



KWAZULU-NATAL PROVINCE  
KWAZULU-NATAL PROVINSIE  
ISIFUNDAZWE SAKWAZULU-NATALI

**Provincial Gazette • Provinsiale Koerant • Igazethi Yesifundazwe**

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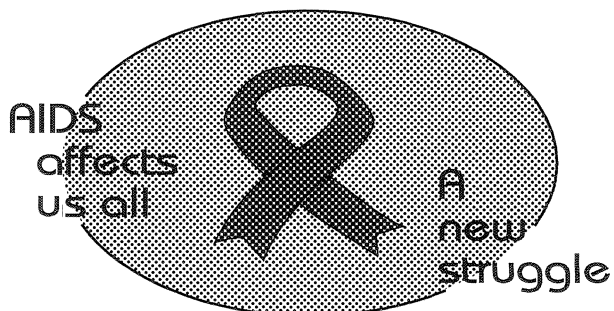
**Vol. 8**

**PIETERMARITZBURG,**

2 OCTOBER 2014  
2 OKTOBER 2014  
2 kuMFUMFU 2014

**No. 1238**

**We all have the power to prevent AIDS**



**AIDS  
HELPLINE**

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DEPARTMENT OF HEALTH

**Prevention is the cure**

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### CONTENTS

<i>No.</i>		<i>Ikhasi</i>
	<b>ISAZISO SIKAWONKE-WONKE</b>	
22	I-Playhouse Company inxusa imibono maqondana nenqubomgomo yezilimi.....	3
	<b>GENERAL NOTICE</b>	
22	Isimemo sokunika izimvo ngomgaqo-nkqubo weelwimi wePlayhouse Company.....	11

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**ISAZISO SIKAWONKE-WONKE—GENERAL NOTICE**


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**No. 22****2 kuMfumfu 2014**
**I-PLAYHOUSE COMPANY INXUSA IMIBONO MAQONDANA NENQUBOMGOMO YEZILIMI**

NgokoMthetho Olawula Ukusetshenziswa Kwezilimi ezisemthethweni uNo. 12 wezi-2012: uMthethonqubo, ibinza 3 (2), lapha i-Playhouse Company ishicilela inqubomgomo yezilimi ehlongoziwe enamathiselwe lapha, futhi inxusa imibono yomphakathi maqondana nale nqubomgomo.

Inqubomgomo yezilimi ehlongoziwe ibalula ngokusobala imigomo emaqondana nokwamukelwa kwale nqubomgomo. Bonke abantu abathintekayo kumbe labo abanentshisekelo kule nqubomgomo, bayacelwa ukuba bazwakalise imibono yabo ngokuba babhalele i-Playhouse Company. Imibono kumele ifinyelele e-Playhouse Company kungadluli umhla **zi-4 kuLwezi wezi-2014**.

Imibhalo emaqondana nalokhu itholakala ku-website ye-Playhouse Company, ethi:- [www.playhousecompany.com](http://www.playhousecompany.com), kumbe ungayithola ngokuxhumana nehhovisi le-Playhouse Company, kule nombolo yocingo ethi:- 031 369 9426, noma kule nombolo yefeksi:- 031 306 2166.

Imibono ingathunyelwa nge-imeyli, ethi:- [hrmanager@playhousecompany.com](mailto:hrmanager@playhousecompany.com) kumbe ingalethwa ngokubhalwe phansi, kuleli kheli elilandelayo:-  
 The Playhouse Company  
 PO Box 5353  
 Durban  
 4000

Sesiyibheke ngabomvu imibono yenu!!

## IPHEPHA LOKULAWULA UMQULU WENQUBOMGOMO

<b>UTHATHA INDAWO</b>	Awuthabathi ndawo yamthetho
<b>IMINININGWANE</b>	Inqubomgomo Yezilimi ye- Playhouse Company

### UMSUNGULI

<b>Uhlanganiswe ngu</b>	Ian Warnes
<b>Isikhundla</b>	IMeneja Yophiko Lwezabasebenzi
<b>Umbheki</b>	nguLinda Bukhosini
<b>Isikhundla</b>	ISikhulu Esiphezulu

### UKUGUNYAZA KWEBHODI NEZIKHULU

<b>Udluliswe ukuze ugunyazwe</b>	Isikhulu Esiphezulu
<b>Usuku Lokudlulisa</b>	ngoLwezi 2014
<b>Ugunyazwe ngu</b>	
<b>Usuku wokugunyaza</b>	
<b>UMqondisi Ophezulu</b>	

### UKUSATSHALALISWA KAWO

<b>USuku Lokukhishwa</b>	
<b>Ukhishwe ngu</b>	
<b>Ukhishelwe u</b>	

**INQUBOMGOMO YEZILIMI****1. IMIGOMO EVAMILE**

- 1.1 UMthethosisekelo weRiphabhlikhi yaseNingizimu Afrika uhlinzeka ngezilimi eziyishumi namabili ezisemthethweni uphinde futhi uqhakambise izilimi zomdabu zabantu baseNingizimu Afrika ebezingasetshenziswa njengezisemthethweni phambilini.
- 1.2 I-Playhouse Company iyaziqonda izibopho zayo zangokomthetho, ngaphansi koMthetho kanye noMthethosisekelo weRiphabhlikhi yaseNingizimu Afrika zokugququzela ubuliminingi, ukulingana kwezilimi kanye nokufaka isandla ekusetshenzisweni kwazo zonke izilimi eziyishumi nambili ezisemthethweni.
- 1.3 Iphinda ihlinzeke ngokuthi wonke umuntu unelungelo lokusebenzisa ulimi lwakhe kanye nokubamba iqhaza emasikweni azikhethele wona ngokuthanda.
- 1.4 I-Playhouse Company iyisiKhungo sezaMasiko inhloso yaso okunguqhubela phambili, ukuqhakambisa kanye nokulondoloza ezobuciko eNingizimu Afrika.
- 1.5 Izikhungo zezamaSiko zakhiwe ngokoMthethosisekelo wezwe kanye nangoMthetho Wokusetshenziswa Kwezilimi Ezisemthethweni uNo. 12 wezi-2012 (Use of Official Languages Act No 12 of 2012) ukuba zibheke ukusetshenziswa kwezilimi kanye nezilimi ezikhethwa ngababambiqhaza babo, kubandakanya nezidingo zabantu abangakwazi ukufunda nokubhala, uma kuxhunywana ngokusemthethweni nohulumeni, uma kukhishwa izaziso kanye nezimemezelo zomphakathi ngokusemthethweni, izimpawu ezikhombisa izikhungo kanye nemisebenzi, kanye nasekuxhumaneni ngezishicilelo okuhloswe ukuba zisatshalaliselwe emphakathini (lapha ezibizwa ngokuthi “Ukuxhumana Okusemthethweni”)
- 1.6 UMthetho Wokusetshenziswa Kwezilimi Ezisemthethweni uNo. 12 wezi-2012 (Use of Official Languages Act No 12 of 2012) uthi uma selukhethiwe ulimi okumele lusetshenziswe, isikhungo kumele sakhe, sishicilele bese siqalisa ukusetshenziswa kwenqubomgomo yezeziLimi.
- 1.7 I-Playhouse Company iyokhombisa ubuchule kanye nekhono lokuxhumana ngendlela eshaya emhlozeni ngesiNgisi, isiZulu kanye nesiXhosa (izilimi zokusebenza).
- 1.8 I-Playhouse Company kumele ikhuthaze ukusetshenziswa kolimi ngendlela okuyiyona ukuze kube nokuphatha ngendlela eyokwanelisa izidingo zabo bonke okusetshenziswana nabo.
- 1.9 I-Playhouse Company ayihambisani nokucwasa ngokolimi.

## 2 INHLOSO

Inhloso yale nqubomgomo ibandakanya lokhu okulandelayo:

- 2.1 Ukuthatha izinyathelo ezibonakalayo ukufukula izinga kanye nokuqhubela phambili izilimi zomdabu kukho ekuxhumaneni nabo bonke okusetshenziswana nabo.
- 2.2 Ukucaba indlela ohlelweni lapho bonke okusetshenziswana nabo bengaxhumana ne- Playhouse Company kanye nokuthi nayo i-Playhouse Company ixhumane ngolunye lwalezi zilimi ezihlonzwe yi-Playhouse Company okuyisiNgisi, isiZulu kanye nesiXhosa.
- 2.3 Ukuqinisekisa ukulungiswa kokungalingani kwezilimi kwaphambilini.
- 2.4 Ukukhuthaza kanye nokweseka izakhamuzi ekufundeni izilimi ezisemthethweni ngale kolimi lwebele nokuyinto eyosiza ekuzuzeni kanye nasekusimamiseni ukubumbana kwesizwe kanye nokwehlukahlukana ngokwamasiko
- 2.5 Ukuqinisekisa ukulingana ekusetshenzisweni kwezilimi ngokugqugquzela ukuphathwa kahle kwezilimi.
- 2.6 Ukuhlinzeka bonke abasebenzi be-Playhouse Company ngemithetho ecacile kanye nemihlahlandlela emaqondana nokusetshenziswa kwezilimi ezihlonziwe ekuxhumaneni nomphakathi kanye nabanye okusetshenziswana nabo.
- 2.7 Ukuqalisa ukusebenza kweSigaba 6 soMthethosisekelo wezwe.

## 3. IZINJONGO

Izinjongo zale nqubomgomo zibandakanya lokhu okulandelayo:

- 3.1 Ukuqagula izilimi zokusebenza ze-Playhouse Company.
- 3.2 Ukususa yonke imigoqo yezezilimi ngaleyo ndlela kukhuthazwe ukufinyelela ngokulingana olwazini olukhishwa yi- Playhouse Company luya kokusetshenziswana nabo.
- 3.3 Ukuqinisekisa ukuthi akukho muntu onqatshelwayo kumbe ovinjelwa ukusebenzisa ulimi lokuzikhethele kwakhe kungakhathalekile ukuthi lungolunye lwezilimi zokusebenza noma cha.

## 4. ISEBENZA KOBANI

Izihlinzeko zale nqubomgomo ziyosebenza kubo bonke abasebenzi be-Playhouse Company.

## 5. IMIBANDELA YALE NQUBOMGOMO YEZILIMI

- 5.1 Nakuba uMthethosisekelo ubeka zonke izilimi ezingeni elilinganayo, kodwa awuphoqelesi ukusetshenziswa kwazo zonke nalapho izimo zingavumi khona. Kunalokho, ukusetshenziswa kolimi kufanele kuvumelane nesimo okubhekenwe naso, kubandakanya nezindlela olukhulunywa ngayo ngaleso sikhathi, izidingo kanye nolimi olukhethwa abantu abakhona ngaleso sikhathi.
- 5.2 Ngokwemiphumela yokubalwa kwabantu kwakamuva, izilimi ezikhulunywa esiFundazweni saKwaZulu Natali, zimi kanje ngokulandelana kokubuningi babantu abazikhulumayo, isiZulu, isiNgisi kanye nesiXhosa. Ngokunjalo-ke i-Playhouse Company ikhethe lezi zilimi zokusebenza ukuba zisetshenziswe ekuxhumaneni ngokomsebenzi.
- 5.3 Uma umuntu engaluzwa ulimi olusuke lutshenziswa, engacela ukuba kuxhunyanwe naye ngolimi aluzwayo.
- 5.4 Ulimi Lwezandla kumele lutholakale uma ludingeka.

## 6. IZIHLINZEKO ZOKUSETSHENZISWA KWEZILIMI EZISEMTHETHWENI

### 6.1 Ukuxhumana N Kwangaphakathi

- 6.1.1 Ngokubhekelela zonke izimo zokusetshenziswa kolimi, isiNgisi yilona limi oluyosetshenziswa yi-Playhouse Company bese kuthi ezinye izilimi ezisebenzayo zisetshenziswe uma isimo sikhomba kumbe siphoka ukuba zisetshenziswe.

### 6.2 Ukuxhumana Ngomlomo Nabangaphandle

- 6.2.1 Ngokubhekelela zonke izimo zokusetshenziswa kolimi, isiNgisi yilona limi oluyosetshenziswa yi-Playhouse Company bese kuthi ezinye izilimi ezisebenzayo zisetshenziswe uma isimo sikhomba kumbe siphoka ukuba zisetshenziswe.

### 6.3 Imihlangano

- 6.3.1 Emihlanganweni kanye nakweminye imicimbi ebandakanya okusetshenziswana nabo, kusetshenziswa yinoma yiluphi ulimi kwezintathu ezisetshenziswayi-Playhouse Company.

- 6.3.1.1 Uma kufakwe isicelo esiyisipesheli sokuba kusetshenziswe olunye ulimi olusemthethweni; kumele kwenziwe izinhlelo zokutolikelwa kolunye lwezilimi ezisemthethweni. Uma kukhona ilungu elifisa ukutolikelwa ngolunye ulimi okungesilona olwezinye izilimi zokusebenza, lelo lungu kuyodingeka lazise usihlalo walowo mhlango kusenesikhathi esanele maqondana nesidingo sokutolikelwa.

- 6.3.1.2 Ulimi Lwezandla kumele luhlale lutholakala uma ludingeka. Uma kwenzeka umuntu edinga ukutolikelwa ngolimi lwezandla emhlanganweni, kudingeka ukuba obiza umhlangano aziswe kusenesikhathi esanele ukuze kwenziwe izinhlelo zokuba kutholakale utolika.

- 6.3.1.3 Imihlangano kumbe izigcawu zokuxoxisana nomphakathi kanye/ kumbe nanoma yimuphi umcimbi lapho umphakathi ubambe khona iqhaza

kumele iqhutshwe nanoma ngaluphi lwezilimi ezintathu kuye ngokuthi abantu okukhulunywa nabo bakhetha luphi ulimi. Uma kunamalungu omhlangano angaluzwa ulimi olukhethiwe, kumele atolikelwe.

6.3.1.4 Uma kuceliwe, amarekhodi okwaxoxwa kule mihlangano angahunyushnyelwa kunanoma yiluphi ulimi kwezintathu.

#### **6.4 Ukuxhumana Ngokubhala Kwangaphakathi (kubandakanya nokuxhumana ngobuchwepheshe bamakhompyutha)**

6.4.1 Ukuxhumana kwangaphakathi, imiqulu yezoqueqesho kanye nemiyalelo, amabhuku, kuyoshicilelwa ngolimi lwesiNgisi.

6.4.2 Ezinye izilimi ezisemthethweni zingasetshenziswa uma isimo sikhomba lokho.

#### **6.5 Ukuxhumana Ngokubhala Nabangaphandle (kubandakanya nokuxhumana ngobuchwepheshe bamakhompyutha)**

6.5.1 Ukuxhumana nokusetshenziswana nabo bendawo, bakazwelonke, kanye nabamazwe angaphandle kuyokwenziwa ngolimi lwesiNgisi, ngaphandle uma kwenziwe isicelo sokuba kusetshenziswe olunye ulimi.

6.5.2 Uma lowo obhalelwayo engalugqondi ulimi olusetshenzisiwe, angacela ukuba kuxhunyanwe naye ngolimi alwaziyo.

6.5.3 Izincwadi eziya ngaphandle zingabhalwa nganoma yiziphi izilimi zokusebenza, ngokuqaphela ulimi lokuzokhethela lwalowo obhalelwayo. Ukuphendula izincwadi ezivela ngaphandle kumele kwenziwe ngolimi lokuxhumana kokuqala obelukade lusetshenzisiwe ekuxhumaneni lokho.

6.5.4 Izakhamuzi zinelungelo lokuxhumana ngolimi lokuzikhethela.

#### **6.6 I-website**

I-website iyobhalwa ngalezi zilimi zokusebenza.

#### **6.7 Izaziso kanye Nezikhangiso**

Zonke izaziso ezimthethweni, imibiko, imiqulu kanye nezikhangiso ezikhishelwa umphakathi kumele zishicilelwe ngezilimi ezisetshenziswa yi-Playhouse Company.



**6.8 Izimpawu Eziyizinkomba**

Izimpawu ezikhombisa indlela eya ezindaweni kumbe ezikhungweni ezahlukene ngaphakathi e-Playhouse Company kumele zibhalwe ngezilimi ezintathu ezisetshenziswa yi- Playhouse Company.

**6.9 Ukunakekelwa Kwamakhosimende**

Onke amakhosimende kumele asizwe ngolimi azikhethela wona, ngosizo lwabatoliki, uma kunesidingo.

**7. UKUQALISWA KOKUSEBENZA KWALE****NQUBOMGOMO YEZILIMI****7.1 AMASU OKUSEBENZA**

7.1.1 I-Playhouse Company kumele iqinisekise ukuthi abasebenzi bayachazelwa ngobuhle kobuliminingi bese bekhuthazwa ukwamukela ukusetshenziswa kwezilimi zalabo okusetshenziswana nabo kanye nezilimi abazikhethela zona.

7.1.2 Imisebenzi yokuhumusha kanye nokutolika ye-Playhouse Company kumele yenziwe abantu abayifundele bagogoda abaqashwe uPhiko Lwemisebenzi Yezilimi eMnyangweni Wezobuciko Namasiko esiFundazweni.

7.1.3 I-Playhouse Company kumele igqugquzele iphinde yeseke ukuthuthukiswa kwamakhono ezilimi kubasebenzi bayo.

7.1.4 Abasebenzi kumele bakhuthazwe ukufunda futhi bazi ezinye izilimi ngale kwezilimi zabo zebele ngaleyo ndlela-ke kuqhutshezelwe phamabili ubuhle bobuliminingi, kukhuthazwe nokuhlonishwa kokuhlukahlukana ngokwamasiko kuphinde kwenziwe ngcono indlela yokuxhumana.

7.1.5 Kumele kubhekelewe le nqubomgomo yezilimi uma kuqashwa abasebenzi abasha.

**8. IZIKHATHI EZINQUNYIWE ZOKUQALISWA KOKUSEBENZAKWALE****NQUBOMGOMO YEZILIMI**

Ngaphandle uma kushiwo ngenye indlela kule nqubomgomo, izihlinzeko zale nqubomgomo ziyiqala ukusebenza emva kokwamukelwa kwale nqubomgomo nguMkhandlu.

## 9. UKUTHOLAKALA KWALE NQUBOMGOMO YEZILIMI

9.1 Le Nqubomgomo Yezilimi izohunyushelwa ezilimini ezintathu ezisemthethweni bese itholakala ngekhophi ebhalwe ephepheni eMnyangweni Wezabasebenzi (Human Resources Department) emahhovisi e-Playhouse Company, 29 Acutt Street, Durban.

9.2 Amakhophi ale Nqubomgomo Yezilimi atholakala ngekhompyutha wona ayothakala ku-website ye-Playhouse Company ethi: <http://www.playhousecompany.com>

## 10. INDLELA YOKUFAKA IZIKHALO

10.1 Nanoma ngubani ongenelisekile ngesinqumo se-Playhouse Company maqondana nokusetshenziswa kwezilimi ezisemthethweni, angafaka isikhalo asiqondise eSikhulwini Esiphezulu (i-Chief Executive Officer).

10.2 Uma ngabe umuntu engakutholi ukweneliseka, lowo muntu angasebenzisa izindlela ezibekiwe ngokumthetho ukuze kulungiswe lokho okungamthokozisi.

## 11. UPHIKO LWEZILIMI

11.1 I-Playhouse Company angeke ilusungule uPhiko Lwezilimi, kodwa-ke iyofaka isicelo kuNgqongqoshe sokuba ikhululwe kulokhu.

11.2 Uma kunesidingo, i-Playhouse Company ingadluisela kwabanye ukuba bayenzele umsebenzi wokuhumusha kanye nokutolika odingeka ngokwale nqubomgomo.

## 12. UKUVUNYWA KWALE NQUBOMGOMO

ISAYINWE NGALOLU SUKU.....ENYANGENI KA.....KOWEZI-2014

.....

## USIHLALO WOMKHANDLU

No. 22

2 October 2014



## ISIMEMO SOKUNIKA IZIMVO NGOMGAQO-NKQUBO WEELWIMI WEPLAYHOUSE COMPANYY

Ngokomthetho ongoKusetyenziswa kweeLwimi eziseMthethweni (12/2012): uMmiselo: umhlathi wesi-3(2), iPlayhouse Company ipapasha umgaqo-nkqubo ocetywayo onamatheliswe apha kunjalonje imema uluntu ngokubanzi ukuba lunike izimvo zalo ngalo mgaqo-nkqubo.

Usakuba wamkelwe lo mgaqo-nkqubo ucetywayo uza kumisa imithetho-siseko ecetywayo. Bonke abo bachaphazelekayo okanye abanomdla kulo mgaqo-nkqubo ucetywayo bayakhuthazwa ukuba bathumele imbalelwano ePlayhouse Company. Kufuneka loo mbalelwano ifike ePlayhouse Company ngomhla wesi-4 kweyeNkanga 2014.

Amaxwebhu ayafumaneka kwiwebsite yePlayhouse Company ethi - [www.playhousecompany.com](http://www.playhousecompany.com), okanye abantu bangawafumana ngokuthi baqhagamshelane neofisi yePlayhouse Company kule nombolo yomnxeba 031 369 9426 okanye kule nombolo yefeksi 031 306 2166.

Izimvo zingathunyelwa kule dilesi yeimeyili [hrmanager@playhousecompany.com](mailto:hrmanager@playhousecompany.com) okanye zingathunyelwa ngembalelwano kule dilesi:

The Playhouse Company  
PO Box 5353  
Durban  
4000

Sinomdla wokufumana kwanokuva izimvo zenu.

## IPHEPHA LOLAWULO LOXWEBHU LOMGAQO- NKQUBO

<b>UTHABATHA INDAWO</b>	Awuthabathi ndawo yamthetho
<b>IINKCUKACHA</b>	uMgaqo-nkqubo woLwimi weNkampani iPlayhouse

### UMVELISI

<b>Ulungiswe ngu</b>	Ian Warnes
<b>Isikhundla</b>	uMlawuli weMicimbi yaBasebenzi
<b>Umgcini</b>	nguLinda Bukhosini
<b>Isikhundla</b>	yiNgqonyela

### UKUVUNYWA YIBHODI NABALAWULI ABAPHEZULU

<b>Ugqithiselwe ukuze uvunywe</b>	yiNgqonyela
<b>Umhla wokugqithiswa</b>	eyeNkanga 2014
<b>Uvunywe ngu</b>	
<b>Umhla wokuvunywa</b>	
<b>Umlawuli ophetheyo</b>	

### UKUSASAZWA KAWO

<b>Umhla wokukhutshwa</b>	
<b>Uhanjiswa ngu</b>	
<b>Ukhutshelwe</b>	

## UMGAQO-NKQUBO WOLWIMI

### 1. IMITHETHO-SISEKO NGOKUTHE GABALALA

- 1.1 UMgaqo-siseko waseMzantsi Afrika umisela iilwimi ezilishumi elinanye njengeelwimi ezisemthethweni kwaye uyakunakana ukuncipha okuyimbali kokusetyenziswa leelwimi zomthonyama zabantu baseMzantsi Afrika kunye newonga lazo.
- 1.2 *IPlayhouse Company* iyalwamkela uxanduva lwayo lomthetho phantsi koMthetho kunye noMgaqo-siseko weRiphabliki yaseMzantsi Afrika lokukhuthaza ukuthethwa kweelwimi ezininzi, umakulinganwe kwiilwimi kunye nokufaka igalelo kusetyenziso oluqhubekayo lweelwimi ezisemthethweni zolishumi elinanye.
- 1.3 Ukwabalula nokuba wonke umntu unelungelo lokusebenzisa ulwimi lwakhe nokuthabatha inxaxheba kwimicimbi yezenkcubeko ayithandayo.
- 1.4 *IPlayhouse Company* liZiko leNkcubeko elinjongo yalo ikukuphucula, ukukhuthaza kunye nokulondoloza ubugcisa obudlalwayo/obuboniswayo eMzantsi Afrika.
- 1.5 AmaZiko eNkcubeko ayalelwa nguMgaqo-siseko kunye noMthetho ongoKusetyenziswa kweelwimi eziseMthethweni we-12 ka-2012 ukuba akuthabathele ingqalelo ukusetyenziswa kweelwimi kunye neelwimi ezikhethwa ngabathathi nxaxheba bawo, kuquka iimfuno ezizodwa zabantu abangakwaziyo ukufunda nokubhala kunxibelelwano lwawo ngokusesikweni norhulumente, unxibelelwano olusesikweni ngezibhengezo nezaziso zoluntu, iimpawu ezichaza izinto neenkondo ezinikwayo kwakunye nonxibelelwano ngoshicilelo olusesikweni olulungiselelwe ukusasazwa eluntwini (emva koku olu nxibelelwano lubizwa ngokuba “lunxibelelwano olusesikweni”)
- 1.6 UMthetho ongoKusetyenziswa kweelwimi eziseMthethweni we-12 ka-2012 umisela ukuba lisakuluqingqa usetyenziso lweelwimi iziko lenkcubeko kufuneka livelise, lipapashe kwaye limilisele uMgaqo-nkqubo weelwimi.
- 1.7 *IPlayhouse Company* iza kubonisa ubuchule nokukwazi ukunxibelelana ngokuchanekileyo ngesiNgesi, isiZulu nesiXhosa (ekuziilwimi ezisebenzayo).
- 1.8 *IPlayhouse Company* kufanele ikhuthaze ulawulo lolwimi olunobulungisa ukuze ibe nolawulo olululo nolusebenzayo ekuhlangabezaneni noko kulindelwe ngabathathi-nxaxheba bebonke.
- 1.9 Akusayi kubakho kubukulwa ngokolwimi e*Playhouse Company*.

## 2. INJONGO

Injongo yalo mgaqo-nkqubo iquka oku kulandelayo:

- 2.1 Ukuthabatha amanyathelo asebenzayo nakhayo ukonyusa iwonga nokuphucula usetyenziso lweelwimi zomthonyama kunxibelelwano nabathathi-nxaxheba bebonke.
- 2.2 Ukongamela inkqubo apho bonke abathathi-nxaxheba banokuthi banxibelelane ne*Playhouse Company* nalapho i*Playhouse Company* inokuthi inxibelelane nabo ngolunye ulwimi kwezi lwimi zichongwe yi*Playhouse* ezizezi: isiNgesi, isiZulu kunye nesiXhosa.
- 2.3 Ukuqinisekisa ukulungiswa kokungalingani okwenziwa yimbali kusetyenziso lweelwimi.
- 2.4 Ukukhuthaza nokuxhasa abemi ukuba bafunde ezinye iilwimi ezisemthethweni ezingezizo ezo zabo nto leyo iya kunceda ukuphumeza nokumilisela umanyano lwesizwe kunye neyantlukwano yeenkcubeko.
- 2.5 Ukuqinisekisa umakulinganwe kusetyenziso lweelwimi ezisebenzayo ngokuthi kukhuthazwe ulawulo lolwimi olunobulungisa.
- 2.6 Ukunika bonke abasebenzi be*Playhouse Company* imithetho nezikhokelo ezicacileyo malunga nokusetyenziswa kweelwimi ezichongiweyo kunxibelelwano noluntu kunye nabanye abathathi-nxaxheba.
- 2.7 Ukumilisela kunye nokusebenzisa amagatya eCandelo lesi-6 loMgaqo-siseko.

## 3. IINQOBO EZIPHAMBILI

Iinjongo zalo mgaqo-nkqubo ziquka ezi zilandelayo:

- 3.1 Ukunika ingqalelo efanelekileyo kwiilwimi ezisebenzayo e*Playhouse Company*.
- 3.2 Ukuncothula yonke imiqobo yeelwimi khon'ukuze kukhuthazwe ukufikeleleka okulinganayo kulwazi olunikwa abathathi-nxaxheba be*Playhouse Company*.
- 3.3 Ukuqinisekisa ukuba akukho mntu walelwayo okanye uthintelwayo ukuba asebenzise ulwimi lwakhe nokokuba ayilulo olunye lweelwimi ezisebenzayo e*Playhouse Company*.

## 4. UMDA

Amagatya alo mgaqo-nkqubo aza kusebenza kubo bonke abasebenzi be*Playhouse Company*.

## 5. UMGANGATHO WOMGAQO-NKQUBO WOLWIMI

- 5.1 UMgaqo-siseko uzinika iwonga elilinganayo zonke iilwimi kodwa

awukunyanzelisi ukusetyenziswa kwazo zonke. Kungokko ke usetyenziso lweelwimi kufuneka lukhokelwe ziingcamango ezinengqiqo nezifanelekileyo kuquka intsingiselo yokusetyenziswa kwazo, iimfuno kunye nolwimi olukhethwa ngabantu abo kuthethwa nabo.

- 5.2 Ngokweziphumo zobalo-bantu olugqithileyo iilwimi ezithethwa kakhulu kwiphondo laKwaZulu-Natala ngokulandelelana kwazo zezi: isiZulu, isiNgesi, kunye nesiXhosa. Kungoko ke i*Playhouse Company* ikhethe ezi lwimi zisebenzayo njengeelwimi zonxibelelwano olusesikweni.
- 5.3 Xa umntu engalwazi ulwimi oluthethwayo unako ukucela ukuba kuthethwe naye ngolwimi alwaziyo naluvayo.
- 5.4 Kufuneka lufumaneka ulwimi lwabantu abangevayo xa lufuneka.

## 6. AMAGATYA OKUSETYENZISWA KWEELWIMI EZISEMTHETHWENI

### 6.1 Unxibelelwano ngomlomo lwangaphakathi

- 6.1.1 IsiNgesi siza kuba lulwimi olusetyenziswayo e*Playhouse Company* zize ezi ezinye iilwimi ezisebenzayo zisetyenziswe xa kuyimfuneko, kodwa usetyenziso olunengqiqo nolufanelekileyo lweelwimi luza kuthatyathelwa ingqalelo.

### 6.2 Unxibelelwano ngomlomo lwangaphandle

- 6.2.1 IsiNgesi siza kuba lulwimi olusetyenziswayo e*Playhouse Company* zize ezi ezinye iilwimi ezisebenzayo zisetyenziswe xa kuyimfuneko, kodwa usetyenziso olunengqiqo nolufanelekileyo lweelwimi luza kuthatyathelwa ingqalelo.

### 6.3 Intlanganiso

- 6.3.1 Naluphi na ulwimi kwiilwimi ezisebenzayo e*Playhouse Company* lungasetyenziswa kwiintlanganiso nakwezinye iinkqubo neendibano ezibandakanya abathathi-nxaxheba.
- 6.3.1.1 Xa kukho isicelo esisodwa sokokuba kusetyenziswe olunye ulwimi kwiilwimi ezisemthethweni kufuneka kubekho iinkonzo zokutolikela kolunye ulwimi olusebenzayo. Xa kukho ilungu elifuna ukutolikelwa kulwimi olungekhoyo kwezi zisebenzayo e*Playhouse Company*, kufuneka linike uSihlalo wentlanganiso leyo isaziso kwixesha elaneleyo sokufuna ukutolikelwa kolo lwimi.
- 6.3.1.2 Kufuneka lufumaneka ulwimi lwabantu abangevayo xa lufuneka. Xa kukho umntu ofuna ukusebenzisa ulwimi lwabantu abangevayo entlanganisweni kufuneka anike lowo ubiza intlanganiso isaziso kwixesha elaneleyo khon'ukuze akwazi ukwenza amalungiselelo okunika inkonzo yokutolika.
- 6.3.1.3 Kufuneka iintlanganiso okanye iindibano noluntu okanye nawuphi na umsitho wentatho-nxaxheba yoluntu zibanjwe ngalo naluphi na ulwimi kwezi zintathu zisebenzayo kuxhomekeke kulwimi olo lufunwa ngabantu ekuthethwa nabo. Xa kukho abanye abantu abangaluvayo ulwimi oluthethwayo kufuneka batolikelwe.
- 6.3.1.4 Ingxelo yezi ndibano zilolu hlobo inokuguqulelwa kulo naluphi na ulwimi kwezi lwimi zintathu, xa iceliwe.

**6.4 Unxibelelwano olubhaliweyo lwangaphakathi (kuquka unxibelelwano ngeimeyili)**

- 6.4.1 Imbalelwano yangaphakathi, iimanuwali zoqeqesho nemiyalelo, ushicilelo zonke ezi ziza kushicilelwa ngolwimi lwesiNgesi.
- 6.4.2 Ezinye iilwimi ezisemthethweni ziza kusetyenziswa xa imeko ifuna zisetyenziswe.

**6.5 Unxibelelwano olubhaliweyo lwangaphandle (kuquka unxibelelwano ngeimeyili)**

- 6.5.1 Imbalelwano nabathathi-nxaxheba basekuhlaleni, abakazwelonke kunye nabehlabathi jikelele iza kuba ngolwimi lwesiNgesi ngaphandle kokuba kufakwe isicelo sokokuba kusetyenziswe olunye ulwimi kwezi zisemthethweni.
- 6.5.2 Ukuba ngaba umntu obhalelweyo akalwazi ulwimi abhalelwe ngalo unako ukucela ukuba abhalelwe ngolwimi alwaziyo naluqondayo.
- 6.5.3 Imbalelwano ephumayo inokwenziwa ngalo naluphi na ulwimi kwiilwimi ezisebenzayo kodwa kuthathelwe ingqalelo ulwimi lomntu lowo ubhalelwayo. Impendulo yembalelwano yangaphandle kufuneka ibhalwe ngolwimi olo ebebhalelwe ngalo lowo ubhalelweyo.
- 6.5.4 Abemi banelungelo lokunxibelelana ngolwimi abaluthandayo.

**6.6 I-website**

I-website iza kubhalwa ngezi lwimi zisebenzayo.

**6.7 Izibhengezo neentengiso**

Kufuneka zonke izibhengezo, iingxelo, amaxwebhu kunye neentengiso ezisemthethweni ezipapashelwa uluntu ngokubanzi zipapashwe ngeelwimi ezisebenzayo zase*Playhouse Company*.

**6.8 Iimpawu zokuzazisa**

Iimpawu zokuzazisa kunye neenkcazelo zeendawo ezahlukahlukeneyo zase*Playhouse Company* nazo kufuneka zibhalwe ngazo zontathu iilwimi ezisebenzayo.

**6.9 Ukukhathalelwa kwabathengi**

Kufuneka bonke abathengi banikwe iinkonzo ngeelwimi zabo abazifunayo kuze kusetyenziswe iitoliki xa kuyimfuneko.

**7. UKUMILISELWA**

**7.1 IZICWANGCISO**

7.1.1 Kufuneka i*Playhouse Company* iqinisekise ukuba iyabazisa abasebenzi bayo ngexabiso lokuthethwa kweelwimi ezininzi kwaye ibakhuthaze ukuba bakwazi ukumelana nendlela abathathi-nxaxheba abazisebenzisa ngayo iilwimi kunye neelwimi zabo abazikhethayo.



7.1.2 Iinkonzo zokutolika kunye nezoguqulo lolwimi e*Playhouse Company* kufuneka zinikwe ziincutshe zolwimi eziqeshwe licandelo leeNkonzo zeeLwimi zePhondo kwiSebe lezobuGcisa neNkcubeko.

7.1.3 I*Playhouse Company* kufuneka ikhuthaze kwaye ixhase ngenkuthalo uphuhliso lwamakhono olwimi kubasebenzi bayo.

7.1.4 Kufuneka abasebenzi bakhuthazwe ukuba bazifunde kwaye baziqonde ezinye iilwimi ezingezizo ezabo nto leyo iphucula ixabiso lokusetyenziswa kweelwimi ezininzi, ikhuthaza ukuhlonelwa kweyantlukwano ngeenkubeko kwaye iphucula unxibelelwano.

7.1.5 Kufuneka uthatyathelwe ingqalelo lo mgaqo-nkqubo wolwimi xa kuzingelwa abasebenzi abatsha.

## 8. AMAXESHA AMISELWEYO OKUMILISELA

Amagatya alo mgaqo-nkqubo aza kusebenza usakuba wamkelwe liBhunga, ngaphandle kokuba kuxelwe nto yimbi kulo mgaqo-nkqubo.

## 9. UKUFIKELELA KUMGAQO-NKQUBO WOLWIMI

9.1 Umgaqo-nkqubo woLwimi oza kuguqulelwa kwiilwimi ezintathu ezisemthethweni uza kufumaneka ngekopi eprintiweyo kwiCandelo leMicimbi yaBasebenzi elikwiiofisi ze*Playhouse Company* kule dilesi: 29 Acutt Street, Durban.

9.2 Iikopi ezifumaneka kwikhompyutha zoMgaqo-nkqubo woLwimi ziya kufumaneka kwiwebsite ye*Playhouse Company* ethi: <http://www.playhousecompany.com>

## 10. INKQUBO YEZIKHALAZO

10.1 Nabani na ongonelisekanga sisigqibo esithatyathwe yi*Playhouse Company* malunga nokusebenzisa kwayo iilwimi ezisemthethweni unako ukufaka isikhalazo asithumele kwiNgqonyela.

10.2 Xa umntu lowo eqhubeka nokungoneliseki unako ukusebenzisa amaziko omthetho akhoyo ukuze afumane isisombululo.

**11. ICANDELO LOLWIMI**

11.1 *IPlayhouse Company* ayisayi kulisungula iCandelo loLwimi kodwa iza kufaka isicelo kuMphathiswa sokukhululwa koku.

11.2 Xa kuyimfuneko *iPlayhouse Company* inako ukufuna ngaphandle iinkonzo zoguqulo lolwimi nezotoliko ezifunekayo ngokwalo mgaqo-nkqubo.

**12. UKUVUNYWA KOMGAQO-NKQUBO**

UTYIKITYWE NGOWE/WAMA.....KWEYE.....2014

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**USIHLALO WEBHUNGA**

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**NOTICE – CHANGE OF TELEPHONE NUMBERS: GOVERNMENT PRINTING WORKS**

As the mandated government security printer, providing world class security products and services, Government Printing Works has adopted some of the highly innovative technologies to best serve its customers and stakeholders. In line with this task, Government Printing Works has implemented a new telephony system to ensure most effective communication and accessibility. As a result of this development, our telephone numbers will change with effect from 3 February 2014, starting with the Pretoria offices.

The new numbers are as follows:

- Switchboard : 012 748 6001/6002
- Advertising : 012 748 6205/6206/6207/6208/6209/6210/6211/6212
- Publications Enquiries : 012 748 6052/6053/6058 [GeneralEnquiries@gpw.gov.za](mailto:GeneralEnquiries@gpw.gov.za)
  - Maps : 012 748 6061/6065 [BookShop@gpw.gov.za](mailto:BookShop@gpw.gov.za)
  - Debtors : 012 748 6060/6056/6064 [PublicationsDebtors@gpw.gov.za](mailto:PublicationsDebtors@gpw.gov.za)
  - Subscription : 012 748 6054/6055/6057 [Subscriptions@gpw.gov.za](mailto:Subscriptions@gpw.gov.za)
- SCM : 012 748 6380/6373/6218
- Debtors : 012 748 6236/6242
- Creditors : 012 748 6246/6274

Please consult our website at [www.gpwonline.co.za](http://www.gpwonline.co.za) for more contact details.

The numbers for our provincial offices in Polokwane, East London and Mmabatho will not change at this stage.