CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

UMGAQO-NKQUBO WESIXHOBO ZEKHOMPYUTHA

UMGAQO-NKQUBO OWAMKELWE LIBHUNGA NGOMHLA WESI-04
KUDISEMBA 2014
KWINQAKU C.14.6

1. INJONGO

1.1 Usetyenziso lwekhompyutha ohamba nazo kuthande ukuba yimfuneko ukulungiselela abaqeshwa nooCeba abaselungelweni ekufuneke besebenzise rhoqo izibonelelo zetheknoloji yengcaciso ngaphandle kwee-ofisi zabo abazichongelweyo. Kunyanzelekile ngoko ukuqinisekisa into yokuba aba basebenzisi babonelelwaq ngezi zixhobo zekhompyutha ukuqinisekisa ngempumelelo eqhubekayo ngawo onke amaxesha.

1.2 Ukumiliselwa kobume bomsebenzi apho kusetyenziswa kwephepha kuncitshiswe kakhulu ukulungiselela ukulondolozwa kwemali, ukwandiswa kwempumeleloi nokwenziwa kwamaxwebhyu nokwabelana ngokulula ngengcaciso.

2. IINKCAZELO

2.1 **“IBhunga”** uya kuthetha iBhunga loMasipala wesiThili saseCape Winelands;

2.2 **“UCeba”** uya kuthetha ilungu leBhunga likaMasipala wesiThili saseCape Winelands;

2.3 **“Umqeshwa”** uya kuthetha umntu okwingqesho yoMasipala wesiThili saseCape Winelands;

2.4 **“IiNtloko zeSebe”** ziya kuthetha bonke abaqeshwe ngokwemiqathango yecandelo 56 le-Local Government: Municipal Systems Act, 2000 (uMthetho onguNombolo 32 wama-2000);

2.5 **"UMlawuli kaMasipala"** uya kuthetha umntu oqeshwe liBhunga njengoMlawuli kaMasipala ukulungiselela umasipala ngokwemiqathango yecandelo 54A le-Local Government: Municipal Systems Act, 2000 (uMthetho onguNombolo 32 wama-2000); yaye

2.6 **“Umsebenzisi”**uya kuthetha umntu osebenzisa isixhobo sekhompyutha okanye inkonzo yothungelwano loMasipala wesiThili saseCape Winelands.

3. UBUNGAKANANI

3.1 Lo mgaqo-nkqubo usebenza kubo bonke abasebenzisi abadinga kunye/okanye abanezixhobo zekhompyutha ezikhutshwe nguMasipala wesiThili saseCape Winelands (CWDM). Izixhobo zekhompyutha ekubhekiselelwe kuzo kulo mgaqo-nkqubo zezi zilandelayo kodwa kungaphelilswanga kuba ezinye izixhobo zinakho ukufumaneka kwixa elizayo:

(a) IiLephtophu / iikhompyutha ezincinane
(b) Iithablethi
(c) Ii3G

3.2 Izixhobo zekhompyutha ziya kukhutshwa ngokuhambelana neenqobo ezikhutshiweyo njengoko kuchaziwe kumhlathi wesi-5 walo mgaqo-nkqubo ukuqinisekisa ngento yokuba isibonelelo sihambelana neemfuno zeshishini yaye ilungelo alixhatshazwa.

3.3 Uncelo lokuba nesixhobo sekhompyutha kuluncelo kubaqeshwa nakooCeba abaselungelweni ngolu hlobo kuba lunikezela abasebenzisi ngekhono lokwenza imisebenzi yabo, nokokuba bakuyiphi na indawo. Nangona kunjalo, ku kuvelisa umngeni wokhuseleko omkhulu kakhulu kuMasipala wesiThili saseCape Winelands (CWDM) engenakho ukuthathelwa ngqalelo. Kunyanzelekile ke ngoko ukuba iimfuno zokhuseleko kuhanjelwane nazo kule meko ukuthintela imeko apho idatha ebalulekileyo yoMasipala wesiThili saseCape Winelands (CWDM) engenakho ukubekwa esichengeni.

4. UTHINTELO

4.1 Lo mgaqo-nkqubo awuzibandakany izixhobo ezizezakho ezize nabaqeshwa kunye nooCeba abaselungelweni kuMasipala wesiThili okanye izinto ezithengiweyo ezingaphandle kobungakanani balo mgaqo-nkqubo.

4.2 Ukuba ngaba izixhobo ezinjalo zinokusetyenziselwa iinjongo zikaMasipala wesiThili saseCape Winelands (CWDM), isicelo esisesikweni esivela kuMlawuli kaMasipala kufuneka sithunyelwe kwiCandelo: INgcaciso neTekhnoloji yoNxibelelwano phambi kokuba uncedo lube nokunikezelwa ngokuhambelana noqhagamshelwano lothungelwano nenkxaso.

4.3 Nangona kunjalo, kufuneka iqatshelwe into yokokuba iCandelo: INgcaciso neTekhnoloji yoNxibelelwano alisayi kuthwaliswa luxanduva nangasiphi na isehlo esinxulumene nezixhobo ezinjalo esingenakho ukusonjululwa.

5. IINQOBO ZOKUNIKEZELWA

5.1 IiThablethi

Aba basebenzisi balandelayo baselungelweni lokufumana iithablethi, kuxhonyekekwe kumhlathi (e):

(a) UMlawuli kaMasipala;
(b) IiNtloko zeSebe;
(c) Naliphi na igosa njengengcebiso yeNtloko yeSebe echaphazelekayo ze yamkelwa nguMlawuli kaMasipala;
(d) OoCeba abaselungelweni, kuxhonyekekwe kuthethwano nelungu leBhunga eliLawulayo elinoxanduva lomasipala kwiphondo ngokuhambelana yokumiselwa kwamaqondo aphezulu emivuzo, ezibonelelo zamalungu awahlukeneyo amabhunga oomasipala njengoko zinakho ukuqulunqwa kumathuba ngamathuba;

(e) UMlawuli kaMasipala kunye neeNtloko zeSebe ziya kuba nakho ukukhetha phakathi kwethablethi okanye ilephtophu encinane.

5.2 IiLephtophu IiLephtophu / iikhompyutha ezincinane

(a) IiLephtophu / iikhompyutha ezincinane zibonelela ngomsebenzi omnye njengekhompyutha ezinkulu ezibekwa phezu kwedesika yaye ngoko abasebenzisi abanikezelwe iikhompyutha ezinkulu ezibekwa phezu kwedesika abasayi kuba selungelweni lokufumana ilephtophu esisongezelelo sekhompyutha ebekwa edesikeni.

(b) Akusayi kubakho msebenzisi uselungelweni lokufumana ikhompyutha ebekwa phezu kwedesika nelephtophu/ikhompyutha encinane ukulungiselela iinjongo ezisesikweni, kodwa uya kuba selungelweni lokufumana sibe sinye kwizixhobo ezixeliweyo, kusekwe oku kwindlela yokusebenza kwesithuba eso.

(c) Umbutho wabasebenzi uya kuba selungelweni lokufumana ilephtophu enye / ilephtophu encinane umbutho ngamnye, kunye nelungelo le3G, eliminywe laya kutsho kuma-R300,00 ngenyanga enakho ukubangwa kwakhona kuMasipala wesiThili saseCape Winelands (CWDM) rhoqo ngenyanga.

(d) Iilephtophu ezisetyenziswa nguwonke-wonke ziya kukhutshelwa isebe ngalinye yaye iiNtloko zeSebe kuya kufuneka zichaze inani leelephtophu ezisetyenziswa nguwonke-wonke elizidingayo ngesebe ngalinye kwiCandelo: INgcaciso neTekhnoloji yoNxibelelwano, ngokunjalo negama lomqeshwa/labaqeshwa abaya kuba noxanduva lokulolonga iilephtophu ezinjalo ezisetyenziswa nguwonke-wonke.

5.3 IiNtloko zeSebe ziya kuba noxanduva lokwenza izicelo zezixhobo zekhompyutha zilungiselela zona nabaqeshwa abaphantsi kwazo, kuxhonyekekwe kwiimfuno zokusebenza.

5.4 Abasebenzisi abafumanise ukuba kukho isidingo sokufunyanwa kwezixhobo zekhompyutha baya kulindeleka ukuba benze isicelo basingenise kwiiNtloko zeSebe ezahlukeneyo.

5.5 Kwimeko apho sithe isicelo sesixhobo sekhompyutha saliwa, iNtloko yeSebe echaphazelekayo kufuneka inike izizathu zesigqibo eso.

5.6 ICandelo: INgcaciso neTekhnoloji yoNxibelelwano alisayi kukhupha nasiphi na isixhobo sekhompyutha ngaphandle kwemvume yeNtloko yeSebe echaphazelekayo (khangela ifomu yesicelo encanyathelisiweyo).

5.7 Ukulungiselela iinjongo zokubeka emgangathweni nokulungiselela ukunikezela ngeenkonzo ezifanelekileyo, iCandelo: INgcaciso neTekhnoloji yoNxibelelwano liya kuba noxanduva lukunika iinkcukacha zekhompyutha ezifunekayo kubandakanywa ukusetyenziswa kweqondo elithile.

5.8 Iimfuno ezithe ngqo zomsebenzisi ziya kuthathelwa ingqaleo phambi kokuthengwa kwesixhobo ukuqinisekisa ngento yokuba sinalo ikhono lokwenza lo msebenzi udingekayo.

6. UKUBUYISELWA

6.1 Izixhobo ezifikelele esiphelweni sazo sokusebenza, iiNtloko zeSebe ziya kwaziswa kwangaphambili liCandelo: ICandelo: INgcaciso neTekhnoloji yoNxibelelwano ukulungiselela ukuba zibe nakho ukuqondisa ngento yokuba ingaba isixhobo siyafuneka okanye asifuneki kusini na, okanye zinikezele ngeemfuno ukulungiselela izixhobo ezitsha.

6.2 Inkqubo yokuqala yokukhutshwa kuya kufuneka ilandelwe ukulungiselela nayiphi na imbuyiselo elindelekileyo.

6.3 Abasebenzisi abafumene izixhobo zekhompyutha bayacelwa ukuba bathabathe ulolongo olululo lwezi zixhobo zi-ethe-ethe. Kwimeko apho isixhobo sonakele kangangokuba singaphindi silunge, isixhobo eso siya kubuyiselwa ngesifanelekileyo esifana neso.

6.4 Ngesithuba senkqubo yokuthengwa kwempahla, isixhobo esibolekiweyo ukulungiselela usetyenziso lwethutyana siya kukhutshwa ukuqinisekisa ngento yokuba impumelelo yomsebenzisi ayithintelwa.

7. UKHUSELEKO

7.1 Zonke izixhobo zekhompyutha kufuneka zikhuselwe ngomngqele nepini.

7.2 Imingqele (amagama okungena kwikhompyutha) alungiselelwe ukuba aguquke kwisithuba seentsuku ezilandelelanayo ezingamashumi amathathu. Kwesi sithuba, abasebenzisi abangenalo ilungelo elithe ngqo lothungelwano baya kulindeleka ukuba baqhagamshelane nothungelwano kwiofisi ekufutshane yoMasipala wesiThili saseCape Winelands (CWDM) ukulungiselea ukuba imingqele (amagama okungena kwikhompyutha) itshintshe phamb komhla wokuphelelwa.

7.3 Isixokelelwano siya kuvuselela umsebenzisi ngotshintsho lomngqele (igama lokungena kwikhompyutha) yonke imihla phambi komhla wokuphelelwa.

7.4 Abasebenzisi kufuneka bazitshixe izixhobo zabo phambi kokuzishiya zingajongwanga mntu ukuthintela ukusetyenziswa okungagunyaziswanga nokufunyanwa kweenkcukacha zolwazi eziyimfihlelo. Oku kunakho ukwenziwa ngokucinezela Crlt+Alt+Del kwizixhobo zenkqubo eyaziwa njenge-windows okanye naziphi na izitshixo zokutshixa ezikhoyo kwezinye izixhobo.

7.5 Naphantsi kwazo naziphi na iimeko isixhobo sekhompyutha ukuba usetyenziswe ngumntu ongagunyaziswanga esinikezelwe nguMasipala wesiThili saseCape Winelands okanye anikwe umngqele (igama lokungena kwikhompyutha) ukungena kwisixhobo.

7.6 IiLephtophu ezithi zisetyenziswe e-ofisini kufuneka zikhuseleke ngokutyenziswa kwentambo yokutshixa, eya kuthi ikhutshwe liCandelo: INgcaciso neTekhnoloji yoNxibelelwano, ukusikhusela ekubeni sibiwe.

7.7 Ukuba ngaba kufunyaniswa emva kophando ukuba ilephtophu ilahlekile ngenxa yentswelo nkathalo kwicala lomsebenzisi, amanyathelo oluleko aya kuthatyathwa ngokwemiqathango yeNkqubo yoLuleko nesiVumelwnesiVumelwano esiHlangeneyo seKhowudi.

8. UKULAHLEKA

8.1 Abasebenzisi kufuneka bazise iCandelo: INgcaciso neTekhnoloji yoNxibelelwano ngoko nangoko xa sithe isixhobo salahleka okanye sabiwa. Kwiimeko ezinjalo, iCandelo: INgcaciso neTekhnoloji yoNxibelelwano liya kuthabatha amanyathelo okhuseleko ayimfuneko, okt. Ukuthintelwa kokungena kwisixhobo ekuthethwa ngaso, ukuthintelwa kwesixhobo ubuqu, njl. njl.

8.2 ICandelo: INgcaciso neTekhnoloji yoNxibelelwano alisayi kuthwala luxanduva lakwenza lubango kwi-inshorensi. Umsebenzisi uya kulindeleka ukuba alandela inkqubo esesikweni ukulungiselela ukubuyiselwa kweempahla ezibiweyo okanye ezilahlekileyo.

8.3 Kuxhonyekekwe kukufumaneka, isixhobo esilisalela siya kunikezelwa kumsebenzisi de ubuyiselo lube nokwabiwa.

9. UGCINO

9.1 Zonke iifayile ezinxulumene nomsebenzi ezikwiilephtophu kufuneka zigcinwe kufolda ekuthiwa yi ‘User data’.

9.2 I-ICT ayisayi kuthwala luxanduva lwazo naziphi na iifayile ezingagcinwanga kule folda.

9.3 Ifolda eyaziwa njenge ‘User data’ ikw-drive ekumnikezeli wefayile ye-ICT. I-drive igcinwa rhoqo yonke imihla. Ibalulekile ke ngok into yokuba zonke iifayile ezinxulumene nomsebenzi kufuneka zigcinwe kwifolda ukuthintela ukulahleka okanye ukonokaliswa.

10. IZIHLOMELO NOVAVANYO NGOKUTSHA

IBhunga linakho kumathuba ngamathuba ukuhlomela lomgaqo-nkqubo ze likhuphe nayiphi na imiqathango ukuqinisekisa ukufaneleka, uqoqosho olusebenzayo lwezibonelelo zeBhunga.

11. UMHLA WOMILISELO

UMgaqo-nkqubo wesiXhobo seKhompyutha uya kumiliselwa xa uthe wamkelwa ngoko liBhunga loMasipala wesiThili saseCape Winelands (CWDM).

I F O M U Y E S I C E L O

Ndenza isicelo sokukhutshwa kwesixhobo sekhompyutha sika …… kwisebe lam.

INTLOKO YESEBE	ISEBE	X
Mnu. M Mgajo UMlawuli kaMasipala	I Ofisi yoMlawuli kaMasipala	
Nksz. FA du Raan-Groenewald IGosa leMali eliyiNtloko	IiNkonzo zeMali neNkxaso yeQhinga	
Mnu. CV Schroeder UMlawuli oPhetheyo: UPhuhliso loLuntu neeNkonzo zoCwangciso	UPhuhliso loLuntu neeNkonzo zoCwangciso	
Mnu. F van Eck UMlawuli oPhetheyo: IiNkonzo zoBugcisa	IiNkonzo zoBugcisa	

Abaqeshwa abakwinqanaba elisezantsi bawufundile umgaqo-nkqubo yaye bayavuma ukwamkela imiqathangho echazwe apha. Abaqeshwa abakwinqanaba elisezantsi bayayamkela into yokuba baya kuthwala uxanduva yayo nayiphi na imiba eya kuthi ivele ngenxa yokungahambelani nemiqathango.

Uluhlu lwezixhobo ezifunekayo nezimiliselo:

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Inkuthazo yezixhobo ezifunwayo nezimiliselo:

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_____

Umsebenzisi okhutshelwayo: _____ Utyikityo:_____

INtloko yeSebe: _____ Utyikityo:_____

Umhla wesicelo: _____