



KWAZULU-NATAL PROVINCE
COMMUNITY SAFETY AND LIAISON
REPUBLIC OF SOUTH AFRICA

IBHUKWANA LOKUKHUTHAZA UKUFINYELELA OLWAZINI 2022

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1. ISINGENISO

Isigaba 32(1)(a) soMthethosisekelo weRiphabhlikhi yaseNingizimu Afrika we-1996 sithi wonke umuntu unelungelo lokufinyelela –

- a) kunanoma yiluphi ulwazi olugcinwe umbuso ; kanye
- b) nakunanoma yiluphi ulwazi olugcinwe ngomunye umuntu oludingekayo maqondana nokusetshenziswa noma ukuvikelwa kwananoma yimaphi amalungelo.

Isigaba 32(2) soMthethosisekelo sihlinzeka ngokuthi kumele kushaywe umthetho kazwelonke ogunyaza leli lungelo.

UMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi-2000 (uMthetho 2 wezi-2000), unikeza bonke abantu baseNingizimu Afrika ilungelo lokufinyelela kumarekhodi agcinwe umbuso, izikhungo zikahulumeni kanye nezinhlangano ezizimele.

Yilesi naleso sikhungo sikahulumeni kanye nezinhlangano ezizimele kumele zibhale amabhukwana ngezilimi okungenani ezintathu eizemthethweni. Ngaphezu kwalokho, amalungu omphakathi angangena ku-<https://info regulator.org.za/paia-guidelines/> ukuze athole Umhlahlandlela ochaza kabanzi ngokuthi isetshenziswa kanjani i-PAIA.

Okunye futhi, Isigaba 14 soMthethosisekelo sithi wonke umuntu unelungelo lokuba nemfihlo, kanti-ke ilungelo lokuba nemfihlo libandakanya nelungelo lokuvikeleka ekutheni kuqoqwe, kugcinwe kusatshalaliswe kuphinde futhi kusetshenziswe ulwazi oluqondene nomuntu ngqo ngokungemthetho.

UMthetho Wokuvikela Ulwazi Oluqondene Nomuntu Ngqo, i-*Protection of Personal Information Act* (POPIA), (uMthetho 4 wezi-2013), washaywa ngenhloso yokukhuthaza ukuvikelwa kolwazi oluqondene nomuntu ngqo ukuba lusetshenziswe yizikhungo zikahulumeni kanye nezizimele. Lo Mthetho uphinda futhi unqume izinto ezidingekayo (imibandela eyisishiyagalombili (8) esemthethweni) emaqondana nokusetshenziswa kolwazi oluqondene nomuntu ngqo.

UMnyango Wezokuphepha kanye Nokuxhumanisa Umphakathi KwaZulu-Natali ubhale leli bhukwana ngenhloso yokwelekelela lowo ocelayo ofisa ukuthola ulwazi kulo mnyango kanye nokuthi futhi anikeze imininingwane emaqondana –

- a) Nenhloso yokusetshenziswa kolwazi oluqondene nomuntu ngqo;
- b) nencazelo yezinhlobo zeminingwane kanye nolwazi oluphathelele nalokho;
- c) nalabo abafuna lolo lwazi kumbe izinhlobo zalabo abafuna lolo lwazi abazonikezwa ulwazi oluqondene nomuntu ngqo;
- d) nezinhlalo ezimaqondana nokusatshalaliswa kolwazi oluqondene nomuntu ngqo; kanye
- e) nencazelo ejwayelekile evumela ukuthi uMnyango uqalise ukuhlolwa okuyisekelo kanye nokuqashwa kwezinyathelo zokuphepha kolwazi.

Amakhophi aleli bhukwana ayatholakala emahhovisi oMnyango Wezokuphepha kanye Nokuxhumanisa Umphakathi ngokunjalo nakusizindalwazi sawo esithi (www.kzncomsafety.gov.za).

2. IMISEBENZI YOMNYANGO WEZOKUPHEPHA KANYE NOKUXHUMANISA UMPHAKATHI KWAZULU-NATALI

Imisebenzi yalo mnyango ithathiselwe esigabeni 206(1), 206(3) kanye no-206(5) soMthethosisekelo weRiphabhlikhi yaseNingizimu Afrika yowe-1996, uMthetho Wezamaphoyisa obizwa nge-*Civilian Secretariat for Police Service Act*, wezi-2011 (uMthetho uNo. 2 wezi-2011), kanye noMthetho Wezamaphoyisa aseNingizimu Afrika obizwa nge-*South African Police Act*, we-1995 (uMthetho uNo. 68 we-1995). Yilena elandelayo:

1.	UMTHETHOSISEKELO	ISIGABA
1.1.	Ukunquma isidingo samaphoyisa kanye nalokho okuseqhulwini esifundazweni	Isigaba 206(1)
1.2.	Ukuqapha indlela yokuziphatha kwamaphoyisa	Isigaba 206(3)(a)
1.3.	Ukwengamela ukusebenza ngempumelelo nangendlela okuyiyona kwamaphoyisa, kubandakanya ukwamukelwa kwemibiko ngokusebenza kwamaphoyisa	Isigaba 206(3)(b)
1.4.	Ukukhuthaza ubudlelwane obuhle phakathi kwamaphoyisa nomphakathi	Isigaba 206(3)(c)
1.5.	Ukuhlola ukuthi ukuba khona kwamaphoyisa emiphakathini kuyimpumelelo	Isigaba 206(3)(d)
1.6.	Ukuxhumana nelungu leKhabhinethi elibhekele ezamaphoyisa ngokumaqondana nobugebengu kanye nokusebenza kwamaphoyisa esifundazweni	Isigaba 206(3)(e)
1.7.	Ukuphenya, noma ukuqoka ikhomishana yophenyo, maqondana nanoma yiziphi izikhalo zokungasebenzi kahle kwamaphoyisa kumbe ukunqamuka kobudlelwane phakathi kwamaphoyisa nomphakathi	Isigaba 206(5)(a)
1.8.	Ukwenza izincomo elungwini leKhabhinethi elibhekele ukusebenza kwamaphoyisa	Isigaba 206(5)(b)
2.	UMTHETHO I-CIVILIAN SECRETARIAT FOR POLICE	ISIGABA

	SERVICE ACT, WEZI-2011	
2.1.	Kumele amahhovisi obubhalane ezifundazweni alekelele iHhovisi Lobubhalane kuZwelonke ukuba lifezekise izinjongo, futhi lenze imisebenzi libuye lisebenzise amandla eHhovisi Lobubhalane lesifundazweni ngokuba lihambisane nemigomo kahulumeni yokubusa ngokubambisana kanye nobudlelwane kohulumeni equkethwe eSahlukweni 3 soMthethosisekelo	Isigaba 4(5)
2.2.	Ukuqapha ukusebenza kwamaphoyisa kanye nokudamane lihlolela ukuthi uphiko lwezamaphoyisa linezinqubomgomo ezanele kangakanani kanye nokusebenza ngempumelelo kwezinhlelo kanjalo nokwenza izincomo ezimayelana nezindlela zokulungisa	Isigaba 6(1)(a)
2.3.	Ukuqapha ukusetshenziswa kwesabelomali sophiko lwezamaphoyisa ukuze kuqinisekise ukuhambisana nanoma yimiphi imiyalelo yanoma iyiphi inqubomgomo kumbe imiyalelo kaNgqongqoshe	Isigaba 6(1)(b)
2.4.	Ukuqapha kanye nokuhlola ukugcinwa koMthetho Wodlame Lwasekhaya, we- 1998 (uMthetho 116 we-1998), bese wenza iziphakamiso ophikweni lwezamaphoyisa maqondana nezinqubo kanye nezindlela zokuqondiswa izigwegwe ezimayelana nokungagcinwa kwalo mthetho	Isigaba 6(1)(c) & (d)
2.5.	Ukucubungula iziphakamiso, imibono kanye nezicelo ezithinta amaphoyisa kanye nezindaba zezokuqapha ezivela kunanoma yimuphi umthombo	Isigaba 6(1)(e)
2.6.	Ukwenza noma ukuhlela ukuba kwenziwe nanoma yiluphi ucwaningo olungase lube nesidingo ukuba lwenziwe	Isigaba 6(1)(f)
2.7.	Ukwenza isivumelwano sokusebenzisana noma ezivumelwaneni kumbe kokubili, ngokuxhumana noNgqongqoshe kaZwelonke, nezinhlaka zomphakathi kanye nabanye nezinye izinhlangothi bese kuxoxiswa nalezo zinhlaka nezinhlangothi ukuze kuqiniseke ukusebenzisana phakathi kwababambiqhaza abanhlolonhlobo	Isigaba 6(1)(g)
2.8.	Ukuhlela nokuqapha indlela uphiko lwezamaphoyisa olwemukela luphinde lubhekane ngayo ngezikhalo ezibhekiswe kumalungu alo	Isigaba 6(1)(j)
2.9.	Ukuze kwesekwe izinjongo zeHhovisi Lobubhalane okukhulunywe ngazo esigabeni 5 futhi namayelana nemigomo kahulumeni wobambiswano kanye nobudlelwane kohulumeni equkethwe eSahlukweni 3 soMthethosisekelo, kumele ihhovisi ngalinye lobubhalane- a) lihlele ngokuqondanisa izinhlelo zalo kanye nemisebenzi ezingeni likahulumeni wesifundazwe mayelana nezinhlelo, izinqubomgomo kanye nemisebenzi	Isigaba 17(1)

	<p>yeHhovisi Lobubhalane; futhi</p> <p>b) lihlanganise amasu alo okusebenza kanye nezinhlelo ezingeni likahuluneni wesifundazwe kanye namasu okusebenza nezinhlelo zeHhovisi Lobubhalane lesifundazwe.</p>	
2.10.	<p>Kumele ihhovisi lobubhalane esifundazweni lihlonze amakhono akhona okwenza emisebenzini yalo, ukuze-</p> <p>a) liqaphe futhi lihlole ukuqaliswa kokusebenza kwenqubomgomo yamaphoyisa esifundazweni;</p> <p>b) lihlole futhi liqaphe indlela yokuziphatha kwamaphoyisa esifundazweni;</p> <p>c) lisungule futhi lihlole izindlela zokuphepha kanye nezinsiza zokuqapha ukuze kuqinisekise ukuhambisana nemisebenzi yeHhovisi Lobubhalane;</p> <p>d) lisize iHhovisi Lobubhalane kuzwelonke ekuqapheni kanye nasekuhloleni imiklamo; futhi</p> <p>e) likhuthaze ubudlelwane phakathi kwamaphoyisa nomphakathi;</p> <p>f) liqinise futhi likhuthaze ubudlelwane; kanye</p> <p>g) nokwengamela ukuthuthukiswa kwezinhlaka zezokuphepha komphakathi ngokubambisana nesifundazwe.</p>	Isigaba 17(2)
2.11.	<p>Inhloko yehhovisi lobubhalane esifundazweni ngasinye, ngemvume yenhloko yomnyango yesifundazwe, kumele ithumele kuNgqongqoshe kaZwelonke nakuNobhala imibiko yekwata emaqondana nemisebenzi yehhovisi lobubhalane lesifundazwe, futhi nanganoma yiluphi udaba noma ngokusho kukaNobhala.</p>	Isigaba 22(1)
2.12.	<p>Inhloko yomnyango esifundazweni kumele zikhathi zonke ithumele imibiko kuNgqongqoshe kaZwelonke nasekomidini eliqondene esishayamthetho sesifundazwe.</p>	Isigaba 22(2)
2.13.	<p>Inhloko yomnyango esifundazweni ngasinye kumele-</p> <p>a) ngemvume kaNgqongqoshe, yethule umbiko wonyaka esishayamthetho sesifundazwe mayelana nemisebenzi yehhovisi lobubhalane esifundazweni; futhi</p> <p>b) ithumele ikhophi yombiko wonyaka owethulwe ngokwendima (a) kuNobhala.</p>	Isigaba 22(3)
2.14.	<p>UNobhala kanye nezinhloko zeminyango kumele bahlangane okungenani njalo ngekwata</p>	Isigaba 23(1)

2.15.	Ihhovisi Lobubhalane kumele liqaphe ukuqaliswa kokusebenza kwezincomo ezenziwe wuPhiko Oluzimele Oluphenya Ngezenzo Zamaphoyisa bese njalo linikeza uNgqongqoshe kaZwelonke imibiko ngezinyathelo elizithathile ekuqinisekiseni ukulandela umthetho, bese ikhophi yalokho kumele ithunyelwe kuMqondisi Omkhulu.	Isigaba 31(2)
3.	UMTHETHO WEZAMAPHOYISA ASENINGIZIMU AFRIKA, WE-1995	
3.1.	Unikeza umhlahlandlela ngokukusungulwa Kwezigungu namaBhodi Omphakathi Asebenzisana Namaphoyisa	Isigaba 19 kuya esigabeni 21
3.2.	Uqinisekisa ukuthi imibandela emaqondana nokusungulwa kwamaphoyisa kamasipala iyalandelwa nokuthi amaqophela kazwelonke ayagcinwa	Isigaba 64N

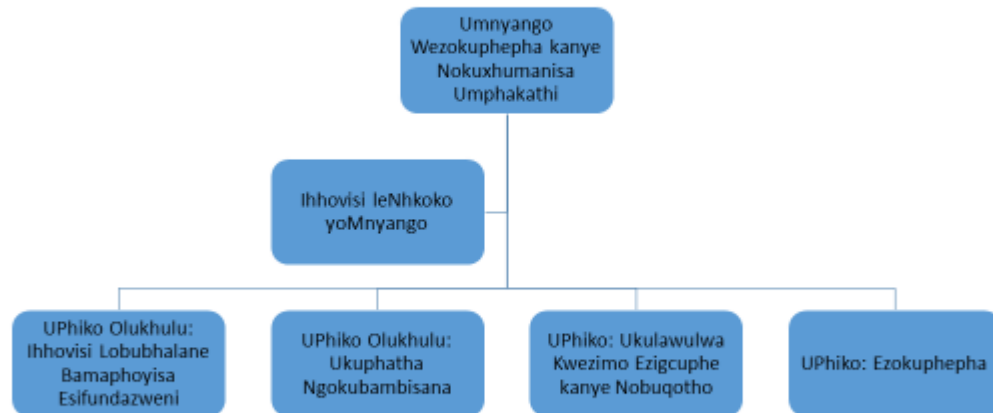
Ngaphezu kwale misebenzi, uMthetho wezokuphathwa kwezimali zikahulumeni, obizwa nge-Public Finance Management Act of 1999, uMthetho wezobudlelwano nabasebenzi, obizwa nge-Labour Relations Act of 1995 kanye noMthetho wezemisebenzi kahulumeni obizwa nge-Public Service Act of 1994 iphoqelela umnyango ukuba wenze nale misebenzi elandelayo:

- a) Ukuphathwa Kwezezimali;
- b) Ukwengamela uKuthengwa Nokusatshalaliswa Kwempahla;
- c) Ukulawula Kwangaphakathi Nokulawulwa Kobungozi;
- d) Imisebenzi Yezomthetho;
- e) Ezabasebenzi;
- f) Ezokuphathwa Kwezabasebenzi kanye Nezokuthuthukiswa Kwabasebenzi;
- g) Ukuphathwa Kolwazi Lwezobuchwepheshe; kanye
- h) Ukuphathwa Kwempahla Yokusebenza.

3. UKWAKHEKA KOMNYANGO WEZOKUPHEPHA KANYE NOKUXHUMANISA UMPHAKATHI KWAZULU-NATALI

UMnyango uhlelwe ngendlela yokuthi ukwazi ukwenza imisebenzi yawo eshiwo ngenhla. Kunezigaba ezimbili emnyangweni: Ihhovisi Lesifundazwe kanye Nelokuphatha Ngokubambisana.

Umfanekiso 1 – Uhlaka Oluphezulu



a) Ihhovisi Lesifundazwe Lezamaphoyisa

Ihhovisi Lesifundazwe yilona phiko oluphezulu olubhekele le misebenzi elandelayo–

- Ukuqapha nokuhlola ukuqalisa ukusebenza kwezinqubomgomo nemiyalelo yezobuphoyisa;
- ukuqapha nokuhlola zonke izinhlaka zezamaphoyisa esifundazweni;
- ukubhekana nezikhalo ezimaqondana nokusebenza kwamaphoyisa;
- ukubuyekeza indlela yokusebenza kwamaphoyisa, izindlela kanye nokusebenza kwamaphoyisa;
- ukwenza ucwaningo maqondana nezidingo zamaphoyisa esifundazweni;
- ukwakha izinhlelo zezokuphepha emphakathini, amasu kanye namathuluzi okuqapha;
- ukwakha nokugcina izinhlaka zezokuphepha komphakathi; kanye

nokwakha imifelandawonye yezokuphepha komphakathi.

Ihhovisi Lesifundazwe lisezingeni lesifundazwe kanye nasezingeni lesifunda. UMnyango uneHhhovisi Lesifundazwe eMgungundlovu. Kunezimpiko ezimbili ezingeni lesifundazwe eHhovisi Lesifundazwe. Uphiko lokuqala lwenza umsebenzi wokuqapha iHhovisi likaKhomishana Wesifundazwe kanye Nezimpiko eziyisipesheli ngokunjalo neziteshi zamaphoyisa zomphakathi ezingeni lesifundazwe. Uphiko lwesibili lona lubhekele ukuhlaziywa kolwazi lwezokuphepha kanye nokuza bemibono emisha. Luhlanganisa ulwazi oluqoqwe kuzo zonke izimpiko zomnyango bese lusebenzisa lolu lwazi ukubuyekeza izinqubomgomo kanye nemiyalelo yezamaphoyisa, ukwakha, ukuhlola kanye nokubuyekeza izindlela , amasu kanye namathuluzi okuqapha ezokuphepha komphakathi, ukubuyekeza indlela asebenza ngayo amaphoyisa , izindlela zokwenza umsebenzi kanye nokusebenza kwamaphoyisa bese lwenza ucwaningo maqondana nezidingo ezamaphoyisa esifundazweni njengalokhu kusho uMthethosisekelo kanye noMthetho.

Ezingeni lesifunda kunamahhovisi esifunda ayi-10 koMasipala Besifunda abayi-10 kanye namahhovisi esifunda ama-3 kuMasipala Omkhulu weTheku (Ethekwini Metro). Kuphinde kube namanye futhi amahhovisi esifunda ayi-13 ngaphansi kwezimenenja ezinkulu ezinhlanu.

Umfanekiso 2 – IHhovisi Lesifundazwe Lezamaphoyisa

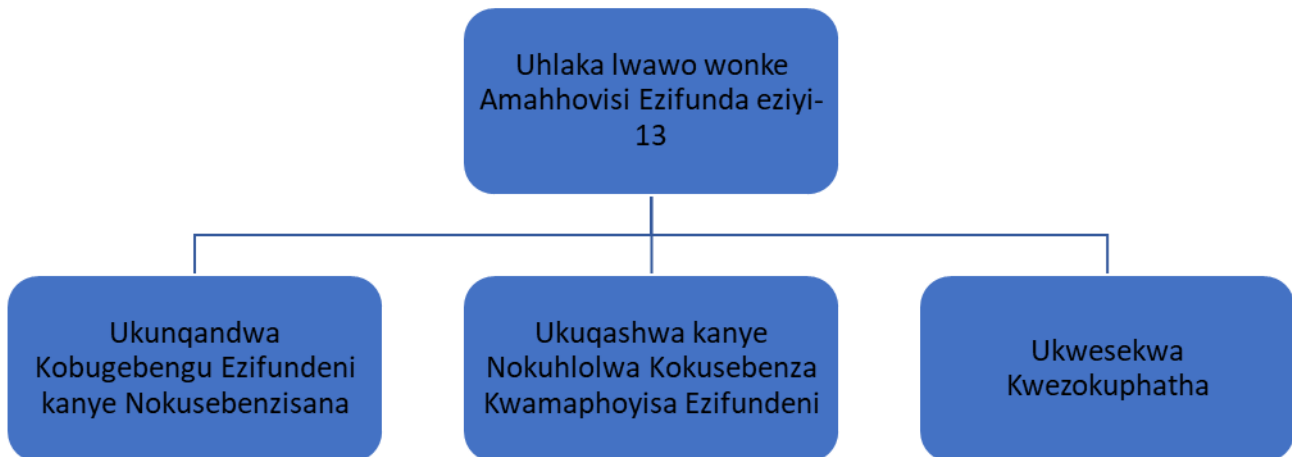


Ihhovisi lesifunda lenza le misebenzi elandelayo:

- ukuqapha nokuhlola ukuqaliswa kokusebenza kwezinqubomgomo nemiyalelo yezamaphoyisa eziteshini zamaphoyisa esifundeni ;
- ukuqapha nokuhlola ukusebenza kweziteshi amaphoyisa esifundeni;
- ukubhekana nezikhalo ezibhekiswe eziteshini zamaphoyisa esifundeni.
- Ukwakha nokugcina Izigungu Zomphakathi Ezisebenzisana Namaphoyisa (ama-Community Police Forum (CPF)), Izigungu Zomphakathi Zezokuphepha (ama-Community Safety Forum. (CSF)), izinhlangano zokunqanda ubugebengu emphakathini (ama-CCPA) nezinye iznhlaka zezokuphepha esifundeni kanye nokudidiyela imisebenzi yazo;
- Ukuqalisa ukusebenza kwezindlela namasu ezokuphepha esifundeni ;

- Ukwakha nokugcina imifelandawonye esifundeni.

Umfanekiso 3 – Ukwakheka Kwehhovisi Lesifunda

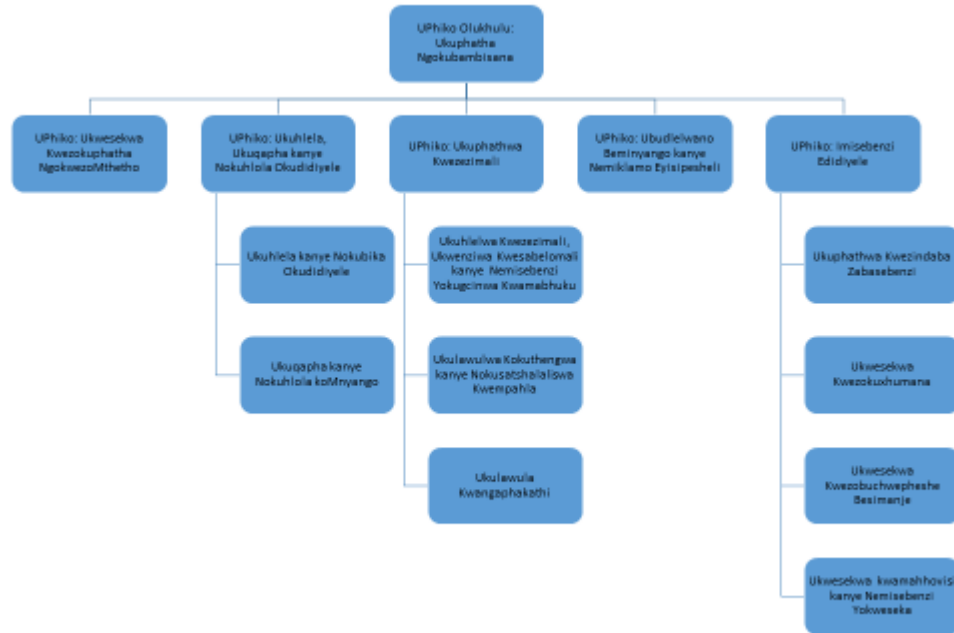


b) Ezokuphatha Ngokubambisana

Lolu phiko olukhulu lweseka umnyango. Lunale minxa –

- Uphiko Lwezemisebenzi Edidiyele lubhekele Ukulawulwa Kwezindaba Zabasebenzi (*HR Management*), Ukuphathwa Kwezindaba Zabasebenzi (*HR Administration*), Ukuthuthukiswa Kwabasebenzi (*HR Development*), Ezokuxhumana Zangaphakathi Nezangaphandle (*Internal and External Communication*), Imisebenzi Yezobuchwepheshe Besimanje kanye Nezemisebenzi Yezokwelekelela (*Information Technology and Auxiliary Services*);
- Uphiko LwezoMthetho (*Legal Administrative Support*) luhlinzeka ngemisebenzi yezomthetho emnyangweni;
- Imisebenzi Yezokuphepha ibhekele zonke izindaba eziphathelene nezokuphepha;
- Imisebenzi Yokuphathwa Kwezezimali iphethe ezezimali emnyangweni;
- Ezobudlelwano Neminye iMinyango kaHulumeni kanye Nezemiklamo Eyisipesheli zibhekele i-IGR kanye nezinhlelo ezingangeni ngaphansi kwezinhlelo zomnyango zokuhanjiswa kwezidingo emphakathini;
- Ezokuhlelwa Kwamasu Okusebenza kanye Nokuqapha Nokuhlola Kwangaphakathi zibhekele ukuhlela kanjalo Nokuqapha Nokuhlola ukusebenza komnyango.

Umfanekiso 4 – Ukuphatha Ngokubambisana



c) Ukufinyelela Ezinsizeni Ezihlinzekwa nguMnyango ezingeni Lesifundazwe kanye nasemaHhovisi Esifunda

Izinsiza ezihlinzekwa nguMnyango zitholakala kulezi zindawo ezilandelayo:

<p>IhhoVisi Lesifundazwe Private Bag X9143, Pietermaritzburg, 3200 179 Jabu Ndlovu Street, Pietermaritzburg, 3201 Ucingo.: 033-341 9300 Ifeksi: 033-341 9403</p> <p>IhhoVisi leMenenja leNhloko yoMnyango Thinta: uSilindile Bhengu (Nkk.) I-imeyili: silindile.dladla@comsafety.gov.za</p> <p>Isizindalwazi: www.kzncomsafety.gov.za</p>	<p>IhhoVisi Lesifunda esiseNyakatho yeTheku Private Bag X54316, Durban, 4000 13th Floor, John Ross House, 20 Margaret Mncadi Avenue, Durban, 4000</p> <p>IMenenja Yesifunda: UNkz. KE Mbongwe - 082 554 2469 I-imeyili: khaladi.mbongwe@comsafety.gov.za</p> <p>Umdidiyeli Wesifunda: UMnu.HG Mbhele - 082 300 5381 I-imeyili: holson.mbhele@comsafety.gov.za</p>
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<p>Ihhovisi Lesifunda esiseNtshonalanga yeTheku Private Bag X9028, Pinetown, 3600 96 Crompton Street, Pinetown, Durban Ucingo: 031-7374950</p> <p>IMenenja Yesifunda: UNkz. KE Mbongwe - 082 554 2469 I-imeyili: khaladi.mbongwe@comsafety.gov.za</p> <p>Umdidiyeli Wesifunda: UNkz. F Buthelezi - 082 410 6835 I-imeyili: fikile.buthelezi@comsafety.gov.za</p>	<p>Ihhovisi Lesifunda esiseNingizimu yeTheku 10th Floor, Truro House, 17 Margaret Mncadi Avenue, Durban</p> <p>IMenenja Yesifunda: UNkz. KE Mbongwe - 082 554 2469 I-imeyili: khaladi.mbongwe@comsafety.gov.za</p> <p>Umdidiyeli Wesifunda: UNkz. KB Mthembu - 082 300 5408 I-imeyili: khanyisile.mthembu@comsafety.gov.za</p>
<p>Ihhovisi Lesifunda Ilembe Private Bag X10616, Stanger, 4450 2nd Floor, Albert Building, Cnr Link Road and R102, KwaDukuza Ucingo: 032-4374200; Ifeksi: 032-5581261</p> <p>IMenenja Yesifunda: UNkz. SN Chamane – 0834156757 I-imeyili: sandra.chamane@comsafety.gov.za</p> <p>Umdidiyeli Wesifunda: UMnu. S Zwane – 0784642726 I-imeyili: sam.zwane@comsafety.gov.za</p>	<p>Ihhovisi Lesifunda Ugu Private Bag X905, Port Shepstone, 4240 46 Bisset Street, Port Shepstone Tel: 039-6881460; Fax: 039-6820759</p> <p>IMenenja Yesifunda: UNkz. SN Chamane – 0834156757 I-imeyili: sandra.chamane@comsafety.gov.za</p> <p>Umdidiyeli Wesifunda: UNkz. P Nkonyeni - 0605201253 I-imeyili: pretty.nkonyeni@comsafety.gov.za</p>
<p>Ihhovisi Lesifunda Inkosi Cetshwayo 25 Bredelia Street, KwaMbonambi, 3915</p> <p>IMenenja Yesifunda: UNkz. SN Chamane – 0834156757 I-imeyili: sandra.chamane@comsafety.gov.za</p> <p>Umdidiyeli Wesifunda: UMnu. M Nxumalo – 082 776 7539 I-imeyili: mdumeseni.nxumalo@comsafety.gov.za</p>	<p>Ihhovisi Lesifunda sase-Zululand Private Bag 32, Ulundi, 3838 LA Complex, King Dinuzulu Street, Ulundi Ucingo: 035-8708600</p> <p>IMenenja Yesifunda: UMnu. I Nxumalo - 082 331 6856 I-imeyili: ismail.nxumalo@comsafety.gov.za</p> <p>Umdidiyeli Wesifunda: UMnu. AK Mtshali - 082 554 2465 I-imeyili: kwenza.mtshali@comsafety.gov.za</p>

<p>IHhovisi Lesifunda Umkhanyakude Private Bag X015, Mtubatuba, 3995 ERF 64, Dikkop Road, Umkuze, 3965</p> <p>IMenenja Yesifunda: UMnu. I Nxumalo - 082 331 6856 I-imeyili: ismail.nxumalo@comsafety.gov.za</p> <p>Umdidiyeli Wesifunda: UMnu. KB Makhanya – 060 520 1367 I-imeyili: khonzani.makhanya@comsafety.gov.za</p>	<p>IHhovisi Lesifunda uMzinyathi Private Bag X2014, Dundee, 3000 65 Victoria Street, Dundee Ucingo: 034-2997100; Ifeksi: 034-2997116</p> <p>IMenenja Yesifunda: Dr. LM Zondi - 082 776 7495 I-imeyili: lm.zondi@comsafety.gov.za</p> <p>Umdidiyeli Wesifunda: UNkz. SL Mkhwanazi - 082 4575462 I-imeyili: sissy.mkhwanazi@comsafety.gov.za</p>
<p>Amajuba IHhovisi Lesifunda Private Bag X5001, Madadeni, 2951 10431 Inkosi Bhambatha Street, Madadeni Ucingo: 034-3296903</p> <p>IMenenja Yesifunda: Dkt. LM Zondi - 082 776 7495 I-imeyili: lawrence.zondi@comsafety.gov.za</p> <p>Umdidiyeli Wesifunda: Adv. SC Ngceza – 0605201230 I-imeyili: sicelo.ngceza@comsafety.gov.za</p>	<p>uThukela IHhovisi Lesifunda Private Bag X7001, Estcourt, 3310 120 Alexander street, Estcourt Ucingo: 036-3429040; Ifeksi: 036-3429048</p> <p>IMenenja Yesifunda: Dkt. LM Zondi - 082 776 7495 I-imeyili: lawrence.zondi@comsafety.gov.za</p> <p>Umdidiyeli Wesifunda: UNkz. TM Ndlovu - 082 300 5384 I-imeyili: tshengisile.ndlovu@comsafety.gov.za</p>
<p>IHhovisi Lesifunda Umgungundlovu Ikheli lesikhashana: 179 Jabu Ndlovu Street, Pietermaritzburg Ucingo: 033-341 9300; Ifeksi: 033-341 9400</p> <p>IMenenja Yesifunda: UMnu. SS Kunene - 082 776 7598 I-imeyili: sabelo.kunene@comsafety.gov.za</p> <p>Umdidiyeli Wesifunda: UNkz. D Sibande - 082 300 5394</p>	<p>IHhovisi Lesifunda i-Harry Gwala Private Bag X558, Ixopo, 3276 38 Margaret Street, Ixopo Ucingo: 039-8340054</p> <p>IMenenja Yesifunda: UMnu. SS Kunene - 082 776 7598 I-imeyili: sabelo.kunene@comafety.gov.za</p> <p>Umdidiyeli Wesifunda: UNkz. N Malima-Tindleni – 060 520 1250</p>

4. ABABAMBIQHAZA ABAQAVILE BOMNYANGO KANYE NEMIHLOMULO YOKUSEBENZISANA

- a) UMphakathi wesiFundazwe saKwaZulu-Natali
- ✓ Ubudlelwano obuhle namaphoyisa
 - ✓ Ukwenziwa ngcono kokuphepha komphakathi ngokusebenza kwamaphoyisa ngempumelelo nangendlela okuyiyona okwenziwa umbutho wamaphoyisa oququliwe ukuze uhambisane nesikhathi samanje.
 - ✓ Ukwesekwa kwezinhlaka zomphakathi nguhulumeni okukhuthaza ukusebenzisana phakathi kwamaphoyisa nomphakathi.
 - ✓ Izinhlaka zezokuphepha zokukhuthaza ukunqanda ubugebengu.
 - ✓ Izinhlelo zokunqanda ubugebengu.
- b) IZigungu Zomphakathi Ezisebenzisana Namaphoyisa, Izinhlango Zomphakathi Ezinqanda Ubugebengu kanye nezinye izinhlaka zezokuphepha
- ✓ Ukufinyelela kalula emaphoyiseni.
 - ✓ Ukuthuthuka kombutho wamaphoyisa.
 - ✓ Ukuthuthukiswa kolwazi ukuze kufekiswe izinjongo zombutho wamaphoyisa
- c) Abaholi Bomdabu
- ✓ Ukwesekwa nguhulumeni kweqhaza labaHoli Bomdabu ekulwisaneni nobugebengu.
 - ✓ Ubudlelwano obuhle namaphoyisa.
 - ✓ Ukwenziwa ngcono kokuphepha komphakathi ngokusebenza kwamaphoyisa ngempumelelo nangendlela okuyiyona.
 - ✓ Izinhlaka zezokuphepha zokukhuthaza ukunqanda ubugebengu.
 - ✓ Izinhlelo zokunqanda ubugebengu.
- d) Umbutho wamaPhoyisa aseNingizimu Afrika
- ✓ Amaphoyisa agqugquzelekile ahlonyiswe ngolwazii namakhono.
 - ✓ Ukwesekwa okwanele kwezabasebenzi, ezezimali kanye nokokwenziwa komsebenzi kumaphoyisa esifundazwe.
 - ✓ Ubudlelwano obuhle kanye nokusebenzisana nomphakathi.

- ✓ Umbutho wamaphoyisa KwaZulu-Natali oququliwe ukuze uhambisane nesikhathi samanje.
- e) UNgqongqoshe Wezamaphoyisa
- ✓ Umbutho wamaphoyisa esifundazwe ohambisana nezinqubomgomo izimiso namazinga kazwelonke.
 - ✓ Ukudidiyelwa okwenziwe ngcono kwezinhlelo zokulwisana nobugebengu kanye nokusebenza kwamaphoyisa ngempumelelo esifundazweni.
 - ✓ Inqubomgomo kazwelonke eyenziwe ngokulandela izidingo zesifundazwe.
- f) Eminye iMinyango Yezobulungiswa, Ukunqandwa Kokubugebengu kanye Neqoqo Lezokuphepha
- ✓ Ukudidiyelwa okwenziwe ngcono maqondana nohlelo lwezobulungiswa lokulwisana nobugebengu.
 - ✓ Imisebenzi yezokuphenywa kwamacala eyenziwe ngcono.
 - ✓ Izinhlelo ezididiyele zokuphoqelela umthetho.
- g) Isishayamthetho Sesifundazwe
- ✓ Ukuqashwa ngeso lokhozi kwemisebenzi eyenziwa ngumnyango egameni lezakhamuzi.
 - ✓ Ukusetshenziswa kwezinsizakusebenza zomphakathi ngendlela okuyiyona neyongayo.
- h) Ezinye izifundazwe
- ✓ Ukunqandwa kobugebengu emingceleni.
 - ✓ Ubudlelwane obuhle phakathi kohulumeni.
 - ✓ Izinhlelo ezididiyele zokuphoqelela umthetho.
- i) Ama-NGO, ama-FBO, Amabhizinisi, Izinyunyana, Amaqembu ezepolitiki, Imboni Yezezokuvikela Ezizimele, Imboni Yezokthutha
- ✓ Ukufinyelela kalula emaphoyiseni.
 - ✓ Izinhlelo ezididiyele zokunqanda ubugebengu.
 - ✓ Ukubamba iqhaza ezinhlakeni zezokuphepha.
 - ✓ Imisebenzi yezokulamula nokuxazulwa kwezingxabano.

- ✓ Ukuqashwa kokhetho.

5. IMINININGWANE YOKUXHUMANA YOMSEBENZI OBHEKELE ULWAZI

INhloko Ebambile yoMnyango Wezokuphepha kanye Nokuxhumanisa Umphakathi, uMnu. RL Goniwe, nguyena onguMsebenzi Obhekele Ulwazi ngokoMthetho Wokukhuthaza Ukufinyelela Olwazini. UMnyango uneSekela loMsebenzi Obhekele Ulwazi elilodwa, Adv C van Niekerk.

UMsebenzi Obhekele Ulwazi: uMnu. RL Goniwe

Ikheli Lokuposa: Private Bag X9143, Pietermaritzburg, 3200

Ikheli Lendawo: 179 Jabu Ndlovu Street, Pietermaritzburg, 3201

Ucingo: (033) 341 9326

Ifeksi: (033) 341 9403

Umakhalekhukhwini: (082) 3317364

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Isekela loMsebenzi Obhekele Ulwazi: Adv. C van Niekerk

Ikheli Lokuposa: Private Bag X9143, Pietermaritzburg, 3200

Ikheli Lendawo: 179 Jabu Ndlovu Street, Pietermaritzburg, 3201

Ucingo: (033) 341 9300

Ifeksi: (033) 341 9411

Umakhalekhukhwini: (082) 822 2150

I-imeyili: chris.vanniekerk@comsafety.gov.za,

6. AMAREKHODI

a) Izinhlolo zamarekhodi

UMnyango ugcine lezi zinhlobo ezilandelayo zamarekhodi:

- Amarekhodi okuphathwa kwezezimali;

- Amarekhodi okuphathwa kwempahla;
- Amarekhodi okulawulwa kokuthengwa nokusatshalaliswa kwempahla;
- Amarekhodi ezindaba zabasebenzi kanye nokuphathwa kwabasebenzi;
- Amarekhodi ezokuthuthukiswa kwamakhono abasebenzi kanye nawemifundaze;
- Izinhlelo, izinqubomgomo kanye nemihlahlandlela yokulwa ne-COVID-19;
- Amarekhodi empahla yokuvikela abasebenzi i-*Personal Protection Equipment*;
- Amarekhodi okulawulwa kwezimoto;
- Amarekhodi okuphathwa kwezokwakha;
- Izinkontileka, Imibono yezomthetho kanye namarekhodi amacala;
- Izinqubomgomo, amabhukwana, izinqubo zokusebenza kanye nemihlahlandlela;
- Amarekhodi okuphathwa kwezobuchwepshe bezolwazi;
- Ezokuxhumana kanye nezinto zezokukhangisa;
- Amarekhodi okuhlelwa kwamasu okusebenza kanye nokuqapha kwangaphakathi;
- Amarekhodi okuphatha kwangaphakathi;
- Amarekhodi okuxhumana nababambiqhaza;
- Amarekhodi obudlelwano neminye iminyango kahulumeni;
- Amarekhodi okuphathwa kwemiklamo;
- Ukuhlolwa kwezinziza ezihlinzekwa ngamaphoyisa emphakathini;
- Izinhlelo kanye nezinhlelo ezokuphepha;
- Amarekhodi ezocwaningo kanye nezentuthuko;
- izikhalo eziqondene namaphoyisa.

Amarekhodi abekwe endimeni engezansi atholakala ngaphandle kokufakwa kwesicelo. Maqondana namanye-ke amarekhodi, ukufinyelela kuwona kumele kucelwe ngokulandela uMthetho. Kumele kuqashelwe ukuthi la marekhodi abandakanya amarekhodi athathwa njengayimfihlo, ukufinyelela kuwona okumele kwenziwe ngokulandela amaqophelo abizwa ngama - *Minimum Information Security Standards (MISS)*.

b) Amarekhodi atholakala ngaphandle kokufakwa kwesicelo

INCAZELO YOHLOBO LWAMAREKHODI ATHOLAKALA NGAPHANDLE KOKUFAKA ISICELO NGOKWESIGABA 15(1)(a) SOMTHETHO WOKUKHATHAZA UKUFINYELELA OLWAZINI, WEZI-2000	INDLELA YOKUFINYELELA KWIREKHODI
AHLOLWAYO NGOKWESIGABA 15(1)(a)(i):	

IZINHLELO ZAMASU OKUSEBENZA ZOMNYANGO	Amarekhodi akusizindalwazi somnyango, http://www.kzncomafety.gov.za/ ayatholakala ukuze abonwe noma acashunwe ngobuchwepheshe bekhompyutha ngaphandle kokuthi umuntu afake isicelo ngokoMthetho okukhulunywa ngawo.
UHLELO LONYAKA LOKWENZIWA KOMSEBENZI LOMNYANGO	
IMIBIKO YONYAKA	
IMIBIKO YOKUQASHA NGOKULINGANA	
IMIBIKO YOCWANINGO ESHICILELWE	
IZINHLAKA ZOMNYANGO EZIVUNYIWE	
IZABELOMALI	
IZINQUBOMGOMO ZOMNYANGO KANYE NAMABHUKWANA EZINQUBO	
IBHUKWANA LOKUKHUTHAZA UKUFINYELELA OLWAZINI	
IMIQLULU YEMISEBENZI EYENZIWA NGUMNYANGO	
ISITATIMENDE SOKUZIBOPHEZELA	
IKHALENDI LEMICIMBI YOMNYANGO	
AMAKHOPHI EZINKULUMO ZIKANGQONGQOSHE	
AMASEKHULA EZIKHALA ZEMISEBENZI KANYE NEMISEBENZI EKHANGISIWE	
AMAFOMU OMNYANGO	
IMINININGWANE YEZOKUXHAMANA YABASEBENZI BOMNYANGO	
AMA-JOURNAL KANYE NAMAPHEPHABHUKU	
IZINTO ZOKUKHANGISA UMNYANGO	
IZITATIMENDE ZOMNYANGO EZIKHISHELWA ABEZINDABA	
ATHENGWAYO NGOKWESIGABA 15(1)(a)(ii):	
IMIBHALO YAMATHENDA	Amarekhodi angathengwa emahhovisi abizwa nge- <i>Financial & Accounting Services Office, No. 4 Ground Floor, Department of Community Safety & Liaison, Head Office, 179 Jabu Ndlovu Street, Pietermaritzburg, 3200</i>
AKOPISHWAYO NGOKWESIGABA 15(1)(a)(ii):	
IZINHLELO ZAMASU OKUSEBENZA ZOMNYANGO	Amarekhodi anagahlolwa eMnyangweni ngokufaka isicelo, siqondiswe ku- <i>Office of the Deputy Information Officer, Department of Community Safety & Liaison, Head Office, 179 Jabu Ndlovu Street, Pietermaritzburg, 3201; Private Bag X9143, Pietermaritzburg, 3200</i>
UHLELO LONYAKA LOKWENZIWA KOMSEBENZI	
IMIBIKO YONYAKA	
IMIBIKO YOKUQASHA NGOKULINGANA	
IMIBIKO YOCWANINGO ESHICILELWE	
IZINHLAKA ZOMNYANGO EZIVUNYIWE	
IZABELOMALI	
IZINQUBOMGOMO ZOMNYANGO KANYE NAMABHUKWANA EZINQUBO	
IBHUKWANA LOKUKHUTHAZA UKUFINYELELA OLWAZINI	
IMIQLULU YEMISEBENZI EYENZIWA NGUMNYANGO	
ISITATIMENDE SOKUZIBOPHEZELA	

IKHALENDI LEMICIMBI YOMNYANGO	
AMAKHOPHI EZINKULUMO ZIKANGQONGQOSHE	
AMASEKHULA EZIKHALA ZEMISEBENZI KANYE NEMISEBENZI EKHANGISIWE	
AMAFOMU OMNYANGO.	
IMINININGWANE YEZOKUXHAMANA YABASEBENZI BOMNYANGO	
AMA-JOURNAL KANYE NAMAPHEPHABHUKU	
IZINTO ZOKUKHANGISA UMNYANGO	
IZITATIMENDE ZOMNYANGO EZIKHISHELWA ABEZINDABA	
ATHOLAKALA MAHALA NGOKWESIGABA 15(1)(a)(iii):	
IMINININGWANE YEZOKUXHAMANA YABASEBENZI BOMNYANGO	Amarekhodi angacelwa eMnyangweni , ngokuqondisa isicelo ku- <i>Office of the Deputy Information Officer, Department of Community Safety & Liaison, Head Office, 179 Jabu Ndlovu Street, Pietermaritzburg, 3201; Private Bag X 9143, Pietermaritzburg, 3200</i>
AMA-JOURNAL KANYE NAMAPHEPHABHUKU	
IZINTO ZOKUKHANGISA UMNYANGO	
IZITATIMENDE ZOMNYANGO EZIKHISHELWA ABEZINDABA	

7. IZINHLOBO ZOLWAZI OLUQONDENE NOMUNTU NGQO

Izinhlobo zolwazi oluqondene nomuntu ngqo olucutshungulwe nguMnyango zitholakala Esithasiselweni A, okuyisona esicacisa ngoPhiko Olucubungulayo i-*Processing Component*, Okucutshungulwayo i-Data Subject, Ulwazi Oluqondene Nomuntu Ngqo Olucutshungulwayo, Inhloso Yokucutshungulwa Kolwazi Oluqondene Nomuntu Ngqo, Umthombo Okuqoqwe Kuwona Ulwazi, Izindlela Ezilandelwayo, Isimo Atholakala Ngaso Amarekhodi, Ukulahlwa Kwamarekhodi, kanye neGunya Lokucubungula Irekhodi.

Nazi izinhlobo zezinhlobo ezivumeleke ukuthola ulwazi oluqondene nomuntu ngqo:

- abasebenzi boMnyango;
- Umbutho Wamaphoyisa aseNingizimu Afrika / Amaphoyisa e-Metro;
- abanye ababambiqhaza abafanele Ohlelweni Lwezobulungiswa i-*Criminal Justice System*;
- Isikhungo esibhekele Ezobuchwepheshe Bezokwakwazisa kuHulumeni, i-*State Information Technology Agency*;
- uMchwaneji-Mabhuku Jikelele;
- Inqolobane Yokulondolozwa Kwemibhalo Eyigugu eSifundazweni, i-*Provincial Archive*; kumbe

7. Nanoma yiluphi olunye uPhiko lukaHulumeni noma labo abalumele abafisa ukuqhuba umsebenzi wabo.

UMnyango awunazo izinhlelo zokukhiphela ulwazi oluqondene nomuntu ngqo kwamanye amazwe angaphandle, kodwa-ke uyaziqapha izinto ezinjalo ngenhloso yokuqinisekisa ukuthi uMthetho uyalandelwa. Izinyathelo zezokuphepha uMnyango enzisbenzisayo uphinde uziqaphe zibandakanya uhlelo lokuba nezinkontileka nabahlinzeka ngezokuphepha, onogada abazimele abaqapha amahhovisi amahora angama-24 izinsuku zonke izinsuku, imithetho yokufinyelela kumarekhodi kanye nezinyathelo eziqinile zezokuphepha.

8. INDLELA YOKUFAKA ISICELO

a) Isicelo sokufinyelela kwirekhodi

Uma lowo ocelayo efisa ukufaka isicelo sokufinyelela kwirekhodi loMnyango Wezokuphepha kanye Nokuxhumanisa Umphakathi KwaZulu-Natali, kumele enze isicelo esibhalwe phansi asiqondise kuMsebenzi Obhekele Ulwazi noma kwiSekela loMsebenzi Obhekele Ulwazi imininingwane yabo yokuxhumana ebekwe endimeni 5 lapha.

Lowo ocelayo ofisa ukufaka isicelo kumele asebenzise uFomu 2, ofakwe kuleli bhukwana waba yisijobelelo B.

Abafakizicelo kumele banikeze ulwazi olwanele kuFomu 2 ukuze uMsebenzi Obhekele Ulwazi ezokwazi ukuhlonza irekhodi eliceliwe, kubandakanya nencazelo yerekhodi, inombolo yenkomba, uma ikhona, kanye nanoma yimiphi eminye imininingwane yerekhodi. Lowo ocelayo kumele afake yonke imininingwane yakhe yokuxhumana kanye nolimi afisa ukuthola ngalo irekhodi. Uma irekhodi lingatholakali ngolimi olukhethwe yilowo ocelayo, irekhodi linganikezwa ngolimi elitholakala ngalo.

Isicelo singenziwa ngomlomo uma lowo ocelayo engakwazi ukufunda nokubhala noma uma engakwazi ukwenza isicelo esibhaliwe ngenxa yokukhubazeka kumbe /kanye kunezinye izizathu. Umsebenzi Obhekele Ulwazi noma iSekela lakhe kumele asize lowo ocelayo ngokuthi ambhalele phansi isicelo sakhe bese enikeza ilowo ocelayo ikhophi yesicelo esibhaliwe.

UMsebenzi Obhekele Ulwazi kumele alekelele lowo ocelayo odinga usizo maqondana nokufaka isicelo sokufinyelela kwirekhodi. Usizo kumele lunikezwe mahhala.

Lowo ocelayo kumele aveze indlela afisa ukufinyelela ngayo kwirekhodi, okuchaza ukuthi –

- ngabe ufisa ukwenza ikhophi yerekhodi;
- ngabe ufisa ukuthola irekhodi libhaliwe noma liprintiwe kumbe ufisa ukuhlola irekhodi lakhe;
- uma kuyirekhodi elibukwayo, okuchaza ukuthi ama-video, izithombe, ama-slide, imifanekiso eyenziwe ngekhompyutha, noma ufisa ukuthola ikhophi yemifanekiso, ukuthola ikhophi yemifanekiso kumbe ufisa ukuyibuka;
- ngabe lowo ocelayo ufisa ukuthola ikhophi eprintiwe yolwazi oluthathwe kwirekhodi noma ikhophi efundeka ngekhompyutha (isib. *i-memory stick*).

b) Ukudluliswa Kwesicelo Sokufinyelela kwirekhodi

UMsebenzi Obhekele Ulwazi noma iSekela lakhe angadlulisa isicelo sokufinyelela kwirekhodi uma:

- irekhodi eliceliwe lingekho ezandleni zoMnyango Wezokuphepha kanye Nokuxhumanisa Umphakathi; noma
- ulwazi oluqukethwe yirekhodi eliceliwe luthinta kakhulu esinye isikhungo.

c) Inqubo elandelwayo uma irekhodi lingatholakali

Uma irekhodi lingatholakali, uMsebenzi Obhekele Ulwazi kumbe Isekela lakhe kumele, enze incwadi efungelwe, azise umfakicelo ukuthi akulula ukuba afinyelelel kulelo rekhodi.

d) Ukumiswa Kokufinyelela kwirekhodi

Ukufinyelela kwirekhodi kungamiswa uma irekhodi lingatholakali.

e) Izikhathi Ezibekiwe kanye Nesaziso esithunyelwa Lowo Ofake Isicelo

UMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi kumele bathathe isinqumo ezinsukwini ezingama-30 ukuthi isicelo siyemukelwa yini bese kuthunyelwa isaziso kulowo ocelayo.

Uma isicelo sokufinyelela erekhodini samukelwa, isaziso esivela kuMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi kumele:

- sisho ukuthi izimali ezikhokhelwa ukufinyelela kwirekhodi, uma ifuneka, ikhokhwa kuphi futhi nini;
- siveze indlela yokufinyelela erekhodini; bese futhi
- sichaze ukuthi isikhalo sifakwa kanjani maqondana nezimali zokufinyelela kwirekhodi kumbe indlela elizotholakala ngayo.

f) Ukwenqatshelwa ukufinyelela kwirekhodi

Uma ukufinyelela kwirekhodi kunqatshwa, isaziso esivela kuMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi kumele:

- sinikeze izizathu ezanele;
- singavezi lutho ngokuqukethwe yirekhodi;
- sisho ukuthi lowo ocelayo angadlulisa isikhalo ngaphakathi emnyangweni noma afake isicelo enkantolo sokuphikisana nokunqashelwa ukufinyelela kwirekhodi;
- siveze inqubo yokudluliswa kwesikhalo kwangaphakathi.

g) Ukwelulwa kwesikhathi sokuthatha isinqumo maqondana nesicelo

UMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi angelula isikhathi sezinsuku ezingama-30 kanye kuphela, ngokwengeza ezinye izinsuku ezingama-30 ukuze athathe isinqumo maqondana nesicelo uma –

- lowo ocelayo ekuvuma lokho kwelulwa kwesikhathi ngokubhalwe phansi;
- isicelo sidinga ulwazi oluningi olungathatha isikhathi ukulucwaninga, futhi olungaphazamisa ukusebenza kwansuku zonke komnyango; noma
- uma kunesidingo sokuxoxisana nezinye izikungo zikahulumeni okungenzeka ukuthi ziyathinteka kulelo rekhodi.

h) Ukwenqatshwa okuphoqekile kwesicelo sokufinyelela kwirekhodi

Ukunqatshwa okuphoqekile kwesicelo sokufinyelela kwirekhodi kumele kwenziwe nguMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi ngalezi zizathu ezilandelayo:

- ukuvikela impilo yangasese yomuntu;
- uma ukuvezwa kwalolo lwazi kubandakanya ukuvezwa kolwazi lohlangothi lwesithathu ngokungekho emthethweni , kubandakanya nomuntu ongasekho emhlabeni;

- ukuvikela ulwazi lwezohwebo lohlangothi lwesithathu;
- ukuvikela ulwazi oluthile oluyimfihlo;
- ukuvikela ulwazi oluyimfihlo lohlangothi lwesithathu;
- ukuvikela ukuphepha kwabantu kanye nokuvikela impahla;
- ukuvikelwa okuphoqelekile kwamadokodo amaphoyisa maqondana namabheyili kanye nokuvikelwa kokuphoqeelwa komthetho nezinqubo zomthetho;
- ukuvikela amarekhodi ezomthetho;
- ezokuvikela, ezokuphepha nezangaphakathi eRiphabhlikhi yaseNingizimu Afrika;
- ezomnotho nokusimama kwezezimali kwiRiphabhlikhi kanye nezohwebo lwezikhungo zikahulumeni;
- ukuvikela ulwazi lwezocwaningo lohlangothi lwesithathu, kanye nokuvikela ulwazi locwaningo lwesikhungo sikahulumeni;
- ukusetshenziswa kwezinsizakusebenza zomnyango ngokungenambuyiselo ekucwaningeni ngolwazi oluceliweyo;
- ukuvikela izinhlelo zekhompyutha zesikhungo esizimele.

i) Ukwenqatshwa okungaphoqekile Kwesicelo Sokufinyelela kwirekhodi

uMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi linganqaba isicelo sokufinyelela kwirekhodi uma isicelo sokufinyelela olwazini sibandakanya ukudalulwa:-

- Kolwazi lohlangothi lwesithathu.
- Kolwazi, ukudalulwa kwalo okubeka engcupheni ukuphepha kwesikhungo noma kohlelo.
- Kolwazi olubalulekile ekuvikelekeni komuntu osohlelweni Lokuvikelwa Kofakazi.
- kokuphepha komphakathi nempahla.
- Kolwazi olugcinwe ezinhlelweni zamakhompyutha kahulumeni noma esikhungweni sikahulumeni, esichazwe kumthetho obizwa nge-*Copyright Act No. 98 of 1978*.
- Kolwazi olumayelana nerekhodi lesikhungo sikahulumeni eliqukethe imibono, izeluleko, imibiko, izincomo noma izingxoxo kumbe imihlangano maqondana nokwakhiwa kwenqumogomo
- Kwerekhodi eliqukethe izindlela, amasu, imihlahlandlela esetshenziswa ekunqandeni, ekuhlonzeni, ekuphenyeni amacala noma ekushushiseni izephulamthetho okungaholela ekuphazamisekeni kokusebenza kwengalo yomthetho
- Kwerekhodi, okungathi uma lidalulwa libeke engcupheni, lenze umuntu akwazi ukuhlonza umthombo, liholele ekusatshisweni kofakazi, lelekelele ezenzweni zokwepulwa komthetho, noma liphazamise ubulungiswa ekuthethweni kwecala

- Kolwazi, okungathi uma ludalulwa lubeke engcupheni ezokuvikelwa, ezokuphepha noma ubudlelwano beNingizimu Afrika namanye amazwe
- Kolwazi, ukudalulwa kwalo okungase kubeke engozini ezomnotho kumbe ezezimali eRiphabhlikhi yaseNingizimu Afrika, noma amandla kahulumeni okuphatha umnotho wezwe ngempumelelo.
- Kolwazi oluqukethe izimfihlo zikahulumeni zezohwebo noma zesikhungo, ukudalulwa kwazo okungase kubeke engozini ezomnotho kumbe ezezimali zikahulumeni noma zesikhungo sikahulumeni.

j) Ezinye izizathu zokwenqatshwa Kwesicelo Sokufinyelela Kwirekhodi

UMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi linganqaba isicelo sokufinyelela kwirekhodi uma kubonakala ukuthi leso sicelo siwumdlalo nje noma uma ukusetshenzwa kwaso kuzosebenzisa ngendlela engafanele izinsizakusebenza zoMnyango Wezokuphepha kanye Nokuxhumanisa Umphakathi.

k) Izimali ezikhokhelwa isicelo kanye nesaziso maqondana nesinqumo sokufinyelela kwirekhodi

- Lowo ocelayo ofisa ukufinyelela kwirekhodi eliqukethe ulwazi oluqondene naye akudingekile ukuba akhokhe imali yesicelo.
- Bonke-ke abanye labo abacelayo kumele bakhokhe imali yesicelo engama-R100.00 Bagcwalise uFomu 2 bese belithumela kuMsebenzi Obhekele Ulwazi ekhelini lendawo lomnyango, enombolweni yefeksi noma ekhelini le-imeyili kanye nemali yesicelo.
- UMsebenzi Obhekele Ulwazi kumele azise lowo ocelayo (ngaphandle komfakisicelo ozicelela ulwazi oluqondene naye ngqo) ngesaziso, azise lowo ocelayo ukuba akhokhe imali yesicelo enqunyiwe (uma idingeka) kanye nediphozithi (uma idingeka) ngaphambi kokuba kusetshenzwe isicelo.
- Lowo ocelayo angafaka isikhalo sangaphakathi, uma kufanele, noma afake isicelo enkantolo maqondana nokukhokhwa kwemali yesicelo. Emva kokuba uMsebenzi Obhekele Ulwazi esesikhiphile isinqumo maqondana nesicelo kumele kwaziswe lowo ocelayo ngendlela ayecela ukuba aziswe ngayo.
- Uma isicelo semukeliwe kumele kukhokhwe imali yokufinyelela ukuze kwenziwe ikhophi kanye nokufunwa ngokunjalo nokulungiswa kwirekhodi ngesikhathi eseqile emahoreni anqunyelwe ukufuna kanye nokulungiswa kwirekhodi ukuze lidalulwe.
- Ukufinyelela kwirekhodi kuyomiswa zize zikhokhwe zonke izimali ezifanele.

I) Izindlela zokulungisa maqondana nezinyathelo noma ukwehluleka ukuthatha izinyathelo

Nazi izinqubo umuntu angazisebenzisa ukubika kumbe ukulungisa izezo ezingafanele noma ezingekho emthethweni okungenziwanga ngumnyango kumbe abasebenzi bawo:

- (i) Izindlela zokulungisa maqondana nezenzo noma ukwehluleka ukuthatha izinyathelo ngokoMthetho Wokukhuthaza Ukufinyelela Olwazini: Isikhalo sangaphakathi singafakwa ngokusebenzisa uFomu 4 (Isithasiselo C). Isiphathimandla esibhekele izikhalo zangaphakathi ngokwalo Mthetho nguNgqongqoshe walo mnyango. Uma sekuhanjwe yonke imigudu yesikhalo sangaphakathi, sekungafakwa isicelo enkantolo.
- (ii) Umsebenzi kahulumeni angafaka isikhalo ukuba siphenywe yikhomishini ebizwa nge-Public Service Commission maqondana nesenzo esingavumelekile noma okungenziwanga (isigaba 35 somthetho obizwa nge-*Public Service Act*, 1994).
- (iii) Umuntu angasebenzisa izindlela zezabasebenzi zokulungisa maqondana nezenzo ezingamukelekile noma okungenziwanga, okuyizingxabano ngamalungelo (umthetho obizwa nge-*Public Service Act*, 1994, kanye nomthetho obizwa nge-*Labour Relations Act*, 1995).
- (iv) Umuntu angafaka isikhalo kumhloli wezabasbenzi maqondana nanoma yikuphi ukwephulwa komthetho obizwa nge-*Basic Conditions of Employment Act*, 1997 (uMthetho uNo. 75 we-1997 - isigaba 78(1) (a)), noma umthetho obizwa nge-*Employment Equity Act*, 1998 (uMthetho uNo. 55 we-1998 - isigaba 34(e)).
- (v) Umuntu angafaka isikhalo kuMvikeli Womphakathi maqondana nesenzo okusoleka ukuthi asikho emthethweni noma okungenziwanga (uMthethosisekelo kanye nomthetho obizwa nge-*Public Protector Act*, 1994 (uMthetho uNo. 23 we-1994)).
- (vi) Umuntu angafaka isikhalo kwikhomishini Yamalungelo Oluntu eNingizimu Afrika maqondana nesenzo kumbe okungenziwanga okusolakakala ukuthi kungukwephulwa kumbe ukubeka engozini kwananoma yiliphi ilungelo

eliyisisekelo (uMthetho Wamalungelo Oluntu we-1994 (uMthetho uNo. 54 we-1994)).

- (vii) Ukuze avikeleke ekujezisweni ngenxa yokudalula izenzo ezingekho emthethweni zomqashi noma uzakwabo asebenza naye, umuntu kumele asebenzise inqubo yokudalula yomthetho obizwa nge- *Protected Disclosures Act, 2000* (uMthetho uNo. 26 wezi-2000).
- (viii) Umuntu angasebenzisa ezinye izindlela zomthetho zokulungisa okuwukubuyekezwa kwezinqumo zomthetho ngokomthetho obizwa nge- *Promotion of Administrative Justice Act, 2000* (uMthetho uNo. 3 wezi-2000).
- (ix) Umuntu angacela izizathu zesinqumo esithathiwe ngokwesigaba 5 soMthetho obizwa nge- *Promotion of Administrative Justice Act, 2000* (uMthetho uNo. 3 wezi-2000).

9. UKUL AHLWA KWAMAREKHODI

UMnyango unelungelo lokulahla ngokusemthethweni amarekhodi athile ngokwamagunya atholakala oPhikweni olubizwa nge- *National Archives and Records Service*.

Labo abacelayo bayokwaziswa ukuthi irekhodi abalicyelayo selalahlwa uma kunjalo maqondana nalelo rekhodi elicelwayo.

Ngokulandela isigaba 24(1) se- *POPIA*, emva kokuthola isicelo kulowo ongumnikazi wolwazi, uMnyango-

- ungalungisa noma ususe ulwazi oluqondene nomuntu ngqo olusezandleni zawo olungaqondile, olungafanele, olweqile, oseluphelele yisikhathi, olungaphelele, olwedusayo kumbe olutholakale ngendlela engekho emthethweni; noma
- Ungadicilela phansi noma ucime irekhodi eliqukethe olwazi olumaqondana nomuntu ngqo uMnyango ongasenalo igunya lokuligcina ngokwesigaba 14 se- *POPIA*.

10. UKUBAMBA IQHAZA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO KANYE

NASEKUSEBENZISENI AMAGUNYA KUMBE EKWENZIWENI KOMSEBENZI

Ekusebenziseni amagunya awo kumbe ekwenziweni komsebenzi ngokwe-PAIA kanye ne-POPIA, umphakathi uyaye umenywe izikhathi ngezikhathi ukuba uhambele imihlangano yokubonisana, wenze izethulo kumbe ubambe iqhaza ezinhlelweni zokwakha izinqubomgomo, imihlahlandlela noma amasu okunqanda ubugebengu emphakathini.

Amalungu omphakathi angenza izethulo eMnyangweni, ngananoma yisiphi isikhathi, maqondana nokusebenza kwamaphoyisa, ukunqandwa kobugebengu emphakathini okungena ngaphansi komsebenzi woMnyango.

Umphakathi uyakhuthazwa futhi ukuthi ubambe iqhaza ezinhlelweni eziyaye zihlelwe nguMnyango zokubonisana nomphakathi kanye nabababmbiqhaza.

Izigcawu eziyaye zisetshenziselwe ukuthi umphakathi ukwazi ukubamba iqhaza kuyaye kube yimihlangano yomphakathi (lapho kuhlangukwa khona mathupha noma ngokusebenzisa ubuchwepheshe besimanje), ama-imeyili kumbe izethulo ezibhalwe phansi.

Imibono kanye nezethulo zamalungu omphakathi ziyaye zisetshenziswe kakhulu ngesikhathi kwakhiwa izinqubomgomo, imihlahlandlela kumbe amasu okusebenza. UMnyango ungadlulisela ulwazi emphakathini ngokusebenzisa amaphephandaba kanye nobuchwepheshe besimanje, igazethi kahulumeni ngokunjalo nezinkundla zokuxhumana.

11. IZIMALI EZIKHOKHWAYO NGOKOMTHETHO WOLWAZI

Iphuzu	Incazelo	Inani
1	Imali yesicelo ekhokhwa yibo bonke abafaka izicelo	R100.00
2	Ikhophi engu-A4	R1.50 ikhasi ngalinye kumbe ingxenye yalo.
3	Ikhophi engu-A4	R1.50 ikhasi ngalinye kumbe ingxenye yalo.

4	Ikhophi engendlela yokuthi ifundeke kwikhompyutha:	
	Ku-flash drive (kumele ihlinzekwe ngocelayo) Ku-compact disc	R40.00
	Jma ihlinzekwe ngocelayo	R40.00
	Jma ingahlinzekwanga ngocelayo	R60.00
5	Ukuqoshwa kwezithombe ezibukwayo ekhasini ngalinye elingu-A4-	Lo msebenzi uzodluliselwa kubahlinzekimsebenzi bangaphandle. Inani liyoncika kwi-quotation yoMhlinzekimsebenzi.
6	Ikhophi yezithombe ezibukwayo	
7	Ukuqoshwa kwerekhodi lomsindo, ikhasini ngalinye elingu-A4	R24.00
8	Ikhophi yerekhodi lomsindo eliqoshwe:	
	Kwi-flash drive (kumele ihlinzekwe ngocelayo) Kwi-compact disc	R40.00
	Jma ihlinzekwe ngocelayo	R40.00
	Jma ingahlinzekwanga ngocelayo	R60.00
9	Ukucinga kanye nokulungiselela ukuvezwa kwerekhodi ihora ngalinye kumbe ingxenywe yehora, lingabalwa ihora lokuqala, eliyisikhathi esilingene ukucinga kanye nokwenza amalungiselelo.	R100.00
	Akufanele kweqe isamba esingama-	R300.00
10	Idiphozithi: Uma ukucinga irekhodi kungaphezu kwamahora ayisithupha (6)	Okukodwa kokuthathu isicelo ngasinye okubalwa ngokwamaphuzu asukela kwelesibili (2) kuya kwelesishiyagalombili (8).
11	Ukuposa, i-imeyili noma inanoma iyiphi indlela yokukhokha ngokusebenzisa ubuchwepheshe besimanje	Inani okuyilona, uma likhona.

12. UKUGUNYAZWA NGUMSEBENZI OBHEKELE ULWAZI

Igunyazwe..... ngalolu suku.....enyangenikowezi-2022

UMNU. RL GONIWE
INHLOKO YOMNYANGO EBAMBILE

ISITHASISELO A

UPhiko Oluqondene	Abanikazi Bolwazi	Ulwazi Oluqonde ne Nomuntu Ngqo	Isizathu Sokucutshungulwa Kwerekhodi	Ukulandwa Kwamarekhodi	Inqubo Elandelwayo uma Kuctshungulwa Irekhodi	Isimo Amarekhodi	Ukulahlwa Kwamarekhodi	Igunya lokucubungula
UPhiko Olubhek ele Izindaba Zabasebenzi	Abafaka izicelo zomsebenzi	Amagama, omazisi, amakheli, imininingwane yokuxhumana, ubulili, isipiliyoni, iziqu, imininingwane yokuqashwa	Ukucubungula izicelo zomsebenzi	Umuntu uzilandela mathupha	Liyamukelwa, licutshungulwe, liqinisekiwe, lihlolwe ngesikhathi sohlelo lokuqasha kanye nokuhlelwa kwamafayela	Amafayela aphaathekayo, akwikhompyutha (<i>hard drives, server</i>)	Inqubomgom o Yokuphathwa Kwamarekhodi	S11(1)(d) S29
	Abasebenzi kanye nababondlayo	Amagama, omazisi, izinombolo ze-PERSAL, amakheli, imininingwane yokuxhumana, ubuhlanga, ubulili, isipiliyoni, iziqu, imininingwane yokuqashwa	Ukucubungula umlando wokuziphatha emsebenzini	Umuntu uzilandela mathupha noma athumele omunye amlandele	Izinqubo ezilandelwayo zokuqasha, ukuphathwa kwe-PERSAL, ukuphathwa lwamalivu, ukulawulwa kokwenziwa komsebenzi, ukulawulwa kokuziphatha kwabasebenzi, <i>i-medical aid</i> kanye nokucutshungulwa	Amafayela aphaathekayo, akwikhompyutha (<i>hard drives, server, transversal system</i>)	Inqubomgom o Yokuphathwa Kwamarekhodi	S11(1)(d) S12(2)(c) S32(f)(i) Qaphela: i-S30 igunyaza Izinyunya na kuphela ukuba zicubungule ulwazi olumaqondana nobulungu ezinyuny aneni,

UPhiko Oluqondene	Abanikazi Bolwazi	Ulwazi Oluqondene Nomuntu Ngqo	Isizathu Sokucutshungulwa Kwerekhodi	Ukulandwa Kwamarekhodi	Inqubo Elandelwayo uma Kuctshungulwa Irekhodi	Isimo Amarekhodi	Ukulahlwa Kwamarekhodi	Igunya lokucubungula
					kwamafomu empesheni, ukucutshungulwa kwezicelo zokwesula emsebenzini / izicelo zokuthatha umhlalaphansi			hhayi abaqashi
UPhiko olubhekela Ukulawulwa Kwezimoto i-Fleet Management	Abasebenzi abangabashayeli bezimoto kanye nabagibeli	Amagama, imininingwane yokuxhumana	Ukucubungula izicelo zokusebenzisa izimoto zikahulumeni	Umuntu uzilandela mathupha	Ukukhishwa kwezimvume zokusebenzisa izimoto zikahulumeni, ukucutshungulwa kwezicelo zesibonelelo soxhaso lwezimoto	Amafayela aphaathekayo, akwikhompyutha (<i>hard drives, server</i>)	Inqubomgomo Yokuphathwa Kwamarekhodi	S11(1)(d)
	Abasebenzi	Amagama, omazisi, izinombolo ze-PERSAL, amakheli, imininingwane yokuxhumana, ukuthathwa kwezithupha	Ukucubungula amarekhodi obugebengu / ukuphenya ukuthi umsebenzi akakaze yini abandakanye ke ezenzweni zobugebengu	Umuntu uzilandela mathupha	Ukucutshungulwa kwamarekhodi obugebengu, ukucutshungulwa kwezicelo zokugezwa kwegama lomuntu ezenzweni zobugebengu	Amafayela aphaathekayo, akwikhompyutha (<i>hard drives, server</i>)	Inqubomgomo Yokuphathwa Kwamarekhodi	S11(1)(d)

UPhiko Oluqondene	Abanikazi Bolwazi	Ulwazi Oluqonde ne Nomuntu Ngqo	Isizathu Sokucutshungulwa Kwerekhodi	Ukulandwa Kwamarekhodi	Inqubo Elandelwayo uma Kuctshungulwa Irekhodi	Isimo Amarekhodi	Ukulahlwa Kwamarekhodi	Igunya lokucubungula
		ha						
UPhiko olubhekele Ukulawulwa Kwempahala i-Asset Management	Abasebenzi abasebenzisa impahla	Amagama, izinombolo ze-PERSAL	Ukucubungula ukusetshenziswa kwempahla kanye nokuphendula ngokusetshenziswa kwayo	Umuntu uzilandela mathupha	Ukurekhodwa kwabalondolozibempahla, ukubikwa kwempahla elahlekile	Amafayela aphaathekayo kanye nakwikhompuyutha (<i>hard drives, server, transversal system</i>)	Inqubomgomo Yokuphat hwa Kwamarekhodi	S11(1)(d)
UPhiko olubhekele Ukuthengwa kanye Nokusatshalisa Kwempahla i-Supply Chain Management	Ababhidayo	Amagama, omazisi amakheli, izinombolo zokurejista, imininingwane yokuxhumana	Ukucubungula ukuhlola kwababhidi kanye nokunikezelwa kwawo kulabo abaphumelele	Umuntu uzilandela mathupha	Ukucubungula izilinganiso ama- <i>quotations</i> noma amabhidi (ukuwahlola, ukuwaqinisekisa, ukuwahlola kanye nokuhlela amafayela)	Amafayela aphaathekayo, akwikhompuyutha (<i>hard drives, server</i>)	Inqubomgomo Yokuphat hwa Kwamarekhodi	S11(1)(d)
	Abahlinzekimsebenzi abasayine izinkontileka	Amagama, omazisi, amakheli, izinombolo zokurejista, imininingwane yokuxhumana, imininingwane yasebhange	Ukulawulwa kwezinkontileka	Umuntu uzilandela mathupha	Ukucubungula izinkontileka ngokusebenzisa uPhiko lweMthetho i- <i>Legal Services</i> kanye nalabo abacele izinsiza ama- <i>end-user</i>	Amafayela aphaathekayo, akwikhompuyutha (<i>hard drives, server</i>)	Inqubomgomo Yokuphat hwa Kwamarekhodi	S11(1)(b)

UPhiko Oluqondene	Abanikazi Bolwazi	Ulwazi Oluqondene Nomuntu Ngqo	Isizathu Sokucutshungulwa Kwerekhodi	Ukulandwa Kwamarekhodi	Inqubo Elandelwayo uma Kuctshungulwa Irekhodi	Isimo Amarekhodi	Ukulahlwa Kwamarekhodi	Igunya lokucubungula	
UPhiko olubhekele Ukugcinwa Kwamabhuku i-Accounting Services	Abasebenzi	Amagama, omazisi, izinombolo ze-PERSAL, biminigwane yasebhange	Ukucubungula izicelo zokukhokhelwa ama-claim kanye nezinkokhelo ama-payment	Umuntu uzilandela mathupha	Ukulawulwa ukuphathwa zokuhamba <i>subsistence and transport claim</i>	kwe-payroll; kwezibonelelo ngokomsebenzi i-	Amafayela aphaathekayo kanye nakwikhompuyutha (<i>hard drives, server, transversal system</i>)	Inqubomgomo Yokuphat hwa Kwamarekhodi	S11(1)(d)
	Abahlizekims ebenzi kanye nabafake izimali zabo ama-creditors	Amagama, lomazisi, amakheli, rizinombolo zokurejista, imininingwane yokuxhumana, imininingwane yasebhange	Ukucubungula izicelo zokukhokhelwa ama-claim, ama-invoice kanye nezinkokhelo ama-payment	Umuntu uzilandela mathupha	Ukuthathwa yasebhange, kwezinkokhelo kwemininingwane ukukhishwa	Amafayela aphaathekayo kanye nakwikhompuyutha (<i>hard drives, server, transversal system</i>)	Inqubomgomo Yokuphat hwa Kwamarekhodi	S11(1)(b)	
UPhiko lwezoMthetho i-Legal Services	Abahlizekims ebenzi abasayine izinkontileka	Amagama, omazisi amakheli, izinombolo zokurejista, imininingwane yokuxhumana, imininingwane	Ukubhala izinkontileka kanye nokusayinwa kwazo	Umuntu uzilandela mathupha noma athumele omunye amland	Ukwamukelwa izilinganiso ukubhalwa kwezinkontileka kwamabhidi/ ama-quotation,	Amafayela aphaathekayo, akwikhompuyutha (<i>hard drives, server</i>)	Inqubomgomo Yokuphat hwa Kwamarekhodi	S11(1)(b) S12(2)(c)	

UPhiko Oluqondene	Abanikazi Bolwazi	Ulwazi Oluqonde ne Nomuntu Ngqo	Isizathu Sokucutshungulwa Kwerekhodi	Ukulandwa Kwamarekhodi	Inqubo Elandelwayo uma Kuctshungulwa Irekhodi	Isimo Amarekhodi	Ukulahlwa Kwamarekhodi	Igunya lokucubungula
		wane yasebhan ge		ele				
	Abamangali ama- <i>litigants</i> kanye nabafake izicelo zokukhokhelwa ama- <i>claimants</i>	Amagama, omazisi, amakheli, izinombolo zokurejista, iminining wane yokuxhumana, iminining wane yasebhan ge	Ukusingatha izinhlelo zokwenzeka ezinkantolo, izinkokhelo ama- <i>claims</i> , ukuxhumana	Umuntu uzilandela mathupha noma athumele omunye amlandele	Ukufayelwa kwezicelo zenkokhelo ama- <i>claim</i> , ukuxhumana, ukuhambisa izincwadi kubameli	Amafayela aphahekayo, akwikhompyutha (<i>hard drives, server</i>)	Inqubomgomo Yokuphat hwa Kwamarekhodi	S11(1)(d) S12(2)(d)(ii)
	Abasebenzi	Amagama, iminining wane yokuxhumana	Ukuhlola ukuthi ngubani okufanele akhokhe uma kukhona ukulahlekelwa okwenzekile	Umuntu uzilandela mathupha	Ukufayela izicelo kanye nemibhalo ehambisana nazo, ukubeka imibono, ukwedlulisela lezo zinto kumphathi omkhulu wezimali u-CFO	Amafayela aphahekayo, akwikhompyutha (<i>hard drives, server</i>)	Inqubomgomo Yokuphat hwa Kwamarekhodi	S11(1)(d)
	Abafake izikhalo	Amagama, omazisi amakheli, izinombolo zokurejista, izinombolo zamacala	Ukunikeza izeluleko zezomthetho maqondana namacala aqhubekayo	Umuntu uzilandela mathupha noma athumele omunye	Ukufayela izicelo kanye nemibhalo ehambisana nazo, ukubeka imibono, ukwedlulisela lezo zinto kubaphathi	Amafayela aphahekayo, akwikhompyutha (<i>hard drives, server</i>)	Inqubomgomo Yokuphat hwa Kwamarekhodi	S11(1)(c), (d) & (e) S12(2)(c)

UPhiko Oluqondene	Abanikazi Bolwazi	Ulwazi Oluqondene Nomuntu Ngqo	Isizathu Sokucutshungulwa Kwerekhodi	Ukulandwa Kwamarekhodi	Inqubo Elandelwayo uma Kuctshungulwa Irekhodi	Isimo Amarekhodi	Ukulahlwa Kwamarekhodi	Igunya lokucubungula
		ama-CAS number, imininingwane yokuxhumana		e amlandele				
Ihhovisi Lobubhalane Bamaphoyisa Esifundazweni i-Provincial Secretariat for Police	Abafake izikhalo	Amagama, omazisi amakheli, izinombolo zokurejista, iminingwane yokuxhumana	Ukwenza uphenyo ngezikhalo eziqondiswe emaphoyiseni	Umuntu uzilandela mathupha	Ukufayela izicelo kanye nemibhalo ehambisana nazo, ukubeka imibono, ukwedlulisela lezo zinto Emaphoyiseni, ukwethula imibiko kubaphathi, ukuxhumana nabafake izikhalo	Amafayela aphahekayo, akwikhompyutha (<i>hard drives, server</i>)	Inqubomgomo Yokuphathwa Kwamarekhodi	S11(1)(c), (d) & (e)
	Abaxabene	Amagama, omazisi amakheli, izinombolo zokurejista, imininingwane yokuxhumana	Ukwelekelela ezinhlelweni zokuxazulula izingxabano	Umuntu uzilandela mathupha	Ukufayela imibhalo yokweseka, ukwedlulisela leyo mibhalo Emaphoyiseni kanye nabanye ababambiqhaza, ukwethula imibiko kubaphathi, ukuxhumana nazo zonke izinhlangot	Amafayela aphahekayo, akwikhompyutha (<i>hard drives, server</i>)	Inqubomgomo Yokuphathwa Kwamarekhodi	S11(1)(d)

UPhiko Oluqondene	Abanikazi Bolwazi	Ulwazi Oluqondene Nomuntu Ngqo	Isizathu Sokucutshungulwa Kwerekhodi	Ukulandwa Kwamarekhodi	Inqubo Elandelwayo uma Kuctshungulwa Irekhodi	Isimo Amarekhodi	Ukulahlwa Kwamarekhodi	Igunya lokucubungula	
		Amalungu ezinhlaka ezibhekele ezophepha emphakathini	Amagama, omazisi amakheli, izinombolo zokurejista, imininingwane yokuxhumanisa	Ukwelekelela ukusebenza kwezinhlaka zezokuphepha	Umuntu uzilandela mathupha	hi Ukuqopha ulwazi, ukwedlulise la ulwazi kwamanye amalungu, ababambiqhaza kanaye Namaphoyisa, ukuthumela ulwazi kubanikazi balo abalucelile maqondana nezinhlelo	Amafayela apha thekayo, akwikhompyutha (<i>hard drives, server</i>)	Inqubomgomo Yokuphathwa Kwamarekhodi	S11(1)(c), (d) & (e)
		Abafake izikhalo / abasolwa / abagilwa ophenyweni lobugebengu	Amagama, omazisi, amakheli, izinombolo zokurejista, imininingwane yokuxhumanisa, izinombolo zamacala ama-CAS number	Ukuhlola impumelelo yokuphenywa kwezigigaba zobugebengu	Umuntu uzilandela mathupha noma athumele omunye amlandele	Ukufayela izicelo kanye nemibhalo yokweseka, ukwedlulise la lokhu Emaphoyiseni naku-NPA, ukufinyelela emadokodweni ukuze abuyekwezwe, ukubhala	Amafayela apha thekayo, akwikhompyutha (<i>hard drives, server</i>)	Inqubomgomo Yokuphathwa Kwamarekhodi	S11(1)(c), (d) & (e) S12(2)(a) or (c)

UPhiko Oluqondene	Abanikazi Bolwazi	Ulwazi Oluqondene Nomuntu Ngqo	Isizathu Sokucutshungulwa Kwerekhodi	Ukulandwa Kwamarekhodi	Inqubo Elandelwayo uma Kuctshungulwa Irekhodi	Isimo Amarekhodi	Ukulahlwa Kwamarekhodi	Igunya lokucubungula
						imibiko, ukwedlulise la leyo mibiko kubaphathi, ukuxhumanalaba abafake izikhalo		
	Amalungu omphakathi ahambele imicimbi / imihlangano yokucobelelanga ngolwazi	Amagama, omazisi, imininingwane yokuxhumanala	Ukwelekela umphakathi ukuba ubambe iqhaza ezinhlelweni zokunqanda ubugebengu	Umuntu uzilandela mathupha	Ukuqopha imininingwane yalabo abahambelane imihlangano kumarejista, ukufayela amarejista, ukuletha amarejista ukuze acwaningwe	Amafayela apha thekayo, akwikhompyutha (<i>hard drives, server</i>)	Inqubomgomo Yokuphathwa Kwamarekhodi	S11(1)(c) / (e)
I-IGR kanye Nemiklamo Eyisipesheli ama-Special Project	Amavolontiya	Amagama, omazisi, izinombolo ze-PERSAL, amakheli, ubuhlanga, ubulili, imininingwane yasebhange	Ukubungula izicelo, ukuqashwa kwabasebenzi, izinkokhelo, kanye nokuxoshwa kwabasebenzi	Umuntu uzilandela mathupha	Ukwamukela / ukufayela izicelo, ukusingathala inhlokhono, ingwane ku-PERSAL kanye nakwezinye	Amafayela apha thekayo, akwikhompyutha (<i>hard drives, server</i>)	Inqubomgomo Yokuphathwa Kwamarekhodi	S11(1)(d) / (e)

UPhiko Oluqondene	Abanikazi Bolwazi	Ulwazi Oluqonde ne Nomuntu Ngqo	Isizathu Sokucutshungulwa Kwerekhodi	Ukulandwa Kwamarekhodi	Inqubo Elandelwayo uma Kuctshungulwa Irekhodi	Isimo Amarekhodi	Ukulahlwa Kwamarekhodi	Igunya lokucubungula
						izinhlelo, ukwamukela / ukufayela ama-time-sheet, ukuhlanganisa imibiko, ukuhambisa imininingwane kwabakwa-DPW ukuze ifakwe ezinhlelweni ze-EPWP		

Ufomu 2
Isicelo sokufinyelela kwirekhodi
[\[Umthethonqubo 7\]](#)

Qaphela:
 1 Lowo ocelayo kumele alethe ubufakazi obumazisayo.
 2 Isicelo esifakwa egameni lomunye umuntu kumele sihambisane nobufakazi bokugunyazwa ukwenza lokho, obunamathiselwe kuleli fomu.

KUQONDISWE KU:	Isikhulu esibhekele ulwazi _____ _____ _____ _____ (Ikheli)
Ikheli le-imeyili: Inombolo yefeksi:	_____ _____ _____
<i>Faka u- 'X'</i>	
<input type="checkbox"/> Isicelo ngisenza egameni lami	<input type="checkbox"/> Isicelo senziwa egameni lomunye umuntu

IMININGWANE YOFAKA ISICELO

Amagama aphelele:			
Inombolo:			
Isikhundla somuntu ofaka isikhalo (uma kungukuthi isicelo usifakela omunye umuntu):			
Ikheli lokuposa:			
Ikheli lomgwaqo:			
Ikheli le-imeyili:			
Imininingwane yokuxhumana:	Ucingo (B):		Ifeksi:
	Umakhalekhukhwini:		
Amagama aphelele omuntu isicelo esifakwa egameni lakhe(uma kunesidingo):			
Inombolo kamazisi:			

Ikheli lokuposa:			
Ikheli lomgwaqo:			
Ikheli le-imeyili:			
Imininingwane yokuxhumana:	Ucingo (B):		Ifeksi
	Umakhalekhukhwini:		
IMINININGWANE YEREKHODI ELICELWAYO <i>Hlinzeka ngemininingwane egcwele yerekhodi elidingekayo, kubandakanya nenombolo yenkomba uma uyazi, ukuze kube lula ukutholakala kwerekhodi.</i> <i>(Uma indawo ehlinzekiwe ingenele, qhubeka kwelinye ikhasi eliseceleni bese ulinamathisela efomini. Kumele usayine wonke amakhasi engeziwe)</i>			
Incazelo ngerekhodi kumbe ingxenye efanele yerekhodi:			
Inombolo yenkomba, uma ikhona:			
Eminye imininingwane yerekhodi:			

UHLOBO LWEREKHODI (Faka uphawu "X" esikhaleni esifanele)	
Irekhodi elibhaliwe noma leprintiwe	
Irekhodi elinezithombe ezibukwayo - (Lokhu kubandakanya izithombe, ama-slide, izithombe zama-video, izithombe ezenziwe ngekhompuyutha, izithombe ezidwetshiwe, njll.)	
Irekhodi elinamagama aqoshiwe kumbe ulwazi olungaphinde lwenziwe umsindo	
Irekhodi eligcinwe kwikhompuyutha kumbe ngendlela eyenza lifundeke kwikhompuyutha noma emshinini	
ISIMO SEREKHODI OFISA UKUFINYELELA KULO (Faka uphawu "X" esikhaleni esifanele)	
Irekhodi eliprintiwe (lokhu kubandakanya nanona yiziphi izithombe ezibukwayo, amagama aqoshiwe kanye nerekhodi eligcinwe kwikhompuyutha kumbe ngendlela elenza lifundeke kwikhompuyutha noma emshinini)	

Izithombe ezibukwayo ezibhaliwe noma eziprintiwe (lokhu kubandakanya izithombe, ama-slide, izithombe zama-video, izithombe ezenziwe ngekhompuyutha, izithombe ezidwetshiwe, njll.)	
Ukubhalwa phansi komsindo womculo (umbhalo obhaliwe noma oprintiwe)	
Ikhophi yerekhodi elikwi-flash drive (lokhu kubandakanya izithombe ezibukwayo kanye komsindo womculo)	
Ikhophi yerekhodi elikwi-compact disc drive (lokhu kubandakanya izithombe ezibukwayo kanye komsindo womculo)	
Ikhophi yerekhodi eligcinwe kwi-cloud storage server	

INDLELA YOKUFINYELELA KUMAREKHODI: (Faka uphawu "X" esikhaleni esifanele)	
Ukuzihlolela mathupha irekhodi ekhelini elirejistiwe lesikhungo sikahulumeni / isikhungo esizimele (kubandakanya ukulalela amagama arekhodiwe, ulwazi olungakhiqizwa kabausha lube ngumsindo, noma ulwazi olukwikhompuyutha kumbe ngendlela elenza lifundeke kwikhompuyutha noma emshinini)	
Ukusebenzisa ikheli leposi	
Ukusebenzisa ikheli lomgwaqo	
Ukusebenzisa i-Courier service ngekheli lomgwaqo	
Ukufekswa kolwazi olubhaliwe noma oluprintiwe (kubandakanya nokuqopha)	
Ukusebenzisa imeyili (kubandakanya imisindo uma kungenzeka)	
Ukusebenzisa i-Cloud share/file transfer	
Ulimi olukhethile: (Qaphela ukuthi uma irekhodi lingatholakali ngolimi olukhethile, uyolinikezwa ngolimi elitholakala ngalo.)	

IMININGWANE YAMALUNGELO ELIZOSETSHENZISWA NOMA ELIZOVIKELWA Uma indawo ehlinzekiwe ingenele, qhubeka kwelinye ikhasi eliseceleni bese ulinamathisela efomini. Kumele usayine wonke amakhasi engeziwe.	
Veza ilungelo elizosetshenziswa noma elizovikelwa:	

Chaza ukuthi kungani irekhodi elicelwayo lidingeka maqondana nokusetshenziswa noma ukuvikelwa kwelungelo elishiwo ngenhla:CH	

IMALI EKHOKHWAYO	
<p>(a) Kumele kukhokhwe imali yokucela irekhodi ngaphambi kokuthi kucutshungulwe isicelo.</p> <p>(b) Uzokwaziswa ngesamba semali okudingeka ukuba ikhokhelwe njengemali yokufaka isicelo.</p> <p>(c) Imali ekhokhelwa ukufinyelela kwirekhodi incike efomini okumele kufinyelelwe kulo kanye nesikhathi esifanele esidingeka ukucinga kanye nokulilungisa irekhodi.</p> <p>(d) IUma ufanelekile ukuba ukhululwe ekukhokheni imali ethile, sicela uveze izizathu zalokho.</p>	
Isizathu:	

Sizokubhalela sikwazise ukuthi isicelo sakho sivunyiwe noma sichithiwe kanti-ke uma sivunyiwe, sizokwazisa nezindleko nokufanele uzikhokhe maqondana nesicelo sakho, uma zikhona. Sicela uveze indlela ofisa sixhumane nawe ngayo:

Ikheli lokuposa	Ifeksi	Ukuxhumana ngobuchwepheshe besimanje (Sicela ucacise)

Sisayinwe e _____ mhla _____ ku _____ kowezi-20 _____

 Isignesha yofaka isicelo /umuntu isicelo esifakwa egameni lakhe

OKOMNYANGO KUPHELA

Inombolo yenkomba:	
Kwamukelwe ngu: (<i>isikhundla, igama nesibongo lesikhulu esibhekele ulwazi</i>)	
Usuku okwamukelwe ngalo:	
Imali yokufinyelela kwirekhodi:	
Idiphozithi (uma ikhona):	

Isignesha yesikhulu esibhekele ulwazi

Ufomu 4
Ukufaka isikhalo sangaphakathi
[\[Umthethonqubo 9\]](#)

Inombolo yenkomba: _____			
IMININGWANE YOHLAKA LUKAHULUMENI			
Igama lesikhungo sikahulumeni:			
Igama nesibongo sesikhulu esibhekele ulwazi:			
IMININGWANE YOFAKA ISIKHALO OFAKA ISIKHALO SANGAPHAKATHI			
Amagama aphelele:			
Inombolo kamazisi:			
Ikheli lokuposa:			
Imininingwane yokuxhumana:	Ucingo (B):	Ifeksi:	
	Umakhalekhukhwini:		
Ikheli le-imeyili:			
Ngabe isikhalo sangaphakathi sifakwe egameni lomunye umuntu?	Yebo		Cha
Uma impendulo ithi 'yebo', isikhundla somuntu ofaka isikhalo uma kungukuthi isicelo usifakela omunye umuntu: <i>(Ubufakazi besikhundla somuntu ofaka isicelo, uma bukhona, kumele bunanyatheliswe.)</i>			
IMININGWANE YOMUNTU ISIKHALO ESIFAKWA EGAMENI LAKHE <i>(Uma sifakwa uhlangothi lwesithathu)</i>			
Amagama aphelele:			
Inombolo kamazisi:			

Ikheli lokuposa:			
Imininingwane yokuxhumana:	Ucingo (B):	Ifeksi:	
	Umakhalekhukhwini:		
Ikheli le-imeyili:			
ISINQUMO MAQONDANA NOKAKWA KWESIKHALO KWANGAPHAKATHI (<i>Faka uphawu 'X' esikhaleni esifanele</i>)			
Ukwenqatshwa kwesicelo sokufinyelela.			
Isinqumo mayelana nemali ngokwesigaba 22 soMthetho.			
Isinqumo mayelana nokwelulwa kwesikhathi okumele kusetshenzwe ngaso isicelo ngokwesigaba 26(1) soMthetho.			
Isinqumo ngokwesigaba 29(3) soMthetho ukwenqaba ukufinyelela olwazini ngendlela okucelwe ngayo ngofaka isicelo.			
Isinqumo sokuvumela isicelo sokufinyelela:			
IZIZATHU ZOKUFAKA ISIKHALO <i>(Uma isikhala esihlinzekiwe singanele, uyacelwa ukuba uqhubeke ekhasini eliseceleni bese ulinamathelisa kwifomu. Kumele usayine wonke amakhasi engeziwe.)</i>			
Veza izizathu ezidale ukuba ulandele ukufakwa kwesikhalo kwangaphakathi:			

Veza nolunye ulwazi olungaba wusizo ekubhekweni kwesikhalo sakho:	

Uzokwaziswa ngokubhalwe phansi ngesinqumo mayelena nesikhalo sakho sangaphakathi. Sicela ubalule indlela ofisa ukwaziswa ngayo.

Ikheli lokuposa	Ifeksi	Ukuxhumana ngobuchwepheshe besimanje <i>(Sicela ukubalule)</i>

Isayinwe e _____ mhla _____ ku _____ wezi-20 _____

Isignesha yofaka isikhalo /Uhlangothi lwesithathu

**OKOMNYANGO KUPHELA
IREKHODI ELISEMTHETHWENI LESIKHALO SANGAPHAKATHI:**

Isikhalo Samukelwe ngu: <i>(isikhundla, igama nesibongo sesikhulu esibhekele ulwazi)</i>				
Usuku esamukelwe ngalo:				
Isikhalo sihambisana nezizathu zesinqumo sesikhulu esibhekele ulwazi kanye nalapho kufanele khona, imininingwane yohlangothi lwesithathu eliqondene naye irekhodi, kuthunyelwe yisikhulu esibhekele ulwazi:		Yebo		
		Cha		
UMPHUMELA WESIKHALO				
Ukuchithwa kwesicelo sokufinyelela. Kungabe kuqinisekisiwe?	Yebo		Isinqumo esisha <i>(uma kungaqinisekisiwe)</i>	
	Cha			
Izimali ezikhokhwayo (Isigaba 22). Kungabe ziqinisekisiwe?	Yebo		Isinqumo esisha <i>(uma kungaqinisekisiwe)</i>	
	Cha			
Ukwelulwa (Isigaba 26(1)). Kungabe kuqinisekisiwe?	Yebo			
	Cha		Isinqumo esisha <i>(uma kungaqinisekisiwe)</i>	

Ukufinyelela (Isigaba 29(3)). Kungabe kuqinisekisiwe?	Yebo		Isinqumo esisha <i>(uma kungaqinisekisiwe)</i>	
	Cha			
Ukuvunywa kwesicelo sokufinyelela. Kungabe kuqinisekisiwe?	Yebo			
	Cha		Isinqumo esisha <i>(uma kungaqinisekisiwe)</i>	

Isayinwe e _____ mhla _____ ku _____ wezi-20 _____

Isiphathimandla esifanele