

Internal and contracted out functions

1.1 The following functions are performed internally:

1.1.1 Programme 1: Administration

Financial Reporting and budgeting

Departmental Accountants function

Procurement Management

Labour Relations

Human Resources Management

Records Management and General Support services

1.1.2 Programme 2: Transport

Limited motor vehicle registrations and licensing of vehicles

Special registration number plates

Motor trade numbers

Arrear licence fees collections

Abnormal load and vehicle permits

Sport and fun activities on public roads

To administer the development of statutory plans required giving effect to public transport policy, and in terms of current legislation, the design and implementation of public transport services and infrastructure, and the management of the system

To ensure that public transport meets the needs of the community by engaging in liaison, and through communication and marketing, and to ensure that public transport operators are empowered and receive the necessary training

To administer through statutory plans, the Operating Licensing Board and the Registrar the necessary control, regulation and quality of public transport services provided by the private sector, to manage and monitor the compliance of regulation, so as to ensure the effectiveness of public transport

Transport planning and coordination

Engineering design evaluation and approval

Initiating and overseeing contract execution and monitoring

Transport administration

Initiating and overseeing road maintenance (Trunk roads)

1.1.3 Programme 3: Public Works

Initiating and overseeing construction – Architecture/Quantity Surveying/Engineering/Project Management

Initiating and overseeing upgrading/rehabilitation – architecture/quantity surveying/engineering/project management

Initiating and overseeing maintenance – day-to-day maintenance/project management (inspections)

Managing the property register of the Provincial Government

Lease accommodation for client departments

Purchase properties for client departments

Rent out houses and other properties that client departments don't need on short term or at all

Arrange for the planning of major estates to obtain highest and best use of properties

Dispose of properties that are not needed for client accommodation

Gardening Services

Cleaning Services

1.2 The following functions are contracted out:

1.2.1 Programme 1: Administration

Legal and recruiting services

1.2.2 Programme 2: Transport

Motor vehicle registration and licensing of vehicles

The development of statutory plans required in terms of legislation

The design and the preparation of tender documents for the concluding of contracts between the Province and operators for public transport services

The design and construction of infrastructure required for public transport service

Engineering design

Contract execution

Road maintenance (Divisional roads)

1.2.3 Programme 3: Public Works

Construction – Architecture/Quantity Surveying/Engineering/Contractors/Project Management

Upgrading/Rehabilitation – Architecture/Quantity Surveying/Engineering/Contractors/Project Management

Maintenance - Day -to-day maintenance/Project Management (Contractors)

Catering Services

Linens Services

Interior Decorating

Cleaning Services

