**Memorandum from the Parliamentary Office**

**NATIONAL ASSEMBLY**

**FOR WRITTEN REPLY**

**QUESTION 1765**

**DATE OF PUBLICATION OF INTERNAL QUESTION PAPER: 09/09/2016**

**(INTERNAL QUESTION PAPER 27 OF 2016)**

**Prof B Bozzoli (DA) to ask the Minister of Higher Education and Training:**

(1) (a) How many hours per week on average are the Transport Education Training Authority’s (TETA) (i) Chief Executive Officer (CEO), (ii) Chief Operations Officer and (iii) Corporate Services Managers in their offices, (b) what are the reasons of each of the specified persons’ absence from their TETA offices, (c) how is the specified persons’ presence at their TETA offices monitored and (d) who authorises payments when the specified persons are absent;

(2) whether TETA’s CEO has a private entrance to her office; if so, what are the relevant details;

(3) whether all senior managers are submitting monthly attendance registers to the TETA’s human resources department as is required; if not, why not; if so, what are the relevant details?

**NW2073E**

**REPLY:**

1 (a) (i) The Chief Executive Officer spends an average of 20 hours per week in the office.

(ii) The Chief Operations Officer spends an average of 30 hours per week in the office.

(iii) The Corporate Services Manager spends an average of 30 hours per week in the office.

(b) The nature of the work performed by officials and executives of the Sector Education and Training Authorities is not only confined to an office environment. The Transport Education Training Authority (TETA) has offices in Durban and Cape Town, in addition to the Head Office in Johannesburg.

The Chief Executive Officer (CEO) attends to strategic matters of the organisation such as stakeholder engagements, meetings and roadshows of different constituencies within the transport sector both in the public and private sectors, locally and internationally, should the need arise. The CEO is the face of the organisation on strategic matters and honours invitations from strategic stakeholders of the organisation such as the Ministry of Higher Education and Training, Ministry of Transport, Transnet, South African Maritime Safety Authority, Parliament, Auditor-General, Department of Transport, Provincial Human Resource Development Councils as member, etc.

The Chief Operations Officer attends to operational matters of the organisation pertaining to stakeholders within the transport sector both in the public and private sectors.

The Corporate Services Manager, amongst others, is responsible for all labour relations matters within the organisation. When not in the office, the Corporate Services Manager will either be at the Commission for Conciliation, Mediation and Arbitration, Labour Court or attending to consultations with labour lawyers on labour relations matters. Furthermore, as the manager responsible for marketing and communications, the Corporate Services Manager attends some of the exhibitions and expos. The incumbent is also responsible for the management of all TETA offices, be it in the Technical and Vocational Education and Training (TVET) colleges or at a Provincial level.

(c) The performance management system of the organisation works as a monitoring tool in respect of all employees within the organisation. In terms of the delegations of authority, the Corporate Services Manager and Chief Operations Officer reports to the Chief Executive Officer on the performance of their duties. The Chief Executive Officer reports to the Board via the Chairperson of the Board and through the monthly Board Executive Committee and quarterly Board meetings.

(d) The Chief Executive Officer and Chief Financial Officer are the only signatories to the TETA bank account. This is done digitally and is not dependant on the location of the signatory at the time of the transaction.

(2) No.

(3) Yes. TETA has a biometric and manual security register system, which is applicable to all employees within the organisation. These registers are submitted to Human Resources on a monthly basis.

COMPILER/CONTACT PERSONS:

EXT:

DIRECTOR – GENERAL

STATUS:

DATE:

QUESTION 1765 APPROVED/NOT APPROVED/AMENDED

Dr BE NZIMANDE, MP

MINISTER OF HIGHER EDUCATION AND TRAINING

STATUS:

DATE: