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Regulation Gazette

No. 6625

Regulasiekoerant

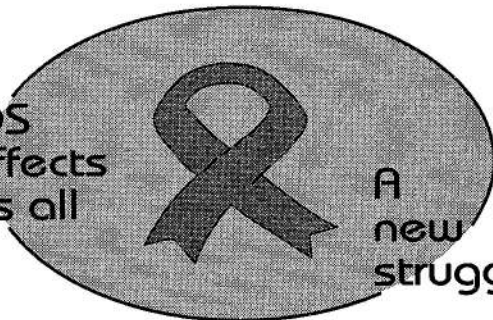
Vol. 411

PRETORIA, 6 SEPTEMBER 1999

No. 20460

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DEPARTMENT OF HEALTH

GOVERNMENT NOTICE

DEPARTMENT OF CORRECTIONAL SERVICES

No. R. 1075

6 September 1999

DELEGATION OF AUTHORITY AND RESPONSIBILITIES IN TERMS OF THE PUBLIC SERVICE REGULATIONS

It has pleased the Minister and Commissioner of Correctional Services, under the powers granted to them by the provisions of the Public Service Regulations, 1999 to delegate the undermentioned competencies to the post incumbent against the applicable competency, provided that:

- (a) The level of delegation indicated hereunder against each competency, is the lowest level at which the competency may be exercised;
- (b) Where a delegation is not linked to a specific post, any functionary responsible for the specific function on a higher post level, is authorised to exercise that competency;
- (c) A functionary cannot exercise a discretion to approve of any matter in respect of a functionary on a higher or equivalent post level;
- (d) The delegations indicated hereunder, remains in force should a regulation be renumbered in terms of an amendment of the regulation, precluding any amendments to the competency itself, and the number of the new regulation is considered to be the number of the relevant regulation;
- (e) The summary of the competencies herein does not necessarily reflect the full details of the competencies contained in the regulations and the exercise of the delegated competencies are at all times subject to the provisions of the regulations and any directives issued in this regard;
- (f) The following abbreviations are used:

DC	=	Deputy Commissioner
CDC	=	Chief Deputy Commissioner
DIR	=	Director
CO	=	Correctional Officer
SCO	=	Senior Correctional Officer
ASD	=	Assistant Director
DDG	=	Deputy Director General
DPSA	=	Department of Public Service Administration
DBC	=	Departmental Bargaining Chamber

STIPULATION IN PUBLIC SERVICE REGULATIONS	COMPETENCY	PROPOSED DELEGATION LEVEL FOR DCS
PART I/H.2	Enquiries to Minister of DPSA •	Policy matters – Commissioner
PART I/H.3	Consultation on legislation.	Commissioner
PART I/H.4	Drafting of policy on how employees may communicate in the media.	Commissioner
PART II/C.3	Compliance with and breach of regulations, collective agreements, and any other statutory obligations.	Commissioner
PART III/B.1	Strategic planning.	Commissioner
PART III/C.1 To be implemented 2000/01/01	Establishment and sustaining of service delivery improvement programme.	Commissioner
PART III/C.2	Publication of annual statement of public service commitment.	Commissioner
PART III/D.1(d)	Addressing the position of employees affected by the elimination of unnecessary posts.	Commissioner
PART V/E.5	Establishment of overtime policy.	Commissioner
PART VI/D	Health and Safety.	Commissioner
PART VII/C.2.5	Deviation in filling vacant posts	Commissioner
PART VII/D.1	Appointment of selection committee: ASD to DDG	Commissioner
PART VII/D.7	Recording of reasons for not approving the recommendation of a selection committee ASD to DDG	Commissioner
PART VIII/B.1	Determination of system for performance management and development below senior management level.	Commissioner
PART VIII/C.1	Establishment of performance assessment instruments for different occupational categories or levels.	Commissioner
PART VIII/F.1	Establishment of financial incentive scheme.	Commissioner
PART VIII/F.2	Determining the nature, rules and control measures of a financial incentive scheme, and communication thereof.	Commissioner
PART IX/E.1	Granting of financial or other assistance for study, training or research: international.	Commissioner
PART IX/E.2	Granting of financial or other assistance for part-time or full-time activities at international institutions (courses, symposia, congresses etc.).	Commissioner

PART X.A	Managing of negotiations, conclusion of collective agreements and resolving of labour disputes on behalf of the State as employer.	Commissioner
PART X/B	Implementation of collective agreements.	Commissioner
CHAPTER 2		
B.2	Supplementing the Code of Conduct provided for by the Public Service.	Commissioner

STIPULATION IN PUBLIC SERVICE REGULATIONS	COMPETENCY	PROPOSED DELEGATION LEVEL FOR DCS
PART I/H.2	Enquiries to Minister of DPSA.	Functional matters – Dir Human Resource Maintenance
PART III/E.1(a)	Establishment of an information plan that supports the strategic planning process of the Department.	CDC Operational Support
PART III/e.1(b)	Establishment of an information technology plan that supports the information plan (III/E 1(a)).	CDC Operational Support
PART III/E.1(c)	Establishment of an information plan for implementation of information technology plan and information management.	CDC Operational Support
PART IV/H.3 To be implemented 1999/10/01	Information on remuneration.	Dir Human Resource Maintenance
PART VII/C.1-4	Advertising of vacant posts.	DC Human Resources Provincial Commissioner
PART VII/H.1 1/1/2000	Keeping of employee records.	Area Manager
PART IX/E.1	Granting of financial or other assistance for study, training or research: locally.	DC Human Resources
PART IX/E.2	Granting of financial or other assistance for part-time or full-time activities at local institutions (courses, symposia, congresses etc.)	DC Human Resources
PART IX/E.4	Defrayment of any genuine expense associated with study, research or training.	DC Human Resources
PART ix/e.6	Waiving of study debts.	DC Human Resources
PART IX/E.7	Requiring of persons who study (Part IX, par. E.3) to enter into a contract with the Department.	Dir Human Resource Development
PART IX/E.9	Requiring of an employee who studies or undergoes training for short periods, to enter into a contract as precondition for assistance.	Dir Human Resource Development

STIPULATION IN PUBLIC SERVICE REGULATIONS	COMPETENCY	PROPOSED DELEGATION LEVEL FOR DCS
PART III/B.2(b) Date of implementation to be determined.	Grading of proposed new jobs.	CDC Operational Support
PART III/B.2(c)	Defining of posts.	CDC Resource Management
PART III/D.1(a)	Assessment of required human resources.	DC Human Resources
PART III/D.1(b)	Assessment of existing human resources	DC Human Resources
PART III/D.1(c)	Planning for the recruitment, retention, deployment and development of human resources.	DC Human Resources
PART III/D.2	Development and implementation of affirmative action programme.	DC Human Resources
PART III/D.3	Communication of Human Resources Plan and Affirmative Action programme within the Department.	DC Human Resources
PART III/F.1(b)	Evaluation of newly defined jobs in terms of the job evaluation system.	Dir Corporate Planning
PART III/F.1(c) To be implemented 2000/01/01	Evaluation of job in case of vacant post on grade 9 or higher, if not evaluated before.	Dir Corporate Planning
PART III/F.1(d)	Ensuring that sufficient funds are available for filling a post.	DC Human Resources
PART III/G.1	Employment of persons additional to approved establishment	DC Human Resources
PART III/I.1 2000/04/01	Establishment of job descriptions and job titles.	DC Human Resources
PART III/1.2	Review of job descriptions and titles.	DC Human Resources
PART III/1.5 To be implemented 1999/10/01	Linking of posts to relevant CORE and occupation.	DC Human Resources
PART III/J	Publication of annual report to the relevant legislature, the media and public.	DC Support Services
PART IV/B.3	Job evaluation and re-evaluation.	Dir Corporate Planning
PART V/A.2	Determination of employee's salary.	CDC Resource Management
PART V/C.1	Determination of grading of a post and setting of commencing salary (minimum notch)	CDC Resource Management
PART V/C.2	Determination of relevant salary range in the case of a job weight applying to more than one salary range.	CDC Resource Management
PART V/C.3	Setting of salary for a post above the minimum notch of salary range indicated by the job weight.	CDC Resource Management

PART V/C.4	Effecting changes to work organisation or regrading of post if job weight demonstrates that the post is over-/under-graded.	CDC Operational Support
PART V/C.5	Increase in salary of a post to a higher salary range to accord with job weight.	CDC Resource Management
PART V/C.6	Employment of incumbent employee in higher graded post without advertising post.	CDC Resource Management
PART V/C.7	Redesigning job or/transfer of incumbent to another job when salary range of an occupied post exceeds the range indicated by job weight	DC Human Resources
PART V/C.8	Setting of salary of part-time, sessional or temporary employees.	CDC Resource Management
PART V/D.1	Establishing opportunities for salary range progression in selected occupations.	CDC Resource Management
PART V/E.2	Compensation of employees for overtime work.	DC Human Resource
PART V/E.3	Compensation of senior management services for overtime.	CDC Resource Management
PART V/F.3	Provide cash equivalent of benefits received by permanent employees to employees on fixed-term contracts.	CDC Resource Management
PART VII/B.4	Secondments	CDC Resource Management
PART VII/C.1.1	Determination of composite requirements for employment.	DC Human Resources
PART VII/C.1.2	Recording inherent requirements of a job.	DC Human Resources
PART VII/C.2.6	Utilising appropriate agency to identify candidates for posts.	DC Human Resources
PART VII/D.1	Appointment of selection committee: CO to SCO	DC Human Resources Provincial Commissioner
PART VII/G.2.1	Prescribing the manner to submit resignation.	DC Human Resources
PART VII/G.2.2	Recording reasons for resignation.	Area Manager
PART VII/B.2	Designation of performance cycle, annual date for written performance assessment.	
PART VIII/C.3	Complying with conditions for utilising a performance management and development system	DC Human Resources
PART VIII/E.1(a)	Provision of remedial and systematic support in the case of unacceptable performance.	Area Manager
PART VIII/H.1(b)	Rewards	CDC Resource Management
PART IX/D	Determination of occupational specific competencies and prescription of training for those.	DC Human Resources

PART X/C.1	Entering into agreements on a matter of mutual interest.	Dir Labour Relations
PART X/C.7	Provisioning of copies of collective agreements concluded in the DBC to the DPSA.	Dir Labour Relations.
PART X/D.1	Entering into agreements on matters with financial implications.	Dir Labour Relations

SIGNED:

MINISTER OF CORRECTIONAL SERVICES

COMMISSIONER OF CORRECTIONAL SERVICES

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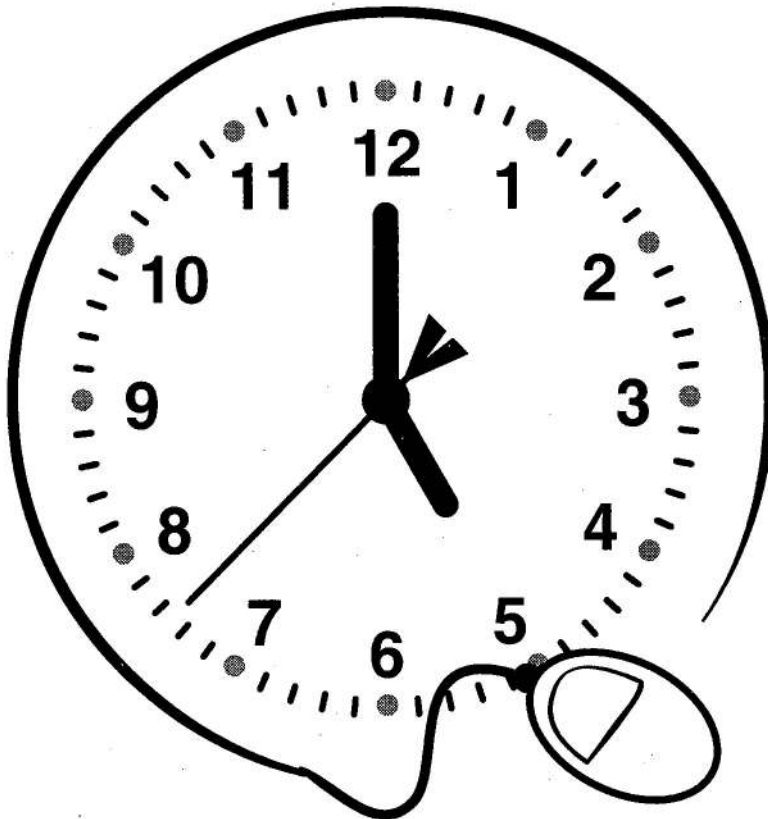
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GOVERNMENT NOTICE

Correctional Services, Department of
Government Notices

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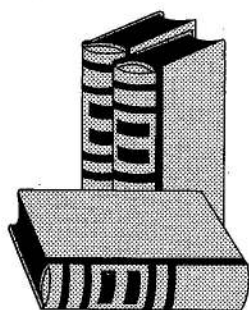
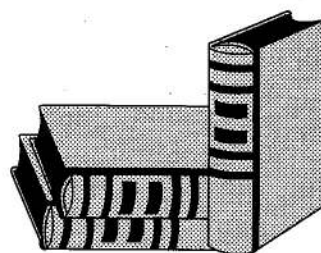
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Department of Environmental Affairs and Tourism
Departement van Omgewingsake en Toerisme

LIVE IN HARMONY WITH NATURE



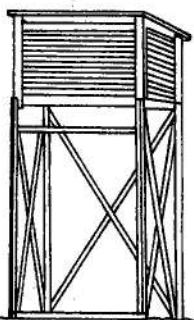
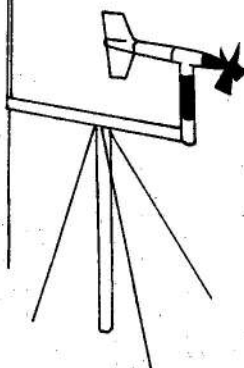
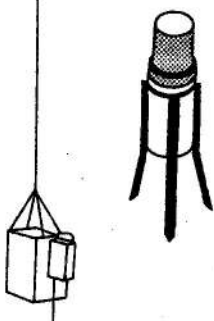
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THE WEATHER BUREAU HELPS FARMERS TO PLAN THEIR CROP

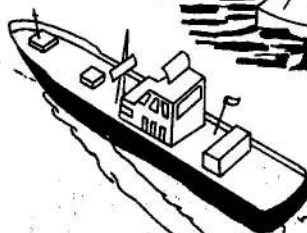
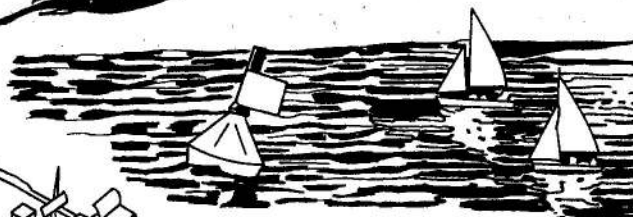
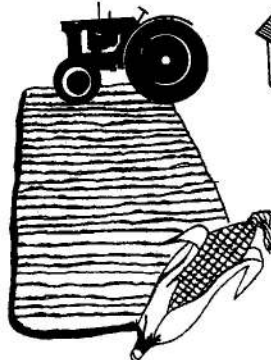
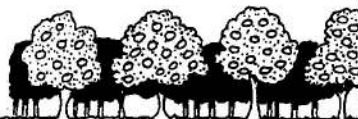
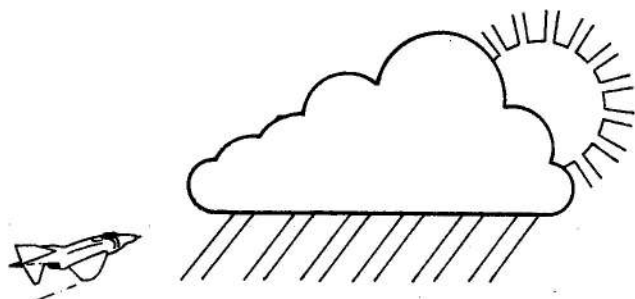


THE WEATHER BUREAU: DEPARTMENT OF ENVIRONMENTAL AFFAIRS & TOURISM
DIE WEERBURO: DEPARTEMENT VAN OMGEWINGSAKE EN TOERISME



SA WEATHER BUREAU SA WEERBURO

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