

Reviewed FA 7/2011
A57/2001

LANGUAGE POLICY FOR MATJHABENG MUNICIPALITY (20/17/1/13) (THAS)

IT IS RESOLVED BY THE COMMITTEE : (29.05.2001)

1. That the Draft Policy for Matjhabeng **BE ADOPTED** as a draft to be advertised for public comment.
2. That in case no objections are received from the public, the office of the Speaker **CONTINUE** with the promulgation of the policy.

MATJHABENG MUNICIPALITY

DRAFT LANGUAGE POLICY

1. Any one of the four official languages of the region namely:- (Sesotho, IsiXhosa, English and Afrikaans) could be used for the purposes of local government in the municipality, i.e. drawing of contracts, conditions of service, duty sheets etc., but translations should be made available if required.
2. (a) The language of choice of the intended recipient should be used in all internal written communications relating to the operations of the municipality and all documents intended for internal use. However, translations of documents should be made available in any of the other languages of the region upon request.
 - (b) Response to internal or external written communication should be made in the language used by the initiator of such communication.
 - (c) Agendas for and minutes of meetings should be done in English but inputs and comments at such meetings could be made available in any language of the region.
 - (d) By-laws should be done in all official languages of the region in order to be accessible to the community as a whole.
 - (e) The Municipal Code in terms of section 19 of the Systems Act should be available in all four languages of the region provided that translations are obtained from the National or Provincial Governments. Translations of all Acts promulgated by Parliament should only be obtained from the Hansard Section and not translated locally.
 - (i) In the event it is translated by the Council's language practitioners, the Council should not be held responsible for errors that might occur.
3. (a) During Council meetings & Committee meetings, debates could be conducted in any of the four languages of the region but interpreters should always be available.
 - (b) During disciplinary hearings the accused may insist on speaking the language of his¹ choice, as is provided for in the South African Constitution, Section 6.
 - (i) In the event that the above-mentioned language is not one of the official languages of the region, the Council should be responsible for finding a suitable interpreter.
 - (c) The accused is also entitled to understand what is being said for the duration of the entire hearing. He is therefore entitled to have all applicable documents translated. He is also entitled to have an interpreter available to interpret all

¹ The male form also implies the female form throughout.

that is being said. When informed about his rights regarding the hearing, he should also be granted an opportunity to request that the necessary documentation be translated into the language that he prefers, provided that the Labour Relations Section be given reasonable time to have the documentation translated.

- (d) The accused is also entitled to indicate in advance the interpreter of his choice in the document which notifies him about the disciplinary hearing; thus a list of interpreters in a specific language should be made available.
 - (e) Union representatives are entitled to use the language of their choice when they correspond with the Council or with their members.
4. Any of the four official languages of the region may be used for:
- (a) Public announcements, as well as courtesy and official notices of the municipality.
 - (b) The promulgation of by-laws, voters rolls, advertisements for tenders, vacancies, prohibitions, notices etc.
 - (c) Forms used and issued by the municipality;
 - (i) Departments, especially those who are dealing with the public on a daily basis, i.e. **Treasury**, should make such forms available to the public in all official languages of the region.
 - (d) Written correspondence with persons communicating with the municipality should be done in the language which was initially used.
 - (e) Any of the four official languages should be used for billing the municipality's debtors.
5. Communication with other state organs such as municipalities, government departments or state institutions, should be done in the language of choice of the author of such correspondence / communication.
6. Any of the four languages listed above could be used during public meetings of voters, constituency meetings and public hearings but interpreters should always be available.
7. Any resident of Matjhabeng may communicate with Council in any of the four languages of the region, and may request / expect the same.

RSB SESELE

MUNICIPAL MANAGER

Notice number: 25/2001

A57/2001 – 29 May 2001