Isalathiso: 20210310-1517
Inombolo yefayili: 8/1/8/5/1
Imibuzo: Z Jones

INgcaciso eMfutshane yeCandelo loLawulo loLwazi neNgcaciso: 0006/2021

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu), kumaSekela Balawuli (kwaNdlunkulu), kwiiNgcali zeMfundo eziziiNtloko, kumaSekela eeNgcali zeMfundo eziziiNtloko, kooMabhalane beCandelo loLawulo lweeRekhodi (kwaNdlunkulu) nakubaqeshwa beSebe leMfundo leNtshona Koloni (iSebe i*WCED*) abaqeshwa kwiziko (ngokusisigxina, abangabalingwa, abaqeshwe ngokwemvumelwano yethuba eliqingqiweyo isisigxina, abangabacebisi, nabaqeshwe ithutyana (*interns)*

Isihloko: Isicelo sokubuyisela iifayili ezineebhakhowudi zaseburhulumenteni/iirekhodi nembalelwano eya kumacandelo olawulo lweerekhodi ahlukeneyo kwizakhiwo i-*Grand Central* ne-*Golden Acre Buildings*

1. Injongo yale ngcaciso imfutshane kukuchaza ngenkqubo yokubuyiselwa kweerekhodi ezineebhakhowudi nembalelwano eya kumacandelo olawulo lweerekhodi ahlukeneyo afumaneka kwizakhiwo i-*Grand Central* kunye ne-*Golden Acre Buildings* phambi kokufuduka kukaNdlunkulu weSebe leMfundo leNtshona Koloni (iSebe iWCED) ukuya e-2 *Lower Loop Street*,okusele kuqale ngowe- 07 Apreli 2021.

2. Ukuncedisa uMphicothi-zincwadi Jikelele ekunikeni ingcaciso, nokunceda ekukhuculeni nokucoca ngokupheleleyo konke kwi-ofisi yeyunithi yakho, njengoko nifudukela kuNdlunkulu weSebe iWCED omtsha, iCandelwana loLawulo lweeRekhodi licela uncedo lomqeshwa ngamnye ekuqinisekiseni ukuba zonke iifayili ezineebhakhowudi zamacandelo olawulo lweerekhodi zibuyiselwa kumacandelo olawulo lweerekhodi ahlukeneyo phambi kokuba nifudukele kwesi sakhiwo sitsha.

3. Ngokuphathelele koku, kucelwa kuqinisekiswe ukuba zonke iifayili ezineebhakhowudi zaseburhulumenteni zibuyiselwa kumacandelo olawulo lweerekhodi ahlukeneyo. Niyacelwa nizibuyisele iifayili kumacandelo eerekhodi ukwenzela ukugcinwa kwazo ngokunqatyisiweyo. .

4. ICandelwana loLawulo lweeRekhodi, lilungiselela ukubonelelwa qho ngonyaka kwezicelo zengcaciso njengoko ziceliweyo nguMphicothi-zincwadi Jikelele kwanokuqinisekisa ukuba iifayili ezicelwe ngabaphicothi-zincwadi ziyafumaneka ngenene yaye zidluliselwa kubo engadlulanga amaxesha amiselweyo aqingqiweyo njengoko kuchaziweyo ngabaphicothi-zincwadi. Uncedo nentsebenziswano yabo bonke abaqeshwa iya kuthakazelelwa kakhulu ukuqinisekisa ukuba ukufumaneka kwengcaciso ngoko nangoko ukulungiselela ithuba lexesha lophicotho-zincwadi yaye kuthunyelwa imbalelwano kumacandelo olawulo lweerekhodi ukulungiselela ukufayilishwa nokugcinwa kweefayili.

5. Ngokukhokelwa ngumthetho i-*National Environmental Management Waste Act*, 2008 (uMthetho 59 ka-2008) nomthetho i-*Provincial Archives and Record Services of the Western Cape Act*, 2005 (uMthetho 3 ka-2005), iphepha elise-ofisini lahlulwe
   - Laliphepha elingenamsebenzi eliyingasafunekiyo kunye
   - Nephepha elingenamsebenzi eliyingasafunekiyo elinengcaciso eyimfihlelo.

6. Njengoko abasebenzi befudukela kwisakhiwo esitsha kucelwa ukuba imbalelwano isotwe ibe ziindidi ezintathu:

a) Amaphepha angenamsebenzi angasafunekiyo:
La maxwebhu okanye ezi ntlobo zamaphepha azinaxabiso lokufakwa kwii-akhayivu okanye lokulondolozwa; la ngamaphepha angengowaseburhulumenteni (enziwe izijungqe okanye angenziwanga zijunge) yaye anokusetyenziselwa injongo yokuwasebenzisa ngokutsha (*recycling*). Akukho satifikethi sakuwatshabalalisa sifunekayo ukususa amaphepha angenamsebenzi/angasafunekiyo ngokubanzi.

b) Iirekhodi zaseburhulumenteni ezinxulunyaniswe nesicwangciso seefayili esivunyiweyo (esivunywe nge-01 Oktobha 2016):
Isicwangciso seefayili seSebe i*WCED* savunywa nge-01 Oktobha 2016 yaye siqulethe ukuhlelwa ngamaqela *(classification*) ukulungiselela izalathiso zoluhlu 01-15, oluqhotyoshelwe njengesiHlomelo A. Ngenxa yokuba amaxwebhu ebubungqina beerekhodi, kubaluleke gqitha ukuba ezi rekhodi zilondolozwe. Iirekhodi ziya kugcinwa kangangoko ukuba zifuneka ukwanelisa iimfuno zomsebenzi, ezomthetho, ezolawulo, ezophando okanye iimfuno ezingummiselo zembali. Imbalelwano yaseburhulumenteni mayabelwe inombolo yefayili. Imbalelwano yaseburhulumenteni kufuneka ibekwe ngokweebhetshi, isotwe yaye mayiqulathe umyalelo omnye kuphela oya kumacandelo olawulo lweerekhodi ahlukeneyo wokuba "Uyacelwa uyifayilishe imbalelwano". Kufuneka ikhatshwe yisignitsha nomhla ukususka kulowo wenzelwa inkonzo (*client*) omakafezekise umyalelo. Kufuneka emva koko isiwe kumacandelo olawulo lweerekhodi ahlukeneyo ukuze ifayilishwe.

c) Amaphepha angenamsebenzi angasafunekiyo engcaciso eyimfihlelo

Ngokuphathelele kwimbalelwano yaseburhulumenteni neerekhodi ezingasafunwayo yi-ofisi, i-ofisi kufuneka inike umhla wokutshatyalaliswa kwazo nethuba lokugcinwa kwazo, njengababhali beerekhodi. Isicelo "*Request for the disposal of records*", ekubhekiswa kuso kwisiHlomelo A masizaliswe ngowenzelwa iinkonzo. ICandelwana loLawulo lweeRekhodi liya kuqhubeka ukuququzelela le nkqubo ukuqinisekisa ukwenziwa kwesicelo sokutshatyalaliswa kweerekhodi sivunyiwe yi-*Western Cape Archives and Record Services (*WCARS). Kwakuba kufunyenwe imvume egunyazisa ukutshatyalaliswa kweerekhodi esuka kwicandelo le-*Western Cape Archives and Record Services,* umboneleli-nkonzo otyunjwe lisebe uya kuqalisa ngenkqubo yokutshatyalaliswa kweerekhodi.

7. Zonke iifayili ezineebhakhowudi, amaphepha angasetyenziswayo angasafunekiyo, kunye namaphepha angasetyenziswayo angasafunekiyo engcaciso eyimfihlelo kufuneka abuyiselwe kwii-ofisi ezichazwe ngezantsi. Nilindeleke ukuba ninxibelelane nommeli ochaphazelekayo ukuqinisekisa ukuba iirekhodi, imbalelwano kunye namaphepha angasenamsebenzi angasafunekiyo, ayagcinwa kwicandelo lolawulo lweerekhodi.

ICandelo loLawulo lweeRekhodi	**Iinkcukacha zoqhagamshelwano zamagosa**
ICandelo eliyiNtloko loLawulo lweeRekhodi , kumgangatho we-6, iiRekhodi zesakhiwo i-*Grand Central Building*, iifayili, imbalelwano, namaphepha angasetyenziswayo angasafunekiyo awo wonke amacandelo eSebe i*WCED*, **ngaphandle** kwamacandelo, ayinxalenye yoMlawuli oyiNtloko weCandelo loLawulo noKusetyenziswa kweMali (*Chief Director Financial Management*) (*CDFM*) neloMlawuli oyiNtloko woLawulo lweeMicimbi yaBasebenzi (*Chief Director People Management Practices*) (*CDPMP*)	Nks Nolitha Habe Ifoni: 021 467 2496 I-imeyili: Nolitha.Habe@westerncape.gov.za
ICandelo loLawulo lweeRekhodi zezeMali, Umgangatho we-7, isakhiwo i*Grand Central Building* Onke amacandelo ayinxalenye yecandelo i-*CDFM*	Nks Chantelle Van Heerden Ifoni: 021 467 2283 I-imeyili: Chantelle.Vanheerden@westerncape.gov.za

ICandelo loLawulo lweeRekhodi zeMicimbi yaBasebenzi, kumgangatho we-10 nowe-11 Onke amacandelo ayinxalenye yecandelo i-*CDPMP*, ngaphandle kweCandelo lezoBudlelane eMsebenzini	Nks Thalia Warner Ifoni: 021 467 2406 I-imeyili: Thalia.Warner@westerncape.gov.za Nks Yolanda Onverwacht Ifoni: 021 467 2398 I-imeyili: Yolanda.Onverwacht@westerncape.gov.za
ICandelo loLawulo lweeRekhodi lezoBudlelane baBasebenzi, lsakhiwo i-*Golden Acre Building*, umgangatho we-17 Kuphela liCandelo lezoBudlelane eMsebenzini	Nks Yolanda Peregrino Ifoni: 021 467 2425 I-imeyili: Yolanda.Peregrino@westerncape.gov.za

8. Ngokumalunga nokudluliselwa kwemibuzo kwabaphezulu neenkxalabo eziphathelele kuLawulo lweeRekhodi, kunokuqhagamshelwana nezi prakthishina zilandelayo:

ICandelo elikhulu loLawulo lweeRekhodi: UMlawuli oNcedisayo (*ASD*)	Nks Matsela Molaba Ifoni: 021 467 2742 I-imeyili: Matsela.Molaba@westerncape.gov.za
ICandelo elikhulu loLawulo lweeRekhodi (*ASD)*	Mnu Lwandiso Mahlanyana Ifoni: 021 467 9380 I-imeyili: Lwandiso.Mahlanyana@westerncape.gov.za
ICandelo elikhulu loLawulo lweeRekhodi (*ASD)*	Nks Bukeka Mahashe Ifoni: 021 467 2398 I-imeyili: Bukeka.Mahashe@westerncape.gov.za

9. Uncedo lwenu lokuqinisekisa ukubuyiselwa kweefayili ezineebhakhowudi zaseburhulumenteni nembalelwano luya kuthakazelelwa kakhulu.

10. Kucelwa iisuphavayiza ziqinisekise ukuba bonke abasebenzi abaphantsi kolawulo lwenu bayaziswa ngokuqulethwe yile ngcaciso imfutshane ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-MS ABRAHAMS
USEKELA MLAWULI-JIKELELE WOCWANGCISO LWEMFUNDO
UMHLA: 2021-04-06