



PROVINCE OF THE EASTERN CAPE  
IPHONDO LEMPUMA KOLONI  
PROVINSIE OOS-KAAP

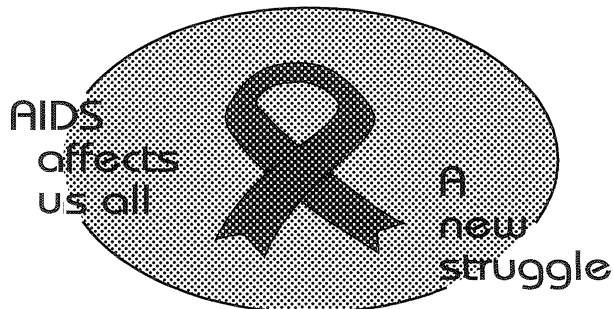
# Provincial Gazette Igazethi Yephondo Provinsiale Koerant

Vol. 22

BISHO/  
KING WILLIAM'S TOWN, 30 MARCH 2015

**No. 3367**  
(Extraordinary)

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



**AIDS  
HELPLINE**

**0800 012 322**

DEPARTMENT OF HEALTH

**Prevention is the cure**

*N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes*



**IMPORTANT NOTICE**

The Government Printing Works will not be held responsible for faxed documents not received due to errors on the fax machine or faxes received which are unclear or incomplete. Please be advised that an "OK" slip, received from a fax machine, will not be accepted as proof that documents were received by the GPW for printing. If documents are faxed to the GPW it will be the sender's responsibility to phone and confirm that the documents were received in good order.

Furthermore the Government Printing Works will also not be held responsible for cancellations and amendments which have not been done on original documents received from clients.

---

**CONTENTS • INHOUD***No.**Page  
No.      Gazette  
            No.***GENERAL NOTICE**

44 Use of Official Languages Act (12/2012): National English Literary Museum: Draft Language Policy ..... 3 3367

---

---

## GENERAL NOTICE

---

### No. 44

#### NATIONAL ENGLISH LITERARY MUSEUM DRAFT LANGUAGE POLICY

I, Gcinisizwe Dlanjwa, Chairperson of the Council of the National English Literary Museum, hereby publish the National English Literary Museum's Draft Language Policy in terms of section 4(2)(h) of the Use of Official Languages Act, 2012 (Act No. 12 of 2012) for public comment as set out in the Schedule hereto.

Members of the public are invited to submit written comments within 30 (thirty) days after the publication of this Notice to the following address:

**By hand:**

National English Literary Museum  
87 Beaufort Street  
Grahamstown

**By post:**

National English Literary Museum  
Private Bag 1019  
Grahamstown  
6140

**By email:**

nelm@ru.ac.za

Any enquiries in connection with the draft policy can be directed to the above email address.

NB: Comments received after the closing date will not be considered.



---

Gcinisizwe Dlanjwa  
Chairperson of the Council of the National English Literary Museum

**NATIONAL ENGLISH LITERARY MUSEUM  
DRAFT LANGUAGE POLICY**

**1. INTRODUCTION**

The National English Literary Museum (NELM) is a schedule 3A public entity established in terms of the Cultural Institutions Act. NELM operates under the jurisdiction of a Council, appointed by the Minister of Arts and Culture, whose functions are to formulate policy; receive, hold, preserve and safeguard the collections under its care and management; to keep a proper record of the property of the institution and generally, carry out the objects of the museum.

NELM houses the world's most comprehensive collection of resources relating to South African literature in English. Primary resources include authors' manuscripts, printers' proofs, diaries, correspondence, publishers' archives, photographs, posters, play-scripts, theatre programmes and cultural artefacts. NELM has over 20 000 published works of creative or imaginative writing in all forms: poems, short stories, novels, plays, autobiographies, travel writing and children's literature. Secondary resources include reference and critical works, journals and journal articles and press clippings. The collections provide material for the preparation of a variety of exhibitions and are accessible to visiting researchers and scholars on request.

NELM's satellite museums, Schreiner House in Cradock and the Eastern Star Gallery in Grahamstown, conserve and present two important aspects of the writing and publishing heritage of South Africa.

Schreiner House focuses on the work of Olive Schreiner and the lives of her family, her husband Samuel Cronwright and their contemporaries. As a recipient of the Order of Ikhamanga: Gold, Olive Schreiner is acknowledged as a champion of human rights and the museum is now on the Chris Hani District Municipality Liberation Heritage Route.

The theme of the Eastern Star Gallery is the history of newspaper publishing in South Africa and Grahamstown in particular. Exhibition highlights include a 120 year-old Wharfedale printing press and the editorial desk that belonged to John Fairbairn, co-founder in 1823, with Thomas Pringle, of the *South African Journal* and the *South African Commercial Advertiser*, and prime mover for a free press in South Africa. Exhibitions in the museum portray important themes like freedom of the press, trade unionism and changing technology.

NELM offers curriculum-related educational programmes for learners and opportunities for lifelong learning for adults. The schools' programmes combine literary themes with outdoor environmental education providing an intellectually stimulating, fun and creative learning experience.

This policy recognises that NELM has an obligation to share South Africa's rich English literary heritage with all South Africans, even those for whom English is not their mother tongue.

**2. LEGISLATIVE AND POLICY FRAMEWORK**

Constitution of the Republic of South Africa, Act No. 108 of 1996.

Cultural Institutions Act, Act No. 119 of 1998, as amended.

Use of Official Languages Act, Act No. 12 of 2012, and Regulations.

International Council of Museums' Cultural Diversity Charter.

### 3. PURPOSE

The purpose of this policy is to give effect to the Use of Official Languages Act.

### 4. POLICY STATEMENT

4.1 NELM is situated in the Eastern Cape where the dominant languages are isiXhosa, Afrikaans and English.

4.2 The official languages of NELM will be isiXhosa, Afrikaans and English.

### 5. INTERNAL COMMUNICATION

5.1 The working language for internal verbal, written and electronic communication, hearings and proceedings will be English but no person will be prevented from using the language of his or her preference at any given time.

5.2 Should a staff member wish to engage formally with another staff member in a language other than English, the staff member should give sufficient notice of their intention so that a translator can be engaged for this purpose.

5.3 All governance, administrative, financial and collections' records will be compiled in English.

5.4 Forms will be available in English only.

### 6. EXTERNAL COMMUNICATION

6.1 Although NELM's theme is the English literary heritage of South Africa, it acknowledges a duty to share this heritage with other language users. This will be accomplished in the following way:

(a) Visitors to the museum can be received in all three official languages;

(a) All new exhibitions will have interpretive and explanatory texts or sound in Afrikaans and isiXhosa;

(b) NELM's education staff can present programmes in Afrikaans and isiXhosa; and

(d) NELM's website will include announcements and educational material in Afrikaans and isiXhosa appropriate to the announcement or educational material.

6.2 NELM will receive and is able to respond to correspondence in all three official languages.

6.3 NELM's Annual Report and other official publications intended for public dissemination will be produced in English only.

6.4 All new signage and promotional material will be produced in the three official languages.

6.5 Promotional material will be produced in the three official languages and distributed accordingly to target audiences.

6.6 Advertisements and notices in newspapers (or other external media) will be placed in the language of the newspaper.

**7. SERVICES IN LANGUAGES OTHER THAN ISIXHOSA, AFRIKAANS AND ENGLISH**

- 7.1 When presenting exhibitions and programmes beyond the Eastern Cape, NELM will endeavour to communicate in the dominant languages of those regions.
- 7.2 The presentation of educational services in a language other than NELM's three official languages will be available if requested in writing at least three months in advance of the service. If this service cannot be sourced for free, it will be outsourced and the costs incurred in doing so may be charged to the user.
- 7.3 NELM's education staff will, if necessary, present programmes aided by a South African Sign Language interpreter. This service will be available if requested in writing at least three months in advance of the service. If sign language interpretation cannot be sourced for free, it will be outsourced and the costs incurred in doing so may be charged to the user.
- 7.4 Correspondence received in a language other than NELM's three official languages will be answered in that language within three months of receipt. If this service cannot be sourced for free, it will be outsourced and the costs incurred in doing so may be charged to the correspondent.

**8. LANGUAGE UNIT**

- 8.1 A Language Unit is established comprising the Chief Financial Officer and the Managers of the Curatorial and Education and Public Programmes Divisions.
- 8.2 The duties of the Language Unit are:
- (a) to advise the Council of NELM on the development, adoption and implementation of the language policy;
  - (b) monitor and assess the use of the official languages by NELM;
  - (c) monitor and assess compliance with the language policy;
  - (d) compile and submit reports as required by the Minister of Arts and Culture and the Pan South African Language Board;
  - (e) facilitate equitable access to services and information;
  - (f) promote good language management; and
  - (g) any other function prescribed by the Minister.

**9. COMPLAINTS**

- 9.1 Any person who is dissatisfied with a decision of NELM regarding its use of official languages may lodge a complaint with the Director of NELM.
- 9.2 Only complaints received in writing will be entertained and must be lodged within three months of the complaint arising. The complainant must supply his/her full name, address and contact information and a full and detailed description of the complaint.
- 9.3 The Director will consider the complaint and make a decision. The complainant will be informed of the outcome in writing within three months of receipt of the complaint.
- 9.4 If the complainant is not satisfied with the outcome of their complaint, they may lodge an appeal with the Council of NELM.

- 9.5 The appeal must be in writing and be lodged within one month of the Director's decision.
- 9.6 The Council of NELM will consider the appeal and make a decision. The appellant will be informed of the outcome in writing within three months of the appeal being lodged.

**10. ACCESS TO THIS POLICY**

- 10.1 This policy will be published in the three official languages.
- 10.2 Hard copies or electronic copies of this policy can be requested from the Director of NELM.
- 10.3 This policy will be available for download from NELM's website.
- 10.4 A copy of this policy will be lodged with the South African Library for the Blind who will, on request, provide it in Braille.

**11. FINANCIAL IMPLICATIONS**

NELM will make use of the free services of the Department of Arts and Culture or the Eastern Cape Department of Sport, Recreation, Arts and Culture for the translation of official documents and other media.

**12. POLICY REVIEW**

It will be the responsibility of the Language Unit to consider the provisions of this policy on an annual basis.

---

# IMPORTANT *Reminder* from Government Printing Works

Dear Valued Customers,

As part of our preparation for eGazette Go Live on 9 March 2015, we will be suspending the following existing email addresses and fax numbers from **Friday, 6 February**.

Discontinued Email addresses	Discontinued Fax numbers
<a href="mailto:GovGazette&amp;LiquorLicense@gpw.gov.za">GovGazette&amp;LiquorLicense@gpw.gov.za</a>	+27 12 334 5842
<a href="mailto:Estates@gpw.gov.za">Estates@gpw.gov.za</a>	+27 12 334 5840
<a href="mailto:LegalGazette@gpw.gov.za">LegalGazette@gpw.gov.za</a>	+27 12 334 5819
<a href="mailto:ProvincialGazetteGauteng@gpw.gov.za">ProvincialGazetteGauteng@gpw.gov.za</a>	+27 12 334 5841
<a href="mailto:ProvincialGazetteECLPMPNW@gpw.gov.za">ProvincialGazetteECLPMPNW@gpw.gov.za</a>	+27 12 334 5839
<a href="mailto:ProvincialGazetteNCKZN@gpw.gov.za">ProvincialGazetteNCKZN@gpw.gov.za</a>	+27 12 334 5837
<a href="mailto:TenderBulletin@gpw.gov.za">TenderBulletin@gpw.gov.za</a>	+27 12 334 5830

To submit your notice request, please send your email (with Adobe notice form and proof of payment to [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za) or fax +27 12-748 6030.

Notice requests not received in this mailbox, will **NOT** be processed.

Please **DO NOT** submit notice requests directly to your contact person's private email address at GPW – Notice requests received in this manner will also **NOT** be processed.

GPW does not accept responsibility for notice requests submitted through the discontinued channels as well as for the quality and accuracy of information, or incorrectly captured information and will not amend information supplied.

Thank you!

For any queries, please contact the eGazette Contact Centre.



[info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za) (only for queries).

Notice requests received in this mailbox will **NOT** be processed.



012-748 6200



**eGazette**



Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001.

Tel: (012) 748 6052, 748 6053, 748 6058

Also available at the Legal Advisory Services, **Province of the Eastern Cape**, Private Bag X0047, Bisho, 5605. Tel. (040) 635-0052