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**Contents**

<i>No.</i>		<i>Gazette No.</i>	<i>Page No.</i>
<b>GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS</b>			
<b>Water and Sanitation, Department of/ Water en Sanitasie, Departement van</b>			
966	Use of Official Languages Act (12/2012): Department of Water and Sanitation Language Policy.....	40235	4

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**GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS**

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**DEPARTMENT OF WATER AND SANITATION****NO. 966****30 AUGUST 2016**

USE OF OFFICIAL LANGUAGES ACT, 2012 (ACT NO.12 OF 2012)

**DWS LANGUAGE POLICY**

I, **NOMVULA MOKONYANE**, Minister of Water and Sanitation, hereby give notice to the Members of the Public that the Language Policy for the Department of Water and Sanitation has now been adopted, under Regulation 3(2) of the Use of Official Languages Act, 2012 (Act No 12 of 2012) set out in the Schedule hereto. I also hereby submit that DWS Language Policy is now available in at least two other official languages; that is, Xitsonga and IsiNdebele.

Any enquiries in connection with the notice can be directed to Ms Matlakala Motloun at (012) 336 8264

**NOMVULA MOKONYANE****MINISTER OF WATER AND SANITATION****DATE: August 2016**



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

**DEPARTMENT OF WATER AND SANITATION**  
**LANGUAGE POLICY**

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<b>TABLE OF CONTENTS</b>		<b>Page</b>
1.	Definitions .....	3
2.	Purpose .....	3
3.	Goals .....	4
4.	Scope .....	4
5.	Legislative Provisions .....	4
6.	Principles.....	5
7.	Criteria for choosing DWS's working languages.....	5
8.	Utilisation of official languages in DWS.....	6
9.	Implementation .....	6
10.	Complaints Mechanism .....	7
11.	Publication of and Access to this Policy .....	7
12.	Review of Policy .....	7

**1. Definitions**

<b>1.1</b>	<b>Branch Head</b>	Deputy Director-General Communications
<b>1.2</b>	<b>Department</b>	Department of Water and Sanitation
<b>1.3</b>	<b>Communications</b>	Language Services
<b>1.4</b>	<b>Employee</b>	All employees of the Department of Water and Sanitation
<b>1.5</b>	<b>Headquarters</b>	City or Town where the actual place of work is.
<b>1.6</b>	<b>Language Practitioner</b>	All employees appointed as Language Practitioners for the Department of Water and Sanitation and provide a language service to the Department.
<b>1.7</b>	<b>Braille</b>	A written form of communication, aimed at the blind. For purposes of this policy, it is not classified as a separate language.
<b>1.8</b>	<b>Multilingualism</b>	The use of more than one language by an individual or by a group of speakers such as the inhabitants of a particular region or a nation.

**2. Purpose**

The primary purposes of this policy guideline include:

- 2.1 Promoting an integrated approach to multilingualism during service delivery;
- 2.2 Giving effect to the Use of Official Languages Act No. 12 of 2012:
- a. Section 4(1) of the Act provides that every national department, national public entity and national public enterprise must adopt a language policy.
  - b. Section 4(2) further provides that a language policy adopted in terms of subsection (1) must:
    - b.1 Identify at least six (6) of the official eleven (11) languages that the national department, national public entity or national public enterprise will use for government purposes;
    - b.2 Stipulate how official languages will be used in effectively communicating with the public, official notices, government publications and inter- and intra-government communication;
    - b.3 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 not a DWS official language or South African Sign Language;
    - b.4 Describe how members of the public can access the language policy; and
    - b.5 Provide a complaint 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.
- 2.3 Supporting the development of human resources required for successful implementation of multilingualism in DWS through translation and interpreting services.

### **3. Goals**

This policy aims to:

- 3.1 Empower and affirm speakers of previously marginalised languages;
- 3.2 Support equitable access to services, knowledge and information through multilingualism;
- 3.3 Give increasing effect to multilingualism through the use of IsiZulu, IsiXhosa, Afrikaans, English, Sepedi, and Sign language;
- 3.4 Promote social cohesion, cultural diversity and national unity through good language management;
- 3.5 Develop language resources by enabling and supporting language professionals.

### **4. Scope**

This policy applies to:

- 4.1 All employees of the Department of Water and Sanitation;
- 4.2 All Language practitioners employed by the Department of Water and Sanitation.

### **5. Legislative Provisions**

- 5.1 The Constitution of the Republic of South Africa, Act No. 108 of 1996;
- 5.2 The Use of Official Languages Act no. 12 of 2012;
- 5.3 Regulations in terms of the use of the Official Languages Act of 2012.

### **6. Principles**

DWS's language policy is based on the following principles:

- 6.1 A commitment to the promotion of all official languages of South Africa;
- 6.2 Recognising that languages have the ability to maximise knowledge and expertise and to support community participation;
- 6.3 Understanding that good language management is needed to ensure efficient public service administration that will meet the needs of the public and promote equitable access to the services and information of the DWS;
- 6.4 Preventing the use of any languages for purposes of exploitation, domination and discrimination within the DWS;
- 6.5 Collaboration for the promotion of multilingualism.



## 7. Criteria for choosing DWS's working languages

### 7.1 Direction

The Regulations in terms of Section 13 of the use of the Official Languages Act of 2012 make reference to direction in the following:

"In order to determine its official languages as contemplated in Section 4(2) of the Act (see 1.3.2 (a, b, c) of DWS Policy), the national department, national public entity or national public enterprise must consider the factors as stipulated in Section 6(3) of the constitution, including:

- (i) Language use of members of the public that access the services of the national department, national public entity or national public enterprise, having regard to:
  - (aa) language needs of members of the public;
  - (bb) language statistics in the population census published by the Statistician-General in terms of Section 7 of the Statistics Act No6 of 1999;
  - (cc) research that the national department, national public entity or national public enterprise may conduct."

### 7.2 Adopted Principles

In line with the Direction above, Languages have been chosen for adoption by DWS based on the following principles:

7.2.1 The 2011 National Census Data, which presents the most commonly spoken languages in South Africa's homes.

7.2.2 The specific language needs of the members of the public.

7.3 Other language policy positions of DWS (particularly with regard to communicating with the public in the provinces):

7.3.1 DWS is conscious of the need to promote the parity of esteem and equitable treatment of official languages of the republic as per the provisions of the Constitution.

7.3.2 In line with this principle and to give effect to minority languages in the provinces, DWS extends its position to consistent use of these languages by looking at which languages, for practical purposes, are in common use per province.

7.3.3 The ideal situation would be to consult people in those areas to determine what languages DWS would be using to communicate with communities, based on the demands.

7.4 DWS will therefore adopt the following languages:

7.4.1 IsiZulu

7.4.2 IsiXhosa

7.4.3 Afrikaans

7.4.4 English

7.4.5 Sepedi

7.4.6 Sesotho

7.4.7 Sign language

7.4.8 Braille will be incorporated as a written form of communication. This is however not classified as a separate language.

**8. Utilisation of official languages in DWS**

	<b>Purpose</b>	<b>Language</b>
8.1	Internal, inter and intra-government communications	English
8.2	Communicating with members of the public: Letters Newspaper articles Opinion pieces Radio interviews Electronic communication Oral communication	The official languages of DWS with due regard to the criteria outlined in clause 7 above E.g.: If a member of the public writes to the Minister in Sesotho, that member should receive acknowledgement of receipt and a reply in Sesotho.
8.3	DWS's official forms: job applications, calls for proposals, registration of heraldic representations.	The official languages of DWS with due regard to the criteria outlined in clause 7 above
8.4	DWS's information in public notices and announcements, public information signs, signage identifying facilities and services	The official languages of DWS with due regard to the criteria outlined in clause 8 above
8.5	Official publications generated by DWS intended for public distribution e.g.: this policy, government reports, research, all advertisements, campaigns, documents, records, transcripts, etc.	The official languages of DWS with due regard to the criteria outlined in clause 7 above
8.6	Public hearings (izimbizo) and other official proceedings portfolio committee hearings on DWS legislation, summits/conferences	The official languages of DWS with due regard to the criteria outlined in clause 7 above

8.7 DWS will arrange for appropriate translation or interpreting when communicating with the members of the public whose language of choice is not one of DWS's official languages.

**9. Implementation**

The roles and responsibilities of the Language Unit include:

- 9.1 Advising the DG on policy implementation;
- 9.2 Monitoring and assessing the use of official languages by the DWS;
- 9.3 Monitoring and assessing compliance with this policy;
- 9.4 Compiling and submitting reports to the Minister and to the Pan South African Language Board in terms of section 9 of the Act;
- 9.5 Promoting parity of esteem and equitable treatment of official languages through the functions of DWS;
- 9.6 Promoting language acquisition among the staff of DWS;
- 9.7 Facilitating equitable access to the services and information of DWS through translation and interpreting services;
- 9.8 Promoting good language management;
- 9.9 Aligning the delivery of translation, interpreting and editing services with the Batho Pele Principles; and
- 9.10 Provision of language and/or sign language interpreting during all Ministerial events.

**10. Complaints Mechanism**

- 10.1 Any person who is dissatisfied with the use of the official languages services offered by DWS may lodge a complaint (in writing) with the DG.
- 10.2 Any complaint must be lodged within three months of the incident.
- 10.3 Any complaint lodged must state the name, address, and contact information of the person lodging it.
- 10.4 Any complaint lodged must provide a full and detailed description of the complaint.
- 10.5 The DG may request a complainant to supply any additional information necessary for consideration of the complaint, and to attend a meeting for purposes of making an oral enquiry into the complaint.
- 10.6 The DG will consider the complaint and respond (in writing) no later than three months after the complaint was lodged, informing the complainant of the decision.

**11. Publication of and Access to this Policy**

- 11.1 This Policy will be published in IsiZulu, IsiXhosa, Afrikaans, English, Sepedi, Sesotho, Sign language as well as Braille (to allow blind employees access).
- 11.2 It will be available on DWS's website: [www.dws.gov.za](http://www.dws.gov.za).
- 11.3 It will be available in audio on DWS's website: [www.dwa.gov.za](http://www.dwa.gov.za).
- 11.4 It will be displayed at all DWS's offices in such a manner and place that it can be read by the public.
- 11.5 It will be displayed (in hard copy) at the Reception of all DWS's offices and at the Head Office Library.

**12. Review of Policy**

This Policy will be reviewed every two (2) years.



## **water & sanitation**

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

### **NDZAWULO YA MATI NA MBHASISO PHOLISI YA RIRIMI**

**LESWI NGA ENDZENI****Pheji**

1.	Tinhlamuselo.....	3
2.	Xikongomelo .....	3
3.	Swikongomelo.....	4
4.	Xikopu .....	4
5.	Swileriso swa Milawu .....	4
6.	Milawu.....	5
7.	Khirayitheriya yo hlawula tindzimi to tirha ta DWS .....	5
8.	Matirhiselo ya Tindzimi ta Ximfumo hi DWS.....	6
9.	Nsimeko .....	7
10.	Endlelo ra Swivilelo .....	8
11.	Ku hangalasiwa na ku fikeleriwa ka Pholisi leyi.....	8
12.	Mpfluxeto wa pholisi.....	8

**1. Tindhlamuselo**

<b>1.1</b>	<b>Nhloko ya Rhavi</b>	Xandla xa Mulawuri-Jenerali Vuhlanganisi
<b>1.2</b>	<b>Ndzawulo</b>	Ndzawulo ya Mati na Mbhasiso
<b>1.3</b>	<b>Vuhlanganisi</b>	Vukorhokeri bya Tindzimi
<b>1.4</b>	<b>Mutirhi</b>	Vatirhi hinkwavo va Ndzawulo ya Mati na Mbhasiso
<b>1.5</b>	<b>Ntsindza</b>	Dorobankulu kumbe Doroba laha ndhawu ya xiviri ya ntirho yi nga kona.
<b>1.6</b>	<b>Mutirhi wa swa Tindzimi</b>	Vatirhi hinkwavo lava thoriweke tanihi Vatirhi va swa Tindzimi hi Ndzawulo ya Mati na Mbhasiso no tlhela va nyika vukorhokeri bya swa tindzimi eka Ndzawulo
<b>1.7</b>	<b>Ntsalo wa mabofu</b>	Muxaka wa vuhlanganisi lowu kongomisiweke eka vanhu vo ka va nga voni. Hi xikongomelo xa pholisi leyi, a wu tekiwi tanihi ririmi leri hambaneke.
<b>1.8</b>	<b>Vundziminyingi</b>	Ku tirhisiwa ka ririmi ro hundza rin'we hi munhu kumbe hi ntlawa wa vavulavuri ku fana na vatshami va le xifundzeni xo karhi kumbe tiko.

**2. Xikongomelo**

Xikongomelonkulu xa xiletelo lexi xa pholisi xi katsa:

2.1 Ntlakuso wa endlelo leri hlanganisiweke eka vundziminyingi hi nkarhi wa mphakelo wa vukorhokeri

2.2 Ku nyika ku sungula ku tirha ka Ku Tirhisiwa ka Nawu wa Tindzimi ta Ximfumo No. 12 wa 2012:

- a. Xiyenge xa 4(1) xa Nawu xi hlamusela leswaku ndzawulo yin'wana na yin'wana ya mfumo, vandla ra mfumo na bindzu ra mfumo swi fanele swi amukela pholisi ya ririmi.
- b. xiyenge xa 4(2) xi ya emahlweni xi hlamusela leswaku pholisi ya ririmi leyi amukeriweke hi ku ya hi xiyengetsongo xa (1) yi fanele yi:
  - b.1 kombisa ntsena tindzimi ta tsevu(6) eka leti ta ximfumo ta 11) leti ndzawulo ya mfumo, vandla ra mfumo kumbe bindzu ra mfumo ri nga ta ti tirhisela swikongomelo swa mfumo;
  - b.2 Hlamusela leswi tindzimi ta ximfumo ti nga ta tirhisiwa xiswona loko ku endliwa mimbulavurusano na swirho swa vaaki, switiviso swa mfumo, swibukwana swa mfumo na mimbulavusisano leyi humelelaka exikarhi na le ndzeni ka mfumo;

- b.3 Hlamusela leswi ndzawulo ya mfumo, vandla ra mfumo kumbe bindzu ra mfumo ri nga ta endlisa xiswona mbulavurisano na swirho swa vaaki lava nhlawulo wa vona wa ririmi ku nga riki ririmi ra ximfumo ra DWS kumbe Ririmi ra Swikoweto ra Afrika Dzonga;
- b.4 Hlamusela leswi swirho swa vaaki swi nga ta fikelerisa xiswona pholisi ya ririmi; na
- b.5 Hlamusela endlelo ra swivilelo ku endlela leswaku swirho swa vaaki swi loja swivilelo hi mayelana na ku tirhisiwa ka tindzimi ta ximfumo hi ndzawulo ya mfumo, vandla ra mfumo kumbe bindzu ra mfumo.

2.3 Seketela nhluvukiso wo thola lowu lavekaka eka ku simekiwa ka vundziminyingi hi ndlela yo humelela eDWS hikwalaho ka vukorhokeri bya vuhundzuluxeri na vutoloki.

### 3. Swikongomelo

Pholisi yi kongomisa eka ku:

- 3.1 Nyika matimba na ku tiyisa vavulavuri va tindzimi leti khale a ti tsandzisiwile;
- 3.2 Seketela mfikelelo wo ringana wa vukorhokeri, vutivi na mahungu hikwalaho ka vundziminyingi;
- 3.3 Nyika engetelo wa vundziminyingi hikwalaho ka ku tirhisiwa ka IsiZulu, IsiXhosa, Afrikaans, English, Sepedi, na Ririni ra swikoweto;
- 3.4 Tlakusa nkondletelo wa rixaka, ku hambana ka mimfuwo na vun'we bya rixaka hikwalaho ka mafambiselo yo lulama ya ririmi;
- 3.5 Hluvukisa switirhisiwa swa ririmi hi ku seketela van'waxiphurofexini va tindzimi.

### 4. Xikopu

Pholisi leyi yi ntirha eka :

- 4.1 Vatirhi hinkwavo va Ndzawulo ya Mati na Mbhasiso;
- 4.2 Vatirhi hinkwavo va swa Tindzimi lava thoriweke hi Ndzawulo ya Mati na Mbhasiso.

### 5. Swileriso swa Milawu

- 5.1 Vumbiwa bya Riphabliki ra Afrika Dzonga, Nawu wa No. 108 wa 1996;
- 5.2 Nawu wa ku Tirhisiwa ka Tindzimi ta Ximfumo wa No. 12 wa 2012;
- 5.3 Swinawana hi mayelana na ku tirhisiwa na Nawu wa Tindzimi ta Ximfumo wa 2012

## 6. Milawu

Pholisi ya ririmi ya DWS yi simekiwile hi milawu leyi landzelaka:

- 6.1 Vutinyiketeri byo tlakusa tindzimi hinkwato ta ximfumo ta Afrika Dzonga;
- 6.2 Ku tekela enhlokweni leswaku tindzimi ti na vuswikoti byo makizimayiza vutivi na vutivinkulu na ku seketela ku ngenisa xiave hi vaaki;
- 6.3 Ku twisisa leswaku mafambiselo lamanene ya tindzimi ya laveka ku tiyisisa vulawuri bya mfumo lebyi nga na vuswikoti lebyi nga ta fikelela swilaveko swa vaaki na kutlakusa mfikelelo wo ringana wa vukorhokeri na mahungu ya DWS;
- 6.4 Ku sivela ku tirhisiwa ka tindzimi tihi na tihi hi xikongomelo xo tirhisa, ku fuma na xihlawuhlawu eka DWS;
- 6.5 Ntirhisano ku endlela ku tlakusiwa ka vundziminyingi.

## 7. Khirayitheriya yo hlawula tindzimi to tirha ta DWS

### 7.1 Xileriso

Swinawana hi ku ya hi xiyenge xa 13 xa Nawu wa Ku Tirhisiwa ka Tindzimi ta Ximfumo wa 2012 swi endla rherefense eka xileriso swa leswi landzelaka:

“Ku endlela ku kumisisa tindzimi ta yona ta ximfumo tanihleswi swi hlamuseriweke eka Xiyenge xa 4(2) xa Nawu (langutisa 1.3.2 (a, b, c) swa Pholisi ya DWS ), ndzawulo ya mfumo, vandla ra mfumo kumbe bindzu ra mfumo swi fanele swi anakanya timhaka tanihleswi swi lerisiweke eka Xiyenge xa 6(3) xa Vumbiwa, ku katsa:

- (i) Matirhiselo ya ririmi ya swirho swa vaaki lava fikelelaka vukorhokeri bya ndzawulo ya mfumo, vandla ra mfumo kumbe bindzu ra mfumo, hi mayelana na:
  - (aa) Swilaveko swa ririmi swa swirho swa vaaki ;
  - (bb) tinhlayonhlayo ta ririmi eka nhlayelo wa vanhu lowu hangalasiweke hu Muhlayonhlayo.- Jenerali hi ku ya hi Xiyenge xa 7 xa Nawu wa Tinhlayonhlayo wa No. 6 wa 1999;
  - (cc) ndzavisiso lowu ndzawulo ya mfumo, vandla ra mfumo kumbe bindzu ra mfumo ri nga wu endlaka.”

### 7.2 Milawu leyi amukeriweke

Hi ku fambelana na Xileriso lexi nga laha henhla, Tindzimi ti hlawuriwile leswaku ti tirhisiwa hi DWS ku ya hi milawu leyi landzelaka:

- 7.2.1 Dataro ya Nhlayelo wa Vanhu wa Rixaka wa 2011, leyi yimelaka tindzimi leti vulavuriwaka ngopfu emakaya ya Afrika Dzonga.
- 7.2.2 Swilaveko swo kongomisa swa ririmi swa swirho swa vaaki.



- 7.3 Swiyimo swin'wana swa pholisi ya ririmi ya DWS (ngopfu-ngopfu hi mayelana na mbulavurisano na vaaki eswifundzeninkulu):
- 7.3.1 DWS yi lemuka hi xilaveko xo tlakusa ku xiximiwa ku ringana na ku khomiwa ku ringana ka tindzimi ta ximfumo ta riphabliki ku ya hi leswi phakeriwaka hi Vumbiwa.
- 7.3.2 Hi ku fambelana na milawu leyi na ku nyika ku sungula ku tirha ka tindzimi letitsongo eka swifundzankulu, DWS yi engetela xiyimo xa yona xo tirhisiwa ka tindzimi hi ndlela ya ntiyelo hi ku langutisa leswaku i tindzimi tihi, hi xikongomelo xo tirhiseka, ti tirhisiwaka hi xitalo hi xifundzankulu.
- 7.3.3 Xikongomelo xa kona ku ta va ku itihlanganisa na vanhu etindhawini teto ku kumisisa leswaku DWS yi ta va yi tirhisa tindzimi tihi ku endla mibulavurisano na swirho swa vaaki, ku ya hi swikoxo.
- 7.4 DWS yi ta tirhisa tindzimi leti landzelaka:
- 7.4.1 IsiZulu
- 7.4.2 IsiXhosa
- 7.4.3 Xibunu
- 7.4.4 Xinghezi
- 7.4.5 Sepedi
- 7.4.6 Sesotho
- 7.4.7 Ririmi ra swikoweto
- 7.4.8 Ntsalo wa mabofu wu ta katsiwa tanihi muxaka wo tsariwa wa vuhlanganisi. Hambiswiritano a wu nge tekiwi tanihi ririmi ro hambana.

## 8. Matirhiselo ya tindzimi ta ximfumo hi DWS

	<b>Xikongomelo</b>	<b>Ririmi</b>
8.1	Vuhlanganisi bya le ndzeni, na bya le xikarhi ka mfumo na bya le ka mfumo	Xinghezi
8.2	Mbulavurisano na swirho swa vaaki: Mapapila Tiatikili ta maphephahungu Swiphemu swa mavonelo ya vatsari Tiinthavhiyu ta rhadiyo Vuhlanganisi bya xitironiki Vuhlanganisi bya nomu	Tindzimi ta ximfumo ta DWS hi mayelana na khirayitheriya leyi hlamuseriweke eka xinawana xa 7 laha henhla Xik. loko xirho xa vaaki xi tsalela Holobye papila hi Sesotho, xirho xexo xi fanele xi kuma ntiyisiso wa leswaku papila ri amukeriwile na ku tlhela ri hlamuriwa hi Sesotho.
8.3	Tifomo ta ximfumo ta DWS: swikombelo swa mitirho, swirhambo swa swiringanyeto, ntsariso wa vuyimeri bya heralidi.	Tindzimi ta ximfumo ta DWS hi mayelana na khirayitheriya leyi hlamuseriweke eka xinawana xa 7 laha henhla

	<b>Xikongomelo</b>	<b>Ririmi</b>
8.4	Mahungu ya DWS eka switiviso swa mfumo, mahungu ya tisayini ta mfumo, tindhawu to kombisa tisayini na vukorhokeri	Tindzimi ta ximfumo ta DWS hi mayelana na khirayitheriya leyi hlamuseriweke eka xinawana xa 8 laha henhla
8.5	Mikandziyiso ya mfumo leyi endliweke hi DWS leyi kongomisiweke eka ku hangalaseriwa vanhu xik. pholisi leyi, swiviko swa mfumo, ndzavisiso, swinavetiso hinkwaswo, mapfhumba, matsalwa, tirhekhodo, makopiswa, sw.sw.	Tindzimi ta ximfumo ta DWS hi mayelana na khirayitheriya leyi hlamuseriweke eka xinawana xa 7 laha henhla
8.6	Tinhlengeletano ta ximfumo ((izimbizo) na man'wana mafambiselo ya ximfumo tinhlengeletano ta komiti ya xiphotifoliyo eka milawu ya DWS, tisamiti/tikhomferense	Tindzimi ta ximfumo ta DWS hi mayelana na khirayitheriya leyi hlamuseriweke eka xinawana xa 7 laha henhla

8.7 DWS yi ta lulamisa leswaku ku va na vuhundzuluxeri kumbe vutoloki loko ku endliwa mimbulavurisano na swirho swa vaaki lava nhlawulo wa vona wa ririmi ku nga riki rin'wana ra tindzimi ta ximfumo ta DWS.

## 9. Nsimeko

Mitirho na vutihlamuleri bya Yuniti ya Ririmi yi katsa:

- 9.1 Ku tsundzuxa DG hi ku simekiwa ka pholisi;
- 9.2 Landzelerisa no hlela ku tirhisiwa ka tindzimi ta ximfumo hi DWS;
- 9.3 Landzelerisa no hlela ku landzelela swileriso swa pholisi leyi;
- 9.4 Ku hlengeleta na ku yisa swiviko eka Holobye na le ka Huvo ya swa Tindzimi ya Afrika Dzonga hi ku ya hi xiyenge xa 9 xa Nawu
- 9.5 Ku tlakusa ku xiximiwa ku ringana na ku khomiwa ku ringana ka tindzimi ta ximfumo hikwalaho ka mitirho ya DWS;
- 9.6 Ku tlakusa ku hlukisiwa ka ririmi hi vatirhi va DWS;
- 9.7 Ku kondletela mfikelelo wo ringana wa vukorhokeri na mahungu ya DWS hikwalaho ka vukorhokeri bya vuhundzuluxeri na vutoloki;
- 9.8 Ku tlakusa mafambiselo lamanene ya tindzimi; na
- 9.9 Xaxameta mphakelo wa vukorhokeri bya vuhundzuluxeri, vutoloki no hlela na Milawu ya Batho Pele;

- 9.10 Mphakelo wa ririmi na/kumbe vutoloki bya ririmi ra swikoweto hi nkarhi wa swiendleko swa Holoby.

## **10. Endlelo ra Swivilelo**

- 10.1 Munhu wihi na wihi loyi a nga enerisekeku hi vukorhokeri bya ku tirhisiwa ka tindzimi ta ximfumo lebyi nyikiwaka hi DWS a nga loja xivilelo (hi ndlela yo tsala) eka DG.
- 10.2 Xivilelo xihi na xihi xi fanele xi lojiwa ku nga se hela tin'hweti tinharhu xi humelerile
- 10.3 Xivilelo xihi na xihi lexi endlwaka xi fanele xi kombisa vito, kherefu, na mahungu ya vutihlanganisi ya munhu loyi a xi endlaka.
- 10.4 Xivilelo xihi na xihi lexi endlweke xi fanele xi nyika nhlamuselo hi xitalo ya xivilelo.
- 10.5 DG anga kombela mumangali ku va a nyika mahungu yo engetela lama lavekaka eka ku anakanya xivilelo, no tlhela a ngenela nhlengeletano hi xikongomelo xo endla vulavisisi hi yexe.
- 10.6 DG u ta anakanya xivilelo no tlhela a hlamula (hi ndlela yo tsala) ku nga se hela tin'hweti tinharhu endzhaku ka loko xivilelo xi lojiwile, a tlhela a tivisa mumangali hi xiboho.

## **11. Ku hangalasiwa na ku fikeleriwa ka Pholisi leyi**

- 11.1 Pholisi leyi yi ta hangalasiwa hi IsiZulu, IsiXhosa, Afrikaans, English, Sepedi, Sesotho, Ririmi ra swikoweto, na Ntsalo wa Mabofu (ku endlela leswaku vatirhi lava nga voneku va kota ku yi fikelela)
- 11.2 Yi ta kumeka eka webusayiti ya DWS ya : [www.dws.gov.za](http://www.dws.gov.za).
- 11.3 Yi ta tlhela yi va kona hi mpfumawulo eka webusayiti ya DWS ya : [www.dwa.gov.za](http://www.dwa.gov.za).
- 11.4 Yi ta kombisiwa etihofisini hinkwato ta DWS endhawini leyi vanhu va nga ta kota ku yi hlaya.
- 11.5 Yi ta kombisiwa hi (khopi yo kandziyisiwa ) eka ndhawu ya Vuamukeri hinkwabyo bya tihofisi ta DWS na le layiburari ya Nhloko ya Hofisi.

## **12.o Mpfuxeto wa pholisi**

Pholisi leyi yi ta pfuxetiwa malembe ya (2) man'wana na ma'nwana.



## **water & sanitation**

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

### **UMNYANGO WEZAMANZI NOKUHLANZEKA UMGOMO WAMALIMI**

**ITHEBULA YOKUMUMETHWEKO****Ikhasi**

1.	linhlathululo .....	3
2.	Umnqopho .....	3
3.	linhloso.....	4
4.	Irherho.....	4
5.	lindima zomthetho .....	4
6.		
	Ikambisolawulo.....	5
7.	Indlela yokukhetha amalimi wokusebenza we- DWS .....	5
8.	Ukusetjenziswa kwamalimi asemthethweni e- DWS.....	6
9.	Ukusetjenziswa .....	7
10.	Indlela yeenghonyayo.....	8
11.	Ukukhutjiswa nokuTholakala komGomo lo .....	8
12.	Ukubuyekwezwa komGomo .....	9

## 1. linhlathululo

1.1	<b>UHloko weGatja</b>	ISekela lakamNqophisi Zombebele wezokuThintana
1.2	<b>UmNyango</b>	UmNyango wezaManzi nokuHlanzeka
1.3	<b>ZokuThintana</b>	Imisebenzi yezamaLimi
1.4	<b>Isisebenzi</b>	Zoke iinsebenzi zomNyango wezaManzi nokuHlanzeka
1.5	<b>Ama-amakhulu Ofisi</b>	Idorobha namkha idorojana lapho indawo yomsebenzi ikhona.
1.6	<b>Isisebenzi selimi</b>	Zoke iinsebenzi eziqhatjwe njengeenSebenzi zeLimi zomNyango wezaManzi nokuHlanzeka bese zinikela umsebenzi welimi emNyangweni.
1.7	<b>Ibhreyili</b>	Umhlobo otloliweko wokuthintana, onqotjhiswe kwabangaboniko. Ngeminqopho yomgomo lo, ayikahlukaniswa njengelimi elihlukeneko.
1.8	<b>Ubuliminengi</b>	Ukusetjenziswa kwamalimi eqako kwelilodwa mumuntu namkha siqhema sabakhulumi njengabahlali besigodi esithileko namkha isitjhaba.

## 2. Umnqopho

Iminqopho yokuthoma yomhlahlandlela womgomo lo ifaka hlangu:

- 2.1 Ukuthuthukisa indlela ehlanganisako yobuliminengi ngesikhathi sokwethulwa komsebenzi;
- 2.2 Ukusetjenziswa komThetho we- 12 we- 2012 wokuSetjenziswa kwamaLimi asemThethweni:
  - a. isigaba sesi- 4(1) siveza bona omunye nomunye umnyango wesitjhaba, amaziko wesitjhaba karhulumende namabhizimisi wesitjhaba karhulumende kufanele amukele umgomo wamalimi.
  - b. isigaba sesi- 4(2) siveza bona umgomo welimi owamukelwe ngokwesigatjana soku- (1) kufanele:
    - b.1 sikhombe okungenani amalimi asithandathu (6) wamalimi alitjhum nanye (11) asemthethweni lawo umnyango wesitjhaba, amaziko wesitjhaba karhulumende namkha amabhizimisi wesitjhaba karhulumende azowasebenzisela iminqopho karhulumende;
    - b.2 siveza indlela amalimi asemthethweni azokusetjenziswa ngayo ekuthintaneni ngepumelelo nomphakathi, ezazisweni zangokomthetho, eencwajaneni zakarhulumende nekuthintaneni hlangu naborhulumende ababili ukuya kwabanengi kanye nahlangana neminyango eminengi ehlukeneko karhulumende,

- b.3 sihlathulula indlela umnyango wesitjhaba, amaziko wesitjhaba karhulumende, namabhizinisi wesitjhaba karhulumende azokuthintana ngayo ngepumelelo namalunga womphakathi lawo ilimi lawo lingasilo elisemthethweni le- DWS namkha iLimi lamaTshwayo leSewula Afrika;
  - b.4 Sihlathulula indlela amalunga womphakathi angathola ngayo umgomo welimi begodu
  - b.5 Sinikela indlela yekambiso yeenghonyayo kobana amalunga womphakathi akhona ukwenza iinghonyayo ezimayelana nokusetjenziswa kwamalimi asemthethweni mnyango wesitjhaba, amaziko wesitjhaba karhulumende namkha amabhizinisi wesitjhaba karhulumende.
- 2.3 Ukusekela ukuthuthukiswa kwekoro yezeenzebenzi efunekako ekusetjenzisweni ngepumelelo kobuliminengi e- DWS ngemisebenzi yokutjhugulula nokurhumutjha.

### 3. Iinhloso

Umgomo lo unqophe uku:

- 3.1 Nikela amandla nokuqinisekisa iinkhulumi zamalimi adinywe amathuba phambilini;
- 3.2 Sekela ukutholakala ngokulinganako kwemisebenzi, ilemuko nelwazi ngobuliminengi;
- 3.3 Nikela umphumela okhulako wobuliminengi ngokusetjenziswa kwesiZulu, IsiXhosa, IsiBhuru, isiNgisi, iSepedi, nelimi lamaTshwayo;
- 3.4 Thuthukisa ukubumbana komphakathi, ukwehlukahlukana kwamasiko nokubumbana kwesitjhaba ngokulawulwa kwamalimi;
- 3.5 Thuthukisa iintlabagelo zelimi ngokukghonakalisa nokusekela iinsebenzi zamalimi.

### 4. Irherho

Umgomo lo usebenza:

- 4.1 Kizo zoke iinsebenzi zomNyango wezaManzi nokuHlanzeka;
- 4.2 Kizo zoke iinSebenzi zamalimi eziqhatjhe mNyango wezaManzi nokuHlanzeka.

### 5. Iindima zomthetho

- 5.1 UmThethosisekelo weRiphabhliki yeSewula Afrika, umThetho we- 108 we- 1996;

5.2 UmThetho we- 12 we- 2012 wokuSetjenziswa kwamaLimi asemthethwe;

5.3 Imithetholawulo ngokomThetho we- 2012 wokuSetjenziswa kwamaLimi asemThethweni.

## 6. Ikambisolawulo

Umgomo wamalimi we- DWS ususelwe kukambisolawulo elandelako:

6.1 Isibopho sokuthuthukiswa kwawo woke amalimi asemthethweni weSewual Afrika;

6.2 Ukulemuka bona amalimi anekghono lokwandisa ilwazi nelemuko kanye nokusekela ukuhlanganyela komphakathi;

6.3 Ukuzwisisa bona ukuphathwa kuhle kwamalimi kuyathogeka ukuqinisekisa ukuphathwa ngepumelelo kwakarhulumente ozokuhlangabeza iindingo zomphakathi kanye nokuthuthukisa ukutholakala okungathathi ihlangothi kwemisebenzi nelwazi le- DWS;

6.4 ukukhandelwa kokusetjenziswa kwelinye nelinye ilimi/amalimi ngeminqopho yokucaphaza, yokulawula nokubandlulula e- DWS;

6.5 Ukusebenzisana mayelana nokuthuthukiswa kobuliminengi.

## 7. Indlela yokukhetha amalimi wokusebenza we- DWS

7.1 Inqopho

Imithetholawulo ngokwesiGaba se- 13 somThetho we- 2012 wokuSetjenziswa kwamaLimi asemThethweni ikhuluma ngenqopho kokulandelako:

“Ukuqinisekisa amalimi wawo asemthethweni ngendlela ekutjhejwe ngayo esiGabeni sesi- 4(2) somThetho (qala u- 1.3.2 (a, b, c) womGomo we- DWS), umnyango wesitjhaba, amaziko wesitjhaba karhulumente namkha amabhizimisi wesitjhaba karhulumente kufanele atjheje iingcenyane lezi ngendlela eziqintelwe ngayo esiGabeni sesi- 6(3) somthethosisekelo, ukufaka hlangana:

- (i) Ukusetjenziswa kwelimi lamalunga womphakathi othola imisebenzi yomnyango wesitjhaba, yamaziko wesitjhaba karhulumente namkha yamabhizimisi wesitjhaba karhulumente, ngokutjheja:
  - (aa) iindingo zelimi lamalunga womphakathi; iimbalobalo zelimi kubalopheleleko labantu elikhutjhe mBali- Zombebele ngokwesiGaba se- 7 somThetho wesi- 6 we- 1999 weemBalobalo;
  - (cc) irhubhululo elingenziwa mnyango wesitjhaba, amaziko wesitjhaba karhulumente namkha amabhizimisi wesitjhaba karhulumente.”

7.2 Ikambisolawulo eyamukelweko



Ngokukhambisana neNqopho elingehla, kukhethwe amaLimi bona amukelwe yi- DWS ngokususelwa kukambisolawulo elandelako:

7.2.1 Idatha yango- 2011 yeBalopheleleko lesiTjhaba, elitjengisa amalimi akhulunywa khulu emakhaya weSewula Afrika.

7.2.2 Iindingo ezithileko zelimi lamalunga womphakathi.

7.3 Obunye ubujamo bomgomo wamalimi we- DWS (khulu khulu mayelana nokuthintana nomphakathi eemfundeni):

7.3.1 I- DWS iyalilemuka itlhogeko lokuthuthukisa ukutholakala ngokulinganako nokusetjenziswa ngokungathathi ihlangothi kwamalimi asemthethweni weriphabhliki ngokuya ngeendima zomThethosisekelo.

7.3.2 Ngokukhambisana nekambisolawulo le kanye nokuphumelelisa amalimi akhulunywa linani elincani lomphakathi eemfundeni, i- DWS yelula ubujamo bayo bokusetjenziswa njalo njalo kwamalimi lawa ngokuqala bona ngimaphi amalimi asetjenziswa khulu esifundeni.

7.3.3 Ubujamo obufaneleko buzokuba ngebokuthintana nabantu beendaweni lezo kobana kuqinisekiswa bona ngimaphi amalimi i- DWS ezowasebenzisela ukuthintana nemiphakathi, ngokususelwa efunekweni.

7.4 Ngalokho i- DWS yamukela amalimi alandelako:

7.4.1 IsiZulu

7.4.2 IsiXhosa

7.4.3 IsiBhuru

7.4.4 IsiNgisi

7.4.5 iSepedi

7.4.6 iSesotho

7.4.7 Ilimi lamaTshwayo

7.4.8 Ibhayili izokufakwa njengendlela etlolwako yokuthintana. Nanyana kunjalo, lokhu akukahlukaniswa njengelimi elihlukileko.

## 8. Ukusetjenziswa kwamalimi asemthethweni e- DWS

	<b>Umnqopho</b>	<b>Ilimi</b>
8.1	Ukukhulumisana kwangaphakathi naphakathi kwaborhulumende ababili ukuya kwabanengi	IsiNgisi
8.2	Ukuthintana namalunga womphakathi: lincwadi lindatjana zamaphephandaba linqetjhana zemibono Ukuhlungwa kwemrhatjhwani	Amalimi asemthethweni we- DWS mayelana nekambiso evezwe endinyaneni ye- 7 ngehla Isib. Nangabe ilunga lomphakathi litlolela uNgqongqotjhe ngeSesotho,

	<b>Umnqopho</b>	<b>Ilimi</b>
	Ukuthintana bu- elekthroniki Ukuthintana ngomlomo	ilunga lelo kufanele lithole incwadi etjhoko bona incwadakhe itholiwe beliphendulwe ngeSesotho.
8.3	Amaforomu asemthethweni we- DWS: iimbawo zomsebenzi, iimemo zokuhlongoza, ukutloliswa kweenthombe zeemphandla.	Amalimi asemthethweni we- DWS mayelana nekambiso evezwe endinyaneni ye- 7 ngehla
8.4	Ilwazi le- DWS elisezazisweni zomphakathi neememezeleni, amatshwayo welwazi womphakathi, eendaweni ezikhombisa amatshwayo nemisebenzi	Amalimi asemthethweni we- DWS mayelana nekambiso evezwe endinyaneni yobu- 8 ngehla
8.5	Iincwajana zangokomthetho ezikhutjhwwe yi- DWS ezinqotjhiswe ukusatjalaliswa emphakathini, isib. umgomo lo, imibiko karhulumende, irhubhululo, yoke imikhangiso, amajima, imitlolo, amarekhodi, amakhophi, njll.	Amalimi asemthethweni we- DWS mayelana nekambiso evezwe endinyaneni ye- 7 ngehla
8.6	Imihlangano yomphakathi (Izimbizo) nanye ikambiso yangokomthetho, ukulalelwa kwekomidi yomsebenzi othileko emthethweni we- DWS, imihlangano/amakhonferensi	Amalimi asemthethweni we- DWS mayelana nekambiso evezwe endinyaneni ye- 7 ngehla

8.7 I- DWS izokuhlela ukutjhugulula namkha ukurhumutjha okufaneleko lokha nayithintana namalunga womphakathi lawo ilimi lawo alikhethako kungasilo ngelinye lamalimi asemthethweni we- DWS.

## 9. Ukusetjenziswa

Imisebenzi neembopho zeZiko lamaLimi zifaka hlangana:

- 9.1 Ukweluleka u- DG mayelana nokusetjenziswa komgomo;
- 9.2 Ukutjheja nokuhlola ukusetjenziswa kwamalimi asemthethweni yi- DWS;
- 9.3 Ukutjheja nokuhlola ukukhambisana nomgomo lo;
- 9.4 Ukubuthelela nokuthunyelwa kwemibiko kuNgqongqotjhe neBhodini yamaLimi yeSewula Afrika ngokwesigaba se- 9 somThetho;
- 9.5 Ukuthuthukisa isithunzi esilinganako kanye nokuphathwa ngokufanako kwamalimi asemthethweni ngemisebenzi ye- DWS;
- 9.6 Ukuthuthukiswa kokufundwa kwamalimi phakathi kweensebenzi ze- DWS;

- 9.7 Ukukghonakalisa ukutholakala ngokulungileko nangokungathathi ihlangothi kwemisebenzi nelwazi le- DWS ngemisebenzi yokutjhugulula nokurhumutjha;
- 9.8 Ukuthuthukisa ukuphathwa kuhle kwamalimi kanye
- 9.9 Nokuhlelwa kokwethulwa kwemisebenzi yokutjhugulula, ukurhumutjha noku- editha neKambisolawulo yeBatho Pele;
- 9.10 Amalungiselelo wokurhumutjhwa kwamalimi namkha kwelimi lamatshwayo ngesikhathi sayo yoke imihlangano kaNgqongqotjhe.

## **10. Indlela yeenghonyayo**

- 10.1 Omunye nomunye umuntu onganelisekiko ngemisebenzi yokusetjenziswa kwamalimi asemthethweni anikelwa yi- DWS angenza isinghonyayo (ngokutlola) no- DG.
- 10.2 Esinye nesinye isinghonyayo kufanele senziwe eenyangeni ezintathu zesehlakalo.
- 10.3 Esinye nesinye isinghonyayo esenziweko kufanele siveze ibizo, isiphande nelwazi lokuthintana lomuntu onghonyayo.
- 10.4 Esinye nesinye isinghonyayo kufanele sinikele ihlathululo ezeleko nenabileko yesinghonyayo.
- 10.5 U- DG angabawa umngonyayo kobana anikele elinye nelinye ilwazi lokungezelela elifunekako kobana kutjhejwe isinghonyayo kanye nokukhambela umhlangano ngeminqopho yokwenza iphenyo ngomlolo mayelana nesinghonyayo.
- 10.6 U- DG uzokutjheja isinghonyayo bese usiphendula (ngokutlola) esikhathini esingeqi eenyangeni ezintathu ngemva kokwenziwa kwesinghonyayo azise umngonyayo mayelana nesiquanto.

## **11. Ukukhutjwa nokuTholakala komGomo lo**

- 11.1 UmGomo lo uzokukhutjwa ngesiZulu, isiXhosa, ngesiBhuru, ngesiNgisi, ngeSepedi, ngeSesotho, ngeLimi lamatshwayo nange Bhreyili (kobana iinsebenzi ezingaboniko ziwuthole).
- 11.2 Uzokuba khona kuwebhusayidi ye- DWS: [www.dws.gov.za](http://www.dws.gov.za).
- 11.3 Uzokuba khona kuwebhusayidi ye- DWS: [www.dws.gov.za](http://www.dws.gov.za).
- 11.4 Uzokuboniswa kiwo wo ke ama- ofisi we- DWS ngendlela begodu nendaweni lapho umphakathi uzakghona khona ukuwufunda.
- 11.5 Uzokuboniswa (ngevetjhini eprinthe ephapheni) kuRiseptjheni yawo wo ke ama- ofisi we- DWS nakuLayibhrari ye- Ofisi eKulu.

**12. Ukubuyezwa komGomo**

UmGomo lo uzokubuyezwa qobe eminyakeni emibili (2).





# **WARNING!!!**

## **To all suppliers and potential suppliers of goods to the Government Printing Works**

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Anna-Marie du Toit (012) 748-6292 ([Anna-Marie.DuToit@gpw.gov.za](mailto:Anna-Marie.DuToit@gpw.gov.za)) and

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