
GENERAL NOTICE

NOTICE 304 OF 2015

SPORT AND RECREATION SOUTH AFRICA (SRSA) LANGUAGE POLICY

INVITATION FOR COMMENTS

The public is requested to give their opinion and suggestions towards improving the Language Policy of Sport and Recreation South Africa (SRSA) whether individually or as organized groups. The suggestions must be practical and realistic within the context of the Constitution.

The Constitution of the Republic of South Africa, 1996 provides for the use of 11 official languages. The constitution requires that all official languages enjoy parity of esteem and be treated equally. SRSA recognizes its legal responsibility, under the Use of Official Languages Act of 2012 to promote multilingualism, language equity and use of eleven official languages. SRSA as a national department is therefore required to elevate indigenous languages in the form of increased usage and representation through various communication media.

The Use of Official Languages Act, 2012 requires that national departments identify at least 3 official languages to take practical and positive measures to elevate the status and advance the use of indigenous languages of historically diminished use and status in accordance with section 6(2) of the Constitution. It is in this context that SRSA has in addition to English as its language of business, temporarily chosen isiZulu; Setswana; and Northern Sotho as its preferred languages of communication. The language choice will be reviewed as informed by the public input received.

The objects of the Use of Official Languages Act, 2012 are

- a) To regulate and monitor the use of official languages for government purposes by national government

- b) To promote parity of esteem and equitable treatment of official languages of the Republic
- c) To facilitate equitable access to services and information of national governments; and
- d) To promote good language management by national government for efficient public service administration and to meet the needs of the public.

It is therefore essential that the public in its entirety feel free to make comments on the SRSA Language Policy and make input or changes on the policy itself, if any.

The copy of the Language Policy will be made available in Setswana, N-Sotho and IsiZulu on SRSA website, www.srsa.gov.za

Send written comments to:

Ms. Mmatlhame Raseleka

E-Mail: languagepolicy@srsa.gov.za

Phone Number: 012 304-5000

Deadline for comments: 30 April 2015

Thank You

From: SRSA Communication & Information Unit

SRSA – For the Active You!



sport & recreation

Department:
Sport and Recreation South Africa
REPUBLIC OF SOUTH AFRICA

DRAFT LANGUAGE POLICY OF SPORT AND RECREATION SOUTH AFRICA

**COMPILED BY: CHIEF DIRECTORATE CORPORATE SERVICES
(Communication & Information Unit)**

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A. ABBREVIATIONS AND ACRONYMS

Act:	The use of Official Languages Act, 2012 (Act No12 of 2012)
Constitution:	The constitution of the Republic of South Africa, 1996.
Republic:	The Republic of South Africa
SRSA:	Department of Sport and Recreation South Africa
DG:	Director –General of the National Department of SRSA
PANSALB:	Pan South Africa Language Board
Policy:	The SRSA Language Policy

B. CONTACT DETAILS OF THE DEPARTMENT

The Director-General: Sport and Recreation South Africa

a) Postal address:

Private Bag X896
PRETORIA, 0001
Republic of South Africa

b) Street address:

Regent Place
66 Queen Street
PRETORIA

(This is between Thabo Sehume and Lilian Ngoyi Streets, with vehicle entrance at corner of Thabo Sehume and Helen Joseph Street)

For general enquiries, you may call the switchboard at (012) 304-5000; or contact Fumane at:

a) Telephone: (012) 304-5227

b) E-mail: fumane@srsa.gov.za

c) Website: www.srsa.gov.za

1. INTRODUCTION

The Constitution of the Republic of South Africa, 1996 provides for the use of 11 official languages. The constitution requires that all official languages enjoy parity of esteem and be treated equally.

Sport and Recreation South Africa (SRSA) recognizes its legal responsibility, under the Use of Official Languages Act of 2012 to promote multilingualism, language equity and use of the eleven official languages. Sport and Recreation SA as a national department is therefore required to elevate indigenous languages in the form of increased usage and representation through various communication media.

Promotion of Access to Information Act, 2000 requires that responses to requesters (unless practically not possible) be in the language which the requests for information are made. It also calls for its Manual in regards to Sec 14, to be published in at least 3 official languages.

2. LEGISLATIVE FRAMEWORK

2.1 As per the introduction, the following documents, provide a legislative framework for the development of this policy

- a. The Constitution of the Republic of South Africa
- b. The Use of Official Languages Act, 2012
- c. Regulations in terms of section 13 of the Use of Official languages Act, 2012.
- d. Promotion of Access to Information Act 2000.

3. PURPOSE AND REGULATORY CONTEXT OF THIS POLICY

3.1 The purpose of the SRSA Language Policy is to outline how SRSA will comply with the provisions of the Use of Official Languages Act, 2012.

3.2 This policy is required as per section 4 of the Act, as follows:

3.2.1 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

3.2.2 section 4(1) provides that a language policy adopted in terms of subsection (1) must:

3.2.2.1 identify at least three official languages that the national department, national public entity and national public enterprise will use for government purposes

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

3.2.2.3 describe how 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

3.2.2.4 describe how members of the public can access the language policy, and

3.2.2.5 provide a complaints mechanism to enable members of the public to lodge complaints regarding the use of official languages by national department, national public entity or national public enterprise.

4. PRINCIPLES

4.1 The principles underpinning this policy are:

4.1.1 commitment to the promotion of all languages in the Republic in order to ensure constitutional language equity and language rights as required by a democratic dispensation

4.1.2 recognition of multilingualism as a resource to maximize collaborative partnerships in nation building, economic development and social cohesion

4.1.3 promotion of good language management by the SRSA to ensure efficient public service administration that meets the needs of the public and ensures equitable access to the services and information of the SRSA

4.1.4 prevention of the use of any language(s) for the purposes of exploitation, domination and discrimination within the SRSA;

4.1.5 enhancement of people-centeredness by addressing the interests, needs and aspirations of language communities through on-going dialogue and debate

4.1.6 recognition of a community-based approach, i.e. a decentralized 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

4.1.7 support for special redress programmes for previously marginalized official indigenous languages, and the learning and teaching of all the official languages of the Republic at all levels of schooling.

5. THE WORK OF SRSA

The aim of the Department is to maximise access, development and excellence at all levels of participation in sport and recreation to promote physical well-being, foster social cohesion, nation building, and the quality of life of all South Africans. To be able to achieve this, the Department is in addition to the Administration Programme, structured according to the following core divisions: Active Nation (to support the provision of mass participation opportunities in sport and recreation; Winning Nation (to support the development of elite athletes); Sport Support (to develop and maintain an integrated support system to enhance the delivery of sport and recreation); Infrastructure Support (to regulate and manage the provision of sport and recreation facilities).

6. OBJECTIVES

The objectives of the policy are to:

- a. Ensure that SRSA staff, stakeholders and its entities comply with the Act
- b. Enable SRSA to take appropriate actions to ensure that communication between SRSA, its stakeholders and the communities is not misappropriated in its effort to implement its mandate as a result of misunderstanding due to incorrect language used
- c. Promote an environment wherein everybody has the right to exercise their language usage as enshrined in the Constitution and the Use of Official Languages Act
- d. Ensure redress for the previously marginalized official indigenous languages
- e. Respond to the need for minimum standards in accordance with the Act
- f. Ensure equal representation of the languages in accordance to the specific regional use of the specific language.

7. IMPLEMENTATION

7.1 Scope

The policy applies to all SRSA employees, be they permanent, temporary or on contract; sport federations, stakeholders, entities and members of the public interacting with SRSA.

7.2 Official Languages

7.2.1 While the Constitution promotes the use of all eleven official languages, it is not rigid in enforcing the use of all the languages. This is guided by the practical and contextual considerations as captured in '7.3.1'.

7.2.2 As a temporary measure, the Department has in addition to English as its language of business, chosen isiZulu; Setswana; and Northern Sotho as its preferred languages of communication. However, provincial and practicality requirements will still apply in influencing languages to use in a particular area, before and after the policy is approved. The selected languages will be reviewed once public comments have been received.

7.3 The use of the official languages

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

- a. Usage
- b. Practicality
- c. Expense
- d. Regional Circumstances
- e. The balance of the needs and preferences of the public services.

7.3.2 Inter and intra-government communication: SRSA will use English as its operating language. Thus, internal correspondence such as manuals, newsletters, bulletin boards, annual reports, and so forth, shall be published in English. Efforts will be made to ensure that its external-focused communication has in addition to English, a mixture of other languages on a rotational basis as informed by items 7.2.2 and 7.3.1 of this policy.

7.3.3. Communicating with members of the public (e.g. official written correspondence; electronic; oral; and telephonic communication): The use of official languages shall be as informed by items 7.2.2 and 7.3.1 of this policy.

- 7.3.4. Official publications, notices, and information SRSA public forums such as website, advertisements, forms, and signage: Languages will be allocated on a rotational basis as informed by items 7.2.2 and 7.3.1 of this policy.
- 7.3.5. Communication with the hearing or sight impaired: SRSA will facilitate South African Sign language interpreting and conversion of text into Braille or alternatively audio on request.
- 7.3.6. Communication with members of the public whose language of choice is not one of the official languages of the Republic (incl. International Communication): English will be the official language used. There shall also be due consideration of the factors highlighted in items 7.2.2 and 7.3.1 of this policy. Requests for engagement with the Department in a language that is not one of the official languages of the Republic, must be highlighted immediately with the SRSA representative, once the planned engagement with the Department has been confirmed.
- 7.3.7. Ministerial outreaches and other official events: While due consideration to the factors outlined in 7.3.1 will be applied, efforts will be made to communicate in the language of the targeted communities.
- 7.3.8. Labour Relations activities: Conditions of service, internal policy documents, job interviews, disciplinary hearings, performance agreements, and health and safety requirements will be published and/ or conducted in English unless the situation dictates otherwise. In such instances, factors highlighted in 7.3.1 of this policy shall apply.
- 7.3.9. Communication with the media: English shall be the main language used to communicate with the media in writing. Considerations as highlighted in 7.3.1 of this policy shall where necessary, apply. For media interviews, SRSA will much as practically possible, use the language preferred by the media. Media briefings will be conducted in English. One-on-one interviews will accommodate media preferences unless not practically possible, in which case, the media representative will be engaged towards a preferred alternative.

7.4 Language Unit establishment

7.4.1 SRSA will provide resources for the establishment of its Language Unit, which will be part of the communication division.

7.4.2 Presently there is no Language Unit provision in SRSA. Therefore there would be a need for allocation of additional resources such as personnel, finances and work tools towards a successful implementation of the policy.

7.4.3 The Department does however have a sign language interpreter providing sign language services. The communication unit also provides the services such as editing and translation facilitation as an additional function.

8 ROLES AND RESPONSIBILITY OF THE LANGUAGE UNIT

8.1 Advise the DG on the development, adoption, implementation and amendment of the language policy

8.2 Regulate, monitor and assess the use of official languages

8.3 Monitor and assess compliance with the policy

8.4 Compile and submit a report to the Minister and the Pan South African Language Board

8.5 Promote parity of esteem and equitable treatment of the official languages of the Republic

8.6 Facilitate equitable access to the services and information of SRSA

8.7 Advise on training and capacity building.

9 ROLES AND RESPONSIBILITIES OF THE ICT UNIT

The implementation of the language policy will increase the demand for translation and editing work and interpreting services, especially in the indigenous languages; therefore ICT should avail Human Language Technology application (e.g. machine –assisted translation, translation memories and spellcheckers) which will play a major supporting role in the language facilitation activities.

10 FINANCIAL, SECURITY, COMMUNICATION AND PERSONNEL IMPLICATIONS

The establishment of the Language Unit requires financial resources for personnel remuneration and for goods and services

- a. The gazettement of the policy for public comment requires funding
- b. A language unit will require personnel for proper functioning
- c. Translations and adaptations of content into Braille and audio versions
- d. The unit will also require Communication/ ICT tools and will need to facilitate communication that is in keeping with the Act.
- e. Information security is required and thus, the people in the unit will need to be security-checked and verified. Also, the kind of ICT tools that may be procured will require safe storage.

11. AVAILABILITY OF THE POLICY

- a. This policy will be gazetted for public comment in English, with at least three other languages placed on the website of the Department (www.srsa.gov.za)
- b. The summary of the policy will be placed at prominent areas within the building housing the Department
- c. The policy in at least 4 languages shall be placed on the departmental website
- d. The policy will be placed in a file at the reception of the building housing the Department
- e. The entities reporting to the Minister of Sport & Recreation shall be provided with the copy of the policy

12. GRIEVANCE PROCEDURE

13.1 Any person who is dissatisfied with the decision of SRSA regarding its use of official languages may lodge a complaint in writing to the Director-General as per the details provided under 'Contact Details'.

- a. Any complaint lodged must detail the name, address, and contact information of the person lodging it
- b. In cases where the complaint is lodged on behalf of another person, the relationship of the person lodging the complaint and the aggrieved person must be stated. The person on whose behalf the complaint is lodged must agree to the lodging of the complaint and his/her names and full contact details must be provided
- c. Any complaint lodged must provide full description of the complaint
- d. In investigating the complaint, the DG may request the complainant to avail himself/herself for an interview or to submit additional information that can help in the resolution of the complaint
- e. The DG will consider the complaint and respond in writing no later than three months after the complaint was lodged, informing the complainant of the decision
- f. If the complainant is dissatisfied with the decision of the DG, he or she may lodge an appeal to the Minister of Sport and Recreation in writing.

13. RISKS AND CONSEQUENCES OF NON COMPLIANCE

14.1 The associated risks include failure to implement the policy, thus attracting clients complaints and audit queries from the Auditor-General.

14.2 Non-compliance with this policy will be considered serious and will be dealt with in terms of the SRSA' disciplinary policies and procedures.

14. MONITORING, EVALUATION, AUDIT AND REVIEW

15.1 The communication services unit manager will put in place monitoring mechanisms to ensure proper policy implementation and adherence.

15.2 Monitoring and Evaluation unit will monitor the compliance of the policy to the approved departmental standard for policies and procedures

15.3 Internal Audit unit will audit overall compliance as would the external auditors

15.4 Matters relating to the implementation of the policy will be a standing feature at the departmental management committee meeting.

15.5 A report will be compiled annually to the Minister of Arts and Culture and the PANSALB on matters as prescribed by the Minister of Arts and Culture, including:

- a. Activities of the language unit
- b. Implementation of the policy
- c. Any complaints received regarding the Department's use of official languages and the manner in which these complaints were dealt with.

15. POLICY EFFECTIVE DATE

This policy comes into effect on the day following its approval by the Director-General. It will be reviewed within a period of 5 years after approval or if there are before the 5 years, developments in terms of legislation or otherwise that make implementation of the policy in its approved state impractical.

16. APPROVAL DETAILS

Signature:	
Name and Surname:	Mr. M E Moemi
Capacity:	Director-General; Sport and Recreation SA
Date:	