



# Annual Report

Office of the Premier

2004/05



# EXECUTIVE SUMMARY - Premier's Message

**T**he past financial year has seen us make further advances towards creating a better life for all our people and building a Gauteng that will make a significant contribution to achieving our goal of halving unemployment and poverty by 2014.

We have made significant progress towards our historic goal of building a united, non-racial, non-sexist, democratic and prosperous South Africa that truly belongs to all.

We received a clear mandate from our people during the April 2004 election that we should continue to govern our country. They did so because they were convinced that the vision articulated in the African National Congress election manifesto was the most appropriate to take the country forward.

In response to the renewed trust that the people placed in us, we as the Gauteng Provincial Government developed our five year programme of action for the period 2004 to 2009. This programme is our

government's contribution to the people's contract to create work and fight poverty.

To build on Gauteng's position as a key regional economic powerhouse, contributing over one third of the country's GDP and one tenth of Africa's GDP, we have continued to take steps to optimise economic growth and development in our province for the betterment of our people and our country.

Most of the country's business headquarters are based in Gauteng and we are becoming well established as a base for international investors who wish to enter other parts of Africa.

The implementation of a number of new initiatives in the past period all signal that a better Gauteng is in the making.

Towards the end of last year we held the Gauteng Growth and Development Summit, which brought together a range

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of stakeholders to develop a consolidated multi-sectoral strategy that will position us to achieve this objective. Based on these deliberations, we were launched our Growth and Development Strategy which has identified key growth sectors and clusters in Gauteng, based on their potential for investment and value-added growth as well as job creation and productivity.

The flagship Blue IQ projects have continued to attract new investment, stimulate GGP growth and help realise the potential we have to become a foremost global city region. Many of the projects have both helped stimulate growth in key areas, while also meeting the infrastructure and other needs of this expansion.

Together with local government in Gauteng and guided by the National Spatial Development Perspective, we have continued to build on our vision to make Gauteng an integrated, globally competitive city region and promoting the province as a home for investment, tourism and business in general.

The Innovation Hub, South Africa's first internationally accredited science park, was launched to create a high-tech cluster to support the growth of knowledge-intensive industries.

To develop an integrated approach to infrastructure development in the province, we held a successful Intergovernmental Infrastructure Summit together with other spheres of government and parastatals.

We announced the preferred bidder for the Gautrain rapid rail link project and aim to ensure that the project is completed by 2010.

To ensure that more people, especially those previously denied access to participation in the economy, are able to benefit from economic growth, we launched the Gauteng Enterprise Propeller to strengthen small, micro and medium enterprises. We are also finalizing our broad-based black



economic empowerment strategy, which will change the face of government procurement in the province. Our Sports Indaba involved stakeholders in discussing strategies to make Gauteng the home of competitive sport, to further support our growth and development objectives.

We have continued to make inroads in the delivery of social services, including through the launch of Bana Pele, which provides free services to the poorest and most vulnerable children in our province.

Housing delivery is proceeding in line with our commitments to formalize informal settlements and invest in 20 identified townships in Gauteng.

We are continuing to implement programs to develop healthy, skilled and productive people in Gauteng and implementing our comprehensive program against HIV and Aids. To this end, we hosted an important Workplace Aids indaba involving both the public and private sector.

True to our commitment to the principles of people-centred, people-driven, accountable and transparent governance, we continued to involve the people of Gauteng in all the



work that we are doing to achieve our reconstruction and development objectives.

We have been working closely with business, trade unions, professional bodies, academic institutions, youth and women's organisations, faith organizations, sporting bodies and other organs of civil society in the province.

Following the first successful provincial Women's Dialogue in 2003, in August last year we held regional women's dialogues and in March this year, the second provincial Women's Dialogue, to give women an opportunity to directly influence government's programs to improve the lives of women.

Youth Summits were held to involve young people in the development of youth programs and draft legislation developed to establish a Gauteng Youth Commission.

The Gauteng Imbizo program is continuing to involve communities across the province in dialogue on their own governance and steps to improve their lives.

We deployed the first set of 200 Community Development



Workers into communities, where they are playing an invaluable role as roving public servants in assisting communities with accessing services and speeding up service delivery.

Late last year we held a Public Service Summit together with trade unions to discuss how to work together to fast-track delivery and public service transformation.

We know how far we have traveled from a past where many of our people were afflicted with problems such as poverty, homelessness, illiteracy, disease, underdevelopment and lack of access to basic services such as water and sanitation.

We know how far we have traveled from a past where millions of our people were oppressed, exploited, dehumanised and neglected by colonialism and apartheid.

We look to the future knowing that, while impressive progress has been made, we need to marshal all the forces we can muster to overcome the challenges that still face our country.



Uppermost among these is the need to systematically and comprehensively tackle the twin evils of poverty and unemployment, along with other pressing challenges such as skills development, homelessness, disease, underdevelopment and crime.

A new and better Gauteng is in the making. The pillars and building blocks are in place. All the people of this great province are ready to join hands and put shoulder to the wheel to tackle the challenges that lie ahead and achieve the objectives that we have set to realise our shared vision of a better life for all.

Premier Mbhazima Shilowa



# EXECUTIVE SUMMARY - Director General's Report



The year under review was a momentous one for the provincial government. It started with the April election, a new term of office for the provincial government and new strategies to make Gauteng a better place for all who live in it.

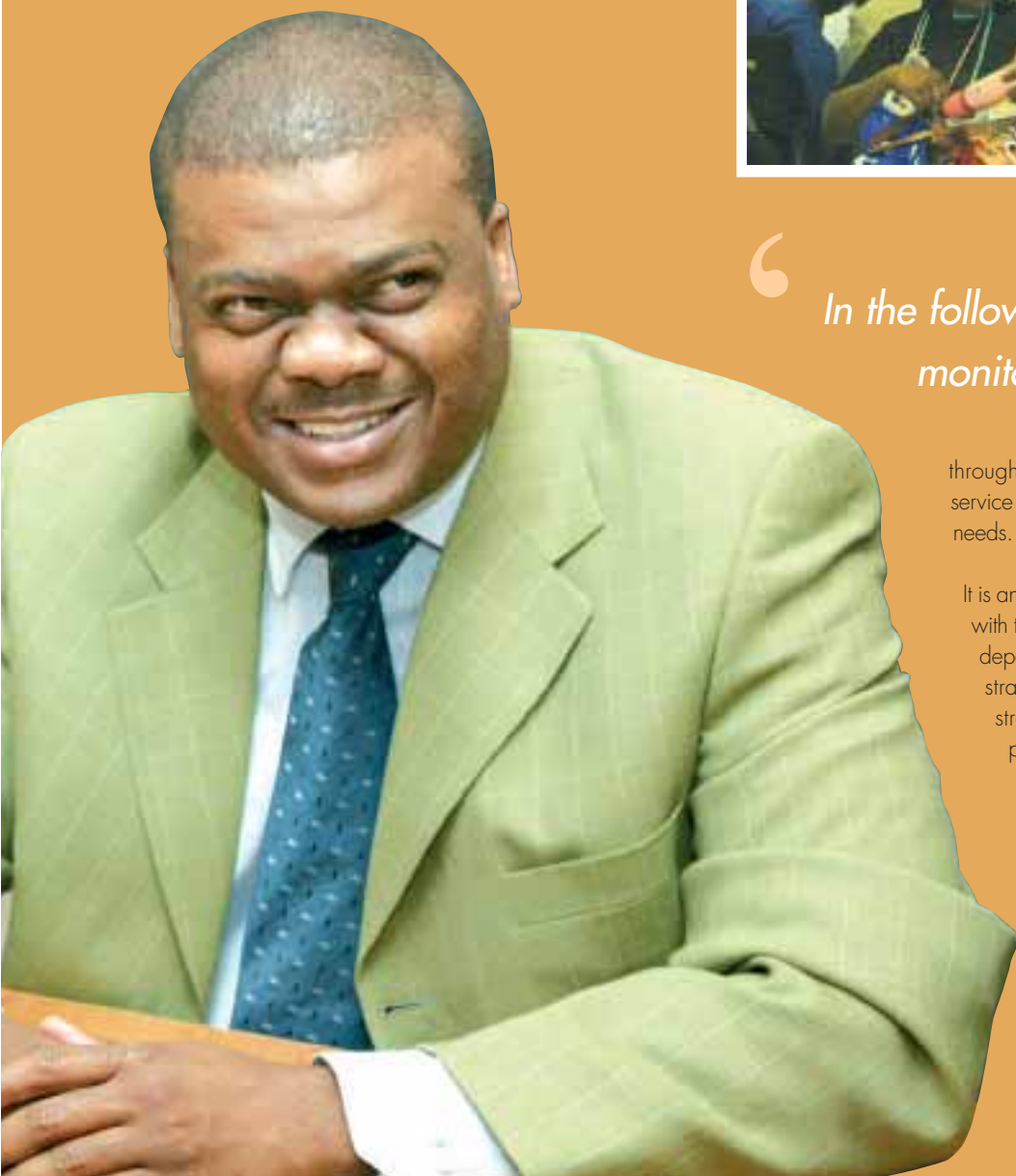
The province undertook a successful transition to a new government, a new Executive Council as well as a redeployment of departmental heads to increase the capacity of the government to deliver.

At its first retreat, the Executive Council adopted a five year programme for the provincial government for the period 2004 to 2009. This programme will guide the work of the provincial government for the duration of its term of office.

The five year programme is made up of following five pillars:

- **Enabling faster economic growth and job creation**, including through promoting a labour absorbing growth sector, broad based wealth creation and supporting black economic empowerment and SMMEs.
- **Fighting poverty and building safe, secure and sustainable communities**, with a focus on upgrading community infrastructure and ensuring a strong safety net for the poor.
- **Developing healthy, skilled and productive people**, including through the development of a caring, responsive and quality health service and investment in quality education.
- **Deepening democracy and realising the constitutional rights of our people**, including through youth development, women's empowerment and access to information on government and government services.
- **Building an effective and caring government**





*In the following year we will focus on sharpening our implementation, monitoring and evaluation of our five-year strategic programme.*

through improving the capacity of the public service and making it more responsive to citizens' needs.

It is an important achievement that, while dealing with the new transition and shifting of personnel, departments were able to translate the five-year strategic plan into their own departmental strategic plans and implementation programmes.

The five-year plan has been widely publicised and obtained widespread support. At a Public Service Summit in October 2004, labour unions committed themselves to work with government to achieve its goals and improve government delivery.

The Office of the Premier continued to provide strategic leadership in the province, including in the areas of policy, communication and strategic human resources. An exciting development was the beginning of the process to construct a vision of Gauteng as a globally competitive city-region. This vision seeks to coordinate and shape the future development of Gauteng into a single and integrated socio-economic region to benefit the country as well as the continent.

We have prepared and released the 2014 plan to inform our work during the second decade of democracy.

Among our achievements in the year under review was the hosting of the second Provincial Women's Dialogue, which brought together women from all over the province. Six Women's Imbizo were also held to give ordinary women an opportunity to voice their suggestions and interact directly with government.





#### **Senior managers in the Office of the Premier**

*Seated: (left to right) Lulama Duma (Chief of Staff, Private Office) Charles Phahlane (Director, Strategy and Media Liaison) Lillian Mthembu (Acting Director, Social Development) Mogopodi Mokoena (Director General) Shalo Mbatha (Premier's spokesperson) Marie-Louise Moodie (Director, Information Management and Monitoring) Hennie Malan (Director, Financial Management and Accounting)*

*Standing (left to right) Nthane Bopape (Director, Supply Chain Management) Colin de Vos (Security and Risk Management) Annette Griessel (Chief Director, Government Communication and Information Services) Boy Ngobeni (Chief Director, Strategic Human Resources and Management Services) Nikelwa Tengimfene (Director, Development Communication and Public Liaison) Israel Mogale (Director, Corporate Communication Services) Conrad Greve (Director, Human Resources and Auxillary Services) Barbara Kortjass (Chief Financial Officer) Phumzile Kedama (Administrative Secretary, Private Office) Dumisani Hlophe (Chief Director, Policy Development and Coordination)*

Considerable progress was made in terms of gender, with the percentage of women in senior management in the GPG rising to 30% as at 31 March 2005.

We are also improving on our interaction with communities through the Gauteng Imbizo programme. We are now able to expand our reach and hold a number of simultaneous meetings at the same time. This is a process that we will continue into the new financial year, with Izimbizo almost every month to interact with communities about the provincial government's programme of delivery.

Strategic support was offered in the development of the Bana Pele program, which provides a package of services for the poorest and most vulnerable children in the province, as well as in the development of an Early Childhood Development strategy.

Important groundwork was done in establishing an effective monitoring and evaluation system for the province as well as in laying the basis for a high-level information management system.

Good financial management is becoming the norm for the office, with the office once again receiving an unqualified audit opinion from the auditor-general. This reflects the strong emphasis the office places on good governance, as well as the dedication of our staff.

I therefore wish to extend my heartfelt gratitude to all staff for their dedication and commitment during the year under review and in helping to make it possible for the Gauteng Provincial Government to continue creating jobs and fighting poverty.

In the following year we will focus on sharpening our implementation, monitoring and evaluation of our five-year strategic programme. The key performance indicators will assist in showing us that we are still on track and will serve as an early warning system to show us where we need to redouble our efforts.

I would also like to thank the political leadership of the province, Premier Shilowa and his Executive Council, for its support and visionary leadership. Together, we will ensure that we meet the twin challenges of reducing poverty and unemployment.

A special thanks to my fellow senior managers Lisa Seftel, Thabo Masebe, Muzi Ngcobo, Bongi Mpondo and Shoki Tshabalala who left the office. They are all in various posts in the private and public sector contributing to our province and country. We appreciate it very much that even though they have left the OoP, they are still available to offer their services as and when needed. Your contribution in making Gauteng the preferred destination for investment, tourism and business is highly appreciated.

Mogopodi Mokoena  
Director General

## 2. DEPARTMENTAL OVERVIEW

*The role of the Office of the Premier is to manage political processes and outcomes for the greater benefit of the whole province*

### MISSION, VISION AND VALUES

#### Mission

The mission of the Office is to support the Premier and the Executive Council in implementing GPG policies as well as statutory and political responsibilities effectively and efficiently.

#### Vision

The vision of the Office is to be an innovative, responsive and vibrant nerve centre for people-centred development.

#### Core values

The core values that guide and inspire the work of the Office of the Premier are:

- Integrity: The Office continues to strive for honesty, accountability, trust and respect among its entire staff. The implementation of the Public Finance Management Act (PFMA) and the attainment of a government that is free of corruption and fraud depends to a large extent on the integrity of officials. They must serve as torchbearers of the highest form of integrity of the provincial government.
- Batho Pele: The principles of Batho Pele embody the spirit of how government seeks to discharge its mandate and responsibilities towards the citizens. The Office of the Premier seeks to fully embrace these principles. As

part of its strategic thrust, and in line with the Batho Pele principles, one of the strategic objectives of the GPG is to deliver quality social services for the people of Gauteng.

The Premier's Service Excellence Awards were introduced to recognise those civil servants who have gone an extra mile and also to foster the spirit of Batho Pele. The awards recognise and honour those outstanding public servants and their respective teams that best put into practice the Batho Pele principles.

- Teamwork: The work of the Office of the Premier requires that staff work as a team in the spirit of partnership, cooperation, and consultation, both within and beyond the public service. A lot has been done to develop this teamwork, but more can still be achieved as "silos" are broken down.
- Professionalism: The nature and the demands of the work of the Office of the Premier require the development of an ethos of professionalism among all staff in discharging their responsibilities.
- Social equality: Social equality and diversity is fostered in the Office. This includes the promotion of employment equity and the creation of an environment free from discrimination on the basis of race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth.



## MANDATE AND ROLE OF THE OFFICE

The Office of the Premier is constituted as one of the twelve departments of the Gauteng Provincial Government.

### Mandate and role

The mandate of the Office of the Premier is to support the Premier in executing his constitutional responsibilities and other political and ceremonial functions. In essence, the role of the Office of the Premier is to manage political processes and outcomes for the greater benefit of the whole province. This entails, among others, the following:

- acting as a political management nerve centre
- Providing strategic leadership and central coordination
- Providing policy briefings and advice to the Premier and the Executive Council
- Liaising with other spheres of government, namely national government and local government, to promote the spirit of co-operative governance
- Co-ordinating transversal and corporate GPG activities such as government communication, policy analysis and monitoring and evaluation
- Tracking and monitoring the implementation of GPG policy to inform service delivery
- Strong information management, monitoring and evaluation
- Building human capital and skills
- Development and management of stakeholder relations and partnerships
- Monitoring, coordination and support of service delivery improvement initiatives.

### Constitutional mandate

The role, responsibilities and functions of Premier are defined in Chapter 6 of the Constitution of South Africa.

The constitution defines the powers and functions of the Premier, among others, as follows:

- To assent to, sign and promulgate Bills duly passed by the provincial legislature and in the event of a procedural shortcoming in the legislative process, to refer a Bill passed by the provincial legislature back for



- further consideration by such legislature
- To convene meetings of the Executive Council
  - To appoint commissions of enquiry
  - To make such appointments as may be necessary under powers conferred upon him or her by this Constitution or any other law
  - To call referenda and plebiscites in terms of the Constitution or the applicable legislation
  - To summon the Legislature to an extraordinary sitting to conduct special business
  - To refer Bills back to the Legislature for reconsideration of their constitutionality.
  - To refer Bills to the Constitutional court for a decision on their constitutionality.

The Premier's mandate includes executive, policy, political, co-ordination, legislative, inter-governmental and ceremonial functions and responsibilities. MECs are responsible for the functions assigned to them by the Premier. The Premier and MECs must act in accordance with the Constitution and provide the Legislature with full



and regular reports concerning matters under their control. The Premier and MECs must act in accordance with the code of conduct prescribed by national legislation.

### National legislative mandate

Schedules 4 and 5 of the Constitution detail the specific areas of service delivery that provincial governments, concurrently with national and local government, are tasked with. These include: agriculture; consumer protection; cultural affairs; education at all levels, excluding university and technikon education; environment; health services; housing; local government (subject to the provisions of Chapter 10); police (subject to the provisions of Chapter 14); provincial public media; public transport; regional planning and development; road traffic regulation; roads; tourism; and welfare services.

The province interacts with the national legislative mandate, which is put into operation through parliament, through the National Council of Provinces (NCOP). The NCOP comprises a provincial delegation of 10 members

from each province, including Premiers. The Gauteng Provincial Government works in close collaboration with the delegates and the Premier attends sessions from time to time, as and when necessary.

The executive authority of the province is vested in the Premier and he exercises this authority in conjunction with other Members of the Executive Council (MECs) by:

- Implementing provincial legislation in the province and all national legislation within the functional areas as listed in the Constitution
- Administering in the province national legislation assigned to the province
- Developing and implementing provincial policy
- Co-ordinating the functions of the provincial administration and its departments.

The Executive Council of the Gauteng Province has eleven members including the Premier. The Council meets fortnightly and has two Executive Council sub-committees, namely, the Growth and Development and Social Services sub-committees, which meet to discuss implementation of a range of programmes, projects, and activities.

### Provincial legislative mandate

The legislative authority of a province is vested in its provincial legislature. In terms of Section 133 (2) of the Constitution, Members of the Executive Council are accountable collectively and individually to the provincial legislature for the exercise of powers and performance of its functions.

The Office of the Premier accounts to the Oversight Committee on the Premier's Office and Legislature (OCPOL) for its budget allocations and the discharging of its mandate and responsibilities in terms of its voted budget.

### Good governance mandate

The provincial government is part and parcel of the Government of the Republic of South Africa and is obliged to observe and adhere to the principles of co-operative

governance and conduct its activities within the parameters of the Constitution. Principles of co-operative governance and intergovernmental relations that must be adhered to by all spheres of government, include the following:

- Preservation of peace, national unity, and the indivisibility of the Republic
- Securing the well-being of the people of the Republic
- Provide effective, transparent, accountable and coherent government for the Republic as a whole
- Be loyal to the Constitution, the Republic and its people
- Respect the constitutional status, institutions, powers and functions of the government and other spheres
- Not assume any power or function except those conferred on them in terms of the Constitution
- Exercise of powers and performance of functions in a manner that does not encroach on the geographical, functional or institutional integrity of government in another sphere
- Cooperate with one another in mutual trust and good faith by
- Fostering friendly relations
- Assisting and supporting one another
- Informing one another of, and consulting one another on, matters of common interest
- Coordinating their actions and legislation with one another
- Adhering to agreed procedures; and
- Avoiding legal proceedings against one another
- An obligation to make every reasonable effort to settle intergovernmental disputes and exhaust all other remedies before approaching a court to resolve the dispute.

## STRENGTHENING ACCOUNTABILITY

**Stakeholders:** The stakeholders of the Office of the Premier are the Premier, the Executive Council, other GPG Departments, the Legislature, the citizens of Gauteng as well as a range of civil society bodies, sectors and interest groups such as black business and the business community in general, trade unions, the media, women's and youth organisations, civic organisations, faith communities,

traditional healers, sporting bodies, artists and cultural workers.

**Monitoring mechanisms:** There are a number of processes in the Office of the Premier that ensure effective data gathering, monitoring and continuous evaluation of delivery in the province. The following mechanisms are in place to monitor performance and inform delivery:

- Performance agreements signed by all senior staff from the level of director upwards as well as a performance management system for all other staff
- Regular management committee meetings to discuss strategic issues and to monitor operations
- Performance risk management assessments and internal audits to ensure that all the required checks and balances are in place
- Annual audit by the Auditor General
- Monthly and quarterly budget performance assessments
- Regular presentations to the standing committee in the Legislature.



# 3. PERFORMANCE REPORT

## ORGANISATIONAL STRUCTURE

During the year under review the Department consisted of the following programmes:

**Programme 1: Executive Office**

**Programme 2: Policy Development and Coordination**

**Programme 3: Government Communication and Information Services**

**Programme 4: State Law Advice**

**Programme 5: Strategic Human Resource and Management Services**

**Programme 6: Financial Management**

**Programme 7: Security and Risk Management**

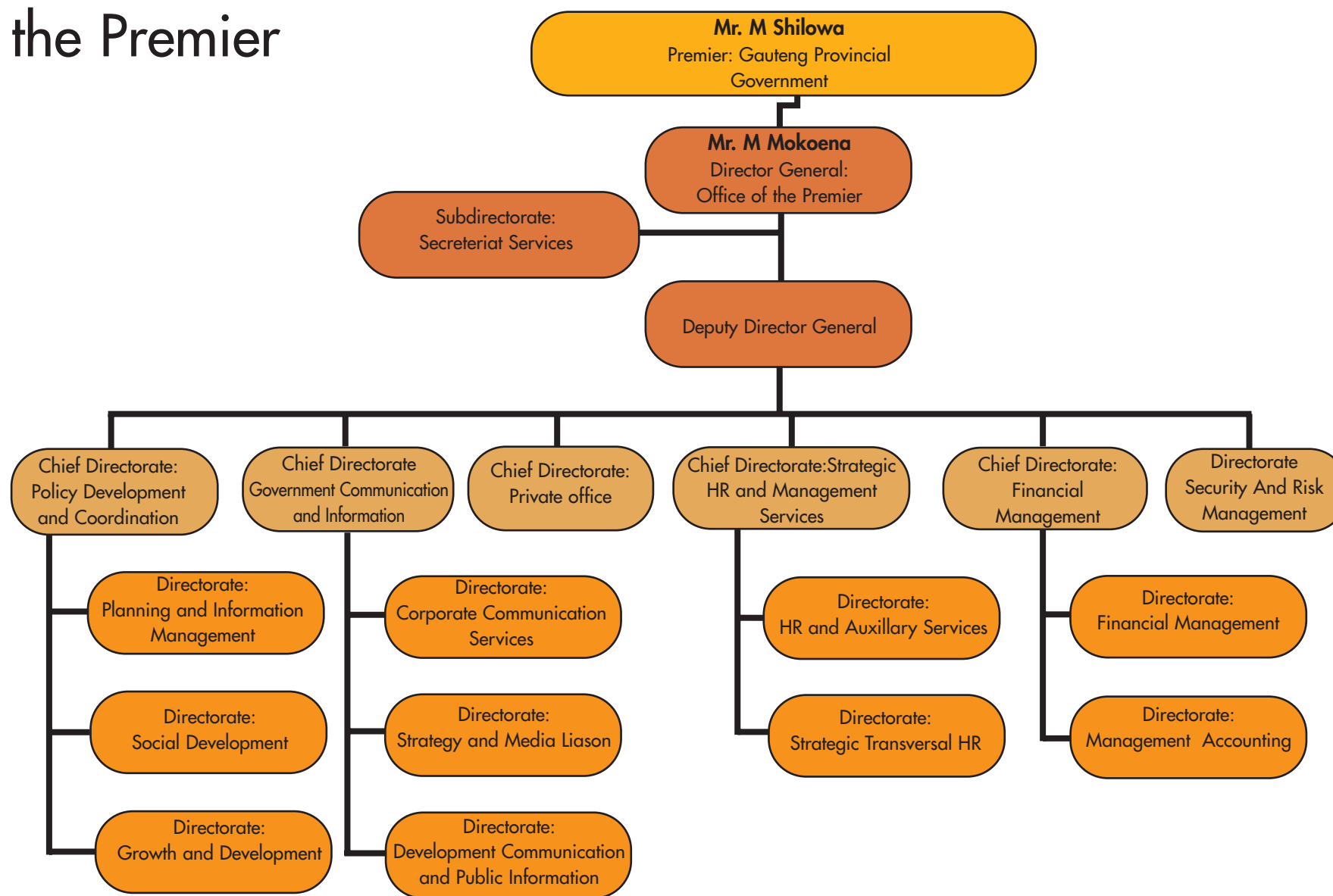
The key objectives of the Executive Office (Programme 1) are:

- To ensure that the policy objectives are achieved within the vision and mission of the Office and to oversee and communicate the overall function of the office to the various stakeholders
- To ensure that the Office is well managed and that the functions are performed efficiently, effectively and economically.
- To provide overall strategic management and direction for the Office.

The objectives and functions of the other components are outlined in the performance report below.



# Office of the Premier



## CHIEF DIRECTORATE: POLICY DEVELOPMENT AND COORDINATION

The role of the Policy Development and Co-ordination Programme involves supporting the Premier and EXCO with policy advice, planning, monitoring and evaluation, as well as appropriate co-ordination of transversal issues and building capacity within departments.

There are three sub-programmes:

- Growth and Development is responsible for issues of growth and development, and oversight on departments in the Growth and Development Cluster. It is also responsible for inter-governmental and international relations.
- Social Development is responsible for issues of social development, mainstreaming of gender and disability and support to mainstreaming issues of youth, children and the elderly as well as oversight of the departments in the Social Cluster.
- Information management and monitoring is responsible for the management of the processes and systems required to monitor and evaluate progress of departments as well as overall progress of GPG in meetings its strategic priorities. It is also responsible for oversight of public sector transformation, the Office of Premier and the Gauteng Shared Services Centre. The directorate has a huge role to play in information management and policy advice to help build the Office of the Premier as a centre of excellence.

The number of directorates has been reduced from four to three because of the alignment of the Office to the new strategic priorities of the government. The previous responsibilities of the Governance directorate were incorporated into the work of the other directorates or shifted to other parts of the GPG in the following manner:

- Support to the Leader of Government Business has moved to the Office of the Leader of Government Business
- Co-ordination of the Anti-corruption campaign has shifted to the GSSC and Internal Audit Services.

To ensure that the new strategic priorities are implemented, this Programme seeks to focus more in the next MTEF on:

- Improved monitoring and evaluation as a tool to improve delivery by departments;
- Becoming a centre of excellence in respect of information management and policy advice; and
- Looking not only to evaluate what is happening and has happened within the GPG but to develop capacity and foresight to assist the GPG to better anticipate future trends.

## DIRECTORATE: INFORMATION MANAGEMENT & MONITORING

In meeting its mandate, the directorate has four focal areas to respond to in support of delivering on its mandate for the five year programme of action. These are to

- provide support to the GPG planning cycle and monitor the Five Year Programme of Action
- support and ensure service delivery improvements in the GPG
- develop enabling systems for monitoring, policy analysis and support to the Premier, and
- monitor and evaluate and/or give support to Departments where appropriate.

The key outputs of the directorate were:

### ***Support to the GPG planning cycle and monitor the Five Year Programme of Action***

The Premier's Address to the Legislature in June 2005 marked the beginning of the five year programme of action. Several commitments in support of its rollout were communicated to the public. These commitments are then organised into an electronic database to enable the tracking of progress from departments in the province. Progress reports are received from departments with the distinct aim of monitoring the first year of the five year programme of action.

The directorate is instrumental in using the reports to inform discussions between the Premier and his Executive and the Opening of the Legislature speech in February 2005. Ad hoc reports to the Presidency on provincial progress with the



Presidency's programme of action are also informed by this process.

The five year programme of action is monitored through the preparation of information on service delivery challenges. A detailed analysis of the progress made with the key provincial indicators was also completed - the results of which show that there was valuable progress made in the first year already.

### ***Enabling systems developed for monitoring, policy analysis and support to the Premier***

The directorate successfully coordinated and led transversal discussions with departments on the Geographic Information System Spatial Budget project. The outcomes are being used to inform the direction of growth and development strategies and budget choices for the province.

Considerable inroads have been made with the development of an Information Management System that will track progress on the following:



- Implementation of the strategic priorities of the province as reflected in the GPG Five Year Strategic Programme
- The Premier's commitments made in his annual Opening of Legislature speech
- Relevant President's commitments made in his annual Opening of Parliament speech
- Implementation of cross-cutting issues including job creation, gender, disability, children, and HIV & AIDS
- An identified set of 53 indicators that measure key aspects of programme and impact of GPG programmes
- Key commitments made by MEC's and the Premier at public meetings (Imbizos).

The directorate now has a resource centre that will begin to keep institutional knowledge. The resource centre has positively responded to need to access current, relevant and accurate policy information within the Office of the Premier.

#### ***Support and ensure service delivery improvements in GPG***

The directorate has made progress with understanding the

service delivery targets and challenges faced by GPG departments through the analysis of strategic plans. The approach is also continually informed by the service delivery challenges raised through the Imbizo programmes. As part of the provincial support to the national campaign on service delivery, the directorate has developed a service delivery improvement plan that will see efforts integrated in a transversal nature with Strategic Human Resource and Government Communication programmes.

In response to the challenges we face, the directorate has embarked upon the development of service delivery guidelines that will coordinate the development of service delivery standards and charters. Furthermore, support was also tendered for transversal programmes that included the coordination of the provincial anti-corruption forum, the Premier's Service Excellence Awards and the provincial Bana Pele programme.

#### ***Monitor and evaluate and/or give support to Departments where appropriate***

The annual analysis of departmental strategic plans for the five year programme of action was completed. The process assisted with budget reprioritisation choices and informed the directorate's oversight of the monitoring of departments. Furthermore, in its quest to support GPG departments, the directorate embarked on a training session for monitoring and evaluation officials in departments. The aim was to standardise monitoring and evaluation terminology and to share experiences and align systems across GPG.

#### **DIRECTORATE: GROWTH & DEVELOPMENT**

The role of the directorate involves supporting the Premier and the Executive Council with policy advice, planning, monitoring and evaluation as well as appropriate coordination of issues which relate to growth and development.

The directorate has identified the following functional areas for the next five years of office:

- Policy
- Building partnerships & coordinating transversal programmes
- Monitoring
- Evaluation
- Capacity building & EXCO support

The work the directorate has carried out has covered these areas in an effort to ensure that the provincial priorities are met.

The key outputs of the directorate include:

#### ***Supporting economic growth and development in Gauteng***

The directorate played a key role in supporting the development of the Growth & Development Strategy (GDS) which was launched in April 2005. Part of the work involved was to seek ways to align the GDS with the emerging Globally Competitive City Region Perspective. The directorate also continues to play a role in supporting the Department of Finance & Economic Affairs in developing the Broad-Based Black Economic Empowerment strategy for the province.

#### ***Development of strategies and programmes to ensure sustainable communities supported***

The directorate drove the process of building Gauteng as a Globally Competitive City Region (GCR). This perspective is building a vision which in the main will seek to enhance cooperation among the players in the Gauteng space and surrounding spaces in order to enhance external competition. This process has entailed three phases:

- Comparative Study
- Study Tour
- Concept document.

The comparative study looked at comparable global city regions around the world and thus informed the choice of city regions for the study tour. The study tour itself assisted in contextualising the concept and thus enhanced the document. The draft document is complete and is being



refined. The other stakeholders involved in this process are the metros, districts, departments of local government, housing, transport, finance and the South African Cities Network. The draft document has been adopted by the Premier's Coordinating Forum (PCF) and the steering committee has been tasked to carry out further tasks that will ensure the finalisation of the process.

### ***Inter governmental relations supported***

In the year under review, the directorate supported the PCF technical committee meetings as well as the PCF meetings. Recently the directorate helped organise the Gauteng Intergovernmental Forum which met to discuss the GCR. Also at this meeting the municipalities gave feedback on how they engaged around the GCR perspective.

### ***Relationships with sister provinces***

In the past year the directorate explored opportunities of setting up sisterhood agreements with states in India and Brazil. The Premier led a delegation to India to explore sisterhood possibilities there. A programme was developed which identified areas that the affected departments need to follow up. The Director General also led a delegation to Sao Paulo that partly sought to explore the possibility of a sisterhood agreement. A draft agreement was forwarded to the state of Sao Paulo for consideration. We are working towards finalising these agreements in the next financial year.

### ***GPG role in NEPAD and AU***

The directorate has been pursuing a sisterhood agreement with states in Africa. An exploratory visit was undertaken to Angola. Other countries under consideration are Nigeria and Egypt.

### ***Departments monitored and evaluated and/or given support where appropriate***

Regular monitoring of the departments that are part of the Growth & Development cluster took place. Their strategic plans were analysed in order to align them to the five year programme of action of the GPG.

## **DIRECTORATE: SOCIAL DEVELOPMENT**

The role of the directorate is to ensure that GPG departmental policies, strategies and programmes are free from gender discrimination and that they promote gender equality and mainstreaming.

### ***Capacity Building Programme For Gender Focal Points***

The unit focused on capacity building for gender focal points. A 5 module-training programme was designed to build the capacity of gender focal points on gender mainstreaming, how to mainstream and what tools to use for mainstreaming.

High quality training was offered to give capacity to gender focal points in respect of gender issues. All the Gender Focal Points are aware of the structures for mainstreaming gender, the mechanisms for mainstreaming gender and the processes for mainstreaming gender.

### ***Progress on gender indicators and gender budgets monitored***

A draft document on gender indicators has been developed, and a workshop will be scheduled to discuss the indicators with all the relevant stakeholders.

10 high-level quality indicators have been developed for measuring GPG's progress on gender equality and equity as informed by existing programmes.

### ***Gender responsive budgets and programmes of GPG evaluated***

The directorate assessed the strategic plans and gave feedback to the departments regarding the reflection of strategic and practical gender issues in their plans. The process was brought to completion when departments were planning for the budget interrogation process, and inputs were also made to ensure that their budgets were also gender responsive. A gender budget format is in place, and all departments were advised to utilise the format and reflect their budget commitments to gender related outcomes and outputs.

Almost all the provincial departments have their gender budgets in the budget statement 2.

### ***Policy advice and support to departments on gender mainstreaming***

Departments were given high quality support through training on gender mainstreaming, and all Gender Focal Points developed their Individual Development Plans (IDPs) on how they would mainstream gender when they applied the theory to practice. Currently the province has a successful gender forum to ensure an effective process of gender mainstreaming.

### ***Institutional mechanisms to ensure gender mainstreaming in departments***

There are two main structures for mainstreaming gender: The Gender Forum made up of all provincial departments is in place. The gender focal points are responsible for ensuring that gender is taken into account in all departmental initiatives, and placed on the agenda of all directorates within departments during their development of policies and strategies. Thus far the Gender Forum has achieved the following objectives:

- Alignment and coordination of all transversal gender issues
- Facilitate and coordinate the development of departmental strategies that are gender sensitive, and the development of programmes around provincial priorities
- Ensure Heads of Departments' commitment in translating the Programme of Action arising from the women's dialogue into practice.
- Monitor the GPG's progress with regard to the implementation of the Programme of Action arising from the women's dialogue.

The Inter-Governmental Gender Forum is a structure that was formed immediately after the Regional Women's Dialogues held in August 2004. It comprises representation from provincial government (Gender Focal Points) as well the gender coordinators from local government. This structure seeks to achieve the following:

- Foster an intergovernmental collaboration in respect of gender mainstreaming.

- Monitor provincial and local government's progress with regard to the implementation of the Programme of Action arising from the dialogue.

#### ***Programme of action on violence against women and children of GPG supported.***

Relevant documentation has been forwarded to the Department of Community Safety to assist them in developing an action plan that translates the strategy into practice.

#### ***Co-ordination of and support to transversal programmes***

##### ***Regional Women's Dialogues***

The Regional Women's Dialogues were an effort to localise the programme of action that was adopted at the provincial dialogue held in December 2003.

In the period under review, 6 regional dialogues were held in August 2004 in all municipalities within the province. The areas covered include the three Metros and the three District Councils, i.e. Johannesburg, Tshwane, Ekurhuleni, Sedibeng, West Rand and Metsweding.

The objectives of the regional dialogues were:

- To commemorate Women's Month
- To enable women to share experiences
- To develop a partnership with government, the private sector, and women's organisations.
- To build the capacity of women that attended the regional dialogues in key areas identified by women.
- To localise the framework or programme of action.

Arising from the process of the regional dialogues, localised programmes of action per municipality were developed.

The six regional reports were collated into one report, and the report outlined all the key strategic issues that required further strategic intervention.

##### ***Provincial Women's Dialogue***

A second provincial dialogue was held on the 8 and 9 March 2005 (International Women's Day). The process allowed for a report back on progress regarding the implementation of the programme of action. In this regard both the provincial and local government presented their progress reports.

Further to this process, commissions to address three key issues amongst a range of other issues arising from the regional dialogues were facilitated. The key three issues were Women and HIV&AIDS, Women and the Economy, and Women and Violence. A declaration and an action plan were developed to translate the voices of women into practice with regard to programming and policy development.

##### ***Women's Day***

The directorate offered strategic support to the Department of Sport, Recreation, Arts and Culture in planning for the commemoration of Women's Day. A key feature of the event was the Premier's Awards where the directorate assisted with the criteria for nomination and the selection committee for the final nominees.

##### ***16 days of activism***

The directorate offered strategic support to the Department of Community Safety on plans for the commemoration of the 16 days of activism. The event was a success and hosted almost 100 women and men from each municipality in the province. This was a joint event with all municipalities and support from their political principals.

##### ***Supporting the Premier in championing the campaign against HIV And Aids epidemic***

The directorate offers support to the Premier in the Gauteng Aids Council (GAC). Decisions taken at the GAC are then turned into outputs for the respective provincial departments and the directorate monitors the implementation of outputs. During the Regional and Provincial Women's Dialogues one of the key commissions for deliberations focused on

women and HIV&AIDS. Commission reports were turned into a programme of action and an action plan, and the documents were circulated to the provincial departments for inclusion of the issues in their strategic plans.

##### ***Disability and elderly***

##### ***Implementation of GPG POA for disability monitored***

The process to finalise the disability programme of action was not completed. Discussions with departments are still underway through the Inter-Departmental Forum. However, disability matters are gradually being understood and integrated into the plans of departments.

##### ***GPG POA evaluated***

A process of building the capacity of the departments is still underway hence no evaluation of the disability programme of action was conducted.

##### ***Policy advise and support to departments on disability issues***

The directorate assessed the strategic plans and gave feedback to the departments regarding the reflection of strategic and practical needs of people with disabilities in their plans.

The Inter-Departmental Forum (IDF) is a structure for mainstreaming disability matters within the GPG. The directorate strengthened and supported the IDF by hosting quarterly meetings to deal with issues of coordination, integration and accountability on the implementation of the national and provincial disability policy frameworks.

One-on-one sessions were conducted with departments on areas that needed more strategic intervention.

##### ***Co-ordination of and support to transversal programmes***

The disability forum ensured the coordination of transversal programmes such as the International Day. Almost 2800 people with disabilities converged to commemorate the day. In line with the slogan for people with disabilities that





"nothing about us without us", people were involved in informing the day's programme and the logistical arrangements for the event.

### **Monitoring, policy advise and support in respect of Disability And Elderly Issues**

The directorate ensured that a detailed analysis of the department's strategic plans was conducted. The assessment is a strategic measure to ensure a mainstreaming approach in respect of disability matters within government departments.

There are no direct outputs on the elderly other than giving advice to the core participating departments, i.e. Social Development and Health, when there is a need. The elderly issues are well handled by the two departments.

### **Youth**

#### **Protection and promotion of youth rights supported**

#### **Strategic support to GYD**

The Department of Sport Recreation Arts and Culture (SRAC) has been assigned the responsibility to lead youth development through the Gauteng Youth directorate (GYD).



The GYD convenes the Interdepartmental Committee on Youth Affairs (IDC) previously known as the Inter-Departmental Task Team (IDTT), which is made up of officials from the different GPG departments. Through the IDC, whose members act as youth focal points within departments, the GYD seeks to ensure that youth development issues are integrated within the work of all the GPG departments.

A Gauteng Commission on Youth Development (GCYD) is in place, chaired by the Premier, with part-time Commissioners. The structure is meant to give advice to the Premier with respect to youth development issues. Currently, work is in progress to review the work of the Commission since its establishment with a view of strengthening it through a legislative process. The term of office of the current GCYD is two years and expires in February 2005. The GYD provides back up support to the GCYD, and the OoP provides strategic support to GYD with respect to GCYD related matters.

#### **Youth development strategy**

Support was provided to the department in refining the integrated Youth Development Strategy.



### **Youth Indicators**

Support provided to the department (GYD) in the development of youth indicators.

### **Annual analysis of strategic plans and budgets**

In line with the planning cycle of GPG when department's strategic plans were submitted, the directorate assessed the strategic plans and gave feedback to the departments regarding the reflection of strategic and practical youth matters in their plans.

### **Children**

#### **Strategic support to the Gauteng Programme of Action on Children (GPAC) Early Childhood Development Strategy**

In providing strategic support to GPAC, the following has been achieved:

- The directorate provided strategic support to the Gauteng Department of Education in facilitating the development of an ECD strategy. To date the province has an ECD strategy that seeks to address issues of coordination, integrated funding, capacity building and appropriate programme development. The strategy was approved by the Executive Council and is ready for implementation. A key feature of the strategy is the establishment of the ECD institute, which will ultimately oversee the plans for coordination and integration of ECD provision.

### **Bana Pele**

Strategic support was offered to GPAC with regard to the refinement of the "single window" concept. The concept seeks to provide well-integrated and coordinated services to vulnerable children. It will translate into a programme of the GPG that will put the priorities of vulnerable children high on the agenda and improve access to services.

### **Child indicators**

A draft document on child indicators was developed in consultation with departments and NGOs through the GPAC structures. A process is underway to finalise the indicators.

## CHIEF DIRECTORATE: GOVERNMENT

### COMMUNICATION AND INFORMATION SERVICES

The objectives of the Chief Directorate of Government Communication and Information Services are to ensure effective government communication with high levels of public participation, awareness and access to government information, and positive perceptions of government. The chief directorate also facilitates common strategies, messaging, corporate identity and branding within the GPG.

## DIRECTORATE: CORPORATE

### COMMUNICATION SERVICES

The role of the directorate of Corporate Communication Services is to manage and promote the corporate identity, visibility and uniform branding of the GPG and Gauteng, conduct and facilitate effective GPG communication and marketing campaigns, provide professional media production services and produce professional, effective and accessible GPG media.

#### **Marketing and branding**

The year under review saw further enhancement of the provincial government's corporate identity and brand. This was achieved through marketing campaigns and the production of a range of media products as vehicles for provincial government messages and campaigns, and to provide Gauteng residents with information on provincial government programmes, policies and services.

Progress was recorded in improving the provincial government's visibility and corporate branding, including the coat of arms and slogan, "Together, creating jobs, fighting poverty".

A number of media campaigns were conducted and posters, banners, print and radio advertisements, exhibitions, brochures, posters, and booklets were produced to support a variety of provincial government activities. These included the inauguration of the Premier (after the April 14

election), the Premier's address at the opening of the legislature, the Let's Talk campaign, Community Awareness Days, the GPG budget, the Youth Festival, the Gauteng Management Development Programme conferences, the Rand Show, the Premier's Service Excellence Awards, Beyers Naude memorial and funeral services, the Women's Dialogue, voter registration campaigns, stakeholder meetings, commemorative days and theme months such as women's month and youth month, World Aids Day and International Day for Disabled Persons.

A special campaign was undertaken to promote the province as the preferred home for competitive sport during the Vodacom Challenge soccer tournament in Gauteng. Through the two legs of the tournament in Mmabatho and Johannesburg, GPG managed to promote Gauteng as the Home of Champions.

Other publications included the Office of the Premier's 2003/4 Annual Report, a GPG year planner and calendar and services directories for women, people with disabilities and children. Work has started on the youth, HIV and Aids, economic opportunities and GPG general services directories and will be completed in the 2004/5 financial year.

Various booklets and pamphlets on policies, services, and reports were produced

A number of products were produced in a variety of Gauteng languages, in Braille and as audio tapes, to broaden access to government information.

Special attention was given to the production of media products on the Gauteng government's Five Year Strategic Programme. Products include a booklet and posters. An exhibition stand highlighting the strategic programme was developed.

Ongoing distribution of media products marking South Africa's first decade of democracy and freedom in 2004

took place. These include a booklet, "A Decade of Change, Celebrating 10 Years of Democracy in Gauteng". Other products were a brochure summarising the Gauteng government's ten year report, an exhibition, billboards, a four-page tabloid newspaper, a video, and a series of nine posters and banners on key themes.

#### **Branding Gauteng**

A series of meetings with various stakeholders were held to start a process to promote Gauteng as the preferred destination for investment, tourism and business as well as the home for competitive sport. These meetings included stakeholders within the GPG such as SRAC, DFEA, GEDA and GTA as well as with the International Marketing Council of SA and private sector branding specialists.

#### **Gauteng News**

Nine editions of this important carrier of government information and messages to the people of Gauteng were produced and distributed. These included a special edition of one million copies in February 2005 focussing on the Premier's Opening Address at the Gauteng Legislature.

#### **GPG website**

With almost daily updates, the GPG website continues to be a site for valuable information and attracts more regular visitors with daily average visitors increasing to 891 in March 2005 from 597 in April 2003. A picture service was introduced and resulted in increased requests for pictures by various media houses.

The Premier's Opening of the Gauteng Legislature Addresses of June 2004 and Feb 2005 were broadcast live on the website.

#### **GPG Portal**

The development of a new Gauteng Provincial Government portal, with a new look and feel for all GPG departments' websites, was completed. The initiative is linked to the development of a Gauteng government portal driven by the Gauteng Shared Services Centre.



Transfer of information from the old GPG website to the portal was completed and the services database was reviewed and updated. Ongoing placement of new material was undertaken in preparation for the launch of the portal.

#### **Office of the Premier website**

The Office of the Premier webpage was developed, information verified, and content and pictures uploaded. There was ongoing uploading of new material on the OOP website, including video and audio clips of the major provincial events.

#### **GPG Five Year Programme portlet**

The portlet was developed and content loaded, with ongoing updating of information.

#### **Production services**

The DTP, video and photographic unit continued to provide services to Gauteng departments.

#### **Videos**

In addition to recording footage of key GPG activities in the period under review, several video productions were completed. The unit also facilitated the live screening of the



Premier's Opening of the Gauteng Legislature address in June 2004 and February 2005.

The 46 assignments carried out included packages for the Vodacom Challenge soccer tournament between two of Gauteng big football teams who were playing against other teams from Africa. Through these packages the Gauteng Home of Champions' brand was launched.

Other video shoots and productions include the Sterkfontein/Mohale's Gate Site Inspection, Beyers Naude human chain, Heritage Day, Female Farmer Award ceremony, Female Farmer Finalists profiles, Public Service Summit, Gauteng Aids Summit, Growth and Development Summit, Health Induction Production, MECs' Media training and various media conferences by the MECs.

#### **Video**

Info-bytes on the Gauteng government's five year programme following the Premier's address at the opening of the Gauteng Legislature were produced.

#### **Photography**

More than 200 photographic assignments were carried out, particularly at activities involving the Premier and MECs. This



translated into thousands of pictures, many of which were used for various GPG media products and enriched the existing photo archive. A digital photographic archiving system was purchased to assist with the storage of the high number of pictures taken during GPG events.

#### **DTP**

Design and layout services (for posters, banners, leaflets, booklets, advertisements, etc) were provided to GPG departments. More than 300 assignments were carried out, including the production of internal newsletters, brochures, leaflets, posters and booklets.

#### **Exhibitions**

Twelve exhibitions were held in the period under review, showcasing the Gauteng government's programmes. These included exhibitions at regional women's dialogues, Freedom Day celebrations, June Legislature opening, Premier's Service Excellence Awards, Heritage Day and International Day for Disabled Persons, Inauguration of the Premier, GPG Senior Management Service Conference and the Provincial Women's Dialogue.

The programme purchased a new GPG exhibition stand, incorporating the provincial Five Year Programme. An exhibi-





tion was held at the Southgate Mall as part of a plan to reach people who would not normally be reached through the GPG outreach programme. More such exhibitions are planned at malls.

## DIRECTORATE: DEVELOPMENT COMMUNICATION AND INFORMATION SERVICES

The Directorate of Development Communication and Information Services promotes development through direct interactive communication between the GPG and the people of Gauteng, and giving the public access to information that can be used to improve their lives.

The directorate's work includes outreach programmes, Izimbizo, the management of key GPG events involving the Premier and the Executive Council, protocol and the establishment of Multi-Purpose Community Centres.

### Direct interactive communication

The Gauteng Executive Council's direct communication and interaction with Gauteng residents continued in 2004/5. The increase in the number of participants and areas reached was achieved through holding simultaneous public meetings in different areas addressed by the Premier and Members of

the Executive Council, as well as participation in the national imbizo weeks and campaigns such as those on voter registration.

As a form of democracy in action, the direct interactive communication forums between government and residents enabled the GPG to directly address residents' concerns and suggestions on improving government delivery and to focus more sharply on the key challenges facing government in building a better Gauteng. In addition, they served to broaden residents' knowledge and awareness of government programmes and services.

The period under review saw the strengthening of the Community Liaison Task Team, which is convened by the Office of the Premier and includes representatives of GPG departments to coordinate public events involving the Executive Council.

Key outputs included:

- **Izimbizo:** GPG Executive Council held eleven community visits during 16 March at Katlehong, Soshanguve, Refilwe, Mamelodi, Duduza, Tshepisoeng, Joburg Inner-City, Orlando East, Lawley, Kagiso and Sebokeng. The programme included walk-about, stakeholders' meetings, visits to projects and public meeting. Mobile services for identity documents, birth certificate, social grants were deployed through the various events
- **Women Imbizo:** The Office of the Premier coordinated Women's Imbizo during August. This included mobilisation and events management for the national launch attended by Cabinet Ministers, Members of the Executive Council, and the local leadership at Orange Farm. A week of activities was coordinated, targeting women at Orange Farm, Vlaktefontein, Daveyton, Sebokeng, Khutsong, Ivory Park, Atteridgeville and Rethabiseng that were attended by MECs and respective local government officials. These activities reached 10 000 women across the province. Lastly, the Office of the Premier mobilised and transported 6000 women to attend the closing ceremony organised by the national government.

- **National Imbizo Weeks:** The provincial government participated and led the National Imbizo Week activities in Gauteng during October 2004. The activities included the award ceremony for the 2004 Female Farmer Awards and various community meetings through Gauteng.
- **Community Awareness Days:** The directorate organised public meetings involving GPG officials and residents in Ratanda, Doornkop, Braamfischer, Barrage, Soshanguve (Block S), Rustervaal, Cwebeleza, Soul City, Hospital Hill and Vleikop. This programme reached an estimated 20 000 people. Organisations such as the Independent Communications Authority of SA, Rand Water, Umsobomvu and local and national government departments also participated.
- **Stakeholder meetings:** Various local stakeholder meetings were organised as part of the Let's Talk campaign (now rebranded Gauteng Imbizo) and two provincial stakeholder meeting were held in the period under review. This was a meeting between the Premier and Executive Council members with representatives of a wide variety of faith-based organisations in August 2004. The event gave the Premier and his Executive Council members an opportunity to brief stakeholders on the provincial government's programmes and priorities to engage in in-depth discussion on issues affecting the various sectors and identify areas of partnership in pursuance of common objectives. The Premier also met with representatives of public service unions to discuss partnerships in improving government delivery.

### Multi-Purpose Community Centres

The Office of the Premier conducted an audit of the functionality of all MPCCs. It launched MPCCs at Khutsong (West Rand), Atteridgeville (Tshwane), Orlando (Joburg City), Thokoza (Ekurhuleni), Ratanda (Lesedi) and Dobsonville (Joburg). The total number of MPCCs in Gauteng stands at 18 at the end of the 2004/05 financial year.

These newly established MPCCs brought government services provided by municipalities, home affairs, social development, the South African Revenue Services, Government

Communication and Information System and Correctional Services, Office of the Public Protector and other services closer to where people live. Through telecentres, the MPCCs also give residents access to facilities such as email, the Internet, fax and photocopy services. The Office of the Premier coordinates the Provincial Inter-Sectoral Committee (PISSC) on a regular basis. The PISSC oversees the roll-out programme of the MPCCs and monitors their service provision. The committee is attended by GPG departments, national departments that are provincially-based such as home affairs, labour, district and metro municipalities, and parastatals.

### Digital Villages

The OoP, in partnership with the GSSC and Microsoft, embarked on a process to extend computers, email and internet facilities and IT skills training to previously disadvantaged communities through the establishment of Digital Villages. The Mohlakeng (West Rand) digital village was launched in April 2004. Preparations are at an advanced stage to launch the Thokoza and Soshanguve Digital Villages.

### Community Development Workers

A close working relationship was developed with the Community Development Workers programme, including serving on the provincial CDW steering committee. Through participation in the steering committee, the OoP secured office space for CDW's at MPCCs in Atteridgeville, Ratanda and Dobsonville. Currently the OoP is in the process of ensuring CDW work is aligned with service provision in the MPCC's. This has laid the basis for strong synergies going forward.

### Public events

In addition to the outreach programmes outlined above, the Chief Directorate organised and assisted in organising a number of other key public events involving the Premier and the Executive Council. These include the:

- Inauguration of the Premier held on 29 April with over 10 000 people in attendance.

- Opening of the Legislature in June 2004 and February 2005. Over 600 people watched the live broadcast of the event at various MPCCs during June 2004. In February, 2000 people attended the live broadcast of the address at the Mary Fitzgerald Square. Attendees were transported from across Gauteng and were later addressed by the Premier.
- Coordination of memorial services for Beyers Naude at Alexandra and Regina Mundi in Soweto, other related activities and the live broadcast of his funeral at a stadium in Alexandra.
- Outreach programme for the Premier and the Vodacom Challenge local teams, including a visit to Tembisa Hospital children's wards.
- 16 Days of Activism which included activities such as the launch event, distribution of white ribbons at taxi ranks, men's workshop, judiciary seminar, good parenting skills, deployment of caravans with information and mobile activities and area-based activities such as the Men's Dialogues.
- Premier's Service Excellence Awards
- Women's Dialogue
- Premier's School Essay Competition
- International Day of People with Disabilities
- Public Service summit
- SMS Conference.

### Distribution System

The Office of the Premier has strived to ensure that the public accesses government information. This is done through public distribution at events such as commemoration days, Women's Imbizo, Opening of the Legislature, Community Awareness Days, the Rand Easter Show, etc and direct distribution to stakeholders such as business, organised labour, youth, women, children, religious and disability organisations.

### DIRECTORATE: STRATEGY AND MEDIA LIAISON

The objective of the directorate is to develop and implement GPG communication strategies and common messages, and ensure effective GPG media coverage.

### Communication strategy and programme

A key area of responsibility was developing and coordinating the implementation of the GPG's 5-year framework communication strategy based on the 5-year programme of the province as adopted by the newly elected Executive Council. The directorate also facilitated a coherent and consistent programme of public activities to reflect the GPG's priorities and delivery milestones. Among the mechanisms to effect this is the compilation of a three-month rolling communication calendar of planned GPG activities, which is updated on a regular basis.

The directorate focused on a range of communication campaigns and facilitated the development of targeted communication strategies for the OoP and other GPG Departments. The key campaigns during the period were the Premier's Inauguration and Announcement of new Executive Council; Opening of Legislature Address (as well as related Executive Council media briefings); The Premier's Service Excellence Awards; Women's Month; Women's Imbizo; Annual Reports & Budget Votes in the Legislature; Vodacom Challenge; Portal Launch; Public Sector Summit; a communication plan for the Bana Pele launch; Gauteng Aids Annual report; Growth and Development Summit; Opening of Legislature 2005, Senior Management Service Conference, and the Randshow.

New services included the production of the communication opportunities calendar.

### Building the GPG communication system

The OoP coordinates the GPG communication system, facilitates the setting of minimum standards and promotes best practice in the provincial government's communication practice and activities. A total of seven monthly GPG Communication Forums and four quarterly communication makgotla took place in the period under review. These continued to provide a valuable platform for joint planning and developing common strategies, synergies and common approaches to communication issues among GPG communicators. The forums also provide a valuable learning experi-

ence for communicators and play a useful role as a strategic and peer review mechanism.

The directorate facilitated media training for newly appointed MECs as well as existing MECs who wanted to brush up their media communication skills.

The changes in government also brought about new communicators in the province. A training session was held for new and existing communication officials on developing communication strategies. An induction manual for briefing and inducting new communicators was initiated and will be finalised in the coming financial year.

An intranet to serve key GPG communication role-players including MECs, Heads of Departments and communication officials is still under development and planned for full implementation in the next financial year.

The directorate convened the intergovernmental communication forum. The forum was attended by communicators from all metropolitan and districts municipalities. A workshop is planned in the new financial year that will lead to the establishment of a communication forum for local government communicators.

The directorate facilitated an internship programme to Ontario, Canada, by GPG communication officials. Officials were placed in Ontario government departments performing duties similar to theirs in GPG.

### **Media monitoring and research**

The Office continues to provide a comprehensive media monitoring service for the GPG, including daily and weekly media summaries, a rapid response service, daily media alerts and weekly media analyses. New services introduced in the year under review included more effective electronic media monitoring, weekly analysis of media environment and storage of GPG-related sound bites. This helps strengthen the province's communication and messaging by identifying and responding to commu-

nication challenges as they arose and taking advantage of media opportunities.

An opinion survey was undertaken in January 2005 to identify communication needs and perceptions. Media impact analyses of media coverage and messaging of the Premier's opening of the legislature address, provincial budget speech, annual reports and Vodacom Soccer Challenge were also conducted.

### **Media liaison and news service**

The Office provided a media planning service and continued to help develop and distribute media statements, advisories, news releases and speeches on behalf of the GPG. Distribution is effected mainly through bulk SMS and e-mail, including through a presslist linked to the GPG website, which had close to 846 subscribers by the end of March 2005. A database of media in the province was developed and was updated on a regular basis.

The GPG news service has continued to function well, producing regular news stories on key GPG activities. These are placed on the GPG website together with news photographs.

The news service compiled nearly 200 stories and on average of about 15 items posted per week.

Media liaison support was offered to various MECs.

### **Media relations**

Several media events were organised in the period under review. These include media briefings on the announcement of the new Executive Council, Women's Month, opening of the legislature and Globally Competitive City Region, as well as media networking sessions involving communication heads, media liaison officers and members of the media.

### **Internal communication**

The Office of the Premier's monthly internal newsletter was resuscitated and renamed. Plans are underway to assess the

communication needs of all GPG employees with a view to developing an internal communication strategy and products.

## **CHIEF DIRECTORATE: STATE LAW ADVICE**

### **Introduction**

The strategic objectives of the Chief Directorate: State Law Advice are to provide a legislative drafting and certification service of high quality and standard to GPG Departments; provide support through qualitative and timely legal advice and opinions to the Gauteng Provincial Government and the OoP on questions of law, agreements and interpretation of legislation; and to handle litigation by and against the OoP to ensure no adverse procedural consequences.

### **Certification of Legislation**

Certification of Bills involves a time intensive process of researching constitutional principles, common law principles, existing legislative framework and current departmental policies. The draft legislation is scrutinised for compliance with generally accepted legislative drafting principles to ensure clarity, conciseness and certainty in expression. The certification of a Bill is a procedural requirement for the introduction of a Bill in the Legislature for debate and adoption.

There were no new Bills received from Departments as there was no legislation programmed during the review period. The following Bills were certified during the first half of 2004/5:

#### **Bills**

- Appropriation Bill, 2004
- Unauthorised Expenditure Bill, 2004
- Adjustment Appropriation Bill, 2004

### **Regulations**

The programme certified the following Regulations:

- Health Care Risk Waste Regulations
- Health Information Regulations
- Liquor Regulations
- Regulations for the establishment of a Housing Bureau for Alexandra



- Fourth Amendment of Gauteng Road Traffic Regulations
- Fifth Amendment of the Gauteng Road Traffic Regulations
- Transport Framework Revision Regulations

The programme certified two sets of notices and a proclamation for the commencement of the Liquor Act.

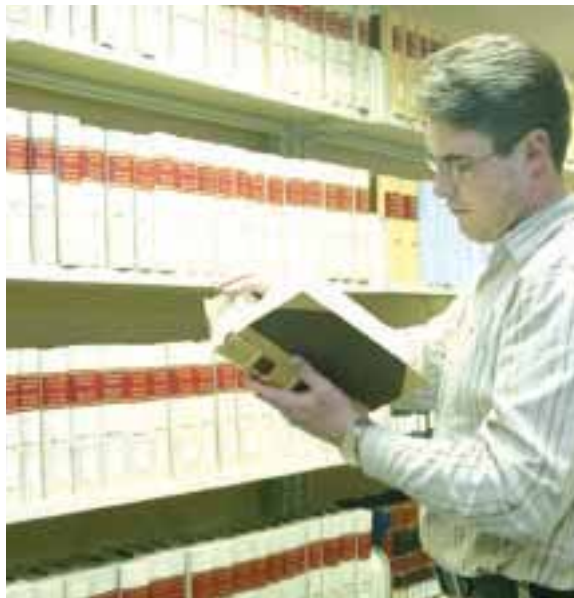
Legislation that passed through the unit during the review period required substantial and substantive changes. In exceptional cases such as Money Bills only minor changes were required.

### **Rationalisation of Legislation**

The two Bills drafted as a result of this project were served before the Legislature and were approved. These Bills will be introduced in the legislature in the second term of 2005/2006. The project will be completed once the two Bills have been promulgated into law.

### **Legal Advice and Opinions**

The drafting of legal opinions and the furnishing of legal



advice requires a high level of technical expertise. In addition research into new developments, case law and authoritative texts are invariably required, which then has to be applied to the context and circumstances of each matter under consideration.

The programme gave input in respect of various policies developed within the OoP and on some cross-cutting provincial policies such as the language policy.

The programme assisted officials within the OoP with the drafting and the implementation of agreements and service level agreements.

### **Litigation against and on behalf of the OoP**

Litigation is an ongoing process. There are at present two cases instituted against the OoP. These cases are being attended to by the office of the State Attorney with the assistance of the support unit.

The OoP is continuously monitoring and providing support to departments in respect of litigation instituted against them.

### **Legal Advisers Forum**

The purpose of the meeting is to seek consensus for the need to establish a legal forum for Gauteng. The Forum would



mainly deal with litigation and legislative drafting issues and serve as one of the vehicles through which drafting capacity throughout the province may be increased.

These meetings will continue throughout the next financial year and we hope to contribute to a lively and inspired legal advisor's forum in the Province.

## **CHIEF DIRECTORATE: STRATEGIC HUMAN RESOURCES AND MANAGEMENT SERVICES**

The Chief Directorate: Strategic Human Resources and Management Services is responsible for ensuring the provision of strategic human resources and management services within the OoP. It provides central co-ordination and leadership over strategic transversal human resource best practices within GPG in an effort to maintain Gauteng as a "smart province" and an economic hub of the continent. The chief directorate seeks to provide an integrated approach to the strategic alignment and management of human capital in the delivery of outputs and outcomes as articulated in GPG's five year strategic priorities and vision 2014.

The chief directorate's mission is to provide a responsive, efficient and professional human resource and management



service that builds the GPG as a centre of excellence. This mission statement is aligned to the Office of the Premier's vision statement which seeks to "To serve as a political nerve centre to ensure that Government excels in fulfilling its mandate".

The chief directorate's strategic focus areas are:

- Training and development
- Promotion of human resource best practice
- Improved information management
- Enhanced auxiliary services
- Effective labour relations and collective bargaining
- Employee wellness & change management
- Management and leadership development

The above strategic focus areas are translated and implemented through two directorates. The Directorate: Human Resources and Auxiliary Services focuses on the provision of human resource and management services within the OoP and the Directorate: Strategic Transversal Human Resources focuses on strategic transversal human resources for GPG as a whole.

During the financial year 2004/5, we continued to facilitate workplace transformation, invest in management and leadership development of a senior management cadre as well as coordinate the development and implementation of frameworks that ensure that Gauteng recruits and retains a cadre of personnel that sets it as an employer of choice. The investment in human capital is a catalyst to ensure that the provincial government realises its strategic goal to address the twin challenges of unemployment and poverty alleviation.

The Chief Directorate's performance for the 2004/5 financial year is recorded through the directorates outputs as reflected hereunder.

## **DIRECTORATE: STRATEGIC TRANSVERSAL HUMAN RESOURCES**

The directorate played a key role in providing central co-ordination and leadership over strategic transversal human

resources issues in the GPG. In doing so, the directorate worked very closely with the Gauteng Shared Services Centre (GSSC), with the directorate providing leadership and crafting the human resource strategic direction in line with GPG's five year programme of action and vision 2014. The GSSC on the other hand implements the determined strategic focus areas.

In our endeavour to promote human resource best practice and organisation development we have implemented the uniform performance management and development policy for the Gauteng Provincial Government. We have further achieved a milestone by successfully negotiating a reward and recognition agreement with organised labour in the provincial bargaining chamber. This ensures that we are able to reward and recognise meritorious work performance and at the same time have corrective measures to address pockets of poor performance. The performance management system is a critical tool in inculcating a culture of performance excellence, creativity and innovation which are important building blocks for GPG to realise its set priorities.

The Premier's Service Excellence Awards continues to grow in leaps and bounds and has become a premium event in the calendar of GPG employees, wherein efforts and initiatives regarding continuous improvement and innovation of service excellence are recognised. The 2004 PSEA gold award winner for the category on Face of Government went to the Department of Health's Botsanalo Victim Friendly Service in Soshanguve. The gold award winner for the service delivery innovation category went to the Department of Housing's Exis Management Information System. The 2004 PSEA was attended by about 500 people and was a great success. We will continue to explore initiatives that seek to encourage service excellence, innovation and creativity through initiatives such as the Premier's Service Excellence Awards, Best Department to Work For and investors in people. We will also audit our compliance to the Public Service Act and Public Service Regulations on a bi-annual basis and proceed to put in place mechanisms to address identified gaps.

In terms of workplace transformation and employment equity, over the decade GPG has recorded steady progress in organisational transformation and rebuilding the public service in Gauteng. Considerable progress was made in terms of gender, with the status of women in senior management rising to 30% as at 31 March 2005. The challenge is to replicate the gender profile at executive level (50% male and 50% female) to the senior management level of GPG, thus bettering the national target of 30%.

The racial composition reflects that 55% of senior managers are black (42% African, 4% coloured and 9% Indian) and 45% white. This presents a challenge for GPG, if we are to meet the revised minimum national targets as set by DPSA, a deficit of 20% to the national target of 75% by the end of 2005.

Our status on disability reflects that GPG disabled persons constitutes 0.28% of the total permanent staff complement. This figure is far below the national target of 2%. One limitation is the poor in capturing of disability profiles on PERSAL as part of the National Minimum Information Requirements. We still face a challenge of ensuring appropriate capturing of the disability employment profiles on PERSAL while at the same time recruiting and retaining disability persons to GPG. There is a further challenge to ensure that we continue our efforts to build a disability friendly work environment in GPG.

The terms of reference for a Human Resource Strategy for the Gauteng Provincial Government was developed and approved. It is envisaged that the HR Strategy project will be finalised during the financial year 2005/6.

In support of the Integrated Performance Management and Development System (PMDS) for employees on salary levels 1 – 12 which was implemented with effect from 01 April 2003, the Office of the Premier facilitated the signing of the GPG Rewards and Recognition collective agreement, which was concluded in the Co-coordinating Chamber of the PSCBC in GPG (CCPGP).

A provincial Working Group was established to review the current Performance Management and Development System and ensure greater alignment with the Performance Management and Development System for Senior Management.

The Premier determined that 4% of the GPG workforce should be internships and learnerships during the financial year. During the review period, the GPG intake of interns and learnerships was 6.5%, exceeding the set target. The internship and learnership programme contributes immensely towards the province's vision to contribute to the national effort of halving poverty and unemployment.

Together with the GSSC, we have put in institutional arrangements such as learnership management committee, internship/learnership policy and action/implementation plans. We have also entered into partnerships with a number of SETAs. This will ensure smooth running of the programme. Our challenge remains the lack of capacity and funding from the PSETA to ensure an accelerated increase of the learnership programme in particular.

We will continue to propagate the development and implementation of the workplace skills plan (informed by a skills audit) and personal development plans within the GPG, in line with our draft HRD strategy. We will also facilitate a linkage between the performance management system and the training and development of GPG staff, ensuring an outcomes approach to training and development.

In terms of collective bargaining our strategic focus is the maintenance of labour peace through:-

- Formulation and implementation of a GPG transversal labour relations strategy;
- Strengthening of collective bargaining processes and structures;
- The development of a uniform approach to labour relations across the GPG through, inter alia, the Gauteng Provincial Labour Relations Forum;
- Ensuring compliance with and monitoring implementation

of national collective bargaining resolutions;

- Keeping abreast of labour relations developments nationally and internationally through participation in national collective bargaining and labour relations structures, attendance of seminars, workshops; and
- Provision of labour relations advice to GPG departments. HoDs Forum, EXCO and Political Labour Relations Forum.

The year 2004/5 was one of qualitative advance for collective bargaining in the GPG. The disestablishment of the Gauteng Provincial Bargaining Council (GPBC) and its replacement with the Coordinating Chamber of the Public Service Coordinating Bargaining Council for the Gauteng Province (CCPGP) as well as the Gauteng Chamber for the General Public Service Sectoral Bargaining Council means that all the collective bargaining structures of the new collective bargaining system for the public service are now in place.

The new collective bargaining system also means that the provincial structures are in a position to monitor, evaluate and influence much more directly the deliberations and decisions of the PSCBC and its sectoral councils. Although the potential for this has yet to be fully realised, decisions taken by the CCPGP in 2004/5 have yielded positive spin-offs not only within the GPG, but also nationally.

The new collective bargaining system proved expedient in providing an opportunity for re-examining the role of the Political Labour Relations Committee (PLRC), the mandating organ of the GPG. The PLRC's leadership role has been reinforced through the centralisation of mandating across the bargaining chambers within GPG.

The Gauteng Public Sector Summit which was held in October 2004, between the GPG as employer, and the trade unions in the GPG, was a very important initiative and has reaffirmed GPG's commitment to build a strong partnership with organised labour in building a democratised and peaceful working environment. Together, the GPG and organised labour committed themselves to a joint effort in implementing the GPG's five year programme of action - thus

contributing to the national effort to halve unemployment and poverty by 2014.

The summit resolutions and actions will be integrated into GPG Departments' strategic plans, and the implementation thereof will be monitored through the OOP's Monitoring and Evaluation systems.

The CCPGP has adopted one resolution during the year under review: Resolution 1 of 2004, on performance reward and recognition.

The CCPGP is about to conclude an agreement on organisational rights, already three unions have signed and only one signature is required of the remaining four unions to reach an agreement.

Implementation of PSCBC Resolution 7 of 1998 – we envisage finalising conversion of years of service into pensionable service for former casual workers/general assistants during the course of the next financial year (2005/6).

In addition to providing a service to the GPG, this function has also provided facilitation assistance to the Eastern Cape Department of Health in establishing a single team of staff for the institution developed out of the merger between two major hospitals. The sub-directorate also participated and was responsible for drawing up a report of the investigation into racism and nepotism at the Bisho Police College at the request of the South African Police Service Head Office in Tshwane.

We continue to invest in the human capital and competency enhancement of our senior managers through the Gauteng Management Development Programme (GMDP).

The GMDP is responsible for:

- Implementation and review of the GMDP Strategy;
- Executive Leadership Development and Performance Consulting;
- Informal Learning interventions, including SMS Networks,



- SMS Conferences; and
- Other transversal training & development interventions at SMS level.

The GMDP facilitated the delivery of Executive Leadership Development modules to SMS members in collaboration with SAMDI and the Tshwane University of Technology. Modules facilitated were:

- Knowledge Management
- Finance Management
- Project Management
- Strategy into Action
- Service Delivery and
- Management and Leadership Skills.

358 managers underwent training, which constitutes 1074 person training days. A further 77 managers received training in Personal Mastery (Franklin Covey Institute), constituting an additional 231 person training days. A total of 1305 person training days were facilitated.

The component has also worked towards the design and development of a purposefully designed Executive Leadership Development Programme for the GPG. A service provider in this regard was appointed in March 2005 and the design and development of such modules has recently started.

Linked to the development and implementation of the GMDP strategy is the development of a preferred service provider database. The GMDP has advertised for the expression of interest by service providers. 54 Service providers who currently have services and products related to the strategy of the GMDP responded. The GMDP is to pre-approve service providers for possible use as input to performance consulting, and project-based learning.

Project Based Learning as a component of the GMDP strategy was piloted with the Department of Agriculture, Conservation and Environment within the reporting period. The GMDP will increase this function and accompanying infrastructure to rollout this type of intervention, as part of the GMDP strategy, throughout the ensuing financial year. The annual SMS Conference was hosted by the GMDP on 7 and 8 March 2005 at Kyalami Castle Hotel and Conference Centre and 448 people attended the conference. The theme of the conference was "Building Gauteng as a Globally Competitive City-Region, Challenges in Bridging the 1st and 2nd Economies". During the conference resolutions were made pertaining to:

- Critical considerations towards a "People's Contract" with employees
- Maximising the enabling role of information and

communication technology in service delivery

- Critical public service interventions in bridging the gap between 1st and 2nd economies
- Exploring core organisational competencies required to achieve the GPG's 2014 Vision.
- GPG Growth and Development Strategy: Actions and challenges towards institutionalising the Growth and Development Strategy.

The GMDP Strategy further provides for informal learning interventions. With this in mind, ten SMS networking sessions were hosted throughout the financial year 2004/05. 494 senior managers attended the networking sessions, translating to an average of 49 people per networking session. The networking session uses a case study approach and enables senior managers to debate topical issues they face in areas such as strategies for leading change, economic issues affecting developing countries, problem solving and analysis, etc.

The GMDP has published a GMDP website within this reporting period. The purpose of this communication medium is to convey general information to internal and external stakeholders. The website is also an interactive medium for SMS members with a chat room where relevant topics are "virtually" discussed, access to a host of electronic journals, and the facility to nominate themselves for participation in







GMDP initiatives. The website is therefore a critical tool for networking, knowledge management and learning.

The GMDP Newsletter changed its focus to be more relevant to strategy. It was therefore repositioned from a newsletter to a Leadership Journal, with content reflecting its journal status. 1 780 copies were distributed during the review period and the demand is increasing. The publication focuses on the following:

- Skills and knowledge relevant to the leader as an individual
- Skills and knowledge relevant to the leader within a work team context
- Skills and knowledge relevant to the leader functioning within an organisational context
- Information that contributes to relevant and contemporary debates in public management and leadership

## **DIRECTORATE: HUMAN RESOURCES AND AUXILIARY SERVICES**

The directorate's operational plan for 2004/2005 was developed in line with the overall strategic plan for the Chief directorate, which is in turn informed by the HR Strategy and plan (as approved by the Premier in 2003) and Office of the Premier's overall strategy.

The following outputs were recorded during the financial year 2004/5:

The Human resource management in the OoP involves the improvement and promotion of HR management policies, systems and procedures.

Due to the moratorium on the filling of posts as a result of PSCBC Resolution 7 of 2002, the OoP had a vacancy rate of 35% at the beginning of the reporting period. In line with the HR Plan and HR Strategy for the OoP, the vacancy rate was drastically reduced to 17% as at 31 March 2005. This mainly came as a result of the filling of posts that were previously vacant as well as a project of identifying vacancies for abolition that were no longer required for filling (in line with

the strategic plan of the Office). The OoP currently has 205 posts of which 170 are filled. A target of a 10% vacancy rate is set to be achieved by the end of the 2005/06 financial year (taking into account natural attrition).

The performance assessments for the 2003/04 period were successfully completed and meritorious performance was recognised through notch progression and merit awards in line with CCPGP Resolution 1 of 2004. A total of 67 employees qualified for merit awards (representing 45.6% of the staff complement) and 87 employees qualified for pay progression/notch increments (representing 59,2% of the staff complement).

Two draft Human Resource Management policies on resettlement and overtime were developed but not yet implemented. Both these policies require negotiation with organised labour in the GPSSBC and will be finalised in the course of 2005. The OoP also implemented the health guidelines for the GPG. These guidelines were developed in line with PSCBC Resolution 7 of 2000.

All jobs on the establishment of the OoP need to have job descriptions (in a prescribed format) that define the specifications of posts. By the end of March 2005, 85% of all posts in the OoP had approved job descriptions. The remainder of the posts will be dealt with by the end of May 2005. A total of 19 posts were evaluated in the course of the reporting period. A project of ensuring that all mandatory posts are evaluated has also been started. It is planned to have this project finalised by the end of July 2005.

As prescribed by the Public Services Regulations, 2001, all SMS members are required to disclose their financial interest at the beginning of every financial year. This process was successfully concluded by the end of May 2004 and all forms were submitted to the Public Service Commission.

In addition to internal HRM services in the Office, the directorate also rendered an advice service and assistance to other departments (e.g. facilitating the selection processes for

the HOD: Finance and Economic Affairs, conditions of service and other employment matters of GPG HoDs and participating in the Public Service Commission's Ministerial Support Review Project).

In terms of Human Resource Development, we focused on the improvement and promotion of HRD policies, systems and procedures. In line with the skills development legislative framework, the OoP developed a comprehensive Workplace Skills Plan in May 2004. The Office submitted its plan to the Public Sector Education and Training Authority (PSETA). All training and development interventions for the 2004/05 period were prioritised against the plan. As part of the workplace skills plan, generic and individual training was facilitated, details of which are in the human resources oversight report.

Specific focus was placed on the following programmes:

- Advanced Management Development Programme (21 middle managers attended);
- Emerging Management Development Programme (27 junior managers attended); and
- Customer Service Training (99 employees at all levels 1 – 12 attended).
- Adult Basic Education and Training - ABET (7 employees attended).

The above training programmes constitute a total of 1 524 person training days. A total of 92.4% of the training and development budget was spent during the reporting period. A total of 30 bursaries were awarded for the 2005 academic year, of which 12 were existing bursaries and 18 new. In addition, seven external bursaries were granted to outside candidates through the Joint Education Trust (JET) programme. The OoP is phasing out the external bursary scheme and replacing it with the learnership programme. Hence no new external bursaries were issued and the existing bursaries are being phased out.

An internship programme was implemented in February 2004 for a period of one year with a total of 11 (constituting 6.9% of the workforce) interns appointed in the



following work programmes: Government Communications and Information Services, Human Resource Management and Auxiliary Services and State Law Advice. The internship programme is a structured approach where young graduates from previously disadvantaged groups are afforded an opportunity to gain practical work experience.

Linked to the internship programme, nine staff members in the OoP underwent mentorship training. These staff members were appointed as mentors to the new interns. The first six months focused on life skills training (including interviewing skills, motivational session focusing on entrepreneurship with DJ Fresh and an educational visit to the Reserve Bank). In the course of the Internship Programme the OoP built close partnerships with, amongst others, the Youth Development Trust, Kelly Personnel and the GSSC assisted with training interventions.

The last six months focused on an exit strategy (including forwarding the CVs of Interns to recruitment agencies). The internship programme was very successful with 91% of all interns securing permanent employment in the private and public sector by the end of the programme in January 2005. A graduation ceremony was held on 22 February 2005 and the Office established an alumni programme for the interns that took part in the programme. A second intake started on 1 April 2005.

In line with the Public Service Human Resource Development Strategy and a decision of the Executive Council, the OoP developed a learnership action plan for 2004/05. But most of the planned learnerships could not be implemented and the office could not establish its own learning centre due to the small size of the programme. Two existing employees have undertaken a learnership in Human Resource Management during the 2004/05 period. An action plan for learnerships for 2005/06 has also been developed.

The OoP celebrated International Literacy Day on 8 September 2004. Career Day was celebrated on 4 October 2004. A total of 157 employees attended these events.

The HRD function has made significant progress over the past year in laying a foundation for future programmes in support of the strategic objectives of the OoP. Career management interventions were conducted, with employees seconded to other sections in the office. As part of the ABET programme, plans are being developed for career opportunities for learners who complete the ABET programme.

The directorate pays serious attention to the wellness and quality of life of its employees. This involves the development and implementation of policies, systems and procedures for employee wellness and change management.

The OoP has been actively involved in the development and roll-out of the provincial Employee Assistance Programme (EAP) framework developed by the GSSC. In addition to ad-hoc counselling provided, the following events were successfully hosted by the Employee Wellness Programme:

- Take a Girl Child to Work Campaign (Cell-C)
- Wellness Clinic for Staff in the OoP
- Women's Month Celebration and
- HIV/AIDS awareness training programme.

As part of the promotion of employee wellness, a programme on Personal Financial Fitness was rolled out to staff in the Office. A total of 40 employees attended this programme. The directorate actively participated in the Inter Departmental Unit (Department of Health), implemented its HIV/AIDS action plan for 2004/05 (Budget R200 000), attended the 2004 Employee Assistance Programme Association (EAPA) Conference and hosted an EAPA meeting at its Offices.

Throughout the financial year, regular communication on HIV/AIDS issues in the form of newsletters and brochures was done.

As part of the change management programme, specifically service delivery improvement, the OoP introduced an initiative whereby all employees in the Office were required to wear name tags.

As required by the Employment Equity Act, 1998, an Employment Equity Report for the OoP was submitted. The employment equity profile as at 31 March 2004 is reflected in the HR oversight report (on page 103).

Democratisation of the workplace and promotion of labour peace is crucial to the OoP. This involves the improvement and promotion of labour relations policies, systems and procedures. Although the directorate's labour relations resource has been involved in resolving high level misconduct cases in the Eastern Cape Provincial Government and Gauteng Department Public Transport, Roads and Works, a full labour relations service was also performed in the OoP. Apart from ad-hoc labour relations consulting and advice services, two training programmes were conducted in the Office:

- Training for managers (levels 9-12 and SMS): 30 managers attended.
- Awareness sessions for staff (levels 8 and below): 65 employees attended.

The above training programmes constitute a total of 125 person training days.

Labour relations statistics for the reporting period are reflected in the HR oversight report.

Although ad-hoc bilateral meetings took place between management and organised labour, general involvement of labour organisations (in the form of shop stewards) has been minimal. Efforts were made to encourage labour organisations to set up structures within the OoP.

We also ensure that there is adequate auxiliary services support in the OoP through the improvement and promotion of auxiliary services, policies, systems and procedures.

The registry system and the filing index were updated on a quarterly basis, including the submission of amendments and approval by National Archives. The auxiliary services component, in conjunction with the respective programmes, further mobilised the central archiving system in

the OoP to an extent that this system is now regarded as a key knowledge management system for the office. Apart from the central registry office, two decentralised registry offices have been established and are fully functional i.e. the Private OoP and the Secretariat Services component.

The driver/messenger service, food service aid, cleaning, switchboard and building maintenance were rendered effectively and efficiently with an emphasis on compliance with Batho Pele principles. Apart from the day-to-day maintenance of the building, quarterly maintenance inspections were conducted. A policy on uniforms and protective clothing was also implemented.

As part of the revitalisation of the existing Batho Pele campaign, the Minister for the Public Service and Administration determined that all public servants are required to wear name tags. The OoP introduced this initiative in December 2004 and all employees are wearing name tags.

The directorate is also responsible for Information Technology in OoP. IT technical support services were rendered to all employees in the OoP. Where necessary, the GSSC IT unit assisted in the provision of services such as virus control, server related problems and development. A position of Chief Information Officer (CIO) was created and filled. With the additional capacity in this function, the component will in future be able to contribute to and support the Office at a strategic level.

## CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

The Chief Directorate Financial Management is responsible for Financial and Management Accounting and the rendering of Supply Chain Management Services within the OoP.

The chief directorate's key objectives are:

- To establish and maintain systems and policies to ensure effective and efficient management of resources
- To ensure effective and efficient resource planning, budgeting and monitoring of programme performances,

including strategic financial management and control

- Ensure implementation and compliance with the PFMA and its regulations, and
- To render efficient, effective and economic procurement and provisioning services.

The chief directorate consists of two directorates whose functions are cross-cutting. As from October 2004, the functions were realigned to ensure that the supply chain management services are the responsibility of the supply chain management directory, while the financial-related aspects are executed by the financial and management accounting directorate.

## DIRECTORATE: FINANCIAL AND MANAGEMENT ACCOUNTING

This directorate is responsible for budget control and monitoring, and financial control. Lately it is also responsible for the administration of the risk management function for OoP. Compliance with the PFMA, treasury regulations and other regulations is a priority together with advisory services rendered to management and other staff.

The directorate also attends the Audit Committee meetings with the Director General and Chief Financial Officer. It also compiles relevant reports as required by the chairperson via the secretariat of the committee.

### Budget Control and Monitoring:

Activities executed include budgeting, monitoring and reconciliation of commitments, management of expenditure, internal and external reporting, the compilation of mid-term and year-end annual financial statements, the handling of internal and external audit matters, salary reconciliations and the rendering of secretariat services to the Budget Committee.

### Financial Control:

Activities undertaken relate to the monitoring of debtor and creditor functions executed by the GSSC, the compilation of payments to be captured and authorised by the GSSC, monthly reconciliation of creditor accounts, monitoring of bank

reconciliation compiled by the GSSC, petty cash administration, preparation of subsistence and transport claims, any queries relating to the above including the loss-control function. Month-end clearance accounts are monitored and journals passed to ensure no forced month-end closures.

Highlights:

- Limited internal and external audit queries
- Unqualified audit opinion in respect of 2003/04 financial year being finalised in 2004/05
- No forced month closures for 2004/05
- Financial delegations to ensure clear reporting and delegation lines were revised end of 2004/05 for approval by the Accounting Officer for implementation in 2005/06.
- No fraud cases were reported to GSSC Internal Audit in 2004/05
- An improvement in debtors ageing was realised through identifying certain debtors to be written off as it was no longer viable to pursue recovering such debts.

## DIRECTORATE: SUPPLY CHAIN MANAGEMENT

This directorate is responsible for the procurement of goods and services, transport services, contract management, and asset management. It ensures compliance with the PFMA, treasury regulations, GPG supply chain management manual, transport manual and other regulations. It also prioritises advisory services rendered to management and other staff.

### Procurement of Goods and Services:

The OoP has not shifted the procurement of goods and services to the GSSC to date and still maintains all the processes including the invitation of tenders, evaluation of tenders by the Bid Committee. The payment function was transferred to the Financial and Management Accounting directorate. Departmental Acquisition Committee meetings are held on a monthly basis, with special DAC meetings held when necessary.

### Transport Services:

Government vehicles allocated to the OoP are maintained,

frequently checked and sent for service when due. The interfacing account is being reconciled on a monthly basis and the clearance journals passed to clear month ends. Interdepartmental payments are processed when claimed.

#### **Contract Management:**

The tender processes, service level agreements (drafted in conjunction with directorates and State Law Advice) and contracts are administered in line with the requirements of the GPG Supply Chain Management Manual. DAC secretariat services are rendered and minutes safe guarded for audit purposes.

#### **Asset Management:**

All movable assets within OoP are bar-coded and recorded on the Dbit system in use. Asset and stock counts are being executed and redundant or obsolete assets are listed to be discarded in line with PFMA and Treasury Regulations. Movement of assets is monitored and recorded on an ongoing basis.

#### **Highlights:**

- Procurement delegations reviewed and approved by the Accounting Officer
- Procurement process and documentation reviewed and implemented in line with GPG Supply Chain Management Manual
- Composition of DAC members reviewed and approved by the Accounting Officer

### **DIRECTORATE: SECURITY AND RISK MANAGEMENT SERVICES**

The main activities of the directorate Security and Risk Management Services are to:

- ensure that the GPG conducts its business in a safe and secure environment
- facilitate, coordinate, monitor and evaluate the effectiveness of the security measures and standards within the GPG
- provide security advisory service for the OoP and

the GPG

- facilitate the development and implementation of a GPG-wide security strategy
- Liaise with national security structures

During the period under review, the directorate security and risk management services started seeing some of the gains as a result of its security-related interventions. The effective application of security measures and procedures resulted in the more optimal provision of security for the protection of government's people, assets and information. The number of security incidents decreased across the GPG particularly in the precinct of Johannesburg where all departments are headquartered. Notably, the OoP suffered no significant or serious losses and had no security incidents or breaches to record that could hamper, disrupt, or affect its business or threaten and/or harm its staff.

#### **GPG Public business**

The business activities of government and public events were conducted in a safe and secure manner. The directorate plays an important role in the planning process to prepare security measures for the public activities of the GPG. In this



regard, it coordinates the provision of appropriate security and contingencies for events. This process entails preparatory planning meetings with all security stakeholders and emergency services from the various units of the South African Police Services, metro police, metro emergency and disaster services, and various units of Gauteng's traffic and disaster management. The primary focus and implementation of security plans results in the effective provisioning of security for both government and its citizens at all public events. These same measures, in addition to the provision of technical surveillance counter measures, are normally also applied where the Executive Council conducts its business.

The directorate participated and effected an appropriate security posture without major security incidents, for the following noteworthy events and business activities in Gauteng:

- Inauguration of Premier and announcement of the new Executive
- Opening of the Gauteng Legislature and ceremonial programmes
- Executive Council Retreats (Vereeniging, Magaliesburg)
- Executive Council Meetings
- Joint Executive Council Meetings of GPG









- and North West Government in Rustenburg
- Budget Makgotla
- Heads of Department forums
- Handover of title deeds in Eldorado Park
- Public Sector Summit in Muldersdrift
- Executive Imbizos in Kathlehong and other parts of Gauteng
- Launch of MPCCs in Khutsong and Thokoza
- Community Awareness Days in Ratanda and Doornkop
- Youth Day Celebrations at Orlando Stadium
- Disability Day Celebrations in Ekurhuleni
- Vodacom Challenge hosted by the GPG and all its activities and events (press conferences, dinners and the final)
- National Women's Day at the Union Buildings, Tshwane
- Heritage Day Celebrations at Mary Fitzgerald Square, Newtown
- Funeral Service and Memorial Services of the late Beyers Naude in Alexandra and Northcliff
- South African Football Association – Zion Christian Church thanksgiving ceremony at FNB Stadium
- Premier's Service Excellence Awards in Midrand
- GMDP SMS Annual Conference in Kyalami
- Women's Dialogue in Benoni
- Human Rights Day Commemorations in Sharpeville
- Premier's Coordinating and Inter-Governmental Relations Forums

### Security advisory services

The directorate continues to provide a range of security and advisory services to the OoP and the GPG. The services provided include facilitating, coordinating, monitoring and evaluating the effectiveness of the security measures and standards within the GPG.

The Minimum Information Security Standard (MISS) policy provides guidelines for the establishment of the appropriate security environment to ensure the protection and security of all government resources: human, information and assets.

The MISS policy was adopted by Cabinet in 1996 as a national government information security policy that must be implemented and maintained by all government departments handling sensitive or classified information. The policy defines the standards, measures and procedures relating to:

- Personnel security
- Information (document) security
- Communications security, and
- Physical security in order to ensure that the national interest is protected. The NIA is the mandated custodian of the MISS policy and its related functions.

The process of determining the appropriate level of security is normally preceded by a threat and risk analysis to determine the nature of threats facing GPG, the level of exposure to and associated impact of these risks in order to implement the appropriate security measures. Obviously, security measures and procedures will differ in accordance with the level of sensitivity and changing threat environment. Various methodologies and environmental analysis are used in conjunction with the expertise of the mandated security agencies to compile appropriate threat and risk profiles. This profile will determine the appropriate and effective measures applicable at a specific time. At times, for instance, VIP protection would be increased or decreased for a particular office bearer based on the profile at a particular time.

### Personnel and information security

The MISS policy prescribes the process of applying for security clearance (previously called "vetting") by all government personnel, contractors and service providers. All staff must apply for security clearance from the NIA in order to determine the appropriate level of classification for handling sensitive or classified documents.

It is therefore mandatory and a priority for all staff in the offices of the MEC and HoD including the HoD (see DPSA regulations regarding employment of Heads of Department) to apply for security screening from the NIA. The levels of screening will be determined by the nature of exposure to and the contents of sensitive information handled.

All staff members are required to sign a declaration of secrecy in terms of the Protection of Information Act (Act 84 of 1982) and in particular of the provisions of Section 4 of the Act. The contents and provisions of Section 20 (m) of the Public Service Amendment Act 1994 are also noteworthy in this regard.

Other high level departmental staff / contractors and service providers exposed to sensitive / classified information need to also apply for the appropriate level of security clearances as a priority. A declaration of secrecy or a non-disclosure agreement should always be part of any agreement or contract between government and its service providers where there is a risk of exposure to sensitive information.

Fulltime security managers need to be appointed in departments to handle the function of security exclusively. These managers are responsible for the implementation of the MISS policy with the HoD being the final accounting officer. All security managers are required to conduct regular security / MISS awareness sessions and audits in order to maintain and strengthen compliance levels.

The MISS policy defines the minimum level of intervention and does not attempt to be a complete solution for the range of security challenges. The directorate continues to assist with and assess the security needs of GPG departments. The offices, residences and activities of the Executive have been identified as a priority in order to ensure the appropriate levels of protection of government's most sensitive interests. The directorate has also undertaken measures to strengthen the physical security measures in and around head office buildings where the Executive offices are situated. Various assessments and recommendations were made in conjunction with SAPS and the NIA. It remains a priority to implement the range of comprehensive measures in order to provide the best possible security solution.

### Communications security

All sensitive information, such as voice, fax, data, and documentation, was secured as required by the Miss policy.

### Physical security

Physical security is defined as that part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorised access to equipment, installations, material, and documents; and to safeguard against espionage, sabotage, damage, and theft.

Notably, there is a need for increased levels of physical security for the various offices of the Executive, particularly around the issue of key control and access to offices. The level of sensitivity and vulnerability impact increases for the Executive and therefore demands a higher security posture.

The directorate, in conjunction with SAPS security advisory services and Public Works, initiated security evaluations and implementation of security upgrades for newly appointed Executive Council member residences.

Contingency planning, to minimise the effects of any attack and the provision of appropriate responses to an incident, needs to be in place for the safety of employees, visitors and the general public and must be the prime concern of the GPG. Security plans, procedures and protective measures must be designed primarily to minimise the risk of injury to individuals and prevent the loss of lives.

The directorate continues to plan and prepare for emergency situations. These measures are in line with the prescripts of the Occupational Health & Safety Act (OH&SA). The convening of the safety committee continues on a regular basis with emphasis on identification of hazards. Assessments of hazardous and fire-causing conditions in the office took place and special attention was given to electrical overloading conditions. Emergency and evacuation personnel were appointed and training occurs on a regular basis.

### Development of GPG-wide security strategy

All the above measures and procedures need to be implemented in the appropriate policy environment. Implementation of MISS must be uniform and universal in order to provide a comprehensive umbrella of protection and



security. Most activities of the Executive are co-dependent and handle sensitive information - therefore security measures must be the same at all Executive Committee offices, for instance.

It is appropriate for government to 'adopt' the streets that surround them. Awareness of the surrounding environment such as vehicles that park nearby and business activity in the area can be used to identify and avert potential incidents. A patrolling guard who covers the area surrounding a building can be a good deterrent and may lead to the early detection of potential incidents.

The directorate has undertaken a number of initiatives aimed at ensuring that security measures will be standardised across all government buildings. These included the development of a standard security policy applicable as a minimum for all government departments. The directorate also undertook a study to determine the nature of the provision of security guarding services. This study focused on guarding management, incidents, supervision, deployments and postings, efficiency monitoring, site instructions and security incident management and response. The aim is to

complete the development of joint guarding strategies, incident preparedness and response.

A first initiative in this regard was the development of a Precinct Communications Plan. The directorate, in conjunction with Public Works, is currently busy implementing a radio communications network for the precinct that will enable better communication and joint security response.

The directorate also undertook a range of security evaluations for various GPG sites with the aim of upgrading security. Investigations of incidents relating to theft and losses were also monitored and improvement measures recommended. The following evaluations were undertaken:

- Security assessments, guarding contract evaluations and project implementation for the Department of Community Safety's Ekhaya Lethemba
- Department of Finance and Economic Affairs: Old Reserve Bank Building, New Matlotlo House
- Gauteng Department of Education: Tshwane North College: 6 sites; District office: Ekurhuleni; Fuchs Building, Alrode

- Social Welfare: 18 sites, Walter Sisulu, Germiston, Security evaluation: Geluksdal, Kempton Park; Alrapark, Duduza & Ratanda; Erica, Magaliesoord; Thokoza, Van Rhyn, Vosloorus & Zonkizizwe
- Attended to security appraisals for the Department of Local Government: Corner House, and the NBS Building
- Developed security needs analysis and strategy for the Department Health to determine needs, structure, budget and interventions required.

The GPG Security Managers Forum convenes regularly to address the co-ordination of these measures across the GPG. The Forum is also used as a means of sharing information and experiences across departments in order to build capacity in the GPG. This forum is actively engaged in activities to ensure the implementation of MISS across all departments and in a standardised and uniform manner. Access control procedures and security measures will be co-ordinated and consistently applied across all departments.

The directorate played a leading role in the formation of a

National Security Managers Forum for all government departments - national and provincial at this stage - and all state owned enterprises. The directorate represented the provincial interests on the interim management committee tasked with drafting the constitution for the forum. This body will be used to coordinate the activities of the counter-intelligence initiative and the government security profession.

Similarly, the directorate participated in the launch of the Government Security Sector (GSS) by the protection and security services division of the SAPS. This body is responsible for the application and regulation of physical security measures at all government facilities. Again, the directorate represented the interests of the province and contributed towards the development of the GSS and worked together with the division to define the way forward.

The directorate also participates in the activities of the Gauteng Anti-Corruption Forum. These initiatives can only strengthen our existing interventions and have assisted the directorate to expand its network of expertise.



## TABLE OF KEY OUTPUTS

### Quarterly Performance Review – Vote number 1: Office of the Premier

Quarter ending 30 June 2005

| Outcome   | Description of output   | 2004/05 Targets   | Progress made towards the achievement of the outputs  |
|---|---|---|---|
| Intergovernmental relations facilitated and supported                           | Meetings coordinated  | Four x PCF meetings<br>Two x GIGF meetings  | Intergovernmental relations across all spheres of government in the province were enhanced through collaboration with partners and stakeholders on innovative ways in which to build Gauteng as a Globally Competitive Region.<br>2 x PCF Technical Committee meetings were held in August 2004 and February 2005.<br>2 x PCF meetings were held in February and March 2005.        |
| Mainstreaming of gender, children, HIV/AIDS and disability monitored within GPG | Report on progress in respect of mainstreaming and the organisation of an event which can take the form of an imbizo or celebration | Annual progress report per each   | The mainstreaming of children's issues, disability issues and gender awareness programmes was reinforced through support to GPG programmes and projects.<br>Women's empowerment efforts were enhanced by the six Regional Women's Dialogues in the metropolitan and district municipalities in Gauteng during August 2004 and the second Provincial Women's Dialogue in March 2005. |
| Good governance promoted in province  | Awareness campaigns in respect of public service ethics, anti-corruption, moral regeneration  | One event per quarter   | Successful networking sessions were held on finding ways to improve ethics and eradicate fraud and corruption in the public service.  |
| Integrated GPG planning framework supported                                     | EXCO and HOD retreat preparation  | Four per year (2 x EXCO, 2 x Budget Makgotla)   | Status reports on the progress of plans against the provincial strategic programme informed discussions at strategic retreats. This helped drive an integrated approach towards managing the GPG planning framework.  |
| GPG strategic priorities monitored and evaluated                                | Reports on progress in respect of strategic priorities, implementation of 2014 plan and cross cutting issues (e.g. gender)          | Quarterly monitoring reports<br>Four evaluations or impact assessments reports per year | A framework was designed and implemented to monitor the GPG strategic priorities on a quarterly basis.  |
| Aligned and coherent annual GPG Legislative programme                           | Legislative programme for year developed  | Four Reports  | This function has been transferred to the Leader of Government Business.  |
| Good governance practices and standards institutionalized in GPG                | Quality Assurance Standards Programme developed for GPG   | One annual report   | The implementation of a uniform quality assurance standards programme remains a challenge. Nevertheless, a GPG service delivery improvement plan was aligned to the national service delivery action plan and communicated across all GPG departments   |
|   | Service delivery of departments monitored and Batho Pele compliance monitored   | One annual report   |   |



| Outcome  | Description of output  | 2004/05 Targets           | Progress made towards the achievement of the outputs   |
|--|--|---------------------------|--|
| Integrated GPG planning  | Manage implementation of the GPG Planning, Monitoring and Evaluation Framework   | Ongoing                   | A provincial monitoring and evaluation strategy was widely consulted across all GPG departments and an M & E system was then documented.   |
|  | Co-ordinate the refinement of GPG impact, output and input indicators and target | Impact assessment report  | Successful interaction with all GPG departments has resulted in improved target and indicator setting across the GPG. An impact assessment report was tabled to show progress for the first year of the 5 year strategic programme.  |
| Set up and manage an information management system   | Develop and manage integrated information management applications                | 50%                       | The design and development of an information management system was informed by the documented GPG monitoring and evaluation strategy. The result is that quarterly progress reports on the 5 year strategic programme can now be monitored and results thereof published on the GPG portal. In this way, the public is informed of progress against the provincial programme.  |
| Gauteng residents have access to information on GPG services, projects, policies and programme | Gauteng News   | 5 million per annum       | Nine editions were produced for the period under review, including a special edition focussing on the Premier's Opening of the Legislature Address. A total of 7 million copies were printed and distributed.  |
| Public perceptions of the GPG and Gauteng are enhanced   | GPG website  | 500 Daily                 | Ongoing update of the website with new information. Daily average visits increased from 597 in April 2004 to 891 in March 2005. Completed work on the new GPG portal, making it ready for launch in the new financial year.  |
|  | Community outreach programmes  | 20 events<br>30000 people | Government interacted with thousands of Gauteng residents through community outreach programmes. Activities included Imbizo, community events for Gauteng residents to witness live broadcasts of the President's inauguration, the Premier's inauguration, the Premier's Opening of the Legislature address, Community Awareness Days, a youth festival, Women's Imbizo and events which formed part of the 16 Days of Activism of no violence against women and children and the Imbizo Focus weeks. Close to 70 000 people attended a total of 55 events. |
|  | MPCCs  | 4                         | Five MPCCs were established during the year under review, increasing access to government services by Gauteng residents.   |
|  | Weekly diary of key GPG events   | 48                        | The calendar of GPG events was updated weekly and 48 weekly diaries were produced and distributed.   |

| Outcome   | Description of output  | 2004/05 Targets                               | Progress made towards the achievement of the outputs  |
|---|--|---|---|
| Increasing the drafting capacity of GPG                                     | Uniform standard of drafting   | 5   | The Central drafting unit was not established, hence no drafting work was done.   |
| Certifying legislation, and furnishing qualitative and timely legal advice. | Check consistency of GPG legislation with Constitution, existing laws, legal framework and drafting principles | 100% of times legislation consistency checked | The following Bills were certified during the first half of 2004/5:<br>Appropriation Bill, 2004<br>Unauthorised Expenditure Bill, 2004<br>Adjustment Appropriation Bill, 2004   |
| Government business is conducted in a safe and secure environment.          | Security risk assessments.<br>MISS policy compliance audits  | 2 per month<br>10                             | Departments required assistance on upgrading basic security measures. Security assessments were conducted for five departments at 34 sites.<br>MISS policy compliance audits and interventions were conducted for the OoP, inductions were conducted for the GSSC and MISS security clearance assistance was provided to all GPG departments. |

**FINANCIALS**

**Section**

**4**

# Office of the Premier, Gauteng - Vote 1

## REPORT OF THE ACCOUNTING OFFICER

for the year ended 31 March 2005

Report by the Accounting Officer to the Executive Authority and the Gauteng Provincial Legislature of the Republic of South Africa.

### 1. General review of the state of financial affairs

#### 1.1 Important policy decisions and strategic issues facing the department:

- Providing leadership and direction on the implementation of the Five Year Strategic Programme of government.
- Ensuring effective monitoring of the Five Year Strategic Programme as well as the annual commitments made by the Premier.
- Ensuring that issues of gender, youth, women and people with disabilities are effectively mainstreamed by GPG departments so that these target constituencies are appropriately protected and empowered.
- Ensuring that the Executive Council is adequately empowered and informed about the extent and challenges of service delivery in the province.
- Positioning Gauteng as a globally competitive city region so that it can respond pro-actively to the challenges it will face in the next decade.

#### 1.2 Significant events that have taken place during the year:

The most significant event was the transition to a new term of office. This required significant preparation including:

- management of the inauguration of the new Premier and the Executive

- Development of the new Five and Ten Year Programmes of government
- Realignment of various government programmes to new priorities
- Providing strategic support to new political leadership

Other significant events which the Office had to respond to included the growth and development strategy and the introduction of the initial government thinking on the city region perspective.

#### 1.3 Major projects undertaken or completed during the year, amongst others were:

- Identification of key performance indicators
- Initiation of the process to develop the city region perspective
- Hosting in partnership with municipalities, provincial and regional women's dialogues
- Premier's Service Excellent Awards (PSEA)
- Imbizo

Details of these projects are reported elsewhere in the annual report under the programme performance.



## 1.4 Expenditure Analysis

### 1.4.1 Expenditure

| Financial Year<br>R'000 | Financial allocation<br>R'000 | Actual<br>R'000 | Variance<br>R'000 | Variance<br>% |
|-------------------------|-------------------------------|-----------------|-------------------|---------------|
| 2002/03                 | 94,827                        | 87,385          | 7,442             | 7,85          |
| 2003/04                 | 93,441                        | 92,473          | 968               | 1,04          |
| 2004/05                 | 101,402                       | 96,439          | 4,963             | 4,89          |

For the year under review, the Office has spent R96.4million or 95% of the adjusted budget allocation. The contributory factors are amongst others the restructuring of functions within programmes and the delay in filling vacant posts.

### 1.4.2 Analysis per programme and economic classification

| Prog<br>No. | Programme   | Final<br>allocation<br>R'000 | Actual<br>expenditure<br>R'000 | %           | Balance<br>R'000 | %          |
|-------------|---|------------------------------|--------------------------------|-------------|------------------|------------|
| 1           | Executive Office                                  | 12,286                       | 10,758                         | 87.6        | 1,528            | 12.4       |
| 2           | Policy Development and co-ordination              | 12,832                       | 12,009                         | 93.6        | 823              | 6.4        |
| 3           | Government Communication and Information Services | 33,433                       | 33,331                         | 99.7        | 102              | 0.3        |
| 4           | State Law Advice                                  | 3,493                        | 2,815                          | 80.6        | 678              | 19.4       |
| 5           | Strategic Human Resources and Management Support  | 19,686                       | 19,251                         | 97.8        | 435              | 2.2        |
| 6           | Financial Management                              | 15,710                       | 14,878                         | 94.7        | 832              | 5.3        |
| 7           | Security and Risk Management Services             | 3,962                        | 3,397                          | 85.7        | 565              | 14.3       |
|             | <b>Sub total</b>                                  | <b>101,402</b>               | <b>96,439</b>                  | <b>95.1</b> | <b>4,963</b>     | <b>4.9</b> |
|             | Statutory Appropriation                           | 726                          | 865                            | 119.1       | (139)            | 19.1       |
|             | <b>Total</b>                                      | <b>102,128</b>               | <b>97,304</b>                  | <b>95.3</b> | <b>4,890</b>     | <b>4.7</b> |

#### Economic classification

|                           |                |               |             |              |            |
|---------------------------|----------------|---------------|-------------|--------------|------------|
| Current payments          | 96,742         | 92,347        | 95.5        | 4,395        | 4.5        |
| Transfer and subsidies    | 144            | 120           | 83.3        | 24           | 16.7       |
| Payment of capital assets | 4,516          | 3,972         | 88.0        | 544          | 12.0       |
| <b>Total</b>              | <b>101,402</b> | <b>96,439</b> | <b>95.1</b> | <b>4,963</b> | <b>4.9</b> |

### Reasons for under spending

Under spending of the programmes is mainly due to the restructuring and streamlining of functions within programmes and the delay in filling some of the vacant posts.

### Discuss the impact on programmes and service delivery

As the restructuring and streamlining exercise was directed at ensuring the Office responds effectively to the new political mandate, it is opined that the new streamlined organisation established has improved the chances of the organisation delivering on its mandate and service delivery obligations.

### Actions taken or planned to avoid recurrence

See above.

### 1.4.3 Revenue

The Office does not generate any revenue from its core services. The sundry revenue generated is mainly derived from ancillary activities like staff contributions to parking bays, collection of staff debts, as well the recovery of debts arising from services rendered in previous years in respect of the discontinued government gazette function.

| Financial Year | Budget<br>R'000 | Actual<br>R'000 | Variance<br>R'000 |
|----------------|-----------------|-----------------|-------------------|
| 2002/03        | 337             | 3,999           | (3,662)           |
| 2003/04        | 337             | 2,569           | (2,232)           |
| 2004/05        | 53              | 1,070           | (1,017)           |

Detail of revenue per economical classification

| Economical classification            | Budget<br>R'000 | Actual<br>R'000 | Variance<br>R'000 |
|--------------------------------------|-----------------|-----------------|-------------------|
| Sales of Goods and Services          | 53              | 33              | 20                |
| Interest, Dividends and rent on land | 0               | 33              | (33)              |
| Financial transactions               | 0               | 1,004           | (1,004)           |
| <b>Total</b>                         | <b>53</b>       | <b>1,070</b>    | <b>(1,017)</b>    |

**Reasons for (over) collecting:**

The improved measures put in place to recover debts arising from prior year activities as explained above.

**1.5 Any other material matter**

The implementation of the New Chart of Accounts resulted in changes being effected in the format of information reported on, resulting in the restatement of comparative figures.

**2 Service rendered by the department**

The office does not render free services for which a tariff must be determined and/or charged as contemplated in Treasury Regulation 7.3.2.

**2.1 Inventories**

|                      | <b>2004/5<br/>R'000</b> | <b>2003/4<br/>R'000</b> |
|----------------------|-------------------------|-------------------------|
| Stationery           | 10                      | 30                      |
| Computer consumables | 8                       | 20                      |
| Crockery             | 2                       | 5                       |
| Groceries            | 1                       | 1                       |
| Library books        | 81                      | 81                      |
| Gifts                | 5                       | 15                      |
| <b>Total</b>         | <b>107</b>              | <b>152</b>              |

The FIFO costing method was used.

**3. Capacity constraints**

Not significant.



## 4. Utilisation of donor funds

| Type    | Organisation                      | Nature of Sponsorship                     | 2004/05<br>R'000 | 2003/04<br>R'000 |
|---------|-----------------------------------|---|------------------|------------------|
| Cash    | Standard Bank                     | Gauteng Women's Dialogue                  | 500              | 300              |
|         | Life-Care Special Health Services | "Ditto"                                   |                  | 10               |
|         | Afrox                             | "Ditto"                                   |                  | 20               |
|         | Joburg Water                      | "Ditto"                                   |                  | 10               |
|         | Eskom                             | "Ditto"                                   |                  | 71               |
| In kind | Standard Bank                     | Gauteng Premier Service Excellence Awards | 600              | 550              |

The outcome on the donor fund utilisation is reported under Programme 2: Policy Development and Co-ordination and Programme 5: Strategic Human Resources and Management Services.

## 5. Trading entities and public entities

None.

## 6. Organisations to whom transfer payments have been made

None.

## 7. Public private partnerships (PPP)

None.

## 8. Corporate governance arrangements

### Risk Management

The office has put in place a risk management policy and strategy, and the identified risk areas were used to inform the Internal Audit plan that was subsequently approved by the Audit Committee. Management has put in place mechanisms to ensure that all recommendations to enhance the overall control environment are implemented so as to ensure incidences of corruption and impropriety are minimised.

An interdepartmental Anti-Corruption forum established in conjunction with the GSSC remained fully functional during the year under review. The objective of this forum and its mechanisms is to ensure enhanced anti-corruption actions across the whole of the provincial administration.

### Internal audits

The Internal Audit function executed and completed 4 audits in line with the approved audit plan. These reports were tabled and discussed at the various Audit Committee meetings and the recommendations made were implemented to ensure the ongoing improvement in the internal control environment.

### Audit Committee

The Audit Committee remained fully functional during the year under review. The full report of the committee is attached elsewhere in this Annual Report.

### Conflict of interest

All SMS members have complied with the requirements to disclose their financial interest as required in terms of the public service regulatory framework.

All members of the Departmental Acquisition Council (DAC), Bid Evaluation Committees (BEC's) and the Departmental Procurement Unit (DPU) were also required to sign a declaration stating that they will not purposefully or unlawfully favour or prejudice anyone in the decision making process of tenders.

### Code of conduct

The Office has put in place mechanisms to ensure the code of conduct for the public service is adhered to by all staff employed in this office. This code is regularly communicated to staff through information sessions and training.

### Safety / health environmental issues facing the Office

Safety issues in the Office are handled by the Safety Committee as regulated by the Occupational Health and Safety Act, as amended and regulations. Compliance inspections were carried out regularly and the various recommendations were implemented to ensure the maintaining of safety in the building.

The Safety Committee has undertaken the training of emergency evacuation marshals and staff regarding emergency evacuation procedures as part of the evacuation plan. The installation of emergency lights is an issue that is currently receiving attention. Fire detection and evacuation system is maintained on a regular basis and remains in full working condition.

### HIV / Aids

The OOP has an approved HIV/AIDS workplace plan which it is implementing. A senior manager has been designated to champion the programme. The programme is part financed through funds provided by the Department of Health to support the plan. For the year under review, an amount of R200 000 was provided by the Department of Health for this purpose. The programme is managed through a component dealing with employee wellness and change management.

## 9. Discontinued activities/activities to be discontinued

None.

## 10. New/proposed activities

None.

## 11. Events after the reporting date

None.

## 12. Performance information

The implementation of the PFMA was continuously monitored and reported on to ensure compliance.

## 13. Scopa resolutions

| Reference to previous audit report and SCOPA resolutions | Subject | Findings on progress |
|--|---------|----------------------|
| None   | None    | N/A                  |

## 14. Other

14.1 As reported in the previous year, the office is still engaged in a civil claim instituted against the Office of the Premier, the Tshwane Metropolitan Council and a private service provider by one of the nominees who was injured when the marquee collapsed on to the stage during a Women's Day celebration. It is envisaged that this matter will be fully finalised later in the year.

14.2 A civil claim was instituted against the office for not paying printing costs. The office instituted a counter claim where after the State Attorney have closed the pleadings on receipt of plaintiff's plea to counter claim.

No final judgement has been delivered by court in this financial year.

### Approval

As the Accounting Officer of the Office of the Premier, I have approved the Annual Financial Statements as set out on pages 1 to 35.



M Mokoena  
Director General  
Date: 31 May 2005



# Report of the Auditor-General to the Gauteng Provincial Legislature on the Financial Statements of Vote 1 - the Office of the Premier for the year ended 31 March 2005

## REPORT OF THE AUDITOR-GENERAL

for the year ended 31 March 2005

### 1. Audit Assignment

The financial statements as set out on pages 53 to 96, for the year ended 31 March 2005, have been audited in terms of section 188 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), read with sections 4 and 20 of the Public Audit Act, 2004 (Act No. 25 of 2004). These financial statements, the maintenance of effective control measures and compliance with relevant laws and regulations are the responsibility of the accounting officer. My responsibility is to express an opinion on these financial statements, based on the audit.

### 2. Nature and Scope

The audit was conducted in accordance with Statements of South African Auditing Standards. Those standards require that I plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatement.

An audit includes:

- examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements,
- assessing the accounting principles used and significant estimates made by management, and
- evaluating the overall financial statement presentation.

Furthermore, an audit includes an examination, on a test basis, of evidence supporting compliance in all material respects with the relevant laws and regulations which came to my attention and are applicable to financial matters.

The audit was completed in accordance with Auditor-General Directive No. 1 of 2005.

I believe that the audit provides a reasonable basis for my opinion.

### 3. Audit Opinion

In my opinion, the financial statements fairly present, in all material respects, the financial position of the Office of the Premier at 31 March 2005 and the results of its operations and cash flows for the year then ended, in accordance with prescribed accounting practice and in the manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999) as amended.

### 4. Emphasis of Matter

Without qualifying the audit opinion expressed above, attention is drawn to the following matters:

#### 4.1 Receivables

##### 4.1.1 Government Gazette debtors

An amount of R3 843 000 was included as receivables in the statement of financial position in respect of Government Gazette debtors.

Uncertainty existed as to the existence and recoverability of these debtors, due to the following:

- Adequate supporting documentation for individual debtor balances did not exist in most cases.

- Evidence of repayment agreements were not on the debtor files.

This resulted in an overstatement of both receivables and payables, as disclosed on the face of the statement of financial position at 31 March 2005, although it had no effect on the overall statement of financial position.

#### 4.1.2 Interest levied

In certain instances, interest levied against a particular debtor, exceeded the capital outstanding. It is therefore evident that either internal control measures for debt repayment did not function effectively, or debt recovery procedures were ineffective. Another contributing factor could be a lack of communication between the Office of the Premier and the Gauteng Shared Service Centre appointed to administer non-government gazette debtors.

#### 4.1.3 Debt write-off policy

Treasury Regulation 11.4.2 requires that all debts written off should be done in accordance with a write off policy determined by the accounting officer. The Office of the Premier did not have such a policy in place although debt amounting to approximately R1 57 000, as disclosed in note 7 to the annual financial statements, was written off during the year. The absence of a debt write-off policy indicated that all debts considered for write-off were not subject to uniform write off criteria.

#### 4.2 Leave entitlement

Differences existed between the leave records, as per individual personnel files, and PERSAL information used to compile the leave entitlement figure as disclosed in note 21 to the annual financial statements.

The accuracy of the accumulated leave day entitlement which was used to calculate the future liability cannot be assured in respect of leave entitlements.

Controls did not exist to ensure that all authorised leave forms were captured onto the PERSAL system. This could lead to an overstatement of leave balances on PERSAL and a corresponding overpayment in respect of leave entitlements upon retirement or resignation of an employee.

Reconciliations of accumulated leave days were not performed between the leave records, as per individual personnel files, and information contained on PERSAL.

#### 4.3 Information system audit of the general controls surrounding the information technology (IT) environment at the Office of the Premier

The audit indicated that although some controls were in place, the following weaknesses existed in the general control environment:

- IT strategy was not developed.

- A formal documented Disaster Recovery Plan and Business Continuity Plan did not exist.
- A general lack of controls surrounding user account management on BAS and PERSAL existed.
- An IT security policy was not documented. Furthermore, the IT security officer's role was not defined.
- Various physical access and environmental weaknesses were identified in the control over the server.
- Back-ups were not done and an off-site storage facility was not established.
- An IT steering committee was not established.

Weaknesses pertaining to access of incompatible functions on the application systems raised concerns regarding the integrity of the data.

## 5. Appreciation

The assistance rendered by the staff of the Office of the Premier during the audit is sincerely appreciated.

*S. A. Fakie*

Auditor-General

Pretoria

29 July 2005



# REPORT OF THE AUDIT COMMITTEE

We are pleased to present our report for the financial year ended 31st March 2005.

## Audit Committee Members and attendance

The Audit Committee met during the financial year on 5 occasions in terms of the charter. Meetings were held on the following dates 01 March 2004, 01 June 2004 (Shared Service Centre), 27 August 2004 (Shared Service Centre), 29 November 2004, and 1 March 2005 (Shared Service Centre).

Members and their attendance at meetings during the year was as follows:

| Members  | Meetings attended |
|--|-------------------|
| Malcolm Brown (Chairperson)                          | 5                 |
| Mamoorasi Qacha (Deputy Chairperson from 24 October) | 5                 |
| Zola Fihlani (Appointed 1 December 2002)             | 5                 |
| Dr. Laetitia Rispel                                  | 4                 |
| Mike Roussos   | 2                 |
| Jack van der Merwe                                   | 2                 |
| Mogopodi Mokoena                                     | 3                 |

## Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from section 38(1) (a) of the PFMA and Treasury Regulations 3.1.13. The Audit Committee also reports that it has adopted appropriate formal terms of reference as its audit committee charter, has regulated its affairs in compliance with its charter and has discharged all its responsibilities as contained therein.

## The Effectiveness of Internal Control


We have reviewed various reports made by the internal auditors, the audit report on the Annual Financial Statements including matters of emphasis contained therein, and the management letter of the Auditor-General. In terms of these reports there has been no significant or material non-compliance with prescribed policies, procedures and internal controls. A risk assessment has been performed during the financial year under review and is currently being updated by the Internal Audit Division of the Gauteng Shared Service Centre.

The quality of in year management and quarterly reports submitted in terms of the Act and the Division of Revenue Act.

The Audit Committee is satisfied with the content and quality of quarterly reports prepared and issued by the Accounting Officer and the Department during the year under review.

## Evaluation of Annual Financial Statements

- The Audit Committee that served during the year under review was replaced by normal rotation processes subsequent to the financial year end. The former members of the Audit Committee independently approved the issuing of this report based on their independent receipt and review of the Annual Financial Statements and the Audit Report thereto for inclusion in the Annual Report as well as the Auditor-General's Management Letter.
- The former members of the Audit Committee independently accept the conclusions of the Auditor-General on the Annual Financial Statements and are of the opinion that the Annual Financial Statements be accepted and read together with the report of the Auditor-General.



Chairperson of the Audit Committee  
Date: August 2005

# Financials

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# Office of the Premier, Gauteng - Vote 1

## ACCOUNTING POLICES

for the year ended 31 March 2005

The Annual Financial Statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated. However, where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the Annual Financial Statements and to comply with the statutory requirements of the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), the Treasury Regulations for Departments and constitutional Institutions issued in terms of the Act and the Division of Revenue Act, Act 5 of 2004. The following issued, but not yet effective Standards of Generally Recognised Accounting Practice have not been fully complied with in the Annual Financial Statements: GRAP 1, 2 and 3.

### 1 Basis of preparation

The Annual Financial Statements have been prepared on a modified cash basis of accounting, except where stated otherwise. The modified cash basis constitutes the cash basis of accounting supplemented with additional disclosure items. Under the cash basis of accounting, transactions and other events are recognised when cash is received or paid. Under the accrual basis of accounting, transactions and other events are recognised when incurred and not when cash is received or paid.

### 2 Revenue

#### Appropriated funds

Voted funds are the amounts appropriated to a department in accordance with the final budget known as the Adjusted Estimates of Provincial Expenditure. Unexpended voted funds are surrendered to the Provincial Revenue Fund, unless otherwise stated.

#### Departmental revenue

Interest, dividends and rent on land

Interest and dividends received are recognised upon receipt of the funds, and no provision is

made for interest or dividends receivable from the last receipt date to the end of the reporting period. They are recognised as revenue in the Statement of Financial Performance of the department and then transferred to the Provincial Revenue Fund.

#### Financial transactions in assets and liabilities

Repayments of loans and advances previously extended to employees and public corporations for policy purposes are recognised as revenue in the statement of financial performance on receipt of the funds.

Cheques issued in previous accounting periods that expire before being banked are recognised as revenue in the statement of financial performance when the cheque becomes stale. When the cheque is reissued the payment is made from Revenue.

Receipt of Government Gazette debt is also recognised in this category.

### 2.1 Receipt of local sponsorship

#### Receipt of Local sponsorship - local assistance

The amount received under this heading reflected in note 4, is fully utilised. In reconciliation with statement of Financial Performance it is shown under note local assistance.

### 3 Expenditure

#### Compensation of employees

Salaries and wages comprise payments to employees. Salaries and wages are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system.

Social contributions include the entities' contribution to social insurance schemes paid on behalf

of the employee. Social contributions are recognised as an expense in the Statement of Financial Performance when the final authorisation for payment is effected on the system.

#### **Short-term employee benefits**

The cost of short-term employee benefits is expensed in the Statement of Financial Performance in the reporting period when the final authorisation for payment is effected on the system. Short-term employee benefits, that give rise to a present legal or constructive obligation are disclosed as a disclosure note to the Annual Financial Statements and are not recognised in the Statement of Financial Performance.

Long-term employee benefits and other post employment benefits

#### **Termination benefits**

Termination benefits are recognised and expensed only when the final authorisation for payment is effected on the system.

#### **Medical benefits**

The department provides medical benefits for its employees through defined benefit plans. Employer contributions to the fund are incurred when the final authorisation for payment is effected on the system. No provision is made for medical benefits in the Annual Financial Statements of the department.

#### **Post employment retirement benefits**

The department provides retirement benefits for certain of its employees through a defined benefit plan for government employees. These benefits are funded by both employer and employee contributions. Employer contributions to the fund are expensed when the final authorisation for payment to the fund is effected on the system. No provision is made for retirement benefits in the Annual Financial Statements of the department. Any potential liabilities are disclosed in the Annual Financial Statements of the Provincial Revenue Fund and not in the Annual Financial Statements of the employer department.

#### **Other employee benefits**

Obligations arising from leave entitlement, thirteenth cheque and performance bonus that are reflected in the disclosure notes have not been paid for at year-end.

#### **Goods and services**

Payments made for goods and/or services are recognised as an expense in the Statement of Financial Performance when the final authorisation for payment is effected on the system.

#### **Financial transactions in assets and liabilities**

Financial transactions in assets and liabilities include bad debts written off. Debts are written off when identified as irrecoverable. Debts written-off are limited to the amount of savings and/or underspending available to the department. The write off occurs at year-end or when funds are available. No provision is made for irrecoverable amounts.

#### **Unauthorised expenditure**

Unauthorised expenditure, is defined as:

- The overspending of a vote or a main division within a vote, or
- Expenditure that was not made in accordance with the purpose of a vote or, in the case of a main division, not in accordance with the purpose of the main division.

#### **Irregular expenditure**

Irregular expenditure, is defined as:

Expenditure, other than unauthorised expenditure, incurred in contravention or not in accordance with a requirement of any applicable legislation, including:

- the Public Finance Management Act
- the GPG Supply Chain Management Manual, or any regulations made in terms of this act, or
- any provincial legislation providing for procurement procedures in that provincial government.

It is treated as expenditure in the Statement of Financial Performance, if such expenditure is not condoned and if it is possibly recoverable it is disclosed as receivable in the Statement of Financial Position at year-end.

#### **Fruitless and wasteful expenditure**

Fruitless and wasteful expenditure, is defined as:

- expenditure that was made in vain and would have been avoided had reasonable care been exercised, therefore
- it must be recovered from a responsible official (a debtor account should be raised), or
- the vote. (If responsibility cannot be determined.)

Such expenditure is treated as a current asset in the Statement of Financial Position until such expenditure is recovered from the responsible official or written off as irrecoverable.



## 4 Transfers and subsidies

Transfers and subsidies include all irrecoverable payments made by the entity. Transfers and subsidies are recognised as an expense when the final authorisation for payment is effected on the system. Payment of Regional Service Council Levy to local authorities are recognised here. Payments for gifts are also reflected here as per requirement.

## 5 Expenditure for capital assets

Capital assets are assets that can be used repeatedly and continuously in production for more than one year. Payments made for capital assets are recognised as an expense in the Statement of Financial Performance when the final authorisation for payment is effected on the system.

## 6 Receivables

Receivables are not normally recognised under the modified cash basis of accounting. However, receivables included in the Statement of Financial Position arise from cash payments that are recoverable from another party, when the payments are made.

Receivables for services delivered are not recognised in the Statement of Financial Position as a current asset or as income in the Statement of Financial Performance, except for Government Gazette debt, as the Annual Financial Statements are prepared on a modified cash basis of accounting, but are disclosed separately as part of the disclosure notes to enhance the usefulness of the Annual Financial Statements.

## 7 Cash and Cash equivalents

Cash and cash equivalents consists of cash on hand and balances with banks, short term investments in money market instruments and demand deposits. Cash equivalents are short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

## 8 Payables

Payables are not normally recognised under the modified cash basis of accounting. However, payables included in the Statement of Financial Position arise from advances received that are due to the Provincial Revenue Fund or another party.

## 9 Lease commitments

Lease commitments for the period remaining from the reporting date until the end of the lease contract are disclosed as part of the disclosure notes to the Annual Financial Statements. These

commitments are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial Statements are prepared on the modified cash basis of accounting.

### Operating lease expenditure is expensed when the payment is made.

Finance lease expenditure is expensed when the payment is made, but results in the acquisition of the asset under the lease agreement. A finance lease is not allowed in terms of the Public Finance Management Act.

## 10 Accruals

This amount represents goods/services that have been received, but no invoice has been received from the supplier at the reporting date, OR an invoice has been received but final authorisation for payment has not been effected on the system. These amounts are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial Statements are prepared on a modified cash basis of accounting, but are however disclosed as part of the disclosure notes.

## 11 Contingent liability

This is a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the department; or

a present obligation that arises from past events but is not recognised because:

- it is not probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation; or
- the amount of the obligation cannot be measured with sufficient reliability.

Contingent liabilities are not recognised in the Statement of Financial Position, but the information is disclosed as part of the disclosure notes.

## 12 Commitments

This amount represents goods/services that have been approved and/or contracted, but no delivery has taken place at the reporting date. These amounts are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial Statements are prepared on a modified cash basis of accounting, but are however disclosed as part of the disclosure notes.

### 13 Recoverable revenue

Recoverable revenue represents payments made and recognised in the Statement of Financial Performance as an expense in previous years due to non-performance in accordance with an agreement, which have now become recoverable from a debtor. Repayments are transferred to the Revenue Fund as and when the repayment is received.

### 14 Comparative figures

Where necessary, comparative figures have been restated to conform to the changes in the presentation in the current year. The comparative figures shown in these Annual Financial Statements are limited to the figures shown in the previous year's audited Annual Financial Statements and such other comparative figures that the department may reasonably have available for reporting. Reclassification of expenditure has occurred due to the implementation of the Standard Chart of Accounts. It is not practical to present comparative amounts in the Cash Flow Statements as this would involve reclassification of amounts dating back to the 2002/03 year end.

# APPROPRIATION STATEMENT

for the year ended 31 March 2005

| Appropriation per Programme                                  |                           |                      |              |                        |                       |              |  |                        |                   |
|--|---------------------------|----------------------|--------------|------------------------|-----------------------|--------------|--|------------------------|-------------------|
|  | 2004/05                   |                      |              |                        |                       |              |  | 2003/04                |                   |
|  | Adjusted<br>Appropriation | Shifting of<br>Funds | Virement     | Final<br>Appropriation | Actual<br>Expenditure | Variance     | Payments as<br>% of final<br>appropriation | Final<br>Appropriation | Actual<br>Payment |
|  | R'000                     | R'000                | R'000        | R'000                  | R'000                 | R'000        | %  | R'000                  | R'000             |
| <b>Programme 1</b>   |                           |                      |              |                        |                       |              |  |                        |                   |
| <b>Executive Office</b>                                      | <b>12,286</b>             | -                    | -            | <b>12,286</b>          | <b>10,758</b>         | <b>1,528</b> | <b>87.6</b>                                | <b>7,311</b>           | <b>7,086</b>      |
| Current payment  | 11,321                    | (10)                 | -            | 11,311                 | 10,031                | 1,280        | 88.7                                       | 6,960                  | 6,883             |
| Transfers and subsidies                                      | 15                        | 10                   | -            | 25                     | 21                    | 4            | 84.0                                       | -                      | -                 |
| Payment for capital assests                                  | 950                       | -                    | -            | 950                    | 706                   | 244          | 74.3                                       | 351                    | 203               |
| <b>Programme 2</b>   |                           |                      |              |                        |                       |              |  |                        |                   |
| <b>Policy Development<br/>and Co-ordination</b>              | <b>12,832</b>             | -                    | -            | <b>12,832</b>          | <b>12,009</b>         | <b>823</b>   | <b>93.6</b>                                | <b>13,930</b>          | <b>13,834</b>     |
| Current payment  | 12,553                    | (10)                 | -            | 12,543                 | 11,829                | 714          | 94.3                                       | 13,781                 | 13,708            |
| Transfers and subsidies                                      | 23                        | 10                   | -            | 33                     | 27                    | 6            | 81.8                                       | -                      | -                 |
| Payment for capital assests                                  | 256                       | -                    | -            | 256                    | 153                   | 103          | 59.8                                       | 149                    | 126               |
| <b>Programme 3</b>   |                           |                      |              |                        |                       |              |  |                        |                   |
| <b>Government Communication<br/>and Information Services</b> | <b>32,043</b>             | -                    | <b>1,390</b> | <b>33,433</b>          | <b>33,331</b>         | <b>102</b>   | <b>99.7</b>                                | <b>29,368</b>          | <b>29,240</b>     |
| Current payment  | 30,921                    | -                    | 1,390        | 32,311                 | 32,296                | 15           | 100.0                                      | 29,042                 | 28,935            |
| Transfers and subsidies                                      | 23                        | -                    | -            | 23                     | 17                    | 6            | 73.9                                       | -                      | -                 |
| Payment for capital assests                                  | 1,099                     | -                    | -            | 1,099                  | 1,018                 | 81           | 92.6                                       | 326                    | 305               |
| <b>Programme 4</b>   |                           |                      |              |                        |                       |              |  |                        |                   |
| <b>State Law Advice</b>                                      | <b>3,493</b>              | -                    | -            | <b>3,493</b>           | <b>2,815</b>          | <b>678</b>   | <b>80.6</b>                                | <b>2,788</b>           | <b>2,657</b>      |
| Current payment  | 3,308                     | (50)                 | -            | 3,258                  | 2,584                 | 674          | 79.3                                       | 2,692                  | 2,590             |
| Transfers and subsidies                                      | 7                         | 3                    | -            | 10                     | 7                     | 3            | 70.0                                       | -                      | -                 |
| Payment for capital assests                                  | 178                       | 47                   | -            | 225                    | 224                   | 1            | 99.6                                       | 96                     | 67                |

|   | 2004/05                   |                      |                |                        |                       |              |  | 2003/04                |                   |
|---|---------------------------|----------------------|----------------|------------------------|-----------------------|--------------|--|------------------------|-------------------|
|   | Adjusted<br>Appropriation | Shifting of<br>Funds | Virement       | Final<br>Appropriation | Actual<br>Expenditure | Variance     | Payments as<br>% of final<br>appropriation | Final<br>Appropriation | Actual<br>Payment |
|   | R'000                     | R'000                | R'000          | R'000                  | R'000                 | R'000        | %  | R'000                  | R'000             |
| <b>Programme 5</b>  |                           |                      |                |                        |                       |              |  |                        |                   |
| <b>Strategic Human Resources<br/>and Management Support</b> | <b>19,686</b>             | -                    | -              | <b>19,686</b>          | <b>19,251</b>         | <b>435</b>   | <b>97.8</b>                                | <b>17,387</b>          | <b>17,346</b>     |
| Current payment   | 18,346                    | (8)                  | -              | 18,338                 | 17,930                | 408          | 97.8                                       | 17,029                 | 16,995            |
| Transfers and subsidies                                     | 22                        | 8                    | -              | 30                     | 28                    | 2            | 93.3                                       | -                      | -                 |
| Payment for capital assests                                 | 1,318                     | -                    | -              | 1,318                  | 1,293                 | 25           | 98.1                                       | 358                    | 351               |
| <b>Programme 6</b>  |                           |                      |                |                        |                       |              |  |                        |                   |
| <b>Financial Management</b>                                 | <b>16,800</b>             | -                    | <b>(1,090)</b> | <b>15,710</b>          | <b>14,878</b>         | <b>832</b>   | <b>94.7</b>                                | <b>15,849</b>          | <b>15,700</b>     |
| Current payment   | 16,543                    | -                    | (1,090)        | 15,453                 | 14,709                | 744          | 95.2                                       | 15,318                 | 15,244            |
| Transfers and subsidies                                     | 17                        | -                    | -              | 17                     | 15                    | 2            | 88.2                                       | -                      | -                 |
| Payment for capital assests                                 | 240                       | -                    | -              | 240                    | 154                   | 86           | 64.2                                       | 531                    | 456               |
| <b>Programme 7</b>  |                           |                      |                |                        |                       |              |  |                        |                   |
| <b>Security and Risk<br/>Management services</b>            | <b>4,262</b>              | -                    | <b>(300)</b>   | <b>3,962</b>           | <b>3,397</b>          | <b>565</b>   | <b>85.7</b>                                | <b>6,808</b>           | <b>6,610</b>      |
| Current payment   | 4,058                     | -                    | (530)          | 3,528                  | 2,968                 | 560          | 84.1                                       | 3,209                  | 3,023             |
| Transfers and subsidies                                     | 6                         | -                    | -              | 6                      | 5                     | 1            | 83.3                                       | 10                     | 8                 |
| Payment for capital assests                                 | 198                       | -                    | 230            | 428                    | 424                   | 4            | 99.1                                       | 3,589                  | 3,579             |
| <b>Sub-Total</b>  | <b>101,402</b>            | -                    | -              | <b>101,402</b>         | <b>96,439</b>         | <b>4,963</b> | <b>95.1</b>                                | <b>93,441</b>          | <b>92,473</b>     |
| <b>Statutory Appropriation</b>                              | <b>726</b>                | -                    | -              | <b>726</b>             | <b>865</b>            | <b>(139)</b> | <b>119.1</b>                               | <b>676</b>             | <b>799</b>        |
| Current payment   | 726                       | -                    | -              | 726                    | 865                   | (139)        | 119.1                                      | 676                    | 799               |
| Transfers and subsidies                                     |                           |                      |                |                        |                       |              |  |                        |                   |
| Payment for capital assests                                 |                           |                      |                |                        |                       |              |  |                        |                   |
| <b>TOTAL</b>  | <b>102,128</b>            | -                    | -              | <b>102,128</b>         | <b>97,304</b>         | <b>4,824</b> | <b>95.3</b>                                | <b>94,117</b>          | <b>93,272</b>     |



**Reconciliation with Statement of Financial Performance**

Prior year unauthorised expenditure approved with funding  
Departmental revenue received  
Local assistance received

|                |               |
|----------------|---------------|
| -              | -             |
| 1,070          | -             |
| 500            | -             |
| <b>103,698</b> | <b>97,304</b> |

**Actual amounts per Statements of Financial Performance (Total Revenue)**

Investments acquired and capitalised during the current financial year, but expensed for appropriation purposes  
Local assistance sponsorship

|               |
|---------------|
| 500           |
| <b>97,804</b> |

**Actual amounts per Statements of Financial performance (Total expenditure)**

|                |                |
|----------------|----------------|
| 25,982         | 25,982         |
| 2,569          | -              |
| -              | -              |
| <b>122,668</b> | <b>119,254</b> |
|                | -              |
|                | <b>119,254</b> |

## Appropriation per economic classification

|  | 2004/05                |                   |          |                     |                    |              |                                      | 2003/04             |                |
|--|------------------------|-------------------|----------|---------------------|--------------------|--------------|--------------------------------------|---------------------|----------------|
| Economic classification                          | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance     | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|  | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000        | %                                    | R'000               | R'000          |
| <b>Current payment</b>                           | <b>97,050</b>          | <b>(308)</b>      | -        | <b>96,742</b>       | <b>92,347</b>      | <b>4,395</b> | <b>95.5</b>                          | <b>88,031</b>       | <b>87,358</b>  |
| Compensation of employees                        | 36,833                 | (430)             | -        | 36,403              | 34,713             | 1,690        | 95.4                                 | 31,972              | 31,568         |
| Goods and service                                | 60,217                 | (53)              | -        | 60,164              | 57,477             | 2,687        | 95.5                                 | 56,059              | 55,778         |
| Interest and rent on land                        |                        |                   |          |                     |                    |              |                                      |                     |                |
| Financial transactions in assets and liabilities | -                      | 175               | -        | 175                 | 157                | 18           | 89.7                                 | -                   | 12             |
| <b>Transfer and subsidies to:</b>                | <b>113</b>             | <b>31</b>         | -        | <b>144</b>          | <b>120</b>         | <b>24</b>    | <b>182.6</b>                         | <b>10</b>           | <b>8</b>       |
| Provinces and municipalities                     | 113                    | 25                | -        | 138                 | 114                | 24           | 82.6                                 | 10                  | -              |
| Households                                       | -                      | 6                 | -        | 6                   | 6                  | 0            | 100.0                                | -                   | 8              |
| <b>Gifts and donations</b>                       |                        |                   |          |                     |                    |              |                                      |                     | <b>20</b>      |
| <b>Payment of capital assets</b>                 | <b>4,239</b>           | <b>277</b>        | -        | <b>4,516</b>        | <b>3,972</b>       | <b>544</b>   | <b>88.0</b>                          | <b>5,400</b>        | <b>5,087</b>   |
| Buildings and other fixed structures             |                        |                   |          |                     |                    |              |                                      |                     |                |
| Machinery and equipment                          | 4,239                  | 277               | -        | 4,516               | 3,972              | 544          | 88.0                                 | 5,400               | 5,087          |
| Biological or cultivated assets                  |                        |                   |          |                     |                    |              |                                      |                     |                |
| Software and other intangible assets             |                        |                   |          |                     |                    |              |                                      |                     |                |
| Land and subsoil assets                          |                        |                   |          |                     |                    |              |                                      |                     |                |
| <b>Total</b>                                     | <b>101,402</b>         | <b>-</b>          | <b>-</b> | <b>101,402</b>      | <b>96,439</b>      | <b>4,963</b> | <b>95.1</b>                          | <b>93,441</b>       | <b>92,473</b>  |

|   | 2004/05                |                   |          |                     |                    |             |                                      | 2003/04             |                |
|---|------------------------|-------------------|----------|---------------------|--------------------|-------------|--------------------------------------|---------------------|----------------|
| Statutory Appropriation                                       | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance    | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|   | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000       | %                                    | R'000               | R'000          |
| Details of direct changes against the Provincial Revenue Fund |                        |                   |          |                     |                    |             |                                      |                     |                |
| Member of Executive Committee                                 | 726                    | -                 | -        | 726                 | 865                | -139        | 119.1                                | 676                 | 799            |
| <b>Total</b>  | <b>726</b>             | <b>-</b>          | <b>-</b> | <b>726</b>          | <b>865</b>         | <b>-139</b> | <b>119.1</b>                         | <b>676</b>          | <b>799</b>     |

# DETAIL PER PROGRAMME 1- Executive Office

for the year ended 31 March 2005

| Programme per subprogramme            | 2004/05                |                   |          |                     |                    |              |                                      | 2003/04             |                |
|---------------------------------------|------------------------|-------------------|----------|---------------------|--------------------|--------------|--------------------------------------|---------------------|----------------|
|                                       | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance     | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|                                       | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000        | %                                    | R'000               | R'000          |
| <b>1.1 Subprogramme 1</b>             |                        |                   |          |                     |                    |              |                                      |                     |                |
| <b>Private Office of the Premier</b>  | <b>6,063</b>           | <b>19</b>         | <b>-</b> | <b>6,082</b>        | <b>5,532</b>       | <b>550</b>   | <b>91.0</b>                          | <b>4,682</b>        | <b>4,514</b>   |
| Current payment                       | 5,482                  | -                 | -        | 5,482               | 4,955              | 527          | 90.4                                 | 4,401               | 4,376          |
| Transfers and subsidies               | 6                      | 19                | -        | 25                  | 21                 | 4            | 84.0                                 | -                   | -              |
| Payment for capital assets            | 575                    | -                 | -        | 575                 | 556                | 19           | 96.7                                 | 281                 | 138            |
| <b>1.2 Subprogramme 2</b>             |                        |                   |          |                     |                    |              |                                      |                     |                |
| <b>Office of the Director General</b> | <b>2,672</b>           | <b>259</b>        | <b>-</b> | <b>2,931</b>        | <b>2,877</b>       | <b>54</b>    | <b>98.2</b>                          | <b>2,629</b>        | <b>2,572</b>   |
| Current payment                       | 2,604                  | 240               | -        | 2,844               | 2,806              | 38           | 98.7                                 | 2,559               | 2,507          |
| Transfers and subsidies               | 6                      | (6)               | -        | -                   | -                  | -            | -                                    | -                   | -              |
| Payment for capital assets            | 62                     | 25                | -        | 87                  | 71                 | 16           | 81.6                                 | 70                  | 65             |
| <b>1.3 Subprogramme</b>               |                        |                   |          |                     |                    |              |                                      |                     |                |
| <b>Secretariat Services</b>           | <b>3,551</b>           | <b>(278)</b>      | <b>-</b> | <b>3,273</b>        | <b>2,349</b>       | <b>924</b>   | <b>71.8</b>                          | <b>-</b>            | <b>-</b>       |
| Current payment                       | 3,235                  | (250)             | -        | 2,985               | 2,270              | 715          | 76.0                                 | -                   | -              |
| Transfers and subsidies               | 3                      | (3)               | -        | -                   | -                  | -            | -                                    | -                   | -              |
| Payment for capital assets            | 313                    | (25)              | -        | 288                 | 79                 | 209          | 27.4                                 | -                   | -              |
| <b>TOTAL</b>                          | <b>12,286</b>          | <b>-</b>          | <b>-</b> | <b>12,286</b>       | <b>10,758</b>      | <b>1,528</b> | <b>87.6</b>                          | <b>7,311</b>        | <b>7,086</b>   |

| Economic classification                          | 2004/05                |                   |          |                     |                    |              |                                      | 2003/04             |                |
|--|------------------------|-------------------|----------|---------------------|--------------------|--------------|--------------------------------------|---------------------|----------------|
|  | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance     | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|  | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000        | %                                    | R'000               | R'000          |
| <b>Current payment</b>                           | <b>11,336</b>          | -                 | -        | <b>11,336</b>       | <b>10,052</b>      | <b>1,284</b> | <b>88.7</b>                          | <b>6,960</b>        | <b>6,883</b>   |
| Compensation of employees                        | 5,990                  | 520               | -        | 6,510               | 6,478              | 32           | 99.5                                 | 4,849               | 4,841          |
| Goods and services                               | 5,331                  | (530)             | -        | 4,801               | 3,553              | 1,248        | 74.0                                 | 2,111               | 2,042          |
| Interest and rent on land                        |                        |                   |          |                     |                    |              |                                      |                     |                |
| Financial transactions in assets and liabilities |                        |                   |          |                     |                    |              |                                      |                     |                |
| <b>Transfer and subsidies to:</b>                | <b>15</b>              | <b>10</b>         | -        | <b>25</b>           | <b>21</b>          | <b>4</b>     | <b>84,0</b>                          | -                   | -              |
| Provinces and municipalities                     | 15                     | 10                | -        | 25                  | 21                 | 4            | 84,0                                 | -                   | -              |
| Households                                       |                        |                   |          |                     |                    |              |                                      |                     |                |
| <b>Gifts and donations</b>                       |                        |                   |          |                     |                    |              |                                      |                     |                |
| <b>Payment of capital assets</b>                 | <b>950</b>             | -                 | -        | <b>950</b>          | <b>706</b>         | <b>244</b>   | <b>74.3</b>                          | <b>351</b>          | <b>203</b>     |
| Buildings and other fixed structures             |                        |                   |          |                     |                    |              |                                      |                     |                |
| Machinery and equipment                          | 950                    | -                 | -        | 950                 | 706                | 244          | 74.3                                 | 351                 | 203            |
| Biological or cultivated assets                  |                        |                   |          |                     |                    |              |                                      |                     |                |
| Software and other intangible assets             |                        |                   |          |                     |                    |              |                                      |                     |                |
| Land and subsoil assets                          |                        |                   |          |                     |                    |              |                                      |                     |                |
| <b>Sub-Total</b>                                 | <b>12,286</b>          | -                 | -        | <b>12,286</b>       | <b>10,758</b>      | <b>1,528</b> | <b>87.6</b>                          | <b>7,311</b>        | <b>7,086</b>   |



# DETAIL PER PROGRAMME 2 - Policy Development and Co-ordination

for the year ended 31 March 2005

| Programme per subprogramme   | 2004/05                |                   |          |                     |                    |            |                                      | 2003/04             |                |
|--|------------------------|-------------------|----------|---------------------|--------------------|------------|--------------------------------------|---------------------|----------------|
|  | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance   | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|  | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000      | %                                    | R'000               | R'000          |
| <b>2.1 Subprogramme 1<br/>Planning and Information<br/>Co-ordination</b> | <b>3,852</b>           | <b>(838)</b>      | -        | <b>3,014</b>        | <b>2,587</b>       | <b>427</b> | <b>85.8</b>                          | <b>4,815</b>        | <b>4,799</b>   |
| Current payment  | 3,754                  | (825)             | -        | 2,929               | 2,519              | 410        | 86.0                                 | 4,762               | 4,749          |
| Transfers and subsidies  | 3                      | (3)               | -        | -                   | -                  | -          | -                                    | -                   | -              |
| Payment for capital assets   | 95                     | (10)              | -        | 85                  | 68                 | 17         | 80.0                                 | 53                  | 50             |
| <b>2.2 Subprogramme 2<br/>Social Development</b>                         | <b>4,890</b>           | <b>348</b>        | -        | <b>5,238</b>        | <b>5,060</b>       | <b>178</b> | <b>96.6</b>                          | <b>3,322</b>        | <b>3,304</b>   |
| Current payment  | 4,827                  | 345               | -        | 5,172               | 5,000              | 172        | 96.7                                 | 3,292               | 3,279          |
| Transfers and subsidies  | 7                      | (7)               | -        | -                   | -                  | -          | -                                    | -                   | -              |
| Payment for capital assets   | 56                     | 10                | -        | 66                  | 60                 | 6          | 90.9                                 | 30                  | 25             |
| <b>2.3 Subprogramme 3<br/>Growth and Development</b>                     | <b>1,660</b>           | <b>760</b>        | -        | <b>2,420</b>        | <b>2,384</b>       | <b>36</b>  | <b>98.5</b>                          | <b>1,225</b>        | <b>1,199</b>   |
| Current payment  | 1,606                  | 795               | -        | 2,401               | 2,384              | 17         | 99.3                                 | 1,165               | 1,148          |
| Transfers and subsidies  | 5                      | (5)               | -        | -                   | -                  | -          | -                                    | -                   | -              |
| Payment for capital assets   | 49                     | (30)              | -        | 19                  | -                  | 19         | -                                    | 60                  | 51             |
| <b>2.4 Subprogramme 4<br/>Governance</b>                                 | <b>1,499</b>           | <b>(517)</b>      | -        | <b>982</b>          | <b>904</b>         | <b>78</b>  | <b>92.1</b>                          | <b>3,433</b>        | <b>3,411</b>   |
| Current payment  | 1,436                  | (510)             | -        | 926                 | 904                | 22         | 97.6                                 | 3,429               | 3,411          |
| Transfers and subsidies  | 7                      | (7)               | -        | -                   | -                  | -          | -                                    | -                   | -              |
| Payment for capital assets   | 56                     | -                 | -        | 56                  | -                  | 56         | -                                    | 4                   | -              |

| Programme per subprogramme           | 2004/05                |                   |          |                     |                    |            |                                      | 2003/04             |                |
|--------------------------------------|------------------------|-------------------|----------|---------------------|--------------------|------------|--------------------------------------|---------------------|----------------|
|                                      | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance   | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|                                      | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000      | %                                    | R'000               | R'000          |
| <b>2.5 Subprogramme 5 Management</b> | <b>931</b>             | <b>247</b>        | -        | <b>1,178</b>        | <b>1,074</b>       | <b>104</b> | <b>91.2</b>                          | <b>1,135</b>        | <b>1,121</b>   |
| Current payment                      | 930                    | 185               | -        | 1,115               | 1,022              | 93         | 91.7                                 | 1,133               | 1,121          |
| Transfers and subsidies              | 1                      | 32                | -        | 33                  | 27                 | 6          | 81.8                                 | -                   | -              |
| Payment for capital assets           | -                      | 30                | -        | 30                  | 25                 | 5          | 83.3                                 | 2                   | -              |
| <b>Total</b>                         | <b>12,832</b>          | <b>-</b>          | <b>-</b> | <b>12,832</b>       | <b>12,009</b>      | <b>823</b> | <b>93.6</b>                          | <b>13,930</b>       | <b>13,834</b>  |

| Economic classification                          | 2004/05                |                   |          |                     |                    |            |                                      | 2003/04             |                |
|--|------------------------|-------------------|----------|---------------------|--------------------|------------|--------------------------------------|---------------------|----------------|
|  | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance   | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|  | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000      | %                                    | R'000               | R'000          |
| <b>Current payment</b>                           | <b>12,553</b>          | <b>(10)</b>       | -        | <b>12,543</b>       | <b>11,829</b>      | <b>714</b> | <b>94.3</b>                          | <b>13,781</b>       | <b>13,708</b>  |
| Compensation of employees                        | 5,852                  | 190               | -        | 6,042               | 5,925              | 117        | 98.1                                 | 7,105               | 7,070          |
| Goods and services                               | 6,701                  | (200)             | -        | 6,501               | 5,904              | 597        | 90.8                                 | 6,676               | 6,638          |
| Interest and rent on land                        |                        |                   |          |                     |                    |            |                                      |                     |                |
| Financial transactions in assets and liabilities |                        |                   |          |                     |                    |            |                                      |                     |                |
| <b>Transfer and subsidies to:</b>                | <b>23</b>              | <b>10</b>         | -        | <b>33</b>           | <b>27</b>          | <b>6</b>   | <b>63.6</b>                          | <b>-</b>            | <b>-</b>       |
| Provinces and municipalities                     | 23                     | 10                | -        | 33                  | 21                 | 12         | 63.6                                 | -                   | -              |
| Households                                       |                        |                   |          |                     | 6                  | (6)        |                                      |                     |                |
| <b>Gifts and donations</b>                       | <b>-</b>               | <b>-</b>          | -        | <b>-</b>            | <b>-</b>           | <b>-</b>   | <b>-</b>                             | <b>-</b>            | <b>-</b>       |
| <b>Payment of capital assets</b>                 | <b>256</b>             | <b>-</b>          | -        | <b>256</b>          | <b>153</b>         | <b>103</b> | <b>59.8</b>                          | <b>149</b>          | <b>126</b>     |
| Buildings and other fixed structures             |                        |                   |          |                     |                    |            |                                      |                     |                |
| Machinery and equipment                          | 256                    | -                 | -        | 256                 | 153                | 103        | 59.8                                 | 149                 | 126            |
| Biological or cultivated assets                  |                        |                   |          |                     |                    |            |                                      |                     |                |
| Software and other intangible assets             |                        |                   |          |                     |                    |            |                                      |                     |                |
| Land and subsoil assets                          |                        |                   |          |                     |                    |            |                                      |                     |                |
| <b>Total</b>                                     | <b>12,832</b>          | <b>-</b>          | <b>-</b> | <b>12,832</b>       | <b>12,009</b>      | <b>823</b> | <b>93.6</b>                          | <b>13,930</b>       | <b>13,834</b>  |

# DETAIL PER PROGRAMME 3 -

## Government Communications and Information Services

for the year ended 31 March 2005

| Programme per subprogramme                                 | 2004/05                |                   |              |                     |                    |             |                                      | 2003/04             |                |
|--|------------------------|-------------------|--------------|---------------------|--------------------|-------------|--------------------------------------|---------------------|----------------|
|  | Adjusted Appropriation | Shifting of Funds | Virement     | Final Appropriation | Actual Expenditure | Variance    | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|  | R'000                  | R'000             | R'000        | R'000               | R'000              | R'000       | %                                    | R'000               | R'000          |
| <b>3.1 Subprogramme 1</b>                                  |                        |                   |              |                     |                    |             |                                      |                     |                |
| <b>Corporate Communication Services</b>                    | <b>19,380</b>          | <b>52</b>         | -            | <b>19,432</b>       | <b>19,347</b>      | <b>85</b>   | <b>99.6</b>                          | <b>16,342</b>       | <b>16,293</b>  |
| Current payment  | 18,596                 | 60                | -            | 18,656              | 18,639             | 17          | 99.9                                 | 16,218              | 16,177         |
| Transfers and subsidies                                    | 8                      | (8)               | -            | -                   | -                  | -           | -                                    | -                   | -              |
| Payment for capital assets                                 | 776                    | -                 | -            | 776                 | 708                | 68          | 91.2                                 | 124                 | 116            |
| <b>3.2 Subprogramme 2</b>                                  |                        |                   |              |                     |                    |             |                                      |                     |                |
| <b>Strategy and Media Liaison</b>                          | <b>3,889</b>           | <b>(821)</b>      | -            | <b>3,068</b>        | <b>3,046</b>       | <b>22</b>   | <b>99.3</b>                          | <b>1,996</b>        | <b>1,966</b>   |
| Current payment  | 3,754                  | (910)             | -            | 2,844               | 2,827              | 17          | 99.4                                 | 1,888               | 1,861          |
| Transfers and subsidies                                    | 6                      | (6)               | -            | -                   | -                  | -           | -                                    | -                   | -              |
| Payment for capital assets                                 | 129                    | 95                | -            | 224                 | 219                | 5           | 97.8                                 | 108                 | 105            |
| <b>3.3 Subprogramme 3</b>                                  |                        |                   |              |                     |                    |             |                                      |                     |                |
| <b>Development Communications and Information Services</b> | <b>7,940</b>           | <b>818</b>        | <b>1,390</b> | <b>10,148</b>       | <b>10,187</b>      | <b>(39)</b> | <b>100.4</b>                         | <b>10,245</b>       | <b>10,228</b>  |
| Current payment  | 7,799                  | 940               | 1,390        | 10,129              | 10,173             | (44)        | 100.4                                | 10,162              | 10,149         |
| Transfers and subsidies                                    | 7                      | (7)               | -            | -                   | -                  | -           | -                                    | -                   | -              |
| Payment for capital assets                                 | 134                    | (115)             | -            | 19                  | 14                 | 5           | 73.7                                 | 83                  | 79             |

| Programme per subprogramme           | 2004/05                |                   |              |                     |                    |            |                                      | 2003/04             |                |
|--------------------------------------|------------------------|-------------------|--------------|---------------------|--------------------|------------|--------------------------------------|---------------------|----------------|
|                                      | Adjusted Appropriation | Shifting of Funds | Virement     | Final Appropriation | Actual Expenditure | Variance   | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|                                      | R'000                  | R'000             | R'000        | R'000               | R'000              | R'000      | %                                    | R'000               | R'000          |
| <b>3.4 Subprogramme 4 Management</b> | <b>834</b>             | <b>(49)</b>       | -            | <b>785</b>          | <b>751</b>         | <b>34</b>  | <b>95.7</b>                          | <b>785</b>          | <b>753</b>     |
| Current payment                      | 772                    | (90)              | -            | 682                 | 657                | 25         | 96.3                                 | 774                 | 748            |
| Transfers and subsidies              | 2                      | 21                | -            | 23                  | 17                 | 6          | 73.9                                 | -                   | -              |
| Payment for capital assets           | 60                     | 20                | -            | 80                  | 77                 | 3          | 96.3                                 | 11                  | 5              |
| <b>Total</b>                         | <b>32,043</b>          |                   | <b>1,390</b> | <b>33,433</b>       | <b>33,331</b>      | <b>102</b> | <b>99.7</b>                          | <b>29,368</b>       | <b>29,240</b>  |

| Economic classification                          | 2004/05                |                   |              |                     |                    |            |                                      | 2003/04             |                |
|--|------------------------|-------------------|--------------|---------------------|--------------------|------------|--------------------------------------|---------------------|----------------|
|  | Adjusted Appropriation | Shifting of Funds | Virement     | Final Appropriation | Actual Expenditure | Variance   | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|  | R'000                  | R'000             | R'000        | R'000               | R'000              | R'000      | %                                    | R'000               | R'000          |
| Current payment                                  | 30,921                 | -                 | 1,390        | 32,311              | 32,296             | 15         | 100.0                                | 29,042              | 28,935         |
| Compensation of employees                        | 7,415                  | (780)             | -            | 6,635               | 6,618              | 17         | 99.7                                 | 4,835               | 4,801          |
| Goods and services                               | 23,506                 | 780               | 1,390        | 25,676              | 25,678             | (2)        | 100.0                                | 24,207              | 24,134         |
| Interest and rent on land                        |                        |                   |              |                     |                    |            |                                      |                     |                |
| Financial transactions in assets and liabilities |                        |                   |              |                     |                    |            |                                      |                     |                |
| <b>Transfer and subsidies to:</b>                | <b>23</b>              | -                 | -            | <b>23</b>           | <b>17</b>          | <b>6</b>   | <b>74</b>                            | -                   | -              |
| Provinces and municipalities                     | 23                     | -                 | -            | 23                  | 17                 | 6          | 73.9                                 | -                   | -              |
| Households                                       |                        |                   |              |                     |                    |            |                                      |                     |                |
| <b>Gifts and donations</b>                       |                        |                   |              |                     |                    |            |                                      |                     |                |
| <b>Payment of capital assets</b>                 | <b>1,099</b>           | -                 | -            | <b>1,099</b>        | <b>1,018</b>       | <b>81</b>  | <b>92.6</b>                          | <b>326</b>          | <b>305</b>     |
| Buildings and other fixed structures             |                        |                   |              |                     |                    |            |                                      |                     |                |
| Machinery and equipment                          | 1,099                  | -                 | -            | 1,099               | 1,018              | 81         | 92.6                                 | 326                 | 305            |
| Biological or cultivated assets                  |                        |                   |              |                     |                    |            |                                      |                     |                |
| Software and other intangible assets             |                        |                   |              |                     |                    |            |                                      |                     |                |
| Land and subsoil assets                          |                        |                   |              |                     |                    |            |                                      |                     |                |
| <b>Total</b>                                     | <b>32,043</b>          |                   | <b>1,390</b> | <b>33,433</b>       | <b>33,331</b>      | <b>102</b> | <b>99.7</b>                          | <b>29,368</b>       | <b>29,240</b>  |



# DETAIL PER PROGRAMME 4 - State Law Advice

for the year ended 31 March 2005

| Programme per subprogramme | 2004/05                |                   |          |                     |                    |            |                                      | 2003/04             |                |
|----------------------------|------------------------|-------------------|----------|---------------------|--------------------|------------|--------------------------------------|---------------------|----------------|
|                            | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance   | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|                            | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000      | %                                    | R'000               | R'000          |
| <b>4.1 Subprogramme 1</b>  |                        |                   |          |                     |                    |            |                                      |                     |                |
| <b>State Law Advice</b>    | <b>2,826</b>           | <b>(86)</b>       | -        | <b>2,740</b>        | <b>2,077</b>       | <b>663</b> | <b>75.8</b>                          | <b>1,943</b>        | <b>1,817</b>   |
| Current payment            | 2,643                  | (128)             | -        | 2,515               | 1,853              | 662        | 73.7                                 | 1,847               | 1,750          |
| Transfers and subsidies    | 5                      | (5)               | -        | -                   | -                  | -          | -                                    | -                   | -              |
| Payment for capital assets | 178                    | 47                | -        | 225                 | 224                | 1          | 99.6                                 | 96                  | 67             |
| <b>4.2 Subprogramme 2</b>  |                        |                   |          |                     |                    |            |                                      |                     |                |
| <b>Management</b>          | <b>667</b>             | <b>86</b>         | -        | <b>753</b>          | <b>738</b>         | <b>15</b>  | <b>98.0</b>                          | <b>845</b>          | <b>840</b>     |
| Current payment            | 665                    | 78                | -        | 743                 | 731                | 12         | 98.4                                 | 845                 | 840            |
| Transfers and subsidies    | 2                      | 8                 | -        | 10                  | 7                  | 3          | 70.0                                 | -                   | -              |
| Payment for capital assets |                        |                   |          |                     |                    |            |                                      |                     |                |
| <b>Total</b>               | <b>3,493</b>           | <b>-</b>          | <b>-</b> | <b>3,493</b>        | <b>2,815</b>       | <b>678</b> | <b>80.6</b>                          | <b>2,788</b>        | <b>2,657</b>   |

| Economic classification                          | 2004/05                |                   |          |                     |                    |            |                                      | 2003/04             |                |
|--|------------------------|-------------------|----------|---------------------|--------------------|------------|--------------------------------------|---------------------|----------------|
|  | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance   | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|  | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000      | %                                    | R'000               | R'000          |
| <b>Current payment</b>                           | <b>3,308</b>           | <b>(50)</b>       | -        | <b>3,258</b>        | <b>2,584</b>       | <b>674</b> | <b>79.3</b>                          | <b>2,692</b>        | <b>2,590</b>   |
| Compensation of employees                        | 2,548                  | -                 | -        | 2,548               | 2,265              | 283        | 88.9                                 | 2,250               | 2,171          |
| Goods and services                               | 760                    | (50)              | -        | 710                 | 319                | 391        | 44.9                                 | 442                 | 419            |
| Interest and rent on land                        |                        |                   |          |                     |                    |            |                                      |                     |                |
| Financial transactions in assets and liabilities |                        |                   |          |                     |                    |            |                                      |                     |                |
| <b>Transfer and subsidies to:</b>                | <b>7</b>               | <b>3</b>          | -        | <b>10</b>           | <b>7</b>           | <b>3</b>   | <b>70.0</b>                          | -                   | -              |
| Provinces and municipalities                     | 7                      | 3                 | -        | 10                  | 7                  | 3          | 70.0                                 | -                   | -              |
| Households                                       |                        |                   |          |                     |                    |            |                                      |                     |                |
| <b>Gifts and donations</b>                       |                        |                   |          |                     |                    |            |                                      |                     |                |
| <b>Payment of capital assets</b>                 | <b>178</b>             | <b>47</b>         | -        | <b>225</b>          | <b>224</b>         | <b>1</b>   | <b>99.6</b>                          | <b>96</b>           | <b>67</b>      |
| Buildings and other fixed structures             |                        |                   |          |                     |                    |            |                                      |                     |                |
| Machinery and equipment                          | 178                    | 47                | -        | 225                 | 224                | 1          | 99.6                                 | 96                  | 67             |
| Biological or cultivated assets                  |                        |                   |          |                     |                    |            |                                      |                     |                |
| Software and other intangible assets             |                        |                   |          |                     |                    |            |                                      |                     |                |
| Land and subsoil assets                          |                        |                   |          |                     |                    |            |                                      |                     |                |
| <b>Total</b>                                     | <b>3,493</b>           | <b>-</b>          | <b>-</b> | <b>3,493</b>        | <b>2,815</b>       | <b>678</b> | <b>80.6</b>                          | <b>2,788</b>        | <b>2,657</b>   |

# DETAIL PER PROGRAMME 5 -

## Strategic Human Resources and Management Support

for the year ended 31 March 2005

| Programme per subprogramme                                       | 2004/05                |                   |          |                     |                    |            |                                      | 2003/04             |                |
|--|------------------------|-------------------|----------|---------------------|--------------------|------------|--------------------------------------|---------------------|----------------|
|  | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance   | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|  | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000      | %                                    | R'000               | R'000          |
| <b>5.1 Subprogramme 1 Human Resources and Auxiliary Services</b> | <b>8,542</b>           | <b>(9)</b>        | -        | <b>8,533</b>        | <b>8,502</b>       | <b>31</b>  | <b>99.6</b>                          | <b>8,448</b>        | <b>8,437</b>   |
| Current payment  | 7,696                  | (13)              | -        | 7,683               | 7,658              | 25         | 99.7                                 | 8,268               | 8,259          |
| Transfers and subsidies  | 14                     | (14)              | -        | -                   | -                  | -          | -                                    | -                   | -              |
| Payment for capital assets                                       | 832                    | 18                | -        | 850                 | 844                | 6          | 99.3                                 | 180                 | 178            |
| <b>5.2 Subprogramme 2 Transversal Strategic Human Resources</b>  | <b>10,273</b>          | <b>(205)</b>      | -        | <b>10,068</b>       | <b>9,678</b>       | <b>390</b> | <b>96.1</b>                          | <b>7,875</b>        | <b>7,866</b>   |
| Current payment  | 9,791                  | (161)             | -        | 9,630               | 9,256              | 374        | 96.1                                 | 7,720               | 7,714          |
| Transfers and subsidies  | 7                      | (7)               | -        | -                   | -                  | -          | -                                    | -                   | -              |
| Payment for capital assets                                       | 475                    | (37)              | -        | 438                 | 422                | 16         | 96.3                                 | 155                 | 152            |
| <b>5.3 Subprogramme 3 Management</b>                             | <b>871</b>             | <b>214</b>        | -        | <b>1,085</b>        | <b>1,071</b>       | <b>14</b>  | <b>98.7</b>                          | <b>1,064</b>        | <b>1,043</b>   |
| Current payment  | 859                    | 166               | -        | 1,025               | 1,016              | 9          | 99.1                                 | 1,041               | 1,022          |
| Transfers and subsidies  | 1                      | 29                | -        | 30                  | 28                 | 2          | 93.3                                 | -                   | -              |
| Payment for capital assets                                       | 11                     | 19                | -        | 30                  | 27                 | 3          | 90.0                                 | 23                  | 21             |
| <b>Total</b>   | <b>19,686</b>          | <b>-</b>          | <b>-</b> | <b>19,686</b>       | <b>19,251</b>      | <b>435</b> | <b>97.8</b>                          | <b>17,387</b>       | <b>17,346</b>  |

| Economic classification                          | 2004/05                |                   |          |                     |                    |            |                                      | 2003/04             |                |
|--|------------------------|-------------------|----------|---------------------|--------------------|------------|--------------------------------------|---------------------|----------------|
|  | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance   | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|  | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000      | %                                    | R'000               | R'000          |
| <b>Current payment</b>                           | <b>18,346</b>          | <b>(8)</b>        | -        | <b>18,338</b>       | <b>17,930</b>      | <b>408</b> | <b>97.8</b>                          | <b>17,029</b>       | <b>16,995</b>  |
| Compensation of employees                        | 7,779                  | (360)             | -        | 7,419               | 7,044              | 375        | 94.9                                 | 6,593               | 6,571          |
| Goods and services                               | 10,567                 | 352               | -        | 10,919              | 10,886             | 33         | 99.7                                 | 10,436              | 10,424         |
| Interest and rent on land                        |                        |                   |          |                     |                    |            |                                      |                     |                |
| Financial transactions in assets and liabilities |                        |                   |          |                     |                    |            |                                      |                     |                |
| <b>Transfer and subsidies to:</b>                | <b>22</b>              | <b>8</b>          | -        | <b>30</b>           | <b>28</b>          | <b>2</b>   | <b>93.3</b>                          | -                   | -              |
| Provinces and municipalities                     | 22                     | 8                 | -        | 30                  | 28                 | 2          | 93.3                                 | -                   | -              |
| Households                                       |                        |                   |          |                     |                    |            |                                      |                     |                |
| <b>Gifts and donations</b>                       |                        |                   |          |                     |                    |            |                                      |                     |                |
| <b>Payment of capital assets</b>                 | <b>1,318</b>           | -                 | -        | <b>1,318</b>        | <b>1,293</b>       | <b>25</b>  | <b>98.1</b>                          | <b>358</b>          | <b>351</b>     |
| Buildings and other fixed structures             |                        |                   |          |                     |                    |            |                                      |                     |                |
| Machinery and equipment                          | 1,318                  | -                 | -        | 1,318               | 1,293              | 25         | 98.1                                 | 358                 | 351            |
| Biological or cultivated assets                  |                        |                   |          |                     |                    |            |                                      |                     |                |
| Software and other intangible assets             |                        |                   |          |                     |                    |            |                                      |                     |                |
| Land and subsoil assets                          |                        |                   |          |                     |                    |            |                                      |                     |                |
| <b>Total</b>                                     | <b>19,686</b>          | -                 | -        | <b>19,686</b>       | <b>19,251</b>      | <b>435</b> | <b>97.8</b>                          | <b>17,387</b>       | <b>17,346</b>  |

# DETAIL PER PROGRAMME 6 - Financial Management

for the year ended 31 March 2005

| Programme per subprogramme   | 2004/05                |                   |                |                     |                    |            |                                      | 2003/04             |                |
|------------------------------|------------------------|-------------------|----------------|---------------------|--------------------|------------|--------------------------------------|---------------------|----------------|
|                              | Adjusted Appropriation | Shifting of Funds | Virement       | Final Appropriation | Actual Expenditure | Variance   | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|                              | R'000                  | R'000             | R'000          | R'000               | R'000              | R'000      | %                                    | R'000               | R'000          |
| <b>6.1 Subprogramme 1</b>    |                        |                   |                |                     |                    |            |                                      |                     |                |
| <b>Financial Accounting</b>  | <b>5,258</b>           | <b>63</b>         | <b>-</b>       | <b>5,321</b>        | <b>5,102</b>       | <b>219</b> | <b>95.9</b>                          | <b>6,876</b>        | <b>6,855</b>   |
| Current payment              | 5,167                  | 110               | -              | 5,277               | 5,083              | 194        | 96.3                                 | 6,431               | 6,417          |
| Transfers and subsidies      | 7                      | (7)               | -              | -                   | -                  | -          | -                                    | -                   | -              |
| Payment for capital assets   | 84                     | (40)              | -              | 44                  | 19                 | 25         | 43.2                                 | 445                 | 438            |
| <b>6.2 Subprogramme 2</b>    |                        |                   |                |                     |                    |            |                                      |                     |                |
| <b>Management Accounting</b> | <b>8,979</b>           | <b>(78)</b>       | <b>(340)</b>   | <b>8,561</b>        | <b>8,289</b>       | <b>272</b> | <b>96.8</b>                          | <b>7,231</b>        | <b>7,176</b>   |
| Current payment              | 8,899                  | (110)             | (340)          | 8,449               | 8,188              | 261        | 96.9                                 | 7,215               | 7,164          |
| Transfers and subsidies      | 8                      | (8)               | -              | -                   | -                  | -          | -                                    | -                   | -              |
| Payment for capital assets   | 72                     | 40                | -              | 112                 | 101                | 11         | 90.2                                 | 16                  | 12             |
| <b>6.3 Subprogramme 3</b>    |                        |                   |                |                     |                    |            |                                      |                     |                |
| <b>Management</b>            | <b>2,563</b>           | <b>15</b>         | <b>(750)</b>   | <b>1,828</b>        | <b>1,487</b>       | <b>341</b> | <b>81.3</b>                          | <b>1,742</b>        | <b>1,669</b>   |
| Current payment              | 2,477                  | -                 | (750)          | 1,727               | 1,438              | 289        | 83.3                                 | 1,672               | 1,663          |
| Transfers and subsidies      | 2                      | 15                | -              | 17                  | 15                 | 2          | 88.2                                 | -                   | -              |
| Payment for capital assets   | 84                     | -                 | -              | 84                  | 34                 | 50         | 40.5                                 | 70                  | 6              |
| <b>Total</b>                 | <b>16,800</b>          | <b>-</b>          | <b>(1,090)</b> | <b>15,710</b>       | <b>14,878</b>      | <b>832</b> | <b>94.7</b>                          | <b>15,849</b>       | <b>15,700</b>  |



| Economic classification                          | 2004/05                |                   |                |                     |                    |            |                                      | 2003/04             |                |
|--|------------------------|-------------------|----------------|---------------------|--------------------|------------|--------------------------------------|---------------------|----------------|
|  | Adjusted Appropriation | Shifting of Funds | Virement       | Final Appropriation | Actual Expenditure | Variance   | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|  | R'000                  | R'000             | R'000          | R'000               | R'000              | R'000      | %                                    | R'000               | R'000          |
| <b>Current payment</b>                           | <b>16,543</b>          | -                 | <b>(1,090)</b> | <b>15,453</b>       | <b>14,709</b>      | <b>744</b> | <b>95.2</b>                          | <b>15,318</b>       | <b>15,224</b>  |
| Compensation of employees                        | 5,184                  | -                 | -              | 5,184               | 4,736              | 448        | 91.4                                 | 4,528               | 4,466          |
| Goods and services                               | 11,359                 | (175)             | (1,090)        | 10,094              | 9,816              | 278        | 97.2                                 | 10,790              | 10,746         |
| Interest and rent on land                        |                        |                   |                |                     |                    |            |                                      |                     |                |
| Financial transactions in assets and liabilities | -                      | 175               | -              | 175                 | 157                | 18         | 89.7                                 | -                   | 12             |
| <b>Transfer and subsidies to:</b>                | <b>17</b>              | -                 | -              | <b>17</b>           | <b>15</b>          | <b>2</b>   | <b>88.2</b>                          | -                   | -              |
| Provinces and municipalities                     | 17                     | -                 | -              | 17                  | 15                 | 2          | 88.2                                 | -                   | -              |
| Households                                       |                        |                   |                |                     |                    |            |                                      |                     |                |
| <b>Gifts and donations</b>                       | -                      | -                 | -              | -                   | -                  | -          | -                                    | -                   | <b>20</b>      |
| <b>Payment of capital assets</b>                 | <b>240</b>             | -                 | -              | <b>240</b>          | <b>154</b>         | <b>86</b>  | <b>64.2</b>                          | <b>531</b>          | <b>456</b>     |
| Buildings and other fixed structures             |                        |                   |                |                     |                    |            |                                      |                     |                |
| Machinery and equipment                          | 240                    | -                 | -              | 240                 | 154                | 86         | 64.2                                 | 531                 | 456            |
| Biological or cultivated assets                  |                        |                   |                |                     |                    |            |                                      |                     |                |
| Software and other intangible assets             |                        |                   |                |                     |                    |            |                                      |                     |                |
| Land and subsoil assets                          |                        |                   |                |                     |                    |            |                                      |                     |                |
| <b>Total</b>                                     | <b>16,800</b>          | -                 | <b>(1,090)</b> | <b>15,710</b>       | <b>14,878</b>      | <b>832</b> | <b>94.7</b>                          | <b>15,849</b>       | <b>15,700</b>  |

# DETAIL PER PROGRAMME 7 -

## Security and Risk Management Services

for the year ended 31 March 2005

| Programme per subprogramme                   | 2004/05                |                   |              |                     |                    |            |                                      | 2003/04             |                |
|--|------------------------|-------------------|--------------|---------------------|--------------------|------------|--------------------------------------|---------------------|----------------|
|  | Adjusted Appropriation | Shifting of Funds | Virement     | Final Appropriation | Actual Expenditure | Variance   | Payments as % of final appropriation | Final Appropriation | Actual Payment |
|  | R'000                  | R'000             | R'000        | R'000               | R'000              | R'000      | %                                    | R'000               | R'000          |
| <b>7.1 Subprogramme 1</b>                    |                        |                   |              |                     |                    |            |                                      |                     |                |
| <b>Security and Risk Management Services</b> | <b>4,262</b>           | -                 | <b>(300)</b> | <b>3,962</b>        | <b>3,397</b>       | <b>565</b> | <b>85.7</b>                          | <b>6,808</b>        | <b>6,610</b>   |
| Current payment                              | 4,058                  | (230)             | (300)        | 3,528               | 2,968              | 560        | 84.1                                 | 3,209               | 3,023          |
| Transfers and subsidies                      | 6                      | -                 | -            | 6                   | 5                  | 1          | 83.3                                 | 10                  | 8              |
| Payment for capital assets                   | 198                    | 230               | -            | 428                 | 424                | 4          | 99.1                                 | 3,589               | 3,579          |
| <b>Total</b>                                 | <b>4,262</b>           | -                 | <b>(300)</b> | <b>3,962</b>        | <b>3,397</b>       | <b>565</b> | <b>85.7</b>                          | <b>6,808</b>        | <b>6,610</b>   |

| Economic classification                             | 2004/05                   |                      |              |                        |                       |            |  | 2003/04                |                   |
|---|---------------------------|----------------------|--------------|------------------------|-----------------------|------------|--|------------------------|-------------------|
|   | Adjusted<br>Appropriation | Shifting of<br>Funds | Virement     | Final<br>Appropriation | Actual<br>Expenditure | Variance   | Payments as<br>% of final<br>appropriation | Final<br>Appropriation | Actual<br>Payment |
|   | R'000                     | R'000                | R'000        | R'000                  | R'000                 | R'000      | %  | R'000                  | R'000             |
| <b>Current payment</b>                              | <b>4,058</b>              | <b>(230)</b>         | <b>(300)</b> | <b>3,528</b>           | <b>2,968</b>          | <b>560</b> | <b>84.1</b>                                | <b>3,209</b>           | <b>3,023</b>      |
| Compensation of employees                           | 2,065                     | -                    | -            | 2,065                  | 1,647                 | 418        | 79.8                                       | 1,812                  | 1,648             |
| Goods and services                                  | 1,993                     | (230)                | (300)        | 1,463                  | 1,321                 | 142        | 90.3                                       | 1,397                  | 1,375             |
| Interest and rent on land                           |                           |                      |              |                        |                       |            |  |                        |                   |
| Financial transactions in assets<br>and liabilities |                           |                      |              |                        |                       |            |  |                        |                   |
| <b>Transfer and subsidies to:</b>                   | <b>6</b>                  | <b>-</b>             | <b>-</b>     | <b>6</b>               | <b>5</b>              | <b>1</b>   | <b>83.3</b>                                | <b>10</b>              | <b>8</b>          |
| Provinces and municipalities                        | 6                         | -                    | -            | 6                      | 5                     | 1          | 83.3                                       | -                      | -                 |
| Households  |                           |                      |              |                        |                       |            |  |                        |                   |
| <b>Gifts and donations</b>                          | <b>-</b>                  | <b>-</b>             | <b>-</b>     | <b>-</b>               | <b>-</b>              | <b>-</b>   | <b>-</b>                                   | <b>10</b>              | <b>8</b>          |
| <b>Payment of capital assets</b>                    | <b>198</b>                | <b>230</b>           | <b>-</b>     | <b>428</b>             | <b>424</b>            | <b>4</b>   | <b>99.1</b>                                | <b>3,589</b>           | <b>3,579</b>      |
| Buildings and other fixed structures                |                           |                      |              |                        |                       |            |  |                        |                   |
| Machinery and equipment                             | 198                       | 230                  | -            | 428                    | 424                   | 4          | 99.1                                       | 3,589                  | 3,579             |
| Biological or cultivated assets                     |                           |                      |              |                        |                       |            |  |                        |                   |
| Software and other<br>intangible assets             |                           |                      |              |                        |                       |            |  |                        |                   |
| Land and subsoil assets                             |                           |                      |              |                        |                       |            |  |                        |                   |
| <b>Total</b>  | <b>4,262</b>              | <b>-</b>             | <b>(300)</b> | <b>3,962</b>           | <b>3,397</b>          | <b>565</b> | <b>85.7</b>                                | <b>6,808</b>           | <b>6,610</b>      |

# NOTES TO THE APPROPRIATION STATEMENT

For the year ended 31 March 2005

**1. Detail of transfers and Subsidies as per Appropriation Act (after Virement):**

As indicated on Annexure 1B and also note 9 to the Annual Financial Statements.

**2. Detail of specifically and exclusively appropriated amounts voted (after Virement):**

Detail of these transactions can be viewed in note 1 to the Annual Financial Statements.

**3. Detail on Financial Transactions in Assets and liabilities**

Detail of these transactions can be viewed in note 7 to the Annual Financial Statements.

**4. Explanations of material variances from Amounts Voted (after virement):**

**4.1 Per programme:**

|                                      | Voted funds after Virement<br>R'000 | Actual Expenditure<br>R'000 | Variance<br>R'000 | %     |
|--------------------------------------|-------------------------------------|-----------------------------|-------------------|-------|
| <b>Programme 1: Executive Office</b> | 12,286                              | 10,758                      | 1,528             | 12.43 |

Variance due to the following:

Under spending in Goods and Services is due to the reviewing of trips abroad and the quantity of meetings arranged by Secretariat Services. Provision for appointment of political/economic advisor was not utilised as the post was not filled.

|   |        |        |     |      |
|---|--------|--------|-----|------|
| <b>Programme 2 : Policy Development and Co-ordination</b> | 12,832 | 12,009 | 823 | 6.41 |
|---|--------|--------|-----|------|

Variance due to the following:

Under spending in compensation of employees is mainly due the vacancies not filled as a result of the restructuring of functions within the programme.

|  | Voted funds after Virement<br>R'000 | Actual Expenditure<br>R'000 | Variance<br>R'000 | %     |
|--|-------------------------------------|-----------------------------|-------------------|-------|
| <b>Programme 3: Government Communications and Information Services</b>   | 33,433                              | 33,331                      | 102               | 0.31  |
| Not material   |                                     |                             |                   |       |
| <b>Programme 4 : State Law Advice</b>  | 3,493                               | 2,815                       | 678               | 19.41 |
| Variance due to the following:<br>Under spending in compensation of employees is due to vacant posts not filled and provision made under goods and services for Government Gazette publication, legal cost and overseas trips not utilised.  |                                     |                             |                   |       |
| <b>Programme 5 : Strategic Human Resources and Management Support</b>  | 19,686                              | 19,251                      | 435               | 2.21  |
| Variance due to the following:<br>Under spending is primarily in compensation of employees due to vacancies not filled.  |                                     |                             |                   |       |
| <b>Programme 6 : Financial Management</b>  | 15,710                              | 14,878                      | 832               | 5.3   |
| Variance due to the following:<br>Under spending in compensation of employees is due to vacancies not filled as a result of the restructuring of the functions within the programme. Provision made under Goods and Services for data lines was not utilised being paid by GSSC while software licenses was over budgeted. |                                     |                             |                   |       |
| <b>Programme 7: Security Services and Risk Management Services</b>   | 3,962                               | 3,397                       | 565               | 14.26 |
| Variance due to the following:<br>Under spending in compensation of Employees is due to vacancies. Saving in Goods and Services is due to the economisation of expenses for centralised security services and material items.  |                                     |                             |                   |       |
| <b>4.2 PER GFS Classification</b>  |                                     |                             |                   |       |
| <b>Current payment:</b>  |                                     |                             |                   |       |
| Compensation of employees :<br>Under spending is due to the vacancies not filled.  | 37,129                              | 35,578                      | 1,551             | 4.18  |
| Goods and services :<br>Under spending mainly due to stringent measures applied on expenditure and provision made for data lines and Government Gazette cost for advertisement being over budgeted. Provision for appointment of Economic/Political advisor was not utilised as post was not filled.                       | 60,164                              | 57,477                      | 2,687             | 4.47  |
| Financial transactions in assets and liabilities<br>Under spending is not material.  | 175                                 | 157                         | 18                | 10.29 |



|   | Voted funds after Virement<br>R'000 | Actual Expenditure<br>R'000 | Variance<br>R'000 | %            |
|---|-------------------------------------|-----------------------------|-------------------|--------------|
| <b>Transfers and subsidies:</b>   | <b>144</b>                          | <b>120</b>                  | <b>24</b>         | <b>16.67</b> |
| Provinces and municipalities  |                                     |                             |                   |              |
| Payment for Regional Service Council Levy was over budgeted being based on the rate applicable to Johannesburg Metro, being higher than for other councils. |                                     |                             |                   |              |
| <b>Payments for capital assets:</b>   | <b>4,516</b>                        | <b>3,972</b>                | <b>544</b>        | <b>12.05</b> |
| Machinery and equipment   |                                     |                             |                   |              |
| Under spending is due to commitments that did not realise and stringent measures applied on the purchase of capital items.                                  |                                     |                             |                   |              |

# STATEMENT OF FINANCIAL PERFORMANCE

## for the year ended 31 March 2005

### REVENUE

Annual appropriation  
Statutory appropriation  
Appropriation for unauthorised expenditure approved  
Departmental revenue to be surrendered to Revenue Fund  
Local assistance sponsorship

### TOTAL REVENUE

### EXPENDITURE

#### Current Expenditure

Compensation of employees  
Goods and services  
Financial transactions in assets and liabilities  
Local assistance  
Unauthorised Expenditure Approved

#### Total current expenditure

#### Transfers and subsidies

#### Expenditure for capital assets

Machinery and equipment

#### Total expenditure for capital assets

### TOTAL EXPENDITURE

### NET SURPLUS FOR THE YEAR

Reconciliation of Net Surplus for the year  
Voted Funds to be surrendered to the Revenue Fund/unutilised  
Departmental Revenue to be surrendered to the Revenue Fund

### NET SURPLUS FOR THE YEAR

| Note | 2004/05<br>R'000 | 2003/04<br>R'000 |
|------|------------------|------------------|
|      | <b>103,698</b>   | <b>122,668</b>   |
| 1    | 101,402          | 93,441           |
| 2    | 726              | 676              |
| 8    | -                | 25,982           |
| 3    | 1,070            | 2,569            |
| 4    | 500              | -                |
|      | <b>103,698</b>   | <b>122,668</b>   |
|      |                  |                  |
| 5    | 35,578           | 32,367           |
| 6    | 57,477           | 55,778           |
| 7    | 157              | 12               |
| 4    | 500              | -                |
| 8    | -                | 25,982           |
|      | <b>93,712</b>    | <b>114,139</b>   |
|      |                  |                  |
| 9    | <b>120</b>       | <b>28</b>        |
|      |                  |                  |
| 10   | 3,972            | 5,087            |
|      | <b>3,972</b>     | <b>5,087</b>     |
|      | <b>97,804</b>    | <b>119,254</b>   |
|      | <b>5,894</b>     | <b>3,414</b>     |
|      |                  |                  |
| 13   | 4,824            | 845              |
| 14   | 1,070            | 2,569            |
|      | <b>5,894</b>     | <b>3,414</b>     |

for the year ended 31 March 2005

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# STATEMENT OF CHANGES IN NET ASSETS

## for the year ended 31 March 2005

| Note   | 2004/05<br>R'000 | 2003/04<br>R'000 |
|--|------------------|------------------|
| <b>Capitalisation reserve</b>                      |                  |                  |
| Opening balance                                    | -                | -                |
| Transfers  | -                | -                |
| Closing balance                                    | -                | -                |
| <b>Recoverable revenue</b>                         |                  |                  |
| Opening balance                                    | -                | -                |
| Debts written off                                  | -                | -                |
| Debts recovered (included in departmental revenue) | -                | -                |
| Debts raised                                       | -                | -                |
| Prior year adjustment                              | -                | -                |
| Closing balance                                    | -                | -                |
| <b>TOTAL</b>                                       | -                | -                |

# CASH FLOW STATEMENT

for the year ended 31 March 2005

## CASH FLOWS FROM OPERATING ACTIVITIES

Receipts

Net increase in working capital

Surrendered to Revenue Fund

**Net cash flow available from operating activities**

## CASH FLOWS FROM INVESTING ACTIVITIES

Payments for capital assets

**Net cash flows from investing activities**

Net increase in cash and cash equivalents

Cash and cash equivalents at the beginning of the period

**Cash and cash equivalents at end of period**

| Note | 2004/05<br>R'000 |
|------|------------------|
| 16   | 10,078           |
|      | 10,078           |
| 17   | (2,655)          |
|      | 7,423            |
|      |                  |
| 10   | (3,972)          |
|      | (3,972)          |
|      | 3,451            |
|      | 870              |
| 11   | <b>4,321</b>     |

# NOTES TO THE ANNUAL FINANCIAL STATEMENTS

## for the year ended 31 March 2005

1 Annual Appropriation

1.1 Included are funds appropriated in terms of the Appropriation Act for Provincial Departments

| Programmes                                   | Final Appropriation | Actual Funds Received | Variance over/(under) | Total Appropriation<br>2003/04 |
|--|---------------------|-----------------------|-----------------------|--------------------------------|
|  | R'000               | R'000                 | R'000                 | R'000                          |
| 1 Executive Office                           | 12,286              | 12,286                | -                     | 7,311                          |
| 2 Policy Development and Co-ordination       | 12,832              | 12,832                | -                     | 13,930                         |
| 3 Government Communications and Inf Services | 33,433              | 33,433                | -                     | 29,368                         |
| 4 State Law Advice                           | 3,493               | 3,493                 | -                     | 2,788                          |
| 5 Strategic HR and Management Support        | 19,686              | 19,686                | -                     | 17,387                         |
| 6 Financial Management                       | 15,710              | 15,710                | -                     | 15,849                         |
| 7 Security and Risk Management Services      | 3,962               | 3,962                 | -                     | 6,808                          |
| <b>TOTAL</b>                                 | <b>101,402</b>      | <b>101,402</b>        | <b>-</b>              | <b>93,441</b>                  |

### 1.2 Conditional grant

Total grant received included in Programme 5

| Notes    | 2004/05<br>R'000 | 2003/04<br>R'000 |
|----------|------------------|------------------|
| Annex 1A | 200              | -                |

### 2 Statutory appropriation

Member of Executive Committee

|  |            |            |
|--|------------|------------|
|  | 726        | 676        |
|  | <b>726</b> | <b>676</b> |

### 3 Departmental revenue to be surrendered to revenue fund

#### Description

Tax revenue

Sales of goods and services other than capital assets

Interest, dividends and rent on land

Financial transactions in assets and liabilities

3.1

|  |              |              |
|--|--------------|--------------|
|  | 33           | 34           |
|  | 33           | 42           |
|  | 1,004        | 183          |
|  | 1,070        | 2,569        |
|  | <b>1,070</b> | <b>2,569</b> |

Total revenue collected

**Departmental revenue collected**



### 3.1 Financial transactions in assets and liabilities

#### Nature of loss recovered

Cheques written back

Revenue: Government Gazette Debt

Other

| Notes | 2004/05<br>R'000 | 2003/04<br>R'000 |
|-------|------------------|------------------|
|       | 26               | 43               |
|       | 948              | -                |
|       | 30               | 140              |
|       | <b>1,004</b>     | <b>183</b>       |

### 4 Local Assistance

#### 4.1 Assistance received in cash

##### Name of donor and purpose

##### Local

Standard Bank for Gauteng Women's Dialogue      Annex 1B

| Opening Balance<br>R'000 | Revenue<br>R'000 | Expenditure<br>R'000 | Closing balance<br>R'000 |
|--------------------------|------------------|----------------------|--------------------------|
| -                        | 500              | 500                  | -                        |
| -                        | 500              | 500                  | -                        |

### 5 Compensation of employees

#### 5.1 Salaries and Wages

Basic salary

Performance award

Service Based

Compensative/circumstantial

Periodic Payments

Other non-pensionable allowances

Appropriation to Executive of Legislature

| 2004/05<br>R'000 | 2003/04<br>R'000 |
|------------------|------------------|
| 22,819           | 21,265           |
| 406              | 809              |
| 50               | 62               |
| 1,045            | 158              |
| 834              | 1,308            |
| 4,849            | 4,061            |
| 865              | 799              |
| <b>30,868</b>    | <b>28,462</b>    |

#### 5.2 Social contributions

##### 5.2.1 Short-term employee benefits

Pension

Medical

UIF

Bargaining council

|              |              |
|--------------|--------------|
| 3,366        | 2,738        |
| 1,339        | 1,166        |
| -            | 1            |
| 5            | -            |
| <b>4,710</b> | <b>3,905</b> |

#### Total compensation of employees

|               |               |
|---------------|---------------|
| <b>35,578</b> | <b>32,367</b> |
|---------------|---------------|

Average number of employees

|     |     |
|-----|-----|
| 172 | 148 |
|-----|-----|

## 6 Goods and services

|   |
|---|
| Advertising                                   |
| Bank charges and card fees                    |
| Bursaries (employees)                         |
| Communication                                 |
| Computer services                             |
| Consultants, contractors and special services |
| Courier and delivery services                 |
| Entertainment                                 |
| External audit fees                           |
| Equipment less than R5000                     |
| Inventory                                     |
| Legal fees                                    |
| Maintenance, repairs and running cost         |
| Operating leases                              |
| Personnel agency fees                         |
| Printing and publications                     |
| Professional bodies and membership fees       |
| Resettlement cost                             |
| Subscriptions                                 |
| Owned leasehold property expenditure          |
| Translations and transcriptions               |
| Travel and subsistence                        |
| Venues and facilities                         |
| Protective, special clothing & uniforms       |
| Training & staff development                  |

| Note | 2004/05<br>R'000 | 2003/04<br>R'000 |
|------|------------------|------------------|
|      | 19,687           | 18,771           |
|      | 45               | 35               |
|      | 233              | 473              |
|      | 2,527            | 2,817            |
|      | 239              | 323              |
|      | 5,413            | 8,528            |
|      | 25               | 21               |
|      | 489              | 316              |
| 6.1  | 893              | 846              |
|      | 66               | -                |
| 6.2  | 5,376            | 6,963            |
|      | 58               | 55               |
|      | 969              | 1,641            |
|      | 5,556            | 4,458            |
|      | 25               | -                |
|      | 775              | 304              |
|      | 336              | 1,254            |
|      | 67               | 120              |
|      | 324              | 121              |
|      | 2,424            | 2,297            |
|      | 1                | 27               |
| 6.3  | 3,223            | 2,309            |
|      | 7,425            | 2,676            |
|      | 2                | -                |
|      | 1,299            | 1,423            |
|      | <b>57,477</b>    | <b>55,778</b>    |

### 6.1 External audit fees

Regularity audits

### Total external audit fees

|            |            |
|------------|------------|
| 893        | 846        |
| <b>893</b> | <b>846</b> |

## 6.2 Inventory (purchased during the year)

|  |  |
|--|--|
| Other inventory                        |  |
| Domestic consumables                   |  |
| Learning and teaching support material |  |
| Food Sup: Groceries                    |  |
| Fuel, oil and gas                      |  |
| Parts and other maintenance material   |  |
| Stationery and printing                |  |

## 6.3 Travel and subsistence

|         |  |
|---------|--|
| Local   |  |
| Foreign |  |

### Total travel and subsistence

## 7 Financial transactions in assets and liabilities

Debts written off

### 7.1 Bad debts written off

#### Nature of debts written off

|                    |  |
|--------------------|--|
| Bursaries          |  |
| Salary debt        |  |
| Government Gazette |  |

## 8 Unauthorised expenditure

### 8.1 Reconciliation of unauthorised expenditure

|   |  |
|---|--|
| Opening balance   |  |
| Unauthorised expenditure - current year                                   |  |
| Unauthorised expenditure approved by<br>Legislature - current expenditure |  |

## 9 Transfers and subsidies

|                              |  |
|------------------------------|--|
| Provinces and municipalities |  |
| Households                   |  |
| Gifts and donations          |  |

| Note | 2004/05<br>R'000 | 2003/04<br>R'000 |
|------|------------------|------------------|
|      | -                | 20               |
|      | 21               | 6                |
|      | -                | 59               |
|      | 6                | 2                |
|      | 61               | -                |
|      | 11               | -                |
|      | 5,277            | 6,876            |
|      | <b>5,376</b>     | <b>6,963</b>     |
|      | 2,256            | 1,472            |
|      | 967              | 837              |
|      | <b>3,223</b>     | <b>2,309</b>     |
| 7.1  | 157              | 12               |
|      | <b>157</b>       | <b>12</b>        |
|      | 11               | 3                |
|      | 88               | 9                |
|      | 58               | -                |
|      | <b>157</b>       | <b>12</b>        |
|      | -                | 25,982           |
|      | -                | (25,982)         |
|      | <b>-</b>         | <b>-</b>         |
|      | 114              | -                |
|      | 6                | 8                |
|      | -                | 20               |
|      | <b>120</b>       | <b>28</b>        |

## 10 Expenditure for capital assets

Machinery and equipment

### Total

| Note    | 2004/05<br>R'000 | 2003/04<br>R'000 |
|---------|------------------|------------------|
| Annex 3 | 3,972            | 5,087            |
|         | <b>3,972</b>     | <b>5,087</b>     |

## 11 Cash and cash equivalents

Consolidated Paymaster General Account

|              |            |
|--------------|------------|
| 4,321        | 870        |
| <b>4,321</b> | <b>870</b> |

## 12 Receivables

|                                 |         | Less than one year | One to three years | Older than<br>three years | Total        | Total        |
|---------------------------------|---------|--------------------|--------------------|---------------------------|--------------|--------------|
| Amounts owing by other entities | Annex 4 | 215                | -                  | -                         | 215          | 4            |
| Staff debtors                   | 12.1    | 77                 | -                  | -                         | 77           | 76           |
| Other debtors                   | 12.2    | 53                 | 60                 | 4,941                     | 5,054        | 6,171        |
|                                 |         | <b>345</b>         | <b>60</b>          | <b>4,941</b>              | <b>5,346</b> | <b>6,251</b> |

Amounts of R 4,941,000 (2004: R 722,000 ) included above may not be recoverable, but have not been written off in the Statement of Financial Performance

### 12.1 Staff debtors

Persal

| Note | 2004/05<br>R'000 | 2003/04<br>R'000 |
|------|------------------|------------------|
|      | 77               | 76               |
|      | <b>77</b>        | <b>76</b>        |

### 12.2 Other debtors

#### Debt account

Bursary

Salary debt

State guarantee

Vehicle debt

Other

|              |              |
|--------------|--------------|
| 328          | 318          |
| 689          | 646          |
| 157          | 150          |
| -            | 214          |
| 3,880        | 4,843        |
| <b>5,054</b> | <b>6,171</b> |

12.2.1

### 12.2.1 Other

Salary LVP Disallowance  
Travel and Subsistence  
Disallowance cheque Fraud  
Dishonoured Cheque  
Adv Petty Cash  
Govt gazette Debt  
Other

| Note | 2004/05<br>R'000 | 2003/04<br>R'000 |
|------|------------------|------------------|
|      | -                | 12               |
|      | 8                | 1                |
|      | 24               | 24               |
|      | -                | 1                |
|      | 5                | 5                |
|      | 3,843            | 4,798            |
|      | -                | 2                |
|      | <b>3,880</b>     | <b>4,843</b>     |

### 13 Voted funds to be surrendered to the Revenue Fund

Opening Balance  
Transfer from Statement of Financial Performance  
Paid during the year  
Closing balance

|              |            |
|--------------|------------|
| 845          | 7,915      |
| 4,824        | 845        |
| (845)        | (7,915)    |
| <b>4,824</b> | <b>845</b> |

### 14 Departmental revenue to be surrendered to the Revenue Fund

Opening balance  
Transfer from Statement of Financial Performance  
Paid during the year  
Closing balance

|             |            |
|-------------|------------|
| 656         | 925        |
| 1,070       | 2,569      |
| (1,810)     | (2,838)    |
| <b>(84)</b> | <b>656</b> |

### 15 Payables -current

#### Description

Amounts owing to other departments  
Other payables

Notes  
Annex 5  
15.1

| 30 Days   | 30+ Days     | Total        | Total        |
|-----------|--------------|--------------|--------------|
| 53        | -            | 53           | 38           |
| 1         | 4,873        | 4,874        | 5,582        |
| <b>54</b> | <b>4,873</b> | <b>4,927</b> | <b>5,620</b> |

### 15.1 Other payables

Persal  
Other

### 15.2 Persal Salary Disallowance

Persal ACB Recalls

Receivable Income  
Receivable Interest

### Total other Payables

### 16 Reconciliation of net cash flow from operating activities to surplus/(deficit)

Net surplus as per Statement of Financial Performance  
Decrease in receivables -current  
(Decrease) in payables - current  
Capital expenditure  
Funds surrendered  
Unauthorised expenditure approved

### Net cash flow generated by operating activities

### 17 Appropriated funds and departmental revenue surrendered

Appropriated funds surrendered  
Departmental revenue surrendered

| Note | 2004/05<br>R'000 | 2003/04<br>R'000 |
|------|------------------|------------------|
|      | 256              | 11               |
|      | 4,618            | 5,571            |
|      | <b>4,874</b>     | <b>5,582</b>     |
|      | 255              | 2                |
|      | 1                | 9                |
|      | <b>256</b>       | <b>11</b>        |
|      | 4,219            | 5,097            |
|      | 399              | 474              |
|      | <b>4,618</b>     | <b>5,571</b>     |
|      | <b>4,874</b>     | <b>5,582</b>     |

| 2004/05<br>R'000 |
|------------------|
| 5,894            |
| 905              |
| (693)            |
| 3,972            |
| -                |
| -                |
| <b>10,078</b>    |

| Note | 2004/05<br>R'000 |
|------|------------------|
| 13   | (845)            |
| 14   | (1,810)          |
|      | <b>(2,655)</b>   |



# DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS

## for the year ended 31 March 2005

|                                  |               | Note    | 2004/05<br>R'000 | 2003/04<br>R'000 |
|----------------------------------|---------------|---------|------------------|------------------|
| <b>18 Contingent liabilities</b> |               |         |                  |                  |
| <b>Liable to</b>                 | <b>Nature</b> |         |                  |                  |
| Motor vehicle guarantees         | Employees     | Annex 2 | 352              | -                |
| Housing loan guarantees          | Employees     | Annex 2 | 688              | 549              |
| Claims*                          |               |         | 157              | 30               |
|                                  |               |         | <b>1,197</b>     | <b>579</b>       |

As stated under paragraph 11 of the Accounting Policies and paragraph 14 of the Report of Accounting Officer :

\* Included in the R 157 000, 00 is a claim of R 116 672, 16 of which the State Attorney closed the pleading on receiving the plaintiff's plea to this office's counter claim of R 57 354, 55 for non payment of printing cost. Both amounts exclude interest and legal costs to be determined.

The parties through their respective legal representatives and in accordance with due process of our judicial system, are attending to the determination of the amount of the possible claims or damages.

### 19 Commitments per programme

#### Programme 1: Executive Office

##### Current expenditure

|                         |     |   |
|-------------------------|-----|---|
| Approved and contracted | 113 | - |
|-------------------------|-----|---|

#### Programme 2: Policy Development & Co-ordination

##### Current expenditure

|                         |     |   |
|-------------------------|-----|---|
| Approved and contracted | 507 | 1 |
|-------------------------|-----|---|

#### Programme 3: Government Communication & Information Services

##### Current expenditure

|                         |       |     |
|-------------------------|-------|-----|
| Approved and contracted | 1,701 | 734 |
|-------------------------|-------|-----|

#### Programme 4: State Law Advice

##### Current expenditure

|                         |   |   |
|-------------------------|---|---|
| Approved and contracted | 7 | 4 |
|-------------------------|---|---|

|   | 2004/05<br>R'000 | 2003/04<br>R'000 |
|---|------------------|------------------|
| <b>Capital expenditure</b>  |                  |                  |
| Approved and contracted   | -                | 42               |
| <b>Programme 5: Strategic Human Resource and Management Support</b> |                  |                  |
| <b>Current expenditure</b>  |                  |                  |
| Approved and contracted   | 993              | 50               |
| <b>Capital expenditure</b>  |                  |                  |
| Approved and contracted   | -                | 190              |
| <b>Programme 6: Financial Management</b>                            |                  |                  |
| <b>Current expenditure</b>  |                  |                  |
| Approved and contracted   | 2                | 196              |
| <b>Capital expenditure</b>  |                  |                  |
| Approved and contracted   | -                | 56               |
| <b>Programme 7: Security and Risk Management Services</b>           |                  |                  |
| <b>Current expenditure</b>  |                  |                  |
| Approved and contracted   | 10               | -                |
| <b>Capital expenditure</b>  |                  |                  |
| Approved and contracted   | 59               | -                |
| <b>Total Commitments</b>  | <b>3,392</b>     | <b>1,273</b>     |

## 20 Accruals

## Listed by economic classification

|                         | 30 Days      | 30+ Days   | Total        | Total        |
|-------------------------|--------------|------------|--------------|--------------|
| Goods and services      | 593          | 640        | 1,233        | 1,108        |
| Machinery and equipment | 436          | 13         | 449          | 315          |
|                         | <b>1,029</b> | <b>653</b> | <b>1,682</b> | <b>1,423</b> |

Listed by programme level

Prog 1: Executive Office  
 Prog 2: Policy Development and Co-ordination  
 Prog 3: Government Communications & Information Services  
 Prog 4: State Law Advice  
 Prog 5: Strategic HR & Management Support  
 Prog 6: Financial Management  
 Prog 7: Security and Risk Management Service

21 Employee benefits

Leave entitlement\*

Thirteenth cheque

Performance bonus

|  | 2004/05<br>R'000 | 2003/04<br>R'000 |
|--|------------------|------------------|
|  | 49               | 11               |
|  | 25               | 8                |
|  | 616              | 922              |
|  | 5                | 26               |
|  | 539              | 456              |
|  | 56               | 0                |
|  | 392              | 0                |
|  | <b>1,682</b>     | <b>1,423</b>     |
|  |                  |                  |
|  | 4,280            | 3,454            |
|  | 1,035            | 767              |
|  | 417              | 488              |
|  | <b>5,732</b>     | <b>4,709</b>     |

\*The balance for leave entitlement for 2003/04 previously disclosed as R1,624m has been revised to R3,454m due to updated PERSAL report.

22 Lease Commitments

22.1 Operating leases

|  | Buildings and<br>other fixed structures | Machinery and<br>equipment | 2004/05<br>Total | 2003/04<br>Total |
|--|---|----------------------------|------------------|------------------|
| Type of institution                          | Broll                                   | Gestetner                  |                  |                  |
| Not later than 1 year                        | 2,471                                   | 64                         | 2,535            | 5,380            |
| Later than 1 year and not later than 3 years | 4,372                                   | 21                         | 4,393            | 7,402            |
| Later than three years                       | -                                       | -                          | -                | -                |
| Total present value of lease liabilities     | <b>6,843</b>                            | <b>85</b>                  | <b>6,928</b>     | <b>12,782</b>    |

23 Senior management personnel

Director General  
 Deputy Director General  
 \* Chief Financial Officer  
 Advisor to the Premier

| No. | 2004/05<br>R'000 | 2003/04<br>R'000 |
|-----|------------------|------------------|
| 1   | 916              | 866              |
| 1   | 644              | 595              |
| 1   | 367              | 311              |
| 1   | 671              | 774              |
|     | <b>2,598</b>     | <b>2,546</b>     |

\* 2004/05 figure from 31 July 2004

# ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS

## for the year ended 31 March 2005

### ANNEXURE 1A STATEMENT OF CONDITIONAL GRANT RECEIVED

| NAME OF DEPARTMENT  | GRANT ALLOCATION        |            |                  |                 | SPENT                         |                            |  | 2003/04                 |                            |
|---|-------------------------|------------|------------------|-----------------|-------------------------------|----------------------------|--|-------------------------|----------------------------|
|   | Division of Revenue Act | Roll Overs | DORA Adjustments | Total Available | Amount received by department | Amount spent by department | % of available funds spent by department | Division of Revenue Act | Amount spent by department |
|   |                         | R'000      | R'000            | R'000           | R'000                         | R'000                      | R'000                                    | %                       | R'000                      |
| Department of Health, Gauteng (through Provincial Treasury) | -                       | -          | -                | -               | 200                           | 200                        | -  | -                       | -                          |
|   | -                       | -          | -                | -               | 200                           | 200                        | -  | -                       | -                          |

### ANNEXURE 1B STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED

| NAME OF ORGANISATION             | NATURE OF GIFT, DONATION OR SPONSORSHIP   | 2004/05<br>R'000 | 2003/04<br>R'000 |
|----------------------------------|---|------------------|------------------|
| <b>Received in cash</b>          |   |                  |                  |
| Standard Bank                    | Gauteng Women's Dialogue                  | 500              | -                |
|                                  |   | <b>500</b>       | <b>-</b>         |
| <b>Received in kind</b>          |   |                  |                  |
| Standard Bank                    | Gauteng Premier Service Excellence Awards | 600              | 550              |
| Life care special health service | Women's dialogue                          | -                | 10               |
| AFROX                            | Women's dialogue                          | -                | 20               |
| Standard Bank                    | Women's dialogue                          | -                | 300              |
| Johannesburg Water               | Women's dialogue                          | -                | 10               |

| NAME OF ORGANISATION | NATURE OF GIFT, DONATION OR SPONSORSHIP | 2004/05<br>R'000 | 2003/04<br>R'000 |
|----------------------|---|------------------|------------------|
| Eskom                | Women's dialogue                        | -                | 71               |
| BMW SA               | Use of vehicle by Premier               | -                | -                |
| Audi SA              | Use of vehicle by Premier               | -                | -                |
| IBM                  | Peak caps                               | 6                | -                |
| Carnival City        | Complimentary ticket                    | 1                | -                |
| Various groups       | Various items - complimentary           | 4                | -                |
|                      |   | <b>611</b>       | <b>961</b>       |

## ANNEXURE 2

## STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2005 - LOCAL

| Guaranteed Institution        | Guarantee in respect of | Original Guaranteed capital amount<br>R'000 | Opening balance as at<br>01/04/2004<br>R'000 | Guarantees issued during the year<br>R'000 | Guarantees released during the year<br>R'000 | Guaranteed interest for year ended<br>31 March 2005<br>R'000 | Closing Balance<br>31/03/2005<br>R'000 | Realised losses i.r.o claims paid out<br>R'000 |
|-------------------------------|-------------------------|---|--|--|--|--|--|--|
| STANNIC                       | Motor Vehicles          | 352   | -  | 352  | -  | -  | 352                                    |  |
| STANDARD BANK                 | Housing Guarantee       | 171   | 44   | 127  | -  | -  | 171                                    |  |
| NEDBANK LTD                   | Housing Guarantee       | 96  | 83   | 13   | -  | -  | 96                                     |  |
| FIRST BANK FNB                | Housing Guarantee       | 92  | 78   | 14   | -  | -  | 92                                     |  |
| ABSA                          | Housing Guarantee       | 116   | 116  | -  | -  | -  | 116                                    |  |
| THE AFRICAN BANK LTD/         | Housing Guarantee       |   |  |  |  |  |  |  |
| UNIQUE FIN BANK               |                         | 13  | 13   | -  | -  | -  | 13                                     |  |
| OLD MUTUAL BANK               | Housing Guarantee       | 85  | 85   | -  | -  | -  | 85                                     |  |
| PERMANENT BANK /OLD MUT (NED/ | Housing Guarantee       |   |  |  |  |  |  |  |
| PERM)                         |                         | 71  | 100  | -  | 29   | -  | 71                                     |  |
| BOE BANK LTD                  | Housing Guarantee       | 30  | 30   | -  | -  | -  | 30                                     |  |
| PEOPLE'S BANK                 | Housing Guarantee       |   |  |  |  |  |  |  |
| FBD FLD                       |                         | 14  | -  | 14   | -  | -  | 14                                     |  |
| <b>Total</b>                  |                         | <b>1,040</b>                                | <b>549</b>                                   | <b>520</b>                                 | <b>29</b>                                    | <b>-</b>   | <b>1,040</b>                           |  |

**ANNEXURE 3****PHYSICAL ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2005**

|                                | Opening Balance<br>R'000 | Additions<br>R'000 | Disposals<br>R'000 | Transfers In<br>R'000 | Transfers Out<br>R'000 | Closing Balance<br>R'000 |
|--------------------------------|--------------------------|--------------------|--------------------|-----------------------|------------------------|--------------------------|
| <b>MACHINERY AND EQUIPMENT</b> | <b>9,675</b>             | <b>3,972</b>       | -                  | -                     | -                      | <b>13,647</b>            |
| Computer equipment             | 2,061                    | 2,014              | -                  | -                     | -                      | 4,075                    |
| Furniture and office equipment | 1,531                    | 1,230              | -                  | -                     | -                      | 2,761                    |
| Other machinery and equipment  | 5,790                    | 237                | -                  | -                     | -                      | 6,027                    |
| Transport assets               | 293                      | 491                | -                  | -                     | -                      | 784                      |
|                                | <b>9,675</b>             | <b>3,972</b>       | -                  | -                     | -                      | <b>13,647</b>            |

**PHYSICAL ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2004**

|                                | Opening Balance<br>R'000 | Additions<br>R'000 | Disposals<br>R'000 | Transfers In<br>R'000 | Transfers Out<br>R'000 | Closing Balance<br>R'000 |
|--------------------------------|--------------------------|--------------------|--------------------|-----------------------|------------------------|--------------------------|
| <b>MACHINERY AND EQUIPMENT</b> | <b>5,998</b>             | <b>5,087</b>       | -                  | -                     | (1,410)                | <b>9,675</b>             |
| Computer equipment             | 1,188                    | 873                | -                  | -                     | -                      | 2,061                    |
| Furniture and office equipment | 978                      | 553                | -                  | -                     | -                      | 1,531                    |
| Other machinery and equipment  | 3,539                    | 3,661              | -                  | -                     | (1,410)                | 5,790                    |
| Transport assets               | 293                      | -                  | -                  | -                     | -                      | 293                      |
|                                | <b>5,998</b>             | <b>5,087</b>       | -                  | -                     | (1,410)                | <b>9,675</b>             |



**ANNEXURE 4****INTER-DEPARTMENTAL RECEIVABLES - CURRENT**

| Department   | Confirmed balance outstanding |            | Unconfirmed balance outstanding |            |
|--|-------------------------------|------------|---------------------------------|------------|
|  | 31/03/2005                    | 31/03/2004 | 31/03/2005                      | 31/03/2004 |
|  | R'000                         | R'000      | R'000                           | R'000      |
| Claim : Recoverable -Salary Claims: Dept of Health | -                             | 4          | -                               | -          |
| National Communication                             | -                             | -          | 24                              | -          |
| GPG: Development planning                          | -                             | -          | 104                             | -          |
| GPG: Public Works                                  | -                             | -          | 86                              | -          |
| National Department of Justice                     | -                             | -          | 1                               | -          |
| <b>TOTAL</b>                                       | <b>-</b>                      | <b>4</b>   | <b>215</b>                      | <b>-</b>   |

**ANNEXURE : 5****INTER-DEPARTMENTAL -PAYABLES-CURRENT**

| Department  | Confirmed balance outstanding |            | Unconfirmed balance outstanding |            |
|---|-------------------------------|------------|---------------------------------|------------|
|   | 31/03/2005                    | 31/03/2004 | 31/03/2005                      | 31/03/2004 |
|   | R'000                         | R'000      | R'000                           | R'000      |
| Claims Pay:Prov. G.P. Depts: Dept Of Transport - GG Interface | -                             | 38         | 53                              | -          |
| <b>TOTAL</b>  | <b>-</b>                      | <b>38</b>  | <b>53</b>                       | <b>-</b>   |

## 5. OUTLOOK

The Gauteng province has seen positive dynamic change in the last eleven years of democracy, both economically and socially. Many of the province's residents have enjoyed increased prosperity and an improvement in their socio-economic status.

More people from elsewhere in the country and the region continue to come into the province, thereby enhancing Gauteng's cosmopolitan status. Despite these gains, much work still needs to be done in building a better life for all in the province. As the provincial centre of government, the Office of the Premier is faced with the task of enhancing the capacity and ability of the democratic developmental state to deliver upon its mandate to create jobs and fight poverty.

To this effect, the Gauteng Provincial Government is moving forward to build on the gains already made in implementing the Five Year strategic programme for 2004 to 2009. Whilst significant progress has been registered in the first year of the five year strategic programme, there still remain significant challenges facing the provincial government and the Office of the Premier.

### **Some of the challenges include:**

- Developing Gauteng as a globally competitive city region which seeks to position Gauteng as the preferred destination for investment and thereby enhance economic growth.
- Consolidating and implementing a monitoring and evaluation system. This will allow the GPG to identify and consolidate projects for an increased positive impact; identify projects that need enhancement; and a reconfiguration of those projects that require intervention strategies.
- Enhance the capacity and organization of the GPG to deliver upon its mandate and undertakings. This requires an examination of the institutional nature and content and the human personnel capabilities of the public service. By addressing this challenge, we seek to increase our performance outputs to achieve the goal of building a better life for all.
- Strengthening inter-governmental relations and the coordination and integration of services across the three spheres of government to enhance service delivery.
- Consolidating and implementing the provincial Human

Resource Development Strategy which seeks to ensure that the people of Gauteng are developed to perform to their highest ability.

- Enhancing dynamic interaction and communication with the people of Gauteng.
- Promoting and building stakeholder relations in the framework of a people's contract.
- Enhancing the Office's coordination of cross-cutting issues relating to the development of targeted groups such as women, children, youth, the elderly and people with disabilities.
- Effectively responding to the challenges of the HIV and AIDS epidemic through further coordination of a comprehensive plan to deal with prevention, treatment and care.

### **Some of the specific challenges facing the Office of the Premier include:**

- Aligning the growth and development strategy and the global city region perspective
- The provision of strategic support to the Premier and the Executive Council

- Developing strategies to respond to the macro-social position of Gauteng
- Continued improvement of systems with a view to reducing red-tape
- Enhanced structures and processes for increased civic participation
- The management of interventions to address public inputs and concerns
- Consistent public communication of the provincial government's progress in implementing its programmes of action
- Branding and marketing of Gauteng
- Increased accountability and the continuous improved

management of financial, human resources and risk strategies

- Improving on our strategies for management and leadership programmes
- The renewal of the Batho Pele campaign and increased transversal collaboration on the development of service standards across all GPG departments
- Finding ways to improve the organization and capacity of the Gauteng public service and continuously build on the existing skills base
- Supporting the Executive in strengthening the legislative processes.

## KEY TARGETS

| Outcome   | Description of output   | 2005/06 Target                         |
|---|---|--|
| <b>Programme 2: Policy Development &amp; Co-ordination</b>                        |   |  |
| Support provided to GPG planning cycle and monitoring of Five Year Plan of Action | Quarterly monitoring of key outputs/commitments   | 4 reports per annum –quarterly each    |
|   | Annual monitoring and analysis of progress in respect of GPG Key Performance Indicators                   | 1 Report per annum                     |
|   | Management of annual process of analysing strategic plans and budgets                                     | 1 September                            |
|   | Capacity building of key officials in departments in respect of monitoring, planning etc                  | 25 officials                           |
| Service delivery improvements in GPG supported and ensured                        | Monitor and evaluate delivery in province   | 1 November                             |
|   | Service standards developed and monitored   | 2 Departments supported per quarter    |
| Enabling system developed for monitoring, policy analysis and support to Premier  | Information management system for tracking of key GPG outputs/commitments                                 | Ongoing                                |
| Economic growth and development in Gauteng supported                              | Implementation of Growth and Development Strategy supported   | Strategy Approved<br>5 x policy advise |
|   | Development of Gauteng as the preferred destination for sport, investment, tourism and business supported | 3 x policy advise                      |

| Outcome  | Description of output   | 2005/06 Target   |
|--|---|--|
| Intergovernmental relations supported  | Agenda setting for PCF and GIGF meetings  | 4 x PCF<br>2 x GIGF  |
|  | Development and implementation of a successful IGR framework in province  | 4  |
| Relationships with sister provinces in other parts of the world built which would enable us to further our GPG objective                     | New sisterhood agreements signed and existing ones maintained   | Maintained: Isle de France Canada<br>New: Brazil, India, Japan Africa x 2 region |
| GPG departmental policies, strategies and programmes are free from gender discrimination and promote gender equality and mainstreaming       | Capacity building of GPG officials  | 25 officials   |
|  | Gender budgets monitored.   | Gender budgets for all departments   |
|  | Women's Dialogues facilitated   | 1x provincial dialogue, possibly regional and sectoral                           |
| Protection and empowerment of people with disabilities promoted  | Capacity building of GPG officials  | 25 officials   |
|  | Monitoring of disability POA  | 1 report   |
|  | Co-ordination of International Disability Day.  | 1 event  |
| Social development in Gauteng supported  | Development and implementation of strategic priorities and policies in respect of social development supported. | 5 x policy advise  |
| <b>Programme 3: Government Communication &amp; Information Services</b>  |   |  |
| GPG media products and vehicles which promote public access to government information and awareness of GPG policies, programmes and services | G P G media products  | 20 media products  |
|  | Gauteng News  | 10 monthly editions x 500 000  |
| Public participation in governance and direct interaction between GPG and Gauteng residents promoted   | Community outreach programmes   | 16 community outreach events   |
| Universal access to government information and services promoted   | MPCCs launched  | 6 MPCCs launched   |
|  | GPG Government Information Centres established  | 3 GIC's established  |
| A sustained GPG communication programme linked to government priorities and key delivery milestones  | Weekly Diaries  | 48 weekly diaries  |
| Effective GPG media coverage   | GPG media events  | 10 media events  |
|  | GPG news service  | 140 news stories produced and distributed  |
| <b>Programme 4: State Law Advice</b>   |   |  |
| Ensure that the legislative programme of GPG is aided by timely certification processes of high quality                                      | Certify Bills as planned in annual legislative programme  | 100%   |
|  | Legislation certified consistent with defined drafting criteria   | 0  |

| Outcome  | Description of output   | 2005/06 Target   |
|--|---|--|
| Ensure that quality legal advice and opinions are furnished to the OoP and GPG and quality and timely support on agreements and litigation are rendered to OoP | Certify subordinate legislation (regulations, proclamations, notices) in compliance with defined drafting criteria  | 100%   |
|  | Respond to litigation by and against OoP within prescribed time frames  | 100%   |
|  | Complete agreements within three weeks from time of formal client submission  | 90%  |
|  | Furnish opinions and legal advice in full compliance with check list for well researched, comprehensive, accurate and understandable opinions   | 100%   |
| <b>Programme 5: Strategic Human Resources &amp; Management Support</b>   |   |  |
| Development and dissemination of an HR strategy and operational plan   | Adoption of an HR strategy covering HR management and development; labour relations and employee wellness.  | Review strategy.   |
| Improvement and promotion of HR management policies, systems and procedures.   | Adoption of policies addressing resettlement; remunerated overtime and leave.   | 4 policies approved and implemented.<br>Existing policies reviewed                         |
|  | Implementation of systems and procedures in the areas of HR information systems; performance management systems and procedures, time and attendance; job descriptions and employment contracts. | System in place. Assessment of performance and merit awards.                               |
| HRD policies, practices and procedures are reviewed, developed and implemented.  | Development and implementation of a Workplace Skills Plan (WSP).  | WSP in place.  |
| Improve and promote labour relations policies, systems and procedures  | LR training and awareness   | Annual awareness sessions  |
|  | LR advice and consultancy service to all managers in the OoP  | Ongoing  |
|  | Management of a sound relationship with organised labour.   | Ongoing  |
| Develop and implement policies, systems and procedures for an Employee Wellness and Change Management Programme.   | HIV/AIDS action plan developed and implemented.   | Implementation of Plan on an annual basis  |
|  | Facilitation of Transformation and Diversity management.  | EE targets met (75% black in management, 30% female and 2% disabled). Diversity awareness. |
|  | Special EWP events hosted and implemented: Women's Day, HIV/AIDS day, Sports Day, Staff Meetings, Wellness Clinic, etc.   | Events as per operational plan.  |

| Outcome   | Description of output   | 2005/06 Target   |
|---|---|--|
| Effective delivery of auxiliary services  | Rendering the following in-house auxiliary services in the OoP: Registry, Driver and Messenger, Food Service, Maintenance and Telephone system. | Ongoing  |
| Development and implementation of information technology IT policy, strategy and operational plan | Development and implementation of the following: IT strategy (MSP), Policies.   | Implementation of IT Strategy, policies and operational plan. Appointment of GITO  |
| Implementation & continuous review of the GMDP Strategy   | Executive Leadership Development; Project based Learning and Performance Consulting.  | 50 people and 750 person-training-days; 20 people in horizontal deployment of PBL. |
|   | Non-Training interventions  | 10 Networks; 4 Journal editions; 1 Conference; Website maintenance.                |
| Organising & Hosting Provincial OD Events   | Premier's Service Excellence Awards; Imbizo; HR Fora; LR Fora.  | 1 PSEA event; 1 Imbizo celebration; 4 HR Forum meetings; 4 LR Forum Meetings.      |
| Consulting to all GPG Departments on HR, OD & LR best practices                                   | Consulting advice; GPG Transformation through AA, EE and OD-related interventions; HR and LR compliance & Best Practices.                       | Analytical reports to DG and HoD Forum.  |
| Implementation of transversal HR Strategy   | Transversal HR strategic objectives implemented as defined in the strategy.   | Strategy implemented   |
| <b>Programme 7: Security &amp; Risk Management Services</b>                                       |   |  |
| Manage the security function for the Office of the Premier  | Management of security management systems in the Office of the Premier  | 100% Compliance  |
| Development and implementation of a uniform GPG security strategy                                 | Development and implementation of a uniform GPG security strategy   | 100% Compliance  |
| Security risk and threat management for GPG   | Conduct risk & threat assessments for GPG   | 100% Compliance  |
| Compliance and implementation of MISS policy for GPG  |   | 100% Compliance  |

## 6. OVERSIGHT REPORT

### 1 SERVICE DELIVERY

All departments are required to develop a Service Delivery Improvement (SDI) Plan. The following tables reflect the components of the SDI plan as well as progress made in the implementation of the plans.

#### HR OVERSIGHT - APRIL 2004 TO MARCH 2005 - GAUTENG - OFFICE OF THE PREMIER

##### 1 SERVICE DELIVERY PROVIDED AND STANDARDS

###### 1.1 Service Delivery provided and standards

It is being developed

###### 1.2 Consultation arrangements for customers

It is being developed

###### 1.3 Service Delivery Access Strategy

| Access Strategy  | Actual Achievements  |
|--|----------------------|
| Implementation of name tags for all employees in the office. | 100% implementation. |

###### 1.4 Service Information tool

It is being developed

###### 1.5 Complaint mechanism

It is being developed



## 2 EXPENDITURE

Departments budget in terms of clearly defined programmes. The following tables summarise final audited expenditure by programme (Table 2.1) and by salary bands (Table 2.2). In particular, it provides an indication of the amount spent on personnel costs in terms of each of the programmes or salary bands within the department.

### 2.1 - Personnel costs by Programme, 2004/05

| Programme                             | Total Voted<br>Expenditure | Compensation<br>of Employees | Training<br>Expenditure | Professional<br>and Special<br>Services | Compensation<br>of Employees<br>as percent of<br>Total<br>Expenditure | Average<br>Compensation<br>Employees<br>of Cost per<br>Employee<br>(R'000) |
|---------------------------------------|----------------------------|------------------------------|-------------------------|---|---|--|
|                                       | (R'000)                    | (R'000)                      | (R'000)                 | (R'000)                                 |   |  |
| Pr1: Executive office                 | 11,623                     | 7,343                        | 24                      | 73                                      | 63.18   | 39   |
| Pr2: Policy dev & co-ord              | 12,009                     | 5,925                        | 145                     | 2,049                                   | 49.34   | 35   |
| Pr3: Govt comm & inf serv             | 33,331                     | 6,618                        | 41                      | 625                                     | 19.86   | 39   |
| Pr4: State law advice                 | 2,815                      | 2,265                        | 20                      | 40                                      | 80.46   | 13   |
| Pr5: Strategic hr & man supp          | 19,251                     | 7,044                        | 987                     | 2,376                                   | 36.59   | 41   |
| Pr6: Financial management             | 14,878                     | 4,736                        | 65                      | 250                                     | 31.83   | 28   |
| Pr7: Sec & risk mngm serv             | 3,397                      | 1,647                        | 17                      | 0                                       | 48.48   | 10   |
| Special functions                     | 0                          | 0                            | 0                       | 0                                       |   | 0  |
| Z=Total as on Financial Systems (BAS) | 97,304                     | 35,578                       | 1,299                   | 5,413                                   | 36.56   | 205  |

### 2.2 - Personnel costs by Salary bands, 2004/05

| Salary Bands                             | Compensation<br>of Employees | Percentage<br>of Total<br>Personnel Cost | Average<br>Personnel<br>Cost per<br>Employee<br>(R'000) |
|--|------------------------------|--|---|
|  | (R'000)                      |  |   |
| Lower skilled (Levels 1-2)               | 1,609                        | 4.52                                     | 161   |
| Skilled (Levels 3-5)                     | 1,389                        | 3.90                                     | 77  |
| Highly skilled production (Levels 6-8)   | 7,858                        | 22.09                                    | 127   |
| Highly skilled supervision (Levels 9-12) | 12,148                       | 34.14                                    | 213   |
| Senior management (Levels 13-16)         | 12,574                       | 35.34                                    | 524   |
| <b>TOTAL</b>                             | <b>35,578</b>                | <b>100</b>                               | <b>208</b>  |

### 2.3 - Salaries, Overtime, Home Owners Allowance and Medical Assistance by Programme, 2004/05

| Programme                    | Salaries<br>(R'000) | Salaries as %<br>of Personnel<br>Cost | Overtime<br>(R'000) | Overtime as %<br>of Personnel<br>Cost | HOA<br>(R'000) | HOA as %<br>of Personnel<br>Cost | Medical Ass.<br>(R'000) | Medical Ass.<br>as % of<br>Personnel Cost |
|------------------------------|---------------------|---------------------------------------|---------------------|---------------------------------------|----------------|----------------------------------|-------------------------|---|
| 1. Executive Office          | 4,673               | 63.64                                 | 6                   | 0.08                                  | 4              | 0.05                             | 198                     | 2.69                                      |
| 2. Policy Develop & Co-Ord   | 3,951               | 66.68                                 | 0                   | 0                                     | 39             | 0.65                             | 202                     | 3.4                                       |
| 3. Govt Comm & Info          | 4,492               | 67.87                                 | 49                  | 0.74                                  | 56             | 0.84                             | 254                     | 3.83                                      |
| 4. State Law Advice          | 1,599               | 70.59                                 | 0                   | 0                                     | 8              | 0.35                             | 86                      | 3.79                                      |
| 5. Strategic HR & Manag Sup  | 4,680               | 66.43                                 | 2                   | 0.02                                  | 88             | 1.24                             | 274                     | 3.88                                      |
| 6. Financial Management      | 3,124               | 65.96                                 | 0                   | 0                                     | 46             | 0.97                             | 238                     | 5.02                                      |
| 7. Security & Risk Mang Serv | 1,165               | 7.073                                 | 0                   | 0                                     | 17             | 1.03                             | 87                      | 5.28                                      |
| <b>Total</b>                 | <b>23,684</b>       | <b>66.56</b>                          | <b>57</b>           | <b>0.16</b>                           | <b>258</b>     | <b>0.72</b>                      | <b>1339</b>             | <b>3.76</b>                               |

### 2.4 - Salaries, Overtime, Home Owners Allowance and Medical Assistance by Salary Band, 2004/05

| Salary bands                             | Salaries<br>(R'000) | Salaries as %<br>of Personnel<br>Cost | Overtime<br>(R'000) | Overtime as %<br>of Personnel<br>Cost | HOA<br>(R'000) | HOA as %<br>of Personnel<br>Cost | Medical Ass.<br>(R'000) | Medical Ass.<br>as % of<br>Personnel Cost |
|--|---------------------|---------------------------------------|---------------------|---------------------------------------|----------------|----------------------------------|-------------------------|---|
| Lower skilled (Levels 1-2)               | 483                 | 30.01                                 | 0                   | 0                                     | 24             | 1.49                             | 47                      | 2.92                                      |
| Skilled (Levels 3-5)                     | 952                 | 68.53                                 | 2                   | 0.14                                  | 30             | 2.15                             | 90                      | 6.47                                      |
| Highly skilled production (Levels 6-8)   | 5,728               | 72.89                                 | 16                  | 0.2                                   | 99             | 1.25                             | 448                     | 5.7                                       |
| Highly skilled supervision (Levels 9-12) | 9,129               | 75.14                                 | 39                  | 0.32                                  | 105            | 0.86                             | 405                     | 3.33                                      |
| Senior management (Levels 13-16)         | 7,392               | 58.78                                 | 0                   | 0                                     | 0              | 0                                | 349                     | 2.77                                      |
| <b>TOTAL</b>                             | <b>23,684</b>       | <b>66.56</b>                          | <b>57</b>           | <b>0.16</b>                           | <b>258</b>     | <b>0.72</b>                      | <b>1,339</b>            | <b>3.76</b>                               |

### 3 EMPLOYMENT AND VACANCIES

#### 3.1 Employment and Vacancies by Programme , 31 March 2005

| Programme                    | Number of Posts | Number of Posts Filled | Vacancy Rate | Number of Posts Filled Additional to the Establishment |
|------------------------------|-----------------|------------------------|--------------|--|
| 1. Executive Office          | 18              | 15                     | 16.7         | 0  |
| 2. Policy Develop & Co-Ord   | 37              | 28                     | 24.3         | 0  |
| 3. Govt Comm & Info          | 45              | 36                     | 20           | 0  |
| 4. State Law Advice          | 11              | 8                      | 27.3         | 0  |
| 5. Strategic HR & Manag Sup  | 50              | 47                     | 6            | 0  |
| 6. Financial Management      | 33              | 29                     | 12.1         | 0  |
| 7. Security & Risk Mang Serv | 11              | 7                      | 36.4         | 0  |
| <b>TOTAL</b>                 | <b>205</b>      | <b>170</b>             | <b>17.1</b>  | <b>0</b>   |

#### 3.2 Employment and Vacancies by Salary Bands, 31 March 2005

| Salary bands  | Number of Posts | Number of Posts Filled | Vacancy Rate | Number of Posts Filled Additional to the Establishment |
|---|-----------------|------------------------|--------------|--|
| Lower skilled (Levels 1-2), Permanent               | 11              | 11                     | 0            | 0  |
| Skilled (Levels 3-5), Permanent                     | 20              | 16                     | 20           | 0  |
| Highly skilled production (Levels 6-8), Permanent   | 75              | 61                     | 18.7         | 0  |
| Highly skilled supervision (Levels 9-12), Permanent | 74              | 59                     | 20.3         | 0  |
| Senior management (Levels 13-16), Permanent         | 25              | 23                     | 8            | 0  |
| <b>TOTAL</b>  | <b>205</b>      | <b>170</b>             | <b>17.1</b>  | <b>0</b>   |

### 3.3 Employment and Vacancies by Critical Occupation, 31 March 2005

| Critical Occupations  | Number of Posts | Number of Posts Filled | Vacancy Rate | Number of Posts Filled Additional to the Establishment |
|---|-----------------|------------------------|--------------|--|
| Administrative related, Permanent   | 30              | 24                     | 20           | 0  |
| Client inform clerks (switchboard reception inform clerks), Permanent           | 3               | 2                      | 33.3         | 0  |
| Communication and information related, Permanent                                | 20              | 16                     | 20           | 0  |
| Finance and economics related, Permanent  | 5               | 3                      | 40           | 0  |
| Financial and related professionals, Permanent                                  | 6               | 5                      | 16.7         | 0  |
| Financial clerks and credit controllers, Permanent                              | 5               | 5                      | 0            | 0  |
| Food services aids and waiters, Permanent                                       | 6               | 6                      | 0            | 0  |
| General legal administration & related professionals, Permanent                 | 1               | 1                      | 0            | 0  |
| Head of department/chief executive officer, Permanent                           | 1               | 1                      | 0            | 0  |
| Housekeepers laundry and related workers, Permanent                             | 1               | 1                      | 0            | 0  |
| Human resources & organisational development & related professionals, Permanent | 10              | 8                      | 20           | 0  |
| Human resources clerks, Permanent   | 6               | 6                      | 0            | 0  |
| Human resources related, Permanent  | 6               | 6                      | 0            | 0  |
| Information technology related, Permanent                                       | 1               | 0                      | 100          | 0  |
| Language practitioners interpreters & other communication, Permanent            | 11              | 7                      | 36.4         | 0  |
| Legal related, Permanent  | 5               | 3                      | 40           | 0  |

### 3.3 Employment and Vacancies by Critical Occupation, 31 March 2005 - continued

| Critical Occupations   | Number of Posts | Number of Posts Filled | Vacancy Rate | Number of Posts Filled Additional to the Establishment |
|--|-----------------|------------------------|--------------|--|
| Librarians and related professionals, Permanent              | 1               | 1                      | 0            | 0  |
| Library mail and related clerks, Permanent                   | 2               | 2                      | 0            | 0  |
| Light vehicle drivers, Permanent                             | 3               | 3                      | 0            | 0  |
| Logistical support personnel, Permanent                      | 7               | 7                      | 0            | 0  |
| Material-recording and transport clerks, Permanent           | 5               | 4                      | 20           | 0  |
| Messengers porters and deliverers, Permanent                 | 5               | 5                      | 0            | 0  |
| Other administrat & related clerks and organisers, Permanent | 5               | 3                      | 40           | 0  |
| Other administrative policy and related officers, Permanent  | 15              | 12                     | 20           | 0  |
| Other information technology personnel., Permanent           | 1               | 1                      | 0            | 0  |
| Other occupations, Permanent                                 | 3               | 2                      | 33.3         | 0  |
| Risk management and security services, Permanent             | 2               | 1                      | 50           | 0  |
| Secretaries & other keyboard operating clerks, Permanent     | 18              | 15                     | 16.7         | 0  |
| Senior managers, Permanent                                   | 21              | 20                     | 4.8          | 0  |
| <b>TOTAL</b>   | <b>205</b>      | <b>170</b>             | <b>17.1</b>  | <b>0</b>   |

## 4 JOB EVALUATION

### 4.1 Job Evaluation, 1 April 2004 to 31 March 2005

| Salary Band                              | Number of Posts | Number of Jobs Evaluated | % of Posts Evaluated | Number of Posts Upgraded | % of Upgraded Posts Evaluated | Number of Posts Downgraded | % of Downgraded Posts Evaluated |
|--|-----------------|--------------------------|----------------------|--------------------------|-------------------------------|----------------------------|---------------------------------|
| Lower skilled (Levels 1-2)               | 11              | 0                        | 0                    | 0                        | 0                             | 0                          | 0                               |
| Skilled (Levels 3-5)                     | 20              | 2                        | 10                   | 1                        | 50                            | 0                          | 0                               |
| Highly skilled production (Levels 6-8)   | 75              | 5                        | 6.7                  | 0                        | 0                             | 0                          | 0                               |
| Highly skilled supervision (Levels 9-12) | 74              | 12                       | 16.2                 | 4                        | 33.3                          | 0                          | 0                               |
| Senior Management Service Band A         | 16              | 0                        | 0                    | 0                        | 0                             | 0                          | 0                               |
| Senior Management Service Band B         | 7               | 0                        | 0                    | 0                        | 0                             | 0                          | 0                               |
| Senior Management Service Band C         | 1               | 0                        | 0                    | 0                        | 0                             | 0                          | 0                               |
| Senior Management Service Band D         | 1               | 0                        | 0                    | 0                        | 0                             | 0                          | 0                               |
| <b>TOTAL</b>                             | <b>205</b>      | <b>19</b>                | <b>9.3</b>           | <b>5</b>                 | <b>26.3</b>                   | <b>0</b>                   | <b>0</b>                        |

### 4.2 Profile of employees whose positions were upgraded due to their posts being upgraded, 1 April 2004 to 31 March 2005

| Beneficiaries               | African | Asian | Coloured | White | Total |
|-----------------------------|---------|-------|----------|-------|-------|
| Female                      | 0       | 0     | 0        | 0     | 0     |
| Male                        | 0       | 0     | 0        | 0     | 0     |
| Total                       | 0       | 0     | 0        | 0     | 0     |
| Employees with a Disability | 0       | 0     | 0        | 0     | 0     |

### 4.3 Employees whose salary level exceed the grade determined by Job Evaluation, 1 April 2004 to 31 March 2005

| Occupation                     | Number of Employees | Job Evaluation Level | Remuneration Level | Reason for Deviation | No of Employees in Dept |
|--------------------------------|---------------------|----------------------|--------------------|----------------------|-------------------------|
| Percentage of Total Employment | 0                   | 0                    | 0                  | -                    | 0                       |

#### 4.4 Profile of employees whose salary level exceeded the grade determined by job evaluation, 1 April 2004 to 31 March 2005

| Beneficiaries               | African  | Asian    | Coloured | White    | Total    |
|-----------------------------|----------|----------|----------|----------|----------|
| Female                      | 0        | 0        | 0        | 0        | 0        |
| Male                        | 0        | 0        | 0        | 0        | 0        |
| <b>Total</b>                | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| Employees with a Disability | 0        | 0        | 0        | 0        | 0        |

## 5 EMPLOYMENT CHANGES

#### 5.1 Annual Turnover Rates by Salary Band, 1 April 2004 to 31 March 2005

| Salary Band  | Employment<br>at Beginning of<br>Period April 2004 | Appointments | Terminations | Turnover Rate |
|--|--|--------------|--------------|---------------|
| Lower skilled (Levels 1-2), Permanent                  | 12   | 2            | 0            | 0             |
| Skilled (Levels 3-5), Permanent                        | 16   | 0            | 1            | 6.3           |
| Highly skilled production (Levels 6-8)<br>Permanent    | 57   | 4            | 3            | 5.3           |
| Highly skilled supervision<br>(Levels 9-12), Permanent | 43   | 9            | 1            | 2.3           |
| Senior Management Service<br>Band A, Permanent         | 10   | 2            | 0            | 0             |
| Senior Management Service<br>Band B, Permanent         | 6  | 2            | 1            | 16.7          |
| Senior Management Service<br>Band C, Permanent         | 2  | 0            | 0            | 0             |
| Senior Management Service<br>Band D, Permanent         | 1  | 0            | 0            | 0             |
| <b>TOTAL</b>   | <b>147</b>   | <b>19</b>    | <b>6</b>     | <b>4.1</b>    |



## 5.2 Annual Turnover Rates by Critical Occupation, 1 April 2004 to 31 March 2005

| Occupation   | Employment<br>at Beginning of<br>Period April 2004 | Appointments | Terminations | Turnover Rate |
|--|--|--------------|--------------|---------------|
| Administrative related, Permanent                                | 23   | 2            | 0            | 0             |
| Advocates, Permanent   | 2  | 0            | 0            | 0             |
| Client inform clerks(switchb<br>recept inform clerks), Permanent | 1  | 0            | 0            | 0             |
| Communication and information<br>related, Permanent              | 8  | 5            | 0            | 0             |
| Finance and economics related,<br>Permanent                      | 2  | 0            | 0            | 0             |
| Financial and related professionals,<br>Permanent                | 3  | 0            | 0            | 0             |
| Financial clerks and credit<br>controllers, Permanent            | 4  | 0            | 0            | 0             |
| Food services aids and waiters,<br>Permanent                     | 8  | 0            | 0            | 0             |
| Health sciences related, Permanent                               | 1  | 0            | 0            | 0             |
| Housekeepers laundry and related<br>workers, Permanent           | 1  | 0            | 0            | 0             |
| Human resources & organisat<br>developm & relate prof, Permanent | 5  | 1            | 0            | 0             |
| Human resources clerks, Permanent                                | 7  | 0            | 0            | 0             |
| Human resources related, Permanent                               | 7  | 0            | 1            | 14.3          |
| Language practitioners interpreters<br>& other commun, Permanent | 6  | 0            | 0            | 0             |
| Legal related, Permanent   | 1  | 1            | 0            | 0             |
| Librarians and related professionals,<br>Permanent               | 1  | 0            | 0            | 0             |
| Library mail and related clerks,<br>Permanent                    | 3  | 0            | 0            | 0             |
| Light vehicle drivers, Permanent                                 | 3  | 0            | 0            | 0             |
| Logistical support personnel,<br>Permanent                       | 2  | 1            | 0            | 0             |
| Material-recording and transport<br>clerks, Permanent            | 1  | 1            | 0            | 0             |
| Messengers porters and deliverers,<br>Permanent                  | 4  | 0            | 0            | 0             |

5.2 Annual Turnover Rates by Critical Occupation, 1 April 2004 to 31 March 2005 - continued

| Occupation  | Employment<br>at Beginning of<br>Period April 2004 | Appointments | Terminations | Turnover Rate |
|---|--|--------------|--------------|---------------|
| Other administrat & related clerks<br>and organisers, Permanent | 5  | 1            | 0            | 0             |
| Other administrative policy and<br>related officers, Permanent  | 14   | 1            | 3            | 21.4          |
| Other information technology<br>personnel., Permanent           | 1  | 0            | 0            | 0             |
| Other occupations, Permanent                                    | 4  | 0            | 0            | 0             |
| Printing and related machine<br>operators, Permanent            | 1  | 0            | 0            | 0             |
| Rank: Unknown, Permanent  | 1  | 0            | 0            | 0             |
| Risk management and security<br>services, Permanent             | 1  | 0            | 0            | 0             |
| Secretaries & other keyboard<br>operating clerks, Permanent     | 13   | 2            | 1            | 7.7           |
| Security officers, Permanent                                    | 1  | 0            | 0            | 0             |
| Senior managers, Permanent                                      | 12   | 4            | 1            | 8.3           |
| Social sciences related, Permanent                              | 1  | 0            | 0            | 0             |
| <b>TOTAL</b>  | <b>147</b>   | <b>19</b>    | <b>6</b>     | <b>4.1</b>    |

5.3 - Reasons why staff are leaving the department

| Termination Type                           | Number   | Percentage of<br>Total<br>Resignations |
|--|----------|--|
| Death, Permanent                           | 1        | 16.7                                   |
| Resignation, Permanent                     | 4        | 66.7                                   |
| Discharged due to ill health,<br>Permanent | 1        | 16.7                                   |
| <b>TOTAL</b>                               | <b>6</b> | <b>100</b>                             |

| Resignations as % of Employment |
|---------------------------------|
| 4.1                             |

#### 5.4 Promotions by Critical Occupation

| Occupation  | Employees as<br>1 April 2004 | Promotions to<br>another Salary<br>Level | Salary Level<br>Promotions as<br>a % of<br>employees by<br>occupation | Progressions to<br>another Notch<br>within Salary<br>Level | Notch<br>progres-sions<br>as a % of<br>employees by<br>occupation |
|---|------------------------------|--|---|--|---|
| Administrative related                                | 23                           | 4  | 17.4  | 16   | 69.6  |
| Advocates   | 2                            | 0  | 0   | 0  | 0   |
| Client inform clerks(switchb<br>recept inform clerks) | 1                            | 1  | 100   | 2  | 200   |
| Communication and information<br>related              | 8                            | 3  | 37.5  | 2  | 25  |
| Finance and economics related                         | 2                            | 0  | 0   | 1  | 50  |
| Financial and related professionals                   | 3                            | 0  | 0   | 3  | 100   |
| Financial clerks and credit controllers               | 4                            | 0  | 0   | 3  | 75  |
| Food services aids and waiters                        | 8                            | 0  | 0   | 7  | 87.5  |
| Health sciences related                               | 1                            | 0  | 0   | 0  | 0   |
| Housekeepers laundry and<br>related workers           | 1                            | 0  | 0   | 1  | 100   |
| Human resources & organisat<br>developm & relate prof | 5                            | 3  | 60  | 6  | 120   |
| Human resources clerks                                | 7                            | 0  | 0   | 5  | 71.4  |
| Human resources related                               | 7                            | 1  | 14.3  | 3  | 42.9  |
| Language practitioners interpreters<br>& other commun | 6                            | 0  | 0   | 3  | 50  |
| Legal related   | 1                            | 0  | 0   | 0  | 0   |
| Librarians and related professionals 1                | 0                            | 0  | 1   | 100  |   |
| Library mail and related clerks                       | 3                            | 0  | 0   | 3  | 100   |
| Light vehicle drivers                                 | 3                            | 0  | 0   | 3  | 100   |
| Logistical support personnel                          | 2                            | 1  | 50  | 2  | 100   |
| Material-recording and<br>transport clerks            | 1                            | 1  | 100   | 2  | 200   |
| Messengers porters and deliverers                     | 4                            | 0  | 0   | 4  | 100   |
| Other administrat & related clerks<br>and organisers  | 5                            | 3  | 60  | 6  | 120   |
| Other administrative policy and<br>related officers   | 14                           | 1  | 7.1   | 4  | 28.6  |
| Other information technology<br>personnel.            | 1                            | 0  | 0   | 0  | 0   |

#### 5.4 Promotions by Critical Occupation - continued

| Occupation                                       | Employees as<br>1 April 2004 | Promotions to<br>another Salary<br>Level | Salary Level<br>Promotions as<br>a % of<br>employees by<br>occupation | Progressions to<br>another Notch<br>within Salary<br>Level | Notch<br>progressions<br>as a % of<br>employees by<br>occupation |
|--|------------------------------|--|---|--|--|
| Other occupations                                | 4                            | 1  | 25  | 2  | 50   |
| Printing and related machine<br>operators        | 1                            | 0  | 0   | 1  | 100  |
| Rank: Unknown                                    | 1                            | 0  | 0   | 0  | 0  |
| Risk management and security<br>services         | 1                            | 0  | 0   | 1  | 100  |
| Secretaries & other keyboard<br>operating clerks | 13                           | 3  | 23.1  | 7  | 53.8   |
| Security officers                                | 1                            | 0  | 0   | 1  | 100  |
| Senior managers                                  | 12                           | 0  | 0   | 0  | 0  |
| Social sciences related                          | 1                            | 0  | 0   | 0  | 0  |
| <b>TOTAL</b>                                     | <b>147</b>                   | <b>22</b>                                | <b>15</b>   | <b>89</b>  | <b>60.5</b>  |

#### 5.5 Promotions by Salary Band

| Salary bands   | Employees as<br>1 April 2004 | Promotions to<br>another Salary<br>Level | Salary Level<br>Promotions as<br>a % of<br>employees by<br>occupation | Progressions to<br>another Notch<br>within Salary<br>Level | Notch<br>progressions<br>as a % of<br>employees by<br>Salary bands |
|--|------------------------------|--|---|--|--|
| Lower skilled (Levels 1-2), Permanent                  | 12                           | 0  | 0   | 11   | 91.7   |
| Skilled (Levels 3-5), Permanent                        | 16                           | 6  | 37.5  | 15   | 93.8   |
| Highly skilled production<br>(Levels 6-8), Permanent   | 57                           | 6  | 10.5  | 37   | 64.9   |
| Highly skilled supervision<br>(Levels 9-12), Permanent | 43                           | 9  | 20.9  | 26   | 60.5   |
| Senior management (Levels 13-16),<br>Permanent         | 19                           | 1  | 5.3   | 0  | 0  |
| <b>TOTAL</b>   | <b>147</b>                   | <b>22</b>                                | <b>15</b>   | <b>89</b>  | <b>60.5</b>  |

## 6 EMPLOYMENT EQUITY

### 6.1 Total number of Employees (incl. Employees with disabilities) in each of the following Occupational Categories as on 31 March 2005

| Occupational Categories                               | Male, African | Male, Coloured | Male, Indian | Male, Total Blacks | Male, White | Female, African | Female, Coloured | Female, Indian | Female, Total Blacks | Female, White | Total      |
|---|---------------|----------------|--------------|--------------------|-------------|-----------------|------------------|----------------|----------------------|---------------|------------|
| Legislators, senior officials and managers, Permanent | 8             | 1              | 1            | 10                 | 1           | 3               | 1                | 0              | 4                    | 2             | 17         |
| Professionals, Permanent                              | 19            | 2              | 5            | 26                 | 9           | 33              | 5                | 3              | 41                   | 11            | 87         |
| Clerks, Permanent                                     | 8             | 0              | 0            | 8                  | 0           | 30              | 3                | 2              | 35                   | 3             | 46         |
| Service and sales workers, Permanent                  | 0             | 0              | 0            | 0                  | 1           | 1               | 0                | 0              | 1                    | 0             | 2          |
| Plant and machine operators and assemblers, Permanent | 4             | 0              | 0            | 4                  | 0           | 0               | 0                | 0              | 0                    | 0             | 4          |
| Elementary occupations, Permanent                     | 4             | 0              | 0            | 4                  | 0           | 8               | 0                | 0              | 8                    | 0             | 12         |
| Other, Permanent                                      | 2             | 0              | 0            | 2                  | 0           | 0               | 0                | 0              | 0                    | 0             | 2          |
| <b>TOTAL</b>  | <b>45</b>     | <b>3</b>       | <b>6</b>     | <b>54</b>          | <b>11</b>   | <b>75</b>       | <b>9</b>         | <b>5</b>       | <b>89</b>            | <b>16</b>     | <b>170</b> |

| Occupational Categories     | Male, African | Male, Coloured | Male, Indian | Male, Total Blacks | Male, White | Female, African | Female, Coloured | Female, Indian | Female, Total Blacks | Female, White | Total |
|-----------------------------|---------------|----------------|--------------|--------------------|-------------|-----------------|------------------|----------------|----------------------|---------------|-------|
| Employees with disabilities | 1             | 0              | 0            | 1                  | 0           | 0               | 0                | 0              | 0                    | 0             | 1     |

### 6.2 Total number of Employees (incl. Employees with disabilities) in each of the following Occupational Bands as on 31 March 2005

| Occupational Bands   | Male, African | Male, Coloured | Male, Indian | Male, Total Blacks | Male, White | Female, African | Female, Coloured | Female, Indian | Female, Total Blacks | Female, White | Total      |
|--|---------------|----------------|--------------|--------------------|-------------|-----------------|------------------|----------------|----------------------|---------------|------------|
| Top Management, Permanent  | 3             | 0              | 1            | 4                  | 0           | 0               | 0                | 0              | 0                    | 0             | 4          |
| Senior Management, Permanent   | 8             | 1              | 0            | 9                  | 3           | 4               | 1                | 0              | 5                    | 2             | 19         |
| Professionally qualified and experienced specialists and mid-management, Permanent                       | 16            | 2              | 3            | 21                 | 6           | 20              | 2                | 2              | 24                   | 7             | 58         |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent | 6             | 0              | 2            | 8                  | 2           | 35              | 5                | 3              | 43                   | 7             | 60         |
| Semi-skilled and discretionary decision making, Permanent  | 8             | 0              | 0            | 8                  | 0           | 9               | 1                | 0              | 10                   | 0             | 18         |
| Unskilled and defined decision making, Permanent   | 3             | 0              | 0            | 3                  | 0           | 7               | 0                | 0              | 7                    | 0             | 10         |
| Not Available, Permanent   | 1             | 0              | 0            | 1                  | 0           | 0               | 0                | 0              | 0                    | 0             | 1          |
| <b>TOTAL</b>   | <b>45</b>     | <b>3</b>       | <b>6</b>     | <b>54</b>          | <b>11</b>   | <b>75</b>       | <b>9</b>         | <b>5</b>       | <b>89</b>            | <b>16</b>     | <b>170</b> |

### 6.3 Recruitment, 1 April 2004 to 31 March 2005

| Occupational Bands   | Male,<br>African | Male,<br>Coloured | Male,<br>Indian | Male,<br>Total Blacks | Male,<br>White | Female,<br>African | Female,<br>Coloured | Female,<br>Indian | Female,<br>Total Blacks | Female,<br>White | Total     |
|--|------------------|-------------------|-----------------|-----------------------|----------------|--------------------|---------------------|-------------------|-------------------------|------------------|-----------|
| Senior Management, Permanent   | 2                | 0                 | 0               | 2                     | 0              | 2                  | 0                   | 0                 | 2                       | 0                | 4         |
| Professionally qualified and experienced specialists and mid-management, Permanent                       | 2                | 0                 | 1               | 3                     | 0              | 4                  | 1                   | 0                 | 5                       | 1                | 9         |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent | 1                | 0                 | 0               | 1                     | 0              | 3                  | 0                   | 0                 | 3                       | 0                | 4         |
| Unskilled and defined decision making, Permanent   | 0                | 0                 | 0               | 0                     | 0              | 1                  | 1                   | 0                 | 2                       | 0                | 2         |
| <b>TOTAL</b>   | <b>5</b>         | <b>0</b>          | <b>1</b>        | <b>6</b>              | <b>0</b>       | <b>10</b>          | <b>2</b>            | <b>0</b>          | <b>12</b>               | <b>1</b>         | <b>19</b> |

|         | Male,<br>African | Male,<br>Coloured | Male,<br>Indian | Male,<br>Total Blacks | Male,<br>White | Female,<br>African | Female,<br>Coloured | Female,<br>Indian | Female,<br>Total Blacks | Female,<br>White | Total |
|---------|------------------|-------------------|-----------------|-----------------------|----------------|--------------------|---------------------|-------------------|-------------------------|------------------|-------|
| No data | 0                | 0                 | 0               | 0                     | 0              | 0                  | 0                   | 0                 | 0                       | 0                | 0     |

### 6.4 Promotions, 1 April 2004 to 31 March 2005

| Occupational Bands   | Male,<br>African | Male,<br>Coloured | Male,<br>Indian | Male,<br>Total Blacks | Male,<br>White | Female,<br>African | Female,<br>Coloured | Female,<br>Indian | Female,<br>Total Blacks | Female,<br>White | Total      |
|--|------------------|-------------------|-----------------|-----------------------|----------------|--------------------|---------------------|-------------------|-------------------------|------------------|------------|
| Top Management, Permanent  | 0                | 1                 | 0               | 1                     | 0              | 0                  | 0                   | 0                 | 0                       | 0                | 1          |
| Professionally qualified and experienced specialists and mid-management, Permanent                       | 9                | 1                 | 2               | 12                    | 4              | 13                 | 0                   | 2                 | 15                      | 4                | 35         |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent | 8                | 0                 | 0               | 8                     | 1              | 18                 | 4                   | 3                 | 25                      | 9                | 43         |
| Semi-skilled and discretionary decision making, Permanent  | 10               | 0                 | 0               | 10                    | 0              | 11                 | 0                   | 0                 | 11                      | 0                | 21         |
| Unskilled and defined decision making, Permanent   | 3                | 0                 | 0               | 3                     | 0              | 8                  | 0                   | 0                 | 8                       | 0                | 11         |
| <b>TOTAL</b>   | <b>30</b>        | <b>2</b>          | <b>2</b>        | <b>34</b>             | <b>5</b>       | <b>50</b>          | <b>4</b>            | <b>5</b>          | <b>59</b>               | <b>13</b>        | <b>111</b> |

#### 6.4 Promotions, 1 April 2004 to 31 March 2005 - continued

| Occupational Bands | Male,<br>African | Male,<br>Coloured | Male,<br>Indian | Male,<br>Total Blacks | Male,<br>White | Female,<br>African | Female,<br>Coloured | Female,<br>Indian | Female,<br>Total Blacks | Female,<br>White | Total |
|--------------------|------------------|-------------------|-----------------|-----------------------|----------------|--------------------|---------------------|-------------------|-------------------------|------------------|-------|
| No data            | 0                | 0                 | 0               | 0                     | 0              | 0                  | 0                   | 0                 | 0                       | 0                | 0     |

#### 6.5 Terminations, 1 April 2004 to 31 March 2005

| Occupational Bands   | Male,<br>African | Male,<br>Coloured | Male,<br>Indian | Male,<br>Total Blacks | Male,<br>White | Female,<br>African | Female,<br>Coloured | Female,<br>Indian | Female,<br>Total Blacks | Female,<br>White | Total    |
|--|------------------|-------------------|-----------------|-----------------------|----------------|--------------------|---------------------|-------------------|-------------------------|------------------|----------|
| Senior Management, Permanent   | 0                | 0                 | 0               | 0                     | 0              | 1                  | 0                   | 0                 | 1                       | 0                | 1        |
| Professionally qualified and experienced specialists and mid-management, Permanent                       | 0                | 0                 | 0               | 0                     | 0              | 1                  | 0                   | 0                 | 1                       | 0                | 1        |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent | 1                | 0                 | 0               | 1                     | 0              | 2                  | 0                   | 0                 | 2                       | 0                | 3        |
| Semi-skilled and discretionary decision making, Permanent  | 1                | 0                 | 0               | 1                     | 0              | 0                  | 0                   | 0                 | 0                       | 0                | 1        |
| <b>TOTAL</b>   | <b>2</b>         | <b>0</b>          | <b>0</b>        | <b>2</b>              | <b>0</b>       | <b>4</b>           | <b>0</b>            | <b>0</b>          | <b>4</b>                | <b>0</b>         | <b>6</b> |

| Occupational Bands | Male,<br>African | Male,<br>Coloured | Male,<br>Indian | Male,<br>Total Blacks | Male,<br>White | Female,<br>African | Female,<br>Coloured | Female,<br>Indian | Female,<br>Total Blacks | Female,<br>White | Total |
|--------------------|------------------|-------------------|-----------------|-----------------------|----------------|--------------------|---------------------|-------------------|-------------------------|------------------|-------|
| No data            | 0                | 0                 | 0               | 0                     | 0              | 0                  | 0                   | 0                 | 0                       | 0                | 0     |

#### 6.6 Disciplinary Action, 1 April 2004 to 31 March 2005

None



## 7 PERFORMANCE REWARDS

### 7.1 Performance Rewards by Race, Gender and Disability, 1 April 2004 to 31 March 2005

|                             | Number of Beneficiaries | Total Employees in Group per Group | Percentage of Total Employees | Cost (R'000) Beneficiary | Average Cost per (R) |
|-----------------------------|-------------------------|------------------------------------|-------------------------------|--------------------------|----------------------|
| African, Female             | 25                      | 75                                 | 33.3                          | 109                      | 4,365                |
| African, Male               | 19                      | 44                                 | 43.2                          | 147                      | 7,738                |
| Asian, Female               | 2                       | 5                                  | 40                            | 13                       | 6,364                |
| Asian, Male                 | 3                       | 6                                  | 50                            | 16                       | 5,270                |
| Coloured, Female            | 4                       | 9                                  | 44.4                          | 25                       | 6,204                |
| Coloured, Male              | 1                       | 3                                  | 33.3                          | 7                        | 6,659                |
| Total Blacks, Female        | 31                      | 89                                 | 34.8                          | 147                      | 4,731                |
| Total Blacks, Male          | 23                      | 53                                 | 43.4                          | 169                      | 7,369                |
| White, Female               | 12                      | 16                                 | 75                            | 81                       | 6,710                |
| White, Male                 | 2                       | 11                                 | 18.2                          | 16                       | 7,865                |
| Employees with a disability | 0                       | 1                                  | 0                             | 0                        | 0                    |
| <b>TOTAL</b>                | <b>68</b>               | <b>170</b>                         | <b>40</b>                     | <b>412</b>               | <b>6,065</b>         |

### 7.2 Performance Rewards by Salary Band for Personnel below Senio Management Service, 1 April 2004 to 31 March 2005

| Salary Band                | Number of Beneficiaries | Total Employees | Percentage of Total Salary Bands | Total Cost (R'000) | Average Cost per Employee (R) | Total Cost as a % of the Total Personnel Expenditure |
|----------------------------|-------------------------|-----------------|----------------------------------|--------------------|-------------------------------|--|
| Lower skilled (Levels 1-2) | 10                      | 10              | 100                              | 26                 | 2,600                         | 1.61   |
| Skilled (Levels 3 -5)      | 10                      | 18              | 55.6                             | 31                 | 3,100                         | 2.23   |
| Highly skilled production  | 24                      | 62              | 38.7                             | 137                | 5,708                         | 1,74   |
| Highly skilled supervisor  | 23                      | 57              | 40.4                             | 159                | 6,913                         | 1.3  |
| <b>TOTAL</b>               |                         | <b>147</b>      | <b>45.6</b>                      | <b>353</b>         | <b>5269</b>                   | <b>1.53</b>  |

### 7.3 Performance Related Rewards (Cash Bonus) by Salary Band for Senior Management Service

| Salary       | Number of Beneficiaries | Total Employees | Percentage of Total Salary | Total Cost (R'000) | Average Cost per Employee (R) | Total Cost as a % of the Total Personnel Expenditure |
|--------------|-------------------------|-----------------|----------------------------|--------------------|-------------------------------|--|
| Band A       | 0                       | 13              | 0                          | 0                  | 0                             | 0  |
| Band B       | 0                       | 6               | 0                          | 0                  | 0                             | 0  |
| Band C       | 0                       | 3               | 0                          | 0                  | 0                             | 0  |
| Band D       | 1                       | 1               | 100                        | 59                 | 5,900                         | 6.1  |
| <b>TOTAL</b> | <b>1</b>                | <b>23</b>       | <b>4.3</b>                 | <b>59</b>          | <b>5,900</b>                  | <b>6.1</b>   |

## 8 FOREIGN WORKERS

### 8.1 Foreign Workers, 1 April 2004 to 31 March 2005 by Salary Band

No foreign workers employed

### 8.2 Foreign Workers, 1 April 2004 to 31 March 2005 by Major Occupation

No foreign workers employed

## 9 LEAVE UTILISATION FOR THE PERIOD 1 JANUARY 2004 TO 31 DECEMBER 2004

### 9.1 Sick Leave, 1 January 2004 to December 2004

| Salary Band                              | Total Days | % Days with Medical Certification | Number of Employees using Sick Leave | % of Total Employees using Sick Leave | Average Days per Employee | Estimated Cost (R'000) |
|--|------------|-----------------------------------|--------------------------------------|---------------------------------------|---------------------------|------------------------|
| Lower skilled (Levels 1-2)               | 135        | 0                                 | 17                                   | 0                                     | 8                         | 19                     |
| Skilled (Levels 3-5)                     | 125        | 0                                 | 22                                   | 0                                     | 6                         | 28                     |
| Highly skilled production (Levels 6-8)   | 390        | 0                                 | 48                                   | 0                                     | 8                         | 150                    |
| Highly skilled supervision (Levels 9-12) | 165        | 0                                 | 31                                   | 0                                     | 5                         | 122                    |
| Senior management (Levels 13-16)         | 73         | 0                                 | 14                                   | 0                                     | 5                         | 128                    |
| <b>TOTAL</b>                             | <b>888</b> | <b>0</b>                          | <b>132</b>                           | <b>0</b>                              | <b>7</b>                  | <b>447</b>             |

### 9.2 Disability Leave (Temporary and Permanent), 1 January 2004 to December 2004

None

9.3 Annual Leave, 1 January 2004 to December 2004

| Salary Band                              | Total Days Taken | Average per Employee |
|--|------------------|----------------------|
| Lower skilled (Levels 1-2)               | 416              | 20                   |
| Skilled (Levels 3-5)                     | 385              | 13                   |
| Highly skilled production (Levels 6-8)   | 1243             | 16                   |
| Highly skilled supervision (Levels 9-12) | 926              | 15                   |
| Senior management (Levels 13-16)         | 404              | 18                   |
| <b>TOTAL</b>                             | <b>3374</b>      | <b>16</b>            |

9.4 Capped Leave, 1 January 2004 to December 2004

|  | Total days of capped leave taken | Average number of days taken per employee | Average capped leave per employee as at 31 December 2004 |
|--|----------------------------------|---|--|
| Lower skilled (Levels 1-2)               | 13                               | 3   | 29   |
| Skilled (Levels 3-5)                     | 5                                | 3   | 27   |
| Highly skilled production (Levels 6-8)   | 27                               | 3   | 17   |
| Highly skilled supervision (Levels 9-12) | 23                               | 5   | 31   |
| <b>TOTAL</b>                             | <b>68</b>                        | <b>4</b>                                  | <b>24</b>  |

9.5 Leave Payouts, 1 April 2004 to 31 March 2005

| Reason   | Total Amount (R'000) | Number of Employees | Average Payment per Employee (R) |
|--|----------------------|---------------------|----------------------------------|
| Capped leave payouts on termination of service for 2004/05 | 15                   | 4                   | 3,750                            |
| Current leave payout on termination of service for 2004/05 | 6                    | 3                   | 2,000                            |
| <b>TOTAL</b>   | <b>21</b>            | <b>7</b>            | <b>3,000</b>                     |

## 10 HIV AND AIDS AND HEALTH PROMOTIONAL PROGRAMME

### 10.1 - Steps taken to reduce the risk of occupational exposure

Not applicable

### 10.2 - Details of Health Promotion and HIV/AIDS Programmes [tick Yes/No and provide required information]

| Question   | Yes | No | Details, if yes                                   |
|--|-----|----|---|
| 1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.  | X   |    | Mr. C Greve, Dir: HR and Auxiliary Service        |
| 2. Does the department have a dedicated unit or have you designated specific staff members to promote health and well being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose. | X   |    | 1 Employee Welness Practitioner. Budget: R200 000 |
| 3. Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/ services of the programme. health problems, • Work related problems, • Psychosocial problems.                                      |     |    |   |
| 4. Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.                        |     | X  |   |
| 5. Has the department reviewed the employment policies and practices of your department to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.                       | X   |    | HIV/AIDS Workplace Policy                         |

| Question   | Yes | No | Details, if yes  |
|--|-----|----|--|
| 6. Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures. | X   |    | Policy provides for the same rights and privileges in terms of employment or advancement or in respect of participation in any benefits. |
| 7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved.   | X   |    | VCT Introduced in 2002. 19% of staff have undergone VCT  |
| 8. Has the department developed measures/indicators to monitor & evaluate the impact of your health promotion programme? If so, list these measures/indicators.                        | X   |    | # of EAP referrals. # of disciplinary cases.<br>Absenteeism rate (incl. Sick leave)  |

## 11 LABOUR RELATIONS

### 11.1 Collective Agreements, 1 April 2004 to 31 March 2005

None

### 11.2 Misconduct and Discipline Hearings Finalised, 1 April 2004 to 31 March 2005

None

### 11.3 Types of Misconduct Addressed and Disciplinary Hearings

None

### 11.4 Grievances Lodged, 1 April 2004 to 31 March 2005

None

### 11.5 Disputes Lodged with Councils, 1 April 2004 to 31 March 2005

None

### 11.6 Strike Actions, April 2004 to 31 March 2005

| Strike Actions   |         |
|--|---------|
| Total number of person working days lost               | 7       |
| Total cost (R'000) of working days lost                | 3036.94 |
| Amount (R'000) recovered as a result of no work no pay | 3036.94 |

### 11.7 - Precautionary Suspensions, 1 April 2004 to 31 March 2005

None

## 12 SKILLS DEVELOPMENT

### 12.1 Training Needs identified, 1 April 2004 to 31 March 2005

| Occupational Categories                    | Gender | Employment | Learnerships | Skills Programmes & ther short courses | Other forms of training | Total      |
|--|--------|------------|--------------|--|-------------------------|------------|
| Legislators, senior officials and managers | Female | 6          | 0            | 6                                      | 6                       | 18         |
|  | Male   | 11         | 0            | 10                                     | 10                      | 31         |
| Professionals                              | Female | 52         | 0            | 52                                     | 0                       | 104        |
|  | Male   | 35         | 0            | 35                                     | 0                       | 70         |
| Clerks                                     | Female | 38         | 1            | 38                                     | 0                       | 77         |
|  | Male   | 8          | 1            | 8                                      | 0                       | 17         |
| Service and sales workers                  | Female | 1          | 0            | 1                                      | 0                       | 1          |
|  | Male   | 3          | 0            | 3                                      | 0                       | 3          |
| Plant and machine operators and assemblers | Female |            | 0            | 0                                      | 0                       | 0          |
|  | Male   | 4          | 0            | 4                                      | 0                       | 4          |
| Elementary occupations                     | Female | 8          | 0            | 8                                      | 0                       | 8          |
|  | Male   | 4          | 0            | 4                                      | 0                       | 4          |
| Gender sub totals                          | Female | 105        | 1            | 105                                    | 6                       | 208        |
|  | Male   | 65         | 1            | 57                                     | 10                      | 129        |
| <b>Total</b>                               |        | <b>170</b> | <b>2</b>     | <b>162</b>                             | <b>16</b>               | <b>337</b> |

### 12.2 Training Provided

| Occupational Categories                    | Gender | Employment | Learnerships | Skills Programmes & ther short courses | Other forms of training | Total      |
|--|--------|------------|--------------|--|-------------------------|------------|
| Legislators, senior officials and managers | Female | 6          | 0            | 3                                      | 3                       | 12         |
|  | Male   | 11         | 0            | 4                                      | 1                       | 16         |
| Professionals                              | Female | 52         | 0            | 26                                     |                         | 78         |
|  | Male   | 35         | 0            | 17                                     | 0                       | 52         |
| Clerks                                     | Female | 38         | 1            | 21                                     |                         | 60         |
|  | Male   | 8          | 1            | 7                                      |                         | 16         |
| Service and sales workers                  | Female | 1          | 0            | 0                                      | 0                       | 1          |
|  | Male   | 3          | 0            | 0                                      | 0                       | 0          |
| Plant and machine operators and assemblers | Female |            | 0            | 2                                      | 0                       | 2          |
|  | Male   | 4          | 0            | 2                                      | 0                       | 6          |
| Elementary occupations                     | Female | 8          | 0            | 6                                      | 0                       | 6          |
|  | Male   | 4          | 0            | 2                                      | 0                       | 6          |
| Gender sub totals                          | Female | 105        | 1            | 58                                     | 7                       | 159        |
|  | Male   | 65         | 1            | 32                                     | 1                       | 93         |
| <b>Total</b>                               |        | <b>170</b> | <b>2</b>     | <b>90</b>                              | <b>8</b>                | <b>252</b> |

## 13 INJURY DUTY

### 13.1 Injury on Duty, 1 April 2004 to 31 March 2005

| Nature of injury on duty              | Number | % of total |
|---------------------------------------|--------|------------|
| Required basic medical attention only | 1      | 100        |
| Temporary Total Disablement           | 0      | 0          |
| Permanent Disablement                 | 0      | 0          |
| Fatal                                 | 0      | 0          |

## 14 UTILISATION OF CONSULTANTS

### 14.1 Report on consultant appointments using appropriated funds

### 14.2 Analysis of consultant appointments using appropriate funds in terms of Historically Disadvantaged Individuals (HDIs)

| Project Title/   | Total Number of Consultants that worked on project | Duration Work days | Contract Value in Rand R'000 | Percentage ownership by HDI groups | Percentage Management by HDI groups | Number of Consultants from HDI groups that work on the project |
|--|--|--------------------|------------------------------|------------------------------------|-------------------------------------|--|
| Financial re-engineering project   | 20   | 30                 | 177                          | 100%                               | 100%                                | 14   |
| Technical support in the design and implementation of GPG'S service delivery standards | 4  | 8                  | 19                           | 0                                  | 0                                   | 3  |
| Review of powers and functions of different spheres of government                      | 3  | 30                 | 280                          | 100%                               | 100%                                | 3  |
| Information management system development  | 2  | 100                | 173                          | 51%                                | 49%                                 | 2  |
| Development of common baseline data for the provincial key performance indicators      | 25   | 30                 | 33                           | 40%                                | 66%                                 | 10   |
| Gauteng management development programmed  | 45   | 96                 | 285                          | 55%                                | 80%                                 | 32   |
| Professional Fees – Premier's Service Excellence Award                                 | 4  | 90                 | 360                          | 25                                 | 33                                  | 4  |
| Development of common Baseline Data for the Provincial Key Performance Indicators      | 20   | 50                 | 66                           | 40                                 | 66                                  | 15   |
| <b>SUB TOTAL</b>   |  |                    | <b>1,393</b>                 |                                    |                                     |  |
| Other advisory services  |  |                    | 4,020                        |                                    |                                     |  |
| <b>TOTAL</b>   |  |                    | <b>5,413</b>                 |                                    |                                     |  |



#### 14.3 - Report on consultant appointments using Donor funds

None

#### 14.4 - Analysis of consultant appointments using Donor funds, i.t.o. HDIs

None

### ACCESS TO INFORMATION

#### Access to information

Information Office:

Office of the Information Officer

Tel: 355-6201

Office of the Deputy Information Officer

Tel: 355-6884

#### Office Telephones numbers:

Switchboard

Tel: 355-6000

Office of the Director General

Tel: 355-6200

Office of the Deputy Director General

Tel: 355-6864

Chief Directorate of Policy Development and Coordination

Tel: 355-6802

Chief Directorate of Government Communications and Information Services

Tel: 355-6859

Chief Directorate of State Law Advice

Tel: 355-6107

Chief Directorate of Financial Management

Tel: 355-6837

Directorate of Financial Management

Tel: 355-6826

Chief Directorate of Human Resource and Auxilliary Services and Strategic Human Resources

Tel: 355-6865

Office of the Spokesperson of the Premier

Tel: 355-6036

Directorate of Security and Risk Management

Tel: 355-6220

