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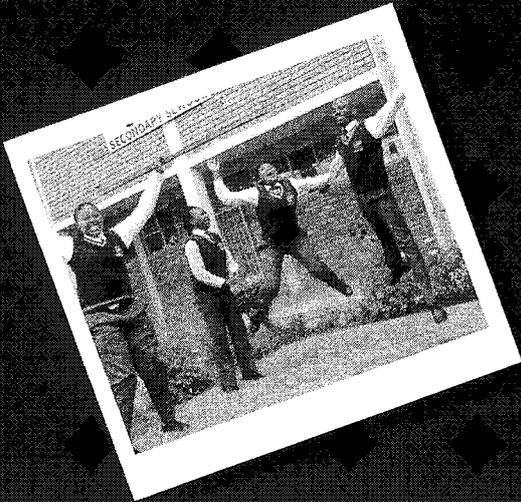
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# **ACCESS TO INFORMATION MANUAL FOR THE OFFICE OF THE PREMIER**

## **GAUTENG PROVINCIAL GOVERNMENT AS AT DECEMBER 2012**



**GAUTENG PROVINCE**  
OFFICE OF THE PREMIER  
REPUBLIC OF SOUTH AFRICA

Hotline: 0860 4288364  
[www.gautengonline.gov.za](http://www.gautengonline.gov.za)

# **ACCESS TO INFORMATION MANUAL OF THE OFFICE OF THE PREMIER**

*Together, creating jobs, fighting poverty*

*Prescribed in terms of section 14 of the  
Promotion of Access to Information Act, 2000(Act No. 2 of 2000)*

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# 1. THE MANDATE AND ROLE OF THE OFFICE OF THE PREMIER

## 1.1 The Role of the Office

The mandate of the Office of the Premier is to support the Premier in executing his/her constitutional responsibilities and other political and ceremonial functions. In essence, the role of the Office of the Premier is to manage political processes and outcomes for the greater benefit of the Gauteng Province.

In keeping with the new mandate of the Gauteng Provincial Government that was adopted in 2009, the mandate of the Office of the Premier continues to be:

- Centralised strategic and spatial planning to achieve the objectives of the new mandate.
- Monitoring and evaluation to ensure improved service delivery and improved governance.
- Strengthening the cabinet system to assert the political authority of the Premier and the Executive Council at the centre of government.
- Improved policy research and advisory services to support governance and monitoring and evaluation.
- Facilitation of intergovernmental relations to ensure greater collaboration and alignment across all spheres of government.
- Co-ordinating service delivery in support of the new mandate.
- Leading and facilitation efforts to prevent corruption and ensure state accountability and transparency.
- Improving relations between government and its stakeholders at all levels and the development of partnerships in line with strategic priorities.

## 1.2 Constitutional mandate

The role, responsibilities and functions of the Premier are defined in Chapter 6 of the Republic of South Africa, 1996 (the Constitution). The Premier has executive, policy, legislative, intergovernmental and ceremonial functions and responsibilities defined in Chapter 6 of the Constitution. The Premier as the political head of the Provincial Government is also responsible for the implementation of Chapter 3 of the Constitution which deals with co-operative government. Section 41(1) defines the relationship and principles underlying cooperation between the various spheres of government.

Section 127(2) of the Constitution defines the powers and functions of the Premier, among others, as follows:

- (a) Assenting to and signing Bills;
- (b) referring a Bill back to the provincial legislature for reconsideration of the Bill's constitutionality;
- (c) referring a Bill to the Constitutional Court for a decision on the Bill's constitutionality;
- (d) summoning the legislature to an extraordinary sitting to conduct special business;
- (e) appointing commissions of inquiry; and
- (f) calling a referendum in the Province in accordance with national legislation.

The Premier and Member of Executive Council must act in accordance with the Constitution and provide the legislature with full and regular reports concerning matters under their control. The Premier and MECs must act in accordance with the code of conduct prescribed by the National Legislature.

### **1.3 Legislative Mandate**

Schedule 4 and 5 of the Constitution detail the specific areas of service delivery that provincial governments, concurrently with national and local government, are tasked with. These include: agriculture, consumer protection; cultural affairs; education at all levels, excluding university and technikon education; environment; health services; housing; local government (subject to the provisions of Chapter 10); police (subject to the provisions of Chapter 14); provincial public media; public transport; regional planning and development; road traffic; tourism; and welfare services.

The Province interacts with the national legislative mandate, which is put into operations through Parliament, through the National Council of Provinces. The National Council of Provinces comprises of provincial delegation of ten members from each Province, including Premiers. The Gauteng Provincial Government works in close collaboration with the National Council of Provinces and the Premier attends sessions from time to time, as and when necessary.

Section 125(2) of the Constitution determines that the Premier exercises the executive authority of the Province together with other members of the Executive Council. The Premier, together with the Executive Council exercises executive power by:

- (a) implementing provincial legislation in the Province;
- (b) implementing all national legislation within the functional areas listed in Schedule 4 or 5 except where the Constitution or an Act of Parliament provides otherwise;
- (c) administering in the Province, national legislation outside the functional areas listed in Schedules 4 and 5, the administration of which has been assigned to the provincial executive in terms of an Act of Parliament;
- (d) developing and implementing provincial policy;
- (e) co-ordinating the functions of the provincial administration and its departments;
- (f) preparing and initiating provincial legislation; and
- (g) performing any other function assigned to the provincial executive in terms of the Constitution or an Act of Parliament.

The Executive Council of the Gauteng Province has eleven members including the Premier. The Executive Council meets once a month and is the fulcrum upon which the Provincial Government revolves. The cabinet cycle meetings start with one technical committee meeting, followed by an Executive Council subcommittee meeting which then culminates with the Executive Council meeting. There are three clusters, vis a vis the Governance and Legislative Cluster, the Justice and Safety Cluster and the Socio-economic and Infrastructure Development Cluster.

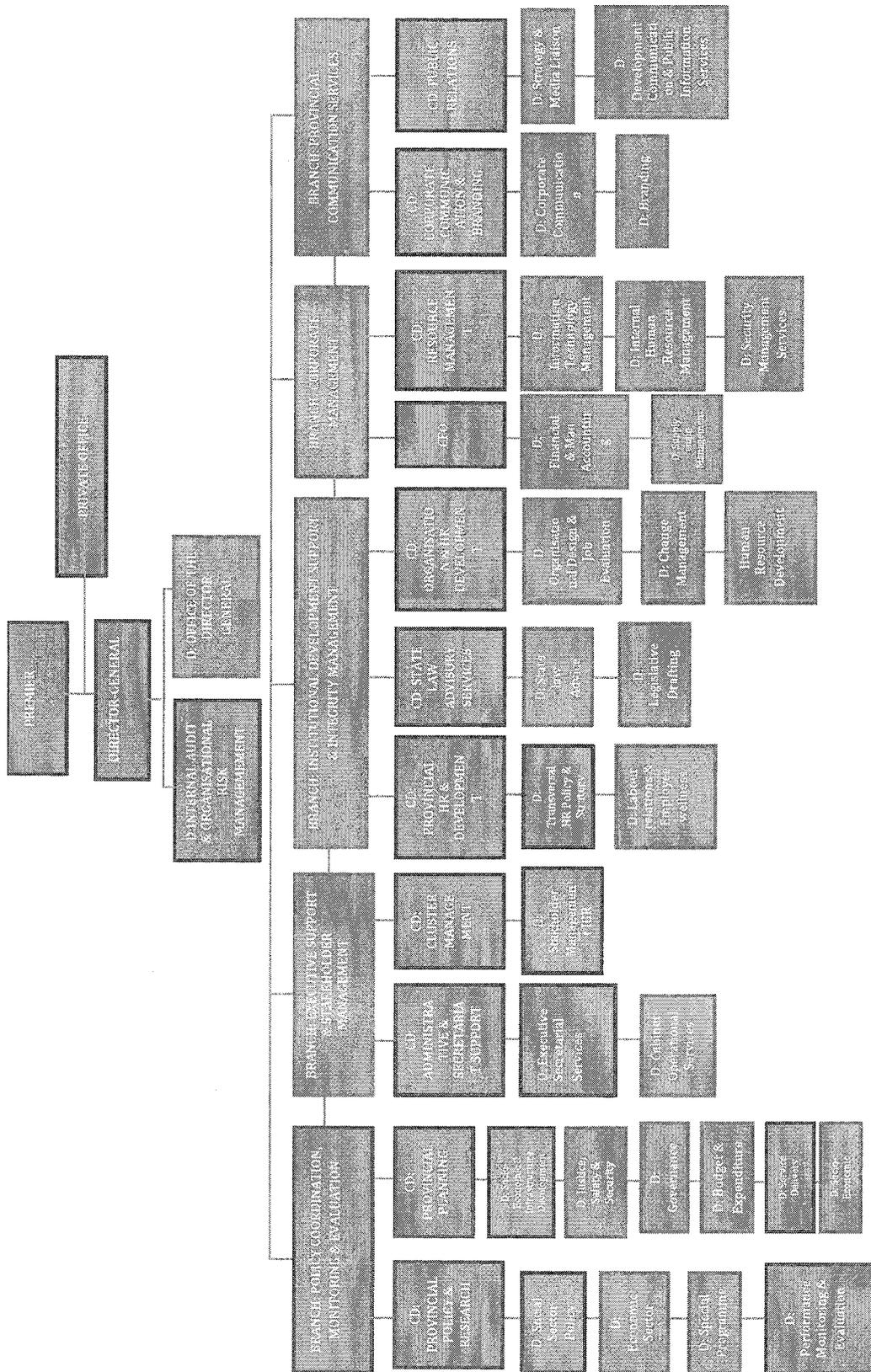
The Legislative authority of the Province is vested in Provincial Legislature. In terms of Section 133(2) of the Constitution, MEC's are accountable collectively and individually to the Provincial Legislature for the exercise of powers and performance of its functions. The Office of the Premier accounts to the Oversight Committee on the Premier's Office and the Legislature (OCPOL) for its budget allocations and the discharging of its mandate and responsibilities in terms of its voted budget.

#### **1.4 Good governance mandate**

The Gauteng Provincial Government is part and parcel of the Government of the Republic of South Africa and is obliged to observe and adhere to the principles of corporative governance and conduct its activities within the parameters of the Constitution.

- (1) All spheres of government and all organs of state within each sphere must-
- (a) Preserve the peace, national unity and the indivisibility of the Republic;
  - (b) secure the well-being of the people of the Republic;
  - (c) provide effective, transparent, accountable and coherent government for the Republic as a whole;
  - (d) be loyal to the Constitution, the Republic and its people;
  - (e) respect the constitutional status, institutions, powers and functions of government in the other spheres;
  - (f) not assume any power or function except those conferred on them in terms of the Constitution;
  - (g) exercise their powers and perform their functions in a functional or institutional integrity of government in another sphere; and
  - (h) co-operate with one another in mutual trust and good faith by-
    - (i) fostering friendly relations;
    - (ii) assisting and supporting one another;
    - (iii) informing one another of, and consulting one another on, matters of common interest;
    - (iv) co-ordinating their actions and legislation with one another;
    - (v) adhering to agreed procedures; and
    - (vi) avoiding legal proceedings against one another.
  - (j) take every reasonable effort to settle the dispute by means of mechanisms and procedures provided for that purpose, and must exhaust all other remedies before it approaches a court to resolve the dispute.

2. ORGANOGRAM



ACCESS TO INFORMATION MANUAL OF THE OFFICE OF THE PREMIER

## **3. THE STRUCTURE OF THE OFFICE OF THE PREMIER**

### **3.1 PRIVATE OFFICE**

**PURPOSE:** To provide support services to the Premier.

**FUNCTION:**

- (a) The rendering of executive administrative services.
- (b) Provide managerial and administrative support to ensure efficient and effective planning and co-ordination of services in the Premier's office.
- (c) Render internal and external communication services for effective improvement of the image of the Premier's office.
- (d) Render parliamentary liaison services.

### **3.2. THE DIRECTOR-GENERAL (DG)**

The Director-General is administrative head of the Province, secretary to the Executive, and accounting officer of the Office of the Premier.

#### **3.2.1 THE OFFICE OF THE DIRECTOR-GENERAL**

The Directorate provides administrative support to the Director-General in her/his role as administrative head of the Province.

**PURPOSE:** To provide strategic leadership and oversee the implementation of provincial legislative framework and government programmes.

**FUNCTIONS**

- (a) Manage and oversee implementation of provincial policy co-ordination, monitoring and evaluation systems and programmes.
- (b) Manage the implementation of the provision of executive support and stakeholder management services.

- (c) Manage and oversee implementation of institutional development support and integrity management programmes.
- (d) Manage the provision of efficient and effective corporate management services.
- (e) Manage the provision of internal audit and organisational risk management services.
- (f) Manage the provision of services in the Office of the Director-General.
- (g) Manage long term vision and integrated strategic plan for the Gauteng Province.

### **3.2.2 INTERNAL AUDIT & ORGANISATIONAL RISK MANAGEMENT (DIRECTORATE)**

**PURPOSE:** To manage the provision of internal audit and organisational risk services to the Office of the Premier.

**FUNCTIONS:**

- (a) The development and maintenance of internal audit and organisation risk management policies for Office of the Premier.
- (b) Effective implementation of internal audit and organisational risk management.
- (c) Submit management reports on findings and recommendations to the head of department.
- (d) Conduct internal risk and compliance audit.

### **3.2.3 OFFICE OF THE DIRECTOR-GENERAL (DIRECTORATE)**

**PURPOSE:** To provide administrative support services to the Director-General.

**FUNCTIONS:**

- (a) Provide administrative support services to the Office of the Director-General.
- (b) The liaising with all spheres of government.
- (c) The provision of assistance to the Director-General's co-ordination functions.
- (d) Provide record management services.

**3.3 The Office of the Premier is structured to fulfil the mandate outlined above through the following branches in the Office of the Premier.**

- Policy Co-ordination, Monitoring and Evaluation
- Executive Support and Stakeholder Management
- Institutional Development Support and Integrity Management
- Corporate Management
- Provincial Communication Services

## **4. FUNCTIONS OF THE BRANCHES, AND THEIR COMPONENT**

### **4.1 POLICY CO-ORDINATION, MONITORING & EVALUATION (Branch)**

**PURPOSE:** To manage and co-ordinate implementation of provincial policies and research.

**FUNCTIONS:**

- (i) Strategically manage the development of provincial policies and research.
- (ii) Manage and co-ordinate the implementation of provincial strategy and planning programmes.
- (iii) Ensure the institutionalisation of ethics and service delivery programmes in the Province.
- (iv) Ensure the provision of analytical and research support, advice and strategic support on social and economic matters.

#### **4.1.1 PROVINCIAL POLICY AND RESEARCH (CHIEF DIRECTORATE)**

**PURPOSE:** To facilitate integrated and strategic policy formulation by government, monitoring and evaluate the implementation, advice the Premier on interventions required and contribute to the specific projects and programmes.

**FUNCTIONS:**

- (i) Ensure provision of analytical and research support, advice and strategic support to the Office of the Premier on social matters.
- (ii) Ensure provision of analytical and research support, advice and strategic support to the Office of the Premier on economic matters.
- (iii) Provide professional and administrative oversight to the special programmes in the Office of the Premier.
- (iv) Ensure effective and efficient monitoring and evaluation systems.

#### **(a) SOCIAL SECTOR POLICY (DIRECTORATE)**

**PURPOSE:** To provide analytical and research support, advice and strategic support to the Presidency on social matters.

**FUNCTIONS:**

- (i) Facilitate and co-ordinate strategic policy formulation and provide advice on social sector matters.
- (ii) Monitor and evaluate the implementation of social cluster's priorities.
- (iii) Provide support to cluster on social sector.

**(b) ECONOMIC SECTOR POLICY (DIRECTORATE)**

**PURPOSE:** To provide analytical and research support, advice and strategic support to the Office of the Premier on economic matters.

**FUNCTIONS:**

- (i) Facilitate/ co-ordinate strategic policy formulation and provide advice on economic matters.
- (ii) Monitor and evaluate the implementation of economic cluster priorities.
- (iii) Manage appropriate and strategic projects of the Office of the Premier.
- (iv) Provide support to the economic cluster.

**(c) SPECIAL PROGRAMMES (DIRECTORATE)**

**PURPOSE:** To provide professional and administrative oversight to the special programmes in the Office of the Premier.

**FUNCTIONS:**

- (i) Analyse, co-ordinate, monitor and evaluate relevant policies.
- (ii) Strengthen government's systems, processes and structures to ensure gender, disability and child rights sensitive delivery.

**(d) PERFORMANCE MONITORING AND EVALUATION (DIRECTORATE)**

**PURPOSE:** To provide monitoring and evaluation systems.

**FUNCTIONS:**

- (i) Design and maintain provincial monitoring and evaluation policies, systems, procedures and mechanisms.
- (ii) Ensure provincial alignment with the nationally prescribed M&E FRAMEWORK.
- (iii) Develop and maintain a data warehousing and process capacity for strategy and policy monitoring, evaluation and reporting purpose.
- (iv) Determine information requirements for the purpose of monitoring and evaluation.

**4.1.2 PROVINCIAL PLANNING (CHIEF DIRECTORATE)**

**PURPOSE:** To provide strategic integrated provincial planning for all spheres and sectors of government.

**FUNCTIONS:**

- (i) Manage and oversee implementation of integrated planning to socio-economic and infrastructure development cluster.

- (ii) Manage and oversee implementation of integrated planning to justice, safety and security cluster
- (iii) Manage and oversee implementation of integrated planning to governance and legislation cluster.
- (iv) Manage and oversee implementation of integrated planning to budget and expenditure cluster.

**(a) SOCIO-ECONOMIC AND INFRASTRUCTURE DEVELOPMENT-CLUSTER (DIRECTORATE)**

**PURPOSE:** To facilitate integrated planning frameworks to guide and improve effectiveness of all spheres and sectors of government within the Province.

**FUNCTIONS:**

- (i) Determine planning frameworks for Gauteng departments.
- (ii) Integrate planning frameworks for Gauteng provincial departments.
- (iii) Research and develop frameworks for integrated planning tools and instruments.
- (iv) Assess department's compliance and alignment to frameworks on integrated planning.

**(b) JUSTICE, SAFETY AND SECURITY-CLUSTER (DIRECTORATE)**

**PURPOSE:** To facilitate integrated planning frameworks to guide and improve effectiveness of all spheres and sectors of government within the Province.

**FUNCTIONS:**

- (i) Determine planning frameworks for Gauteng departments.
- (ii) Integrate planning frameworks for Gauteng provincial government departments.
- (iii) Research and develop frameworks for integrated planning tools and instruments.
- (iv) Assess department's compliance and alignment to frameworks on integrated planning.

**(c) GOVERNANCE AND LEGISLATION - CLUSTER (DIRECTORATE)**

**PURPOSE:** To facilitate integrated planning frameworks to guide and improve effectiveness of all spheres and sectors of government within the Province.

**FUNCTIONS:**

- (i) Determine planning frameworks for Gauteng departments.
- (ii) Integrate planning frameworks for Gauteng provincial government departments.

- (iii) Research and develop frameworks for integrated planning tools and instruments.
- (iv) Assess department's compliance and alignment to frameworks on integrated planning.

**(d) BUDGET AND EXPENDITURE – CLUSTER (DIRECTORATE)**

**PURPOSE:** To facilitate integrated planning frameworks to guide and improve effectiveness of all spheres and sectors of government within the Province.

**FUNCTIONS:**

- (i) Determine planning frameworks for Gauteng departments.
- (ii) Integrate planning frameworks for Gauteng provincial government departments.
- (iii) Research and develop frameworks for integrated planning tools and instruments.
- (iv) Assess department's compliance and alignment to frameworks on integrated planning.

**(e) SERVICE DELIVERY INTERVENTION (DIRECTORATE)**

**PURPOSE:** To ensure the institutionalisation of ethics and service delivery programmes in the Province.

**FUNCTIONS:**

- (i) Ensure the mainstreaming and institutionalisation of Batho Pele principles in the Province.
- (ii) Co-ordination, implementation, monitoring and evaluation of service delivery in the Province.
- (iii) Ensure the implementation of the anti-corruption strategy.
- (iv) Ensure the institutionalisation of ethics.
- (v) Ensure the implementation of the Gauteng Provincial Government (GPG) moral regeneration programme of action.
- (vi) Manage the Premier's Service Excellence Awards.

**(f) SOCIO-ECONOMIC INTELLIGENCE (DIRECTORATE)**

**PURPOSE:** To provide analytical, research, advice and strategic support to the Premier on social and economic matters.

**FUNCTIONS:**

- (i) Provide analytic and research support.
- (ii) Provide advice and strategic support.
- (iii) Co-ordinate research and provide strategic information management services.

## **4.2 EXECUTIVE SUPPORT AND STAKEHOLDER MANAGEMENT (BRANCH)**

**PURPOSE:** To manage the implementation of the provision of executive support and stakeholder management services.

**FUNCTION:**

- (i) Manage and facilitate the provision of administrative and secretariat support services to the provincial executive council.
- (ii) Manage and co-ordinate the implementation of cluster programmes.
- (iii) Manage and co-ordinate implementation of stakeholder management programmes (IGR).

### **4.2.1 ADMINISTRATIVE AND SECRETARIAT SUPPORT (CHIEF DIRECTORATE)**

**PURPOSE:** To manage the provision of administrative and secretariat support services to the provincial executive council.

**FUNCTIONS:**

- (i) Provide administrative and secretarial services to the EXCO.
- (ii) Manage and monitor the implementation of decisions and directives from EXCO.

#### **(a) EXECUTIVE SECRETARIAL SERVICES (DIRECTORATE)**

**PURPOSE:** To provide procurement sourcing and support services to EXCO.

**FUNCTIONS:**

- (i) Explore various strategies and capabilities with regard to procurement and supply chain management.
- (ii) Render procurement support services to the EXCO.

#### **(b) CABINET OPERATIONAL SERVICES (DIRECTORATE)**

**PURPOSE:** To provide procurement sourcing and support services to EXCO.

**FUNCTIONS:**

- (i) Explore various strategies and capabilities with regard to procurement and supply chain management.
- (ii) Render procurement support services to the EXCO.

### **4.2.2 CLUSTER MANAGEMENT (CHIEF DIRECTORATE)**

**PURPOSE:** To manage and co-ordinate the implementation of cluster programmes.

**FUNCTIONS:**

- (i) Provide administrative and secretariat services to the Cluster meetings.
- (ii) Manage and monitor the implementation of decisions and directives from Cluster.
- (iii) Provide support to the Leader of Government Business and to manage the Provincial Government Cluster.

**(a) STAKEHOLDER MANAGEMENT (Inter-Governmental Relations) (DIRECTOR)**

**PURPOSE:** To co-ordinate the Premier's Inter Governmental forum and advice and plan provincial & international relations.

**FUNCTIONS:**

- (i) Co-ordinate, facilitate and integrate regional and NEPAD development plans and manage linkages with key regional and continental processes.
- (ii) Manage international relations in the Province.
- (iii) Co-ordinate the implementation of donor funding programmes.
- (iv) Facilitate and develop twining agreements.
- (v) Support, promote and facilitate sound IGR practices and good governance.

**4.3. INSTITUTIONAL DEVELOPMENT SUPPORT & INTEGRITY MANAGEMENT (BRANCH)**

**PURPOSE:** To manage and facilitate the implementation of institutional development support and integrity management programmes.

**FUNCTIONS:**

- (i) Manage and facilitate the implementation of provincial Human Resource Management and Development policies and frameworks.
- (ii) Manage and facilitate the provision of State Law Advisory Services.
- (iii) Manage and facilitate the implementation of Organisation and Human Resource Development programmes in the Province.

**4.3.1 PROVINCIAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (CHIEF DIRECTORATE)**

**PURPOSE:** To manage and facilitate the implementation of Provincial Human Resource Management and Development policies and frameworks.

**FUNCTIONS:**

- (i) Provide advice and support on transversal HRM policies and strategy.
- (ii) Provide advice and support departments with the implementation of labour relations and employee health and wellness programmes.

**(a) TRANSVERSAL HR POLICY AND STRATEGY (DIRECTORATE)**

**PURPOSE:** To provide advice and support on transversal HRM policies and strategy.

**FUNCTIONS:**

- (i) Develop policies for the GPG.
- (ii) Translate provincial HR strategies and budgets into HR plans.
- (iii) Co-ordinate and manage HR strategy.

**(b) LABOUR RELATIONS & EMPLOYEE WELLNESS (DIRECTORATE)**

**PURPOSE:** To provide advice and support departments with the implementation of labour relations and employee health and wellness programmes.

**FUNCTIONS:**

- (i) Provide collective bargaining.
- (ii) Develop labour relations policies.
- (iii) Co-ordinate PSCBC activities.
- (iv) Provide advice and support departments with the implementation of health and wellness programmes.

**4.3.2 STATE LAW ADVISORY SERVICES (CHIEF DIRECTORATE)**

The strategic objectives of the Chief Directorate: Legal Service is to certify legislation, provide legal and advisory support services to the Premier, Executive Council and the GPG.

**PURPOSE:** To co-ordinate and manage the provisioning of provincial legal services.

**FUNCTIONS:**

- (i) Provide legal support services to EXCO and the Premier and ensure compliance to the constitutional and legislation requirements.
- (ii) Facilitate and co-ordinate the litigation services and general legal advice.
- (iii) Facilitate and co-ordinate the drafting and review of legislation and contracts.

**(a) STATE LAW ADVICE (DIRECTORATE)**

**PURPOSE:** To provide legal advisory and litigation services to GPG.

**FUNCTIONS:**

- (i) Provide legal input into risk management processes.
- (ii) Provide formal legal opinions and legal advice.

- (iii) Verify the legal aspects in Cabinet submissions.
- (iv) Ensure legally sound contracts.
- (v) Provide legal support services in relation to litigation matters.

#### **(b) LEGISLATIVE DRAFTING (DIRECTORATE)**

**PURPOSE:** To provide a legislative drafting and certification service to GPG.

**FUNCTIONS:**

- (i) Co-ordinate the provincial legislative programme.
- (ii) Draft and certify provincial legislation.
- (iii) Ensure an integrated approach in relation to provincial legislation with intra or intergovernmental implications.
- (iv) Provide input on drafting national legislation.
- (v) Comment on and/or edit subordinate legislation.

#### **4.3.3 ORGANISATION AND HUMAN RESOURCE DEVELOPMENT (CHIEF DIRECTORATE)**

**PURPOSE:** To co-ordinate and manage the provisioning of provincial structure design, change management and human resource development.

**FUNCTIONS:**

- (i) Manage and co-ordinate the organisation design services to the Province.
- (ii) Manage and co-ordinate the change management services to the Province.
- (iii) Manage and co-ordinate the human resource development services to the Province.

#### **(a) ORGANISATION DESIGN AND JOB EVALUATION (DIRECTORATE)**

**PURPOSE:** To co-ordinate organisation design and job evaluation to the GPG departments.

**FUNCTIONS:**

- (i) Conduct analysis on GPG structures as per the DPSA prescripts and align to the national norms and standards.
- (ii) Liaise with DPSA on consultation processes on behalf of GPG departments.
- (iii) Provide advice and support departments with the implementation of organisational design, job evaluation, job grading programmes as well as post provisioning norms and standards.

**(b) CHANGE MANAGEMENT (DIRECTORATE)**

**PURPOSE:** To provide change management services to GPG departments.

**FUNCTIONS:**

- (i) Develop transversal change management policies and strategies for the GPG departments.
- (ii) Facilitate and provide advice to departments on implementation of change managements strategies and interventions.

**(c) HUMAN RESOURCE DEVELOPMENT (DIRECTORATE)**

**PURPOSE:** To co-ordinate organisation development to the GPG departments.

**FUNCTIONS:**

- (i) Develop policies and strategies for the GPG departments.
- (ii) Facilitate training and development for the GPG departments.
- (iii) Facilitate and co-ordinate performance management development programmes for the Province.
- (iv) Facilitate the learnership and internship programmes for the Province.

**4.4 CORPORATE MANAGEMENT (BRANCH)**

**PURPOSE:** To provide corporate management services.

**FUNCTIONS:**

- (i) Manage the provision of Human Resource Management Services.
- (ii) Manage the provision of sound Financial Management Services.

**4.4.1 FINANCIAL MANAGEMENT SERVICES (CHIEF FINANCIAL OFFICER)**

**PURPOSE:** To render financial management services.

**FUNCTIONS:**

- (i) Manage financial and management accounting services.
- (ii) Manage supply chain management services.

**(a) FINANCIAL MANAGEMENT ACCOUNTING (DIRECTORATE)**

**PURPOSE:** To provide support with regard to financial matters.

**FUNCTIONS:**

- (i) Render effective financial accounting services.
- (ii) Manage the departmental budget.

**(b) FINANCIAL ACCOUNTING (DEPUTY DIRECTOR LEVEL)**

**PURPOSE:** To ensure effective financial accounting services.

**FUNCTIONS:**

- (i) Manage and administer revenue services.
- (ii) Perform general financial administration.
- (iii) Manage departmental banking matters.
- (iv) Compilation of interim and annual financial statements.
- (v) Manage fraud, risk and loss control.

**(c) MANAGEMENT ACCOUNTING (DEPUTY DIRECTOR LEVEL)**

**PURPOSE:** To manage the departmental budget.

**FUNCTIONS:**

- (i) Align budget with departmental strategy.
- (ii) Align expenditure with budget.
- (iii) Manage the MTEF budget process.

**(d) SUPPLY CHAIN MANAGEMENT (DIRECTORATE)**

**PURPOSE:** To render supply chain management services.

**FUNCTIONS:**

- (i) Manage procurement, contract management and DAC Secretariat services.
- (ii) Manage provisioning, assets and transport management services.

**(e) PROCUREMENT AND CONTRACTS MANAGEMENT (DEPUTY DIRECTOR LEVEL)**

**PURPOSE:** To manage procurement and contract management services.

**FUNCTIONS:**

- (i) Handle procurement management services.
- (ii) Handle contract management services.
- (iii) Render DAC secretariat services.

**(f) ASSETS AND TRANSPORT MANAGEMENT (DEPUTY DIRECTOR LEVEL)**

**PURPOSE:** To render assets and transport management services.

**FUNCTIONS:**

- (i) Handle asset management services.
- (ii) Handle transport management services.

**4.4.2 RESOURCE MANAGEMENT (CHIEF DIRECTORATE)**

**PURPOSE:** To render and manage and support services to the department.

**FUNCTIONS:**

- (i) Provide information technology management services to the department.
- (ii) Manage internal human resource services.
- (iii) Manage and monitor the provision of security management services.

**(a) INFORMATION TECHNOLOGY (DIRECTORATE)**

**PURPOSE:** To provide information technology management services to the department.

**FUNCTIONS:**

- (i) Manage and co-ordinate the development of IT infrastructure.
- (ii) Manage the departmental data network and telecommunication infrastructure services.
- (iii) Manage and provide technical support services.
- (iv) Maintain relationship with GDF and report escalations in accordance with service level agreements.

**(b) INTERNAL HUMAN RESOURCE MANAGEMENT (DIRECTORATE)**

**PURPOSE:** To manage internal human resource services.

**FUNCTIONS:**

- (i) Manage human resource administration services.
- (ii) Manage human resource development and employee relations.
- (iii) Render auxiliary services within the Office of the Premier.

**(b) (i) HUMAN RESOURCE ADMINISTRATION (DEPUTY DIRECTOR LEVEL)**

**PURPOSE:** To provide human resource administration services.

**FUNCTIONS:**

- (i) Rendering of personnel provisioning and maintenance.
- (ii) Provide service conditions and benefits.
- (iii) Co-ordinate the development of HR Policy and procedures.

**(b) (ii) HUMAN RESOURCE DEVELOPMENT & EMPLOYEE RELATIONS MANAGEMENT (DEPUTY DIRECTOR LEVEL)**

**PURPOSE:** To provide HR development and employee relations.

**FUNCTIONS:**

- (i) Co-ordinate the development and implementation of departmental skills development.
- (ii) Rendering of human resource training, development and transformation.
- (iii) Co-ordinating of employee wellness programme and change management.
- (iv) Handling of departmental labour matters procedures.

**(b) (iii) OFFICE SUPPORT AND AUXILIARY SERVICES (ASSISTANT DIRECTOR LEVEL)**

**PURPOSE:** To render auxiliary services within the Office of the Premier.

**FUNCTIONS:**

- (i) Provide cleaning services.
- (ii) Provide catering services.
- (iii) Provide auxiliary services.

**(c) SECURITY MANAGEMENT SERVICES (DIRECTORATE)**

**PURPOSE:** To facilitate, co-ordinate and monitor the security within GPG as well as to render and administer the overall security functions of the Office of the Premier.

**FUNCTIONS:**

- (i) Management of information Security Systems (MISS).
- (ii) Manage the provision of administrative support.
- (iii) Manage the provision of operational support.
- (iv) Manage the transversal technical support.

**(c) (i) MANAGEMENT OF INFORMATION SECURITY SYSTEM (DEPUTY DIRECTOR LEVEL)**

**PURPOSE:** To provide administrative support.

**FUNCTIONS:**

- (i) Formulation, implementation and application of security and risk management in accordance with the regulatory framework.
- (ii) Provide and manage Occupational Health and Safety.

- (iii) Develop, implement, and evaluate security and risk management policy and plans based on national policy in conjunction with the Department of Finance.
- (iv) Manage implementation and oversee security and risk audits.
- (v) Ensure compliance, facilitate, co-ordinate, monitor and evaluate the effectiveness of the security measures and standards within GPG.
- (vi) Conduct, co-ordinate regular training and security awareness sessions and audits.
- (vii) Production of training materials.
- (viii) Co-ordinate transport, logistics and venues.

**(c) (ii) OPERATIONAL SUPPORT (DEPUTY DIRECTOR LEVEL)**

**PURPOSE:** To provide operational support.

**FUNCTIONS:**

- (i) Management, monitoring and assessment of physical security with regard to physical measures.
- (ii) Planning and preparations for emergency situations and ensure compliance with Occupational Health and Safety Act (OH&SA).
- (iii) Conducting security evaluations for GPG sites to ensure upgrading of security and standardised security measures.
- (iv) Assist with risk profiling and assess the security needs of the GPG departments including physical security in and around offices.
- (v) Liaise with SAPS, Public Works, and NIA with regard to security evaluations, various security assessments and recommendations.
- (vi) Planning and preparing security measures for the GPG activities in conjunction with stakeholders such as SAPS, Metro Police, Metro emergencies.

**(c) (iii) ADMINISTRATION SUPPORT (DEPUTY DIRECTOR LEVEL)**

**PURPOSE:** To provide administrative support.

**FUNCTIONS:**

- (i) Formulation, implementation and application of security and risk management in accordance with the regulatory framework.
- (ii) Provide and manage Occupational Health and safety.
- (iii) Develop, implement, and evaluate security and risk management policy and plans based on national policy in conjunction with the GDF.
- (iv) Manage implementation and oversee security and risk audits.
- (v) Ensure compliance, facilitate, co-ordinate, monitor and evaluate the effectiveness of the security measures and standards within GPG.
- (vi) Conduct, co-ordinate regular training and security awareness sessions and audits.

- (vii) Production of training materials.
- (viii) Co-ordinate transport, logistics and venues.

#### **(c) (iv) TECHNICAL SUPPORT (DEPUTY DIRECTOR LEVEL)**

**PURPOSE:** To provide transversal technical support.

**FUNCTIONS:**

- (i) Provide technical security advisory support.
- (ii) Conduct investigations, research and development of ICT solutions.
- (iii) Specifications and standards.
- (iv) Maintenance of systems.
- (v) Manage information security documents.
- (vi) Monitoring and evaluation of ICT security measures.
- (vii) Manage ICT and security monitoring centre.
- (viii) Advice and placement of CCTV.
- (ix) Manage the transversal technical support.

#### **4.5 PROVINCIAL COMMUNICATION SERVICES (BRANCH)**

**PURPOSE:** To ensure effective government communication with high levels of public participation, awareness, access to government information, positive perceptions of government and also facilitates common strategies, messaging, corporate identity and branding within the GPG.

**FUNCTIONS:**

- (i) Manage, co-ordinate and monitor corporate communications.
- (ii) Manage public relations.

##### **4.5.1 CORPORATE COMMUNICATION AND BRANDING (CHIEF DIRECTORATE)**

**PURPOSE:** To manage, co-ordinate and monitor corporate communications.

**FUNCTIONS:**

- (i) Manage, co-ordinate and monitor corporate communications.
- (ii) Develop, implement and monitor the branding and marketing of Gauteng.

##### **(a) CORPORATE COMMUNICATION (DIRECTORATE)**

**PURPOSE:** To manage, co-ordinate and monitor corporate communications.

**FUNCTIONS:**

- (i) Provide professional media production services, manage GPG website and intranet.
- (ii) Provide media buying and advertising services.
- (iii) Provide videography and photography services.

**(b) BRANDING (DIRECTORATE)**

**PURPOSE:** To develop, implement and monitor the branding and marketing of Gauteng.

**FUNCTIONS:**

- (i) Manage and promote the corporate identity, visibility and uniform branding of the GPG and Gauteng.
- (ii) Conduct and facilitate effective GPG communication and marketing campaigns.
- (iii) Co-ordinate the development and implementation of the branding Gauteng initiative.
- (iv) Ensure quality control of International branding and marketing.

**4.5.2 PUBLIC RELATIONS (CHIEF DIRECTORATE)**

**PURPOSE:** To provide public relations services.

**FUNCTIONS:**

- (i) Provide strategy and media liaison services.
- (ii) Provide development communications and public information services.

**(a) STRATEGY AND MEDIA LIAISON (DIRECTORATE)**

**PURPOSE:** To provide strategy and media liaison services.

**FUNCTIONS:**

- (i) Ensure the development and sustained implementation of a GPG wide internal communication strategy.
- (ii) Provide liaison services.
- (iii) Plan, develop, manage, and implement internal communication systems and audits.
- (iv) Develop communication strategy for GPG.
- (v) Compile GPG wide internal newsletter (Gautalk), Office of the Premier newsletter (Staff talk) and other related materials.
- (vi) Build and maintain media relations.
- (vii) Provide media monitoring and analysis services.
- (viii) Provide communications research.

## **(b) DEVELOPMENT COMMUNICATION AND PUBLIC INFORMATION SERVICES (DIRECTORATE)**

**PURPOSE:** To provide development communications and public information services.

### **FUNCTIONS:**

- (i) Co-ordinate, facilitate and manage outreach programmes, imbizos and management of GPG key events involving the Premier and the Executive Council to promote development through direct interactive communication between the GPG and the public.
- (ii) Provide and assist public with information and access to GPG services and programmes.
- (iii) Establish, manage, monitor and evaluate communication plan.
- (iv) Provide protocol services.
- (v) Provide communication services to Thusong Services Centre(s).

## **5. RECORDS AUTOMATICALLY AVAILABLE**

The following categories of records of the Office of the Premier are available without a person having to request access in terms of the Promotion of Access to Information Act.

The information is freely available from the Office of the Premier website <http://www.gautengonline.gov.za> for viewing and downloading without having to request access in terms of the Act.

Included in, and of key importance, are:

- Speeches of the Premier
- State of the Province Address
- Journals and magazines
- Gauteng News Letters
- Departmental Media Statements
- Annual Reports
- Mid Term Reports
- End of Term Report 2004-2009
- Gauteng Intergovernmental Relations Framework
- Five Year Strategic Programme
- PAIA Manual
- Policies
- GCRO Review 2011 -
- Political Report By The Premier Of Gauteng
- Gauteng Provincial Government Programme of Action - 2009-2014
- Programme of Action Report 2009-2014
- Planning for 2014

- Anti-Corruption Framework
- Anti-Corruption Report
- Victim Empowerment Booklet
- Education Izimbizo Deployment List
- Gauteng Rural Development Strategy
- Tenders
- Social Grants
- Access to Information Manual
- Registry Procedure Manual
- Departmental File Plans
- Contact the GPG government
- Services Directory 2010

## 6. THE REQUEST PROCEDURE

The requester must comply with the entire procedural requirement contained in the Act if he or she seeks access to a record held at the Office of the Premier.

The requester must complete the prescribed form enclosed herewith, submit it together with the proof of payment of the request fee, to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in section three.

The prescribed form must be filled in with enough detailed information to at least enable the Information officer to identify the record or records requested the identity of the requester, which form of access is requested and the postal address or fax number of the requester.

If the requester is unable to read or write, the request form can be completed by a third party or the Information Officer.

After lodging the request with the Information Officer, the application must be processed within 30 working days.

If a requester requests information in a particular form (e.g. a paper copy, electronic copy, etc) then the requester should receive access in that form, unless doing so would interfere unreasonably with the running of a public body concerned or damage to the record or infringe on the copyright not owned by the State.

If a requester requests information on behalf of somebody else, the capacity in which the request is made must be indicated.

A requester who seeks access to a record containing personal information about the requester is not required to pay the request fee. Every other requester must pay the request fee of R35.

The information officer must notify the requester by notice, requiring the requester to pay the prescribed request fee and deposit (if any) before further processing the request.

The requester may lodge an internal appeal, where appropriate, or an application to the Court against the tender or payment of a fee.

After the information officer has made a decision on the request the requester must be notified of such a decision in a way in which the requester wanted to be notified in.

If the request is granted a further access fee must be paid for the reproduction and for the search and preparation for any time required in excess of the stipulated hours to search and prepare the record for disclosure.

Access to a record will be withheld until all the applicable fees have been paid.

## **7. SERVICES AVAILABLE**

Services by the Office of the Premier, directed externally, revolves, in the main, around providing communication and information to the public on the work of GPG, and issues related to governance.

These services are provided by the Provincial Communications Services Unit, through regular communication releases via the mass print media, the GPG website, interactive communication through public events and meetings with stakeholders, and corporate publications.

## **8. PUBLIC INVOLVEMENTS IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWERS OF THE OFFICE OF THE PREMIER.**

The functions of the Office of the Premier are such that its clients are other government departments and does not except for communications, deliver services which are available to the public. The Office however maintains a high level of public engagement and interaction which adds value to the policy formulation and analyses processes in GPG.

## **9. APPEALS AGAINST DECISIONS**

The following procedures must be followed for persons to report or remedy alleged irregular, improper or unlawful official acts or omissions by the Office of the Premier.

The prescripts of part four of the Act (74 to 82) are applicable.

The Relevant Authority is obliged to give reasons and tell the requester which part of the Act allows it to refuse.

The requester can lodge an appeal about:

- a) A decision not to grant access to a record.
- b) The fee charged.
- c) A decision to extend the time period to deal with the request.
- d) The form in which the record is made available.

Appeals must be made on the prescribed form within 60 days.

After exhausting the internal appeals remedy an application may be lodged with a court.

## **10. UPDATING AND AVAILABILITY OF THE MANUAL**

Regulation No.R.187 of 15th February 2002 prescribes in section 4 (1) that the manual of a public body must be made available in the following manner:

- a) A copy in three official languages must be made available to every place of legal deposit as defined in section 6 of the Legal Deposit Act 1997; the South African Human Rights Commission; and every office of that public body.
- b) The manual must be published in three of the official languages in the Provincial Gazette.
- c) The manual is to be made available on the website.

These requirements are complied with as the manual is available on the website.

This Manual will be updated annually, by 1 January each year. It needs to be noted that within a twelve month period, changes in the Office of the Premiers may occur, influencing the accuracy of information printed. Critical amendments within this period will be made in the form of supplementary inserts, as deemed necessary by the Information Officer.

## 11. PRESCRIBED FEES FOR PUBLIC BODIES

No	Description	Amount
1.	The fee for a copy of the manual as contemplated in regulation 5(c) is R0.60 for every photocopy of an A4-size page or part thereof.	
2.	The fees for reproduction referred to in regulation 7(1) are as follows: (a) For every photocopy of an A4-size page or part thereof (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form (c) For a copy in a computer-readable form on- (i) Stiffy disc (ii) Compact disc (d) (i) For a transcription of visual images, for an A4-size page or part thereof. (ii) For a copy of visual images (e) (i) For transaction of an audio record For an A4-size page or part thereof (ii) For a copy of an audio record	0.60 0.40  5.00 40.00  22.00 60.00 12.00 17.00
3	The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2).	35.00
4	The access fee payable by a requester referred to in regulation 7(3) are as follows:  1 (a) For every photocopy of an A4-size page or part thereof (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form (c) For a copy in a computer-readable form on- (i) Stiffy disc (ii) compact disc (d)(i) for a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images (e)(i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record (f) To search for and prepare the record for disclosure R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.  2. For purposes of section 22(2) of the Act, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable; and (b) One third of the access fee is payable as a deposit by the requester.  3. The actual postage is payable when a copy of a record must be posted to a requester.	0.60 0.40  5.00 40.00 22.00 60 12.00 17.00 15.00

## 12. The prescribed Form A

<b>FORM A</b>	
<b>REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY</b>	
(Section 18(1) of the Promotion of Access to Information Act, 2000	
(Act No. 2 of 2000)	
[Regulation 6]	
<b>FOR DEPARTMENTAL USE</b>	Reference number:
Request received by .....	
name and surname of information officer/deputy information officer on	
.....	
(date) at .....	(place) .....
Request fee (if any) : R .....	
Deposit (if any) : R .....	
Access fee : R .....	
.....	Signature of information officer/deputy
Information Officer	

**A Particulars of public body**

The Information Officer/Deputy Information Officer:

**B Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent, must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: .....

Identity number: .....

Postal address: .....

.....

.....

Fax number: .....

Telephone number: .....

E-mail address: .....

Capacity in which request is made, when made on behalf of another person:

**C. Particulars of person on whose behalf request is made**

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname: .....

Identity number: .....

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form.*

**The requester must sign all the additional folios.**

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

**F. Form of access to record**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.*

Disability: \_\_\_\_\_ Form in which record is required:  
Mark the appropriate box with an X.

## NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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2. If record consists of visual images -

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc:

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images *
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3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	printed copy of record'	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
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*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
--	-----	----

Note that *if* the record is not available in the language you prefer, access may be granted in the language in which the record is available. In *which* language would you prefer the record?

**G. Notice of decision regarding request for access**

You will be notified whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at ..... this day of..... 20 .....

**SIGNATURE OF REQUESTER 1 PERSON ON  
WHOSE BEHALF REQUEST IS MADE**

## 12 CONTACT DETAILS OF THE OFFICE OF THE PREMIER

### Information Officer:

Director-General: Ms Margaret-Ann Diedricks

Email: DG@gauteng.gov.za

Deputy Information Officer:

Chief State Law Advisor: Adv. Geert Kuit

Email: Geert.Kuit@gauteng.gov.za

### General Information:

Address: Gauteng Provincial Government

30 Simmonds Street

Marshalltown

Johannesburg

2001

### Postal Address:

Gauteng Provincial Government

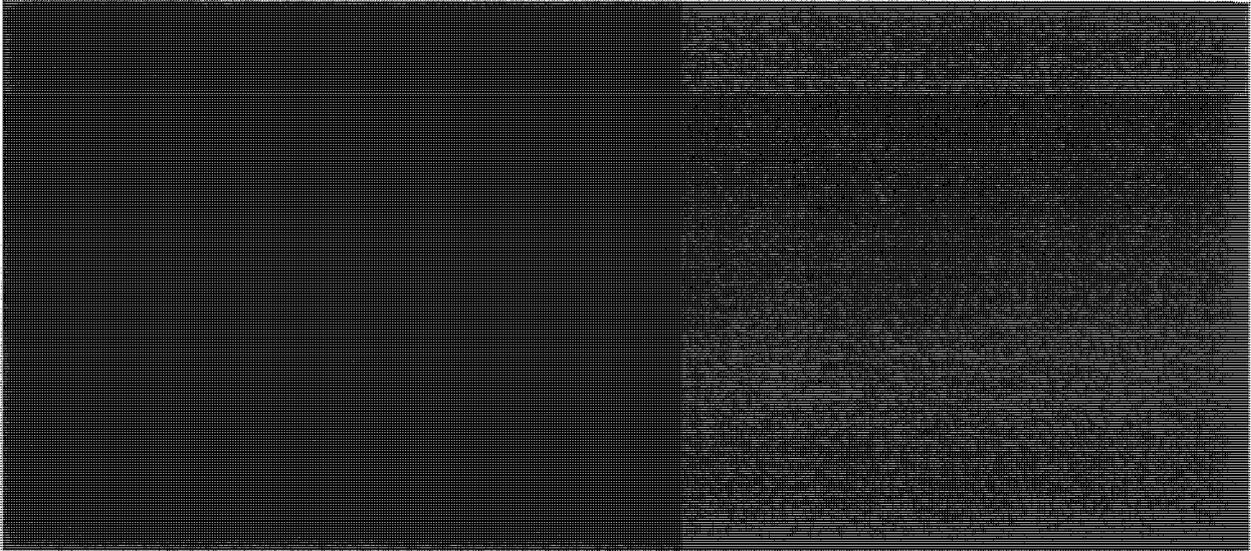
Private Bag X61

Marshalltown

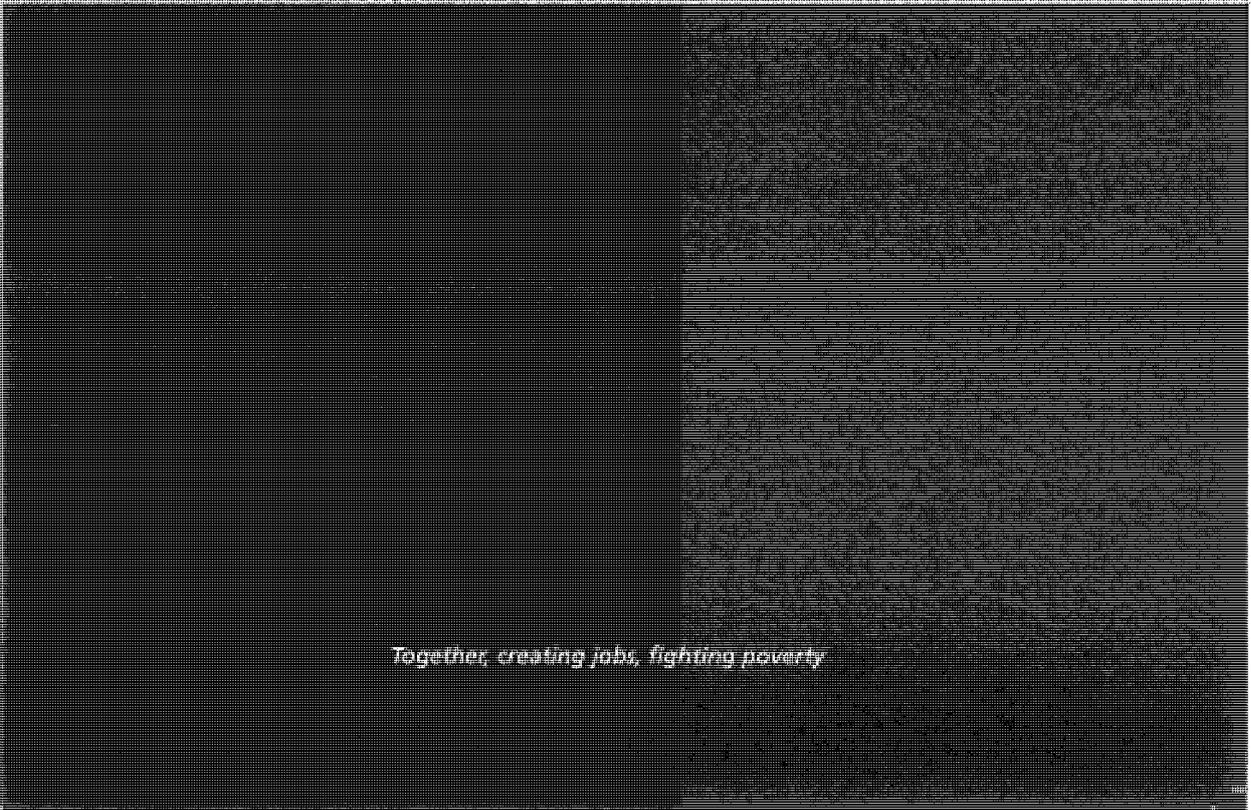
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Telephone: + 27 11 355-6000

Fax: +27 11 834-9177



**GAUTENG PROVINCE**  
OFFICE OF THE PREMIER  
REPUBLIC OF SOUTH AFRICA



*Together, creating jobs, fighting poverty*