CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

UMGAQO-NKQUBO WEZITHUTHI ZIKARHULUMENTE NOLAWULO LWEZITHUTHI

UMGAQO-NKQUBO OWAMKELWE LIBHUNGA NGOMHLA WESI-04 KUDISEMBA 2014

KWINQAKU C.14.6

1. INJONGO

Injongo yalo mgaqo-nkqubo kuku:

1.1 Lawula, nokubeka iliso kukusetyenziswa kwezithuthi zikarhulumente zoMasipala wesiThili saseCape Winelands (CWDM).

1.2 Qinisekisa ngento yokuba abasebenzisi bezithuthi zikarhulumente balandela umgaqo-nkqubo ofanayo nemiqathango ngokubhekiselele kulawulo lwezithuthi.

1.3 Qinisekisa ngento yokuba izithuthi zikarhulumente zisetyenziswa ngokupheleleyo nangokufanelekileyo ukulungiselela ukunikezelwa kweenkonzo zikamasipala.

1.4 Qinisekisa ngento yokuba abasebenzi bahamba kunye kwisithuthi esinye sikarhulumente ukuya kwimisitho/kwiintlanganiso okanye nayiphi na imisebenzi karhulumente, kangangoko benakho.

1.5 Qinisekisa ngokugcinwa kweendleko ziphantsi nokusetyenziswa ngokufanelekileyo kwengxowa-mali ekhoyo ngokubhekiselele kumafutha ezithuthi nokulolongwa kwazo.

1.6 Thintela ukusetyenziswa gwenxa okungakho kwezithuthi zikarhulumente.

1.7 Kwandisa ukuqhutywa kwezithuthi okukhuselekileyo nokusetyenziswa okufanelekileyo ngokubhekiselele kwizithuthi zikarhulumente.

2. UBUNGAKANANI

Lo mgaqo-nkqubo usebenza kubo bonke abasebenzi abaqeshwe isigxina nabangaqeshwanga isigxina (Abafundi abaseluqeqeshweni besengqeshweni, abafundi nabasebenzi beThutyana bokuCima uMlilo) boMasipala wesiThili saseCape Winelands (CWDM) yaye ulawula ukusetyenziswa nokulolongwa kwezithuthi zikarhulumente woMasipala wesiThili saseCape Winelands (CWDM).

3. IINKCAZELO

Ngokwenjongo yalo mgaqo-nkqubo noxwebhu lwemiqathango iinkcazelo ezilandelayo ziya kusebenza:

3.1 IZITHUTHI ZIKARHULUMENTE

Zonke izithuthi –

(a) Ezibhaliswe egameni loMasipala wesiThili saseCape Winelands (CWDM);

(b) Ezisuka kuRhulumente wePhondo leNtshona Koloni ezisetyenziswa nguMasipala wesiThili saseCape Winelands (CWDM);

(c) Zonke izithuthi zikarhulumente ekubhekiselelwe kuzo kwimihlathi (a) no (b) ngasentla, kufuneka ziphawulwe ngophawu lwaseburhulumenteni olubonakalayo, kungabandakanywa izithuthi zikarhulumente ezisetyenziswa ngamagosa ezopolitiko.

3.2 IZITHUTHI ZABANIKELI BENKONZO BANGAPHANDLE (IZITHUTHI EZIRENTWAYO)

Xa lithe igosa loMasipala wesiThili saseCape Winelands (CWDM) lasebenzisa isithuthi esiphuma kumnikezeli wenkonzo wangaphandle, imigaqo-nkqubo nemiqathango yomnikezeli wenkonzo kufuneka yamkelwe yaye ilandelwe ligosa/ngumqhubi lowo.

3.3 UMQHUBI OGUNYAZIWEYO

Umqhubi ogunyaziweyo ungumqeshwa woMasipala wesiThili saseCape Winelands (CWDM) onephepha mvume lokuqhuba elisemthethweni nelisebenzayo, yaye ogunyaziswe ngokufanelekileyo ukuba aqinise isithuthi sikarhulumente ligosa elifanelekileyo nelinegunya lokunikezela ngemvume enjalo.

3.4 UMLAWULI WEZITHUTHI

Umlawuli wezithuthi ligosa elichongiweyo loMasipala wesiThili saseCape Winelands (CWDM) elinoxanduva lokwabela izithuthi zikarhulumente kubaqhubi abagunyazisiweyo.

4. UXANDUVA LWABAQHUBI ABAGUNYAZISIWEYO

UMasipala wesiThili saseCape Winelands (CWDM) unoluhlu lwezithuthi zikarhulumente ezilungiselelwe ukusetyenziswa ngabaqeshwa ekwenzeni kwabo imisebenzi yabo yaye ngoko ke intsebenziswano epheleleyo yabo bonke abaqeshwa abachaphazelekayo iyafuneka ukuqinisekisa ngento yokuba inkqubo yolawulo lwezithuthi loMasipala wesiThili saseCape Winelands (CWDM) isebenza ngokufanelekileyo ngawo onke amaxesha. Bonke abaqhubi abagunyazisiweyo balindeleke ukuba bamkele yaye basebenzise uxanduva olunxulunyaniswe nokusetyenziswa kwezithuthi, njengoko kuchaziwe kulo mgaqo-nkqubo nakuxwebhu lwemiqathango.

4.1 UKUSETYENZISWA OKUGUNYAZISIWEYO

(a) Izithuthi ziya kuqhutywa kuphela ngabaqeshwa abanamaphepha-mvume afanelekileyo yaye begunyaziswe ngokufanelekileyo kwimisebenzi karhulumente ekufuneka beqinisekise ngento yokuba amaphepha-mvume abo okuqhuba asoloko esesikweni yaye ayahlaziywa ngaphambi komhla wokuphelelwa kwawo.

(b) Umqhubi ogunyazisiweyo kufuneka abe nephepha-mvume ngokwemiqathango yoMthetho weSizwe weZithuthi zeNdlela (uMthetho onguNombolo 93 we-1996) (NRTA) olungiselelwe iklasi ethile yesithuthi esisetyenziswa nguye.

(c) Ngokungeniswa kwefomu ezaliswe ngokufanelekileyo yokufunwa kwesithuthi, abaqhubi abagunyazisiweyo bayayivuma into yokokuba baya kuhambelana nomgaqo-nkqubo wokuLawulwa kweZithuthi zikaRhulumente.

(d) Zonke izithuthi zikarhulumente kufuneka zikhutshwe nencwadi yokurekhoda uhambo. Umqhubi ogunyazisiweyo unoxanduva lokurekhoda zonke iihambo zakhe kwincwadi yokurekhoda uhambo yonke imihla.

(e) Abaqeshwa baya kuzisebenzisela izithuthi zikarhulumente iinjongo ezigunyazisiweyo kuphela ekwenzeni imisebenzi karhulumente.

(f) Ngumqhubi ogunyazisiweyo kuphela wesithuthi sikarhulumente njengoko kuchaziwe kwifomu yokufunwa kwesithuthi onakho ukuqhuba isithuthi sikarhulumente yaye naphantsi kwazo naziphi na iimeko apho nawuphi na omnye umqeshwa angavunyelwa ukuba aqhube isithuthi ngesi sithuba sohambo olugunyazisiweyo.

(g) Abangengabo abaqeshwa abavumelekanga ukuba baqhube izithuthi zikarhulumente.

(h) Abaqeshwa abavumelekanga ukuba baphazamisane nesixhobo sokulinganisa isantya kwisithuthi sikarhulumente.

(i) Izithuthi zikarhulumente zinokusetyenziswa kuphela ngokuhambelana neemfuno ezifanelekileyo zamaphepha-mvume achaziweyo.

4.2 IMVUME YOMQHUBI YOKUQHUBELA ABAKHWELI

(a) Abaqhubi abasesikweni ekufuneka ngokuhambelana nomthetho ochaziweyo babe neeMvume zaBaqhubela abakhweli (PDP) kufuneka baqinisekise ngento yokuba iiMvume zaBaqhubela abakhweli (PDP) zisemthethweni ngawo onke amaxesha yaye zihlaziywa phambi komhla wokuphelelwa kwazo.

(b) UMasipala wesiThili saseCape Winelands (CWDM) uya kuthwala iindleko zabo bonke abaqhubi abasesikweni ekufuneke ngokwemiqathango yeemfuno zemisebenzi wawo babe baneMvume yaBaqhubela abakhweli (PDP).

(c) ISebe ngalinye linoxanduva lokuqinisekisa ngento yokuba abaqhubi abasesikweni abathe, ngokwemiqathango yomthetho ochaziweyo, kwadingeka ukuba babe neeMvume zaBaqhubela abakhweli (PDP), basifezekisa esi sidingo yaye babe baqhuba izithuthi zikarhulumente kuphela ngokunjalo.

4.3 IPHEPHA-MVUME LOKUQHUBA ELISEMTHETHWENI

(a) Umqeshwa ogunyazisiweyo ukuba aqhube isithuthi sikarhulumente kufuneka abe nephepha-mvume lokuqhuba elisemthethweni ngokuhambelana noMthetho weSizwe weZithuthi zeNdlela (uMthetho onguNombolo 93 we-1996) (NRTA) olungiselelwe udidi oluthile esisetyenziswa nguye.

(b) Luxanduva lomqeshwa ukwazisa umphathi wakhe xa iphepha-mvume lakhe lithe larhoxiswa/laxhonywa.

(c) Abaphathi kufuneka baqinisekise ngento yokuba akukho mqeshwa osebenzisa isithuthi sikarhulumente ngaphandle kwephepha-mvume elisemthethweni.

4.4 UBEKEKO KULUNTU

Zonke izithuthi zikarhulumente ziya kuqhutywa ngendlela ekhuselekileyo nenembeko, eya kuthi inyuse ubekeko loMasipala wesiThili saseCape Winelands (CWDM) kuluntu.

4.5 UCOCEKO

(a) Izithuthi zikarhulumente kufuneka ngawo onke amaxesha zigcinwe zicocekile nakubume obucocekileyo ngabaqeshwa ukulungiselela ukunyusa, ubekeko lorhwebo loMasipala wesiThili saseCape Winelands (CWDM).

(b) Ingakumbi, akufuneki kube nokushiywa inkunkuma kwizithuthi zikarhulumente efana nezinto ezinakho ukuqengqeleka ngaphantsi kwemicephe yokuqhuba yezithuthi (umz. ibreyiki/iklatshi/umcephe wamafutha) ze zibe ngunobangela wezehlo zengozi nokwenzakala.

(d) Xa kubuywa kuhambo ngalunye, izithuthi zikarhulumente makukhutshwe zonke izinto ezingafanele ukuba zezesithuthi (inkunkuma, izinto ezizezakho, njl. njl.).

(e) Abaphathi okanye abalawuli bezithuthi baya kuqinisekisa ngento yokokuba zonke izithuthi zikarhulumente ziyahlanjwa yaye zimfimfithwa uthuli apho zingcole khona, okanye kwenziwe oku kube kanye ngeveki.

4.6 UKUPHATHWA NGONONOPHELO

Izithuthi zikarhulumente ziya kuthi maxa onke ziqhutywe olululo nengqiqo ukulungiselela ukufunyanwa kwenkonzo yesithuthi ze kuthintelwe ulwaphulo lomthetho.

4.7 UKUHLOLWA KWEZITHUTHI ZIKARHULUMENTE

(a) Ukuhlolwa kwangaphambi nokwamva kwezithuthi zikarhulumente kufuneka kuqhutywe ngumqhubi ngamnye ogunyazisiweyo phambi kokuba athabathe uhambo nasemva kokuqukunjelwa kohambo kunye/okanye rhoqo ngemihla ukulungiselela ukuqinisekisa ngento yokokuba isithuthi sikulungele ukuba semgaqweni, sisebenza ngokukhuselekileyo yaye sikubume obucocekileyo, ngokuthi kuzaliswe ifomu yohlolo echaziweyo yangaphambi nangasemva kokuqukunjelwa kohambo encanyatheliswe njengesiHlomelo “A” okanye ngokubhekiselele kwizithuthi zeenkonzo ezingxamileyo, ifomu echaziweyo ngokohlobo lwesithuthi esisetyeziswayo yaye ngokubhekiselele kwizithuthi ezivela kuRhulumente wePhondo weNtshona Koloni, ifomu njengoko ichaziwe nguye.

(b) Iifomu zohlolo zangaphambili nangasemva kohambo kufuneka zizaliswe ngohambo ngalunye olusesikweni, nangona kunjalo ngokubhekiselele kwizithuthi zikarhulumente ezabelwe isigxina, kufuneka zizaliswe yonke imihla yaye kufuneka zingeniswe kumlawuli wezithuthi.

(c) Olu hlolo kufuneka lubandakanye ukuvavanywa komonakalo/kweziphene kwisithuthi ngaphambili nasemva kohambo olugunyazisiweyo.

(d) Nawuphi na umonakalo/iziphene ezifunyanwa ngumqhubi ogunyazisiweyo ngethuba lohlolo kufuneka zichazwe ngembalelwano kumphathi okanye kumlawuli wezithuthi ekufuneka enike ingxelo yena kuMlawuli: iiNkonzo zeNkxaso ukulungiselela intshukumo emayithatyathwe engaphezulu.

(e) Umqhubi ogunyazisiweyo wokugqibela wesithuthi sikarhulumente uya kuthwala uxanduva lwawo nawuphi na umonakalo/iziphene/ilahleko.

(f) Ukuba ngaba ngethuba lohlolo kufunyaniswe ngumqhubi ongunyazisiweyo into yokokuba idiski yephepha-mvume kunye/okanye ipleyiti yenoboli yeoto ilahlekile, yonakele, iphelelwe lixesha okanye icimekile ayibonakali, kufuneka ichazwe ngoko nangoko kumphathi walo okanye kumlawuli wezithuthi ekufuneka yena echazele uMlawuli: iiNkonzo zeNkxaso ukulungiselela intshukumo emayenziwe engaphezulu.

(g) Isithuthi sikarhulumente asisayi kusetyenziswa de kufunyanwe iphepha-mvume elisemthethweni njengoko ukusilela ukubeka elubala idiski yephepha-mvume kunesohlwayo ngokwemiqathango yoMthetho weSizwe weZithuthi zeNdlela, we-1996 (uMthetho onguNombolo 93 we-1996) (NRTA).

(h) Zonke izithuthi zikarhulumente ezibhaliswe ngegama loMasipala wesiThili saseCape Winelands (CWDM) kufuneka zifumaneke ukulungiselela uhlolo lwamathuba athile ngokomyalelo woMlawuli: iiNkonzo zeNkxaso.

(i) Abaqeshwa abanakho ukuncamathisela naziphi na iimpawu zangasese, amakhubalo, iilebhile ezincanyathiselwayo okanye imathiriyeli yokupapasha, kwisithuthi sikarhulumente.

4.8 UKHUSELO

Abaqhubi abagunyazisiweyo baya kuhambelana nemithetho yezithuthi nommiselo ze baqinisekise ngento yokuba abakhweli babo bayahambelana ngokunjalo nemimiselo enjalo, kubandakanywa ukufakwa kwebhanti lokhuseleko.

5. UKUQHUBA NGOKHUSELEKO

5.1 IZOHLWAYO ZEZITHUTHI

(a) UMasipala wesiThili saseCape Winelands (CWDM) akasayi kuhlawula naziphi na izohlwayo zezithuthi zendlela yaye umqhubi ogunyazisiweyo wesithuthi sikarhulumente njengoko kuchaziwe kwifomu yokufunwa kwesithuthi uya kuthwala uxanduva lwazo zonke izohlwayo zesithuthi ezikhutshiweyo ngeli thuba isithuthi eso sikarhulumente besiphathiswe yena ngentembeko.

(b) Akukho mqeshwa oya kufumana nayiphi na inkxaso yemali evela kuMasipala wesiThili saseCape Winelands (CWDM) yentlawulo yazo naziphi na izohlwayo yaye umqeshwa kufuneka aqinisekise ngento yokuba izohlwayo zezithuthi zihlawulwe ngomhla okanye ngaphambili komhla ezilindeleke ngawo njengoko kuchaziwe kwiSaziso seSohlwayo.

5.2 ISANTYA ESIMISIWEYO

(a) Ngokwemiqathango yecandelo 59(4) yoMthetho weSizwe weZithuthi zeNdlela, 1996 (uMthetho onguNombolo 93 we-1996) akukho mntu ekufuneka aqhube isithuthi kwindlela kawonke-wonke ngesantya esingaphezulu kwesantya esimisiweyo ngokubanzi esithi sisebenze ngokuhambelana naloo ndlela okanye aqhube ngesantya esingaphezulu kwesimisiweyo esiboniswe ngophawu olufanelekileyo lwezithuthi zendlela okaye esingaphezulu kwesantya esimisiweyo esichazwe nguMphathiswa ngokubhekiselele kudidi lwesithuthi eso.

(b) Izithuthi zikarhulumente akufuneki ziqhutywe ngesantya esinokuthi sibeke engozini impilo yabakhweli kunye/okanye eyabanye abasebenzisi bendlela.

(c) Isantya kufuneka silungelelaniswe ukuze silungele iimeko zezulu, ubume bendlela kunye nohlobo oluthile lwesithuthi esisetyenziswayo.

5.3 IZITHUTHI ZEENKONZO EZINGXAMILEYO

(a) Ngokuhambelana necandelo lama-58 loMthetho weSizwe weZithuthi zeNdlela, we-1996 (uMthetho onguNombolo 93 we-1996) akukho mntu, ngaphandle kokuba uxelelwe ligosa lendlela, uya kusilela ukuthobela nasiphi na isikhokhelo esiboniswa luphawu lwezithuthi zendlela olubonakaliswe ngendlela echaziweyo.

(b) Icandelwana lama-58(3) lichaza into yokokuba umqhubi, *phakathi kwezinto ezininzi,* wesithuthi sokucima umlilo, wesithuthi sohlangulo okanye nawuphi na umntu oqhuba isithuthi esinxulumene nokhuseleko loluntu unakho ukungawuthatheli ngqalelo umyalelo wophawu lwezithuthi zendlela obonisiweyo ngendlela echaziweyo: Ukuba ngaba -

(i) Uya kusiqhuba isithuthi eso sichaphazelekayo ngentelekelelo efanelekileyo ngokhuseleko lwezinye izithuthi; kunye

(ii) Kwimeko yaso nasiphi na isithuthi sokucima umlilo esinjalo, isithuthi sohlangulo, i-ambulensi okanye isithuthi esiqhutywa ngumntu esinxulumene nokhuseleko loluntu, isithuthi esinjalo siya kufakelwa isixhobo esinakho ukukhupha isandi esichaziweyo kunye nesibane sokusiphawula, njengoko kuchaziwe, yaye isixhobo esinjalo siya kuba nesandi yaye isibane esinjalo siya kusebenza ngeli thuba isithuthi sisenza umsebenzi wokhuseleko loluntu ngeli thuba siqhutywa ngaphezulu kwesantya esimisiweyo ngokubanzi esisebenzayo.

(c) Nangona kunjalo, ngokwemiqathango yecandelo 50 loMthetho oxeliweyo, abaqhubi abathile banakho ukusidlula isanya esimisiweyo ngokubanzi, phakathi kwezinye izinto, xa engumqhubi wesithuthi sokucima umlilo, isithuthi sohlangulo okanye nawuphi na umntu oqhuba isithuthi ngeli thuba aqhuba umsebenzi wokhuseleko loluntu: Ngaphandle kokuba -

(i) Uya kusiqhuba isithuthi eso sichaphazelekayo ngentelekelelo efanelekileyo ngokhuseleko lwezinye izithuthi; kunye

(ii) Kwimeko yaso nasiphi na isithuthi sokucima umlilo esinjalo, isithuthi sohlangulo, i-ambulensi okanye isithuthi esiqhutywa ngumntu esinxulumene nokhuseleko loluntu, isithuthi esinjalo siya kufakelwa isixhobo esinakho ukukhupha isandi esichaziweyo kunye nesibane sokusiphawula, njengoko kuchaziwe, yaye isixhobo esinjalo siya kuba nesandi yaye isibane esinjalo siya kusebenza ngeli thuba isithuthi sisenza umsebenzi wokhuseleko loluntu ngeli thuba siqhutywa ngaphezulu kwesantya esimisiweyo ngokubanzi esisebenzayo.

5.4 UKUQHUBA EBUSUKU: INDLELA ELUNGILEYO YOKUSETYENZISWA KWEZIBANE ZEZITHUTHI

Bonke abaqhubi abagunyazisiweyo bezithuthi zikarhulumente kufuneka bathobele ngokungqongqo uMthetho we-157 woMthetho weSizwe weZithuthi zeNdlela, we-1996 (uMthetho onguNombolo 93 we-1996) (NRTA) odinga, *phakathi kwezinye izinto*, into yokokuba izibane zesithuthi zibe ziyasebenza nangaliphi na ixesha ukususela ekutshoneni kwelanga ukuya ekuphumeni kwelanga "nangalo naliphi na elinye ixesha xa kuthe ngenxa yokukhanya okunganelanga okanye ubume bemo yezulu obungalunganga, abantu nezithuthi ezikumgaqo kawonke-wonke azibonakali kakuhle kumgama ongama-150 eemitha".

5.5 IZITHUTHI ZIKARHULUMENTE EZIMILEYO

Umqhubi ogunyazisiweyo wesithuthi sikarhulumente kufuneka asicime isithuthi, avale zonke iifestile aze atshixe iingcango ze, ukuba kufanelekile, avale aze atshixe ibhuthi okanye iifestile zekhanopi neengcango zesithuthi, nokokuba isithuthi sishiywe sizimele, kungabandakanywa izithuthi zeenkonzo ezingxamileyo xa zisebenza.

6. UKUGUNYAZISWA KWEEFOMU ZOKUFUNWA KWESITHUTHI

Akusayi kukhutshwa nasiphi na isithuthi sikarhulumente esinokukhutshelwa nawuphi na umqeshwa ngaphandle kwefomu eyiyo, ezalisiweyo yokufunwa kwesithuthi, eyamkelwe ligosa eligunyazisiweyo. Ifomu leyo yokufunwa kwesithuthi sikarhulumente kufuneka iqulathe igama lomqeshwa oza kuqhuba isithuthi, injongo kunye nomhla wohambo, indawo ekuyiwa kuyo ngokunjalo negama notyikityo lwegosa eligunyazisiweyo elinegunya lokunika imvume yokusetyenziswa kwesithuthi sikarhulumente.

6.1 Uhambo lwesiqhelo:

Imvume yohambo lwesiqhelo inokugunyaziswa rhoqo ngeveki okanye ngenyanga.

6.2 Imisebenzi yemibutho yabasebenzi:

Imvume kulungiselelwa ukusetyenziswa kwezithuthi zikarhulumente kulungiselelwa imisebenzi yemibutho yabasebenzi inakho ukugunyaziswa ligosa elinoxanduva lweCandelo leMicimbi yaBasebenzi.

7. IIFOMU ZOKUFUNWA KWEZITHUTHI EZIBHEKISELELE KWIZITHUTHI EZABIWE ISIGXINA KUMASEBE/KUMACANDELO ATHE NGQO

Ifomu yokufunwa kwesithuthi yenyanga ezaliswe ngokufanelekileyo kufuneka incanyatheliswe kuxwebhu lokurekhodwa kohambo lwarhoqo ngenyanga ebhekiselele kulwabiwo lwesigxina lwezithuthi kumaSebe athe ngqo.

8. IMISEBENZI YOMPHATHI NEYOMLAWULI WEZITHUTHI

8.1 Xa isithuthi sikarhulumente sikhutshelwe kumqhubi ongunyazisiweyo, izitshixo zesithuthi nencwadi yokurekhoda uhambo kunye, ukuba kufanelekile, nencwadi yoku-odola amafutha kufuneka inikezelwe kumqhubi yaye ulolongo kufuneka lumiliselwe lokokuba zonke izinto ezikhutshiweyo kufuneka zibuyiselwe kwakhona kumphathi okanye umlawuli wezithuthi.

8.2 Umqhubi ogunyazisiweyo kufuneka, ekupheleni kohambo lwakhe, arekhode iinkcukacha njengoko zifuneka kwincwadi esemthethweni yesithuthi yokurekhoda uhambo ze atyikitye incwadi yokurekhoda uhambo, phambi kokugqithisela incwadi yokurekhoda kumphathi okanye kumlawuli wezithuthi.

(a) Ekufunyanweni kwencwadi yokurekhoda uhambo yesithuthi umphathi okanye umlawuli wezithuthi kufuneka akhangele into yokokuba ingaba zonke iihambo ebeziza kuthatyathwa ngumqhubi ogunyazisiweyo zirekhodwa na kuxwebhu lokurekhoda lwesithuthi ukuqinisekisa ngokulunga nozaliswa kakuhle.

(b) Umphathi kunye/okanye umlawuli wezithuthi kufuneka ngokunjalo athelekise ingcaciso ekuxwebhu lwencwadi yokurekhoda uhambo kwingcaciso eyamkelweyo ekwifomu yokufunwa kwesithuthi.

(c) Iikopi zeefomu ezizaliswe kakuhle zokufunwa kwezithuthi kufuneka zincanyathiselwe kumaxwebhu encwadi yokurekhoda uhambo lwesithuthi arhoqo ngenyanga esithuthi sikarhulumente ngasinye.

(d) Ukuba ngaba umphathi okanye umlawuli wezithuthi wanelisekile yinto yokuba ingcaciso ekuxwebhu lokurekhoda uhambo lwesithuthi iyahambelana nengcaciso ekwifomu yokufunwa kwesithuthi, kufuneka atyikitye amaxwebhu okurekhoda uhambo ezithuthi njengobungqina bokokuba ingcaciso ilungile, emva kwangoko kufuneka ingeniswe kwiSebe: lezeMali neeNkonzo zeQhinga leNkxaso kungadlulanga umhla wesi-7 weentsuku zomsebenzi ngenyanga nganye, ngaphandle kwezibhekiselele kwiCandelo: IiNkonzo zokuCinywa koMlilo, eliya kuthi lingenise amaxwebhu okurekhodwa kohambo esithuthi rhoqo ngeveki kwiSebe: elezeMali neeNkonzo zeQhinga leNkxaso.

(e) Umphathi kunye/okanye umlawuli wezithuthi kufuneka angenise kwiSebe: elezeMali neeNkonzo zeQhinga leNkxaso, kungadlulanga iintsuku ezisi-7 zomsebenzi nyanga nganye, amaphepha okugalelwa kwamafutha, ancanyathiselwe kwiikopi ezifanelekileyo zeefomu ezisemthethweni zoku-odola ezilungiselelwe amafutha/i-oyile.

9. IINCWADI ZOKUREKHODA UHAMBO

Umqhubi ngamnye ogunyazisiweyo uya kurekhoda kwincwadi yokurekhoda uhambo ngokucacileyo nangokulungileyo iinkcukacha zohambo, ngokunjalo neekhilomitha zokuphela kohambo ezikhoyo kwi-odomitha xa kubuyiswa isithuthi sikarhulumente ukulungiselela ukufumana imigama ehanjiweyo kuhambo ngalunye.

10. IZITSHIXO ZEZITHUTHI

10.1 Zonke izitshixo zezithuthi zikarhulumente kufuneka zigcinwe zikhuselekile kwindawo yokugcina etshixwayo xa isithuthi singasetyenziswa.

10.2 Umqhubi otyunjiweyo onikwe ngentembeko isithuthi sikarhulumente kufuneka ngokwakhe nangawo onke amaxesha aqinisekise ngento yokuba izitshixo zesithuthi sigcinwe ngokhuseleko yaye azilahlekanga okanye aziweli kwizandla zabantu abangagunyaziswanga.

10.3 Izitshixo zezithuthi zikarhulumente ezisetyenziswe emva kweeyure zomsebenzi, kufuneka ngoko nangoko ekubuyeni, zifakwe kwibhokisi yokhuseleko yasemva kweeyure zomsebenzi ukulungiselela ukukhusela izithuthi zikarhulumente.

10.4 Ukuba ngaba izitshixo zesithuthi zithe zalahleka, imiqathango kufuneka ngokukhawuleza ithatyathelwe ngumqhubi ogunyazisiweyo ukukhusela isithuthi ekubiweni okanye kukusetyenziswa okungagunyaziswanga yaye ukulahleka kwezitshixo kufuneka kuxelwe kumphathi okanye umlawuli wezithuthi.

11. UKUKHUSELWA KWEZITHUTHI

11.1 Umqhubi ogunyazisiweyo wesithuthi sikarhulumente soMasipala wesiThili saseCape Winelands (CWDM), kufuneka athabathe onke amanyathelo afanelekileyo ukuqinisekisa ngokhuseleko lwepropati kamasipala ekwizithuthi zikarhulumente (umz. amafutha, izihombiso nezixhobo) kubusela kunye/okanye kukonakaliswa, nakumathuba apho isithuthi sikarhulumente sithe sashiywa ngumqhubi ogunyazisiweyo.

11.2 Izithuthi zikarhulumente kufuneka, apho kuyimfuneko, zipakwe kwindawo evaliweyo yaye ekhuselekileyo eyeyoMasipala wesiThili saseCape Winelands (CWDM) okanye, ngemvume efanelekileyo evela kwigosa elichongiweyo, zigcinwe kwiindawo ezichongiweyo.

11.3 Ukuba ngaba umqhubi ogunyazisiweyo useluhambeni ngesithuthi sikarhulumente yaye akakho kwindawo emniniyo unguMasipala wesiThili saseCape Winelands (CWDM), kufuneka aqinisekise ngento yokuba isithuthi sikarhulumente ngawo onke amaxesha sipakwe kwindawo ekhuselekileyo

12. AMAPHETSHANA AMAFUTHA KUNYE NEZIXHOBO ZESANGO ELIHLAWULELWAYO (TOLL GATE) (OBU)

12.1 Iphetshana lamafutha, elincanyathiselwe kwikopi efanelekileyo yefomu esesikweni ye-odolo yamafutha/ye-oyile, apho kufanelekileyo, kufuneka lingeniswe ngumqhubi ogunyazisiweyo ofanelekileyo wesithuthi sikarhulumente kumphathi okanye kumlawuli wezithuthi, ekubuyeni nje kwesithuthi sikarhulumente, ukulungiselela ukuthunyelwa kwalo kwiSebe: elezeMali neeNkonzo zeQhinga leNkxaso.

12.2 Izixhobo zesango elihlawulelwayo (Toll gate), apho kuyimfuneko, kufuneka zingeniswe ngumqhubi ogunyazisiweyo wesithuthi sikarhulumente kumphathi okanye kumlawuli wezithuthi, kamsinyane ekubuyeni kwesithuthi sikarhulumente.

13. UKUSETYENZISWA EBUSUKU KUNYE/OKANYE NGEMPELA-VEKI

13.1 Abaqhubi abagunyazisiweyo boMasipala wesiThili saseCape Winelands (CWDM) banokunikwa imvume yokusebenzisa izithuthi zikarhulumente emva kweeyure zesiqhelo zomsebenzi okanye mgeempela-veki kuxhomekekwe kwiimfuno zokusebenza.

13.2 Apho kufuneka izithuthi zikarhulumente zisetyenziswe emva kweeyure zesiqhelo zomsebenzi iNtloko yeSebe echaphazelekayo kufuneka inike imvume kwifomu echaziweyo yokusetyenziswa kwesithuthi sikarhulumente ngokuhlwa.

13.3 Apho kufuneka izithuthi zikarhulumente zisetyenziswe ngeempela-veki, iNtloko yeSebe echaphazelekayo kufuneka ngokwayo inike imvume yokusetyenziswa kwifomu echaziweyo yokufunwa kwesithuthi sikarhulumente.

13.4 Ugunyaziso lokusetyenziswa kwezithuthi zikarhulumente ngeempela-veki lunokuvunyelwa kuphela ze lusayinwe nguMlawuli kaMasipala okanye igosa elityunjwe nguye.

14. UKUSETYENZISWA NGOKUNGEKHO MTHETHWENI KWEZITHUTHI ZIKARHULUMENTE

14.1 UTYWALA/IZIYOBISI/AMAYEZA OWANIKIWEYO/INZUZO

(a) Abaqeshwa abanakho ukuqhuba isithuthi sikarhulumente bephantsi kwempembelelo yotywala okanye iziyobisi.

(b) Abaqeshwa abanakho ukutshaya nayiphi na imveliso yecuba ngethuba beqhuba isithuthi sikarhulumente.

(c) Abaqeshwa abanakho ukusela nabuphi na utywala kunye/okanye basebenzise naziphi na iziyobisi ezingekho mthethweni ngeli thuba bakwisithuthi sikarhulumente.

(d) Abaqeshwa abasebenzisa nawaphi na amayeza abawanikwe ngokusemthethweni anokuthi abe nempembelelo kwikhono labo lokuqhuba, kufuneka bazise umphathi ngokufanelekileyo ngokuthi bamnike ileta evela kugqirha obhalisiweyo.

(e) Abaqeshwa abanakho konke konke ukusebenzisa isithuthi sikarhulumente besenzela inzuzo yabo.

14.2 ABAKHWELI

(a) Akukho mntu ongaqeshwanga nguMasipala wesiThili saseCape Winelands (CWDM) unakho ukukhweliswa kwisithuthi sikarhulumente.

(b) Nawuphi na umkhweli ongaqeshwanga nguMasipala wesiThili saseCape Winelands (CWDM) yaye evunyelwe ligosa elinegunya lokuvumela ukuhanjiswa awangengawo amagosa ngesithuthi sikarhulumente, kufuneka asayine ifomu yokhuseleko echaziweyo phambi kokuba kuqaliswe uhambo.

15. UKUTHINTELWA KWABAQESHWA EKUQHUBENI IZITHUTHI ZIKARHULUMENTE

UMlawuli kaMasipala unalo ilungelo lokuthintela umqeshwa ekuqhubeni isithuthi sikarhulumente, mhlawumbi ithutyana okanye isigxia, ukuba ngaba iimeko zinyanzelisa ngolo hlobo.

16. UKUTHWALWA KOXANDUVA LWELAHLEKO OKANYE UMONAKALO

Umqeshwa woMasipala wesiThili saseCape Winelands (CWDM) ofunyaniswe enobutyala ngokwemiqathango yeNkqubo yoLuleko nesiVumelwano esiHlangeneyo seKhowudi ngelahleko okanye ngomonakalo wesithuthi sikarhulumente, angathwaliswa uxanduva lwelahleko leyo okanye umonakalo.

17. UKUTHWALWA KOXANDUVA KULUNTU

Ukusetyenziswa kwezithuthi zikarhulumente kunakho ukubeka umqeshwa uxanduva loluntu kwimeko apho kunokwenzeka nayiphi na ingozi, ukuba ingozi leyo ifumanisek ibangelwe yintswelo-nkathalo yomqhubi.

18. UKULOLONGWA KWEZITHUTHI ZIKARHULUMENTE

18.1 Umphathi okanye umlawuli wezithuthi kufuneka agcine irekhodi yokuhlolwa kwezithuthi ukuqinisekisa ngento yokuba zonke izithuthi zikarhulumente zithunyelwa kuhlolo kwangethuba nento yokokuba isithuthi sithunyelwa kwiNdawo yokuKhandwa kweZithuthi echongiweyo.

18.2 Naziphi na iziphene, okungalungileyo okanye ukwaphuka okufunyaniswe ngethuba lokuqhutywa kwesithuthi kuhambo lomsebenzi osesikweni, kufuneka zichazwe ngumqhubi ogunyazisiweyo kumphathi okanye umlawuli wezithuthi, ekufuneka enze amalungiselelo afanelekileyo okokuba ukulungiswa kube kuyaqhutywa.

19. ISIXHOBO SOKULANDELWA KOMKHONDO

Bonke abaqeshwa kufuneka bayithabathele ingqalelo into yokokuba izithuthi zikarhulumente ziya kufakelwa isixhobo sokulandelwa komkhondo.

20. UKONAKALA OKANYE UKUNGASEBENZI KWESITHUTHI

20.1 Ukonakala okanye ukungasebenzi kwesithuthi kwenzekile ngeli thuba isithuthi sikarhulumente sisetyenziswa, umqeshwa kufuneka ngoko nangoko aqhagamshelane nomphathi ofanelekileyo kunye/okanye umlawuli wezithuthi ekufuneka enze amalungiselelo neNdawo yokuKhandwa kweZithuthi ukuba iqwalasele lomba.

20.2 Akufuneki naphantsi kwazo naziphi iimeko ukuba umqeshwa woMasipala wesiThili saseCape Winelands (CWDM) aqhubeke esebenzisa isithuthi sikarhulumente ukuba ngaba ukusetyenziswa oko kungabeka esichengeni sengozi nawuphi na umntu, ipropati okanye isithuthi ngokwaso.

21. IINGOZI

21.1 Luxanduva lomqhubi ogunyazisiweyo wesithuthi sikarhulumente ukuxelela ngokukhawuleza umphathi ofanelekileyo kunye/okanye umlawuli wezithuthi neNkonzo yamaPolisa oMzantsi Afria nangayo nayiphi na ingozi eyenzekileyo. Kuxhonyekekwe kwinto yokuba unakho na ukuyichaza ingozi ngoko nangoko ukuba akanakho. Kufuneka ixelwe kwisithuba seeyure ezingama-24.

21.2 Wakuba ugaxeleke nakuyo nayiphi na ingozi umqhubi ogunyazisiweyo kuya kufuneka angenise kwisithuba seeyure ezingama-24 emva kwengozi kumphathi wakhe la maxwebhu alandelayo:

(a) Ingxelo ebhaliweyo epheleleyo yengozi;
(b) Ifomu yebango echaziweyo ebhalisiweyo nezalisiweyo;
(c) Ikopi eqinisekisiweyo yephepha-mvume lokuqhuba elisemthethweni lomqhubi ogunyazisiweyo;
(d) Kwimeko apho kukho umntu ochaphazelekayo obandakanyekayo,

  (i) Inombolo yetyala yamapolisa; kunye
  (ii) Neenkcukacha ezipheleleyo zoqhagamshelwano (igama, imfonomfono nedilesi) yomntu ochaphazelekayo.

(e) Umqhubi ogunyazisiweyo akanakuze naphantsi kwaziphi na iimeko amkele ubutyala, enze nayiphi na ingxelo engahlolwanga nakubani na okanye athembise nangayo nayiphi na intlawulo.

21.3 Umphathi kufuneka enze amalungiselelo kunye neNdawo yokuKhandwa kweZithuthi aze afumane iiKowuti zamaxabiso ezintathu (3) kwisithuba seentsuku ezilishumi (10) zentsuku zomsebenzi emva kwengozi, aze ayithumele kwiNtloko yeSebe efanelekileyo kunye namaxwebhu njengoko echazwe kumhlathi 21.2.

21.4 Ingxelo yesebe esayinwe yiNtloko yeSebe echaphazelekayo, kunye namaxwebhu njengoko echaziwe kumhlathi 21.3 kufuneka anikezelwe kwiSebe: elezeMali neeNkonzo zeQhinga leNkxaso kwiintsuku ezingamashumi amabini (20) zeentsuku zomsebenzi emva kwengozi.

22. UKUNIKEZELWA KWENGXELO YAMABANGO EGLASI

22.1 Luxanduva lomqhubi ogunyazisiweyo ukuba anike ingxelo ngawo nawuphi na umonakalo kwifestile okanye ifestile engaphambili yesithuthi sikarhulumente kumphathi ochaphazelekayo kunye/okanye umlawuli wezithuthi, kuxhonyekekwe kwinto yokuba ukuba akwazanga ukunika ingxelo yomonakalo ngoko nangoko, kufuneka ixelwe kwisithuba seeyure ezigama-24.

22.2 Umqhubi ogunyazisiweyo uya kungenisa kwisithuba seeyure ezingama-24 emva kwesehlo kumphathi wakhe la maxwebhu alandelayo:

(a) Ingxelo yesehlo ebhaliweyo epheleleyo;
(b) Ifomu ebango echaziweyo ebhaliweyo nezalisiweyo;
(c) Ikopi yephepha-mvume lokuqhuba eliqinisekisiweyo lomqhubi ogunyazisiweyo;

22.3 Umphathi kufuneka enze amalungiselelo neNdawo yokuKhandwa kweZithuthi echongiweyo ukulungiselela ukufumana iikowuti ezibhaliweyo ezinexabiso ezintathu (3) kwisithuba seentsuku ezilishumi (10) zeentsuku zokusebenza emva kwesehlo.

22.4 Umphathi kufuneka angenise ngawo onke amaxwebhu ekubhekiselelwe kuwo kwimihlathi 22.2 no 22.3 kwiSebe: elezeMali neeNkonzo zeQhinga leNkxaso kwisithuba seentsuku ezingamashumi amabini (20) zomsebenzi emva kwezehlo.

22. ULULEKO

Umqeshwa owaphula imithetho yoMgaqo-nkqubo weZithuthi zikaRhulumente noLawulo lwazo uya kuhlangabezana neNkqubo yoLuleko nesiVumelwano esiHlangeneyo seKhowudi.

23. IINKQUBO ZOLWAPHULO-MTHETHO

UMlawuli kaMasipala, umntu wesithathu okanye uGunyaziwe weSizwe wezoTshutshiso woMzantsi Afrika unakho ukubeka ityala lolwaphulo-mthetho kumqeshwa kwinkundl;a yamatyala ukuba umthetho osebenzayo ubona kuyimfuneko.

24. IZIHLOMELO

IBhunga linakho kumathuba ngamathuba, ukulungisa lo mgaqo-nkqubo ze livelise nayiphi na imiqathango ukuqinisekisa ngokufaneleka, ngoqoqosho nokusebenza kolawulo lwezibonelelo zeBhunga.

25. UMHLA WOKUMILISELWA

Ukusetyenziswa koMgaqo-nkqubo weZithuthi zikaRhulumente noLawulo Lwazo kuya kumiliselwa xa uthe wamkelwa liBhunga loMasipala wesiThili saseCape Winelands (CWDM).

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IFOMU YOHLOLO LWANGAPHAMBI KOHAMBO			
INombolo yoBhaliso yesiThuthi sikaRhulumente			
Umhla			
ULUHLU LOHLOLO			**AMAGQABANTSHINTSHI (UKUBA "nguHAYI")**
Ukucoceka kwesiqu sesithuthi	Ewe	Hayi	
Izibotho kwisiqu sesithuthi	Ewe	Hayi	
Imikrwelo kwisiqu sesithuthi	Ewe	Hayi	
Isiciko setanki yamafutha sivaliwe	Ewe	Hayi	
Ukuba semthethweni kwephepha-mvume elithathiweyo	Ewe	Hayi	
Iipleyiti zobhaliso zicocekile	Ewe	Hayi	
Ipleyiti yobhaliso yangaphambili ayonakalanga	Ewe	Hayi	
Ibhonethi ivalwe kakuhle	Ewe	Hayi	
Iibhampa zibopheleleke kakuhle	Ewe	Hayi	
Izipilo ezisemacaleni zomelele yaye zicocekile	Ewe	Hayi	
Amathayara amane azinzile	Ewe	Hayi	
Izibane zangaphambili azikho mdaka okanye azophukanga	Ewe	Hayi	
Izibane zangasemva azikho mdaka okanye azophukanga	Ewe	Hayi	
Ukucoceka komphakathi	Ewe	Hayi	
Ifestile yangaphambili ayikho mdaka okanye ayophukanga	Ewe	Hayi	
Izibane zangaphambili ziyasebenza	Ewe	Hayi	
Izibane zangasemva ziyasebenza	Ewe	Hayi	
Izibane zokumisa ziyasebenza	Ewe	Hayi	
Izibane zokukhombisa ukujika ziyasebenza ngaphambili nangasemva	Ewe	Hayi	
Izibane zokukhombisa ukujika ziyasebenza kumacala omabini	Ewe	Hayi	
Isihlambi sefestile yangaphambili nezisuli ziyasebenza	Ewe	Hayi	
Ihuta iyasebenza	Ewe	Hayi	
Oonobumba bokuqala bamagama neFani yoMqhubi oGunyazisiweyo			**Utyikityo loMqhubi oGunyazisiweyo**

See reverse side for Post Inspection Form

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IFOMU YOHLOLO LWASEMVA KOHAMBO			
INombolo yoBhaliso yesiThuthi sikaRhulumente			
Umhla			
ULUHLU LOHLOLO			**AMAGQABANTSHINTSHI (UKUBA "nguHAYI")**
Ukucoceka kwesiqu sesithuthi	Ewe	Hayi	
Izibotho kwisiqu sesithuthi	Ewe	Hayi	
Imikrwelo kwisiqu sesithuthi	Ewe	Hayi	
Isiciko setanki yamafutha sivaliwe	Ewe	Hayi	
Ukuba semthethweni kwephepha-mvume elithathiweyo	Ewe	Hayi	
Iipleyiti zobhaliso zicocekile	Ewe	Hayi	
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Ibhonethi ivalwe kakuhle	Ewe	Hayi	
Iibhampa zibopheleleke kakuhle	Ewe	Hayi	
Izipilo ezisemacaleni zomelele yaye zicocekile	Ewe	Hayi	
Amathayara amane azinzile	Ewe	Hayi	
Izibane zangaphambili azikho mdaka okanye azophukanga	Ewe	Hayi	
Izibane zangasemva azikho mdaka okanye azophukanga	Ewe	Hayi	
Ukucoceka komphakathi	Ewe	Hayi	
Ifestile yangaphambili ayikho mdaka okanye ayophukanga	Ewe	Hayi	
Izibane zangaphambili ziyasebenza	Ewe	Hayi	
Izibane zangasemva ziyasebenza	Ewe	Hayi	
Izibane zokumisa ziyasebenza	Ewe	Hayi	
Izibane zokukhombisa ukujika ziyasebenza ngaphambili nangasemva	Ewe	Hayi	
Izibane zokukhombisa ukujika ziyasebenza kumacala omabini	Ewe	Hayi	
Isihlambi sefestile yangaphambili nezisuli ziyasebenza	Ewe	Hayi	
Ihuta iyasebenza	Ewe	Hayi	
Oonobumba bokuqala bamagama neFani yoMqhubi oGunyazisiweyo			**Utyikityo loMqhubi oGunyazisiweyo**
Oonobumba bokuqala bamagama neFani yoMlawuli weZithuthi			**Utyikityo loMlawuli weZithuthi**