



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID AFRIKA

Regulation Gazette

No. 10568

Regulasiekoerant

Vol. 608

26

**February
Februarie**

2016

No. 39735

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

39735



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

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.gpwnline.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

Contents

<i>No.</i>		<i>Gazette No.</i>	<i>Page No.</i>
GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS			
Labour, Department of/ Arbeid, Departement van			
R. 2	Use of Official Languages Act (12/2012): Department of Labour: Language Policy 2016	39735	4

GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF LABOUR

NO. R. 2

26 FEBRUARY 2016

Department of Labour: Language Policy 2016



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

CONTENTS

- 1. INTRODUCTION**
- 2. OBJECTIVES**
- 3. SCOPE**
- 4. THE CONSTITUTION AND RELEVANT LEGISLATION**
- 5. USE OF WORKING LANGUAGE RECORD**
- 6. BUILDING HUMAN CAPACITY**
- 7. IMPLEMENTATION STRATEGY**
- 8. EVALUATION**

1. INTRODUCTION

Due to the undue attention two of the country's languages enjoyed during the colonial and apartheid eras and the suppression of all other languages, the Constitution of the Republic of South Africa, 1996, makes it clear that all the official languages of the country have to be used equitably and also recognises other languages such as Nama, Khoi, San and Sign Languages.

In order for the National Department of Labour to cater to the widely diverse stakeholders all around the country, a Language Policy has to be adopted by the National Office as well as all Provincial Offices.

2. POLICY OBJECTIVES

In terms of the Use of Official Languages Act 12, 2012 (Act 12 of 2012), each department has to:

- a. Regulate and monitor the use of official languages for government purposes by national government
- b. Promote parity of esteem and equitable treatment of official languages of the Republic
- c. Facilitate equitable access to services and information of national government
- d. Promote good language management by national government for efficient public service administration and to meet the needs of the public.

3. SCOPE

This Language Policy will be adopted by the Department of Labour, after consultation with all stakeholders.

Provincial Offices with language needs specific to their demographics will be required to come up with a separate provincial language policy, which will be adopted in the province, after consultation with stakeholders in the particular province.

4. CONSTITUTIONAL AND RELEVANT LEGISLATIONS

Section 6 of The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996) and the following pieces of legislation are applicable:

- a. The Use of Official Languages Act, 2012 (Act 12 of 2012).
- b. The National Language Policy Framework.
- c. Pan South African Language Board Act 59, 1995 (Act 59 of 1995).
- d. Promotion of Access to Information Act, 2000 (Act 2 of 2002).

5. USE OF A “WORKING LANGUAGE OF RECORD”

According to **Section 6(3)(a) of the Constitution of the Republic of South Africa**, national and provincial governments must use at least two of the official languages for the purposes of government subject to considerations of practicality, expense, regional usage and circumstances as well as the needs and preferences of the public as a whole (or in the province concerned, in the case of a provincial language policy).

Historically the Department of Labour has made use of English as the official “working language of record” and in rare cases, Afrikaans was also used until the mid-to-late-1900’s.

As the Department’s website, social media engagements and other correspondence also favour English as the working language, it is recommended that the use of English as first working language be maintained.

It is still the prerogative of staff and clients to use any other official language to communicate and for the purposes of conducting meetings or performing specific tasks every effort must be made by Departmental officials to utilise language facilitation facilities such as translation and/or interpreting (both consecutive and simultaneous, as well as whispered interpreting) where practically possible. This is also true in the case of official correspondence and oral communication.

With regards to official departmental publications, a functional programme of multilingualism should be followed in the cases that do not require publication in all 11 official languages.

Where the effective and stable operation of government at any level requires comprehensive communicated information, it must be published in all 11 official languages, including the official languages of the province in the case of a provincial campaign.

It is further subscribed by the National Language Policy Framework, that in cases where government documents will not be made available in all 11 official languages, national government departments must publish documents in at least six languages simultaneously. The selection can be made out of at least one from the Nguni group, at least one from the Sotho group, Tshivenda, Xitsonga, English and Afrikaans.

International communication by all government departments will normally be in English or on an ad-hoc basis, the preferred language of the country concerned.

6. BUILDING HUMAN CAPACITY FOR THE IMPLEMENTATION OF THE DEPARTMENT OF LABOUR’S LANGUAGE POLICY

As it follows logically that the demand for translation, editing and interpreting services will increase after the implementation of this policy, it implies building the capacity to render these services in government departments as well as the private sector (service providers). This implies the establishment of language units in all national government departments. The National Language Service (NLS) will provide guidance on the training, development and operational requirements of translators, editors and interpreters.

A National Termbank will be made available for both government and freelance language practitioners, which will address areas of terminography and terminology.

The Department of Labour has embarked on a national-wide organisational overview in the form of Project Shanduka. Requirements for a Language Unit have been addressed by this project and will be rolled-out according to project specifications.

7. IMPLEMENTATION STRATEGIES

Progressive phased implementation of the policy in the short, medium and long-term will be the preferred strategy to follow (in conjunction with the phased roll-out of Project Shanduka objectives).

The phased rollout will give the Department the opportunity to plan the budget accordingly and influence the MTEF allocations over time, as well as pragmatically implementing the translation methodology of government publications.

This will also allow time to develop monitoring mechanisms and benchmarking with other similar units.

Eventually the infrastructure requirements can be implemented on a national level to manage intra and interdepartmental oral and written communication in all spheres, including with the public and the Department's clients.

Implementation mechanisms such as the Language Code of Conduct for Public Servants, the SA Language Practitioners' Council, and a Telephone Interpreting Service for South Africa, a strategy for the development of the previously marginalised languages and an Human Language Technology Strategy, will follow as the different units in the government departments are established.

8. EVALUATION

Implementation of the Language Policy of the Department of Labour will be monitored by the NLS from the Department of Arts and Culture and the EXCO of the Department of Labour.

9. CONCLUSION

The Language Policy of the Department of Labour was informed by the mentioned pieces of legislation and it will be changed or amended in line with any amendments to legislation informing or having impact on the 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)

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001
Contact Centre Tel: 012-748 6200. eMail: info.egazette@gpw.gov.za
Publications: Tel: (012) 748 6053, 748 6061, 748 6065