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Government Printing Works

Notice submission deadlines

Government Printing Works has over the last few months implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submit your notice request.

In line with these business rules, GPW has revised the notice submission deadlines for all gazettes. Please refer to the GPW website www.gpwonline.co.za to familiarise yourself with the new deadlines.

CANCELLATIONS

Don't forget!

Cancellation of notice submissions are accepted by GPW according to the deadlines stated in the table above.

Non-compliance to these deadlines will result in your request being failed. **Please pay special attention to the different deadlines for each gazette.**

Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.

Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

take note!

With effect from 01 October, GPW will not longer accept amendments to notices. The cancellation process will need to be followed and a new notice submitted thereafter for the next available publication date.

CUSTOMER INQUIRIES



Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While GPW deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a **2-working day turnaround time for processing notices** received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

PROOF OF PAYMENTS



GPW reminds you that all notice submissions **MUST** be submitted with an accompanying proof of payment (PoP) or purchase order (PO). If any PoP's or PO's are received without a notice submission, it will be failed and your notice will not be processed.

When submitting your notice request to submit.egazette@gpw.gov.za, please ensure that a purchase order (GPW Account customer) or proof of payment (non-GPW Account customer) is included with your notice submission. All documentation relating to the notice submission must be in a single email.

A reminder that documents must be attached separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment/purchase order – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment).

REMINDER OF THE GPW BUSINESS RULES

- Single notice, single email – with proof of payment or purchase order.
- All documents must be attached separately in your email to GPW.
- 1 notice = 1 form, i.e. each notice must be on a separate form
- Please submit your notice **ONLY ONCE**.
- Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
- The notice information that you send us on the form is what we publish. Please do not put any instructions in the email body.

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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GENERAL NOTICES • ALGEMENE KENNISGEWINGS

**THE PRESIDENCY
NOTICE 74 OF 2016**



**THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA**

**LANGUAGE POLICY OF
THE PRESIDENCY**

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I. Document Information**II. Document Control**

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1. Definitions

Term	Definition
Act	The Use of Official Languages Act, 2012 (Act No.12 of 2012)
Constitution	The Constitution of the Republic of South Africa, 1996
DG	Director-General of The Presidency
Official Languages	Means the official languages as contemplated in Section 6(1) of the Constitution
PanSALB	The Pan South African Language Board, established in terms of the Pan South African Language Board Act, 1995 (Act No. 59 of 1995)
Policy	The Language Policy of The Presidency
Regulations	The Regulations in terms of the Act
Republic	The Republic of South Africa

2. Legislative Instruments

- 2.1 The Constitution of the Republic of South Africa, 1996
- 2.2 The Use of Official Languages Act, 2012
- 2.3 Regulations in terms of section 13 of the Use of Official Languages Act, 2012.

3. Purpose and regulatory context of this Policy

This Policy is required by Section 4 of the Act, as follows:

- 3.1 Section 4(1) provides that every national department, national public entity and national public enterprise must adopt a language policy on its use of official languages;
- 3.2 Section 4(2) provides that a language policy adopted in terms of subsection (1) must:
 - 3.2.1 Identify at least three official languages that the national department, national public entity or national public enterprise will use for government purposes,
 - 3.2.2 Stipulate how official languages will be used in effectively communicating with the public, official notices, government publications, and inter and intra-government communication,
 - 3.2.3 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 one of its chosen official languages, or South African Sign Language,

- 3.2.4 Describe how members of the public can access the language policy, and
- 3.2.5 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.

4. Principles

The principles underpinning this Policy are:

- 4.1 Commitment to the promotion of all official languages in the Republic in order to promote multilingualism, ensure language equity and the exercise of linguistic rights as prescribed by the constitution.
- 4.2 Recognition of multilingualism as a resource in its own right and to encourage collaboration and partnerships in nation building, inclusive economic development and social cohesion;
- 4.3 Promotion of good language management by The Presidency to ensure efficient public service administration that meets the needs of the public and ensures equitable access to the services and information of The Presidency;
- 4.4 Enhancement of a people-centred service delivery approach by recognising and addressing the interests, needs and aspirations of language groups through on-going dialogue and debate;
- 4.5 Recognition of the role of The Presidency as the apex government structure in leading by example to promote multilingualism in a highly pluralistic society.

5. The work of The Presidency

The Presidency is mandated to:

- Support the President in leading and galvanising the whole of government and society to implement the electoral programme;
- Serve as a centre for strategic coordination in government in implementing the programme, so as to ensure that all energies and efforts are properly aligned; and
- Monitor that the programme is implemented and to evaluate whether it is achieving its intended objectives.

In this regard, the work of The Presidency therefore includes:

- 5.1 Serving as a centre of strategic leadership and coordination in implementing government's programme of action;
- 5.2 Ensuring policy coherence across government;
- 5.3 Performance monitoring and oversight of government policies and programmes;
- 5.4 Promoting national unity and social cohesion of the country;

- 5.5 Playing a leadership role in the facilitation and coordination of the Presidents activities to promote regional integration and execute the President's annual international programme which is aligned to the international policy goals of Government.

6. The Presidency Language Unit

The Presidency Language Unit will support this Policy. The functions of the Language Unit will be to:

- 6.1 Advise the DG on the development, adoption and implementation of this Policy;
- 6.2 Monitor and assess the use of official languages by The Presidency;
- 6.3 Monitor and assess compliance with this Policy;
- 6.4 Compile and submit a report to the Minister of Arts and Culture and to the Pan South African Language Board in terms of section 9 of the Act;
- 6.5 Promote parity of esteem and equitable treatment of the official languages of the Republic;
- 6.6 Facilitate equitable access to the services and information of The Presidency;
- 6.7 Promote good language management; and
- 6.8 Perform any other functions that the Minister of Arts and Culture, as custodian of the Official Languages Act, 2012 (Act No.12 of 2012) and regulations thereupon, may prescribe.

7. Training and capacity building

In order to achieve the professional and efficient implementation of this Policy, The Presidency Language Unit will advise on training and capacity building.

8. Official languages of The Presidency

All 11 official languages of the Republic are official languages of The Presidency.

9. Contextual use of official languages by The Presidency

- 9.1 The following factors will be taken into account in arriving at the choice of official language(s) The Presidency will use in each context/situation:
 - 9.1.1 Geographical usage
 - 9.1.2 Practicality
 - 9.1.3 Expense
 - 9.1.4 Regional circumstances
 - 9.1.5 The balance of the needs and preferences of the public it serves.
- 9.2 The table below indicates how The Presidency will use the official languages.

Area of Work of The Presidency	Language(s)
Inter and intra-government communication	English
Communicating with members of the public in official written correspondence	The official languages of the Republic with due regard to the criteria outlined in clause 9.1 above.
Oral communication with members of the public	The official languages of the Republic with due regard to the criteria outlined in clause 9.1 above.
Official publications intended for public distribution (notices on The Presidency website, advertisements, forms, and signage on Presidency buildings)	The official languages of the Republic with due regard to the criteria outlined in clause 9.1 above.
Public hearings (Izimbizo) and other official proceedings	The official languages of the Republic with due regard to the criteria outlined in clause 9.1 above.
Communication with the hearing or sight impaired	The Presidency Language Unit will facilitate Sign Language interpreting and conversion of text into Braille or alternatively audio on request.
International communication	English and/or the preferred language of the country concerned.

10. Communication with members of the public whose language of choice is not one of the official languages of the Republic

10.1 A member of the public who wishes to communicate with The Presidency in a language that is not one of the official languages of the Republic must notify The Presidency in writing.

10.2 The Presidency will arrange for appropriate translation or interpreting within 20 working days of the date of the request having been received by The Presidency.

11. Communication with members of the public whose language of choice is South African Sign Language

11.1 A member of the public who wishes to communicate with The Presidency in South African Sign Language must notify The Presidency in writing.

11.2 The Presidency will arrange for appropriate interpreting within 20 working days of the date of the request having been received by The Presidency.

12. Publication of and access to this Policy

- 12.1 This Policy will be published in all the official languages of the Republic.
- 12.2 It will be available on The Presidency's website, (<https://www.presidency.gov.za>).
- 12.3 It will be available in Braille on request or alternatively in audio on The Presidency's website, (<https://www.presidency.gov.za>).

13. Complaints mechanism

- 13.1 Any person who is dissatisfied with a decision of The Presidency regarding its use of official languages may lodge a complaint in writing to the DG of The Presidency.
- 13.2 Any complaint must be lodged:
- 13.2.1 In writing, and
- 13.2.2 Within three months of the complaint arising.
- 13.3 Any complaint lodged must state the name, address, and contact information of the person lodging it.
- 13.4 Any complaint lodged must provide a full and detailed description of the complaint.
- 13.5 The DG may request a complainant to supply any additional information necessary to consider the complaint and to attend a meeting for the purpose of making an oral enquiry into the complaint.
- 13.6 The DG will consider the complaint and respond in writing, not later than three months after the complaint was lodged, informing the complainant of the decision.

14. Review of Policy

The Presidency will review this Policy whenever necessary but at least within three years of its implementation.

15. Approval of Policy

Ms Lakela Kaunda
Chief Operations Officer
Date:

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