

GAUTENG PROVINCIAL GOVERNMENT

OFFICE OF THE PREMIER

Strategic Plan 2003 – 2006

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1.1 Foreword by the Premier

This plan is a clear message about the direction of the Office of the Premier over the next 3 years and how it will meet the challenges and opportunities of change.

The Office of the Premier plays an important role in supporting the running of Government. Its main function is to provide strategic advice and support to government, coordinate cross cutting strategic government initiatives and ensuring that this is done within the best good governance frameworks.

It is also becoming very clear that a major challenge that will have to be responded to is ensuring that Government truly becomes people centred – this means putting people first in all that government does, from the time that it starts planning to the manner in which it delivers its services. The spirit of Batho Pele must be at the heart of the manner in which government works. The challenge for the Office of the Premier is to strengthen government's relations with its citizens and to continuously be aware of citizens needs, expectations and experiences of its interaction with government. Effective democracy means listening and than responding with appropriate action to what people are saying.

The implementation of public Sector transformative legislation – from the PFMA, the Access to Information Act to the Employment Equity Act – will all pose acute challenges to the way that Government operates, the Office of the Premier will be expected to provide the required leadership to steer the provincial government through these.

Good leadership and good government means having a clear sense of direction and purpose and that I believe is what is contained in this plan.

**Premier
MS Shilowa**

1.2 Foreword by the Director General

The Office of the Premier continues to evolve as an organization and this strategic plan reflects the new directions for the Office. As this plan indicates, we have an important role to play in the public sector and throughout Gauteng Provincial Government. We will certainly take on this challenge with the professional gusto that it requires.

The Presidential Review Commission, in its report in 1966 explained that the role of the cabinet office in the following manner, "the function of such an office is ensure that the issues and policies requiring consideration by the President, Deputy President and cabinet are identified, that the ground work for their presentation is thoroughly prepared with all the relevant departments involved, that there is comprehensive and comprehensible briefings, that policies and outcomes are properly and promptly secured and recorded, that implementation follows and that progress is effectively monitored." This description of the work of a Cabinet Office is totally applicable to that of the Office of the Premier.

This strategic plan begins to move the office in the direction of being coordination, support to the Premier and Executive Council which is all aimed at ensuring the best policy and executive government outcomes for the people of Gauteng.

This plan forms the foundation for our future and provides a solid base to achieve our organizational alignment.

Director General
M. Mokoena

1.3 Mission

To support the Premier and Executive Council in implementing Gauteng Provincial Government (GPG) policies as well as their statutory and political responsibilities effectively and efficiently.

Vision

To be an innovative, responsive and vibrant nerve center for people - centred governance.

Values

Integrity – honesty, accountability, trust and respect.

Batho Pele – Caring, empathy, respect, recognition, value, reward, compassion and consultation.

Teamwork – Partnership, cooperation and consultation.

Professionalism – Capable, communication, skills development and transparency.

Social Equality – (no discrimination on the basis of) Race, gender, sex, pregnancy, marital status, ethnic or social origin, age, disability, religion, conscience, belief, culture, language.

1.4 Mandate of the Gauteng Provincial Government

Executive Authority in the Province resides with the Premier. This authority is, in some instances, exercised together with members of the Executive Council.

The Premier is empowered to appoint members of the Executive Council and assigns their powers and functions.

The Premier with the Executive Council exercises Executive power by:

- implementing provincial legislation in the Province;
- implementing all applicable national legislation;
- administering national legislation in the Province (if assigned by Parliament);
- developing and implementing provincial policy;
- co-ordinating the functions of the provincial administration and its departments; and
- performing any other function assigned to the Provincial Executive in terms of the constitution or an Act of Parliament.

1.5 Legislative Mandate of the Premier

The Premier's specific role and function, separate from that of the rest of the Executive, is defined in the constitution as:

- assenting to and signing bills;
- referring a Bill back to the provincial legislature for reconsideration of the Bills constitutionality;
- referring a Bill to the Constitutional Court for a decision on its constitutionality;
- summoning the Legislature to an extraordinary sitting to conduct special business;
- appointing commissions of inquiry;
- calling a referendum in the Province in accordance with National Legislation;

In addition the Premier has the following tasks in relation to the functioning of the Executive Council;

- The convening meetings of the Executive Council;
- The Premier is the Leader of government with regard to the provincial legislative programme; and
- The Premier is the head of the Provincial delegation to the NCOP.

1.6 Description of the status quo

At the 2nd Executive Planning retreat in September 1999 it was decided that the Office of the Premier should change from being the Corporate Service Headquarters of GPG to a political management center.

Its role was defined as that of being responsible for providing strategic support to the Premier –in- Executive Council.

The role of the Office was gradually refined and is aptly stated in its current vision and mission statement. The process of developing the required skills, capacities and organizational form to carry out this new mandate has been an ongoing process.

The Office managed to ensure that the Premier and the Executive council received the required support to fulfill their obligations.

The following are some of the major achievements for the past year:

- The commencement of work leading to a fully-fledged monitoring and evaluation system for GPG.
- The formulation of integrated quality social services indicators.
- Successful implementation of an extensive outreach programme by the Executive.
- Improved legislative and drafting process.

- The initiation of an annual social survey.
- The development of an HRD strategy for managers in GPG.
- The development of a provincial planning framework.
- The successful coordination of the various GPG forms:
 - The Executive Council and its sub committees;
 - The Premiers Committee on Aids and the Gauteng Aids Council;
 - The GPG Heads of Department Forum;
 - The Premier's Coordinating Forum;
 - The Gauteng Inter- Governmental Forum; and
 - The Provincial Communications Forum.

2 STRATEGIC DIRECTION

2.1. Strategic goals and objectives.

The overall outcome of the strategic goals and objectives of Office of the Premier is to ensure that GPG delivers on its priorities. This will be done by delivering sound and well-coordinated government policies, programmes and decision-making processes.

Goals:

- 2.1.1 provision of high quality strategic support to the Premier and the Director General;
- 2.1.2 ensuring that GPG delivers on its priorities;
- 2.1.3 the entrenchment of Good Governance practices in GPG;
- 2.1.4 providing an effective and efficient legislative drafting, advisory and information service for GPG;
- 2.1.5 competent, empowered and performance focused employees; and
- 2.1.6 effective management of the finances and assets of the Office.

PROGRAMME 1: EXECUTIVE OFFICE

Key Government Objective

- To ensure that the policy objectives are achieved within the vision and mission of the Office and to oversee and communicate the overall function of the office to the various stakeholders.
- To ensure that the Office is well managed and that the functions are performed efficiently, effectively and in an economical manner.
- Providing overall strategic management and direction for the Office

SUB PROGRAMME:

Private Office of the Premier
Office of the Director General

PROGRAMME 2: POLICY DEVELOPMENT AND CO-ORDINATION

Key Government Objectives

- Monitor, evaluate and advise on the implementation of GPG policies/ programs.

- Facilitate and co-ordinate the development and implementation of special programs in the GPG.
- To promote good governance.
- To provide planning and secretarial services.

SUB PROGRAMME:

Social Development
Growth and Development
Governance
Management

PROGRAMME 3: GOVERNMENT COMMUNICATIONS AND INFORMATION SERVICES

Key Government Objectives

Ensuring effective government communication and information services:-

Objectives:

- Manage GPG's corporate communications strategy and identity.
- The provision of professional media production services and products.
- Promotion of direct interactive communication between GPG and the citizens of Gauteng.
- Increased public access to government services and products.

SUB PROGRAMME:

Corporate Communication
Service
Strategy and Media Liaison
Development
Communication and
Information Services
Management

PROGRAMME 4: STATE LAW ADVICE

Key Government Objectives

- Ensure that the legislative framework is rationalised and aligned with national legislation.
- Do research, formulation, drafting and certification of legislation.
- Execute judicial acts and interpret statutes.
- Provision of legal advice.
- Liaise with the State Attorney to provide formal legal advice.

SUB PROGRAMME:

Legal Services
State Law Advise

Management

PROGRAMME 5: HUMAN RESOURCES AND AUXILIARY SERVICES (Previously Management Service)

Key Government Objectives

- To provide a comprehensive professional, sustainable and strategic human resource management and development services to the Office of the Premier.
- To provide an efficient human resource management service to the office.
- To provide an effective and efficient human resources management service to the Office of the Premier.
- To provide effective and efficient auxiliary services to the Office of the Premier
- Render such human resources management related services and /or advice to other departments as may be required in the interests of the GPG.

SUB PROGRAMME:

Management Service &
Auxiliary Services
Strategic Human
Resources
Management

PROGRAMME 6: FINANCIAL MANAGEMENT

Key Government Objectives

- To establish and maintain systems and policies to ensure effective and efficient management of resources.
- To render efficient, effective and economic procurement and provisioning services.
- To provide a comprehensive financial services to the office.

SUB PROGRAMME:

Financial Accounting
Management Accounting
Management

PROGRAMME 7: SECURITY AND RISK MANAGEMENT SERVICES

(From Programme 5: Management & Strategic Human Resources)

Key Government Objectives

- To facilitate, coordinate and monitor security standards in GPG.
- To liaise with national security structures.
- To provide security advisory services for the Office of the Premier and GPG
- To facilitate the development of a GPG security strategy.

KEY OUTCOMES AND OUTPUTS

Outcome	Description of output	Unit of measure	Output Targets			Standard	Source of data
			'03/04	04/05	05/06		
Effective Executive decision making and implementation in GPG supported	Reports on employment creation priorities of GPG.	Number of reports submitted to the Premier and the Executive.	4 reports to Premier and/or Premier-in-Executive	4 reports to Premier and/or Premier-in-Executive	4 reports to Premier and/or Premier-in-Executive	Quality and applicability of the reports	Feedback from Premier/Premier-in Executive Council
	Policy framework for integrated skills development.	Number of Reports and workshops facilitated.	2 reports to Premier and/or Premier-in Executive Council Two workshops				Policy document.
	Policy briefings to the Premier and Executive Council.	Quality and number of briefing notes provided to the Premier.	30 briefing documents.	40 briefing documents	50 briefing documents.	Reliability, validity and replicability of information.	Evaluation/feedback from the Premier.
	Report on gender mainstreaming progress in GPG	Quality and application of information.	1 progress report on gender mainstreaming in GPG	1 progress report on gender mainstreaming in GPG	1 progress report on gender mainstreaming in GPG	Informative, accessible report which can be used as organizational tool to improve performance	Feedback from line departments.

Outcome	Description of output	Unit of measure	Output Targets			Standard	Source of data
			'03/04	04/05	05/06		
	Report on the status of children in Gauteng	Quality and application of information	1 progress report on status of children in Gauteng	1 progress report on status of children in Gauteng.	1 progress report on status of children in Gauteng.	Informative, accessible report which can be used to improve service delivery.	Monitoring reports.
	Annual report on the status of people with disabilities in Gauteng. Reports on line departments performance against strategic plan of GPG. Executive	Quality and application of information. Number of reports to the Premier. Number of meetings	1 progress report on status of people with disabilities in Gauteng 4 quarterly reports.	1 progress report on status of people with disabilities in Gauteng. 4 quarterly reports	1 progress report on status of people with disabilities in Gauteng. 4 quarterly reports.	Informative, accessible report which can be used to improve services. Quality and applicability of information. Quality and accuracy of	Monitoring reports. Feedback from line departments. Premiers evaluation of quality of reports. Annual evaluation report.

Outcome	Description of output	Unit of measure	Output Targets			Standard	Source of data
			'03/04	04/05	05/06		
	Council meetings.	Time for production and distribution of minutes.	50 within 48 hours	within 48 hours	within 48 hours.	minutes.	
Good governance practices and standards institutionalized in GPG.	Quality Assurance Standards Programme.	Number of departments that have developed quality assurance standards.	5	5		Comprehensiveness and adequacy of standards set.	Departmental reports
	Anti-corruption campaign.	- Number of awareness events. - Range and frequency of media products..	4 workshops 4x 10 000 products	4 workshops 4 x 10 000 products	4 workshops 4 x 10 000 products	Attendance	Workshop reports Products..

Outcome	Description of output	Unit of measure	Output Targets			Standard	Source of data
			'03/04	04/05	05/06		
Support and strengthen the Premier in his function of providing political leadership and co-ordination by increasing the drafting capacity of GPG	Establish uniform standard of drafting Furnish opinions and advice	Standardise drafting Well written / substantiated opinions and advice	Ongoing Always	Ongoing Always	Ongoing Always	Content of legislation Comprehensiveness, accuracy, understandable adequacy of protection. Adverse procedural consequences	
To manage and promote the GPG's corporate identity, provide professional media production services and produce professional, effective and accessible GPG media	Gauteng News GPG Exhibitions GPG Website Weekly diary of key GPG events	Circulation Strategy Comprehensiveness of Exhibit Number of hits per annum Frequency of updates Accuracy of information	5 million per annum 3 exhibitions per annum 35 000 hits per annum Weekly updates	5 million per annum 3 exhibitions per annum 37 000 hits per annum Bi-Weekly updates	5 million per annum 3 exhibitions per annum 39 000 hits per annum Bi-Weekly updates	Professional quality Professional quality Sustained increase in the quality of Journalism on the GPG website Quality of information	Publication Exhibits Website and counter GPG Website Attendance register and press clippings

Outcome	Description of output	Unit of measure	Output Targets			Standard	Source of data
			'03/04	04/05	05/06		
	Media events GPG media products	Number of events Range and responsiveness of media products	48 weekly diaries per annum 6 media events per annum 5 x 250 000 products	48 weekly diaries per annum 6 media events per annum 5 x 250 000 products	48 weekly diaries per annum 6 media events per annum 5 x 250 000 products	Media attendance and coverage Professional layout	Media products
Government business is conducted in a safe and secure environment.	Security Risk Assessments. MISS Policy Compliance Audits	Number of assessments per month. Number of audits	2 per month 6	2 per month 10	3 per month 12	Reports to be produced within two weeks after the site visits have been completed. Reports to be produced within 2 weeks of the audits being completed.	Assessment reports. Audit reports

