

FETAKGOMO LOCAL MUNICIPALITY



LANGUAGE POLICY

Council Resolution Number : C63/08

Date of Council Meeting : 16TH OCTOBER 2009

Municipal Manager (Signature) : *M. Phiso*

Date : 16TH OCTOBER 2009

Mayor (Signature) : *[Signature]*

Date : 16TH OCTOBER 2008

LANGUAGE POLICY FOR FETAKGOMO MUNICIPALITY

WHEREAS the Constitution of the Republic of South Africa, Act 108 of 1996, provides that municipalities must take into account the language usage and preferences of their residents, and must take practical and positive measures to elevate the status and advance the use of indigenous languages;

AND WHEREAS Provincial legislation provides that, for the purpose of provincial government, the official languages Afrikaans, English and one or more of the African languages are to be used and enjoy equal status;

NOW THEREFORE the Municipality subscribes to the language policy set out in this document and binds itself to ensure that the language policy will be implemented and executed at all levels of administration in its area of jurisdiction.

1. GUIDING PRINCIPLES

The following guidelines underlie the Language Policy of Fetakgomo Municipality:

1. The norms for Language Policy as contained in section 6 (2) and 6(4) of the Constitution of the Republic of South Africa, must be adhered to in accordance with advice provided from time to time by PANSALP.
2. There shall not be discrimination on the basis of language preference in the management and administration of the municipality.
3. The administration must strive to develop those previously marginalized languages chosen by the Municipality
4. The administration must strive to promote the use of the municipal official languages.
5. It is the responsibility of the Municipality to provide language facilitation services such as translation and interpreting, and such as may be required, and to make sufficient funds available for these services, provided that should such services be required, such transactions be done within a reasonable time limit and within the financial constraints of the Council.
6. Multilingualism in the administration will be encouraged and basic language proficiency standards will be determined for appointment and promotion

2. MUNICIPAL LANGUAGES

For the purpose of conducting the business of the Municipality, English will be the medium of communication and that English and Sepedi are to be used as the official languages of the Municipality (hereafter called the municipal official

3. PROCEEDINGS OF THE MUNICIPAL COUNCIL

English and Sepedi will be used at all meetings of the Municipal Council and its committees.

All minutes of meetings of Municipal Council and its committees must be recorded in English

All by-laws, official reports, Agendas and resolutions of the Municipal Council and its Committees must be made available in English, provided that practical arrangements may be made in order to make By-laws, Official Reports and Resolutions drawn up in one municipal language, available on request in the other municipal language within a reasonable period

5. IDENTIFICATION SIGNS

1. If an institution of the Municipality identifies any of its offices or facilities by way of sign boards, or if it can reasonably be expected of the relevant institution to do so, such sign boards as well as street names and directions, shall be displayed in all of the municipal languages, in accordance with the language preferences of the specific community concerned.
2. English will be used in identifying municipal assets and vehicles

6. COMMUNICATION WITH THE PUBLIC

1. written communication with the inhabitants of the Municipality must be in the municipal languages of their preference
2. Any member of the public
 - a. May use any of the municipal languages when he/she communicates with any institution of the Municipality; and
 - b. Must be served in the municipal language of his or her choice at or by any institution of the Municipality
3. The content of administrative and juristic acts of the Municipality shall be communicated to inhabitants residing in the area of jurisdiction of the Municipality in the municipal language of the person to whom it is addressed in each case, provided that for the purpose of this subsection the person involved must designate the municipal language if it is not known by the Municipality.
4. For the purpose of rendering emergency services, members of the public must be communicated to with the municipal language of their choice
5. Oral communication with residents must take place in the municipal language of their choice as established through the proper means

the target audience.

6. Official of the Municipality must use all the municipal languages at public functions involving residents.

7. COMMUNICATION WITH OTHER INSTITUTIONS

1. English must be used to communicate with national, provincial and local governments and any other organ of state, provided that the provisions in section 6 of the Constitution are not violated.
2. Any appropriate language may be used for the purpose of international communication

8. INTERNAL COMMUNICATION

1. At least one of the municipal languages must be used for the purpose of communication in the Administration of the municipality, provided that if the addressee does not understand the municipal language in which he/she is addressed, he/she may request that communication with him/her should take place in another municipal language which he/she understands.

9. LANGUAGE FACILITATION SERVICES

1. The Municipality must make financial and administrative arrangements so as to ensure that language facilitation services in the municipal languages are available to representatives and officials of the Municipality
2. Regular language audits are to be conducted in order to establish the language facilitation services needs of the municipality
3. The Municipality must make financial and administrative arrangements so as to ensure that representatives and officials of the Municipality are competent in the municipal languages.
4. All languages courses shall be provided to representatives and officials of the Municipality free of charge

10. ASSOCIATES OF THE MUNICIPALITY

1. The languages policy as set out herein also applies to all contractors, nominees and agents of the Municipality who act in the interest of or on behalf of the Municipality

11. NON-COMPLIANCE WITH THE PROVISIONS OF THE POLICY

1. Non-compliance with the provisions of this Policy on the part of officials of the Municipality shall be regarded as misconduct which may lead to appropriate disciplinary action.

2. Non- compliance with the provisions of this Policy on the part of contractors, nominees or agents of the Municipality who act in the interest of or on behalf of the Municipality shall, as the case may be, constitute breach of contract or exceeding of the mandate of the person concerned.
3. If and when it comes to the attention of the Municipality that a provision of this policy has not been complied with, the omission must be rectified immediately.
4. If the omission related to a written notice to a member of the public, a substitute notice, of which the effective date shall be the date of issue of the substitute notice, shall be issued.

12. IMPLEMENTATION

1. The Language Policy as set out in this document must, unless otherwise provided, be implemented within a period of one year of the date of approval.
2. The implementation of this policy is to be managed by the department of Corporate Services