
GENERAL NOTICES • ALGEMENE KENNISGEWINGS

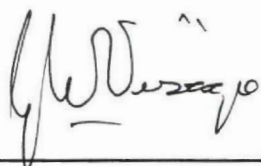
**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
NOTICE 807 OF 2015****THE SPECIAL INVESTIGATING UNIT****USE OF OFFICIAL LANGUAGES ACT (ACT NO.12 OF 2012)****DRAFT LANGUAGE POLICY OF THE SPECIAL INVESTIGATING UNIT**

I, Gerhard Visagie, Acting Head of the Special Investigating Unit, in terms of Section 4(2)(h) of the use of Official Languages Act, 2012 (Act No. 12 of 2012), hereby publish for public comment the Draft Language Policy of the Special Investigating Unit.

Interested persons may submit their written comments, on or before 31 August 2015 to the Communications Manager of the Special Investigating Unit,

- By hand to the Communications Manager , 74 Watermeyer Street, Rentmeester Building, Meyerspark, Pretoria;
- By registered post to Postnet Suite 271, Private Bag X 844, Pretoria 0184;
- By email info@siu.org.za

Kindly provide the name of the person(s) submitting comments and their full contact details.



Adv. G VISAGIE
Acting Head: SIU

Special Investigating Unit

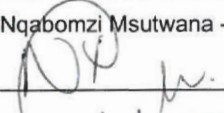
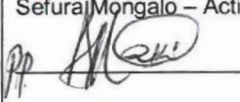
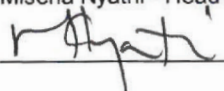
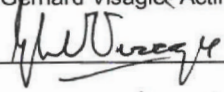
| Special Investigating Unit | |
|--|---|
| Established by Proclamation No. 118 of 31 July 2001 in terms of the Special Investigating Units and Special Tribunals Act No. 74 of 1996 | |
| Policy : | Language Policy 001 |
| Effective date: | Upon the approval by the Acting Head of the Unit |
| Prepared by: | Nqabomzi Msutwana - Communications Department  Date: 17/6/2015 |
| Verified by: | Sefura Mongalo - Acting Communications Manager  Date: 18.06.2015 |
| Recommended by: | Miseria Nyathi - Head of Business Support  Date: 18.06.2015 |
| Approved by: | Gerhard Visagie - Acting Head of Unit  Date: 18/06/2015 |
| Purpose: | As reflected in Section 3 |
| Scope: | All employees of the Unit |
| Implementation: | Upon the approval by the Acting Head of the Unit |

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1. Definitions

| Term | Definition |
|--------------|---|
| Act | The Use of Official Languages Act, 2012 (Act No. 12 of 2012) |
| Constitution | The Constitution of the Republic of South Africa, 1996 |
| SIU Act | The SIU was established by Proclamation R118 of 2001 in terms of Act 74 of 1996 |
| SIU | Special Investigating Unit |
| HOU | Head of the Unit |
| DAC | Department of Arts and Culture |
| Minister | Minister of Department of Arts and Culture |
| Policy | The Language Policy of the SIU |
| Regulations | The Regulations in terms of the Act |
| Republic | The Republic of South Africa |

2. Legislative Instruments

- 2.1 The Constitution of the Republic of South Africa
- 2.2 The Use of Official Languages Act, 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

- 3.1 This Policy is required by section 4 of the Act:
 - 3.1.1 section 4(1) directs that every national department, national public entity and national public enterprise must adopt a language policy on its use of official languages; and
 - 3.1.2 section 4(2) reads that a language policy adopted in terms of subsection (1) must
 - 3.1.2.1 identify at least three official languages that the national department, national public entity or public enterprise will use for government purposes,
 - 3.1.2.2 stipulate how official languages will be used in effectively communicating with the public, official notices, government publications and inter and intra government communication,
 - 3.1.2.3 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,
 - 3.1.2.4 describe how members of the public can access the language policy, and
 - 3.1.2.5 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

- 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 SIU to ensure efficient public service administration that meets the needs of the public and ensures equitable access to the services and information of the SIU;
- 4.1.4 prevention of the use of any language(s) for the purpose of exploitation, domination and discrimination within the SIU.

5. The work of the SIU

- 5.1 The SIU was established by the President in terms of the Special Investigating Units and Special Tribunal Act, Act No 74 of 1996 (SIU Act). Its primary mandate is to recover and prevent financial losses to the state caused by acts of corruption, fraud and maladministration. The SIU also assists departments with systemic improvements that positively impact on service delivery.

6. The role of Communications Department within SIU

- 6.1 The Communications Department will facilitate and implement this Policy. The functions of the department will be to:
 - 6.1.1 advise the HOU on the development, adoption and implementation of this Policy;
 - 6.1.2 monitor and assess the use of official languages by the SIU
 - 6.1.3 monitor and assess the compliance with this Policy
 - 6.1.4 compile and submit the Implementation of the Use of Official Languages Act Status Report to the Minister of the Department of Arts and Culture
 - 6.1.5 promote parity of esteem and equitable treatment of the official languages of the Republic
 - 6.1.6 facilitate equitable access to the services and information of the SIU; and
 - 6.1.7 promote good language management.

7. Use of official languages by the SIU

- 7.1 The following factors will be taken into account in arriving at the choice of official language(s) the SIU will use in each context/ situation:
 - 7.1.1 Usage
 - 7.1.2 Practicality
 - 7.1.3 Expense
 - 7.1.4 Regional circumstances
 - 7.1.5 The balance of the needs and preferences of the public it serves
- 7.2 The table below indicates how the SIU will use the official languages:

| SIU Purpose | Language(s) |
|---|---|
| Inter and intra- government communication | English |
| Communicating with members of the public (oral communication) | The official languages of the Republic with due regard to the criteria outline in clause 7.1 above |
| Official publications intended for public distribution (notices on the SIU website, advertisements, forms and signage on buildings) | The official languages of the Republic with due regard to the criteria outlined in clause 7.1 above |
| Public exhibitions and other official proceedings | The official languages of the Republic with due regard to the criteria outlined in clause 7.1 above |
| Communication with the hearing or sight | The SIU Communications department will facilitate South |

| | |
|------------------------|--|
| impaired | African Sign Language interpreting and conversion of text into Braille or alternative audio on request |
| Internal communication | English |

8. Official languages of the SIU

8.1 The SIU recognizes all the eleven (11) official languages of the Republic. The SIU has eight regional offices in various provinces with its Head Office based in Gauteng. The languages selected are geographical to accommodate the most spoken language(s) in each province; English will be used for internal and intra- government communication. The provincial languages are as follows:

- a. Gauteng: Isizulu and Sesotho
- b. Eastern Cape: isiXhosa
- c. North West: SeTswana and Afrikaans
- d. Limpopo: Sepedi, Xitsonga and Tshivenda
- e. Mpumalanga: Siswati and Ndebele
- f. Western Cape: Afrikaans and isiXhosa
- g. Free State: Sesotho
- h. Kwa-Zulu Natal: Isizulu

9. Communication with members of the public whose language of choice is not listed in clause 8.1 or is not one of the official languages of the Republic

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

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 SIU in South African Sign Language must notify the SIU in writing
- 10.2 The SIU will arrange for appropriate interpreting within 20 working days from the date on which the request has been received by the SIU.

11. Publication of and access to this Policy

- 11.1 This Policy will be published in all the official languages of the Republic listed in clause 8.1
- 11.2 A member of the public who wishes to access the Policy in a language that is not listed on clause 8.1 must notify the SIU in advance
- 11.3 The Policy will be available on the SIU website www.siu.org.za
- 11.4 It will be displayed at all SIU 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 SIU regarding its use of official languages may lodge a complaint in writing to the HOU
- 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 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 HOU 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 HOU will consider the complaint and respond in writing, not later than three months after the complaint was lodged, informing the complainant of the decision.

13. Review of Policy

- 13.1 This Policy will be reviewed whenever necessary but at least within 5 years.