



PROVINCE OF THE EASTERN CAPE
IPHONDO LEMPUMA KOLONI
PROVINSIE OOS-KAAP

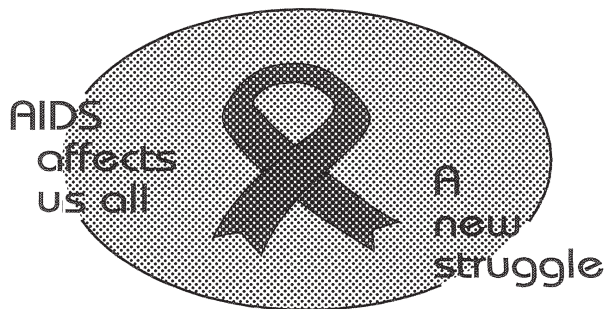
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No. 3498

We all have the power to prevent AIDS



**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

Prevention is the cure

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IMPORTANT

Information

from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.



GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
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5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.

DISCLAIMER:

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email info.egazette@gpw.gov.za

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PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

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PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE 111 OF 2015



Province of the
EASTERN CAPE

OFFICE OF THE PREMIER

**Manual for the Office of the Premier, Province of the Eastern Cape,
in terms of section 14 of the
Promotion of Access to Information Act 2000 (Act No. 2 of 2000)**

1 August 2015

1. Functions of the Office of the Premier (OTP)

The Office of the Premier is the lead Department in the Eastern Cape Provincial Government. It is a department created in terms of the Constitution of the Republic of South Africa, 1996 and the Public Service Act (Act No. 103 of 1994) (Proc. No. 103 of 1994) to enable the Premier to lead the Eastern Cape Government in the service of the public. It is thus mandated to ensure that:

- The Constitution, national and provincial laws, rules and regulations as well as policies, are faithfully and effectively executed;
- Through the Executive Council, the Premier drives the transformation process in the Province;
- The Provincial Government is effectively coordinated; and
- The Office of the Premier strives to be an exemplary and effective center of the Provincial Administration.

Its main purpose is therefore to provide guidance and focus for the Province as a whole through the development and implementation of policies, and the monitoring and evaluation of the performance of departments in effecting service delivery to the people.

The vision of the Office of the Premier is "Leading development with excellence and integrity".

LEADING DEVELOPMENT WITH EXCELLENCE AND INTEGRITY



The mission of the Office of the Premier is “Co-ordinating functions of the provincial administration through the provision of strategic leadership in policy development, planning and implementation support”.

The Office of the Premier believes in the following values:

- Excellence;
- Integrity;
- Responsiveness;
- Creativity and innovation;
- Inclusivity;
- Professionalism.

2. Structure of the Office of the Premier

The Office of the Premier is structured into four programmes to fulfill its mandate as outlined above and its key strategic objectives are as follows:

- Improved institutional efficiency and good corporate governance in the Office of the Premier;
- Improved implementation of policy, legislation and government programmes;
- Improved policy co-ordination and integrated planning in the Province.

The four programmes in the Office of the Premier are: 1) Administration, but also referred to as Corporate and Operations Support, 2) Institutional Development and Organisational Support, 3) Policy and Governance, 4) Executive Support Services.

2.1 Administration/Corporate and Operations Support

Purpose:

The main purpose of this programme is to provide efficient and effective support to the Premier, the Director-General and the Department in achieving its mandate.

Functions:

- To ensure effective governance and service delivery to citizens of the Eastern Cape through the provision of executive leadership and oversight.



- To render strategic leadership and co-ordination of services to the OTP and the Provincial Administration.
- To provide strategic management support services to the OTP and to manage its performance, as well as monitor the mainstreaming of transformation programmes within the OTP.
- To provide strategic human resources management support to the OTP.
- To provide financial and supply chain management support services.

2.2 Institutional Development and Organisational Support

Purpose:

The main purpose of this programme is to provide institutional development and organizational support services to ensure that the Provincial Government has sufficient capacity to effectively and efficiently deliver on its mandate.

Functions:

- To provide strategic management, consulting and support services with respect to human capital and talent management.
- To provide strategic organisational development consultancy support services to the Province.
- To co-ordinate the development and implementation of strategic human resource development interventions.
- To provide and co-ordinate the provision of an integrated information and communications technology service.
- To co-ordinate the implementation of the provincial anti-corruption programme of action and security management policies.

2.3 Policy and Governance

Purpose:

The main purpose of this programme is to facilitate the integrated implementation of the electoral mandate of the Provincial Government and oversee governance and



service delivery in the Province.

Functions:

- To lead and co-ordinate effective oversight on governance and service delivery in the Province.
- To co-ordinate and facilitate service delivery intervention.
- To lead the co-ordination of policy, planning and research in the Province.

2.4 Executive Support Services

Purpose:

To render effective and efficient executive support services to the Provincial Government, Office of the Premier (OTP), Executive Council and Provincial executive structures through the provision of seamless administrative assistance and implementation of inter-governmental relations, provincial communications, cabinet support and protocol services and legal support services.

Functions:

- To render secretariat support to Cabinet.
- To provide communications support services to the Office of the Premier and Provincial Government.
- To facilitate intergovernmental relations, international relations and stakeholder engagement.
- To ensure compliance with the constitutional and legislation requirements.

3. Contact Details of Information Officers

Information Officer

The Director-General (DG), Mrs Marion Mbina-Mthembu is the information officer in terms of the Promotion of Access to Information Act.



Postal Address : Private Bag X0047, Bhisho, 5605
Physical Address : OTP Building, Independence Avenue, Bhisho
Tel. : (040) 609 6381
Fax. : (040) 636 4255
E-Mail : mandinakhe.baxana@otp.ecprov.gov.za

Deputy Information Officer

The Chief State Law Advisor, Adv. Herlu Smith is the deputy information officer.

Postal Address : Private Bag X0047, Bhisho, 5605
Physical Address : Office of the Chief State Law Advisor
32 Alexandra Road, King William's Town
Tel. : (043) 604 6924
Fax. : 086 242 0334
E-Mail : melanie.koert@otp.ecprov.gov.za

4. Guide of the South African Human Rights Commission on how to use the Act.

The Guide on how to use the Promotion of Access to Information Act, 2000, will be available from the South African Human Rights Commission.

Queries can be made at:

South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Postal Address : Private Bag X2700, Houghton, 2041
Tel. : (011) 484 8300
Fax. : (011) 484 1360
E-mail : paia@sahrc.org.za



5. Records

5.1 The Office of the Premier holds the following records:

- Legislation;
- Policy and Procedure Documents;
- Annual Reports;
- Annual Performance Plans;
- State of the Province Address;
- Financial Records;
- Operational Records;
- Internal Correspondence;
- Statutory Records; and
- Records held by officials of the public body.

The Office of the Premier also keeps official records which are other than correspondence records and are available for access, namely:

- Ikhwelo Magazine;
- Perspective Newsletter;
- Wellness Flyers and Posters;
- Anti-Fraud and Corruption Stickers;
- Booklets;
- Pamphlets; and
- DVDs of official events

The Office of the Premier has published a notice in terms of Section 15(2) of the Act. A copy thereof is attached herewith as Annexure A.



5.2 Records automatically available

The records on the website of the Province of the Eastern Cape (www.ecprov.gov.za) are available for reviewing or downloading without a person having to make such a request in terms of the said Act (in compliance with Section 15(2)).

6. Arrangement for Public Participation in Policy Formulation

The Office of the Premier is part of the executive arm of the Provincial Government of the Eastern Cape.

Where policy formulation will result in legislation, the Office of the Premier solicits public comment on the policy by publication in the Provincial Gazette for public comment and may also facilitate the holding of public hearings.

Members of the public may furthermore indirectly influence policy formulation by communicating with their elected representatives and attending sessions of the Provincial Legislature.

7. Request Procedure

(a) Granting or refusal of request:

A requester must be given access to a record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record.
- Access to that record is not refused on any ground of refusal mentioned in the Act.



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Tel. (040) 635-0052.