



Western Cape
Government



Leadership Philosophy:

“People aligned with purpose and connected by integrity.”

1. OVERVIEW

The Western Cape Government (WCG) is dedicated to achieving leadership excellence. Leadership Excellence is an important element of the WCG People Management Strategy and therefore, all leaders have a responsibility to help align the organisational culture to the vision. We believe that people are central to value creation (what is important to us, which reflects our needs) and leaders create the culture (and are the principal drivers of performance in organisations). The WCG is therefore committed to empowering our leaders and building internal leadership capability. This is achieved by creating an awareness of the important role leadership plays in the success of the organisation and by igniting a desire among leaders to lead. To ignite this desire and support from leaders on their leadership journey, the WCG ensures that they have the knowledge, skills and ability necessary to perform their role well. Furthermore, exemplary leadership does not go unnoticed but is rather reinforced by means of sufficient recognition.

Developing a Leadership Philosophy for the WCG is an exciting and innovative way to empower our leaders and connect with our core values as an organisation. The culture of an organisation or any group of individuals is a reflection of the values, beliefs and behaviours of leaders present and leaders past. Therefore, in the provision of the Leadership Philosophy, the core values are considered:



Caring



Competence



Accountability



Integrity



Innovation



Responsiveness

The connection with our core values makes it easier to understand the responsibilities of leaders. Furthermore, a values-aligned leadership philosophy will help to inspire consistent high performance and foster positive relationships between leaders and their teams.

2. WHAT IS LEADERSHIP AND WHY IS IT IMPORTANT?

According to Barrett (1998) “leader is a label we give to an individual who holds a vision and courageously pursues that vision in such a way that it resonates with the psyche of people”. Leadership can be defined as “a process of influence, referring to the leader’s ability to influence thoughts, feelings and actions of others, resulting in changes within them that would probably not have occurred without the influence of the leader” (WorldsView Academy, p.12. 2009). It is therefore ultimately the ability to influence and recognise one’s sphere of influence. The impact of a leader’s influence will greatly affect the way the organisation will respond and perform.

Over time the depiction of leadership has created a number of leadership myths, which this Leadership Philosophy aims to demystify, correct and clarify. These myths includes the perception that:

- *“Leadership is a rare skill, difficult to find in people.”*
- *“Leaders are born, not made.”*
- *“Leaders must be charismatic.”*
- *“Leadership is a rank or position at the top of the organisation.”*
- *“Leadership comes with age.”*

3. WHO DO WE SEE AS LEADERS?

When referring to leaders within the WCG, ***it does not only refer to those who hold certain positions*** (i.e. Senior Managers, Middle Managers or Supervisors), but **every individual** who chooses to influence or lead themselves or others. Rarely are individuals willing to take leadership opportunities because it involves on-going decision-making that requires caring about others and sharing a vision that assist both the leader and follower to a better future. ***The choice to lead*** may be better encouraged by highlighting what is in it for the person willing to take up the leadership opportunity.

Furthermore, leaders need to make the ***choice to further develop their capabilities***, as leadership development is a life-long journey that is challenging and requires a holistic commitment. In addition, there is a clear distinction between Leadership and Management. Management entails operational tasks (i.e. planning, budgeting, organising, controlling and problem-solving). Leadership entails a more strategic focus (i.e. establishing direction, aligning people, motivating and inspiring others). Ideally in the WCG, both ***strong leadership and strong management are required*** to achieve organisational effectiveness.

4. WHAT IS A LEADERSHIP PHILOSOPHY?

A philosophy is “a theory or attitude held by a person or organization that acts as a guiding principle for behaviour” (Mertz, 2014). ***A leadership philosophy therefore encompasses the theories, attitude and principles guiding a leader’s actions, behaviours and thoughts.*** It is how leaders see themselves and it is influenced by both internal and external forces.

5. WHY IS HAVING A LEADERSHIP PHILOSOPHY IMPORTANT?

Having a clear philosophy for leading within the WCG has the potential of improving leadership performance by specifying the skills and behaviours required by a leader, inspiring consistency in behaviour and fostering collaborative relationships. These concepts are elaborated on below:

- ***Defining the WCG Leadership Profile***

Specifying the skills and behaviours required by a leader may assist leaders in anchoring their behaviour to ensure that they are not easily influenced by negative situations or temptations.

- ***Inspiring Consistency***

A leadership philosophy provides the guiding principles required to lead consistently, gaining the trust and respect of others.

- ***Fostering Collaboration***

An important part of leading is to build positive, meaningful relationships in order to get results. A solid leadership philosophy will guide leaders in their efforts to influence and work collaboratively with others to achieve these results (Mertz, 2014).

6. WHAT DOES THE WCG LEADERSHIP PHILOSOPHY ENTAIL?



Leaders within the WCG:

Are exemplars of the WCG's core values;

- **Caring:** To care for those we serve and work with.
- **Competence:** The ability and capacity to do the job appointed to do.
- **Accountability:** We take responsibility.
- **Integrity:** To be honest and do the right thing.
- **Innovation:** To be open to new ideas and develop creative solutions to challenges in a resourceful way.
- **Responsiveness:** To serve the needs of our citizens and colleagues.

Provide direction and purpose, by:

- Communicating the WCG vision and team mission persuasively and repeatedly.
- Ensuring that colleagues understand the WCG vision and team mission.
- Clearly communicating how the WCG intends to achieve this vision.

Act with integrity by:

- Creating an ethical work environment.
- Seeking the truth and doing the right things in the right way when making decisions.
- Being reliable and trustworthy and behaving consistently in word and in action.
- Acting with integrity at all levels in all instances, with zero tolerance for corruption.

Apply and support innovative thinking, by:

- Adapting our thinking or approach to the requirements of the situation
- Fostering an environment of openness to change and tolerance for disruptive innovation

- Applying innovative thinking to ensure that we deliver the best possible service to citizens

Lead with courage, by:

- Demonstrating bold but reasoned judgment.
- Displaying an assertive but reflective disposition.

Empower and support those they lead, by:

- Leading authentically and consistently.
- Respecting the feelings of others and treating them fairly (caring).
- Coaching and mentoring colleagues and ensuring that they have access to these opportunities.
- Providing the necessary learning and development opportunities.
- Being accessible and creating opportunities for colleagues to provide open and honest feedback.

Recognise and reward good performance, by:

- Recognizing the good work of team members who make success possible.
- Expressing gratitude.
- Being fair minded when giving recognition to or rewarding any employee.

Encourage collaboration, open communication and transparency, through:

- Encouraging and creating a co-operative culture.
- Ensuring that a common purpose / understanding exist within and across teams.
- Openly and transparently sharing information where possible.
- Foster and support healthy, professional interpersonal relationships between people.

Accept accountability and hold others accountable, by:

- Having a clear understanding of the vision, mission, strategic objectives, roles, delegations and responsibilities.
- Delivering on outcomes and targets with quality, on budget and in time.
- Holding each other accountable as public servants and trust each other to deliver
- Individually take responsibility and ownership for our work, actions and decisions.

7. CONCLUSION

The benefits of institutionalising a leadership philosophy are that it provides leaders with an enhanced understanding of leadership as a concept in a WCG context. The leadership philosophy clearly articulates the expected behaviours and the standard leadership efforts required.

Furthermore, the importance of leadership buy-in and support in adopting the leadership philosophy is essential to achieve the desired culture change.



Department of the Premier
Chief Directorate: Organisation Development

tel: 021 466 9700

www.westerncape.gov.za



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Government**



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2020 SERVICE EXCELLENCE AWARDS (SEA):

BARRIER BREAKER (TEAM)

Entry Form

CLOSING DATE: 18 December 2020

SECTION 1: Nominator Contact Information

Name of Contact Person:

Name of Provincial Department:

Postal address:

Physical address:

Email:

Phone:

Mobile:

SECTION 2: Nominee Contact Information

Name of Primary/Lead Department:

Nominated for Category:

Barrier Breaker (Team)

This Category recognises a Team visibly demonstrating commitment to citizen-centeredness and performance excellence through teamwork across different areas/silos/departments.
Note that no entry nominating an individual will be accepted in this category

Name of Team nominated:

Kindly provide the Name of the Team nominated, names and Persal numbers of Team members, as well as details of the Component and Provincial Department where the Team members are appointed, in the Table below.

Names of Team members	Persal Number of Team members	Name of Component	*Name of Provincial Department
1. Insert name	Insert Persal number	Insert Component	Insert Provincial Dept.
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Insert additional lines, if required			

*Team members identified within this Team Entry could be operational at another Department, hence requiring information of relevant Component and Provincial Department.

Postal address:

Physical address:

Email:

Phone:

Mobile:

SECTION 3: Category Criteria

Team visibly demonstrating commitment to citizen-centeredness and performance excellence through teamwork across different areas/silos/departments:

1. A well-organised, approachable, knowledgeable and professional team implementing services successfully;
2. Strategic and organisational alignment;
3. Cross functional collaboration through work stream engagements;
4. Enhance institutional performance;
5. Constantly conducts themselves in an ethical and professional manner;
6. Living out the Western Cape Government Core Values of Integrity, Accountability, Competence, Responsiveness, Caring and Innovation; and
7. Impact on citizens and/or impact during Covid-19 pandemic.

SECTION 4: Requirements

A. Motivation and Supporting Evidence:

- Written motivation in terms of nr. 1 to 7 at Section 5;
- Testimonials and compliments from service recipients and colleagues;
- Photos or clippings (magazines and newspaper articles) displaying any form of recognition;

B. Please provide motivation that supports your application for the Category you are entering (maximum 5 pages including supporting material e.g. letters, photos etc. Utilise Font, Century Gothic, size 10.

C. Note that motivation and supporting evidence pertaining to **1 October 2019 to 30 September 2020** will be applicable.

D. Applies to *all Western Cape Government employees in recognition of work/or service during the period **1 October 2019 to 30 September 2020. This timeline takes into consideration the new normal work environment, agility and responsive to Covid-19 challenges.**

E. The following employees of the Western Cape Government (WCG) are eligible to be nominated:

- Intern;
- Temporary/Secondment/Relief Worker;
- Contract;
- Probation; and
- Permanent.

*Heads of Department (HODs) are not eligible to be nominated/entered into any Service Excellence Awards (SEA) Category.

F. Declaration and Signatures:

I / We agree that the information provided in this document and related supporting information is accurate and legally binding.

I /We agree to abide by the rules of the Service Excellence Awards.

Contact Person/Nominator:

Full name/s:

Signature:

Date:

Nominee/Barrier Breaker (Team) representative signature:

Full name/s:

Signature:

Date:

SECTION 5: Category Questions and Motivation

Page 1

1. A well-organised, approachable, knowledgeable and professional team implementing services successfully.

2. Strategic and organisational alignment.

3. Cross functional collaboration through work stream engagements.

SECTION 5: Category Questions and Motivation (cont.)

Page 2

4. Enhance institutional performance.

5. Constantly conducts themselves in an ethical and professional manner.

6. Living out the Western Cape Government Core Values of Integrity, Accountability, Competence, Responsiveness, Caring and Innovation.

7. Impact on citizens and/or impact during Covid-19 pandemic.

SECTION 5: Category Questions and Motivation (cont.)

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SECTION 5: Category Questions and Motivation (cont.)

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SECTION 5: Category Questions and Motivation (cont.)

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SECTION 6: General Information

Entry guidelines and rules

- An Entry can only be entered into a Category utilising the correct Entry Form.
- Should a nomination be made for a separate Category for the same individual or project/programme/team then the separate, correct Entry Form for the Category entered should be utilised. Evidence cannot be shared across categories, separate entries required separate evidence per Entry Form.
- The Entry will be assessed based on the period **1 October 2019 to 30 September 2020**. Incomplete submission or evidence not within the indicated period will not be considered. Information provided is legally binding.
- Entries to be e-mailed to Departmental representative for your relevant Department [Primary/Lead Department] (note size limitation, maximum 5 pages, inclusive of all evidence).
- Entry forms must be filled in correctly, as concise as possible in response to the Criteria statement indicated.
- Handwritten entries are not encouraged; in cases where this is unavoidable please write legibly.
- Typing of motivation: Utilise Century Gothic, size 10.
- Evidence can be submitted to support the entry e.g. publications, brochures, Newspaper clippings (within the size limitation). Note that CD/DVD evidence will not be accepted.
- Departmental Top Management under Chairpersonship of the Head of Department determines Departmental finalists per Category. A maximum of five (5) finalists per Category is entered into the Provincial Assessment Stage.
- The awarding of all categories is based on impact which must be demonstrated through evidence.
- The prizes are not transferable and non-monetary (Gold, Silver and Bronze awards).

2020 SEA Departmental Representatives

Entries to be submitted to the indicated Departmental Representative within the Department.

Department	Departmental Representative	E-mail address	Telephone number
Agriculture	Rashidah Wentzel	RashidahW@elsenburg.com	021 – 808 5119
Community Safety	Ansaaf Mohamed	Ansaaf.Mohamed@westerncape.gov.za	021 – 483 3868
Cultural Affairs and Sport	Stephanie Thomas	Stephanie.Thomas@westerncape.gov.za	021 – 483 9577
Economic Development and Tourism	Martie Carstens	Martie.Carstens@westerncape.gov.za	021 – 483 9223
	Cheryl Julies	Cheryl.Julies@westerncape.gov.za	021 – 483 9000
Education	Ebrahiem Gierdien	Ebrahiem.Gierdien@westerncape.gov.za	021 – 467 2234
Environmental Affairs and Development Planning	Pearl Cloete	Pearl.Cloete@westerncape.gov.za	021 – 483 5582
Health	Vera Dettling	Vera.Dettling@westerncape.gov.za	021 – 483 4464
Human Settlements	Stiaan Moolman	Stiaan.Moolman@westerncape.gov.za	021 – 483 4564
Local Government	Albert Dlwengu	Albert.Dlwengu@westerncape.gov.za	021 – 483 8986
Premier	Nozipho Maholwana	Nozipho.Maholwana@westerncape.gov.za	021 – 483 4211
Provincial Treasury	Ean Steenkamp-Cairns	Ean.Steenkamp-Cairns@westerncape.gov.za	021 – 483 4237
	Nonzwakazi George	Nonzwakazi.George@westerncape.gov.za	021 – 483 9910
	Xolani Galada	Xolani.Galada@westerncape.gov.za	021 – 483 3472
	Brandon Damons	Brandon.Damons@westerncape.gov.za	021 – 483 6127
	Naadia Ismail	Naadia.Ismail@westerncape.gov.za	021 – 483 8683
Social Development	Suzette Samuels	Suzette.Samuels@westerncape.gov.za	021 – 483 4592
Transport and Public Works	Jandre Bakker	Jandre.Bakker@westerncape.gov.za	021 – 483 8513
	Déan Killian	Dean.Killian@westerncape.gov.za	021 – 483 9597
	Elouize Geyer	Elouize.Geyer@westerncape.gov.za	021 – 483 0041

SECTION 7: Nomination Confirmation/Approval

Nominee's Line-/Sub-Programme-/Programme Manager's Decision:

The Service Excellence Awards Entry Form content was perused, and the nomination is approved / not approved.

Full name and signature:

Date:



Western Cape
Government

2020 SERVICE EXCELLENCE AWARDS (SEA):

COURAGEOUS FRONTLINE EMPLOYEE

Entry Form

CLOSING DATE: 18 December 2020

SECTION 1: Nominator Contact Information

Name of Contact Person:

Name of Provincial Department:

Postal address:

Physical address:

Email:

Phone:

Mobile:

SECTION 2: Nominee Contact Information

Name of Nominee:

Personal Number of Nominee:

Name of Provincial Department:

Name of Component:

Nominated for Category:

Courageous Frontline Employee

This Category focusses on a Frontline Employee visibly demonstrating commitment to citizen-centeredness.

Postal address:

Physical address:

Email:

Phone:

Mobile:

SECTION 3: Category Criteria

Frontline Employee visibly demonstrating commitment to citizen-centeredness:

1. Able to pro-actively identify and solve potential service delivery problems;
2. Someone who takes initiative in going an extra mile in service delivery on a consistent basis;
3. Organised, knowledgeable, approachable, understanding and takes initiative in helping citizens and colleagues;
4. Serves with courtesy, care and respect;
5. Performance exceeds determined standards;
6. Excelling in office etiquette and time management;
7. Living out the Core Values of Integrity, Accountability, Competence, Responsiveness, Caring and Innovation;
8. Efficient and effective public servant; and
9. Impact on citizens and/or impact during Covid-19 pandemic.

SECTION 4: Requirements

A. Motivation and Supporting Evidence:

- **Written motivation in terms of nr. 1 to 9 at Section 5;**
- Testimonials and compliments from clients and colleagues;
- Photos or clippings (magazines and newspaper articles) displaying any form of recognition;
- Meritorious awards; and
- Confirmation of good standing in terms of Labour Relations matters (e.g. no pending disciplinary or related matter).

B. Please provide motivation that supports your application for the Category you are entering (maximum 5 pages including supporting material e.g. letters, photos etc. Utilise Font, Century Gothic, size 10.

C. Note that motivation and supporting evidence pertaining to **1 October 2019 to 30 September 2020** will be applicable.

D. Applies to *all Western Cape Government employees in recognition of work/or service during the period **1 October 2019 to 30 September 2020. This timeline takes into consideration the new normal work environment, agility and responsive to Covid-19 challenges.**

E. The following employees of the Western Cape Government (WCG) are eligible to be nominated:

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- Contract;
- Probation; and
- Permanent.

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F. Declaration and Signatures:

I / We agree that the information provided in this document and related supporting information is accurate and legally binding.

I /We agree to abide by the rules of the Service Excellence Awards.

Contact Person:

Full name/s:

Signature:

Date:

Nominee:

Full name/s:

Signature:

Date:

SECTION 5: Category Questions and Motivation

Page 1

1. Able to pro-actively identify and solve potential service delivery problems.

2. Someone who takes initiative in going an extra mile in service delivery on a consistent basis.

3. Organised, knowledgeable, approachable, understanding and takes initiative in helping citizens and colleagues.

4. Serves with courtesy, care and respect.

SECTION 5: Category Questions and Motivation (cont.)

Page 2

5. Performance exceeds determined standards.

6. Excelling in office etiquette and time management.

7. Living out the Core Values of Integrity, Accountability, Competence, Responsiveness, Caring and Innovation.

8. Efficient and effective public servant.

SECTION 5: Category Questions and Motivation (cont.)

9. Impact on citizens and/or impact during Covid-19 pandemic.



SECTION 5: Category Questions and Motivation (cont.)

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SECTION 5: Category Questions and Motivation (cont.)

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SECTION 6: General Information

Entry guidelines and rules			
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Economic Development and Tourism	Martie Carstens	Martie.Carstens@westerncape.gov.za	021 – 483 9223
	Cheryl Julies	Cheryl.Julies@westerncape.gov.za	021 – 483 9000
Education	Ebrahiem Gierdien	Ebrahiem.Gierdien@westerncape.gov.za	021 – 467 2234
Environmental Affairs and Development Planning	Pearl Cloete	Pearl.Cloete@westerncape.gov.za	021 – 483 5582
Health	Vera Dettling	Vera.Dettling@westerncape.gov.za	021 – 483 4464
Human Settlements	Stiaan Moolman	Stiaan.Moolman@westerncape.gov.za	021 – 483 4564
Local Government	Albert Dlwengu	Albert.Dlwengu@westerncape.gov.za	021 – 483 8986
Premier	Nozipho Maholwana	Nozipho.Maholwana@westerncape.gov.za	021 – 483 4211
Provincial Treasury	Ean Steenkamp-Cairns	Ean.Steenkamp-Cairns@westerncape.gov.za	021 – 483 4237
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	Naadia Ismail	Naadia.Ismail@westerncape.gov.za	021 – 483 8683
Social Development	Suzette Samuels	Suzette.Samuels@westerncape.gov.za	021 – 483 4592
Transport and Public Works	Jandre Bakker	Jandre.Bakker@westerncape.gov.za	021 – 483 8513
	Déan Killian	Dean.Killian@westerncape.gov.za	021 – 483 9597
	Elouize Geyer	Elouize.Geyer@westerncape.gov.za	021 – 483 0041

SECTION 7: Nomination Confirmation/Approval

<p>Nominee's Line-/Sub-Programme-/Programme Manager's Decision:</p> <ol style="list-style-type: none"> The Service Excellence Awards Entry Form content was perused, and the nomination is approved / not approved. The Nominee's satisfactory performance and good standing in relation to Employee Relations matters is hereby confirmed. <p>Full name and signature:</p> <p>Date:</p>



Western Cape
Government

2020 SERVICE EXCELLENCE AWARDS (SEA): EXEMPLARY LEADER

Entry Form

CLOSING DATE: 18 December 2020

SECTION 1: Nominator Contact Information

Name of Contact Person:

Name of Provincial Department:

Postal address:

Physical address:

Email:

Phone:

Mobile:

SECTION 2: Nominee Contact Information

Name of Nominee:

Personal Number of Nominee:

Name of Provincial Department:

Name of Component:

Nominated for Category:

Exemplary Leader

This Category focusses on Leaders visibly demonstrating strong leadership, strong management skills and commitment to continuous development. (Refer to the attached Leadership Philosophy, Annexure A)

Postal address:

Physical address:

Email:

Phone:

Mobile:

SECTION 3: Category Criteria

Leaders visibly demonstrating strong leadership, strong management skills and commitment to continuous development: (Refer to the attached Leadership Philosophy, Annexure A)

1. Exemplars of the WCG core values;
2. Provide direction and purpose;
3. Apply and support innovative thinking;
4. Act with integrity;
5. Lead with courage;
6. Empower and support those they lead;
7. Recognise and reward good performance;
8. Encourage inter departmental collaboration, open communication and transparency;
9. Accept accountability and hold others accountable; and
10. Impact on citizens and/or impact during Covid-19 pandemic.

SECTION 4: Requirements

A. Motivation and Supporting Evidence:

- Written motivation in terms of nr. 1 to 10 at Section 5;
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B. Please provide motivation that supports your application for the Category you are entering (maximum 5 pages including supporting material e.g. letters, photos etc. Utilise Font, Century Gothic, size 10.

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Contact Person:

Full name/s:

Signature:

Date:

Nominee:

Full name/s:

Signature:

Date:

SECTION 5: Category Questions and Motivation

Page 1

1. Exemplars of the WCG core values.

2. Provide direction and purpose.

3. Apply and support innovative thinking.

4. Act with integrity.

SECTION 5: Category Questions and Motivation (cont.)

Page 2

5. Lead with courage.

6. Empower and support those they lead.

7. Recognise and reward good performance.

8. Encourage inter departmental collaboration, open communication and transparency.

SECTION 5: Category Questions and Motivation (cont.)

9. Accept accountability and hold others accountable.

10. Impact on citizens and/or impact during Covid-19 pandemic.

SECTION 5: Category Questions and Motivation (cont.)

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SECTION 5: Category Questions and Motivation (cont.)

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the candidate to provide their answers to the category questions and their motivations.

SECTION 6: General Information

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	Cheryl Julies	Cheryl.Julies@westerncape.gov.za	021 – 483 9000
Education	Ebrahiem Gierdien	Ebrahiem.Gierdien@westerncape.gov.za	021 – 467 2234
Environmental Affairs and Development Planning	Pearl Cloete	Pearl.Cloete@westerncape.gov.za	021 – 483 5582
Health	Vera Dettling	Vera.Dettling@westerncape.gov.za	021 – 483 4464
Human Settlements	Stiaan Moolman	Stiaan.Moolman@westerncape.gov.za	021 – 483 4564
Local Government	Albert Dlwengu	Albert.Dlwengu@westerncape.gov.za	021 – 483 8986
Premier	Nozipho Maholwana	Nozipho.Maholwana@westerncape.gov.za	021 – 483 4211
Provincial Treasury	Ean Steenkamp-Cairns	Ean.Steenkamp-Cairns@westerncape.gov.za	021 – 483 4237
	Nonzwakazi George	Nonzwakazi.George@westerncape.gov.za	021 – 483 9910
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	Déan Killian	Dean.Killian@westerncape.gov.za	021 – 483 9597
	Elouize Geyer	Elouize.Geyer@westerncape.gov.za	021 – 483 0041

SECTION 7: Nomination Confirmation/Approval

Nominee's Line-/Sub-Programme-/Programme Manager's Decision:

- 1) The Service Excellence Awards Entry Form content was perused, and the nomination is approved / not approved.
- 2) The Nominee's satisfactory performance and good standing in relation to Employee Relations matters is hereby confirmed.

Full name and signature:

Date:



Western Cape
Government

2020 SERVICE EXCELLENCE AWARDS (SEA): INSPIRATIONAL INNOVATOR

Entry Form

CLOSING DATE: 18 December 2020

SECTION 1: Nominator Contact Information

Name of Contact Person:
Name of Provincial Department:
Postal address:
Physical address:
Email:
Phone:
Mobile:

SECTION 2: Nominee Contact Information

Name of Nominee:
Personal Number of Nominee:
Name of Provincial Department:
Name of Component:
Nominated for Category:
<input type="checkbox"/> Inspirational Innovator
This Category focusses on an Employee visibly demonstrating effective innovations and solutions e.g. improving processes (improved methods for doing work, reducing time spend [lead time reduction], automated solutions), improving client engagements (innovative channels for consulting/informing clients/stakeholders engagement), cost saving methods. administration.
Postal address:
Physical address:
Email:
Phone:
Mobile:

SECTION 3: Category Criteria

Visibly demonstrates effective innovations and solutions e.g. improving processes (improved methods for doing work, reducing time spend [lead time reduction], automated solutions), improving client engagements (innovative channels for consulting/informing clients/stakeholders engagement), cost saving methods:

1. What, Why, Where, When and How;
 - new ideas, creative thinking, dynamic service options
 - resourceful solutions
2. Impact of the Innovation: Achievements that meets needs while making the best use of resources;
 - collaboratively problem-solving to realise strategic organisational goal;
3. Citizens / institutional needs are accommodated in the innovation;
 - improved services
4. Core processes are reviewed and targets are set for innovative improvement,
 - question existing practices to renew, rejuvenate and improve; and
5. Impact on citizens and/or impact during Covid-19 pandemic.

SECTION 4: Requirements

A. Motivation and Supporting Evidence:

- **Written motivation in terms of nr. 1 to 5 at Section 5;**
- Testimonials and compliments from clients and colleagues;
- Photos or clippings (magazines and newspaper articles) displaying any form of recognition;
- Meritorious awards; and
- Confirmation of good standing in terms of Labour Relations matters (e.g. no pending disciplinary or related matter).

B. Please provide motivation that supports your application for the Category you are entering (maximum 5 pages including supporting material e.g. letters, photos etc. Utilise Font, Century Gothic, size 10.

C. Note that motivation and supporting evidence pertaining to **1 October 2019 to 30 September 2020** will be applicable.

D. Applies to *all Western Cape Government employees in recognition of work/or service during the period **1 October 2019 to 30 September 2020. This timeline takes into consideration the new normal work environment, agility and responsive to Covid-19 challenges.**

E. The following employees of the Western Cape Government (WCG) are eligible to be nominated:

- Intern;
- Temporary/Secondment/Relief Worker;
- Contract;
- Probation; and
- Permanent.

*Heads of Department (HODs) are not eligible to be nominated/entered into any Service Excellence Awards (SEA) Category.

F. Declaration and Signatures:

I / We agree that the information provided in this document and related supporting information is accurate and legally binding.

I /We agree to abide by the rules of the Service Excellence Awards.

Contact Person:

Full name/s:

Signature:

Date:

Nominee:

Full name/s:

Signature:

Date:

SECTION 5: Category Questions and Motivation

Page 1

1. What, Why, Where, When and How;

- new ideas, creative thinking, dynamic service options
- resourceful solutions

2. Impact of the Innovation: Achievements that meets needs while making the best use of resources;

- collaboratively problem-solving to realise strategic organisational goal.

3. Citizens / institutional needs are accommodated in the innovation;

- improved services.

SECTION 5: Category Questions and Motivation (cont.)

Page 2

4. Core processes are reviewed and targets are set for innovative improvement,
- question existing practices to renew, rejuvenate and improve.

5. Impact on citizens and/or impact during Covid-19 pandemic.

SECTION 5: Category Questions and Motivation (cont.)

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SECTION 5: Category Questions and Motivation (cont.)

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SECTION 5: Category Questions and Motivation (cont.)

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SECTION 6: General Information

Entry guidelines and rules			
<ul style="list-style-type: none"> An Entry can only be entered into a Category utilising the correct Entry Form. Should a nomination be made for a separate Category for the same individual or project/programme/team then the separate, correct Entry Form for the Category entered should be utilised. Evidence cannot be shared across categories, separate entries required separate evidence per Entry Form. The Entry will be assessed based on the period 1 October 2019 to 30 September 2020. Incomplete submission or evidence not within the indicated period will not be considered. Information provided is legally binding. Entries to be e-mailed to Departmental representative for your relevant Department (note size limitation, maximum 5 pages, inclusive of all evidence). Entry forms must be filled in correctly, as concise as possible in response to the Criteria statement indicated. Handwritten entries are not encouraged; in cases where this is unavoidable please write legibly. Typing of motivation: Utilise Century Gothic, size 10. Evidence can be submitted to support the entry e.g. publications, brochures, Newspaper clippings (within the size limitation). Note that CD/DVD evidence will not be accepted. Departmental Top Management under Chairpersonship of the Head of Department determines Departmental finalists per Category. A maximum of five (5) finalists per Category is entered into the Provincial Assessment Stage. The awarding of all categories is based on impact which must be demonstrated through evidence. The prizes are not transferable and non-monetary (Gold, Silver and Bronze awards). 			
2020 SEA Departmental Representatives			
Entries to be submitted to the indicated Departmental Representative within the Department.			
Department	Departmental Representative	E-mail address	Telephone number
Agriculture	Rashidah Wentzel	RashidahW@elsenburg.com	021 – 808 5119
Community Safety	Ansaaf Mohamed	Ansaaf.Mohamed@westerncape.gov.za	021 – 483 3868
Cultural Affairs and Sport	Stephanie Thomas	Stephanie.Thomas@westerncape.gov.za	021 – 483 9577
Economic Development and Tourism	Martie Carstens	Martie.Carstens@westerncape.gov.za	021 – 483 9223
	Cheryl Julies	Cheryl.Julies@westerncape.gov.za	021 – 483 9000
Education	Ebrahiem Gierdien	Ebrahiem.Gierdien@westerncape.gov.za	021 – 467 2234
Environmental Affairs and Development Planning	Pearl Cloete	Pearl.Cloete@westerncape.gov.za	021 – 483 5582
Health	Vera Dettling	Vera.Dettling@westerncape.gov.za	021 – 483 4464
Human Settlements	Stiaan Moolman	Stiaan.Moolman@westerncape.gov.za	021 – 483 4564
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Provincial Treasury	Ean Steenkamp-Cairns	Ean.Steenkamp-Cairns@westerncape.gov.za	021 – 483 4237
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	Déan Killian	Dean.Killian@westerncape.gov.za	021 – 483 9597
	Elouize Geyer	Elouize.Geyer@westerncape.gov.za	021 – 483 0041

SECTION 7: Nomination Confirmation/Approval

<p>Nominee's Line-/Sub-Programme-/Programme Manager's Decision:</p> <ol style="list-style-type: none"> The Service Excellence Awards Entry Form content was perused, and the nomination is approved / not approved. The Nominee's satisfactory performance and good standing in relation to Employee Relations matters is hereby confirmed. <p>Full name and signature:</p> <p>Date:</p>



Western Cape
Government

2020 SERVICE EXCELLENCE AWARDS (SEA): INSPIRATIONAL SUPPORT EMPLOYEE

Entry Form

CLOSING DATE: 18 December 2020

SECTION 1: Nominator Contact Information

Name of Contact Person:

Name of Provincial Department:

Postal address:

Physical address:

Email:

Phone:

Mobile:

SECTION 2: Nominee Contact Information

Name of Nominee:

Persal Number of Nominee:

Name of Provincial Department:

Name of Component:

Nominated for Category:

Inspirational Support Employee

[This Category focusses on a Support/Operations \(Back Office\) Employee visibly demonstrating commitment to good governance and administration.](#)

Postal address:

Physical address:

Email:

Phone:

Mobile:

SECTION 3: Category Criteria

Support/Operations (Back Office) Employee visibility demonstrating commitment to good governance and administration:

1. Being knowledgeable, approachable and well-organised;
2. Responsive to colleagues or clients' needs;
3. Going beyond the call of duty in the execution of his/her duty;
4. Delivers own work/deliverables/interventions in an effective, efficient and economic manner;
5. Consistent in ethical conduct and in enhancing the performance of relevant Business unit/Branch/Department through his/her actions;
6. Support improvement and involvement by organising appropriate resources, development and assisting colleagues;
7. Strengthening partnerships and support services to achieve the best possible outcomes for the relevant Business unit/Branch/Department;
8. Living out the Core Values of Integrity, Accountability, Competence, Responsiveness, Caring and Innovation; and.
9. Impact on citizens and/or impact during Covid-19 pandemic.

SECTION 4: Requirements

A. Motivation and Supporting Evidence:

- **Written motivation in terms of nr. 1 to 9 at Section 5;**
- Testimonials and compliments from clients and colleagues;
- Photos or clippings (magazines and newspaper articles) displaying any form of recognition;
- Meritorious awards; and
- Confirmation of good standing in terms of Labour Relations matters (e.g. no pending disciplinary or related matter).

B. Please provide motivation that supports your application for the Category you are entering (maximum 5 pages including supporting material e.g. letters, photos etc. Utilise Font, Century Gothic, size 10.

C. Note that motivation and supporting evidence pertaining to **1 October 2019 to 30 September 2020** will be applicable.

D. Applies to *all Western Cape Government employees in recognition of work/or service during the period **1 October 2019 to 30 September 2020. This timeline takes into consideration the new normal work environment, agility and responsive to Covid-19 challenges.**

E. The following employees of the Western Cape Government (WCG) are eligible to be nominated:

- Intern;
- Temporary/Secondment/Relief Worker;
- Contract;
- Probation; and
- Permanent.

*Heads of Department (HODs) are not eligible to be nominated/entered into any Service Excellence Awards (SEA) Category.

F. Declaration and Signatures:

I / We agree that the information provided in this document and related supporting information is accurate and legally binding.

I /We agree to abide by the rules of the Service Excellence Awards.

Contact Person:

Full name/s:

Signature:

Date:

Nominee:

Full name/s:

Signature:

Date:

SECTION 5: Category Questions and Motivation

Page 1

1. Being knowledgeable, approachable and well-organised.

2. Responsive to colleagues or clients' needs.

3. Going beyond the call of duty in the execution of his/her duty.

4. Delivers own work/deliverables/interventions in an effective, efficient and economic manner.

SECTION 5: Category Questions and Motivation (cont.)

9. Impact on citizens and/or impact during Covid-19 pandemic.

SECTION 5: Category Questions and Motivation (cont.)

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SECTION 5: Category Questions and Motivation (cont.)

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SECTION 6: General Information

Entry guidelines and rules

- An Entry can only be entered into a Category utilising the correct Entry Form.
- Should a nomination be made for a separate Category for the same individual or project/programme/team then the separate, correct Entry Form for the Category entered should be utilised. Evidence cannot be shared across categories, separate entries required separate evidence per Entry Form.
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- Handwritten entries are not encouraged; in cases where this is unavoidable please write legibly.
- Typing of motivation: Utilise Century Gothic, size 10.
- Evidence can be submitted to support the entry e.g. publications, brochures, Newspaper clippings (within the size limitation). Note that CD/DVD evidence will not be accepted.
- Departmental Top Management under Chairpersonship of the Head of Department determines Departmental finalists per Category. A maximum of five (5) finalists per Category is entered into the Provincial Assessment Stage.
- The awarding of all categories is based on impact which must be demonstrated through evidence.
- The prizes are not transferable and non-monetary (Gold, Silver and Bronze awards).

2020 SEA Departmental Representatives

Entries to be submitted to the indicated Departmental Representative within the Department.

Department	Departmental Representative	E-mail address	Telephone number
Agriculture	Rashidah Wentzel	RashidahW@elsenburg.com	021 – 808 5119
Community Safety	Ansaaf Mohamed	Ansaaf.Mohamed@westerncape.gov.za	021 – 483 3868
Cultural Affairs and Sport	Stephanie Thomas	Stephanie.Thomas@westerncape.gov.za	021 – 483 9577
Economic Development and Tourism	Martie Carstens	Martie.Carstens@westerncape.gov.za	021 – 483 9223
	Cheryl Julies	Cheryl.Julies@westerncape.gov.za	021 – 483 9000
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Local Government	Albert Dlwengu	Albert.Dlwengu@westerncape.gov.za	021 – 483 8986
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	Nonzwakazi George	Nonzwakazi.George@westerncape.gov.za	021 – 483 9910
	Xolani Galada	Xolani.Galada@westerncape.gov.za	021 – 483 3472
	Brandon Damons	Brandon.Damons@westerncape.gov.za	021 – 483 6127
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Transport and Public Works	Jandre Bakker	Jandre.Bakker@westerncape.gov.za	021 – 483 8513
	Déan Killian	Dean.Killian@westerncape.gov.za	021 – 483 9597
	Elouize Geyer	Elouize.Geyer@westerncape.gov.za	021 – 483 0041

SECTION 7: Nomination Confirmation/Approval

Nominee's Line-/Sub-Programme-/Programme Manager's Decision:

- 1) The Service Excellence Awards Entry Form content was perused, and the nomination is approved / not approved.
- 2) The Nominee's satisfactory performance and good standing in relation to Employee Relations matters is hereby confirmed.

Full name and signature:

Date:



Western Cape
Government

2020 SERVICE EXCELLENCE AWARDS (SEA):

LEAD PROGRAMME OR PROJECT

Entry Form

CLOSING DATE: 18 December 2020

SECTION 1: Nominator Contact Information

Name of Contact Person:
Name of Provincial Department:
Postal address:
Physical address:
Email:
Phone:
Mobile:

SECTION 2: Nominee Contact Information

Name of Primary/Lead Department:		
Name of Component:		
Name of Programme/Project:		
Nominated for Category:		
<input type="checkbox"/>	Lead Programme or Project	
<small>This Category recognises a Programme or Project achievement having a positive impact on service delivery, saving cost and improving lives of citizens.</small>		
<small>Note that no entry nominating an individual will be accepted in this Category</small>		
Kindly provide/confirm the name of Primary (Lead) Department:		
Kindly provide the name/s of any other Secondary/Support Department (Western Cape Government) which contributed to this Programme or Project:		
Kindly provide the name/s of any other spheres of Government participation (Provincial-, National-, or Local Government):		

Postal address:

Physical address:

Email:

Phone:

Mobile:

SECTION 3: Category Criteria

Programme or Project achievement having a positive impact on service delivery, saving cost and improving lives of citizens:

1. Programme/Project is in line with the strategic objectives of the Western Cape Government and beneficial to clients/citizens (focus on skills development, job creation, fighting poverty; promoting sustainable employment opportunities);
2. Cost-effective driven (approved funding or executed without funding) and demonstrate innovation;
3. Encouraging intergovernmental relations (including 3-sphere partnerships), whereby governance structure/s that involves relevant strategic departments have been established;
4. Monitoring and evaluation reports demonstrating that citizens/communities benefit from the Programme/Project;
5. The Programme/Project is sustainable;
6. Living out the Western Cape Government Core Values of Integrity, Accountability, Competence, Responsiveness, Caring and Innovation; and
7. Impact on citizens and/or impact during Covid-19 pandemic.

SECTION 4: Requirements

A. Motivation and Supporting Evidence:

- Written motivation in terms of nr. 1 to 7 at Section 5;
- Testimonials and compliments from service recipients and colleagues;
- Photos or clippings (magazines and newspaper articles) displaying any form of recognition;

B. Please provide motivation that supports your application for the Category you are entering (maximum 5 pages including supporting material e.g. letters, photos etc. Utilise Font, Century Gothic, size 10.

C. Note that motivation and supporting evidence pertaining to **1 October 2019 to 30 September 2020** will be applicable.

D. Applies to *all Western Cape Government employees in recognition of work/or service during the period **1 October 2019 to 30 September 2020. This timeline takes into consideration the new normal work environment, agility and responsive to Covid-19 challenges.**

E. The following employees of the Western Cape Government (WCG) are eligible to be nominated:

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- Contract;
- Probation; and
- Permanent.

*Heads of Department (HODs) are not eligible to be nominated/entered into any Service Excellence Awards (SEA) Category.

F. Declaration and Signatures:

I / We agree that the information provided in this document and related supporting information is accurate and legally binding.

I /We agree to abide by the rules of the Service Excellence Awards.

Contact Person/Nominator:

Full name/s:

Signature:

Date:

Nominee/Programme/Project representative signature:

Full name/s:

Signature:

Date:

SECTION 5: Category Questions and Motivation

Page 1

1. Programme/Project is in line with the strategic objectives of the Western Cape Government and beneficial to clients/citizens (focus on skills development, job creation, fighting poverty; promoting sustainable employment opportunities).

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3. Encouraging intergovernmental relations (including 3-sphere partnerships), whereby governance structure/s that involves relevant strategic departments have been established.

SECTION 5: Category Questions and Motivation (cont.)

Page 2

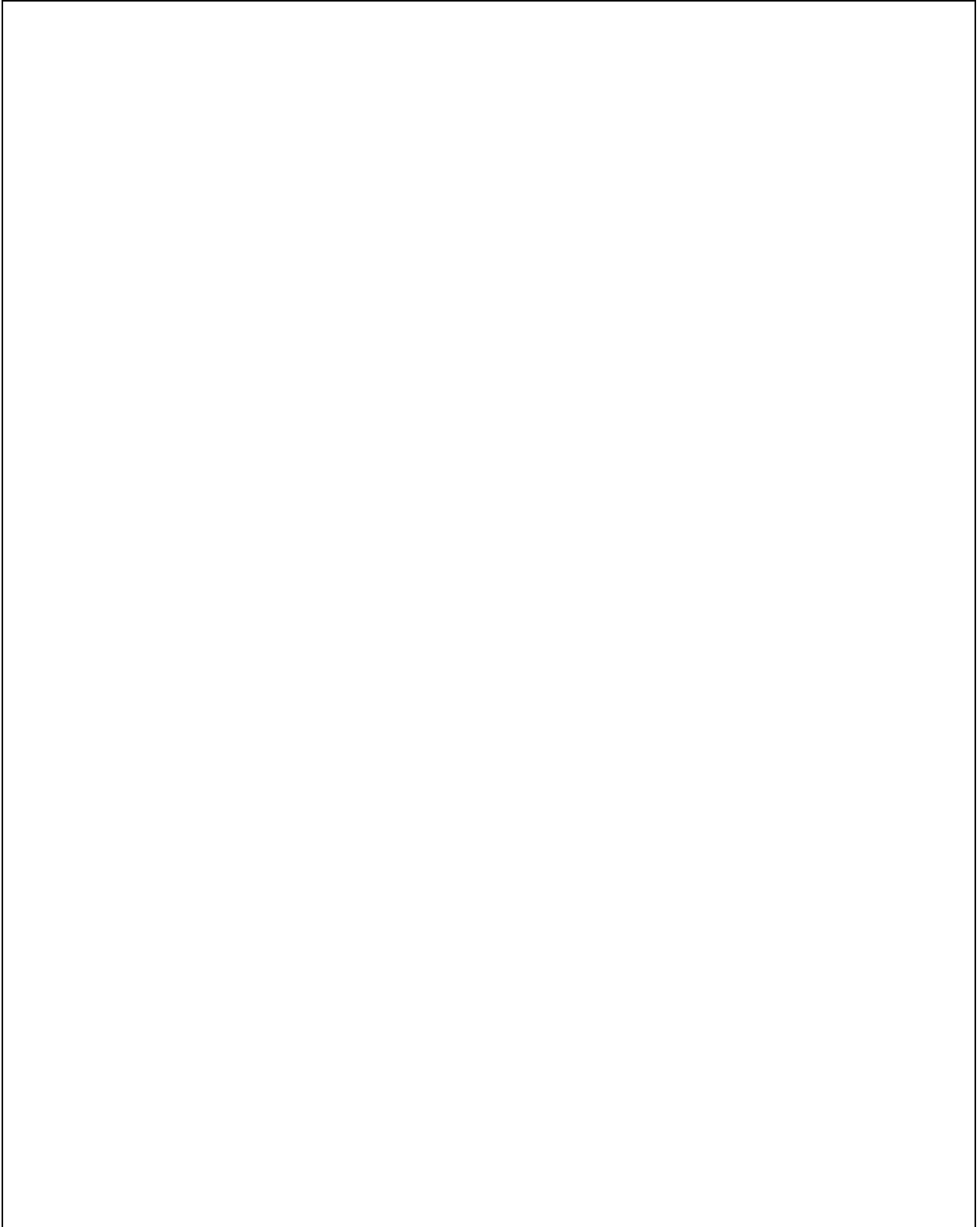
4. Monitoring and evaluation reports demonstrating that citizens/communities benefit from the Programme/Project.

5. The Programme/Project is sustainable.

6. Living out the Western Cape Government Core Values of Integrity, Accountability, Competence, Responsiveness, Caring and Innovation.

7. Impact on citizens and/or impact during Covid-19 pandemic.

SECTION 5: Category Questions and Motivation (cont.)

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	Elouize Geyer	Elouize.Geyer@westerncape.gov.za	021 – 483 0041

SECTION 7: Nomination Confirmation/Approval

Nominee's Line-/Sub-Programme-/Programme Manager's Decision:

The Service Excellence Awards Entry Form content was perused, and the nomination is approved / not approved.

Full name and signature:

Date:



Western Cape
Government

2020 SERVICE EXCELLENCE AWARDS (SEA):

TEAM GROUND BREAKER / INNOVATION

Entry Form

CLOSING DATE: 18 December 2020

SECTION 1: Nominator Contact Information

Name of Contact Person:
Name of Provincial Department:
Postal address:
Physical address:
Email:
Phone:
Mobile:

SECTION 2: Nominee Contact Information

Name of Primary (Lead) Department:												
Name of Component:												
Name of Team/Project:												
Nominated for Category:												
<input type="checkbox"/> Team Ground Breaker / Innovation												
<p style="font-size: small;">This Category recognises a Team or Project visibly demonstrating effective innovations and solutions e.g. improving processes (improved methods for doing work, reducing time spend [lead time reduction], automated solutions), improving client engagements (innovative channels for consulting/informing clients/stakeholders engagement), cost saving methods. Note that no entry nominating an individual will be accepted in this Category.</p>												
Kindly provide/confirm the name of Primary (Lead) Department:												
Kindly provide the name/s of any other Secondary/Support Department (Western Cape Government) which contributed to this Programme or Project:												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 33%; height: 20px;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> </table>												
Kindly provide the name/s of any other spheres of Government participation (Provincial-, National-, or Local Government):												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 33%; height: 20px;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> </table>												

Postal address:

Physical address:

Email:

Phone:

Mobile:

SECTION 3: Category Criteria

This Category recognises a Team or Project visibly demonstrating effective innovations and solutions e.g. improving processes (improved methods for doing work, reducing time spend [lead time reduction], automated solutions), improving client engagements (innovative channels for consulting/informing clients/stakeholders engagement), cost saving methods:

1. What, Why, Where, When and How;
 - new ideas, creative thinking, dynamic service options
 - resourceful solutions
2. Impact of the Innovation: Achievements that meets needs while making the best use of resources;
 - collaboratively problem-solving to realise strategic organisational goal;
3. Citizens / institutional needs are accommodated in the innovation;
 - improved services
4. Core processes are reviewed and targets are set for innovative improvement;
 - question existing practices to renew, rejuvenate and improve; and
5. Impact on citizens and/or impact during Covid-19 pandemic.

SECTION 4: Requirements

- A. Motivation and Supporting Evidence:**
- Written motivation in terms of nr. 1 to 5 at Section 5;
 - Testimonials and compliments from service recipients and colleagues;
 - Photos or clippings (magazines and newspaper articles) displaying any form of recognition;
- B. Please provide motivation** that supports your application for the Category you are entering (maximum 5 pages including supporting material e.g. letters, photos etc. Utilise Font, Century Gothic, size 10.
- C.** Note that motivation and supporting evidence pertaining to **1 October 2019 to 30 September 2020** will be applicable.
- D.** Applies to *all Western Cape Government employees in recognition of work/or service during the period **1 October 2019 to 30 September 2020. This timeline takes into consideration the new normal work environment, agility and responsive to Covid-19 challenges.**
- E. The following employees of the Western Cape Government (WCG) are eligible to be nominated:**
- Intern;
 - Temporary/Secondment/Relief Worker;
 - Contract;
 - Probation; and
 - Permanent.

*Heads of Department (HODs) are not eligible to be nominated/entered into any Service Excellence Awards (SEA) Category.

F. Declaration and Signatures:

I / We agree that the information provided in this document and related supporting information is accurate and legally binding.

I /We agree to abide by the rules of the Service Excellence Awards.

Contact Person/Nominator:

Full name/s:

Signature:

Date:

Nominee/Team Ground Breaker /Project representative signature:

Full name/s:

Signature:

Date:

SECTION 5: Category Questions and Motivation

Page 1

1. What, Why, Where, When and How;

- new ideas, creative thinking, dynamic service options
- resourceful solutions

2. Impact of the Innovation: Achievements that meets needs while making the best use of resources;

- collaboratively problem-solving to realise strategic organisational goal.

3. Citizens / institutional needs are accommodated in the innovation;

- improved services.

SECTION 5: Category Questions and Motivation (cont.)

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4. Core processes are reviewed and targets are set for innovative improvement,
 - question existing practices to renew, rejuvenate and improve.

5. Impact on citizens and/or impact during Covid-19 pandemic.

SECTION 5: Category Questions and Motivation (cont.)

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SECTION 5: Category Questions and Motivation (cont.)

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SECTION 5: Category Questions and Motivation (cont.)

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SECTION 6: General Information

Entry guidelines and rules			
<ul style="list-style-type: none"> An Entry can only be entered into a Category utilising the correct Entry Form. Should a nomination be made for a separate Category for the same individual or project/programme/team then the separate, correct Entry Form for the Category entered should be utilised. Evidence cannot be shared across categories, separate entries required separate evidence per Entry Form. The Entry will be assessed based on the period 1 October 2019 to 30 September 2020. Incomplete submission or evidence not within the indicated period will not be considered. Information provided is legally binding. Entries to be e-mailed to Departmental representative for your relevant Department [Primary/Lead Department] (note size limitation, maximum 5 pages, inclusive of all evidence). Entry forms must be filled in correctly, as concise as possible in response to the Criteria statement indicated. Handwritten entries are not encouraged; in cases where this is unavoidable please write legibly. Typing of motivation: Utilise Century Gothic, size 10. Evidence can be submitted to support the entry e.g. publications, brochures, Newspaper clippings (within the size limitation). Note that CD/DVD evidence will not be accepted. Departmental Top Management under Chairpersonship of the Head of Department determines Departmental finalists per Category. A maximum of five (5) finalists per Category is entered into the Provincial Assessment Stage. The awarding of all categories is based on impact which must be demonstrated through evidence. The prizes are not transferable and non-monetary (Gold, Silver and Bronze awards). 			
2020 SEA Departmental Representatives			
Entries to be submitted to the indicated Departmental Representative within the Department.			
Department	Departmental Representative	E-mail address	Telephone number
Agriculture	Rashidah Wentzel	RashidahW@elsenburg.com	021 – 808 5119
Community Safety	Ansaaf Mohamed	Ansaaf.Mohamed@westerncape.gov.za	021 – 483 3868
Cultural Affairs and Sport	Stephanie Thomas	Stephanie.Thomas@westerncape.gov.za	021 – 483 9577
Economic Development and Tourism	Martie Carstens	Martie.Carstens@westerncape.gov.za	021 – 483 9223
	Cheryl Julies	Cheryl.Julies@westerncape.gov.za	021 – 483 9000
Education	Ebrahiem Gierdien	Ebrahiem.Gierdien@westerncape.gov.za	021 – 467 2234
Environmental Affairs and Development Planning	Pearl Cloete	Pearl.Cloete@westerncape.gov.za	021 – 483 5582
Health	Vera Dettling	Vera.Dettling@westerncape.gov.za	021 – 483 4464
Human Settlements	Stiaan Moolman	Stiaan.Moolman@westerncape.gov.za	021 – 483 4564
Local Government	Albert Dlwengu	Albert.Dlwengu@westerncape.gov.za	021 – 483 8986
Premier	Nozipho Maholwana	Nozipho.Maholwana@westerncape.gov.za	021 – 483 4211
Provincial Treasury	Ean Steenkamp-Cairns	Ean.Steenkamp-Cairns@westerncape.gov.za	021 – 483 4237
	Nonzwakazi George	Nonzwakazi.George@westerncape.gov.za	021 – 483 9910
	Xolani Galada	Xolani.Galada@westerncape.gov.za	021 – 483 3472
	Brandon Damons	Brandon.Damons@westerncape.gov.za	021 – 483 6127
	Naadia Ismail	Naadia.Ismail@westerncape.gov.za	021 – 483 8683
Social Development	Suzette Samuels	Suzette.Samuels@westerncape.gov.za	021 – 483 4592
Transport and Public Works	Jandre Bakker	Jandre.Bakker@westerncape.gov.za	021 – 483 8513
	Déan Killian	Dean.Killian@westerncape.gov.za	021 – 483 9597
	Elouize Geyer	Elouize.Geyer@westerncape.gov.za	021 – 483 0041

SECTION 7: Nomination Confirmation/Approval

<p>Nominee's Line-/Sub-Programme-/Programme Manager's Decision:</p> <p>The Service Excellence Awards Entry Form content was perused, and the nomination is approved / not approved.</p> <p>Full name and signature:</p> <p>Date:</p>
