
GENERAL NOTICES • ALGEMENE KENNISGEWINGS

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION**NOTICE 499 OF 2016****USE OF OFFICIAL LANGUAGES ACT (ACT NO. 12 OF 2012)****LANGUAGE POLICY**

I, Tshediso Matona, Acting DG of the Department of Planning, Monitoring and Evaluation, in terms of section 4(2)(h) of the Use of Official Languages Act, 2012 (Act No. 12 of 2012), hereby publish for public comment the Language Policy of the Department of Planning, Monitoring and Evaluation.

Interested persons or organisations may submit their written comments, on or before 2 September 2016 to the Acting DG of DPME, c/o of the Communications Directorate -

- by hand to 330 Grosvenor Street, Hatfield, Pretoria
- by registered post to Private Bag X944, Pretoria, 0001;
- by email to Sandisiwe@dpme.gov.za

Kindly provide the name of the person(s) submitting comments and their full contact details.



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Mr Tshediso Matona

Acting Director-General of Planning, Monitoring and Evaluation,

Date: 10 August 2016

THE DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

LANGUAGE POLICY

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1. Definition of terms

| | |
|--------------|---|
| 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 DPME |
| 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 DPME |
| Regulations | The Regulations in terms of the Act |
| Republic | The Republic of South Africa |

2. Legislative mandate

The purpose of this policy is to comply with section 4(1) of the Use of Official Languages Act, 2012 (Act No. 12 of 2012). It also takes into account the Use of Official Languages Regulations, 2013, and the National Language Policy Framework, 2003. All these documents are ultimately intended to give effect to section 6 of the Constitution of the Republic of South Africa, 1996.

3. Purpose of the policy

This policy has been developed to give effect to section 4 of the Use of Official Languages Act, 2012 (Act No. 12 of 2012). The policy is intended to set out how the Department of Planning, Monitoring and Evaluation (DPME) will use the official languages of South Africa to communicate effectively with the public and other stakeholders.

4. Regulatory context of this policy

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

4.1 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;

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

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

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

4.2.3 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,

4.2.4 Describe how members of the public can access the language policy, and

4.2.5 Provide a 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.

5. Principles

The principles underpinning this Policy are:

5.1 Commitment to the promotion of all languages in the Republic in order to promote multilingualism, ensure language equity and the exercise of linguistic rights as prescribed by the constitution.

5.2 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;

5.3 Promotion of good language management by DPME 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;

5.4 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;

6. The work of DPME

6.1 DPME's vision is for improved government outcomes and impact on society. Its mission is to facilitate, influence and support effective planning, monitoring and evaluation of government programmes aimed at improving service delivery, outcomes and impact on society.

6.2 The overarching outcome that DPME aims to achieve is to improve the performance and developmental impact of the state on citizens. To achieve this will require:

6.2.1 Improved policy coherence and direction

6.2.2 Seamless and mutually reinforcing planning, monitoring and evaluation systems and practices that clearly spell out the outcomes and targets to be achieved, accountability for the achievement of the targets, rigorous monitoring of progress and evaluation of the impacts

6.2.3 Effective mechanisms and an enabling environment for coordinated action, collaboration and partnering across departments and with agents outside of government

6.3 Many of the outcomes and targets will be achieved through coalition building, strategic collaboration, coordination and partnering. This is a critical factor in the capacity and capability of the state. DPME seeks to contribute to

this capacity through the development of planning and monitoring frameworks, systems and capacity development initiatives.

7. The DPME language unit

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

7.1 Advise the DG on the development, adoption and implementation of this Policy;

7.2 Monitor and assess the use of official languages by DPME;

7.3 Monitor and assess compliance with this Policy;

7.4 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;

7.5 Promote parity of esteem and equitable treatment of the official languages of the Republic;

7.6 Facilitate equitable access to the services and information of The Presidency;

7.7 Promote good language management; and

7.8 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.

8. Training and capacity building

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

9. Official languages of DPME

All 11 official languages of the Republic are official languages of DPME. However, owing to the nature of the work, and as English is the language of common use in Parliament, the Department, other government departments, and the public entities, one of the three official languages used by the DPME is English.

10. Use of official languages by DPME:

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

10.1.1 Geographical usage

10.1.2 Practicality

10.1.3 Expense

10.1.4 Regional circumstances

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

10.2 The table below indicates how DPME will use the official languages.

| DPME PURPOSE | 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 10.1 above. |
| Oral communication with members of the Public | The official languages of the Republic with due regard to the criteria outlined in clause 10.1 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 10.1 above. |

| | |
|---|--|
| Public hearings (Izimbizo) and other official proceedings | The official languages of the Republic with due regard to the criteria outlined in clause 10.1 above. |
| Communication with the hearing or sight Impaired | The DPME Language Unit will facilitate Sign Language interpreting and conversion of text into Braille or alternatively audio on request. |
| International communication | English |

11. Communication with members of the public whose language of choice is not one of the official languages of the republic

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

11.2 DPME will arrange for appropriate translation or interpreting within 20 working days of the date of the request having been received.

12. Communication with members of the public whose language of choice is South African sign language

12.1 A member of the public who wishes to communicate with DPME in South African Sign Language must notify DPME in writing.

12.2 DPME will arrange for appropriate interpreting within 20 working days of the date of the request having been received by DPME

13. Publication of and access to this policy

13.1 This Policy will be published in all the official languages of the Republic.

13.2 It will be available on DPME's website, (<https://www.dpme.gov.za>).

13.3 It will be available in Braille on request or alternatively in audio on DPME's website, (<https://www.dpme.gov.za>).

14. Complaints mechanism

14.1 Any person who is dissatisfied with a decision of DPME regarding its use of official languages may lodge a complaint in writing to the DG of DPME.

14.2 Any complaint must be lodged:

14.2.1 in writing, and

14.2.2 within three months of the complaint arising.

14.3 Any complaint lodged must state the name, address, and contact information of the person lodging it.

14.4 Any complaint lodged must provide a full and detailed description of the complaint.

14.5 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.

14.6 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.

15. Review of policy

DPME will review this policy whenever necessary but at least within five years of its implementation.

**THE PRESIDENCY
NOTICE 500 OF 2016**



**THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA**

SECTION 15 NOTICE

In terms of the Promotion of Access to Information
Act, 2000 (Act 2 of 2000)

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I. INTRODUCTION

Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000), stipulates that "the Information Officer of a public body, referred to in paragraph (a) or (b)(i) of the definition of a "public body" in Section 1, must, on a periodic basis **not less frequently than once each year**, submit to the Minister a description of-

(a) the categories of records of the public body that are automatically available without a person having to request access in terms of this Act, including such categories available-

- (i) for inspection in terms of legislation other than this Act;
 - (ii) for purchase or copying from the body;
 - (iii) from the body free of charge; and
- (b) how to obtain access to such records.

The Presidency has updated the Section 15 Notice and is in compliance with the provision of Section 15(2) of the PAIA of 2000, which gives access to records that are automatically available.

2. RECORDS THAT ARE AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF THE PAIA OF 2000

2.1 All the reports that are published publicly become automatically available on The Presidency website (www.thepresidency.gov.za). Below is a list of documents produced by The Presidency which can be downloaded from the website:

GENERAL

ANNUAL PERFORMANCE PLANS

- Annual Performance Plan 2015/16
- Annual Performance Plan 2014/15
- Annual Performance Plan 2013/14

ANNUAL REPORTS

- Annual Report 2014/15
- Annual Report 2013/14
- Annual Report 2012/13
- Annual Report 2011/12
- Annual Report 2010/11
- Annual Report 2009/10
- Annual Report 2006/07
- Annual Report 2005/06
- Annual Report 2004/05
- Annual Report 2003/04
- Annual Report 2002/03
- Annual Report 2007/08
- Annual Report 2008/09

STRATEGIC PLANS

- Strategic Plan 2015 – 2020
- Strategic Plan 2012/13 – 2014/15
- Strategic Plan 2011/12 – 2013/14
- Strategic Plan 2010/11 – 2012/13
- Strategic Plan 2008/09 – 2010/11
- Strategic Plan 2007/08 – 2009/10

REVIEWS

- Towards a Fifteen Year Review – Synthesis Report
- Towards a Ten Year Review – 2003 [PDF]
- Background Thematic Reports
- Towards a Fifteen Year Review – Tabloid Summary
- Fifteen Year Review Synthesis Report
- Towards a Fifteen Year Review
- Towards A Twenty-Year Review

YOUTH PUBLICATIONS

- National Youth Policy
- National Youth Development Agency Act
- African Youth Charter

AFRICAN PEER REVIEW MECHANISM (APRM)

- Second Report on the Implementation of South Africa's APRM Programme of Action.

COMMISSIONS

- Donen Report
- Ginwala Enquiry
- Khampepe Commission of Inquiry into the Mandate and Location of the Directorate of Special Operations (The DSO)
- Independent Commission for the Remuneration of Public Office-Bearers Annual Review
- Annual Review: Salaries and allowances of Public Office-Bearers
- Marikana Commission of Inquiry.

REGULATORY IMPACT ASSESSMENT (RIA)

- RIA Template
- RIA Analytical Areas
- RIA Framework
- RIA Guideline – February 2012.

JOINT INITIATIVE ON PRIORITY SKILLS ACQUISITION (JIPSA) AND ACCELERATED AND SHARED GROWTH INITIATIVE FOR SOUTH AFRICA (ASGISA)

- JIPSA Annual Report – 2008
- JIPSA Annual Report for 2007 – Background and highlights
- JIPSA Report on Activities in 2007
- Final JIPSA Report
- ASGISA Annual Report – 2006 | 2007 | 2008
- Reflections on ASGISA in its First Year
- Frequently asked questions about JIPSA
- Accelerated and Shared Growth Initiative – South Africa (ASGISA),

Policy publications and documents

- National spatial development perspective, 2006
- Progress report – implementation of the framework for South Africa's response to the economic crisis
- A Nation in the Making – A discussion document on macro-social trends in South Africa

- Medium Term Strategic Framework – A Framework to Guide Government's Programme in the Electoral Mandate Period
- Justice, Crime Prevention and Security (JCPS) – Impact of Crime on Small Business in South Africa
- International Relations, Peace and Security (IRPS) – Reports and reviews
- The Youth Budget Review
- A Discussion Document on the Responsiveness of National Expenditure to the needs of Youth
- The State of Youth Development in 2006: Mid-Term Review Discussion Document, 2006
- Social Cohesion and Social Justice in South Africa
- Planning for the South African National Income Dynamics
- Study (NIDS): lessons from the international experience
- Press statement on the initiation of a National Income Dynamics Study
- Overcoming the legacy of Discrimination in South Africa
- Higher Education in a Developing Society – from Dialogue to Action
- Millenium Development Goals
- Mid-Term Country Report – South Africa
- Brief Synopsis-Clarifying the Second Economy Concept, 2006
- A Nation in the Making – A discussion document on macro-social trends in South Africa
- The United Nations World Water Development Report 2
- General presentation GWM&E Presidency, 2007
- The Role of Premiers' Offices in Government-wide Monitoring and Evaluation: A good practice guide
- Government-Wide Monitoring and Impact Evaluation for Policy Makers: Farm Inn 19-23 June 2006
- Minutes/Report of the Government-Wide Monitoring and Evaluation Learning Network Event: 29-30 November 2007
- Green Paper: National Strategic Planning and Medium Term Strategic Framework (2009-2014)
- Economic Sector: Towards an Anti-Poverty Strategy for South Africa – A Discussion Document, 2008
- **Gender, Disability, Children and Youth Policy Documents**
- Development Indicators, 2009
- Towards an Anti-Poverty Strategy for South Africa – A Discussion Document, 2008
- Development Indicators, 2008
- Evaluation of Results-Based Management at United Nations Development Programme (UNDP), 2007
- MTR Development Indicators Mid-Term Review, 2007
- South Africa Microdata Scoping Study, 2007
- The Millennium Development Goals Report, 2006
- Challenges Facing Higher Education in South Africa-Final draft, 2005
- Handbook on Monitoring and Evaluating for Results – United Nations Development Programme (UNDP), 2002.

NATIONAL ORDERS BOOKLETS

SPEECHES

- President Jacob Zuma – 2009, 2010, 2011, 2012, 2013, 2014
- Deputy President Cyril Ramaphosa – 2014
- Minister Jeff Radebe – 2014, 2015
- Minister Susan Shabangu – 2014
- Deputy Minister Buti Manamela – 2014
- DG Dr Cassius Reginald Lubisi – 2011, 2012, 2013, 2014.

PRESS STATEMENTS

- President Jacob Zuma – 2009, 2010, 2011, 2012, 2013, 2014
- Deputy President Cyril Ramaphosa – 2014
- Minister Jeff Radebe – 2014, 2015
- Minister Susan Shabangu – 2014
- Deputy Minister Buti Manamela – 2014
- DG Dr Cassius Reginald Lubisi – 2011, 2012, 2013, 2014.

NATIONAL SYMBOLS

- National Coat of Arms
- National Flag
- National Anthem
- National Bird
- National Fish
- National Flower
- National Animal
- Brochures, leaflets.

PRIVATE OFFICE OF THE PRESIDENT

- President's monthly public engagement programme

OFFICE OF THE DEPUTY PRESIDENT

- Deputy President's monthly public engagement programme

CORPORATE MANAGEMENT

- Lists of recipients of National Orders

3. HOW TO OBTAIN ACCESS TO THE RECORDS

Information can be accessed from The Presidency's website: www.thepresidency.gov.za or through the post:

Directorate: Corporate Information Management

Registry Office

Attention: Deputy Information Officer

Private Bag X1000

PRETORIA

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Or

Through email: informationofficer@presidency.gov.za; Telephone: 012 300 5359, Fax: 086 683 5359.

Documents can also be obtained from The Presidency's receptions in Pretoria and Cape Town respectively.

- Pretoria – visitors' entrance on Government Avenue, Union Buildings, Pretoria.
- Cape Town – Tuynhuys entrance, Parliament, Cape Town.

4. UPDATING/PUBLICATION OF THIS NOTICE

The Presidency's Section 15 Notice will be published in the *Government Gazette* and updated annually. The Notice will be published at least once a year and its publication shall be at the cost of The Presidency.

5. FEES PAYABLE

The only fee payable, if any, for access to a record included in a notice in terms of '2' above, is a prescribed fee for reproduction.

6. DELETING PART OF THE REQUESTED RECORDS

The Information Officer may delete any part of a record contemplated in subsection (1)(a) of Section 15 of the Act above, which on a request for access, may or must be refused in terms of Chapter 4. Chapter 4 deals with the "Grounds for refusal of access to records".

In terms of Section 15, subsection (5), of the Act, "Section 11 and any other provision in this Act related to that section do not apply to any category of records included in a notice in terms of subsection (2)". Section 11 deals with the "Right of access to records of public bodies".

Approved



Ms Lakela Kaunda
Deputy Information Officer
Date: 21 July 2015