

GENERAL INFORMATION

1.1 Submission of the annual report to the executive authority.

1.2 Introduction by the head of the institution

1.3 Information on the ministry

1.4 Mission Statement

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.

**PROGRAMME PERFORMANCE
VOTE 1: DEPARTMENT OF THE PREMIER**

Purpose for providing programme performance information

Programme Performance

Voted Funds

| Appropriation | Main Appropriation | Adjusted Appropriation | Actual Amount Spent | Over/Under Expenditure |
|--------------------------|--------------------|--|---------------------|------------------------|
| | | | | |
| Responsible Minister | | Premier E Rasool (Premier of the Western Cape Province) | | |
| Administering Department | | Department of the Premier | | |
| Accounting Officer | | Dr G A Lawrence – Director-General | | |

Aim of the Vote

Key measurable objectives, programmes and achievements

Key measurable objectives:

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Programmes:

Achievements:

- Re-engineering implemented in March 2004.
- Social dialogue which entails PDC legislation and Youth communication.

Overview of the service delivery environment for 2004/0:5

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- Infrastructure upgrades to Eerste River, Valkenberg, Lentegur and George Hospitals were completed.
- Infrastructure preparations for False Bay, GF Jooste, Hottentots Holland and Wesfleur commenced.
- For the first half of the most the financial year, the ECAS unit operated with a third of its establishment of 98 posts. In the second half of the financial year the staff compliment was increase to 58 out of a total 98 posts. Despite this shortage of human resource the unit maintain its service delivery objectives.
- More than 600 schools are now equipped with a computer lab which is supported, maintained or assisted by the Education 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.
- At applications and system level 101 systems were enhanced, maintained and supported. The IMS was implemented at the Office of the Director-General and preparations have been completed for implementation at CA&S, Health and the rest of the Department of the Premier.
- 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.
- The Laboratory Information Management System was implemented for the Department of Agriculture.
- The focus of the Legal Services has changed from being a predominantly demand-driven legal support service to providing strategic direction and pro-actively intervening to ensure administrative decision-making that is legally sustainable and that is based on an evaluation of all available options and the implications of, and the risk associated with each option.
- This paradigm shift is in line with the vision of the Province as a “Home for All”, in that all line
- In overall the Office of the Director-General has performed reasonably well in respect of providing transversal support towards the achievement of departmental mandates.

Overview of the organisational environment for 2004/05:

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- Management of the re-engineering process of the department.
- Deployment of the Employment Equity Task team by the Minister of Public Service and Administration on request of the Premier.

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

- Enactment of the amendment of the Provincial Development Council Law.
- Coming into effect of the Provincial Youth Commission.
- Finalisation of the iKapa Elihlumayo strategies.

Departmental revenue and expenditure:

Collection of departmental revenue:

| | 2001/02 Actual | 2002/03 Actual | 2003/04 Actual | 2004/05 Target | 2004/05 Actual | % Deviation from target |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------------------|
| Tax revenue | | | | | | |
| Non-tax revenue | 742 | 847 | 1,910 | 396 | 968 | 244.44% |
| Sales of capital assets | | | | | | |

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|--|------------|------------|--------------|------------|------------|----------------|
| (Capital Revenue) | | | | | | |
| Financial transactions (Recovery of loans and advances) | | | | | | |
| TOTAL DEPARTMENTAL RECEIPTS | 742 | 847 | 1,910 | 396 | 968 | 244.44% |

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) | (2,364) | 173,360 | 173,258 | 102 |
| Programme 4 | 58,188 | (10,633) | 72 | 47,627 | 46,844 | 783 |
| Programme 5 | 15,689 | (2,500) | (815) | 12,374 | 12,245 | 129 |
| Programme 6 | 10,220 | 22 | 1,656 | 11,898 | 11,803 | 95 |
| Programme 7 | 9,457 | 1,130 | (1,131) | 9,456 | 9,107 | 349 |
| Programme 8 | 6,246 | (263) | 137 | 6,120 | 5,842 | 278 |
| Total | 308,932 | (5,000) | - | 297,241 | 294,939 | 2,302 |

Transfer payments

| NAME OF INSTITUTION | AMOUNT TRANSFERRED | ESTIMATE EXPENDITURE |
|--------------------------------|-------------------------------|---------------------------------|
| Provincial Development Council | 3,428 | 3,428 |
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Capital investment, maintenance and asset management plan

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.

Measurable objective:

- Provide administrative and financial support services to the premier.
- Provide effective support at the official residence, Leeuwenhof.
- Formulate and monitor strategies that give expression to the vision of the Provincial Government to create a “Home for All”.

Service delivery achievements:

- 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 objectives and indicators:

| 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. | Provide administrative and financial support services to the Premier so as to ensure effective internal and external service delivery. | Compliance with legal prescripts. | Compliance with legal prescripts. |
| | Fully functional service at the official residence. | Functions facilitated / arranged. | Compliance with legal prescripts. | Compliance with legal prescripts. |
| | | Residence is maintained and kept in sound order. | | Smooth running of the official residence. |
| Executive Support | Strategic management of the Provincial Executive and Cabinet. | Manage the strategic mechanisms /functions related to the Premier and the Provincial Government. | | Implementation of successful strategies. |
| | External and internal communication. | Manage internal and external communication as regards service delivery, specifically 2x100 deliverables. | Informed society. | Successful implementation / achievable standards reached. |
| | Provincial growth | Management of | Effective | Actual |

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| | and development and policy development. | strategies and policies. | 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. | indicators reached / achieved. |
| | External and internal relations. | Manage external and internal relations. | Effective service delivery rendered as regards Social Dialogue as refers to PDC legislation and Youth Communication. | Implementation achieved. |
| Imbizo | | 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:

- 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.
- 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 objectives and indicators:

Service delivery achievements:

| Sub-programmes | Outputs | Output performance measures/service delivery indicators | Actual performance against target. | |
|---|--|--|---|---|
| | | | Target | Actual |
| Administration | | | | |
| Human Rights Programmes and International Relations | Strategic direction and capacity building. | Integrated Provincial Disability, Youth and Gender Strategies successfully communicated, implemented, monitored, evaluated and reported through coordinated, integrated and collaborative efforts. | Trained and capacitate 25 trainers ensuring improved service delivery annually. | 18 fully trained in all three modules of the course. Only 11 to be trained as trainers during 2005. |
| | | Establishment of integrated provincial structures and partnerships for moral regeneration. | | Participants: 15 from different departments. 1 NGO 2 District Municipalities. |
| | 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 | 3 Quarterly Provincial Disability Coordination forum meetings held. Last meeting postponed due to Access 2004 conference. Various partnerships were formed. |

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| | | | district municipal level. | Preparation for establishment of Youth Commission. 2 SAYC meetings. Re-establishment of Provincial Youth Forum. Inter-departmental Youth Committee postponed due to youth commission processes. |
| | | | | Monthly meetings with inter-departmental gender focus persons. Establishment of the Metro Gender Sector. PWID steering committee. Men as partners' partnership established. CIDA partnership established. |
| | | | | Formation of separate structure set on hold due to integrated approach of the directorate. |
| | | | | 4 District workshops held. 3 District funding processes completed. |

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| | 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 nation and province wide M&E processes. |
| | Ensuring an informed public service and general public. | | Quantity and frequency of information reaching the broader public and the public service. | International Day of Persons with Disabilities – 2 events Womens month – 3 events. Youth day – part of 10 Year Celebration. Assisted with the coordination of “16 Days of Activism against gender violence. |
| | | | 4 commemorative days. | |
| | Developing and supporting special programmes of removal of barriers to equal participation, opportunities an benefits for vulnerable and marginalised groups in mainstream planning, development and implementation. | | Number of successful programmes. | 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. |

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| | Administering Provincial honours. | | Ensure high standard of awarding provincial honours. | Annual ceremony – 16 December '04. Order of Disa: Commander 3 Order of Disa: Officer 31 Order of Disa: Member 25 |
| 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. |

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| | | | | 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% | 100% | |
| | | 18 X Provincial Governance and Administration Cluster meetings. | 18 X Provincial Governance and Administration Cluster meetings. | |
| | | 18 X Provincial Economic Cluster meetings | 18 X Provincial Economic Cluster meetings | |
| | | 18 X Provincial Social Cluster meetings | 18 X Provincial Social Cluster meetings | |
| | | 4 X PCC | 4 X PCC | |

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| | | | 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:

Provide strategic direction to the Provincial Top Management and Cabinet, with regard to e-Government and Information Communication Technology (ICT).
 Plan and develop transversal e-Government and ICT projects and service.
 Manage transversal infrastructure and applications operations.
 Render ICT management services to Departments.

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 achievements:

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 efficiency 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 objectives and indicators:

| Sub-programmes | Outputs | Output performance measures/service delivery indicators | Actual performance against target. | |
|----------------|---------|---|------------------------------------|--------|
| | | | Target | Actual |
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|--------------------------|--|---|--|--|
| 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. | | 6 Citcom Meetings. | Facilitated 6 Citcom meetings. |
| | Negotiate and manage Business and Service Level Agreements with SITA. | Business and Service Level Agreements and co-ordination of the relationship with the SITA. | 1 Business Agreement. 6 Service Level Agreements | Managed business and service level agreements. Engaged with SITA at Provincial and National level regarding service delivery. |
| Planning and Development | Provisioning of all IT related technical and professional support. | ICT support. | Effective governance and administrative processes. | |
| | Develop, implement and maintain transversal application systems. | Development of transversal application systems. | 7 existing systems. 3 new systems. | Cape Gateway contact centre maintenance. Cape Gateway Portal V1. 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 |

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| | | | | 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. |
| | 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. |
| | | | | The SUS ⁽¹⁾ 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. |
| Health, Social Services and Housing. | Delivered Applications, Nursing | Plan and develop, or rewrite ICT projects and | 10 signed of project milestones. | Health business processes were improved with the |

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| | Information Management System (NIMS), CRADLE, CYCA, PMS, IAS, Electronic Document Management System (EDMS), GIS, Clinic system. | services for Health, Social Services and Housing. | | go live of a Maternity System (CRADLE) in Gughulethu, 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 st 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). |
| | 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. |
| | 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. |

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| | 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 nd lab. |

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| | 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. | |
| | | | 38 formal reviews of IT projects and functions around Operational Systems. | |

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| | 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. |
| | | | 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 eth 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. | Development of ICT application systems for 8 departments. | 5 departmental specific application systems. | |

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| | 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. | Integration with Local Authorities with provincial ICT. | 5 District authorities connected to efficiency of data. | |

Programme 4: Corporate Services

Purpose:

To promote good corporate governance.

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).
- Provide integrated needs based training and human resource development services to ensure service excellence.

Service delivery achievements:

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 coincide 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 (through 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 and 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.

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Service delivery objectives and indicators:

| Sub-programmes | Outputs | Output performance measures/service delivery indicators | Actual performance against target. | |
|---------------------------|---|---|------------------------------------|---|
| | | | Target | Actual |
| Administration | Senior management service in respect of the Branch. | Smooth and effective functioning of the branch. | Compliance with legal prescripts. | Compliance with legal prescripts. |
| 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. |

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| | 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. | | 17 Training courses. Structured training programme for personnel managers. | 180 Training courses were presented. (See Annexure A). First accredited Provincial Human Resource Management Course presented jointly with UWC. Development and presentation of Norms and Standards in the Personnel and Administration and Persal workshop to HR components. 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. Finalisation of a Human Resource Management Calendar on the website. |

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| | Effective and collective bargaining. | Ensure labour peace and sound labour practices in the workplace. | 12 Western Cape Provincial Bargaining Council Meetings | 10 Monthly meetings. 1 Special meeting. 3 workshops. Management of the Collective Bargaining / Consultative Meetings for PGWC: 7 meetings of the PSCBC. 4 General Public Service Sectoral Bargaining Chamber meetings. |
| | 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. | |
| | | | Advice to Provincial Treasury and other departments regarding the business mapping | |

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| | | | | 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) |
| | | | | 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. |
| | | | | Assited 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. |
| | 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. |

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| | | | 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. |
| | 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. |

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| 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 sound legal advice and a quality forensic investigative service to the Premier, Provincial Ministers, Director-General and all of the Departments within the Administration in a professional and efficient manner.

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 achievements:

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.

Service delivery objectives and indicators:

| Sub-programmes | Outputs | Output performance measures/service delivery indicators | Actual performance against target. | |
|----------------|---|---|--|--|
| | | | Target | Actual |
| Legal Services | Providing formal (written) legal opinions. | Render a quality legal advisory service. | 500 opinions. | 785 opinions |
| | Legal scrutiny of Cabinet submissions. | | 90 submissions | 47 submissions. |
| | Drafting/editing of contracts. | Negotiate, draft and edit legally sound and sustainable contracts. | 200 contracts | 280 contracts |
| | Providing of commentary on legislation. | Ensure compliance with Constitutional directives in the monitoring of, and commenting on, national legislation. | 30 pieces of legislation. | 10 pieces of legislation. |
| | Drafting, amending, editing of provincial and subordinate legislation. | Provide for the drafting of provincial and subordinate legislation in all areas of provincial competence. | 30 pieces of legislation. | 35 pieces of legislation. |
| | Management and monitoring of litigation matters. | Ensure successful management of litigation matters. | 200 litigation matters | 293 litigation matters |
| | Intensify the recruitment of suitable personnel. Upgrading of existing personnel. | Ensure human and information capacity matters. | 37 employees. | 50 employees. |
| Forensic Audit | Improve on response time. | To Audit/investigate irregularities reported. | Audit / investigations to be finalised within 4 weeks. | Response time of 4 weeks. Backlog was eliminated successfully. |

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| | 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. | |
| | 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. |

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| | <p>Monthly meetings Sustain Western Cape Anti-Corruption Forum Attend Banking Forum.</p> <p>Sustain interaction with Anti-Corruption Co-ordination Committee.</p> <p>Maintain a network with SAPS, Prosecutors and Forensic Audit Companies to expedite prosecutions.</p> <p>Establish partnerships with clients.</p> <p>Consult relevant role players.</p> <p>Network methodologies where necessary.</p> | Integrated approach. | <p>Attendance at meetings. Minutes of meetings. Decisions taken. Implementation of agreements.</p> | <p>Attended meetings. Prepared and filed minutes of meetings. Implemented decisions and agreements where applicable.</p> |
| | 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 were reviewed. |
| | 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. |

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| | 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 achievements:

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 objectives and indicators:

| Sub-programmes | Outputs | Output performance measures/service delivery indicators | Actual performance against target. | |
|----------------|--|---|--|--|
| | | | Target | Actual |
| Administration | Liaison with Branches within the Department. | Support the Director-General in the co-ordination of the inter and intra-governmental relations co-operation. | 24 bi-weekly Departmental Management meetings. | 24 bi-weekly Departmental Management meetings. |
| | Liaison with Departments within the Provincial Government. | | 24 bi-weekly Provincial Top Management meetings. | 12 monthly Provincial Top Management meetings. |

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| | 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:

Service delivery achievements:

Service delivery objectives and indicators:

| 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. | | 1 Unqualified annual report. | Ongoing. |
| | Ensure effective and efficient internal control and monitoring services. | | 20 inspections. | 13 inspections done. |

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| | Render an effective, efficient and economic supply chain management service to the department. | | 80% client satisfaction with accurate and timely delivery of goods and services. | Ongoing. |
| | | | 100% contracts closed in accordance with prescripts. | |

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 provide effective and efficient human resource management, labour relations and general administrative support services within the Department of the Premier.

Service delivery achievements:

Service delivery objectives and indicators:

| 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. |

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**ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2005**

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**REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 MARCH 2005**

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 simultaneously 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

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**REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 MARCH 2005**

the co-ordination and integration of all information and communication technologies in the provincial government departments.

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

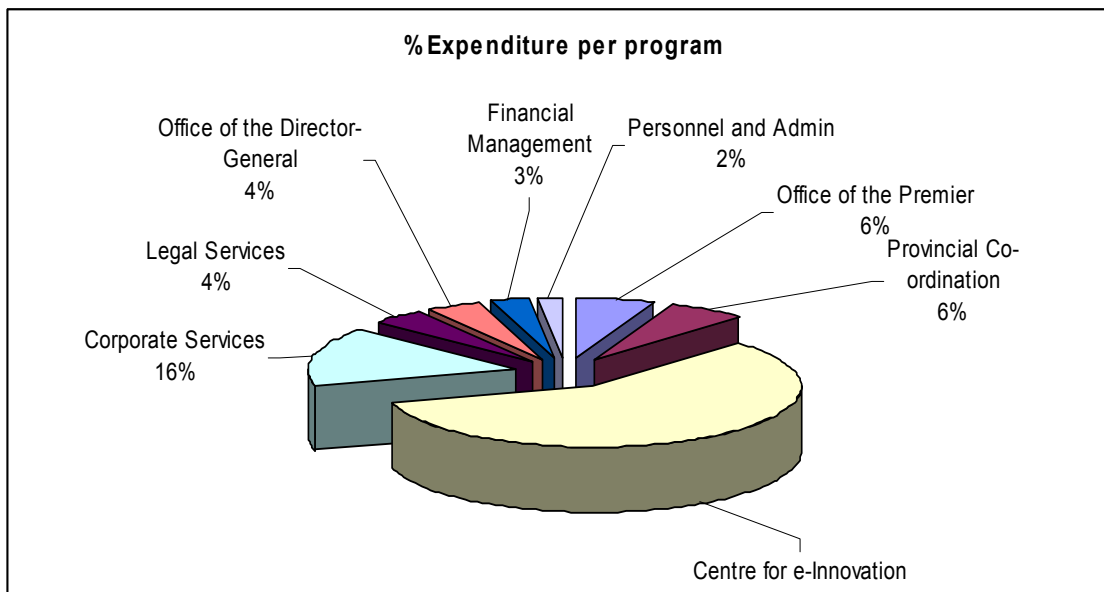
The department has embarked on a few major projects during the year under review which include:

- 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.

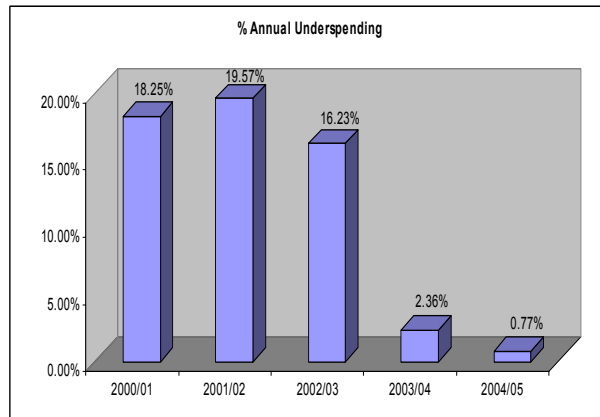


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**REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 MARCH 2005**

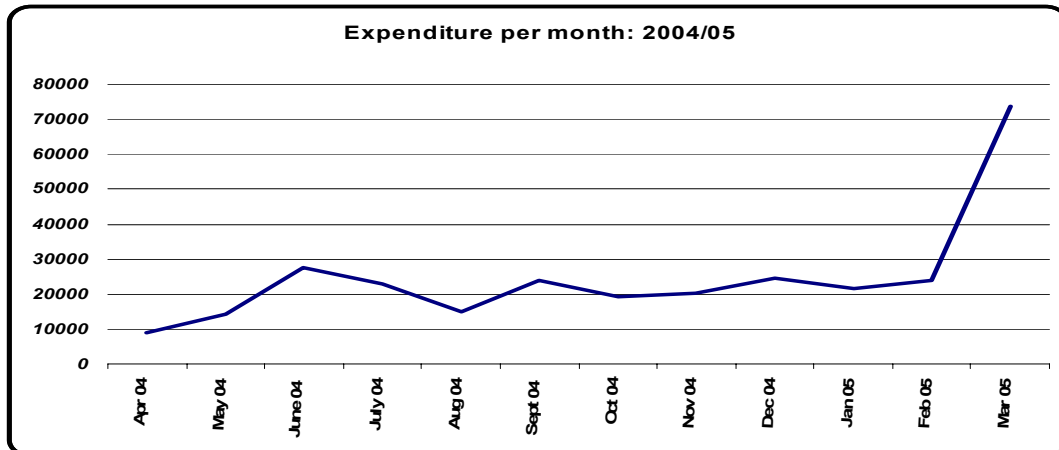
Under spending

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.

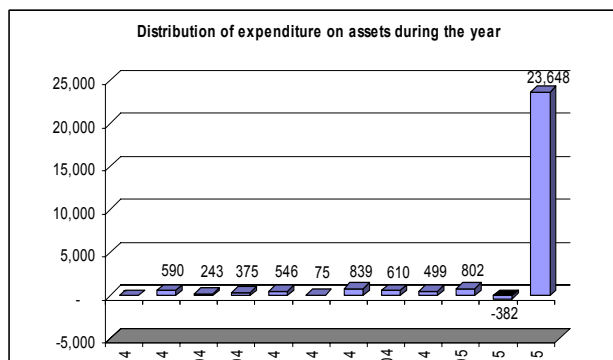


Spending performance

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



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**REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 MARCH 2005**

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.

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**REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 MARCH 2005**

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.

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.

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

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**REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 MARCH 2005**

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.

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:

| Reference to previous audit report and SCOPA resolutions | Subject | Findings on progress |
|---|---|---|
| Resolution no.7 of the Second Report -2001 | Transversal SCOPA resolutions - 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 | Attendance of ministers – All ministers should accompany their departments during discussions, as some questions posed are more appropriate for answering at a political | Minister did attend and envisages to attend future discussions. |

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**REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 MARCH 2005**

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Approval

The Annual Financial Statements set out on pages 8 to 51 have been approved by the Accounting Officer.

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**DR GA LAWRENCE
ACCOUNTING OFFICER**

DATE:

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**REPORT OF THE AUDITOR-GENERAL ON THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005**

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**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

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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.

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.

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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.

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:

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**ACCOUNTING POLICIES
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- 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.

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

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**ACCOUNTING POLICIES
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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.

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.

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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.

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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 appropriatio n |
|---|-------------------------------------|-------------------|--------------|---|
| | 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 | 173,360 | 173,258 | 102 | 99.94 |
| Programme 4: Corporate Services | 47,627 | 46,844 | 783 | 98.36 |
| Programme 5: Legal Services | 12,374 | 12,245 | 129 | 98.96 |
| Programme 6: Office of the Director-General | 11,898 | 11,803 | 95 | 99.20 |
| Programme 7: Financial Management | 9,456 | 9,107 | 349 | 96.31 |
| Programme 8: Personnel Management & Administration | 6,120 | 5,842 | 278 | 95.46 |
| Total | 297,241 | 294,939 | 2,302 | 99.23 |

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.

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**NOTES TO THE APPROPRIATION STATEMENT
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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.

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

APPROPRIATION

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

| | Note | 2004/05 R'000 | 2003/04 R'000 |
|---|------|------------------|------------------|
| REVENUE | | | |
| Annual appropriation | 1. | 297,241 | 320,492 |
| Departmental revenue collected | 2. | 968 | 1,514 |
| TOTAL REVENUE | | 298,209 | 322,006 |
| EXPENDITURE | | | |
| Current expenditure | | | |
| 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 |
| Total current expenditure | | 248,869 | 247,767 |
| Transfers and subsidies | 6. | 4,859 | 8,948 |
| Expenditure for capital assets | | | |
| Machinery and Equipment | 7. | 28,486 | 28,414 |
| Software and other intangible assets | 7. | 12,725 | 21,493 |
| Total expenditure for capital assets | | 41,211 | 49,907 |
| TOTAL EXPENDITURE | | 294,939 | 306,622 |
| NET SURPLUS/(DEFICIT) | | 3,270 | 15,384 |
| NET SURPLUS/(DEFICIT) FOR THE YEAR | | 3,270 | 15,384 |
| Reconciliation of Net Surplus/(Deficit) for the year | | | |
| 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 |
| NET SURPLUS/(DEFICIT) FOR THE YEAR | | 3,270 | 15,384 |

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**STATEMENT OF FINANCIAL POSITION
at 31 March 2005**

| | Note | 2004/05 R'000 | 2003/04 R'000 |
|--|------|------------------|------------------|
| ASSETS | | | |
| Current assets | | 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 |
| TOTAL ASSETS | | <u>6,603</u> | <u>14,394</u> |
| LIABILITIES | | | |
| Current liabilities | | 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 |
| TOTAL LIABILITIES | | <u>6,423</u> | <u>14,090</u> |
| NET ASSETS | | <u>180</u> | <u>304</u> |
| Represented by: | | | |
| Recoverable revenue | | 180 | 304 |
| TOTAL | | <u>180</u> | <u>304</u> |

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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 |
|---|------|-------------------|-------------------|
| Recoverable revenue | | - | - |
| Opening balance | | 304 | 36 |
| Debts recovered (included in departmental receipts) | 2 | (124) | - |
| Debts raised | | - | 268 |
| Closing balance | | <u>180</u> | <u>304</u> |
| TOTAL | | <u><u>180</u></u> | <u><u>304</u></u> |

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**CASH FLOW STATEMENT
for the year ended 31 March 2005**

| | Note | 2004/05 R'000 |
|--|---------|------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| 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 | | (15,189) |
| Current payments | | (248,996) |
| Transfers and subsidies paid | | (4,859) |
| Net cash flow available from operating activities | | 27,179 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Payments for capital assets | | (41,211) |
| Proceeds from sale of capital assets | 2. | 6 |
| Net cash flows from investing activities | | (41,205) |
| CASH FLOWS FROM FINANCING ACTIVITIES | | |
| Increase/(decrease) in loans received | | (124) |
| Net cash flows from financing activities | | (124) |
| | | |
| Net (decrease) in cash and cash equivalents | | (14,150) |
| | | |
| Cash and cash equivalents at beginning of period | | 12,960 |
| | | |
| Cash and cash equivalents at end of period | 8 & 13. | (1,190) |

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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)

| | Final Appropriation 2004/05 R'000 | Actual Funds Received 2004/05 R'000 | Variance over/(under) 2004/05 R'000 | Total Appropriation 2003/04 R'000 |
|---|--|--|--|--|
| Office of the Premier | 18,229 | 18,082 | 147 | 14,978 |
| Provincial Co-Ordination | 18,177 | 17,758 | 419 | 18,039 |
| Centre for E-Innovation | 173,360 | 173,258 | 102 | 202,563 |
| Corporate Services | 47,627 | 46,844 | 783 | 52,310 |
| Legal Services | 12,374 | 12,245 | 129 | 12,157 |
| Office of the Director-General | 11,898 | 11,803 | 95 | 4,785 |
| Financial Management | 9,456 | 9,107 | 349 | 7,910 |
| Personnel Management and Administration | 6,120 | 5,842 | 278 | 5,555 |
| Total | 297,241 | 294,939 | 2,302 | 320,492 |

2. Departmental revenue collected

| | Note | 2004/05 R'000 | 2003/04 R'000 |
|---|-------------|--------------------------|--------------------------|
| 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 |
| Total revenue collected | | <u>1,516</u> | <u>1,910</u> |
| Less: Departmental Revenue Budgeted | | <u>548</u> | <u>396</u> |
| Departmental revenue collected | | <u>968</u> | <u>1,514</u> |

2.1 Financial transactions in assets and liabilities

Nature of loss recovered

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

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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 |
|---|------|------------------|------------------|
| 3. Compensation of employees | | | |
| 3.1 Salaries and wages | | | |
| 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 |
| | | <u>92,454</u> | <u>85,703</u> |
| 3.2 Social contributions | | | |
| 3.2.1 Short term employee benefits | | | |
| Pension | | 10,077 | 7,279 |
| Medical | | 3,689 | 3,195 |
| Bargain council | | 17 | 12 |
| | | <u>13,783</u> | <u>10,486</u> |
| Total compensation of employees | | <u>106,237</u> | <u>96,189</u> |
| Average number of employees | | <u>553</u> | <u>534</u> |

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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 |
|---|------|------------------|------------------|
| 4. Goods and services | | | |
| 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 |
| | | 142,566 | 151,469 |
| 4.1 External audit fees | | | |
| Regulatory audits | | 1,876 | 985 |
| | | 1,876 | 985 |
| 4.2 Inventory | | | |
| 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 |
| | | 3,478 | 3,536 |

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

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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 |
|--|-------------|------------------|------------------|
| 6. Transfers and subsidies | | | |
| 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 |
| | | <u>4,859</u> | <u>8,948</u> |
| 7. Expenditure for capital assets | | | |
| Machinery and equipment | Annex 6 | 28,486 | 28,414 |
| Software and other intangible assets | Annex 6 | 12,725 | 21,493 |
| Total | | <u>41,211</u> | <u>49,907</u> |
| 8. Cash and cash equivalents | | | |
| Consolidated Paymaster General Account | | - | 37 |
| Cash on hand | | 11 | - |
| Cash with commercial banks | | 2,630 | 12,923 |
| | | <u>2,641</u> | <u>12,960</u> |
| 9. Prepayments and advances | | | |
| Travel and subsistence | | 68 | 15 |
| | | <u>68</u> | <u>15</u> |

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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 |
|---------------------------------|---------|---------------------------------------|-------------------------------|-----------------------------------|------------------|------------------|
| 10. Receivables | | Less than one year | One to three years | Older than three years | Total | Total |
| 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 |
| | | 3,371 | 299 | 224 | 3,894 | 1,419 |

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

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

**WESTERN CAPE PROVINCE
PROVINCIAL ADMINISTRATION
VOTE 1**

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

| | Note | 2004/05 R'000 | 2003/04 R'000 |
|---|----------------|--------------------------|--------------------------|
| 11. Voted Funds to be surrendered to the Revenue Fund | | | |
| 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> |
| 12. Departmental revenue to be surrendered to Revenue Fund | | | |
| 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> |
| 13. Bank overdraft | | | |
| Paymaster General Account | | 3,831 | - |
| | | <u>3,831</u> | <u>-</u> |
| | Note | 2004/05 R'000 | 2003/04 R'000 |
| 14. Payables – current | | | |
| | 30 Days | 30+ Days | Total |
| Amounts owing to other departments | Annexure 8 | - | - |
| Clearing accounts | 14.2 | - | - |
| Other payables | 14.3 | 7 | - |
| | | <u>7</u> | <u>9</u> |
| | | <u>7</u> | <u>134</u> |
| 14.1 Clearing accounts | | | |
| Balance accounts | | - | 97 |
| | | <u>-</u> | <u>97</u> |
| 14.2 Other payables | | | |
| Suspense accounts | | 7 | 9 |
| | | <u>7</u> | <u>9</u> |

**WESTERN CAPE PROVINCE
PROVINCIAL ADMINISTRATION
VOTE 1**

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

| | Note | 2004/05 R'000 | 2003/04 R'000 |
|---|------|------------------------|------------------------|
| 15. Reconciliation of net cash flow from operating activities to surplus/(deficit) | | | |
| Net surplus/(deficit) as per Statement of Financial Performance | | 3,270 | |
| (Increase)/decrease in receivables – current | | (2,475) | |
| (Increase)/decrease in prepayments and advances | | (53) | |
| Increase/(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> | |
| 16. Appropriated funds and departmental revenue surrendered | | | |
| 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
PROVINCIAL ADMINISTRATION
VOTE 1**

**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.

| | | Note | 2004/05 R'000 | 2003/04 R'000 |
|------------|--|----------|------------------|------------------|
| 17. | Contingent liabilities | | | |
| | Housing loan guarantees to employees | Annex 10 | 693 | 987 |
| | Other departments (unconfirmed balances) | Annex 9 | 127 | - |
| | Capped Leave Commitments | | 5,869 | 9,034 |
| | | | 6,689 | 10,021 |

18. Commitments

Current expenditure

Approved and contracted

| | |
|--------------|------------|
| 2,977 | 184 |
| 2,977 | 184 |

Capital expenditure

Approved and contracted

| | |
|-------|-------|
| 2,693 | 2,355 |
| 2,693 | 2,355 |

Total Commitments

| | |
|--------------|--------------|
| 5,670 | 2,539 |
|--------------|--------------|

| | | Note | 2004/05 R'000 | 2003/04 R'000 |
|------------|--|----------------|------------------|------------------|
| 19. | Accruals | | | |
| | By economic classification | | | |
| | | 30 Days | 30+ Days | Total |
| | Goods and services | 385 | 240 | 625 |
| | Machinery and Equipment | - | - | 393 |
| | | | | 625 |
| | 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. Internal audit | | 10 | 2 |
| | 8. Financial management | | - | 32 |
| | 9. Personnel management and administration | | - | 31 |
| | | | 625 | 3,662 |
| | Confirmed balances with other departments | Annex 9 | 409 | - |
| | | | 409 | - |

**WESTERN CAPE PROVINCE
PROVINCIAL ADMINISTRATION
VOTE 1**

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

| | Note | 2004/05 R'000 | 2003/04 R'000 |
|------------------------------|------|------------------|------------------|
| 20. Employee benefits | | | |
| Leave entitlement | | 1,975 | 1,266 |
| Thirteenth cheque | | 2,889 | 2,269 |
| | | <u>4,864</u> | <u>3,535</u> |

| | Note | 2004/05 R'000 | 2003/04 R'000 |
|--|------|------------------|------------------|
| 21. Leases | | | |
| | | | |
| | | | |
| 21.1 Operating leases | | | |
| Not later than 1 year | | 33 | 57 |
| Later than 1 year and not later than 3 years | | 639 | 460 |
| Later than three years | | 1,140 | 323 |
| Total present value of lease liabilities | | <u>1,812</u> | <u>840</u> |

| | | | |
|--|--|--------------|-----------|
| 22. Irregular expenditure | | | |
| 22.1 Reconciliation of irregular expenditure | | | |
| Opening Balance | | 88 | - |
| Irregular expenditure – current year | | 2,988 | - |
| Transfers to receivables for recovery (Not condoned) | | - | 88 |
| Irregular expenditure awaiting condonement | | <u>3,076</u> | <u>88</u> |
| Analysis | | | |
| Current | | 2,988 | - |
| Prior years | | 88 | - |
| | | <u>3,076</u> | <u>-</u> |

| | | | |
|---|--|--------------|--------------|
| 23. Senior management personnel | | | |
| Basic remuneration | | | |
| 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>2,762</u> | <u>2,303</u> |
| Other remuneration and compensation provided to key management | | | |
| 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>2,061</u> | <u>1,619</u> |

**PART FIVE
HUMAN RESOURCE MANAGEMENT**

GENERAL COMMENTS: INFORMATION EXTRACTED FROM SYSTEMS

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; | Premier; Provincial Cabinet; Executing Authorities; Director-General; Heads of Departments; Senior Managers; | 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 | Standards largely met per key achievements and outputs. |

| | | | | |
|--|---|---|--|---|
| optimal enabling and professionalising human resource management through training interventions; labour relations; collective bargaining; management of grievances; disciplinary procedures; disputes and arbitration. | 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. | | analysis; client expectations; and the requirement for an informed workforce of public service practices, policies, norms and standards. | |
| 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 | Premier, the Provincial Cabinet, Director-General and all the Departments of the | Premier, the Provincial Cabinet, Director-General and all the Departments of the Western Cape | Accurate, thoroughly researched, timely and quality legal advice. | Completed 785 formal opinions. |

| | | | | |
|---|--|--|--|--|
| scrutinising Cabinet Submissions. | Western Cape Provincial Administration. | Provincial Administration. | Accurate, thoroughly researched, timeous and quality legal advice in the scrutiny and verification of Cabinet submissions. | 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 administration and 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. | | |
| Job evaluations. | Department of the Premier. | Provincial departments. | On demand. | |

*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 1st 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 2nd 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. |

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

| Compliant Mechanism | Actual Achievements |
|--|---|
| 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 | Review of training strategies / course content when |

| | |
|---|------------|
| training course evaluation interventions. | indicated. |
|---|------------|

TABLE 2.1 – Personnel costs y Programme

| Programme | Total expenditure (R'000) | Compensation of employees expenditure (R'000) | Training Expenditure (R'000) | Professional and Special services (R'000) | Personnel cost as % of Total expenditure | Average Compensation of employment cost per employment (R'000) | Employment |
|---------------------------------------|---------------------------|---|------------------------------|---|--|--|------------|
| 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 | 5,084 | 57 | | 55,61% | 142 | 33 |
| Personnel Management & Administration | 5,842 | 4,688 | 60 | | 80,25 | 142 | 33 |
| TOTAL | 294,939 | 106,237 | 3,163 | | 36,02% | 200 | 531 |

TABLE 2.2 – Personnel costs by salary band

| Salary bancs | Compensation of employees Expenditure (R'000) | % of total Compensation of employees cost | Number of Employees | Average Compensation of Employees cost per Employee (R'000) |
|---|---|---|---------------------|---|
| Lower skilled (Level 1-2) | | | 16 | |
| Skilled (Level 3-5) | | | 61 | |
| Highly skilled productions (Level 6-8) | | | 151 | |
| Highly skilled supervision (Level 9-12) | | | 266 | |
| Senior Management (Level 13-16) | | | 36 | |
| Premier | | | 1 | |
| TOTAL | | | 531 | |

TABLE 2.3 – Salaries, Overtime, Home Owners Allowance and Medical Aid per Programme

| Programme | Salaries (R'000) | Salaries as % of Compensation of employees cost | 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 |
| TOTAL | 76,048 | 71,58% | 1,272 | 1,20% | 1,087 | 1,02% | 3,689 | 3,47% | 82,095 |

TABLE 2.4 – Salaries, Overtime, Home Owners Allowance and Medical Aid by Salary Band

| Programme | Salaries (R'000) | Salaries as % of Compensation of employees cost | 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) | | | | | | | | | |
| Skilled (Level 3-5) | | | | | | | | | |
| Highly skilled productions (Level 6-8) | | | | | | | | | |
| Highly skilled supervision (Level 9-12) | | | | | | | | | |
| Senior management (Levels 13-16) | | | | | | | | | |
| Other | | | | | | | | | |
| TOTAL | | | | | | | | | |

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% | - |
| TOTAL | 775 | 531 | 31% | - |

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

*NOTE – The column "Numer 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 | - | - |
| TOTAL | 775 | 531 | 31 | - |

*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 | 15 | 10 | 33 | - |

| | | | | |
|--|------------|------------|------------|----------|
| communication. | | | | |
| 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 & analysts | 58 | 43 | 26 | - |
| TOTAL | 775 | 531 | 31% | - |

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% | - | - |
| Highly 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 | - | - | - | - | - | - |
| TOTAL | 776 | 9 | 1.2% | 5 | 51% | - | - |

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 |
| Total | 2 | - | 5 | - | 7 |
| 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 | - | - | - | - | - |
| Total | - | - | - | - | - |
| 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 | Terminations | Transfer out of the Department | Terminations and transfers out of | Turn-over rate % |
|-------------|-----------------------------------|--------------|------------------------------|-------------------------------------|--------------|--------------------------------|-----------------------------------|------------------|
|-------------|-----------------------------------|--------------|------------------------------|-------------------------------------|--------------|--------------------------------|-----------------------------------|------------------|

| | | | | Department | | | the Department | |
|---|------------|------------|-----------|------------|------------|------------|----------------|------------|
| 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 | - | - | - | - | - | - | - |
| TOTAL | 531 | 179 | 35 | 214 | 103 | 108 | 211 | 40% |

*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% |
| TOTAL | 531 | 214 | 211 | 40% |

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% |
| GRAND TOTAL | 211 | 100% |
| Total number of employees who left as a % of the total employment | | 40% |

*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 an 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% |
| GRAND TOTAL | 531 | 53 | 10% | 255 | 48% |

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% | - | - |
| TOTAL | 531 | 53 | 10% | 255 | 48% |

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 |

| | | | | | | | | | |
|-----------------------------|-----------|------------|----------|------------|-----------|------------|----------|-----------|------------|
| TOTAL | 33 | 159 | 4 | 108 | 36 | 112 | 2 | 77 | 531 |
| 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 |
| TOTAL | 33 | 159 | 4 | 108 | 36 | 112 | 2 | 77 | 531 |

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 |
| TOTAL | 22 | 51 | 1 | 13 | 31 | 47 | 3 | 11 | 179 |
| 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 | - | - | - | - | - | - | - | - | - |
| TOTAL | 4 | 21 | - | - | 2 | 14 | - | 8 | 49 |
| 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 |
| TOTAL | 8 | 17 | 1 | 23 | 10 | 25 | 2 | 17 | 103 |
| 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 |
| TOTAL | 45 | 152 | 2 | 64 | 37 | 117 | 5 | 65 | 487 |
| 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 |
| African | 8 | 69 | 12% | 10 | 11 |
| Male | 5 | 33 | 15% | 53 | 11 |
| Female | 3 | 36 | 8% | 39 | 13 |
| Asian | 2 | 6 | 33% | - | 22 |
| Male | 1 | 4 | 25% | - | 38 |
| Female | 1 | 2 | 50% | - | 7 |
| Coloured | 74 | 271 | 27% | 810 | 11 |
| Male | 47 | 159 | 30% | 569 | 12 |
| Female | 27 | 112 | 24% | 240 | 9 |
| White | 74 | 185 | 40% | 1 | 16 |
| Male | 38 | 108 | 35% | 6442 | 17 |
| Female | 36 | 77 | 47% | 515 | 14 |
| TOTAL | 158 | 531 | 30% | 2107 | 13 |

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 | Number | % of total | Total | Average | Total cost |

| | of benefi- ciaries | of employ- ees | within salary band | cost (R'000) | cost per employee (R) | as a % of the total personnel expenditure |
|---|-----------------------|-------------------|--------------------------|-----------------|-----------------------------|--|
| Lower skilled (Level 1-2) | 2 | 16 | 13% | 7 | 3 | |
| Skilled (Level 3-5) | 11 | 61 | 18% | 54 | 5 | |
| Highly skilled production (Level 6-8) | 63 | 151 | 42% | 559 | 9 | |
| Highly skilled supervision (Level 9-12) | 58 | 266 | 22% | 1142 | 20 | |
| TOTAL | 134 | 494 | 27% | 1762 | 13 | |

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

| Critical occupations | Beneficiary profile | | | Cost (R'000) | |
|---|----------------------------|------------------------|------------------------------------|-----------------|---------------------------------|
| | 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% | - | - |
| 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 |
| TOTAL | 158 | 531 | 30% | 1944 | 12 |

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 benefi- ciaries | Total employ- ment | % of total employ- ment | Cost (R'000) | Average cost per beneficiary (R) | Personnel cost SMS (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 | - | - | - | - |
| TOTAL | 24 | 37 | 65 | 344 | 14 | - |

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 | - | - | - | - | - | - |
| TOTAL | - | - | 2 | 100% | - | - |

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 | - | - | - | - | - | - |
| TOTAL | - | - | 2 | 100% | - | - |

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'000) |
|---|-------------|---------------------------------|--------------------------------------|---------------------------------------|---------------------------|------------------------|
| 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 |
| TOTAL | 4285 | 65% | 498 | 100% | 9 | 14,088 |

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'000) |
|---|------------|---------------------------------|--|---|---------------------------|------------------------|
| 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) | - | - | - | - | - | - |
| TOTAL | 130 | 100% | 5 | 100% | 26 | 171 |

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 |
| TOTAL | 12522 | 24 | 531 |

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 | 4,110 | 34 |
| TOTAL | 754 | 13 | 19 | 59 | 9,739 | 526 |

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 |
| TOTAL | 363 | 37 | 10 |

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 Assitant-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 | | The following members currently constitute the Departmental committee: <ul style="list-style-type: none"> • Alfreda Sirmonpong – Office of the Premier/DG • Tonia Petersen – CEI: Education, Sport & Culture • Babara Steyn – Legal Services • Masechaba Lottering – Financial Management • Samiega Peters – Centre for E-Innovation • Rica Hugo – CEI: Transport • Zodwa Mahapa – Provincial Training • Helen Ward – Corporate Services • Rowina Wynford – Cabinet Services • Ricardo Africa – CEI: Health, Social Services & Housing • Joseph Marks – Communication Services 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. |
| 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 continous. |
| 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 | X | | Departmentally, no. The Department is member to the |

| | | |
|---|--|---|
| measures/indicators to monitor and evaluate the impact of your health promotion programme? If so, list these measures/indicators. | | 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

| | |
|--|----------|
| Total collective agreements | 1 |
| 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 | - | - |
| TOTAL | 7 | 100% |

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% |
| TOTAL | 7 | 100% |

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% |
| TOTAL | 9 | 100% |

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% |
| TOTAL | 2 | 100% |

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

| Strike actions | Number |
|--|---------------|
| 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 |

TABLE 12.1 – 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 |
| TOTAL | | 531 | - | 868 | 10 | 878 |

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 |
| TOTAL | | 531 | 2 | 487 | - | 489 |

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

| Project Title | Total number of consultants that worked on the project | Duration: work days | Contract value in Rand |
|------------------------------------|--|---------------------|------------------------|
| 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 |

| Total number of projects | Total individual consultants | Total Duration: work days | Total Contract value in Rand |
|--------------------------|------------------------------|---------------------------|------------------------------|
| 2 | 4 | | |
| 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

| Project Title | % Ownership by HDI groups | % Management by HDI groups | Number of consultants from HDI groups that work on the project |
|---------------|---------------------------|----------------------------|--|
| | | | |
| | | | |
| | | | |

TABLE 14.3 – Report on consultant appointment using donor funds

| Project Title | Total number of consultants that worked on the project | Duration: Work days | Donor and contract value in Rand |
|---------------------------|--|---------------------|----------------------------------|
| Centre for E-innovation 2 | 4 | | |

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

| Project Title | % Ownership by HDI group | % Management by HDI groups | Number of consultants from HDI groups that work on the project |
|---------------|--------------------------|----------------------------|--|
| | | | |

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% |
| TOTAL | 100.00% |

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.