



**sport, arts & culture**

Department:  
Sport, Arts and Culture  
REPUBLIC OF SOUTH AFRICA

## List of standardised main series for support functions in the file plans of governmental bodies

<b>MAIN SERIES HEADING</b>	<b>SCOPE OF THE MAIN SERIES</b>
1 STATUTORY AND REGULATORY FRAMEWORK	<p>All functions relating to the drafting and amendment of Acts, Regulations, Bills, Green papers, White papers, Codes of practice, etc., that</p> <ul style="list-style-type: none"> <li>• are administered by the body, or that</li> <li>• are administered by other departments and create an enabling environment</li> </ul> <p>All functions relating to obtaining legal opinions and interpretations.</p>
2 ORGANISATION AND CONTROL	<p>All functions relating to the determination of organisational goals and objectives and organisational management such as.</p> <ul style="list-style-type: none"> <li>• Strategic planning</li> <li>• Organising, e.g. <ul style="list-style-type: none"> <li>○ the division of labour into functional units</li> <li>○ delegations</li> </ul> </li> <li>• Controlling the performance of the organisation <ul style="list-style-type: none"> <li>○ Organizational performance systems</li> <li>○ Reporting systems</li> <li>○ Control systems</li> <li>○ Risk management systems</li> <li>○ Occupational Health and Safety</li> <li>○ Environmental systems</li> <li>○ Quality systems</li> <li>○ Security systems</li> </ul> </li> <li>• Institutional transformation, i.e. the process, structure and organisational issues that should be addressed to meet the political objectives of the Constitution</li> </ul>
3 HUMAN RESOURCES	<p>All functions relating to the management of the organisation's employees e.g.</p>

MANAGEMENT	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Human Resources transformation, i.e. fast tracking and other methods to ensure representivity and composition of the HR component</li> <li>• Job descriptions,</li> <li>• Recruitment,</li> <li>• Placement,</li> <li>• Promotion,</li> <li>• Training,</li> <li>• Skills development,</li> <li>• Performance management</li> <li>• Conditions of service,</li> <li>• Remuneration,</li> <li>• Succession planning,</li> <li>• Labour relations</li> <li>• Employee wellness programme.</li> </ul>
4 FINANCIAL MANAGEMENT	<p>All functions relating to raising, allocating, using and accounting for the financial resources of an organisation e.g.</p> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Budgeting</li> <li>• Accounting</li> <li>• Analysis and reporting.</li> </ul>
5 SUPPLY CHAIN MANAGEMENT	<p>All functions relating to the acquisition, maintenance and management of consumable assets.</p>
6 FACILITIES MANAGEMENT	<p>All functions relating to planning, designing, and managing buildings, their mechanical and electrical installations and air-conditioning plants, etc., equipment, and furniture and grounds as well as postal and telecommunication services.</p>
7 TRAVEL AND TRANSPORT SERVICES	<p>All functions relating to the administration of travel arrangements and the provision of transport to deliver services.</p>
8 INFORMATION SERVICES	<p>All functions relating to the provision and management of information resources of the organisation, e.g.</p> <ul style="list-style-type: none"> <li>• Libraries</li> <li>• Records Management</li> <li>• Information Management</li> <li>• Knowledge Management</li> <li>• Information Technology</li> </ul>

	<ul style="list-style-type: none"> <li>• Cabinet memoranda [lease note that Cabinet memoranda should be dealt with on the appropriate subject file or secret file in the file plan and the provision of a file for Cabinet memoranda in this main series is meant for the filing of convenience copies of Cabinet memoranda.]</li> <li>• Parliamentary questions [Only information on subjects which have no connection with other main series, should be dealt with here.]</li> <li>• Promotion of Access to Information Act manual, reports and enquiries.</li> </ul>
9 COMMUNICATIONS	<p>All functions relating to the systematic planning, implementing, monitoring, and revision of publication and marketing strategies as well as the dissemination of information e.g.</p> <ul style="list-style-type: none"> <li>• Developing corporate communication strategies,</li> <li>• Designing internal and external communications directives, and</li> <li>• Controlling the flow of information.</li> </ul>
10 LEGAL SERVICES	<p>All functions relating to the provision of legal advice, litigation and contract management.</p>
11 ATTENDING AND HOSTING GATHERINGS	<p>All functions relating to attending gatherings external to the organisation and the hosting of gatherings by the organisation.</p>

Note: Some governmental bodies perform support functions as line functions. In such cases the heading of the main series for support functions that overlaps with the government-wide line functions should be adapted appropriately, e.g.

- The Department of Finance which performs government-wide financial management functions would change the heading of main series 4 to Internal Financial Management.
- The Department of Public Works which performs a government-wide facilities management function would change the heading of main series 6 to Internal Facilities Management.
- The Department of Transport which performs a government-wide transport management function would change the heading of main series 7 to Travel and Internal Transport Services.

- The Government Communication and Information System which performs a government-wide communications service would change the heading of main series 9 to Internal Communications, etc.