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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.
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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

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GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF PUBLIC WORKS**NO. 1063****06 NOVEMBER 2015**

I, Mziwonke Dlabantu, Director General for the Department of Public Works, hereby publish the Department of Public Works Language Policy in terms of section 4(2)(h) of the Use of Official Languages Act, 2012 (Act No. 12 of 2012) for public comments 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 post or by hand:

The Language Policy Implementation Unit

Department of Public Works

CGO Building, 256 CNR Bosman and Madiba Street

Pretoria

0001

By email: mashite.mogale@dpw.gov.za / ernest.mkhwanazi@dpw.gov.za

Any enquiries in connection with the approved language policy can be directed to mashite.mogale@dpw.gov.za / ernest.mkhwanazi@dpw.gov.za

Comments received after the closing date will not be considered.

MZIWONKE DLABANTU**DIRECTOR GENERAL: DEPARTMENT OF PUBLIC WORKS**

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1. DEFINITIONS AND ACRONYMS

1.1 DEFINITIONS

Development of a language	The promotion of a language by graphisation, standardisation and elaboration of functions so that the language can be used in the media, education, legal and administrative systems. etc.; and by generally providing scope for the publication of literary works in that language.
Employee	<p>a. Any person other than an independent contractor who works for another person or for the State and who receives, or is entitled to receive, any remuneration; and</p> <p>b. In any manner assists in carrying on or conducting the business of an employee.</p>
Historically disadvantaged languages	In the South African context, these are the languages that were assigned low status by previous regime and as a result were not used in the media, education (after early primary school), or in public or economically significant domains. Little support was also given to the development of verbal art forms in these languages. They included indigenous languages, heritage languages and SASL.
Indigenous language	A language native to a country.
Interpreting	The act of transposing an utterance from the source language into a target language in spoken form.
Language awareness	Sensitivity to how language is used in society, whether the users are accorded their language rights, and how language is used to empower or disempower or are centralised or marginalised in the public domain.
Language equity	The fairness of language provision and/or treatment of two or more languages. Matters such as the number of speakers and the status of a language may require policy to determine the domains of use of a particular language. This use may not be necessarily equal.
Language policy	An official decision/decree on how various languages spoken in heterogeneous/multilingual communities should be used in the public domain.
Language rights	Laws which allow citizens to use the languages of their choice.
Language units	A function in the department and provinces which deal with specific language issues of that department and/or province arising from the National Language Unit and which liaise with other departments on language matters especially through the National Language Forum (NLF).
Sign language	A sign language (also signed language) is a language which, instead of acoustically conveyed sound patterns, uses manual communication and body language to convey meaning. This can involve simultaneously combining hand shapes, orientation and movement of the hands, arms or body, and facial expressions to fluidly express a speaker's thoughts.

Marginalised language	Any official language that is excluded from official use or the use of which is discouraged in formal settings (e.g. education, health care). "Marginalised" usually implies the low status of the language and possibly the speakers. For example, Xitsonga, Tshivenda, isiNdebele, and siSwati are regarded as marginalised languages in South Africa.
Multilingualism	The use of three or more languages by an individual or by a group of speakers such as the inhabitants of a particular region or nation.
Official Language	A language used in government, courts of law, education, business, and the media.
Translation	The act of transporting a text from a source language to another (target) language in a written form.

1.2 ACRONYMS

4.2.1	DG	Director-General
4.2.2	DPW	Department of Public Works
4.2.3	EPWP	Expanded Public Works Programme
4.2.4	NLF	National Language Forum
4.2.5	PAIA	Promotion of Access to Information Act
4.2.6	SASL	South African Sign Language

2. LEGISLATIVE FRAMEWORKS

The Constitution of the Republic of South Africa, (Act 108 of 1996)
 The Use of Official Languages Act, (Act 12 of 2012)
 Regulations in terms of section 13 of the Use of Official Languages Act No. 12 of 2012
 The Promotion of Access to Information Act (PAIA) (2000)
 The Pan South African Language Board Act (Act 59 of 1995)

3. PURPOSE

The Department of Public Works (DPW) has developed a Language Policy to promote historically disadvantaged languages as well as to:

- 3.1 Promote the equitable use of the 11 official languages
- 3.2 Facilitate equitable access to the DPW's services, knowledge and information by its clients;
- 3.3 Ensure redress for the previously marginalised official indigenous languages;
- 3.4 Promote good language management for efficient service delivery to meet client expectations and needs;
and
- 3.5 Promote the practice of language rights, indigenous language equity and language awareness.

The policy would enable DPW to expedite access to government communications and information and fast track service delivery to internal and external clients.

4. BACKGROUND

Pre-1994, DPW used only English and Afrikaans as official languages of communication. Post-1994 elections, the multilingual character of South Africa recognised official eleven languages. They were isiNdebele, isiXhosa, isiZulu and siSwati (*referred to as the Nguni language group*); Sesotho, Sepedi and Setswana (*referred to as the Sotho language group*); Tshivenda, Xitsonga, English and Afrikaans. Furthermore, Section 6 of the Constitution of the Republic of South Africa, 1996 provides for 11 official languages and requires the State to take practical and positive measures to elevate the status and advance the use of indigenous languages. The Constitution further requires all official languages to enjoy parity of esteem and treated equitably.

The Use of Official Languages (Act No. 12 of 2012) gives impetus to this section and requires National Government Departments, National Public Entities and National Public Enterprises to develop and adopt departmental language policies to give expression to the recognition of 11 official languages and promote linguistic diversity in post-apartheid South Africa

5. PROBLEM STATEMENT

The purposes of developing a language policy are to ensure that DPW provides effective service delivery to the citizens of South Africa through meaningful access to its services and promotes knowledge of, respect and use of the formerly marginalised official languages of the country. DPW is a National Department that has eleven regional offices. The clientele of the DPW constitutes of diverse, multilingual societies. It is important that respect for language rights and broad acceptance of linguistic diversity should be encouraged to build a united DPW.

6. SCOPE OF APPLICATIONS

This policy applies to all DPW employees and members of the public who interact with the Department.

7. NATURE OF DPW

DPW is the custodian of the state built environment, state immovable asset portfolio and a driver of the national goal of job creation and poverty alleviation through the Expanded Public Works Programme (EPWP).

8. USAGE

8.1 Gradual implementation of the policy

The application of the language policy must be phased in on a quarterly basis: first in the national office and then in the regional offices.

8.2 OFFICIAL LANGUAGES

The adopted official languages of the DPW are IsiZulu, Sepedi and English. This choice is guided by the regulations of the use of official languages and the results of the 2011 Census.

8.2.1 Working Language for Internal Communication: Because of the practicality of the use of English among the diverse workers in the DPW, the language is to be used as the main language of correspondence within the Department, especially in Departmental budgeting and tenders.

8.2.2 Working Language for External Communication: English will be used as a language of communication between the Provincial Offices and the National Office. At regional level, the choice of working language should be informed by the languages of the said province. Careful consideration should be given to use at least three dominant languages of the province.

8.2.3 Oral Communication: External oral communication of the Minister, the Director-General (DG) and senior officials must be in English or the language of the target audience. If the Minister or a DPW official cannot speak the language of the target audience, an interpreter must be provided. South African Sign Language (SASL) should be considered provided practicality and expense do not permit it. It should be noted that where required, provision will be made to assist deaf and blind people to do business with the DPW in a way that accommodates their needs.

8.2.4 Written Communication: It will be in the adopted languages and where necessary in all official languages depending on the need.

8.2.5 In cases where the departmental documents may not be made available in all 11 official languages, the Department will make documents available simultaneously in at least six languages. The selection criteria of language shall be as follows:

- At least one from the Nguni group (isiNdebele, isiXhosa, isiZulu and siSwati);
- At least one from the Sotho group (Sepedi, Sesotho and Setswana);
- Tshivenda;
- Xitsonga;
- English; and
- Afrikaans.

A principle of rotation should be applied when selecting languages for publishing within the Nguni and Sotho groups respectively.

8.2.6 External written communication and correspondence with individual citizens will be conducted in their preferred official language.

8.2.7 Languages for external communications as regards forms, brochures, letterheads, public notices, signage, etc. in all DPW buildings should take into account of regional language preferences. (This includes emergency signage).

The DPW must make documents targeted for specific regions in three languages dominant in the areas.

8.3 Publications

8.3.1 All publications will be published in plain language versions of all languages as required. It is important is that the publication, whether electronic or in print, must be accessible and understood to all those addressed.

8.3.2 Where practically possible, policy documents can be made available in all official languages or on request.

8.3.2.1 **Language of Response:** When dealing with correspondence, the DPW personnel should respond in the same language of members of the public. However, the DPW must use adopted languages of the Department.

8.4 Advertising and official notices

8.4.1 All official notices issued by the Department as general public information must be in English. Other language requirements will be met on request.

8.4.2 When the Department uses local newspapers, consideration must be given to the demographic status. Advertisements in newspapers must be in the languages of the newspaper of a particular region. Depending on financial availability and practicality, they can also be placed in the language of choice of the target group.

8.5 Translations

- 8.5.1 On request, and where practically possible, major DPW policy documents such as manuals, white papers, etc. can be made available in any international language. When corresponding with the international world a reasonable period should be allowed.
- 8.5.2 Translations of official policy documents, where practically possible, must be made available in all official languages, depending on client needs. Where it is not possible, the six-language model will apply.
- 8.5.3 Translations of official policy documents requests must be done in writing and ample time should be given to allow compliance.

8. LANGUAGE UNIT

The Department shall ensure that adequate financial and other relevant resources are made available to establish the DPW Language Unit to support and realize the policy.

9. ACCESSING THE POLICY

The policy shall be available in all official languages on request and must be published on the DPW intranet and website. Printed summaries must be available in all official languages and distributed to regions based on the criteria of selected Provincial languages.

10. COMPLAINT MECHANISM

Any person who is dissatisfied with a decision of the Department regarding its use of official languages may lodge a complaint in any of the 11 official languages and address it to the Director General in electronic or hard copy format and be delivered to the street address of the Head Office or by registered post.

The complaint must:

- Be in writing and lodged within 3 months of the complaint arising
- State the name, address and contact information of the complainant
- Provide a full and detailed description of the complaints.

11. MONITORING AND REVIEW OF THE POLICY

The policy will be constantly monitored and reviewed whenever necessary. This should happen at least once every three (3) years.

12. APPROVAL OF THE POLICY

The Director-General hereby approves the DPW Language Policy that serves to give effect to the Use of Official Languages Act, 2012 (Act No.12 of 2012). It comes into effect from date of the DG's signature.



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

Name of Document	LANGUAGE POLICY
Name of Branch	CORPORATE SERVICES
Branch Head	Clive Mtshisa
Name of Chief Directorate / Directorate	Communications and Marketing
Document Number	CS/2015/05

Document developed by:	
Name:	Mashite Mogale
Capacity:	Deputy Director

Approval of Language Policy:	
Name:	MZIWONKE DLABANTU
Capacity:	DIRECTOR - GENERAL
Date of approval:	06-07-2015

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)

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