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Government Printing Works

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A reminder that documents must be attached separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment/purchase order – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment).

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- Single notice, single email – with proof of payment or purchase order.
- All documents must be attached separately in your email to GPW.
- 1 notice = 1 form, i.e. each notice must be on a separate form
- Please submit your notice **ONLY ONCE**.
- Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
- The notice information that you send us on the form is what we publish. Please do not put any instructions in the email body.

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GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

NO. 196

26 FEBRUARY 2016



ipid

 Department:
 Independent Police Investigative Directorate
 REPUBLIC OF SOUTH AFRICA

IPID LANGUAGE POLICY	POLICY NUMBER 65
	COMMUNICATIONS: 003

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1. INTRODUCTION:

The Constitution of the Republic of South Africa recognises that cultural diversity is a valuable national asset and hence promotes multi-lingualism. The Constitution however, also recognises the historically diminished use and status of the indigenous languages of South Africa and compels the State to take practical steps to elevate the status and advance the use of these languages. Historical practices of the past gave prominence to English and Afrikaans, thereby allocating sufficient resources for their use. This was of course to the detriment of the country's other indigenous languages, despite the majority of South Africans being IsiZulu speaking.

The Department of Independent Police Investigative Directorate's Language Policy takes inter- and intra government communication; internal communication; official written correspondence with members of the public; oral communication with members of the public; public hearings and other official proceedings; official publications intended for public distribution and utilisation; international communication; curriculum implementation; and communication with hearing and/or sight impaired stakeholders, into consideration.

The Language Policy adopts a decentralised approach to language planning and policy implementation in each Provincial Department of the Independent Police Investigative Directorate, whereby each identifies its own working languages, as the most viable manner in which to promote multilingualism given South Africa's highly pluralistic society.

2. PURPOSE:

The Department of Independent Police Investigative Directorate Language Policy has been formulated in line with section 4.(1) of the Use of Official Languages Act, 2012, which provides that every national department, national public entity and national public enterprise must adopt a language policy on its use of official languages. Section 4(2) provides that a language policy adopted in terms of subsection (1) must:

- 2.1 Identify at least three official languages that the national department, national public entity or national public enterprise will use for government purposes;
- 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;
- 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,
- 2.4 Describe how members of the public can access the language policy, and
- 2.5 Provide 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.

3. OBJECTIVES:

The objectives of the Department of Independent Police Investigative Directorate's Language Policy are as follows:

- 3.1 To promote the equitable use of the 11 official languages;
- 3.2 To promote multilingualism and respect for all languages used in the country, including South African Sign Language.

3.3 To facilitate communication across the barriers of skin colour, language and region, whilst at the same time creating an environment in which respect for languages other than one's own is encouraged.

3.4 To adopt a decentralised approach to language planning and policy implementation in which each Provincial Office of the Independent Police Investigative Directorate identifies its own working languages, as the most viable manner in which to promote multilingualism, given South Africa's highly pluralistic society;

3.5 To promote previously marginalised official indigenous languages;

3.6 To give effect to the language rights enshrined in the Constitution through the active promotion of multilingualism.

3.7 To facilitate equitable access to government services, information and participation in government processes.

3.8 To support, develop and sustain multilingualism within Provincial Offices of the Independent Police Investigative Directorate in their communication and interaction with the public.

3.9 To protect language diversity and promote respect for multilingualism and unity.

3.10 To provide guidance and direction to Provincial Offices of the Independent Police Investigative Directorate in developing their own operational language policies, thus further enhancing functional multilingualism.

3.11 To promote good language management for cost-effective and efficient public service delivery and administration.

4. CONSTITUTIONAL AND LEGAL IMPERATIVES:

4.1. THE CONSTITUTION:

The following are the sections of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996) that have been taken into consideration in the drafting of the Department of Independent Police Investigative Directorate Language Policy: Section 6(1) declares that the official languages of South Africa are Sepedi, Sesotho, Setswana, siSwati, Tshivenda, Xitsonga, Afrikaans, English, isiNdebele, isiXhosa and isiZulu. Section 6(2) recognises the historically diminished use and status of the indigenous languages of South Africa, and compels the state to take practical steps and design mechanisms to elevate the status and advance the use of these languages. Section 6(3)(a) specifies that national and provincial governments must use at least two of the official languages for the purposes of government subject to considerations of practicality, expense, regional usage and circumstances, and the needs and preferences of the public as a whole, or in the province concerned. Section 6(3)(b) stipulates that local governments must take into account the language usage and preferences of their residents.

Section 6(4) obliges national and provincial governments to regulate and monitor their use of official languages to ensure parity of esteem and equitable treatment. Section 6(5) provides for the establishment of PanSALB to promote and develop the use of all the official languages, as well as Khoi, Nama, San and Sign Languages, and to promote respect for all languages commonly used in communities in South Africa. Section 9(3) protects citizens against unfair discrimination on the grounds of language. (The state may not unfairly discriminate directly or indirectly against anyone on one or more grounds, including race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth.) Sections (30) and 31(1) uphold the rights of citizens to use the language of their choice.

4.2 RELEVANT LEGISLATION AND POLICIES:

4.2.1 PAN SOUTH AFRICAN LANGUAGE BOARD ACT, 1995:

The Pan South African Language Board (PanSALB) Act of 1995 provides, inter alia, for the recognition, implementation and furtherance of multilingualism, and development of the historically marginalised indigenous languages.

4.2.2 PROMOTION OF ACCESS TO INFORMATION ACT, 2000:

The objectives of the Promotion of Access to Information Act are to give effect to the constitutional right of access to any information held by the state, private bodies or persons subject to justifiable limitations. Such access might not only refer to physically obtaining the information but must, as far as possible, be in a language of choice of the requester.

4.2. NATIONAL LANGUAGE POLICY FRAMEWORK:

As Schedule 4 of the Constitution states that the language is a functional area of concurrent national and provincial competence, the National Language Policy Framework (NLPF) stipulates that all government structures (national, provincial and local government), as well as institutions exercising a public power or performing a public function, are bound by it. In promoting multilingualism provinces are expected to formulate their language policy frameworks, based on the NLPF, but also taking into account the regional circumstances, needs and preferences of provincial communities. Local governments will then formulate local language policies in line with the provincial policy framework. Government is also encouraged, where necessary, to support the private sector to develop and implement its own language policies in accordance with the above policy frameworks.

5. THE DEPARTMENT OF INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE: DIRECTORATE: COMMUNICATION:

The Department of Independent Police Investigative Directorate relies on the Directorate: Communication to manage all language related issues in the Department. The Directorate: Communication will submit a report to the Minister and to the Pan South African Language Board (PanSALB) on an annual basis on the activities of the Unit; the implementation of Department's Language Policy; and any complaints received regarding its use of the official languages and the manner in which these complaints were dealt with. The unit will also liaise closely with the Department of Arts and Culture (DAC) and PanSALB. The Directorate: Communication will manage the implementation of the Department of Independent Police Investigative Directorate's Language Policy on a daily basis through internally and externally sourced support and services as and when required. The Directorate: Communication will ensure that all editing, translations, terminology development and standardisation of terms take place within a standardised terminology framework that is educationally sound in each language and across all documents.

6. TRAINING AND CAPACITY BUILDING:

The Directorate: Communication will advise on possible training and capacity building on an annual basis in order to ensure the effective implementation of the Department of Independent Police Investigative Directorate's Language Policy.

7. LINGUISTIC PROFILE OF THE COUNTRY:

7.1 Statistics SA Census Report 2011 figures in accordance with Provincial Language Demographics:

(a) Figure A – Population by First Language Spoken per Province (number):

First Language	WC	EC	NC	FS	KZN	NW	GP	MP	LP
Afrikaans	2 820 643	<i>683 410</i>	606 225	<i>340 490</i>	161 876	<i>309 867</i>	1 502 940	289 446	140 185
English	<i>1 149 049</i>	362 502	37 842	78 782	<i>1 337 606</i>	120 041	1 603 464	124 646	78 692
isiNdebele	15 238	14 854	6 023	10 008	111 657	43 988	380 494	403 678	104 283
isiXhosa	<i>1 403 233</i>	8 092 152	<i>60 187</i>	201 145	<i>340 832</i>	190 601	796 841	48 993	20 275
isiZulu	24 634	31 634	8 501	118 126	7 901 932	84 835	2 390 036	<i>965 259</i>	62 424
Sepedi	8 144	14 299	2 431	7 395	20 555	83 999	1 282 896	372 392	2 826 464
Sesotho	64 086	158 964	14 136	1 717 881	79 416	201 153	1 395 081	138 559	80 299
Setswana	24 534	12 607	<i>373 086</i>	140 228	52 229	2 191 230	1 094 599	71 713	107 021
SiSwati	3 208	2 020	648	2 246	8 347	12 091	136 550	1 106 588	25 346
Tshivenda	4 415	3 663	1 083	2 592	4 309	16 255	272 122	12 140	892 809
Xitsonga	9 152	3 092	1 201	8 039	8 936	127 146	796 511	416 746	<i>906 325</i>
Total	5 675 604	6 458 325	1 127 683	2 675 777	10 153 789	3 457 004	12 075 861	3 998 726	5 338 675

Legend : First predominant language - **Bold**
 : Second predominant language - *Italic*
 : Third predominant language – Underlined

(b) Figure B – Population by First Language Spoken per Province (percentage):

Language	WC	EC	NC	FS	KZN	NW	GP	MP	LP
Afrikaans	49.7	10.6	53.8	12.7	1.6	9.0	12.4	7.2	2.6
English	20.2	5.6	3.4	2.9	13.2	3.5	13.3	3.1	1.5
isiNdebele	0.3	0.2	0.5	0.4	1.1	1.3	3.2	10.1	2.0
isiXhosa	24.7	78.8	5.3	7.5	3.4	5.5	6.6	1.2	0.4
isiZulu	0.4	0.5	0.8	4.4	77.8	2.5	19.8	24.1	1.2
Sepedi	0.1	0.2	0.2	0.3	0.2	2.4	10.6	9.3	52.9
Sesotho	1.1	2.5	1.3	64.2	0.8	5.8	11.6	3.5	1.5
Setswana	0.4	0.2	33.1	5.2	0.5	63.4	9.1	1.8	2.0
SiSwati	0.1	0.0	0.1	0.1	0.1	0.1	1.1	27.7	0.5
Tshivenda	0.1	0.1	0.1	0.1	0.0	0.5	2.3	0.3	16.7
Xitsonga	0.2	0.0	0.1	1.3	0.1	3.7	6.6	10.4	17.0

8. USE OF OFFICIAL LANGUAGES BY THE DEPARTMENT OF INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE:

8.1 The Department of Independent Police Investigative Directorate will take the following factors into account in arriving at the choice of official language(s) that will be used in each context or situation:

- 8.1.1 Usage;
- 8.1.2 Practicality;
- 8.1.3 Expense;
- 8.1.4 Provincial circumstances;
- 8.1.5 The needs and preferences of the public it serves;
- 8.1.6 The linguistic profile of the country as indicated in 7. above.

8.2 The table below indicates how the Department of Independent Police Investigative Directorate will use the official languages:

Department of Independent Police Investigative Directorate Purposes	Language(s)
Communicating with members of staff. (Internal Communication)	The language of written internal record in the Department of Independent Police Investigative Directorate will be English. Translations into other official languages and Braille will be made available on request where practically possible with due regard to clause 7.1 above.
Communicating with members of the Public. (Official Written Correspondence)	The language of written record for public (official written correspondence) external utilisation will be English. Translations into other official languages and Braille will be made available on request where practically possible with due regard to clause 8.1 above.
Lekgotla, Executive Committee Meetings, Management Committee Meetings and other official proceedings.	The official languages of the Republic with due regard to the criteria outlined in Clause 8.1 above.
Communication with members of the public. (Written and Verbal communication)	The official languages of the Republic with due regard to the criteria outlined in Clause 8.1 above.
Inter and Intra governmental communications.	English
Official communication intended for public distribution. (Notices on the IPID website, advertisements, forms and signage on buildings)	English
International Communication.	English and/or the preferred language of the country concerned.
Communication with hearing and / or sight impaired stakeholders.	Sign language Interpreting and conversion of text into Braille or alternatively audio will be arranged on request.
Disciplinary Hearings of staff.	The official languages of the Republic with due regard to the criteria outlined in Clause 8.1 above.
Social Events	Just as any gathering in the Independent Police Investigative Directorate are intended to further the mission of the Department. The IPID respect the rights of its staff members to participate in social events in the language of their choice.

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 Department of Independent Police Investigative Directorate in a language that is not one of the official languages of the Republic must notify the Department of Independent Police Investigative Directorate in writing.

9.2 The Department of Independent Police Investigative Directorate, through the Directorate: Communication, will arrange for appropriate translation or interpreting within 21 working days of the date of the request having been received by the department.

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 Department of Independent Police Investigative Directorate in South African Sign Language must notify the Department of Independent Police Investigative Directorate in writing.

10.2 The Department of Independent Police Investigative Directorate will arrange for appropriate interpreting within 21 working days of the date of the request having been received by the department.

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 Department of Independent Police Investigative Directorate website (<https://www.ipid.gov.za>).

11.3 It will be made available in Braille on request.

12. COMPLAINTS MECHANISM:

12.1 Any person who is dissatisfied with a decision of the Department of Independent Police Investigative Directorate regarding its use of official languages may lodge a complaint in writing to the Executive Director of the Department of Independent Police Investigative Directorate.

12.2 Any complaint must be lodged:

12.2.1 in writing; and

12.2.2 within one month 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 Executive Director 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 Executive Director will consider the complaint and respond in writing, not later than one month after the complaint was lodged, informing the complainant of the decision/outcome.

13. REVIEW OF POLICY:

This Policy will be reviewed after three (3) years or when the need arises.

Submission in relation to the draft IPID Language Policy of the Department of Independent Police Investigative Directorate may be sent on or before 18 March 2016, to the following addresses:

By hand or post:

The Acting Executive Director
Department of Independent Police Investigative Directorate
City Forum Building
114 Madiba Street
Pretoria
0001

Or

The Acting Executive Director
Department of Independent Police Investigative Directorate
Private Bag X 941
Pretoria
0001

By e-mail: BAberts@ipid.gov.za / GLanga@ipid.gov.za

Any enquiries in connection with the draft policy can be directed to the above email. Comments received after the due date will not be considered.

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