



**KWAZULU-NATAL PROVINCE**  
**KWAZULU-NATAL PROVINSIE**  
**ISIFUNDAZWE SAKWAZULU-NATALI**

**Provincial Gazette • Provinsiale Koerant • Igazethi Yesifundazwe**

*(Registered at the post office as a newspaper) • (As 'n nuusblad by die poskantoor geregistreer)*  
*(Irejistiwee njengephephandaba eposihhovisi)*

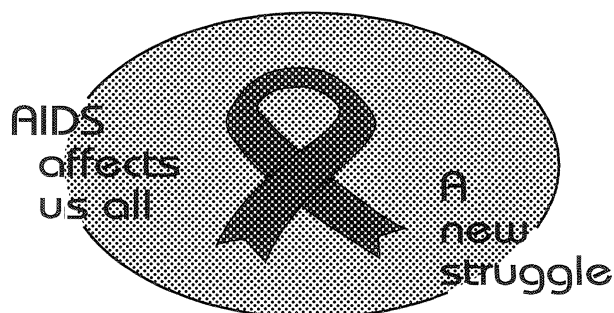
**Vol. 8**

**PIETERMARITZBURG,**

2 OCTOBER 2014  
2 OKTOBER 2014  
2 kuMFUMFU 2014

**No. 1237**

**We all have the power to prevent AIDS**



**AIDS  
HELPLINE**

**0800 012 322**

DEPARTMENT OF HEALTH

**Prevention is the cure**

**N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes**



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**IMPORTANT NOTICE**

The Government Printing Works will not be held responsible for faxed documents not received due to errors on the fax machine or faxes received which are unclear or incomplete. Please be advised that an "OK" slip, received from a fax machine, will not be accepted as proof that documents were received by the GPW for printing. If documents are faxed to the GPW it will be the sender's responsibility to phone and confirm that the documents were received in good order.

Furthermore the Government Printing Works will also not be held responsible for cancellations and amendments which have not been done on original documents received from clients.

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# IMPORTANT NOTICE

The  
**KwaZulu-Natal Provincial Gazette** Function  
will be transferred to the  
**Government Printer** in Pretoria  
as from 26 April 2007

**NEW PARTICULARS ARE AS FOLLOWS:****Physical address:**

Government Printing Works  
149 Bosman Street  
Pretoria

**Postal address:**

Private Bag X85  
Pretoria  
0001

**New contact persons:** Gladys Shaku Tel.: (012) 334-4673  
Mrs H. Wolmarans Tel.: (012) 334-4591

**Fax number:** (012) 323-8805

**E-mail addresses:** Gladys.Shaku@gpw.gov.za  
Hester.Wolmarans@gpw.gov.za

**Contact persons for subscribers:**

Mrs J. Wehmeyer Tel.: (012) 334-4734  
Tel.: (012) 334-4753  
Fax.: (012) 323-9574

This phase-in period is to commence from **26 April 2007**, which is the closing date for all adverts to be received for the publication date of **3 May 2007**.

Subscribers and all other stakeholders are advised to send their advertisements directly to the **Government Printing Works**, one week (five working days) before the date of printing, which will be a Thursday.

**Payment:**

- (i) Departments/Municipalities: Notices must be accompanied by an order and official letterhead, including financial codes, contact person and address of Department.
- (ii) Private persons: Must pay in advance before printing.

Advertising Manager

IT IS THE CLIENTS RESPONSIBILITY TO ENSURE THAT THE CORRECT AMOUNT IS PAID AT THE CASHIER OR DEPOSITED INTO THE GOVERNMENT PRINTING WORKS BANK ACCOUNT AND ALSO THAT THE REQUISITION/COVERING LETTER TOGETHER WITH THE ADVERTISEMENTS AND THE PROOF OF DEPOSIT REACHES THE GOVERNMENT PRINTING WORKS IN TIME FOR INSERTION IN THE PROVINCIAL GAZETTE.

**No ADVERTISEMENTS WILL BE PLACED WITHOUT PRIOR PROOF OF PRE-PAYMENT.**

$\frac{1}{4}$  page **R 272.30**

Letter Type: Arial Size: 10

Line Spacing: At:

Exactly 11pt

**TAKE NOTE OF  
THE NEW TARIFFS  
WHICH ARE  
APPLICABLE  
FROM THE 1ST OF  
1 APRIL 2014**

$\frac{1}{2}$  page **R 544.60**

Letter Type: Arial Size: 10

Line Spacing: At:

Exactly 11pt

$\frac{3}{4}$  page **R 816.90**

Letter Type: Arial Size: 10

Line Spacing: At:

Exactly 11pt

Full page **R 1 089,10**

Letter Type: Arial Size: 10

Line Spacing: At:

Exactly 11pt



REPUBLIC  
OF  
SOUTH AFRICA

## LIST OF FIXED TARIFF RATES AND CONDITIONS

FOR PUBLICATION OF LEGAL NOTICES  
IN THE *KwaZulu-Natal PROVINCE*  
*PROVINCIAL GAZETTE*

**COMMENCEMENT: 1 APRIL 2014**

### CONDITIONS FOR PUBLICATION OF NOTICES

#### CLOSING TIMES FOR THE ACCEPTANCE OF NOTICES

1. (1) The *KwaZulu-Natal Provincial Gazette* is published every week on Thursday, and the closing time for the acceptance of notices which have to appear in the *KwaZulu-Natal Provincial Gazette* on any particular Thursday, is **15:00 one week prior to the publication date**. Should any Thursday coincide with a public holiday, the publication date remains unchanged. However, the closing date for acceptance of advertisements moves backwards accordingly, in order to allow for 5 working days prior to the publication date.
- (2) The date for the publication of an **Extraordinary** *KwaZulu-Natal Province Provincial Gazette* is negotiable.
2. (1) Notices received **after closing time** will be held over for publication in the next *KwaZulu-Natal Provincial Gazette*.
- (2) Amendments or changes in notices cannot be undertaken unless instructions are received **before 10:00 on Fridays**.
- (3) Notices for publication or amendments of original copy can not be accepted over the telephone and must be brought about by letter, by fax or by hand. The Government Printer will not be liable for any amendments done erroneously.
- (4) In the case of cancellations a refund of the cost of a notice will be considered only if the instruction to cancel has been received on or before the stipulated closing time as indicated in paragraph 2(2).

#### APPROVAL OF NOTICES (This only applies to Private Companies)

3. In the event where a cheque, submitted by an advertiser to the Government Printer as payment, is dishonoured, then the Government Printer reserves the right to refuse such client further access to the *KwaZulu-Natal Provincial Gazette* until any outstanding debts to the Government Printer is settled in full.

#### THE GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY

4. The Government Printer will assume no liability in respect of—
  - (1) any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
  - (2) erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;

- (3) any editing, revision, omission, typographical errors, amendments to copies or errors resulting from faint or indistinct copy.

#### **LIABILITY OF ADVERTISER**

5. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

#### **COPY**

6. Notices must be typed on one side of the paper only and may not constitute part of any covering letter or document.
7. At the top of any copy, and set well apart from the notice, the following must be stated:

Where applicable

- (1) The heading under which the notice is to appear.
- (2) The cost of publication applicable to the notice, in accordance with the "Word Count Table".

#### **PAYMENT OF COST (This only applies to Private Companies)**

9. **With effect from 26 April 2007 no notice will be accepted for publication unless the cost of the insertion(s) is prepaid in CASH or by CHEQUE or POSTAL ORDERS. It can be arranged that money can be paid into the banking account of the Government Printer, in which case the deposit slip accompanies the advertisement before publication thereof.**
10.
  - (1) The cost of a notice must be calculated by the advertiser in accordance with the word count table.
  - (2) Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the **Advertising Section, Government Printing Works, Private Bag X85, Pretoria, 0001 [Fax: (012) 323-8805]**, *before publication*.
11. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and the notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or by cheque or postal orders, or into the banking account.

12. *In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the Government Printing Works.*
13. The Government Printer reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the Word Count Table, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

#### **PROOF OF PUBLICATION**

14. **Copies of the *KwaZulu-Natal Provincial Gazette* which may be required as proof of publication, may be ordered from the Government Printer at the ruling price.** The Government Printer will assume no liability for any failure to post such *KwaZulu-Natal Provincial Gazette(s)* or for any delay in despatching it/them.

## **GOVERNMENT PRINTERS BANK ACCOUNT PARTICULARS**

Bank:	ABSA
	BOSMAN STREET
Account No.:	4057114016
Branch code:	632-005
Reference No.:	00000006
Fax No.:	(012) 323 8805

#### ***Enquiries:***

Mrs. L. Fourie	Tel.: (012) 334-4686
Mrs. H. Wolmarans	Tel.: (012) 334-4591

**GENERAL NOTICE**

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The following notices are published for general information.

Onderstaande kennisgewings word vir algemene inligting gepubliseer.

300 Langalibalele Street  
Pietermaritzburg  
2 October 2014

MR N.V.E. NGIDI  
Director-General

Langalibalelestraat 300  
Pietermaritzburg  
2 Oktober 2014

MNR. N.V.E. NGIDI  
Direkteur-generaal

Izaziso ezilandelayo zikhishelwe ulwazi lukawonkewonke.

300 Langalibalele Street  
Pietermaritzburg  
2 kuMfumfu 2014

MNU. N.V.E. NGIDI  
Umqondisi-Jikelele



No. 21

2 October 2014



## INVITATION TO COMMENT ON THE LANGUAGE POLICY BY THE PLAYHOUSE COMPANY

In terms of "Use of Official Languages Act (12/2012): Regulation, para 3(2), The Playhouse Company hereby publishes and invites public comments on the attached proposed language policy.

The proposed language policy sets out proposed principles on its adoption. All those affected by, or who are interested in this proposed language policy, are encouraged to provide a written response to The Playhouse Company. Responses should be received by The Playhouse Company by the 4 **November 2014**.

The documents are available electronically on The Playhouse Company's website - [www.playhousecompany.com](http://www.playhousecompany.com), or can be obtained by contacting The Playhouse Company's office on 031 369 9426 (telephone), or 031 306 2166 (fax).

Comment can be emailed to [hrmanager@playhousecompany.com](mailto:hrmanager@playhousecompany.com) or can be submitted in writing to:  
The Playhouse Company  
PO Box 5353  
Durban  
4000

We look forward to receiving your responses.

## **PROPOSED LANGUAGE POLICY**

### **1. GENERAL PRINCIPLES**

- 1.1 The Constitution of the Republic of South Africa provides for eleven official languages and recognizes the historically diminished use and status of the indigenous languages of the people of South Africa.
- 1.2 The Playhouse Company recognizes its legal responsibilities, under the Act and the Constitution of the Republic of South Africa to promote multilingualism, language equity and contribute to the continual usage of the eleven official languages.
- 1.3 It provides further that everyone has a right to use their language and to participate in the cultural life of their choice.
- 1.4 The Playhouse Company is a Cultural Institution that has as its aim, to advance, promote and preserve the performing arts in South Africa.
- 1.5 Cultural Institutions are enjoined by the Constitution and the Use of Official Languages Act No 12 of 2012 to take into account the language usage and preferences of their stakeholders, including the special needs of people who cannot read or write, when communicating officially with government, communicating officially through public notices and announcements, signage identifying facilities and services, and communicating in official publications intended for public distribution(hereinafter referred to as "Official communication")
- 1.6 The Use of Official Languages Act No 12 of 2012 provides that upon determination of the language use, the institution should develop, publicize and implement a Language policy.
- 1.7 The Playhouse Company shall demonstrate proficiency and ability to communicate accurately in English, isiZulu and isiXhosa (the working languages).
- 1.8 The Playhouse Company should promote good language management for effective and efficient administration to meet the expectations of all stakeholders.
- 1.9 There shall be no discrimination on the basis of language in The Playhouse Company.

## **2. PURPOSE**

The purpose of this policy includes the following:

- 2.1 To take practical and positive measures to elevate the status and advance the use of indigenous languages in the interactions with all stakeholders.
- 2.2 To facilitate the process whereby all stakeholders may communicate with The Playhouse Company and The Playhouse Company communicate with them in one of these languages identified by The Playhouse i.e. English, isiZulu and isiXhosa.
- 2.3 To ensure redress of the imbalances of the past in the use of languages.
- 2.4 To encourage and support citizens to learn official languages other than their own which will assist in achieving and sustaining national unity and cultural diversity
- 2.5 To ensure equitable use of working languages by promoting good language management.
- 2.6 To provide all employees of The Playhouse Company with clear rules and guidelines regarding the use of the identified languages when communicating with the public and other stakeholders.
- 2.7 To implement and give effect to the provisions of Section 6 of the Constitution.

## **3. OBJECTIVES**

The objectives of this policy include the following:

- 3.1 To give due preference to the working languages of The Playhouse Company.
- 3.2 To remove all language barriers thereby promoting equitable access to information communicated to stakeholders of The Playhouse Company.
- 3.3 To ensure that no person is denied or prevented from using their language of choice regardless of whether or not it is one of the working languages.

## **4. SCOPE**

The provisions of this policy shall apply to all employees of The Playhouse Company.

## **5. LANGUAGE POLICY STANDARDS**

- 5.1 While the Constitution equalizes the status of all the languages, it does not seek to enforce rigid use of all of them. Rather, the use of language should be guided by the practical and contextual considerations, including trends in the use, needs and audience language preference.
- 5.2 According to the results of the last census the languages spoken in the province of Kwa- Zulu Natal, in order of predominance, are isiZulu,

English and isiXhosa. Accordingly, The Playhouse Company has selected these working languages for the purposes of official communication.

5.3 In the event that someone does not understand the language used, he/she may request that communication with him/her takes place in a language that he/she understands.

5.4 Sign Language must be available if and when required.

## **6. PROVISIONS FOR THE USE OF OFFICIAL LANGUAGES**

### **6.1 Internal Oral Communication**

6.1.1 All reasonable and practical usage being taken into account, English shall be the operating language of The Playhouse Company with the other working languages being used where the situation warrants or demands it.

### **6.2 External Oral Communication**

6.2.1 All reasonable and practical usage being taken into account, English shall be the operating language of The Playhouse Company with the other working languages being used where the situation warrants or demands it.

### **6.3 Meetings**

6.3.1 Any of the three working languages of The Playhouse Company may be used in meetings and other proceedings involving stakeholders.

6.3.1.1 Where a special request is made for the use of another official language; there should be provision for interpreting services into either of the working languages. In the event of any member wishing to have the proceedings interpreted into a language other than the working languages, such member must give adequate notice of the need for interpretation to the chairperson of that meeting.

6.3.1.2 Sign language must be readily available if and when required. In the event that a person(s) require Sign Language at a meeting, adequate notice should be provided to the conveyor of the meeting, in order that arrangements can be made for the service to be available.

6.3.1.3 Meetings or hearings with the public and or any public participation event must be conducted in any of the three working languages depending on the language preference of that audience. Should there be members of the audience who do not understand the preferred language, interpretation must be provided.

6.3.1.4 If requested, the record of proceedings at these meetings may be translated into any of the three languages.

### **6.4 Written Internal Communication(including electronic communication)**

6.4.1 Internal correspondence, training and instruction manuals, publications, shall be published in English.

6.4.2 The other official languages may be used where the situation warrants it.

## **6.5 Written External Communication (including electronic communication)**

- 6.5.1 Correspondence with local, national, and international stakeholders will be in English, unless a request is made for the use of another official language.
- 6.5.2 If the addressee does not understand the language used, she/he may request that communication with her/him takes place in a language that she/he understands.
- 6.5.3 Outgoing communication may be in any of the working languages, taking into account the language preference of the recipient. Response to external communication must match the language of the original communication.
- 6.5.4 Citizens have a right to communicate in the language of their choice.

## **6.6 Website**

The website shall be written in these working languages.

## **6.7 Notices and Advertisements**

All official notices, reports, documents and advertisements issued for general public information must be published in the working languages of The Playhouse Company.

## **6.8 Identification Signs**

Identification signs of and directions to various venues or facilities within The Playhouse Company must be in the three working languages.

## **6.9 Customer Care**

All customers must be served in their preferred language, with the assistance of interpreters where necessary.

# **7. IMPLEMENTATION**

## **7.1 STRATEGIES**

- 7.1.1 The Playhouse Company must ensure that staff are sensitized to the value of multilingualism and encouraged to accommodate the language use and preference of stakeholders.
- 7.1.2 Translating and or interpreting services for The Playhouse Company must be provided by skilled language professionals employed by the Provincial Language Services division of The Department of Arts and Culture.
- 7.1.3 The Playhouse Company must actively encourage and support the development of the language skills of its staff members.
- 7.1.4 Staff members should be encouraged to learn and understand languages other than their own thus enhancing the value of multilingualism, promoting respect for cultural diversity and improving communication.
- 7.1.5 When recruiting new staff cognizance must be taken of this language policy.

**8. TIMEFRAMES FOR IMPLEMENTATION**

Unless otherwise stated in this policy, the provisions of this policy will come into effect upon adoption by Council.

**9. ACCESSIBILITY TO THE LANGUAGE POLICY**

- 9.1 The Language Policy which will be translated into the three official languages will be obtainable in hard copy format from the Human Resources Department at the offices of the Company, 29 Acutt Street, Durban.
- 9.2 Electronic copies of the Language Policy will be available on the Company's website: <http://www.playhousecompany.com>

**10. COMPLAINTS MECHANISM**

- 10.1 Anyone who is dissatisfied with a decision of The Playhouse Company, regarding its use of official languages may lodge a complaint addressed to the Chief Executive Officer.
- 10.2 In the event that a person remains aggrieved, that person may make use of the other statutory mechanisms available to them in law in seeking redress.

**11. LANGUAGE UNIT**

- 11.1 The Playhouse Company shall not establish a Language Unit, but shall apply to the Minister for an exemption.
- 11.2 Where necessary, The Playhouse Company may outsource any translation and interpretation required in terms of this policy.

**12. APPROVAL OF THE POLICY**

**SIGNED ON THIS.....DAY OF.....2014**

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**CHAIRPERSON OF COUNCIL**

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**NOTICE – CHANGE OF TELEPHONE NUMBERS: GOVERNMENT PRINTING WORKS**

As the mandated government security printer, providing world class security products and services, Government Printing Works has adopted some of the highly innovative technologies to best serve its customers and stakeholders. In line with this task, Government Printing Works has implemented a new telephony system to ensure most effective communication and accessibility. As a result of this development, our telephone numbers will change with effect from 3 February 2014, starting with the Pretoria offices.

The new numbers are as follows:

- Switchboard : 012 748 6001/6002
- Advertising : 012 748 6205/6206/6207/6208/6209/6210/6211/6212
- Publications Enquiries : 012 748 6052/6053/6058 [GeneralEnquiries@gpw.gov.za](mailto:GeneralEnquiries@gpw.gov.za)
  - Maps : 012 748 6061/6065 [BookShop@gpw.gov.za](mailto:BookShop@gpw.gov.za)
  - Debtors : 012 748 6060/6056/6064 [PublicationsDebtors@gpw.gov.za](mailto:PublicationsDebtors@gpw.gov.za)
  - Subscription : 012 748 6054/6055/6057 [Subscriptions@gpw.gov.za](mailto:Subscriptions@gpw.gov.za)
- SCM : 012 748 6380/6373/6218
- Debtors : 012 748 6236/6242
- Creditors : 012 748 6246/6274

Please consult our website at [www.gpwonline.co.za](http://www.gpwonline.co.za) for more contact details.

The numbers for our provincial offices in Polokwane, East London and Mmabatho will not change at this stage.