



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID AFRIKA

Vol. 606

4 December 2015
Desember

No. 39475

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

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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 below table to familiarise yourself with the new deadlines.

ORDINARY GAZETTES

Government Gazette Type	Publishing Frequency	Publication Date	Submission Deadline	Cancellations Deadline
National Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 12h00 - 3 days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00, to be published the following Friday	Tuesday, 12h00 - 3 days prior to publication
Petrol Price Gazette	As required	First Wednesday of the month	One week before publication	3 days prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00, to be published the following Friday	3 days prior to publication
Unclaimed Monies (justice, labour or lawyers)	January / As required 2 per year	Any	15 January / As required	3 days prior to publication
Parliament (acts, white paper, green paper)	As required	Any		3 days prior to publication
Manuals	As required	Any	None	None
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 12h00 - 3 days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 12h00 - 3 days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days after submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 days prior to publication
North West	Weekly	Tuesday	One week before publication	3 days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 days prior to publication
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 days after submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline
Mpumalanga Liquor License Gazette	2 per month	Second & Fourth Friday	One week before	3 days prior to publication

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.

Your request for cancellation must be accompanied by the relevant notice reference number (N-).

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.

Until then, amendments to notices must be received before the submission deadline.

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 **REMINDER**

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).

FORMS AND GAZETTES

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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.



eGazette



For purposes of reference, all Proclamations, Government Notices, General Notices and Board Notices published are included in the following table of contents which thus forms a weekly index. Let yourself be guided by the gazette numbers in the righthand column:

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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.

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IMPORTANT ANNOUNCEMENT

Closing times **PRIORTOPUBLICHOLIDAYS** for GOVERNMENT NOTICES, GENERAL NOTICES, REGULATION NOTICES AND PROCLAMATIONS

2015

The closing time is **15:00** sharp on the following days:

- **26 March**, Thursday, for the issue of Thursday **2 April 2015**
- **31 March**, Tuesday, for the issue of Friday **10 April 2015**
- **22 April**, Wednesday, for the issue of Thursday **30 April 2015**
- **30 April**, Thursday, for the issue of Friday **8 May 2015**
- **11 June**, Thursday, for the issue of Friday **19 June 2015**
- **6 August**, Thursday, for the issue of Friday **14 August 2015**
- **17 September**, Thursday, for the issue of Friday **25 September 2015**
- **10 December**, Thursday, for the issue of Friday **18 December 2015**
- **15 December**, Tuesday, for the issue of Thursday **24 December 2015**
- **22 December**, Tuesday, for the issue of Thursday **31 December 2015**
- **30 December**, Wednesday, for the issue of Friday **8 January 2016**

Late notices will be published in the subsequent issue, if under special circumstances, a late notice is accepted, a double tariff will be charged

The copy for a SEPARATE Government Gazette must be handed in not later than three calendar weeks before date of publication

BELANGRIKE AANKONDIGING

Sluitingstye **VOOR VAKANSIEDAE** vir GOEWERMENTS-, ALGEMENE- & REGULASIE- KENNISGEWINGS ASOOK PROKLAMASIES

2015

Die sluitingstyd is stiptelik **15:00** op die volgende dae:

- **26 Maart**, Donderdag, vir die uitgawe van Donderdag **2 April 2015**
- **31 Maart**, Dinsdag, vir die uitgawe van Vrydag **10 April 2015**
- **22 April**, Wednesday, vir die uitgawe van Donderdag **30 April 2015**
- **30 April**, Donderdag, vir die uitgawe van Vrydag **8 Mei 2015**
- **11 Junie**, Donderdag, vir die uitgawe van Vrydag **19 Junie 2015**
- **6 Augustus**, Donderdag, vir die uitgawe van Vrydag **14 Augustus 2015**
- **17 September**, Donderdag, vir die uitgawe van Vrydag **25 September 2015**
- **10 Desember**, Donderdag, vir die uitgawe van Vrydag **18 Desember 2015**
- **15 Desember**, Dinsdag, vir die uitgawe van Donderdag **24 Desember 2015**
- **22 Desember**, Dinsdag, vir die uitgawe van Donderdag **31 Desember 2015**
- **30 Desember**, Wednesday, vir die uitgawe van Vrydag **8 Januarie 2016**

Laat kennisgewings sal in die daaropvolgende uitgawe geplaas word. Indien 'n laat kennisgewing wel, onder spesiale omstandighede, aanvaar word, sal 'n dubbeltarief gehef word

Wanneer 'n APARTE Staatskoerant verlang word moet die kopie drie kalenderweke voor publikasie ingedien word

DEPARTMENT OF TOURISM**NO. 610****04 DECEMBER 2015****OFFICIAL LANGUAGE POLICY**

I, Derek Hanekom, Minister of Tourism, acting in terms of the Use of Official Languages Act, 2012 (Act No. 12 of 2012) hereby adopt the Official Language Policy of the Department after consultation with members of the public.



Derek Hanekom
Minister: Tourism



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

OFFICIAL LANGUAGE POLICY

DEPARTMENT OF TOURISM

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1. PURPOSE OF THE POLICY

This Policy has been developed to comply with Section 4 of the Use of Official Languages Act, 2012 (Act No. 12 of 2012) and to ultimately give effect to Section 6 of the Constitution.

2. DEFINITIONS

Term	Definition
Act	Use of Official Languages Act, 2012 (Act No. 12 of 2012)
Constitution	Constitution of the Republic of South Africa, 1996
NDT	Department of Tourism
Director General	Director-General of the Department of Tourism
Minister	Minister responsible for Tourism
Pan South African Language Board	Pan South African Language Board established in terms of the Pan South African Language Board Act, 1995 (Act No. 59 of 1995)
Official Language Policy	Official Language Policy of the Department of Tourism
Regulations	Regulations in terms of the Act
Republic	Republic of South Africa
'multilingualism'	means the use of three or more languages by an individual or a group of people

3. LEGISLATIVE MANDATE

3.1 The Constitution of the Republic of South Africa, 1996

3.2 The Use of Official Languages Act, 2012

3.3 Regulations in terms of section 13 of the Use of Official Languages Act, 2012.

4. PRINCIPLES

4.1 The Official Language Policy supports the following principles:

- 4.1.1 Commitment to the promotion of language equity and language rights as required by a democratic dispensation;
- 4.1.2 Recognising that languages are resources to maximise knowledge, expertise and full participation in the political and socio-economic domains;
- 4.1.3 Working in collaborative partnerships to promote constitutional multilingualism;
- 4.1.4 Preventing the use of any language for the purpose of exploitation, domination and discrimination in the Department of Tourism and;
- 4.1.5 Enhancing people-centeredness in addressing the interests, needs and aspirations of a wide range of language communities through ongoing dialogue and debate.

5. THE NATURE OF THE DEPARTMENT OF TOURISM

NDT is a national department and in leading sustainable tourism development for inclusive economic growth in South Africa, it strives to grow an inclusive and sustainable tourism economy through good corporate and cooperative governance; strategic partnerships and collaboration; innovation and knowledge management and effective stakeholder communications.

6. OFFICIAL LANGUAGES OF THE DEPARTMENT OF TOURISM

Given the Department of Tourism's knowledge-driven approach in facilitating tourism's contribution to the economy English, Sepedi and IsiZulu are the three official languages selected by the department for government purposes.

7. USE OF OFFICIAL LANGUAGES BY THE DEPARTMENT OF TOURISM

7.1 The following factors will be taken into account in arriving at the choice of official language(s) Department of Tourism will use in each context and or situation:

- 7.1.1 Usage of the particular language;
- 7.1.2 Practicality;
- 7.1.3 Expense;
- 7.1.4 Regional circumstances; and

7.1.5 The balance of the needs and preferences of the public it serves.

7.2 The table below indicates how NDT will use the official languages:

Purpose	Language(s)
Inter and intra-government communication	English shall be the business language of the Department of Tourism. Written correspondence and publications of the department will be translated into other official languages of the Department of Tourism taking into account the factors mentioned in paragraph 7.1
Communicating with members of the public (Interpretation and translation, as well as official publications intended for the public) distribution notices on departmental website, advertisements, forms, booklets and signage on building.	The official languages of the Department of Tourism taking into account the factors mentioned in paragraph 7.1 with due regard to the criteria outlined in clause 7.1 above.
Communication with members of the public whose language of choice is not any of the official languages of the Department of Tourism.	The Department of Tourism will, within ten (10) working days upon a request made to the Director-General publish or provide translation or interpretation services in any language other the official languages of Department of Tourism taking into account the factors mentioned in paragraph 7.1, The Department of Tourism Language Unit will facilitate South African Sign Language interpreting and conversion of text into Braille or alternatively audio on request.
Communication with members of the public with hearing or sight impairment.	The Department of Tourism will, within ten (10) working days upon a request made to the Director-General facilitate sign language interpretation services or the conversion of text into Braille or make available audio services taking into account the factors mentioned in paragraph 7.1 within 10 working days.

8 COMPLAINTS MECHANISM

- 8.1 Anyone who is dissatisfied with a decision of the Department of Tourism regarding its use of official language may lodge a complaint to the Director General.
- 8.2 The complaint must:
- 8.2.1 be in writing,
 - 8.2.2 be lodged within three months of the complaint arising;
 - 8.2.3 state the name, address and contact information of the person lodging the complaint.
 - 8.2.4 provide a full and detailed description of the complaint.
- 8.3 The complaint may be delivered to the Department of Tourism:
- 8.3.1 by hand to the Department of Tourism 17 Trevenna Street Sunnyside, Pretoria;
 - 8.3.2 by registered post to Private Bag X424, Pretoria,0001;
 - 8.3.3 by email to callcentre@tourism.gov.za.
- 8.4 The Director-General may request a complainant to-
- 8.4.1 supply any additional information necessary to consider the complaint; and
 - 8.4.2 attend a meeting for purposes of making an oral enquiry into the complaint.
- 8.5 The Director-General must consider the complaint and make a decision, not later than 3 months after the complaint was lodged; and inform the complainant in writing of the decision.
- 8.6 If the complainant is not satisfied with a decision of the Director-General, he/she may lodge an appeal with the Minister.

- 8.7 The appeal must:
- 8.7.1 be in writing;
 - 8.7.2 lodged within One (1) month of the decision referred to in paragraph. 8;
 - 8.7.3 state the name, address, and contact information of the person lodging the appeal; and
 - 8.7.4 provide a full and detailed description of the complaint.
- 8.8 The Minister must consider the appeal and make a decision no later than three months after the appeal was lodged and inform the appellant in writing of the decision.

9. PUBLICATION OF AND ACCESS TO THIS POLICY

- 9.1 This Policy will be published in all the official languages of the Republic.
- 9.1.1 It will be available on the Department of Tourism website (<https://www.tourism.gov.za>)
 - 9.1.2 It will be available in Braille on request or alternatively in audio.
 - 9.1.3 It will be displayed at all Department of Tourism offices in such a manner and place that it can be read/ heard by the public.

10. THE NDT LANGUAGE UNIT

- 10.1 The Language Unit shall:
- 10.1.1 Advise the Director-General on the development and implementation of this Policy;
 - 10.1.2 Monitor and assess the use of official languages by the Department of Tourism;
 - 10.1.3 Monitor and assess compliance with this Policy;
 - 10.1.4 Compile and submit a report to the Minister and to the Pan South African Language Board in terms of section 9 of the Act;
 - 10.1.5 Promote parity of esteem and equitable treatment of the official languages of the Republic;
 - 10.1.6 Facilitate equitable access to the services and information of the Department of Tourism
 - 10.1.7 Promote good language management; and
 - 10.1.8 perform any other functions that the Minister may require;
- 10.2 In order to achieve the professional and efficient implementation of this Policy, the Department of Tourism Language Unit will advise on training and capacity building.

11. MONITORING AND EVALUATION

The implementation of this policy shall be monitored and evaluated by the Department of Tourism Language Policy Unit.

12. POLICY REVIEW

The policy will be reviewed annually or as and when the need arises.

**DEPARTMENT OF TOURISM
NOTICE 715 OF 2015**

APPOINTMENT OF THE NATIONAL REGISTRAR OF TOURIST GUIDES

I, Derek Hanekom, Minister of Tourism, hereby appoint Mrs Nonkqubela Faith Silulwane as the National Registrar of Tourist Guides in terms of section 48 of the Tourism Act, no. 3 of 2014, with effect from 01 September 2015.



DEREK HANEKOM

MINISTER OF TOURISM

SIGNED ON: 12 November 2015