



MEMORANDUM

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TO : THE DIRECTOR : RECORDS MANAGEMENT
DR GERHARD CALITZ

AND TO : SOUTH AFRICAN HISTORY ARCHIVE (SAHA)

SUBJECT : PAIA REQUEST SAH-2012-DTI-0003

1. PURPOSE

1.1 To provide a response to the request for information by SAHA, ref number 2012/13-26.

2. BACKGROUND

2.1 The department is pleased to respond to the questions as follows:

a) How the department prevents corruption and conflicts of interest:

The department at all times ensures that there is a Conflicts of Interest Policy in place. The existing policy is provided for your records. The policy was reviewed last year, and is being amended before being signed into effect. Once signed, the revised policy will be made available on request. All policies are accessible to staff on the intranet.

The department has also addressed conflicts of interest relating to remunerative work outside public service and disclosure of financial interests by sending out a governance circular to all staff, via Newsflash (email), repeated monthly. This includes both the form for disclosing financial interests as well as the form to be completed to obtain approval to conduct remunerative work. Circular and annexures are attached.

Finally awareness-raising is conducted through trainings throughout the year, as well as at inductions trainings for all new staff. There is a helpdesk that is promoted, which is email-based ie. ethics@thedti.gov.za.

b) How the department responds to complaints about corruption and conflicts of interest:

Queries relating to corruption that come through the ethics helpdesk are attended to by the Corporate Governance Directorate. Complaints for investigation are received by the Compliance & Forensics Directorate within Internal Audit either directly, or from the National Anti-corruption Hotline, or from the Corporate Governance help desk. Feedback is provided to complainants, and

records are kept of all steps of investigation. Corruption cases are reported at the pre-Risk Management Committee meeting as well as at the Audit Committee.

c) How, when and by whom is corruption defined, investigated and disciplined within the department:


Management has adopted a zero tolerance to fraud and corruption, and this is codified in the Fraud Prevention Policy as well as in the Ethics Management Framework. Both documents set out the manner in which corruption will be dealt with. The Corporate Governance Directorate is responsible for raising awareness of fraud and corruption as a preventative control, while Internal Audit investigates cases as a detective control. The Employment Relations Directorate facilitates disciplinary action against offenders.

d) How, when and by whom conflicts of interest are defined, investigated and disciplined within your department:

Conflicts of interest are defined in the Conflicts of Interest Policy, which was reviewed recently and is soon to be updated. Both versions set out the manner in which conflicts of interest are dealt with. At all management meetings, conflicts of interests are declared and recorded, and this is incorporated in the attendance registers. Through the Procurement Directorate, all suppliers bidding for work must complete detailed conflicts of interest forms, declaring if they have any relationships with any staff member of the department. The Corporate Governance Directorate is responsible for raising awareness of conflicts of interest as a preventative control, while Internal Audit investigates cases as a detective control. The Employment Relations Directorate facilitates disciplinary action against offenders.

2.2 The department will be glad to meet with SAHA officials should any further clarity or information be required.

PROVIDED BY:



**BRYAN ARUMUGAM
DIRECTOR: CORPORATE GOVERNANCE
30 OCTOBER 2012**



