



# PAIA MANUAL

## PROMOTION OF ACCESS TO INFORMATION ACT

Prepared in terms of section 14 of the Promotion  
of Access to Information Act 2 of 2000

2024



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA



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## 1. LIST OF ACRONYMS AND ABBREVIATIONS

“CEO”	Chief Executive Officer
“DIO”	Deputy Information Officer;
“IO”	Information Officer;
“Minister”	Minister of Justice and Correctional Services;
“PAIA”	Promotion of Access to Information Act No. 2 of 2000( as Amended);
“PFMA”	Public Finance Management Act No.1 of 1999 as Amended;
“POPIA”	Protection of Personal Information Act No.4 of 2013;
“Regulator”	Information Regulator.

## 2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1. Check the nature of the records which may already be available at (National Treasury), without the need for submitting a formal PAIA request;
- 2.2. Have an understanding of how to make a request for access to a record of the (National Treasury);
- 2.3. Access all the relevant contact details of the persons who will assist the public with the records they intend to access;
- 2.4. Know all the remedies available from the National Treasury regarding request for access to the records, before approaching the Regulator or the Courts;
- 2.5. The description of the services available to members of the public from the (National Treasury), and how to gain access to those services;
- 2.6. A description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.7. When the National Treasury process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8. Know if the National Treasury has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.9. Know whether the National Treasury has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

## **3. ESTABLISHMENT OF THE NATIONAL TREASURY**

### **3.1. Objectives/Mandate**

National Treasury's legislative mandate is based on Chapter 13, Section 216(1) of the Constitution, which calls for the establishment of a national treasury to ensure transparency, accountability and sound financial controls in the management of the country's public finances. This role is further elaborated in the Public Finance Management Act (1999) and Municipal Finance Management Act (2003). The department is mandated to promote the national government's fiscal policy and the coordination of macroeconomic policy; ensure the stability and soundness of the financial system and financial services; coordinate intergovernmental financial and fiscal relations; manage the budget preparation process; and enforce transparency and effective management in respect of revenue and expenditure, assets and liabilities, public entities and constitutional institutions. Accordingly, for the period under review the National Treasury's legislative and other mandates remain applicable.

## 4. STRUCTURE OF THE NATIONAL TREASURY AND FUNCTIONS

### 4.1. Structure



### 4.2. Functions of The National Treasury

#### 4.2.1 Asset and Liability Management

Asset and Liability Management function is responsible for managing government's asset and liability portfolio to ensure prudent cash management, asset restructuring, financial management and optimal management of government's domestic and foreign debt portfolio.

#### 4.2.2 Budget office

Coordinates the national budgeting process. This includes coordinating the allocation of resources to meet the political priorities set by government. While the standard of documentation produced with the budget is already impressive, the Budget Office constantly strives to improve the quality, usability and coverage of the publications produced. The division also provides fiscal policy advice, oversees expenditure planning and the national budget process, leads the budget reform programme, coordinates international technical assistance and donor finance, supports public-private partnerships (PPPs) and compiles public finance statistics.

#### 4.2.3 Corporate Services

The Corporate Services is responsible for the department's governance framework and aims to create a productive and creative working environment that enhances effectiveness.

#### 4.2.4 Economic Policy

The Economic Policy function plays a central role in formulating and coordinating appropriate growth-enhancing policies that strengthen employment creation. The key responsibility of the Economic Policy division is to provide policy advice on macroeconomic developments, international economic developments and microeconomic issues. The division does this through policy analysis, scenario testing and the production of macroeconomic forecasts, in particular on growth, the external account and inflation. The forecasts inform economic policy, the fiscal framework, tax forecasts and debt management strategy.

#### 4.2.5 Tax and Financial Sector Policy

The Tax Policy function is responsible for advising the Minister of Finance on tax policy issues that arise in all three spheres of government. The Financial Sector Policy function is responsible for the design and legislative framework of the financial sector as a whole and works closely with regulatory agencies such as the Financial Services Board, Banking Supervision and Exchange Control (now to be called Financial Surveillance) departments of the Reserve Bank, and the Financial Intelligence Centre. The unit is responsible for liaison between the National Treasury and the Reserve Bank on matters related to bank supervision, financial stability and the national payments system.

#### 4.2.6 International and Regional Economic Policy

This programme/division manages South Africa's interests in shaping regional and global policies that advance the economic, financial and development objectives of the country and those of Africa as a whole. The sub-programmes include: (a) Programme Management for International Financial Relations; (b) International Economic Cooperation; (c) African Integration and Support; (d) International Development Funding Institutions and (e) International Projects.

***Programme Management for International Financial Relations*** supports the planning, monitoring and delivering of the programme's activities. ***International Economic Cooperation*** focuses on improving South Africa's participation in international and regional economic institutions, e.g. the African Development Bank (AfDB); Group of 20 (G20); Brazil-Russia-India-China-South Africa (BRICS) group of countries and the International Monetary Fund (IMF). ***African Integration and Support*** serves as a vehicle for the National Treasury to engage with Africa through the Southern African Customs Union (SACU); Southern African Development Community (SADC) and the African Union (AU). To row trade; infrastructure investment and strengthening bilateral relations with key countries. ***International Development Funding Institutions*** provides subscriptions and contributions to international development institutions and multilateral banks. Funds are transferred to the AfDB; the African Development Fund (ADF) and the World Bank Group (WBG) for shares and



subscriptions to support African development and access to concessional loans and grants to Low Income Countries. *International Projects* funds international projects and interventions such as the Commonwealth Fund for technical cooperation and the International Finance Facility for Immunisation through the Global Alliance for Vaccines and Immunization (GAVI).

#### **4.2.7 Intergovernmental Relations**

This function is responsible for coordinating fiscal relations between national, provincial and local government as well as promoting sound provincial and municipal financial planning, reporting and management.

#### **4.2.8 Office of the Accountant General**

The function seeks to achieve accountability to the general public by promoting transparency and effectiveness in the delivery of services. It sets new government accounting policies and practices, and improves on existing ones, to ensure compliance with the standards of Generally Recognised Accounting Practice. It also focuses on the preparation of consolidated financial statements and an improvement in the timeliness, accuracy and efficiency of financial reporting.

#### **4.2.9 Public Finance**

Public Finance is primarily responsible for assessing budget proposals and reviewing service delivery trends in national government departments and their entities. The division also manages the National Treasury's relations with other national departments, provides budgetary support to departments, and advises the Minister of Finance and the National Treasury on departmental and government cluster matters.

#### **4.2.10 Office of the Chief Procurement Officer(O-CPO)**

The purpose of the O-CPO is to: Modernise the state procurement system to be fair, equitable, transparent, competitive, and cost-effective; enable the efficient, economic, effective and transparent utilisation of financial and other resources; including state assets, for improved service delivery; and promote, support and enforce the transparent and effective management of state procurement and the sound stewardship of government assets and resources.

## 5. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE NATIONAL TREASURY

### 5.1. Chief Information Officer

Name: Dr Duncan Pieterse  
Tel: 012 315 5165  
Email: [duncan.pieterse@treasury.gov.za](mailto:duncan.pieterse@treasury.gov.za)

### 5.2. Deputy Information Officer

Name: Mr Stadi Mngomezulu  
Tel: 012 315 5133  
Email: [stadi.mngomezulu@treasury.gov.za](mailto:stadi.mngomezulu@treasury.gov.za)

Name: Ms Patricia Tomotomo  
Tel: 012 395 6747  
Email: [patricia.tomotomo@treasury.gov.za](mailto:patricia.tomotomo@treasury.gov.za)

Name: Ms Talent Mtungwa  
Tel: 012 315 5517  
Email: [talent.mtungwa@treasury.gov.za](mailto:talent.mtungwa@treasury.gov.za)

Name: Ms Ditshego Magoro  
Tel: 012 315 5102  
Email: [ditshego.magoro@treasury.gov.za](mailto:ditshego.magoro@treasury.gov.za)

### 5.3. Access to information general contacts

Email: [paia@treasury.gov.za](mailto:paia@treasury.gov.za)

#### *National / Head Office:*

Postal Address: Private Bag X 115, Pretoria, 0001  
Physical Address: 240 Madiba Street; Pretoria 0001  
Telephone: 012 315 5111  
Email: [DGRegistry@treasury.gov.za](mailto:DGRegistry@treasury.gov.za)  
Website: [www.treasury.gov.za](http://www.treasury.gov.za)

## 6. REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE NATIONAL TREASURY

6.1. If you are not satisfied with any decision of the Information Officer/ Deputy Information Officer, you have the right to:-

- lodge an internal appeal to the Minister of Finance; and if you are not satisfied with the decision of the Minister of Finance, you can either
- complain to the Information Regulator; or
- apply to court for relief.

### (a) Internal Appeal

- The internal appeal must be lodged with the relevant authority, who is the Minister of Finance within 60 days of the decision of the Information Officer/ Deputy Information Officer;
- You must complete a “Form 4” – the form is available upon request from the Deputy Information Officer and on the National Treasury Website [www.treasury.gov.za](http://www.treasury.gov.za).
- the Deputy Information Officer shall help and guide you through the process of lodging an appeal.

### (b) Complaint to the Information Regulator

- The complaint must be lodged by completing a “Form 5” and sending it to the Information Regulator;
- This must be done within 180 calendar days of the Minister’ decision; and
- the Information Regulator shall help and guide you through the process of lodging a complaint alternatively;

### (c) Application to Court

- The application must be lodged within 180 calendar days of the decision of the Minister or that of the Information Regulator.
- Every Magistrates Court has jurisdiction to hear the PAIA application; and the Clerk of the Court shall help and guide you through the process of lodging an application.

## 7. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 7.1. The Regulator has, in terms of section 10(1) of PAIA, updated and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 7.2. The Guide is available in each of the official languages.
- 7.3. The aforesaid Guide contains the description of-
  - 7.3.1. the objects of PAIA and POPIA;
  - 7.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
    - 7.3.2.1 the Information Officer of every public body, and
    - 7.3.2.2 every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA<sup>1</sup> and section 56 of POPIA<sup>2</sup>;
  - 7.3.3. the manner and form of a request for-
    - 7.3.3.1 access to a record of a public body contemplated in section 11<sup>3</sup>; and
    - 7.3.3.2 access to a record of a private body contemplated in section 50<sup>4</sup>;
  - 7.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
  - 7.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;

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<sup>1</sup> Section 17(1) of PAIA- For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

<sup>2</sup> Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

<sup>3</sup> Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

<sup>4</sup> Section 50(1) of PAIA- A requester must be given access to any record of a private body if-

- a) that record is required for the exercise or protection of any rights;
- b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
- c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

- 7.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
- 7.3.6.1 an internal appeal;
- 7.3.6.2 a complaint to the Regulator; and
- 7.3.6.3 an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 7.3.7. the provisions of sections 14<sup>5</sup> and 51<sup>6</sup> requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 7.3.8. the provisions of sections 15<sup>7</sup> and 52<sup>8</sup> providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 7.3.9. the notices issued in terms of sections 22<sup>9</sup> and 54<sup>10</sup> regarding fees to be paid in relation to requests for access; and
- 7.3.10. the regulations made in terms of section 92<sup>11</sup>.
- 7.4. Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours. The Guide can also be obtained-
- 7.4.1. upon request to the Information Officer;
- 7.4.2. from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).

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<sup>5</sup> Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above

<sup>6</sup> Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

<sup>7</sup> Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

<sup>8</sup> Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

<sup>9</sup> Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

<sup>10</sup> Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

<sup>11</sup> Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

## 8. CATEGORIES OF RECORDS OF THE NATIONAL TREASURY WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Section 15 (1) of PAIA requires institutions to list those records which are automatically available. Automatically available records are usually not of sensitive nature. Most records which fall into this category of information are available on the National Treasury website, [www.treasury.gov.za](http://www.treasury.gov.za), and do not require a formal process to be accessed.

The categories of these automatically available records include:

### **Ministry of Finance**

- Information about the Ministry
- Minister of Finance Profile
- Deputy Minister of Finance Profile

### **National Treasury information**

- Role of National Treasury
- Director-General's Profile
- Organisational Structure

### **Budget information**

- Budget Review
- Estimates of National Expenditure
- Medium Term Budget Policy Statement (MTBPS)
- Adjusted Estimated of National Expenditure (AENE)
- Provincial Budget Documents
- Medium Terms Budget Policy Statement

### **Tender Information**

- Tender Adverts
- Designated Sectors Information and Documents
- Transversal Tenders / Contracts/ Requests for Proposals/ Requests for Information/ Expression of Interest
- Publication of Bidders
- Finalised Contracts
- Information on Tenders Awarded
- Supplier Database Registration Information

**Investor Relations**

- Auctions
- Market Data and Information
- Economic Data
- Policy Documents

**Registration or Restoration of Deregistered Companies****Communication and Media**

- Press Releases
- Speeches
- Presentations
- Events Calendar
- Publications
- Parliamentary Questions

**Intergovernmental Fiscal Reviews**

- Tax Statistics
- Annual Reports
- Provincial In-Year Publications
- Strategic Plans of the National Treasury
- Annual Performance Plans of the National Treasury
- Treasury guidelines

**Legislation**

- PFMA (<http://ntintranet/legislation/pfma>)
- MFMA (<http://mfma.treasury.gov.za>)
- Other Acts
- Bills

## 9. SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY THE NATIONAL TREASURY

According to the PAIA, these records should be made available on request from members of the public following set or determined procedures as set out in this manual, however disclosure of such may be refused if it is covered by grounds for refusal in terms of chapter 4 of the Act.

For the purpose of facilitating a request in terms of the Act, the subjects on which the National Treasury holds records and the categories of records held on each subject are as follows:

### 9.1 **Records on daily operations or core functions and agreements relating to the following categories:**

- National Treasury's internal investigation files
- Corporate law cases and related correspondence
- Litigation cases and related correspondence
- Directives, resolutions, and instructions of Exco
- Agreements with any of the external stakeholders be it any individual, government or administration.
- Rental Agreements, Title Deeds, Mortgage Bonds and Notarial Bonds Relating to Movable and Immovable Property
- Memorandums of Understanding
- Public Private Partnerships
- Received Tenders Documents
- Legislative Oversight
- Engagement with other Entities
- Projects

### 9.2 **Media Liaison & Communications**

- Communication Strategy
- Government Communications Initiatives
- Public Liaison
- Parliamentary Matters



### 9.3 Internal Audit Function: Reports on following audits

- Regularity Audits
- Performance Audits
- IT Audits
- Compliance Audits
- Forensics Audits
- Minutes and reports of the Audit Committee

### 9.4 Chief Risk Officer

#### *Enterprise Risk Management (ERM)*

- ERM Framework
- Risk Registers
- Audit Findings
- Risk Management Committee Reports and Minutes

#### *Business Continuity Management (BCM)*

- BCM Plans
- Anti-Fraud & Anti-Corruption Management
- Investigation Reports

#### *Security Management*

- Physical Security Management
- Information Security
- Personnel Security
- Emergency Management

#### *Facilities Management*

- Property Acquisition and Building Maintenance
- Housekeeping
- Fleet Management
- Parking Management

### 9.5 Corporate Services Division

#### 9.5.1 Strategic Projects and Support

##### *Records Management*

- Records Management Policy & Procedures
- Physical Files Database
- Approved File Plan
- Disposal of Records
- Promotion of Access to Information
- Promotion of Access to Information

*Knowledge Management (KM)*

- Business Processes
- Enterprise Content Matters
- Communities of Practice
- KM Projects

9.5.2 Human Resources

- Personnel Files
- Contracts, Conditions of Service and Other Agreements
- Statutory Employee Records
- Pension Fund Records
- Employee Wellness Records
- Employee Payments and Benefits
- Posts Control
- Recruitment, Selection and Placement
- Training and Development
- Performance Management and Evaluation
- Labour Relations
- Internships
- Bursaries

9.5.3 Chief Financial Officer

*Financial management and financial accounting records relating to the following categories:*

- Bank Account Records
- Books of Account and Financial Statements
- Annual Budget and Corporate Plans as Provided for in the Public Finance Management Act, 1999 (Act No. 1 Of 1999)
- VAT (Value Added Tax) and Pay As You Earn (PAYE) records
- Accounting Records
- Asset Registers
- Service Level Agreements (SLA) with Suppliers
- Internal Budget Management
- Policy Development and Internal Control
- Expenditure and Revenue Management
- Personnel Remuneration and Debtor Management
- Supply Chain Management

#### 9.5.4 Information Communications Technology

- Policies
- Enterprise Architecture Planning
- Acquisition & implementation of ICT systems
- Delivery & Support of ICT Services
- Contracts
- Projects
- Licenses
- Reports

#### 9.6 International & Regional Economic Policy

##### 9.6.1. Multilateral Development Banks & Concessional Finance

- Multilateral Development Banks
- International Organisations
- Global Development Policy & Concessional Finance (Climate Change work; Finance for Development; IDA; ADF)

##### 9.6.2. Africa Economic Integration

- Southern African Customs Union (SACU)
- Southern African Development Communities (SADC)
- Africa Continental

##### 9.6.3. Global and Emerging Markets

- Brazil, Russia, India, China, South Africa (BRICS)
- Group of 20 (G20)
- International Financial Architecture (IMF; G24; Paris Club)

#### 9.7 Chief Procurement Officer

##### 9.7.1 Transversal Contracting

- Internal Procedures
- Technical Assistance to Government Institutions
- Strategic Sourcing Projects
- Contract Management Compliance
- Evaluation and Awarding of Transversal Contracts

#### 9.7.2 SCM Governance Monitoring and Compliance

- Exemptions response letters and memos (applications are received from organs of state)
- Condonations response letters (applications are received from organs of state)
- Restrictions response letters and memos (applications are received from organs of state)
- Bid review reports and letters (applications are received from organs of state)
- Procurement by other means and contract modifications reports
- Complaints response letters (applications are received from organs of state)
- Request for advice response letters/emails (applications are received from organs of state)
- Presentations and/or workshops

#### 9.7.3 Strategic Procurement

- Research
- State Procurement System

#### 9.7.4 SCM Information, Communication and Technology

- Policy Matters
- Procurement Systems Architecture
- ICT Governance (Policy, Procedures, Standards etc)
- Supplier information
- Master System plans
- Audit Results

#### 9.7.5 SCM Policy and Legal

- Schedule of consolidated public comments formulated during the development and enhancement of policy prescripts
- Research
- Policy Analysis documents
- Issuing IN's/Guides and other police directives

### 9.8 **Tax & Financial Sector Policy**

#### 9.8.1 Financial Sector Development

- Market Conduct
- Financial Sector Development
- Financial Inclusion

#### 9.8.2 Financial Services

- Investor Member Protection
- Saving and Insurance Services
- Retirement Funds

### 9.8.3 Financial Stability

- Prudential Regulation
- Financial Stability
- Financial Markets and Competitiveness

### 9.8.4 Economic Tax Analysis

- Bio-Diversity Tax Incentives
- Carbon Taxation
- Clean development mechanism & Certified Emissions Reductions - Exemption
- Clean Technology Fund
- Climate Change Finance & Negotiations
- Department of Environmental Affairs Mintech (Environment Meetings)
- Environmental Fiscal Reform Policy
- Electricity Generation Levy
- Emissions Trading
- Energy Efficiency Savings Incentives
- Fuel Taxes
- Green Economy
- Incandescent Globe Tax
- Interdepartmental Task Team on Energy
- Motor Vehicle Tax Reforms
- Taxation Laws amendment Bill Lab Committee

### 9.8.5 Legal Tax Design

- Taxation Laws Amendment Bill
- Business Taxes
- International Taxes
- Personal Income Tax
- Indirect Taxes

## 9.9 **Office of the Accountant General**

### 9.9.1 Capacity Building

- Chartered Accountants Training and Marketing Strategies
- Donor Funds for the CAA programme
- Public Finance Management Education, Training and Development
- MFMA Capacity Building Initiatives
- PFMA Capacity Building Initiatives

### 9.9.2 MFMA Implementation

- Regulations issued in terms of the MFMA
- MFMA Circulars
- MFMA Compliance reports
- Agendas, presentations, resolutions, and minutes of MFMA Coordination Meetings
- MFMA Helpdesk questions and answers database
- Financial Management Capability Maturity Model Assessment Reports
- MFMA Ratios and sustainability assessment reports
- Publications - support Material, Calendars, Booklets
- Municipal Financial Recovery Plans and related information
- National Treasury response letters to municipalities in terms of section 46 of the MFMA relating to Municipal Borrowings
- National Treasury response letters to municipalities in terms of section 33 of the MFMA relating to long term contracts which impose financial obligations on municipalities beyond three years
- National Treasury response letters to municipalities in terms of section 170 of the MFMA relating to requests for exemptions or condonation for non-compliance with the provisions of the MFMA or any its regulations
- Formal Exemptions Notices signed and issued by the Minister of Finance
- Financial Management Grant spending and performance information and reports

### 9.9.3 Accounting Support & Reporting

- National Revenue Fund & Reconstruction & Development Programme
- Finance & admin cluster
- central government cluster
- Economic Cluster, Justice & Protection Services Cluster
- Social Services Cluster
- Local Government Supports

### 9.9.4 Internal Audit Support

- Departmental Reviews and Reports
- Audit Committee Reports
- Chief Audit Executive (CAE) Forum Minutes
- Requests/Queries/Responses
- Correspondence with Institute of Internal Auditors
- External Quality Assurance: National
- Support Plans
- Memorandum of Understanding (MOUs) with institutions
- State of Readiness Review
- Research Documents (reports, questionnaires, and responses)

#### 9.9.5 Risk Management Support

- National Government Support
- Provincial Government Support
- Local Government Support
- Ad-Hoc/Projects
- Professional Institutions
- Parliament Matters
- General Reports

#### 9.9.6 Technical Support Services

- Annual Financial Statements
- Frameworks
- Generally Recognised Accounting Practice (GRAP)
- IPSAS Standards
- Financial Management Policies
- Treasury Instructions
- Technical Committee

#### 9.9.7 Governance Monitoring and Compliance

- PFMA Support
- Treasury Norms and Standards
- Delegations of Authority
- Interpretation and application of the PFMA, Treasury Regulations and Treasury Instructions through guidelines and circulars on Financial Management Capability Maturity Model
- Cabinet Memo on Audit Outcomes
- Reports on Financial Management Improvement
- Participation in the working group on Financial Misconduct Financial Misconduct Reports
- National Treasury Participation in the Anti-Corruption Coordination Committee
- PFMA coordination forums
- Parliamentary Matters
- Transversal Matters
- Reports on payments to suppliers within 30 days
- Compliance Framework
- Cost containment

#### 9.9.8 Specialised Audit Services

- Performance Audit Reports
- Forensic Investigation Reports
- Fraud Prevention Report

9.9.9 Financial Systems Integration (BAS, LOGIS, PERSAL and VULINDLELA)

- Systems Design Records
- Systems Change Control Requests
- Systems Manuals
- Training Manuals
- Audit Log Files
- Annual Systems Audit Reports

9.10 **Budget Office**

9.10.1 Public Finance Statistics

- National Accounts
- Provincial Accounts
- Wider Public Sector
- Government Finance Statistics

9.10.2 Expenditure Planning

- Main Budget Allocation Process
- National Budget
- Budget Reform
- Medium Term Planning

9.10.3 International Development Coordination

- Donor Funding
- Reports

9.10.4 Fiscal Policy

- Fiscal Framework
- Expenditure analysis
- Macro-Economic Balances and Savings
- Analysis of Financial Indicator Reports
- Structural Budget Balance (SSB)
- Sundries
- Personnel Policy
- Fiscal Block: Expenditure
- Fiscal Block: Public Sector Borrowing Requirement (PSBR)

9.10.5 Public Entities Governance Unit

- General Personnel Finance
- General Governance Matters



#### 9.10.6 Public Sector Remuneration Unit

- Civil and Military Pensions
- Public Sector Remuneration and Forecasting

### 9.11 Public Finance

#### 9.11.1 Administrative Services

- The Presidency
- Expenditure Management
- Budget
- Adjusted Estimates of National Expenditure (AENE)

#### 9.11.2 Economic Services

- Economic services and infrastructure
- Policy analysis and support
- Public entities: financial and related matters
- Financial and related matters for the following Departments
  - Agriculture & Fisheries
  - Environmental Affairs
  - Rural Development Land Affairs
  - Minerals Resources
  - Science & Technology
  - Trade and Industry
  - Public Enterprises
  - Tourism
  - Economic Development Department
  - Small Business Development

#### 9.11.3 Health and Social Development Services

- Financial and related matters for the following Departments:
  - Department of Health
  - HIV/AIDS
  - Social Development
  - Intergovernmental Activities
  - Grant Systems and Administration

#### 9.11.4 Education and Related Departments and Labour

- Arts and Culture
- Basic Education
- Higher Education
- Labour
- Sports and Recreation

#### 9.11.5 Protection Services

- Integrated Justice Cluster
- Correctional Services
- Justice and Constitutional Development
- State Security
- Crime Intelligence SAPS
- Independent Complaints Directorate
- Safety and Security

#### 9.11.6 Urban Development and Infrastructure

- Department of Telecommunications and Postal Services
- Department of Human Settlements
- Department of Energy
- Department of Transport
- Department of Water and Sanitation
- Department of Cooperative Governance and Traditional Affairs

### 9.12 Intergovernmental Relations (IGR)

#### 9.12.1 Local Government Budget Analysis

- Financial Policy
- Budget Monitoring
- Financial Management Grants
- Restructuring Grants
- Municipal Regulations
- MFMA Circulars
- Municipal Guidelines
- Municipal Budget Information
- Municipal Allocations
- In-Year Adjustments Gazettes
- Conditional Grants Payment Schedules
- MFMA Section 71 Information (In-year Management, Monitoring and Reporting)
- Local Government Budgets and Expenditure Reviews
- The State of Local Government Finances

#### 9.12.2 Intergovernmental Policy and Planning

- Intergovernmental Fiscal Framework
- Financial and Fiscal Commission
- Statistics SA
- Intergovernmental Fiscal Review
- Intergovernmental Meetings

### 9.12.3 Provincial and Local Government Infrastructure

- Infrastructure Monitoring System
- Monitoring and Reporting
- Infrastructure delivery improvement programme (IDIP)
- Local government infrastructure

### 9.12.4 Provincial Budget Analysis

- Budget documentation
- Correspondence to provinces
- Correspondence to national departments
- Division of revenue
- Conditional grants

### 9.12.5 Neighbourhood Development Programme

- Grant Finance
- Budgets
- Conditional Grants & Technical Assistance transfers
- Payment Schedules – Safety Web, CFO, IGR
- Programme
- Projects – 18 Municipalities (Key Clients), Planning, Infrastructure, Implementation & Precinct Management

## 9.13 **Economic Policy**

- Periodic Reports
- Templates
- Research
- Capacity Building
- Modelling and Forecasting

## 9.14 **Assets & Liability Management**

### 9.14.1 Sectoral Oversight

- PFMA Section 54 and Section 51 applications for Schedule 2 and 3b entities
- PFMA Section 70 applications (guarantee) for schedule 2 and 3b entities
- Water Board annual tariff comments in terms of Section 42 of the MFMA

#### 9.14.2 Liability Management

- Debt issuance and management
- Concessional financing
- Debt operations (back office)
- RSA retail bonds
- Country risk

#### 9.14.3 Financial Operations

- Systems Integration
- Cash Management
- Accounting and Information

#### 9.14.4 Strategy and Risk Management

- Market Risk
- Country Risk
- Credit Risk

#### 9.14.5 Governance and Financial Analysis

Boards Appointments for the following entities: DBSA, SASRIA, Landbank and Public Investment Corporation (PIC)

Corporate Governance

- Investments Analysis
- Development Finance Institutions
- Treasury Operations

## 10. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE NATIONAL TREASURY AND HOW TO GAIN ACCESS TO THOSE SERVICES

### 10.1 RSA Retail Savings Bonds

RSA Retail Savings Bonds are investments with the Government of South Africa which earns a variable, fixed or inflation linked interest for the term of the investment. RSA Retail Savings Bonds have been designed to be as accessible as possible for the public to invest their money, while earning secured and market-related returns on their investments. There are three different types of RSA Retail Savings Bonds on offer:

- Fixed Rate RSA Retail Savings Bond
- Inflation Linked RSA Retail Savings Bond
- RSA Retail Savings Top-up Bond

All individuals who are citizens or permanent residents of the Republic of South Africa and in possession of a valid South African identity number, and who have a bank account with any financial institutions in the Republic, are eligible to purchase RSA Retail Savings Bonds. Persons under the age of 18 must receive parental consent in writing before investing in RSA Retail Savings Bonds, unless such persons are married or have been granted majority status in accordance with the provisions of the Age of Majority Act, 1972 (Act No. 57 of 1972).

### 10.2 Buying Retail Bonds

There are three easy steps to follow to invest in a retail bond:

#### 1. REGISTER (PROVIDE YOUR PERSONAL DETAILS)

##### WHERE?

- Any branch of the South African Post Office
- RSA Retail Savings Bond website - [www.rsaretailbonds.gov.za](http://www.rsaretailbonds.gov.za) If you are under the age of 18 and not married or have not been granted majority status in terms of the Age of Majority Act, you may not apply electronically. The authority of your parents or guardians is required in writing.
- Directly at the National Treasury - 240 Madiba street, Cnr Thabo Sehume and Madiba streets, Pretoria, 0002.
- Telephonically – (012) 315 5888 Once you are registered, you will receive a unique reference number that will be used as a reference when payments are made/ transferred into the RSA Retail Savings Bond bank account.

## 2. SELECT BOND AND MATURITY

- Any branch of the South African Post Office
- RSA Retail Savings Bond website - [www.rsaretailbonds.gov.za](http://www.rsaretailbonds.gov.za)
- Directly at the National Treasury - 240 Madiba Street, Cnr Thabo Sehume and Madiba streets, Pretoria, 0002
- Telephonically – (012) 315 5888 Once you are registered, you will receive a unique reference number that will be used as a reference when payments are made/ transferred into the RSA Retail Savings Bond bank account.

## 3. PAY

### HOW?

- Any branch of the South African Post Office
- Internet Banking
- Direct deposit at the bank

### 10.3 e-Tenders Portal

The Office of the Chief Procurement Officer (OCPO) has a mandate to ensure that public sector organizations in South Africa honor the provisions of the section 217 of the Constitution when spending taxpayer's money on procurement of goods, services and works. The e-Tender Publications Portal is one of the initiatives instituted by OCPO to support fair, equitable, transparent, competitive, and cost-effective procurement in an easy to access, single point of entry, technology driven facility. The service is an attempt to improve opportunities for business in South Africa to identify and compete for government tender opportunities put out to bid.

It is worth noting that this portal displays on a daily basis all public sector tenders in South Africa. The portal is managed by the OCPO who sets the policy on content, functionality and coordinates the administration with users at national, provincial, and local government level. The technical support, maintenance and hosting of the portal is provided by SITA.

This portal provides the following functionality:

- Publication of all tender notices, accompanied by official tender documents and relevant Terms of Reference or other description of functionality that may be applicable.
- Publication of corrigendum by procuring entities.
- Publication of Award notices and minimum information prescribed by the OCPO.
- Comprehensive information on procurement rules and guidelines.
- Search capability to identify opportunities per:
  - Commodity category: Eg. Motor vehicles or medical equipment or ITC Equipment
  - Tender Type: Eg. Request for Bid (RFB), Request for Quotation (RFQ), Request for Information (RFI);
  - Tender Status: Eg. Published, Awarded, and Cancelled;
  - Region: Eg. Province, Department, Municipality, District; Sector: Eg. Health, Education or Transport.

There is no charge to contracting authorities or suppliers for this service. E-Tender Publishing Portal is also freely available for use by the oversight bodies, media, and the public.

## 11. PROCESSING OF PERSONAL INFORMATION

National Treasury has set forth personal information protection policies and formulated the National Treasury Personal Information Protection Compliance Management system (policies; guidelines; manuals, forms, DIOs) to ensure compliance. We are gradually working to improve and maintain the system while at the same time widely communicating our personal information protection policies to all personnel and relevant stakeholders.

### 11.1. Collecting Personal Information

11.1.1 National Treasury collects personal information by legal and fair means only. When we directly collect personal information from you, we will specify how we intend to use the information, provide contact information of Deputy Information Officers (DIOs), and ask for your consent.

11.1.2 When we collect personal information by other means, we will announce on our websites how we intend to use it along with contact details. You are not obligated to provide the National Treasury with your personal information. Please note, however, that there are some services we may be unable to provide without your personal information.

11.1.3 When you provide personal information to the National Treasury, you agree to the terms and conditions described in this section. If you do not agree to the terms and conditions herein, please note that some services we offer (including responses to your inquiries) may not be available to you.

### 11.2. The Personal Information We Collect

11.2.1 National Treasury uses the personal information we receive from you to execute contracts and transactions concluded between you and National Treasury. National Treasury will not collect, use, or provide to any third party any personal information such as the following without your consent.

Information concerning:

- Personal philosophies, beliefs, or religion
- Race, ethnicity, physical/mental disabilities, criminal records, or other information that may lead to social discrimination.
- Workers' right to organize, collective bargaining, or other collective activities.
- Participation in demonstrations, petitions, or the exercising of other political rights.
- Medical treatment or sexual practices.

### 11.3. How We Use your Personal Information

11.3.1 National Treasury uses the personal information we receive from you to execute contracts and transactions concluded between you and National Treasury.

11.3.2 National Treasury uses your personal information to conduct vetting of potential employees as part of the recruitment process, to provide you with relevant information that may be of interest to you, such as information on our products, and services.

11.3.3 National Treasury may at times entrust a service provider to process information or perform other such activities on its behalf. The personal information given to service providers for this purpose will be used only for the activities with which the service provider is entrusted. In such cases, National Treasury and the service provider will be bound by a confidentiality agreement not to disclose the details of the activity and not to use the information for other purposes other than what it was intended for at collection.

11.3.4 National Treasury will not use personal information we receive from you for purposes other than those specified at the time of collection. However, we may use the information to—without personally identifying individuals—gather statistical data or research purposes.

#### **11.4. Personal Information to Third Parties**

11.4.1 As a rule, National Treasury does not disclose or provide the personal information we receive from you to any third party, except in the following cases:

- When we have your consent.
- When we employ a third party to handle all or part of the personal information we have collected, to perform services that are necessary to achieve our objectives.
- When we are required by law to do so.
- When it is necessary to do so to protect the life, body, or property of people, and obtaining your consent is difficult.
- When it is necessary to do so to improve public health or promote the welfare or well-being of children, obtaining your consent is difficult.
- When it is necessary to cooperate with national agencies, local governments, or their consigned parties in the execution of legally prescribed business, but where obtaining your consent may hinder execution of the said business.

#### **11.5. How We Protect your Personal Information**

11.5.1 National Treasury employs administrative, technical, personal, and physical safeguards to protect your personal information.

11.5.2 National Treasury employs necessary safety measures and takes necessary corrective actions to protect your personal information from unauthorized access, loss, destruction, alteration, or leakage. However, please be reminded that there is no fail-proof technology that can prevent illegal access to personal information.

11.5.3 National Treasury employees receive regular training on safeguarding personal information.

11.5.4 In cases when service providers hired by National Treasury to provide services on our behalf are commissioned to handle personal information, we select appropriate contractors and require them to sign all necessary agreements concerning the handling of personal information. We also employ all safety measures required by law.

#### **11.6. Collection of personal information through our website:**

##### **Encryption**

When we collect personal information through our website, we employ Secure Sockets Layer (SSL) encryption to ensure safe transmission of your personal information.



## 12. AVAILABILITY OF THE MANUAL

- 12.1 This Manual is made available in the English languages; however, requesters will be assisted in their language of choice according to the approved National Treasury's Language Policy.
- 12.2 A copy of this Manual or the updated version thereof, is also available as on [www.treasury.gov.za](http://www.treasury.gov.za) as well as:
- 12.2.1 At the head office of the National Treasury for public inspection during normal business hours;
  - 12.2.2 To any person upon request and upon the payment of a reasonable prescribed fee; and
  - 12.2.3 To the Information Regulator upon request.
- 12.3 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

## 13. PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWERS OR PERFORMANCE OF DUTIES BY THE NATIONAL TREASURY

The National Treasury will from time to time publish draft policies on its website and requests comments and inputs from members of the public. Roadshows will also be held wherein the public is made aware of policies and required to participate in policy formulation.

## 14. UPDATING OF THE MANUAL

The National Treasury will, if necessary, update and publish this Manual annually.

**Issued by**

**DR DUNCAN PETERSE  
ACTING DIRECTOR-GENERAL: NATIONAL TREASURY**

**PAIA  
MANUAL**

# **PROMOTION OF ACCESS TO INFORMATION ACT**

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**national treasury**

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National Treasury  
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