



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID AFRIKA

Vol. 603

2 September
September 2015

No. 39162

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

ISSN 1682-5843



9 771682 584003

39162



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

IMPORTANT

Information

from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.



GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.

DISCLAIMER:

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email info.egazette@gpw.gov.za

Contents

<i>No.</i>		<i>Gazette No.</i>	<i>Page No.</i>
GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS			
National School of Government/ Nasionale Skool van die Regering			
793	Official Languages Act (12/2012): Draft Official Languages Policy: National School Of Government	39162	4

GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

NATIONAL SCHOOL OF GOVERNMENT**NO. 793****02 SEPTEMBER 2015****SCHEDULE****DRAFT OFFICIAL LANGUAGES POLICY****NATIONAL SCHOOL OF GOVERNMENT****1. PREAMBLE**

In the era prior to democracy in South Africa, Government used English and Afrikaans as the official languages of communication. In 1994, the multilingual character of South Africa was officially recognised and eleven languages were introduced as official languages. These are isiNdebele, isiXhosa, isiZulu, siSwati, Sesotho, Sepedi, Setswana, Tshivenda, Xitsonga, English and Afrikaans. The Constitution of the Republic of South Africa (1996) also establishes Pan South African Language Board to promote and create conditions for the development and use of all official languages; the Khoi, Nama and San languages; and Sign language. The Board is also required to promote and ensure respect for all languages commonly used by communities in South Africa (including German, Greek, Gujarati, Hindi, Portuguese, Tamil, Telegu and Urdu) as well as languages used for religious purposes in South Africa (such as Arabic, Hebrew and Sanskrit).

The use of all languages in the public service has been and continues to be a barrier towards improved and efficient service delivery, in the sense that official languages are not being fully utilised in an effective manner to communicate with the broader population. The promotion of multilingualism in the public administration space has been complicated by the lack of a clearly defined official languages policy, leading to the use of English and Afrikaans as dominant languages.

It is for this reason that government has introduced the Use of Official Languages Act, 2012 (Act No. 12 of 2012), which prescribes 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. It is therefore incumbent on the National School of Government (the NSG) to develop an Official Languages Policy, in responding to the prescripts of the Constitution and this legislation.

2. PURPOSE

The purpose of the Policy is to define the use of official languages by the NSG in all forms of official communication, including the recognition of the use of other languages, sign language and Braille, as well as the promotion of good language management for cost-effective and efficient learning and development of public servants.

3. SCOPE

The provisions and scope of the Policy apply to all the NSG employees (including those contracted to undertake NSG activities for or on behalf of the School), to clients (being public servants and other learners of the School) and citizens of our country.

4. NATURE OF SERVICES OFFERED BY THE NSG

The National School of Government is, in terms of current legislation, a national department reporting to the Minister for Public Service and Administration, with a mandate of providing or facilitating the provision of training and development in the public service. The NSG provides generic training focused on improving skills in leadership, management and administration (including front-line services) in the public service. In addition, towards the professionalization of the public service, the NSG provides compulsory induction to all newly appointed public servants and an orientation programme for unemployed youth graduates aspiring for internship, learnership and employment opportunities in the public service.

5. OFFICIAL LANGUAGES

The NSG shall endeavour to use the 11 official languages towards improving communication with citizens and clients. In accordance with the Regulations: Use of Official Languages Act, 2012, the NSG shall adopt three languages, which are **English, Setswana** and **IsiZulu** as the three official languages for NSG business purposes. Given that the nature of the NSG services of learning and development cover a national spread of public servants (including those in municipalities), the rationale for the selection of Setswana and IsiZulu as official languages in addition to English, is that according to Census 2011 statistics, these are the most spoken languages (Sotho 4 million speakers and Nguni 11.5 million speakers)

English is the transactional language (spoken and written) for all forms of communication for operational purposes. The NSG will undertake communication with citizens and clients in English, unless the initiator of communication prefers to use Setswana or IsiZulu (or any of the other official languages, as well as Sign language) with the NSG. The School is then obliged to evaluate circumstances to provide (immediately or later) a response using same vernacular, including the possibility of recorded audio communication and/ or braille for the visually impaired. Where required, the NSG will also make available services to communicate in Sign language.

6. USAGE

The NSG will undertake the following:

- Provide all forms of learning and development (i.e. curriculum material, course/ programme facilitation, quotations and invoices, certificates, etc.) in English. The NSG may use Setswana or IsiZulu (or any of the other official languages) for purposes of course/ programme facilitation, where customised learning and development is provided to a specific group and based on a request from the recipient institution for the use of a particular vernacular.
- Use English in all marketing and communication related material, including banners and brochures unless material is developed for events conducted for an event with specific groups as determined in consultation with the Language Unit at the NSG, in line with the intent and provisions of this policy. The information contained on the NSG website remains to be in English; however, the NSG will over time translate some of the core business information using Setswana and IsiZulu.
- All training certificates issued by the NSG shall be written in English.

- Use English for public notices (e.g. advertisements for vacancies) and where required, as determined in consultation with the Language Unit at the NSG, in line with the intent and provisions of this policy, implement the use of the other two official languages.
- Use the three official languages for signage in public access facilities at its premises. Additionally, aspects related to service delivery improvement (such as service standards and complaints management procedures) will be publicised in the three official languages.
- Use English as its primary language for official publications (e.g. Annual Report, Strategic and Annual Performance Plans) and any government reports that the NSG produces. All documents, records and transcripts of the NSG will be maintained in English; unless otherwise required or necessary, as determined in consultation with the Language Unit at the NSG, the use of the two official languages will be implemented.
- Conduct all hearings (including internal disciplinary hearings) and other official proceedings in English, unless the use of *any* of the official languages is required as determined by the Presiding Officer of the hearing (including through applicable legislation)

7. LANGUAGE UNIT

The NSG may, over time, establish such unit and/or make arrangements to incorporate the language management function within the broader communications function of the NSG. The functions required of such unit will, nonetheless, be immediately fulfilled through Language Unit Officer, to be designated by the NSG Principal immediately upon approval of this Policy.

8. ACCESS

The NSG's "Use of Official Languages Policy" will be made available and accessible to citizens and clients by publishing in the three adopted official languages through hard copy (displayed at citizen and client service points in the NSG) as well as electronically (made available through e-mail on request and posted on the departmental website). The Policy will also be available in braille and audio recorded. Citizens and clients will also be encouraged to provide comments and suggestions towards improving this Policy over time.

9. COMPLAINTS MECHANISM

In line with the Act and Regulations, the NSG must provide mechanisms wherein any person who is dissatisfied with the use of official and non-official languages by the NSG may lodge a complaint. In terms of section 4(f) of the Act, a complaint may be lodged and addressed to the Principal of the NSG in terms of the NSG Complaints and Compliments Handling Policy.

WARNING!!!

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

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

Government Printing Works condemns such illegal activities and encourages service providers to confirm the legitimacy of purchase orders with GPW SCM, prior to processing and delivery of goods.

To confirm the legitimacy of purchase orders, please contact:

Renny Chetty (012) 748-6375 (Renny.Chetty@gpw.gov.za),

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

Siraj Rizvi (012) 748-6380 (Siraj.Rizvi@gpw.gov.za)

IMPORTANT

Information

from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.

