

DEPARTMENT OF ARTS AND CULTURE

NO. 303

08 MARCH 2019

INVITATION TO SUBMIT COMMENTS ON REVIEWED LANGUAGE POLICY

The Department of Arts and Culture intends to review its Official Language Policy, 2014 ("the Policy") adopted in terms of section 4(1) of the Use of Official Languages Act, 2012 (Act No. 12 of 2012) ("the Act"). Clause 14 of the approved Policy requires that it be reviewed whenever necessary but at least every five years.

In terms of Regulation 3(2) of the Regulations to the Act, the Department hereby publishes its proposed and reviewed language policy for public comment. Members of the public are hereby granted a period of 30 days from date of publishing this notice to submit written representations on the proposed language policy. Same should be forwarded to the address stated below:

For attention:

The Director-General
Mr. V. Mkhize
c/o Mr. Siphon Manganyi
Department of Arts and Culture, South Africa
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0001

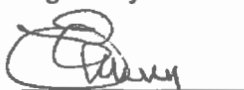
Or

By telefax to 086 640 1743

Or

By e-mail to SiphonM@dac.gov.za

Signed by



Mr EN Mthethwa, MP
Minister of Arts and Culture

Date: 02/2019/04



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Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

OFFICIAL LANGUAGE POLICY OF THE DEPARTMENT OF ARTS AND CULTURE

ENGLISH

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1. Definitions

Term	Definition
Act	Use of Official Languages Act, 2012 (Act No. 12 of 2012)
Constitution	Constitution of the Republic of South Africa, 1996
DAC	Department of Arts and Culture
DG	Director-General of the Department of Arts and Culture
Minister	Minister of Arts and Culture
PanSALB	Pan South African Language Board
Policy	Language Policy of the Department of Arts and Culture
Regulations	Regulations in terms of the Act
Republic	Republic of South Africa
SASL	South African Sign Language

2. Legislative instruments

- 2.1 Constitution of the Republic of South Africa, 1996
- 2.2 Use of Official Languages Act, 2012 (Act No. 12 of 2012)
- 2.3 Regulations in terms of section 13 of the Use of Official Languages Act, 2012.

3. Purpose and regulatory context of this Policy

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

- 3.1 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; and
- 3.2 section 4(2) provides that a language policy adopted in terms of subsection (1) must–

- 3.2.1 identify at least three official languages that the national department, national public entity or national public enterprise will use for government purposes;
- 3.2.2 stipulate how official languages will be used in effectively communicating with the public, official notices, government publications, and inter and intra-government communication;
- 3.2.3 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 (SASL);
- 3.2.4 describe how members of the public can access the language policy; and
- 3.2.5 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.

4. Principles

The principles underpinning this Policy are:

- 4.1 commitment to the promotion of all official languages of the Republic in order to ensure constitutional language equity and language rights as required by a democratic dispensation;
- 4.2 recognition of multilingualism as a resource to maximize collaborative partnerships in nation building, economic development and social cohesion;
- 4.3 promotion of access to information to ensure efficient public service administration that meets the needs of the public and ensures equitable access to the services and information of the DAC;
- 4.4 prevention of the use of any language(s) for the purposes of exploitation, domination and discrimination within the DAC;

- 4.5 recognition of a community-based approach, i.e. a decentralised and participatory approach to language planning and policy implementation in which each government structure is given the power to identify its own working languages, as the most viable manner in which to promote multilingualism given South Africa's highly pluralistic society; and
- 4.6 support for special redress programmes for previously marginalised official indigenous languages.

5. Work of the DAC

The work of the DAC includes:

- 5.1 mainstreaming the role of arts, culture and heritage in social and economic development;
- 5.2 developing, promoting and protecting the official languages of South Africa and enhancing the linguistic diversity of the country through policy formulation and implementation;
- 5.3 stimulating the development of opportunities in South African arts and culture through mutually beneficial partnerships, and promoting our cultural heritage for socio-economic development; and
- 5.4 developing the archival and information resources of the country.

6. DAC Language Unit

The functions of the DAC Language Unit will be to:

- 6.1 advise the DG on the development, adoption and implementation of this Policy;
- 6.2 monitor the DAC's compliance with this Policy;

- 6.3 promote parity of esteem and equitable treatment of the official languages of the Republic; and
- 6.4 facilitate equitable access to information on the activities and services of the DAC.

7. Official languages of the DAC

The DAC has adopted all 11 official languages of the Republic as its official languages for purposes of this Policy.

8. Use of official languages by the DAC

8.1 The following factors will be taken into account in determining which official language(s) the DAC will use in each context/situation:

8.1.1 Usage

8.1.2 Practicality

8.1.3 Expense

8.1.4 Regional circumstances

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

8.2 The table below indicates how the DAC will use the official languages.

DAC purpose	Language
Inter and intra-government communication	English
Communicating with members of the public (official written correspondence)	The official languages of the Republic with due regard to the criteria outlined in clause 8.1 above

DAC purpose	Language
Communication with members of the public (oral communication)	The official languages of the Republic with due regard to the criteria outlined in clause 8.1 above
Official publications intended for public distribution (notices on the DAC website, advertisements, signage on buildings, and forms)	The official languages of the Republic with due regard to the criteria outlined in clause 8.1 above
Public hearings (Izimbizo) and other official proceedings	The official languages of the Republic with due regard to the criteria outlined in clause 8.1 above
Communication with the hearing or sight impaired	The DAC Language Unit will facilitate SASL interpretation and conversion of text into Braille or alternatively audio on request
International communication	English or the preferred language of the country concerned

9. Communication with members of the public whose language of choice is not one of the official languages of the Republic

- 9.1 A member of the public who wishes to communicate with the DAC in a language that is not one of the official languages must notify the DAC in writing.
- 9.2 Due consideration of the criteria outlined in clause 8.1 above will be applied to every request.
- 9.3 The DAC will arrange for appropriate translation or interpreting within 20 working days of the date of the request having been received by the DAC.

10. Communication with members of the public whose language of choice is South African Sign Language

- 10.1 A member of the public who wishes to communicate with the DAC in SASL must notify the DAC in writing.
- 10.2 The DAC will arrange for appropriate interpreting within 20 working days of the date of the request having been received by the DAC.

11. Publication of and access to this Policy

- 11.1 This Policy will be published in all the official languages of the Republic.
- 11.2 It will be available on the DAC's website (<https://www.dac.gov.za>).
- 11.3 It will be available in Braille on request.
- 11.4 A summary of the Policy will be displayed at all DAC offices in such a manner and place that it can be read by the public.

12. Complaints mechanism

- 12.1 Any person who is dissatisfied with a decision of the DAC regarding its use of official languages may lodge a complaint in writing to the DG.
- 12.2 Any complaint must be lodged—
 - 12.2.1 in writing; and
 - 12.2.2 within three months of the complaint arising.
- 12.3 Any complaint lodged must state the name, address, and contact information of the person lodging it.
- 12.4 Any complaint lodged must provide a full and detailed description of the complaint.

- 12.5 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.
- 12.6 The DG will consider the complaint and respond in writing, no later than two months after the complaint was lodged, informing the complainant of the decision.
- 12.7 If the complainant is dissatisfied with the decision of the DG, he or she may lodge an appeal in writing to the Minister, no later than two months after the decision was made.

13. Review of Policy

This Policy will be reviewed whenever necessary but at least every 5 years.



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Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

**INCHUBOMGOMO YETILWIMI
LESEMTSETFWENI YELITIKO LETEBUCIKO
NEMASIKO**

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1. Tinchazelo

Lithemu	Inchazelo
Umtsetfo	Umtsetfo Wekusetjentiswa Kwetilwimi Letisemtsetfweni, 2012 (Umtsetfo nombolo 12 wanga-2012)
Umtsetfosisekelo	Umtsetfosisekelo weRiphabhuliki yaseNingizimu Afrika, 1996
I-DAC	Litiko Letebuciko Nemasiko
I-DG	Umcondzisi-Jikelele weLitiko Letebuciko Nemasiko-
Indvuna	Indvuna Yetebuciko Nemasiko
I-PanSALB	IBhodi Yetilwimi Tonkhe TaseNingizimu Afrika
Inchubomgomo	Inchubomgomo Yelulwimi yeLitiko Letebuciko Nemasiko
Imitsetfosimiso	Imitsetfotimiso ngekulanzela Umtsetfo
IRiphabhuliki	IRiphabhuliki yeNingizimu Afrika
I-SASL	Lulwimi Lwetimphawu LwaseNingizimu Afrika

2. Tisetjentiswa temtsetfo

- 2.1 Umtsetfosisekelo weRiphabhuliki yaseNingizimu Afrika, 1996
- 2.2 Umtsetfo Wekusetjentiswa Kwetilwimi Letisemtsetfweni, 2012 (Umtsetfo nombolo 12 wanga-2012)
- 2.3 Imitsetfotimiso ngekulanzela sigaba 13 seMtsetfo Wekusetjentiswa Kwetilwimi Letisemtsetfweni, 2012.

3. Injongo nengcikitsi yekulawulwa kwaleNchubomgomo

Lenchubomgomo idzingwa sigaba 4 seMtsetfo, ngalendlela:

- 3.1 sigaba 4(1) sitsi onkhe ematiko ahulumende, imitimba yahulumende yavelonkhe nemabhizisi ahulumende kumele emukele inchubomgomo yelulwimi ekusetjentisweni kwayo tilwimi letisemtsetfweni; kantsi
- 3.2 sigaba 4(2) sitsi inchubomgomo yelulwimi lemukelwe ngekulanzela sigatjana (1) kumele-

- 3.2.1 itfole lokungenani tilwimi letisemtsetfweni letintsatfu letitawusetjentiswa litiko lavelonkhe, ngumtimba wahulumende wavelonkhe nobe yibhizinisi yahulumende yavelonkhe ngetinhloso tahulumende;
- 3.2.2 iphawule kutsi tilwimi letisemtsetfweni titawusetjentiswa njani kuchumana ngemphumelelo nemphakatsi, tatiso letisemtsetfweni, imishicelelo yahulumende, kanye nekuchumana phakatsi kwematiko ahulumende;
- 3.2.3 ichaze kutsi ngabe litiko lahulumende, umtimba wahulumende wavelonkhe nobe ibhizinisi yahulumende yavelonkhe itawuchumna njani ngemphumelelo nemalunga emphakatsini lona lulwimi lwayo kungesilo lwetilwimi letisemtsetfweni letikhetsiwe, nobe Lulwimi Lwetimphawu lwaseNingizimu Afrika (SASL);
- 3.2.4 ichaze kutsi emalunga emphakatsi atayitfolo njani lenchubomgomo yelulwimi; futsi
- 3.2.5 inikete indlela yekufaka tikhalo kusita emalunga emphakatsi kufaka tikhalo macondzana nekusetjentiswa kwetilwimi letisemtsetfweni litiko lavelonkhe, ngumtimba wahulumende wavelonkhe nobe ibhizinisi yahulumende yavelonkhe.

4. Imigomo

Imigomo leyesekele leNchubomgomo ngulena:

- 4.1 kutibophelela ekwenyusweni kwato tonkhe tilwimi teRiphabhuliki kute kucinisekiswe kulingana kwetilwimi kwemtsetfosisekelo nemalungelo elulwimi njengobe kudezingwe sikhatsikubusa sentsandvolinyenti;
- 4.2 kuhlonishwa kwebulwiminyenti njengemfombolusito wekukhulisa budlelwano bekusebentisana ekwakhweni kwesive, ekutfufukisweni kwemnotfo nasekubumbana kwesive;
- 4.3 kutfutukisa kufinyeleleka kumniningwane kucinisekisa kuphatfwa kwetinsita tahulumende ngebucilo lokuhlangabetana netidzingo tahulumende

nekucinisekisa kufinyeleleka lokulinganako kutinsita nakumniningwane weDAC;

- 4.4 kuvimbela kusetjentiswa kwanobe ngulu(ti)phi lu(ti)lwimi ngetinhloso tekucaphatsa, kugcama nekubandlulula ngekhatsi kweDAC;
- 4.5 kwemukelwa kwendlela lebuke umphakatsi, njengendlela lesatjalalisiwe futsi yekuhlanganyela ekuhlelweni kwelulwimi nasekusetjentisweni kwenchubomgomo lapho khona umtimba wahulumende uniketwa emandla ekutfola tilwimi tekusebenta tawo, njengendlela yekuphumelela lesembili lekutawenyuswa ngayo bulwiminyenti ngenca yemphakatsi wetilwimi letinyenti waseNingizimu Afrika; kanye
- 4.6 nekwesekela tinhlelo tekulungisa letikhetsekile tetilwimi tendzabuko letisemtsetfweni lebetinganakwa ngaphambilini.

5. Umsebenti weDAC

Umsebenti weDAC ufaka ekhatsi:

- 5.1 kucondzisa indzima yebuciko, emasiko nemagugu ekutfufukeni kwetenhlahalakahle nemnotfo;
- 5.2 kutfufukisa, kwenyusa nekuvikela tilwimi letisemtsetfweni taseNingizimu Afrika nekukhulisa kwehlukahlukana kwetilwimi telive ngekwenta inchubomgomo kanye nekuyiphumelelisa;
- 5.3 kuphakamisa kutfufukiswa kwematfuba kubuciko nakumasiko aseNingizimu Afrika ngebudlelwano lobuzuzisa totimbili tinhlangotsi, kanye nekwenyusa emagugu etfu emasiko ngenhloso yekutfufukisa tenhlahalakahle nemnotfo; futsi
- 5.4 nekutfufukisa imitfombolusito yekulondvolota neyemningwane welive.

6. Ligumbi Letilwimi leDAC

Imisebenti yeLigumbi Letilwimi leDAC itawuba:

- 6.1 kweluleka iDG ngekutfutukiswa, kwemukelwa nekusetjentiswa kwaleNchubomgomo;
- 6.2 kucaphela kutfobelwa kweDAC kwaleNchubomgomo;
- 6.3 kwenyusa kuphatfwa ngekulingana kwato tonkhe tilwimi letisemtsetfweni teRiphabhuliki; kanye
- 6.4 nekuhlelebisa kufinyeleleka ngekulingana emisebentini nasetinsiteni teDAC;

7. Tilwimi letisemtsetfweni teDAC

IDAC yemukele tonkhe tilwimi letisemtsetfweni letili-11 teRiphabhuliki njengetilwimi tayo letisemtsetfweni ngetinhloso taleNchubomgomo.

8. Kusetjentiswa kwetilwimi letisemtsetfweni kweDAC

- 8.1 Lamaphuzu lalandzelako atawbukwa ekufikeni ekuncumeni kwelu(tilwimi lolu(leti)semsetfweni lolu(leti)wusetjentiswa yiDAC engcikitsini/esimeni ngasinye:
 - 8.1.1 Kusetjentiswa
 - 8.1.2 Kukhonakala
 - 8.1.3 Tindleko
 - 8.1.4 Timeko tesigodzi
 - 8.1.5 Kulingana kwetidzingo nalokufunwa ngumphakatsi lewusebentelako.

8.2 Lelithebula ngaphasi likhombisa kwekutsi iDAC itawusebentisa njani tilwimi letisemtsetfweni.

Inhloso yeDAC	Lulwimi
Kuchumana phakatsi nangekhatsi kwematiko	Singisi
kuchumana nemalunga emphakatsi (kutsintsana ngekubhala lokusemtsetfweni)	Tilwimi letisemtsetfweni teRiphabhuliki ngekubuka indlela lechazwe kumshwana 8.1 ngetulu
kuchumana nemalunga emphakatsi (kuchumana ngemlomo)	Tilwimi letisemtsetfweni teRiphabhuliki ngekubuka indlela lechazwe kumshwana 8.1 ngetulu
Imishicilelo lesemtsetfweni lefunelwa kusatjalaliswa esiveni (tatiso kuwebhusayithi yeDAC, tikhangiso, emasayini etakhiweni, nemaformu)	Tilwimi letisemtsetfweni teRiphabhuliki ngekubuka indlela lechazwe kumshwana 8.1 ngetulu
Imihlangano yasemiphakatsini (Timbizo) naletinye tinchubo letisemtsetfweni	Tilwimi letisemtsetfweni teRiphabhuliki ngekubuka indlela lechazwe kumshwana 8.1 ngetulu
Kuchumana nalabangeva etindlebeni nobe labangaboni emehlweni	Ligumbi Letilwimi leDAC litawuhlembisa kuhunyushwa kweSASL nekuguculwa kwembhalo uyiswe kuBrayili nobe ngendlela yekulalelwa nakucelwa.
Kuchumana kwangekhatsi	Singisi nobe lulwimi lwelive lekuchunywana nalo

9. Kuchumana nemalunga emphakatsi lawa lulwimi lwabo labalukhetsako kungesilo ngulolulunye lwetilwimi letisemtsetfweni teRiphabhuliki

9.1 Lilunga lemphakatsi lelifisa kuchumana neDAC ngelulwimi lolungesilo ngulolunye lwetilwimi letisemtsetfweni kumele latise iDAC ngekubhala.

9.2 Kutawubukwa kakhulu indlela lebekwe kumshwana 8.1 ngetulu itawusebenta kuto tonkhe ticelo.

9.3 I-DAC itawulungiselela kuhumusha nobe kutoliga lokufanele ngekhatsi kwemalanga ekusebenta langu-20 elusuku lwesicelo lesitfolwe yiDAC.

10. Kuchumana nemalunga emphakatsi lawu lulwimi lwabo labalukhetsako kuLulwimi Lwetimphawu lwaseNingizimu Afrika

10.1 Lilunga lemphakatsi lelifisa kuchumana neDAC ngeSASL kumele latise iDAC ngekubhala.

10.2 I-DAC itawulungiselela kutoliga lokufanele ngekhatsi kwemalanga ekusebenta langu-20 elusuku lwesicelo lesitfolwe yiDAC.

11. Kushicelelwa nekufinyeleleka kuleNchubomgomo

11.1 Lenchubomgomo itawushicelelwa ngato tonkhe tilwimi letisemtsetfweni teRiphabhuliki.

11.2 Itawutfolakala kuwebhusayithi yeDAC (<https://www.dac.gov.za>).

11.3 Itawutfolakala ngeBrayili ngekucela.

11.4 Sifinyeto seNchubomgomo sitawukhonjiswa kuwo wonkhe emahhovisi eDAC ngendlela nasenzaweni letawenta kutsi sifundvwe sive.

12. Indlela yekufaka tikhalo

12.1 Nobe ngumuphi umuntfu longenetiseki ngesincumo seDAC macondzana nekusebentisa kwayo kwetilwimi letisemtsetfweni angafaka sikhatslo ngekubhala kuMcondzisi-Jikelele.

12.2 Nobe ngusiphi sikhalo singafakwa-

12.2.1 ngekubhala; futsi

12.2.2 ngekhatsi kwetinyanga letintsatfu tekuvela kwesikhalo.

- 12.3 Nobe ngusiphi sikhalo lesifakiwe kumele sisho ligama, likheli, neminingwane yekutsintsana yemuntfu losifakako.
- 12.4 Nobe ngusiphi sikhalo lesifakiwe kumele sinikete inchazelo legcwele yesikhalo.
- 12.5 Umcondzisi jikelele angacela umfakisikhalo kutsi anikete nobe nguwuphi umningwane lowengetiwe kute abuke lesikhalo futsi ahambele nemhlangano ngetinhloso tekubuta ngemlomo kulesikhalo.
- 12.6 Umcondzisi-Jikelele utawubuka sikhalo futsi aphenzvule ngekubhala, kungakapheli tinyanga letimbili ngemuva kwekufakwa kwesikhalo, atise umfakisikhalo ngesincumo.
- 12.7 Uma umfakisikhalo anganetiseki ngesincumo seMcondzisi-Jikelele, angafaka kundluliswa kwesikhalo ngekubhala kuNdvuna, kungakendluli tinyanga letimbili ngemuva kwekutsantfwa kwesincumo.

13. Kubuyeketwa kweNchubomgomo

Lenchubomgomo itawubuketwa nobe kunini nakunesidzingo kodvwa njalo ngeminyaka lesi-5.