TABLE OF CONTENTS

1. Structure of the Department
2. Functions of the Department
3. Contact details of deputy information officer
4. Guide by South African Human Rights Commission on how to use the Act
5. Records
   5.1 Description of subjects on which the Department holds records
   5.2 Records automatically available
   5.3 Request procedure
6. Services available to the public
7. Arrangement allowing involvement in the formulation of policy and performance of functions
8. Remedies available in respect of acts or failure to act
1. STRUCTURE OF THE DEPARTMENT
SECTION 14(1)(a)
2. FUNCTIONS OF THE DEPARTMENT

- Render financial governance and asset management services.
- Render fiscal and economic services.
- Provide an effective financial management support service to the Department.
- Render strategic and operational management support services.

DIRECTORATE: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT

- Facilitate the departmental strategic and monitoring support services.
- Ensure the rendering of ICT, human capital, corporate assurance, legal and communication support services to the Department by the CSC in terms of the provisions of the relevant service level agreement.
- Render a support service to the Head Official, inclusive of communication services.

SUB-DIRECTORATE: STRATEGIC MANAGEMENT SUPPORT SERVICES

- Facilitate the department's strategic and high level operational planning process.
- Co-ordinate the drafting, publishing and tabling of the Department's strategic plan and annual performance plan.
- Co-ordinate the drafting and consolidation of the Departmental service delivery improvement plan and other non-financial and generic function reporting.
- Manage the integration of all existing monitoring and evaluation systems in the department.
• Ensure the alignment of departmental performance measurement with National and Provincial objectives and monitoring frameworks.
• Prepare and evaluate information and make recommendations on departmental programmes.
• Participate in department specific transversal performance management structures.

SUB-DIRECTORATE: CORPORATE SERVICES RELATIONS MANAGEMENT

• Monitor, assess and report to the Head of Department on the service delivery of the CSC to the Department in terms of the CSC-service level agreement.
• Facilitate periodic internal review of the CSC-service level agreement to ensure that the Department's service delivery requirements are met.
• Coordinate departmental operational service delivery obligations as required by the CSC-service level agreement.

OFFICE OF THE HEAD OFFICIAL

• Render a secretariat support service.
• Render an administrative support service.
• Do research and compile documents of a non-strategic nature.
• Administer parliamentary questions and enquiries.
• Operate departmental correspondence hub.
• Render communication services to the Department.

DIRECTORATE: FINANCIAL MANAGEMENT

• Ensure management accounting.
• Ensure financial accounting.
- Ensure supply chain management.
- Ensure systems of financial and internal control.

**SUB-DIRECTORATE: MANAGEMENT ACCOUNTING**

- Compile and manage the budget.
- Manage the MTEF budget process.
- Control revenue and expenditure.
- Manage and monitor revenue and expenditure.
- Handle departmental strategic plan, annual report.

**SUB-DIRECTORATE: FINANCIAL ACCOUNTING**

- Manage departmental banking matters.
- Render a bookkeeping function.
- Manage salary related matters.
- Render financial accounting services regarding:
  - Debtors
  - Creditors
  - Systems

**SUB-DIRECTORATE: SUPPLY CHAIN MANAGEMENT**

- Provide procurement and contract management.
- Provide control over the provisioning and asset management function.
- Develop and maintain SCM policy, prescripts and delegations.
- Implement prescribed procurement management system.
- Perform annual demand management planning.
- Support departmental transversal tenders.
- Manage the procurement process:
  a. Finalise specifications.
b. Arrange adverts and preparation for DBAC process (evaluation and adjudication).
c. Support DBAC and provide secretarial services.

- Perform contract management:
  a. Control delivering to bid acceptance requirements/supplier performance management.
  b. Plan and administer term contracts.
  c. Arrange for payment on successful delivery of goods and services.
- Maintain prescribed logistic information management system.
- Manage the inventory.
- Perform moveable asset management:
  a. Manage stock.
  b. Perform continuous reconciliation.
  c. Manage the disposal process.
  d. Provide input into AFS.
- Manage accommodation matters.
- Provide auxiliary services.

**SUB-DIRECTORATE: INTERNAL CONTROL**

- Evaluate and ensure that proper measures for the processing of state monies and goods are put into place and adhered too.
- Prevent and ensure loss control.
- Issue policies, instructions and ensure the maintenance thereof.
- Implement a risk management and fraud prevention plan.
BRANCH: GOVERNANCE AND ASSET MANAGEMENT

- Deliver the provincial accountant general function, implement, communicate and report on optimum financial and management standards, norms and practices and to do or arrange assessments and reports on these.
- Ensure effective and efficient management of supply chain and movable assets of the provincial and local government and the effective management of transversal financial systems by the Provincial Departments.

CHIEF DIRECTORATE: FINANCIAL GOVERNANCE AND ACCOUNTING

- Ensure the development and implementation of financial governance norms and standards in both the provincial and municipal spheres.
- Ensure that the annual financial statements are a full and true reflection of the financial position of the provincial government and its entities as prescribed.
- Ensure that annual financial statements are a full and true reflection of the financial position of the municipalities and their entities as prescribed.

DIRECTORATE: FINANCIAL GOVERNANCE

- Drive the implementation, monitoring and evaluation of financial governance norms and standards in both the provincial and municipal spheres.
- Develop enterprise risk management norms and standards and monitor implementation within provincial departments, public entities, municipalities and municipal entities.
- Develop financial governance and internal audit norms and standards and monitor implementation within provincial departments, public entities, municipalities and municipal entities.
- Drive control activities through legal compliance to the legal framework in all aspects of financial governance.

**SUB-DIRECTORATE: NORMATIVE FINANCIAL COMPLIANCE**

- Monitor compliance in respect of legislation, norms and standards.
- Monitor and implement the MFMA Minimum Competency Regulations within Municipalities.
- Analyse, evaluate and recommend corrective action on findings of audit reports.
- Facilitate consolidated bespoke support from Provincial Treasury and Local Government in response to audit findings.
- Develop frameworks and guidance documents as well as coordinate Integrated Training Programmes to capacitate BTO's within municipalities and CFO offices in departments.
- Coordinate Provincial Treasury's views and recommendations on the establishment of, or participation in an entity.
- Develop assessment framework, perform assessment, compile report and participate in municipal engagement in respect of the LG MTEC 3, PG MTEC end FGRO processes.
- Develop and workshop reporting framework for SCOPA in terms of Part 4 of the Annual Report and consolidate Provincial Treasury responses to SCOPA resolutions.
- Analyse and advise departments, public entities and municipalities to improve financial management including to improve quality and alignment between municipal and provincial budget.
- Oversight of Financial Management Improvement Program in Provincial Treasury, departments, municipalities and entities.
SUB-DIRECTORATE: PROVINCIAL ENTERPRISE RISK MANAGEMENT

- Develop ERM norms and standards as well as guidance documents for provincial departments, public entities, municipalities and municipal entities.
- Facilitate the implementation of norms and standards in public entities, municipalities and municipal entities by:
  - providing ERM support and assistance;
  - conducting training;
  - facilitation of Risk Management Forums; and
  - capacity building.
- Evaluate the status of Implementation of enterprise risk management (ERM) within provincial departments, public entities, municipalities, and municipal entities.
- Provide enterprise risk management (ERM) data platform and software maintenance as and when required.
- Ensure the provision of software training as and when required.

SUB-DIRECTORATE: GOVERNANCE SYSTEMS

- Develop financial/corporate governance norms and standards for implementation in departments, public entities, municipalities municipal entities.
- Develop internal control standards which sets out sound financial management as prescribed in the PFMA and MFMA relating to departments, public entities, municipalities and municipal entities.
- Ensure the provision of financial/corporate governance and related training to departments, public entities, municipalities and municipal entities.
- Monitor implementation of internal audit norms and standards within provincial departments, public entities, municipalities and municipal entities.
• Develop and maintain CFO Control Self-Assessment (CSA) Tool in conjunction with Chief Directorate Internal Audit.
• Provide data management support to the Corporate Governance directorate.
• Provide DPO services to Provincial Treasury.

**SUB-DIRECTORATE: LEGAL AND POLICY UNIT**

• Develop and implement policy and guidelines relating to sound financial governance as prescribed in the PFMA for departments and public entities.
• Monitor the implementation and effectiveness of financial policy and guidelines as prescribed in the PFMA for departments and public entities.
• Review, update and maintain existing policy and guidelines relating to financial governance norms and standards in departments, public entities and municipalities.
• Determine policy compliance assessment criteria of PG MTEC and FGR&O.
• Oversee compiling of guidelines to address deficiencies by respective discipline within the Provincial Treasury.
• Handle all aspects relating to drafting, analysing, reviewing and communication of financial legislation and policies.
• Handle all aspects related to provincial and national law reform in conjunction with Legal Services in the Department of the Premier.
• Render an advisory service to departments and public entities on the application of financial legislation (national, provincial and municipal).
• Provide training on the application of financial legislation to ensure common understanding to departments, entities, municipalities

Head Office: Provincial Treasury, Provincial Accounting General and Standing Committees.
• Ensure the development and implementation of corrective measures in respect of gaps identified.

**DIRECTORATE: PROVINCIAL GOVERNMENT ACCOUNTING**

• Manage the implementation of accounting frameworks and assess and monitor the development of management accounting information for specific departments/components

**SUB-DIRECTORATE: PROVINCIAL GOVERNMENT ACCOUNTING (GROUPS 1 & 2)**

• Ensure the development of accounting practices that will promote effective and efficient capturing of REAL movements/accountable.
• Ensure integrity of financial data, including assessment of IYM, IFS and preview of AFS.
• Roll-out and assess accounting frameworks.
• Establish and maintain a competent accounting unit across departments and entities by identifying gaps and providing integrated training on the AFS.
• Compile annual consolidated financial statements.
• Provide technical assistance.
• Provide secretariat service to various financial fora.
• Research, compile and issue best accounting practices.

**DIRECTORATE: LOCAL GOVERNMENT ACCOUNTING**

• Manage the implementation of financial accounting frameworks and assess and monitor the development of accounting information for specific municipalities and their entities.
SUB-DIRECTORATE: LOCAL GOVERNMENT ACCOUNTING
(GROUPS 1 AND 2)

- Driving a standardisation process and providing input on relevant reporting frameworks and Accounting Standards Board exposure drafts.
- Conduct training needs analysis linked to municipal and other stakeholders and provide training as necessary.
- Oversee financial accounting guidance provided to municipalities and associated entities by various stakeholders (service providers, National Treasury, National and Provincial Departments).
- Evaluate, determine and follow up corrective steps by the respective municipalities in relation to AGSA findings and accounting-related concerns.
- Provide input to and oversee implementation approved accounting frameworks.
- Initiate and oversee accounting best practice for municipalities and drive implementation of recommendations.
- Compile Financial Accounting Review municipalities annually and drive implementation recommendations.
- Advise and provide comment to National Treasury of steps and measures to improve accounting standards in municipalities as well as on the further roll-out of the respective MFMA requirements.
- Contribute to improving the financial management of municipalities and assisting with recovery plans as appropriate.
- Appraise accounting trends and compile reports on the status of accounting management within municipalities (LG MTEC 3).
- Advise municipal councils and Provincial MECs of LG and Finance as to the status of financial accounting management in municipalities inclusive of corrective steps.
CHIEF DIRECTORATE: ASSET MANAGEMENT

- Manage the development and maintenance of financial systems for provincial and local government.
- Determine policy to drive, assess and assist provincial departments in the attainment of building capacity, ensuring integrity of data, enforcing transparency and accountability, balancing commercial imperatives with social responsibility and addressing economies of scale and value for money for supply chain and movable assets.
- Determine policy to drive, assess and assist municipalities in the attainment of building capacity, ensuring integrity of data, enforcing transparency and accountability, balancing commercial imperatives with social responsibility and addressing economies of scale and value for money for supply chain and movable assets.

DIRECTORATE: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

- Manage the provision of the improvement and implementation of existing financial systems (BAS, PERSAL, LOGIS and Vulindlela) and eventual transition to the IFMS, ensuring compliance with the PFMA and other relevant legislation.
- Manage the monitoring and reporting on financial management system's performance.
- Manage the rendering of effective technical and strategic support (helpdesk).
- Develop, implement and conduct appropriate training interventions to all provincial departments (formal and person-to-person).
- Develop, implement and refine a risk management framework to assess security and veracity of data.
- Develop, implement and refine a financial operational model that enforces good governance practices.
- Develop, implement and manage a business intelligence system to ensure the provision of timely and appropriate data and management information.
- Implement and manage an analytical tool for the detection of possible irregular fraudulent transactions on all transversal systems.
- Accountable for the development, implementation and refinement of an evaluation and capacitation plan.
- Provide a Departmental System Controller function on behalf of Provincial departments.
- Manage a supplier database procurement adjudication and contract management system.

**DIRECTORATE: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT**

- Develop and review strategies, policies and best practices norms and standards.
- Ensure and enforce compliance, i.e. proper assessment, guiding and monitoring to norms and standards.
- Support and assist departments and entities to improve their functional capacity.
- Manage information, collate data and analyse expenditure in respect of procurement transparency, integrity and buying patterns.
- Provide a supplier helpdesk (provincial and municipal call centre).
- Manage and deal with appeals and supplier complaints.
- Conduct SCM reviews in respect of alleged non-compliance of policies and possible collusive tendering practices.
- Drive, administer and manage transversal tenders from a value for money or economies of scale perspective.
• Foster BBEE/SMME development which would include developing relationships with specifically black empowered SMME vendors in support of the preferential procurement strategy.

**DIRECTORATE: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT**

• Setting best practice norms and standards.
• Ensure and enforce compliance, i.e. proper assessment, guiding and monitoring to norms and standards.
• Support and assist municipalities to improve their functional capacity.
• Manage information and collate data related to bid awards to assess supplier spread, socio-economic (BEE and buy local) impact and actual bid practices.
• Guide appeal processes and responding to supplier complaints after due process has been followed.
• Foster BBBEE/SMME development (shared across the provincial and municipal spheres) in respect of procurement requirements.
• Provide a SCM helpdesk.

**BRANCH: FISCAL AND ECONOMIC SERVICES**

• Ensure effective budget management for the provincial government.
• Ensure effective budget management for local governments.
• Manage the province’s fiscal resources effectively for provincial government and secure sound and sustainable budgets and economic analysis for local government.
CHIEF DIRECTORATE: PROVINCIAL GOVERNMENT PUBLIC FINANCE

- Render business information and data management services.
- Promote the effective and efficient management of movable assets and infrastructure delivery and advise departments and municipalities on PPP projects.
- Evaluate and improve the credibility and sustainability of the provincial budget as well as to monitor the implementation thereof.

DIRECTORATE: BUSINESS INFORMATION AND DATA MANAGEMENT

- Render a client interface and data collating service.
- Render a data information and records management service.

SUB-DIRECTORATE: INTERFACE AND COLLATING

- Coordinate the MTEC process and manage the publication and disposal of budget and financial documentation.
- Collate data and oversee the technical monitoring and finalising of various departmental publications.

DIVISION (OF SUB-DIRECTORATE: INTERFACE AND COLLATING): CLIENT INTERFACE

- Manage and coordinate the Provincial and Local Government MTEC processes.
- Manage the logistic arrangements regarding publications during the budget process.
- Manage development and publication of annual, quarterly and oversight reports.
- Serve as point of entry for information into the Department.
• Receive information in hard copy or in electronic version.
• Evaluate quality of inputs.
• Disseminate information and documents to Department and other clients/stakeholders.
• Inform clients of availability of information.

DIVISION (OF SUB-DIRECTORATE: INTERFACE AND COLLATING): DATA COLLATING AND TECHNICAL EDITING

• Manage and oversee the collecting/consolidating and technical editing/formatting of:
  a. the Provincial Budget and associated documentation.
  b. other Departmental publications e.g. FGR&O, PER&O, main budget (7 publications).
  c. municipal budget information and performance assessment reports.
• Establish and maintain enterprise content management system (ECMS), inclusive of related policy.
• Ensure that ECMS layout is in line with registry filing system

SUB-DIRECTORATE: INFORMATION AND RECORDS MANAGEMENT

• Ensure accurate financial and economic data and information to the Department, local governments and other users.
• Render a records management service to the Department, inclusive of the rendering of an electronic records service (e-filing).
DIVISION (OF SUB-DIRECTORATE: INFORMATION AND RECORDS MANAGEMENT): DATA AND INFORMATION MANAGEMENT

- Develop and maintain information management system for the management of the storage, access and flow of information.
- Ensure the availability of comprehensive, high quality and up to date information.
- Compile monthly, quarterly ad hoc and annual data sets and aggregate reports on the state of provincial expenditure and revenue trends.
- Build capacity among users to utilise databases.
- Monitor, optimise and allocate physical data storage for database systems.
- Plan and coordinate data migration between systems.
- Create and coordinate required reports in response to business user needs.
- Create effective environment for departments, municipalities and related entities to submit electronic returns.
- Coordinate and ensure the repository for identified returns.

DIVISION (OF SUB-DIRECTORATE: INFORMATION AND RECORDS MANAGEMENT): RECORDS MANAGEMENT

- Perform departmental statutory responsibilities with regard to records management.
- Render a registry service.
- Retrieve information.
- Keep records in safe custody.
- Ensure compliance with the Promotion of Access to Information Act.
- Render a messenger service.
- Render a photocopying service.
DIRECTORATE: INFRASTRUCTURE

- Promote the effective and efficient delivery of infrastructure and management of immovable assets by specific provincial departments.
- Promote the effective and efficient delivery of infrastructure and management of immovable assets by specific provincial departments.
- Monitor the effective and efficient implementation of PPP projects and to explore alternative procurement strategies/methodologies for infrastructure and properties.

SUB-DIRECTORATE: PROVINCIAL GOVERNMENT INFRASTRUCTURE AND PROPERTY MANAGEMENT (GROUPS 1 AND 2)

- Provide advice to departments with regards to infrastructure delivery.
- Facilitate the implementation of Infrastructure Delivery Improvement Programme (IDIP) in the Province.
- Assess User Asset Management Plans (U-Amps) and Custodian Management (C-Amps) of departments and the integration thereof into the budget process.
- Review property appraisals (acquisition/disposals/leasing) which are submitted to Cabinet or Provincial Treasury for approval.
- Provide guidance to departments on infrastructure procurement.
- Development and continuous updating of strategies for infrastructure delivery aligned to changes in the institutional environment.
- Play a leadership role in the development of a provincial infrastructure strategy.
SUB-DIRECTORATE: PUBLIC PRIVATE PARTNERSHIPS (PPP) UNIT

- Work closely with national and provincial departments/municipalities to identify, develop and implement PPP projects as a mechanism for meeting infrastructure investment priorities.
- Monitor PPP projects.
- Assess business model analysis including financial and concept feasibility studies on proposed PPP projects.
- Explore alternative procurement modalities for infrastructure and properties.

DIRECTORATE: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT)

- Ensure credibility and sustainability of the main and adjustments budget (medium term expenditure framework).
- Manage the adjustment budget process.
- Prepare and compile the main and adjustments budget.
- Assess and enforce expenditure efficiency and liability management.
- Manage, assess and control the implementation of the provincial budget.
- Assess expenditure trends, compile and submit expenditure reports (IYM).
- Promote budget reform.
- Provide technical assistance and financial training.

CHIEF DIRECTORATE: LOCAL GOVERNMENT PUBLIC FINANCE

- Assist, assess and report on municipal budgets revenue and expenditure management, including municipal entities and to drive the implementation of the MFMA at specific municipalities.
• Assist, assess and report on municipal budgets revenue and expenditure management, including municipal entities and to drive the implementation of the MFMA at specific municipalities.

**DIRECTORATE: LOCAL GOVERNMENT (REVENUE AND EXPENDITURE)**

• Implement and coordinate Provincial Treasury's responsibilities contained in the MFMA.
• Manage the IYM process of municipalities and check and make proposals to direct revenue and expenditure.
• Monitor, assess, advise, coordinate and institute remedial steps to ensure integrity (sustainability and credibility) of municipal budgets integral to the IYM process in terms of the MFMA and related legislation.
• Monitor the municipal adjustment budget process in terms of policy parameters and legislation.
• Assist, assess and advise on municipal revenue and expenditure budgets, including entities.
• Advise on the establishment of municipal entities.
• Advise on the technical facets and realisation of appropriate and efficient sub-divisions of the annual municipal main budget within the delivery policy parameters of the Integrated Development Plans, SDBIPs and link this to the Provincial Growth and Development Strategy.
• Publish allocations/transfer payments to municipalities and spatial disaggregation of provincial budget.
• Determine and advise on technical standards for budget management and administration and ensuring integrity of the approved budget.
• Establish advice on technical standards for budget management and administration and ensuring integrity of the approved budget.
• Analyse and assess debtor management strategies in municipal and assist non metro municipalities with debt collection/recoveries from departments.
• Assess and advise on the assignment of powers and functions to municipalities and on application for municipal police services.
• Liaise with National Treasury, DPLG and Local Government on the implementation and compliance with the MFMA. (Only Group 1)
• Monitor and report on the outcome of municipal revenue and expenditure budgets. (IYM) (Only Group 1)
• Assist municipalities in resolving financial problems through intervention mechanisms e.g. City debt management. (Only Group 1)
• Assess, monitor and make recommendations on conditional grant frameworks of local government and doing reconciliations of these grants. (Only Group 2)
• Assess and advise municipalities to assess and optimise its own revenue base in respect of revenue collection and assist in initiating steps to resolve financial problems through intervention mechanisms. (Only Group 2)

CHIEF DIRECTORATE: PUBLIC POLICY SERVICES

• Ensure fiscal architecture (equitable share research and FFC interaction) as well as research into new and existing revenue sources.
• Promote effective financial resource allocation for provincial government and provide for economic analysis and advice that informs fiscal policy and the budget allocation process.
• Improve budget planning and implementation of municipalities to facilitate improved responsiveness of its budgets to socio-economic realities.
DIRECTORATE: FISCAL POLICY

- Improve the sustainability of provincial and municipal revenue sources and explore the full use thereof.
- Optimise liquidity requirements and maximise returns within acceptable levels of risk.
- Monitor and guide cash management in municipalities.

SUB-DIRECTORATE: REVENUE ANALYSIS, RESEARCH AND MODELLING

- Ensure the effective development and expansion of the own revenue base of the provincial government, in line with the relevant legislation, inclusive of research into alternative options for taxation.
- Assess and assist to ensure the effective and efficient management of provincial government borrowing to finance capital and infrastructure commitments.
- Analyse risks associated with different revenue streams.
- Develop and establish a municipal tariff database.
- Assess municipal tariffs in terms of policy, structure, affordability and likely economic impact.
- Ensure the effective development and expansion of the own revenue base of the municipalities, in line with relevant legislation, inclusive of research into alternative options for taxation.
- Assess and assist to ensure the effective and efficient management of local government borrowing to finance capital and infrastructure commitments.
- Perform oversight function in terms of the Western Cape Gambling and Racing Board.
- Perform monthly IYM assessments of revenue trends.
• Ensure fiscal architecture (equitable share research and FFC interaction) as well as research into new and existing revenue sources.

**SUB-DIRECTORATE: PROVINCIAL GOVERNMENT CASH MANAGEMENT**

• Ensure timeous receipt of all accruals to the Provincial Revenue Fund.
• Develop and implement effective and efficient cash management framework within the Province.
• Determine and ensure minimum daily cash flow requirements for Provincial Revenue Fund.
• Establish efficient and effective banking arrangements/agreements.
• Assess cash flow trends, co-ordinate and compile reports.
• Compile annual Provincial Revenue Fund financial statements.
• Perform system functions.
• Provide technical assistance and training.
• Optimise return on financial investments (surplus funds).

**SUB-DIRECTORATE: LOCAL GOVERNMENT CASH MANAGEMENT**

• Monitor and maintain information on municipal and municipal entities Bank accounts and relevant withdrawals and cash flow.
• Assess and advise on the withdrawal of funds in respect of a temporary budget.
• Assess and advise on the amendment of payment schedules.
• Provide technical assistance and training to municipalities.
• Provide user support guidance and training in accordance with cash management framework.
• Assess monthly IYM.
• Assess and advise on external borrowings.
• Provide support and guidance on the implementation of the borrowings assessment framework.

DIRECTORATE: PROVINCIAL GOVERNMENT BUDGET OFFICE

• Drive the MTEF and annual budget process.
• Consolidate, prepare and compile the annual fiscal policy.
• Determine annual budget allocation per department that translate development priorities into sectorial and functional budgetary allocations in line with National budgetary guidelines.
• Determine resource shifts between departments.
• Promote integration and synergy of policy, spending and delivery and budget priorities between departments and governments.
• Facilitate and provide technical assistance and training to provincial departments and entities with the aim of achieving PFMA-compliant and responsive budgets.
• Assess budget implementation through monitoring performance and evaluating results on programme effectiveness to inform planning and resource allocation.
• Analyse key economic variables, their interrelation and relevance for the budget.
• Determine the potential and constrains for growth and development and their interaction with governmental spending and revenue patterns/trends.
• Analyse demographic and socio-economic trends and ensure that services are properly aligned therewith and integrate economic policy and service delivery impact research.
• Facilitate the development and implementation of performance management policy and culture within departments.
DIRECTORATE: LOCAL GOVERNMENT BUDGET OFFICE

- Analyse the socio-economic status of municipalities through the compilation of socio-economic profiles for municipalities.
- Assess and advise on the credibility of the socio-economic information in the IDPs and supporting sector plans of municipalities and its implication for the municipal budgets.
- Assess and advise if the socio-economic analysis component of the IDP is reflective of the socio-economic reality and needs analysis of the municipal area.
- Assess and advise if the policy priorities identified in the IDP are responsive to the socio-economic reality and needs analysis of the municipal area.
- Assess and advise if the IDP policy objectives are being prioritised in the capital and operating budgets of municipalities.
- Facilitate and provide technical assistance and training to municipalities in data management.
- Provide guidance and monitor the municipal annual budget preparation processes.
- Monitor, evaluate, and report on municipal budget implementation and service delivery performance to inform policy directive and improve budgetary planning.
- Co-ordinate the annual budget assessment process of municipal budgets.
- Co-ordinate annual budget consulting processes with municipalities.
- Facilitate and provide technical assistance and training to municipalities with the aim of achieving MFMA-compliant and responsive budgets.
- Identify and advise on interventions regarding municipal budgets.
- Assess and advise on long-term capital financing applications against municipal priorities and planning.
- Provide input and guidance to policy options in related areas.
3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER  
SECTION 14(1)(b)

Dr JC Stegmann  
7 Wale Street/Private Bag X9165  
CAPE TOWN  
Tel.:  (021) 483-4709  
Fax:  (021) 483-3855  
E-mail:  Johan.Stegmann@westerncape.gov.za

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

It is the responsibility of the SAHRC to compile a guide in terms of  
section 10 of the PAIA, in an easily comprehensible form and manner,  
as may be required by a person who wishes to exercise any right  
contemplated in the Act.

This guide is also available in all the official languages from the  
SAHRC and any enquiries in this regard should be directed to:
5. RECORDS

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS
SECTION 14(1)(d)

- Legislation
- Management and Planning
- Domestic finances
- Human Resource Management
- Services and Supplies
- Participation and Liaison
- Reports, Circulars and information
5.2 DESCRIPTION OF RECORDS AUTOMATICALLY AVAILABLE
SECTION 14(1)(e)

<table>
<thead>
<tr>
<th>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</th>
<th>MANNER OF ACCESS TO RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Provincial Budget (Main and Adjusted Estimates)</td>
<td>Copies of these records may be obtained on payment of the prescribed fee from the Department, 3rd Floor, Legislature Building, Cape Town or viewed on the Department’s webpage</td>
</tr>
<tr>
<td>(b) Explanatory memorandum to the Provincial Budget (Main and Adjusted Estimates)</td>
<td></td>
</tr>
<tr>
<td>(c) Western Cape Medium Term Budget Policy Statement (WC MTBPS)</td>
<td></td>
</tr>
<tr>
<td>(d) Provincial Economic Review and Outlook (PERO)</td>
<td></td>
</tr>
<tr>
<td>(e) Reports per department resulting from the Public Finance Management Act, 1999 (Act 1 of 1999) and the Division of Revenue Act</td>
<td></td>
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</tbody>
</table>
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.

- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).

- Provision is made on Form A for the requester to indicate whether he or she requires an opportunity to view the record or requires a copy of the record.

- Form A also allows a requester to indicate the language in which the record is required. There is, however, no obligation on the Department to translate the record.

- A requester may also indicate the form (i.e. paper copy, electronic copy, etc) in which access to the record should be provided. The record will be provided in the requested form unless this would unreasonably interfere with the running of the
Department or, for practical reasons, access cannot be given in the requested form or medium.

- An access fee is payable should the requester, for example, need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may be requested to pay a deposit in addition to the aforementioned fees.
- A requester may lodge an internal appeal against the payment of a deposit or access fee. 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 has been exhausted and the requester is remains dissatisfied 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. In such instances, 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 fill in the form on behalf of such a requester and give him or her a copy of the completed form.
6. SERVICES AVAILABLE TO PUBLIC
SECTION 14(1)(f)

None

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

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.

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 no provision be made for such procedure, a court may be approached for an appropriate order.