Message from the Minister



It is my privilege to present this Foreword to the Annual Report of the Department of Arts, Culture and Tourism (DACT).

It reviews the past year - looking at what DACT has achieved, through its various components, as well as what we have not been able to accomplish. It also spells out the goals we have set ourselves for this financial year.

A common thread is the movement of the Department toward:

- Ensuring that art forms, cultures and languages hitherto disadvantaged are uplifted to the level of others.
- Broadening community participation in Arts, Culture and Tourism for the establishment of a truly multicultural and multilingual society.
- Ensuring that arts, culture and tourism become vehicles for economic empowerment
 of our people and that they make a significant contribution to economic growth in
 KwaZulu-Natal.

My Department takes seriously its accountability to the Legislature as the representatives of the people of KwaZulu-Natal and to other stakeholders and role-players without whose support we would not been able to get as far as we have.

The Annual Report presents, I believe, the road the Department has travelled in the short period since its inception, as well as the challenges that still lie ahead. I hope also that it gives an idea of the role every individual can play in achieving our overall objective of making KwaZulu-Natal the epitome of healthy, vibrant multiculturalism and Africa's premier tourist destination.

My profound gratitude goes to all who have contributed to DACT's development – from the Premier, the Hon. Dr S. Ndebele, to my Cabinet colleagues; members of the Arts, Culture and Tourism Portfolio Committee; and members of the Legislature; the Head of Department, Mr. Bonga Ntanzi, his senior management team and all officials; also our associates and stakeholders and all the people of this Province who have played a role.

1. GENERAL INFORMATION

1.1 Submission of the annual report to the Executive Authority

The Annual Report of the Department of Arts, Culture and Tourism is hereby presented to the Executive Authority in terms of the Public Finance Management Act, 1999 (Act No.1 of 1999)



1.2 Introduction by the Head of the Department

The decade of democracy in the Province of KwaZulu-Natal ushered a new dawn with the birth of the Department of Arts, Culture and Tourism which reflects Government's position on the importance of the Arts and Culture and the Tourism Industry as catalysts for economic growth of the nation.

The review period had challenges and milestones that have given the Department structure and identity. The recruitment drive to place dynamic human resources in strategic positions was pivotal to addressing core

mandates of the Department. The Strategic Plan of the Department of Arts, Culture & Tourism (DACT) is now in place, together with appropriate systems, management processes, communication channels and procedures.

The DACT is geared and orientated towards service delivery and the translation of its blueprint into tangible transactions for economic revitalisation in the Province.

The Department attained numerous achievements during the reporting period and these include:

- ▶ Establishment of Headquarters at 171 Boshoff Street Pietermaritzburg;
- ▶ Centralisation of all procurement and operational functions of the Department;
- Increased international partnerships to expand the tourism sector;
- Implementation of special projects to form part of the Department's reach to broaden the cultural and tourism nexus, ie The King Shaka Day celebrations, the Reed Dance celebrations and the First Fruits Ceremony;
- Greater access to community infrastructure for artistic and knowledge development;
- Strengthening the KwaZulu-Natal Tourism Brand and destinations;
- Rolling out of plans to identify, develop and provide opportunities for artistic production; for it to be nurtured and supported as a key economic driver;
- Cementing existing linkages with provincial Departments to bring about healthy and productive levels of co-operative governance in priority areas.

My thanks and appreciation are accorded to the Premier, Mr S. Ndebele and Minister Narend Singh, the commander-in-chief of the DACT who provided visionary leadership, guidance and wisdom in the process of establishing this Department. The sacrifices and devotion displayed by staff of the DACT reflects the spirit of people who are committed to the construction of a vibrant and effective Department. As a Department we are compassionate, caring and always on course to achieve excellence within the business of Arts, Culture and Tourism.

1.3 Information by the Ministry

The Ministry, comprises the Minister, as Executing Authority, and staff appointed in the Private Office of the Minister - to perform ministerial services in providing support to enable the Minister to execute his functions and fulfill his executive, parliamentary and social responsibilities effectively and efficiently.

Minister's Responsibilities (Executing Authority)

The Minister is charged with political oversight of the Department of Arts, Culture and Tourism in the Province of KwaZulu-Natal, to ensure that:

- Departmental programmes and activities are in keeping with the requirements of the Constitution, the Provincial Government, and the Provincial Priorities;
- The Department executes its programmes effectively, appropriately and efficiently and in line with the Batho Pele principles, with the aim of achieving excellent service delivery.

In addition, the Minister acts as a link between the Department and other organs and spheres of government, as well as between the Province and other cultural and tourism bodies from within and outside the borders of South Africa.

Ministry's Responsibilities (Ministerial Services)

Unlike other components of the Department, the Ministry is not charged with the responsibility of a particular line function or projects. Its mandate is to give support to the Minister to efficiently and effectively execute political, executive and other public responsibilities. The success of the Ministry is therefore manifested in the Minister's ability to honour his public engagements, Cabinet, Parliamentary, MinMec and other Ministerial functions, as well as the proper administration of the Ministerial Office and the monitoring and control of the budget.

The following institutions fall under the Executing Authority's Control:

- The KwaZulu-Natal Tourism Authority
- The Natal Sharks Board
- The KwaZulu-Natal Philharmonic Orchestra
- The Playhouse Company (national public entity)

Submission of Bills to Legislature

Since the establishment of the Department in June 2004, no bills have been submitted for consideration in the 2004/05 financial year. However, a list of proposed legislation has been considered and bills will be submitted in the 2005/2006 financial year.

Official Visits Abroad

The following official visits abroad were undertaken:

Destination : United Kingdom, Hungary, Germany and Ireland.

Purpose : To lead the KwaZulu-Natal delegation to the Edinburgh Arts Festival

as part of South Africa Week, as well as to pursue tourism opportunities, such as chartered flights to KwaZulu-Natal with

reasonable packages.

Destination : United Kingdom (London)

Purpose : To attend the WTM (World Travel Market) and pursue Tourism

opportunities in the United Kingdom.

To accompany and support the Hon. Premier, for the first joint performance of the KwaZulu-Natal Philharmonic Orchestra with the London Symphony Orchestra. This was part of the 10 Years

of Democracy Celebration of South Africa.

To attend and participate at other joint meetings arranged by the office of the Hon. Premier with government bodies and NGOs in London.

Destination : Punjab

India

Purpose : To lead the KwaZulu-Natal delegation to Punjab to pursue the signing

of twinning agreements between the Province of KwaZulu-Natal and

the State of Punjab.

To attend and participate at the Pravasi Bharatiya Divas Conference

and present a paper on Tourism.

1.4 Vision

Empowerment through culture and tourism.

1.5 Mission Statement

The department's mission is – "To provide and promote innovative and vibrant cultural and tourism services which address the diverse needs of our people in order to enhance their quality of life."

1.6 Legislative mandate

The Department is governed by the following legislation and policy directives:

- The Constitution of the Republic of South Africa, 1996
- The National Language Policy Framework
- The Pan South African Language Board Act 59 of 1995
- The substitution of notice 120 of 1997 concerning norms and rules for Provincial Language Committees
- The Substitution of notice 121 of 1997 concerning norms and rules for National Language Board.
- The Promotion of Access to Information Act 2 of 2000.
- The National Archives of South Africa Act (Act 43 of 1996).
- ► The Local Government Municipal Structure Act (Act 117 of 1998)
- The National Council for Library and Information Services Act (Act 6 of 2001
- The White Paper on Arts, Culture and Heritage
- The Film and Video Foundation Act 71 of 1997
- The KwaZulu-Natal Archives Act 5 of 2000

- The National Arts and Culture Act, 1997
- The Provincial Arts and Culture Bill
- ▶ The South African Geographical Names Council Act 118 of 1998
- The Provincial Library Services Ordinance 5 of 1952 as amended
- The KwaZulu Libraries Act No 18 of 1980
- The Cultural Promotions Act 35 of 1993
- The KwaZulu Parliamentary Languages Act 1996
- The Promotion of Access to Information Act No. 2 of 2000
- Culture Promotions Amendment Bill, 1983 Proclamation (No. R.36 of 1995)
- Proclamation (No.R.34 of 2004)
- The Commission for the Promotion and Protection of the Rights of Cultural, Religion and Linguistic Communities Act 2002
- The Cultural Institutional Act 1998
- The National Arts Council Act 1997
- The Public Service Act, 1994
- The Public Service Regulations, 2001
- The Labour Relations Act, Act 66 of 1995
- The Basic Conditions of Employment Act, 75 of 1997
- The Public Finance Management Act, Act 1 of 1999
- The Skills Development Act 78 of 1998
- The White Paper on the Transformation of Public Service Delivery (the Batho Pele White Paper)
- The KZN Tourism Act of 1996 as amended

1.7 Public Entities

The Department funded the following public entities during the year under review:

- The KwaZulu-Natal Tourism Authority,
- The KwaZulu-Natal Philharmonic Orchestra.
- The Natal Sharks Board.

These entities are funded by the Department to promote tourism in the province. The KwaZulu-Natal Philharmonic Orchestra received an additional R5 million in the 2004/05 Adjustments Estimate. It should also be noted that the KwaZulu-Natal Philharmonic Orchestra is a Section 21 Company and not a registered public entity as reflected in Budget Statements 2. Arrangements have been made to correct the classification in the Adjustments Estimate.

The KwaZulu-Natal Tourism Authority

The KwaZulu-Natal Tourism Authority is an Entity listed in terms of Schedule 3c of the Public Finance Management Act, No. 1 of 1999. The Entity's mandate is to develop, promote, and market the province as the premier tourist destination both nationally and internationally. As a non-profit organisation the KwaZulu-Natal Tourism Authority relies on funding received from the Department to continue with its operations.

The Natal Sharks Board

The Natal Sharks Board is an institution established in terms of Ordinance No. 10 of 1964. Its mandate is to protect beach users in KwaZulu-Natal against shark attack. The board also supports and promotes the conservation of, and research on sharks. In addition, the staff act as consultants throughout the world. The Natal Sharks Board relies on the Department for funds to continue with the execution of it's mandates.

The KwaZulu-Natal Philharmonic Orchestra

The KwaZulu-Natal Philharmonic Orchestra was established in terms of an association incorporated under Section 21 of the Companies Act. The KwaZulu-Natal Philharmonic Orchestra is a non-profit organisation committed to contributing to the improvement of the quality of life of all communities in the Provincel. It fulfills its commitment through

- The medium of music, providing cultural entertainment, education and development;
- Identifying and nurturing local talent and skills;
- Creating platforms within the community for the experience of live music;
- Contributing to, and playing a significant promotional role in in economic development, as well as in Tourism: and
- Ensuring artistic growth, financial stability and a striving for excellence.

2. PROGRAMME PERFORMANCE

Voted Funds

Appropriation	Main	Adjusted	Actual	Over/Under			
	Appropriation	Appropriation	Amount	Expenditure			
		Appropriation	Spent				
R'000							
	185,806	200,608	192,591	8,017			
Responsible	,	Cultura 9 Tauri	,	and Singh			
Minister	Minister of Arts, Culture & Tourism : Hon Narend Singh						
Administering Dept	Department of Arts, Culture & Tourism						
Accounting Officer	Head of Departn	nent of Arts ,Cultu	re & Tourism: N	/Ir B.E Ntanzi			

2.1 Aim of the Vote

To provide and promote innovative and vibrant cultural and tourism services which address the diverse needs of our people in order to enhance their quality of life.

The following Strategic Goals were formulated for the Department:

Efficient and transparent delivery of Arts, Culture and Tourism Services through:

- The promotion, management and preservation of Public Records;
- The promotion of participation in and development of Arts and Culture;
- The promotion of multi-lingualism and the development of historically marginalised languages; and
- The provision of Public Library and Information Services, resources and support to municipalities and the promotion of library development and usage,
- The provision of support to Public Entities

to attain the following outcomes -

An Arts and Culture community that is empowered;

- Human capacities developed;
- Efficient administrative systems;
- A satisfied client base:
- Investment in communities;
- Self-sustainability and an enriched quality of life; and;
- Good governance through efficiency, transparency and accountability.

2.2 Summary of programmes

The activities of the Department of Arts, Culture and Tourism are organised in the following programmes:

Programme 1: General Administration

Programme 2: Arts and Culture DevelopmentProgramme 3: Archives and Library Services

Programme 4: Tourism and Other Public Entities Support and

Oversight

The programme names were changed in the 2005/06 financial year to align to the sector specific programme names for Arts and Culture.

2.3 Overview of the service delivery environment for 2004/05

The Department of Arts, Culture & Tourism was promulgated as a Department in June 2004 by the Honourable Premier of the Province of KwaZulu-Natal. The main functions of the newly established department are Arts Development, Culture Development and Tourism Development. Prior to June 2004, the function of Arts and Culture was a programme within the Department of Education. The Public Entities funded by this Department previously resided with the Department of Economic Development. In the 2004/05 Adjustments Estimate the functions of Public Libraries, Language Services and Archives were transferred to the new Department with the accompanying budget.

The mandate of the Department was clearly outlined by the Premier to include the following:

 To promote all forms and traditions of dance, drama, music, theatre, visual arts, crafts, design and written and oral literature;

 To promote access to, participation in and the enjoyment of Arts and Culture;

 To enhance the healing role of the Arts and Culture through promoting reconciliation; promoting national values and international standards in which culture is understood as an important component of national life in a way which enhances freedom;

 The role of the Department should be focused on Community Arts and Culture. This excludes Arts and Culture in schools or interschool Arts and Culture competitions. The Department may form Arts and Culture Clubs and recruit pupils for the purpose of developing and promoting Arts and Culture.

 The administration of the Public Entities namely: the KwaZulu-Natal Tourism Authority, the Natal Sharks Board and the KwaZulu-Natal Philharmonic Orchestra. In October 2004, the department produced its first draft Strategic Plan. At the time of the drafting, the Department placed emphasis on service delivery for the 2005/06 Medium Term Expenditure Framework. At the strategic planning session the Department took cognisance of the mandates granted by the Hon. Premier. In view of the mandates of the new Department, the strategic planning session identified a financial gap in the 2004/05 financial year as well as in the funds required for the ensuing 2005/06 financial year.

In the main appropriation, funds were provided for the establishment of the Ministry and funds were also allocated for the establishment of the Department. In the 2004/05 Adjustments Estimate the Department received funds from the Department of Education for the functions that were transferred, as well as a portion of the administrative budget that was not transferred in the main appropriation. This Department received additional funds for the KwaZulu-Natal Philharmonic Orchestra and for the filling of critical posts. However, the funds this Department received were insufficient to fill critical posts or to fully establish the Department to operate independently.

2.4 Main services rendered by the Department

The main services rendered by the Department as contained in the Strategic Plan are as follows:

- The promotion, management and preservation of Public Records;
- The promotion of, participation in and development of Arts and Culture;
- The promotion of multi-lingualism and the development of historically marginalised languages;
- The provision of Public Library and Information Services, resources and support to municipalities and the promotion of library development and usage; and
- The provision of support to Public Entities.

2.5 Challenges

The following key challenges were identified during the strategic planning session that was undertaken in the Department:

- Formation of Arts and Culture clubs;
- Funding to address our needs;
- Infrastructure and resources;
- Creation of an effective organogram;
- Marketing the department;
- Minimising the effects of HIV/Aids;
- Eradication of poverty;
- Improvement of the socio-economic factors;
- Improved national and international liaison;
- Formation and maintenance of effective Public Private Partnerships;
- Language diversity in the province;
- The need to identity and elevate the status of historically marginalised languages; and
- The need to support multi-lingualism

2.6 Overview of the organisational environment for 2004/05

This Department was recently established and was confronted with the constraint of insufficient human resources. As mentioned in paragraph 1, the Department was unable to fill critical support function posts, due to the late finalisation of the functions attached to it. For the Department to effectively execute its functions, personnel were employed on a contract basis. One of the critical posts that could not be filled was that of the Chief Financial Officer who was employed as a contract worker to assist. In addition, the post of Head of Department was filled only in February 2005.

2.7 Strategic overview and key policy developments for the 2004/05 financial year

As a result of this Department being newly established, no major policy developments or legislative changes took place.

2.8 Departmental receipts

This Department was promulgated in June 2004 and inherited various functions in the 2004/05 Adjustments Estimate. Therefore, due to this being a newly established Department, the collection of revenue was not determined in the 2004/05 financial year. Revenue for the function of Arts and Culture was previously collected by the Department of Education. The revenue collected was mainly from the hire of cultural halls and camp sites owned by the Department. This Department is unable to determine whether it under-performed or overperformed in the collection of revenue as no previous records exist for comparison purposes. Therefore, no targets are reflected for the 2004/05 financial year.

The revenue collected by the Department of Education on behalf of this department is captured in the table below:

	2001/2002	2002/03	2003/04	2004/05	2004/05	% deviation
	Actual	Actual	Actual	Target	Actual	from target
Tax revenue				J		
Non-tax revenue					98	
Sale of goods and services other than capital assets:						
Commission on insurance					9	
Rental : Parking					1	
Rental : Residences					88	
Financial transactions						
TOTAL DEPARTMENTAL RECEIPTS					98	

The revenue in respect of Rental: Residences is from the hiring of cultural halls as well as a campsite which is the responsibility of the Department.

The Department has in the new financial year commenced with investigation of the nature of revenue collected and will be reviewing the revenue tariff structure.

2.9 Departmental payments

Programmes R'000	Voted for 2004/05	Roll- overs and adjustments	Virement	Total voted	Actual Expenditure	Variance
1. General Administration	6,679	16,051	7,568	18,075	17,178	897
2. Arts and Culture Development	34,191	8,281	-3,142	39,330	33,507	5,823
3. Archives and Public Libraries	0	72,677	-4,600	68,077	66,784	1,293
4. Tourism and Other Public Entities Support & Oversight	69,952	5,000	174	74,952	75,122	4
Total	110,822	89,786		200,608	192,591	8,017

PROGRAMME 1: GENERAL ADMINISTRATION

The General Administration function includes costs for the Minister and the ministerial support component and the Head of Department and the associated office, as well as the generic support services.

Purpose

The purpose of this programme is to provide for the overall management of the Department in accordance with national policy, the Public Finance Management Act and other legislation and policies.

There are two sub-programmes contained within this programme, namely Office of the MEC and Corporate Services. In the 2004/05 Main Budget the Department was only allocated funds by the Provincial Treasury for the sub-programme: Office of the MEC. Subsequent to this allocation, funds were allocated in the 2004/05 Adjustments Estimate to cater for Corporate Services. In addition to funds from the Provincial Treasury, funds were moved between programmes to increase the budget under Corporate Services for the filling of critical administrative posts. These posts were for Corporate Services, Financial Management and Procurement. Although every effort was made to fill critical support function posts, not all could be filled in the last financial year. This resulted in critical staff appointments being made on a contract basis.

However, in the 2004/05 financial year the Office of the MEC was fully established and became fully operational. Whilst the function of Arts and Culture resided with the Department of Education, all support functions were carried out by the Department of Education. Therefore it was a challenge for the Department to set up its administrative support structures. However, this was successfully initiated and structures were finalised for:

- Administrative support functions;
- Centralised financil support services; and
- Human Resource support services.

As mentioned earlier, staff were appointed on a contract basis to assist with the

establishment of the Department. The Department was however able to achieve a central financial support service for the processing of all payments and the procuring of goods and services. The Human Resource component was able to render an efficient support function for the recruitment of staff in a short space of time.

PROGRAMME 2: Arts and Culture **Development**

This programme comprises two sub-programmes namely Arts and Culture and Language services.

Sub-programme: Arts and Culture

Purpose

The sub-programme Arts and Culture develops and promotes the conservation, promotion and extension of the diversity of cultures in the Province and assists arts and cultural organisations to preserve, promote and develop culture for the benefit of all people in KwaZulu-Natal.

This sub-programme was previously a Chief Directorate in the Department of Education. Some of the challenges confronting this Chief Directorate were the issue of procurement and payments that were handled by the Regional Offices in the Department of Education. This had a negative impact on service delivery as the Department's main priority was to meet the needs of schools. This Chief Directorate was not involved in decisions taken on the issue of procuring goods and services and funds could not be effectively managed. Other challenges that faced this Chief Directorate were the lack of office accommodation, inadequate funds, understaffing and the shortage of government vehicles.

Since the inception of the new Department in June 2004 it has embarked on it's first strategic plan of October 2004. Targets therefore were reflected only for one output performance. However, the Chief Directorate did attain achievements in other outputs.

Strategic goals

The strategic goals of this sub-programme are broadly defined as:

- To promote democratic development of art forms in the province and enhance their economic potential;
- To utilise culture as a medium for promotion of moral regeneration;
- To promote the equitable distribution of cultural infrastructure, skills and resources throughout the province;
- To develop awareness programmes that address socio-economic problems;

Strategic objectives

The strategic goals are achieved through the following strategic objectives:

- Create awareness of different art forms in the province;
- Provide a platform for the development of artistic skills for self-sustainability;
- Provide training programmes and facilities for moral development through cultural participation initiatives which include, youth, women and the physically challenged;

- Provide access to cultural infrastructure, e.g. campsites, art centres and community halls:
- Facilitate access to all artistic and cultural programmes for the physically challenged;
 and
- Use Arts and Culture to address the social and health threats brought about by HIV/ Aids and other social ills.

Services rendered by the component

Arts and Culture is responsible for the rendering of the following services: visual arts, performing arts, film and video, indigenous knowledge, institutional governance. The cultural activities that this unit is responsible for include: traditional ceremonies, national and provincial commemorative events, youth clubs and Moral Regeneration.

These events include among others: King Shaka Day, the First Fruits Ceremony and the Reed Dance. During the last financial year the following events were successfully held:

- Freedom Day Celebrations April 2004;
- Reed Dance Celebrations September 2004;
- King Shaka Day Celebrations September 2004; and
- Day of Reconciliation December 2004

Service delivery achievements

The service delivery achievements for this sub-programme are depicted in the table below:

Sub- Programmes	Outputs	Output performance Measures/ service delivery indicators	Actual performance against target		
Arts and Culture			Target	Actual	
	Empower artists and crafters	Number of Exhibitions held Number of artists targeted	4 400	17 4 707	
	Promotion of cultural diversity through the medium of performing	Number of people and artists who attended Number of	-	51 564 31	
	arts	Festivals Number of Sponsors	-	24	
	Capacitated artists and art administrators	Number of Workshops hosted		27	
		Number of Skills Training programmes		13	
	Number of women,	Number of artists who have recorded and attended auditions Number of training		560	
	youth and physically disabled people attending and	programmes		24	
	participating in arts and culture activities	Number of training facilities developed.		-	
		Number of youth, women and physically challenged in attendance. Number of people who have attended		21 955	
	Access to cultural infrastructure Modernise and upgrade	Number of people who have attended and have utilised facilities		128 357	
	infrastructure	Number of programmes held at the facilities		850	
	Interaction of cultural officials with stakeholders in relation to Arts and Culture activities	Number of people who benefited from the skills of the officials.		20 300	
	Access for participation of physically challenged	Number of programmes held		3	
		Number of physically challenged that participated.		200	
	Resultant workshops and seminars engaging the Arts and Culture	Number of workshops and seminars hosted.		10	
	community.	Number of people who attended. Feedback from the community.		270	
	Arts and Culture exhibitions producing work with HIV/AIDS and	Number of workshops and seminars hosted.		52	
	other socio-economic messages.	Number of people who attended. Feedback from the community.		50 850	
		To Couback from the community.		Ü	

Constraints

The following constraints were identified by this component and the accompanying response to each is shown in the table below:

Constraints	Measures to overcome constraints
Funding Economic factors	Budget and networking with stakeholders e.g. Business
Shortage of human & physical resources	Granting of bursaries
	Public private partnerships Charing of evicting physical facilities with
	Sharing of existing physical facilities with other stakeholders
Overlapping of activities in terms of the promotion of Arts and	Networking and mediation
Culture	Co-operative governance
	Inter-governmental and inter/intra departmental co-operation
	·
Under-utilisation of services offered by the Department	Marketing and promoting the Department
	Outreach programmes (targeting
	previously marginalised/rural areas)
Shortage of appropriate skills	Training of personnel
	Attracting skilled human resources
Unreliable statistics due to non- disclosure for cultural reasons /	Education
stigmatisation	Orientation
	Exposure
	Confidence building

Sub-Programme: Language Services

Purpose

The purpose of this sub-programme is to promote multi-lingualism and the development of historically marginalised languages.

Strategic goal

The strategic goal of this sub-programme was identified as:

The promotion of multi-lingualism and the development of historically marginalised languages as well as the facilitation of equitable access to information and services rendered by government.

Strategic objectives

The strategic goals of this sub-programme are achieved through the following strategic objectives:

- Develop, implement and maintain a language policy in the province;
- Co-ordinate terminology development;
- Provide translation, editing and interpretation services;

- Facilitate literacy development; and
- Provide administrative support to strategic language bodies.

Services rendered

The demand for the services rendered by this component is divided into the groupings hereunder:

- Language diversity in the province;
- The need to identity and elevate the status of historically marginalised languages; and
- The need to support multi-lingualism.

However, on appraising the current status of the services being rendered, even though this is a relatively new service, the following was apparent:

- The facilitation and promotion of literature programmes is new and has not yet commenced;
- Editing services are being rendered to various departments, municipalities, and Public Entities;
- Translation services are being rendered to various departments, municipalities, and Public Entities;
- Interpretation services are being rendered to various departments, municipalities, and Public Entities;
- Terminology development has attained about 60% of its potential; and
- Policy development.

Service delivery achievements

This component's service delivery achievements are shown in the table below. It should be noted that this function was transferred to the Department only in the 2004/05 Adjustments Estimate.

Sub-	Outputs	Output performance Measures/ service delivery indicators	Actual perfo	ormance against target
Programmes Language Services			TARGET	ACTUAL
	Compliance with Provincial Language Policy document & KZN Provincial Languages Act	Number of Provincial Government departments, municipal authorities that communicate in languages preferred by clients.	6	Target was exceeded due to an awareness campaign which was conducted through the KwaZulu-Natal Intergovernmental Language Forum.
		Number of language-related celebrations/ commemorations	0	1 Provincial Language Indaba coincided with International Mother Tongue Day
		Number of relevant language stakeholders forming partnerships with	6	6
	Central Provincial Termbank	the department Number of specialised fields termlists	1	General termlist; HIV/AIDS termlist; Agricultural termlist and through collaboration with other language stakeholders(NLS,isiZulu NLB)
	Access to information	Number of meetings/seminars where interpreting service is provided	8	12 Interpreting services based on the needs of our clients.
		Number of official documents translated and edited	290	Target not met as the number depends on needs/requests by various government departments and municipalities.
		Number of freelance translators, interpreters and editors in provincial database.	0	15 Due to the high demand for translation, interpreting and editing, the Department was forced to use freelancers.
	Access to literature written in African	Number of Reading Clubs in place	0	0
	languages	Number of books written and published in African languages	0	0
		Number of Provincial Literature Exhibitions	0	0
		Number of literature-based language competitions conducted throughout the Province.	0	0
	Effective and efficient secretarial service to the KZNPGNC, KZNPLC and other strategic language bodies	Number of meetings of the KZNPLC	4	4
		Number of meetings of the KZNPGNC Number of Place Names Committees	0	0
		formed		U
		Number of language awareness campaigns conducted by KZNPLC	0	1 Through Language Indaba, awareness was raised; media (radio)

	Number of	f geographica	I names corrected	0	(0
	and appro	ved				

Constraints

The sub-programme Language Services has identified the following constraints within the component as well as measures to overcome these constraints.

Measures to overcome constraints
Outsourcing
More posts
Competency based recruitment
Influence tertiary institutions to offer
relevant courses
Bursary funds on languages

Negative attitude towards African languages	Inter/intra co-operation with components on promoting the use of languages (e.g. reading clubs) Language advocacy campaigns (incl. publicity) Community outreach programmes e.g. language competitions, debates
Budgetary constraints	Motivate for additional funding Re-prioritise
Effect of pupil enrolment on post provisioning norm	Advocacy campaigns (to engage politicians and communities)
Lack of adequate co-operation from other stakeholders	Establishment of relevant forums
	Advocacy campaigns
	Effective implementation strategies of relevant legislation /policies
	Strong leadership buy-in on language objectives

PROGRAMME 3: Archives and Library Services

The programme Archives and Library Services is structured into two sub-programmes: namely Library Services and Archives.

Sub-programme: Library services

Purpose

This sub-programme provides a public library service to affiliated municipal public libraries

throughout the Province. The service consists of the central organisation based in Pietermaritzburg, which also houses the central reference library; and four regional library depots situated at Dundee, Pinetown (x2) and Pietermaritzburg.

Strategic goals

The Library and Information Service Directorate has identified four service delivery goals:

- Improve public library access in all communities by building, upgrading, equipping and automating public libraries
- Develop and sustain a reading culture by acquiring and processing appropriate library material in all formats
- Ensure equitable provision of and access to information by all communities.
- Improve service delivery through promotion, training and professional support.

Strategic objectives

These goals are achieved through the following strategic objectives:

- Facilitate the building, upliftment, equipping and automation of libraries;
- Source, acquire and process appropriate library material in all formats and promote their usage (incl. various competitions etc);
- Train and support affiliated public library staff;
- Link libraries to the provincial automated library management and information system;
- Deliver a centralised reference and information service.

Services rendered

The following services are rendered by this directorate:

Public libraries are considered fundamental to the development and upliftment of communities. Access to libraries, to create and sustain a reading culture in our country, is an accepted national priority. The value of libraries in support of literacy, education and the principle of life-long-learning forms an integral part of any modern democracy.

The demand for libraries is clearly prioritised on local government IDP's. Due to past imbalances and lack of municipal structures in rural areas there is a backlog in the provision of public library facilities required to satisfy the demands of many communities.

Currently there are 164 affiliated public libraries in 41 Municipalities. Services provided are constantly updated and include library material stock, training, support, promotional material, access to a centralised catalogue and a reference and information service. The existing service also provides subsidy funding to build, uplift, furnish and equip public libraries. This includes funding to enable libraries to link into the automated transversal provincial library system (PALS) and the provision of Internet facilities. Although levels of existing service delivery and support are excellent, redress is still required. The level of delivery is intrinsically linked to local government capacity and their financial resources.

Service delivery achievements

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target	
Library Services			Target	Actual
	Improved access to libraries	Number of registered library users	560 000	571 502¹
		Rand value of libraries developed	R19 900 000	R19 900 000
		No of libraries developed	4	42
	Increase in reading	Library material circulation statistics	9 886 510	9 892 8443
		Number of new books/items purchased	180 000	202 2814
	Information networks accessed	Number of PALS transactions	15 232 838	15 233 903 ⁵
	Improved promotion and support	Number of promotional projects designed and produced	13	13
		Number of local authority staff attending training	900	8876

Notes:

1. The Directorate has no direct control over the number of registered library users as they register with each affiliated municipal library. However, the increase from 560 000 to 571 502 (an increase of 11502 or 2,05%) may be ascribed to the aggressive re-registration of library members by the Msunduzi Municipality in preparation for going onto the Provincial Automated Library System. (PALS)

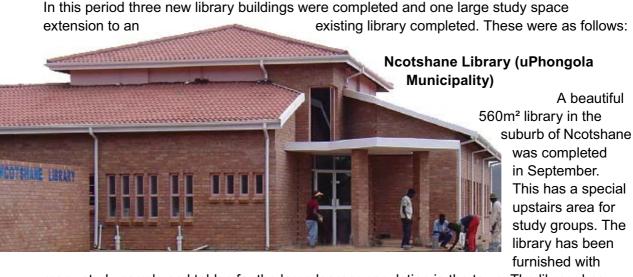
- 2. Although 4 new facilities were completed and opened to the public, several other projects were ongoing and on site in 2004.
- 3. The Directorate has no direct control over the number of items issued to members of the public by affiliated libraries. The increase from 9 886 510 to 9 892 844 (an increase of 6 334 or 0,06%) is considered to be within acceptable limits.
- 4. The increase in the number of new books/items purchased was made possible by several factors including highly competitive prices from suppliers, the stronger rand currency and a high purchase of new reader literature which is relatively inexpensive.
- 5. The increase in the number of PALS transactions may be ascribed to the cataloguing and processing of the additional books as outlined in Note 4 above.
- 6. The decrease in the number of local authority staff attending training from 900 to 887 (a decrease of 13 or 1,44%) may be ascribed to the financial constraints within municipalities who were unable to send as many staff to training functions as was anticipated.

General Overview and Highlights 2004

In the 2004/05 Adjustments Estimate the function of Library Services was transferred from the Department of Education to the new department of Arts, Culture and Tourism.

During the year 2004, Library Services played a significant part in supporting some of the Hon. Premier's injunctions, as outlined in his State of the Province Address. These relate primarily to the call for the "development of the people of our Province" and the building of capacity and service delivery in local government. Progress in the former is continuous through the provision of access to literature and information in public libraries and the latter in the building of new public libraries and the upgrading and extension of existing facilities through the Library Infrastructure Development Programme.

On a continuing basis, Library Services provides affiliated municipal libraries with a fresh and constant supply of library material in all formats and genres, a networked automated library system, computer facilities and training, professional support, promotional material to encourage reading and library usage and a centralised reference and information service.



many study carrels and tables for the large learner population in the town. The library has been fully paid for and stocked by Library Services.



Sezela Library (Umdoni Municipality)

This 350m² library was completed in August 2004. It is a colourful and vibrant looking library, with a unique play area for small children. A group activity room off the foyer can be used for community activities and for extra study space at peak times. The entire facility was funded by this Directorate.

Eshowe Library (Umlalazi Municipality) Construction of this modern, spacious new

library was

completed in 2004.

Extensions and upgrading to the Hluhluwe Library (Big 5/Umzinene Municipality)

A study area extension of 175m² was completed and furnished in August 2004. This extension and general upgrade to the existing library was funded entirely by Library Services. Two glassed-in group study rooms were designed at the rear of the study space to enable groups of learners to work together on projects without disturbing others. After completion, the KwaZulu-Natal Education Development Trust was allocated a portion of the extension for the implementation of an Integrated Training Programme in the Umkhanyakude District. The partitioned area is stocked with 20 networked computers linked to the Internet.

Under construction during 2004 and due for completion in 2005 were the following new library facilities:

- Msunduzi Municipality Children"s Library
- Jozini Library
- Eastwood Library
- Madadeni Library extension.
- Nongoma Library
- Ixopo Library

Many other projects were at advanced planning stages.

Internet access project

Library Services launched its Internet subsidy programme in 2004. This programme provided funding for the purchase of a computer and printer, ISDN line installation costs and 12 months ISP costs to the initial libraries in the first stage of this new project. The purpose is to provide access to the Internet for the municipal librarian, who will use this as a reference tool to obtain up-to-date and relevant information for all users, including learners doing projects or

other OBE related information needs. It also allows staff access to email and word processing facilities. Provincial library staff were provided with training to offer assistance and advice to affiliated libraries. During 2004, 54 libraries took advantage of this funding.

PALS [Provincial Automated Library System] training and installation

The Library Services networked library system, PALS, was extended by a further five libraries in 2004. Eleven libraries went "live" on the system after a preparation period including provision of hardware and software and training by Library Services. These libraries were KwaMakutha, Madadeni, Osizweni, Gamalahke, Port Edward, Bhongweni, Richmond, Matatiele, Umhlanga, Agra Crescent and Steadville. To date, 70 public libraries have been provided with funding and are using the PALS system.

The PALS system provides data storage for the entire stock of the Library Services amounting to over 2 000 000 catalogue records. It also tracks the movement of stock from the four Regional Depots to the affiliated public libraries and allows these public libraries to maintain an efficient control over the stock that is available to library users. Although it is primarily the responsibility of each municipality to ensure that technical support is provided to their PALS libraries, Library Services, in close co-operation with SITA, provides assistance and advice when required.

Promotion

The Promotions Section supports affiliated libraries in their efforts to reach their communities by designing and producing a variety of products, advertising the services of public libraries.

During 2004, the National Library Week in March celebrated "1994-2004: Libraries in a Decade of Democracy" with striking black and white T-shirts and plastic bags. Colourful "flingers" and frisbees were produced for distribution to children.

For "Literacy Week" in September, a poster and signage were produced in English and isiZulu. They were designed to promote the use of "new readers" or literature specifically purchased by Library Services to promote literacy initiatives and to help sustain newly literates. These bright posters and signs were also displayed in the community. A "cautionary" poster and signs were sent to affiliated libraries to aid library staff in reminding library users of the rules of behaviour in libraries.

A display promoting books, cd-roms and videos on science and related topics was put up by the Directorate at Port Precinct in Durban as part of a National Science Week celebration. 1 500 pupils per day viewed the exhibition. A poster and bookmark was also produced and distributed to public libraries to promote science during this science week.



Four issues of the newsletter, KZN Librarian, reflecting the news and views of Library Services and affiliated libraries, were produced and distributed.

The tenth annual conference for public librarians was hosted by Library Services at the Imperial Hotel in Pietermaritzburg on 9 and 10 December 2004. The conference was attended by 190 affiliated library staff from all over the Province. It was opened by the Honourable Premier, Mr S'bu Ndebele, himself a librarian by profession, and Mr Narend



Singh, Minister of Arts, Culture and Tourism. Minister Singh promised his continued support for libraries, which he regards as an essential service in KZN, particularly for children, as the public library is often the only source of information available to them.

Constraints

In the year under review the following were identified as constraints and measures were identified to overcome them:

- Adjustments to the legislative framework need to be resolved under which the Library Services function.
- Updating of written standards for public library provision at local government level to cater for the changing needs of library users.
- Encouragement and sustaining of local authority support of public libraries, both financially and in respect of recognition of the important role of libraries in the community. Good service delivery at grass roots level depends on this key challenge.
- An urgent need to fill vacant posts in the Directorate.
- Addressing the problem of low staff morale resulting from discrepancies in salary grading, due to non-implementation of job evaluation and revision of staff structure.

It is considered that the constraints discussed above will be largely eliminated through:

- Updating of Library Services legislation;
- Drawing up of standards of public library provision at local authority level;
- Focusing on strengthening agreements with local authorities through ongoing negotiation; and
- Arranging a full work study and job evaluation of all posts in the Directorate so as to retain skills and capacity.

Sub-programme: Archives

Purpose

This sub programme supports and ensures good archival and records management practices are in line with the provincial priorities so as to enhance service delivery.

Strategic goals

The strategic goals of this component is described below:

- Repository Management To acquire and preserve public and non-public records with enduring value for use by the public and the state.
- Records Management
 To ensure the proper management and care of all public records
- Oral History
 To collect non-public records with enduring value of provincial significance, with due

regard to the need to document aspects of the nation's experience neglected in the past.

Strategic objectives

The strategic objectives of this sub-programme were identified as:

- To ensure the acquisition and maintenance of custom-built repositories;
- To facilitate the acquisition of archives;
- To preserve records to ensure their maximum lifespan;
- To promote the use of, and enable access to archives;
- To arrange and describe archival holdings and collections;
- To ensure access to archival records and holdings;
- To develop and implement public outreach programmes;
- To develop, implement and promote genealogy;
- To ensure that proper records management practices are implemented and adhere to governmental bodies;
- To establish an electronic records management unit to support and approve electronic records system;
- To identify and collect people's histories;
- To develop indigenous knowledge systems;

Services rendered

The demand for the services rendered by this component are sketched hereunder -

Records Management is required to promote and ensure:-

- Effective and efficient filing systems (records classification);
- Proper skills development and training on records management;
- Effective and efficient monitoring systems;
- Advancement to an E-Govt era in this discipline;
- Proper records management practices.

Oral History is required to promote and ensure:-

- The accurate documenting of currently unrecorded histories;
- The cultivating of oral history to the youth at an early age; and
- The existence, acceptance and support of oral history practitioners across all cultures.

Repository Management is required to promote and ensure:-

- Accessibility to and effective use of public records and other information sources;
- The effective upgrading of the archives storage and access media (as prescribed);
- The effective collection of archival material and sources;
- Custom-built repositories; and
- Proper preservation and conservation.

The appraisal and assessment of the current status of this responsibility revealed the following:-

- There is a general shortage of staff;
- There is a distinct lack of skilled personnel;
- Functional policies for the service are in place;
- Clear mandates exist;
- Positive results in lead projects have been attained;

- There is an increase in researcher and user base;
- There is a general lack of co-operation and buy-in from government bodies.

Service delivery achievements

Sub-programme Archives	Output	Output performance Measures/ service delivery indicators	Target	Actual 2004/05
	Customised facilities and infrastructure	Operational buildings in place	1	0
	Properly preserved	Meters of	5 linear	143
	public records.	holdings	m	linear m
		Disaster plans in place	0	1
	Records in government buildings are properly managed	Increase in user base; Number of group/school	20	1 894
		visits		11
		Linear meters arranged and described	0	0
		Finding aids in place	0	0

Sub-programme Archives	Output	Output performance Measures/ service delivery indicators	Target	Actual 2004/05
		indicators Standard operating procedures and policies in place	0	4
	Access to information	No of projects finalised	1	1
		Ingenious knowledge systems (IKS'S) in place	0	0

Constraints

The sub-programme identified the following constraints and measures to overcome these constraints in the table below:

Constraints	Measures to overcome constraints
Lack of suitable learnerships	
and skills programmes Lack of funding for the provision	Solicit help from the National Archives
of training and development	
Lack of funding for the	Solicit funding for the construction of
acquisition and maintenance of	customised buildings
custom-built repositories Lack of buy-in from potential	
1	Awareness campaigns/marketing
participants Lack of cooperation/buy in from	
	Awareness campaigns/marketing
senior management	
Lack of appointment of records	Awareness campaigns/marketing
managers	

Lack of funds for the establishment of electronic records management unit Lack of skills for the establishment of electronic records management unit	Procure and solicit a system
records management unit Shortage of staff Absence of practicing system and service center Shortage of staff to implement	Acquire funding for the filling of posts
public outreach programmes Lack of co-operation, support	Awareness campaigns/marketing
and buy in from the public Lack of funds collection and identification of peoples histories	Develop and implement programmes
Lack of resources	Acquire funding for the acquisition of relevant resources

PROGRAMME 4: Tourism and Other Public Entities Support and Oversight

Purpose

The main purpose of this programme is to fund and oversee public entities involved in the promotion of tourism in the Province of KwaZulu-Natal, and to ensure compliance with the KwaZulu-Natal Tourism Act of 1996. This programme is responsible for funding the following entities:

- The KwaZulu-Natal Tourism Authority
- The KwaZulu-Natal Philharmonic Orchestra
- The Natal Sharks Board

At the strategic planning session undertaken in October 2004 no strategic goals or objectives were determined for this programme as it was the intention of the Department to undertake a separate detailed strategic planning session to address the Provincial requirements of Tourism as a whole.

2. 10 Transfer payments

The below depicts the transfers that were made to other institutions in the 2004/05 financial year.

Name of Institution	Amount transferred	Estimated Expenditure
Regional Services Council levy	71	71
KZN Tourism Authority	49,066	46,120
Natal Sharks Board	16,882	16,882
KZN Philharmonic Orchestra	9,000	9,000
Non Profit Orgainsation	19,005	19,005

Regional Council Levy

As reflected on the table an amount of R71 000 was a statutory payment paid to various municipalities in respect of the Regional Council Services Levy.

Public Entities

Transfers were also paid to the following public entities, KwaZulu-Natal Tourism Authority, Natal Sharks Board and the KwaZulu-Natal Philharmonic Orchestra.

Non-Profit Organisations

The department pays transfer payments to arts and cultural formations, the Playhouse Company and art centres. These organisations have to abide by the following criteria before they qualify for a grant:

- Verification of the existence and sustainability of the organisation;
- Management expertise;
- Regional representation and impact;
- Ability to communicate with the target market;
- Quality of business plans;
- Audited financial statements and
- Transparent and effective systems of internal controls.

In the 2004/05 financial year the department did not pay the Playhouse Company R5 million as well as various arts and cultural formations due to non-compliance with Section 38 (J) of the Public Finance Management Act. Therefore, the department underspent the budget under transfer payments. The Playhouse Company was subsequently only paid in the 2005/06 financial year.

In addition to payments being made to the above-mentioned institutions funds are transferred to various municipalities to subsidise the building of libraries. These payments totalling R17 900 million were incorrectly processed against this category. However, the budget was allocated under the category Provinces and Municipalities.

2.11 Capital Investment, Maintenance and Asset Management Plan

Capital Investment

There were no building projects in progress in the last financial year. This department was only allocated an amount of R159 000 for infrastructure and this amount was not spent.

Owing to the fact that this is a new Department that previously functioned under the erstwhile Department of Education and Culture, it has been unable to effectively address capital investment, maintenance and asset management plan as the proper excision of property and resources has not been finalized. However, with the transfer of functions from the Department of Education, it was agreed that funds totaling R7 million for Programme 2 and R4,2 million for Programme 3 be transferred to this department. This however did not transpire in the 2004/05 Adjustments Estimate and the matter is currently under discussion between senior officials of both departments.

This department also transfers funds to the respective municipalities to subsidise library building projects. An amount of R17,9 million was spent in the last financial year under the category: Infrastructure Transfers. The expenditure incurred was discussed in the section on Transfers above.

Asset Management Plan

As previously mentioned in this report, the functions of this department were only finalized in December 2004. Permanent appointment of staff to support function posts only commenced towards the latter part of the 2004/05 financial year. Therefore various functions included asset management only became operational in the new financial year.

3. REPORT OF THE AUDIT COMMITTEE

Report of the Audit Committe on Vote 15 – Arts, Culture and Tourism

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

Audit Committee Members and Attendance:

The Audit Committee consists of the members listed hereunder and met 5 times as per its approved terms of reference.

Name of Member	Number of Meetings Attended
R Morar (Chairperson)	5
BP Campbell	5
BS Khuzwayo (Adv)	4
ADK Leisegang	5
DSD Shabalala	1
RK Sizani (Adv)	0
RW Green-Thompson (Prof)	3

Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from Section 38 (1)(a) of the Public Finance Management Act and Treasury Regulation 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 this charter and has discharged all its responsibilities as contained therein, except as stated below.

The Effectiveness of Internal Control

We cannot comment on the systems of internal control as the Internal Audit Unit did not conduct any internal audit assignments during the year under review.

The quality of in year management and monthly / quarterly reports submitted in terms of the Treasury Regulations and the Division of Revenue Act

We cannot comment on the content and quality of monthly and quarterly reports prepared and issued by the Accounting Officer and the Department during the year under review.

Evaluation of Financial Statements

We have:

- Not reviewed the audited annual financial statements to be included in the annual report;
- Taken into consideration the Auditor-General's management letter and management response;
- Not reviewed changes in accounting policies and practices;
- Reviewed significant adjustments resulting from the audit.

We concur and accept the conclusions of the Auditor-General on the annual financial statements and are of the opinion that the audited annual financial statements be accepted and read together with the report of the Auditor-General.

R MORAR: Chairperson

On behalf of the Audit Committee

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4. ANNUAL FINANCIAL STATEMENTS

Annual Financial Statements for Department of Arts, Culture and Tourism for the year ended 31 March 2005

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Report by the Accounting Officer to the Executive Authority and the Provincial Legislature of the Province of KwaZulu-Natal.

General review of the state of financial affairs

The Department of Arts, Culture & Tourism's final budget for the 2004/05 financial year appropriated in the Adjustments Estimates was R200,608m. The final outcome at the closure of the 2004/05 financial year was under-expenditure of R8,017m. This under-expenditure was mainly under Compensation of employees.

The reason for this under-expenditure is mainly attributed to the non-filling of posts. Although the department made every effort to fill critical posts it was not possible for these posts to be filled before the closure of the 2004/05 financial year. In addition whilst the functions of this department resided under the Department of Education, a moratorium was placed on the filling of posts which contributed to the under-expenditure on compensation. Under the category capital no expenditure was incurred for funds on infrastructure and the balance relates to expenditure that was committed but not paid for office furniture and equipment. Under the category transfers the department did not pay the Play House Company R5 million as well as various arts and cultural formations due to non-compliance with Section 38 (j) of the Public Finance Management Act. The over-expenditure on the category goods and services is largely due to once off establishment costs and office equipment which the department had to acquire.

It should also be noted that the functions of this department were only finalised in the 2004/05 Adjustments Estimate which placed the department in a difficult position to fully establish itself.

2. Service rendered by the department

- **2.1** The main services rendered by the department as contained in the strategic plan of the department are as follows:
 - i. The promotion, management and preservation of public records;
 - ii. The promotion of participation in and development of arts and culture;
 - iii. The promotion of multi-legalism and development of historically marginalised languages;
 - iv. The provision of public library and information services, resources and support to municipalities and the promotion of library development and usage and
 - v. The provision of tourism and support to public entities.

2.2 Tariff policy

This department was promulgated in June 2004 and also inherited various functions in the 2004/05 Adjustments Estimate. Therefore, due to this being a newly established department the collection of revenue is still be determined. The revenue for the function of Arts and Culture was previously collected by the Department of Education and therefore this department has to analyse the nature of revenue collected and develop policies. Therefore, no tariff policies were determined.

2.3 Free Services

During the year under review the department did not offer any free services yielding significant revenue.

2.4 Inventories

There were no inventories during the financial year under review since the department does not keep any inventory items.

3. Capacity constraints

This department was recently established and the constraint facing the department is human resources. As mentioned in paragraph 1, the department was unable to fill critical posts due to the late finalisation of the functions attached to this department. In order for the department to effectively execute its functions personnel were employed on contract basis. One of the critical posts that could not be filled was that of the Chief Financial Officer who was employed as a contract worker to assist the department.

4. Utilisation of donor funds

This department did not receive any donor funding during the year under review.

5. Trading entities and public entities

The department paid the following public entities during the year under review: The KZN Tourism Authority, The KZN Philharmonic Orchestra, and the Natal Sharks Board. The entities are funded by the department to promote tourism in the province. The KZN Philharmonic Orchestra received an additional R5m in the 2004/05 Adjustments Estimate. It should also be noted that the KZN Philharmonic Orchestra is a Section 21 Company not a registered public entity as reflected in Budget Statements 2. Arrangements have been made to re-allocate KZN Philharmonic Orchestra in the Adjustments Estimate.

6. Organisations to whom transfer payments have been made

The department pays transfer payments to arts and cultural formations, the Play House Company and art centres. These organisations have to abide by the following criteria before they qualify for a grant:

- Verification for the existence and sustainability of the organisation;
- Management expertise;
- Regional representation and impact;
- Ability to communicate with the target market;
- Quality of business plans;
- Audited financial statements and
- Transparent and effective systems of internal controls.

7. Public private partnerships (PPP)

The department did not enter into any Public Private Partnerships during the year under review.

8. Corporate governance arrangements

This is a newly established department therefore no fraud prevention plan was developed. In the ensuing financial year the department will together with the Internal Audit unit at the Provincial Treasury drive the process of risk Management, internal control & fraud prevention strategies.

In terms of the Department of Public Service & Administration regulations the senior management of this department are required to disclose all areas of potential conflict of interest.

9. Discontinued activities/activities to be discontinued

This department does not have any activities that were discontinued for this reporting period.

10. New/proposed activities

During the year under review the department created a Chief Directorate that will be responsible for the monitoring of public entities charged with tourism development.

11. Events after the reporting date

This department was not allocated additional funds to function in the 2005/06 financial year. This could be at the detriment of service delivery and strategic goals contained in the department's strategic plan. At present the department needs R95 million to fulfil its mandate.

12. Performance information

The Office of the Premier is in the process of rolling out the performance management system which will be utilised by all provincial departments.

13. Scopa resolutions

There are no previous SCOPA resolutions since this is the department's first year of existence.

Approval

The Annual Financial Statements set out on pages 6 to 24 have been approved by the Accounting Officer.

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Mr B.E. Ntanzi Head of Department 31 May 2005

Report of the Auditor-General to the KwaZulu-Natal Provincial Legislature on the Financial Statedments of Vote 15 - Department of Arts, Culture and Tourism for the Year Ended 31 March 2005

1. Audit Assignment

The financial statements as set out on pages [11] to [32], 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. Qualification

In terms of section 42 of the Public Finance Management Act, 1999 (Act No.1 of 1999) (PFMA), the Honourable Premier reallocated Programme 8 (Library and Archives) and Programme 10 (Arts and Culture) functions from the Department of Education to the Department of Arts, Culture and Tourism. This transfer of assets and functions was to be finalised by 30 November 2004. However, due to inadequate monitoring and management of the transfer process, significant discrepancies were identified during the audit. Consequently, I was unable to verify the completeness, accuracy and validity of the amounts disclosed as indicated in the following sub-paragraphs. I was also unable to perform alternative audit procedures.

3.1 Leave commitments and leave entitlement

Leave commitments of R4 996 000 and leave entitlement of R2 337 000 disclosed as a contingent liability in note 13 and employee benefits in note 16 of the financial statements could not be verified as leave files were not updated, as a result of an inadequate system of control over leave records.

3.2 Fixed assets

In terms of section 38(1)(d) of the PFMA, the accounting officer is responsible for the

management, including the safeguarding and maintenance of the assets. In addition, Resolution 80/2003 of the Provincial Public Accounts Committee required all departments to fully update their asset registers. Due to the lack of management policies and procedures to affect and monitor this requirement the following weaknesses were identified:

- Assets transferred from the Department of Education were not recorded in Annexure
 4 (Physical Movement Schedule) to the financial statements.
- Current additions amounting to R6 050 000 were not recorded in the asset register.
 Consequently, the existence of the asset could not be verified.
- There were no columns in the register for date purchased, amounts and disposals.

4. Qualified Audit Opinion

In my opinion, except for the effect on the financial statements of the matters referred to in paragraph 3, the financial statements fairly present, in all material respects, the financial position of the Department of Arts, Culture and Tourism 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 PFMA.

5. Emphasis of matter

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

5.1 Policies and procedures

The department did not have approved policies and procedures in place to assist management in ensuring that financial information and transactions are valid, accurate and complete. Although, the department utilises certain policies and procedures adopted by the Department of Education, these policies are not specific to the requirements of this department, in that, it does not address risks that may be only inherent to this department. Approved policies and procedures are an integral component of a strong internal control environment, and the lack thereof renders the department non-compliant with section 38(1) (a) (i) of the PFMA. This section stipulates that "the accounting officer must ensure that the department has and maintains effective, efficient and transparent systems of financial and risk management and internal control".

5.2 Audit flavour – vacancy rate

The department has a high vacancy rate. As at 30 July 2005, there was a 31 per cent vacancy rate which was in excess of the acceptable norm of 5 per cent.

5.3 Finalisation of audit report

The finalisation of the audit report was delayed as a result of a decision to perform additional audit procedures with a view to obtain final assurance in respect of the qualified audit opinion.

6. Appreciation

The assistance rendered by the staff of the Department of Arts, Culture and Tourism during the audit is sincerely appreciated.

H van Zyl for Auditor-General

Pietermaritzburg 3 August 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

Sale of goods and services other than capital assets

This comprises the proceeds from the sale of goods and services produced by the entity. Revenue is recognised in the statement of financial performance on receipt of the funds.

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. All payments to employees are classified as compensation of employees under current payments.

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.

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.

Other employee benefits

Obligations arising from leave entitlement, and thirteenth cheque 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. The expense is classified as capital if the goods and services were used on a capital project.

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.

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.

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. 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 cash basis of accounting. Operating lease expenditure is expensed when the payment is made.

9. 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.

10. 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.

11. 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.

12. Comparative figures

No comparative figures are available as the Department of Arts, Culture and Tourism came into effect on the 1st of June 2004. Provincial Treasury has been informed that comparative figures will not be presented.

							Expenditure as % of
	Adjusted Appropriation	Shifting of	Virement	Final Appropriation	Actual Expenditure	Variance	final appropriation
	R'000	Funds R'000	R'000	R'000	R'000	R'000	%
1. General Administration							
Current payment	14 988		-174	14 814	14 210	604	95.9%
Transfers and subsidies	8		_	8	4	4	50.0%
Payment for capital assets	1 055		2 198	3 253	2 964	289	91.1%
2. Arts and Cultural & Develop.							
Current payment	28 190		-	28 190	32 289	-4 099	114.5%
Transfers and subsidies	11 039		-	11 039	1 117	9 922	10.1%
Payment for capital assets	2 299		-2 198	101	101	-	100.0%
3. Archives and Library							
Services							
Current payment	47 274		-	47 274	47 900	-626	101.3%
Transfers and subsidies	19 900		-	19 900	17 953	1 947	90.2%
Payment for capital assets	903		-	903	931	-28	103.1%
4. Tourism & Other Public Entities supp & oversight							
Current payment	_		174	174	174	_	100.0%
Transfers and	74 952		-	74 952	74 948	4	100.0%
subsidies Payment for capital	-		-	-	-	-	-
assets							
TOTAL	200 608		-	200 608	192 591	8 017	96.0%
Reconciliation with State	ment of Financial	Performan	ce				
Departmental revenue	received			98			
Actual amounts per State revenue)	ments of Financi	al Performa	nce (Total	200 706			
Actual amounts per State	ments of Financi	al Performa	ance (Total e	expenditure)	192 591		

				2004/05				
	Adjusted	Shifting		Final	Actual			
	R'000	of Funds R'000	Virement R'000	R'000	R'000	Variance R'000	appropriation %	
Current payment								
Compensation of employees	43 867		1	43 867	30 875	12 992	70.4%	
Goods and services	46 585		1	46 585	61 642	-15 057	132.3%	
Provinces and municipalities	19 936		1	19 936	66 019	-46 083	331.2%	
Departmental agencies and	74 952		1	74 952	000 6	65 952	12.0%	
Non-profit institutions	11 011		ı	11 011	19 005	-7 994	172.6%	
Buildings and other fixed structures	159		-159	ı	1	1	%0:0	
Machinery and equipment	4 098		159	4 257	6 050	-1 793	142.1%	
Total	200 608		•	200 608 8 017		192 591	%0.96	

				2004/05			
							Payment
Programme per							as % of
subprogramme	Adjusted	Shifting of	Virement	Final	Actual		final
	Appropriation R'000	Funds R'000		Appropriation R'000	Payment R'000	Variance	appropriation
	'' R'000	R'000	R'000	R'000	'R'000	R'000	%
1.1 Office of the							
MEC	6 076			6 076	6 118	-42	100.7%
Current payment Transfers and	2			2	2	-	100.0%
subsidies Payment for	601		61	662	662	-	100.0%
capital assets 1.2 Corporate	8 912		-174	8 738	8 092	646	92.6%
Service Current payment Transfers and	0 3 12		174	0700	0 002	040	32.070
Transfers and							
subsidies	6			6	2	4	33.3%
Payment for							
capital assets	454		2 137	2 591	2 302	289	88.8%
TOTAL	16 051		2 024	18 075	17 178	897	95.0%

				2004/05			
	Adjusted	Shifting		Final	Actual	Variance	Payment as % of final
Economic	Appropriation	of Funds	Virement	Appropriation	Payment		appropriation
Classification	R'000	R'000	R'000	R'000	R'000	R'000	%
Current payment Compensation of	4 613		-139	4 474	3 023	1 451	67.6%
employees Goods and services Transfers and	10 375		-35	10 340	9 186	1 154	88.8%
subsidies to: Provinces and							
municipalities Departmental agencies and	8			8	5	3	62.5%
agencies and accounts Universities and							32.370
technikons Foreign governments							
and international							
organisations Public corporations							
and private							
enterprises Non-profit institutions							
Households							
Gifts and donations							
Payment for							
capital assets Buildings and other							
fixed structures Machinery and							
equipment Biological or	1.055		2 198	3 253	4.064	-1 711	152 6%
cultivated assets Software and other	1 055		2 198	J 253	4 964	-1/11	152 6%
intangible assets Land and subsoil							
assets							
Total	16 051		2 024	18 075	17 178	897	95.0%

				2004/05			
							Payment
Programme per							as % of
subprogramme	Adjusted	Shifting of	Virement	Final	Actual		final
	Appropriation R'000	Funds R'000	Diago	Appropriation R'000	Payment R'000	Variance R'000	appropriation
	R'000	R'000	R'000	R'000	'R'000	R'000	%
2.1 Arts and							
Culture	25 583			25 583	29 849	-4 266	116.7%
Current payment Transfers and	11 039			11 039	1 113	9 926	10.1%
subsidies Payment for	2 299		-2 198	101	101	-	100.0%
capital assets 2.2 Language	2 607			2 607	2 440	167	93.6%
Services Current payment Transfers and					4	-4	-
subsidies TOTAL	41 528		-2 198	39 330	33 507	5 823	85.2%
IOIAL	41 320		-2 190	39 330	33 307	3 023	05.2 /0

				2004/05			
Economic	Adjusted	Shifting of Funds	Virement	Final	Actual Payment	Variance	Payment as % of final
	Appropriation	Fullus	virement	Appropriation	Payment		appropriation
Classification	R'000	R'000	R'000	R'000	R'000	R'000	%
Current payment Compensation of employees	12 005			12 005	8 659	3 346	72.1%
employees Goods and services Transfers and	16 185			16 185	23 629	-7 444	146.0%
subsidies to: Provinces and							
municipalities Departmental	28			28	13	15	46.4%
agencies and accounts Universities and	20					.0	13.170
technikons Foreign governments							
and international							
organisations Public corporations							
and private							
enterprises Non-profit institutions Households Gifts and donations Payment for capital	11 011			11 011	1 105	9 906	10%
Buildings and other							
fixed structures Machinery and							
equipment Biological or	159		-159	-	-	-	-
cultivated assets Software and other	2 140		-2 039	101	101	-	100.0%
intangible assets Land and subsoil							
assets							
Total	41 528	-	-2 198	39 330	33 507	5 823	85.2%

				2004/05			
							Payment
Programme per							as % of
subprogramme	Adjusted	Shifting of	Virement	Final	Actual		final
	Appropriation R'000	Funds R'000	51000	Appropriation R'000	Payment R'000	Variance R'000	appropriation
	R'000	R'000	R'000	R'000	'R'000	R'000	%
3.1 Archives							
Current payment	10 602			10 602	7 997	2 605	75.4%
Transfers and					16	-16	-
					687	-687	-
subsidies Payment for							
capital assets 3.2 Library Services	20.070			20.070	20.002	2 224	400.00/
Current payment	36 672 19 900			36 672 19 900	39 903 17 937	-3 231 1 963	108.8% 90.1%
Transfers and	19 900			19 900	17 937	1 903	90.1%
subsidies	903			903	244	659	27.0%
Payment for	903			303	274	0.09	21.070
capital assets							
TOTAL	68 077			68 077	66 784	1 293	98.1%

				2004/05			
							Payment
Economic	Adjusted	Shifting		Final	Actual	Variance	as % of final
Classification	Appropriation R'000	of Funds R'000	Virement R'000	Appropriation R'000	Payment R'000	R'000	appropriation %
Current payment Compensation of	27 249	K 000	K 000	27 249	19 054	8 195	69.9%
employees Goods and services Transfers and	20 025			20 025	28 792	-8 767	143.8%
subsidies to: Provinces and				20 020	20102	0.01	1 10.0 /0
municipalities Departmental	19 900			19 900	53	19 847	0.3%
agencies and accounts Universities and				10 000			0.070
technikons Foreign governments							
and international organisations Public corporations							
and private							
enterprises Non-profit institutions Households Gifts and donations Payment for					17 900	-17 900	-
capital assets Buildings and other							
fixed structures Machinery and equipment							
equipment Biological or cultivated assets Software and other	903			903	985	-82	109.1%
intangible assets Land and subsoil							
assets							
Total	68 077			68 077	66 784	1 293	98.1%
าบเลา	00 077			00 077	00 / 04	1 293	30.170

				2004/05			D
Programme per subprogramme	Adjusted Appropriation R'000	Shifting o		Appropriatio	Actua		Payme as % fin nce appropriation
4.1 Public Entities Current payment Transfers and	74 952		174	17 - 74 95			- 100.0
subsidies Payment for capital assets 4.2 Tourism Development Current payment Transfers and							
subsidies TOTAL	74 952		174	75 12	49 066 6 75 122	-49 (066 4 100.0
				2004/05			
Economic	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation
Classification	R'000	R'000	R'000	R'000	R'000	R'000	%
Current payment Compensation of			139	139	139	-	100.0%
employees Goods and services Transfers and subsidies to: Provinces and			35	35	35	-	100.0%
municipalities Departmental agencies and					65 948	-65 948	-
accounts Universities and technikons Foreign governments and international organisations Public corporations and private enterprises Non-profit institutions Households	74 952			74 952	9 000	65 952	12%
Gifts and donations							
Payment for capital assets Buildings and other fixed structures Machinery and equipment							
Biological or cultivated assets Software and other intangible assets							
Land and subsoil assets			I				ļ .

				2004/05			
							Payment
	Adjusted	Shifting		Final	Actual	Variance	as % of final
Economic	Appropriation	of Funds	Virement	Appropriation	Payment		appropriation
Classification							
	R'000	R'000	R'000	R'000	R'000	R'000	%
Current payment Compensation of			139	139	139	_	100.0%
employees Goods and services							100.0%
Transfers and			35	35	35	-	
subsidies to: Provinces and							
municipalities Departmental					65 948	-65 948	_
agencies and					00 0 10	00 0 10	
accounts	74 952			74 952	9 000	65 952	12%
Universities and	7.1002			7.1002	0 000	00 002	1270
technikons							
Foreign governments							
and international							
organisations							
Public corporations							
and private							
enterprises							
Non-profit institutions							
Households							
Gifts and donations							
Payment for							
capital assets Buildings and other							
fixed structures							
Machinery and							
equipment							
Biological or]						
cultivated assets							
Software and other							
intangible assets							
Land and subsoil	<u> </u>						
assets							
Total	74 952		174	75 126	75 122	4	100.0%

1. Detail of transfers and subsidies as per Appropriation Act (after Virement): Detail of these transactions can be viewed in note 5 (Transfers and subsidies) and Annexure 1 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 (Annual Appropriation) to the Annual Financial Statements.

3. Explanations of material variances from Amounts Voted (after Virement):

3.1 Per Programme	<u>Voted Funds</u> <u>after virements</u>	<u>Actual</u> Expenditure	<u>R'000</u>	<u>%</u>
Administration	18 075	17 178	897	0.05
Cultural Affairs	39 330	33 507	5 823	0.15
Library and	68 077	66 784	1 293	0.02
Public Enterprise	75 126	75 122	4	0.00

The under-expenditure under compensation is mainly attributed to the non-filling of posts. Although the department made every effort to fill critical posts it was not possible for these posts to be filled before the closure of the 2004/05 financial year. In addition whilst the functions of this department resided under the Department of Education, a moratorium was placed on the filling of posts which contributed to the under-expenditure on compensation. Under the category capital no expenditure was incurred for funds on infrastructure and the balance relates to expenditure that was committed but not paid for office furniture and equipment. Under the category transfers the department did not pay the Play House Company R5 million as well as various arts and cultural formations due to non-compliance with Section 38 (J) of the Public Finance Management Act. The over-expenditure on the category goods and services is largely due to once off establishment costs and office equipment which the department had to acquire.

DEPARTMENT OF ARTS, CULTURE AND TOURISM (VOTE 15) STATEMENT OF FINANCIAL PERFORMANCE for the year ended 31 March 2005

	Note	2004/05
		R'000
REVENUE Annual appropriation Departmental revenue	1 2	200 608 98
TOTAL REVENUE		200 706
EXPENDITURE Current expenditure Compensation of employees Goods and services Total current expenditure	3 4	30 875 61 642 92 517
Transfers and subsidies	5	94 024
Expenditure for capital assets	6	6 050
TOTAL EXPENDITURE		192 591
NET SURPLUS FOR THE YEAR		8 115
Reconciliation of Net Surplus for the year Voted Funds to be surrendered to the Revenue Fund/unutilised Departmental receipts to be surrendered to the Revenue Fund	9 10	8 017 98
NET SURPLUS FOR THE YEAR		8 115
	Note	2004/05 R'000
<u>ASSETS</u>		
Current assets Cash and cash equivalents Prepayments and advances Voted Funds to be recovered	7 8 9	13 333 6 236 115 6 982
TOTAL ASSETS		13 333
LIABILITIES		
Current liabilities Payables Departmental revenue to be surrendered to the Revenue Fund	11 10	13 333 13 235 98
Non-current liabilities		

DEPARTMENT OF ARTS, CULTURE AND TOURISM (VOTE 15) STATEMENT OF FINANCIAL PERFORMANCE for the year ended 31 March 2005

NET ASSETS		13 333
CASH FLOWS FROM OPERATING ACTIVITIES	Note	2004/05 R'000
Receipts Annual appropriated funds received Departmental revenue received Net (increase)/decrease in working capital	- -	200 608 98 -115 200 591
Surrendered to Revenue Fund Current payments Transfers and subsidies paid Net cash flow available from operating activities	12	-14 999 -79 282 -94 024 12 286

DEPARTMENT OF ARTS, CULTURE AND TOURISM (VOTE 15) CASH FLOW STATEMENT for the year ended 31 March 2005

CASH FLOWS FROM INVESTING ACTIVITIES

Payments for capital assets Net cash flows from investing activities	-6 050 6 236
Net increase in cash and cash equivalents	6 236
Cash and cash equivalents at the beginning of the period Cash and cash equivalents at end of period	6 236

1.Annual Appropriation

1.1 Included are funds appropriated in terms of the Appropriation Act for National Departments (Voted funds) and Provincial Departments (Equitable Share).

	Final Appropriation	Actual Funds Received	Variance
	R'000	R'000	R'000
Administration	18 075	17 178	897
Cultural Affairs Library and Information	39 330	33 507	5 823
Services Public Enterprise and	68 077	66 784	1 293
Tourism Development	75 126	75 122	4
Total	200 608	192 591	8 017

2. Departmental revenue to be surrendered to revenue fund

Notes	2004/05
Sales of goods and services other than capital assets	98
Total revenue collected	98
Less: Departmental Revenue Budgeted	-
Departmental revenue collected	98

3. Compensation of employees

2.1 Salarias and Was		2004/05 R'000
3.1 Salaries and Wag		
Basic sala	ry	21 828
Performar	nce award	247
Service Ba		39
Compensa	ative/circumstantial	240
Other non	-pensionable allowances	3 631
		25 985
3.2 Social contribution	ons	
3.2.1 Short-1	term employee benefits	
Pension	. ,	3 235
Medical		1 647
	r agunail	
Bargaining	g council	8
		4 890
Total commonaction of	f amulayaaa	20.075
Total compensation of		30 875
Average number of emp	oloyees	271_

4. Goods and services

Note	2004/05
	R'000
	3 023
	1 298
	3 079
	1 751
	3
	442
	22 633
	7
	3 153
4.1	7 257

Maintenance, repairs and running cost Operating leases Plant flowers and other decorations Printing and publications Resettlement cost Transport provided as part of the departmental activities Travel and subsistence Venues and facilities Protective, special clothing and uniforms Training and staff development	4.2	2 021 328 24 340 186 5 411 8 135 2 322 76 153 61 642
4.1 Inventory (purchased during the year) Domestic consumables Food and Food supplies Fuel, oil and gas Parts and other maintenance material Stationery and printing Medical supplies		166 4 268 1 14 2 801 7 7 257
4.2 Travel and subsistence Local Foreign Total travel and subsistence		8 097 38 8 135
5. Transfers and subsidies		2004/05
		2004/03 R'000
		11 000
	Notes	
Provinces and municipalities	Notes Annex 1C	66 019
Provinces and municipalities Departmental agencies and accounts		66 019 9 000
	Annex 1C	
Departmental agencies and accounts	Annex 1C Annex 1D	9 000
Departmental agencies and accounts	Annex 1C Annex 1D	9 000 19 005
Departmental agencies and accounts Non-profit institutions 6. Expenditure for capital assets	Annex 1C Annex 1D Annex 1H	9 000 19 005 94 024 6 050

					2004/05
					R'000
9.	Voted funds to be recovered				
	Opening balance				-
	Transfer from Statement of Financial Per	formance			8 017
	Voted Funds not received during the year	r			-14 999
	Closing balance			_	-6 982
10.	Departmental receipts to be surrend	lered to th	e		
	enue Fund				
	Opening balance Transfer from Statement of Financial Per	formance			- 98
	Closing balance	ioimance			98
	g				_
11.	Payables – current Description				
			30	30+	2004/05
			Days	Days	Total
	Amounts owing to other departments	Annex 7		13 200	13 200
	Other payables	-		35	35
		_		13 235	13 235
12.	Reconciliation of net cash flow from o	perating			
	Net surplus as per Statement of Financial F	Performance			8 115
	Decrease in payables – current				13 235
	(Increase) in prepayments and advances				-115
	Voted Funds not received				-14 999
	Capital Expenditure				6 050
Net o	cash flow generated by operating activitie	es			12 286

DEPARTMENT OF ARTS, CULTURE AND TOURISM (VOTE 15) DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENT

	for the year ended 31	March 20	05 Note	2004/05
13.	Contingent liabilities Housing loan guarantees Capped leave commitments		Annex 3	R'000 173 4 996
<u>14.</u>	Commitments per programme Current expenditure Approved and contracted			3 281 3 281
<u>15.</u>	Accruals Listed by economic classification	30 Days	30+ Days	Total
	Compensation of employees Goods and services Interest and rent on land	93 1 686	428	93 2 114
	Transfers and subsidies Buildings and other fixed structures Machinery and equipment Biological or cultivated assets Software and other intangible	697		697 - -
	assets Land and subsoil assets			2 904
	Listed by programme level Administration Cultural Services Library and Information Services			1 084 944 876
	Confirmed balances with other departments		Annex 7	2 904 13 560 13 560
16.	Employee benefits Leave entitlement Thirteenth cheque			2004/05 R'000 2 337 916 3 253
17.	Lease Commitments			

17.	<u> Lease</u>	Commitments
	17.1	Operating lease

17.1 Operati	ng leases	Buildings and other fixed structures	Machinery and equipment	Total
•	r and not later than 3	169 2 442		169 2 442
years Later than three Total present val	years ue of lease liability	2 611		2 611

Senior management personnel

The Minister 643

ANNEXURE 1C STATEMENT OF CONITIONAL GRANTS PAID TO MUNICIPALITIES

		GRANT	GRANT ALLOCATION		TRAI	TRANSFER		SPENT	
	Division of Revenue Act	Roll	DORA Adjustments	Total Available	Actual Transfer	% of Available funds Transferred	Amount received by municipality	A _I sp munic	% of available funds spent by municipality
	R'000	R,000	R'000	R'000	R,000	%	R'000	R,000	%
NAME OF MUNICIPALITY									
Regional Services Council Levy	1	ı	36	36	71	197.2%	1	I	%0.0
KZN Tourism Authority			49 070	49 070	49 066	100.0%	1	1	%0.0
Natal Sharks Board			16 882	16 882	16 882	100,0%	ı	1	%0:0
	1	1	65 988	65 988	66 019	100.0%	-	1	

classified at posting level by the National Treasury as Provincial and Local Government. NB: This relates to transfers to Municipalities and Public Entities which was incorrectly

The transfers to Municipalities are reflected on this sheet as the correct sheet is not available.

STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS **ANNEXURE 1D**

	TR	ANSFER ALLOCATION	OCATION		TRANSFER	SFER	2003/04
		Roll		Total	Actual	% of Available funds	
,	Appropriation Act R'000	Overs R'000	Adjustments R'000	Available R'000	Transfer R'000	Transferred %	Appropriation Act R'000
AGENCY/ACCOUNT	200		L	0	0	000	
KZN Philharmonic Orchestra	4 000	1	000 c	000 8	000 S	%0.001	•
				1			
				1			
	4 000	-	2 000	000 6	000 6	100.0%	•

<u>ANNEXURE 1H</u> STATEMENT OF TRANSFERS TO NON-PROFIT ORGANISATIONS

		TRANSFER ALLOCATION	OCATION		TRANSFER	SFER	2003/04
Figoret	Appropriation		Adiretmonte	Total	Actual	% of Available funds Transferred	Appropriation
ORGANISATIONS	R'000	R'000	R'000	R'000	R'000	%	R'000
Transfers							
Non Profit Organisation	11 011	1	1	11 011	19 005	172.6%	•
Total	11 011	1	1	11 011	19 002	172.6%	•

STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2005 – LOCAL **ANNEXURE 3**

				_		_		
Realised losses i.r.o. claims paid out	R'000		•	•	•	•	-	-
Closing balance 31 March 2005	R'000		44	33	43	33	20	173
Guaranteed interest for year ended 31 March 2005	R'000		•	•	•	•	-	-
Guarantees released during the	R'000		•	•	•	•	-	-
Guarantees issued during the	R'000		44	33	43	33	20	173
Opening balance 1 April 2004	R'000		1	•	1	•	-	•
Original guaranteed capital amount	R'000		44	33	43	33	20	173
Guarantor	institution	Housing	NEDBANK LTD	FIRSTRAND	ABSA	OLD MUTUAL	STANDARD BANK	

The guarantees issued relates to guarantees taken over from the Department of Education.

PHYSICAL ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2005 **ANNEXURE 4**

Opening Balance R'000	Additions R'000	Disposals R'000	Transfers in R'000	Transfers out R'000	Closing balance R'000
	6 050	1	ı	1	6 050
1	_	1	1		7
'	4 851	'	'	•	4 851
'	150	•	•	•	150
'	1 042	•	•	•	1 042

<u>ANNEXURE 7</u> INTER-GOVERNMENT PAYABLES

	Confirmed balance outstanding	se outstanding	Unconfii	Unconfirmed balance
	31/03/2005 R'000	31/03/2004 R'000	31/03/2005 R'000	31/03/2004 R'000
Other government entities				
Amounts not included in Statement of				
financial position				
Current				
Department of Premier	250	•	•	1
KZN Works	110			
Department of Education		1	29 143	ı
	360	1	29 143	ı
Amounts included in Statement of				
Inancial position Current				
Department of Education	13 200	1		1
Total	13 200	1	•	•
Total	13 560	1	1	•

5. HUMAN RESOURCE MANAGEMENT

Table 1.1 - Main services provided and standards DRAFT SERVICE DELIVERY IMPROVEMENT PLAN (SDIP)

CUSTOMERS	SERVICES
* All employees in the Department of Arts, Culture and Tourism (Including Line Managers, Supervisors, Officers and operational	Provide overall management of the Department, in accordance with the National Policy, the PFMA and other legislation and policies.
stan) * The artists	Assist Arts and Cultural organisations to promote, develop and preserve culture for the benefits of the citizens.
* The Public entities	Fund, support and oversee public entities involved in the promotion of Tourism in the province
* The district municipalities and other local govt structures	Provide public library and archival services in the province
* External Service Providers	
* Amakhosi	
* The public	
* Other Departments	
* Organised Labour	
* Families and dependants of employees	

CONSULTATION

Customers should be consulted about the level and quality of the services they would like to receive. The following approaches will be used:

Surveys

Road shows

Organised labour structures and committees as well as bilateral meetings with stakeholders such as Municipalities, Public entities and Amakhosi

Suggestion boxes

Other organisations and government departments will also be engaged in order to obtain and benchmark information.

Existing Consultation Arrangements	New consultation arrangements
EXISTING CONSULTATION ATTAINGENES	I New Consultation arrangements
3	3

 Road-show 	Regular bi-lateral meetings
 Forums and committees 	Provincial Tourism Forum
 Visits to offices 	Notice Boards
Targeted media	Outreach projects
	Internet / Intranet
	Workshops
	Interest group meetings
	1

Setting service standards

INCREASING ACCESS

Equal access to all Departmental services will be given to all our customers. This will be done by ensuring that the capacity to provide relevant services, are available at all levels within the Department.

Services	Current means of access	Improved means of access
All Departmental functions	 Telephonic written communication personal visits 	 e-mail web-page telephone and video conferencing sms devolvement of functions telephonic written communication personal visits call centre free postal services

SETTING SERVICE STANDARDS		
The service standards will be set	and communicated to cus	The service standards will be set and communicated to customers through the Service Commitment
Charter for the level and quality of	of service to be provided in	Charter for the level and quality of service to be provided in terms of Departmental processes and
procedures.		
Services	Current Standard	New Standard
Oversee the functioning of the Tourism Public Entities	Ensure transfer of funds to Public entities	Ensure compliance of public entities to prescriptions of relevant legislation. Ensure adherence of public entities to National, Provincial and Departmental priorities
Promote tourism development in the province.	Support initiatives by public entities	Develop a Provincial Tourism policy and ensure implementation thereof Maximise participation of all stakeholders in the tourism industry
Provision of public library services	Provide an information service Provide library materials and support services to affiliated libraries Provide funding for library infrastructure and networks in Municipalities	Ensure equitable access to information in all formats Ensure the provision of library materials which promote and sustain a culture of reading Ensure improved access through development of infrastructure and networks
To provide a comprehensive communication service covering the Department and the Public Entities.	Respond promptly to queries from the media and public. Issue media releases on Ministerial speeches. Issue media releases on Departmental activities. Produce quarterly newsletter. Place advertising as appropriate. Maintain media liaison.	

ENSURING COURTESY

The concept of courtesy goes much broader than to give clients positive gestures e.g. smile, being polite, etc. The Code of Conduct for public servants also plays a crucial role and is the guiding principle upon which the

Department will ensure that customers are treated with courtesy and consideration.	ed with courtesy and consideration.
Current Standard	New Standard
answering of telephone when it rings	answering of telephone in three rings
acknowledge receipt within five working days	workshops on code of conduct for officials
	team building activities
	conducive waiting rooms and consultation rooms
	subjecting front line workers to communication courses
	acknowledge receipt of correspondence within three working days
	open door policy

INFORMATION

circulars, Departmental website, Departmental newsletters, Quarterly Tourism Magazine, Editorial Boards, visits to offices, how, where and when information can best be provided. A number of alternatives i.e. workshops, road-shows, meetings, Information is one of the most powerful tools at a customer's disposal in exercising his/her right to good services. This will be done actively in order to ensure that all those who need the information receive it. It is also crucial to determine etc, will be used in making sure that information is disseminated to all stakeholders/ customers.

Information Provided	Current Standard	New Standard
Newsletters	 Quarterly, monthly, weekly, daily, hourly 	 Quarterly, monthly, weekly, daily, hourly
Circulars	and as the need arises.	and as the need arises.
Road-shows	 Print media/ electronic media 	 Print media as well as electronic media
Workshops		 Effective monitoring of distribution lists
Information sessions		 Promotion of services in affiliated
Web-site		institutions
Advocacy campaigns		
Procedure manuals		
Dept policies		
Resolutions		

OPENNESS AND TRANSPARENCY

The client should know about the services provided within the Department. In order to achieve this objective the following will be used:

- The Master Strategic Plan of the Department
- HR information kiosk which provide information on the functions and services of the Department
 - Reports and newsletters to highlight progress and major events.

Client will be invited to provide inputs in order to ensure satisfaction, openness and transparency.

Current Standard	New Standard
Departmental Newsletters	Editorial board
Annual and Quarterly Reports	Call centers
Stakeholder Forum and other forums	 MSP Aligned Reports
	 More consultation forums
	 Departmental Newsletters
	 Annual and Quarterly Reports

REDRESS

promised service standards. The dissatisfaction will be analysed and strategies be developed to address such gaps. The Department will acknowledge the dissatisfaction expressed by the client and apologise for failure to meet the

Current Standard	New Standard
Departmental Newsletters	Surveys
 Regional visits 	Suggestion boxes
 Written correspondence 	E-mail
 Telephonic 	Quarterly Tourism magazine
	Regional and district visits (quarterly)
	Written correspondence
	Telephonic
	Regional visits

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The Department will strive to improve its services within the available resources. By enhancing its effectiveness and efficiency, the Department will be able to reinvest into further improving the services.

New Standard	 Training personnel on efficiency and effectiveness Cash flow meetings and reports
Current Standard	 Finance policies Cash flow meetings and reports Site meetings

ENCOURAGE INNOVATION AND REWARD EXCELLENCE

flourish through the development of relevant policies such as Integrated Performance Management and Development innovation and rewarding excellence. The Department will therefore create the environment where such initiatives will While being mindful of national and provincial guiding principles, the Department believes implicitly in encouraging System and Non-monetary awards policy.

New Standard	 Integrated Performance Management and Development System 	 Non-monetary awards policy 	
Current Standard			

CUSTOMER IMPACT

The Department will continuously conduct surveys to get feed back from clients in the quality and standard of service Department is providing.

	New Standard	• Surveys	Sudgestion boxes	• E-mail	:::::::::::::::::::::::::::::::::::::::	 Departmental publications 	(duarierly)	 Written correspondence 	elephioliic collespondence	• Workshons / conferences	 Interest group meetings
Current Standard	O Stakebolder Forms	Ctanglidae Oldills	VVOINSITODS / COTTLETENCES	o interest group meetings							

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As good leadership is one of the most critical ingredients for successful organisation, the Department endeavours profiling system, the Department will ensure that it has the right number of skilled and competent people who can to adopt the integrated approach in the provision of services. Through the implementation of inter alia the job contribute to the achievement of the strategic objectives of the components.

Current Standard	New Standard
 encourage team work 	 develop strategic document
 Leadership Development Courses 	 implement job profiling system
	 adopt integrated human resource approach
	 encourage delegation
	 encourage team work
	 Enrol more managers in management development programmes
	Implement mentorship programme
COMMITMENT STATEMENT	

The Department commits itself to improve its service delivery by overcoming the identified challenges in a manner that is more responsive to the needs of its clients.

2. Expenditure

TABLE 2.1 – Personnel costs by programme, 2004/05

Programme	Total Expenditure (R'000)	Personnel Expenditure (R'000)	Training Expenditure (R'000)	Professional and Special Services (R'000)	Personnel cost as a percent of total expenditure	Average personnel cost per employee (R'000)
1.General Admin.	17,178	3,023	0	0	30.4	69
2.Arts & cultural development	33.507	8.659	0	0	25.8	31
development 3.Archives & Library services	66,784	19,054	0	0	36.9	11
Library services 4. Tourism & other Public Entities Supp & oversight	75,122	139	0	0	0.2	1
Total	192,591	30,875	0	0	17.2	112

TABLE 2.2 - Personnel costs by salary bands, 2004/05

Salary bands	Personnel Expenditure (R'000)	% of total personnel cost	Average personnel cost per employee (R'000)	Total Personnel Cost	Number of employees
Lower skilled	1,178	8.2	21.036	14,436	56
(Levels 1-2) Skilled (Levels 3-5)	1,707	11.8	27,984	14,436	61
Highly skilled production (Levels 6-8)	6,185	42.8	51,116	14,436	121
Highly skilled supervision (Levels 9-12)	1,990	13.8	79,600	14,436	25
Senior management (Levels 13-16)	2,328	16.1	166,286	14,436	14
Total	13388	92.7	48332	14436	277

The following tables provide a summary per programme (Table 2.3) and salary bands (Table 2.4), of expenditure incurred as a result of salaries, overtime, home owners allowance and medical assistance. In each case, the table provides an indication of the percentage of the personnel budget that was used for these items.

TABLE 2.3 – Salaries, Overtime, Home Owners Allowance and Medical Assistance by programme, 2004/05

Programme	Sal	aries	Ove	ertime		e Owners owance	Medical	Assistance
	Amount (R'000)	Salaries as a % of personnel cost	Amount (R'000)	Overtime as a % of personnel cost	Amount (R'000)	HOA as a % of personnel cost	Amount (R'000)	Medical Assistance as a % of personnel cost
Archives & pub libraries	4524	71	44	0.7	92	1.4	394	6.2
Arts, culture development	1803	60.1	10	0.3	22	0.7	120	4
General administration	881	55.1	0	0	3	0.2	45	2.8
Pub ent & tourism dev	136	48.7	3	1.1	0	0	11	3.9
Unknown	2120	66.6	14	0.4	39	1.2	165	5.2
Total	9464	65.6	71	0.5	156	1.1	735	5.1

TABLE 2.4 – Salaries, Overtime, Home Owners Allowance and Medical Assistance by salary bands, 2004/05

ary Bands	Personnel costs (R'000)		aries	Ove	rtime		Owners wance	Medical	Assistance
		Amount (R'000)	Salaries as a % of personnel cost	Amount (R'000)	Overtime as a % of personnel cost	Amount (R'000)	HOA as a % of personnel cost	Amount (R'000)	Medical Assistance as a % of personnel
ver skilled	1184	895	75.6	7		0.6	25	2.1	4 cost
vels 1-2) lled (Levels 3-5)	1732	1269	73.3	8	0.5	26	1.5	136	7
hly skilled duction	6378	4487	70.4	56	0.9	87	1.4	406	6
vels 6-8) inly skilled pervision	2189	1435	65.6	0	0	17	0.8	58	2
vels 9-12) nior nagement	2952	1379	46.7	0	0	0	0	87	2
vels 13-16) al	14435	9465	65.6	71	0.5	155	1.1	736	5
of e: (T aı	he following f employees stablishmen fable 3.1), sa nd vacancy	tables sumres, the vacance t. This information frate reflects	marise the ry rate, and reation is prefered. Table 3.2) a for the key of	number of public whether the esented in a critical occiritical occ	ere are any terms of thr occupations upations of	v staff thate ree key v s. Table the depa	it are addi ariables: - 3.3 provide irtment.	tional to th programn	ne
TI of es (T aı TI	he following f employees stablishmen Table 3.1), sa nd vacancy he vacancy	tables sumr the vacanc t. This inform alary band (1 information f	marise the regretary rate, and repairs and	whether the sented in a critical occurrical occurrical occurring of posendo vaca	ere are any terms of thr occupations upations of sts that are	v staff that ree key v s. Table 3 the depa not filled y prog	at are addi ariables: - 3.3 provide artment. ramme,	tional to the programmes establises 31 Mar	ne hment
TI of es (1 aı TI T	he following femployees stablishmen Table 3.1), sand vacancy he vacancy fABLE 3.1	tables summer, the vacance to This information of the reflects to the table table to the table tab	marise the regretation is presented as a second control of the last of the percented as a second control of the percented	whether the sented in and critical occurrical occurrical occurrical occurrical occurricate of posend vaca	terms of the occupations of sts that are ancies by accuracy Rate	v staff that ree key v s. Table 3 the depa not filled y prog	at are addi ariables: - 3.3 provide irtment.	tional to the programmes establises 31 Marests to the	ne hment
TI of es (1 aı TI T	he following femployees stablishmen Table 3.1), sand vacancy he vacancy fABLE 3.1	tables summers, the vacance to This information of the table	marise the regretary rate, and repairs and	whether the sented in a critical occurrical occurrical occurrical occurring of posterior occurring the critical occurring of posterior occurring the critical occurring occurrence of posterior occurrence occurr	terms of the occupations of sts that are ancies by accuracy Rate	v staff that ree key v s. Table 3 the depa not filled y prog	at are addi ariables: - 3.3 provide artment. ramme,	tional to the programmes establises 31 Marests to the	ne hment
Ti of es	he following femployees stablishmen fable 3.1), sand vacancy he vacancy fable 3.1 Compared to the following femal admin. Command for the following femal admin.	tables summer, the vacance to This information of the reflects to the table table to the table tab	marise the regretation is presented as a second control of the last of the percented as a second control of the percented	whether the sented in and critical occurrical occurrical occurrical occurrical occurricate of posend vaca	ere are any terms of the occupations upations of sts that are uncies by acancy Rate	v staff that ree key v s. Table 3 the depa not filled y prog	at are addi ariables: - 3.3 provide artment. ramme,	tional to the programmes establises 31 Marests to the	ne hment
TI of es	he following femployees stablishmen fable 3.1), sand vacancy he vacancy he vacancy fable 3.1 Carbination for the fable 3.1 Carbination	tables summer, the vacance to This information of the rate reflects 1 - Employee Number of posts	narise the ry rate, and ration is presented as 2.2) a for the key of the percent and the perce	whether the sented in and critical occurrence of posts	ere are any terms of the occupations upations of sts that are uncies by acancy Rate	y staff that ree key v s. Table 3 the depa not filled y prog	at are addi ariables: - 3.3 provide artment. ramme,	tional to the programmes establises 31 Marests to the	ne hment
Ti of es (Ti aii Ti T	he following femployees stablishmen Table 3.1), sand vacancy he vacancy he vacancy fable 3.1 Oo5 Programme General admin. Permanent Arts & culture development, permanent Archives & poub libraries, permanent	tables summer, the vacance to the va	narise the representation is presented as a second control of the percent comment as a second comment as a	whether the sented in and critical occurrence of posts posts 73.6	ere are any terms of the occupations upations of sts that are uncies by acancy Rate	y staff that ree key v s. Table 3 the depa not filled y prog	at are addi ariables: - 3.3 provide artment. ramme,	tional to the programmes establises 31 Marests to the	ne hment

3. **Employment and Vacancies**

TABLE 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
General admin. Permanent	106	28	73.6	1
Arts & culture development, permanent	92	59	35.9	8
Archives & pub libraries, permanent	198	188	5.1	0
Pub ent & tourism dev, permanent	8	2	75	0
Total	404	277	31.4	9

TABLE 3.2 – Employment and vacancies by salary bands, 31 March 2005

Salary band	Number of posts	Number of posts filled	Vacancy Rate	Number of posts filled additional to the establishment
Lower skilled	55	55	0	1
(Levels 1-2) Skilled	00		0.4	
	66	62	6.1	6
(Levels 3-5) Highly skilled production	145	119	17.9	1
(Levels 6-8) Highly skilled supervision (Levels 9-12)	108	26	75.9	1
Senior management (Levels 13-16)	29	14	51.7	0
Other, permanent	1	1	0	0
Total	404	277	31.4	9

TABLE 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
Adminitration related,	1	0	100	0
permanent Archivists curator & related	28	25	10.7	0
professionalism	20	23	10.7	0
Auxiliary & related workers,	27	26	3.7	0
permanent Cleaners in office workshops	23	23	0	1
hospitals etc., permanent Financial clerks & credit				
	9	9	0	7
controllers, permanent Food services aids & waiters,	1	1	0	0
permanent Human resources & organisat	1	0	100	0
deve & relate prof, Permanent Human resources related,	82	9	89	0
permanent Librarians & related	69	69	0	0
professionals, permanent Library mail and related clerks,				
	4	3	25	0
permanent Light vehicle drivers,	1	1	0	0
permanent Messengers posters &	1	1	0	0
	Į į	'	0	0
deliverers, Permanent Motor vehicles drivers,	8	8	0	0
Permanent Other admistrat & related	00	0.4	00.5	
	39	31	20.5	0
clerks & organisers, Permanent Other administrative policy &	40	31	22.5	0
related officers, Permanent Other occupations, permanent	3	2	33.3	1
Secretaries & other keyboards	26	14	46.2	0
operating clerks, permanent Security guards, permanent	10	9	10	0
Senior managers, permanent	31	15	51.6	0
Total	404	277	31.4	9

The information in each case reflects the situation as at 31 March 2004. For an indication of changes in staffing patterns over the year under review, please refer to section 5 of this report.

4. Job Evaluation

The Public Service Regulations, 1999 introduced job evaluation as a way of ensuring that work of equal value is remunerated equally. Within a nationally determined framework, executing authorities may evaluate or re-evaluate any job in his or her organisation. In terms of the Regulations all vacancies on salary levels 9 and higher must be evaluated before they are filled. This was complemented by a decision by the Minister for the Public Service and Administration that all SMS jobs must be evaluated before 31 December 2002. The following table (Table 4.1) summarises the number of jobs that were evaluated during the year under review. The table also provides statistics on the number of posts that were upgraded or downgraded.

TABLE 4.1 – Job Evaluation, 1 April 2004 to 31 March 2005

			% of posts		Jpgraded	Posts do	wngraded
Salary band	Number of posts	Number of Jobs Evaluated	evaluated by salary bands	Number	% of posts evaluated	Number	% of posts evaluated
Lower skilled (Levels 1-2)	55	0	0	0	0	0	0
Skilled (Levels 3-5)	66	0	0	0	0	0	0
Highly skilled production	145	0	0	0	0	0	0
(Levels 6-8) Highly skilled supervision (Levels 9-12)	108	0	0	0	0	0	0
(Levels 9-12) Senior Management Service Band A	24	0	0	0	0	0	0
Service Band A Senior Management Service Band B	4	0	0	0	0	0	0
Senior Management Service Band C Senior	1	0	0	0	0	0	0
Management Service Band D	1	0	0	0	0	0	0
Other	1	0	0	0	0	0	0
Total	404	0	0	0	0	0	0

The following table provides a summary of the number of employees whose salary positions were upgraded due to their posts being upgraded. The number of employees might differ from the number of posts upgraded since not all employees are automatically absorbed into the new posts and some of the posts upgraded could also be vacant.

TABLE 4.2 – Profile of employees whose salary 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					

The following table summarises the number of cases where remuneration levels exceeded the grade determined by job evaluation. Reasons for the deviation are provided in each case.

TABLE 4.3 – Employees whose salary level exceed the grade determined by job evaluation, 1 April 2004 to 31 March 2005 (in terms of PSR 1.V.C.3)

Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
	0 '			
	0			
	0			
	0			
			•	

Table 4.4 summarises the beneficiaries of the above in terms of race, gender, and disability.

TABLE 4.4 – Profile of employees whose salary level exceed the grade determined by job evaluation, 1 April 2004 to 31 March 2005 (in terms of PSR 1.V.C.3)

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	
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[If there were no cases where the remuneration bands exceeded the grade determined by job evaluation, use the following table as TABLE 4.3]

Total Number of Employees whose salaries exceeded the grades determined by job evaluation in	None
2002/ 03	None

5. <u>Employment Changes</u>

This section provides information on changes in employment over the financial year. Turnover rates provide an indication of trends in the employment profile of the department. The following tables provide a summary of turnover rates by salary band (Table 5.1) and by critical occupations (Table 5.2). (These "critical occupations" should be the same as those listed in Table 3.3).

TABLE 5.1 – Annual turnover rates by salary band for the period 1 April 2004 to 31 March 2005

Salary Band	Number of employees per band as on 1 April 2003	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Lower skilled (Levels 1-2)	66	1	0	0
Skilled (Levels 3-5)	55	6	7	12.7
Highly skilled	123	1	1	0.8
production(Levels 6-8) Highly skilled supervision(Levels 9-12)	31	1	0	0
supervision(Levels 9-12) Senior Management Service Band A	10	2	0	0
Service Band A Senior Management Service Band B	1	0	0	0
Total	286	11	8	2.8

TABLE 5.2 – Annual turnover rates by critical occupation for the period 1 April 2004 to 31 March 2005

Occupation:	Number of employees per occupation as on 1 April 2003	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Adminstration related,	3	1	0	0
permanent				
Archives curators & related professionals, Permanent	26	0	0	0
Auxiliary & related workers,	10	0	0	0
Permanent	12	U	0	0
Building & other property	4	0	0	0
caretakers, Permanent				
Bus & heavy vehicle drivers,	7	0	0	0
Permanent				
Cleaners in officers	20	1	0	0
workshops hospitals etc.				
Permanent Farm hands & labourers,	2	0	0	0
Permanent	2	U	0	0
Finance and economics	4	0	0	0
related, Permanent				
Financial clerks & credit	1	6	6	600
controllers, Permanent				
Food services aids & waiters,	2	0	0	0
Permanent				
Human resources & organisat	1	0	0	0
developm & relate prof				
Human resources clerks,	8	1	1	12.5
Permanent				
Human resources related,	3	0	0	0
Permanent				
Librarians & related	25	0	0	0
professionals, Permanent Library mail & related clerks,	35	0	0	0
Permanent Messengers porters &	3	0	0	0
deliverers Permanent				
deliverers, Permanent Other adminstrat & related	25	0	0	0
clerks & organisers,				
Permanent Other administrative policy	8	0	0	0
officers				
Other information technology	19	0	0	0
personnel, Permanent				
Other occupations, Permanent	19	0	0	0
Rank: Unknown, Permanent	33	0	0	0
Road trade workers,	2	0	0	0
Permanent Secretaries & other keyboards	8	0	1	12.5
operating clerks, Permanent	~	Ĭ	'	12.0
Security guards, Permanent	10	0	0	0
Senior managers, Permanent	10	2	0	0
Trade labourers, Permanent	2	0	0	0
	2	0	0	0
Trade/industry advisers & other related profession,		U	U	U
permanent Total				
Total	286	11	8	2.8

Table 5.3 – Reasons why staff are leaving the department

Termination Type					Total
Termination Type	Number	% of total resignations	Percentage of total employment	Total	Total employment
Death			. ,		
Resignation					
Expiry of contract	7	87.5	2.4	8	286
Dismissal – operational changes					
Dismissal – misconduct					
Dismissal – inefficiency					
Discharged due to ill-health					
Retirement	1	12.5	0.3	8	286
Transfers to other Public Service Departments					
Other					
Total	8	100	2.8	8	286
Total number of employees who left as a % of the	e total empl				
oyment	2.8				

Table 5.4 – Promotions by critical occupation

Occupation	Employees as at 1 April 2003	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progressions as a % of employees by occupation
Administrative related	3	5	166.7	0	0
Archivists curators &	26	0	0	0	0
related professionals Auxiliary & related	12	0	0	0	0
workers Building & other	4	0	0	0	0
property caretakers Bus & heavy vehicle	7	0	0	0	0
drivers Cleaners in offices workshops hospitals	20	0	0	0	
etc. Farm hands &	2	0	0	0	0
labourers Finance & economics	4	0	0	0	0
related Financial clerks &	1	2	200	0	0
credit controllers Food services aids &	2	0	0	0	0
waiters Human resources & organisat developm &	1	0	0	0	0
relate prof Human resources	8	0	0	0	0
clerks Human resources related	3	0	0	0	0
Librarians & related	25	0	0	0	0
professionals Library mail & related clerks	35	0	0	0	0
Messengers porters &	3	0	0	0	0
deliverers Other administrat & related clerks &	25	1	4	0	0
organisers Other administrative policy & related officers	8	0	0	0	0
Other information	3	1	33.3	0	0
technology personnel Other occupations	19	0	0	0	0
Rank: Unknown	33	0	0	0	0
Road trade workers	2	0	0	0	0
Secretaries & trade keyboard operating	ŏ	1	12.5	0	0
clerks Security guards	10	0	0	0	0
Senior managers	10	1	10	0	0
Trade labourers	10	0	0	0	0
Trade/industry advisers & other	2	0	0	0	0
profession Total	286	11	3.8	0	0

Table 5.5 – Promotions by salary band

Salary Band	Employees 1 April 2003	salary level % of employees by salary level		Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Lower skilled	66	0	0	0	0
(Levels 1-2) Skilled (Levels					
	55	0	0	0	0
3-5) Highly skilled	123	5	4.1	0	0
production (Levels	120				
6-8)					
Highly skilled	31	4	12.9	0	0
supervision					
(Levels9-12)					
Senior	11	2	18.2	0	0
management					
(Levels13-16)	000	44			
Total	286		3.8	U	U

6. Employment Equity

The tables in this section are based on the formats prescribed by the Employment Equity Act, 55 of 1998.

6.1 – Total number of employees (including employees with disabilities) in each of the following occupational categories as on 31 March 2005

Occupational categories (SASCO)		Male			Female				Total
	African	Coloured	Indian	White	African	Colour	ed Indian	White	
Legislators, senior officials	9	0	1	1	3	0	0	0	14
and managers Professionals				_					
	32	0	4	8	32	1	2	24	101
Technicians and associate	15	0	1	3	46	1	14	14	94
professionals Clerks									
Clerks	9	0	1	0	0	0	0	0	10
Service and sales workers	1	0	0	0	0	0	0	0	1
Skilled agriculture and	6	0	1	2	0	0	0	0	9
fishery workers Craft and related trades									
Craft and related trades	20	0	3	0	17	1	0	18	59
workers	_								
Plant and machine	6	0	11	13	98	3	16	56	288
operators and assemblers	00				47			10	
Elementary occupations	20	0	3	0	17	1	0	18	59
Total	92	0	11	13	98	3	16	56	288
Employees with									
disabilities									

6.2 – Total number of employees (including employees with disabilities) in each of the following occupational bands as on 31 March 2005

Occupational Bands		Male				Fema	le		
•	African	Coloured	Indian	White	African	Coloured	Indian	White	Total
Top Management	7	0	2	1	2	0	0	2	14
Senior Management	10	0	2	2	10	0	0	0	24
Professionally qualified	26	0	2	5	43	1	10	32	119
and experienced									
specialists and mid-									
management Skilled technical			_	_				_	
Skilleđ technical	16	0	4	3	26	1	6	4	60
and academically									
qualified workers,									
junior management,									
supervisors, foreman									
and superintendents Semi-skilled and									
Semi-skilled and	16	0	4	3	26	1	6	4	60
discretionary decision									
making									
Total	93	0	12	15	99	3	6	39	277

6.3 - Recruitment for the period 1 April 2004 to 31 March 2005

Occupational		Male)		Female				Female				
Bands	African	Coloured	Indian	White	African	Coloured	Indian	White	Total				
Top Management	0	0	0	1	0	0	0	1	2				
Senior Management	1	0	0	0	0	0	0	0	1				
Professionally qualified and experienced specialists and mid- management	0	0	0	0	1	0	0	0	1				
management Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	0	0	0	0	6	0	0	0	6				
superintendents Semi-skilled and discretionary decision making	0	0	0	0	1	0	0	0	1				
Total	1	0	0	1	8	0	0	1	11				
Employees with	0	0	0	0	0	0	0	0	0				

6.4 - Promotions for the period 1 April 2004 to 31 March 2005

Occupational		Male	9			Fema	le		
Bands	African	Coloured	Indian	White	African	Coloured	Indian	White	Total
Top Management									
Senior	1	0	0	0	1	0	0	0	2
Management Professionally									
	1	0	0	0	2	0	0	1	4
qualified and									
experienced									
specialists and									
mid-management Skilled technical									
Skilled technical	2	0	0	0	2	0	0	1	5
and academically									
qualified									
workers, junior									
management,									
supervisors,									
foreman and									
superintendents Total									
Total	4	0	0	0	4	0	0	2	11
Employees with	0	0	0	0	0	0	0	0	0
40 - 41 - 100 - 4									

6.5 - Terminations for the period 1 April 2004 to 31 March 2005

Occupational		Male			Female				
Bands	African	Coloured	Indian	White	African	Coloured	Indian	White	Total
Top Management									
Senior	0	0	0	0	0	0	0	0	0
Management									
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Employees with	0	0	0	0	0	0	0	0	0
disabilities									

6.6 - Disciplinary action for the period 1 April 2004 to 31 March 2005

		Male			Female				
	African	Coloured	Indian	White	African	Coloured	Indian	White	Total
Disciplinary	0	0	0	0	0	0	0	0	0
action									

6.7 – Skills development for the period 1 April 2004 to 31 March 2005

Occupational		Male	•			Femal	е		
categories	African	Coloured	Indian	White	African	Coloured	Indian	White	Total
Legislators, senior	0	0	0	0	0	0	0	0	0
officials and									
managers									
Professionals Technicians	0	0	0	0	0	0	0	0	0
recnnicians	0	0	0	0	0	0	0	0	0
and associate									
professionals			_						_
Clerks	0	0	0	0	0	0	0	0	0
Service and sales	0	0	0	0	0	0	0	0	0
workers		0				0			
Skilled agriculture	0	0	0	0	0	0	0	0	0
and fishery									
workers Craft and related									
	0	0	0	0	0	0	0	0	0
trades workers Plant and machine	_		_		_				
Plant and machine	0	0	0	0	0	0	0	0	<u>0</u>
operators and									
assemblers									
Elementary	0	0	0	0	0	0	0	0	<u>0</u>
occupations									
Total'	0	0	0	0	0	0	0	0	0
Employees with	0	0	0	0	0	0	0	0	0
disabilities	-	_	_	-	_	=	-	-	_
disabilities	-			-					

7. Performance Rewards

To encourage good performance, the department has granted the following performance rewards during the year under review. The information is presented in terms of race, gender, and disability (Table 6.1), salary bands (table 6.2) and critical occupations (Table 6.3).

TABLE 7.1 – Performance Rewards by race, gender, and disability, 1 April 2004 to 31 March 2005

		Beneficiary Profile			Cost
	Number of	Total number of	% of total within	Cost	Average cost per
	beneficiaries	employees in group	group	(R'000)	employee
African, Female	0	99	0 .	0 ` ′	0 . ,
African_Male	0	93	0	0	0
Asian, Female	0	16	0	0	0
Asian, Male	V V	12	<u>V</u>	Ŭ .	V V
Coloured, Female Total, Black	V V	3	l V	Ų .	l V
	0	118	0	0	0
Females					
Total, Black Males	0	105	0	0	0
White Female	0	37	0	0	0
White, Male	0	15	0	0	0
Females Total, Black Males White, Female White, Male Employees with a	0	2	0	0	0
disability Total					
Total	0	277	0	0	0

TABLE 7.2 – Performance Rewards by salary bands for personnel below Senior Management Service, 1 April 2004 to 31 March 2005

Salary Bands	Ber	neficiary Profil	e		Cost	
,,	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee	Total cost as a % of the total personnel expenditure
Lower skilled (Levels 1-2)	0	56	0	0	0	0
(Levels 1-2) Skilled (Levels 3-5)	0	61	0	0	0	0
3-5) Highly skilled production (Levels 6-8)	0	121	0	0	0	0
(Levels 6-8) Highly skilled supervision (Levels 9-12)	0	25	0	0	0	0
(Levels 9-12) Total	0	263	0	0	0	0

TABLE 7.3 – Performance Rewards by critical occupations, 1 April 2004 to 31 March 2005

Occupations		Beneficiary Prof	ile		Cost
- Journalions	Number of	Number of	% of total within	Total Cost	Average cost pe
Administrative	beneficiaries 0	employees 8	occupation 0	(R'000)	employee 0
elated Archivists	0	28	0	0	0
archivists curators	J	20	U	0	0
& related					
orofessionals Auxiliary	0	14	0	0	0
Auxiliary & related	0	14	0	0	0
vorkers Boiler &					
	0	1	0	0	0
elated					
pperators Building &	0	1	0	0	0
other property Bus & heavy	0	7	0	0	0
<u>vehicle drivers</u> Cleaners					
Dleaners n offices	0	18	0	0	0
workshops					
nospitals Farm hands &					
	0	2	0	0	0
abourers -inance &	0	4	0	0	0
economics					
<u>elated</u> Financial	0	10	0	0	0
clerks & credit	-				
controllers ood services	0	1	0	0	0
	J	1	U	0	١
aids & waiters Human	0	2	0	0	0
resources &					
organisation development &					
elated prof Human	0	10	0	0	0
esources clerks					
Human	0	4	0	0	0
esources					
elated _ibrarians	0	25	0	0	0
& related	_		-	_	
orofessionals Library mail &		35	0	0	
	0	30	U	0	0
related clerks Light vehicle	0	1	0	0	0
drivers Messengers	0	3	0	0	0
oorters &	_		-	_	
deliverers Other	0	25	0	0	0
otner administrative		23	U		"
& related					
clerks &					
organisers Other	0	13	0	0	0
administrative					
oolicv &					
related officers Other	0	14	0	0	0
occupations Bank:					
	0	4	0	0	0
Jnknown Road trade	0	1	0	0	0
vorkers Secretaries &	0	14	0		0
secretaries & other keyboard	U	14	J	0	١
perating					
elerks Security		10			
	0	10	0	0	0
uards Senior	0	13	0	0	0
nanagers rade	0	7	0	0	0
abourers Frade/industry					
	0	1	0	0	0
dvisers & other related					
profession Total					
Total	0	277	0	0	0

TABLE 7.4 – Performance related rewards (cash bonus), by salary band, for Senior Management Service

Salary Band		Seneficiary Profil	e	Total Cost (R'000)	Average cost per employee	Total cost as a % of the total personnel expenditure
	Number of	Number of	% of total			
	beneficiaries	emplovees	within band			
Band A	0	' 12	0	0	0	0
Band B	0	2	0	0	0	0
Total	0	14	1 0	1 0	1 0	1.0

8. Foreign Workers

The tables below summarise the employment of foreign nationals in the department in terms of salary bands and by major occupation. The tables also summarise changes in the total number of foreign workers in each salary band and by each major occupation.

TABLE 8.1 – Foreign Workers, 1 April 2004 to 31 March 2005, by salary band

Colomy Bond	1 April	2003	31 Marc	ch 2004	Cha	ange
Salary Band	Number'	% of total	Number	% of total	Number	% change
Lower skilled (Levels 1-2)	0	0	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0	0	0
Highly skilled production	0	0	0	0	0	0
(Levels 6-8) Highly skilled supervision						
Highly skilléd supervision	0	0	0	0	0	0
(Levels 9-12)						
(Levels 9-12) Senior management	0	0	0	0	0	0
(Levels 13-16) Total						
Total '	0	0	0	0	0	0

TABLE 8.2 – Foreign Worker, 1 April 2004 to 31 March 2005, by major occupation

Major Occupation	1 Apri	I 2003	31 Mar	ch 2004	Cha	inge
Major Occupation	Number	% of total	Number	% of total	Number	% change
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
<u>Total</u>	0	0	0	0	0	0

9. <u>Leave utilisation for the period 1 January 2004 to 31 December 2004</u>

The Public Service Commission identified the need for careful monitoring of sick leave within the public service. The following tables provide an indication of the use of sick leave (Table 9.1) and disability leave (Table 9.2). In both cases, the estimated cost of the leave is also provided.

TABLE 9.1 – Sick leave, 1 January 2004 to 31 December 2004

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)
5	100	1	12.5	5	1
_				_	
5	40	3	37.5	2	2
4	0	3	37.5	1	1
1	0	0	12.5	1	1
15	140	5	100	9	5
	5 5 4	Total days medical certification 5 100 5 40 4 0 1 0	Total days with medical certification 5 100 1 5 40 3 4 0 3 1 1 0 0 0	Total days with medical certification 5 100 1 12.5 Employees using sick leave 12.5 employees using sick leave 12.5 100 3 37.5 11 0 0 12.5	Total days with medical certification 5 100 1 12.5 5 5 5 40 3 37.5 2 4 0 0 12.5 1 1

TABLE 9.2 – Disability leave (temporary and permanent), 1 January 2004 to 31 December 2004

Salary Band	Total days taken	% days with medical certification	Number of Employees using disability leave	% of total employees using disability leave	Average days per employee	Estimated Cost (R'000)
Lower skilled	0	0	0	0	0	0
(Levels 1-2)	0	0	0	0	0	0
Skilled (Levels	0	0	0	0	0	0
3-5) Highly skilled	0	0	0	0	0	0
production (Levels	0	0	0	0	0	0
'						
6-8) Highly skilled	0	0	0	0	0	0
supervision						
(Levels 9-12)						
Senior	0	0	0	0	0	0
management	_	-	_	_	_	_
(Levels 13-16)						
Total	0	0	0	0	0	0

Table 9.3 summarises the utilisation of annual leave. The wage agreement concluded with trade unions in the PSCBC in 2000 requires management of annual leave to prevent high levels of accrued leave being paid at the time of termination of service.

TABLE 9.3 – Annual Leave, 1 January 2004 to 31 December 2004

Salary Bands	Total days taken	Average per employee	Employment
Lower skilled (Levels 1-2)	18	6	3
Skilled Levels 3-5)	8	3	3
Highly skilled production (Levels 6-8)	26	3	9
Total	52	12	15

TABLE 9.4 - Capped leave, 1 January 2004 to 31 December 2004

Salary Bands	Total days of capped leave taken	Average number of days taken per employee	Average capped leave per employee as at 31 December 2004	Number of	Average capped leave per employee as at 31 December 2004	Number of employees as at 31 December 2004
Highly skilled production (Levels 6-8)	3	3	65	1	5453	84
Totál	3	3	65	1	5453	84

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TABLE 9.5 – Leave payouts for the period 1 April 2004 to 31 March 2005

The following table summarises payments made to employees as a result of leave that was not taken.

REASON	Total Amount (R'000)	Number of Employees	Average payment per employee
Average capped leave per employee as at 31	, ,	. ,	
December 2003			

10. <u>HIV/AIDS & Health Promotion Programmes</u>

TABLE 10.1 – Steps taken to reduce the risk of occupational exposure

Key steps taken to reduce the
risk

TABLE 10.2 – Details of Health Promotion and HIV/AIDS Programmes (tick the applicable boxes and provide the required information)

iniorniation)			Details, if
Question	Yes	No	·
Has the department designated a member of the SMS to implement			yes
the provisions contained in Part VI E of Chapter 1 of the Public Service			
Regulations, 2001? If so, provide her/his name and position. 2. Does the department have a dedicated unit or has it designated			
specific staff members to promote the 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. 3. Has the department introduced an Employee Assistance or Health			
Promotion Programme for your employees? If so, indicate the key			
elements/services of this Programme. 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. 5. Has the department reviewed its employment policies and practices			
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. 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. 7. Does the department encourage its employees to undergo Voluntary			
Counselling and Testing? If so, list the results that you have you			
achieved. 8. Has the department developed measures/indicators to monitor &			
evaluate the impact of its health promotion programme? If so, list these			
measures/indicators.			

11. Labour Relations

The following collective agreements were entered into with trade unions within the department.

TABLE 11.1 – Collective agreements, 1 April 2004 to 31 March 2005

Subject Matter	Date
_	
If there were no agreements, there	n use the following
Total collective agreements	None

The following table summarises the outcome of disciplinary hearings conducted within the department for the year under review.

TABLE 11.2 – Misconduct and disciplinary hearings finalised, 1 April 2004 to 31 March 2005

Outcomes of disciplinary hearings	Number	% of total
Correctional counselling		
Verbal warning		
Written warning		
Final written warning		
Suspended without pay		
Fine		
Demotion		
Dismissal		
Not guilty		
Case withdrawn		
Total		

If there were no disciplinary hearings, then use the following table

Disciplinary	hearings -	- 2003/04	None

TABLE 11.3 – Types of misconduct addressed at disciplinary hearings

Type of misconduct	Number	% of total
Total		
Iolai		

TABLE 11.4 – Grievances lodged for the period 1 April 2004 to 31 March 2005

	Number	% of Total
Number of grievances resolved		
Number of grievances not resolved		
Total number of grievances lodged		

TABLE 11.5 – Disputes lodged with Councils for the period 1 April 2004 to 31 March 2005

	Number	% of Total
Number of disputes upheld		
Number of disputes dismissed		
Total number of disputes lodged		

TABLE 11.6 – Strike actions for the period 1 April 2004 to 31 March 2005

Total number of person working days lost	
Total cost (R'000) of working days lost	
Amount (R'000) recovered as a result of no work no pay	

TABLE 11.7 – Precautionary suspensions for the period 1 April 2004 to 31 March 2005

Number of people suspended	
Number of people whose suspension exceeded 30 days	
Average number of days suspended	
Cost (R'000) of suspensions	

12. Skills development

This section highlights the efforts of the department with regard to skills development.

12.1 – Training needs identified 1 April 2004 to 31 March 2005

0		Number of employees as at 1 April 2003	Training needs identified at start of reporting period			rting period
Occupational Categories	Gender		Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators,	Female					
senior officials	Male					
and managers Professionals						
Professionals	Female					
	Male					
Technicians	Female					
and associate	Male					
professionals Clerks						
Cierks	Female					
Comico and	Male					
Service and	Female Male					
sales workers Skilled						
	Female Male					
agriculture	iviale					
and fishery						
workers Craft and						
Craft and	Female					
related trades	Male					
workers Plant and	Ганала					
	Female					
machine	Male					
operators and						
assemblers Elementary	Female					
	Male					
occupations Sub Total	Female					
Cab lotal	Male					
Total						

12.2 - Training provided 1 April 2004 to 31 March 2005

		Number of Training provided within the reporting period Skills			riod	
Occupational Categories	Gender	employees as at 1 April 2004	Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators,	Female					
senior officials	Male					
and managers Professionals						
Professionals	Female					
Tachniciana	Male Female					
Technicians	Male					
and associate	iviale					
professionals Clerks	Female					
CIEIKS	Male					
Service and	Female					
	Male					
sales workers Skilled	Female					
agriculture	Male					
and fishery						
workers Craft and	Female					
related trades	Male					
workers Plant and						
	Female					
machine	Male					
operators and						
assemblers						
Elementary	Female					
occupations Sub Total	Male					
Sub lotal	Female Male					
Total	iviale					
IOtal						

13. <u>Injury on duty</u>

The following tables provide basic information on injury on duty.

TABLE 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		
Temporary Total Disablement		
Permanent Disablement		
Fatal		
Total		

14. <u>Utilisation of Consultants</u>

Table 14.1 – Report on consultant appointments using appropriated funds

тана тана тана тана на					
Project Title	Total number of consultants that worked on the project	Duration: Work days	Contract value in Rand		
Total number of projects	Total individual consultants	Total duration: Work days	Total contract value in Rand		
		-			

Table 14.2 – Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDIs)

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project
			` *

Table 14.3 – Report on consultant appointments using Donor funds

Project Title	Total Number of consultants	Duration:	Donor and Contract
Project Title	that worked on the project	Work days	value in Rand
		•	
		T-4-1	
Total number of projects	Total individual consultants	Total duration: Work davs	Total contract value in Rand
		III dayo	

Table 14.4 – Analysis of consultant appointments using Donor funds, in terms of Historically Disadvantaged Individuals (HDIs)

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project
	0 1	o .	' '

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