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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.

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GENERAL NOTICES • ALGEMENE KENNISGEWINGS

DEPARTMENT OF WOMEN NOTICE 83 OF 2016



THE PRESIDENCY

MINISTRY OF WOMEN

REPUBLIC OF SOUTH AFRICA

Private Bag X931, Pretoria, 0001, Tel: 012 359 0013

USE OF OFFICIAL LANGUAGES ACT, 2012 (ACT NO.12 OF 2012) PROPOSED LANGUAGE POLICY

The Minister of Women intends to adopt a Language Policy for the Department in terms of section 4(1) of the Use of Official Languages Act, 2012 (Act No. 12 of 2012).

In terms of Regulation 3(2) of the Act, the Minister hereby invites interested persons to submit their comments on the proposed Language Policy within 30 days of the date of publication.






Copies of the policy can be obtained from Miss Nondumiso Maome, Department of Women, 36 Hamilton Street, Arcadia, Pretoria, Tel: (012) 359 0241 or Nondumiso.Maome@women.gov.za



women

Department:
Women
REPUBLIC OF SOUTH AFRICA

OFFICIAL LANGUAGE POLICY

Policy Custodian: Communications Unit	Representative Name: Ms Charlotte Lobe Signature:  Date: 26/02/2016
Quality Assured	Legal Advisor Name: Ms Nondumiso Maome Signature:  Date: 26/02/2016 Chief Director: Mbhazima Shiviti Signature:  Date: 26/2/2016
Recommended	Organised Labour Rep: Mr. B. Trompson Signature:  Date: EXCO Rep: MS. P. REDDY Signature:  Date: 26/02/2016

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Approved	Director-General: Ms Jenny Schreiner Signature:  Date: 2016-02-25
Implemented	Communications Unit: Ms Charlotte Lobe Signature:  Date: 26/02/2016
Next Review Date	2018



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1. PURPOSE AND CONTEXT OF THE POLICY

1.1 In terms of the Use of Official Languages Act, 2012 (Act No. 12 of 2012) all government departments must develop and implement a language policy and establish a language unit.

1.2 This policy is required by section 4 of the Act as follows:

1.2.1 Section 4(1) provides that every national department, national public entity and national public enterprises must adopt a language policy on its use of official languages; and

1.2.2 Section 4(2) provides that a language policy adopted in terms of subsection (1) must:

1.2.3 Identify at least three official languages that the national department, national public entity or national public enterprise will use for government communication purposes.

1.2.4 Stipulate how official languages will be used in effectively communicating with the public, official notices, government publications, and inter- and intra-government communication.

1.2.5 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.

1.2.6 Describe how members of the public can access the language policy; and

1.2.7 Provide complaints 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.

1.2.8 The purpose of this policy is to comply with the legislative and constitutional mandate of the country. It seeks to promote multilingualism to ensure effective and efficient communication government and the public in accordance with the objectives of the Act and the Constitution.



2. PRINCIPLES

2.1 The principles underpinning this Policy are:

- 2.1.1 Commitment to the promotion of all languages in the Republic in order to ensure constitutional language equity and language rights as required by a democratic dispensation.
- 2.1.2 Recognition of multilingualism as a resource to maximise collaborative partnerships in nation-building, economic development and social cohesion.
- 2.1.3 Promotion of good language management by the DOW to ensure efficient public service administration that meets the needs of the public and ensures equitable access to the services and information of the DOW.
- 2.1.4 Prevention of the use of any language(s) for the purposes of exploitation, domination and discrimination within the DOW.
- 2.1.5 Enhancement of people-centeredness by addressing the interests, needs and aspirations of language communities through on-going dialogue and debate.
- 2.1.6 Recognition of a community-based approach, i.e. a decentralised and participatory approach to language planning and policy implementation in which each government structure is given the power to identify its own working languages, as the most viable manner in which to promote multilingualism given South Africa's highly pluralistic society, and
- 2.1.7 Support for special redress programmes for previously marginalised official indigenous languages.

3. REGULATORY FRAMEWORK

- 3.1 This policy is regulated by the following legislations:
- 3.1.2 The Constitution of the Republic of South Africa, 1996
- 3.1.3 The Use of Official Languages Act, 2012 (Act No.12 of 2012)
- 3.1.4 Regulations in terms of section 13 of the Use of Official Languages Act, 2012.
- 3.1.5 The National Language Policy Framework, 2003
- 3.1.6 National Communication Strategy Framework – 2014 to 2019.

4. SCOPE OF APPLICATION

- 4.1 This policy applies to all stakeholders of the DOW.
- 4.2 The Directorate: Communication will be the official custodian of this policy.

5. OFFICIAL LANGUAGES OF THE DOW

- 5.1 The Department of Women will endeavor to communicate in all 11 official languages, where necessary and practicable.
- 5.2 It is important to mention that, in conducting its official business within the institution, and with other departments/institutions, the Department will use English as an official language.

6 USE OF OFFICIAL LANGUAGES BY THE DOW

6.1 The following factors will be taken into account when arriving at the choice of official language(s) the DOW will use in each context/situation:

- 6.1.1 Usage
- 6.1.2 Practicality
- 6.1.3 Expense
- 6.1.4 Regional circumstances
- 6.1.5 The balance of needs and preferences of the public it serves.

6.2 The table below shows how the DOW will use the official languages.

PURPOSE	LANGUAGE(S)
Inter- and intra-government communication	English
Communicating with members of the public (official written correspondence)	The official languages of the Republic with due regard to the criteria outlined in clause 6.1 above
Communicating with members of the public (oral communication)	The official languages of the Republic with due regard to the criteria outlined in clause 6.1 above
Official publications intended for public distribution	English, depending on the audience, all provincial written communication material shall also be translated into the most prevailing language(s) spoken in a particular province.
Outreach engagements	English, depending on the geographical area, two alternate major official languages of preference will be used concurrently where feasible, as and when requested
Public hearings and other official proceedings	English, and requests can be made to provide interpretation services in any other official language
Communication with the sight or hearing impaired	The DOW will facilitate South African Sign Language interpreting and conversion of text into Braille or audio on request
Employee communication	Staff members may engage in oral, written or electronic communication among themselves in the language(s) of their choice, provided that all involved in the communication understand the language(s) being used
International communication	English
Website	English

- 6.3 Stakeholders may request, in writing, that written or published information be provided in a particular official language where that communication or information is not being provided in such language. Such request must be in writing at least 60 days prior to the communication or information being required.

7 COMMUNICATION WITH MEMBERS OF THE PUBLIC WHOSE LANGUAGE OF CHOICE IS NOT ONE OF THE OFFICIAL LANGUAGES OF THE REPUBLIC

- 7.1 A member of the public who wishes to communicate with the DOW in a language that is not one of the official languages of the Republic must notify the DOW in writing.
- 7.2 Due consideration will be applied to every request.

8 COMMUNICATION WITH MEMBERS OF THE PUBLIC WHOSE LANGUAGE OF CHOICE IS SOUTH AFRICAN SIGN LANGUAGE

- 8.1 A member of the public who wishes to communicate with the DOW in South African Sign Language must notify the Department in writing.
- 8.2 The DOW will arrange for appropriate interpreting within 20 working days from the date of the request having been received by the DOW.

9 PUBLICATION OF AND ACCESS TO THIS POLICY

- 9.1 This policy will be published in English and made available to stakeholders in any other official language on request.
- 9.2 The policy will be available on the DOW website.
- 9.3 It will be available in Braille or audio on request.
- 9.4 A copy of the Language Policy will be published in English in the Government Gazette for public comment.



10 COMPLAINTS MECHANISM

- 10.1 Any person who is dissatisfied with the use of official languages by the DOW may lodge a complaint in writing to the Director-General of the DOW in terms of section 4(f) of the Use of Official Languages Act, 2012.
- 10.2 A complaint must be lodged as follows:
- 10.2.1 In writing within three months of the complaint arising.
 - 10.2.2 Any complaint lodged must state the name and surname, physical and postal address, and contact information of the person lodging the complaint.
 - 10.2.3 The complainant must provide a detailed description of the complaint.
 - 10.2.4 The Director-General may request the complainant to supply any additional information deemed necessary to consider the complaint and/or to attend a meeting for the purpose of making an oral enquiry into the complaint.
 - 10.2.5 The Director-General will consider the complaint and respond in writing, not later than three months after the complaint was lodged, informing the complainant of the outcome.
 - 10.2.6 If the complainant is dissatisfied with the decision of the Director-General, he or she may lodge an appeal in writing to the Minister.
 - 10.2.7 The complaints may be delivered in one of the following ways to the Department:
 - 10.2.7.1 Physical delivery to: 36 Hamilton Street, Arcadia, Pretoria, 0002
 - 10.2.7.2 By mail: Private Bag X 931, Pretoria, 0001
 - 10.2.7.3 Emailed to: odg@women.gov.za

11 THE LANGUAGE UNIT

- 11.1 As mentioned above, all government departments must develop and implement a language policy and establish a language unit, in terms of the Use of Official Languages Act, 2012 (Act No. 12 of 2012).
- 11.2 The Language Unit will:
- 11.2.1 Advise the Director-General on the development, adoption and implementation of this policy.
 - 11.2.2 Monitor and assess the use of the official languages by the DOW.

- 11.2.3 Monitor and assess compliance with this policy.
- 11.2.4 Compile and submit a report to the Minister of Arts and Culture and to the South African Pan Language Board, in terms of section 9 of the Act.
- 11.2.5 Promote parity of esteem and equitable treatment of the official languages of the Republic.
- 11.2.6 Facilitate equitable access to the services and information of the DOW
- 11.2.7 Promote good language management, and
- 11.2.8 Perform any other functions that the Minister may prescribe

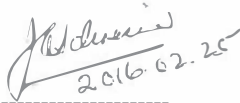
11.3 It is important to note that the DOW does not have a stand alone language unit, and these functions will be integrated into and performed by the Communications Unit.

12 REVIEW OF THE POLICY

- 12.1 This policy will be revised, reviewed and refined as and when deemed appropriate, or at least within two years.
- 12.2 Any amendments to this policy shall be the sole responsibility of the Director: Communications.

13 APPROVAL AND IMPLEMENTATION

- 13.1 This policy is approved and accepted for implementation in the Department of Women.



2016.02.25

Ms Jenny Schreiner
Director General

Date:



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.

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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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