KWAZULU-NATAL PROVINCE
HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

IMANUWALI YESEBE LOKUHLALISWA KOLUNTU KWIPHONDO LAKWAZULU-NATALA

Ngokuyalela
kweSahluko 14
soMthetho oKhuthaza ukuFikeleleka kweNgcombolo, 2000
(uMthetho 2 wama-2000)

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1. Intshayelelo

UMgaqo-siseko weRiphablikhi yaseMzantsi Afrika, 1996 ungowona mthetho wongameleyo kweli lizwe. Igatya lama-32(1) (a) loMgaqo-siseko libalula ukuba wonke ubani unelungelo lokufumana nokokuba yiyiphi na ingcombolo ekuRhulumente. Isebe lokuHlaliswa koLuntu kwiPhondo laKwaZulu-Natala likwisigaba sephondo kurhulumente ngoko ke igatya lama-32 liyalibophelela eli Sebe.

Igatya lama-32(2) loMgaqo-siseko lilungiselela ukuqulunqwa komthetho wezwelonke onika ilungelo lokufikelela kwingcombolo nto leyo ikhokelele ekubeni kuqulunqwe uMthetho oKhuthaza ukuFikeleleka kweNgcombolo 2 wama-2000 (iPAIA).

Isahluko 9 sePAIA sigqala ukuba ilungelo lokufikelela kwingcombolo linezithintelo ezithile eziquka ezi zilandelayo:

(a) ukukhusela ubumfihlo;
(b) imfihlo yorhwebo; kunye
(c) nolawulo olufanelekileyo, olufezekileyo nolunobulungisa.

2. Injongo

Injongo yale manuwali kukuqinisekisa ukuzalisekiswa kwelungelo lokufikelela kwingcombolo ekurhulumente, ukulizalisekisa eli lungelo phantsi kwezithintelo zokukhusela ubumfihlo, imfihlo yorhwebo kunye nolawulo olufanelekileyo, olufezekileyo nolunobulungisa kwakunye nokuqinisekisa ukhuseleko lweenkcukacha zomntu ngenkqu oluyalelwa nguMthetho woKhuseleko lweeNkcukacha zoMntu ngenkqu, lo gama ikhuthaza ilungelo lokufikelela kwingcombolo.

Le manuwali iqulunqelwe ukuze ibe yinto yokuthobela okuyalelwa sisahluko 14 sePAIA.

3. Inkcazelo emfutshane

3.1. Umbono

Ngentsebenziswano, sihlahl’indlela yokufumana iindawo zokuhlalisa abantu ezindilisekileyo, ezimanyeneyo nezizinzileyo.

3.2. Ingxelo yoxanduva

Ukunika abantu amathuba okufumana izindlu ezikwiindawo ezifanelekileyo nokuqinisekisa ixesha lokuhlala kule minyaka mihlanu izayo ngoncedo loogxa esibambisene nabo, sisebenzisa iinkqubo zocwangciso ezisemthethweni kwaye sixhobisa amabhinqa nolutsha kwicandelo lokwakha.

3.3. Iinjongo ezinobuchule

- Ukuqinisekisa ubukho bemali kwiSebe
- Ukubonelela ngezixhobo zobuchule
- Ukumilisela iiprojekthi eziqinisekisa umanyano ngokwendawo, ngokwentlalo nangokoqoqosho
- Ukukhawulezisa umiliselo lweeprojekthi zokuphelisa amatyotyombe kunye neeProjekthi zesiphumo 8
- Ukukhawulezisa ukudala amathuba ezindlu ezirentisayo nokumilisela iiprojekthi eziqinisekisa umanyano ngokwendawo, ngokwentlalo nangokoqoqosho
- Ukugqithisa amalungelo obunini ngokukhawuleza ukuze abantu babe nemizi yabo

3.4. Imisebenzi engundoqo

Le misebenzi ilandelayo ingundoqo ekuzalisekiseni iinjongo ezinobuchule zeli Sebe:

- Ukuqhubela phambili ukubonelela ngokwakhiwa kwezindlu;
- Ukuqhubela phambili ukubonelela ngezindlu ezifikelelekayo kunye neenkonzo ezingundoqo;
- Ukulawula, ukuphatha nokugcina impahla yexabiso yeSebe engenakususwa;
- Ukulawula inkxaso yezindlu enikwa abantu abathile ekujoliswe kubo;
- Ukwenza uphando-nzulu, ukuqulunqa, ukubek'esweni nokumilisela imigaqo-nkqubo ephantsi kweNkqubo-sikhokelo yezeziNdlu kuZwelonke;
- Ukuqulunqa isiCwangciso sePhondo soKwakha iziNdlu;
- Ukuqwalasela nokuvula amaziko ezezindlu;
- Ukunika ingcebiso yomthetho ngemiba yomhlaba neyokusingqongileyo;
- Ukulawula nokulungelelanisa inkqubo yeCRU;
- Ukulawula inkqubo yokuphelisa amatyotyombe eKZN; kunye
- Nokuxhobisa abathathi-nxaxheba ngobuchule.

3.5. Amagunya omthetho

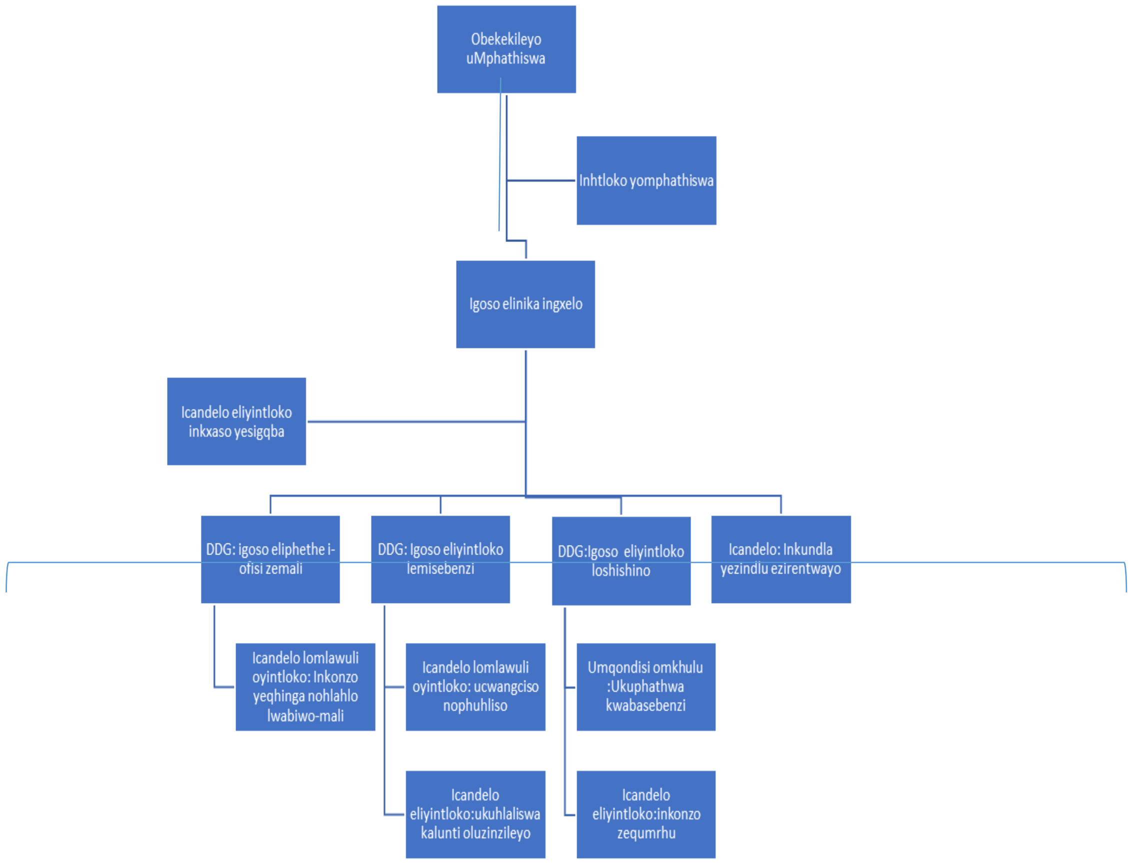
Isebe lisebenza phantsi kwale mithetho ilandelayo: -

- uMgaqo-siseko weRiphablikhi yaseMzantsi Afrika, 1996
- uMthetho weziNdlu, 1997, olungisiweyo
- uMthetho wamaNyathelo okuKhusela abaThengi beziNdlu, 1998, olungisiweyo
- uMthetho weziNdlu ezirentisayo, 1999
- uMthetho weLungelo lobunini kwiCandelo, 1986
- uMthetho wokupheliswa kwemiqathango ethile yelungelo lobunini, 1999
- uMthetho othintela ukugxothwa ngokungekho mthethweni kunye nokuthabatha umhlaba ngokungekho mthethweni, 1998
- uMthetho olawula ukudalula imali-mboleko yokuthenga umzi, 2000
- uMthetho wokuchithwa kweTrasti yeMida eMzantsi Afrika, 2000
- isigwebo seNkundla yoMgaqo-siseko, 2000, sokunyanzeliswa kwamalungelo ezoqoqosho nawentlalo
- uMthetho weziNdlu waKwaZulu-Natala, 1998, olungisiweyo
- uMthetho wezicwangciso zokwakha izindlu zabantu abalupheleyo, 1998, olungisiweyo
- uMthetho weMimiselo yoKwakha yeZwelonke kunye neMigangatho yoKwakha, 1977
- uMthetho weBhodi yoPhuhliso lweCandelo loKwakha, 2000

- uMthetho weNkqubo-sikhokelo yoMgaqo-nkqubo wokukhetha ukuthenga, 2000
- uMthetho woLawulo lweMali kaRhulumente, 1999, olungisiweyo kunye neMimiselo kaNondyebo
- uMthetho onabileyo wokuxhobisa abantu abamnyama kwezoqoqosho 2003
- uMthetho weZwelonke woLawulo lokusingqongileyo, 1998, olungisiweyo
- uMthetho weMibutho yePropati yentlanganisela yabantu, 1996
- uMthetho woBhaliso lwamalungelo obunini, 1937
- uMthetho wokwandiswa kwesiqinisekiso sexesha lokuhlala, 1997
- uMthetho woLawulo loMhlaba, 1995
- uMthetho weNgxowa-mali yeNkqubo yoKwakhiwa ngokutsha noPhuhliso, 1994
- uMthetho woLawulo lweMali yooMasipala, 2003
- uMthetho woRhwaphilizo, 1994, olungisiweyo
- uMthetho weZwelonke weMithombo yeLifa, 1999
- uMthetho wokulahlwa komhlaba karhulumente, 1999
- uMthetho weMigangatho, 1993
- uMthetho woBunkokheli beMveli baseKZN kunye noLawulo, 2005
- uMthetho weziNdlu zasekuhlaleni, 2008
- uMthetho weArhente yoLwakhiwo lwezindlu, 2008
- uMthetho wokuphelisa nokuthintela ukuvumbuka kwakhona kwamatyotyombe, 2007
- uMthetho oKhuthaza ukuFikeleleka kweNgcombolo, 2000
- uMthetho oKhusela iiNkcukacha zoMntu ngenkqu, 2013

3.6. Ubume bezikhundla zeSebe lokuHlaliswa koLuntu KwaZulu-Natala

Zimi ngolu hlobo izikhundla zeli Sebe:



4. Umsebenzi weGosa leNgcombolo/ wamaSekela eGosa leNgcombolo

Igosa leNgcombolo linako ukuthuma amaSekela eGosa leNgcombolo ukuba enze umsebenzi walo. Ngoko ke, imisebenzi eyenziwa liGosa leNgcombolo ikwayileyo yenziwa ngamaSekela eGosa leNgcombolo. Imisebenzi yeGosa leNgcombolo/ yamaSekela eGosa leNgcombolo ixelwe kwisahluko 6 seNqaku lezikhokelo ngamaGosa eNgcombolo namaSekela amaGosa eNgcombolo ezikhutshwe nguMlawuli weNgcombolo eMzantsi Afrika.

5. Iinkcukacha zoqhagamshelwano zamaGosa eNgcombolo kunye namaSekela amaGosa eNgcombolo

(a) Igosa leNgcombolo

Igosa leNgcombolo	Mnu Sihle Maxwell Mbili
Idilesi yeposi	Private Bag X9157, Pietermaritzburg, 3200
Idilesi elizinze kuyo	203 Church Street, Pietermaritzburg, 3200
Umnxeba	033-392 6434
I-imeyili	Informationofficer@kzndhs.gov.za

(b) AmaSekela eGosa leNgcombolo

Igosa leNgcombolo lithume la maSekela eGosa leNgcombolo adweliswe apha ngezantsi uxanduva nemisebenzi yalo ngokuyalelwa nguMthetho oKhuthaza ukuFikeleleka kweNgcombolo (iPAIA), uMthetho 2 wama-2000 kunye noMthetho oKhusela iiNkcukacha zoMntu ngenkqu (iPOPIA), uMthetho 4 wama-2013:

Igama nefani	**Umnxeba**	**I-imeyili**
Nksz Odette Anderson	033-392 6146	odette.anderson@kzndhs.gov.za
Mnu Mduduzi Nhlozi	033-392 6470	Mduduzi.Nhlozi@kzndhs.gov.za
Nkk Shirmala Pillay	033-392 6429	Shirmala.Pillay@kzndhs.gov.za
Mnu Lindani Khoza	031-336 5278	Lindani.Khoza@kzndhs.gov.za
Mnu Sandile Sibiya	033-392 6412	Sandile.Sibiya@kzndhs.gov.za
Nksz. Nonhlanhla Mungwe	031-336 5410	Nonhlanhla.Mungwe@kzndhs.gov.za
Mnu Kehla Dlamini	031 3721825	khehla.dlamini@kzndhs.gov.za
Idilesi yeposi: Private Bag X9157, Pietermaritzburg, 3200		
Idilesi azinze kuyo: 203 Church Street, Pietermaritzburg, 3200		

6. Isikhokelo sokusebenzisa uMthetho esiqulunqwe yiKhomishoni yamaLungelo oLuntu eMzantsi Afrika

Ngokwecandelo 10(1) le-PAIA, i-Information Regulator kufuneka ihlaziye kwaye isenze sifumaneke isiKhokelo sayo. Injongo yesi siKhokelo sikhankanywe ngasentla kukubonelela ngolwazi olufunwa nguye nawuphi na umntu onqwenela ukusebenzisa naliphi na ilungelo elixelwe kwi-PAIA nePOPIA. Imibuzo malunga nendlela

yokusebenzisa iSikhokelo inokubhekiswa kwezi nkcukacha zilandelayo zoMphathi woLwazi:

Idilesi yeposi: P. O. Box 31533
Braamfontein
2017

Idilesi yeShishini: JD House
27 eStiemens Street
Braamfontein
Johannesburg
2001

I-imeyile: Enquiries@inforegulator.org.za kungenjalo PAIACompliance@inforegulator.org.za

Iwebhusayithi: inforegulator.org.za

7. Iingxelo

7.1. Ingcombolo namacandelo eengxelo ezigcinwe liSebe

Ukuncedisa kwizicelo ezifakwayo phantsi koMthetho, apha ngezantsi kudweliswe uluhlu lwezihloko zeengxelo kunye namacandelo eengxelo ezigcinwe liSebe lokuHlaliswa koLuntu eKZN:

(a) Imicimbi yabasebenzi

- Imiba enxulumene nawo onke amacandelo/Abasebenzi umz. iifayili zabasebenzi
- Iinkcukacha zabaphathi abayintloko
- Uphuhliso lwezakhono/Ukuxhobisa ngobuchule
- Isicwangciso soqeqesho
- Imiqathango yomsebenzi
- Umgaqo-nkqubo wemivuzo kunye nolawulo lwembuyekezo
- Ukunik’ixabiso lezikhundla
- Uthethathethwano
- Unxulumano lwabasebenzi
- Iingxelo zeenkqubo zoluleko

(b) Ingcombolo yokuhanjiswa kweenkonzo eluntwini (Ulawulo lweeprojekthi)

- Iiprojekthi ezivunywe sisiGqeba soLawulo
- Imiba ephakanyiswe yiKomiti yoVavanyo lweziNdlu
- Iingxelo yobume beeprojekthi neendleko zazo
- Iikontrakthi eziqukunjelwe liSebe
- Iinkcukacha zabantu abaxhamlayo nezenkxaso
- Imigaqo-nkqubo esetyenziswa liSebe

(c) Ingcombolo yeenkonzo zenkxaso

- Imiba enxulumene nezemali

- Imiba enxulumene nolawulo lothungelwano lokunik’iinkonzo neziniki-maxabiso kunye neenkqubo zokuthenga izinto
- Imiba enxulumene nobungozi bokunganxibelelani kunye nemiba yophicotho-zincwadi
- Imiba enxulumene nezothutho namalungiselelo azo
- Imiba enxulumene neenkonzo zomthetho

7.2. Iingxelo ezifumaneka ngaphandle kokufakwa kwesicelo

Asikho isaziso esiphumileyo okwangoku esixela amacandelo eengxelo ezifumaneka ngaphandle kokulandela inkqubo yokufakwa kwesicelo eyalelwa nguMthetho oKhuthaza ukuFikeleleka kweNgcombolo. Noxa kunjalo, abantu bayakwazi ukufunda okanye bakhuphele iingxelo ezikwi*website* yeSebe ethi www.kzndhs.gov.za bengakhange basifake isicelo esiyalelwa nguMthetho.

8. Ukukhusela iinkcukacha zomntu ngenkqu

Iinkcukacha zomntu ngenkqu ziinkcukacha zomntu ncakasana okanye ezomntu osemthethweni okhoyo nobonakalayo. Iinkcukacha zomntu ngenkqu siziqokelela size sizisebenzise ukuze zisincede xa sisenza umsebenzi wokubonelela abantu ngeenkonzo. Iinkcukacha ezithe vetshe ngendlela esizisebenzisa ngayo iinkcukacha zomntu ngenkqu zifumaneka kwiNgxelo yoBumfihlo yeli Sebe ekule *website* https://www.kzndhs.gov.za.

8.1. Injongo yokulungelelanisa iinkcukacha zomntu ngenkqu ezikwiingxelo ezigcinwe liSebe

ISebe lilungelelanisa iinkcukacha zomntu ngenkqu eziqulethwe zizihloko zeengxelo ezikweli Sebe ngezi ndlela zilandelayo:

- Ukuzalisekisa okanye ukwenza iimfanelo zeSebe ezisemthethweni ezibalulwa nguMgaqo-siseko weRiphablikhi yaseMzantsi Afrika.
- Iinkqubo zangaphakathi zolawulo, ezokubek’esweni nezokunik’ingxelo ezinxulumene nemisebenzi eliqela eyenziwa liSebe.
- Ukulungelelanisa inkxaso enikwa abantu abaxhamlayo.
- Ukuhlola abasebenzi nabaniki-nkonzo.
- Ukulungelelanisa intatho-nxaxheba yabahlali kwiinkqubo zeSebe.
- Ukulawula nokuphatha imisebenzi enxulumene namaphulo okanye iiprojekthi zokunxibelelana nabahlali.
- Ukulawula nokuphatha imisebenzi enxulumene namaphulo, imisitho okanye iiprojekthi zonxibelelwano nabathathi-nxaxheba.
- Ngeenjongo zokuthobela iimfanelo zemithetho eliqela elawulayo eMzantsi Afrika.
- Ukulungelelanisa ukungena kweendwendwe kwii-ofisi zethu.
- Ukulawula iinkqubo zasenkundleni, amabango kunye nembalelwano.

8.2. Amacandelo eengxelo kunye neenkcukacha zomntu ngenkqu aziqulethеyo

Ingcaciso yamacandelo eengxelo ezinengcombolo esiyilungelelanisayo kunye neenkcukacha zomntu ngenkqu eziziqulethеyo inikwa apha ngezantsi:

Amacandelo eengxelo	Iinkcukacha zomntu ngenkqu ezinokulungelelaniswa
Abasebenzi	Amagama, isini, ubume bomtshato, uhlanga, ubudala, ulwimi, ingcombolo yemfundo (izidanga), ingcombolo yemali, imbali yengqesho, iinombolo zezazisi, idilesi abahlala kuyo neyeposi, iinkcukacha zoqhagamshelwano (inombolo yomnxeba, inombolo yefeksi, idilesi ye-imeyili), ingxelo yolwaphulo-mthetho, amalungu eentsapho, iinkcukacha zonyango, ubuzwe, imvelaphi yobuhlanga okanye yentlalo, impilo yasemzimbeni neyasengqondweni, iziphene emzimbeni, ingcombolo yomntu ye*biometric*, ubulungu kumbutho wobuchwepheshe kunye nabantu abanolwazi ngomntu.
Abaniki-nkonzo	Amagama abantu ekunokuqhagamshelwana nabo; igama leziko; igama labalawuli kunye nabanini-zabelo, idilesi elizinze kuyo neyeposi kunye neenkcukacha zoqhagamshelwano (iinombolo zomnxeba, inombolo yefeksi, idilesi ye-imeyili), ingcombolo yemali, inombolo yobhaliso, amaxwebhu okuseka iziko, ingcombolo enxulumene nerhafu, abantu abanelungelo lokutyikitya, ubume benkqubo enabileyo exhobisa abantu abamnyama kwezoqoqosho (B-BBEE), amaziko angamahlakani kunye nezicwangciso zeshishini.
Abantu abaxhamlayo	Amagama, iinombolo zezazisi, idilesi abazinze kuyo neyeposi, iinkcukacha zoqhagamshelwano (iinombolo zomnxeba, inombolo yefeksi, idilesi ye-imeyili).
Abahlali	Amagama neenkcukacha zoqhagamshelwano.
Amalungu amagqiza olawulo	Amagama, isini, ubume bomtshato; uhlanga, ubudala, ulwimi, ingcombolo yemfundo (izidanga), ingcombolo yemali, imbali yengqesho, iinombolo zezazisi, idilesi azinze kuyo neyeposi, iinkcukacha zoqhagamshelwano (iinombolo zomnxeba, inombolo yefeksi, idilesi ye-imeyili), ingxelo yolwaphulo-mthetho, amalungu eentsapho, iinkcukacha zonyango, ubuzwe, imvelaphi yobuhlanga okanye eyentlalo, impilo yasemzimbeni neyasengqondweni, iziphene emzimbeni, ingcombolo yomntu ye*biometric*, ubulungu kumbutho wobuchwepheshe kunye nabantu abanolwazi ngomntu.
Abathathi-nxaxheba	Amagama, iinombolo zoqhagamshelwano kunye needilesi ze-imeyili.

8.3. Ngubani ofumana iinkcukacha zomntu ngenkqu

Iinkcukacha zomntu ngenkqu sizinika:

- Abaniki-nkonzo abaliqela lesithathu, sinika abaniki-nkonzo bangaphandle umsebenzi wokulungelelanisa iinkcukacha zomntu ngenkqu egameni leSebe. Lo msebenzi wokulungelelanisa ezi nkcukacha usoloko uphantsi kolawulo lweSebe kwaye wenziwa phantsi kwemigangatho yethu yokhuseleko nemiyalelo yethu engqongqo;
- Amaziko onyanzeliso-mthetho, xa kuyimfuneko ukuze kuthintelwe okanye kubhaqwe izenzo zolwaphulo-mthetho okanye ukuze kubanjwe okanye kutshutshiswe izaphuli-mthetho; kunye

- Nabasemagunyeni kurhulumente, abalawuli namaqumrhu karhulumente, xa kuyimfuneko ukuze sithobele imithetho nemimiselo.

8.4. Ukuthunyelwa kweenkcukacha kumazwe angaphandle

- Ngokwembali, asizange sibekwe kwindawo efuna nayiphi na ukuhamba komda yolwazi lomntu kwaye asiyilindelanga utshintshiselwano olunjalo kwixesha elizayo.
- Kodwa ukuba kukho imfuneko yokwenza oko, ubani unokufuna ukuba iinkcukacha zomntu ngenkqu zithunyelwe kwelinye ilizwe ukuze zilungelelaniswe okanye zigcinwe. Siya kuqinisekisa ukuba nabani na esimnika iinkcukacha zomntu ngenkqu uyavuma ukuba uya kuziphatha ngobuchule azikhusele ngendlela eyalelwa nguMthetho iPOPIA.
- Iinkcukacha zomntu ngenkqu sinako ukuzithumela kumanye amazwe angenalo ukhuselo olufana nolo lunikwa nguMthetho iPOPIA xa umninizo esivumela.

8.5. Amanyathelo okukhusela iinkcukacha zomntu ngenkqu

- Sithabatha amanyathelo afanelekileyo nasemthethweni ukuthintela ukufikeleleka, ukulahleka, ukonakaliswa okanye ukutshatyalaliswa kweenkcukacha zomntu ngendlela engagunyaziswanga okanye engekho mthethweni.
- Similisele imigaqo-nkqubo neenkqubo eziliqela kunye neenkqubo zeIT kwiinzame zokukhusela iinkcukacha zomntu ngenkqu.
- Sikuqinisekisa qho ukuba zimiliselwa ngokufezekileyo kusini na ezi nkqubo zokhuseleko kwaye sithe gqolo ukuqinisekisa ukuba siyazihlaziya rhoqo.

9. Inkqubo yokufak'isicelo

a) Ukuvunywa nokukhatywa kwesicelo:

Umceli kufuneka anikwe ufikelelo kwirekhodi yequmrhu likarhulumente phakathi kweentsuku ezingama-30 zokufumana isicelo, ukuba umceli uthobela oku kulandelayo:

- Xa umceli ezithobela zonke iimfanelo zenkqubo yokufak'isicelo sokufikelela kwingxelo ezibalulwa nguMthetho;
- Naxa ukufikelela kule ngxelo kungakhatywa ngenxa yaso nasiphi na isizathu esikhankanywa nguMthetho.

b) Ndingasifaka njani isicelo sokufikelela kwingxelo?

- Kufuneka umceli azalise ifom yesicelo (Ifom 2) epapashwe nguMlawuli weNgcombolo (eMzantsi Afrika).
- Kufuneka umceli axele ukuba ufuna ikopi yengxelo okanye ukuba ufuna ukuza kwiziko azokuyiphendla ingxelo kwii-ofisi zeziko elo likarhulumente. Kungenjalo xa ingxelo ingelulo uxwebhu olusephepheni ingaphendlwa ikwimo ayicele ngayo umceli, xa oku kunokwenzeka.
- Xa umceli ecela ukufumana ingxelo ikwimo ethile (umz.: ikopi yephepha, ikopi ye-elektronikhi, njl njl.) kufuneka ayifumane le ngxelo ikwimo ayicele ngayo. Oku kungenziwa kuphela xa kungaphazamisani nokusebenza ngokukuko kweziko likarhulumente elichaphazelekayo, okanye xa kungayonakalisi ingxelo, okanye xa

kungalichaphazeli ilungelo lobunini elingelilo elikarhulumente. Xa iziko lingakwazi ukunika umceli ingxelo ikwimo ayicele ikuyo koko limnika ikwenye imo efumaneka ngayo, umrhumo oza kuhlawulwa ngumceli kufuneka ibe ngulowo wemo abeyicele ikuyo ingxelo ekuqaleni.

- Xa umceli efuna ukuxelelwa ngesigqibo sesicelo sakhe ngenye indlela engaphaya kwembalelwano, umz. ngomnxeba, makakuxele oko kwisicelo sakhe.

- Xa umceli efaka isicelo egameni lomnye umntu, makasixele isikhundla asifaka ekuso esi sicelo.

- Xa umceli engakwazi ukubhala nokufunda okanye xa enesiphene emzimbeni esimthintelayo, angasifaka ngomlomo isicelo. Igosa leNgcombolo kufuneka lizalise ifom egameni lomceli lize limnike ikopi yefom ezalisiweyo.

c) Imirhumo ehlawulelwa isicelo nokwaziswa ngesigqibo sesicelo

- Umceli ofuna ukufumana ingxelo equlethe iinkcukacha zakhe ngenkqu akawuhlawuliswa umrhumo wokucela. Abantu abacela ezinye iingxelo bahlawula umrhumo wokucela ongama-R35.

- Kufuneka iGosa leNgcombolo lazise umceli (ekungenguye umceli weenkcukacha zakhe ngenkqu) ngembalelwano ukuba kufuneka ahlawule umrhumo omiselweyo wokucela (xa ufuneka) kwanokuba kufuneka awuhlawule ngaphambi kokuba silungelelaniswe isicelo sakhe.

- Umceli unako ukufaka isibheno sangaphakathi okanye amangale enkundleni xa esiphikisa isiniki-maxabiso okanye umrhumo ohlawulwayo.

- Emva kokuba iGosa leNgcombolo lisenzile isigqibo malunga nesicelo, kufuneka lazise umceli ngendlela acele ukwaziswa ngayo isiphumo sesicelo sakhe.

- Xa sivunyiwe isicelo kufuneka umceli ahlawule umrhumo wokufumana ingxelo ukuze iveliswe kwakhona, ifunwe ize ilungiselelwe ukudalulwa, xa ukwenza ezi zinto kuthabatha ixesha elingaphezu kwelo libekiweyo.

- Umceli akasayi kuyifumana ingxelo ayicelileyo de abe uyihlawule yonke imirhumo efunekayo.

10. Iinkonzo ezinikwa abantu ngokubanzi

Eli Sebe lixhomekeke kuncedo loomasipala xa lisenza umsebenzi walo wokubonelela abantu ngezindlu nokwakha iindawo zokuhlala ezizinzileyo. Inkxaso enikwa liSebe kunye nemigaqo-nkqubo yalo iyafumaneka kuwonkewonke.

11. Ulungiselelo lwentatho-nxaxheba yoluntu xa iSebe liqulunqa imigaqo-nkqubo naxa lisenza umsebenzi walo

11.1. Imigaqo-nkqubo kunye nemithetho

Xa iSebe liqulunqa imigaqo-nkqubo okanye imithetho yalo liye limemelele abantu ababandakanyekayo ukuba bathabathe inxaxheba ngokuvakalisa izimvo zabo kumaphepha apapashiweyo kunye/okanye libamemele kwiindibano zokuncazelana ngolwazi/kwiinkomfa. Inkqubo elandelwayo kwintatho-nxaxheba ayifani kuba ixhomekeke kuhlobo lweprojekthi nganye kwaye iyaxelwa ngaphambi kokuba iprojekthi iqaliswe okanye emveni kokuba iqalile.

11.2. Isimangalo

Kwiimeko apho isimangalo sichaphazela kakubi amalungelo okanye oko kulindelwe nguye nawuphi na umntu; okanye amalungelo oluntu, kufuneka kulandelwe amagatya esimangalo esinobulungisa abalulwe kuMthetho oKhuthaza uKwenziwa koBulungisa kulawulo, 2000 (uMthetho 3 wama-2000) (isahluko 4 nese-5).

11.3. Imiqathango yokusebenza yabasebenzi bakarhulumente

Imiqathango yokusebenza neminye imiba ebalulekileyo yabasebenzi bakarhulumente ixoxwa kumabhunga eengxoxo asekwa phantsi koMthetho woNxulumano lwabaSebenzi, 1995 (uMthetho 66 wango-1995). Imibutho emele inani elithile labasebenzi bakarhulumente inako ukuba yinxalenye yebhunga leengxoxo. Ibhunga leengxoxo zabasebenzi bakarhulumente liliqonga apho yonke imiqathango nemiba yabasebenzi bakarhulumente ixoxwa khona. Kukho la mabhunga eengxoxo akula macandelo alandelayo:

- Ibhunga leengxoxo labasebenzi bakarhulumente gabalala
- Ibhunga lonxulumano lwabasebenzi becandelo lezemfundo
- Ibhunga leengxoxo lecandelo lezempilo nentlalo-ntle
- Ibhunga leengxoxo lecandelo lokhuselo nokhuseleko

12. Izilungiso ezikhoyo zezenzo okanye zokusilela ukwenza

Ubani ofuna ukuxela izenzo zamagosa eli Sebe ezingafanelekanga nezingekho mthethweni okanye ukusilela ukwenza makalandele ezi nkqubo zilandelayo.

(a) Iinkqubo zokuxela okanye ezokulungisa

(i) Izilungiso ezikhoyo malunga nezenzo okanye ukusilela ukwenza kuMthetho oKhuthaza ukuFikeleleka kweNgcombolo: Umthetho umisela uMphathiswa wePhondo weSebe lokuHlaliswa koLuntu njengegunya elilawula izibheno zangaphakathi. Emva kokuqukunjelwa kwesibheno sangaphakathi ubani lowo ongaxolanga unako ukufaka isimangalo enkundleni (isahluko 78 – 82).

(ii) Igosa elisebenzela urhulumente linako ukufaka isikhalazo esinxulumene nesenzo okanye ukusilela ukwenza kwegosa likarhulumente kwiKhomishoni yeNkonzo kaRhulumente ukuze yenze uphando (isahluko 35 soMthetho weNkonzo kaRhulumente, 1994).

(iii) Ubani unako ukusebenzisa izilungiso zomsebenzi ezikhoyo malunga nezenzo okanye ukusilela ukwenza okunxulumene nomsebenzi njengempikiswano ngamalungelo (uMthetho weNkonzo kaRhulumente, 1994 kunye noMthetho woNxulumano lwabaSebenzi, 1995).

(iv) Ubani unako ukufaka isikhalazo kumhloli wemicimbi yomsebenzi malunga nesityholo sokwaphulwa kwalo naliphi na igatya loMthetho weMiqathango enguNdoqo yoBulungisa kwiNgqesho, 1998 (uMthetho 55 wango-1998 – isahluko 34(e).

(v) Ubani unako ukufaka isikhalazo kuMkhuseli woLuntu malunga nesikrokro sesenzo esingafanelekanga okanye esingekho mthethweni okanye ukusilela ukwenza (uMgaqo-siseko kunye noMthetho woMkhuseli woLuntu, 1994 (uMthetho 23 wango-1994)).

vi) Umntu unokufaka isikhalazo kwi-Information Regulator malunga nesenzo esisemthethweni okanye ukushiyelela ekurhaneleka ukuba kukwaphula okanye ukoyikisa kulo naliphi na ilungelo elisisiseko elivela kolu xwebhu.

(vii) Ukuze ubani akhuseleke kwimpindezelo emva kokudalula ukuziphatha gwenxa komqeshi okanye kogxa wakhe emsebenzini kufuneka alandele iinkqubo zokudalula ezixelwe kuMthetho wokuDalula okuKhuselekileyo, 2000 (uMthetho 26 wama-2000).

(viii) Ezinye izilungiso ezinokusetyenziswa kukuqala inkqubo yasenkundleni yophengululo lwesigwebo phantsi koMthetho oKhuthaza uKwenziwa koBulungisa kulawulo, 2000 (uMthetho 3 wama-2000)

(b) Ezinye izilungiso ezincedayo:

(i) Ubani unako ukucela izizathu zesimangalo phantsi koMthetho oKhuthaza ukwenziwa koBulungisa kuLawulo, 2000 (isahluko 5).

(ii) Ubani unako ukucela ukufikelela kwiingxelo zesebe likarhulumente okanye ezeziko likarhulumente phantsi koMthetho oKhuthaza ukuFikeleleka kweNgcombolo, 2000 (isahluko 5).

(c) Uxanduva lokuxela:

(i) Umgaqo wokuziphatha kwabasebenzi bakarhulumente uthwalisa abasebenzi bakarhulemente uxanduva lokuba xa besenza umsebenzi wabo bazixele kwabasemagunyeni izenzo zobuqhophololo, ezorhwaphilizo, ezokwenzelelelana ngenxa yokuzalana, ezolawulo olugwenxa kunye nazo naziphi na ezinye izenzo zolwaphulo-mthetho okanye ezichaseneyo neemfanelo zoluntu. Umsebenzi ongawuthobeli lo mgaqo unetyala lokuziphatha gwenxa emsebenzini. (Ummiselo B.3 no C.4.10 weSahluko 2 seMimiselo yeNkonzo kaRhulumente, 2001).

(ii) Uxanduva lomqeshi okanye lomsebenzi ngamnye lokuzixela izenzo zolwaphulo-mthetho okanye ezingafanelekanga lugxininisa uMthetho wokuDalula okuKhuselekileyo, 2000
(Intshayelelo).

(iii) Faka isikhalazo kuMlawuli woLwazi ngokweCandelo lama-77A loMthetho emva kokuba umntu ewasebenzise onke amanye amayeza akhoyo naphambi kokuba aye kwiiNkundla.

13. Ukuphengulula iManuwali nokufumaneka kwayo

13.1. Imanuwali iza kuphengululwa kwiinyanga ezilishumi elinambini emva kokuba ipapashiwe imanuwali yokuqala.

ISebe laKwaZulu-Natala lokuHlaliswa koLuntu liza kuthi gqolo ukuzandisa iilwimi efumaneka ngazo le manuwali de injongo yokuyipapasha ngazo zonke iilwimi zaseburhulumenteni ibe iyafezeka.

13.2. Ukufumaneka kweManuwali

Imanuwali ifumaneka kwiindawo ezixelwe nguMthetho wokubeka ngokusemthethweni, kwii-ofisi zoMlawuli weNgcombolo nakule *website* (www.kzndhs.gov.za).

14. Imirhumo ehlawulelwa iingxelo emiselwe yiMimiselo yakutshanje yoMthetho

Umrhumo wokuvelisa kwakhona oxelwe kwisahluko 15(3) soMthetho umi ngolu hlobo:

(a) Ikopi yephepha elinguA4 okanye inxalenye yalo 0-60
(b) Ikopi eprintiweyo yephepha elinguA4 okanye inxalenye yalo 0-40
(c) Ikopi yengxelo egcinwe kwikhompyutha ekwimo efundeka ngomatshini okanye eyi-elektronikhi
Efakwe kwi-
(i) *Stiffy disc* 5-00
(ii) *Compact disc* 40-

(d) (i) Ukhuphelo lwemifanekiso olukwiphepha elinguA4 okanye inxalenye yalo 22-00
(ii) Ikopi yemifanekiso 60-00

(e) (i) Ukhuphelo lwengxelo ephulaphulwayo ekwiphepha elinguA4 okanye inxalenye yalo 12-00
(ii) Ikopi yengxelo ephulaphulwayo 17-00

Umrhumo wokucela ohlawulwa ngumceli ngamnye ongenguye ocela iinkcukacha zakhe ngenkqu oxelwe kwisahluko 22(1) soMthetho 35-00

Umrhumo wokufumana ingxelo ohlawulwa ngumceli obalulwe kwisahluko 22(7) soMthetho, ngaphandle kwabo bangawuhlawuliswayo umrhumo phantsi kwesahluko 22(8) soMthetho umi ngolu hlobo: -

(a) Ikopi yephepha elinguA4 okanye inxalenye yalo 0-60
(b) Ikopi nganye eprintiweyo yephepha elinguA4 okanye inxalenye yalo yengxelo egcinwe kwikhompyutha okanye ekwimo ye-elektronikhi okanye efundeka ngomatshini 0-40
(i) *Stiffy* disc 5-00
(ii) *Compact disc* 40-00

(c) (i) Ukhuphelo lwemifanekiso ekwiphepa elinguA4 okanye inxalenye yalo 22-00
(ii) Ikopi yemifanekiso 60-00

(d) (i) Ukhuphelo lwengxelo ephulaphulwayo ekwiphepha elinguA4 okanye inxalenye yalo 12-00
(ii) Ikopi yengxelo ephulaphulwayo 17-00

Ukujonga ingxelo eza kudalulwa kuxabisa R15.00 ngeyure okanye inxalenye yeyure engahlawulwayo kwiyure yokuqala kuba lixesha elifaneleyo lokuyijonga.

Xa umceli efuna ukuyiposelwa ingxelo ayicelileyo kufuneka ahlawule iindleko zeposi.

Isahluko 22(2) somthetho siyalela ezi zinto zilandelayo:

3.2 Idiphozithi ihlawulwa emva kokuba kuphele iiyure ezintandathu: kwaye
3.3 Umceli uhlawula idiphozithi esisinye kwisithathu somrhumo wokufumana ingxelo.

15. Ifom yesicelo

Kusetyenziswa ezi fom zilandelayo zePAIA ezimiselwe nguMlawuli weNgcombolo (eMzantsi Afrika):

- Ifom 01: Isicelo sesikhokelo esivela kuMlawuli [Ummiselo 2]
- Ifom 01: Isicelo sekopi yesikhokelo esivela kwiGosa leNgcombolo [Ummiselo 3]
- Ifom 02: Isicelo sokufumana ingxelo [Ummiselo 7]
- Ifom 03: Isiphumo sesicelo nemirhumo ehlawulwayo [Ummiselo 8]
- Ifom 04: Ifom yesibheno sangaphakathi [Ummiselo 9]
- Ifom 05: Ifom yesikhalazo [Ummiselo 10]
- Ifom 13: Ifom ecela uvavanyo lokuthobela iPAIA [Ummiselo 14(1)]