

# **DEPARTMENT OF FINANCE**

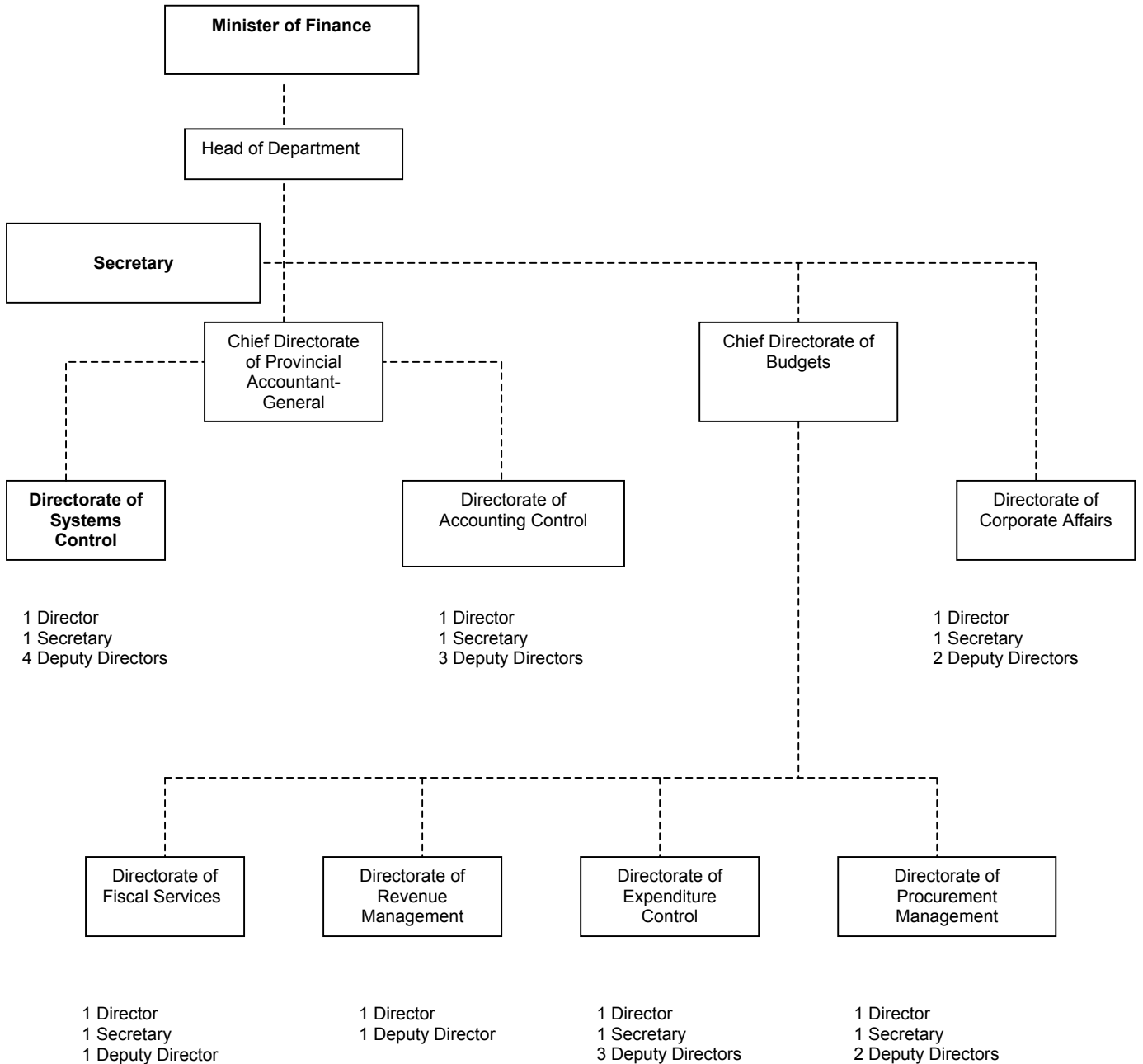
## **WESTERN CAPE PROVINCIAL ADMINISTRATION**

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# 1. STRUCTURE OF THE DEPARTMENT

## SECTION 14(1)(a)



## **2. FUNCTIONS OF THE DEPARTMENT**

- Developing fiscal policy, generating income and promoting a multi-year budget against the background of the macro-economic policy of our country
- Planning and controlling expenditure within the available means
- Promoting and managing exchequer control, functional services, financial services training and systems
- Exercising financial control, which includes conducting financial inspections and fraud investigations
- Rendering an optimal information technology service to the Province
- Administrating the tender process of the Province
- Rendering an administrative support service within the Department

### **CHIEF DIRECTORATE OF PROVINCIAL ACCOUNTANT-GENERAL**

- Ensuring the application, implementation and maintenance of General Recognised Accounting Practices and applicable financial systems
- Managing the Provincial Income Fund

### **DIRECTORATE OF SYSTEMS CONTROL**

- Developing and managing suitable financial administration systems
- Enhancing financial capacity by means of functional training
- Developing and implementing financial and accounting standards and norms

### **DIRECTORATE OF ACCOUNTING CONTROL**

- Handling cash management
- Managing loans
- Promoting and exercising accounting control
- Performing departmental accountant services for smaller departments

### **CHIEF DIRECTORATE OF BUDGETS**

- Establishing the fiscal policy framework of the Provincial Government

- Promoting the management of provincial income
- Exercising control over provincial expenditure and the budgets of local authorities
- Regulating financial and procurement administration

#### **DIRECTORATE OF FISCAL SERVICES**

- Formulating provincial fiscal policy
- Planning the provincial Medium Term Expenditure Framework budgeting process
- Determining the provincial Medium Term Expenditure Framework allocations
- Consolidating and tabling the main budget

#### **DIRECTORATE OF INCOME MANAGEMENT**

- Formulating the provincial income policy
- Developing and maximising all possible sources for generating own income
- Exercising control over and reporting on the state of income
- Evaluating, monitoring, analysing, advising and providing information regarding taxes, levies, rights, surcharges, users' money and related matters
- Administrating gambling and racing matters

#### **DIRECTORATE OF EXPENDITURE CONTROL**

- Exercising control over provincial expenditure
- Monitoring the budgets of local authorities

## **DIRECTORATE OF REGULATION**

- Implementing measures for financial regulation
- Implementing procurement measures
- Rendering administrative support and procurement advisory services to the Tender Board

## **DIRECTORATE OF CORPORATE AFFAIRS**

- Rendering human resource and administrative support to the Department
- Managing financial and procurement administration

### **3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER SECTION 14(1)(b)**

Dr. J.C. Stegmann  
7 Wale Street/Private Bag X9165  
CAPE TOWN  
Tel.: (021) 483-4709  
Fax: (021) 483-3855  
E-mail: [Jstegma@pawc.wcape.gov.za](mailto:Jstegma@pawc.wcape.gov.za)

### **4. GUIDE BY THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT SECTION 14(1)(c)**

The guide on how to use the Promotion of Access to Information Act, 2000, will be available from the South African Human Rights Commission by no later than August 2003. Queries can be made at:

South African Human Rights Commission

PAIA Unit  
The Research and Documentation Department

**Postal address:** Private Bag 2700  
HOUGHTON  
2041

**Tel.:** (011) 484-8300

**Fax:** (011) 484-1360

**Website:** [www.sahra.org.za](http://www.sahra.org.za)

**E-mail:** [PAIA@sahra.org.za](mailto:PAIA@sahra.org.za)

## **5. RECORDS**

### **SECTION 14(1)(d)**

#### **5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS**

- Organisation and control
- Accommodation, supplies, services, transport, official visits and journeys
- Reports, returns, publications and information
- Legislation
- Committees, boards and councils, forums and associations
- Domestic finances
- Staff
- Budget administration
- Accounting
- Fiscal services
- Departmental accounting services
- Information technology
- Provincial Tender Board
- Income control

## 5.2 RECORDS AUTOMATICALLY AVAILABLE

No formal notice has been published regarding the categories of records within the Department that are automatically available to the public without a person having to request access in terms of the procedures provided for in the Promotion of Access to Information Act. Herewith a list of such records:

<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS</b>
<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)</b>	



<p>(g) Budget circulars and related information documents</p> <p>(h) Budget document (Budget statement)</p> <p>(i) Fiscal policy document (Western Cape Fiscal Policy)</p> <p>(j) Budget speech</p> <p>(k) Residents' guide: Western Cape Provincial Budget</p> <p>(l) Month-end and year-end transactions</p> <p>(m) PERSAL policy matters regarding receipts, payments and salaries</p> <p>(n) Internal control measures regarding financial inspection reports</p> <p>(o) Policy documents: Financial directives, <i>inter alia</i> circulars, treasury regulations and treasury instructions and delegations</p> <p>(p) Annual financial reports and statements</p> <p>(q) Training: Half-yearly circulars on</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Subdirectorate of Fiscal Services, Private Bag X9165, Legislature Building, Wale Street, Cape Town.</p> <p>Copies of these records may be obtained on payment of the prescribed fee from the Subdirectorate of Departmental Accounting Services, Private Bag X9165, Legislature Building, Wale Street, Cape Town.</p> <p>Copies of these records may be</p>
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<p>financial training programmes</p> <p>(r) Training statistics – annual reports on numbers trained and results</p> <p>(s) Training: minutes regarding semester training</p> <p>(t) Training: vocational development programmes</p> <p>(u) Training prospectuses</p> <p>(v) Training: Policy document regarding the nature and duration of courses</p> <p>(w) Allocation of Sourcelink tenders</p> <p>(x) Budget and expenditure control</p> <p>(y) Contingency plan (building and staff)</p> <p>(z) Internal telephone list (including cellphone numbers)</p> <p>(aa) Treasury circulars</p> <p>(bb) Administrative circulars</p> <p>(cc) Filing system index</p> <p>(dd) Salary scales</p> <p>(ee) Particulars of the</p>	<p>obtained on payment of the prescribed fee from the Subdirectorate of Training, Private Bag X9165, Legislature Building, Wale Street, Cape Town.</p> <p>Copies of these records may be obtained on payment of the prescribed fee from the Subdirectorate of Corporate Affairs, Private Bag X9165, Legislature Building, Wale Street, Cape Town.</p>
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<p>establishment according to the Employment Equity Plan</p> <p>(ff) Departmental establishment</p> <p>(gg) Organogram of department</p> <p>(hh) KST36 (general conditions and procedures regarding the tender process)</p> <p>(ii) KST37 (directives for departments regarding extensions)</p> <p>(jj) Western Cape Provincial Tender Board Law, 1994 (Law 8 of 1994)</p> <p>(kk) The regulations to the Western Cape Provincial Tender Board Law, 1994 (Law 8 of 1994)</p> <p>(ll) National Small Business Act, 1996 (Act 102 of 1996)</p> <p>(mm) The Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)</p> <p>(nn) Manual: Sourcelink</p> <p>(oo) Manual: Geographical Targeted Procurement Management System</p> <p>(pp) Policy and procedures for the allocation of contract security tenders</p> <p>(qq) Annual report of the Western Cape Tender Board</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Subdirector of Regulation (Tender Division), Private Bag X9165, Legislature Building, Wale Street, Cape Town.</p>
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### **5.3 REQUEST PROCEDURE**

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- Provision is made on the afore-mentioned form for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- The form also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc.) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- A request fee is payable should the requester for instance need copies of the requested record. In certain instances, a requester may also be requested to pay a deposit. A requester may lodge an internal appeal against the payment of these fees. The fee payable with regard to an internal appeal is R50,00. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.

- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

**6. SERVICES AVAILABLE TO THE PUBLIC  
SECTION 14(1)(f)**

None.

**7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE  
FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS  
SECTION 14(1)(g)**

In most instances legislation prescribes the procedures for making matters known.

**8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT**  
**SECTION 14(1)(h)**

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or should no provision be made for such procedure, a court may be approached for an appropriate order.