

MUNISIPALITEIT DRAKENSTEIN

reksel uit die notule van die Council Meeting Komitee

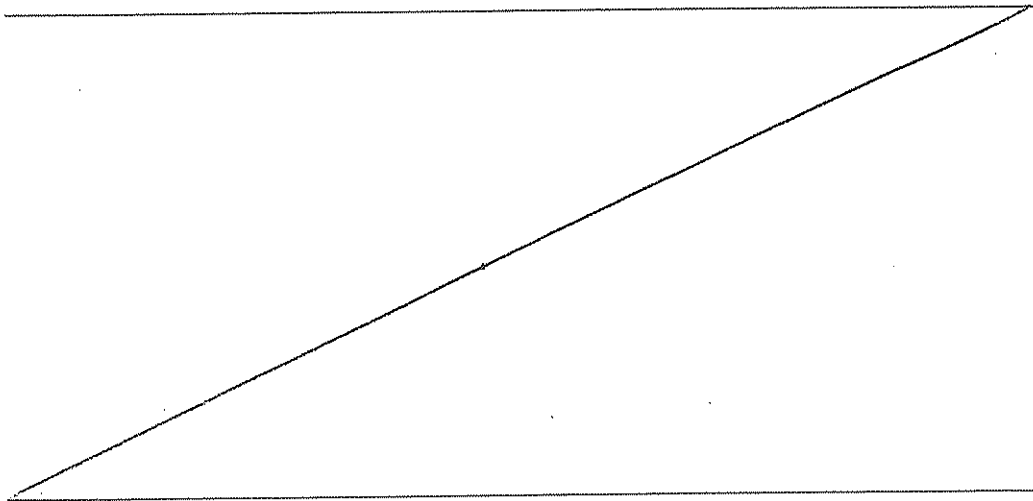
ateer 25/11/03 Klousule 7.1

ument nr/s \_\_\_\_\_ Verwysing 2/B

**7.1 Language Policy / Taalbeleid**

**UNANIMOUSLY RESOLVED**

that the enclosed Language Policy be adopted.



2/B  
C - 25/11/2003

**DRAKENSTEIN MUNICIPALITY**

**LANGUAGE POLICY**

## 1. DEFINITIONS

In this policy, unless the context otherwise indicates:-

“**administration**” refers to the administrative arm of the Drakenstein Municipality;

“**Town Council**” refers to the Municipality of Drakenstein (established by Provincial Notice 592 dated 22 November 2000);

“**Committees**” refers to the Executive Committee, Executive Mayor, Portfolio Committees and any other Committee established by the Council;

“**Council**” refers to full Council meetings of the Municipal Council of Drakenstein Municipality;

“**province**” refers to the Western Cape; and

“**three official languages**” refers to the three languages of the Western Cape, namely Afrikaans, English and Xhosa, in terms of Section 5 of the Constitution of the Western Cape.

## 2. NAME OF POLICY

Language Policy of the Drakenstein Municipality.

## 3. PURPOSE

To give effect to:-

- 3.1 Sections 6 and 9 of the Constitution of the Republic of South Africa (Act 108 of 1996);
- 3.2 Sections 18.2 and 21.2 of the Municipal Systems Act, 2000 (Act 32 of 2000);
- 3.3 the principles of Batho Pele as contained in Government Gazette No 18340, dated 1 October 1997;
- 3.4 the Western Cape Language Policy (PN 369/2001 of 27 November 2001); and
- 3.5 the Municipality's strategic objective as “corruption-free and the “Pearl of Africa”.

## 4. GOALS

- 4.1 to establish the language usage of the Municipality's residents and take into account such language preferences;
- 4.2 to support impartial delivery by promoting equal access to municipal services and programmes by removing communication or language barriers;
- 4.3 to promote multilingualism amongst the Municipality's staff and communities within Drakenstein Municipality;
- 4.4 subject to 4.1, to promote the use of the three official languages in the affairs of the Municipality;
- 4.5 to give increasing to the equal status of the three official languages; and

- 4.6 to provide for sign language as and when necessary and to make provision to address the special needs of people with disabilities where practical.

## **5. POLICY PROVISIONS FOR THE USE OF THE OFFICIAL LANGUAGES BY THE COUNCIL**

- 5.1 any of the three official languages may be used in any debates and other proceedings of the Council and its Committees. The Municipality must make provision for interpreter services in the three official languages during sittings of the Council and its Committees. Sign languages interpreting must be provided, if and when considered necessary;
- 5.2 all policies introduced/adopted, by-laws and resolutions of the Council and its Committees must be available in all three official languages;
- 5.3 a notice of motion or a formal motion in the Council or its Committees must be available in all three official languages. The Town Council may make practical arrangements to cause motions drawn up in one official language, to be made available, in the other two official languages within, a reasonable time;
- 5.4 reports (including attachments thereto) submitted to Council, and/or Committees must be kept in the original form submitted. However, the recommendations to all reports must be made available in all three official languages (if and when time permits); and
- 5.5 notices of all meetings and index to agendas must be in all three official languages.

## **6. DISCIPLINARY HEARINGS**

All disciplinary hearings, shall when necessary, be conducted in the three official languages. The language preference of anyone involved in such hearings, shall be taken into account. Translation and interpreter services shall therefore be made available when necessary.

## **7. OFFICIAL NOTICES AND ADVERTISEMENTS**

All official notices and advertisements issued/published by the Municipality for general public information, must be issued in all three official languages.

## **8. INTERNAL COMMUNICATION**

- 8.1 any of the three languages may be used for the purpose of communication in the Administration, provided that if the addressee does not understand the language of use in which he/she is communicated with, he/she may request that communication with him/her takes place in a language which he/she understands.
- 8.2 all internal staff circulars must be in all three official languages; and
- 8.3 the Municipality must make every effort to ensure compliance with the Language Code of Conduct.

## **9. EXTERNAL COMMUNICATION**

- 9.1 any member of the public may use any of the three official languages or sign language in his/her communication with the Municipality;

- 9.2 all external communication of response must be in the language in which the original communication was received; and
- 9.3 the Municipality must in its communication with and rendering of services to the public ensure that these are carried out in the most appropriate way with the assistance of interpreters and translators and or other technical means.

## 10. IDENTIFICATION SIGNS

- 10.1 identification signage in and directions to municipal offices or facilities must be in the three official languages; and
- 10.2 where the law permits, the three official languages must be used equitably (rotation basis) on local roads signs and directional signs. For street names, due consideration must be given to the community's language usage and preferences.

## 11. IMPLEMENTATION

### 11.1 Language Services Unit

- 11.1.1 the Municipality must establish a Language Services Unit, under the auspices of the Head: Corporate Services, which will be responsible for providing a translating/interpreting service to the Municipality;
- 11.1.2 professional and specialised translators and interpreters must be appointed in such a unit;
- 11.1.3 the Municipality must make available translation and interpreter services so that all residents can have equal access to municipal services; and
- 11.1.4 the Municipality's Language Services Division shall liaise with the Western Cape Language Committee, PANSALB, the National Language Bodies, the National Language Service, lexicographical units and other relevant bodies regarding terminological development and language norms with specific reference to the official languages of the Western Cape and sign language.

### 11.2 Code of Conduct

- 11.2.1 the Municipality must continuously ensure that councillors and staff members are sensitised to the value of multilingualism as a tool for building social cohesion, promoting economic development and consolidating democratic government through respect for cultural diversity;
- 11.2.2 the Municipality must ensure that notices are placed in all its buildings/offices informing the public that it promotes multilingualism and that officials will make every effort to use the language(s) of the client(s); and
- 11.2.3 the Municipality must ensure that all officials and councillors accommodate the language use and preferences of other officials and councillors with courtesy.

### 11.3 Development and Education

- 11.3.1 officials and Councillors must be encouraged to learn the three official languages, and training programmes must be organised to assist in the development of their

language skills;

11.3.2 departments/section/divisions must play an active role in promoting multilingualism in an equitable manner and also to identify the language skills required in order to render an effective and efficient services to its communities; and

11.3.3 when filling vacant posts, departments/sections/divisions must take cognisance of the Municipality's language policy when advertising, recruiting, selecting and appointing staff.

#### **11.4 Translating and Interpreter Services**

The Municipality must make available translation and interpreter services if and when considered necessary.

#### **11.5 Main/General Telephone Exchanges**

The main/general telephone reception at all administrative buildings and within all departments/sections/divisions must "welcome" its customers in all three official languages. For this purpose a recorded service must be made available in all three official languages prompting customers according to their language preference.

#### **11.6 Language Audits**

11.6.1 in terms of Section 6(3)(b) of the Constitution of the Republic of South Africa, Municipalities must take into account the language use and preferences of its residents. Therefore, the language use and preferences of the residents within the area of jurisdiction of the Municipality must be determined by means of a language audit, to be reviewed every four to five years; and

11.6.2 the Municipality must conduct regular language proficiency audits within its departments/sections/divisions to determine the linguistic needs as well as the linguistic capabilities of officials in the organisation and tap other appropriate methods to improve the language skills in the Municipality.

### **12. ESTABLISHMENT OF A LANGUAGE COMMITTEE FOR THE DRAKENSTEIN TOWN COUNCIL**

A Multi-party ad-hoc committee consisting of ten councillors and known as the Drakenstein Municipality Language Committee must be established as a sub-committee of the Corporate Services Portfolio Committee or other committee as determined from time to time, and will be entitled:-

12.1 to establish the language usage and preferences of the residents of the Municipality and advise Council accordingly;

12.2 to monitor the use of Afrikaans, Xhosa and English in the Council;

12.3 to actively promote the principle of multilingualism;

12.4 to monitor the phased-in implementation of the language policy;

12.5 to advise and make recommendations on any language matter to the Corporate Services Portfolio Committee, or other committee;

- 12.6 to initiate studies and research directed at:-
  - 12.6.1 the promotion of respect for the official languages;
  - 12.6.2 the promotion of multilingualism in the Drakenstein Municipality;
  - 12.6.3 the promotion and use of the language resources of the Municipality; and
  - 12.6.4 to prevent the use of any language for exploitation and domination.
- 12.7 to interact with other stakeholders on language related issues.

**13. FINANCING AND APPLICATION**

The Municipality must budget for language planning and training, language policy development and implementation, language resources and language audits in order to meet the obligations outlined above.



**DRAKENSTEIN MUNISIPALITEIT**

**TAALBELEID**

## 1. DEFINISIES

In hierdie beleid, tensy die konteks anders aandui, verwys:-

“administrasie” na die administratiewe komponent van die Munisipaliteit;

“drie amptelike tale” na die drie amptelike tale van die Wes-Kaap, naamlik Afrikaans, Xhosa en Engels, ingevolge Artikel 5 van die Grondwet van die Wes-Kaap (Wet 1 van 1998);

“komitees” na die Uitvoerende Komitee, Uitvoerende Burgemeester, Portefeulje Komitee en enige ander komitee deur die Raad ingestel;

“provinsie” na die Wes-Kaap;

“raad” na die volle raadsvergaderings van die Munisipale Raad van die Drakenstein Munisipaliteit;

“munisipaliteit” na die Munisipaliteit van Drakenstein (ingestel ingevolge Provinsiale Kennisgewing 592 gedateer 22 November 2000).

## 2. NAAM VAN DIE BELEID

Taalbeleid van Drakenstein Munisipaliteit.

## 3. DOEL

Om uitvoering te gee aan:-

- 3.1 Artikels 6 en 9 van die Grondwet van die Republiek van Suid-Afrika (Wet 108 van 1996);
- 3.2 Artikels 18.2 en 21.2 van die Wet op Munisipale Stelsels (Wet 32 van 2000);
- 3.3 die Batho Pele-beginsels soos vervat in Staatskoerant nr 18340, gedateer 1 Oktober 1997;
- 3.4 die Wes-Kaapse Taalbeleid (Provinsiale Kennisgewing 369/2001 van 27 November 2001; en
- 3.5 die Munisipaliteit se strategiese doelwit naamlik “Korrupsie-vry” en “Pêrel van Afrika”.

## 4. DOELSTELLINGS

- 4.1 om die taalgebruik van die Munisipaliteit se inwoners te bepaal en sodanige taal voorkeure in aanmerking te neem;
- 4.2 om onpartydige dienslewering te ondersteun deur gelyke toegang tot munisipale dienste en programme aan te moedig deur kommunikasie- of taal struikelblokke uit die weg te ruim;
- 4.3 om veeltaligheid by die Munisipaliteit se personeel en gemeenskappe binne die Munisipaliteit se jurisdiksie aan te moedig;
- 4.4 om in die tussentyd, onderworpe aan 4.1 die gebruik van die drie amptelike tale van die Provinsie, naamlik Afrikaans, Xhosa en Engels, in munisipale aangeleenthede aan te moedig;
- 4.5 om toenemend aan die gelyke status van die drie amptelike tale van die Provinsie uitvoering te gee; en

- 4.6 om op versoek vir die gebruik van gebaretaal voorsiening te maak as en wanneer dit nodig geag word en om, waar prakties, op versoek van persone met gestremdhede, vir hul spesiale behoeftes voorsiening te maak.

## 5. BELEIDSBEPALINGS VIR DIE GEBRUIK VAN DIE AMPTELIKE TALE DEUR DIE RAAD

- 5.1 enige van die amptelike tale van die Provinsie mag in enige debatte en ander verrigtinge van die Raad en sy Komitees gebruik word. Die Munisipaliteit moet gedurende sittings van die Raad en Komitees vir die verskaffing van tolkdienste in die drie amptelike tale voorsiening maak. Indien en wanneer dit as nodig geag word, moet vir tolking in gebaretaal voorsiening gemaak word;
- 5.2 alle beleidsdokumente wat ingedien/aanvaar word, verordeninge, en besluite van die Raad en sy Komitees moet in al drie die amptelike tale beskikbaar gestel word;
- 5.3 'n kennisgewing van voorstel of 'n formele voorstel wat in die Raad of sy Komitees ingedien word, moet in al drie die amptelike tale beskikbaar gestel word. Die Munisipaliteit mag praktiese reëlings tref om binne 'n redelike tydperk voorstelle wat in een amptelike taal opgestel is, in die ander twee amptelike tale beskikbaar te stel;
- 5.4 verslae en bylaes daartoe wat aan die Raad, en/of Komitees voorgelê word, moet in die oorspronklike vorm waarin dit ingedien is, behou word. Die aanbevelings by alle verslae moet egter in al drie die amptelike tale beskikbaar gestel word (indien en wanneer tyd dit toelaat); en
- 5.5 kennisgewings van alle vergaderings, en die sakelyste se inhoudsopgawes moet in al drie die amptelike tale opgestel word.

## 6. DISSIPLINÊRE VERHORE

Alle dissiplinêre verhore moet in al drie amptelike tale gehou word soos nodig. Die amptelike taal voorkeur van enigeen wat by sodanige verhore betrokke is, moet in aanmerking geneem word. Tolk- en vertaaldienste moet om dié rede beskikbaar gestel word wanneer nodig.

## 7. AMPTELIKE KENNISGEWINGS EN ADVERTENSIES

Alle amptelike kennisgewings en advertensies wat deur die Munisipaliteit vir algemene openbare inligting uitgereik/gepubliseer word, moet in al drie amptelike tale uitgereik word.

## 8. INTERNE KOMMUNIKASIE

- 8.1 enige van die drie amptelike tale van die Wes-Kaap mag vir die doel van kommunikasie in die Administrasie gebruik word met dien verstande dat as die ontvanger nie die taal verstaan waarin met hom/haar gekommunikeer word nie, hy/sy mag versoek dat kommunikasie met hom/haar sal geskied in die taal wat hy/sy verstaan;
- 8.2 alle interne personeel omsendbriewe moet in al drie die amptelike tale geskied; en
- 8.3 die Munisipaliteit moet daadwerklike pogings aanwend om te verseker dat daar aan die Taal gedragskodes voldoen word.

## 9. EKSTERNE KOMMUNIKASIE

- 9.1 enige lid van die publiek mag enige van die drie amptelike tale van die Wes-Kaap of gebaretaal in sy/haar kommunikasie met die Munisipaliteit gebruik;
- 9.2 alle reaksie op eksterne kommunikasie, moet in die amptelike taal waarin die oorspronklike kommunikasie ontvang is, opgestel word; en
- 9.3 die Munisipaliteit moet in sy kommunikasie met dienslewering aan die publiek verseker dat dit op die mees gepaste wyse geskied deur middel van tolke en vertalers en/of ander tegniese hulpmiddels.

## 10. IDENTIFIKASIE TEKENS

- 10.1 identifikasie tekens in en aanwysings na munisipale kantore of fasiliteite moet in die drie amptelike tale aangebring word; en
- 10.2 waar die Wet dit toelaat, moet die drie amptelike tale op 'n billike wyse (op 'n rotasie grondslag) op plaaslike padtekens en rigtingwysers gebruik word. By straatname moet 'n gemeenskap se taalgebruik- en voorkeure in aanmerking geneem word.

## 11. STRATEGIEË VIR INWERKINGSTELLING

### 11.1 Eenheid vir Taaldienste

- 11.1.1 die Munisipaliteit moet 'n Eenheid vir Taaldienste onder beheer van die Hoof: Korporatiewe Dienste instel wat vir die verskaffing van vertaal- en tolkdienste aan die Munisipaliteit verantwoordelik sal wees;
- 11.1.2 professionele en gespesialiseerde vertalers en tolke moet in dié eenheid aangestel word;
- 11.1.3 die Munisipaliteit moet waar nodig, vertaal- en tolkdienste beskikbaar stel ten einde aan al die inwoners gelyke toegang tot munisipale dienste te bied; en
- 11.1.4 die Munisipaliteit se Eenheid vir Taaldienste moet met die Wes-Kaapse Taalkomitee, PANSAT, die Nasionale Taalliggame, die Nasionale Taaldiens, leksikografiese eenhede en ander tersaaklike liggame skakel ten opsigte van terminologie ontwikkeling, taalnorme en gebaretaal.

### 11.2 Gedragskode

- 11.2.1 die Munisipaliteit moet voortdurend verseker dat die raadslede en personeel bewus bly van die waarde van veeltaligheid as instrument om maatskaplike samehorigheid te ontwikkel, ekonomiese ontwikkeling te bevorder en demokratiese regering te versterk deur agting vir kulturele verskeidenheid;
- 11.2.2 die Munisipaliteit moet verseker dat kennisgewings in al sy geboue en kantore aangebring word om die publiek in te lig dat die Munisipaliteit veeltaligheid aanmoedig en dat amptenare alle pogings sal aanwend om die taal/tale van die kliënt(e) te gebruik; en
- 11.2.3 die Munisipaliteit moet verseker dat alle amptenare en raadslede die taalgebruik en -voorkeure van ander amptenare en raadslede op 'n hoflike wyse in ag neem.

**11.3 Ontwikkeling en Opvoeding**

- 11.3.1 amptenare en Raadslede moet aangemoedig word om die amptelike tale van die Provinsie wat hulle nie ken nie, te verwerf. Opleidingsprogramme moet gereël word om die personeel te ondersteun om hul taalvaardighede te ontwikkel;
- 11.3.2 departemente/afdelings/seksies moet 'n aktiewe rol speel om veeltaligheid op 'n billike wyse te bevorder en ook om die taalvaardighede te identifiseer wat vereis word om 'n doeltreffende en doelmatige diens aan hul gemeenskappe te lewer; en
- 11.3.3 wanneer vakante poste gevul word, moet departemente/afdelings/seksies die Munisipaliteit se taalbeleid in aanmerking neem tydens die advertering, werwing, keuring en aanstelling van personeel.

**11.4 Vertaal- en Tolkdienste**

Die Munisipaliteit moet vertaal- en tolkdienste beskikbaar stel as en wanneer dit nodig geag word.

**11.5 Hoof/Algemene Telefoonsentrale**

Die hoof/algemene telefoonontvangs in al die administratiewe geboue en in al die departemente/afdelings/seksies moet hul kliënte in al drie amptelike tale verwelkom. Vir hierdie doel moet 'n bandopnamediens wat kliënte volgens hul taalvoorkeure bedien, in al drie amptelike tale beskikbaar gestel word.

**11.6 Taalbestekopnames**

- 11.6.1 ingevolge Artikel 6(3)(b) van die Grondwet van die RSA moet Munisipaliteite die taalgebruike en -voorkeure van hul inwoners in aanmerking neem. Die taalgebruike en -voorkeure van die inwoners binne die Munisipaliteit se jurisdiksiegebied moet dus deur 'n taalbestekopname bepaal word en elke vier tot vyf jaar hersien word; en
- 11.6.2 die Munisipaliteit moet op 'n gereelde grondslag bestekopnames van taalbedreweheid in sy departemente/afdelings/seksies onderneem om amptenare in die organisasie se taalbehoefte en -vermoëns vas te stel, en ook ander toepaslike metodes benut om taalvaardighede in die Munisipaliteit te verbeter.

**12. INSTELLING VAN 'N TAALKOMITEE VIR DIE DRAKENSTEIN MUNISIPALITEIT**

'n Veelparty ad hoc-komitee bestaande uit 10 raadslede wat as die Drakenstein Munisipaliteit Taalkomitee bekend staan, moet as 'n sub-komitee van die Korporatiewe Dienste Portefeuljekomitee of ander Komitee soos van tyd tot tyd bepaal, ingestel word, en is geregtig om:-

- 12.1 die taalgebruike en -voorkeure van die inwoners van die munisipaliteit te bepaal en die Raad dienooreenkomstig te adviseer;
- 12.2 die gebruik van Afrikaans, Xhosa en Engels in die Raad te monitor;
- 12.3 die beginsel van veeltaligheid aktief te bevorder;
- 12.4 die geleidelike inwerkingstelling van die Taalbeleid te monitor;
- 12.5 die Korporatiewe Dienste Portefeuljekomitee of ander Komitee te adviseer en

aanbevelings te maak oor enige taal aangeleentheid;

12.6 studies en navorsing te inisieer wat gerig is op:-

12.6.1 die bevordering van agting vir die amptelike tale;

12.6.2 die bevordering van veeltaligheid in die stad;

12.6.3 die bevordering en gebruik van die Munisipaliteit se taal hulpbronne;

12.6.4 die voorkoming van die gebruik van enige taal vir uitbuiting en oorheersing; en

12.6.5 met belanghebbendes oor taalverwante aangeleenthede saam te werk.

### 13. FINANSIERING EN TOEPASSING

Die Munisipaliteit moet vir taal beplanning en -opleiding, taalbeleid ontwikkeling en -inwerkingstelling, taal hulpbronne en taal bestekopnames begroot ten einde die verpligtinge soos hierbo uiteengesit, na te kom.



**MASIPALA WASE-DRAKENSTEIN**

**UMGAQO-NKQUBO WOLWIMI**

**ISAZISO SENGCACISO:-**

[ ] Amagama angqindilili akwizibiyeli ezisikwere abonisa izinto ekuphakanyiswa ukuba zisuswe kulo mgaqo-nkqubo usayilwayo ukhoyo.

Amagama akrwelelwe ngomgca ongqindilili abonisa izinto ekuphakanyiswa ukuba zifakelwe kulo mgaqo-nkqubo usayilwayo ukhoyo.

1. **INKCAZELO**

Kulo mgaqo-nkqubo, ngaphandle kokuba umxholo uthetha enye into-

“**ulawulo**” lubhekisa kwicandelo lolawulo lukaMasipala wase-Drakenstein;

“**iBhunga leDolophu**” libhekisa kuMasipala wase-Drakenstein (owamiselwa ngokweSaziso 592 sePhondo somhla wama-22 Novemba 2000);

“**iKomiti**” zibhekisa kwiKomiti yeSigqeba esiLawulayo, uSodolophu oLawulayo, iKomiti zaMasebe kwakunye nayo nayiphi na iKomiti emiselwa iBhunga;

“**iBhunga**” libhekisa kwiintlangano zebhunga ezipheleyo zikaMasipala waseDrakenstein;

“**iphondo**” libhekisa kwiNtshona Koloni; kwaye

“**iilwimi ezisemthethweni ezintathu**” zibhekisa kwiilwimi ezisemthethweni ezintathu zeNtshona Koloni, ezizezi: isiBhulu, isiNgesi nesiXhosa ngokweCandelo 5 loMgaqosiseko weNtshona Koloni.

2. **IGAMA LOMGAQO-NKQUBO**

**UMgaqo-nkqubo woLwimi kaMasipala waseDrakenstein.**

3. **INJONGO**

Ukuphumeza:-

- 3.1 iCandelo le-6 nele-9 loMgaqo-nkqubo weRiphabliki yoMzantsi Afrika (uMthetho 108 wango-1996);
- 3.2 iCandelo 18.2 nele 21.2 loMthetho weNkqubo zikaMasipala, 2000 (Umthetho 32 ka-2000);
- 3.3 imigaqo yeBatho Pele efumaneka kwiGazethi yePhondo engunombolo 18340, 1/10/97;
- 3.4 uMgaqo-nkqubo woLwimi weNtshona Koloni (P/N 369/2001 we-27 Novemba 2001); kunye
- 3.5 nenjongo yobuchule kaMasipala “yedolphu engenabuqhetseba” kunye “nePearl yase-Afrika”.

## 4. IINJONGO EZIPHAMBILI

- 4.1 ukumisela ukusetyenziswa kweelwimi ngabo bahlala kwiindawo zikaMasipala apho kuya kuthi kuqatshelwe iilwimi abantu abakhetha ukuzisebenzisa;
- 4.2 ukuxhasa ukukhutshwa kweenkonzo ezingakhethe bani ngokuphakamisa ukuba wonke umntu afikelele ngokulinganayo kwiinkonzo neenkqubo zikamasipala ngokuthi kususwe imiqobo yonxibelelwano yolwimi;
- 4.3 ukuphakamisa ukusetyenziswa kweelwimi ezininzi ngabasebenzi bakaMasipala kunye nabantu abahlala kwimimandla ephantsi kolawulo lukaMasipala waseDrakenstein;
- 4.4 njengoko kutshiwo ku-4.1, okweli xeshana, kufuneka kuphakanyiswe iilwimi ezintathu kwimicimbi kaMasipala;
- 4.5 ukuphumeza ukusetyenziswa ngakumbi nangokulinganayo kweelwimi ezintathu ezisemthethweni; kwaye
- 4.6 xa kuceliwe ngabo bathetha ngezandla, iBhunga xa likwazi malenze iinzame zokubonelela abo bakhubazekileyo baneemfuno ezizodwa.

## 5. IZIBONELELO ZOMGAQO-NKQUBO ZOKUSETYENZISWA KWEELWIMI EZISEMTHETHWENI LIBHUNGA

- 5.1 naluphi na ulwimi olusemthethweni kwezintathu lungasetyenziswa kuzo naziphi na iingxoxo-mpikiswano nezinye iinkqubo zeBhunga nakwiKomiti zalo. UMasipala kufuneka abe nezibonelo zeenkono zotoliko ukuze kutolikelwe kuzo zonke iilwimi ezisemthethweni xa iBhunga lihlelele iintlanganiso, kananjalo nakuMabhunga neeKomiti xa zineentlanganiso zazo. Utoliko loLwimi lwabo bathetha ngezandla malubonelelwe kuphela xa oko kubonwa kuyimfuneko;
- 5.2 yonke imigaqo-nkqubo eyazisiweyo/eyamkelweyo, imithetho kamasipala, nezigqibo zeBhunga neeKomiti zalo kufuneka ikhutshewe ngazo zontathu iilwimi ezisemthethweni zephondo;
- 5.3 isaziso sesiphakamiso okanye isiphakamiso esingenisiweyo kwiBhunga okanye kwiiKomiti kufuneka sifumaneke ngazo zontathu iilwimi ezisemthethweni zephondo. IBhunga leDolophu linokwenza amalungiselelo okuba, iziphakamiso ezingeniswe ngolwimi olunye olusemthethweni, ziguqulelwe kwezinye iilwimi ezimbini ngexesha elifanelekileyo;
- 5.4 iingxelo (kuqukwa izongezelelo) ezingeniswe kwiBhunga, kunye/okanye nakwiKomiti kufuneka zigcinwe zingendlela ebe zingeniswe ngayo. Kanti ke, izindululo kuzo zonke iingxelo kufuneka zibonelelwe ngazo zontathu iilwimi ezisemthethweni xa ixesha livuma; kunye
- 5.5 nezaziso zazo zonke iintlanganiso kunye nesalathiso seajenda kufuneka zibe ngazo zonke iilwimi ezisemthethweni.

## 6. AMAQONGA OLULEKO

Onke amaqonga oluleko makaqhutywe ngeelwimi ezintathu ezisemthethweni. Ulwimi olukhethwe nguye nabani na obandakanyekayo\_luya kunikwa ingqwalasela. Iinkonzo zoguqulo notoliko ziya kwenziwa zibe khona xa kuyimfuneko.

## 7. IZAZISO NEZIBHENGEZO EZISEMTHETHWENI

Zonke izaziso nezibhengezo ezikhutshwa/ezipapashwa nguMaspala, apho kuxelelwa uluntu ngokubanzi ngento ethile, kufuneka zikhutshwe ngazo zontathu iilwimi ezisemthethwemi.

## 8. UNXIBELELWANO LWANGAPHAKATHI

- 8.1 naluphina kwezi lwimi zintathu lungasetyenziswa ngenjongo\_yonxibelelwano kuLawulo, kuxhomekeka ukuba lowo kubhekiswa kuye\_akaluqondi olo lwimi lusetyenziswayo, nto ke leyo engabangela ukuba\_acele ukuba unxibelelwano naye luqhutywe ngolwimi aluqondayo.
- 8.2 zonke iisetyhula zabasebenzi mazibe ngazo zonke zontathu iilwimi ezisemthethweni; yaye
- 8.3 uMaspala makenze kangangoko anakho ukuqinisekisa ukuzibophelela kuMgaqo wokuziPhatha woLwimi.

## 9. UNXIBELELWANO OLUYA NGAPHANDLE

- 9.1 nawuphi na umntu angasebenzisa naluphi na ulwimi olusemthethweni okanye uLwimi lwabathetha ngezandla xa enxibelelana noMaspala;
- 9.2 lonke unxibelelwano oluya ngaphandle oluyimpendulo kufuneka lube ngolwimi olusemthethweni obelusetyenzisiwe ngexesha bekufunyanwa unxibelelwano; and
- 9.3 xa uMaspala enxibelelana noluntu naxa enika uluntu iinkonzo kufuneka siqinisekise ukuba oku kwenziwa ngeyona ndlela ifanelekileyo kuluntu ngokusebenzisa uncedo lweetoliki nabaguquli-lwimi okanye ubuchwepheshe bokwenza oku.

## 10. IIMPAWU ZOKWALATHA

- 10.1 iimpawu zokwalatha nezikhombisi ezikwii-ofisi zoomasipala okanye iindawo kufuneka zibe ngazo zontathu iilwimi ezisemthethweni; and
- 10.2 xa umthetho uvuma, iilwimi ezintathu ezintathu ezisemthethweni kufuneka zisetyenziswe ngokulinganayo (ngokutshintshana) kwiimpawu zeendlela zemimandla kwakunye nezikhombisi-zindlela. Kumagama eendlela, kufuneka luqatshelwa ulwimi olusetyenziswa nolukhethwa ngabantu abahlala kuloo ndawo.

## 11. UKUSEBENZA KWAWO

### 11.1 IYunithi yeeNkonzo zoLwimi

- 11.1.1 uMaspala kufuneka amisele iYunithi yeeNkonzo zoLwimi, eza kuba phantsi koMlawuli: woLawulo lweZiko, eza kuba noxanduva lokubonelela ngenkonzo yoguqulo/yotoliko\_kuMaspala;
- 11.1.2 kufuneka kuqeshwe abaguquli neetoliki eziqeqeshelwe lo msebenzi kwiyunithi enjalo;

11.1.3 uMaspala kufuneka abonelele ngeenkondo zotoliko noguqulo kubo bonke abahlali ukuqinisekisa ukuba bonke abahlali bafikelele ngokulinganayo kwiinkondo zikamasipala; kwaye

11.1.4 iCandelo leeNkonzo zoLwimi likaMaspala kufuneka isebenzisane neKomiti yeeLwimi yeNtshona Koloni, i-PANSALB, aMaqonga oLwimi eSizwe, iNkonzo yeeLwimi yeSizwe, iyunithi zoyilo-magama kwakunye namanye amaqumrhu anento yokwenza neelwimi malunga nokuphuhlisa kwesigama nezithethe zolwimi ingakumbi ezo zinento yokwenza neelwimi ezisemthethweni zeNtshona Koloni nezolwimi lwabathetha ngezandla.

## 11.2 UMgaqo wokuziPhatha

11.2.1 uMaspala kufuneka asoloko eqinisekisa ukuba ooceba nabesebenzi bayaziswa ngexabiso lokusetyenziswa kweelwimi ezininzi njengesixhobo sokwakha imvisiswano kwezentlalo, esokuphakamisa uphuhliso lwezoqoqosho kunye nokuqinisekisa urhulumente wedemokhrasi ngokuhlonitshwa kweyantlukwano kwezenkcubeko;

11.2.2 uMaspala kufuneka aqinisekise ukuba izaziso zibekwa kuzo zonke izakhiwo/iiofisi ezazisa uluntu ukuba iya kuphakamisa ukusetyenziswa kweelwimi ezininzi kwanye onke amagosa aza kwenza konke okusemandleni ukusebenzisa u (ii) wimi zabasebenzisiokanye umbenzisi-zinkondo zeSixeko; and

11.2.3 uMaspala kufuneka aqinisekise ukuba onke amagosa nooceba akwamkelwa ngembeko ukusetyenziswa kweelwimi zamanye amagosa nabanye ooceba.

## 11.3 UPuhliso neMfundo

11.3.1 aMagosa nooCeba kufuneka bakhuthazwe ukuba bafunde iilwimi ezintathu ezisemthethweni, kwaye kufuneka kuququzelwe iinkqubo ziqeqesho ukubanceda ukuba baphuhle kwizakhono zabo zolwimi;

11.3.2 amasebe/amacandelo kufuneka adlale indima ebonakalayo ekuphakamiseni ukusetyenziswa kwazo zonke iilwimi ngokulinganayo kunye nokwalatha izakhono zolwimi ezifunekayo ukuqinisekisa ukuba abantu ekuhlaleni banikwa inkonzo ngokwanelisayo; kwaye

11.3.3 xa kuzaliswa izithuba ezingenabantu, amasebe/amacandelo kufuneka awuqaphele uMgaqo-nkqubo woLwimi kaMaspala xa ekhupha izibhengezo, egaya, ekhetha naxa eqesha abasebenzi.

## 11.4 IiNkonzo zoGuqulo noToliko

UMaspala kufuneka aqinisekise ukuba zikho iinkonzo zoguqulo notoliko xa oko kuyimfuneko.

### 11.5 I-Ofisi eNkulu eYamkela iMinxeba

I-ofisi eyamkela iimfono-mfono kuzo zonke izakhiwo zolwulo nakuzo zonke amasebe/amacandelo kufuneka "yamkele" bonke abasebenzisi-nkonzo ngazo zontathu iilwimi ezisemthethweni. Kufuneka kubekho inkonzo erekhodiweyo ekho ngazo zontathu iilwimi ezisemthethweni echazela abasebenzisi-nkonzo ukuba bangakhetha ulwimi abafuna ukulusebenzisa.

### 11.6 UPhicotho lweeLwini

11.6.1 ngokweCandelo (3)(b) loMgaqo-nkqubo weRiphabliki yoMzantsi Afrika, ooMasipala kufuneka baqaphele ukusetyenziswa kweelwimi kwakunye neelwimi ezikhethwa ngabahlali. Ngoko ke, ukusetyenziswa nokukhethwa kweelwimi ngabahlali kwimimandla elawulwa nguMaspala kufuneka kugqitywe ngokuthi kwenziwe uphicotho lweelwimi, ekufuneka lweenziwe qho ngeminyaka emine ukuya kwemihlanu; kwaye

11.6.2 uMaspala kufuneka qho emana esenza uphicotho ngobugcisa bolwimi kwiiNkonzo zaso / kuMasebe oLawulo/kuMasebe/kuMacandelo ukuqonda ngeemfuno zeelwimi kwakunye nokubona ukuba amagosa akwiziko akwazi kangakanani ukusebenzisa iilwimi nokuza neendlela ezizizo zokuphucula izakhono zolwimi kuMaspala.

## 12. UKUMISELWA KWEKOMITI YOLWIMI YEBHUNGA LEDOLOPHU YASEDRAKENSTEIN

Ikomiti yethutyana enamaqela onke, etyunjelwe lo msebenzi, enooceba abalishumi neyaziwa njengeKomiti yoLwimi kaMaspala waseDrakenstein mayimselewe njengekomitana ephantsi kweeKomiti yeSebe yeeNkonzo zeZiko okanye enye ikomiti emiselwe ngokuhamba kwexesha neza kuba nala malungelo:-

12.1 ukumisela ukusetyenziswa nokukhethwa kolwimi ngabahlali bakaMasipala baze bacebase neBhunga malunga noku;

12.2 ukujonga ukusetyenziswa kwesiBhulu, isiXhosa nesiNgesi kwiBhunga;

12.3 ukuphakamisa ngokubonakalayo imithetho-siseko yokusetyenziswa kwelwimi ezininzi;

12.4 ukujongwa kokungeniswa nokusetyenziswa komgaqo-nkqubo wolwimi;

12.5 ukucebisa nokwenza izindululo ngawo nawuphi na imcimbi wolwimi kwiKomiti yeSebe leeNkonzo zeZiko, okanye enye ikomiti;

12.6 ukusungula izifundo nophando olujoliswe:-

12.6.1 ekuphakanyisweni kwentlonipho yeelwimi ezisemthethweni;

- 12.6.2 ekuphakanyisweni kokusetyenziswa kweelwimi ezininzi kuMaspala waseDrakenstein;
- 12.6.3 ekuphakanyisweni kokusetyenziswa kwemithombo yeelwimi ekuMaspala; kwaye
- 12.6.4 ukuqanda ukusetyenziswa kolwimi kuxhatshazo nogonyamelo lwabanye abantu.

### 13. UKUXHASA NGEZIMALI NOKUSEBENZA KWALO MGAQO-NKQUBO

UMaspala kufuneka abele imali yocwangciso noqeqesho kwezolwimi, uphuhliso lomgaqo-nkqubo nokusetyenziswa kwawo, imithombo yolwimi nophicotho lolwimi ukwenzela ukuba kufikelelwe kwiimfanelo ezibhalwe apha ngentla.

