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## **PART 1**

### **GENERAL INFORMATION**

#### **1.1 GENERAL INFORMATION**

##### **1.1 Submission of the annual report to the executive authority.**

As Accounting officer of the department Provincial Administration, I hereby submit the annual report of the department for the 2004/05 financial year to the executive authority of this department, Premier Ebrahim Rasool.

##### **1.2 Introduction by the head of the institution**

The 2004/05 financial year posed huge challenges to this department's employees, systems and finances. It was a year which was highlighted by a change in the Premiership of the province and as a consequence, also a change of executive authority of the department.

Under the leadership of Premier Rasool, the department has undergone a radical change in focus from being a provider of predominantly corporate services, to becoming the centre of government in the province. The department revised its strategic goals to give effect to its new role of providing strategic leadership to the Province. After the goals were revised it became apparent that the department's structure is not suited for successful pursuit of its new goals, resulting in the decision to re-engineer the department. The department was also subjected to an audit of its employment equity status by a task team of the Department of Public Service and Administration.

##### **1.3 Information on the ministry**

Premier Ebrahim Rasool who succeeded Mr. Martinus van Schalkwyk as the department's executive authority in May 2005 brought a new vision to the department. This resulted in this department having to change the way it was operating and revising its objectives while simultaneously having to manage a budget and strategic goals determined by the previous Premier.

The Premier undertook two overseas trips during the previous financial year. The one trip was to Dubai, Turkey and England for the purposes of obtaining knowledge in investments in industrial zones (Dubai), attending an international business conference (Turkey) and promoting the Business Process Outsourcing (call centre) industry of the Western Cape (England). Premier Rasool also attended the Second Conference of Heads of Governments of Partner Regions in Quebec City, Canada at the end of 2004.

One of the first outputs Premier Rasool publicly committed this department to was the establishment of a Provincial Youth Commission. The Western Cape Provincial Youth Commission Act, 2004 was passed in the latter half of 2004 to give effect to the establishment of the Youth Commission.

The Premier was instrumental in the revision of the PDC Law, 1996 (Law 5 of 1996) which was amended by the Provincial Development Council Law Amendment Law Act, 2004 (Act 4 of 2004)

##### **1.4 Mission Statement**

The mission of the department as stated in the strategic plan for the year under review was 'A provincial government that improves growth and hope through integrated governance excellence in the Western Cape Province'. The department has since adopted a new vision which states that 'The Department of the Premier, through holistic governance, will deliver: strategic leadership, outcomes based management, needs-based

services and efficient and effective corporate governance to the Provincial Government and the citizens of the Western Cape’.

#### **1.5 Legislative mandate**

The key legislation that governed the existence of the Department at the time is summarised below:

- **The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996)**  
Being the Supreme Law in our Country, the Department measures its actions against the provisions and prescripts contained therein.
- **The Constitution of the Western Cape, 1997 (Act 1 of 1997)**  
Being the Supreme Law in our Province, the Department measures its actions against the provisions and prescripts contained therein.
- **Public Service Act, 1994 (as amended)**  
To provide for the organization and administration of the public service of the republic, the regulation of the conditions of employment, terms of office, discipline, retirement and discharge of members of the public service, and matters connected therewith.
- **Public Finance Management Act (PFMA), 1999 (Act No 1 of 1999)**  
To regulate financial management in the Department to ensure that all revenue, expenditure, assets and liabilities of the Department are managed efficiently and effectively; to provide for the responsibilities of persons entrusted with financial management in the Department and to provide for matters connected therewith. To fulfill all prescribed responsibilities with respect to public entities.
- **Public Entities**  
This Department is currently only accountable for one public entity, being the Provincial Development Council (PDC), which was established in terms of the Provincial Development Council Law, 1996 (Law 5 of 1996) and is regarded as a schedule 3C Provincial Public Entity in terms of the PFMA. The financial statements of the PDC do not form part of the Department’s financial statements. A separate report is tabled by the said Council, which serves as the accounting authority.

The core business of the PDC is to co-ordinate, facilitate and initiate consensus among all relevant parties on all issues, including policy directives, relating to integrated development frameworks.

## PART 2

### PROGRAMME PERFORMANCE VOTE 1: DEPARTMENT: PROVINCIAL ADMINISTRATION

#### Purpose for providing programme performance information

The purpose for providing information under this part is to report on performance in accordance with the departmental strategic plan for 2004-2007 as tabled in the provincial legislature and clearly reports on performance against specified service delivery objectives and targets in Budget Statement 2.

#### Programme Performance

##### Voted Funds

Appropriation	Main Appropriation R'000	Adjusted Appropriation R'000	Actual Amount Spent R'000	Over/Under Expenditure R'000
	308,932	297,241	294,939	2,302
Responsible Minister	Premier M Van Schalkwyk (April 2004 only) Premier E Rasool (from May 2004) (Premier of the Western Cape Province)			
Administering Department	Provincial Administration			
Accounting Officer	Dr G A Lawrence – Director-General			

#### Aim of the Vote

To provide strategic direction and management support to the Western Cape Provincial line departments in an integrated, collaborative and coordinated manner.

#### Key measurable objectives, programmes and achievements

##### Programme 1: Office of the Premier

To provide a professional service to the Premier as the Chief Political Executive of the Western Cape Provincial Government

##### Programme 2: Provincial Coordination

To ensure co-ordinated and integrated planning and development, sound inter- and intra-governmental and international relations.

##### Programme 3: Centre for E-Innovation

To develop, implement and maintain an integrated e-Government infrastructure and Information Communication Technology (ICT) strategy, promoting efficient and effective governance and administration and easier access by the public to government services.

##### Programme 4: Corporate Services

To ensure a high quality, well-functioning Western Cape Provincial Government renowned for good corporate governance and service delivery.

##### Programme 5: Legal Services

To provide and maintain a highly professional legal establishment and forensic audit service, providing sound legal advice to ensure legal certainty for the Administration in the execution of its functions and ensuring effective and efficient forensic investigations and processes.

##### Programme 6: Office of the Director-General

To render optimal support services to the Head of the Department as the Director-General of the Western Cape Provincial Government.

**Programme 7: Financial Management**

To ensure effective, efficient and economic utilisation of the financial resources within the department.

**Programme 8: Personnel Management and Administration**

To ensure a transformed workforce in the department with competent, empowered and performance-focused employees.

***Achievements:***

The department's major achievements are outlined in the overview of the service delivery and organizational environments below.

***Overview of the service delivery environment for 2004/05***

The two most influential external environmental factors which impacted on the operations of the department were inarguably the change in Premiership of the Province as well as the change in the composition of the Provincial Cabinet. Both these factors contributed to this department becoming much more focused in its operations and the province becoming more co-operative, integrated and coherent in its outputs.

When reviewing the key outputs of this department it is evident that the Office of the Premier lead by example in delivering innovative and substantive outputs. Firstly the Premier was instrumental in driving the process of quarterly deliverables to which Members of the Executive Council and Accounting Officers were held to account. One of the deliverables to which the Premier committed this department was the establishment of the Western Cape Provincial Youth Commission, which was enacted in October 2005. The Office of the Premier also initiated and launched the 'Home for All' campaign to build social cohesion and pride amongst the citizens of our province. On request of the Premier, senior officials from the Department of Public Service and Administration conducted an audit on the employment equity status of the staff of the Provincial Government.

The Office of the Director-General was responsible for maintaining stability in the department and ensuring the smooth transition of Premiers and their advisory staff. It also successfully managed the events relating to the Ten Years of Democracy celebrations.

The branch Provincial Coordination continued to provide highly competent support to the Provincial Cabinet, Cabinet Committees and cluster committees. It also managed the imbizo processes which foster responsive governance and the PTM and Cabinet Lekgotlas which form the core integrated strategic planning mechanisms of the Provincial Government. The Access 2004 Conference was successfully held in December 2004 which focused on the disabled in the Province. A Provincial Honours event which coincided with the launch of the 'Home for All' campaign saw to the awarding of 59 honours awards to citizens of the Western Cape.

Legal Services exceeded its target of legal opinions by more than 50% due to an increased awareness of the benefits of the services offered by this branch. It was instrumental in the drafting, editing and amending of no less than 35 pieces of provincial and subordinate legislation in all areas of provincial competence.

The Provincial Sports day was once again successfully hosted by this department and is a key instrument in the building of internal social capital. In building internal human capital, the Provincial Training component presented 310 training courses to 4,640 provincial government employees. Liaison with Non-Governmental Organisations has resulted in the initiation of a learnership project which saw 13 learners with disabilities being trained in four departments.

The Centre for e-Innovation is the branch that is allocated the major portion of the Department's budget. Selected key outputs are listed as follows:

*Health*

- IT Infrastructure upgrades to Eerste River, Valkenberg, Lentegeur and George Hospitals were completed and IT Infrastructure preparations for False Bay, GF Jooste, Hottentots Holland and Wesfleur commenced.

*Education*

- More than 600 schools are now equipped with a computer lab which is supported, maintained or assisted by the Education Centre for E-Innovation unit.
- An additional 9 Open Source Software Labs were also installed.
- The PACE software was implemented in 489 schools.
- The first e-School was implemented at St Augustine Primary in Paternoster. The lab is also used by the community after hours and is part of the e-Community initiative of CEI in order to empower the local community even further with ICT's.
- The new Exams Results Capturing System was implemented whereby the results of each exam paper were captured at question level thereby dramatically enhancing the accuracy and value of results and the Exam process. The analysis of the results was taken to a completely new level of value and has set a new standard to the other Provincial Education departments.

*Transport*

- A web-based computer system for the management and administration of all Provincial plant and equipment used in the road network was developed and implemented for the Department of Transport.
- A web-based computer system for the collection and processing of road surveillance data, which is used to manage the condition of the provincial road network, was developed and implemented for the Department of Transport.

*Agriculture*

- The Laboratory Information Management System was implemented for the Department of Agriculture.

***Overview of the organisational environment for 2004/05:***

The appointment of Premier Rasool, the establishment of the Centre for e-Innovation and the transfer of the Risk Management function brought about the major developments in the organizational environment. These three factors effected the following consequences:

- New advisory staff were appointed in terms of Chapter 8 of the Ministerial Handbook.
- Premier Rasool brought a new vision to the department with concomitant strategic goals. The current departmental structure did not support the execution of the new strategic goals, hence the initiation of a re-engineering process of the departmental structure.
- Centre for E-Innovation was established with effect from 1 April 2004, which included the incorporation of Knowledge Economy and E-Government, that was transferred from the Department of Economic Development and Tourism. A total number of 349 posts were provided for on the establishment of this new component. A phased approach was followed in the filling of the CEI posts of which approximately 120 were filled during the 1<sup>st</sup> round.
- A key personnel member of this department, Dr. H.Wesso, was appointed to head the newly established Centre for E-Innovation.
- Risk management (security services) was transferred to the Department of Community Safety, resulting in a reduction in the number of posts and a decrease in the department's budget.

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

Stemming from the new vision and mission of the department, new strategic goals and objectives have been developed which required a paradigm shift by many senior managers and staff in order to adapt to the new role of the department. The department is responsible for the drafting of the Internal Human and Social Capital Strategy, the Provincial Communication Strategy and the Coordination strategy and has progressed considerably towards the finalization and implementation thereof.

Legislative developments, which will impact on the future operations and budget of this department, are the enactment of the establishment of the Western Cape Provincial Youth Commission and the amendment of the Provincial Development Council Law.

**Departmental revenue and expenditure:**

**Collection of departmental revenue:**

	2001/02 Actual R'000	2002/03 Actual R'000	2003/04 Actual R'000	2004/05 Target R'000	2004/05 Actual R'000	% Deviation from target
<b>Tax revenue</b>						
<b>Non-tax revenue</b>	742	847	1,910	548	1,516	176.64%
<b>Sales of capital assets (Capital Revenue)</b>						
<b>Financial transactions (Recovery of loans and advances)</b>						
<b>TOTAL DEPARTMENTAL RECEIPTS</b>	<b>742</b>	<b>847</b>	<b>1,910</b>	<b>548</b>	<b>1,516</b>	<b>176.64%</b>

**Departmental expenditure**

Programmes	Voted for 2004/05	Roll- overs and adjust- ments	Virements	Total voted	Actual expen- diture	Variance
Programme 1	13,075	1,480	3,674	18,229	18,082	147
Programme 2	19,619	(213)	(1,229)	18,177	17,758	419
Programme 3	176,438	(714)	(2,398)	173,326	173,258	68
Programme 4	58,188	(10,633)	(83)	47,472	46,844	628
Programme 5	15,689	(2,500)	(858)	12,331	12,245	86
Programme 6	10,220	22	1,623	11,865	11,803	62
Programme 7	9,457	1,130	(846)	9,741	9,107	634
Programme 8	6,246	(263)	117	6,100	5,842	258
<b>Total</b>	<b>308,932</b>	<b>(11,691)</b>	<b>-</b>	<b>297,241</b>	<b>294,939</b>	<b>2,302</b>

**Transfer payments**

NAME OF INSTITUTION	AMOUNT TRANS- FERRED	ESTIMATE EXPEN- DITURE
Provincial Development Council	3,428	3,428
Municipality of Central WC DC5	70	70
Municipality of Eden	70	70
Municipality of Overberg	70	70
Cape Metropolitan Council: Regional Council Levies	250	250
Cape Winelands District Municipality: Regional Council Levies	8	8
Network on Violence against Women	75	75
Western Cape Network on Disability	75	75
Bridges Organisation	250	250
Transfers to households (leave gratuities)	303	303
Gifts, donations and sponsorships	260	260
<b>Totals</b>	<b>4,859</b>	<b>4,859</b>



## **Programme Performance**

### **Summary of Programmes:**

The activities of the Department of the Premier are organised in the following eight programmes:

- Programme 1: Office of the Premier
- Programme 2: Provincial Coordination
- Programme 3: Centre for E-Innovation
- Programme 4: Corporate Services
- Programme 5: Legal Services
- Programme 6: Office of the Director-General
- Programme 7: Financial Management
- Programme 8: Personnel Management and Administration

### **PROGRAMME 1: Office of the Premier**

#### **Purpose:**

To provide a professional service to the Premier as the Chief Political Executive of the Western Cape Provincial Government.

#### **Measurable objective:**

- Provide administrative and financial support services to the premier.
- Provide effective support at the official residence, Leeuwenhof.
- Manage the communication functions related to the Premier and the Provincial Government.
- Formulate executive support services to the Premier.
- Cater for presidential and provincial Imbizos.

#### **Service delivery objectives and indicators:**

- Policy, Cabinet Legotla introduced the idea of a holistic government to which implementation has occurred.
- Service delivery that has reference to the 100-day deliverables across departments.
- Strategic management, Cabinet Legotla's that emphasised provincial strategy support such as iKapa Elihlumayo, Human and Social Capital and Micro Economic Development Strategy.

#### **Service delivery achievements:**

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Support Services	Process documentation to finalise requests as it pertains internal and external service delivery and ensure budgetary and expenditure compliance.	% of administrative documents dealt with; compliance to legal prescripts	100% compliance	100% compliance
	Fully functional service at the official residence.	Functions facilitated / arranged.	All functions facilitated	All functions facilitated
		Residence is maintained and kept in sound order.	All queries/complaints resolved	All queries/complaints resolved

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Executive Support	Strategic management of the Provincial Executive and Cabinet.	Manage the strategic mechanisms/ functions related to the Premier and the Provincial Government.	Successful strategies	Implementation of successful strategies.
	External and internal communication	Manage internal and external communication w.r.t. service delivery, specifically 2x100 deliverables.	Informed society	Successful implementation / achievable standards reached.
	Provincial growth and development and policy development.	Management of strategies and policies.	Effective service delivery rendered in terms of policies and strategies, such as Provincial strategies that support iKapa Elihlumayo, Human and Social Capital and the Micro Economic Development Strategy.	Actual indicators reached / achieved.
	External and internal public relations.	Manage external and internal public relations.	Effective service delivery rendered as regards Social Dialogue as refers to PDC legislation and Youth Communication.	Implementation achieved.
Imbizo	Professional events organised.	Cater for presidential and provincial imbizo's.	Effectiveness of events managed.	One presidential and one provincial imbizo held.

## Programme 2: Provincial Coordination

### **Purpose:**

To ensure co-ordinated and integrated planning and development, sound inter- and intra-governmental and international relations.

### **Measurable objective:**

- Smooth and effective functioning of the branch.
- Support the Provincial Cabinet in the role as apex of Government.
- Ensure good governance and integrated planning through:
  - Cluster management to facilitate and enhance social economic development;
  - The rendering of an efficient and effective support service to the Provincial Cabinet and its related Committees;
  - The promotion on sound intra- and intergovernmental relations;
  - Providing timeous relevant information and advice on the Government's priorities and programmes to execute and administrative structure.
- Organised civil society participation in provincial planning through the Provincial Development Council (PDC).
- Ensure that integrated provincial strategies targeting vulnerable groups are effectively implemented, monitored, evaluated and reported on through integrated, collaborative and co-ordinated effort.
- Establishment of integrated provincial structures and partnerships for moral regeneration.
- Promotion of sound international relations, provide strategic advice, manage protocol and to administer provincial honours.

### **Service delivery achievements:**

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Administration	Delivering administrative support services to management.	% satisfactory services to the Branch management.	100% satisfactory service.	100% satisfactory service
Human Rights Programmes and International Relations	Strategic direction and capacity building.	Number of trained and capacitated trainers in ensuring improved service delivery	25	18 fully trained in all three modules of the course. 11 to be trained as trainers during 2005.
	Establishment of integrated provincial structures and partnerships for moral regeneration.	Structures in all departments	13 structures	Participants: 15 from different departments. 1 NGO 2 District Municipalities.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Facilitating and coordinating partnership formation flowing from integrated provincial strategies.		75% Well established strategic partnerships and structures on each for Youth, Gender, Disability and Moral Regeneration as well as 5 integrated structures at district municipal level.	75% Well established strategic partnerships and structures on each for Youth, Gender, Disability and Moral Regeneration as well as 5 integrated structures at district municipal level.
	Promoting and ensuring performance, impact and best practice orientated service provision flowing from integrated strategies.		100% effective M&E system in place in the form of one inclusive audit and audit report in place.	Was put on hold due to national and province wide M&E processes.
		Number of commemorative days celebrated	4	International Day of Persons with Disabilities – 2 events Women's month – 3 events. Youth day – part of 10 Year Celebration. Assisting coordination of "16 Days of Activism against gender violence".

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Developing and supporting special programmes of removal of barriers to equal participation, opportunities and benefits for vulnerable and marginalised groups in mainstream planning, development and implementation.	Number of successful programmes	50% of well developed programmes and projects.	Access programme and the Economic Empowerment programme in the process of consultation and refinement. WC Network on Disability. Network on Violence against women. Moral regeneration, youth and ethical leadership initiatives.
	Promote sound international relations.	Provide strategic direction and coordination of international relations, protocol and administration of provincial honours.	Review international co-operation agreements.	Official visits abroad: Premier – 2 Ministers – 13 Officials – 115 Received 26 foreign delegations.
	Managing protocol		Correct protocol observed at all times.	Correct protocol observed at all times.
	Administering Provincial honours.		Ensure high standard of awarding of provincial honours.	Annual ceremony – 16 December '04. Order of Disa: Commander 3 Order of Disa: Officer 31 Order of Disa: Member 25

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Policy and Strategic Management	Render and effective secretarial service to the Provincial Cabinet and its respective Cabinet Committees.	Smooth and effective functioning of Cabinet and Cabinet Committee and synergy between political and administrative processes.	100% 20 X Cabinet Meetings 22 X Cabinet Committee Meetings 2 X Legotla	100% 20 X Cabinet Meetings 22 X Cabinet Committee Meetings 2 X Legotla
	Co-ordinate strategic information flow internally and externally through an appropriate Information Management System that sources, captures, processes and disseminates information.	Strategic development communications that promotes information flow, communicates strategic developments, tracks government commitments and supports research through timeouts and relevant information provision.	100% Provincial tracking system set up and skills transfer programme successful.	100% Provincial tracking system set up and skills transfer programme successful.
			Coordinating the roll-out of the document "Framework for the Development of the Western Cape" including conceptualization of a communication strategy, translation into the three official languages, 90 day action plan and report.	Coordinating the roll-out of the document "Framework for the Development of the Western Cape" including conceptualization of a communication strategy, translation into the three official languages, 90 day action plan and report.
			Orientation to the Provincial Events Calendar,	Orientation to the Provincial Events Calendar,
	Development of a Monitoring and Evaluation system that will provide the mechanism for a high level monitoring and evaluation capability	Monitoring and evaluation system in place.	Monitoring and evaluation system in place.	Was put on hold due to nation and province wide M&E processes.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
				The project proposal was forwarded to the DG for scrutiny and comments.
				Two briefing meetings with members of the Project Team were held. Meeting was held with CEI with the purpose of bringing on board the CEI as part of the proposed internal reference group.
				The Project Team held a meeting to discuss the Terms of Reference and the evaluation design of the proposed M&E system.
				The project team attended a M&E Learning session presented by the DPSA.
	Ensure good governance in the Provincial through the cluster management to enhance growth and development in the Province.	Synergistic management of provincial and national priorities as well as promoting sound intra- and intergovernmental relations.	100% 18 X Provincial Governance and Administration Cluster meetings.	100% 18 X Provincial Governance and Administration Cluster meetings.
			18 X Provincial Economic Cluster meetings	18 X Provincial Economic Cluster meetings

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
			18 X Provincial Social Cluster meetings	18 X Provincial Social Cluster meetings
			4 X PCC	4 X PCC
			12 X National Governance and Administration Cluster meetings	12 X National Governance and Administration Cluster meetings
			4 X Fosad	4 X Fosad



### PROGRAMME 3: Centre for E-Innovation

**Purpose:**

To develop, implement and maintain an integrated e-Government infrastructure and Information Communication Technology (ICT) strategy, promoting efficient and effective governance and administration and easier access by the public to government services.

**Measurable objective:**

To optimise government service delivery, public participation and governance, and to ensure that the basic building blocks required for the emergence of a competitive knowledge economy are provided, by transforming internal and external relations through the optimal utilization of appropriate information and communication technologies.

**Service delivery objectives and indicators:**

*e-Services:* digitally enabling the delivery of services to the community so as to provide seamless access to government.

*e-Administration:* providing the applications and tools that enable the Provincial Government departments to manage their activities efficiently and effectively.

*e-Infrastructure:* ensuring the provision of the necessary network infrastructure, network services, applications and support functions to the departments of the Provincial Government.

*e-Society:* directly assisting the emergence of a competitive knowledge economy by providing Internet access, development of knowledge economy skills, support for the ICT industry, catalyst of online communities, managing of government information portals, etc.

*e-Solutions research and development:* establishing policies and standards, undertaking business analysis and business case development to motivate change initiatives, encouraging knowledge management and supporting business intelligence initiatives, project office and program management service, shepherding master systems plan development and implementation, etc.

*e-Business transformation:* improving the efficiency of the Provincial Government and its agents, partners and other intermediaries through process re-engineering, information sharing system.

**Service delivery achievements:**

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Administration	General administrative support.	Provide administrative support service to the component.	Support to 349 staff members within standards and legal regulations.	Assisted in compilation of budget and advice on budgetary matters. Personnel, logistic and financial administration. Manage software library and facilities.
Policy and Strategy	Determine Information Management (IM) and ICT central norms and standards.	Central norms and standards relating to IM and ICT.	Completion of Provincial ICT norms and standards policy.	Compiled and implemented CEI strategy. ICT plans implemented within user Departments
	Consult IM and ICT central norms and standards.	Number of CITCOM meetings facilitated	6	6

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Policy and Strategy (Cont.)	Negotiate and manage Business and Service Level Agreements with SITA.	Number of Business Agreements	1	Managed business and service level agreements.
		Number of Service Level Agreements	6	Engaged with SITA at Provincial and National level regarding service delivery.
Planning and Development	Provisioning of all IT related technical and professional support.	% of effectiveness of governance and administrative processes.	90%	90%
	Develop, implement and maintain transversal application systems.	Number of existing systems maintained	7 existing systems.	Cape Gateway contact centre maintenance. Cape Gateway Portal V1.
		Development new of transversal application systems.	3 new systems.	Cape Gateway Portal V2. E-Community forums. Library access.
Transversal	Implement and maintain Information Technology networks and Infrastructure.	A stable, up to date network infrastructure and desktop equipment, and more accessibility to computer services.	Compliance with international standards and best practices.	In collaboration with the Department of Transport and Public Works this Department established a new Transversal Infrastructure Centre, which adheres to international best practices for networking standards. Transversal Project Foundation – Network Core Upgrade. 7 large campus sites were upgraded to the unified standards.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Stable transversal system.	Maintain transversal applications.	User satisfaction.	Extensive upgrade of the centralised McAfee EPO, which included both hard- and software systems. All desktops were updated with the anti-virus agent.
Transversal				The SUS <sup>(1)</sup> pilot phase was rolled out successfully in pre- selected sites within the PGWC and will now be rolled out to the rest of the PGWC.
	Support of workstations and file servers.	End user support (Service Desk).	11 500 workstations and 72 file servers supported.	Successful upgrade of server infrastructure across various areas in the PGWC to accommodate the growing user base.
	Service all ICT related calls logged.		Response time of call closure reduction to 48 hours.	Average: 5 500 calls per month. Number of reported viruses via Helpdesk has been reduced drastically due to the successful update and deployment of the anti-virus software.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Health, Social Services and Housing.	Delivered Applications, Nursing Information Management System (NIMS), CRADLE, CYCA, PMS, IAS, Electronic Document Management System (EDMS), GIS, Clinic system.	Plan and develop, or rewrite ICT projects and services for Health, Social Services and Housing.	10 signed off project milestones.	Health business processes were improved with the go live of a Maternity System (CRADLE) in Gugulethu, Mowbray and Retreat and the NIMS at Tygerberg Hospital.
	Operational Application System.	Maintain delivered application system.	88 systems maintained.	To improve Health management the 1 <sup>st</sup> version of a technical platform for Business Intelligence within the Dep. of Health was delivered and a successful go live was achieved with the Health Surveillance System (SINJANI).
Health, Social Services and Housing.	Maintained, managed and refreshed IT Infrastructure.	Ensure reliable IT infrastructure.	45 sites supported.	Connectivity as provided for 15 additional Primary Healthcare facilities. Including access to certain Transversal Systems.
	Technical Architectures.	Ensure integrated and coherent ICT services.	3 Technical Architectures.	A number of pilots to demonstrate the value of wireless and mobile connectivity within Health and Social Services were completed.
	Revised MSP's	Align Information Systems development with business priorities.	3 MSP's	A draft version of eh Health ICT strategy and MSP were completed.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Revised HIS SLA, Regional Pharmacy SLA, 3 user Department SLA's.	Ensure delivered services meet operational requirements.	5 signed SLA's.	A successful pilot to move an electronic patient record between different HIS systems was completed in the Northern Cape.
	ICT strategy for Western Cape Health.	Align ICT with Health business plan.	Sign off of ICT strategy by Health Top Management.	A draft version of the Health ICT strategy and MSP were completed.
	Stable HIS application system, delivered IT infrastructure.	Provide Information System to effectively manage and bill hospital patients.	25 Health institutions live with HIS application.	HIS (Clinicom and Billing) was implemented at Stellenbosch and Victoria hospitals. Major improvements to the HIS applications at the academic hospitals were achieved.
Education and Cultural Affairs and Sport.	Installed computer labs in schools identified in the Khanya and Multigrade project.	Equipping 1 600 schools with computer labs for the delivery of curriculum to learners as part of the Khanya and Multigrade Projects.	75 schools equipped in the Khanya projects with hardware, software and network infrastructure.	1500 schools were maintained and supported through the Schools Telecoms Project. Equipment for 304 schools were replaced and provided for 90 schools (additional)
			410 school laboratories maintained and serviced.	Khanya project: 340 computer labs have been provided to over 320 schools with 21 schools receiving a 2 <sup>nd</sup> lab.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Education and Cultural Affairs and Sport.	Management and information systems enhanced and maintained in accordance with the Education Management Information System (EMIS) objectives and deadlines.	Management, enhancement and maintenance of the BIS, MIS and GIS and WEB system for the Education Management Systems.	100% delivery of key objectives and milestones as determined by EMIS key processes via Annual and Snap surveys.	The number of annual surveys increased including the capturing of schools information via the WEB.
			36 formal reviews of IT projects and functions around BIS, MIS, GIS and WEB systems projects.	The BI/MIS/GIS capacity in the Western Cape expanded significantly due to the implementation of the WebFocus and GIS suites of software, which enabled BI/MIS/GIS to be accessible via the WEB.
	Management information systems enhanced and maintained in accordance with EMIS objectives and deadlines	Management, enhancement and maintenance of the operational systems for the EMIS.	100% delivery of key objectives and milestones as determined by EMIS key processes via Annual and Snap surveys.	100% delivery of key objectives and milestones as determined by EMIS key processes via Annual and Snap surveys
			38 formal reviews of IT projects and functions around Operational Systems.	38 formal reviews of IT projects and functions around Operational Systems.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Exams results and IT related processes successfully completed for Education for each Exam Cycle.	Management and maintenance of the computerisation of the administration of the various Exams by the way of the existing and new Transversal Exam System.	100% delivery of key objectives and milestones as determined by Exams Administration for each Exam Cycle of 18 months (June of 1 year to December of the next year) over two periods. Matric Exams process itself as measured in December of each year.	The exams systems for GR12, 9 and 6 and ABET L4 were maintained, supported and enhanced in order to ensure the delivery of an effective Exam Administration by the WCED.
Education and Cultural Affairs and Sport.			36 formal reviews of IT processes involved in Matric Exams by the "Post Mortem" report and formal projects for each Exam Cycle.	The Exams Post-Mortem project contributed to the continuous enhancement for the Exam process from an ICT perspective.
Economic, Governance and Administration.	Reliable and readily available management information.	Development of Management Information Systems for 8 Departments.	20 enabled super users.	This sub-programme assisted with the ICT setup of the 8 walk in help centres for SMME business initiatives (Red Door Project).
	Efficient application systems to support the departmental business requirements to ensure better service delivery.	Number of departmental specific applications systems developed	5	8

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Effective and economic service delivery by departments.	Maintenance of ICT Departmental application system for 8 departments.	129% services maintained.	A web-based Project Management System was successfully implemented within the Dep. of Transport and Public Works.
	Efficient data communication.	Number of Local Authorities Integrated with provincial ICT.	5 District authorities connected to efficiency of data.	5 District authorities connected to efficiency of data.



#### **Programme 4: Corporate Services**

##### ***Purpose:***

To ensure a high quality, well-functioning Western Cape Provincial Government renowned for good corporate governance and service delivery.

##### ***Measurable objective:***

- Overall management of the component.
- Ensuring professional and quality transversal human resource management and administration; the maintenance of norms/standards; fair and legally sound employment practices and an equitable workforce; labour peace and compliance with constitutional directives, legislation and prescripts.
- Contribute to the improvement of the Province's overall service delivery levels.
- Rendering of general support services: Provincial Gazette, catering facilities, gymnasium and provincial sports days.
- Internal and external communication services (including language services).
- Render specific risk management service till 30 September 2004.
- Provide integrated needs based training and human resource development services to ensure service excellence.

##### ***Service delivery objectives and indicators:***

###### Human Resource Management:

- Various interventions, flowing from Personnel Administration and Collective Agreements on national level were embarked upon and successfully concluded, *inter alia*, Pension Restructuring.
- A model for the delegation of powers with regard to human resource management for the Provincial Government of the Western Cape was developed and presented to Heads of Department, members of Senior Management Service (SMS), human resource managers, personnel functionaries and line managers.
- Strategic and management support to the Premier, MEC's, the Director-General and Heads of Department, as well as advice and guidance, on Human Resource matters.
- On request, departments were furnished with advice and guidance towards resolving strategic human resource matters.
- Support to the Premier in the management of the career incidents of Head of Department and the appointment of Special Advisors. The filling of one Head of Department post was managed successfully in its entirety.
- Ongoing responsibility of providing the necessary administrative, logistical and technical support to the Employment Equity Task Team from the Department for the Public Service and Administration, as appointed by the Minister for the Public Service and Administration upon the request of the Premier of the Western Cape.
- The *Policy Statement on the Management of the Employment, Development and Career Progression of Persons with Disabilities in the Western Cape Government*, has been implemented with effect from 1 October 2004 and distributed for further roll-out within the various departments.
- Flowing from the implementation of the above strategy, a rollout programme, including the printing thereof in booklet format, which was launched into the public domain at the Access 2004 Conference, to co-incide with the International Day of the Disabled.
- Liaison with Non-Governmental Organisations (NGO's) and other service providers is also ongoing and has resulted in the initiation of a learnership pilot project, in partnership with the Directorate: Human Rights and Attitude Solutions, resulting in 13 learners with disabilities being trained within four PGWC departments. This pilot project serves as a benchmark for the further rollout within the Western Cape (both Metropole and two regional centres), Eastern Cape and Kwa-Zulu Natal Provinces (Planned for 2006/07). The integrated partnership-approach between Human Rights and Human Resource Management also contributes to mainstreaming and improved service delivery in the terrain of disabilities.
- The development of various Employment Equity related draft strategic transversal policy documents was undertaken. These are at various stages of consultation. Finalisation thereof

has been delayed until the culmination of the activities of the DPSA Employment Equity Task Team and the placement of the Provincial Employment Equity Strategy.

- Considerable progress has been made towards the removal of employment equity barriers from all current human resource policy documentation, with a special emphasis on the *Provincial and Retention Model and Management of Contract Employees*, which will, *et al*, address affirmative action and employment equity needs.
- A document: *Guidelines in the Appointment, Transfer and Promotion of Persons to or within the Senior Management Service of the Provincial Government Western Cape*, has also been issued.
- Additional assistance on employment equity issues has also been provided to both internal structures, such as the various departmental Employment Equity Consultative Forums (though training interventions, etc) and external bodies, such as NGO's.
- Development of an Employment Equity Model for the Department of the Premier to support line managers and the Employment Equity Manager in staffing processes.
- The co-ordination and initiation of Department of the Public Service and Administration and other externally provided training interventions and workshops, *inter alia*, disability sensitising of Employment Equity Managers, Human Resource (HR) managers and Skills Development Facilitators.
- Strategic and operational senior management involvement, development an implementation of the sustainable strategy that underpinned the normalisation of the information technology personnel plan towards establishing the Centre for E-innovation.
- Assistance at senior management level with various initiatives, such as administrative management of the Identity Document and Birth Registration campaign, the transitional management of the Directorate: Personnel Management and Administration and Case Management for prominent human resource interventions.
- The development of a strategic plan for revised transversal collective bargaining structures at provincial level.
- The audit of the functioning and effectiveness of Institutional Management and Labour Committees in provincial departments.
- The monitoring of and reporting on the continued deployment of excess personnel in provincial departments, emanating from restructuring and transformation in the Public Service.
- Representation on a corporate level at HIV/Aids provincial committee meetings, to monitor and advise on the consistent implementation of policy and workplace programmes.

#### Operational Support:

- Organised the provincial sports day in October 2005 and assisted with the organisation of three regional sports days.

#### Provincial Training:

- Due to change in premiership as a result of the 2004 elections, new challenges for the training and development of staff have arisen.
- Existing linkages with international training institutions have been strengthened and new partnerships have been formed. Interaction has taken place between the Chief Directorate and institutions in the Netherlands, Canada, Australia, New Zealand, China, Germany and Malaysia.

#### ***Service delivery achievements:***

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Administration	Senior management service in respect of the Branch.	% satisfaction of Branch Head	100%	100%

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Human Resource Management	Sound transversal personnel practices in accordance with the applicable regulatory framework.	Best Human Resource Management (HRM) practices in order to add value to the objectives of the Western Cape Provincial Administration.	Needs driven policy analysis.	Development and implementation of transversal policy frameworks, guidelines and directives, in co-operation with provincial departments within the PGWC and admitted trade unions, regarding human resource management.
	Optimise and manage existing transversal human resource systems.		Maintaining of norms and standards.	Existing transversal human resource systems have been managed and optimised to improve productivity and the efficiency, effectiveness and the integrity of systems by means of re-engineering to promote a productive workforce. Staff Performance Management System (SPMS) was operationalised in the Province.
	Optimal enablement of employees and personnel functionaries.	Number of training courses.	17	180 Training courses were presented. First accredited Provincial Human Resource Management Course presented jointly with UWC.
		Structured training programme for personnel managers	Programme completed	Development and presentation of various functional training courses to SMS members, HR managers, HR functionaries and line managers.
	Internal capacity building. Effective utilisation of resources such as dedicated software.		Effective and efficient service delivery.	The placement at the disposal of MEC's and HOD's of various employee statistics in electronic format and on the PGWC website.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
				Finalisation of a Human Resource Management Calendar on the website.
	Effective collective bargaining.	Number of meetings/workshops with bargaining councils workplace.	12	25
	Effective management of misconduct and disciplinary procedures.		On demand.	4 Conciliation boards were arranged. 5 Arbitration hearings. 17 cases of misconduct were investigated.
	Train personnel in sound labour practices.		Create further capacity re specialised labour / research expertise.	Development and presentation of the first Labour Relations Training Workshop for Xhosa speaking supervisors of the WCPA.
			24 Training sessions.	35 Training sessions presented. (See Annexure A)
Operational Support	Organisation development interventions (investigations)	Contribute to the improvement of the Province's overall service delivery levels.	On demand.	110 interventions were completed including:
				Development of generic models for public health care as part of Dept of Health's strategic and service plans.
				Proposals regarding the organisation and establishment of Municipal Finance Management Act submitted to Provincial Treasury.
				Assisted with the organisation and establishment with the amalgamation of Local Government and Housing departments.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
				Advice to Provincial Treasury and other departments regarding the business mapping process and establishment of risk management function.
				Provided a workable and sustainable solution to service delivery problems at the public transport licensing offices.
				Assisted with investigations regarding the transfer of the social security function to the South African Social Security Agency (SASSA)
Operational Support				Proposed an amended organisation and establishment for Forensic Audit.
	Job evaluations		On demand	1 704 job evaluations was done including:
				Participation on national level i.r.o. the co-ordination of the job evaluations of jobs that's of a transversal nature.
				Assisted the DPSA with the evaluation of the proposed management structure of the SASSA.
				Participated in the process of the Department of Public Service and Administration to update and streamline the Equate Job Evaluation System Interpretation Guide.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Media, marketing and production services.	Ensure and informed workforce and community through the promotion of the Provincial Government.	On demand.	External: Managed 9 marketing campaigns. 69 advertisements/supplements placed. Corporate branding is ongoing. Managed 26 events.
			On demand.	Internal: 1 Personnel newsletter was published. 4 Newsflashes.
			On demand	5 publications were completed. 95 articles written. 85 graphics designed. 20 newspaper adverts designed in-house. Photo's of 40 media events taken.
	Internet/Intranet Web editing services.		On demand.	2 295 news articles posted on the web. 960 e-mails answered. 145 press releases posted. 127 speeches posted. 3 banner ads created. 30 icons created for used on Intranet. 40 special event ads created for departments. 800 images scanned and created for Intranet. 714 information articles updated.
	Trilingual language services.		On demand.	2 596 pages edited. 8 757 pages translated. 946 enquiries answered. 845 additional terms added to language term databases.
	Risk management advisory and access control services.	Render specific risk management and general support services.	On demand.	Security risk management service transferred to Department: Community Safety.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Operation of gymnasium facility.		1 Provincial gymnasium facility.	Managed on a 12 hourly basis, 5 days a week. Average of 400 members.
	Provision of three restaurant facilities.		3 Restaurant facilities.	Facilitated the rendering of catering services to officials.
	Publication of the Provincial Gazette.		2 Gazettes per week.	119 Gazettes published.
Provincial Training	Corporate and strategic management for human resource development in the Western Cape Provincial Administration.	Provide for a transformed, competent, empowered and appropriately trained and performance focused workforce.	Internal training of WCPA officials.	One-day iKapa Elihlumayo workshop was developed and is in the process of being rolled out.
				Two-day workshop regarding the re-orientation to public service servants (instruction from Ms G Fraser-Moleketi) has been presented in the Western Cape since February 2005.
				310 Training courses presented to 4 640 employees.
	Develop an appropriate workplace evaluation mechanism.		External training of WCPA officials.	154 outsourced training interventions. 1 839 participants.
	Develop institutional and implementation imperatives for Human Resource Development in the WCPA.		At least 10 policy transversal developments.	As part of the re-engineering process the Cape Administrative Academy is in the process of being transformed to meet the challenges of developing human capital.
	Internal Human Resource Development Strategy.		Develop an internal Human Resource Development Strategy.	Opening of the HRD Institute in George. Will be a focal point in the South Eastern Cape region for training.

## PROGRAMME 5: Legal Services

### **Purpose:**

To provide and maintain a highly professional legal establishment and forensic audit service, providing sound legal advice to ensure legal certainty for the Administration in the execution of its functions and ensuring effective and efficient forensic investigations and processes.

### **Measurable objective:**

A comprehensive, effective and proficient legal and forensic investigative service to the Premier, Provincial Ministers, Director-General and all of the Departments within the Provincial Administration.

### **Service delivery objectives and indicators:**

- Formal legal opinions were prepared, assistance with national, provincial and subordinate legislation was given, legal support and direction with regard to contracts, management of litigation matters and cabinet submissions were given and special forensic investigations were conducted in order to ensure sound management decisions and regularise governance and administrative actions.
- Backlog of Forensic Audit investigations eliminated.

### **Service delivery achievements:**

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Legal Services	Providing formal (written) legal opinions.	Number of opinions	500	785
	Legal scrutiny of Cabinet submissions.	Number of submissions	90	47
	Drafting/editing of contracts.	Number of contracts drafted/edited	200	280
	Providing of commentary on legislation.	Number of pieces of legislation commented on	30	10
	Drafting, amending, editing of provincial and subordinate legislation.	Number of pieces of legislation drafted/edited	30	35
	Management and monitoring of litigation matters.	Number of litigation matters managed	200	293
	Intensify the recruitment of suitable personnel.	Number of employees	37 employees.	50 employees.
Forensic Audit	Improve on response time.	Response time	4 weeks.	4 weeks.
	Profiling and relationship mapping.		Quality output.	Quality output was achieved and weaknesses were identified and recommendations made.
	Research and information gathering.			
	Benchmark current practices with the Certified Fraud Examiners / Institute of Internal Auditors and Global Forensic Firms.		Weaknesses identified and corrected.	



Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Forensic Audit	Report to: Director, Director-General, Accounting Officers and Audit Committee on: Lead time of cases. Reports issued, recoveries, disciplinary hearings, criminal prosecutions, reports outstanding.	Stakeholder Communication.	Regular meetings and feedback.	Regular meetings were held and feedback was obtained.
	Identify key risk areas: Prioritise departments with high incidence rate, compile presentations, schedule for both Provincial and National, media coverage, internal newsletter, regular update of the website, electronic mail, corporate image, including the destigmatisation of whistle blowing.	Create awareness.	Annual programme.	Ongoing.
	Monthly meetings Sustain Western Cape Anti-Corruption Forum Attend Banking Forum. Sustain interaction with Anti-Corruption Co-ordination Committee. Maintain a network with SAPS, Prosecutors and Forensic Audit Companies to expedite prosecutions. Establish partnerships with clients. Consult relevant role players. Network methodologies where necessary.	Integrated approach.	Attendance at meetings. Minutes of meetings. Decisions taken. Implementation of agreements.	Attended meetings. Prepared and filed minutes of meetings. Implemented decisions and agreements where applicable.
	Programme and Forensic Audit handbook.	Uniformed Auditing/ Investigative approach.	Number of case studies developed and presented as per programme.	Completion of the handbook subject to review and finalisation of mandate, pending as at 31 March 2005.
	Uniform, quality audit reports.	Audit review	All Audits	All audits were reviewed.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Facilitate access to all Provincial databases and networks.		Best evidence.	Best evidence rule was applied.
	Authorisation and distribution.		Review of strategy and response plan.	Constant review of strategy and response time.
	Application of Data Driven Forensic Investigation Techniques.	Improve on Data Driven Forensic Investigation Techniques.	Result of application.	ACL software programme was purchased and staff members received appropriate training.

## PROGRAMME 6: Office of the Director-General

### **Purpose:**

To render optimal support services to the Head of the Department as the Director-General of the Western Cape Provincial Government.

### **Measurable objective:**

Render an advisory research service related to selected issues.

Provide support service to ensure the efficient management of various committees and forums established by the Director-General.

Support the Director-General in the co-ordination of inter and intra-governmental relations.

Provide a personal support service to the Director-General through the management of appointments, correspondence and rendering financial, administrative and logistical support.

### **Service delivery objectives and indicators:**

- Successful launch of the first PIF meeting.
- Adoption of the Provincial Development Council Amendment Bill by Parliament.
- Adoption of the Youth Commission Bill by Parliament and the subsequent establishment thereof.
- Instrumental to the successful organisation of the Deputy President Imbizo as well as Cabinet Imbizo.

### **Service delivery achievements:**

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Administration	Liaison with Branches within the Department.	Number of bi-weekly Departmental management meetings	24.	24
	Liaison with Departments within the Provincial Government.	Number of bi-weekly Provincial Top Management meetings	24 bi-weekly meetings.	12 monthly meetings.
	Management of logistics, administration and finances.	Provide personal support to the Director-General by management of appointments, correspondence and rendering financial administrative and logistical support services.	100% compliance with legal prescripts.	Effective management of diary and correspondence.
			100% adherence to benchmarked service standards.	Excellent turnaround strategy in terms of payments and procurement processes.

## Programme 7: Financial Management

### **Purpose:**

To ensure effective, efficient and economic utilisation of the financial resources within the department.

### **Measurable objective:**

Ensuring optimal utilisation of departmental financial resources.

### **Service delivery objectives and indicators:**

- Successful implementation of the Basic Accounting System in the department as well as the implementation of the departments' Accounting Officer's system for procurement.
- Unqualified audit report.

### **Service delivery achievements:**

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Financial Management	Render an effective and well-informed chief financial officer assistance to the accounting officer (A/O)	Ensuring optimal utilisation of departmental financial resources.	12 Finance Focus Meetings.	5 Finance Focus meetings held.
	Render an effective and efficient financial accounting, financial management and budget management service.	Unqualified audit reports	1 Unqualified audit report.	1 Unqualified audit report.
	Ensure effective and efficient internal control and monitoring services.	Number of internal inspections	20 inspections.	13 inspections done.
	Render an effective, efficient and economic supply chain management service to the department.	% client satisfaction	80% client satisfaction with accurate and timely delivery of goods and services.	70%
		% of contracts closed in accordance with prescripts	100% contracts closed in accordance with prescripts.	100%

## PROGRAMME 8: Personnel Management and Administration

### **Purpose:**

To ensure a transformed workforce in the department with competent, empowered and performance-focused employees.

### **Measurable objective:**

To render an effective and efficient personnel management service to the Department.

Transformation programmes implemented in the department.

Human Resource Development.

Render an effective Labour Relations service.

Rendering of an effective and efficient administrative support service.

### **Service delivery achievements:**

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Personnel Management and Administration	Fully functional personnel management.	To render an effective and efficient personnel management service to the department.	100% compliance to prescribed policies and measures.	179 employees appointed. 4 IMLC meetings held. 467 Performance agreements concluded.
	HIV/Aids workplace programme roll out.	Transformation programmes implemented in the department.	50% improvement as per roll out plan.	Committee established. 12 meetings held. 15 training sessions held including VCT.
	Co-ordinate the implementation of Human Resource Management and transformation initiatives.		80% implementation of transformation strategy document.	8 Consultative Employment Equity meetings held.
	Implement / manage collective agreements within the Department.	Render and effective Labour Relations service.	100% level of Labour Relations.	7 new collective agreements signed by PSCBC.

### PART 3

## **PROVINCIAL GOVERNMENT WESTERN CAPE DEPARTMENT OF PROVINCIAL ADMINISTRATION (VOTE 1) SHARED AUDIT COMMITTEE REPORT FOR THE FINANCIAL YEAR ENDING 31 MARCH 2005**

We are pleased to present our report for the above-mentioned financial year.

### **Appointment of the Shared Audit Committee**

The Department of Provincial Administration (Vote 1) is served by a Shared Audit Committee appointed under Cabinet Resolution 75/2003 of 23 June 2003 for the 2 year period to 31 March 2005, extended by Resolution 95/2005 for 2 more years to 31 March 2007.

### **Audit Committee Members and Attendance:**

The Shared Audit Committee members attended meetings during the financial year under review, in terms of their adopted Audit Charter, as indicated below:

<b>Member</b>	<b>Number of Meetings Attended</b>
Mr J.A. Jarvis (Chairperson)	5
Mr J. January	5
Mr V.W. Sikobi (resigned May 2005)	1
Mr R. Warley	4
Mr. P. Jones (appointed April 2005)	0

### **Audit Committee Responsibility**

The Audit Committee has complied with its responsibilities arising from section 38(1) (a) of the PFMA and Treasury Regulation 3.1.13 and 27(1) (10). The Audit Committee has also regulated its affairs and discharged its responsibilities in terms of the Audit Committee Charter. However it did not address internal audit issues as envisaged in its Charter and the PFMA, due to the suspension of Internal Audit activity in 2003 (Provincial Treasury Circular No. 25/2003) except for certain ad-hoc internal audits mentioned below.

### **Effectiveness of Internal Control**

In 2004 the Sihluma Sonke Consortium was appointed to develop and transfer internal audit skills to the Provincial Government over a three-year period.

The assessment of Internal Controls by Internal Audit was suspended in 2003 and the Operational Audit Plan was rescheduled to commence in 2005/6, following completion of the Risk Assessment and Process and Control Mapping exercises.

### **PART 3**

In view of the above the Audit Committee has had to rely on the opinions and work done by the Auditor-General in preparing this report.

The Auditor-General reported that uncertainty exists relating to the accuracy and completeness of the assets owned by the Department, because of problems relating to reconciliation of records and verification of their existence.

The Department initiated ad-hoc Internal Audits in the Centre for E-Innovation that identified Internal Control weaknesses in IT Asset Management, Systems Development Life Cycle, Software Licensing and Management of Third Party Contracts.

The Audit Committee resolved to meet with the Accounting Officer to agree on a course of action to address weaknesses and deficiencies that were emphasized by the Auditor-General.

During the year under review the Audit Committee has promoted better communication and exchange of information between the Forensic Audit, Internal Control units, Internal Audit, and the Office of the Auditor-General.

#### **Evaluation of Financial Statements**

The Audit Committee has:

- Reviewed and discussed with the Auditor-General and the Accounting Officer (or his/her representative) the audited annual financial statements to be included in the annual report;
- Reviewed the Auditor-General's management letters and the responses thereto;
- Reviewed significant adjustments resulting from the audit.
- Reviewed the Auditor-General's report.

The Audit Committee concurs and accepts the Audit Opinion of the Auditor-General on the Annual Financial Statements and is of the opinion that the audited annual financial statements be accepted and read together with the report of the Auditor-General.

#### **Appreciation**

The Audit Committee wishes to express its appreciation to the Provincial Treasury, Officials of the Department, the Auditor-General and the Sihluma Sonke Consortium for their assistance and co-operation in compiling this report.



J.A. JARVIS  
Chairperson of the Shared Audit Committee  
Date: 4 August 2005

**WESTERN CAPE PROVINCE  
PROVINCIAL ADMINISTRATION  
VOTE 1**

**PART 4**

**Report by the Accounting Officer to the Executive Authority and the Provincial Parliament of the Western Cape Province.**

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

The change of Premiership in the province was inarguably the most significant event which occurred in this province in the last financial year. Consequent to this was a new vision for the department as well as the redefinition of the role which this department has to perform in the Provincial Government. It is Premier Ebrahim Rasool's vision that the Western Cape must be established as a true Home for All and that this department should become the centre of Provincial government whereby its main functions should be to ensure co-ordinated inter-departmental and intra-governmental service delivery, policy development and planning. This ignited a chain of events which posed huge challenges to this department's managerial, technological and financial resources. One of its major impacts was the fact that the department had to deliver on a strategic plan and budget determined by the previous executive authority, while simultaneous redefining its role and commencing with pursuit of its new vision, mission and strategies as determined by the new executive authority.

■ Important policy decisions and strategic issues facing the department

Premier Rasool's budget Speech in June 2004 ushered in a new era for this department with his firm commitment to deliver holistic governance to the citizens of the Western Cape. This placed the responsibility on this department to do serious introspection into its activities and the new role which it is tasked to perform. During a strategic planning session in August 2004 which was attended by the Premier and all the senior management service (SMS) personnel of the department, the department's primary role was defined as 'providing strategic leadership to the province'. After a brief evaluation of the departmental structure to determine its suitability to deliver on its new strategic role it became evident that a departmental redesign was needed for successful execution of its future functions. This gave rise to the appointment of a team to drive the re-engineering process of the department. A proposal on the re-engineering of the department has been tabled at Cabinet during May 2005, after which it is following a formal route of consultations and discussions before it will be implemented.

One of the leadership roles which the department will be performing, is that of managing the progress towards the realisation of the iKapa Elihlumayo strategies. In terms of developing its own iKapa Elihlumayo strategies, considerable progress have been made with the draft strategies on Building Internal Human and Social Capital, Improved Co-ordination and Communication.

■ Significant events that have taken place during the year

The department switched its electronic bookkeeping system from the Financial Management System to the Basic Accounting System as from 1 April 2004. Training was provided timeously to all the relevant staff which resulted in a smooth transition. The new system was implemented at all Provincial Government Departments and contributes to improved financial accounting and budgetary administration.

A new Centre for e-Innovation (Ce-I) was established as from 1 April 2004 with no less than 348 posts on its establishment. During 2004 a total of 140 posts was identified for filling but due to financial constraints it was decided to only fill 124 posts. The Ce-I is responsible for the co-ordination and integration of all information and communication technologies in the provincial government departments.



**WESTERN CAPE PROVINCE  
PROVINCIAL ADMINISTRATION  
VOTE 1**

In addressing the need for a provincial government training centre in the Southern Cape/Karoo region, the George Training Campus was opened in July 2004. The campus is fully operational and training is currently being provided to officials of George and the surrounding areas.

■ Major projects undertaken or completed during the year

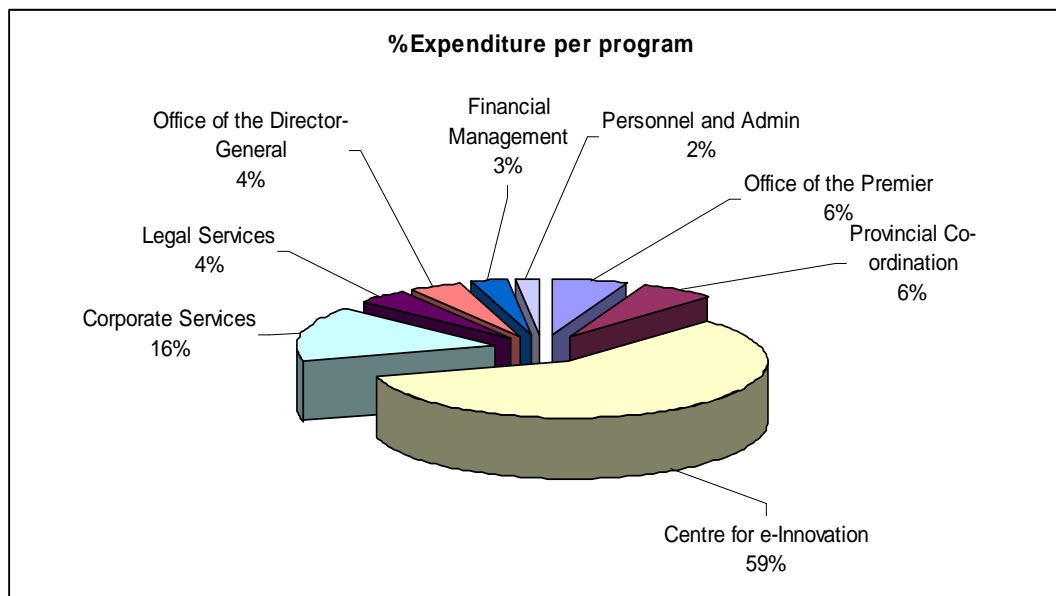
The department has embarked on a few major projects during the year under review which include:

- The process of re-engineering the department started in November 2004 when a special task team was assigned the responsibility of redesigning the departmental structure to enable it to deliver on its new strategic goals. As mentioned earlier, a proposal was tabled at provincial cabinet and is following a formal route. The envisaged date for full implementation of the re-engineered structure is currently set for 1 April 2006.
- Due to this department's skewed representivity statistics, a team from the Department of Public Service and Administration (DPSA) was appointed to investigate this and other department's employment equity statistics. The investigation has been concluded and the findings and recommendations were presented to all heads of departments.
- An amount of R5m was budgeted for the celebration of our country's ten years of democracy. Various celebratory events were held which ended with the final event at Athlone Stadium on 11 February, 2005 which was hosted by DPSA.

■ Spending trends

*Spending per program*

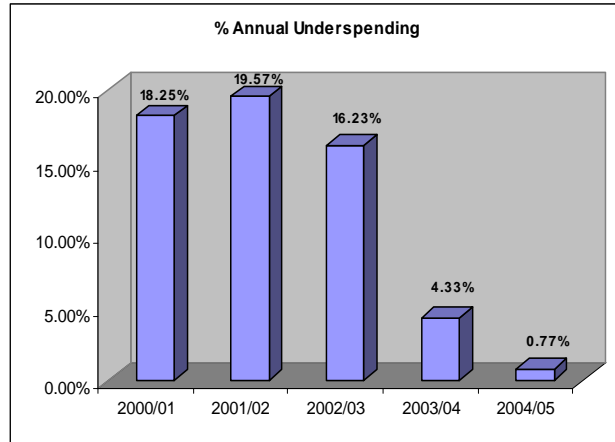
The bulk of the department's funds are expended on information and communication technology services and equipment through Program 3: Centre for e-Innovation. Fifty nine percent of the department's budget was spent by the Centre for e-Innovation, while Programme 4: Corporate Services had second highest expenditure level. The remaining six programs collectively contributed to the remaining 25% spent by the department in the 2004/05 financial year.



# **WESTERN CAPE PROVINCE PROVINCIAL ADMINISTRATION VOTE 1**

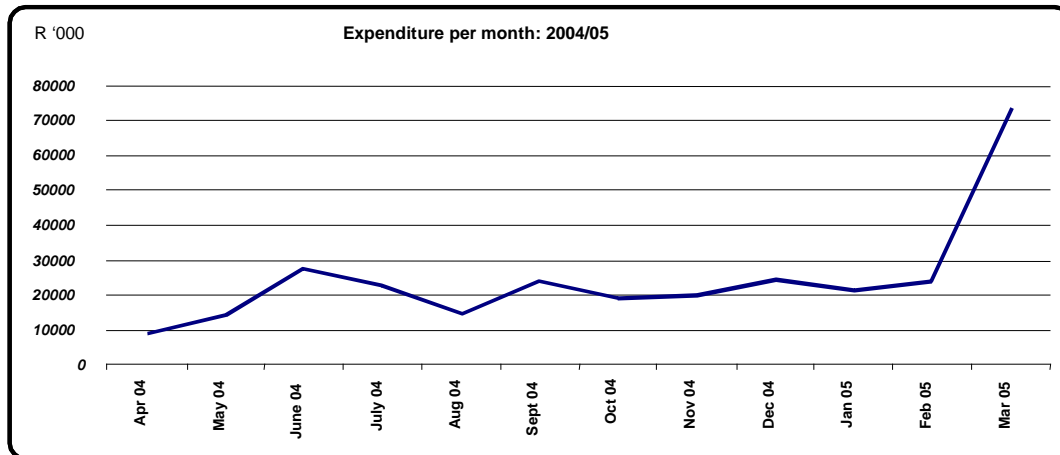
## *Under spending*

The slope of the graph depicting the department's underspending continues with its downward trend. The department has for the first time managed to bring its underspending to less than 1%. This was due to a concerted effort by the whole department during March 2005 to obtain outstanding invoices in order to effect payment within the relevant financial year.

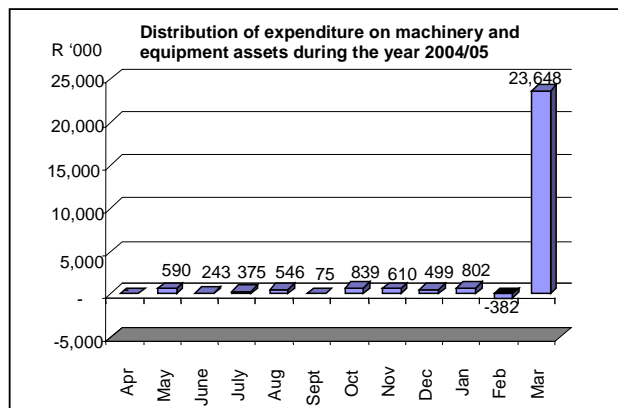


## *Spending performance*

The department's monthly spending pattern exhibits the classical but highly problematic slope which is synonymous with government departments. The graph reflects the huge increase in expenditure during March 2005. This spike in expenditure is mainly due to service providers not submitting invoices timeously for delivery and the payment of Information Technology (IT) infrastructural assets which were delivered in March 2005.



A new IT hardware contract for the procurement of IT infrastructure and end-user equipment was concluded for the Province in the latter part of the 2004 calendar year. A delay in the use of the contract for the purposes of procuring infrastructure hardware caused those high cost assets only to be ordered in the last quarter of the year 2004 and delivered and paid in the first quarter of 2005, predominantly in March.



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The monthly financial management meetings held with program and sub programme managers will play a crucial role in ensuring the smoothing of the monthly expenditure curve. The department's newly established Asset Management component, together with the redefined functioning of the Departmental Information Technology Committee, will be key instruments in preventing the huge increase in capital expenditure at the end of the financial year.

**2. Service rendered by the department**

- 2.1 The department does not generally render any services to the public. The revenue generating services which the department renders are mainly to employees of the Provincial government. These services include:

- ☐ Cafeteria Services
- ☐ Training at the Cape Administrative Academy
- ☐ Gymnasium
- ☐ Sales of Provincial Gazettes

- 2.2 Tariff policy  
Tariffs are charged at rates approved by the Provincial Treasury and are revised on an annual basis.

- 2.3 Free Services  
This department rendered no free services.

- 2.4 Inventories  
This department does not render services which require high volumes of inventory. Except for Government Gazette inventories, which are fairly minimal, no other revenue generating inventories are held with this department.

**3. Capacity constraints**

This department had numerous vacancies which were not filled for various reasons. Though these vacancies posed a huge capacity constraint in the department, the functions performed by the department were still delivered satisfactorily.

The current re-engineering process of the department also had an impact on the ability of the department to do reasonable medium to long term budgeting and planning.

**4. Utilisation of donor funds**

No donor funding were received or utilised by this department during the financial year under review.

**5. Trading entities and public entities**

The Provincial Development Council (PDC) was established in 1996 to facilitate dialogue between the social partners on provincial, regional and local development planning, policy objectives and development strategies. In September 2004 the Provincial Development Law of 1996 was replaced with the Provincial Development Council Act (Act no. 4 of 2004) to, amongst other, provide for a new form of composition of the PDC and to redefine the functions of the council. The revised objective of the PDC is to serve as the platform for social dialogue in the Province in order to generally promote an approach that integrates considerations of sustainable development, participation in the economy and social equity in order to redress the historical legacy in the province.

**WESTERN CAPE PROVINCE  
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The Western Cape Provincial Youth Commission Act (Act No.5 of 2004) provides for the establishment of a Western Cape Provincial Youth Commission (WCPYC). The objective of the WCPYC is to promote and protect the interests of youth in the province. This department is in the process of appointing the commissioners to assume the duties as set out in the aforementioned Act. An amount of R4,934m has been budgeted for the operations of the WCPYC in the 2005/06 financial year which increases annually by 6% over the outer years of the Medium Term Expenditure Framework (MTEF) period.

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

A transfer payment of R250,000 was made to a non-profit organisation to manage the Cape Skills e-literacy Pilot Project which aims to develop, pilot and evaluate e-literacy training modules at the six e-community forums. Transfer payments totalling R150,000 were made to organisations which receive support from the Human Rights Programme. These transfers are governed by strict controls to ensure that funds are applied for the purpose for which it was granted.

See annexure 3 to the Financial Statements for a list of organisations to which transfer payments were made.

**7. Corporate governance arrangements**

A consortium of audit firms has been appointed by the Provincial Treasury to conduct risk assessment at all provincial department and to draft rolling three year internal audit plans. This department's risk assessment was concluded in February 2005 after which a draft internal audit plan was compiled and presented to the Audit Committee.

This department shares an Audit Committee, which in its last Audit Committee report criticised the department severely for the fact that no internal audits were performed for the previous three years. However, no instruction was at all given to the centralised Internal Audit component to do any internal audit work at Department of the Premier for the 2004/05 financial year. The department therefore requested the Consortium to perform separate internal audits at the Centre for e-Innovation and the Personnel component.

A forensic investigation was ordered by the Accounting Officer into the probable irregular procurement of repair services of information technology equipment. The investigation report declared a possible irregular expense of R1,220m and recommendations on disciplinary action is currently under consideration.

The department is in the process of aligning the performance agreements of senior management with the objectives of the department, which are in turn aligned with its new strategic leadership role. All senior managers were also required to declare their interests in external organisations.

**8. Discontinued activities/activities to be discontinued**

The Risk Management function was transferred to the Department of Community Safety as from 1 October 2004, resulting in the shifting of an amount of the R6,691m in respect of 2004/05 financial year. In terms of the outer years of the MTEF period, amounts of R13,355m and R13,449m were respectively shifted for the 2005/06 and 2006/07 financial years. Transferring the Risk Management function is part of the process of devolving to line departments those functions which are not of a strategic nature.

**9. New/proposed activities**

The proposal on the re-engineering of the department has only recently been tabled at Cabinet. No definite statements can therefore be made at this stage on the extent of new activities, the impact on the department's outputs or the resultant financial implications.

**WESTERN CAPE PROVINCE  
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**10. Events after the reporting date**

Except for the tabling of the departmental re-engineering proposal, there are no known significant events which occurred after the reporting date which may have an effect on the understanding of the financial state of affairs.

**11. Performance information**

Key to this department's new strategic role in provincial government is the monitoring and evaluation of various programmes and strategies within provincial government and also across local and national government. The department is therefore in the process of developing appropriate monitoring and evaluation systems to measure the performance of all departments, as well as its own.

**12. Scopa resolutions**

The Standing Committee on Public Accounts took the following resolutions relating to this department:

<b>Reference to previous audit report and SCOPA resolutions</b>	<b>Subject</b>	<b>Findings on progress</b>
Resolution no.7 of the Second Report -2001	<b>Transversal SCOPA resolutions</b> - Provincial Treasury should in future reply to resolutions of a transversal nature which may apply to all departments	A standardised report will be put in place.
Resolution no.5 of the First Report-2003	<b>Attendance of ministers</b> – All ministers should accompany their departments during discussions, as some questions posed are more appropriate for answering at a political level.	Minister did attend and envisages to attend future discussions.
Resolution no.4 of the Second Report - 2001	<b>Professional and special services</b> – The universal use of and material amounts expended on consultants in all other departments of the provincial administration.	The date of commencement of the audit is being negotiated with the Office of the Auditor-General.

Approval

The Annual Financial Statements set out on pages 47 to 90 have been approved by the Accounting Officer.



**DR GA LAWRENCE  
ACCOUNTING OFFICER  
DATE: 31 May 2005**

**WESTERN CAPE PROVINCE  
PROVINCIAL ADMINISTRATION  
VOTE 1**

**REPORT OF THE AUDITOR-GENERAL TO THE PROVINCIAL PARLIAMENT  
OF THE WESTERN CAPE ON THE FINANCIAL STATEMENTS  
OF THE PROVINCIAL ADMINISTRATION (VOTE 1)  
FOR THE YEAR ENDED 31 MARCH 2005**

**1. AUDIT ASSIGNMENT**

The financial statements as set out on pages 47 to 90, for the year ended 31 March 2005, have been audited in terms of section 188 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), read with sections 4 and 20 of the Public Audit Act, 2004 (Act No. 25 of 2004). These financial statements, the maintenance of effective control measures and compliance with relevant laws and regulations are the responsibility of the accounting officer. My responsibility is to express an opinion on these financial statements, based on the audit.

**2. NATURE AND SCOPE**

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

An audit includes:

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

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

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

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

**3. AUDIT OPINION**

In my opinion, the financial statements fairly present, in all material respects, the financial position of the Provincial Administration at 31 March 2005 and the results of its operations and cash flows for the year then ended, in accordance with prescribed accounting practice and in the manner required by the Public Finance Management Act, 1999.

**WESTERN CAPE PROVINCE  
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**4. EMPHASIS OF MATTER**

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

**Asset management**

The audit review of the asset management at the department revealed the following discrepancies:

- (a) The official register used for accounting purposes by the department (LOGIS) was not updated to reflect a complete record of additions, disposals, transfers, asset descriptions, unique asset numbers and specific location to facilitate an audit verification process. Audit testing revealed, *inter alia*, that :
  - (i) fifty-four assets could not be located during the verification process; and
  - (ii) assets purchased amounting to R1,1 million were not reflected on LOGIS.
- (b) Even though management implemented compensating measures by introducing a separate bar coded asset register (BAUD), this register did not reconcile to the financial accounting system (BAS) as asset values were not captured on BAUD for all assets.
- (c) The asset listings on BAUD, which were used to perform the asset count for the year, were not reconciled to LOGIS or BAS subsequent to the asset count to ensure that surpluses and shortages are correctly reflected. In addition to the above it was identified that, at the date of this report, 487 assets had not yet been verified as a result of incorrect location details.

Due to the above weaknesses identified, uncertainty exists relating to the accuracy and completeness of the assets owned by the department.

WESTERN CAPE PROVINCE  
PROVINCIAL ADMINISTRATION  
VOTE 1

**5. APPRECIATION**

The assistance rendered by the staff of the Provincial Administration during the audit is sincerely appreciated.

*S. A. Fakie*  
Auditor-General

Pretoria

27 July 2005



A U D I T O R - G E N E R A L



**WESTERN CAPE PROVINCE  
PROVINCIAL ADMINISTRATION  
VOTE 1**

**ACCOUNTING POLICIES  
for the year ended 31 March 2005**

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

**1. Basis of preparation**

The 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/or services produced by the entity. Revenue is recognised in the statement of financial performance on receipt of the funds.

***Interest, dividends and rent on land***

Interest and dividends received are recognised upon receipt of the funds, and no provision is made for interest or dividends receivable from the last receipt date to the end of the reporting period. They are recognised as revenue in the Statement of Financial Performance of the department and then transferred to the Provincial Revenue Fund.

Revenue received from the rent of land is recognised in the statement of financial performance on receipt of the funds.

***Sale of capital assets***

Revenue from the sale of capital assets is recognised in the statement of financial performance on receipt of the funds.

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

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

**WESTERN CAPE PROVINCE  
PROVINCIAL ADMINISTRATION  
VOTE 1**

**ACCOUNTING POLICIES  
for the year ended 31 March 2005**

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

**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 payment is made. The expenditure is classified as capital where the employees were involved, on a full time basis, on capital projects during the financial year. All other payments are classified as current expense.

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 payment is made.

***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 payment is made. Short-term employee benefits, that give rise to a present legal or constructive obligation are disclosed as a disclosure note to the Annual Financial Statements and are not recognised in the Statement of Financial Performance.

***Medical benefits***

The department provides medical benefits for its employees through contributions to medical aid funds. Employer contributions to the fund are incurred when money is paid to the fund. No provision is made for medical benefits in the annual financial statements of the department.

***Employment retirement benefits***

The department provides retirement benefits for certain of its employees through a defined benefit plan for government employees. These benefits are funded by both employer and employee contributions. Employer contributions to the fund are expensed when money is paid to the fund. No provision is made for retirement benefits in the annual financial statements of the department.

***Goods and services***

Payments made for goods and/or services are recognised as an expense in the Statement of Financial Performance when the payment is made. The expense is classified as capital if the goods and services was used on a capital project.

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

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

**WESTERN CAPE PROVINCE  
PROVINCIAL ADMINISTRATION  
VOTE 1**

**ACCOUNTING POLICIES  
for the year ended 31 March 2005**

***Unauthorised expenditure***

Unauthorised expenditure, is defined as:

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

Such expenditure is treated as a current asset in the Statement of Financial Position until such expenditure is approved by the relevant authority, recovered or written off as irrecoverable.

***Irregular expenditure***

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

- the Public Finance Management Act;
- the State Tender Board Act, or any regulations made in terms of this act; or
- any provincial legislation providing for procurement procedures in that provincial government.

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

***Fruitless and wasteful expenditure***

Fruitless and wasteful expenditure, is defined as:  
expenditure that was made in vain and would have been avoided had reasonable care been exercised, therefore:

- it must be recovered from a responsible official (a debtor account should be raised); or
- the vote. (If responsibility cannot be determined.)

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

**4. Transfers and subsidies**

Transfers and subsidies include all irrecoverable payments made by the entity. Transfers and subsidies are recognised as an expense when the payment is made.

**5. Expenditure for capital assets**

Capital assets are assets that can be used repeatedly and continuously in production for more than one year and cost R5 000 or more for stand alone items. Payments made for capital assets are recognised as an expense in the Statement of Financial Performance when the payment is made.

**WESTERN CAPE PROVINCE  
PROVINCIAL ADMINISTRATION  
VOTE 1**

**ACCOUNTING POLICIES  
for the year ended 31 March 2005**

**6. Receivables**

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

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

**7. Cash and cash equivalents**

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

**8. Payables**

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

**9. Lease commitments**

Lease commitments for the period remaining from the reporting date until the end of the lease contract are disclosed as part of the disclosure notes to the Annual Financial Statements. These commitments are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance as the annual financial statements are prepared on the modified cash basis of accounting.

Operating lease expenditure is expensed when the payment is made.

Finance lease expenditure is expensed when the final authorisation for payment is effected on the system, but results in the acquisition of the asset under the lease agreement. A finance lease is not allowed in terms of the Public Finance Management Act.

**10. Accruals**

This amount represents goods/services that have been received, but no invoice has been received from the supplier at the reporting date, or an invoice has been received but remains unpaid 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 cash basis of accounting, but are however disclosed as part of the disclosure notes.

**WESTERN CAPE PROVINCE  
PROVINCIAL ADMINISTRATION  
VOTE 1**

**ACCOUNTING POLICIES  
for the year ended 31 March 2005**

**11. Contingent liability**

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

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

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

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

**12. Commitments**

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

**13. Recoverable revenue**

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

**14. Comparative figures**

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

**WESTERN CAPE PROVINCE  
PROVINCIAL ADMINISTRATION  
VOTE 1**

**APPROPRIATION STATEMENTS  
for the year ended 31 March 2005**

Programme	Appropriation per programme							
	2004/05							2003/04
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000
<b>1. Office of the Premier</b>								
Current payment	14,214	(10)	3,549	17,753	17,663	90	99.5	14,300
Transfers and subsidies	48	10	125	183	179	4	97.8	110
Expenditure for capital assets	293	-	-	293	240	53	81.9	568
<b>2. Provincial Co-Ordination</b>								
Current payment	15,154	(1)	(1,229)	13,924	13,788	136	99.0	13,564
Transfers and subsidies	4,021	1	-	4,022	3,876	146	96.4	3,881
Expenditure for capital assets	231	-	-	231	94	137	40.7	594
<b>3. Centre for E-Innovation</b>								
Current payment	137,503	(2,066)	(2,398)	133,039	132,977	62	100.0	149,954
Transfers and subsidies	337	40	-	377	376	1	99.7	4,734
Expenditure for capital assets	37,884	2,026	-	39,910	39,905	5	100.0	47,875
<b>4. Corporate Services</b>								
Current payment	46,310	(37)	(83)	46,190	46,130	60	99.9	51,503
Transfers and subsidies	233	31	-	264	229	35	86.7	185
Expenditure for capital assets	1,012	6	-	1,018	485	533	47.6	622
<b>5. Legal Services</b>								
Current payment	12,848	-	(858)	11,990	11,979	11	99.9	11,675
Transfers and subsidies	164	-	-	164	160	4	97.6	40
Expenditure for capital assets	177	-	-	177	106	71	59.9	442
<b>6. Office of the Director-General</b>								
Current payment	9,999	33	1,623	11,655	11,616	39	99.7	4,549
Transfers and subsidies	51	(33)	-	18	15	3	83.3	37
Expenditure for capital assets	192	-	-	192	172	20	89.6	199
<b>7. Financial Management</b>								
Current payment	10,304	(2)	(846)	9,456	8,994	462	95.1	7,608
Transfers and subsidies	13	2	-	15	13	2	86.7	32
Expenditure for capital assets	270	-	-	270	100	170	37.0	270
<b>8. Personnel Management and Administration</b>								
Current payment	5,637	3	114	5,754	5,722	32	99.4	4,969
Transfers and subsidies	13	(3)	3	13	11	2	84.6	21
Expenditure for capital assets	333	-	-	333	109	224	32.7	565
<b>9. Internal Audit</b>								
Current payment	-	-	-	-	-	-	-	2,166
Transfers and subsidies	-	-	-	-	-	-	-	26
Expenditure for capital assets	-	-	-	-	-	-	-	3
<b>Total</b>	<b>297,241</b>	<b>-</b>	<b>-</b>	<b>297,241</b>	<b>294,939</b>	<b>2,302</b>	<b>99.2</b>	<b>320,492</b>
<b>Reconciliation with Statement of Financial Performance</b>								
Departmental revenue collected				968				1,514
<b>Actual amounts per Statement of Financial Performance:</b>				<b>298,209</b>				<b>322,006</b>
<b>Total Expenditure</b>					<b>294,939</b>			<b>306,622</b>

**WESTERN CAPE PROVINCE  
PROVINCIAL ADMINISTRATION  
VOTE 1**

**APPROPRIATION STATEMENTS  
for the year ended 31 March 2005**

Appropriation per economic classification									
Economic Classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>									
Compensation of employees	115,195	(7,806)	(1,008)	<b>106,381</b>	106,237	144	99.9	102,239	96,189
Goods and services	136,774	5,648	888	<b>143,310</b>	142,566	744	99.5	157,936	151,469
Interest and rent on land	-	-	-	-	-	-	-	-	-
Financial transactions in assets and liabilities	-	70	1	<b>70</b>	66	4	94.3	113	109
<b>Transfers &amp; subsidies</b>									
Provinces and municipalities	4,468	(382)	3	<b>4,089</b>	3,896	193	95.3	3,527	3,504
Non-profit institutions	-	400	-	<b>400</b>	400	-	100.0	552	514
Households	312	3	(8)	<b>307</b>	303	4	98.7	4,905	4,848
Gifts and donations	100	35	125	<b>260</b>	260	-	100.0	82	82
<b>Payments for capital assets</b>									
Machinery and equipment	39,342	(9,645)	-	<b>29,697</b>	28,486	1,211	95.9	29,645	28,414
Software & other intangible assets	1,050	11,677	-	<b>12,727</b>	12,725	2	100.0	21,493	21,493
<b>Total</b>	<b>297,241</b>	<b>-</b>	<b>-</b>	<b>297,241</b>	<b>294,939</b>	<b>2,302</b>	<b>99.2</b>	<b>320,492</b>	<b>306,622</b>

**WESTERN CAPE PROVINCE  
PROVINCIAL ADMINISTRATION  
VOTE 1**

**Detail per programme 1 – Office of the Premier  
for the year ended 31 March 2005**

Appropriation per programme									
Programme per subprogramme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>1.1 Support Services</b>									
Current payment	4,081	183	283	4,547	4,493	54	98.8	5,733	5,599
Transfers and subsidies	11	7	-	18	14	4	77.8	26	24
Expenditure for capital assets	192	(64)	-	128	95	33	74.2	480	306
<b>1.2 Executive Support</b>									
Current payment	8,753	(90)	3,266	11,929	11,894	35	99.7	7,443	7,423
Transfers and subsidies	37	3	125	165	165	-	100.0	84	84
Expenditure for capital assets	101	64	-	165	145	20	87.9	88	10
<b>1.3 Imbizos</b>									
Current payment	1,380	(103)	-	1,277	1,276	1	99.9	1,124	1,120
<b>Total</b>	<b>14,555</b>	<b>-</b>	<b>3,674</b>	<b>18,229</b>	<b>18,082</b>	<b>147</b>	<b>99.2</b>	<b>14,978</b>	<b>14,566</b>

Appropriation per economic classification									
Economic Classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>									
Compensation of employees	7,564	(942)	-	6,622	6,604	18	99.7	5,929	5,823
Goods and services	6,650	924	3,549	11,123	11,051	72	99.4	8,370	8,318
Financial transactions in assets and liabilities	-	8	-	8	8	-	100.0	1	1
<b>Transfers &amp; subsidies</b>									
Provinces and municipalities	18	3	-	21	17	4	81.0	19	17
Households	-	-	-	-	-	-	-	14	14
Gifts and donations	30	7	125	162	162	-	100.0	77	77
<b>Payments for capital assets</b>									
Machinery and equipment	293	-	-	293	240	53	81.9	568	316
<b>Total</b>	<b>14,555</b>	<b>-</b>	<b>3,674</b>	<b>18,229</b>	<b>18,082</b>	<b>147</b>	<b>99.2</b>	<b>14,978</b>	<b>14,566</b>



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**Detail per programme 2 – Provincial Co-Ordination  
for the year ended 31 March 2005**

Programme per subprogramme	Appropriation per programme							2003/04	
	2004/05							Final Appropriation	Actual Expenditure
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation		
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>2.1 Administration</b>									
Current payment	2,557	-	(735)	<b>1,822</b>	1,800	22	98.8	2,118	1,581
Transfers and subsidies	5	-	-	<b>5</b>	4	1	80.0	19	3
Expenditure for capital assets	50	-	-	<b>50</b>	33	17	66.0	92	90
<b>2.2 Provincial Development Council</b>									
Transfers and subsidies	3,428	-	-	<b>3,428</b>	3,428	-	100.0	3,262	3,262
<b>2.3 Human Rights Programmes</b>									
Current payment	5,641	(768)	(75)	<b>4,798</b>	4,743	55	98.9	4,549	4,021
Transfers and subsidies	579	-	-	<b>579</b>	435	144	75.1	572	529
Expenditure for capital assets	66	-	-	<b>66</b>	-	66	-	93	35
<b>2.4 Policy and Strategic Management</b>									
Current payment	6,026	1,485	(419)	<b>7,092</b>	7,034	58	99.2	5,397	3,583
Transfers and subsidies	9	1	-	<b>10</b>	9	1	90.0	28	23
Expenditure for capital assets	115	-	-	<b>115</b>	61	54	53.0	409	384
<b>2.5 Youth Commission</b>									
Current payment	930	(718)	-	<b>212</b>	211	1	99.5	-	-
<b>2.6 Special Project Team: Elections</b>									
Current payment	-	-	-	-	-	-	-	1500	-
<b>Total</b>	<b>19,406</b>	<b>-</b>	<b>(1,229)</b>	<b>18,177</b>	<b>17,758</b>	<b>419</b>	<b>97.7</b>	<b>18,039</b>	<b>13,511</b>

Economic Classification	Appropriation per economic classification							2003/04	
	2004/05							Final Appropriation	Actual Expenditure
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation		
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>									
Compensation of employees	8,734	(735)	(541)	<b>7,458</b>	7,429	29	99.6	8,128	6,536
Goods and services	6,420	734	(688)	<b>6,466</b>	6,359	107	98.3	5,429	2,642
Financial transactions in assets and liabilities	-	-	-	-	-	-	-	7	7
<b>Transfers &amp; subsidies</b>									
Provinces and municipalities	3,951	(149)	-	<b>3,802</b>	3,656	146	96.2	3,280	3,278
Non-profit institutions	-	150	-	<b>150</b>	150	-	100.0	551	513
Households	-	-	-	-	-	-	-	45	21
Gifts and donations	70	-	-	<b>70</b>	70	-	100.0	-	-
<b>Payments for capital assets</b>									
Machinery and equipment	231	-	-	<b>231</b>	94	137	40.7	594	509
<b>Total</b>	<b>19,406</b>	<b>-</b>	<b>(1,229)</b>	<b>18,177</b>	<b>17,758</b>	<b>419</b>	<b>97.7</b>	<b>18,039</b>	<b>13,511</b>

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**Detail per programme 3 – Centre for E-Innovation  
for the year ended 31 March 2005**

Appropriation per programme									
Programme per subprogramme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>3.1 Administration</b>									
Current payment	48,112	(3,518)	(79)	<b>44,515</b>	44,500	15	100.0	32,334	32,308
Transfers and subsidies	87	40	-	<b>127</b>	126	1	99.2	4,734	4,732
Expenditure for capital assets	1,336	(535)	-	<b>801</b>	800	1	99.9	100	92
<b>3.2 Policy and Strategy</b>									
Current payment	1,447	687	(3)	<b>2,131</b>	2,122	9	99.6	-	-
Transfers and subsidies	250	-	-	<b>250</b>	250	-	100.0	-	-
Expenditure for capital assets	100	(100)	-	-	-	-	-	-	-
<b>3.3 Planning and Development</b>									
Current payment	3,369	(687)	(709)	<b>1,973</b>	1,965	8	99.6	-	-
Expenditure for capital assets	720	(275)	-	<b>445</b>	445	-	100.0	-	-
<b>3.4 Transversal</b>									
Current payment	44,974	-	(1,479)	<b>43,495</b>	43,486	9	100.0	90,585	90,576
Expenditure for capital assets	20,000	3,469	-	<b>23,469</b>	23,467	2	100.0	21,773	21,773
<b>3.5 Health, Housing and Social Services</b>									
Current payment	22,579	-	(128)	<b>22,451</b>	22,444	7	100.0	16,764	16,762
Expenditure for capital assets	12,228	(102)	-	<b>12,126</b>	12,125	1	100.0	15,876	15,875
<b>3.6 Education/Cultural Affairs and Sport</b>									
Current payment	7,470	1,317	-	<b>8,787</b>	8,781	6	99.9	3,449	3,448
Expenditure for capital assets	2,500	(174)	-	<b>2,326</b>	2,326	-	100.0	7,587	7,583
<b>3.7 Economic and Governance</b>									
Current payment	9,552	135	-	<b>9,687</b>	9,679	8	99.9	6,822	6,821
Expenditure for capital assets	1,000	(257)	-	<b>743</b>	742	1	99.9	2,539	2,538
<b>Total</b>	<b>175,724</b>	<b>-</b>	<b>(2,398)</b>	<b>173,326</b>	<b>173,258</b>	<b>68</b>	<b>100.0</b>	<b>202,563</b>	<b>202,508</b>

Appropriation per economic classification									
Economic Classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>									
Compensation of employees	41,057	(4,669)	(13)	<b>36,375</b>	36,367	8	100.0	28,636	28,630
Goods and services	96,446	2,603	(2,385)	<b>96,664</b>	96,610	54	99.9	121,231	121,198
Financial transactions in assets and liabilities	-	-	-	-	-	-	-	87	87
<b>Transfers &amp; subsidies</b>									
Provinces and municipalities	337	(247)	-	<b>90</b>	89	1	98.9	78	78
Non-profit institutions	-	250	-	<b>250</b>	250	-	100.0	-	-
Households	-	9	-	<b>9</b>	9	-	100.0	4,656	4,654
Gifts and donations	-	28	-	<b>28</b>	28	-	100.0	-	-
<b>Payments for capital assets</b>									
Machinery and equipment	36,834	(9,651)	-	<b>27,183</b>	27,180	3	100.0	26,382	26,368
Software & other intangible assets	1,050	11,677	-	<b>12,727</b>	12,725	2	100.0	21,493	21,493
<b>Total</b>	<b>175,724</b>	<b>-</b>	<b>(2,398)</b>	<b>173,326</b>	<b>173,258</b>	<b>68</b>	<b>100.0</b>	<b>202,563</b>	<b>202,508</b>

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**Detail per programme 4 – Corporate Services  
for the year ended 31 March 2005**

Programme per subprogramme	Appropriation per programme							2003/04	
	2004/05							Final Appropriation	Actual Expenditure
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation		
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>4.1 Administration</b>									
Current payment	2,489	(168)	(15)	<b>2,306</b>	2,298	8	99.7	2,769	2,693
Transfers and subsidies	109	-	-	<b>109</b>	105	4	96.3	8	6
Expenditure for capital assets	28	-	-	<b>28</b>	-	28	-	40	34
<b>4.2 Human Resource</b>									
Current payment	8,357	(168)	(137)	<b>8,052</b>	8,036	16	99.8	7,696	7,539
Transfers and subsidies	38	(5)	-	<b>33</b>	16	17	48.5	24	20
Expenditure for capital assets	130	6	-	<b>136</b>	63	73	46.3	123	92
<b>4.3 Operational Support</b>									
Current payment	22,683	1,464	135	<b>24,282</b>	24,252	30	99.9	29,126	28,575
Transfers and subsidies	65	9	-	<b>74</b>	71	3	95.9	135	129
Expenditure for capital assets	343	-	-	<b>343</b>	170	173	49.6	217	151
<b>4.4 Provincial Training</b>									
Current payment	12,781	(1,165)	(66)	<b>11,550</b>	11,544	6	99.9	11,912	11,534
Transfers and subsidies	21	27	-	<b>48</b>	37	11	77.1	18	17
Expenditure for capital assets	511	-	-	<b>511</b>	252	259	49.3	242	163
<b>Total</b>	<b>47,555</b>	<b>-</b>	<b>(83)</b>	<b>47,472</b>	<b>46,844</b>	<b>628</b>	<b>98.7</b>	<b>52,310</b>	<b>50,953</b>

Economic Classification	Appropriation per economic classification							2003/04	
	2004/05							Final Appropriation	Actual Expenditure
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation		
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>									
Compensation of employees	33,913	(961)	(102)	<b>32,850</b>	32,810	40	99.9	36,811	36,306
Goods and services	12,397	899	19	<b>13,315</b>	13,297	18	99.9	14,684	14,031
Financial transactions in assets and liabilities	-	25	-	<b>25</b>	23	2	92.0	8	6
<b>Transfers &amp; subsidies</b>									
Provinces and municipalities	102	9	-	<b>111</b>	78	33	70.3	94	85
Households	131	22	-	<b>153</b>	151	2	97.7	91	85
<b>Payments for capital assets</b>									
Machinery and equipment	1,012	6	-	<b>1,018</b>	485	533	47.6	622	440
<b>Total</b>	<b>47,555</b>	<b>-</b>	<b>(83)</b>	<b>47,472</b>	<b>46,844</b>	<b>628</b>	<b>98.7</b>	<b>52,310</b>	<b>50,953</b>

**WESTERN CAPE PROVINCE  
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**Detail per programme 5 – Legal Services  
for the year ended 31 March 2005**

Appropriation per programme									
Programme per subprogramme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>5.1 Legal Services</b>									
Current payment	9,599	-	(99)	<b>9,500</b>	9,495	5	99.9	8,610	7,211
Transfers and subsidies	159	-	-	<b>159</b>	155	4	97.5	37	35
Expenditure for capital assets	40	-	-	<b>40</b>	-	40	-	200	103
<b>5.2 Forensic Audit</b>									
Current payment	3,249	-	(759)	<b>2,490</b>	2,484	6	99.8	3,065	1,155
Transfers and subsidies	5	-	-	<b>5</b>	5	-	100.0	3	2
Expenditure for capital assets	137	-	-	<b>137</b>	106	31	77.4	242	46
<b>Total</b>	<b>13,189</b>	<b>-</b>	<b>(858)</b>	<b>12,331</b>	<b>12,245</b>	<b>86</b>	<b>99.3</b>	<b>12,157</b>	<b>8,552</b>

Appropriation per economic classification									
Economic Classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>									
Compensation of employees	10,608	(249)	(292)	<b>10,067</b>	10,057	10	99.9	9,130	6,782
Goods and services	2,240	224	(566)	<b>1,898</b>	1,897	1	99.9	2,544	1,583
Financial transactions in assets and liabilities	-	25	-	<b>25</b>	25	-	100.0	1	1
<b>Transfers &amp; subsidies</b>									
Provinces and municipalities	27	-	-	<b>27</b>	24	3	88.9	19	16
Households	137	-	-	<b>137</b>	136	1	99.3	21	21
<b>Payments for capital assets</b>									
Machinery and equipment	177	-	-	<b>177</b>	106	71	59.9	442	149
<b>Total</b>	<b>13,189</b>	<b>-</b>	<b>(858)</b>	<b>12,331</b>	<b>12,245</b>	<b>86</b>	<b>99.3</b>	<b>12,157</b>	<b>8,552</b>

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**Detail per programme 6– Office of the Director-General  
for the year ended 31 March 2005**

Appropriation per programme									
Programme per subprogramme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>6.1 Administration</b>									
Current payment	9,999	33	1,623	11,655	11,616	39	99.7	4,484	3,169
Transfers and subsidies	51	(33)	-	18	15	3	83.3	37	20
Expenditure for capital assets	192	-	-	192	172	20	89.6	199	173
<b>6.2 Desai Commission</b>									
Current payment	-	-	-	-	-	-	-	65	65
<b>Total</b>	<b>10,242</b>	<b>-</b>	<b>1,623</b>	<b>11,865</b>	<b>11,803</b>	<b>62</b>	<b>99.5</b>	<b>4,785</b>	<b>3,427</b>

Appropriation per economic classification									
Economic Classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>									
Compensation of employees	3,124	(182)	281	3,223	3,218	5	99.8	3,847	2,690
Goods and services	6,875	206	1,350	8,431	8,398	33	99.6	699	542
Financial transactions in assets and liabilities	-	1	-	1	-	1	-	3	2
<b>Transfers &amp; subsidies</b>									
Provinces and municipalities	7	3	-	10	8	2	80.0	7	7
Non-profit institutions	-	-	-	-	-	-	-	1	1
Households	44	(28)	(8)	8	7	1	87.5	29	12
<b>Payments for capital assets</b>									
Machinery and equipment	192	-	-	192	172	20	89.6	199	173
<b>Total</b>	<b>10,242</b>	<b>-</b>	<b>1,623</b>	<b>11,865</b>	<b>11,803</b>	<b>62</b>	<b>99.5</b>	<b>4,785</b>	<b>3,427</b>

**WESTERN CAPE PROVINCE  
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**Detail per programme 7 – Financial Management  
for the year ended 31 March 2005**

Appropriation per programme									
Programme per subprogramme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>7.1 Financial Management</b>									
Current payment	10,304	(2)	(846)	<b>9,456</b>	8,994	462	95.1	7,608	6,330
Transfers and subsidies	13	2	-	<b>15</b>	13	2	86.7	32	29
Expenditure for capital assets	270	-	-	<b>270</b>	100	170	37.0	270	153
<b>Total</b>	<b>10,587</b>	<b>-</b>	<b>(846)</b>	<b>9,741</b>	<b>9,107</b>	<b>634</b>	<b>93.5</b>	<b>7,910</b>	<b>6,512</b>

Appropriation per economic classification									
Economic Classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>									
Compensation of employees	5,548	(48)	(413)	<b>5,087</b>	5,064	23	99.5	4,124	4,116
Goods and services	4,756	35	(433)	<b>4,358</b>	3,920	438	89.9	3,480	2,210
Financial transactions in assets and liabilities	-	11	-	<b>11</b>	10	1	90.9	4	4
<b>Transfers &amp; subsidies</b>									
Provinces and municipalities	13	2	-	<b>15</b>	13	2	86.7	12	10
Households	-	-	-	<b>-</b>	-	-	-	20	19
<b>Payments for capital assets</b>									
Machinery and equipment	270	-	-	<b>270</b>	100	170	37.0	270	153
<b>Total</b>	<b>10,587</b>	<b>-</b>	<b>(846)</b>	<b>9,741</b>	<b>9,107</b>	<b>634</b>	<b>93.5</b>	<b>7,910</b>	<b>6,512</b>

**WESTERN CAPE PROVINCE  
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**Detail per programme 8 – Personnel Management and Administration  
for the year ended 31 March 2005**

Appropriation per programme									
Programme per subprogramme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>8.1 Personnel Management and Administration</b>									
Current payment	5,637	3	114	<b>5,754</b>	5,722	32	99.4	4,969	4,131
Transfers and subsidies	13	(3)	3	<b>13</b>	11	2	84.6	21	13
Expenditure for capital assets	333	-	-	<b>333</b>	109	224	32.7	565	304
<b>Total</b>	<b>5,983</b>	<b>-</b>	<b>117</b>	<b>6,100</b>	<b>5,842</b>	<b>258</b>	<b>95.8</b>	<b>5,555</b>	<b>4,448</b>

Appropriation per economic classification									
Economic Classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>									
Compensation of employees	4,647	(20)	72	<b>4,699</b>	4,688	11	99.8	3,926	3,610
Goods and services	990	23	42	<b>1,055</b>	1,034	21	98.0	1,041	521
Financial transactions in assets and liabilities	-	-	-	<b>-</b>	-	-	-	2	1
<b>Transfers &amp; subsidies</b>									
Provinces and municipalities	13	(3)	3	<b>13</b>	11	2	84.6	11	8
Households	-	-	-	<b>-</b>	-	-	-	10	4
<b>Payments for capital assets</b>									
Machinery and equipment	333	-	-	<b>333</b>	109	224	32.7	565	304
<b>Total</b>	<b>5,983</b>	<b>-</b>	<b>117</b>	<b>6,100</b>	<b>5,842</b>	<b>258</b>	<b>95.8</b>	<b>5,555</b>	<b>4,448</b>

**WESTERN CAPE PROVINCE  
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**Detail per programme 9 – Internal Audit  
for the year ended 31 March 2005**

Appropriation per programme									
Programme per subprogramme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>9.1 Administration</b>									
Current payment	-	-	-	-	-	-	-	13	10
Transfers and subsidies	-	-	-	-	-	-	-	13	12
<b>9.2 Audit</b>									
Current payment	-	-	-	-	-	-	-	61	55
Transfers and subsidies	-	-	-	-	-	-	-	1	-
<b>9.3 Internal Audit</b>									
Current payment	-	-	-	-	-	-	-	721	702
Transfers and subsidies	-	-	-	-	-	-	-	7	6
Expenditure for capital assets	-	-	-	-	-	-	-	3	2
<b>9.4 Forensic Audit</b>									
Current payment	-	-	-	-	-	-	-	1,371	1,353
Transfers and subsidies	-	-	-	-	-	-	-	5	5
<b>Total</b>	-	-	-	-	-	-	-	<b>2,195</b>	<b>2,145</b>

Appropriation per economic classification									
Economic Classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>									
Compensation of employees	-	-	-	-	-	-	-	1,708	1,696
Goods and services	-	-	-	-	-	-	-	458	424
<b>Transfers &amp; subsidies</b>									
Provinces and municipalities	-	-	-	-	-	-	-	7	5
Households	-	-	-	-	-	-	-	19	18
<b>Payments for capital assets</b>									
Machinery and equipment	-	-	-	-	-	-	-	3	2
<b>Total</b>	-	-	-	-	-	-	-	<b>2,195</b>	<b>2,145</b>



**WESTERN CAPE PROVINCE  
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**NOTES TO THE APPROPRIATION STATEMENT  
for the year ended 31 March 2005**

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

Detail of these transactions can be viewed in note 6 (Transfers and subsidies) and Annexure 1 - 5 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. Detail on financial transactions in assets and liabilities**

Detail of these transactions per programme can be viewed in note 5 (Financial transactions in assets and liabilities) to the Annual Financial Statements.

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

Programmes	Voted Funds after virement	Actual Payment	Variance	Actual payment as % of final appropriation
	R'000	R'000	R'000	%
Programme 1: Office of the Premier	18,229	18,082	147	99.19
Programme 2: Provincial Co-ordination	18,177	17,758	419	97.69
Programme 3: Centre for E-Innovation	173,326	173,258	68	99.96
Programme 4: Corporate Services	47,472	46,844	628	98.68
Programme 5: Legal Services	12,331	12,245	86	99.30
Programme 6: Office of the Director-General	11,865	11,803	62	99.48
Programme 7: Financial Management	9,741	9,107	634	93.49
Programme 8: Personnel Management & Administration	6,100	5,842	258	95.77
<b>Total</b>	<b>297,241</b>	<b>294,939</b>	<b>2,302</b>	<b>99.23</b>

**4.1 Programme 1: Office of the Premier**

The underspending on this programme can mainly be contributed to capital purchases not taking place.

**Programme 2: Provincial Co-ordination**

The underspending on this programme was mainly due to transfer payments to two municipalities not taking place as a result of them not satisfying the criteria for payment as well as capital purchases not taking place.

**Programme 3: Centre for E-Innovation**

There are no material variances to report on.

**Programme 4: Corporate Services**

The underspending on this programme can mainly be contributed to capital purchases not taking place.

**Programme 5: Legal Services**

The underspending on this programme can mainly be contributed to capital purchases not taking place.

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**NOTES TO THE APPROPRIATION STATEMENT  
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Programme 6: Office of the Director-General

The underspending on this programme can mainly be contributed to lower than expected costs on contractors.

Programme 7: Financial Management

The underspending on this programme can mainly be contributed to lower than expected Auditor-General costs as well as capital purchases not taking place.

Programme 8: Personnel Management and Administration

The underspending on this programme can mainly be contributed to capital purchases not taking place.

**4.2 Per Economic classification**

**Current payment:**

Compensation of employees

The underspending was due to delays with the recruitment process which resulted from the restructuring process of the department.

Goods and services

The underspending can mainly be contributed to lower than expected spending on contractors and Auditor-General costs.

**Transfers and subsidies:**

Provinces & municipalities

The underspending was mainly due to transfer payments to two municipalities not taking place as a result of them not satisfying the criteria for payment.

**Payments for capital assets:**

Machinery and equipment

The underspending is due to planned spending on equipment that did not realise in time before the close of the financial year.

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**STATEMENT OF FINANCIAL PERFORMANCE  
for the year ended 31 March 2005**

	<b>Note</b>	<b>2004/05 R'000</b>	<b>2003/04 R'000</b>
<b>REVENUE</b>			
Annual appropriation	1.	297,241	320,492
Departmental revenue collected	2.	968	1,514
<b>TOTAL REVENUE</b>		<b>298,209</b>	<b>322,006</b>
<b>EXPENDITURE</b>			
<b>Current expenditure</b>			
Compensation of employees	3.	106,237	96,189
Goods and services	4.	142,566	151,469
Financial transactions in assets and liabilities	5.	66	109
<b>Total current expenditure</b>		<b>248,869</b>	<b>247,767</b>
<b>Transfers and subsidies</b>	6.	4,859	8,948
<b>Expenditure for capital assets</b>			
Machinery and Equipment	7.	28,486	28,414
Software and other intangible assets	7.	12,725	21,493
<b>Total expenditure for capital assets</b>		<b>41,211</b>	<b>49,907</b>
<b>TOTAL EXPENDITURE</b>		<b>294,939</b>	<b>306,622</b>
<b>NET SURPLUS</b>		<b>3,270</b>	<b>15,384</b>
<b>NET SURPLUS FOR THE YEAR</b>		<b>3,270</b>	<b>15,384</b>
<b>Reconciliation of Net Surplus for the year</b>			
Voted Funds to be surrendered to the Revenue Fund	11.	2,302	13,870
Departmental revenue to be surrendered to Revenue Fund	12.	968	1,514
<b>NET SURPLUS FOR THE YEAR</b>		<b>3,270</b>	<b>15,384</b>

**WESTERN CAPE PROVINCE  
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**STATEMENT OF FINANCIAL POSITION  
at 31 March 2005**

	<b>Note</b>	<b>2004/05 R'000</b>	<b>2003/04 R'000</b>
<b>ASSETS</b>			
<b>Current assets</b>		6,603	14,394
Cash and cash equivalents	8.	2,641	12,960
Prepayments and advances	9.	68	15
Receivables	10.	3,894	1,419
<b>TOTAL ASSETS</b>		<b>6,603</b>	<b>14,394</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>		6,423	14,090
Voted funds to be surrendered to the Revenue Fund	11.	2,302	13,870
Departmental revenue to be surrendered to the Revenue Fund	12.	283	86
Bank overdraft	13.	3,831	-
Payables	14.	7	134
<b>TOTAL LIABILITIES</b>		<b>6,423</b>	<b>14,090</b>
<b>NET ASSETS</b>		<b>180</b>	<b>304</b>
<b>Represented by:</b>			
Recoverable revenue		180	304
<b>TOTAL</b>		<b>180</b>	<b>304</b>

**WESTERN CAPE PROVINCE  
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**STATEMENT OF CHANGES IN NET ASSETS  
for the year ended 31 March 2005**

	Note	2004/05 R'000	2003/04 R'000
<b>Recoverable revenue</b>		-	-
Opening balance		304	36
Debts recovered (included in departmental receipts)	2	(124)	-
Debts raised		-	268
Closing balance		<u>180</u>	<u>304</u>
<b>TOTAL</b>		<u><u>180</u></u>	<u><u>304</u></u>

**WESTERN CAPE PROVINCE  
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**CASH FLOW STATEMENT  
for the year ended 31 March 2005**

	Note	2004/05 R'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts		296,223
Annual appropriated funds received		297,241
Departmental revenue collected		1,510
Net increase in working capital		(2,528)
 Surrendered to Revenue Fund	16.	(15,189)
Current payments		(248,996)
Transfers and subsidies paid		(4,859)
<b>Net cash flow available from operating activities</b>		<u>27,179</u>
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Payments for capital assets		(41,211)
Proceeds from sale of capital assets	2.	6
<b>Net cash flows from investing activities</b>		<u>(41,205)</u>
 <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Decrease in loans received		(124)
<b>Net cash flows from financing activities</b>		<u>(124)</u>
 Net decrease in cash and cash equivalents		(14,150)
 Cash and cash equivalents at beginning of period		12,960
 <b>Cash and cash equivalents at end of period</b>	8 & 13.	<u><u>(1,190)</u></u>

**WESTERN CAPE PROVINCE  
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2005**

**1. Annual Appropriation**

Included are funds appropriated in terms of the Appropriation Act for Provincial Departments (Equitable Share)

	<b>Final Appropriation 2004/05 R'000</b>	<b>Actual Funds Received 2004/05 R'000</b>	<b>Variance over/(under) 2004/05 R'000</b>	<b>Total Appropriation 2003/04 R'000</b>
Office of the Premier	18,229	18,229	-	14,978
Provincial Co-Ordination	18,177	18,177	-	18,039
Centre for E-Innovation	173,360	173,360	-	202,563
Corporate Services	47,627	47,627	-	52,310
Legal Services	12,374	12,374	-	12,157
Office of the Director-General	11,898	11,898	-	4,785
Financial Management	9,456	9,456	-	7,910
Personnel Management and Administration	6,120	6,120	-	5,555
Internal Audit	-	-	-	2,195
<b>Total</b>	<b>297,241</b>	<b>297,241</b>	<b>-</b>	<b>320,492</b>

<b>Note</b>	<b>2004/05 R'000</b>	<b>2003/04 R'000</b>
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**2. Departmental revenue collected**

Sales of goods and services other than capital assets	1,073	773
Interest, dividends and rent on land	20	9
Sales of capital assets	6	-
Financial transactions in assets and liabilities	417	1,128
<b>Total revenue collected</b>	<b>1,516</b>	<b>1,910</b>
Less: Departmental Revenue Budgeted	548	396
<b>Departmental revenue collected</b>	<b>968</b>	<b>1,514</b>

**2.1 Financial transactions in assets and liabilities**

**Nature of loss recovered**

Cheques written back	-	9
Other	417	1,119
	<b>417</b>	<b>1,128</b>

**WESTERN CAPE PROVINCE  
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2005**

	Note	2004/05 R'000	2003/04 R'000
<b>3. Compensation of employees</b>			
<b>3.1 Salaries and wages</b>			
Basic salary		76,048	71,845
Performance award		1,992	4,703
Service Based		605	150
Compensative/circumstantial		2,076	2,123
Periodic payments		207	-
Other non-pensionable allowances		11,526	6,882
		<b>92,454</b>	<b>85,703</b>
<b>3.2 Social contributions</b>			
<b>3.2.1 Short term employee benefits</b>			
Pension		10,077	7,279
Medical		3,689	3,195
Bargain council		17	12
		<b>13,783</b>	<b>10,486</b>
<b>Total compensation of employees</b>		<b>106,237</b>	<b>96,189</b>
Average number of employees		553	534



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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2005**

	<b>Note</b>	<b>2004/05 R'000</b>	<b>2003/04 R'000</b>
<b>4. Goods and services</b>			
Advertising		10,142	3,786
Attendance fees (including registration fees)		332	1,277
Bank charges and card fees		72	115
Bursaries (employees)		70	537
Communication		2,955	2,385
Computer services		84,584	101,420
Consultants, contractors and special services		18,717	19,331
Courier and delivery services		123	23
Drivers licences and permits		-	3
Entertainment		666	647
External audit fees	4.1	1,876	985
Equipment less than R5 000		2,446	232
Inventory	4.2	3,478	3,536
Legal fees		656	496
Maintenance, repair and running costs		2,919	4,440
Medical services		2	3
Operating leases		737	532
Photographic services		113	14
Plant flowers and other decorations		123	-
Printing and publications		474	-
Professional bodies and membership fees		4	-
Resettlement costs		98	104
Subscriptions		51	2
Owned and leasehold property expenditure		2,306	2,718
Translations and transcriptions		208	240
Transport provided as part of the departmental activities		345	-
Travel and subsistence	4.3	4,939	5,632
Venues and facilities		948	486
Protective, special clothing & uniforms		19	-
Training & staff development		3,163	2,525
		<b>142,566</b>	<b>151,469</b>
<b>4.1 External audit fees</b>			
Regulatory audits		1,876	985
		<b>1,876</b>	<b>985</b>
<b>4.2 Inventory</b>			
Other inventory		-	81
Domestic Consumables		104	294
Agricultural		3	31
Learning and teaching support material		65	19
Food and Food supplies		93	2
Fuel, oil and gas		5	6
Other consumables		-	9
Parts and other maint mat		62	16
Sport and recreation		40	-
Stationery and Printing		3,106	3,078
		<b>3,478</b>	<b>3,536</b>

**WESTERN CAPE PROVINCE  
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2005**

	Note	2004/05 R'000	2003/04 R'000
<b>4.3 Travel and subsistence</b>			
Local		4,445	5,076
Foreign		494	556
		<u>4,939</u>	<u>5,632</u>
<b>5. Financial transactions in assets and liabilities</b>			
Other material losses written off	5.1	55	109
Debts written off	5.2	11	-
		<u>66</u>	<u>109</u>
<b>5.1 Other material losses written off in Statement of Financial Performance</b>			
<b>Nature of losses</b>			
Motor vehicle accident		15	15
Repairs to hired vehicles		1	94
Tax debt		6	-
Stolen equipment		33	-
		<u>55</u>	<u>109</u>
<b>5.2 Bad debts written off</b>			
<b>Nature of debts written off</b>			
Tax debt		1	-
Salary and cellphone debt		9	-
Breach of contract		1	-
		<u>11</u>	<u>-</u>
<b>5.3 Details of theft and losses</b>			
Motor vehicle accident		15	15
Repairs to hired vehicles		1	94
Salary and cellphone debt		1	-
Breach of contract		9	-
Tax debt		1	-
Repairs to computer equipment		6	-
Stolen equipment		33	-
		<u>66</u>	<u>109</u>

**WESTERN CAPE PROVINCE  
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2005**

	<b>Note</b>	<b>2004/05 R'000</b>	<b>2003/04 R'000</b>
<b>6. Transfers and subsidies</b>			
Provinces and municipalities	Annex 1 & 2	3,896	3,504
Non-profit institutions	Annex 3	400	514
Households	Annex 4	303	4,848
Gifts and donations	Annex 5	260	82
		<b>4,859</b>	<b>8,948</b>
<b>7. Expenditure for capital assets</b>			
Machinery and equipment	Annex 6	28,486	28,414
Software and other intangible assets	Annex 6	12,725	21,493
<b>Total</b>		<b>41,211</b>	<b>49,907</b>
<b>8. Cash and cash equivalents</b>			
Consolidated Paymaster General Account		-	37
Cash on hand		11	-
Cash with commercial banks		2,630	12,923
		<b>2,641</b>	<b>12,960</b>
<b>9. Prepayments and advances</b>			
Travel and subsistence		68	15
		<b>68</b>	<b>15</b>

**WESTERN CAPE PROVINCE  
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2005**

	<b>Note</b>				<b>2004/05 R'000</b>	<b>2003/04 R'000</b>
<b>10. Receivables</b>		<b>Less than one year</b>	<b>One to three years</b>	<b>Older than three years</b>	<b>Total</b>	<b>Total</b>
Amounts owing by						
other entities	Annex 8	370	-	-	370	574
Staff debtors	10.1	202	46	224	472	616
Clearing accounts	10.2	1,767	253	-	2,020	128
Other debtors	10.3	1,032	-	-	1,032	101
		<b>3,371</b>	<b>299</b>	<b>224</b>	<b>3,894</b>	<b>1,419</b>

Amounts of R 126 968 (2004: R 132 714) included above may not be recoverable, but has not been written off in the Statement of financial performance

	<b>Note</b>	<b>2004/05 R'000</b>	<b>2003/04 R'000</b>
<b>10.1 Staff debtors</b>			
Damage to GG vehicles		18	15
Income Tax and Site debt		8	171
Departmental debt		446	430
		<b>472</b>	<b>616</b>
<b>10.2 Clearing accounts</b>			
Suspense accounts		2,020	113
Balance accounts		-	15
		<b>2,020</b>	<b>128</b>
<b>10.3 Other debtors</b>			
Sundry debtors		-	97
Miscellaneous debt		-	4
* Disallowance : Miscellaneous		1,032	-
		<b>1,032</b>	<b>101</b>

- \* The increase is due to an asset of R1m being returned to the seller at the end of March 2005. The department was re-imbursed by the seller early in the new financial year.

**WESTERN CAPE PROVINCE  
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2005**

	Note	2004/05 R'000	2003/04 R'000
<b>11. Voted Funds to be surrendered to the Revenue Fund</b>			
Opening balance		13,870	65,059
Transfer from Statement of Financial Performance		2,302	13,870
Paid during the year		(13,870)	(65,059)
Closing balance		<u>2,302</u>	<u>13,870</u>
<b>12. Departmental revenue to be surrendered to Revenue Fund</b>			
Opening balance		86	92
Transfer from Statement of Financial Performance		968	1,514
Departmental revenue budgeted		548	396
Paid during the year		(1,319)	(1,916)
Closing balance		<u>283</u>	<u>86</u>
<b>13. Bank overdraft</b>			
Paymaster General Account		3,831	-
		<u>3,831</u>	<u>-</u>

	Note	2004/05 R'000	2003/04 R'000
<b>14. Payables – current</b>			
	30 Days	30+ Days	Total
Amounts owing to other departments	Annexure 8	-	-
Clearing accounts	14.1	-	-
Other payables	14.2	7	9
		<u>7</u>	<u>134</u>
<b>14.1 Clearing accounts</b>			
Balance accounts		-	97
		<u>-</u>	<u>97</u>
<b>14.2 Other payables</b>			
Suspense accounts		7	9
		<u>7</u>	<u>9</u>

**WESTERN CAPE PROVINCE  
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2005**

	Note	2004/05 R'000	2003/04 R'000
<b>15. Reconciliation of net cash flow from operating activities to surplus</b>			
Net surplus as per Statement of Financial Performance		3,270	
Increase in receivables - current		(2,475)	
Increase in prepayments and advances		(53)	
Decrease in payables - current		(127)	
Proceeds from sale of equipment		(6)	
Surrenders		(15,189)	
Capital expenditure		41,211	
Departmental revenue budgeted		548	
Net cash flow generated by operating activities		<u><u>27,179</u></u>	
<b>16. Appropriated funds and departmental revenue surrendered</b>			
Appropriated funds surrendered		(13,870)	(65,059)
Departmental revenue surrendered		(1,319)	(1,916)
		<u><u>(15,189)</u></u>	<u><u>(66,975)</u></u>

**WESTERN CAPE PROVINCE  
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**DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2005**

These amounts are not recognised in the Annual Financial Statements and are disclosed to enhance the usefulness of the Annual Financial Statements.

	<b>Note</b>	<b>2004/05 R'000</b>	<b>2003/04 R'000</b>
<b>17. Contingent liabilities</b>			
Housing loan guarantees to employees	Annex 10	659	987
Other departments (unconfirmed balances)	Annex 9	631	-
Capped Leave Commitments		5,869	9,034
		<b>7,159</b>	<b>10,021</b>

**18. Commitments**

**Current expenditure**

Approved and contracted	2,977	184
	<b>2,977</b>	<b>184</b>

**Capital expenditure**

Approved and contracted	2,693	2,355
	2,693	2,355

<b>Total Commitments</b>	<b>5,670</b>	<b>2,539</b>
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	<b>Note</b>	<b>2004/05 R'000</b>	<b>2003/04 R'000</b>
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**19. Accruals**

<b>By economic classification</b>	<b>30 Days</b>	<b>30+ Days</b>	<b>Total</b>	<b>Total</b>
Goods and services	385	240	625	3,269
Machinery and Equipment	-	-	-	393
			<b>625</b>	<b>3,662</b>

**Listed by programme level**

1.Office of the Premier	81	10
2.Provincial co-ordination	-	8
3.Centre for E-innovation	245	3,481
4.Corporate services	289	88
5.Legal services	-	10
6.Office of the Director-General	10	-
7.Financial Management	-	32
8.Personnel management and administration	-	31
9.Internal Audit	-	2
	<b>625</b>	<b>3,662</b>

Confirmed balances with other departments	Annex 9	409	-
		<b>409</b>	<b>-</b>

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	Note	2004/05 R'000	2003/04 R'000
<b>20. Employee benefits</b>			
Leave entitlement		1,975	1,266
Thirteenth cheque		2,889	2,269
Performance awards		1,596	1,501
		<u><b>6,460</b></u>	<u><b>5,036</b></u>

	Note		2004/05 R'000	2003/04 R'000
21. Leases				
		Buildings & other fixed structures	Machinery and equipment	Total
21.1 Operating leases				Total
Not later than 1 year		-	33	33
Later than 1 year and not later than 3 years		-	639	639
Later than three years		-	1,140	1,140
Total present value of lease liabilities		-	1,812	1,812
				840

<b>22. Irregular expenditure</b>			
<b>22.1 Reconciliation of irregular expenditure</b>			
Opening Balance		88	-
Irregular expenditure – current year		2,988	88
Irregular expenditure awaiting condonement		<u><b>3,076</b></u>	<u><b>88</b></u>
<b>Analysis</b>			
Current		2,988	-
Prior years		88	-
		<u><b>3,076</b></u>	<u><b>-</b></u>

<b>23. Senior management personnel</b>			
<b>Basic remuneration</b>			
Premier		564	530
Director-General (Head of Department)		486	457
Branch Heads (Deputy Director-General (3))		1,452	1,071
Chief Financial Officer		260	245
		<u><b>2,762</b></u>	<u><b>2,303</b></u>
<b>Other remuneration and compensation provided to key management</b>			
Premier		271	318
Director-General (Head of Department)		441	420
Branch Heads (Deputy Director-General (3))		1,173	750
Chief Financial Officer		176	131
		<u><b>2,061</b></u>	<u><b>1,619</b></u>



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**ANNEXURE 1  
STATEMENT OF TRANSFERS PAID TO DEPARTMENTS**

NAME OF THE DEPARTMENT	TRANSFER ALLOCATION				TRANSFER		SPENT			2003/04
	Adjusted Appropriation Act	Roll Overs	Adjust- ments	Total Available	Actual Transfer	% of Available Transferred	Amount received by department	Amount spent by department	% of Available funds spent by department	Final Appropriation Act
	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	%	R'000
WC Provincial Development Council	3,428	-	-	3,428	3,428	100%	3,428	3,428	100%	3,262
	<b>3,428</b>	<b>-</b>	<b>-</b>	<b>3,428</b>	<b>3,428</b>		<b>3,428</b>	<b>3,428</b>		<b>3,262</b>

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**ANNEXURE 2  
STATEMENT OF TRANSFERS TO MUNICIPALITIES**

NAME OF THE MUNICIPALITY	TRANSFER ALLOCATION				TRANSFER		SPENT			2003/04
	Adjusted Appropriation Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available Transferred	Amount received by municipality	Amount spent by municipality	% of Available funds spent by municipality	Final Appropriation Act
	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	%	R'000
Municipality of Central WC DC5	70	-	-	70	70	100%	70	70	100%	-
Municipality of Eden	70	-	-	70	70	100%	70	70	100%	-
Municipality of Overberg	70	-	-	70	70	100%	70	70	100%	-
Cape Metropolitan Council: Regional Council Levies	250	-	-	250	250	100%	250	250	100%	242
Cape Winelands District Municipality: Regional Council Levies	8	-	-	8	8	100%	8	8	100%	-
	<b>468</b>	<b>-</b>	<b>-</b>	<b>468</b>	<b>468</b>		<b>468</b>	<b>468</b>		<b>242</b>

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**ANNEXURE 3  
STATEMENT OF TRANSFERS/SUBSIDIES TO NON-PROFIT INSTITUTIONS**

NON-PROFIT INSTITUTION	TRANSFER ALLOCATION				EXPENDITURE		2003/04
	Adjusted Appropriation Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available Transferred	Final Appropriation Act
	R'000	R'000	R'000	R'000	R'000	%	R'000
<b>Transfers</b>							
Network on Violence against Women	75	-	-	75	75	100%	-
Western Cape Network on Disability	75	-	-	75	75	100%	37
Bridges Organisation	250	-	-	250	250	100%	-
Reach - Worcester	-	-	-	-	-	0%	103
The Future Factory	-	-	-	-	-	0%	100
Cape Town Festival Trust	-	-	-	-	-	0%	120
Very Special Arts	-	-	-	-	-	0%	50
Institute for the Promotion of Disabled Manpower	-	-	-	-	-	0%	54
Disabled People South Africa	-	-	-	-	-	0%	50
	<b>400</b>	<b>-</b>	<b>-</b>	<b>400</b>	<b>400</b>		<b>514</b>

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**ANNEXURE 4  
STATEMENT OF TRANSFERS/SUBSIDIES TO HOUSEHOLDS**

HOUSEHOLDS	TRANSFER ALLOCATION				EXPENDITURE		2003/04
	Adjusted Appropriation Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available Transferred	Final Appropriation Act
	R'000	R'000	R'000	R'000	R'000	%	R'000
<b>Transfers</b>							
Leave gratuities	303	-	-	303	303	100%	4,782
Injury on duty	-	-	-	-	-	0%	50
Claims against the state	-	-	-	-	-	0%	16
	<b>303</b>	<b>-</b>	<b>-</b>	<b>303</b>	<b>303</b>		<b>4,848</b>

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**ANNEXURE 5**

**STATEMENT OF GIFTS, DONATIONS AND SPONSHORSHIPS MADE AND REMMISSIONS, REFUNDS AND PAYMENTS MADE AS AN ACT OF GRACE  
FOR THE YEAR ENDED 31 MARCH 2005**

NATURE OF GIFT, DONATIONS OR SPONSHORSHIP	R'000
<b>Paid in cash</b>	
Donations: Dr Beyers Naude funeral (R7,000) and the Voice of the Cape summer festival (R100,000)	107
Donation: National Youth Commission	100
Donation: African Evaluation Association	25
Sponsorship: Internet fiesta for the disadvantaged community of Belhar	28
<b>Subtotal</b>	<b><u>260</u></b>

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**ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS  
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**ANNEXURE 5(a)**

**STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED FOR THE YEAR ENDED 31 MARCH 2005**

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2004/05 R'000	2003/04 R'000
<b>Received in kind</b>			
Old Mutual	Sponsorship: Provincial Sports day	19	-
Trade World	Sponsorship: Provincial Sports day	4	-
Xerox	Sponsorship: Provincial Sports day	12	-
Creda Communications	Sponsorship: Provincial Sports day	1	-
Coca Cola	Sponsorship: Provincial Sports day	8	-
Capitec Bank	Sponsorship: Provincial Sports day	38	-
Standard Bank	Sponsorship: Premier's State of the Province Dinner	350	-
<b>Total</b>		<b>432</b>	<b>-</b>

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**ANNEXURE 5(a) (continued)**

**STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED FOR THE YEAR ENDED 31 MARCH 2005**

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2004/05 R'000	2003/04 R'000
<b>Received in kind</b>			
Unknown	Gift: Complimentary hotel room	-	2
Various sponsors	Sponsorship: Provincial Sports day	-	43
Various sponsors	Sponsorship: National Trainers Conference	-	126
<b>Total</b>		<b>-</b>	<b>171</b>

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**ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS  
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**ANNEXURE 6**

**PHYSICAL ASSET MOVEMENT SCHEDULE AS AT 31 MARCH 2005**

	<b>Additions R'000</b>	<b>Disposals R'000</b>	<b>Transfers in R'000</b>	<b>Transfers out R'000</b>
<b>MACHINERY AND EQUIPMENT</b>	28,486	457	-	434
Computer equipment	27,689	453	-	434
Furniture and office equipment	378	4	-	-
Other machinery and equipment	419	-	-	-
	<b>28,486</b>	<b>457</b>	<b>-</b>	<b>434</b>

**PHYSICAL ASSET MOVEMENT SCHEDULE AS AT 31 MARCH 2004**

	<b>Additions R'000</b>	<b>Disposals R'000</b>	<b>Transfers in R'000</b>	<b>Transfers out R'000</b>
<b>MACHINERY AND EQUIPMENT</b>	28,414	-	-	-
Computer equipment	27,143	-	-	-
Furniture and office equipment	917	-	-	-
Other machinery and equipment	354	-	-	-
	<b>28,414</b>	<b>-</b>	<b>-</b>	<b>-</b>



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**ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS  
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**ANNEXURE 7**

**SOFTWARE AND OTHER INTANGIBLE ASSET MOVEMENT SCHEDULE AS AT 31 MARCH 2005**

	<b>Additions R'000</b>	<b>Disposals R'000</b>	<b>Transfers in R'000</b>	<b>Transfers out R'000</b>
<b>Patent, copyrights, brand names &amp; trademarks</b>				
Computer software	12,725	-	-	-
	<b>12,725</b>	<b>-</b>	<b>-</b>	<b>-</b>

**SOFTWARE AND OTHER INTANGIBLE ASSET MOVEMENT SCHEDULE AS AT 31 MARCH 2004**

	<b>Additions R'000</b>	<b>Disposals R'000</b>	<b>Transfers in R'000</b>	<b>Transfers out R'000</b>
<b>Patent, copyrights, brand names &amp; trademarks</b>				
Computer software	21,493	-	-	-
	<b>21,493</b>	<b>-</b>	<b>-</b>	<b>-</b>

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**ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2005**

**ANNEXURE 8  
INTER-GOVERNMENTAL RECEIVABLES**

Government Entity	Confirmed balance outstanding		Unconfirmed balance outstanding	
	31/03/2005	31/03/2004	31/03/2005	31/03/2004
	R'000	R'000	R'000	R'000
<b>Department</b>				
Department of Transport and Public Works	4	167	-	133
Department of Agriculture	3	1	-	-
Department of Economic Development & Tourism	-	4	-	-
South African Police Services	-	-	-	7
Western Cape Education Department	-	245	-	-
Department of Health	-	5	144	-
Department of Social Services	1	-	-	-
Department of Community Safety	3	-	-	-
Department of Defence	-	-	1	-
Department of Communications	-	-	127	-
Department of the Presidency	-	-	56	-
Department of the Premier: Gauteng	-	-	20	-
Provincial Treasury	1	12	-	-
<b>Subtotal</b>	<b>12</b>	<b>434</b>	<b>348</b>	<b>140</b>
<b>Other Government Entities</b>				
South African Broadcasting Corporation	1	-	-	-
City of Cape Town Municipality	3	-	-	-
Overstrand Municipality	5	-	-	-
Saldanha Bay Municipality	1	-	-	-
<b>Subtotal</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>22</b>	<b>434</b>	<b>348</b>	<b>140</b>

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**ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS  
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**ANNEXURE 9  
INTER-DEPARTMENTAL PAYABLES - CURRENT**

Government Entity	Confirmed balance outstanding		Unconfirmed balance outstanding	
	31/03/2005	31/03/2004	31/03/2005	31/03/2004
	R'000	R'000	R'000	R'000
<b>Department</b>				
<b>Amounts not included in Statement of Financial Position</b>				
<b>Current</b>				
Department of Health	1	-	-	-
Department of Transport and Public Works	282	-	-	-
Department of Justice & Constitutional Development	-	-	246	-
Department of Provincial and Local Government	49	-	-	-
<b>Subtotal</b>	<b>332</b>	<b>-</b>	<b>246</b>	<b>-</b>
<b>Non-current</b>				
South African Police Service	77	-	-	-
Gauteng Provincial Government	-	-	385	-
<b>Subtotal</b>	<b>77</b>	<b>-</b>	<b>385</b>	<b>-</b>
<b>Total</b>	<b>409</b>	<b>-</b>	<b>631</b>	<b>-</b>
<b>Amounts included in Statement of Financial Position</b>				
<b>Current</b>				
Department code 70	-	28	-	-
<b>Total</b>	<b>-</b>	<b>28</b>	<b>-</b>	<b>-</b>

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**ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS  
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**ANNEXURE 10  
STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2005 – LOCAL**

Guarantor institution	Guarantee in respect of	Original Guaranteed capital amount	Opening Balance 01/04/2004	Guarantees issued during the year	Guaranteed Released during the year	Guaranteed interest outstanding as at 31 March 2005	Closing Balance 31/03/2005	Realised losses i.r.o. claims paid out
		R'000	R'000	R'000	R'000	R'000	R'000	R'000
Standard Bank	<b>Housing</b>	-	97	26	32	-	91	-
Nedbank Ltd (Cape of Good Hope)		-	36	-	-	-	36	-
Nedbank		-	58	16	20	-	54	-
Firststrand Bank Ltd:FNB		-	197	-	62	-	135	-
Nedbank Ltd Incorporation BOE		-	31	-	-	-	31	-
ABSA		-	310	-	139	-	171	-
Old Mutual Finance Ltd		-	18	-	-	-	18	-
Peoples Bank Ltd		-	74	-	63	-	11	-
First Rand Bank Ltd (Former FNB)		-	83	-	-	-	83	-
Old Mutual Bank Division of Nedbank		-	83	-	54	-	29	-
<b>Total</b>		-	<b>987</b>	<b>42</b>	<b>370</b>	-	<b>659</b>	-

## PART FIVE HUMAN RESOURCE MANAGEMENT

### GENERAL COMMENTS: INFORMATION EXTRACTED FROM SYSTEMS

It should be noted that the Department's human resource management and salary administration information is recorded and processed on the national transversal PERSAL computerised system. The information stored on this system pertains mainly to salary payments and related processes. Expenditure processed within the PERSAL system is programmatically transferred to the nationally transversal Basic Accounting System (BAS). However, some transactions in respect of personnel expenditure are processed directly through BAS, without transferring the information the PERSAL system. In practice, therefore, a discrepancy may be found between the PERSAL system and BAS as far as information on personnel expenditure is concerned. Figures reflected in Part Five are based on PERSAL information, however with the exception of Tables 2.1 and 2.3. A reconciliation explaining the difference has been submitted to the Auditor-General.

### 1 – SERVICE DELIVERY

**TABLE 1.1 – Main service for service delivery improvements and standards**

Main Services	Actual Customers	Potential Customers	Standards of Service	Actual Achievement against Standards
Secretarial, administrative and office support services to the Premier.	Premier of the Western Cape.	Public. National and Provincial. Ministries and Departments. Local Government. Informational networks. Diplomatic Corporations.	Deliver services to the standards set by the Premier and to his satisfaction.	An adequate 75%.
Render and effective secretarial service to the Provincial Cabinet and its respective Cabinet Committee.	Cabinet and Cabinet Committees.	Presidential Co-ordination Council (PCC). Forum for South African Director-General (Fosad).		20 Cabinet meetings. 8 Governance and Administration Cabinet Committee meetings. 8 Economic Cabinet Committee meetings. 6 Social Cabinet Committee meetings. 4 Legotla's.
Ensure good governance in the Province through the cluster management to enhance growth and development in the Province.	Provincial Social Cluster. Provincial Economic Cluster. Provincial Governance and Administration Cluster.	Fosad. National Social Cluster. National Economic Cluster. National Justice Crime Prevention and Security Cluster.		10 Meetings. 8 Meetings.  7 Meetings.

Strategic leadership and co-ordinating services; transversal policies; strategies; norms and standards; optimise and manage existing transversal human resource systems; optimal enabling and professionalising human resource management through training interventions; labour relations; collective bargaining; management of grievances; disciplinary procedures; disputes and arbitration.	Premier; Provincial Cabinet; Executing Authorities; Director-General; Heads of Departments; Senior Managers; Provincial Departments; Officials of the Western Cape Provincial Government; including human resource managers, functionaries and line managers; collective bargaining structures; HRM Forum; HRD Forum; PSC; DPSA; Department of Labour; SAMDI; Human Rights Component; NGO's and service delivery partners on the disability terrain.	Public, National and Provincial Ministries and Departments, members of the Provincial Legislature, Trade unions.	Predetermined project standards; management standards; compliance with prescripts and needs driven policy analysis; client expectations; and the requirement for an informed workforce of public service practices, policies, norms and standards.	Standards largely met per key achievements and outputs.
Transversal Human Resource Development policies, strategies, norms and standards; training interventions through the Cape Administrative Academy; special capacity building interventions, strategic advice.	Premier; Provincial Cabinet; Executing Authority; Director-General; Heads of Departments; Senior Managers; Provincial Departments; Departmental and interdepartmental HRD/training structures; employees.	Other governments, members of the provincial legislature, public entities.	Outcomes based training interventions; predetermined project standards; management standards and demand driven client expectations.	Standards largely met per key achievements and outputs.
Transversal Organisation Development policies; macro organisation design; organisation and job design; job evaluation; service delivery improvement.	Premier; Provincial Cabinet; Executing Authority; Director-General; Heads of Departments; Senior Managers; Provincial Departments; HRM Forum; employees, PSC, DPSA.	Other governments, members of the provincial legislature, PSC, DPSA, public entities.	Predetermined project standards; management standards; and demand driven client expectations.	Standards largely met per key achievements and outputs.
Internal/external media, marketing and production services, intranet/internet, events, tri-lingual language service.	Public, Provincial employees, Provincial Departments, Public media, GCIS.	Other governments, public entities.	Demands driven client expectations; professional standards.	Standards largely met per key achievements and outputs.
Security risk management; provincial gazette; provincial lunch club; provincial gymnasium.	Provincial Departments, employees, public.		Availability of and accessibility to service.	Standards largely met per key achievements and outputs.

Ensuring a quality legal service in the rendering of formal (written) and informal opinions, departmental legal correspondence and in scrutinising Cabinet Submissions.	Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape Provincial Administration.	Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape Provincial Administration.	Accurate, thoroughly researched, timeous and quality legal advice. Accurate, thoroughly researched, timeous and quality legal advice in the scrutiny and verification of Cabinet submissions.	Completed 785 formal opinions.  Scrutinised 47 Cabinet submissions.
The negotiation, drafting and editing of legally sound and sustainable contracts.	Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape Provincial Administration.	Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape Provincial Administration.	The conclusion of legally sound and sustainable contracts that serve the best interests of the Provincial Administration, and which serve to minimise any potential risks.	Drafted, negotiated or edited 280 contracts.
Ensure compliance with Constitutional directives in the monitoring of, and commenting on, national legislation.	Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape Provincial Administration.	Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape Provincial Administration.	Comprehensive, thoroughly researched and timeous commentary on national legislation.	Commented on 10 pieces of national legislation.
Attending to special investigations.	Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape Provincial Administration.	Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape Provincial Administration.	Accurate, thoroughly researched, timeous, quality advice and assistance in conducting special investigations.	Investigated 3 matters.
Provide for the drafting of provincial and subordinate legislation in all areas of provincial competence.	Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape Provincial Administration.	Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape Provincial Administration.	Drafting of user-friendly legislation, which is consonant with the policies of instructing departments and which covers all reasonably foreseeable aspects.	Drafted, amended or edited 35 pieces of provincial legislation.
Ensure successful management of litigation matters.	Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape Provincial Administration.	Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape Provincial Administration.	Successful defences, oppositions, motions or actions.	Managed and monitored 293 litigation matters.
Audit/investigate irregularities reported.	Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape Provincial Administration.	Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape Provincial Administration.	Successful investigation of alleged irregularities and adding value by recommending measures to prevent similar occurrences.	105 investigations registered, monitored, managed and completed.

Smooth and effective functioning of the Director-General's Office.	Director-General of the Provincial Administration: Western Cape.	Public. Provincial Departments.	Adherence to benchmarked service standards.	Adequate.
Sound financial and administration management.	Director-General.	Public. Provincial Departments.	Adherence to benchmarked service standards.	Adequate.
Deliver quality and timeous administrative management.	Director-General.	Premier. Public. Provincial Departments.	Adherence to benchmarked service standards.	Adequate.
Administrative and office support services to the Premier.	Premier of the Western Cape.	Public. Provincial Ministries and Departments.	Deliver services to the standards set by the Premier and to his satisfaction.	Adequate.
Sound financial and administration management.	The Directorate: Personnel Management and Administration.		Compliance with prescripts.	Adequate.
Smooth and effective functioning of the Directorate: Personnel Management and Administration.	Department of the Premier.	Public. Provincial Departments.	Adherence to benchmarked service standards.	Adequate.
Deliver quality and timeous administrative supporting functions.	Director-General. Department of the Premier.	Department of the Premier.	Adherence to benchmarked service standards.	Adequate.
Effective communication.	Director-General. Accounting Officer. Department of the Premier.	Public. Government employees. Provincial Ministers.	Deliver services to the standards set by various role players and to their satisfaction.	Adequate.
Job evaluations.	Department of the Premier.	Provincial departments.	On demand.	Adequate.

\*NOTE: The Centre for E-innovation was created in April 2004 and is relatively still in the beginning stages of establishing itself. In 2004, the Human Resource Plan for the 1<sup>st</sup> round of appointments resulted in 131 funded posts being advertised of which only 100 suitable candidates were offered employment. Of these, 28 did not accept employment or resigned shortly after resuming duties, which resulted in 60 posts not being filled. In 2005, the 2<sup>nd</sup> round of appointments was approved in which 125 funded posts were advertised. Four interview panels have been successfully completed their interviews and are in the process of finalising their recommendations. During the interviews for the Analyst Developer and Project Manager groups, insufficient suitable candidates could be found. Centre for E-innovation will continue to operate without required skilled resources yet the demand for ICT service increases.

**TABLE 1.2 – Consultation Arrangements for Customers**

Type of Arrangement	Actual Customer	Potential Customer	Actual Achievement
Consultations through submissions to Cabinet and Provincial Top Management, meetings with departmental senior management teams, meetings of collective bargaining structures, meeting of the HRM and HRD Forums, consultations with individual executing authorities, Heads of departments and senior managers, training intervention feedback sessions.	Premier, Provincial Cabinet, Executing Authorities, Director-General, Heads of Departments, Senior Managers, Provincial Departments, Collective bargaining structures, HRM and HRD Forums, employees, PSC, DPSA, SAMDI, Department of Labour, Directorate: Human Rights, Branches within own department, Public, Private sector.	Other governments, members of the provincial legislature, public entities, local government and NGO's and other service providers (where applicable).	Submissions as required, regular meetings of consultative structures as per annual programme, <i>ad hoc</i> meetings and consultations as scheduled, relevant and accurate information, in line with national and provincial norms and standards, through training interventions and workshops.



Rendering a quality legal advisory and forensic auditing service, and ensuring legally sound and sustainable contracts, compliance with constitutional directives and legislative obligations, and the successful management of litigation matters.	The Premier. Provincial Cabinet. Director-General. All the Departments of the Provincial Administration: Western Cape.	The Premier. Provincial Cabinet. Director-General. All the Departments of the Provincial Administration: Western Cape.	Personal and telephonic consultations attended to on a demand-driven basis, pertaining to advice rendered, forensic investigations conducted, contracts negotiated, edited or drafted, commentary furnished on national legislation, drafting of provincial legislation and management and monitoring of litigation matters.
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**TABLE 1.3 – Service delivery access strategy**

Access Strategy	Actual Achievements
Improvement of access of mainly internal clients to service through information and communication technologies (intranet, website and multimedia), personal information sessions, multilingual training courses, client managers (Organisation Development), internal marketing of services.	Acceptable level of corporate access to services considering available resources.
Effective support services to the Premier and Cabinet.	
Access to the Directorate: Personnel Management and Administration is obtained by means of direct communication.	Potential skills obtain via advertising outside the Department.

**TABLE 1.4 – Service information tool**

Type of Information Tool	Actual Achievements
Consultations with, and presentations to, Provincial Cabinet, Cabinet Clusters, Provincial Top Management and other SMS on legal and strategic issues; information dissemination through formal written submission/circulars; policy documents; explanatory manuals; structured meetings of consultative forums; formal training interventions and evaluations, prospectus; personal information / consultation sessions; conferences, seminars, task teams and workshops; intranet and internet; codes of good practice; <i>ad hoc</i> meetings with relevant stakeholders; printed or electronic media (booklets, brochures, posters. E-mail, compact disks); exhibitions; events.	Acceptable level of corporate awareness of services and products.
Document Warehouse System.	Available on Intranet.
Legal Services Website.	Available on Intranet.
Forensic Audit Website.	Regularly updated website in which statistics pertaining to commercial crime within the Administration are provided.
Forensic Audit Toll Free Hotline.	128 matters/calls were registered on its database as formal audits/investigations and 31 calls were investigated.
Media.	Integrated, communication, marketing and advertising plan.
Annual reports and evaluation reports.	Prompt response to address possible areas of concern and to improve on possible shortcomings.
Intranet.	Intranet portal used for circular advertising.
Printed and electronic media.	Advertisement in public media and departmental website maintained.
Personal interventions.	Scheduled information / training sessions. Ongoing actions and strategies to keep clients and employees informed.

**TABLE 1.5 – Compliant mechanism**

<b>Compliant Mechanism</b>	<b>Actual Achievements</b>
Written and verbal complaints (including electronic mail) from clients to Premier, Director-General and senior management, formally prescribed grievance and dispute resolution mechanisms, consultative forums, and constant review and evaluation of activities through e.g. post-training evaluation.	Timely and adequate resolution of complaints after proper consultation with all relevant role-players and participative problem solving and buy-in from e.g. client departments.
Written and verbal communications, or electronic mail, to the Director-General, Head of the Branch or other responsible member of the Senior Management Service, as the case may be.	Timeous and adequate resolution of complaints after proper consultation with all relevant role-players and participative problem solving and buy-in from e.g. client departments.
Formal prescribed grievance and dispute resolution mechanism.	Timely and procedurally correct solving of grievances and disputes.
Consultation forums and workshops.	Participative problem solving and buy-in.
Written and verbal communication, e-mail and websites.	Timely solving of dissatisfaction.
Consultation in the WAPBC.	Structured and participative management of matters. This also contributes towards labour peace.
Written/oral complaints to management.	Adequately.
Constant review and evaluation of activities as well as post training course evaluation interventions.	Review of training strategies / course content when indicated.

## 2 – EXPENDITURE

**TABLE 2.1 – Personnel costs by Programme**

<b>Programme</b>	<b>Total expenditure (R'000)</b>	<b>Compensation of employees expenditure (R'000)</b>	<b>Training Expenditure (R'000)</b>	<b>Personnel cost as % of Total expenditure</b>	<b>Average Compensation of employment cost per employment (R'000)</b>	<b>Employment</b>
Office of the Premier	18,082	6,604	3	36,52%	236	28
Provincial Co-ordination	17,758	7,429	187	41,83%	265	28
Centre for E-innovation	173,258	36,367	756	20,99%	181	201
Corporate Services	46,844	32,810	2,026	70,04%	222	148
Legal Services	12,245	10,057	70	82,13%	234	43
Office of the Director-General	11,803	3,218	4	27,26%	169	19
Financial Management	9,107	5,064	57	55,61%	163	31
Personnel Management & Administration	5,842	4,688	60	80,25%	142	33
<b>TOTAL</b>	<b>294,939</b>	<b>106,237</b>	<b>3,163</b>	<b>36,02%</b>	<b>200</b>	<b>531</b>

**TABLE 2.2 – Personnel costs by salary band**

<b>Salary bands</b>	<b>Compensation of employees Expenditure (R'000)</b>	<b>% of total Compensation of employees cost</b>	<b>Number of Employees</b>	<b>Average Compensation of Employees cost per Employee (R'000)</b>
Lower skilled (Level 1-2)	785	0,74%	16	49
Skilled (Level 3-5)	4,126	3,89%	61	68
Highly skilled productions (Level 6-8)	23,860	22,51%	151	158
Highly skilled supervision (Level 9-12)	58,338	55,03%	266	219
Senior Management (Level 13-16)	18,144	17,12%	36	504
Premier	749	0,71%	1	749
<b>TOTAL</b>	<b>106,002</b>	<b>100,00%</b>	<b>531</b>	<b>200</b>

**TABLE 2.3 – Salaries, Overtime, Home Owners Allowance (HOA) and Medical Aid per Programme**

Programme	Salaries (R'000)	Salaries as % of Compensation of employees cost (Table 2.1)	Overtime (R'000)	Overtime as a % of Compensation of employees cost	HOA (R'000)	HOA as a % of Compensation of Employees cost	Medical Ass (R'000)	Medical Ass % of Compensation of Employees cost	Total cost (R'000)
Office of the Premier	4,078	61,75%	63	0,59%	38	0,58%	94	1,42%	4,273
Provincial Co-ordination	5,040	67,84%	-	-	40	0,54%	281	3,78%	5,361
Centre for E-innovation	28,001	77,00%	800	2,20%	285	0,78%	906	2,49%	29,992
Corporate Services	22,897	69,79%	243	0,74%	492	1,50%	1,517	4,62%	25,149
Legal Services	7,101	70,61%	93	0,92%	67	0,67%	316	3,14%	7,577
Office of the Director-General	2,042	63,46%	6	0,19%	19	0,59%	45	1,40%	2,112
Financial Management	3,553	70,16%	39	0,77%	80	1,58%	277	5,47%	3,949
Personnel Management and Administration	3,336	71,16%	27	0,58%	66	1,41%	253	5,40%	3,682
<b>TOTAL</b>	<b>76,048</b>	<b>71,58%</b>	<b>1,271</b>	<b>1,20%</b>	<b>1,087</b>	<b>1,02%</b>	<b>3,689</b>	<b>3,47%</b>	<b>82,095</b>

**TABLE 2.4 – Salaries, Overtime, Home Owners Allowance (HOA) and Medical Aid by Salary Band**

Programme	Salaries (R'000)	Salaries as % of Compensation of employees cost (Table 2.2)	Overtime (R'000)	Overtime as a % of Compensation of employees cost	HOA (R'000)	HOA as a % of Compensation of Employees cost	Medical Ass (R'000)	Medical Ass % of Compensation of Employees cost	Total cost (R'000)
Lower skilled (Level 1-2)	564	71,85%	39	4,97%	22	2,80%	23	2,93%	648
Skilled (Level 3-5)	2,991	72,49%	58	1,41%	66	1,60%	171	4,14%	3,286
Highly skilled productions (Level 6-8)	17,139	71,83%	319	1,34%	408	1,71%	1,277	5,35%	19,143
Highly skilled supervision (Level 9-12)	44,237	75,83%	844	1,45%	590	1,01%	1,756	3,01%	47,427
Senior management (Levels 13-16)	10,459	57,64%	-	-	108	0,60%	486	2,68%	11,053
Other	516	68,89%	-	-	-	-	35	4,67%	551
<b>TOTAL</b>	<b>75,906</b>	<b>71,61%</b>	<b>1,260</b>	<b>1,19%</b>	<b>1,194</b>	<b>1,12%</b>	<b>3,748</b>	<b>3,54%</b>	<b>82,108</b>

**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
Programme 1: Office of the Premier	34	28	18%	-
Programme 2: Provincial Co-ordination	38	28	26%	-
Programme 3: Centre for E-innovation	350	201	43%	-
Programme 4: Corporate Services	195	148	24%	-
Programme 5: Legal Services	55	43	22%	-
Programme 6: Office of the Director-General	19	19	-	-
Programme 7: Financial Management	45	31	31%	-
Programme 8: Personnel Management and Administration.	39	33	15%	-
<b>TOTAL</b>	<b>775</b>	<b>531</b>	<b>31%</b>	<b>-</b>

\*NOTE – Number of posts includes post type 05 (additional to the establishment).

\*NOTE – The column "Number of posts filled additional to the establishment" refer to staff in excess.

**TABLE 3.2 – Employment and vacancies by salary band at 31 March 2005**

Salary Band	Number of Posts	Number of Posts Filled	Vacancy Rate %	Number of Posts Filled Additional to the Establishment
Lower skilled (Levels1 – 2), Permanent	17	16	6	-
Skilled (Levels3 – 5), Permanent	90	61	32	-
Highly skilled production (Levels6-8), Permanent.	197	151	23	-
Highly skilled supervision (Level 9-12), Permanent	415	266	36	-
Senior management (Levels 13-16), Permanent	55	36	35	-
Premier	1	1	-	-
<b>TOTAL</b>	<b>775</b>	<b>531</b>	<b>31</b>	<b>-</b>

\*Directorate Risk Management consisting of 86 staff members moved to Department of Community Safety as from 1 October 2005.

**TABLE 3.3 – Employment and vacancies by critical occupation, 31 March 2005**

Critical Occupation	Number of Posts	Number of Posts Filled	Vacancy Rate %	Number of Posts Filled Additional to the Establishment
B2040000 – Other admin, policy related officers	15	13	13	-
C5010300 – General legal admin. & related professions.	22	19	14	-
C5040200 – Language practioners interpreters & other communication.	15	10	33	-
C6010200 – Senior managers	54	35	35	-
C6010302 – Human Resource related	26	23	12	-
C6010308 – Administrative related	298	174	42	-
C6010317 – Communication & information related	3	3		-
C6020200 – Human Resources & Org. Dev. & related professionals	79	58	27	-
J1010000 – Computer system des & analaysts	58	43	26	-
<b>TOTAL</b>	<b>775</b>	<b>531</b>	<b>31%</b>	<b>-</b>

**TABLE 4.1 – Job evaluation 1 April 2004 to 31 March 2005**

Salary Band	Number of Posts	Number of Jobs Evaluated	% of Posts Evaluated	Number of Posts Upgraded	% of Upgraded Posts Evaluated	Number of Posts Down-graded	% of Down-graded Posts Evaluated.
Lower skilled (Levels 1-2)	17	-	-	-	-	-	-
Skilled (Levels 3-5)	90	6	6.7%	3	50%	-	-
Highly skilled production (Levels 6-8)	198	2	1%	2	1%	-	-
Hihgly skilled supervision (Levels 9-12)	415	1	0.2%	-	-	-	-
Senior Management Service Band A	32	-	-	-	-	-	-
Senior Management Service Band B	16	-	-	-	-	-	-
Senior Management Service Band C	6	-	-	-	-	-	-
Senior Management Service Band D	1	-	-	-	-	-	-
Premier	1	-	-	-	-	-	-
<b>TOTAL</b>	<b>776</b>	<b>9</b>	<b>1.2%</b>	<b>5</b>	<b>51%</b>	<b>-</b>	<b>-</b>

**TABLE 4.2 – Profile of employees whose positions were upgraded due to their posts being upgraded 1 April 2004 to 31 March 2005**

Beneficiaries	African	Asian	Coloured	White	Total
Female	-	-	1	-	1
Male	2	-	4	-	6
<b>Total</b>	<b>2</b>	<b>-</b>	<b>5</b>	<b>-</b>	<b>7</b>
Employees with a Disability	-	-	-	-	-

**TABLE 4.3 – Employees whose salary level exceeds the grade determined by Job Evaluation 1 April 2004 to 31 March 2005**

Occupation	Number of Employees	Job Evaluation Level	Remuneration Level	Reason for Deviation	No of Employees in Department
Human Resource Related	-	-	-	-	533
*No salaries have exceeded the grade determined by job evaluations during the 2004/05 financial year.					

**TABLE 4.4 – Profile of employees whose salary level exceeded the grade determined by Job Evaluation 1 April 2004 to 31 March 2005 (i.t.o PSR 1.V.C.3)**

Beneficiaries	African	Asian	Coloured	White	Total
Female	-	-	-	-	-
Male	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
Employees with a Disability	-	-	-	-	-
*No salaries have exceeded the grade determined by job evaluations during the 2004/05 financial year.					

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

Salary Band	Employment at Beginning of Period	Appointments	Transfer into the Department	Appointments and transfers into the Department	Terminations	Transfer out of the Department	Terminations and transfers out of the Department	Turn-over rate %
Lower skilled (levels 1-2), Permanent	19	6	2	8	3	1	4	21%
Skilled (levels 3-5), Permanent	54	50	6	56	31	15	46	85%
Highly skilled production (levels 6-8), Permanent	212	39	12	51	29	80	109	51%
Highly skilled supervision (levels 9-12), Permanent	212	76	14	90	33	12	45	21%
Senior Management Service Band A, Permanent	22	4	-	4	4	-	4	18%
Senior Management Service Band B, Permanent	7	3	1	4	2	-	1	29%
Senior Management Service Band C, Permanent	3	1	-	1	1	-	1	33%
Senior Management Service Band D, Permanent	1	-	-	-	-	-	-	-
Premier	1	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>531</b>	<b>179</b>	<b>35</b>	<b>214</b>	<b>103</b>	<b>108</b>	<b>211</b>	<b>40%</b>

\*Directorate Risk Management was transferred to the Department of Community Safety from 1 October 2004

**TABLE 5.2 – Annual turnover rates by Critical Occupation for period 1 April 2004 to 31 March 2005**

Occupation	Number of Employees per occupation	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate %
B2040000 – Other admin. policy and related officers	10	4	4	40%
C5010300 – General legal administration & related professional	15	11	6	40%
C5040200 – Language practitioner interpreters & other communication	8	-	-	-
C6010200 – Senior managers	27	2	10	37%
C6010302 – Human Resource relations	22	-	2	9%
C6010308 – Administrative related	133	80	35	26%
C6010317 – Communication and information related	4	2	2	50%
C6020200 – Human Resources and Org. Dev. and related professionals	60	5	8	13%
C6030200 – Risk Management and Security services	10	-	6	60%
E4010000 – Security Officers	71	2	71	100%
J1010000 – Computer system des. and analyst	26	24	5	19%
Other	145	84	62	43%
<b>TOTAL</b>	<b>531</b>	<b>214</b>	<b>211</b>	<b>40%</b>

**TABLE 5.3 – Reasons why staff are leaving the department**

Termination Type	Number (All personnel)	% of Total Resignations
Transfers to other PS Departments	108	51%
Dismissal (Discharge)	-	-
Resignation of position	49	23%
Retirement – Public Service	8	4%
SEC 17 (2)(A) Public Service	-	-
Transfer out of persal	-	-
Deceased	1	-
Head of Department 16(3)	1	-
Contract expiry	44	21%
<b>GRAND TOTAL</b>	<b>211</b>	<b>100%</b>
<b>Total number of employees who left as a % of the total employment</b>		<b>40%</b>

\*Directorate: Risk Management consisting of 86 staff members moved to Department of Community Safety as at 1 October 2004.

**TABLE 5.4 – Promotions by critical occupation**

Occupation	Employees as at 1 April 04	Promotions to another salary level	Salary level promotions as a % of employment	Progressions to another notch within salary level	Notch progression as a % of employment
B2040000 – Other administration policy and related officers	10	1	10%	4	40%
C5010100 - Advocates	15	1	7%	6	40%
C5040200 – Language practitioner interpreters and other communication	8	-	-	5	4%
C6010200 – Senior managers	27	3	11%	-	-
C6010302 – Human Resources relations	22	-	-	21	95%
C6010308 – Administrative related	133	23	17%	24	18%
C6010317 – Communication and information related	4	-	-	3	75%
C6020200 – Human Resources and Org. Dev. and related professionals	60	6	10%	35	58%
C6030200 – Risk management and security services	10	-	-	9	90%
E4010000 – Security officers	71	-	-	71	100%
J1010000 – Computer system Des and Analyst	26	6	23%	1	4%
J2010000 – Computer Programmes	1	-	-	1	100%
J3010000 – Other IT Personnel	-	-	-	-	-
Other	144	13	9%	75	52%
<b>GRAND TOTAL</b>	<b>531</b>	<b>53</b>	<b>10%</b>	<b>255</b>	<b>48%</b>

**TABLE 5.5 – Promotions by salary band**

Salary Band	Employees as at 1 April 04	Promotions to another salary level	Salary level promotions as a % of employment	Progressions to another notch within a salary level	Notch progression as a % of employment
Lower skilled (Level 1-2)	18	-	-	9	50%
Skilled (level 3-5)	54	4	9%	31	57%
Highly skilled production (Level 6-8)	213	16	8%	147	69%
Highly skilled supervision (Level 9-12)	212	29	14%	68	32%
Senior Management (Level 13-16)	34	3	9%	-	-
<b>TOTAL</b>	<b>531</b>	<b>53</b>	<b>10%</b>	<b>255</b>	<b>48%</b>

**TABLE 6.1 – Total number of employees (incl. Employees with disabilities) per occupational category (SASCO) at 31 March 2005**

Occupational Categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	1	12	-	11	-	1	-	-	25
Professionals	11	58	2	54	13	24	-	36	198
Clerks	3	17	1	4	9	47	1	19	101
Service and sales workers	-	-	-	-	-	-	-	-	-
Technicians and associate professionals	17	58	1	39	14	28	1	22	180
Plant and machine operators and assemblers	-	3	-	-	-	-	-	-	3
Elementary occupations	-	-	-	-	-	-	-	-	-
Labourers and related workers	1	11	-	-	-	12	-	-	24
<b>TOTAL</b>	<b>33</b>	<b>159</b>	<b>4</b>	<b>108</b>	<b>36</b>	<b>112</b>	<b>2</b>	<b>77</b>	<b>531</b>
Employees with disabilities	None								

**TABLE 6.2 – Total number of employees (incl. Employees with disabilities) per Occupational bands at 31 March 2005**

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	-	5	-	1	-	-	-	-	6
Senior management	1	12	-	14	-	2	-	2	31
Professionally qualified and experienced specialists and mid-management	17	86	2	74	14	30	1	42	266
Skilled technical and academically qualified workers, junior management, supervisors, foremen	11	36	1	17	16	40	1	29	151
Semi-skilled and discretionary decision-making	4	15	1	2	6	30	-	3	61
Unskilled and defined decision-making	-	5	-	-	-	10	-	1	16
<b>TOTAL</b>	<b>33</b>	<b>159</b>	<b>4</b>	<b>108</b>	<b>36</b>	<b>112</b>	<b>2</b>	<b>77</b>	<b>531</b>

**TABLE 6.3 – Recruitment for the period 1 April 2004 to 31 March 2005**

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	-	1	-	-	-	-	-	-	1
Senior management	-	4	-	1	1	-	-	1	7
Professionally qualified and experienced specialists and mid-management	10	29	1	9	10	12	3	2	76
Skilled technical and academically qualified workers, junior management, supervisors, foremen	7	8	-	2	9	5	-	3	34
Semi-skilled and discretionary decision-making	5	7	-	1	11	26	-	5	55
Unskilled and defined decision-making	-	2	-	-	-	14	-	-	6
<b>TOTAL</b>	<b>22</b>	<b>51</b>	<b>1</b>	<b>13</b>	<b>31</b>	<b>47</b>	<b>3</b>	<b>11</b>	<b>179</b>
Employees with disabilities	1	1							2

**TABLE 6.4 – Promotions for the period 1 April 2004 to 31 March 2005**

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	-	1	-	-	-	-	-	-	1
Senior management	-	1	-	-	-	1	-	-	2
Professionally qualified and experienced specialists and mid-management	-	15	-	-	-	7	-	6	28
Skilled technical and academically qualified workers, junior management, supervisors, foremen	3	3	-	-	1	6	-	2	15
Semi-skilled and discretionary decision-making	1	1	-	-	1	-	-	-	3
Unskilled and defined decision-making	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>4</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>14</b>	<b>-</b>	<b>8</b>	<b>49</b>
Employees with disabilities	None								



**TABLE 6.5 – Terminations for the period 1 April 2004 to 31 March 2005**

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	-	-	-	3	-	-	-	-	3
Senior management	-	1	-	-	1	-	-	2	4
Professionally qualified and experienced specialists and mid-management	2	6	1	14	-	4	2	4	33
Skilled technical and academically qualified workers, junior management, supervisors, foremen	2	5	-	3	3	2	-	5	20
Semi-skilled and discretionary decision-making	4	5	-	3	6	17	-	6	41
Unskilled and defined decision-making	-	-	-	-	-	2	-	-	2
<b>TOTAL</b>	<b>8</b>	<b>17</b>	<b>1</b>	<b>23</b>	<b>10</b>	<b>25</b>	<b>2</b>	<b>17</b>	<b>103</b>
Employees with disabilities	1	1	-	-	-	-	-	-	2

**TABLE 6.6 – Disciplinary action for the period 1 April 2004 to 31 March 2005**

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Disciplinary action	-	5	-	-	-	2	-	-	7

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

Occupational Categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	10	15	-	18	-	4	2	4	53
Professionals	11	30	2	10	9	16	-	15	93
Technicians and associate professionals	16	37	-	27	15	16	2	11	124
Clerks	7	42	-	6	13	75	1	34	178
Service and sales workers	-	-	-	-	-	-	-	-	-
Skilled Agriculture and Fishery Workers	-	-	-	-	-	-	-	-	-
Craft and related Trades Workers	-	-	-	-	-	-	-	-	-
Plant and machine operators and assemblers	-	-	-	-	-	-	-	-	-
Elementary occupations	1	28	-	3	-	6	-	1	39
<b>TOTAL</b>	<b>45</b>	<b>152</b>	<b>2</b>	<b>64</b>	<b>37</b>	<b>117</b>	<b>5</b>	<b>65</b>	<b>487</b>
Employees with disabilities	None								

**TABLE 7.1 – Performance rewards by race, gender and disability for period 1 April 2004 to 31 March 2005**

Beneficiary profile				Cost (R'000)	
Race & Gender	Number of beneficiaries	Total employment	% of total within group	Cost (R'000)	Average cost per employee
<b>African</b>	<b>8</b>	<b>69</b>	<b>12%</b>	<b>92</b>	<b>11</b>
Male	5	33	15%	53	11
Female	3	36	8%	39	13
<b>Asian</b>	<b>2</b>	<b>6</b>	<b>33%</b>	<b>45</b>	<b>22</b>
Male	1	4	25%	38	38
Female	1	2	50%	7	7
<b>Coloured</b>	<b>74</b>	<b>271</b>	<b>27%</b>	<b>810</b>	<b>11</b>
Male	47	159	30%	569	12
Female	27	112	24%	241	9
<b>White</b>	<b>74</b>	<b>185</b>	<b>40%</b>	<b>1,160</b>	<b>16</b>
Male	38	108	35%	646	17
Female	36	77	47%	504	14
<b>TOTAL</b>	<b>158</b>	<b>531</b>	<b>30%</b>	<b>2,107</b>	<b>13</b>

**TABLE 7.2 – Performance rewards by salary band for personnel below senior management service: 1 April 2004 to 31 March 2005**

Beneficiary profile				Cost		
Salary Band	Number of beneficiaries	Number of employees	% of total within salary band	Total cost (R'000)	Average cost per employee (R'000)	Total cost as a % of the total compensation expenditure
Lower skilled (Level 1-2)	2	16	13%	7	3	0.01%
Skilled (Level 3-5)	11	61	18%	54	5	0.05%
Highly skilled production (Level 6-8)	63	151	42%	559	9	0.53%
Highly skilled supervision (Level 9-12)	58	266	22%	1,142	20	1.07%
<b>TOTAL</b>	<b>134</b>	<b>494</b>	<b>27%</b>	<b>1,762</b>	<b>13</b>	<b>1.66%</b>

**TABLE 7.3 – Performance rewards by critical occupation: 1 April 2004 to 31 March 2005**

Beneficiary profile				Cost (R'000)	
Critical occupations	Number of beneficiaries	Number of employees	% of total within occupation	Cost (R'000)	Average cost per employee
C5010300 – General legal administration and related professionals	6	10	60%	163	21
C601200 – Senior managers	16	27	59%	209	13
C6010302 – Human Resources related	20	22	91%	416	21
C6010308 – Administrative related	24	133	18%	402	17
Other	92	339	13%	917	10
<b>TOTAL</b>	<b>158</b>	<b>531</b>	<b>30%</b>	<b>2,107</b>	<b>13</b>

**TABLE 7.4 – Performance related rewards (Cash bonus) by salary band for senior management service: 1 April 2004 to 31 March 2005**

Salary Band	Beneficiary profile			Cost		
	Number of beneficiaries	Total employment	% of total employment	Cost (R'000)	Average cost per beneficiary (R'000)	
Band A	12	22	55%	142	12	
Band B	7	9	78%	104	15	
Band C	4	4	100%	67	17	
Band D	1	1	100%	32	32	
Premier	-	1	-	-	-	
<b>TOTAL</b>	<b>24</b>	<b>37</b>	<b>65</b>	<b>344</b>	<b>14</b>	

**TABLE 8.1 – Foreign workers by salary band**

Salary Band	1 April '04		31 March '05		Change	
	Number	% Of total	Number	% Of total	Number	% Change
Lower skilled (Levels 1-2)	-	-	-	-	-	-
Skilled (Level 3-5)	-	-	1	50%	-	-
Highly skilled production (Level 6-8)	-	-	-	-	-	-
Highly skilled supervision (Level 9-12)	-	-	1	50%	-	-
Other	-	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>100%</b>	<b>-</b>	<b>-</b>

**TABLE 8.2 – Foreign workers by Major Occupation**

Salary Band	1 April '04		31 March '05		Change	
	Number	% Of total	Number	% Of total	Number	% Change
Administrative office workers	-	-	-	-	-	-
Elementary occupations	-	-	-	-	-	-
Professionals and managers	-	-	2	100%	-	-
Rank: education therapist	-	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>100%</b>	<b>-</b>	<b>-</b>

**TABLE 9.1 – Sick leave for period 1 April 2004 to 31 March 2005**

Salary band	Total days	% Days with medical certificate	Number of employees using sick leave	% Of total employees using sick leave	Average days per employee	Estimated cost (R)
Lower skilled (Level 1-2)	118	71%	13	3%	9	17
Skilled (Level 3-5)	670	59%	72	14%	9	142
Highly skilled production (Level 6-8)	2074	66%	213	43%	10	736
Highly skilled supervision (Level 9-12)	1327	65%	184	37%	7	927
Senior Management (Level 13-16)	96	85%	16	3%	6	181
<b>TOTAL</b>	<b>4285</b>	<b>65%</b>	<b>498</b>	<b>100%</b>	<b>9</b>	<b>14,088</b>

**TABLE 9.2 – Disability leave (Temporary and permanent) for period 1 April 2004 to 31 March 2005**

Salary band	Total days	% Days with medical certificate	Number of employees using disability leave	% Of total employees using disability leave	Average days per employee	Estimated cost (R)
Lower skilled (Level 1-2)	-	-	-	-	-	-
Skilled (Level 3-5)	26	23%	1	20%	26	6
Highly skilled production (Level 6-8)	64	100%	2	40%	32	22
Highly skilled supervision (Level 9-12)	40	100%	2	40%	20	30
Senior Management (Level 13-16)	-	-	-	-	-	-
<b>TOTAL</b>	<b>130</b>	<b>100%</b>	<b>5</b>	<b>100%</b>	<b>26</b>	<b>171</b>

**TABLE 9.3 – Annual leave for period 1 April 2004 to 31 March 2005**

Salary band	Total days taken	Average per employee	Employment
Lower skilled (Level 1-2)	300	19	16
Skilled (Level 3-5)	1623	27	61
Highly skilled production (Level 6-8)	5380	36	151
Highly skilled supervision (Level 9-12)	4515	17	266
Senior Management (Level 13-16)	704	20	36
Premier	-	-	1
<b>TOTAL</b>	<b>12522</b>	<b>24</b>	<b>531</b>

**TABLE 9.4 – Capped leave for period 1 January 2004 to 31 December 2005**

Salary band	Total days of capped leave taken	Average number of days taken by employee	Average capped leave per employee as at 31 December 2004	Number of employees utilising capped leave	Total number of capped leave available at 31 December 2004	Number of employees as at 31 December 2004
Lower skilled (Level 1-2)	4	4	23	1	394	17
Skilled (Level 3-5)	165	24	12	7	775	64
Highly skilled production (Level 6-8)	294	14	23	21	3,537	155
Highly skilled supervision (Level 9-12)	195	8	14	26	3,623	256
Senior Management (Level 13-16)	96	24	41	4	1,409	34
<b>TOTAL</b>	<b>754</b>	<b>13</b>	<b>19</b>	<b>59</b>	<b>9,738</b>	<b>526</b>

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

Reason	Total Amount (R'000)	Number of employees	Average payment per employee (R)
Leave payouts for 2004/05 due to non-utilisation of leave for the previous year.	210	32	7
Current leave payouts on termination of service for 2004/05	153	5	31
<b>TOTAL</b>	<b>363</b>	<b>37</b>	<b>10</b>

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

Units/categories of employment identified to be at high risk of contracting HIV & related diseases	Key steps taken to reduce the risk
The environment in which employees of this Department operates does not normally expose them to the risk of sustaining occupational injuries.	Regular workshops with employees addressing the issue of universal precautions.

**TABLE 10.2 – Details of health promotion and HIV/Aids programmes**

Question	Yes	No	Details if yes
Has the Department designated a member the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so provide her/his name and position.	X		Mr SI Ntontela, Director for Personnel Management and Administration, was formerly appointed by the Director General.
Does the department have a dedicated unit or have you designated specific staff members to promote health and well being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	X		Special programmes consists of 4 employees (1 Assistant-Director and 3 Senior Personnel Practitioners).
Has the Department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of the programmes.		X	The current transversal draft EAP is still in the process of development. The Departmental policy/programme is derived there from.
Has the department established (a) committee(s) as contemplated in Part VI E.5(e) of the Public Service Regulations, 2001. If so, please provide names of the members of the committee and the stakeholder(s) that they represent.	X		<p>The following members currently constitute the Departmental committee:</p> <ul style="list-style-type: none"> <li>• Alfreda Sirmonpong – Office of the Premier/DG</li> <li>• Tonia Petersen – CEI: Education, Sport &amp; Culture</li> <li>• Babara Steyn – Legal Services</li> <li>• Masechaba Lottering – Financial Management</li> <li>• Samiega Peters – Centre for E-Innovation</li> <li>• Rica Hugo – CEI: Transport</li> <li>• Zodwa Mahapa – Provincial Training</li> <li>• Helen Ward – Corporate Services</li> <li>• Rowina Wynford – Cabinet Services</li> <li>• Ricardo Africa – CEI: Health, Social Services &amp; Housing</li> <li>• Joseph Marks – Communication Services</li> </ul> <p>The existing committee is not represented in terms of organised labour. In addition, serving at the committee is not considered KPA on individuals IPDP's. To ensure commitment on the part of members and to engage Labour in the committee, representation was recently made to dissolve the current committee and to establish a new committee.</p>
Has the department reviewed the employment policies and practices of your department to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	X		Reviewing of policies is continuous.
Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list key elements of these measures.	X		The transversal HIV/Aids policy and workplace programme has recently been adopted in Chamber. The policy extensively addresses the issue pertaining to discrimination. Mention should also be made of the fact that the HIV/Aids workshops being presented by this Department's Special Programmes Component also seeks to sensitive employees around issues pertaining to discrimination and stigmatisation.
Does the Department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved.	X		Apart from creating awareness, the HIV/Aids workshops are presented to encourage employees to undergo VCT. The Department has also designed and distributed paraphernalia in this regard.
Has the Department developed measures/indicators to monitor and evaluate the impact of your health promotion programme? If so, list these measures/indicators.	X		Departmentally, no. The Department is member to the Provincial Employment Aids Programme (PEAP). A tool is currently being developed to monitor the impact of programmes.

**TOTAL 11.1 – Collective agreements for period 1 April 2004 to 31 March 2005**

<b>Total collective agreements</b>	<b>1</b>
Smoking Policy for the Department of the Premier was presented at the IMLC and signed by the Director-General.	

**TABLE 11.2 – Misconduct and discipline hearings finalised for period 1 April 2004 to 31 March 2005**

Outcomes of disciplinary hearings	Number	% Of Totals
Correctional counselling	1	14%
Verbal warnings	-	-
Written warnings	3	43%
Serious written warnings	-	-
Final written warnings	2	29%
Suspended without payment	-	-
Fine	-	-
Demotion	-	-
Dismissal	1	14%
Not guilty	-	-
Case withdrawn	-	-
<b>TOTAL</b>	<b>7</b>	<b>100%</b>

**TABLE 11.3 – Types of misconduct addressed and disciplinary hearings for period 1 April 2004 to 31 March 2005**

Types of misconduct	Number	% Of Totals
Dishonesty	1	14%
Absent from work without reason or permission	2	29%
Refuse to obey security regulations	-	-
Conduct oneself in improper/unacceptable manner	1	14%
Disrespect/abuse or insolent behaviour	2	29%
Possesses or wrongfully uses property of the state	-	-
Fails to comply with or contravene an Act	1	14%
<b>TOTAL</b>	<b>7</b>	<b>100%</b>

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

Number of grievances addressed	Number	% Of Totals
Resolved	5	56%
Not resolved	4	44%
<b>TOTAL</b>	<b>9</b>	<b>100%</b>

**TABLE 11.5 – Disputes lodged for period 1 April 2004 to 31 March 2005**

Number of disputes addressed	Number	% Of Totals
Upheld	-	-
Dismissed	1	50%
Lodged (Pending)	1	50%
<b>TOTAL</b>	<b>2</b>	<b>100%</b>

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

Strike actions	
Total number of person working days lost	5
Total cost (R'000) of working days lost	2
Amount (R'000) recovered as a result of no work no pay	2

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

Precautionary Suspensions	
Number of people suspended	1
Number of people whose suspension exceeds 30 days	-
Average number of days suspended	13
Cost (R'000) of suspensions	2

**TABLE12.1 – Training needs identified**

Occupational Categories	Gender	Number of employees as at 1 April 2004	Learner-ship	Skills programmes and other short courses	Other forms if training (ABET)	Total
Legislators, senior officials and managers	Female	3	-	43	-	43
	Male	22	-	80	-	80
Professionals	Female	66	-	101	-	101
	Male	111	-	174	-	174
Technicians and associate professionals	Female	41	-	31	-	31
	Male	89	-	59	-	59
Clerks	Female	72	-	120	-	120
	Male	20	-	92	-	92
Service and sales workers	Female	6	-	-	-	-
	Male	75	-	-	-	-
Elementary occupations	Female	12	-	17	7	24
	Male	11	-	151	3	154
Plant and machine operators and assemblers	Female	-	-	-	-	-
	Male	3	-	-	-	-
Gender sub totals	Female	200	-	312	7	319
	Male	331	-	556	3	559
<b>TOTAL</b>		<b>531</b>	<b>-</b>	<b>868</b>	<b>10</b>	<b>878</b>

**TABLE 12.2 – Training provided**

Occupational Categories	Gender	Number of employees as at 1 April 2004	Learner-ship	Skills programmes and other short courses	Other forms if training (ABET)	Total
Legislators, senior officials and managers	Female	3	-	10	-	10
	Male	22	-	43	-	43
Professionals	Female	66	-	40	-	40
	Male	111	-	53	-	53
Technicians and associate professionals	Female	41	-	44	-	44
	Male	89	-	80	-	80
Clerks	Female	72	-	123	-	123
	Male	20	-	55	-	55
Service and sales workers	Female	6	-	-	-	-
	Male	75	-	-	-	-
Elementary occupations	Female	12	-	-	-	-
	Male	11	-	-	-	-
Plant and machine operators and assemblers	Female	-	-	7	-	7
	Male	3	-	32	-	32
Gender sub totals	Female	200	1	224	-	181
	Male	331	1	263	-	184
<b>TOTAL</b>		<b>531</b>	<b>2</b>	<b>487</b>	<b>-</b>	<b>489</b>

**TABLE 13.1 – Injury on duty**

Nature of injury on duty	Number	% Of total
This Department did not have any cases for injury on duty for the financial year.		

**TABLE 14.1 – Report on consultant appointments using appropriate funds**

<b>Project Title</b>	<b>Total number of consultants that worked on the project</b>	<b>Duration: work days</b>	<b>Contract value in Rand</b>
Cape Gateway Portal V1 Maintenance	2		A Smith – R300 000 K De Tolly – R370 000
CEI Project Office	2		D Donovan – R271 000 M Smuts – R30 000
Finalise the drafting of various bills, regulations and acts as well as finalising all other opinions not finalised before retirement, in house training on all aspects of legislative drafting (transfer of skills)	1 (Adv R J Vincent)	36 Weeks	R500 000
Mandate of Forensic Audit	1 (Deloitte & Touche)	3-4 months	R195 000

<b>Total number of projects</b>	<b>Total individual consultants</b>	<b>Total Duration: work days</b>	<b>Total Contract value in Rand</b>
2	4		R971 000
Various	1	36 weeks	R500 000
1	1	3-4 months	R195 000

**TABLE 14.2 – Analysis of consultant appointments using appropriated funds, i.t.o. HDI's**

<b>Project Title</b>	<b>% Ownership by HDI groups</b>	<b>% Management by HDI groups</b>	<b>Number of consultants from HDI groups that work on the project</b>
NONE			

**TABLE 14.3 – Report on consultant appointment using donor funds**

<b>Project Title</b>	<b>Total number of consultants that worked on the project</b>	<b>Duration: Work days</b>	<b>Donor and contract value in Rand</b>
NONE			

**TABLE 14.4 – Analysis of consultant appointment using donor funds i.t.o HDI's**

<b>Project Title</b>	<b>% Ownership by HDI group</b>	<b>% Management by HDI groups</b>	<b>Number of consultants from HDI groups that work on the project</b>
NONE			

**Training Courses and Workshops presented**
**ANNEXURE A**

Sub-programmes	Training Courses /workshops presented	Performance Measures	Actual Performance	
			Target	Actual
Personnel Management	Accredited Human Resource Certificate Course (11 Weeks)	Post training evaluation tools indicated that the training was experienced as needs based, relevant and accurate and in line with national and provincial standards.	126 planned	180 presented
	Staff Performance Management System / Compiling Individual Performance and Development Plans / Conducting Quarterly Reviews and Appraisal Interviews.	Post training evaluation tools indicated that the training was experienced as needs based, relevant and accurate and, but that systems for implementation in departments were lacking.	104 planned	145 presented 1 982 participants
	Introductory Workshop: Promotion of Administrative Justice Act (in collaboration with Legal Services)	Post training evaluation tools indicated that the training was experienced as needs based, relevant and accurate and in line with national and provincial standards.	3 planned	4 presented 72 participants
	Policy Development Workshop	- do -	1 planned	1 presented 15 participants
	Human Resource Management Training for Provincial Executive Programme	- do -	1 planned	1 presented 13 participants
	Injury-on-duty Courses	- do -	3 planned	3 presented 54 participants
	Norms and Standards in Personnel Administration and Persal	- do -	6 planned	7 presented 125 participants
	Regional training at George on various Human Resource Management Policies.	- do -	3 planned	3 presented 49 participants
	Presentations at Labour Forum on Human Resource Management Policies	- do -	4 planned	4 presented 69 participants
	Performance Management and Development System	- do	<i>Ad hoc</i>	1 presented 4 participants
	Workshop: Repositioning of Human Resource Management in the Public Service (DPSA)	- do	<i>Ad hoc</i>	1 co-ordinated 40 participants
	Workshop: Draft Guidelines on COIDA (DPSA)	- do	<i>Ad hoc</i>	1 co-ordinated 21 participants
	Code of Conduct and iKapa Information session.	- do	<i>Ad hoc</i>	1 presented 34 participants
	Strategic Planning	- do	<i>Ad hoc</i>	2 facilitated 46 participated
	Disability Sensitising Training	- do	<i>Ad hoc</i>	1 co-ordinated (21 participated)
	Disability Workshop	- do	<i>Ad hoc</i>	2 presented 34 participated



	Employment Equity Training (Consultative Forum)	- do	<i>Ad hoc</i>	2 presented (34 participated)
Labour Relations	Labour Relations and Personnel Management meetings	Post training evaluation tools indicated that the training was experienced as needs based, relevant and accurate, but that systems for implementation in departments were lacking.	8 planned	10 presented 228 participants
	Practical Labour Relations for supervisors.	Post training evaluation tools indicated that the training was experienced as need based, relevant and accurate and in line with national and provincial standards.	5 planned	7 presented 73 participants
	Introduction to Labour Law	- do -	5 planned	7 presented 106 participants
	Conflict handling and negotiation skills	- do -	<i>Ad hoc</i>	1 presented 11 participants
	Comprehensive workshop on disciplinary code and procedures	- do -	2 planned	2 presented 30 participants
	Practical labour relations for Xhosa speaking employees.	- do -	5 planned	7 presented 15 participants
	Practical labour relations for Xhosa speaking supervisors	- do -	1 planned	1 presented 15 participants

**ANNEXURE B**  
**REPORT OF THE CO-ORDINATING CHAMBER OF THE WESTERN CAPE PROVINCE (CCPWCP)**  
**2004/05**

Since the inception of the CCPWCP on 16 April 2004 significant progress in collective bargaining during the year 2003/04 had been achieved. The CCPWCP is clearly operating as a vehicle to promote integrated collective bargaining, enhancing the ethos of teamwork, co-operation and mutual respect. Through the work done over the past 12 months the CCPWCP has shown an active commitment to ensuring the promotion of sound and labour relations within the provincial departments of the Western Cape.

**PARTIES TO CHAMBER**

Parties to Chamber consist of the Employer and Labour with 50% of the vote weights each. An agreement of 2 representatives per trade union and equal representation for the Employer was reached.

The following trade unions were party to the Chamber during the reporting year:

- Democratic Nursing Association of South Africa (DENOSA)
- Hospital and Personnel Trade Union of South Africa (HOSPERSA)
- National Professional Teachers Organisation of South Africa (NAPTOSA)
- National Education, Health and Allied Workers Union (NEHAWU)
- Police and Prison Civil Rights Union (POPCRU)
- Public Servants' Association (PSA)
- South African Democratic Teachers' Association (SADTU)

**OFFICE BEARERS**

The following office bearers were elected at the inaugural meeting of the Chamber:

- Chairperson: Mr D Jacobs
- Vice-Chairperson (Labour): Ms P Harris
- Vice-Chairperson (Employer): Mr S Faker
- Secretary: Ms H Ward

**TRADE UNIONS AND VOTE WEIGHTS**

The admitted trade unions and vote weights were as followed during the reporting year:

TRADE UNIONS	VOTE WEIGHT
DENOSA	9.540%
HOSPERSA	13.929%
NAPTOSA	19.145%
NEHAWU	24.865%
POPCRU	0.082%
PSA	12.789%
SADTU	19.650%
<b>TOTAL</b>	<b>100.00%</b>

**INTERIM MANAGEMENT COMMITTEE**

The interim management committee consisted of the Chairperson: Mr D Jacobs; Chief Director: Department Transport and Public Works; the Vice-Chairpersons: Mr S Faker (employer Department of Education) and Ms P Harris (Labour, Nehawu) supported by the Secretary: Ms H Ward.

A total of 5 management committee meetings were held during the reporting year. The most important role of the management committee during this period of infancy was to finalise the agenda for the meetings as well as the annual schedule of meetings of the Chamber for 2004 and 2005. The Management Committee also made recommendations to the Chamber in form of Management Committee reports and dealt with urgent matters received from the Secretary of PSCBC. The Chamber had ratified all recommendations from Management Committee.

## **TASK TEAMS**

The Chamber, in the absence of a draft procedure manual to expedite the core business appointed the following task teams from Labour and the Employer:

### **Strategic planning task team**

The task team held a total of 5 task team meetings to finalise the arrangements for the strategic planning workshop.

The task team prioritised the following strategic/operational issues for discussion at the proposed strategic-planning workshop of the Chamber:

- Good governance and clarity on strategic goals.
- Effective prevention and resolution of collective disputes.
- Co-ordinate, facilitate and monitor the implementation of collective agreements concluded in the PSCBC and Chambers.
- Co-ordinate Sectoral structures at provincial level.
- Effective operational management of the Chamber.

### **Human resource management task team**

The task team dealt with the amendment to the Policy Framework on Compensation Management. This policy was finalised and implemented on 1 January 2005.

## **MEETINGS OF THE CCPWCP**

A total 4 general meetings and 3 special meetings were held during the reporting period.

## **PRESENTATIONS**

The Employer presented the draft Policy Statement on Management of Employment, Development and Career Progression of people with disabilities.

## **POLICIES CONSULTED**

The Chamber concluded consultations on the following policies:

- Policy Statement on Management of Employment, Development and Career Progression of people with disabilities.
- Policy Framework on Compensation Management.

Over and above these matters the Chamber also dispensed with the Pension Task Team of the former Provincial Bargaining Council in the recognition of former casual workers and made material inputs to the draft procedure manual for the PSCBC Co-ordinating Chambers in provinces. This Chamber, with regard to job evaluation, awaits guidelines from National on its implementation.

## **FINANCIAL MATTERS**

A three-year budget for the Chamber 2005-2008 was received from the PSCBC. The Chamber submitted inputs to the PSCBC on said budget. Feedback in the Chambers inputs to council is still awaited.

## **CLOSING REMARKS**

The spirit of co-operation amongst the parties to Chamber during the past year emphasised the commitment of the parties' sound labour relations within the Provincial Departments of the Western Cape.