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**GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS**

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**DEPARTMENT OF ENVIRONMENTAL AFFAIRS****NO. 937****19 AUGUST 2016****USE OF OFFICIAL LANGUAGES ACT, 2012 (ACT NO. 12 OF 2012)  
DEPARTMENT OF ENVIRONMENTAL AFFAIRS LANGUAGE POLICY**

I, Bomo Edith Edna Molewa, Minister of Environmental Affairs, hereby publish the Language Policy for the Department of Environmental Affairs, in terms of section 4(1) (h) of the Use of Official Languages Act, 2012 (Act No. 12 of 2012), read with regulation 3(3) of the Use of Official Languages Regulations, 2013, set out in the Schedule hereto.



**BOMO EDITH EDNA MOLEWA  
DEPARTMENT OF ENVIRONMENTAL AFFAIRS**



**environmental affairs**

Department:  
Environmental Affairs  
REPUBLIC OF SOUTH AFRICA

**LANGUAGE POLICY**

**OF THE**

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS**

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**1. DEFINITIONS**

In this policy, unless the context indicates otherwise—

“**Act**” means the Use of Official Languages Act, 2012 (Act No. 12 of 2012);

“**business language or language of record**” means an official language chosen for conducting its business, keeping record, archiving proceedings and procedures of the department;

“**Constitution**” means the Constitution of the Republic of South Africa, 1996;

“**DEA**” means the Department of Environmental Affairs;



“**Director-General**” means the Director-General of the Department of Environmental Affairs;

“**equitable treatment**” means the usage of language which is fair, impartial and even-handed;

“**interpreting**” in relation to oral utterance, means the transposing of utterances of one language into utterances of another language and, in relation to signed utterances, means the transposing of sign language signs into a spoken language and the other way round, and “**interpret**” has a corresponding meaning;

“**multilingualism**” means the use of three or more languages by an individual or a group of people;

“**official language**” means a language used in government, education, business and the media;

“**policy**” means the Language Policy of the Department of Environmental Affairs;

“**Republic**” means the Republic of South Africa; and

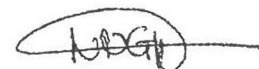
“**translation**” means the transposing of a text from one language to another, and “**translate**” has a corresponding meaning.

## 2. LEGISLATIVE INSTRUMENTS

- (a) The Constitution of the Republic of South Africa, 1996.
- (b) The Use of Official Languages Act, 2012 (Act No. 12 of 2012).
- (c) Regulations in terms of section 13 of the Use of Official Languages Act, 2012.
- (d) Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

## 3. PURPOSE OF THE POLICY

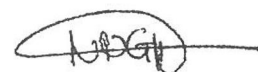
- 3.1 The purpose of this policy is to comply with section 4(1) of the Use of Official Languages Act, 2012 (Act No. 12 of 2012), which provides that every national department, national public entity and national public enterprise must adopt a language policy regarding its use of official languages for government purposes.



- 3.2 Section 4(2) of the Use of Official Languages Act, 2012 provides that the policy must:
- (a) comply with the provisions of section 6(3)(a) of the Constitution;
  - (b) identify at least three official languages that the national department, national public entity or national public enterprise will use for government purposes;
  - (c) stipulate how official languages will be used, amongst other things, in effectively communicating with the public, official notices, government publications and inter- and intra-government communications;
  - (d) describe how the national department, national public entity or national public enterprise will effectively communicate with members of the public whose language of choice is:-
    - (i) not an official language contemplated in paragraph (b); or
    - (ii) South African sign language.
  - (e) describe how members of the public can access the language policy;
  - (f) provide a complaints mechanism to enable members of the public to lodge complaints regarding the use of official languages by a national department, national public entity or national public enterprise; and
  - (g) provide for any other matter that the Minister may prescribe.
- 3.3 Regulation 2 of the Use of Official Languages Regulations, 2013 prescribe the form and content of the Language Policy.

#### 4. PRINCIPLES

- (a) To promote equitable use of official languages in order to realise social, cultural and linguistic justice in line with section 6 of the Constitution;
- (b) to facilitate access to information by various communities of South Africa through languages of their choice;
- (c) to promote languages which were previously marginalised;
- (d) to introduce the Language Unit which will perform the functions stipulated in the Act;
- (e) to identify the three departmental official languages that will be used as media of communication;
- (f) to promote the usage of the three official languages of the department by the departmental staff;





- (g) to foster compliance with the provision of the departmental language policy and the legislation thereto; and
- (h) to promote respect of other official languages by using various official languages of the Republic of South Africa.

## 5. MANDATE AND SERVICES OF THE DEPARTMENT

The Department of Environmental Affairs is mandated to give effect to the right of citizens to an environment that is not harmful to their health or wellbeing, and to have the environment protected for the benefit of present and future generations. To this end, the department provides leadership in environmental management, conservation and protection towards sustainability for the benefit of South Africans and the global community.

The Department's core functions are to:

- provide leadership, strategic, centralised administration, executive support, corporate services and, facilitate effective cooperative governance, international relations and environmental education and awareness;
- promote the development and implementation of an enabling legal regime and licensing/authorisation system to ensure enforcement and compliance with environmental law;
- promote the development and implementation of an enabling legal regime and licensing/authorisation system to ensure enforcement and compliance with environmental law;
- promote, manage and provide strategic leadership on oceans and coastal conservation;
- improve air and atmospheric quality, lead and support, inform, monitor and report efficient and effective international, national and significant provincial and local responses to climate change;
- ensure the regulation and management of all biodiversity, heritage and conservation matters in a manner that facilitates sustainable economic growth and development; and
- implement the expanded public works and green economy projects in the environmental sector.



**6. OFFICIAL LANGUAGES OF DEA**

The official languages that the DEA shall use for government purpose are:

- (a) isiZulu;
- (b) Setswana; and
- (c) English.

**7. THE DEA LANGUAGE UNIT**

7.1 The Act requires that all national government departments, public entities, and public enterprise must establish a language unit. The functions of the language unit are to:

- (a) advise the responsible Director-General or accounting authority on the development, adoption, and implementation of the language policy;
- (b) monitor and assess the use of official languages by the DEA;
- (c) monitor and assess compliance with the language policy;
- (d) compile and submit a report to the Minister responsible for language matters, and to the Pan South African Language Board, in terms of section 9 of the Act;
- (e) promote parity of esteem and equitable treatment of official languages of the Republic and facilitate equitable access to the DEA services and information;
- (f) promote good language management by the DEA; and
- (g) perform any other functions that the Minister responsible for language matters may prescribe.

7.2 The DEA language Unit will advise on training requirements within the Department.

**8. COMMUNICATION WITH MEMBERS OF THE PUBLIC AND INTER-GOVERNMENTAL COMMUNICATION**

8.1 The business language or language of record of the DEA shall be English.

8.2 Internal and Inter-governmental meetings, workshops and Imbizos will be conducted in English, but in the case of external meetings, workshops and Imbizos where members of the public are present, interpreters may be arranged, when there is a need, and if the circumstances warrant such, taking into account the factors listed in 8.5.



- 8.3 Internal and external oral communication will be conducted in English, but interpreting service may be arranged for members of the public, when there is a need, as per agreed timeframes prior to the appointment and taking into account the factors listed in 8.5.
- 8.4 Written internal and external operational communication shall be in English, but external communication may be translated into other South African official languages, when necessary in the circumstances of a particular case, taking into account factors stipulated in paragraph 8.5.
- 8.5 New adopted and approved policies, and final subordinate legislation, guidelines and other departmental publications shall be in English and translated into one other DEA official language on a rotational basis, taking into account, the following factors:
- (i) Expense and the availability of budget;
  - (ii) practicality;
  - (iii) usage;
  - (iv) regional circumstances and the target which such publications are aimed at; and
  - (v) the balance of the needs and preferences of the public it serves.
- 8.6 Although DEA will make every effort to ensure quality translations, conflicting text may occur when text is translated. In the event of a conflict between the English text and the translated text in any of the official languages in the case of policies, subordinate legislation, guidelines, departmental publications or any other written correspondence, the English text must be followed.
- 9. COMMUNICATION WITH MEMBERS OF THE PUBLIC WHOSE LANGUAGE OF CHOICE IS NOT ONE OF THE OFFICIAL LANGUAGES OF THE DEPARTMENT OR SOUTH AFRICAN SIGN LANGUAGE**
- 9.1 Translation and interpreting service shall be facilitated to members of the public who may require DEA communication in other official languages of the Republic of South Africa, which are not identified as DEA official languages (including braille), subject to consideration of the factors listed in paragraph 8.5. This will be done as per agreed timeframes.
- 9.2 The DEA will facilitate for a sign language interpreting as per agreed timeframes.



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**10. PUBLIC ACCESS TO DEA POLICY**

- (a) The policy shall be placed in all three selected official languages on the following DEA website, for easy access by the general public: <https://www.environment.gov.za>. Electronic copies can also be requested from by sending an e-mail request to the following e-mail address: [callcentre@environment.gov.za](mailto:callcentre@environment.gov.za), or telephonically from the DEA Call Centre, **Tel: +27 86 111 2468**.
- (b) All the front desks of DEA offices will have hard copies of the policy that will be given to members of the general public on request.
- (c) The policy shall be made available in audio on the DEA website; and braille print on request to accommodate people living with disabilities.
- (d) A summary of the policy will be displayed in all DEA offices, in such a manner and place that it can be read by the public.

**11. COMPLAINTS MECHANISM**

- 11.1 Any person who is dissatisfied with a decision of the DEA regarding its use of official languages may lodge a complaint to the Director-General.
- 11.2 The complaint must:
  - (a) be in writing;
  - (b) be lodged within three months of the complaint arising;
  - (c) state the name, address and contact information of the person lodging the complaint; and
  - (d) provide a full and detailed description of the complaint.
- 11.3 The Director-General may request a complainant, to supply any additional information necessary to consider the complaint; and attend the meeting for the purpose of making an oral enquiry into the complaint.
- 11.4 The Director-General shall consider the complaint and respond in writing, not later than three months after the complaint was lodged, informing the complainant of the decision.
- 11.5 The complainant may lodge an appeal with the Minister responsible for environmental affairs, if not satisfied with a decision of the Director-General.



**12. IMPLEMENTATION OF POLICY**

DEA will implement the policy progressively over the next five year.

**13. POLICY REVIEW**

The policy shall be reviewed annually or when it is required.

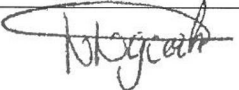
**14. AMENDMENT OF POLICY**

The DEA may amend the policy on the basis of the following factors:

- (a) implementation challenges whose origin are from the principles of the policy;
- (b) recurring audit queries that point to inefficiency and ineffectiveness of some of the provisions of the policy;
- (c) an amendment of national legislation;
- (d) a mandate from the Minister who is responsible for the regulation of languages in the national government; or
- (e) when it is necessary, in order to give effect to the Act.

**AUTHORISATION AND EFFECTIVE DATE**

This is done and signed in Pretoria on the 22<sup>nd</sup> day of September 2015.

DEPARTMENT	NAME OF REPRESENTATIVE	SIGNATURE:
ENVIRONMENTAL AFFAIRS	DIRECTOR-GENERAL: MS NOSIPHO NGCABA	

Effective Date: 22 / 1 / 09 2015



**environmental affairs**

Department:  
Environmental Affairs  
REPUBLIC OF SOUTH AFRICA

**INQUBOMGOMO YEZILIMI**

**YOMNYANGO WEZEMVELO**

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## UHLELO

## OKUQUKETHWE

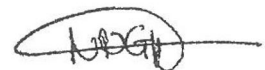
1. INCAZELO YAMAGAMA ASETSHENZISIWE
2. IMITHETHO EGUNYAZAYO
3. INHLOSO YENQUBOMGOMO
4. IMIGOMO
5. IZIBOPHO NEMISEBENZI YE-DEA
6. IZILIMI EZISEMTHETHWENI ZE-DEA
7. UPHIKO LWEZILIMI LWE-DEA
8. UKUXHUMANA NAMALUNGU OMPHAKATHI NOKUXHUMANA PHAKATHI KWEZINHLAKA ZIKAHULUMENI
9. UKUXHUMANA NAMALUNGU OMPHAKATHI AZILIMI ZAWO AZIKHO OHLWINI LWEZILIMI EZISEMTHETHWENI ENINGIZIMU AFRIKA NOMA ASEBENZISA ULIMI LWEZIMPAWU LWASENINGIZIMU AFRIKA
10. UKUTHOLAKALA KWENQUBOMGOMO YEZILIMI YE-DEA KUMALUNGU OMPHAKATHI
11. UHLELO LOKUFAKWA KWEZIKHALO
12. UKUSELANDELWA KWALE NQUBOMGOMO
13. UKUBUYEKEZWA KWALE NQUBOMGOMO
14. UKUCHITSHIYELWA KWALE NQUBOMGOMO

**1. INCAZELO YAMAGAMA ASETSHENZISIWE**

Kule nqubomgomo, ngaphandle uma ingqikithi isho okwehlukile—

**“uMthetho”** kushiwo uMthetho Wokusetshenziswa Kwezilimi Ezisemthethweni ka-2012 (uMthetho No. 12 ka 2012);

**“ulimi lokusebenza noma okuqoshwa ngalo amarekhodi”** kushiwo ulimi olusemthethweni olukhethiwe ukuze lusetshenziswe endaweni yokusebenza, ukugcina amarekhodi, ukuqopha imihlangano nezinqubo zomnyango;



“**uMthethosisekelo**” kushiwo uMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika ka-1996;

“**i-DEA**” kushiwo uMnyango Wezemvelo;

“**uMqondisi-Jikelele**” kushiwo uMqondisi-Jikelele woMnyango Wezemvelo;

“**ukuphathwa ngokulinganayo**” kushiwo ukusetshenziswa kwezilimi ngendlela engenzeleli, engachemile nenokulingana;

“**ukutolika**” mayelana nenkulumo, kushiwo ukudluliselwa kwenkulumo isuka kolunye ulimi iya kolunye futhi mayelana nezimpawu, kushiwo ukudluliselwa kwezimpawu zolimi lwezimpawu ziyiswe enkulumweni noma inkulumo iyiswa olimini lwezimpawu kanti igama “**tolika**” linencazelo efanayo;

“**ubuliminingi**” kushiwo ukusetshenziswa kwezilimi ezintathu kuya phezulu ngumuntu noma abantu abayiqoqo;

“**ulimi olusemthethweni**” kushiwo ulimi olusetshenziswa kuhulumeni, kwezemfundo, kwezamabhezini nakwabezindaba;

“**inqubomgomo**” kushiwo iNqubomgomo Yezilimi yoMnyango Wezemvelo;

“**iRiphabhulikhi**” kushiwo iRiphabhulikhi yaseNingizimu Afrika; futhi

“**ukuhumusha**” kushiwo ukudluliselwa kombhalo usuka kolunye ulimi uyiswa kolunye, kanti igama “**humusha**” linencazelo efanayo.

## 2. IMITHETHO EGUNYAZAYO

- (a) UMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika ka-1996
- (b) UMthetho Wokusetshenziswa Kwezilimi Ezisemthethweni ka-2012 (uMthetho No. 12 ka-2012)

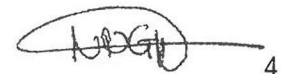




- (c) IMithethonqubo engaphansi kwesigaba 13 soMthetho Wokusetshenziswa Kwezilimi Ezisemthethweni ka-2012
- (d) UMthetho Wokukhuthaza Ukutholakla Kolwazi ka-2000 (uMthetho No. 2 ka-2000)

### 3. INHLOSO YENQUBOMGOMO

- 3.1 Inhloso yale nqubomgomo ukuthobela isigaba 4(1) soMthetho Wokusetshenziswa Kwezilimi Ezisemthethweni ka-2012 (uMthetho No. 12 ka-2012), esibeka ukuthi yonke iminyango kazwelonke, izinhlobo zikahulumeni kazwelonke namabhizinisi kahulumeni kazwelonke kumele zakhe inqubomgomo yezilimi emayelana nokusetshenziswa kwezilimi ezisemthethweni ngezinhloso zokuqhuba imisebenzi kahulumeni.
- 3.2 Isigaba 4(2) soMthetho Wokusetshenziswa Kwezilimi Ezisemthethweni ka-2012 sithi le nqubomgomo kumele:
- (a) ihambisane nokuhlinzekelwe esigabeni 6(3)(a) soMthethosisekelo;
  - (b) iqoke izilimi okungenani ezintathu ezizosetshenziswa umnyango kazwelonke, uhlaka lukahulumeni kazwelonke noma ibhizinisi likahulumeni kazwelonke ukuqhuba imisebenzi kahulumeni;
  - (c) isho ukuthi zizosetshenziswa kanjani izilimi ezisemthethweni, phakathi kokunye, ekuxhumaneni nomphakathi, ekubhalweni kwezaziso, ekushicilelweni kwemibhalo kahulumeni nasekuxhumaneni phakathi kweminyango kahulumeni;
  - (d) ichaze ukuthi umnyango kazwelonke, uhlaka lukahulumeni kazwelonke noma ibhizinisi likahulumeni kazwelonke lizoxhumana kanjani namalungu omphakathi azilimi zawo:-
    - (i) azikho ohlwini lwezilimi ezisemthethweni eziqokethwe endimeni (b); noma
    - (ii) asebenzisa ulimi lwezimpawu lwaseNingizimu Afrika;
  - (e) ichaze ukuthi amalungu omphakathi angayithola kanjani inqubomgomo yezilimi;
  - (f) ihlinzeke ngohlelo lokufakwa kwezikhalo ukuze amalungu omphakathi akwazi ukufaka izikhalo mayelana nokusetshenziswa kwezilimi ezisemthethweni ngumnyango kazwelonke, uhlaka lukahulumeni kazwelonke noma ibhizinisi likahulumeni kazwelonke; futhi
  - (g) ihlinzekele nanoma iluphi olunye udaba uNgqongqoshe angalubona lufanele.
- 3.3 UMthethonqubo 2 weMithethonqubo Yokusetshenziswa Kwezilimi Ezisemthethweni ka-2013 unquma mayelana nesimo kanjalo nokumele kuqukathwe yiNqubomgomo Yezilimi.



**4. IMIGOMO**

- (a) Ukukhuthaza ukusetshenziwa ngokulinganayo kwezilimi ezisemthethweni ukuze kube nobulungiswa enhlalweni, emasikweni kanjalo nasezilimi ngokuhambisana nesigaba 6 soMthethosisekelo;
- (b) ukwelekelela ekutholakaleni kolwazi emiphakathini ehlukehukene eNingizimu Afrika ngezilimi ezikhethayo;
- (c) ukuqhakambisa izilimi ebezikade zishiywe ngaphandle phambilini;
- (d) ukwethula uPhiko Lwezilimi oluzokwenza imisebenzi ebhalwe eMthethweni;
- (e) ukugagula izilimi ezintathu zomnyango ezisemthethweni ezizosetshenziselwa ezokuxhumana;
- (f) ukukhuthaza ukusetshenziswa ngabasebenzi bomnyango kwezilimi ezintathu ezisemthethweni zomnyango;
- (g) ukuqikelela ukuthotshelwa kwenqubomgomo yezilimi yomnyango nemithetho ehambisana nayo; kanye
- (h) nokukhuthaza ukuhlonishwa kwezinye izilimi ezisemthethweni ngokuthi kusetshenziswe izilimi ezahlukahluke zeRiphabhulikhi yaseNingizimu Afrika.

**5. IZIBOPHO NEMISEBENZI YOMNYANGO**

UMnyango Wezemvelo unesibopho sokuba ufezekise ilungelo lezakhamuzi lokuphila endaweni engenabo ubungozi empilweni nasenhlalakahleni yazo, nokuvikela imvelo ukuze kuhlomule isizukulwane samanje nezangomuso. Ngenxa yalokhu, umnyango uhlinzeka ngobuholi kwezokuphathwa, ukongiwa nokuvikelwa kwemvelo ukuze kuhlomule abantu baseNingizimu Afrika nomhlaba jikelele.

Umsebenzi ongumgogodla woMnyango yilo:

- ukuhlinzeka ngobuholi, ukuhlela nokwenza umsebenzi wokuphatha, ukweseka abaphathi, ukuqinisekisa ukuphatha okuhle, ubudlelwano nabamazwe angaphandle nokufundisa nokuqwashisa ngezemvelo;
- ukugqugquzela ukwakhiwa nokulandelwa kwemithetho nohlelo olusemthethweni lokugunyaza nokukhishwa kwezimvume ukuze kuqinisekise ukuthi imithetho ephathelene nezemvelo iyahlonishwa;
- ukugqugquzela, ukulawula nokuhlinzeka ngobuholi ezindabeni ezithinta ukongiwa kolwandle nezindawo ezisogwini;



- ukwenza ngcono amazinga omoya nokungcoliseka komkhathi, ukuhola nokweseka, ukufundisa, ukuqapha nokubika ngezindlela ezisebenzayo nezishaya khona zokubhekana nokuguquka kwesimo sezulu ezisetshenziswa emazweni omhlaba, kuzwelonke, ezifundazweni nakomasipala;
- ukuqinisekisa ukushaywa kwemithetho nokulawulwa kwemvelo ehlukehlukehene, amagugu nezithinta ukongiwa kwemvelo ngendlela ebhekelela ukukhula nokuthuthukiswa komnotho; kanye
- nokuqalisa uhlelo olubanzi lwemisebenzi yomphakathi namaprojekthi okonga imvelo emkhakheni wezemvelo.

## 6. IZILIMI EZISEMTHETHWENI ZOMNYANGO WEZEMVELO

Nazi izilimi ezisemthethweni uMnyango Wezemvelo okumele uzisebenzise ezintweni zikahulumeni:

- (a) isiZulu;
- (b) iSetwana; kanye
- (c) neSingisi

## 7. UPHIKO LWEZILIMI LOMNYANGO WEZEMVELO

7.1 UMthetho uthi yonke iminyango kahulumeni kazwelonke, izinhlaka zikahulumeni namabhezini kahulumeni kumele basungule uphiko lwezilimi. Imisebenzi yophiko lwezilimi:

- (a) ukweluleka uMqondisi-Jikelele noma isikhulu esiphezulu mayelana nokwakhiwa, ukwemukelwa nokulandelwa kwenqubomgomo yezilimi;
- (b) ukwalusa nokuhlaziya ukusetshenziswa kwezilimi ezisemthethweni eMnyangweni Wezemvelo;
- (c) ukwalusa nokuhlaziya ukuthotshelwa kwenqubomgomo yezilimi;
- (d) ukuhlanganisa nokwethula umbiko kuNgqongqoshe oqondene nezindaba zezilimi naseBhodini leziLimi zaseNingizimu Afrika ngokwesigaba 9 soMthetho;
- (e) ukukhuthaza ukuhlonipheka nokusetshenziswa ngokulingana kwezilimi ezisemthethweni zeRiphabhuliki nokwenza lula ukutholakala ngokulingana kwemisebenzi nolwazi loMnyango Wezemvelo;
- (f) ukukhuthaza ukuphathwa ngendlela kwezindaba zezilimi wuMnyango Wezemvelo; kanye
- (g) nokwenza noma yimiphi eminye imisebenzi engakhonjwa nguNgqongqoshe eqondene nezindaba zolimi.



6

7.2 Uphiko lwezilimi loMnyango Wezemvelo luzokweluleka ngezidingo zokuqeqesha ngaphakathi eMnyangweni.

**8. UKUXHUMANA NAMALUNGU OMPHAKATHI NOKUXHUMANA PHAKATHI KWEZINHLAKA ZIKAHULUMENI**

8.1 Ulimi lokusebenza noma lokugcina amarekhodi eMnyangweni Wezemvelo luyoba yisiNgisi.

8.2 Imihlangano yangaphakathi naphakathi kwezinhloko zikahulumeni, imihlangano yokubhunga kanye nezimbizo iyoqhutshwa ngesiNgisi, kodwa emihlanganweni yangaphandle, emihlanganweni yokubhunga kanye nasezimbizweni lapho kukhona amalungu omphakathi khona, kungahlelwa ukuthi kube khona otolika uma kudingekile futhi nesimo sikhomba isidingo salokho, kubhekelelwa nalokho okubekwe ku-8.5.

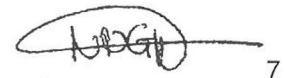
8.3 Izingxoxo zangaphakathi nezangaphandle ziyoba ngesiNgisi, kodwa amalungu omphakathi angatholelwa utolika uma kudingekile, ngesikhathi okuvunyelwene ngaso ngaphambi komhlangano futhi kubhekelelwa okubekwe ku-8.5.

8.4 Ukuxhumana ngemibhalo kwangaphakathi nokwangaphandle kuyoba ngesiNgisi, kodwa okwangaphandle kungahunyushelwa kwezinye izilimi zaseNingizimu Afrika ezisemthethweni uma kudingekile ngokwesimo ngasinye, futhi kubhekelelwa okubekwe ku-8.5.

8.5 Izinqubomgomo ezintsha ezamukelwe nezivunyiwe, nemithetho emincane, imikhombandlela neminye imibhalo yomnyango eshicilelwe kumele ibe ngesiNgisi bese ihunyushelwa kolunye lwezilimi ezisemthethweni zoMnyango Wezemvelo ngokushintshana kubhekwe lokhu okulandelayo:

- (i) izindleko nezimali ezikhona;
- (ii) ukuthi kungenzeka yini;
- (iii) ukusetshenziswa;
- (iv) isimo sesifunda nokubhekiswe kubo lolo shicilelo; kanye
- (v) nokubuka ngokuqhathanisa izidingo nalokho okukhethwa ngumphakathi ozofunda.

8.6 Yize uMnyango Wezemvelo uyokwenza konke okusemandleni ukuqinisekisa iqophelo lemibhalo ehunyushiwe, kungenzeka imibhalo ishayisane ngenkathi kuhunyushwa. Uma kuba



nokushayisana phakathi kombhalo wesiNgisi nombhalo ohunyushelwe kunoma yiluphi ulimi olusemthethweni lapho kuhunyushwa izinqubongomo, imithetho emincane, imikhombandlela imibhalo yomnyango eshicilelwe nanoma yiziphi ezinye izincwadi, kuyolandelwa umbhalo wesiNgisi.

**9. UKUXHUMANA NAMALUNGU OMPHAKATHI AZILIMI ZAWO AZIKHO OHLWINI LWEZILIMI EZISEMTHETHWENI ENINGIZIMU AFRIKA NOMA ASEBENZISA ULIMI LWEZIMPAWU LWASENINGIZIMU AFRIKA**

9.1 Amalungu omphakathi adinga ukuxhumana noMnyango Wezemvelo ngezinye izilimi zeRiphabhuliki yaseNingizimu Afrika ezingabaliwe njengezilimi ezisemthethweni ezisetshenziswa eMnyangweni Wezemvelo (ezifaka nombhalo wabangaboni) kumele ahunyushelwe noma atholelwe utolika, kuncike ekubhekelelweni kwezinto ezibalulwe endimeni 8.5. Lokhu kuyokwenziwa ngokwezikhathi okuvunyelwene ngazo.

9.2 UMnyango Wezemvelo uyohlela ukutholakala kotolika bolimi lwezimpawu ngokwezikhathi okuvunyelwene ngazo.

**10. UKUTHOLAKALA KWENQUBOMGOMO YEZILIMI YE-DEA KUMALUNGU OMPHAKATHI**

(a) Le nqubomgomo kumele ibekwe ngazo zontathu izilimi ezisemthethweni ezikhethiwe kwi-website yoMnyango Wezemvelo, ukuze umphakathi uyithole kalula: <https://www.environment.gov.za>. Kungacelwa amakhophi athunyelwa ngekhompyutha ngokuthumela isicelo nge-email kuleli kheli: [callcentre@environment.gov.za](mailto:callcentre@environment.gov.za), noma ngocingo kule nombolo: **+27 86 111 2468**.

(b) Amakhophi enqubomgomo ayotholakala kuwona wonke amatafula angaphambili emahhovisi oMnyango Wezemvelo uma ecelwa amalungu omphakathi.

(c) Inqubomgomo elalelwayo iyotholakala kwi-website yoMnyango; nombhalo ofundwa abangaboni emehlweni uyonikezwa abantu abakhubazekile uma bewucela;

(d) Inqubomgomo efinqqiwe iyokhangiswa kuwo wonke amahhovisi oMnyango Wezemvelo ngendlela nasendaweni umphakathi ongayifunda kalula kuyo.

**11. UHLELO LOKUFAKWA KWEZIKHALO**

11.1 Noma ngubani ongagcisekile ngesinqumo soMnyango Wezemvelo mayelana nendlela osebenzisa ngayo izilimi ezisemthethweni angafaka isikhalo kuMqondisi-Jikelele.



- 11.2 Isicelo kufanele:
- (a) kube ngesibhaliwe;
  - (b) sifakwe zingakapheli izinyanga ezintathu isikhalo sivelile;
  - (c) sichaze igama, ikheli neminingwane yokuxhumana yomuntu ofaka isikhalo;
  - (d) sinikeze incazelo ephelele eneminingwane yesikhalo.
- 11.3 UMqondisi-Jikelele angacela ukuba ofake isikhalo alethe olunye ulwazi oludingekayo ukuze kucutshungulwe isikhalo; futhi eze emhlanganweni ngenhloso yokuxoxisana ngesikhalo.
- 11.4 UMqondisi-Jikelele kumele acubungule isikhalo futhi aphenule ngencwadi zingakapheli izinyanga ezintathu isikhalo sifakiwe, azise ofake isikhalo ngesinqumo sakhe.
- 11.5 Uma ofake isikhalo engenelisekile ngesinqumo sikaMqondisi-Jikelele, angadlulisela udaba kuNgqongqoshe Wezemvelo.

## 12. UKULANDELWA KWALE NQUBOMGOMO

UMnyango Wezemvelo uzoqala ukusebenzisa le nqubomgomo kancane kancane eminyakeni emihlanu ezayo.


## 13. UKUBUYEKEZWA KWALE NQUBOMGOMO

Le nqubomgomo kumele ibuyekwezwe minyaka yonke noma uma kunesidingo.

## 14. UKUCHITSHIYELWA KWALE NQUBOMGOMO

UMnyango Wezemvelo ungayichibiyela le nqubomgomo ngaphansi kwale mibandela elandelayo:

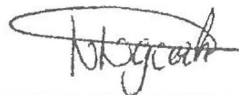
- (a) uma kunezinselelo ekuyilandeleni ngenxa yemigomo yenqubomgomo;
- (b) lapho umcwaningimabhuku ekhomba ekhomba ukungasebenzi kahle nokungashayi emhloneni kweminye yemibandela yenqubomgomo;
- (c) kuchitshiyelwa komthetho kazwelonke;
- (d) kunomyalelo kaNgqongqoshe oqondene nokulawulwa kwezilimi kuhulumeni wezwe noma
- (e) uma kunesidingo ukuze kuthotshelwe uMthetho.



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## USUKU EGUNYAZWE NGALO NEQALA NGALO UKUSEBENZA LE NQUBOMGOMO

Isayinwa e \_\_\_\_\_ mhlaka ka 22 enyangeni ka  
September, ngo-2015.

UMNYANGO	IGAMA LOMELE	ISIGINESHA:
OWEZEMVELO	UMQONDISI-JIKELELE: MS NOSIPHO NGCABA	

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