



GAUTENG PROVINCE
SPORT, ARTS, CULTURE AND RECREATION
REPUBLIC OF SOUTH AFRICA

2023/24 SERVICE DELIVERY STANDARDS

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LIST OF ACRONYMS AND ABBREVIATIONS

APP	Annual Performance Plan
BP	Batho Pele
DPSA	Department of Public Administration and Services
GDSACR	Gauteng Department of Sport, Arts, Culture and Recreation
GPG	Gauteng Provincial Government
HOD	Head of Department
MEC	Member of Executive Council
MPSA	Ministry of Public Service and Administration
OOP	Office of the Premier
PAIA	Promotion of Access to Information Act
PAJA	Promotion of Administrative Justice Act
SDF	Service Delivery Forum
SDIP	Service Delivery Improvement Plan
WPTPSD	White Paper on Transforming Public Service Delivery

1. VISION

“An active, creative and modernised Gauteng City Region contributing to sustainable economic growth and social cohesion”.

2. MISSION

In pursuit of the above vision, the DSACR will work in an integrated manner among and within communities to create an enabling environment and accelerated social transformation for sporting, artistic, and cultural excellence, by:

- Facilitating talent identification and development in partnership with key stakeholders;
- Positioning the business of sport and creative industries as catalysts for sustainable socio-economic growth;
- Modernisation of the economy through the bidding and hosting of major sporting and cultural events;
- Providing access to sport, arts, cultural activities, library, archival services and facilities;
- Transforming the Gauteng heritage landscape; and
- Pursuing 4th industrial revolution through modernized system.

3. VALUES

In working towards the achievement of the mandate and vision set out above, the DSACR subscribes to the following internal values:

Teamwork and Collaboration	We work co-operatively, by asking for and giving information and support, and sharing success with others across our department and across all spheres of government
Honesty and Integrity	We are honest, trustworthy and straightforward in all our dealings, and use time, money and resources effectively and efficiently.
Respect and Diversity	We value others for their contribution, irrespective of personal differences, we involve and listen to others, and show consideration and empathy for their emotional and physical wellbeing
Stakeholder Focused	We consult, encourage feedback and provide services that meet or exceed the needs, standards and timescale of our internal and external stakeholders, in a courteous, open, transparent and speedy manner
Employee Focused	We value all employees; provide equal access to opportunities for development, recognition and reward.
Accountability	We are personally accountable for delivering on our commitments.
Quality	We provide outstanding products and unsurpassed service that, together, deliver premium value to our customers.

4. LEGISLATIVE MANDATE

The Departmental Service Standards are therefore developed in response to the following legislation:

- Chapter 10 section 195 (1) of the Constitution outlines the basic values and principles governing public administration
- Promotion of Access to Information Act (PAIA), Act 2 of 2000
- Promotion of Administrative Justice Act (PAJA), Act 3 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination
- The White Paper on Transforming Public Service Delivery (Batho Pele) (WPTPS) 1997
- The Public Service Regulations, 2001
- The MPSA directive of 30 October 2008

5. Gauteng Department of Sport, Arts, Culture and Recreation (GDSACR) Outcomes

The following are the departmental Outcomes linked to the priorities of the GG2030 Plan of Action.

- Compliance and responsive governance.
- Transformed, capable and professional Sport, Arts and Cultural Sector.
- A diverse socially cohesive society with a common national identity.
- Integrated and accessible Sport, Arts and Cultural infrastructure services.
- Increased market share of and job opportunities created in sport, cultural and creative industries.

6. GDSACR KEY STRATEGIES

- Creative Industries Development Framework;
- Performing Arts Strategy;
- Visual Arts Strategy;
- Music Strategy;
- Competitive Sport Strategy;

- Integrated Sport Plan;
- Gauteng Sport Policy and Plan;
- Craft Strategic Framework;
- Competitive Sport Strategic Framework;
- Grant-in-Aid Policy Framework for the allocation of funding to sector related organisations and institutions;
- Gauteng Arts in Schools Strategy;
- Gauteng Language Policy Framework;
- Gauteng Provincial Archives and Records Services Bill, 2013; and
- Revised White Paper on Arts, Culture and Heritage.

7. PROGRAMME SPECIFIC SERVICE STANDARDS

PROGRAMME 2: CULTURAL AFFAIRS

KEY SERVICES	SERVICE STANDARDS					FULL STATEMENT
	QUANTITY	QUALITY (STANDARD)	TARGET GROUP (BENEFICIARIES)	TARGET AREA (WHERE)	TIME	
Creative Arts Implement Arts and Culture Programmes	4-10 non-fee-paying schools supported to participate in Arts and Culture Schools integrated programmes	Non-fee-paying schools supported to participate in Arts and Culture Schools integrated programmes	Learners/ youth	Gauteng City Region with emphasis on TISH	July 2023 – March 2024	Support provided will include capacity building, equipment and attire to foster the love for Arts and Culture at schools and to ensure that learners divert on indulging on substance abuse Job creation through capacity building in the film sector
	500 women trained in the Basesana scriptwriting and directing workshop	Providing capacity to women in scriptwriting and directing workshop for theatre and film	Women and LGBTQIA	Gauteng City Region with emphasis on TISH	July 2023 – March 2024	

KEY SERVICES	SERVICE STANDARDS				FULL STATEMENT
	QUANTITY	QUALITY (STANDARD)	TARGET GROUP (BENEFICIARIES)	TARGET AREA (WHERE)	
Creative Industries Creating an enabling environment for artists and crafters through various initiatives	500 practitioners benefiting from capacity building opportunities	Practitioners benefiting from capacity building opportunities	Crafters, visual artists, and fashion designers	Gauteng City Region with emphasis on TISH	April – December 2023 Practitioners benefiting from capacity building opportunities to upskill and improve product quality.
	10 Arts and Culture events financially supported	Arts and Culture events supported financially (signature, major, community, local and trade fairs) to retain the hosting of events in Gauteng	Communities, artists, organisations, companies etc.	Gauteng City Region with emphasis on TISH	July – December 2023 Support Arts and Culture events financially to promote social cohesion and retain Gauteng as the hub of creative Industries.
	20 market access initiatives implemented	Implementation of market access initiatives	Communities, artists, organisations, companies etc.	Gauteng City Region with emphasis on TISH	April 2023 – March 2024 Implementation of market access initiatives provide platform for crafters, fashion designers and visual artists to exhibit and sell their products. Furthermore, creatives will be supported to participate in continental and international markets.
	5 visual arts projects implemented in public spaces	Visual arts projects implemented in public spaces	Visual artists, and communities	Gauteng City Region with emphasis on TISH	July – December 2023 visual arts projects implemented in public spaces through painting of commemorative murals in communities.
	Heritage, Geographical Names and Language				
Promote and preserve the Gauteng heritage landscape	25 Heritage sites provisionally declared	Provisional declaration of Gauteng Heritage sites	Communities	Gauteng City Region with emphasis on TISH	April 2023 – March 2024 Heritage sites provisionally declared to be preserved for the liberation history in terms of the National Heritage Resources Act 25 of 1999.
	6 National and Historical Days celebrated	National and Historical Days celebrated	Communities, artists, sector organisations, companies etc.	Gauteng City Region with emphasis on TISH	April 2023 – March 2024 Celebration of national and historic days in order to promote social cohesion and nation building.

	30 community conversations/ dialogues held to foster social interaction	Social cohesion and national building conversations conducted per year	Communities	Gauteng City Region with emphasis on TISH	April 2023 – March 2024	Community conversations/ dialogues held r year to foster social interaction and promote national building in the province.
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PROGRAMME 3: LIBRARY AND ARCHIVAL SERVICES

SERVICE STANDARDS						
KEY SERVICES	QUANTITY	QUALITY (STANDARD)	TARGET GROUP (BENEFICIARIES)	TARGET AREA (WHERE)	TIME	FULL STATEMENT
Provision of library and information services	30 Libraries implementing Mzansi Online projects	Libraries implementing Mzansi Online projects	Communities	Gauteng City Region with emphasis on TISH	January – March 2024	Libraries implementing Mzansi Online projects through the Bill & Melinda Gates Foundation. This project also aims to facilitate information literacy, ICT skills of users, Virtual access.
	15 Born to Read programmes implemented	Born to Read programmes implemented	Communities	Gauteng City Region with emphasis on TISH	July 2022 – March 2024	Born to Read programme implemented to assist mothers to read to their children (unborn and infants). It takes place in clinics, hospitals and public places.
	10 Market access promotional interventions for local emerging authors implemented	Market access promotional interventions for local emerging authors implemented	Communities	Gauteng City Region with emphasis on TISH	April 2023 – March 2024	Support local emerging authors for economic empowerment and upliftment of authors by way of buying their book titles.
Provision of archival services	30 registry inspections conducted	Registry inspections conducted	Communities	Gauteng City Region with emphasis on TISH	April 2023 – March 2024	Registry inspections conducted to ensure compliance of sound records management practices

PROGRAMME 4: SPORT AND RECREATION

KEY SERVICES	SERVICE STANDARDS				FULL STATEMENT	
	QUANTITY	QUALITY (STANDARD)	TARGET GROUP (BENEFICIARIES)	TARGET AREA (WHERE)		TIME
School Sport Participation Programmes implemented	460 schools provided with equipment and/or attire as per established norms and standards	Schools provided with equipment and/or attire as per established norms and standards	Learners, Educators, and Schools	Gauteng City Region with emphasis on TISH	October – December 2023	Schools provided with sets of equipment and/or attire in ensuring the delivery of school sport programs. Emphasis must be on previously disadvantaged schools.
	8 000 learners participating in school sport tournaments at provincial level	Learners participating in school sport tournaments at provincial level	Learners and Schools	Gauteng City Region with emphasis on TISH	April 2023 – March 2024	Learners (boys, girls, able – bodied and learners with disabilities) supported to participate in the tournaments at a provincial level.
Sport Development and Coordination programmes	250 people trained to deliver the Sport Academy Programme	People trained to deliver the Sport Academy Programme	Coaches Technical Officials Sport Administrators Federations Sport Councils Educators Contract Workers Sportsmen and Sportswomen	Gauteng City Region with emphasis on TISH	April – December 2023	Training provided to sport officials and athletes to deliver the sport academy programmes
	1 000 people participating in the Learn to Swim programme	People participating in the Learn to Swim programme	Communities	Gauteng City Region with emphasis on TISH	October 2023 – March 2024	People participating in the Learn to Swim programme to assist in decreasing the number of drownings in the province. The Learn to Swim programme includes water safety education and the learn to swim programme

KEY SERVICES	SERVICE STANDARDS				TARGET AREA (WHERE)	TIME	FULL STATEMENT
	QUANTITY	QUALITY (STANDARD)	TARGET GROUP (BENEFICIARIES)	LEARNERS AND SCHOOLS			
	9 Sport focused schools in previously disadvantaged communities supported	Sport focused schools in previously disadvantaged communities supported	Learners and Schools	Gauteng City Region with emphasis on TISH	July – December 2023	Increased number of sport focused schools supported especially in previously disadvantaged communities	
Recreation							
Provide sustainable recreational/ Siyadlala hub programmes	11 community games supported	Community games supported	Clubs and Communities	Gauteng City Region with emphasis on TISH	July 2023 – March 2024	Community games supported with equipment and attire during the Easter and Festive seasons.	
	6 Premier Social Cohesion Games hosted	Premier Social Cohesion Games hosted	Communities	Gauteng City Region with emphasis on TISH	April – September 2023	Hosting of Social Cohesion Games in encouraging and mobilizing citizens and communities in building a better South Africa	
Major events							
Host major events	12 sport events financially supported (Signature, Major, Community and Local)	Sport events financially supported (Signature, Major, Community and Local)	Communities	Gauteng City Region with emphasis on TISH	April 2023 – March 2024	Sporting events that will contribute to the socio-economic objectives of the province.	
	Annual Mandela Remembrance walk hosted	Annual Mandela Remembrance walk	Communities	Gauteng City Region with emphasis on TISH	December 2023	Remembrance walk hosted to commemorate Nelson Mandela and to promote or Heritage	

8. GENERIC SERVICE STANDARDS

All officials and managers of the department will be clearly identifiable through the official name badges that they ought to wear. They will also be always courteous to all clients and stakeholders. Other generic service standards will be as follows:

STANDARD	HOW IT WILL BE IMPLEMENTED
Provide clear and straightforward information about our targets and achievements.	We will publish this information in departmental Strategic Plans, Annual Performance Plan, Budget Speech and Annual Report, Braille Annual Report, Annual Citizens' Report, as well as updating the Departmental website at www.sacr.gpg.gov.za
Consult clients to find out how we can improve our services.	We will carry out regular Customer Satisfaction Surveys and consult communities through Imbizo's.
Be open to new ideas and use customer feedback to develop and improve our services.	We will encourage people to suggest new ideas through the customer comments and suggestion boxes.
Develop strategic partnerships to make sure we effectively deliver the wide range of services we offer.	The Department will establish strategic partnerships across the different tiers of Government, with Non-Governmental Organisations, Community-Based Organisations, the public and other potential partners and stakeholders.
Make sure that officials are fully qualified and trained in all aspects of their work.	Training and development for officials will be conducted in accordance with the departmental Skills Development Plan.
Provide effective and efficient departmental services.	The Department will ensure its services are provided effectively and efficiently through the 51 hub service points across the Province, Cluster Offices, identified schools and the Head Office.
Encourage people to use our services by promoting them and targeting them to specific groups of people.	We will advertise and promote all departmental programmes, facilities and events. Clients and potential clients will be kept up to date through GPGs public information system, the Departmental website and the media.
Promote good governance in all we do.	We will identify and develop necessary procedures and systems to promote accountability and transparency working with strategic partners and oversight bodies. We will institute benchmarking exercises to compare our own performance with others on a regular basis and make the necessary adjustments. We will comply with public service rules and regulations in all we do.
Treat client information in a responsible manner.	We are committed to protecting the privacy of information and handling client information in a responsible manner.
Communicate effectively with all stakeholders.	We will communicate verbally and/or in writing with everyone, depending on the need of the stakeholders, promptly. Our communication will be done in a courteous and professional manner, addressing the issues on hand, whilst taking cognisance of the need for inclusion and that of cultural diversity.
Be available to serve the public.	Officials and managers will be on duty from 08H00 until 16H30 during normal weekdays (excluding Sundays and Public Holidays).
Replying to letters and/ or e-mails swiftly.	<ul style="list-style-type: none"> • Written responses will be sent within 5 working days, at most 10 working days. • If you have an e-mail address, please quote it in all your correspondence. We will respond to you within 7-14 working days. • For more complex enquiries, we aim to respond within 20 working days of receipt. Where this is not possible, due to the nature of the inquiry, we will keep you informed of the progress accordingly.

STANDARD

Establish and maintain an effective Customer Desk at key departmental service points, such as Head Office and the Cluster Offices.

HOW IT WILL BE IMPLEMENTED

- Kindly include your contact details, such as your telephone no./cell no.; e-mail address; and/or postal address, when communicating with the Department.

The Customer Desk will be dealing with complaints, compliments and suggestions as follows:

A. COMPLAINTS - Complaints related to quality of service will be considered thoroughly, fairly and dealt with effectively. Please ensure that when you contact us, you have details of the specific problem, the address and/or the location of the service point, as well as the name/s of the people you are complaining about.

- **Step 1:** Discuss with the official directly involved. If unresolved proceed to step 2.
- **Step 2:** Make a written complaint to the immediate supervisor. This will be responded to in writing, within 7 days. If unresolved, proceed to step 3.
- **Step 3:** Make a written complaint to the Senior Manager – in cases where the immediate supervisor is not the Senior Manager (Step 2). This will be responded to in writing, within 7 days. If unresolved, proceed to step 4.
- **Step 4:** Make a written complaint to the Executive Manager – in cases where the next respondent is the Executive Manager (Following from Step 3). This will be responded to in writing; and if unresolved, proceed to step 5.
- **Step 5:** Submit the written Complaint to the Head of Department (HOD) with additional information explaining why still aggrieved. If unresolved, proceed to step 6.
- **Step 6:** Lodge a written complaint with the Member of the Executive Council (MEC) within 2 weeks after receipt of response from the HOD with additional information explaining why still aggrieved. The MEC will review the complaint within 2 weeks and then respond to the complainant by the third week. The final decision will be in writing. If the matter is still unresolved, proceed to Step 7.
- **Step 7:** A member of the public may, in exceptional cases, feel so dissatisfied that an independent review can be requested by the Public Protector.

B. COMPLIMENTS/SUGGESTIONS

Because we are always seeking to improve our services, we welcome suggestions on ways to improve our services, thereby becoming more effective and efficient. Please let us know how we are doing and give us feedback on departmental programmes, activities and events by e-mailing your compliments/comments and suggestions to the Endowment's Web Manager, Attention: Customer Service Coordinator, at www.sacr.gpg.gov.za

STANDARD

HOW IT WILL BE IMPLEMENTED

You may also write us at the following address:

Private Bag X33, JOHANNESBURG, 2000

For general information about the Department, information about our specific programs and activities, and our publications, please e-mail the Web Manager as indicated above.

Our public information telephone number is: **(011) 355 2500**

We will

Promote and encourage public participation in all departmental policies, programmes and projects.

- Distribute the agenda for all departmental meetings/workshops/seminars at least 5 working days before the meeting;
- Give written responses to questions arising from Public Participation forums/platforms within 10 working days after the event, where applicable; and
- Provide the minutes/proceedings of the previous engagements, 10 working days after the event, in preparation for the follow-up engagement/s.

Practice the Code of Good Conduct.

- All officials and managers will ensure that they practice the approved departmental Code of Conduct, at all times, in the execution of their duties.

Adhere to Batho Pele Principles.

- All officials and managers will ensure that they adhere to the Batho Pele Principles, at all times, in the execution of their duties.

Support the Promotion of Access to Information Act.

We will

- Develop and implement a departmental PAIA Manual;
- Inform all stakeholders about the procedures that they need to follow when in need of departmental information;
- Establish and maintain sound record keeping systems that are aligned to the departmental File Plan;
- Inform officials of all systems and procedures pertaining to record keeping and provide the necessary training accordingly.
- Publish and distribute the departmental Annual Report in accordance with Treasury and Legislation requirements, including to strategic stakeholders;
- Publish and distribute the departmental Braille Annual Report to increase access to departmental information;
- Publish and distribute the departmental Annual Citizens' Report to increase access to departmental information by ordinary citizens;
- Publish and distribute the departmental information on key services that the department provide to increase access to departmental information by ordinary citizens;

STANDARD

HOW IT WILL BE IMPLEMENTED

Support the Promotion of Administrative Justice Act.

- Translate departmental information in different official's languages, incrementally over a five-year period.
 - Make use of community radio stations to broadcast information about departmental programmes, policies and projects to increase access to departmental information by ordinary citizens;
- We will
- Establish and maintain appropriate systems and procedures in the execution of departmental policies, programmes and projects in accordance with applicable rules and regulations;
 - Provide the necessary training and development for officials to promote adherence to departmental systems and procedures;
 - Be fair, honest and transparent when dealing with departmental matters;
 - Ensure payments are made within 30 days of the date of acceptance of the goods and/or services delivered in accordance with the Procurement Order/Contract and the date of receipt of an accurate invoice

9. MESSAGE TO THE CLIENT

9.1 Your rights

You are entitled to:

- Be treated in a courteous and respectful manner.
- Have access to departmental programmes and services.
- Have your personal information treated with confidentiality.
- Be provided with access to information under relevant legislation.
- For your complaints and feedback to be addressed in a considerate manner.

9.2 How You Can Help Us

You can assist us to provide outstanding services by:

- Providing timely, honest, complete, and accurate information.
- Being civil, courteous and respect our officials who render services to you.
- Providing feedback on the quality of our services.
- Keeping up to date with information on departmental policies, programmes and projects.
- Being active in the public participation processes.

10. CONCLUSION

The Department of Sport, Arts, Culture and Recreation remains committed to the equitable, open and transparent provisioning of public services relating to its mandate. GDSACR will strive for effective strategic partnerships to ensure maximum return on scarce resources. It will further forge ahead to ensure that services are provided in the spirit of the Batho Pele Principles and these Departmental Service Standards.

11. SIGN-OFF OF THE 2023/24 SERVICE DELIVERY STANDARDS FOR THE DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

Recommended by:



Ms. Thato Setati

Deputy Director: Strategic Planning

Date: 14/04/2023



Mr. Sydney Ndlovu

Director: Strategic Management

Date: 17/04/2023

Approved by:



Mr. Chifha Mashinini

Acting Head of Department

Department of Sport, Arts, Culture and Recreation

Date: _____