

TSWELOPELE MUNICIPALITY

USE OF OFFICIAL LANGUAGES / LANGUAGE POLICY

[3/B]

- ❖ The following Policy was accepted by Council as Council's **official LANGUAGE POLICY** per resolution no CMM 20 – 18/12/2000.
 - 1. All correspondence addressed to Council must be answered in the same language as the original correspondence. Translations must however also be kept on file along with the original correspondence.
 - 2. Council correspondence [Agendas, Minutes, Internal Correspondence, Policies, Codes, etc] will mostly be done in English and that Council Meetings therefore also will mostly be conducted in English but that every-one had the right to speak in his / her own language and that oral translations will be done whenever needed.
 - 3. All three official languages will be used for public announcements and Official Notices of the Municipality.
 - 4. Billing [accounts] and forms used / issued by the Municipality must reflect at least two of the official languages.
 - 5. The following must always be taken into consideration:
 - ⇒ language usage and preference of the residents within the municipal area;
 - ⇒ the right of everyone to use the language of their choice; and
 - ⇒ expense, i.e the economical, efficient and effective use of resources when it comes to the use of official languages