwa kwiSAHRC yaye nayiphi imibuzo malunga noku ingathunyelwa apha:

The South African Human Rights Commission	
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Inombolo yefeksi	+27 11 484 1360
Idilesi yeImeyile	PAIA@sahrc.org.za
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Idilesi yesiTalato	ICandelo lePAIA: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Iwebhusayithi:	www.sahrc.org.za

5. IIREKHODI
ICANDELO 14(1)(D)

5.1 INGCACISO YEMIXHOLO ANEEREKHODI YAZO UMASIPALA WESITHILI SASEOVERBERG

UMasipala ugcine iirekhodi zale mixholo ilandelayo. Nanga amacandelo ohlukeneyo eerekhodi zale mixholo ilandelayo:

1. Imithetho
2. Ukusekwa nokuchithwa kwamacandelo
3. Uluhlu lwabavoti, unyulo, ooceba neekomishina
4. Ibhunga lomasipala kunye nemiba yebhunga
5. Ulawulo lweziko
6. Ezemali
7. Impahla neenkonzo zesendlwini
8. Iithenda, iikhontrakthi nezivumelwano
9. Abasebenzi
10. Iingxelo, iingeniso neenkcukacha-manani
11. Ukukhutshwa kwezibhengezo, ulwazi, iemblem namaphulo okwandisa ulwazi
12. Imibhiyozo neendibano zokonwaba
13. Ukumelwa kwiintlanganiso zamabhunga, zamaziko, zemibutho kunye namanye amaqumrhu
14. Imiba yezomthetho
15. Iilayisenisi, izatifikethi neephemithi
16. Uphuhliso, ukucwangciswa nokulawulwa kwezendalo
17. Iinkonzo ezingundoqo
18. Iinkonzo zoluntu
19. Abasemagunyeni bendawo

AMACANDELO EEREKHODI

UMasipala ugcine iirekhodi zala macandelo alandelayo.

1. Imithetho

1. Imibuzo yesiqhelo
2. Imithetho nemiGaqo yasePalamente
3. IziBhengezo nemiGaqo yePhondo
4. ImiGaqo yeBhunga neyesiQhelo
5. ImiGaqo yeBhunga
6. IiIndeksi zamaPhephandaba kaRhulumente welizwe

2. Ukusekwa nokuchithwa kwamacandelo

1. Ukusekwa
2. Ukuboniswa kweMida
3. UkuChithwa kweeNdawo
4. IiNkqubo zeNguqu kuRhulumente weNdawo

5. Ukusekwa kwamaZiko Epimss

3. ULuhlu lwabaVoti, uNyulo, ooCeba neeKomishina

1. Izintlu zabafoti
2. Unyulo looceba
3. Ooceba neekomishina
4. Unyulo gabalala
5. Ubhaliso lwabavoti

4. Ibhunga lomasipala kunye nemiba yebhunga

1. Imibuzo yesiqhelo
2. Unyulo
3. Iintlanganiso
4. Ooceba
5. Abameli
6. Ulawulo lwentsebenzo

5. Ulawulo lweziko

1. Imibuzo yesiqhelo
2. Imiyalelo yeOfisi
3. Ulawulo lweerekhodi
4. Ukudluliselwa kweefayile kwiiB 'Municipality
5. Iphulo lokulwa norhwaphilizo

6. Ezemali

1. IBhajethi
2. Iingqikelelo naphakathi kweengqikelelo
3. Irhafu
4. Iimali-mboleko Iinkcukacha zeemali-mboleko zangaphandle, neemali ezihlawulwe kwangaphambili (advances)
5. Ukubekwa kwamaxabiso eenkonzo
6. IiNkxaso-mali
7. Amabango kunye neentlawulo ezibekiweyo
8. Iingxowa-mali
9. Ingxowa-mali yotyalo-mali
10. Ukugqitywa kokuhlawulwa kweeakhawunti
11. Izibonelelo zeerhafu
12. Ukuqokelelwa kweentlawulo, ulawulo lwamatyala
13. I-inshorensi
14. Iingxelo zophicotho lweencwadi
15. Uncedo lwemali oluvela kwibhunga
16. Iiakhawunti zebhanki
17. Ukuba sematyaleni
18. Iingeniso, iingxelo neenkcukacha-manani

19. Iirhafu ezincinane (iilevi)
20. Irhafu yamafutha ezithuthi
21. U-SARS INkonzo yeeRhafu zaseMzantsi Afrika
22. Uqeqesho kurhulumente wendawo
23. Ukwabiwa ngokobungakanani bamanani: Iinkcukacha zolwabiwo lukarhulumente
24. Inkxaso-mali encedisa kwinguqu kurhulumente wendawo
25. Amanzi angundoqo asimahla
26. Igranti urhulumente wendawo ayifumana phantsi kwemiqathango ethile
27. Umbutho wokuKhuselwa kweNgeniso yaseMzantsi Afrika
28. Ulawulo lwenkukuma lwaseKarwyderskraal
29. Iprogram nebhajethi yegranti yezakhiwo zikaMasipala
30. Ukucazululwa kwengeniso
31. Igranti yoPhuculo lweeNdlela zokuSebenza zikaMasipala
32. Igranti yoLawulo lwezeMali
33. Iteknoloji ezoLwazi
34. Icandelo loPhuhliso lwezoQoqosho
35. UkuDityaniswa kweeProjekthi
36. Ulawulo lweMali eziiNkozo
37. I-GRAP Indlela yobalo-mali eyaziwa gabalala
38. I-EPWP Iiprogram zemisebenzi eyandisiweyo karhulumente
39. I-SDBIP Isicwangciso sokulandelwa kwebhajethi yokuhanjiswa kweenkonzo
40. UkuLawulwa kweLahleko
41. I-IYM Ukubekwa esweni kwaphakathi enyakeni
42. I-MFIP Isicwangciso sokulandelwa kwezemali zikaMasipala

7. Impahla neenkonzo zesendlwini

1. Impahla yasendlwini, ulawulo lwenkqubo yokukhangela nokuthenga nokufumana iinkonzo
2. Iinkonzo zasendlwini
3. Iziza nezakhiwo
4. Ezothutho
5. Izixhobo zokusebenza: amacandelo (iindlela, iinkonzo zikaxakeka, isebe lezomlilo, ulondolozo lwendalo)

8. Iithenda, iikhontrakthi nezivumelwano

1 Ithenda neekkhontrakthi
2. Izivumelwano
3. Iikomiti zeethenda: Ingcaciso yethenda, Ukuphononongwa kwayo, Ukunikwa kwethenda

9. AbaSebenzi beBhunga

1. Isitraktsha sabasebenzi, abasebenzi

2. Iintlanganiso zabasebenzi
3. Ukubekwa kwemiqathango yengqesho
4. Unxulumano phakathi kwabasebenzi nomqeshi, iingxoxo neemanyano, ukulimala emsebenzini, amanyathelo athathwa kululeko
5. Izithuba zomsebenzi kunye nokugcwaliswa kwazo
6. Izibonelelo
7. Ulawulo lwabasebenzi, ezeMpilo noKhuseleko
8. Izindlu, iimali-mboleko, izibonelelo zenkxaso
9. Ingxowa-mali yomhlalaphantsi
10. Ingxowa-mali yeMedical aid
11. I-inshorensi yosapho (igroup assurance), ingxowa-mali yomhlalaphantsi (iiprovident fund)
12. Uqeqesho lwabasebenzi
13. Imbuyekezo elityazisiweyo
14. Ukutshintshelwa kwabasebenzi kwezinye iindawo
15. Ulawulo lwentsebenzo

10. Iingxelo, iingeniso neenkcukacha-manani

1. Iingxelo: Ekasodolophu, amanye amacandelo karhulumente
2. Iingeniso zamanye amaqumrhu karhulumente
3. Iingxelo, iingeniso neenkcukacha-manani

11. Upapasho

1. Ibhunga, iibrowutsha, iinewsletter, amajelo osasazo kunye nokusasazwe kuwo
2. Abantu namaziko abucala
3. Ezokhenketho

12. Imibhiyozo neendibano zokonwaba

1. Imibuzo
2. Iminyadala
3. Imibhiyozo yoluntu

13. Ukumelwa kwiintlanganiso zamabhunga, zamaziko, zemibutho kunye namanye amaqumrhu

1. Imibuzo yesiqhelo
2. Iingxoxo
3. Iiajenda, imizuzu, iingxelo zamabhunga, amaziko, imibutho neekomiti, iinkongolo, amaqumrhu, iiwekshophu

14. Imiba yezomthetho

1. Imibuzo yesiqhelo
2. Iingcebiso zezomthetho

3. Izigwebo zenkundla
4. Izimangalo ezifakwe nezifakelwe umasipala

15. Iilayisenisi neephemithi

1. Izicelo zeelayisenisi zokuthengisa
2. Izicelo zezatifiketi
3. Izicelo zeephemithi

16. Uphuhliso, ukucwangciswa nokulawulwa kwezendalo

1. Ukucwangciselwa kwezeNdalo
2. Ukusetyenziswa komhlaba, ukucwangciselwa nokulawulwa kwawo
3. Ukucandwa ngokutsha komhlaba
4. Ukulawulwa kwezakhiwo
5. Ukubekwa kwemiba ephambili
6. Ukubuyiswa komhlaba
7. IsiCwangciso soPhuhliso oluNdindeneyo (iIDP)
8. Imicimbi yezomhlaba
9. (iCMIP) Iiprojekthi zeM.I.G
10. IziCwangciso zoLawulo lwezeNdalo emiGodini
11. Isicwangciso seziseko zophuhliso ezidityanisiweyo (iCIP)

17. Iindlela (Umsebenzi wokuba yiarhente)

1. Ukubhengezwa nokurhoxiswa kweendlela ezingundoqo, eziphumayo nezincinane
2. Ukulahlwa kwenkukuma kunye nogutyulo
3. Umbane, izicelo, nokunikwa kwawo
4. Ukunikwa kwamanzi nemibhobho yokuhanjiswa kwawo
5. Iindawo zamangcwaba, ukulawulwa nokulungiswa kwazo
6. Ukulungiswa kweendlela
7. Ugutyulo, ukulawulwa nokulungiswa kwemibhobho yalo
8. Ukutshintsha kwemo
9. Isicwangciso sezothutho ezindindeneyo

18. IiNkonzo zoLuntu

1. Iindawo zoluntu: iindawo zokuphola neehostele
2. Iinkonzo zokhuselo: imililo, imingcipheko
3. Ezempilo: ezempilo zikamasipala
4. Iindawo zoTyelelo lokuzoNwabisa
5. Ulawulo lwezendalo: umgaqo-sikhokelo wokunatyiswa kokusetyenziswa komhlaba kamasipala, ulawulo lwamanxweme olundindeneyo, izowuni zamanxweme,
6. Ulawulo lwezilwanyana ezinengxaki
7. Ulawulo lwezithuthi

8. Iimyuziyam neemonyumenti
9. Irenti yezikim zezindlu
10. Ii-*sae* zezikim zezindlu
11. Iidolophu zezolimo
12. Ukubuyiswa komhlaba
13. Ukugxothwa kwabantu ezifama
14. Imicimbi yezolutsha
15. Amalungelo oluntu
16. Uphuhliso lwezoqoqosho
17 Iinkonzo ekwabelwana ngazo

19. Abasemagunyeni bendawo

1. Abasemagunyeni bendawo

5.2 IIREKHODI EZIFUMANEKA NGAPHANDLE KWEMIGUDU

INGCACISO YAMACANDELO EEREKHODI EZIFUMANEKA NGAPHANDLE KWEMIGUDU IYAFUMANEKA NGOKWECANDELO 15(1) LOMTHETHO WOKUKHUTHAZWA KOKUFIKELELA KULWAZI, KA-2000.	**INDLELA YOKUFIKELELA KWIIREKHODI**
INGCACISO YAMACANDELO EEREKHODI EZIFUMANEKA NGAPHANDLE KWEMIGUDU UKUBA UMNTU ABE NOKUZIFUNDA NGOKWECANDELO 15(1)(a)(i)	
I-IDP	Ezi rekhodi ziyafumaneka ukuba umntu azifunde kwiWebhusayithi: www.odm.org.za nakwaNdlunkulu – uMasipala weSithili saseOverberg, 26 Long Street, Bredasdorp ngemiVulo ukuya ngooLwezihlanu phakathi kweyesi-08:00 neyesi-16:00
Ingxelo yoNyaka	
INgxelo yeBhajethi neNtsebenzo yesiQingatha sonyaka	
INgxelo yezeMali neNtsebenzo yeKota	
Iingxelo zeeMali zeNyanga	
Ibhajethi	
AmaXwebhu eeNgxelo zeeMali zoNyaka	
IsiCwangciso seBhajethi nokuLandelwa kwayo ekuHanjisweni kweeNkonzo	
IiKhontrakthi zeThuba eLide	
Imigaqo-nkqubo	
ImiThetho kaMasipala	
IKhontrakthi yeNtsebenzo yabaLawuli bakaMasipala	
IziVumelwano zokuHanjiswa kweeNkonzo	
UMgaqo-sikhokelo wokuNatyiswa kokuSetyenziswa koMhlaba kaMasipala	
IsiCwangciso seNkqubo yeBhajethi neIDP	
INgxelo yeKota yoLawulo lweNkqubo yokuKhangelwa nokuThengwa kwempahla neenkonzo	Ezi rekhodi ziyafumaneka ukuba umntu azifunde kwiWebhusayithi: www.odm.org.za nakwaNdlunkulu – kwiOfisi yoLawulo lokuKhangelwa nokuThengwa kweMpahla neeNkonzo - uMasipala weSithili saseOverberg, 26 Long Street, Bredasdorp ngemiVulo ukuya ngooLwezihlanu phakathi kweyesi-08:00 neyesi-16:00
IiThenda	
UkuNikwa kweeThenda	
Ukuma kweStraktsha seZiko eli	Ezi rekhodi ziyafumaneka ukuba ubani azifunde kwaNdlunkulu – uMasipala weSithili saseOverberg, 26 Long Street, Bredasdorp ngemiVulo ukuya ngooLwezihlanu phakathi kweyesi-08:00 neyesi-16:00
IsiCwangciso soBulungisa kwezeNgqesho	
IsiCwangciso seZakhono zaseMsebenzini	

6. ISAHLUKO 14(1)(E) – ISAZISO ESIPAPASHWE NGOKWECANDELO 15(2)

Akukhonto

7. ISAHLUKO 14(1)(G) – INGCACISO YAYO NAYIPHI INDLELA EYENZIWA NGOKWEENGXOXO, APHO KULUNGISELELWA UMNTU UKUBA AMELWE, KUNGENJALO ATHATHE INXAXHEBA OKANYE APHEMBELELE

Municipal Council of Overberg District Municipality consisting of the Speaker.

8. ISAHLUKO 14(1)(I) – NALUPHI OLUNYE ULWAZI NGOKWENDLELA ECACISWE YIMIGAQO

Umphathiswa Wezobulungisa uye wapasisa lemithetho ilandelayo, ngokwemigaqo Yomthetho Okhuthaza ukukhutshwa kweengcombolo / kolwazi, ka 2000 [Act 2 ka 2000]:

1. 2001 – Imimiselo enxulumene Nokukhutshwa Kolwazi / Kweengcombolo [R.223, 09 March 2001]

2. 2002 – Imimiselo enxulumene Nokukhutshwa Kolwazi / Kweengcombolo [R.187, ka 15 February 2002]

3. 2003 – Umthetho wokulungiswa kwemimiselo emalunga Nokukhutshwa Kolwazi / Neengcombolo, Act, 2000 (English / Afrikaans) [Isaziso 25411]

4. 2003 – Imimiselo Elungisiweyo - Umphathiswa Wezobulungisa uye wamisa lommiselo [R124 – English / Afrikaans] ngokwemigaqo yesahluko 92 Somthetho Okhuthaza Unikezelo Ngolwazi / Ngeenkcukaca.

5. 2006 – isaziso sika Rhulumente R.990 sangomhla we 13 October 2006 siye sabhengezwa kwiphepha-ndaba I Gazette, 29278. Ukulungiswa kwemimiselo ka PAIA, Isahluko 91 (a)(7) & Isahluko (2(4)).

6. 2007 – Ukulungiswa Kwemimiselo yezahluko ezifakelweyo, 5A & 9A (English & Afrikaans) [R.466]

9. ISAHLUKO 14(2) KUNYE NO-(3) – UKUHLAZIYA NOKUFUMANEKA KWESI SIKHOKELO

8.1 Lencwadana iza:

8.1.1 Kongezwa nyaka nonyaka;

8.1.2 Izakufumaneka kwezindawo zilandelayo ngeeyure zomsebenzi:

8.1.2.1 South African Human Rights Commission

SHEDULI 1

IIMALI EKUFUNEKA ZIBHATELWE NENDLELA EZIBALWE NGAYO

Iinkonzo zika Rhulumente ezibhaliswe phantsi kwe Value-Added Tax Act, 1991 (Act 89, 1991) njengeenkonzo ezithengisayo zingongeza irhafu kumaxabiso azo.

ICANDELO 1 : IIMALI EZINXULUMENTE NEMIGAQO YESIKHOKELI 14

Xa ufuna ikopi yephepha kwisikhokeliImali ebhatalwa xa ufuna lencwadi / esisikhokeli ixabisa
The fee for a copy of the guide as contemplated in Regulations 2(3)(b and 3(4)(c) is R 0.60 for every photocopy of an A4-size page or part thereof.

ICANDELO II : IIMALI EZINXULUMENE NEENKONZO ZIKA WONKE-WONKE

1. Ikopi yephepha ngalinye (A4) lale ncwadana ifundisayo yi R0.60 njengooko kuchaziwe Kummiselo 5(c).

2. Iimali njengooko kuchaziwe Kummiselo 7(1) zihamba ngoluhlobo:

(a)	Ikopi nganye yephepha elibukhulu bungu A4		R0.60
(b)	Xa umntu efuna uku printelwa iphephepa elise khomputheni		R0.40
(c)	Ikopi efakwe kwi		
	(i)	stiffy disk	R 5.00
	(ii)	laser disk	R 40.00
(d)	(i)	Imifanekiso A4 ubukhulu	R 22.00
	(ii)	Ikopi yemifanekiso	R 60.00
(e)	(i)	Ingxelo erekhodiweyo A4 ubukhulu	R 12.00
	(ii)	Ikopi yento erekhodoweyo	R 17.00

3. Imali ehamba nesicelo ebhatalwa ngumntu wonke ngaphandle komntu ofuna iinkcukaca zomntu yi R35.00 njengooko kuchaziwe Kummiselo 7(2).

4. Imali ebhatalwa ngumntu ofake isicelo ngokwemigaqo Yommiselo 7(3) ihamba ngoluhlobo:

(1)(a)		Ikopi nganye yephepha elibukhulu bungu A4	R0.60
(1)(b)		Xa umntu efuna uku printelwa iphephepa elise khomputheni	R0.40
(1)(c)		Ikopi efundekayo nefakwe kwi	
	(i)	stiffy disk	R5.00
	(ii)	laser disk	R40.00
(1)(d)	(i)	Imifanekiso A4 ubukhulu	R22.00
	(ii)	Ikopi yemifanekiso	R60.00
(1)(e)	(i)	Ingxelo erekhodiweyo A4 ubukhulu	R12.00
	(ii)	Ikopi yento erekhodoweyo	R17.00

(1)(f) Ukukhangela nokulungisa ezirekhodi ukuze kubhengezwe okuqulathwe kuzo ebantwini kuzakuxabisa I R15.00 iyure ngaye okanye ngaphantsi kweyure.

(2) Ngokwemigaqo ka Section 22(2) waloMthetho, oku kubalulekile:

(a) Ukuba umntu uzakusebenzisa ezincwadi uthuba elingaphezulu kweeyure eziyi 6, kufuneka akhuphe idiphozithi.

(b) Umntu lowo kufuneka akhuphe isiqingatha semali esingu 1/3 njenge diphozithi.

(3) Imali yokuposa ibhatalwa xa kufuneka kuposelwe umntu ikopi yento erekhodiweyo.

ISIHLOMELO B

IFOM A

ISICELO SOKUFIKELELA KWIREKHODI ZEQUMRHU LOLUNTU

(iCandelo 18(1) lomthetho iPromotion of Access to information Act, 2000 (uMthetho No. 2 wama 2000))

[Ummiselo 6]

ILUNGISELELWE ISEBE KUPHELA

Inamba yokwaLathisa: ____________

Isicelo senziwa ngu ____ (xela isikhundla/iwonga, igama nefani yegosa lolwazi/isekela-gosa lolwazi) ngomhla (xela umhla) ______________________ e ________________________(indawo).

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

Idiphozithi (ukuba ikho): R ....

Umrhumo wokufikelela kulwazi: R ....

____

UTYIKITYO LWEGOSA LOLWAZI/ISEKELA-GOSA LOLWAZI

A. Iinkcukacha zequmrhu loluntu

IGosa loLwazi/ISekela-gosa loLwazi:

____

____

B. Iinkcukacha zomntu owenza isicelo sokufikelela kwirekhodi

(a) Iinkcukacha zomntu ocela ukufikelela kwirekhodi mazibhalwe apha ngasezantsi.
(b) Nika idilesi kunye/okanye inamba yefeksi kwiRiphabhliki ekufuneka kuthunyelwe kuyo ulwazi olo.
(c) Ubungqina bewonga/besikhundla ekwenziwa phantsi kwalo isicelo, ukuba bukho, nabo mabunamatheliswe.

Amagama apheleleyo nefani: ____

____

Inamba yesazisi: ____

Idilesi yePosi: ____

____

____

______________________________ Inamba yeFeksi: ______________________

Inamba yomnxeba: __________________ idilesi yeE-mail: __________________

Isikhundla/iwonga ekwenziwa phantsi kwalo isicelo, xa sisenziwa egamaeni lomnye umntu:

____

C. Iinkcukacha zomntu esifakwa egameni lakhe isicelo

Eli candelo kufuneka ligcwaliswe kuphela xa isicelo solwazi sisenziwa egameni lomnye umntu.

Amagama apheleleyo nefani: ____

____

Inamba yesazisi: ____

D. Iinkcukacha zerekhodi

(a)	*Nika iinkcukacha ezipheleleyo zerekhodi ekufunwa ukufikelelwa kuyo, kubandakanya inamba yokwalathisa ukuba uyayazi, ukuze ifumaneke loo rekhodi.*
(b)	*Ukuba isithuba sokubhala asaneli nceda uqhubeke kwelinye iphepha uze ulinamathelise kule fom.* ***Umenzi-sicelo kufuneka awatyikitye onke amaphepha ongezelelweyo.***

1. Inkcazelo yerekhodi okanye indawo/icandelo elifanelekileyo lerekhodi:

____

____

____

2. Inamba yokwalathisa , xa ikho: ________________________________

3. Iinkcukacha ezizezinye zerekhodi: ______________________________

____

____

E. Imirhumo

(a)	*Isicelo sokufikelela kwirekhodi, esingesoserekhodi enolwazi ngawe, siya kuqwalaselwa kuphela emva kokuhlawulwa* ***komrhumo wesicelo.***
(b)	*Uya kwaziswa ngesixa-mali ekufuneka sihlawulwe njengomrhumo wesicelo.*
(c)	*Umrhumo ohlawulelwa ukufikelela kwirekhodi uxhomekeke kuhlobo ofuna ukuyifumana ngayo kwakunye nexesha elilingeneyo lokukhangela nokulungisa irekhodi leyo..*
(d)	*Xa ufanelekile ukuba uxolelwe ekuhlawuleni umrhumo lowo, nceda uxele isizathu soko.*

Isizathu sokuxolelwa ekuhlawuleni imirhumo:___________________________

____

F. Uhlobo ekufuneka ibe kulo irekhodi

Xa uthintelwa sisiphako somzimba ukuba ufunde, ujonge okanye umamele irekhodi ngohlobo oyibonelelwe ngalo ku-1 ukuya ku-4 apha ngasezantsi, xela uhlobo lwesiphako eso uze uxele ukuba uyifuna ibe koluphi uhlobo irekhodi leyo.

Isiphako somzimba:	Uhlobo ekufuneka ibe kulo irekhodi:

Phawula kwibhokisi efanelekileyo ngo **X**.

AMANQAKU:

(a) Ukufumaneka kwerekhodi ngohlobo obonise ukuba uyifuna ngalo kuxhomekeke kubukho bayo kolo hlobo.

(b) Ukufunyanwa kwayo kuhlobo ecelwe ngalo kusenokwaliwa kwiimeko ezithile. Kwimeko enjalo uya kwaziswa ukuba unako na kuyinikwa ikolunye uhlobo irekhodi leyo.

(c) Umrhumo ohlawulwayo ukuze ubenokufikelela kwirekhodi, ukuba ukho, uya kumiselwa kuphela ngokohlobo ocele ukuba ibekulo irekhodi.

1.	**Xa irekhodi iyinto ebhaliweyo okanye eshicilelweyo -**		
	Ikopi yerekhodi*		Ukuhlolwa kwerekhodi

2.	**Xa irekhodi inemifanekiso ebonwayo -** (oku kubandakanya iifoto, izilayidi, iividiyo, imifanekiso eyenziwa ngekhompyutha, iziketshi, njl.)				
	Ukujonga imifanekiso		Iikopi zemifanekiso*		Ukukhuphela imifanekiso*

3.	**Xa irekhodi inamagama arekhodiweyo okanye ulwazi olunokunikezelwa ngesandi -**		
	Ukumamela isandi eso (ikhasethi emanyelwayo)		Ukukhutshelwa kwesandi * (uxwebhu olubhaliweyo okanye olushicilelweyo)

4.	**Ukuba irekhodi igcinwe kwikhompyutha okanye ngentambula/elekhtroniki okanye ifundwa ngomatshini -**				
	Ikopi yerekhodi eshicilelweyo*		Ikopi yolwazi oluphuma kwirekhodi eshicilelweyo*		Ikopi efundeka ngekhompyutha* (istifi okanye idiski)

*Ukuba ucele ikopi okanye ukukhutshelwa kwerekhodi (ngasentla), ingaba uqwenela ukuba ikopi okanye ukhuphelo luposelwe kuwe? **Umrhumo wePosi mawuhlawulwe.**	EWE	HAYI

Qaphela, ukuba ngaba irekhodi ayifumaneki ngolwimi olukhethayo, ungayinikwa ngolwimi efumaneka ngalo.
Ingaba ukhetha ukuba irekhodi ibe ngoluphi na ulwimi? ________________________________

G. Isaziso ngesigqibo esiphathelele kwisicelo sokufikelela kulwazi

Uya kwaziswa ngokubhalelwa ukuba ngaba isicelo sakho sivunyiwe /saliwe. Xa unqwenela ukwaziswa ngenye indlela, nceda ucacise indlela leyo uze ubonelele ngeenkcukacha ezifanelekileyo ukuze kuphunyezwe isicelo sakho.

Ukhetha ukuba waziswe kanjani ngesigqibo esiphathelele kwisicelo sakho sokufikelela kwirekhodi? ____

____

Ityikitywe e ______________________ umhla ____________________ ku ________________________ wama-20 ____________________________

____

UTYIKITYO LOMENZI-SICELO / LOMNTU OWENZA ISICELO EGAMENI LOMNYE