



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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CIRCULAR NO. 50/2023

TO: ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

Dear Colleagues,

RE: REPORTING ON LIFESTYLE AUDITS CONDUCTED BY NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS TO THE DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

1. Since 1 April 2021, conducting lifestyle audits in the public service has become compulsory for all national departments, provincial departments and government components.
2. Heads of department are required, in terms of Regulation 22 of the Public Service Act, 2016 to analyze ethics and corruption risks as part of their department's system of risk management. Thereby using lifestyle audits as a legitimate management tool to prevent and detect fraud and corruption in the public service.
3. In this regard, a *Guide to implement lifestyle audits in the Public Service* (the "Guide") was issued to guide departments and government components on how to implement lifestyle audits in their respective institutions.
4. In terms of section 15 (5) of the Public Administration Management Act (PAMA), 2014, departments and government components are required to report issues of misconduct emanating from lifestyle audits to the Public Administration Ethics, Integrity and Disciplinary Technical Assistance Unit (PAEIDTAU) within the DPSA. PAEIDTAU is mandated to assess and monitor the implementation of lifestyle audits in the public service.

5. Therefore, the purpose of this circular is to request all heads of national departments, provincial departments, and government components submit the Lifestyle Audit Report (2022/2023) on this link <https://forms.office.com/r/Nb2T6GCrCY> by **31 January 2024**. The Offices of the Premier in provinces are required to ensure that all provincial departments submit their reports to DPSA on the abovementioned link by **31 January 2024**.
6. Please contact Ms. Andisiwe Mthatyana at Andisiwe.Mthatyana@dpsa.gov.za if you have any queries.
7. Your kind cooperation will be highly appreciated.

Signed by:Yoliswa Makhasi
Signed at:2023-11-15 16:38:10 +02:00
Reason:I approve this document



MS YOLISWA MAKHASI
DIRECTOR-GENERAL
DATE: 07/11/23



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REPORTING TEMPLATE FOR LIFESTYLE AUDITS

Tick the applicable box	
Province	<input type="checkbox"/>
Please specify name of province:	
National	<input type="checkbox"/>
Government Component	<input type="checkbox"/>

Name of Department/Government component: _____

Lifestyle audit period (e.g. 2022/23): _____

Lifestyle audits tests: a) Lifestyle review

b) Lifestyle investigation

c) Lifestyle audit

NB: This template must be used in conjunction with the *Guide to implement lifestyle audits in the public service*.

(a) Lifestyle review (verification)

Number of Senior Management Service (SMS) members in the department?	How many of the financial disclosures of SMS members were verified?	How many of the lifestyle reviews of SMS members were completed? (See Annexure A to Guide)	How many referrals of SMS members for internal investigation were approved and how many were not approved? (See Annexure A of the Guide)	What were the issues identified that led to referrals?
Total number of other designated employees (non-SMS) in the department?	How many of the financial disclosures of other designated employees (non-SMS) were verified?	How many of the lifestyle reviews of other designated employees (non-SMS) were completed? (See Annexure A to Guide)	How many referrals of other designated employees (non-SMS) for internal investigation were approved and how many were not approved? (See Annexure A of the Guide)	What were the issues identified that led to these referrals?
Number of other designated employees (OSD 12 Higher) in the department?	How many of the financial disclosures of other designated employees (OSD 12 Higher) were verified?	How many of the lifestyle reviews of other designated employees (OSD 12 Higher) were completed? (See Annexure A to Guide)	How many referrals of other designated employees (OSD 12 Higher) for internal investigation were approved and how many were not approved? (See Annexure A of the Guide)	What were the issues identified that led to these referrals?

Number of other designated employees (MMS 12) in the department?	How many of the financial disclosures of other designated employees (MMS 12) were verified?	How many of the lifestyle reviews of other designated employees (MMS 12) were completed? (See Annexure A to Guide)	How many referrals of other designated employees (MMS 12) for internal investigation were approved and how many were not approved? (See Annexure A of the Guide)	What were the issues identified that led to these referrals?
Number of other designated employees (OSD 11) in the department?	How many of the financial disclosures of other designated employees (OSD 11) were verified?	How many of the lifestyle reviews of other designated employees (OSD 11) were completed? (See Annexure A to Guide)	How many referrals of other designated employees (OSD 11) for internal investigation were approved and how many were not approved? (See Annexure A of the Guide)	What were the issues identified that led to these referrals?
Number of other designated employees (MMS 11) in the department?	How many of the financial disclosures of other designated employees (MMS 11) were verified?	How many of the lifestyle reviews of other designated employees (MMS 11) were completed? (See Annexure A to Guide)	How many referrals of other designated employees (MMS 11) for internal investigation were approved and how many were not approved? (See Annexure A of the Guide)	What were the issues identified that led to these referrals?

Number of other designated employees (SCM/Finance) in the department?	How many of the financial disclosures of other designated employees (SCM/Finance) were verified?	How many of the lifestyle reviews of other designated employees (SCM/Finance) were completed? (See Annexure A to Guide)	How many referrals of other designated employees (SCM/Finance) for internal investigation were approved and how many were not approved? (See Annexure A of the Guide)	What were the issues identified that led to these referrals?
Lifestyle review (complaints, tip offs, reporting)				
Number of non-designated employees in the department?	How many of the non-designated employees were subjected to lifestyle review process as a result of complaints, tip-offs or reporting?	How many of the lifestyle reviews of the non-designated employees were completed? (See Annexure A to Guide)	How many referrals of non-designated employees for internal investigation were approved and how many were not approved? (See Annexure A of the Guide)	What were the issues identified that led to these referrals?

(b) Lifestyle investigation

What was the outcome of internal investigations involving SMS members? (e.g. Closed or referred, see Annexure B)	How many cases involving SMS members, referred for internal investigations, resulted in disciplinary steps being taken?	What disciplinary steps were taken (list the charges)?	How many cases involving SMS members were referred for criminal investigation to SAPS?	Provide the SAPS case number for each referred case (see Annexure B)	Provide a short description of the outcome of the criminal cases
What was the outcome of the internal investigations involving non-SMS members? (e.g. Closed or referred, see Annexure B)	How many referred cases for internal investigations resulted in disciplinary steps being taken?	What disciplinary steps were taken (list the charges)?	How many cases involving non-SMS members were referred for criminal investigation to SAPS?	Provide the SAPS case number for each referred case (See Annexure B)	Provide a short description of the outcome of the criminal cases
What was the outcome of the internal investigations involving non-designated employees? (e.g. Closed or referred, see Annexure B)	How many referred cases for internal investigations resulted in disciplinary steps being taken?	What disciplinary steps were taken (list the charges)?	How many cases involving non-designated employees were referred for criminal investigation to SAPS?	Provide the SAPS case number for each referred case (See Annexure B)	Provide a short description of the outcome of the criminal cases

(c) Lifestyle audit	
What number of SMS members were referred for a lifestyle audit (externally)?	What was the outcome of the lifestyle audits? e.g. Closed, referred (See Annexure C)
What number of non-SMS members were referred for a lifestyle audit (externally)?	What was the outcome of the lifestyle audit? e.g. Closed, referred (See Annexure C)
What number of non-designated employees were referred for a lifestyle audit (externally)?	What was the outcome of the lifestyle audit? e.g. Closed, referred (See Annexure C)

Report compiled by:

Name and surname: _____

Signature: _____

Date: _____

Report authorized by:

Name of the Head of Department: _____

Signature: _____

Date: _____



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REPORTING TEMPLATE FOR LIFESTYLE AUDITS CONDUCTED BY A SERVICE PROVIDER ON BEHALF OF _____

Tick the applicable box	
Province	<input type="checkbox"/>
Please specify name of province:	
National	<input type="checkbox"/>
Government Component	<input type="checkbox"/>

Name of Department/Government component: _____

Lifestyle audit period (e.g. 2022/23): _____

Name of service provider outsourced to conduct Lifestyle Audits: _____

When did the agreement commence between the department and service provider? Yyyy/mm/dd _____

What is the duration of the contract between the department and the service provider to complete the lifestyle audits process?

Which category of employees is the service provider focusing on e.g. Members of the Senior Management Service?

When is the service provider expected to report to the department: Monthly: Quarterly: Bi-Annually: Annually: Other (specify):

Please outline the process followed by the service provider, as per the terms of reference, when conducting the lifestyle audit.

What were the main findings on each designated category?

SMS:

Non-SMS:

What were the recommendations from the service provider to the Department?

What steps have been taken by the Department to address the findings and recommendations?

Report compiled by:

Name and surname: _____

Signature: _____

Date: _____

Report authorized by:

Name of the Head of Department: _____

Signature: _____

Date: _____