
GENERAL NOTICE

NOTICE 611 OF 2012

REVISED DELEGATIONS FOR THE DEPARTMENT OF CORRECTIONAL SERVICES

The Minister and National Commissioner of the Department of Correctional Services have in terms of section 97 of the Correctional Services Act 1998 (Act No. 111 of 1998) reviewed the delegations relating to the following Legislation:

- 1) Correctional Services Act, 1998 and the Correctional Services Regulations, to come into operation on publication thereof as well as;
- 2) The Occupational Health and Safety Act, 1993 (Act No 85 of 1993 which came into operation as on date of signature thereof;
- 3) The Promotion of Access to Information Act, 2000 (Act 2 of 2000) which came into operation as on date of signature thereof and;
- 4) Public Services Act, 1994, and Public Service Regulations 2008 which came into operation as on date of signature thereof.

**DELEGATIONS BY THE MINISTER: CORRECTIONAL SERVICES ACT 111 OF 1998 AS AMENDED
DEPARTMENT OF CORRECTIONAL SERVICES**

UNDER THE POWERS VESTED IN ME IN TERMS OF SECTION 97(1) OF THE CORRECTIONAL SERVICES ACT, 1998 (ACT 111 OF 1998), I, **SIBUSISO NDEBELE, MINISTER OF CORRECTIONAL SERVICES** HEREBY DELEGATE THE UNDER MENTIONED COMPETENCIES TO THE PERSON IN THE POST INDICATED AGAINST THE APPLICABLE COMPETENCY,

WITH REFERENCE TO THE FOLLOWING LEGISLATION:-

- 1) Correctional Services Act, 1998 (Act no 111 of 1998).

PROVIDED THAT:

- a) The level of delegation indicated hereunder against each competency, is the lowest level on which the competency may be exercised;
- b) The delegation indicated hereunder, remains in force should a section of the Act, including any Amendments to the competency itself, and the number of the new section is considered to be the number of the relevant provision of the Act;
- c) The exercise of a delegated authority is at all times subject to the provisions of the Act and Regulations, Departmental Policies, the Departmental Orders and any directives issued in this regard; and;




S NDEBELE
Minister of Correctional Services

Date: 25/07/2012

**DELEGATIONS BY THE MINISTER: CORRECTIONAL SERVICES ACT 111 OF 1998 AS AMENDED
DEPARTMENT OF CORRECTIONAL SERVICES**

ACT	SECTION IN ACT	SUBJECT OF DELEGATION	Responsible functionary the power or duty delegated to
Act 111 of 1998 as amended	Section 5 (1) (a)	The Minister may, by notice in the Gazette, establish and review the establishment of correctional centres and remand detention facilities for- (a) the detention and treatment of inmates;	National Commissioner
	Section 5 (1) (b)	The Minister may, by notice in the Gazette, establish and review the establishment of correctional centres and remand detention facilities for- (b) particular purposes in relation to inmates; or	National Commissioner
	Section 5 (1) (c)	The Minister may, by notice in the Gazette, establish and review the establishment of correctional centres and remand detention facilities for- (c) particular categories of inmates.	National Commissioner
	Section 132 (3)	Sign an official document indicating that a canteen has been certified as a canteen as contemplated in subsection (1).	National Commissioner



S NDEBELE
Minister of Correctional Services

Date: 25/07/2012

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES


UNDER THE POWERS VESTED IN ME IN TERMS OF SECTION 97(2) OF THE CORRECTIONAL SERVICES ACT, 1998 (ACT 111 OF 1998), I, **THOMAS SWABIHI MOYANE, NATIONAL COMMISSIONER OF CORRECTIONAL SERVICES** HEREBY DELEGATE THE UNDER MENTIONED COMPETENCIES TO THE PERSON IN THE POST INDICATED AGAINST THE APPLICABLE COMPETENCY WITH EFFECT FROM THE DATE OF PUBLICATION IN THE GOVERNMENT GAZETTE.

WITH REFERENCE TO THE FOLLOWING LEGISLATION AND PRESCRIPTS:-

- 1) Correctional Services Act, 1998 (Act no 111 of 1998).
- 2) Correctional Services Regulations, 2004 as amended.
- 3) Collective Agreement DBC Resolution 1/2006.

PROVIDED THAT:

- a) The level of delegation indicated hereunder against each competency, is the lowest level on which the competency may be exercised;
- b) Any line-functionary with an equal or higher rank is also authorized to exercise the same power;
- c) The delegation indicated hereunder, remains in force should a section of the Act, including any Amendments to the competency itself, and the number of the new section is considered to be the number of the relevant provision of the Act;
- d) The exercise of a delegated authority is at all times subject to the provisions of the Act and Regulations, Departmental Policies, the Departmental Orders and any directives issued in this regard; and;
- e) Levels of delegation indicated with Head Office, refer only to post structures which exist at the Correctional Services, Head Office, Pretoria.
- f) The following abbreviations may be applicable:
ASD = Assistant Director
DD = Deputy Director




TS MOYANE
National Commissioner: Correctional Services
Date: 6 June 2012

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

DIR	=	Director
DC	=	Deputy Commissioner
DRC	=	Deputy Regional Commissioner
CDC	=	Chief Deputy Commissioner
CFO	=	Chief Financial Officer
HCC	=	HEAD CORRECTIONAL CENTRE
ACC	=	AREA COORDINATOR CORRECTIONS
ACCS	=	AREA COORDINATOR CORPORATE SERVICES
AC	=	AREA COMMISSIONER
AC DC	=	AREA CORDINATOR DEVELOPMENT AND CARE
H COMM CORR	=	HEAD COMMUNITY CORRECTIONS

- g) Any reference made to salary levels 1-12 is applicable to the equivalent salary grade for the Correctional Services OSD for Centre Based and Non Centre Based officials and any other OSD of closed occupational groups within DCS
- h) Any delegation made to a post on the DCS structure applicable before 1 June 2012 is to be applicable to the equal post on the new structure effective from 1 June 2012.




TS MOYANE
National Commissioner: Correctional Services
Date: 6 June 2012

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

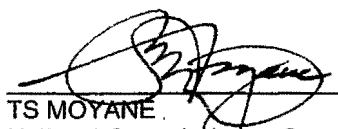
A. CORRECTIONAL SERVICES ACT 111 OF 1998 AS AMENDED

ACT	SECTION IN ACT	SUBJECT OF DELEGATION	Previous delegation effective until the date of publication of these delegations in the Government Gazette.	Responsible functionary the power or duty delegated to (post levels and levels according to structure indicated: i.e. Management Area, Regional Office and Head Office as applicable)
Correctional Services Act 111 of 1998 as amended	Section 3 (5)(e)	Grant approval for the payment of monetary rewards to any person who is or was a correctional official. (The approval for death grants is included in this authority)	National Commissioner	CDC Human Resources
	Section 3 (5) (f)	Grant approval for the payment of monetary rewards to private persons.	National Commissioner	National Commissioner
	Section 3 (5) (g) read with section 96(3)	Appoint correctional officials from: (read with delegations in terms of the Public Service regulations)	<p><u>Level 2-10</u> Management Area Level Deputy Regional Commissioner Head Office Level DC HR Management</p> <p><u>Level 11-12</u> Management Area Level Regional Commissioner Head Office Level Chief Deputy Commissioner</p> <p><u>Level 13-14</u> Head Office Level National Commissioner Minister</p> <p><u>Level 15-16</u> Head Office Level Minister</p>	<p><u>Level 2-10</u> Management Area/ Regional Level Deputy Regional Commissioner and Area Commissioner on the level of Deputy Commissioner Head Office Level DC of relevant Chief Directorate</p> <p><u>Level 11-12</u> Management Area/ Regional Level Regional Commissioner Head Office Level Chief Deputy Commissioner of relevant branch</p> <p><u>Note: Levels 13-15 is not delegated and must be handled as prescribed in section 96(3)(a) of the Act</u> Note: The above delegations include decisions on counter offers</p>
	Section 3 (5) (g) read with Section 96 (3) (d)	Approve all placements and transfers on state cost - Including i. Transfers of SMS on own time and cost. ii. All Interdepartmental Transfers	<p><u>Levels 13 to 15</u> National Commissioner</p> <p><u>Levels 2-12</u> CDC Corporate Services</p>	<p><u>Levels 2-7</u> Director HR Administration & Utilization</p> <p><u>Levels 8-10</u> DC HR Management</p> <p><u>Levels 11-12</u></p>


TS MOYANE
National Commissioner: Correctional Services
Date: 6 June 2012


DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

ACT	SECTION IN ACT	SUBJECT OF DELEGATION	Previous delegation effective until the date of publication of these delegations in the Government Gazette.	Responsible functionary the power or duty delegated to (post levels and levels according to structure indicated: i.e. Management Area, Regional Office and Head Office as applicable)
				CDC Human Resources Note: Transfers and placement of all SMS members: Levels 13-15 not delegated. (Decision maker: National Commissioner)
	Section 3 (5) (g) read with Section 96 (3) (d)	All transfers and placements of officials from level 2 (SCO or equivalent) to level 12 (DD or equivalent) on own time and cost	<u>Region:</u> Deputy Regional Commissioner <u>Head Office level:</u> DC Human Resource Management	<u>Levels 2 to 7</u> Within Management Area: Area Commissioner. Head Office: DD Auxiliary Services Across Management Areas and Regions: Regional Head Human Resources <u>Levels 8-10</u> <u>Regions</u> Deputy Regional Commissioner <u>Head Office</u> DC of relevant Chief Directorate <u>Levels 10-12</u> Regional Commissioner CDC of relevant branch
	Section 3 (5) (g) read with Section 96 (3) (d)	Approval of interim accommodation: All levels	<u>Head Office Level</u> Director: HR Administration and Utilization <u>Management Area Level/ Regional Level</u> RH Corporate Services	<u>Head Office Level</u> Director: HR Administration and Utilization <u>Management Area Level/ Regional Level</u> RH Human Resources
	Section 3 (5) (g) read with Section 96(3)(d)	Approval of pre-visits on state costs: All levels	<u>Head Office Level</u> Director: HR Administration and Utilization <u>Management Area Level/ Regional Level</u> RH Corporate Services	<u>Head Office Level</u> Director: HR Administration and Utilization <u>Management Area Level/ Regional Level</u> RH Human Resources
	Section 3 (5) (g) read with Section 96(3)(d) and Public Service Regulation Chapter 1 Part VII B5.1 and B5.2	Appoint employees in acting capacity: (read with delegations in terms of the Public Service regulations)	<u>Level 2-12</u> H/O & R/O (Director Relevant Directorate) Area Commissioner (Director level) <u>Level 13</u> DCIDRC (Relevant DC'S/ DRC <u>Level 14</u>	<u>Level 2-12</u> <u>Management Area</u> Area Commissioner or Area Coordinator Human Resources on Director Level <u>Regional Commissioner Office</u> Relevant Regional Head


TS MOYANE
National Commissioner: Correctional Services
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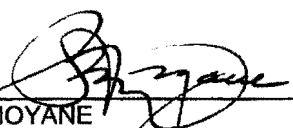
DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

ACT	SECTION IN ACT	SUBJECT OF DELEGATION	Previous delegation effective until the date of publication of these delegations in the Government Gazette.	Responsible functionary the power or duty delegated to (post levels and levels according to structure indicated: i.e. Management Area, Regional Office and Head Office as applicable)
			CDC & RCS (Relevant DC'S/ DRC) Level15 National Commissioner Level 16 Minister	Head Office Level Director: Relevant Directorate <u>Level 13</u> Relevant Deputy Commissioner (Area Commissioner/ DRC or DC of Chief Directorate) <u>Level 14</u> Regional Commissioner or CDC of relevant branch <u>Level 15</u> National Commissioner Note: The appointment in acting capacity of SMS members for longer than 6 months must be submitted to the Minister for approval in terms of DPSA policy.
	Section 3 (5) (g) read with Section 96(3)(d)	Appoint temporary employees:	<u>Periodical contract employees (Professionals)</u> <u>Management Area Level</u> Head: Correctional Centre Area Coordinator: Corporate Services <u>Level 2-7</u> <u>Management Area</u> Regional Head: Corporate Services <u>Head Office Level</u> Director: HR Administration and Utilization <u>Level 8-10</u> <u>Management Area Level</u> Deputy Regional Commissioner <u>Head Office Level</u> DC HR Management <u>Level 11-12</u> <u>Management Area Level</u> Regional Commissioner <u>Head Office Level</u> Chief Deputy Commissioner <u>Level 13-14</u> <u>Head Office Level</u>	<u>Periodical contract employees (Professionals)</u> <u>Management Area Level</u> Head: Correctional Centre Area Coordinator: Human Resources <u>Level 2-7</u> <u>Management Area and Regional office</u> Regional Head: Human Resources <u>Head Office Level</u> Director: HR Administration and Utilization <u>Level 8-10</u> <u>Management Area Level and Regional Office</u> Deputy Regional Commissioner <u>Head Office Level</u> DC HR Management <u>Level 11-12</u> <u>Management Area Level and Regional Office</u> Regional Commissioner <u>Head Office Level</u> Chief Deputy Commissioner of relevant branch <u>Level 13-15</u> National Commissioner in consultation with the Minister


 TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012


DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

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			National Commissioner <u>Level 15-16</u> <u>Head Office Level</u> Minister	
	Section 4 (2) (c)	Restrict, suspend or revise amenities for offenders of different categories.	National Commissioner	CDC Custody (Incarceration)
	Section 6 (1) (b)	Authorisation to detain a person at any correctional centre.	Head of Correctional Centre	Head of Correctional Centre
	Section 6 (6)	Make a preliminary security classification of an inmate on admission.	Divisional Head: Case Management Administration	Divisional Head: Case Management Administration
	Section 7 (2) (d)	Detain inmates of specific age, health or security risk categories separately.	Head of Correctional Centre	Head of Correctional Centre
	Section 7 (2) (e)	Accommodate offenders in single or communal cells depending on the availability of accommodation.	Head of Correctional Centre	Head of Correctional Centre
	Section 7 (2) (f)	Detain inmates apart from other inmates where there is a danger of inmates while awaiting trial or sentenced, that they will defeat the ends of justice by their association with other inmates.	Head of Correctional Centre	Head of Correctional Centre/ Head of Remand Detention Centre
	Section 7 (2) (f)	Extension of period of detention of inmates apart from other inmates where there is a danger of inmates while awaiting trial or sentenced, that they will defeat the ends of justice by their association with other inmates.	Area Commissioner	Area Commissioner
	Section 13 (6) (b)	Enable an offender to notify next-of-kin of admission or after transfer to a correctional centre.	Divisional Head: Case Management Administration	Divisional Head: Case Management Administration/ Corresponding post in Remand Detention Centre
	Section 13 (6) (c)	In the case of an offender who is a child, notify the parents and state authorities who have statutory responsibility for the education and welfare of children of admission or after transfer to a correctional centre.	Head of Correctional Centre	Head of Correctional Centre/ Head of Remand Detention Centre
	Section 16 (2)	If the Department does not provide the services referred to in section 16 (1) inform inmates of services available from other sources and put inmates who request such services	National Commissioner	Head of Correctional Centre/ Head of Remand Detention Centre


TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2011


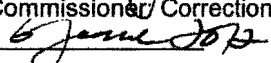
DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

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		in touch with appropriate agencies.		
	Section 19 (2)	The National Commissioner must provide every inmate who is a child with social work services, religious care, recreational programmes and psychological services	None	Head of Correctional Centre/ Head of Remand Detention Centre
	Section 19 (3)	The National Commissioner must , if practicable, ensure that inmates who are children remain in contact with their families through additional visits	None	Head of Correctional Centre/ Head of Remand Detention Centre
	Section 20 (1)	Permit a mother to have her child with her until such a child is 2 years of age, or until such time that the child can be appropriately placed taking into consideration the best interest of the child.	Head Correctional Centre	Head of Correctional Centre/ Head of Remand Detention Centre
	Section 21 (3) read with section 21(4)	If an inmate is not satisfied with the response to his or her complaint or request, the inmate may indicate this together with the reasons with dissatisfaction to the Head of the Correctional Centre, who must refer the matter to the National Commissioner.	None	Area Commissioner (to respond to the complaint/request)
	Section 21 (4)	The response of the National Commissioner must be conveyed to the inmate.	None	Head of the Correctional Centre
	Section 24 (1) (read together with section 1)	Appoint authorized official/disciplinary in writing. (read with the definition of disciplinary official and authorized official)	Head of Correctional Centre	Head of Correctional Centre/ Head of Remand Detention Centre
	Section 24 (7) (a) and (b)	At the request of the inmate proceedings resulting in any penalty other than the penalty contemplating in subsection 5(d) must be referred for review to the National Commissioner	Area Commissioner/ Area Coordinator: Corrections on a level higher than the chairperson of the disciplinary hearing.	Area Coordinator: Corrections on a level higher than the chairperson of the disciplinary hearing.
	Section 26 (3)	In order to achieve the objectives outlined in subsection (1) and subject to the limitations outlined in sections 27 to 35, the National Commissioner may classify and allocate accommodation to inmates	<u>Functional:</u> Head of Correctional Centre	Classify Accommodation: Regional Commissioner Allocate Accommodation: Head of Correctional Centre/ Head of Remand Detention Centre
	Section 30 (1)	Segregation for a period of time, which may be for part of or the whole day and which may include detention in a single cell, other than normal accommodation in a single cell as contemplated in section 7 (2) (e).	Head of Correctional Centre	Head of Correctional Centre/ Head of Remand Detention Centre


 TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012


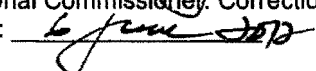
DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

ACT	SECTION IN ACT	SUBJECT OF DELEGATION	Previous delegation effective until the date of publication of these delegations in the Government Gazette.	Responsible functionary the power or duty delegated to (post levels and levels according to structure indicated: i.e. Management Area, Regional Office and Head Office as applicable)
	Section 30 (5)	Extend the period of segregation for a period more than seven days for a period not exceeding 30 days if the Head of the Correctional Centre believes it necessary to do so in terms of subsection (1) (c) to (f) and if the medical officer or the psychologist certifies that such an extension would not be harmful to the health of the offender, he or she may, with the permission of the National Commissioner, extend the period of segregation for a period not exceeding 30 days	Area Commissioner	Area Commissioner
	Section 30 (6)	All instances of segregation and extended segregation must be reported immediately by the Head of the Correctional Centre to the National Commissioner and Inspecting Judge	None	Head Correctional Centre report to the Regional Commissioner and the Inspecting Judge via the Area Commissioner.
	Section 31 (3) (c)	Extend the minimum period necessary for the restraint of an offender by mechanical restraints for a maximum period not exceeding 30 days after consideration of a report by a medical officer or psychologist.	Area Commissioner	Area Commissioner
	Section 39 (2) (a)	The National Commissioner may determine, unless the court directs otherwise or unless the court directs that such sentences shall run concurrently, how sentences of imprisonment: commencement, computation and termination of sentences must be served	Head of Correctional Centre	Head Correctional Centre
	Section 39 (5) (a)	Determine the order in which a sentence of correctional supervision must be served other than the one after the expiration, setting aside or remission of the other unless the Court specifically directs otherwise or unless the Court directs that such sentences shall run concurrently.	Head of Community Corrections	Head of Community Corrections
	Section 39 (6) (a)	Issue a warrant for the arrest of an offender, if the offender had been released from a correctional centre erroneously, to be re-admitted to correctional centre to serve the rest of his or her sentence.	Area Commissioner	Area Commissioner
	Section 40 (4) (b)	Determine the amount of gratuity that sentenced offenders receive for their labour must be determined by the National Commissioner with the concurrence of	National Commissioner	Chief Financial Officer in consultation with the CDC Custody (Incarceration)


 TS MOYANE
 National Commissioner Correctional Services
 Date: 


DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

ACT	SECTION IN ACT	SUBJECT OF DELEGATION	Previous delegation effective until the date of publication of these delegations in the Government Gazette.	Responsible functionary the power or duty delegated to (post levels and levels according to structure indicated: i.e. Management Area, Regional Office and Head Office as applicable)
		the Minister of Finance		
	Section 41 (6)	Compel sentenced offenders to participate in programmes and use services offered in terms of sub sections (1), (3) and (4) where of the opinion that their participation is necessary having regard to the nature of their previous criminal conduct and the risk they pose to the community.	Head of Correctional Centre	Head of Correctional Centre
	Section 43 (4)	Transfer a sentenced child to a child and youth care centre as contemplated in section 191(2)(j) of the Children's Act 2005 (Act no. 32 of 2005), in consultation with the Director General of the Department of Social Development and from which date the provision of section 76 of the Child Justice act of 2008 will apply	Regional Commissioner	Head of the Correctional Centre
	Section 44 (1)	Permit in writing on such conditions and for such periods, as specified, a sentenced offender to leave correctional centre temporarily for the purpose of: (a) Compassionate leave; (b) Treatment, development or support programmes; (c) Preparation for release; or (d) Any other reason related to the successful integration of the offender into the community.	Area Commissioner	Head of the Correctional Centre (minimum level DD) after consultation with the Area Commissioner. Heads Correctional Centre on lower levels: Area Coordinator Corrections after consultation with the Area Commissioner
	Section 44 (3) (a) and (b)	Withdrawal of permission for temporary leave	None	Head of the Correctional Centre (minimum level DD) Heads Correctional Centre on lower levels: Area Coordinator Corrections
	Section 49A	Provision of a Unit for Pregnant Remand Detainees Came	None (new section in act)	Regional Commissioner
	Section 49B	Detain disabled remand detainees separately Came	None (new section in act)	Head of the Correctional Centre/ Head of the Remand Detention Centre
	Section 49C	Detain aged remand detainees separately Came	None (new section in act)	Head of the Correctional Centre/ Head of the Remand Detention Centre
	Section 49D	Detain mentally ill remand detainees in single cell or	None (new section in act)	Head of the Correctional Centre/ Head of the Remand Detention Centre


 TS MOYANE
 National Commissioner: Correctional Services
 Date: 

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

ACT	SECTION IN ACT	SUBJECT OF DELEGATION	Previous delegation effective until the date of publication of these delegations in the Government Gazette.	Responsible functionary the power or duty delegated to (post levels and levels according to structure indicated: i.e. Management Area, Regional Office and Head Office as applicable)
		correctional health facility		
	Section 49F(1)	Release of remand detainee under the supervision of the SAPS to a maximum period of 7 days	None (new section in act)	Head of the Correctional Centre/ Head of the Remand Detention Centre
	Section 52 (1) read together with section 42 (2) (e) and section 75 (1)	May stipulate the conditions applicable when Community Corrections are ordered in terms of paragraph (a) to (q) of this section, subject to the limitations in sub-section (2) and the qualifications in terms of Chapter 6 (Community Corrections) of this Act.	<u>Up to 12 months imprisonment:</u> Head of Correctional Centre <u>Longer than 12 months imprisonment:</u> Correctional Supervision and Parole Board	<u>Up to 24 months incarceration:</u> Head of Correctional Centre <u>Longer than 24 months incarceration:</u> Correctional Supervision and Parole Board
	Section 54 (2)	Determine the duration of placement on day parole except in cases of life imprisonment and dangerous criminals where the court will have to decide.	<u>Up to 12 months imprisonment:</u> Head of Correctional Centre <u>Longer than 12 months imprisonment:</u> Correctional Supervision and Parole Board	<u>Up to 24 months incarceration:</u> Head of Correctional Centre <u>Longer than 24 months incarceration:</u> Correctional Supervision and Parole Board
	Section 58(6) (b) read together with section 52 (1)	Submission of report by supervision committee to National Commissioner	None	<u>Up to 24 months incarceration:</u> Head of Correctional Centre <u>Longer than 24 months incarceration:</u> Correctional Supervision and Parole Board
	Section 61(2)	The National Commissioner must assist in the attempt to find employment.	None	<u>Before placement</u> Head Correctional Centre <u>After placement</u> Head Community Corrections
	Section 62 (a)	Permit a person subject to community corrections who is required in terms of section 52 (1) (d) to take up and remain in employment, to change his or her employment may not change his or her employment without the permission of the National Commissioner	Supervision Committee under whose supervision offender is.	Head Community Corrections
	Section 62 (c)	Permit a person to leave the place of employment during working hours for purposes unrelated to the employment when a person subject to Community Corrections is required in terms of section 52 (1)(d) to take up and remain in employment.	Supervision official under whose supervision offender is.	Head Community Corrections


 TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 Jan 2012


DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

ACT	SECTION IN ACT	SUBJECT OF DELEGATION	Previous delegation effective until the date of publication of these delegations in the Government Gazette.	Responsible functionary the power or duty delegated to (post levels and levels according to structure indicated: i.e. Management Area, Regional Office and Head Office as applicable)
	Section 63 (a)	Demand that a probationer or parolee submit a statement of income and expenditure, as often as may be deemed necessary in order to ascertain the financial ability of a probationer or parolee.	Head of Community Corrections	Head of Community Corrections
	Section 63 (b)	Demand proof as specified of payment of compensation as ordered by the court of a person subject to community corrections who is required to pay compensation.	Head of Community Corrections	Head of Community Corrections
	Section 64 (4)	Grant leave of absence from a session where a person must attend programmes in terms of Section 52 (1) (f).	Divisional Head: Corrections Care	Head Community Corrections
	Section 65(1)	Provide the National Commissioner with a statement of income and expenditure if required to make a contribution on costs	None	Head Community Corrections
	Section 65 (2)	The National Commissioner may, within the means of such person, determine the contribution to costs which that person must make and may adjust the period of supervision and day parole	<u>Probationers and Parolees:</u> Head of Community Corrections Office <u>Day Parolees:</u> Head of Correctional Centre	<u>Probationers and Parolees:</u> Head of Community Corrections Office <u>Day Parolees:</u> Head of Correctional Centre
	Section 66 (1)	Authority to be consulted with when the court, Correctional Supervision and Parole Board or other body which has the authority to impose community corrections, requires a person to live at a fixed address in terms of section 52 (1) (j), determine such address.	Head of Community Corrections	Head of Community Corrections
	Section 66 (2) (a) and (b)	Declare a fixed address in terms of Section 52 (1) (j) to be unsuitable and refer the matter back to the Court, Correctional Supervision and Parole Board or other body, to stipulate another address.	Head of Community Corrections	Head of Community Corrections
	Section 68(4)	Appoint persons in terms of section 96(4) to assist correctional officials in monitoring	None	Area Commissioner
	Section 69(2)	Where any child is subject to supervision in terms of this Chapter, the National Commissioner must, in addition to any programmes which the child in terms of section 52(1)(f) may be required to take part in, ensure that if the	None	Head Community Corrections

TS MOYANE
National Commissioner, Correctional Services
Date: 6 June 2012

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		child requires support he or she has access to adequate social work services, religious care, recreational programmes and psychological services.		
	Section 70 (1) (a) and (b)	<p>(a) When a person subject to community corrections has failed to comply with any aspect of the conditions imposed on him or her or any duty placed on him or her in terms of any section of Chapter 6 (Community Corrections) depending on the nature and seriousness of the non-compliance as stipulated in the Order-</p> <p>(i) Reprimand the person.</p> <p>(ii) Instruct the person to appear before the Correctional Supervision and Parole Board that is situated closest to the place of residence of such person or the Board which has jurisdiction within the area where the non-compliance took place or other body which imposed the Community Corrections;</p> <p>(iii) Issue a warrant for the arrest of such person.</p> <p>(b) instruct that the community corrections be resumed subject to the same conditions or duties applicable to that person if satisfied that the person has a valid excuse for not complying with any such condition or duty.</p>	<p>(a) (i) <u>Less serious:</u> Supervision Official under whose supervision offender is.</p> <p><u>Serious:</u> Supervision Committee under whose supervision offender is.</p> <p>(ii) Head of Community Corrections Office</p> <p>(iii) Head of Community Corrections Office</p> <p>(b) Head of Community Corrections Office</p>	<p>(a) (i) <u>Less serious:</u> Supervision Official under whose supervision offender is.</p> <p><u>Serious:</u> Supervision Committee under whose supervision offender is.</p> <p>(ii) Head of Community Corrections Office</p> <p>(iii) Head of Community Corrections Office</p> <p>(b) Head of Community Corrections Office</p>
	Section 70 (3)	Instruct a person to appear before the court, Correctional Supervision and Parole Board or other body which imposed the community corrections if a person subject to community corrections has failed to meet the conditions imposed on him or her but that such failure is due to a change in circumstances beyond the control of the person concerned.	Head of Community Corrections	Head of Community Corrections
	Section 70 (4)	Issue a warrant in terms of subsection (1) (c) and act in terms of subsection (2) if a person subject to community corrections fails to obey an instruction issued in terms of subsections (1) (b) or (3).	Head of Community Corrections	Head of Community Corrections
	Section 71 (1) read together with section 276 A (4) of	Apply to the court, Correctional Supervision and Parole Board or other body which ordered the imposition of community corrections, to amend the conditions which	Head of Community Corrections	Head of Community Corrections


 TS MOYANE
 National Commissioner: Correctional Services
 Date: 5 June 2012

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

ACT	SECTION IN ACT	SUBJECT OF DELEGATION	Previous delegation effective until the date of publication of these delegations in the Government Gazette.	Responsible functionary the power or duty delegated to (post levels and levels according to structure indicated: i.e. Management Area, Regional Office and Head Office as applicable)
	the Criminal Procedure Act, 1977 (Act No. 51 of 1977).	make up the community corrections in a particular case if it is the opinion that a change of circumstances calls for a change in the conditions.		
	Section 71 (3)	Issue a warrant in terms of section 70 (1)(c) for arrest if a person fails to appear when instructed to do so before a court, Correctional Supervision and Parole Board or other body in terms of subsection (2).	Head of Community Corrections	Head of Community Corrections
	Section 72(4)	If a person is not satisfied with the response on his or her complaint or request from the Head Community corrections, he or she may refer the matter to the National Commissioner whose response must be communicated to the person concerned	None	Area Commissioner
	Section 73(7)(b)	A person sentenced to incarceration for a period not exceeding five years as an alternative to a fine under section 287(4)(a) of the Criminal Procedure Act, may be considered for placement under correctional supervision by the National Commissioner or the Correctional Supervision and Parole Board as soon as possible after admission to a correctional centre subject to the conformation of a suitable support system,, unless the court has directed otherwise	None	<u>Up to 24 months incarceration:</u> Head of Correctional Centre <u>Longer than 24 months incarceration:</u> Correctional Supervision and Parole Board
	Section 74 (2) (e)	The National Commissioner must nominate one official of the Department to form part of the Correctional Supervision and Parole Board appointed by the Minister.	<u>Vice Chairperson</u> Regional Commissioner <u>One official of the department</u> Regional Commissioner <u>Two Community Members</u> Regional Commissioner	Regional Commissioner only with regard to section 74(2) (e). Note: The vice chairperson and 2 community member are not nominated by the National Commissioner and therefore not delegated
	Section 74 (3)	The National Commissioner must designate the correctional official to act as secretary to the Parole Board	None	Area Commissioner
	Section 74 (8)	Determine on recommendation of the Department of Public Service and Administration the remuneration and allowances of a member of a Board who is not in the	DC: Human Resource Management	DC: Human Resource Management

TS MOYANE

National Commissioner: Correctional Services

Date: 6 June 2012

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

ACT	SECTION IN ACT	SUBJECT OF DELEGATION	Previous delegation effective until the date of publication of these delegations in the Government Gazette.	Responsible functionary the power or duty delegated to (post levels and levels according to structure indicated: i.e. Management Area, Regional Office and Head Office as applicable)
		fulltime service of the State may receive.		
	Section 75 (1B) (a)	Identify offences for purposes of subsection (1A) with the concurrence of the National Commissioner of the South African Police Service, the Director-General of the Department of Justice and the National Director of Public Prosecutions.	National Commissioner	CDC Custody (Incarceration)
	Section 75(2)(a) read together with 75(2) (C)	Referral by the National Commissioner of recommendations for cancellation for correctional supervision or day parole in the cases of sentenced inmates serving sentences of 24 months or more except life incarceration	None	Area Commissioner
	Section 75 (7) (a) and (b)	Despite subsections (1) to (6), authorizes: (a) Placement under correctional supervision or day parole or grant parole to an offender serving a sentence of up to 24 months imprisonment and prescribe conditions in terms of sections 52; (b) Cancellation of correctional supervision or day parole or parole and alter the conditions for community corrections applicable to such person.	Head of Correctional Centre	Head of Correctional Centre
	Section 75 (8)	Refer a decision to the Correctional Supervision and Parole Review Board in so far as it relates to the National Commissioner for reconsideration.	CDC Corrections	CDC Custody (Incarceration)
	Section 79 read with regulation 29A(7)	"Consideration for placement on medical parole by the National Commissioner the Correctional Supervision and Parole Board or the Minister" in so far as it relates to the National Commissioner	<p><u>Up to 12 months imprisonment:</u> Head of the Correctional Centre</p> <p><u>Longer than 12 months imprisonment excluding persons sentenced to life imprisonment:</u> Correctional Supervision and Parole Board</p> <p><u>Persons sentenced to life imprisonment and dangerous criminals from date of commencement of Act 111 of 1998:</u></p>	<p><u>Up to 24 months incarceration:</u> Head of the Correctional Centre after receiving a report from the medical advisory board as referred to in section 79(3)(a)</p> <p>Note: Other categories provided for in the Act and not delegated</p>


TS MOYANE

National Commissioner, Correctional Services

Date: 6 June 2012

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

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			Court a quo <u>Persons sentenced to life imprisonment prior to commencement of Act 111 of 1998</u> Minister	
	Section 80(1)	Recommend to the Correctional Supervision and Parole Board that an offender be granted special remission of sentence not exceeding two years either unconditionally or subject to such conditions as the Board may determine when such an offender has acted highly meritoriously excluding offenders serving life sentences or declared as dangerous criminals.	Head of Correctional Centre	Head of Correctional Centre Head Community Corrections (for offenders under Community Corrections)
	Section 81 (3)	Community Corrections granted in terms of subsection (2) is subject to such conditions as may be imposed by the Correctional Supervision and Parole Board under whose jurisdiction the sentenced offenders may fall or the National Commissioner in terms of section 75(7)	None	Head of Correctional Centre
	Section 84(3)	The National Commissioner must provide the necessary information and recourses to enable the National Council to perform its functions	None	CDC Strategic Management
	Section 90(2)	"The Inspecting Judge may only receive and deal with the complaints submitted by the National Council and, the Minister, the National Commissioner and, in cases of urgency, an Independent Correctional Centre visitor" in as far as it relates to the National Commissioner.	None	Regional Commissioner CDC Custody (Incarceration) CDC Community Corrections
	Section 95 (1)	The National Commissioner must monitor compliance with relevant prescriptions by means of internal auditing, performance auditing, inspections and investigations. - Approve for the functions to be carried out.	None	<u>Internal Auditing</u> Director Internal Audit <u>Inspections: Head Office Component</u> Director Inspectorate <u>Inspections: Regional Components</u> DRC <u>Investigations: Departmental Investigation Unit</u> Director Departmental Investigation Unit


 TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

ACT	SECTION IN ACT	SUBJECT OF DELEGATION	Previous delegation effective until the date of publication of these delegations in the Government Gazette.	Responsible functionary the power or duty delegated to (post levels and levels according to structure indicated: i.e. Management Area, Regional Office and Head Office as applicable)
	Section 95 A	Authorize investigators to investigate matters in terms of Section 95 A of the act.	None	Director Departmental Investigation Unit
	Section 95B	Authorize initiators to initiate in disciplinary proceedings resulting from any investigation in terms of subsection 95A and which has been submitted to the Director Code Enforcement to conduct a disciplinary hearing.	None	<u>Levels 2-10</u> Deputy Director Code Enforcement <u>Levels 11-15</u> Director Code Enforcement
	Section 95B	Approve charges emanating from section 95A investigations	None	<u>Levels 2-10</u> Deputy Director Code Enforcement <u>Levels 11-12</u> Director Code Enforcement <u>Levels 13-15</u> DC Operational Support
	Section 95B read together with res 1 of 2006 and the SMS manual, chapter 7	Approve the appointment of chairperson in disciplinary hearings	None	<u>Levels 2-13</u> DC Operational Support <u>Level 14-15</u> National Commissioner
	Section 95 B read with Departmental Bargaining Council Resolution 1/2006	Decisions regarding appeals against dismissals emanating from disciplinary hearings held in terms of section 95B based on investigations conducted in terms of section 95A	<u>Management Area level:</u> None <u>Regional Office level:</u> Regional Commissioner <u>Head Office level:</u> CDC: Corporate Services	<u>Management Area level:</u> None <u>Regional Office level:</u> None <u>Head Office level:</u> CDC Human Resources
	Section 96(2) (a) read with Chapter VII of the Labour Relations Act, 66 of 1995 as amended read together with PSCBC	Dispute Resolution Management of Grievances submitted in terms of the departmental grievance procedure.	Line management via direct supervisor up to DC Human Resource Management / Deputy Regional Commissioner	Line management via direct supervisor up to DC Human Resource Management / Deputy Regional Commissioner

TS MOYANE

National Commissioner: Correctional Services

Date: 6 June 2012

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

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	Resolution5/2005			
	Section 96(2) (a) read with Chapter VII of the Labour Relations Act 66 of 1995 as amended read together with PSCBC Resolution5/2005	Dispute Resolution Approval of Mandate to defend / settle (no financial implication) disputes in conciliation hearings and to appoint Departmental Representatives	No formal delegation – DC HRM designated the responsibility	Director Employee Relations/ Director Code Enforcement (section 95 matters) in Head Office and Regional Head Human Resources in Regions
	Section 96(2) (a) read with Chapter VII of the Labour Relations Act 66 of 1995 as amended read together with PSCBC Resolution5/2005	Dispute Resolution Approval of Mandate to defend / settle disputes in arbitration hearings and to appoint Departmental Representatives (financial implications)	No formal delegation – DC HRM designated the responsibility	<p>DC Human Resource Management regarding the implementation of National Human Resource Policy and unfair dismissal/discrimination disputes in Head Office</p> <p>Deputy Regional Commissioner regarding the application of policy in Management Areas /Region and regarding unfair dismissal/discrimination disputes in Management Areas / Region</p> <p>Code Enforcement Section 95B cases</p> <p><u>Levels 2-12</u></p> <p>Dir CE</p> <p><u>Levels 13-15</u></p> <p>DC Operational Support to appoint representative</p> <p>National Commissioner to give mandate to defend or settle</p>
	Section 96(2) (a) read with Chapter VII of the Labour Relations Act 66 of 1995 as amended read together with PSCBC Resolution5/2005	Dispute resolution Approval of Mandate to defend / settle disputes in arbitration hearings (involving substantial financial risk for more than one individual or an implication on national policy application) and to appoint Departmental Representatives	None	CDC Human Resources in consultation with Chief Financial Officer.
	Section 96(2) (a) read with Chapter VII of the Labour Relations Act 66 of 1995 as amended read together with PSCBC	Decision to review arbitration awards	None	Director Employee Relations or Director Code Enforcement in section 95B cases)

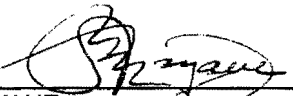
TS MOYANE

National Commissioner: Correctional Services

Date: 6 June 2012


DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

ACT	SECTION IN ACT	SUBJECT OF DELEGATION	Previous delegation effective until the date of publication of these delegations in the Government Gazette.	Responsible functionary the power or duty delegated to (post levels and levels according to structure indicated: i.e. Management Area, Regional Office and Head Office as applicable)
	Resolution5/2005			
	Section 96(2) (a) read with Chapter VII of the Labour Relations Act 66 of 1995 as amended read together with PSCBC Resolution5/2005	Decision to request rescission of arbitration awards	None	Regional Head Human Resources in Regions Director Employee Relations in Head Office Director Code Enforcement for section 95 cases
	Section 96 (4)	Appoint unpaid voluntary workers who are not employees of the Department, and determine the extent of the powers they may exercise.	Director Human Resource Administration and Utilization	<u>Management Area</u> Area Commissioner <u>Region</u> Regional Head Human Resources <u>Head Office</u> Director Human Resource Administration and Utilization
	Section 99 (5)	Permit any person other than those mentioned in subsections (1) to (4) in terms of this section to visit an inmate, a correctional centre or any specific section of a correctional centre for any special or general purpose.	<ul style="list-style-type: none"> - <u>International Committee of the Red Cross:</u> Regional Commissioner - <u>Visitors from overseas:</u> Regional Commissioner - <u>Politicians:</u> Regional Commissioner - <u>Orientation by community leaders, academics, senior students and other persons who are of functional importance on local level:</u> Area Commissioner - <u>Other functional visits with whom the DCS liaises, representatives of other organizations or state departments:</u> Area Commissioner - <u>Media:</u> Area Commissioner/ Dir. Communication Services 	<ul style="list-style-type: none"> - <u>International Committee of the Red Cross:</u> Regional Commissioner - <u>Visitors from other countries:</u> Regional Commissioner - <u>Politicians:</u> Regional Commissioner - <u>Orientation by community leaders, academics, senior students and other persons who are of functional importance on local level:</u> Head Correctional Centre(DD Level) Heads of Centre on lower levels: Area Coordinator Corrections - <u>Other functional visits with whom the DCS liaises, representatives of other organizations or state departments:</u> Head Correctional Centre(DD Level) Heads of Centre on lower levels: Area Coordinator Corrections


 TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012


DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

ACT	SECTION IN ACT	SUBJECT OF DELEGATION	Previous delegation effective until the date of publication of these delegations in the Government Gazette.	Responsible functionary the power or duty delegated to (post levels and levels according to structure indicated: i.e. Management Area, Regional Office and Head Office as applicable)
				<u>Media:</u> Area Commissioner/ Dir. Communication Services
	Section 101 (2) (a)	Authorise a correctional official to search another correctional official or seize his or her property without his or her consent.	<u>Correctional Centre level:</u> Head of Correctional Centre <u>Community Corrections office:</u> Head Community Corrections <u>Management Area level:</u> Area Coordinator: Corrections <u>Regional Office level:</u> Regional Coordinator: Safety and Security <u>Head Office level:</u> DD Auxiliary Services Minister and National Commissioner's office: Dir. Minimum Information Security Standards	<u>Correctional Centre level:</u> Head of Correctional Centre <u>Community Corrections Office:</u> Head Community Corrections <u>Management Area level:</u> Area Coordinator: Corrections <u>Regional Office level:</u> Regional Coordinator: Safety and Security <u>Head Office level:</u> DD Auxiliary Services Minister and National Commissioner's office: Dir. Minimum Information Security Standards
	Section 101 (4) (a)	Sell any property seized in terms of this Act or the property of a deceased or escaped offender which is in the care of the Department, by public auction, if it is not lawfully claimed within six months after being seized or after the death or escape.	Area Commissioner	Area Coordinator Finances
	Section 101 (4) (c)	Pay over the balance of the proceeds of a sale in terms of subsection 101 (4) (a) after the period of six months and a person proves that he or she is lawfully entitled to the balance of the proceeds.	Regional Commissioner	Area Coordinator Finances
	Section 109 (2)	Certify the appointment of custody officials.	Dir. Human Resource Administration and Utilization	Dir. Human Resource Administration and Utilization
	Section 109 (4)	Keep a register containing the particulars of each certified custody official.	Dir. Human Resource Administration and Utilization	Dir. Human Resource Administration and Utilization
	Section 109 (6)	Revoke suspension or certification of custody official, after a custody official has been suspended.	Dir. Human Resource Administration and Utilization	Dir. Human Resource Administration and Utilization
	Section 111 (1) (b)	Authorize an employee of the Contractor or an employee of a sub-contractor to disclose information regarding the functioning of a joint venture correctional centre or any	DC Communications	CDC Strategic Management


 TS MOYANE
 National Commissioner: Correctional Services
 Date: 16 July 2012

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

ACT	SECTION IN ACT	SUBJECT OF DELEGATION	Previous delegation effective until the date of publication of these delegations in the Government Gazette.	Responsible functionary the power or duty delegated to (post levels and levels according to structure indicated: i.e. Management Area, Regional Office and Head Office as applicable)
		information related thereto.		
	Section 123 (2) (a) read with section 123(2)(b)	Permit a person to publish any account of an offence for which an offender or person subject to community corrections is serving a sentence, except if the information that is published forms part of the official court record where permission is not required.	Dir. Communication Services	Dir. Public Education, Stakeholder Relations and Media Services
	Section 132 (1) read with regulation 39(1)	Grant approval of the establishment of canteens for the exclusive use or benefit of correctional officials, the families of such officials and other persons or categories of persons prescribed by regulation.	DC ER and Recreation	DC Sport and Recreation
	Section 132 (3)	Sign an official document indicating that a canteen has been certified as a canteen as contemplated in subsection (1).	DC Equity and Recreation	DC Sport and Recreation
	Section 133 (2)	Authorise specific services necessary or expedient and in the public interest or in the interest of any deserving charity to be rendered gratuitously.	Head of Community Corrections	Area Commissioner


 TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

B. CORRECTIONAL SERVICES REGULATIONS 2004 AS AMENDED

STATUTORY PROVISION	SUBJECT OF DELEGATION	Previous delegation effective until the date before the date of publication of these delegations in the Government Gazette	Responsible functionary the power or duty delegated to (post levels according to structure indicated: i.e. Management Area, Regional Office and Head Office)
Regulation 5 (1)	Permit a sentenced offender to wear other clothes than clothing issued to him or her on admission to a correctional centre.	Head of Correctional Centre	Head of Correctional Centre
Regulation 7 (7) (b)	Grant approval that an offender may participate in clinical trials on application made by the offender.	Regional Commissioner	Regional Commissioner
Regulation 7 (8) (a)	Grant approval on request of an offender to donate or receive an organ or tissue by donation, in accordance with the provisions of the Human Tissue Act, 1983 (Act no. 65 of 1983).	Regional Commissioner	Regional Commissioner
Regulation 7 (8) (b)	Grant approval on request from a person to receive any form of artificial fertilization in terms of the provisions of the Human Tissue Act, 1983 (Act no. 65 of 1983) from an offender.	Regional Commissioner	Regional Commissioner
Regulation 7 (9) (a)	Grant approval that an offender may be sterilized at State expense when the procedure is required for medical reasons as certified by the medical officer.	Regional Commissioner	Regional Commissioner
Regulation 7(9)(b)	The National Commissioner may approve an abortion at State expense only in the circumstances contemplated in Sections 2(1)(b)(i), (ii) or (iii) and 2(1)(c) of the Termination of Pregnancy Act, 1996 (Act No. 92 of 1996).	None	Area Commissioner
Regulation 9 (1) (b)	Grant approval on written request of the spouse, partner or next-of-kin of a deceased offender to allow them to remove and bury the deceased at their own expense.	Head of Correctional Centre	Head of Correctional Centre
Regulation 9 (1) (c)	Grant approval on written request of the spouse, partner or next-of-kin of a deceased offender to allow them to transport the deceased offender at State expense to another magisterial district, the cost of the burial to be borne by the person requesting the transportation.	Regional Commissioner	Area Commissioner


TS MOYANE

National Commissioner, Correctional Services

Date: 6 June 2012


DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

STATUTORY PROVISION	SUBJECT OF DELEGATION	Previous delegation effective until the date before the date of publication of these delegations in the Government Gazette	Responsible functionary the power or duty delegated to (post levels according to structure indicated: i.e. Management Area, Regional Office and Head Office)
Regulation 10 (2) (e) read with section 3 (5) (g)	Appoint a temporary educator with educational or technical qualifications and registered with the South African Council of Educators to perform the duties of an educationist if such a qualified educationist or trained correctional official is not available.	Director Human Resource Administration and Utilization	Regional Head Corporate Services
Regulation 10 (2) (e)	Appoint a voluntary worker with educational or technical qualifications and registered with the South African Council of Educators to perform the duties of an educationist if such a qualified educationist or trained correctional official is not available.	Area Commissioner	Area Commissioner
Regulation 12 (1)	Permit an offender to consult with his or her legal practitioner in connection with legal matters subject to certain conditions.	Head of Correctional Centre	Head of Correctional Centre
Regulation 14 (1) (b)	Appoint a Case Presenter in writing in a disciplinary hearing for offenders.	Head of Correctional Centre	Head of Correctional Centre
Regulation 15 (2) (b)	Grant approval that when an inmate temporarily removed from a correctional centre is to appear before Court or for the purposes of a criminal investigation, that such an inmate may be placed in the safe custody of a member of the South African Police Services instead.	<u>For a period shorter than 48 hours:</u> Area Commissioner <u>For a period of 48 hours and longer:</u> Regional Commissioner	<u>For a period shorter than 48 hours:</u> Head Correctional Centre <u>For a period of 48 hours and longer:</u> Area Commissioner
Regulation 21 (5) (a)	Appointing correctional officials as members of Emergency Support Teams.	Area Commissioner	Area Commissioner
Regulation 22 (2)	Classification of sentenced offenders.	Case Management Committee	Unit Manager: Case Management Committee
Regulation 23 (2) (a)	Enter into a contract with any institution or person for the utilization of the labour or service of correctional centres upon such terms and conditions as may be agreed between the parties.	Head of Correctional Centre	Head of Correctional Centre
Regulation 23 (2)(b)	Sell the products of the labour or service in a correctional centre to any person on such conditions as may be determined.	Area Commissioner	Area Commissioner
Regulation 23 (4)	Order that a sentenced offender may be exempted from work on any day during any period in terms of a classification scheme or	Head of Correctional Centre	Head of Correctional Centre


TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012


DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

STATUTORY PROVISION	SUBJECT OF DELEGATION	Previous delegation effective until the date before the date of publication of these delegations in the Government Gazette	Responsible functionary the power or duty delegated to (post levels according to structure indicated: i.e. Management Area, Regional Office and Head Office)
	course of treatment or otherwise.		
Regulation 23 (5)	Grant approval that an offender may perform work for another offender, correctional official or a private person or body.	Head of Correctional Centre	Head of Correctional Centre
Regulation 24(1)(a)	A Case Management Committee consists of at least three correctional officials, one of whom is designated by the National Commissioner as chairperson of that Committee	Area Commissioner	Area Commissioner
Regulation 24(2)	The chairperson must, as often as the National Commissioner may determine, convene a meeting of the Committee.	None	Area Commissioner
Regulation 25A(1)	Provide particulars as required in terms of Section 49 of the Criminal Law (Sexual Offences and Related matters) Amendment Act 2007, (Act no. 32 of 2007) to the registrar of the National Register for Sex offenders	None	Head of the Correctional Centre
Regulation 25A(2)	To inform sex offenders of the implications of being registered in the National Register for Sex Offenders	None	Head of the Correctional Centre
Regulation 26H	In the event of failure to return a remand detainee within such period, the Head of the Remand Detention Facility or the Correctional Centre, as the case may be, must inform the National Commissioner in order to take appropriate steps to ensure the appearance of the remand detainee at court.	None	Area Commissioner must be informed and must take appropriate steps to ensure the appearance of the remand detainee at court
Regulation 30 (1) (a) read together with section 9 A	Appoint <u>investigators</u> to conduct an internal service evaluation by means of investigations specifically or in general (at national and provincial, individual correctional centres including joint venture correctional centres and community corrections)	DC: Legal and Special Operations	Director Departmental Investigation Unit
Regulation 30 (1) (a) read together with section 95 (1)	Appoint <u>internal auditors</u> to conduct an internal service evaluation by means of audits specifically or in general (at national and provincial, individual correctional centres including joint venture correctional centres and community corrections).	National Commissioner	DC Chief Audit Executive
Regulation 31 read with the	Allocate official residential accommodation to a correctional official	Area Commissioner	Area Commissioner on recommendation of the Housing Committee


 TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012


DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

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Public Service Regulations Part V/E	for occupation for such period and under such conditions as may be determined.		
Regulation 33 read together with resolution 1 of 2006 read with section 3(5) (g) and 96 (2)(a)	Less Serious Misconduct Clause 4 - Decision to institute disciplinary proceedings	Supervisor/Manager	Supervisor/Manager
Regulation 33 read together with resolution 1 of 2006 read with section 3(5) (g) and 96 (2)(a)	Less Serious Misconduct Clauses 5.1 to 5.3 Imposing the sanctions of Corrective Counseling, Verbal and Written Warning	Supervisor/Manager	Supervisor/Manager
Regulation 33 read together with resolution 1 of 2006 read with section 3(5) (g) and 96 (2)(a)	Less Serious Misconduct Clause 5.4 Imposing the sanction of Final Written Warning	Supervisor/Manager (NCB1-3 / CB1-3) or higher	Supervisor/Manager (NCB1-3 / CB1-3) or higher
Regulation 33 read together with resolution 1 of 2006 read with section 3(5) (g) and 96 (2)(a)	Serious Misconduct Clause 4 - Decision to institute disciplinary proceedings (except in cases handled in terms of section 95B)	Supervisor/Manager (ASD or higher)	Supervisor/Manager (ASD or higher)
Regulation 33 read together with resolution 1 of 2006 read with section 3(5) (g) and 96 (2)(a)	Serious Misconduct Clause 7.3.3 Appointment of Chairperson (except in cases handled in terms of section 95B)	No formal delegation previously	<u>Management Area</u> Area Coordinator Human Resources / Head of Centre / Equivalent or higher (minimum DD level) <u>Regional Level</u> Regional Coordinator / Equivalent or higher <u>Head Office</u> Deputy Director / Equivalent or higher
Regulation 33 read together with resolution 1 of 2006 read with section 3(5) (g) and 96 (2)(a)	Serious Misconduct Clause 7.3.4 Appointment of Initiator (except in cases handled in terms of section 95B)	No formal delegation previously	<u>Management Area</u> Centre Coordinator Staff Support / Equivalent or higher


TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012

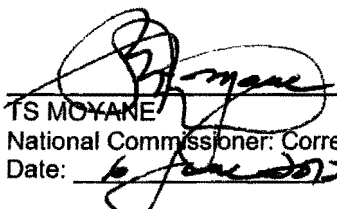
DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

STATUTORY PROVISION	SUBJECT OF DELEGATION	Previous delegation effective until the date before the date of publication of these delegations in the Government Gazette	Responsible functionary the power or duty delegated to (post levels according to structure indicated: i.e. Management Area, Regional Office and Head Office)
(2)(a)			<u>Regional Level</u> Regional Coordinator / Equivalent or higher <u>Head Office</u> Assistant Director Equivalent or higher
Regulation 33 read together with resolution 1 of 2006 read with section 3(5) (g) and 96 (2)(a)	Serious Misconduct Clause 7.3.5 Employer agree with the employee that the hearing may be chaired by a panelist (Commissioner) from a dispute resolution agency (GPSSBC / PSCBC / CCMA)	None	<u>Management Area/ Regional Level</u> Deputy Regional Commissioner or Area Commissioner on DC level or higher <u>Head Office</u> DC Employee Relations Director CE in cases handled in terms of section 95
Regulation 33 read together with resolution 1 of 2006 read with section 3(5) (g) and 96 (2)(a)	Serious Misconduct Clauses 7.4.1.1 to 7.4.1.7 Imposing the sanctions of Corrective Counseling, Verbal Warning, Written Warning, Final Written Warning, Dismissal or the alternative sanctions to dismissal namely demotion or suspensions without remuneration for a period of one (1), two (2) or three (3) months.	ASD or higher	ASD or higher
Regulation 33 read together with resolution 1 of 2006 read with section 3(5) (g) and 96 (2)(a)	Serious Misconduct Clause 8.4 Appeal in non-dismissal cases (except in cases handled in terms of section 95B)	A manager on higher level than the supervisor / manager of first instance.	A manager on higher level than the supervisor / manager of first instance.
Regulation 33 read together with resolution 1 of 2006 read with section 3(5) (g) and 96 (2)(a)	Serious Misconduct Clause 8.5 Appeal in dismissal cases and appeals against the alternatives to dismissal. (except in cases handled in terms of section 95B)	DC Human Resource Management / Deputy Regional Commissioner	<u>Region & Management Area</u> Deputy Regional Commissioner or higher <u>Head Office</u> DC Employee Relations or higher
Regulation 33 read together with resolution 1 of 2006 read with section 3(5) (g) and 96 (2)(a)	Serious Misconduct Clause 7.2 Precautionary suspension; suspension pending the outcome of appeal and review of suspensions.	ASD or higher	ASD or higher
Regulation 35 and 36 read with Public Service Regulation Part	An executing authority may on the basis of medical evidence, consider the discharge of an employee in terms of Section 17(2)(a)	DD Retention and Terminations	DD Retention and Terminations


 TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

STATUTORY PROVISION	SUBJECT OF DELEGATION	Previous delegation effective until the date before the date of publication of these delegations in the Government Gazette	Responsible functionary the power or duty delegated to (post levels according to structure indicated: i.e. Management Area, Regional Office and Head Office)
VII G.3.1	of the Act on account of ill health. To this end, an executing authority may require an employee to undergo a medical examination by a registered Physician		
Regulation 37(2)(a)	Abscondment of correctional official 1) Establish whereabouts of the official that absconded 2) Dismissal of the official 3) Decision on representation by official who was dismissed for abscondment to be re-instated/re-employed	None	1) Establish whereabouts of the official that absconded Management Area: Area Coordinator Corporate Services Regional Office: Regional Manager Human Resources/ Head Office: Relevant Deputy Director 2) Dismissal of the official <u>Levels 2-12</u> Management Area: Area Commissioner Regional Office: Regional Head Human Resources Head Office: Director Human Resource Administration and Utilization <u>Levels 13-15: National Commissioner</u> 3) Decision on representation by official who was dismissed for abscondment to be re-instated/re-employed Levels 2-12: DRC/ DC HRM Levels 13-15: National Commissioner
Regulation 39 (2) (b)	Determine how and when any profits, assets or any proceeds from the liquidation of a departmental canteen may be distributed by the committee for any purposes contemplated in section 132 of the Act, or for the common benefit or welfare of correctional officials, pensioners, civilian employees and their dependants.	DC Equity and Recreation	DC Sport and Recreation
Regulation 39 (2) (c)	Authorise any expenditure for accommodation or other necessities provided by the State in consultation with National Treasury relating to a departmental canteens.	DC Equity and Recreation	DC Sport and Recreation


 TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES**ASSIGNMENTS: THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993**

By virtue of the authority vested in me in terms of section 16(2) of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), as amended, I **Thomas Swabihi Moyane National Commissioner of Correctional Services**, hereby assign the duties imposed on me in terms of the Occupational Health and Safety Act 1993 (Act No. 85 of 1993), as amended to the person serving in the posts as indicated below. The assignment is to the person occupying the relevant post and will include a person serving in that post in an acting capacity:

Please note:

(a) The following abbreviations are used:

DRC = Deputy Regional Commissioner
 DC = Deputy Commissioner
 CDC = Chief Deputy Commissioner
 DIR = Director
 DD = Deputy Director
 CO = Correctional Officer
 SCO = Senior Correctional Officer
 ASD = Assistant Director
 HO = Head Office

STATUTORY PROVISION	SUBJECT OF ASSIGNMENT	PREVIOUS ASSIGNMENT	ASSIGNMENT
8.(1)	Provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of employees: A Draft & review policy and ensure implementation thereof. B Functional provision and maintenance of working environment that is safe and without risk.	<u>A Policy:</u> CDC Corporate Services	<u>Policy:</u> CDC Human Resources


TS MOYANE

National Commissioner: Correctional Services

Date: 6 June 2012


DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

STATUTORY PROVISION	SUBJECT OF ASSIGNMENT	PREVIOUS ASSIGNMENT	ASSIGNMENT
		<u>B Functional:</u> <u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>B Functional:</u> <u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services
8 (2) (a)	Provisioning and maintenance of systems of work, plant and machinery that, as far as is reasonably practicable, are safe and without risks to health	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Deputy Regional Commissioner <u>Head Office Level:</u> DD. Auxiliary service	<u>Management Area Level:</u> Area Coordinators <u>Regional Level:</u> Regional Coordinator Safety and Security <u>Head Office Level:</u> DD. Auxiliary services
8.(2) (b)	Taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services
8.(2) (c)	Making arrangements for ensuring, as far as is reasonably practicable, the safety and absence of risks to health in connection with the production, processing, use, handling, storage or transport of articles or substances.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services
8.(2) (d)	Establishing, as far as is reasonably practicable, what hazards to the health or safety of persons are attached to any work which is performed, any article or substance which is produced, processed, used, handled, stored or transported and any plant or machinery, which is used in the Department, and as far as is reasonably practicable further establish what precautionary measures should be taken with respect to such work, article, substance, plant or machinery in order to protect the health and safety of persons, and to provide the necessary means to apply such precautionary measures.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services


 TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012


DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

STATUTORY PROVISION	SUBJECT OF ASSIGNMENT	PREVIOUS ASSIGNMENT	ASSIGNMENT
8.2 (e)	Providing such information, instructions, training and supervision as may be necessary to ensure, as far as is reasonably practicable, the health and safety of employees at work.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services
8.(2) (f)	As far as is reasonably practicable, not permitting any employee to do any work or to produce, process, use, handle, store or transport any article or substance or to operate any plant or machinery, unless the precautionary measures contemplated in items prescribed, have been taken.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services
8.(2) (g)	Taking all necessary measures to ensure that the requirements of the Occupational Health and Safety Act are complied with by every person in the employment of the Department or on premises under departmental control where plant or machinery is used.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services
8.(2) (h)	Enforcing such measures as may be necessary in the interest of health and safety.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services
8.(2) (i)	Ensuring that work is performed and that plant or machinery is used under the general supervision of a person trained to understand the hazards associated with it and who have the authority to ensure that precautionary measures taken by the Department are implemented.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services


 TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012


DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

STATUTORY PROVISION	SUBJECT OF ASSIGNMENT	PREVIOUS ASSIGNMENT	ASSIGNMENT
8.(2)(i)	Causing all employees to be informed regarding the scope of their authority as contemplated in section 37(1) (b) of the Occupational Health and Safety Act.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services
9.(1)	Conduct his undertaking in such a manner as to ensure, as far as is reasonably practicable, that persons other than those in his employment who is directly affected by his activities are not thereby exposed to hazards to their health or safety.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services
12(1)(a)	Identify the hazards and evaluate the risks associated with such work constituting a hazard to the health of such employees, and the steps to be taken to comply with the provisions of the Act.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services
12(1)(b)	As far as is reasonably practicable, prevent the exposure of such employees to the hazards concerned or, where prevention is not practicable, and minimize such exposure.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services
12(1)(c)	Carry out an Occupational Hygiene Programme and biological monitoring and subject such employees to medical surveillance.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services


 TS MQYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

STATUTORY PROVISION	SUBJECT OF ASSIGNMENT	PREVIOUS ASSIGNMENT	ASSIGNMENT
13 (a)	Duty to inform: Cause every employee to be made conversant with the hazards to his health and safety attached to any work which he has to perform.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services
13 (b)	Inform the health and safety representatives concerned beforehand of inspections, investigations or formal enquiries of which he has been notified by an inspector.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services
13 (c)	Inform a health and safety representatives as soon as reasonably practicable of the occurrence of an incident in the work place or section in the work place for which such representative has been designated.	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Commissioner <u>Head Office Level:</u> DD Auxiliary services	<u>Management Area Level:</u> Area Commissioner <u>Regional Level:</u> Regional Head Human Resources <u>Head Office Level:</u> DD Auxiliary services

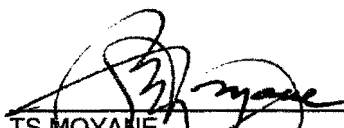

 TS MOYANE
 National Commissioner: Correctional Services
 Date: 2 June 2012

DELEGATIONS: DEPARTMENT OF CORRECTIONAL SERVICES
PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000)

DELEGATED IN TERMS OF SECTION 17 (3) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000), I **THOMAS SWABIHI MOYANE NATIONAL COMMISSIONER OF CORRECTIONAL SERVICES**, APPOINTED AS INFORMATION OFFICER IN TERMS OF THE ACT HEREBY DELEGATE THE UNDER MENTIONED COMPETENCY TO THE PERSON IN THE POST INDICATED AGAINST THE APPLICABLE COMPETENCY, PROVIDED THAT:

- i) The Information Officer (the National Commissioner) has direction and control over every Deputy Information Officer.
- j) Any delegation does not prohibit the Information officer (National Commissioner) from exercising the power concerned or performing the duty concerned himself or herself.
- k) Any delegation may at any time be withdrawn or amended in writing by the Information Officer.
- l) Any right or privilege acquired, or any obligation or liability incurred, as a result of a decision in terms of a delegation of this Act is not affected by any subsequent withdrawal or amendment of that decision.
- m) The delegation indicated hereunder, remains in force should a section of the Promotion of Access Act be renumbered in terms of an amendment, precluding any amendments to the competency itself, and the number of the new section is considered to be the number of the relevant provision of the Act;
- n) The exercise of a delegated authority is at all times subject to the provisions of the Correctional Services Act and Regulations, the Departmental Orders and any directives issued in this regard; and;
- o) Levels of delegation indicated with Head Office, refer only to post structures which exist at the Correctional Services, Head Office, Pretoria.

<u>STATUTORY PROVISION</u>	<u>AUTHORITY DELEGATED</u>	<u>PREVIOUS DELEGATION</u>	<u>DELEGATION</u>
Section 17	Appointment as Deputy Information Officers with all authority and competencies provided for in terms of the Promotion of Access to Information Act 2 of 2000	Dir. Legal Services and all Legal administration officers (All Deputy Information officers)	<u>Head Office</u> CDC Strategic Management <u>Regional</u> None



TS MOYANE
National Commissioner: Correctional Services
Date: 6 June 2012

**PUBLIC MANAGEMENT AND ADMINISTRATION DELEGATIONS
DEPARTMENT OF CORRECTIONAL SERVICES**

In accordance with the powers vested in me by -

- a) The Public Service Act, 1994 as amended by Act 30 of 2007 as set out in Appendix A; and
- b) The Public Service Regulations, 2008 promulgated in terms of section 41 of the said act, as set out in Appendix B:

I SIBUSISO NDEBELE, MINISTER OF CORRECTIONAL SERVICES, delegate the powers and duties vested in me to the incumbents of posts as set out in Appendix A and B, read in conjunction with the General Conditions set out hereunder:

Signed at Preterea on this 25 day of July 2012



S NDEBELE
Minister of Correctional Services

EXECUTIVE AUTHORITY DELEGATIONS: PUBLIC SERVICE ACT DELEGATIONS

Appendix A reference to the PSA

POWER OR DUTY BEING DELEGATED		Principle Functionary	DESIGNATION AND POST LEVEL DELEGATED TO PER TIER			SPECIFY DELEGATION CONDITIONS
Section	Topic Description		Head Office	Regional	Management Area	
Section 30(1) PSA	Granting of permission to officials for the performance of remunerative work outside employment in the Department of Correctional Services:	Executive Authority	<u>Levels 2-15</u> National Commissioner	<u>Levels 2-15</u> National Commissioner	<u>Levels 2-14</u> National Commissioner	The execution must be done in terms of the policy on financial disclosure and performance of remunerative work outside employment in the Department of Correctional Services.
Section 35	Management of grievances submitted in terms of Section 35(1) of the Public Service Act	Executive Authority	<u>Levels 2-15</u> National Commissioner	<u>Levels 2-15</u> National Commissioner	<u>Levels 2-14</u> National Commissioner	The execution must be done in terms of the Grievance Procedure Manual and the applicable DCS Bargaining council resolution. Time frames as stipulated in the procedure manual must be adhered to at all times
Section 38 (1)	Correcting of wrongly granted remuneration	Executive Authority	<u>Levels 2-15</u> National Commissioner	<u>Levels 2-15</u> National Commissioner	<u>Levels 2-14</u> National Commissioner	Execution must be done in writing. All relevant policies must be adhered to.

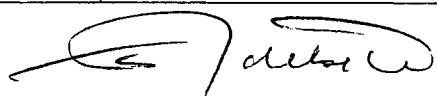


S Ndebele
Minister of Correctional Services

EXECUTIVE AUTHORITY DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			SPECIFY DELEGATION CONDITIONS
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
Chapter 1						
PART III/C5	Ensure prior Treasury approval for any decision that involves expenditure from revenue.	Executive Authority	National Commissioner	No delegation	No delegation	Applicable policies/ Treasury Regulations/PFMA
PART III/B.1	Prepare a strategic planning for the department.	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/B.2(b)	Decision on the grading of proposed new jobs: -Up to level of salary level 14 -Salary level 15	Executive Authority	<u>Salary levels 2-15</u> National Commissioner	No delegation	No delegation	
PART III/B.2(c)	Determine posts necessary and constitute the department's approved establishment.	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/B.2(d)	Based on strategic plan engage in human resource planning to meet Human Resource.	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/B.2(c)	Defining of posts	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/C.1	Establishment and sustaining of service delivery improvement programme.	Executive Authority	National Commissioner	No delegation	No delegation	
PART	Publication of annual statement of	Executive	National Commissioner	No delegation	No delegation	



S Ndebele
Minister of Correctional Services

EXECUTIVE AUTHORITY DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			SPECIFY DELEGATION CONDITIONS
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
III/C.2	public service commitment.	Authority				
PART III/D.1 (a)	Assess human resources which is necessary (needs) with reference to: <ul style="list-style-type: none"> • Number of employees • Competencies of the employees • Capacities in which appointed 	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/D.1 (b)	Assess existing human resources by race, gender and disability as well as by occupational category, organizational component and grade.	Executive Authority	National Commissioner	No delegation	No delegation	Relevant legislation/Policies
PART III/D.1 (c)	Plan within the available budgeted funds, including funds for the remaining period of the relevant medium-term expenditure framework, for the recruitment, retention, deployment and development of human resources.	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/D.1(d)	Addressing the position of employees affected by the elimination of unnecessary posts.	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/D.2	Development and implementation of affirmative action programme	Executive Authority	National Commissioner	No delegation	No delegation	



S Ndebele
Minister of Correctional Services

EXECUTIVE AUTHORITY DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			SPECIFY DELEGATION CONDITIONS
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
PART III/D.3	Communication of Human Resources Plan and Affirmative Action Plan within the Department	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/F. (b)	Evaluation of newly defined jobs in terms of the job evaluation system	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/F. (c)	Evaluation of job in case of vacant post in grade 9 or higher, if not evaluated before.	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/F. (d)	Ensuring that sufficient funds are available for filling a post	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/G	Employment of persons additional to approved establishment	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/I.1	Establishment of job descriptions and job titles.	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/I.2	Review job descriptions and titles every 3 years.	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/I.5	Determine CORE and occupation classification system	Executive Authority	National Commissioner	No delegation	No delegation	
PART III/J	Publication of Annual Report to the relevant legislature, the media and public	Executive Authority	National Commissioner	No delegation	No delegation	



S Ndebele
Minister of Correctional Services

EXECUTIVE AUTHORITY DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			SPECIFY DELEGATION CONDITIONS
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
PART IV/B.3	Job evaluation and re-evaluation.	Executive Authority	National Commissioner	No delegation	No delegation	
PART V/A.2	Determination of employee's salary.	Executive Authority	National Commissioner	No delegation	No delegation	
PART V/C.1	Determination of grading of a post and setting of commencing salary (minimum notch)	Executive Authority	National Commissioner	No delegation	No delegation	
PART V/C.2	Determination of relevant salary range in the case of a job weight applying to more than one salary range.	Executive Authority	National Commissioner	No delegation	No delegation	
PART V/C.3	Setting of salary for a post above the minimum notch of salary range indicated by the job weight.	Executive Authority	National Commissioner	No delegation	No delegation	The relevant OSD's must be adhered to
PART V/C.4	Effecting changes to work organization or regrading of post if job weight demonstrates that the post is over-/under-graded.	Executive Authority	National Commissioner	No delegation	No delegation	
PART V/C.5	Increase in salary of a post to a higher salary range to accord with job weight -Up to level 14.	Executive Authority	National Commissioner	No delegation	No delegation	The relevant OSD's must be adhered to.



S Ndebele
Minister of Correctional Services

EXECUTIVE AUTHORITY DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			SPECIFY DELEGATION CONDITIONS
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
	-Level 15					
PART V/C.6	Employment of incumbent employee in higher graded post without advertising post -Up to level 12 -Level 13 and higher	Executive Authority	National Commissioner	No delegation	No delegation	The relevant OSD's must be adhered to
PART V/C.8	Redesigning job or/ transfer of incumbent to another job when salary range of an occupied post exceeds the range indicated by job weight.	Executive Authority	National Commissioner	No delegation	No delegation	
PART V/C.9	Setting of salary of part-time, sessional or temporary employees.	Executive Authority	National Commissioner	No delegation	No delegation	
Part V/D 2	An executing Authority may compensate an employee for overtime work if:- - The employee does not belong to the SMS - There is a written policy on overtime - Prior Approval was granted for such performance of overtime - Except in exceptional cases, compensation must not	Executive Authority	National Commissioner	No delegation	No delegation	DPSA Financial Manual must be adhered to.



S Ndebele
Minister of Correctional Services

EXECUTIVE AUTHORITY DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			SPECIFY DELEGATION CONDITIONS
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
	exceed 30% of an employee's monthly income					
PART V/D.5	Establishment of employee overtime policy.	Executive Authority	National Commissioner	No delegation	No delegation	DPSA Financial Manual must be adhered to.
PARTVI/D	Health and Safety Establish and maintain safe and healthy work environment for employees	Executive Authority	National Commissioner	No delegation	No delegation	OHSA must be complied with
PART VII/B.4	Secondments	Executive Authority	National Commissioner	No delegation	No delegation	Policy must be adhered to.
Part VII B5.1 read with section 3(5)(g) and 96(3) of the Correctional Services Act.	Compensate employee for acting in higher position.	Executive Authority	National Commissioner	No delegation	No delegation	DPSA Policy on acting allowance for level 1-12 and SMS must be adhered to. Extension of SMS member for longer than 6 months must be approved by the Executive Authority in terms of the Policy on SMS Acting Allowance and is not delegated
Part VII B5.2 read with section 3(5)(g) and 96(3) of the Correctional	Compensate employee for acting in higher position of official who is acting in vacant higher position.	Executive Authority	National Commissioner	No delegation	No delegation	DPSA Policy on acting allowance for level 1-12 and SMS must be adhered to. Extension of SMS member for longer than 6 months must be



S Ndebele
Minister of Correctional Services

EXECUTIVE AUTHORITY DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			SPECIFY DELEGATION CONDITIONS
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
Services Act.						approved by the Executive Authority in terms of the Policy on SMS Acting Allowance and is not delegated
PART VII/C.1.1	Determination of composite requirements for employment.	Executive Authority	National Commissioner	No delegation	No delegation	
PART VII/C.2	Advertising of vacant posts (Up to and including level 12) Advertising of vacant posts from level 13 and higher	Executive Authority	National Commissioner	No delegation	No delegation	Policy must be adhered to.
PART VII/C.2.5	The Executing authority may fill a vacant post without complying with regulations VII C2.3 and C2.3]4 if: (a) The department can fill the post from the ranks of supernumerary staff; (b) The Department can absorb into the post and employee who was appointed under and affirmative action programme, if she or he meets the requirements of the post; (c) The Department plans to fill the post as part of a programme of	Executive Authority	National Commissioner	No delegation	No delegation	Policy must be adhered to.



S Ndebele
Minister of Correctional Services

EXECUTIVE AUTHORITY DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			SPECIFY DELEGATION CONDITIONS
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
	laterally rotating or transferring employees to enhance organizational effectiveness and skills; or (d) The post is filled in terms of Section 3B of the Act					
PART VII/D.1	Appointment of selection committee : -Up to level 12 -Level 13 and higher	Executive Authority	National Commissioner	No delegation	No delegation	Policy must be adhered to.
PART VII/D.7	Recording of reasons for not approving the recommendation of a selection committee:	Executive Authority	National Commissioner	No delegation	No delegation	Policy must be adhered to.
PART VII/G.2.1	Prescribing the manner to submit resignation.	Executive Authority	National Commissioner	No delegation	No delegation	
PART VII/G.2.2	An executing authority shall record the reasons given by the employee for his or her resignation	Executive Authority	National Commissioner	No delegation	No delegation	Applicable policies

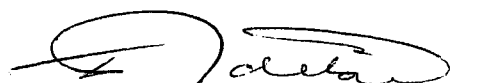


S Ndebele
Minister of Correctional Services

EXECUTIVE AUTHORITY DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			SPECIFY DELEGATION CONDITIONS
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
PART VIII/B.1	Determination of system for performance management and development below senior management level	Executive Authority	National Commissioner	No delegation	No delegation	
PART VIII/B.2	Designation of performance cycle, annual date for written performance assessment.	Executive Authority	National Commissioner	No delegation	No delegation	Applicable policies
PART VIII/C.1	Establishment of performance assessment instruments for different occupational categories or levels	Executive Authority	National Commissioner	No delegation	No delegation	Applicable policies
PART VIII/C.3	Consult and pilot a performance management and development system before utilizing such system	Executive Authority	National Commissioner	No delegation	No delegation	Applicable policies
PART VIII/F.1	Establishment of financial incentive scheme	Executive Authority	National Commissioner	No delegation	No delegation	
PART VIII/G	Rewards for purposes of suggestions, improvement and innovations	Executive Authority	National Commissioner	No delegation	No delegation	Applicable policies
PART IX/D	Determination of occupational specific competencies and prescription of training for those.	Executive Authority	National Commissioner	No delegation	No delegation	

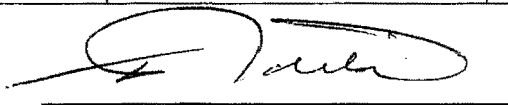


S Ndebele
Minister of Correctional Services

EXECUTIVE AUTHORITY DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			SPECIFY DELEGATION CONDITIONS
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
PART X/B	Implementation of collective agreements	Executive Authority	National Commissioner	No delegation	No delegation	
PART X/C.1	Entering into agreements on a matter of mutual interest.	Executive Authority	<u>Mandate for agreement</u> National Commissioner <u>Signing of agreement in DBC</u> National Commissioner	No Delegation	No delegation	All mandates must be in writing
PART X/C.5	Provisioning of copies of collective agreements concluded in the DBC to the DPSA.	Executive Authority	National Commissioner	No delegation	No delegation	
PART X/D.	Entering into agreements on matters with financial implications	Executive Authority	<u>Mandate for agreement</u> National Commissioner <u>Signing of agreement in DBC</u> National Commissioner	No Delegations	No Delegations	All mandates must be in writing


S Ndebele
Minister of Correctional Services

EXECUTIVE AUTHORITY DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			SPECIFY DELEGATION CONDITIONS
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
Chapter 3						
C1 and C4	The duty to take note of particulars of the registrable interest as disclosed by a designated employee and the submission of a copy of the financial disclosure form to the Public Service Commission in terms of Regulations C.1 and C4 respectively	Executive Authority	National Commissioner	No delegation	No delegation	
G3	Consultation and taking appropriate steps against employee (SMS member) whose financial disclosure submission has been referred back to the Department by the Public Service Commission	Executive Authority	National Commissioner	No delegation	No delegation	In accordance with Chapter 7 of the SMS manual in terms of disciplinary action
G.4	Provide report to the Public Service Commissioner in respect of the employees' financial disclosure submissions which have been referred back to the Department in terms of Regulation G.2 of Chapter 3	Executive Authority	National Commissioner	No delegation	No delegation	



S Ndebele
Minister of Correctional Services

**PUBLIC MANAGEMENT AND ADMINISTRATION DELEGATIONS
DEPARTMENT OF CORRECTIONAL SERVICES**

In accordance with the powers vested in me by -

- a) The Public Service Act, 1994 as amended by Act 30 of 2007 as set out in Appendix A; and
- b) The Public Service Regulations, 2008 promulgated in terms of section 41 of the said act, as set out in Appendix B:

I **Thomas Swabihi Moyane National Commissioner of the Department of Correctional Services**, delegate the powers and duties vested in me to the incumbents of posts as set out in Appendix A and B, read in conjunction with the General Conditions set out hereunder:

Please note the following abbreviations where used:

RC	=	Regional Commissioner
CDC	=	Chief Deputy Commissioner
CFO	=	Chief Financial Officer
DC	=	Deputy Commissioner
DRC	=	Deputy Regional Commissioner
DIR	=	Director
DD	=	Deputy Director
ASD	=	Assistant Director

Signed at Pretoria on this 6 day of June 2012


TS MOYANE
National Commissioner: Correctional Services

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE ACT

Appendix A reference to the PSA

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Specify Delegation Conditions
Section	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
Section 30(1) PSA	Granting of permission to officials for the performance of remunerative work outside employment in the Department of Correctional Services:	Executive Authority	<u>Levels 2-12</u> CDC of relevant branch	<u>Levels 2-12</u> Regional Commissioner	<u>Levels 2-12</u> Regional Commissioner	National Commissioner approves levels 13-15. The execution must be done in terms of the policy on financial disclosure and performance of remunerative work outside employment in the Department of Correctional Services. A register must be kept by the Branch Head/ Regional Commissioner on all applications (all levels) with indication of decision on approval
Section 35	Management of grievances submitted in terms of Section 35(1) of the Public Service Act	Executive Authority	Director Employee Relations or higher within the line function.	Regional Head Human Resources or higher	No delegation	The execution must be done in terms of the Grievance Procedure Manual and the applicable DCS Bargaining council resolution. Time frames as stipulated in the procedure manual must be adhered to at all times
Section 38 (1)	Correcting of wrongly granted remuneration	Executive Authority	DD Auxiliary Support	Regional Coordinator Human Resources	Area Coordinator Human Resources	Execution must be done in writing. All relevant policies must be adhered to.



TS MOYANE


National Commissioner: Correctional Services

Date: 6 July 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR


Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
Chapter 1						
PART I/H.1	Enquiries to Minister of DPSA through DG of DPSA.	HOD	Dir. Human Resource Administration and Utilization	No Delegation	No Delegations	
PART I/H.4	Establish policy on how employees may communicate in the media.	HOD	DC Communications	No Delegation	No Delegation	Policy must be approved by the Executing Authority
PART II/C.3	Ensure compliance with Regulations, Collective Agreements a[nd any other Statutory obligations and deal with any breach thereof.	HOD	CDC's Branch Heads	Regional Commissioners	Area Commissioners	All relevant legislation/policies and collective agreements must be adhered
PART II/C5	Ensure prior Treasury approval for any decision that involves expenditure from revenue.	Executive Authority	CFO	No Delegation	No Delegation	Applicable policies/ Treasury Regulations/PFMA
PART III/B.1	Prepare a strategic planning for the department.	Executive Authority	CDC Strategic Management	No Delegation	No Delegation	
PART	Decision on the grading of	Executive Authority	CDC Human	No Delegation	No Delegation	Levels 13-15 is decided on by the National Commissioner and is not


TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR


Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
III/B.2(b)	proposed new jobs:		Resources			delegated
PART III/B.2(d)	Based on strategic plan engage in human resource planning to meet Human Resource needs.	Executive Authority	CDC Human Resources	No Delegation	No Delegation	
PART III/B.2(c)	Defining of posts	Executive Authority	CDC Human Resources	No Delegation	No Delegation	
PART III/C.1	Establishment and sustaining of service delivery improvement programme.	Executive Authority	CDC Strategic Management	No Delegation	No Delegation	
PART III/C.2	Publication of annual statement of public service commitment.	Executive Authority	CDC Strategic Management	No Delegation	No Delegation	
PART III/D.1 (a)	Assess human resources which is necessary (needs) with reference to: <ul style="list-style-type: none"> • Number of employees • Competencies of the employees • Capacities in which appointed 	Executive Authority	CDC Human Resources	No Delegation	No Delegation	


TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
PART III/D.1 (b)	Assess existing human resources by race, gender and disability as well as by occupational category, organizational component and grade.	Executive Authority	CDC Human Resources	No Delegation	No Delegation	Relevant legislation/Policies
PART III/D.1 (c)	Plan within the available budgeted funds, including funds for the remaining period of the relevant medium-term expenditure framework, for the recruitment, retention, deployment and development of human resources.	Executive Authority	CDC Human Resources	No Delegation	No Delegation	
PART III/D.1(d)	Addressing the position of employees affected by the elimination of unnecessary posts.	Executive Authority	CDC Human Resources	No Delegation	No Delegation	
PART III/D.2	Development and implementation of affirmative action programme	Executive Authority	DC ER And Equity	No Delegation	No Delegation	


TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	
PART III/D.3	Communication of Human Resources Plan and Affirmative Action Plan within the Department	Executive Authority	CDC Human Resources	No Delegation	No Delegation	
PART III/I E. (a)	Establishment of an information plan that supports the planning process and objectives of the Department	HOD	DC Operations	No Delegation	No Delegation	
PART III/I E. (b)	Establishment of an information infrastructure plan that supports the information plan of the Department	HOD	CDC GITO	No Delegation	No Delegation	
PART III/I E.1 (c)	Establishment of an operational plan for implementation of information infrastructure plan and information management	HOD	CDC GITO	No Delegation	No Delegation	
PART III/F. (b)	Evaluation of newly defined jobs in terms of the job evaluation system	Executive Authority	DC: Human Resource Management	No Delegation	No Delegation	



TS MOYANE


National Commissioner: Correctional Services

Date: 6 June 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR


Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	
PART III/F. (c)	Evaluation of job in case of vacant post in grade 9 or higher, if not evaluated before.	Executive Authority	DC: Human Resource Management	No Delegation	No Delegation	
PART III/F. (d)	Ensuring that sufficient funds are available for filling a post.	Executive Authority	Dir. Human Resource Administration and Utilization	No Delegation	No Delegation	
PART III/G	Employment of persons additional to approved establishment	Executive Authority	CDC Human Resources	No Delegation	No Delegation	
PART III/I.1	Establishment of job descriptions and job titles.	Executive Authority	Dir. Human Resource Planning	No Delegation	No Delegation	
PART III/I.2	Review job descriptions and titles every 3 years.	Executive Authority	Dir. Human Resource Planning	No Delegation	No Delegation	
PART III/I.5	Determine CORE and occupation classification system	Executive Authority	Dir. Human Resource Planning	No Delegation	No Delegation	
PART III/J	Publication of Annual Report to the relevant legislature, the media and public	Executive Authority	DC Operations	No Delegation	No Delegation	


TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR


Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
PART IV/B.3	Job evaluation and re-evaluation.	Executive Authority	DC Human Resource Management	No Delegation	No Delegation	
PART V/A.2	Determination of employee's salary.	Executive Authority	CDC Human Resources	No Delegation	No Delegation	
PART V/C.1	Determination of grading of a post and setting of commencing salary (minimum notch)	Executive Authority	CDC Human Resources	No Delegation	No Delegation	
PART V/C.2	Determination of relevant salary range in the case of a job weight applying to more than one salary range.	Executive Authority	CDC Human Resources	No Delegation	No Delegation	
PART V/C.3	Setting of salary for a post above the minimum notch of salary range indicated by the job weight.	Executive Authority	CDC Human Resources	No Delegation	No Delegation	The relevant OSD's must be adhered to
PART V/C.4	Effecting changes to work organization or regrading of post if job weight demonstrates that the post is over-/under-	Executive Authority	CDC Human Resources	No Delegation	No Delegation	


TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR


Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	
	graded.					
PART V/C.5	Increase in salary of a post to a higher salary range to accord with job weight	Executive Authority	<u>Salary level 2-12</u> CDC Human Resources	No delegation	No Delegation	Levels 13-15 not delegated and seduced on by the National Commissioner The relevant OSD's must be adhered to.
PART V/C.6	Employment of incumbent employee in higher graded post without advertising post -Up to level 12 -Level 13 and higher	Executive Authority	<u>Up to level 12</u> CDC Human Resources	No delegation	No Delegation	Levels 13-15 not delegated and seduced on by the National Commissioner The relevant OSD's must be adhered to.
PART V/C.8	Redesigning job or/ transfer of incumbent to another job when salary range of an occupied post exceeds the range indicated by job weight.	Executive Authority	DC Human Resource Management	No delegation	No Delegation	
PART V/C.9	Setting of salary of part-time, sessional or temporary employees.	Executive Authority	DC HR Management	No delegation	No Delegation	


TS MOYANE
 National Commissioner: Correctional Services
 Date: 5 June 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
Part V/D 2	<p>An executing Authority may compensate an employee for overtime work if:-</p> <ul style="list-style-type: none"> - The employee does not belong to the SMS - There is a written policy on overtime - Prior Approval was granted for such performance of overtime - Except in exceptional cases, compensation must not exceed 30% of an employee's monthly income 	Executive Authority	DC Human Resource Management	No Delegation	Head Correctional Centre (Shift Allowance only)	DPSA Financial Manual must be adhered to.
PART V/D.5	Establishment of employee overtime policy.	Executive Authority	CDC Human Resources	No delegation	No Delegation	DPSA Financial Manual must be adhered to.


TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
PART V/E1	Night Shift Allowance	HOD	DD Auxiliary Services	Regional Coordinator HR Management and Support	Head Correctional Centre Head Community Corrections	DPSA Financial Manual must be adhered to.
PART V/E1	Standby Overtime	HOD	Dir: Human Resource Administration and Utilisation	Regional Head Human Resources	No Delegation	DPSA Financial Manual must be adhered to.
PART V/E1	Approval of Subsistence and Travel Allowance	HOD	Supervisor (DD and Higher)	Supervisor (DD and higher)	Head Correctional Centre (DD level) Area Coordinator (DD and higher)	The person who approved must always be one level higher that the person whose claim is approved. The policies, procedures and DPSA directives must be adhered to
PART V/E1	Approval of Housing Allowance	HOD	DD Auxiliary Support Services)	Regional Coordinator HR Management and Support	Area Coordinator Human Resources	Policy must be adhered to.
PART V/E1	Approval of state guarantee applications, letter of consent and re-advance letters and signing of access bond letter	HOD	DD Auxiliary Services	Regional Coordinator Human Resources	Area Coordinator Human Resources	DPSA Financial Manual must be adhered to.

TS MOYANE

National Commissioner: Correctional Services

Date:

6 July 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
PART V/E2(b)	Approval of trips away from place of work and use of accommodation, <u>excluding</u> trips with Air Transport and the use of hired vehicle.	HOD	Supervisor (DD and Higher)	Supervisor (DD and higher)	Head Correctional Centre (DD and higher) Area Coordinator (DD and higher)	The person who provides the authorisation must always be one level higher than the person who needs to travel. Logistical and Financial policies, procedures and directives must be adhered to. This delegation does not refer to trips officials must undertake to escort inmates to court/ outside hospital/medical appointment or other place such inmate is legally required to be, including transfers from one correctional centre to another. The Head of Correctional Centre/ Community Corrections Office approve such trips in line with the stipulations in the B-Order. The use of Conference Facilities must be handled according to the relevant directives and is not included in this delegation.
PART V/E2(b)	Approval of Air Transport and use of hired vehicles. (Domestic travelling only)	HOD	Relevant Director and higher according to post level.	Relevant Regional Coordinator and higher according to post level.	Area Commissioner (Area Commissioner: DRC or RC)	Regional Commissioners and CDC's approved by the National Commissioner. The person who provides the authorisation must always be one level higher than the person who

TS MOYANE


National Commissioner: Correctional Services

Date: 6 June 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR


Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
						needs to travel. The procedures and directives on domestic travelling must be adhered to, especially with regard to the class of flight and class of hired vehicle as well as use of travelling agencies and logistical and financial procedures. The delegated authority must at all times ensure that funds are available before taking a decision
PART V/E.3	Provide cash equivalent of benefits received by permanent employees to employees on fixed-term contracts.	HOD	CDC Human Resources	No Delegation	No Delegation	
PART V/E.3	Night visits call out	HOD	No Delegation	No delegation	Head Correctional Centre	DPSA Financial Manual must be adhered to
PART V/F	A head of Department shall:- - Encourage an employee to fully utilize her or his vacation leave in	HOD	<u>Application for all types of leave 1-30 days except leave without pay:</u> Supervisor and next level manager,	<u>Application for all types of leave 1-30 days except leave without pay:</u> Supervisor and next level manager,	<u>Application for all types of leave 1-30 days except leave without pay:</u> Supervisor and next level manager,	


TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 June 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
tion	Topic Description		Head Office	Regional	Management Area	
	<p>the year earned.</p> <ul style="list-style-type: none"> - Record all leave taken by an employee accurately and in full; and - Ensure that an employee does not abuse sick leave 		<p><u>31 Days to 60 Days</u> Minimum level DD <u>61-89 Days</u> Director <u>Leave without pay</u> 1-7 days: DD Auxiliary Support Services 8-29 Days Director HR Administration & Utilization 30-89 days DC HR Management 90 days+ (All types of leave) Relevant Branch Head in Head Office</p>	<p><u>31 Days to 60 Days</u> Minimum level DD <u>61-89 Days</u> RH Human Resources <u>Leave without pay</u> 1-7 days: 1-7 days: Regional Coordinator 8-29 Days Regional Head Human Resources 30-89 days Deputy Regional Commissioner 90 days+ (All types of leave) Regional Commissioner</p>	<p><u>31 Days to 60 Days</u> Minimum level DD <u>61-89 Days</u> Area Commissioner <u>Leave without pay</u> 1-7 days: Head Correctional Centre Area Coordinator Human Resources 8-29 Days <u>Management Area Level</u> Area Commissioner 30-89 days Deputy Regional Commissioner or Area Commissioner on DC Level 90 days+ (All types of leave) Regional Commissioner</p>	


TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 July 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
PART V/F	Manage leave and sick leave	HOD	Dir: Human Resource Administration and Utilisation	Regional Head Human Resources	Area Coordinator Human Resources	DPSA determination on Leave must be adhered to.
PART V/G.3	Provide salary advice to employees	HOD	Dir: Financial Administration	No delegation	No Delegation	
PARTVI/D	Health and Safety Establish and maintain safe and healthy work environment for employees	Executive Authority	CDC Human Resources	No delegation	No Delegation	OHSA must be complied with
PART VII/B.4	Secondments	Executive Authority	CDC Human Resources	No delegation	No Delegation	Policy must be adhered to.
Part VII B5.1 read with section 3(5)(g) and 96(3) of the Correctional Services Act.	Compensate employee for acting in higher position.	Executive Authority	Payment of acting allowance Dir: Human Resource Administration and Utilisation Approval for extensions to a maximum of 12	Payment of acting allowance Regional Head Human Resources Approval for extensions to a maximum of 12 months (only levels	Payment of acting allowance No Delegation Approval for extensions to a maximum of 12 months (only levels	DPSA Policy on acting allowance for level 1-12 and SMS must be adhered to. Extension of SMS member for longer than 6 months must be approved by the Executive Authority in terms of the Policy on SMS Acting

TS MOYANE

National Commissioner, Correctional Services

Date:

26 July 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
			months (only levels 1-12) DC HR Management	1-12) DRC	1-12) No Delegation	Allowance and is not delegated.
Part VII B5.2 read with section 3(5)(g) and 96(3) of the Correctional Services Act.	Compensate employee for acting in higher position of official who is acting in vacant higher position.	Executive Authority	Payment of acting allowance Dir: Human Resource Administration and Utilisation Approval for extensions to a maximum of 12 months (only levels 1-12) DC HR Management	Payment of acting allowance Regional Head Human Resources Approval for extensions to a maximum of 12 months (only levels 1-12) DRC	Payment of acting allowance No Delegation Approval for extensions to a maximum of 12 months (only levels 1-12) No Delegation	DPSA Policy on acting allowance for level 1-12 and SMS must be adhered to. Extension of SMS member for longer than 6 months must be approved by the Executive Authority in terms of the Policy on SMS Acting Allowance and is not delegated
PART VII/C.1.1	Determination of composite requirements for employment.	Executive Authority	DC: Human Resource Management	No delegation	No Delegation	Read with applicable Logistical and financial delegations/ procedures
PART VII/C.2	Advertising of vacant posts	Executive Authority	Level 2-12 DC Human Resource Management Level 13 and higher CDC Human Resources	No delegation	No Delegation	Policy must be adhered to.


TS MOYANE
National Commissioner: Correctional Services

Date: 6 July 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	
PART VII/C.2.5	<p>The Executing authority may fill a vacant post without complying with regulations VII C2.3 and C2.3 &4 if:</p> <p>(a) The department can fill the post from the ranks of supernumerary staff;</p> <p>(b) The Department can absorb into the post an employee who was appointed under an affirmative action programme, if she or he meets the requirements of the post;</p> <p>(c) The Department plans to fill the post as part of a programme of laterally rotating or transferring employees to enhance</p>	Executive Authority	<p><u>Levels 2-12</u></p> <p>Relevant Branch Head in Consultation with the CDC Human Resources</p>	<p><u>Levels 2-12</u></p> <p>Regional Commissioner in consultation with the CDC Human Resources</p>	<p><u>Levels 2-12</u></p> <p>No delegation</p>	<p>Director and Higher is not delegated and decided on by the National Commissioner</p> <p>Policy must be adhered to.</p>


TS MOYANE
 National Commissioner: Correctional Services
 Date: 2 June 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
	organizational effectiveness and skills; or (d) The post is filled in terms of Section 3B of the Act					
PART VII/C.2.6	Utilising appropriate agency to identify candidates for posts.	HOD	CDC Human Resources	No delegation	No Delegation	Policy must be adhered to. Logistical and Financial Procedures must be adhered to.
PART VII/D.1	Appointment of selection committee :	Executive Authority	<u>Level 2-10</u> DC of relevant Chief Directorate <u>Level 11- 12</u> CDC Human Resources	<u>Level 2-10</u> DRC <u>Level 11- 12</u> Regional Commissioner	<u>Level 2-10</u> Area Commissioner on DC level or DRC <u>Level 11- 12</u> No delegation	Level 13-15 is decided on by the National Commissioner. Policy must be adhered to.
PART VII/D.7	Recording of reasons for not approving the recommendation of a selection committee:	Executive Authority	<u>Level 2-10</u> DC of relevant Chief Directorate <u>Level 11-12</u> Chief Deputy Commissioner of relevant branch	<u>Level 2-10</u> Deputy Regional Commissioner <u>Level 11-12</u> Regional Commissioner	<u>Level 2-10</u> Area Commissioner on DC Level <u>Level 11-12</u> No delegation	Level 13-14 (All) is done by the National Commissioner in consultation with the Minister Level 15-16 (All) is done by the Executing Authority AC on level 13 have no delegated authority Policy must be adhered to.


 TS MOYANE

National Commissioner: Correctional Services

Date: 6 June 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	
PART VII/G.2.1	Prescribing the manner to submit resignation.	Executive Authority	DC Human Resource Management	No delegation	No delegation	
PART VII/G.2.2	An executing authority shall record the reasons given by the employee for his or her resignation	Executive Authority	DD Auxiliary Support Services	Regional Coordinator HR Management and Support	Area Coordinator Human Resources	Applicable policies
PART VII/H	Keeping of employee records.	HOD	DC Human Resource Management	No delegation	No delegation	Applicable policies
PART VIII/B.1	Determination of system for performance management and development below senior management level	Executive Authority	CDC Human Resources	No delegation	No delegation	
PART VIII/B.2	Designation of performance cycle, annual date for written performance assessment.	Executive Authority	Dir: Human Resource Support	No delegation	No delegation	Applicable policies
PART VIII/C.1	Establishment of performance assessment instruments for different occupational categories or levels	Executive Authority	CDC Human Resources	No delegation	No delegation	Applicable policies


TS MOYANE


National Commissioner: Correctional Services

Date: 

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR

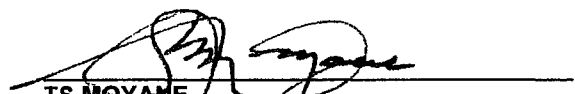
Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
PART VIII/C.3	Consult and pilot a performance management and development system before utilizing such system	Executive Authority	DC Human Resource Management	No delegation	No delegation	Applicable policies
PART VIII/E.(a)(b)	Provision of remedial and systematic support in the case of unacceptable performance	HOD	Manager above supervisor of employee	Manager above supervisor of employee	<u>Level:</u> Manager above supervisor of employee	Applicable policies
PART VIII/F.1	Establishment of financial incentive scheme	Executive Authority	CDC Human Resources	No delegation	No delegation	
PART VIII/F.2	Determining the nature, rules and control measures of a financial incentive scheme, and communication thereof	HOD	CDC Human Resources	No delegation	No delegation	
PART VIII/G	Rewards for purposes of suggestions, improvement and innovations	Executive Authority	CDC Human Resources	No delegation	No delegation	Applicable policies


TS MOYANE
 National Commissioner: Correctional Services
 Date: 6 July 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR


Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
PART IX/D	Determination of occupational specific competencies and prescription of training for those.	Executive Authority	CDC Human Resources	No delegation	No delegation	
PART IX/E.1	Granting of financial or other assistance for study, training or research	HOD	<u>Study/ Training</u> CDC Human Resources <u>Research</u> CDC Strategic Management	No delegation	No delegation	Applicable policies
PART IX/E.2	Granting of financial or other assistance for part time or full time activities at International Institutions (courses, symposia, congress etc.)	HOD	CDC Human Resources	No delegation	No delegation	Applicable policies
PART IX/E.4	Defrayment of any genuine expense associated with study, research or training.	HOD	DC Human Resource Development	No delegation	No delegation	Applicable policies
PART IX/E.6	Waiving of study debts.	HOD	DC Human Resource Development	No delegation	No delegation	Applicable policies


TS MOYANE
 National Commissioner: Correctional Services
 Date: 16 June 2012

HEAD OF DEPARTMENT DELEGATIONS: PUBLIC SERVICE REGULATIONS

Appendix B reference to the PSR


Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
PART IX/E.7	Requiring of persons who study (Part IX, par. E.3) to enter into a contract with the Department.	HOD	Dir Policy and External Training	No delegation	No delegation	Applicable policies
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.	HOD	Dir Policy and External Training.	No delegation	No delegation	Applicable policies
PART X/B	Implementation of collective agreements	Executive Authority	CDC Human Resources	No delegation	No delegation	
PART X/C.1	Entering into agreements on a matter of mutual interest.	Executive Authority	<u>Signing of agreement in DBC</u> Deputy Director Collective Bargaining	No delegation	No delegation	Mandate for agreement not delegated and decided on by the National Commissioner only. All mandates must be in writing
PART X/C.5	Provisioning of copies of collective agreements concluded in the DBC to the DPSA.	Executive Authority	Deputy Director Collective Bargaining	No delegation	No delegation	


TS MOYANE
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Appendix B reference to the PSR

Power or Duty Being delegated		Principle Functionary	Designation and Post level delegated to per tier			Delegation Conditions
Regulation	Topic Description		Head Office	Regional	Management Area	Indicators for limitations/ Execution/ Reporting/ Consultation/ Informing
PART X/D.	Entering into agreements on matters with financial implications	Executive Authority	<u>Signing of agreement in DBC</u> Deputy Director Collective Bargaining	No delegation	No delegation	Mandate for agreement not delegated and decided on by the National Commissioner only. All mandates must be in writing
Chapter 3						
G.4	Provide report to the Public Service Commissioner in respect of the employees' financial disclosure submissions which have been referred back to the Department in terms of Regulation G.2 of Chapter 3	Executive Authority	CDC Human Resources	No delegation	No delegation	


TS MOYANE
 National Commissioner: Correctional Services
 Date: 12 June 2012