



Western Cape
Government

Cultural Affairs and Sport



Western Cape Language Committee

Wes-Kaapse Taalkomitee

IKomiti yeeLwimi yeNtshona Koloni

Annual Performance Plan

2018/2019

Western Cape Language Committee

Annual Performance Plan

2018/19



FOREWORD

The Annual Performance Plan of the Western Cape Language Committee (WCLC) is directed at giving effect to the Western Cape Provincial Languages Act, Act 13 of 1998, and the Western Cape Language Policy. The strategic goal is to continue to ensure the equal use of the three official languages of the Western Cape, Afrikaans, English and Xhosa, and to elevate the status and use of previously marginalised languages like South African Sign Language.

Through the advice of the Language Committee there is a commitment to promote multilingualism to create greater access and opportunity to the public from urban to rural areas of the Western Cape, in order to ensure that everyone has access to the services that the Western Cape Government offers.

It is necessary to utilise the expert advice of the appointed members of the Language Committee to make the best decisions on language matters and to maintain the services of objective specialists to ensure the implementation of the Language Policy of the Western Cape. In terms of the requirements of the Public Finance Management Act, 1999 (Act 1 of 1999) and the National Treasury Regulations, the Western Cape Language Committee hereby submits its Annual Performance Plan for 2018/19.

AMarais

ANROUX MARAIS

Western Cape Minister of Cultural Affairs and Sport

OFFICIAL SIGN-OFF

It is hereby certified that this Annual Performance Plan:

- was developed by the Western Cape Language Committee under the guidance of officials of the Department of Cultural Affairs and Sport;
- was prepared in line with the current Strategic Plan of the Western Cape Language Committee; and
- accurately reflects the performance targets which the Western Cape Language Committee will endeavour to achieve given the resources made available in the budget for 2018/19.

Brenda Rutgers



Chief Financial Officer

Signature

Jane Moleleki
Accounting Authority



Signature

Brent Walters
Head of Department of Cultural Affairs and Sport



Signature

Approved by:

Anroux Marais
Western Cape Minister of Cultural Affairs and Sport



Signature

CONTENTS

LIST OF ABBREVIATIONS/ACRONYMS	1
PART A: STRATEGIC OVERVIEW	2
1 Vision	2
2 Mission	2
3 Values	2
4 Legislative and other mandates.....	2
4.1 Constitutional mandates.....	2
4.2 Legislative mandates.....	3
4.3 Policy mandates	3
4.4 Relevant court rulings	3
4.5 Planned policy initiatives.....	3
5 Situational analysis.....	3
5.1 Performance environment	4
5.2 Organisational environment.....	5
5.3 Description of the strategic planning process.....	5
6 Strategic outcome-oriented goals of the institution.....	6
PART B: STRATEGIC OBJECTIVES.....	7
7 Programme: Western Cape Language Committee	7
8 Strategic objectives	7
9 Strategic objective annual targets for 2018–2019.....	7
10 Risk management.....	7
11 Programme performance indicators and annual targets for 2018/19	8
12 Quarterly targets for 2017/18.....	9
13 Reconciling performance targets with the budget and MTEF.....	10
13.1 Performance and expenditure trends.....	11
Part C:.....	11
Annexure A: Technical indicator description	12

LIST OF ABBREVIATIONS/ACRONYMS

AFS	Annual Financial Statement
AGSA	Auditor-General of South Africa
BBBEE	Broad Based Black Economic Empowerment
CFO	Chief Financial Officer
DCAS	Department of Cultural Affairs and Sport
DotP	Department of the Premier
ERM	Enterprise Risk Management
ERMECO	Enterprise Risk Management Committee
GRAP	Generally Recognised Accounting Practice
King III	King Report on Corporate Governance
MEC	Member of Executive Council
MTEF	Medium Term Expenditure Framework
NTPSRMF	National Treasury Public Sector Risk Management Framework
PanSALB	Pan South African Language Board
PERSAL	Personal Salary System
PFMA	Public Finance Management Act
SASL	South African Sign Language
SMME	Small Medium and Micro Enterprises
SCM	Supply Chain Management
SCOPA	Standing Committee on Public Accounts
STATSA	Statistics South Africa
TR	Treasury Regulations
WCCC	Western Cape Cultural Commission
WCG	Western Cape Government
WCLC	Western Cape Language Committee
NTR	National Treasury Regulations
PTI	Provincial Treasury Instructions

PART A: STRATEGIC OVERVIEW

1 Vision

The empowerment of all the people of the Western Cape through language; the enhancement of human dignity through mutual respect for language; and the promotion of multilingualism.

2 Mission

To monitor the use of the three official languages of the Western Cape; to monitor the implementation of the Western Cape Language Policy; and to advise the Minister tasked with language matters and the Pan South African Language Board on language matters in or affecting the Province.

3 Values

Caring, Competence, Accountability, Integrity, Innovation and Responsiveness.

4 Legislative and other mandates

4.1 Constitutional mandates

Section	Description
Constitution of the Republic of South Africa, 1996	
Section 6(3) and (4): Language	The Western Cape Government must, by legislative and other measures, regulate and monitor its use of official languages. All official languages must enjoy parity of esteem and must be treated equitably. The WCLC, in collaboration with the Department of Cultural Affairs and Sport (DCAS), is responsible for monitoring and evaluating the implementation of the Western Cape Provincial Language Policy, adopted in 2005, and must report to the Western Cape Provincial Parliament on this mandate at least once a year. DCAS has oversight of the WCLC and provides the Committee with administrative and financial support.
Section 30: Language and culture	The WCLC facilitates opportunities for the people of the Western Cape to exercise their language and cultural rights through the programmes and projects that it presents and supports.
Section 31: Cultural, religious and linguistic communities	The WCLC must ensure that its programmes and projects respect the cultural diversity of the population of the Western Cape.
Section 41: Principles of cooperative government and intergovernmental relations	The WCLC cooperates with all spheres of government in the execution of its mandate.
Schedule 4: Functional Areas of Concurrent National and Provincial Legislative Competence	With regard to language policy and the regulation of official languages to the extent that the provisions of section 6 of the Constitution expressly confer legislative competence upon the Western Cape Provincial Parliament, the WCLC works closely with the national Department of Arts and Culture and associated organs of state on language policy matters.
Section 195: Basic values and principles governing public administration	DCAS officials responsible for executing the mandate of the WCLC must ensure the efficient, economic and effective use of resources. Programmes undertaken in the public sector should yield maximum benefits at the lowest possible cost.
Constitution of the Western Cape, 1997 (Act 1 of 1998)	
Section 5	For the purposes of the Western Cape Government: (a) the official languages Afrikaans, English and Xhosa must be used; and (b) these languages enjoy equal status. The WCLC must monitor the use of Afrikaans, English and Xhosa in the Western Cape. The WCLC must also implement practical and positive measures to help elevate the status and advance the use of those indigenous languages of the Western Cape whose status and use have historically been diminished.

4.2 Legislative mandates

Legislation	Reference	Description
Public Finance Management Act, 1999	Act 1 of 1999	The WCLC must submit quarterly and annual reports on its performance delivery and audited financial statements based on the strategic objective annual targets for each financial year.
Use of Official Languages Act, 2012	Act 12 of 2012	This Act specifically applies to national departments, national public entities and national public enterprises. If aspects of the Act were to have an impact on language policy and practice in the Western Cape, the WCLC would have a mandate to play a role.
Pan South African Language Board Act, 1995	Act 59 of 1995	Pan South African Language Board recognises any provincial language committee established under section 8(8) (a).
Western Cape Provincial Languages Act, 1998	Act 13 of 1998	The WCLC must, among other things: <ul style="list-style-type: none"> • monitor the use of Afrikaans, English and Xhosa by the Western Cape Government; • make recommendations to the MEC and the Provincial Parliament on any proposed or existing legislation, practice and policy affecting language in the Western Cape; • actively promote the principle of multilingualism; • actively promote the development of previously marginalised indigenous languages; • advise the MEC and the Western Cape Cultural Commission on language matters in the Province; and • advise PanSALB on language matters in the Western Cape.
South African Language Practitioners' Council Act, 2014	Act 8 of 2014	When the South African Language Practitioners' Council is established, it will have the power, among other things, to register and accredit language practitioners, to put a code of conduct in place, and to regulate language practice.

4.3 Policy mandates

Policy	Description
Western Cape Language Policy (published in the <i>Provincial Gazette</i> as PN 369/2001 of 27 November 2001)	The WCLC is obligated to monitor the implementation of this policy.

4.4 Relevant court rulings

Not applicable.

4.5 Planned policy initiatives

None

5 Situational analysis

Language is an important part of identity and culture and must be treated with sensitivity. It is enshrined in the Constitution as a human right and protected through national and provincial legislation. The Western Cape Language Committee continues to raise awareness through the implementation of the Western Cape Language Policy and the Language Code of Conduct.

The Western Cape Language Committee was established in terms of the Western Cape Provincial Languages Act, 1998. It was subsequently recognised by PanSALB as its Provincial Language Committee for the Western Cape in terms of the Pan South African Language Board Act, 1995. The WCLC therefore also functions as the language committee that advises PanSALB on language matters in the Western Cape and works closely with the provincial office of PanSALB.

The WCLC was listed as a Schedule 3, part C provincial public entity on 1 June 2001 in terms of the Public Finance Management Act, 1999. The Committee is under the strategic direction of the Minister as the Executive Authority and reports via the Head of the Department of Cultural Affairs and Sport. Its performance is monitored by DCAS.

In order to meet its mandate, the Western Cape Language Committee plans to continue to:

- monitor and advise on the Western Cape Language Policy as outlined in the implementation plan contained in the costing report;
- advise departments and institutions of the Western Cape Government on language matters through the Minister for Cultural Affairs and Sport;
- promote the principle of multilingualism;
- improve its working relationship with PanSALB and other language bodies and institutions, provincially, nationally and internationally;
- promote the development of marginalised indigenous languages and South African Sign Language in order to increase awareness of these languages among the residents of the Western Cape;
- advise the Minister and PanSALB on language matters in, and affecting, the Western Cape;
- consult all relevant stakeholders and remain abreast of relevant research in order to remain informed on language matters in or affecting the province;
- forge partnerships to develop multilingualism in the Western Cape; and
- contribute to social inclusion by ensuring access to language and good communication through supporting translation and interpreting in the three official languages of the province.

The Language Committee will cooperate with the Language Services component to achieve its mandate. It will maintain partnerships with tertiary institutions, provincial departments and other language institutions in order to achieve its goals.

In view of the shifting of demographic dynamics, the Language Committee will continue to provide the Minister and provincial departments with advice on language policy and language related matters.

5.1 Performance environment

Three members resigned during the first months of 2017, including the Chairperson. A new Chairperson was selected in February 2017. The administrative work of the WCLC is done by officials in the employ of DCAS.

Language most spoken in the household (%):

Afrikaans	Xhosa	English	Khoi and Nama	Sign Language	Sesotho
45	30	19.21	0.00	0.00	0.85

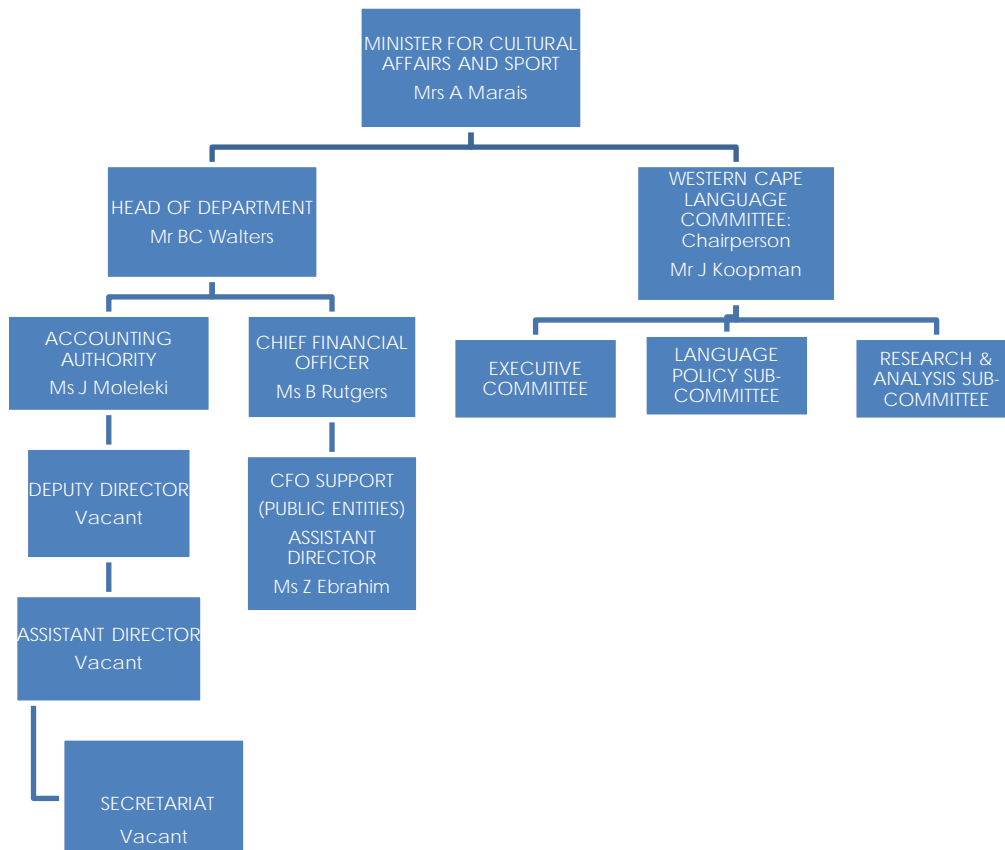
(The table above illustrates language spoken by persons weighted. Data extracted is based on 2011 geographical boundaries.)

The performance environment of the Western Cape Language Committee is determined by the Western Cape Provincial Languages Act, 1998, and encompasses six main focus areas:

- giving increasing effect to the equal status of the three official languages of the Western Cape, namely Afrikaans, Xhosa and English;
- actively promoting the principle of multilingualism in the Western Cape;
- actively promoting the development of the marginalised indigenous languages and South African Sign Language;
- monitoring the use of the three official languages by the Western Cape Government;
- advising the Minister on language matters in or affecting the Western Cape as well as any proposed or existing legislation, practice and policy directly or indirectly dealing with language matters; and
- advising PanSALB, its substructures and the Western Cape Cultural Commission on language matters in or affecting the Western Cape.

5.2 Organisational environment

The organisational environment in which the Committee operates is illustrated by the organogram below.



In terms of section 17 of the Western Cape Provincial Languages Act, 1998, officials in the Language Services component of the Department of Cultural Affairs and Sport of the Western Cape execute the administrative work of the WCLC.

5.3 Description of the strategic planning process

A strategic planning session was held on the 18th October 2017 by members of the Western Cape Language Committee and officials of the Department of Cultural Affairs and Sport.

The strategic planning session reviewed the operations and functions of the Language Committee, its achievements and challenges; and forecasted performance for the next operational period. It identified the need to fill membership vacancies and build on the findings of a survey conducted to evaluate the implementation of the Provincial Language Policy in the provincial government departments. It further aimed to strengthen its strategic partnerships to enhance implementation of multi-lingual and SASL projects.

6 Strategic outcome-oriented goals of the institution

Strategic Outcome-Orientated Goal	To monitor the implementation of the Western Cape Language Policy.
Goal Statement	To facilitate the monitoring of achievement in respect of the goals of the Language Policy within the Western Cape Government, and to provide appropriate advice in this regard.

Linkage to provincial strategic goals

The Provincial Strategic Goals for 2015 to 2020 are as follows:



The strategic objectives of the Language Committee are in alignment with two Provincial Strategic Goals (PSGs) of the Western Cape Government:

- PSG 3: Increase wellness, safety and tackle social ills.
- PSG 5: Embed good governance and integrated service delivery through partnerships and spatial alignment.

PSG 3	The WCLC supports equal treatment for the three official languages of the Western Cape; redressing past linguistic imbalances; and developing and promoting the previously marginalised indigenous languages of the province and South African Sign Language. The practical implementation of the Western Cape Language Policy monitored by the WCLC includes the provision of professional editing, translating and interpreting services to departments of the Western Cape Government. This service enhances the ability of departments to communicate with people in the language they can best understand. Better communication leads to improved access to and implementation of government services. Better service delivery increases wellness and safety in communities of the Western Cape and contributes to tackling social ills in the province. Through the promotion of multilingualism, social inclusivity, tolerance and respect is fostered amongst the diverse communities of the province.
PSG 5	The WCLC monitors and supports the implementation of the Western Cape Provincial Languages Act, 1998, and the Western Cape Language Policy. By enhancing the ability of the Western Cape Government to communicate with people in the language they can best understand, it enhances government transparency leading to an increase in good governance, service delivery and fosters integrated partnerships for improved alignment.

PART B: STRATEGIC OBJECTIVES

7 Programme: Western Cape Language Committee

To promote the use of the three official languages of the Western Cape, namely Afrikaans, Xhosa and English, by the provincial government and local governments in the province.

8 Strategic objectives

Strategic objective	To monitor and advise on the implementation of the Western Cape Language Policy.
Objective statement	Monitoring and advising on the implementation of the Western Cape Language Policy in the Western Cape Government.
Baseline	Survey to monitor the implementation of the Western Cape Language Policy in the province. 1 annual report for the WCLC. 4 advisory meetings.
Justification	To create socially inclusive communities; increase wellness and safety; tackle social ills; support good governance; and support integrated service delivery through mutually beneficial partnerships.
Links	PSG3

9 Strategic objective annual targets for 2018–2019

Strategic objective indicator	Strategic Plan Objective	Audited/Actual performance			Estimated performances 2017/18	Medium-term Targets				
		2014/15	2015/16	2016/17		2018/19	2019/20	2020/21	2021/22	2022/2023
Number of interventions to monitor and advise on the implementation of the Western Cape Language Policy	45	11	14	9	8	8	8	8	8	8

10 Risk management

Risk: Timely appointment of a fully representative WCLC (according to languages spoken in the province, and SA Sign Language) impacts on decision making.

Mitigation: Application of the WC Languages Act, Act 13 of 1998 which guides the process for appointment of the representative every three years. The Standing Committee of Parliament asks for nominations, by placing electronic and other adverts. Candidates are interviewed by the Standing Committee in consultation with DCAS Language Services. Standing Committee then sends shortlist to MEC who appoints 11 members from the shortlist. At all relevant platforms deaf communities are encouraged to apply or nominate. The SASL database is consulted when need arises for sign language services. DCAS Language Services works with existing Language Committee to advocate either reapplying or referring potential applicants.

11 Programme performance indicators and annual targets for 2018/19

Programme performance indicator		Audited/Actual performance			Estimated performance 2017/18	Medium-term targets			2021/22	2011/23
		2014/15	2015/16	2016/17		2018/19	2019/20	2020/21		
1.1	Number of annual surveys/follow-up projects/awareness campaigns that monitor the implementation of the Western Cape Language Policy	3	2	2	1	1	1	1	1	1
1.2	Number of annual reports published for the WCLC	1	1	1	1	1	1	1	1	1
1.3	Number of meetings held to give effect to the Western Cape language Policy	10	6	6	6	6	6	6	6	6

12 Quarterly targets for 2017/18

Programme performance indicator	PSG No. linkage	Reporting period	Annual target 2018/19	Quarter			
				1 st	2 nd	3 rd	4 th
1.1 Number of annual surveys/follow-up projects/ awareness campaigns that monitor the implementation of the Western Cape Language Policy	3 and 5	Annual	1	-	-	1	-
1.2 Number of annual reports published for the WCLC	3 and 5	Annual	1	-	1		-
1.3 Number of meetings held to give effect to the Western Cape Language Policy	3 and 5	Quarterly	6	1	2	2	1

13 Reconciling performance targets with the budget and MTEF

Expenditure estimates

Western Cape Language Committee

Programme	Audited outcome			Estimate expenditure	Medium-term expenditure estimate		
	2014/15	2015/16	2016/17		2017/18	2018/19	2019/20
R thousand							
Western Cape Language Committee	238	776	734	234	267	281	295
Subtotal	238	776	734	234	267	281	295
Direct charges against the National Revenue Fund	-	-	-				
Total	238	776	734	234	267	281	295
Economic classification							
Current payments	238	776	734	234	267	281	295
Compensation of employees							
Goods and services							
of which:							
Communication							
Computer services					18	19	20
Consultants, contractors and special services		60	12	20	48	50	52
Inventory	2						
Maintenance repair and running costs							
Operating leases							
Travel and subsistence	5	8	21	12	24	24	28
Audit fees	122	60	73	72	80	84	86
Advertising	6	14					
* Other	103	634	628	130	97	104	109
Interest and rent on land							
Financial transactions in assets and liabilities							
Transfers and subsidies to:	-	-	-	-	-	-	-
Provinces and municipalities							
Departmental agencies and accounts							
Universities and technikons							
Public corporations and private enterprises							
Foreign governments and international organisations							
Non-profit institutions							
Households							
Payments for capital assets	-	-	-	-	-	-	-
Buildings and other fixed structures							
Machinery and equipment							
Cultivated assets							
Software and other intangible assets							
Land and subsoil assets							
of which: Capitalised compensation							
Total	238	776	734	234	267	281	295

*Includes meeting allowances for the Language Committee

13.1 Performance and expenditure trends

The budget of the Language Committee is utilised mainly for administration and organisational expenditure. Staff members of the Department of Cultural Affairs and Sport assist the WCLC to execute its mandate by providing support for operational matters.

Part C:

Not applicable.

Annexure A: Technical indicator description

Strategic objective indicator

1.1	Indicator title	Number of interventions to monitor and advise on the implementation of the Western Cape Language Policy
	Short definition	Facilitate, monitor and advice in respect of the implementation of the Western Cape Language Policy within the Western Cape Government.
	Purpose/ Importance	To ensure that mother language speakers of official languages of the Western Cape have the opportunity to use their own languages and to foster progress in respect of the implementation of the Language Policy.
	Source/ collection of data	Language Policy implementation audits or surveys.
	Method of calculation	Quantitative and qualitative data and analysis.
	Data limitations	Extent to which survey instruments can measure Language Policy implementation.
	Type of Indicator	Outcome.
	Calculation type	Cumulative.
	Reporting cycle	Annual.
	New Indicator	No.
	Desired performance (output)	As targeted.
	Indicator responsibility	Responsibility manager.
	Key risk	Departments might not implement recommendations made by the Language Committee. This risk can be mitigated through effective communication between the Western Cape Language Committee and departments of the Western Cape Government.

Performance indicators

1.2	Indicator title	Number of annual surveys/follow-up projects/awareness campaigns that monitor the implementation of the Western Cape Language Policy
	Short definition	Monitoring the implementation of the Western Cape Language Policy within the Western Cape Government.
	Purpose/ Importance	To ensure that mother language speakers of official languages of the Western Cape have the opportunity to use their own languages and to foster progress in respect of the implementation of the Language Policy.
	Source/ collection of data	Language Policy implementation surveys or questionnaires or awareness campaigns or follow-up projects.
	Method of calculation	Quantitative and qualitative data and analysis.
	Data limitations	Extent to which survey instruments can measure Language Policy implementation.
	Type of Indicator	Outcome.
	Calculation type	Cumulative.
	Reporting cycle	Annual.
	New Indicator	No.
	Desired performance (output)	As targeted.
	Indicator responsibility	Responsibility manager.
	Key risk	Departments might not implement recommendations made by the Language Committee. This risk can be mitigated through effective communication between the Western Cape Language Committee and departments of the Western Cape Government.

1.3	Indicator title	Number of Annual Reports published for for the WCLC
	Short definition	Publish the Annual report for the WCLC.
	Purpose/ Importance	To inform the public of the performance of the entity.
	Source/ collection of data	Reports, minutes of plenary and subcommittee meetings.
	Method of calculation	Numerical data and analysis.
	Data limitations	Delays in the submission of documents.
	Type of Indicator	Impact.
	Calculation type	Non-cumulative.
	Reporting cycle	Annual.
	New Indicator	No.
	Desired performance (output)	As targeted.
	Indicator responsibility	Responsibility manager.
	Key risk	Delays in the submission of documents and delays in the completion of projects.

1.4	Indicator title	Number of meetings held to give effect to the Western Cape Language Policy
	Short definition	Meeting held to identify/discuss language matters and provide the Minister with advice in accordance with the Western Cape Language Policy.
	Purpose/ Importance	To inform the Minister about issues pertaining to language matters in the Western Cape to enable him or her to make informed decisions and ensure effective implementation of the Language Policy.
	Source/ collection of data	Reports, agendas and minutes of plenary and subcommittee meetings.
	Method of calculation	Number of reports submitted to the Minister and the Western Cape Cultural Commission.
	Data limitations	Delays in the submission of documents.
	Type of Indicator	Impact.
	Calculation type	Cumulative.
	Reporting cycle	Quarterly
	New Indicator	No.
	Desired performance (output)	As targeted.
	Indicator responsibility	Responsibility manager.
	Key risk	Lack of regular direct interaction between the Minister and the Western Cape Language Committee. This risk can be mitigated through on-time submission of reports to the Ministry.

Western Cape Language Committee
Protea Assurance Building, Greenmarket Square, Cape Town, 8001
Postal Address: Private Bag X9067, Cape Town, 8000
tel: +27 483 9669 fax: +27 21 483 9673
Email: Liezl.Jansen@westerncape.gov.za

Ikomiti yeeLwimi yeNtshona Koloni
Kwisakhiwo iProtea Assurance, eGreenmarket Square, eKapa, 8001
Idilesi yePosi: Private Bag X9067, Cape Town, 8000
umnxeba: +27 483 9669 ifeksi: +27 21 483 9673
i-imeyile: Liezl.Jansen@westerncape.gov.za

Wes-Kaapse Taalkomitee
Protea Assuransie Gebou, Groentemarkplein, Kaapstad, 8001
Posadres: Privaatsak X9067, Kaapstad, 8000
tel: +27 483 9669 faks: +27 21 483 9673
e-pos: Liezl.Jansen@westerncape.gov.za



**Western Cape
Government**

Cultural Affairs and Sport

PR54/2018 - ISBN: 978-0-621-46152-7