

ENGLISH

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GENERAL INFORMATION

1. GENERAL INFORMATION

1.1 SUBMISSION OF THE ANNUAL REPORT TO THE EXECUTIVE AUTHORITY

The annual report of the Department of Agriculture is hereby submitted to the Minister of Agriculture.

1.2 INTRODUCTION BY THE HEAD OF THE INSTITUTION

This annual report gives feedback regarding the measure of success and the standards of service delivery of the Western Cape Department of Agriculture during the 2003/04 financial year. The annual report also gives readers a picture of the contribution the Department made to positively influence the agricultural landscape over the past ten years of democracy.

The document proves that the team from Agriculture performed exceptionally in reaching objectives set according to the direction given by both the National and Provincial governments. The Department's commitment to the support of the emerging agricultural sector is evident through the process of decentralisation of agricultural training as well as through the good progress made in terms of the land reform process.

The main challenge for the coming year will be to align service delivery to the vision of making the Western Cape a home for all for all role-players in Agriculture – especially in the rural areas where poverty and unemployment reigns. A further aspect that will enjoy renewed attention is the expansion of research to service all agricultural sectors in the Province.

Further details regarding the performance of the Department of Agriculture during the 2003/04 financial year can be obtained in the rest of this document.

1.3 INFORMATION ON THE MINISTRY

Minister of Agriculture, Environmental Affairs and Development Planning

The Minister is the executive authority responsible for all provincial agricultural functions such as technology transfer and development, agricultural training, veterinary services, agricultural engineering and farmer settlement.

Minister JP Gelderblom, Minister of Agriculture, Environmental Affairs and Development Planning, accompanied by his wife and two officials of the Department of Agriculture, was part of a Ministerial delegation that visited The Netherlands, Ireland and Belgium on invitation from 29 June 2003 to 10 July 2003. The visit to The Netherlands was aimed at creating contact with institutions that were interested in advancing Black Empowerment. Organisations visited were CBI (Centre for the Promotion of Imports from developing countries), Fair Trade and Sanec (South-African – Netherlands Chamber of Commerce). The Fair Trade and Sanec agreements were signed that will benefit HDI through export possibilities internationally.

The visit to Belgium was in connection with tourism. Enterprise Ireland Bord Failte were visited in Ireland regarding environmental affairs.

The total cost of this visit was R172 384.07.

Minister Gelderblom, accompanied by one official, visited The Netherlands, Italy and the United States of America from 2 December 2003 to 11 December 2003.

The visit to The Netherlands was to finalise the Sanec and Fair Trade agreements – both of which came into operation on 1 January 2004.

The Minister visited Milan (Italy) as guest speaker in his capacity as Minister of Environmental Affairs and Development Planning.

The visit to Florida Agricultural University in Tallahassee resulted in the signing of an agreement which holds a lot of advantages for HDI's and an injection of R8 million in kind (training for land reform beneficiaries) over five years.

The total cost of this visit was R94 278.99.

1.4 VISION AND MISSION STATEMENT

VISION

Global success, competitive, inclusive and in balance with nature.

MISSION

To promote, by means of technology development and transfer, land reform and agricultural training, sustained agricultural production and marketing of the entire community, by creating food security, improving personal income and general quality of life.

1.5 LEGISLATIVE MANDATE

The core functions and mandates of the Department of Agriculture are governed by the following:

General Constitutional matters	National Constitution of South Africa (Act 108 of 1996) The Constitution of the Western Cape (Act 1 of 1998)
Staff matters	Labour Relations Act (Act 66 of 1995) Basic Conditions of Employment Act (Act 75 of 1997) Skills Development Act (Act 97 of 1998) Skills Development Levies Act (Act 9 of 1999) Occupational Health and Safety Act (Act 85 of 1993) Compensation for Occupational Injuries and Diseases Act (Act 130 of 1993) Public Holidays Act (Act 6 of 1994) Government Employees Pension Law (1996) Employment Equity Act (Act 55 of 1998) Public Service Act (Act 103 of 1994)
Financial matters	Public Finance Management Act (Act 1 of 1999 as amended by Act 29 of 1999) Division of Revenue Act (Annually) Western Cape Direct Charges Act (Act 6 of 2000) Western Cape Appropriation Act (Annually) Western Cape Finance Act (Annually) Preferential Procurement Policy Framework Act (Act 5 of 2000) Companies Act (Act 61 of 1973) Income Tax Act, 1962 – 4th standard
Administrative matters	Extension of Security of Tenure Act (Act 62 of 1997) National Archives Act (Act 43 of 1996) Promotion of Access to Information Act (Act 2 of 2000) Administrative Justice Act (Act 3 of 2000)
Agricultural and training matters	Adult Basic Education and Training Act (Act 52 of 2000) South African Qualifications Act (Act 58 of 1995) National Education Policy Act (Act 27 of 1996) Further Education and Training Act (Act 98 of 1998) General and Further Education and Training Quality Assurance Act (Act 58 of 2001) Employment of Education and Training Act (Act 76 of 1998) Conservation of Agricultural Resources Act (Act 43 of 1983) Subdivision of Agricultural Land Act (Act 70 of 1970) Meat Safety Act (Act 40 of 2000) Animal Diseases Act (Act 35 of 1984) Higher Education Act (Act 101 of 1997) Land Redistribution Policy for Agricultural Development Soil user planning ordinance (Ordinance 15 of 1985) Act on the division of Agricultural Land, 1970 (Act 70 of

1970)
 Water Services Act, 1997 (Act 108 of 1997)
 Act on Marketing of Agricultural Products, 1996 (Act 47 of 1996)
 Land Reform Act, 1997 (Act 3 of 1997)
 Act on Agricultural Products Standards
 Veterinary and Para-Veterinary Professions Act, 1982 (Act 19 of 1982)
 Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947)
 The International Code for the Control of Animal Diseases of the World Organisation for Animal Health (OIE – Office International des Epizooties)
 The International Code for Laboratory Diagnostic Procedure for Animal Diseases of the World Organisation for Animal Health
 The International Sanitary and Phyto Sanitary Code of the World Trading Organisation.
 Codex Alimentarius of the World Trade Organisation (International Code of Food Safety)

PUBLIC ENTITIES

CASIDRA

The total shareholding in Casidra was transferred from the National Minister of Agriculture and Land Affairs to the Provincial Government of the Western Cape in April 2003 under the oversight of the Provincial Minister of Agriculture, Environmental Affairs and Development Planning.

Casidra is structured as a private company under the Companies' Act, 1973, (Act 63 of 1973) with a unitary Board of Directors. The organisational structure comprises of a General Manager, responsible for operational activities, and a Chief Financial Officer responsible for finance and administration, both reporting directly to the Managing Director as Chief Executive.

Casidra was delisted as a 3B company (National Government Business Enterprise), and changed to a 3D company (Provincial Government Business Enterprise) under the Public Finance Management Act (Act 1 of 1999) with the transfer from National to the Province.

It is Casidra's mission to improve the quality of life of particularly the low-income section of the population, mainly in rural areas of the Western Cape through integrated, people-orientated development, thereby aiding the establishment of self-sufficient communities.

In alignment with the policy priorities of the Western Cape Provincial Government, their four main objectives are the following:

- Poverty alleviation through economic growth
- Development of human resources through training and empowerment
- Financial independence through restructuring, and
- Effective business management.

GENERAL

Under request and advice from the National Treasury this Department's report in Part 2 (Programme Performance) is presented in accordance with the new standardised programme structure (implemented in 2004/05) while financial reporting in Part 4 (Annual Financial Statements) is done in accordance with the programme structure in use in 2003/04.

The rationale behind the above is to expedite comparative programme performance reporting for Agriculture to 2004/05.

POTENTIAL PROBLEM AREAS	COMMENTS AND STATISTICS
Rural development	The definition of rural development, and the core business of the Department (and programmes) means that only one facet, namely agricultural development can be addressed. Two presidential nodes, URP and ISRDS, involve different departments and organisations to deliver on development needs. Agriculture focuses on the agricultural development needs – not rural development.
A problem area remains the shortage of extension staff to effectively provide support services to the growing number of clients. The internationally accepted ratio of clients to extensionist is a maximum of 200:1. In the Western Cape this ratio is an unacceptable 500:1 and urgent attention should be given to the creation of more posts.	Continuous motivations for the creation of additional extension posts have been successful and in 2004 /2005 the expansion will expand. This will coincide with an amalgamation with the Farmer Settlement component to form the new Programme: Farmer Support and Development. The total number of posts within this component will be 187. The additional posts will be filled over a two-year period.
International requirements for certification of animal products	Traditional farming practices and record keeping does not comply with international (particularly EU) requirements. In most instances getting these practices in line will be medium to long-term projects.
Increased demand for export certification	Despite the flexibility in foreign exchange, a steady increase in the demand for export certification was observed during the year. Significant changes in the Rand value compared to other currencies may create sudden and severe pressure on export certification by Veterinary Services.
The expanded clientele of the Department especially in respect of emerging and resource-poor farmers might necessitate a re-prioritisation of service delivery especially to those farmers that are self-sufficient and well established.	Specific projects (72 in 2003) have been initiated in various areas throughout the province to give guidance, extension and training to small groups of farmers who are either fully or partly dependent on livestock farming as a primary source of income.
A decline in the research capacity of research partners (i.e. ARC)	The department embarked upon a strategy to build capacity in these research fields and incorporated new programmes for research to circumvent this problem.
Strengthening of the exchange rate	Over the period December 2001 to February 2004 the Rand strengthened by 47,3%. It is important to note that the level of the exchange rate can have a major impact on the relative competitiveness of industries and the two most important export products from the Western Cape (deciduous fruit and wine) are agricultural related products. Furthermore, as South Africa has an open economy, a strengthening exchange rate would also undermine the prices received on the domestic market. It follows that the strengthening of the exchange rate would have a significant impact on the Provincial as well as the sectoral economy.
Negative perception of youth towards a career in agriculture.	Learners at schools currently have a very limited exposure to agriculture and related fields. Learners are also bombarded with lots of negative media reporting on agricultural issues and land reform in South and Southern Africa. Only a few schools offer agriculture as subject. In most cases teachers with no training in agriculture teach Agriculture in schools.
High percentage of emerging farmers and land reform beneficiaries are farming on a part-time basis.	Mostly, participants of the land reform programme are above 50 years of age and farming on a part-time basis. These factors not only have a severe negative impact on the participation of these beneficiaries in the available support programmes, but also on the return on investment of such programmes.

2.5 OVERVIEW OF THE ORGANISATIONAL ENVIRONMENT FOR 2003/04

There is a shortage of strategically placed personnel to service the new district municipality boundaries as well as the infrastructure to support these personnel.

The new programme structure, as prescribed by National Treasury, necessitated significant organisational changes in some components of the Department.

The provision of infrastructure required in the settlement of emerging and existing resource poor farmers increased the workload of the limited number of officials dramatically.

Similarly there was an increase in the workload for the provision of post settlement support and training to beneficiaries of land reform.

There is an ever-increasing demand for the services provided by the Department from both the commercial and resource poor farmers.

Mainstreaming new entrants into agriculture. Limited staff appointments prevented the mainstreaming process. Extension staff links to directorate staff were very limited and constrained. Additional programmes, such as mentoring and training are needed.

Addressing food security, AIDS, gender issues and youth in agriculture. At least 21 food security projects were implemented, but the remaining issues received no attention due to staff constraints (only 10 staff members).

A new sub-programme to specifically address food safety issues related to food of animal origin and the facilitation and standardisation of export certification came into being during 2003. Good progress was made with the appointment of full-time veterinarians at 3 of the 5 ostrich export abattoirs enabling more direct control over the management of hygiene standards at these abattoirs as required by the European Commission. This sub-programme has taken on the challenge to address the increasing problem of illegal and unhygienic slaughter of animals and the selling of the meat in informal settlements. A project has been initiated at primary schools to teach young children the importance of healthy and inspected food. More than 171 schools throughout the province are already involved in the project.

Major restructuring of the research portfolio of the Department was embarked upon. Three new research institutes, i.e. Plant Production, Animal Production and Resource Utilisation were planned and came into effect on 1 April 2004. New research focus areas were designed in order to circumvent the declining research capacity of network partners (i.e. ARC). Occupational health and safety of workers in the research environment received major attention.

Although the Western Cape is probably one of the most advanced agricultural regions on the continent of Africa, its resource base is becoming increasingly constrained. This is true in terms of both the availability of land (under pressure from urban encroachment) as well as water (with increased pressure on reallocation of water from agricultural towards human and industrial use).

2.6 STRATEGIC OVERVIEW AND KEY POLICY DEVELOPMENTS FOR THE 2003/04 FINANCIAL YEAR

Land Care Areawide Planning methodology with its integrated community-based approach to natural resource management includes all the priorities of the communities.

Expansion and decentralisation of training in the Further Education and Training (FET)-band to historical disadvantaged communities, farmers, farm workers and LRAD beneficiaries.

More emphasis is placed upon the improvement of the social and working environment of farm workers.

Support services remain the most crucial element of the agricultural development process, and the capacity of staff (not only number of field workers) must reflect this.

The land reform process has to be fast tracked to settle 7 000 land reform beneficiaries in the first 5 years of LRAD. About 4 202 land reform beneficiaries have been settled within a 2-year period. Different factors influenced the fast tracking of the land reform process, one is the budget of the Provincial Land Affairs Office, another the limited budget for additional finance for the implementation of the agricultural activities. About 10 000 people have applied for a LRAD grant, but only about 2 000 could be assisted in the 2003/2004 budget.

The demand for infrastructure projects escalated due to the increase in Land Redistribution of Agricultural Development (LRAD) beneficiaries.

Agricultural infrastructure needs are escalating due to the demand from food security, LRAD, Act 9 reserves and other beneficiaries, but even more pressure is placed on the budget because beneficiaries also need agricultural inputs such as fertilizers, seeds and pesticides.

The appointment and retention of well-trained and skilled staff remains a top priority and big challenge.

Black Economic Empowerment initiatives and needs are becoming more and more urgent and it needs to receive increasing attention.

Effecting transformation with specific reference to employment equity in the presence of scarce much-needed agricultural skills, stereotyping in terms of gender, racial imbalance, language and logistical barriers.

The need to consolidate and put the availability and utilisation of information on animal diseases on a more sound and user-friendly footing will be a major focus area within the Programme of Veterinary Services. An Epidemiology Unit that was established and equipped at the end of 2003 has been tasked to develop and to attend to the epidemiological analysis and capture of essential animal health disease data for the province.

The project to create a hygiene awareness and sensitivity on safe and inspected food of animal origin will be expanded and facilitated with the appointment of additional personnel in the Cape Flats area and within the policy unit of the sub-programme Veterinary Public Health.

A farm accreditation and registration system for sheep farms in the Karoo Region will be further refined in accordance with European Union requirements to enable the export of bone-in lamb from this area to the EU.

Projects initiated during 2003/4 to expedite and facilitate the ISO-accreditation of specific diagnostic procedures at the Provincial Veterinary Laboratory will materialise during 2004/5 with the additional appointment of personnel and structural changes to the laboratory.

More emphasis must be placed on the expansion of research capacity within the Department. Restructuring of research services into three institutes, i.e. Plant Production, Animal Production and Resource Utilisation took place.

During 2003 the National Government embarked on the development of a Growth and Development Strategy for South Africa. The Western Cape province subsequently held its own Provincial Growth and Development Summit attended by representatives of the four social partners (Government, Business, Labour and Civil Society). During the Provincial Summit it was inter alia decided that a participative strategy should be developed for the agricultural sector in the Western Cape. Due to the election, this will only be done in the new financial year.

During the report period the importance of land reform as part of the social structure of our society has again been emphasised. However, land reform in itself is not enough, but the prevalence of successful cases should increase. It follows that the successful integration of these farms into the mainstream economy should receive attention through the development of an Agribusiness focus.

The availability and accuracy of agricultural data has deteriorated consistently in recent years. As various reasons exist for this phenomenon, it is important to develop a solution. To this end the Department has, in collaboration with the National Department of Agriculture, started to develop systems in order to address this problem for the Western Cape.

In a highly interconnected global environment decisions often lead to some unintended consequences. It follows that it is necessary to develop a quantitative system through which the impact of various decisions can be analysed and compared. During this financial year the Department has made considerable progress in the development of a multi-regional Social Accounting Matrix as well as a generic General Equilibrium Model. This framework will be used to provide such a quantitative framework.

A co-operative agreement with the Stellenbosch University with regard to the articulation of students between the two institutions was concluded. A new B.Agric qualification was registered with SAQA and was implemented as from January 2004.

The opening of a decentralised training facility at George in the Southern Cape further enhanced the access to training services provided by the Department. In addition to this, the first steps were taken in the establishment of similar training facilities at Oudtshoorn in the Klein-Karoo.

2.7 DEPARTMENTAL RECEIPTS

Since it is not the core business of the Department to collect revenue, i.e. licence fees etcetera, the Department only needs to ensure proper debt collecting for services rendered. In this regard the Department maintains a comprehensive tariff register that is updated annually.

Department Revenue	Actual Collection 2002/03 R'000	Budgeted Collection 2002/03 R'000	Actual Collection 2003/04 R'000	% Deviation from target
Current revenue	166 390	171 699	172 809	0.7%
Tax revenue	154 407	160 585	160 585	0
Non-Tax revenue	11 983	11 114	12 224	10%
Capital revenue	0	0	0	0
Departmental revenue	166 390	171 699	172 809	0.7%

The better than anticipated performance is due to better than expected sale of products as well as increases in laboratory and analytical services.

Department Own Revenue	Actual Collection 2002/03 R'000	Budgeted Collection 2002/03 R'000	Actual Collection 2003/04 R'000	% Deviation from target
Gifts, donations and sponsorships	285	0	29	100%
Liquor licences	130	0	0	0
Proceeds from sale of equipment	7	0	0	0
Subsidised motor transport	102	0	29	100%
Parking	17	18	21	17%
Interest received	46	14	15	7%
House rent	427	455	457	0%
Water/ electricity/ sanitation	421	350	353	1%
Boarding and lodging	1 972	1 502	2 351	57%
Cheques written back	15	0	9	100%
Sales of agricultural products	2 970	2 972	3 253	9%
Registration, class and examination fees	2 580	2 545	2 899	14%
Services rendered	2 688	3 213	2 550	(21%)
Other	323	45	258	473%
TOTAL	11 983	11 114	12 224	10%

Specific challenges and responses

Challenge 1: Impact of Resolution 7 on the filling of vacant posts. The delays had a negative impact on service delivery in various programmes and sub-programmes.

Response to Challenge 1

To simplify and consolidate the administrative procedures for appointments and a review of the delegations to authorise and approve appointments.

Challenge 2: Implementing BAS-system to work properly.

Response to Challenge 2

To get people properly trained, technical problems sorted out and Standard Chart of Accounts implemented.

Issues requiring ongoing attention

Simplifying systems to expedite service delivery.

2.8 DEPARTMENTAL PAYMENTS

Programme	Allocated for 2003/04	Roll-overs and Adjustments	Virement	Total Allocated	Actual expenditure	Deviation
Administration	31 815	(456)	127	31 486	30 744	2%
Sustainable Resource Management	19 228	2 290	25	21 543	18 760	13%
Farmer Support and Development	41 406	(2 274)	(718)	38 612	32 970	15%
Veterinary Services	19 350	0	0	19 350	18 759	3%
Technology research and Development Services	36 908	2 710	8	39 626	40 862	(3%)
Agricultural Economics	5 180	(450)	0	4 730	4 074	14%
Structured Agricultural Training	15 012	782	558	16 352	14 422	12%
Total	169 097	2 602	0	171 699	160 591	6%

Specific challenges and responses

Challenge 1: Transfer payments.

Response to Challenge 1

Engaged legal services in the proper contracts and memoranda of understanding and agreements.

Challenge 2: Conforming to the audit report (2003).

Response to Challenge 2

Design organisational structure to reflect audit issues. Design a project cycle to accommodate most processes required in the delivery of projects.

Issues requiring ongoing attention

To co-ordinate payments with cash flow planning despite the dynamics of respondents and beneficiaries' circumstances.

Transfer payments within the legal and financial frameworks bearing in mind the dynamics and circumstances of the beneficiaries.

Community involvement in the implementation of projects, i.e. the bid process. Training of staff members in the processes of transfer payment linked to community development.

2.9 PROGRAMME PERFORMANCE/SERVICE DELIVERY ACHIEVEMENTS

Programme 2: SUSTAINABLE RESOURCE MANAGEMENT

Strategic goal 1:

Sustainable utilisation of the natural resources of the Province.

Strategic objective:

Provide a support service regarding engineering services to the other programmes of the Department, to enhance the sustainable utilisation of natural agricultural resources, to conserve the environment, to plan and develop agricultural engineering products and to render advice and provide agricultural engineering services to farmers and other institutions.

Sub -Programme 2.1: Engineering services

Measurable Objective	Performance Measure	Actual Outputs 2002/03	Target outputs 2003/04	Actual outputs 2003/04	Deviation from Target	
					Units	%
Facilitate the provision of Infrastructure	Number and expenditure of Infrastructure Projects	2	4	3	-1	-25%
Water availability investigations and planning for land reform projects	Number and scale of investigations	18	20	25	5	25%
Design irrigation systems for emerging farmers	Number of designs	12	15	15	0	0%
Appropriate water conservation promotion and technology transfer	Number of new irrigation blocks added to water conservation programme	10	10	10	0	0%

Measurable Objective	Performance Measure	Actual Outputs 2002/03	Target outputs 2003/04	Actual outputs 2003/04	Deviation from Target	
					Units	%
Planning and design of optimal animal handling and housing facilities, and waste management systems	Number and scale of projects.	48	45	50	5	10%
	Technology transfer	34	30	35	5	14%
Planning and design of river erosion protection structures	Number of projects	2	2	2	0	0%
The successful implementation of conservation farming with appropriate research and technology testing programmes	Number of locations where demonstrations were carried out.	15	18	15	-3	-17%
	Farmers provided with advice regarding conservation farming	48	45	40	-5	-11%

Specific challenges and responses

Challenge 1: To reach consensus between the different communities/beneficiaries of land reform projects and resource poor farmers on the infrastructure project details and specifications take up an enormous amount of time and delays the implementation of the project.

Response to Challenge 1

Dedicated officials spend a lot of time and effort to empower the different role-players to enable them to take an informed decision and to reach consensus on the infrastructure project details and specifications and thus allow the project to be executed.

Issues requiring ongoing attention

Challenge 1 above is an ongoing issue that needs to be solved with virtually every project.

Sub- Programme 2.2: LandCare

Measurable Objective	Performance Measure	Actual Outputs 2002/03	Target outputs 2003/04	Actual outputs 2003/04	Deviation from Target	
					Units	%
Resource Conservation Projects: Implementation of Conservation of Agricultural Resources Act (Act 43 of 1983)	Contour banks	21 Projects	50 Projects	43 Projects	7	-14
	Drainage	39	30	69	39	130
	Erosion fences	20	55	61	11	20
	Reclamation of bare patches	12	5	1	4	-80
	Stock-watering	24	40	45	5	12
	Erosion structures	0	1	1	0	0
LandCare and Infrastructure projects	The amount of projects completed	15	24	24	0	0
Areawide Planning projects	The amount of projects that were initiated	0	4	4	0	0
Land Use Management	Application and enquired service delivery	800	600	800	200	25

Specific challenges and responses

Challenge 1: The placement of service personnel in line with district municipality boundaries. The Department will start with the correct placement of staff to service the clients in the area that they reside.

Response to Challenge 1

A start to meet the challenge was the creation of 2 new posts in Bredasdorp to cater for the Overberg District Municipality.

Challenge 2: The facilitation of the LandCare Areawide Planning methodology. This project integrates all service agencies and is therefore a very time consuming and complex project.

Response to Challenge 2

On-site training of facilitators as well as other agencies in the respective district municipalities.

Challenge 3: Illegal clearing of virgin land.

Response to Challenge 3

The development of a memorandum of understanding with the partner agencies in natural resource management.

Challenge 4: Limited subsidy on resource conservation works.

Response to Challenge 4

Farmers were still erecting the work that was designed by us and receiving limited or no subsidy at all.

Issues requiring ongoing attention

This sub-programme has received limited additional financial support to implement natural resource management projects, a learnership programme and service delivery projects in the Western Cape for this and the following financial year.

PROGRAMME 3: FARMER SUPPORT AND DEVELOPMENT

This is a new programme implemented from 1 April 2004 through the amalgamation of the technology transfer and farmer settlement components. The sub-programmes differ fundamentally from the separate sub-programmes of 2003/2004 and all efforts were made to ensure compliance to the 2004/2005 strategic plan format.

Sub-programme 3.1: Farmer Settlement

In essence this is the old directorate: Farmer Settlement with the exclusion of the sub-programmes: Institutional Capacity Building and Farm Worker Development.

Sub-programme 3.2: Farmer Support Services

The sub-programmes: Institutional Capacity Building and Farm Worker Development, which was designed for the retrenched government workers (Resolution 7 of 2002) will be managed under this programme. The two sub-programmes are reported on as separate sub-programmes but without reference to the 2004/2005 sub-programmes.

Sub-programme 3.3: Food Security

A new sub-programme as the data was not recorded separately but under the infrastructure programme, within the sub-programme: Infrastructure as support to HDI communities and farmer groups.

Sub-programme 3.4: Farm Worker Development

See sub-programme 3.2 and 3.1 for the details. This sub-programme will be designed for a specific target group, namely farm workers in the 2004/2005-budget cycle. The retrenched government workers will have a separate budget allocation, but the process of resolution 7 of 2002 will end on June 2004.

Sub-programme 3.5: Casidra

The transfer payment based on the shareholder's compact agreement between the Provincial government and Casidra is paid from this sub-programme. The main objective of the transfer payment is to maintain the core capacity of Casidra.

Measurable Objective	Performance Measure	Actual Outputs 2002/03	Target outputs 2003/04	Actual outputs 2003/04	Deviation from Target	
					Units	%
3.1: Farmer Settlement						
Improve service delivery by streamlining the LRAD process	Apply and support the prioritisation model Effective and efficient implementation of LRAD sub-programme. Number of beneficiaries settled on farms and farming successfully. Food security and quality of life improved.	65 business plans	25 business plans	10 business plans	-15	-40
		3 944	1000	785	-215	-21,5
Improve linkages with national and provincial departments to facilitate land reform	Regular meetings with national departments of Land Affairs, Water Affairs and Forestry and Agriculture, and provincial departments of Social Services, Transport and Public Works, Economic Development and Housing. Attend DAC, PGC and community meetings.	4 scheduled meetings and ad hoc meetings based on projects	4 scheduled meetings and ad hoc meetings based on projects	25 scheduled meetings and ad hoc meetings based on projects	21	525
		72 DAC meetings 12 PGC meetings 100 community meetings	72 DAC meetings 12 PGC meetings 100 community meetings	84 DAC meetings 9 PGC meetings 108 community meetings	12 -3 8	16 -25 8
Finalise the FALA processes, and initiate supply led land reform project	All FALA land allocated or identified for future development	-	34 tracts of land identified and assessed for agricultural production. Receive principle agreement from NDA. Appointment of agent to investigate supply led land reform project.	34 tracts of land identified in terms of locality, current use and caretaker. No principle agreement received		
Settle 1 000 farmers through the land reform processes	Appointment of agent to investigate supply led land reform project At least 1 000 farmers (beneficiaries) settled through the LRAD programme, transformation of Act 9 land, FALA and restitution claims, and farming profitable. Database of business plans evaluated Statistics of target groups: Farm workers, women and youth.	3 944	1 000 See first point	785	- 215	-21,5
Support and strengthen LRAD projects that are struggling	Financial and technical assistance to at least 10 LRAD projects, with a success rate of 50%.	-	10 projects	13 projects	3	30
Implement the Programme for Agricultural Infrastructure Development (PAID), CASP and PIG in HDI communities	At least 30 projects implemented in HDI communities.	34 projects	63 projects	37 projects	-26	-42
3.2: Farmer Support Services						
Co-ordination of the following Agricultural Support Services:	Number of commercial farmers					
Training	Training	102	200	594	394	197
Mentorship	Mentorship	0	0	0	0	0

Measurable Objective	Performance Measure	Actual Outputs 2002/03	Target outputs 2003/04	Actual outputs 2003/04	Deviation from Target	
					Units	%
Advice	Advice	5157	7500	9226	1726	23
Contact/Site Visits	Contact/Site Visits	3762	4000	3159	-841	-21
Research Transfer	Research Transfer	18	25	36	11	44
Infrastructure	Infrastructure	0	0	0	0	0
Co-ordination of the following Agricultural Support Services:	Number of emerging farmers					
Training	Training	30	100	312	212	212
Mentorship	Mentorship	0	0	0	0	0
Advice	Advice	2578	3000	4612	1612	53,5
Contact/Site Visits	Contact/Site Visits	1880	2000	1580	-420	-21
Research Transfer	Research Transfer	0	10	12	2	20
Infrastructure	Infrastructure	0	0	0	0	0
Institutional capacity building – strengthen grass roots organisations for improved implementation of infrastructure projects	To assist communities with the development of institutional arrangements at grass roots level to ensure sustainable and viable projects – LRAD and infrastructure development.	0	10	14	4	40
3.3: Food security						
Homestead Food Production	Increased number of productive homestead gardens		7	8	1	14
	Number of participants in scheme	No benchmark	0	143	0	0
	Number of livestock / poultry units	No benchmark	0	2	0	0
	Nutritional status index	No benchmark	0	0	0	0
Community Gardens in Urban Areas	Increased number of productive community gardens		0	8	8	800
	Number of participants in scheme	No benchmark	0	172	0	0
	Number of livestock / poultry units	No benchmark	0	0	0	0
	Nutritional status index	No benchmark	0	0	0	0
	Increased number of productive homestead gardens		0	0	0	0
3.4: Farm Worker Development						
Farm Worker Development: Offer retrenched government workers in 16 localities alternative economic opportunities	To explore economic alternatives for the affected groups and to set up the institutional capacity for successful implementation. Adequately resourced body for rural development.	0	Retrench all 180 personnel	Retrenched 107 personnel	-73	-40,5
			Arranged a workshop to introduce economic alternatives	Implemented, and at least 5 projects were started – in the planning phase		
			Linked with the Department of Labour for support to individuals	The Department of Labour supported several groups and individuals with training and counselling		
			Trained individuals in different skills relating to the projects or potential job opportunities	At least 25 individuals trained		

Measurable Objective	Performance Measure	Actual Outputs 2002/03	Target outputs 2003/04	Actual outputs 2003/04	Deviation from Target	
					Units	%
			Assist the retrenched with job seeking	Negotiated and assisted 40 retrenched with alternative jobs		
3.5: Casidra						
To maintain core institutional capacity as stipulated in the shareholder's compact agreement		-	Transfer payment of R 4,5 million	Transfer payment of R 4,5 million	0	0

Specific challenges and responses

Challenge 1: Implement the new programme with new foci and mandate, without affected service delivery.

Response to Challenge 1

New programme in place in August at the latest to start implementation of projects, and new agricultural schemes.

Challenge 2: Implement CASP in the province.

Response to Challenge 2

Design systems and procedures for implementation of new scheme.

Challenge 3: Land reform remains the challenge within the agricultural development context.

Response to Challenge 3

How to balance land reform targets with successful farming operations within the given agricultural resource base?

Issues requiring ongoing attention

Recruitment of technical staff within the context of client profiles and preferences.

Land reform and the implementation of land reform (different processes) within the Province, and with several stakeholders.

Meeting client's expectations with allocated budgets and available staff, and integration of services within the development framework.

Delivery despite rules and regulations, and recognising the limitations of clients.

PROGRAMME 4: VETERINARY SERVICES

Minimise and monitor animal health risks and enhance the hygiene management at animal product establishments in accordance with national and international standards for service delivery and export certification.

Sub-programme 4.1: Animal Health

To monitor animal disease risks, prevent the spread of diseases, control outbreaks of animal diseases and do epidemiological surveillance on the occurrence of animal diseases to enable livestock producers to compete in the modern global economy.

Sub-programme 4.2: Export Control

To promote, regulate and facilitate the export of animals and animal products, to control measures related to animal health certification and to maintain the sanitary guarantees for the export of animals and animal products.

Sub-programme 4.3: Veterinary Public Health

To monitor veterinary public health risks and promote, regulate and monitor the implementation of hygiene management practices at abattoirs, food producing and export establishments.

Sub-programme 4.4: Veterinary Laboratory Services

To maintain a veterinary diagnostic service in accordance with national and international norms and standards to enhance acceptance of health certification for trade in animals and animal products.

Measurable Objectives	Performance Measure	Actual Outputs 2002/03	Target outputs 2003/04	Actual outputs 2003/04	Deviation from Target	
					Units	%
4.1 Animal Health						
Programme to monitor the incidence of Bovine Tuberculosis and Bovine Brucellosis to maintain the low prevalence in the Western Cape.	Scientific verification of disease free status of the Province for both diseases	55 238 (TB) 95 757 (CA) (Animals tested)	60 000 (TB) 120000(CA) (Animals tested)	90 000 (TB) 120000(CA) (Animals tested)	-10	-20%
Identification of specific projects for veterinary extension and knowledge transfer in resource poor communities	Cost effective animal production and enhanced animal health within these communities, thus enhancing food security	Planning/project development	45 projects	60 projects	+20	+20%
Stock census and on-farm inspections	Complete census of all farms in area over 2 year cycle	No census	7200 farms 50%	100% of farms	-30	-15%
Inspection, monitoring and surveillance of livestock farms for animal disease risks	Compliance to all requirements	56% of 7200 farms	72%	82%	100	-15%
Rabies prevention in dogs and cats in selected barrier areas	70% immune population in sensitive areas	63 000	56 000 animals	62 500	100	+10%
Set and monitor standards for quality control of agricultural products in line with export market requirements	Number and type of standards maintained/created/monitored	Development of protocol for registered farms (sheep)	10 farms	3 farms registered for export to EC	10	-33%
Risk Assessment	Number of Health certificates provided	All applications	All applications	All applications	100	0 %
4.2 Export Control						
Set and monitor standards for quality control of agricultural products in line with export market requirements	Number and type of standards maintained/created/ monitored	Standards set and applied in accordance with national and international norms and standards	Standards set and applied in accordance with national and international norms and standards	Standards set and applied in accordance with national and international norms and standards	100	100%
Inspection and monitoring of export abattoirs and export establishments to ensure compliance with local and export requirements.	Continuous monitoring at EU-approved export establishments One audit per annum at export establishments.		5	5	8	100%
			6	6	23	100%
Inspection and monitoring of farms registered for export purposes to ensure compliance with export requirements.	Ostrich farms Dairy farms Venison farms Sheep farms		455 190 10 10	455 190 15 20	455 190 20 30	100%
Collection of national chemical residue samples in meat, milk and other edible products from animal origin.	Collect all samples requested by national Dept. of Agriculture.		Number of samples prescribed by national Department of Agriculture.	Number of samples prescribed by national Department of Agriculture.		
Certify all applications for export that conform to the requirements of the importing countries	Issue of appropriate export certificates and recording on the database.		100%	100%	100%	

Measurable Objectives	Performance Measure	Actual Outputs 2002/03	Target outputs 2003/04	Actual outputs 2003/04	Deviation from Target	
					Units	%
4.3 Veterinary Public Health						
Compliance to the Meat Safety Act by abattoirs (Act 40 of 2000)	Number of inspections of facilities	6.6 visits/abattoir	6.6 visits/abattoir	6.8 visits/abattoir	0.2	3%
HAS evaluation of abattoirs	Annual HAS evaluation for each abattoir and creation of HAS base line for the province.	Annual HAS evaluation of all abattoirs	Annual HAS evaluation of all abattoirs (81)	Annual HAS evaluation of all abattoirs (81)	81	100%
Meat safety awareness campaigns	Visits to schools	Development of project	Visit 20 schools	Visit 171 schools	200	130%
4.4 Veterinary Laboratory Services						
Diagnostic Services provided (about 20% provided to other provinces and SADC countries).	SANAS Accreditation	SOPs for parasitology completed and partially for biochemistry.	Partial accreditation for histopathology and Parasitology.	Procedure and equipment SOPs completed for four sections	0	0
	Establishment of a serum bank for ostriches	Serum bank established.	Complete ostrich sampling in 12m cycle starting Oct 03	50% of random sampling completed	0	0
	Total tests performed (decrease due to measures taken to ensure standards are maintained; specimens from neighbouring provinces and Namibia turned away)	199 555 tests	210 000 tests	184 098 tests	-15457	-7.75
	Test related to food safety (abattoir hygiene and product monitoring) for export certification	594 samples	1 000 samples	2 663 samples	1 663	+166.3
	Income generated (R)	753 918	650 000	1 005 000	35500	+54.6

Specific challenges and responses

Challenge 1: Breakdown of diagnostic services in various provinces and some neighbouring countries resulted in unrealistic demands, for serological tests in particular. Unrealistic demands, relative to manpower and facilities, will negatively impact on quality assurance.

Response to Challenge 1

Arrange for samples to be sent to other laboratories. Arrange for a laboratory, with limited financial resources, in neighbouring province to obtain reagents. Enhance capacity and expertise in especially neighbouring provinces.

Challenge 2: Delays in filling of posts in bacteriology and virology due to processes resulting from Resolution 7.

Response to Challenge 2

Use contract appointment in bacteriology as an interim measure. Reassign duties of technologist associated with aquaculture diagnostics when the need for this reduces dramatically.

Challenge 3: Set a target to have at least 60% of meat at informal slaughterings inspected before sale.

Response to Challenge 3

Train Animal Health Technicians in identifying primary health risks during slaughtering and perform primary meat inspections at informal settlements.

PROGRAMME 5: TECHNOLOGY, RESEARCH AND DEVELOPMENT SERVICES

To render an agricultural research service and develop information systems with regards to crop production technology, animal production technology and resource utilisation technology.

Sub-programme 5.1: Research

To facilitate, conduct and co-ordinate the identification of agricultural research needs; development/adapting or transferring appropriate technology to farmers and to participate in multi-disciplinary agricultural development projects.

Sub-programme 5.2: Information Services

To coordinate the development and dissemination of information to clients including the development and utilisation of various information systems (e.g. GIS).

Sub-programme 5.3: Infrastructure Support Service

To provide and maintain infrastructure facilities for the line function to perform their research and other functions, i.e. experiment farms.

Measurable Objective	Performance Measure	Actual Outputs 2002/03	Target outputs 2003/04	Actual outputs 2003/04	Deviation from Target	
					Units	%
5.1 Research						
Facilitate, conduct and coordinate provincial specific and relevant research	Type of research (animal products, crop production) Number of research projects	205	163	168 (110 animal production projects, 46 plant production projects, 12 resource utilisation projects)	5	3%
5.2 Information Service						
Distribution and dissemination of appropriate technology	Research and demonstration trials Collection and prioritization of technology needs	Sub programme not activated				
5.3 Infrastructure support services						
Maintenance of experiment farms	Type of maintenance support provided	205 projects	163	Infrastructure support up to 168 research projects. Continuous upgrading of seven research farms.	5	3%

Specific challenges and responses

Challenge 1: To upgrade the research facilities of the three institutes, i.e. glasshouses, equipment, etc.

Response to Challenge 1

Embark upon a strategy to increase funding for research and infrastructure upgrading.

Challenge 2: Lack of research capacity, especially in newly identified areas of research, i.e. vegetable production, etc.

Response to Challenge 2:

Embark upon a strategy to attract and retain qualified researchers in these fields.

PROGRAMME 6: AGRICULTURAL ECONOMICS

The purpose of this Programme is to provide an effective agricultural economics support service to internal and external clients.

Sub programme 6.1 Marketing Services

To identify marketing opportunities and risk factors through research, to disseminate such information through appropriate channels and to facilitate the uptake of these opportunities by individuals in the agricultural value chain. To provide Farm Economics support to internal and external clients through research and advice.

Sub programme 6.2 Macro economics and Statistics

To develop a database on various economic statistics and trends, develop appropriate models in order to analyse the impact of various economic trends, variables and international/national and local policies on the agricultural sector.

Measurable objectives, performance indicators and targets

Measurable Objective	Performance Measure	Actual Outputs 2002/03	Target outputs 2003/04	Actual outputs 2003/04	Deviation from Target	
					Units	%
6.1 Marketing services						
Preparation and proactive dissemination of marketing information	Type of information shared Dissemination mechanism Recipients	- - -	Safex prices Weekly newsletter Farmers	Safex prices Weekly newsletter Farmers	On target	0%
Execution of projects	Achievement of results by target dates	15 projects	25 projects	25 projects	On target	0%
Peer review of outputs	Acceptance of outputs by peers	5 papers	5 papers	8 papers	3	60%
6.2 Macro economics and statistics						
Establishment and/or expansion of economic statistics database	Availability of database Dissemination of information	Develop structure of database on request	Develop database On request	Develop database On request	On target	0%
Execution of projects	Achievement of results by target dates	7 projects	8 projects	13 projects	5	63%
Peer review of outputs	Acceptance of outputs by peers	5 papers	5 papers	10 papers	5	100%

Specific challenges and responses

Challenge 1: Access to markets.

Response to Challenge 1

It is clear that the agricultural sector adapted well to the process of market deregulation and trade liberalisation. However, all indications are that the prices of agricultural commodities will increasingly come under pressure in the foreseeable future. This trend is of especial importance for resource poor farmers and land reform beneficiaries. It can be argued that one of the possible solutions to this problem is situated in product differentiation.

Challenge 2: Changes in the competitiveness structure.

Response to Challenge 2

Traditionally land, labour and capital were the main determinants of the relative competitiveness of a specific industry or sector. However, during the past couple of decades the shift towards knowledge and technology as main determinants of competitiveness, is changing the face of agriculture. This trend is enhanced by quasi-competitiveness induced by agricultural support measures in some of our main international competitors. Although severe on commercial farmers, this trend is especially significant to resource poor farmers and land reform beneficiaries.

Issues requiring ongoing attention

The activities of this component are also hampered by an extremely high staff turnover that leads to a loss of scarce skills and capacity. This can be related back to the uncompetitive salary structure in the Civil Service. The proposed restructuring of the programme will to a certain extent address these issues. However, to find a full solution a coordinated effort at a national level is necessary.

PROGRAMME 7: STRUCTURED AGRICULTURAL TRAINING

To provide agricultural training to, and create opportunities for practising and prospective farmers (commercial, emerging and subsistence), advisors, technicians and farm workers and to enhance human resource development in agriculture.

Sub programme 7.1: Tertiary Education

To provide training programmes on higher/tertiary education level (higher certificate, diploma and degree) in appropriate fields primarily to prospective and practicing farmers, farm managers, agriculturalists and advisors.

Sub programme 7.2: Further Education and Training (FET)

To provide training programmes, modules and learnerships on further education and training (FET) level to practising and prospective farmers and farm workers from previously disadvantaged communities to promote farming activities and food security in these communities.

Measurable objectives, performance indicators and targets

Measurable Objective	Performance Measure	Actual Outputs 2002/03	Target outputs 2003/04	Actual outputs 2003/04	Deviation from Target	
					Units	%
7.1 Tertiary Education						
Higher education	Number of Students registered	264	300	312	12	4%
	Number of courses Agreements Offerings	2	3	3	0	0
	Provision of formal training to students on higher education level	Higher Certificate Diploma	Higher Certificate Diploma B.Agric	Higher Certificate Diploma B.Agric		
	Training programmes will be adapted to fulfill industry needs.	Revision of HE-curriculum through stakeholder participation	Revision of HE-curriculum through stakeholder participation	Revision of HE-curriculum through stakeholder participation		
	Quality assurance standards to be accredited by the Commission for Higher Education (CHE)	Self evaluation of HE- training programmes	Evaluation of Higher Certificate and Diploma programmes by CHE	Evaluation of Higher Certificate and Diploma programmes by CHE		
Annual evaluation of training programmes						
7.2 Further Education and Training (FET)						
Facilitate service level agreement (SLA) with training and research institutions	Number of students	1 100	1 200	1 700	500	41,7%
	Number and type of courses/ offerings	35	40	44	4	10%
	SLA agreements	0	1 (PAETA)	2 (PAETA, Florida Univ.)	1	50%

Specific challenges and responses

Challenge 1: Making training accessible to all clients.

Response to Challenge 1

- The opening of a decentralised training facility at George in the Southern Cape further enhanced the access to training services provided by the Department. In addition to this, the first steps were taken in the establishment of similar training facilities at Oudtshoorn in the Klein-Karoo.
- Successfully negotiated funding from National Department of Agriculture and PAETA (Seta for Primary Agriculture) to subsidise costs of training and capacity building programmes for LRAD beneficiaries.
- Initiation of a bursary scheme to render financial/study assistance to needy students from historically disadvantaged communities. Negotiated 10 bursaries from National Department of Agriculture.

Challenge 2: Increase training capacity to address gaps in provision of agricultural training skills development of potential and practicing farmers, farm workers and agriculturalists in the Western Cape.

Response to Challenge 2

- Expansion and renewal of practical training facilities at Elsenburg College of Agriculture.
- Development, registration and implementation of three-year B.Agric-qualification to answer to industry needs/requirements.
- Appointment of training staff and decentralisation of training offerings.

Issues requiring ongoing attention

Demographic representivity of student community: marketing agriculture as a career to youth from historically disadvantaged communities.

Accreditation and quality assurance of training offerings: ensuring the registration of all training programmes with SAQA and fulfilling accreditation requirements of relevant statutory bodies.

2.10 Transfer Payments

NAME OF INSTITUTION	AMOUNT TRANSFERRED R '000
Matzikama Municipality	686
Casidra (Pty) Ltd	4 900
Agricultural Research Council	5 831
SA Agri Academy	420
Sharon Growers Group	354
University of Stellenbosch	190
PROVIDE Project	228
Southern Cape Land Committee	60
Ubuntu Farmers Union	41
Reach for Gold Association	7
Farmers	441
Western Cape Bull Test Centre	100
AEASA Conference 2004	60
TOTAL	13 318

In all instances Memoranda of Agreement were entered into and signed by both parties before any transfer of funds was effected. A standard condition of these transfers were the prescripts of Section 38(1)(j) of the Public Finance Management Act (Act 1 of 1999) regarding the beneficiary's adherence to effectivity, efficiency and transparency in their control systems and financial management.

2.11 Conditional Grants

Summary of Conditional Grants for 2003/04

CONDITIONAL GRANT	TOTAL ALLOCATION	TOTAL TRANSFERS
Matzikama Municipality	360	386
TOTAL	360	386

Of the R360 000 provided for, R386 000 was transferred to the Matzikama Municipality as the Province's contribution for the building of a dam that was completed in the year under review. This transfer is recorded in annexure 1B of the financial statements. No funds were withheld and all was paid into the account indicated by the Matzikama Municipality.

No other funds were spent on agricultural functions through other private or public entities. Engineers of the Department monitored the progress of the dam and the financial statements and audit report of the municipality are awaited to finalise compliance monitoring. The allocation achieved its output totally with the completion of the dam. None of the funds were withheld for administration purposes. Up to date no non-compliance with the Division of Revenue Act was found.

2.12 Capital investment, maintenance and asset management plan

Capital Investment

- (a) Completed building projects will be reported on by the Department of Transport and Public Works (Vote 10) as the budget and all processes lies with them.
- (b) There are no plans to close down or down grade facilities any current facilities.
- (c) At the moment the calculated backlog is R12.8 million. Since this service is performed and budgeted for by the Department of Transport and Public Works there is not much that can be done to try and reduce the deficit.
- (d) The developments in (c) above are expected to impact negatively on the department's current expenditures since the cost of overdue maintenance often increases exponentially.

Asset Management

- (a) Movable assets have increased with R11 million of which the details are available in Annexure 4 of the financial statements.
- (b) The Department still works with a LOGIS inventory list for asset control that is done at least once per annum.
- (c) The condition of moveable assets varies.
 Firstly there are the vehicles (sedans and one-tonners) that are mostly in good maintainable condition, but the buses and bigger trucks are already beyond the normal replacement date. The tractors, as well as other implements on the experiment farms, are in a very bad state. Tractors with an economical lifespan of eight years are on average twenty-two years old.
 On computer equipment the department tries to maintain a life cycle of no more than four years and is perhaps 90% successful in this regard. The other infrastructure (cabling and servers) is in a far worse condition and will cost well in excess of R1.3 million to repair.
 The telephone system has also reached the end of its technological and economical lifespan and should be replaced soonest as maintenance is skyrocketing and replacement of instruments that are irreparable is restricted or unavailable. Furniture and research equipment are in a fair to bad condition.
- (d) Computer infrastructure (cabling and servers) to the amount of R3.0 million, software licences of R0.5 million and the upgrading and expansion of hardware to the amount of R3.2 million has been undertaken.
- (e) No facilities were closed down or down graded during the period under review.
- (f) Farm implements and research equipment are high priorities for the immediate future.
- (g) The Accounting Officer System was implemented in January 2004 and regulates compliance with all bid (bid) prescripts.

Specific challenges and responses

Challenge 1: Maintenance backlog.

Response to Challenge 1

Shortage of funds remains the single most constraint that results in consideration of using operational MTEF-funds for this purpose.

Challenge 2: Renewal and upgrading of farm implements.

Response to Challenge 2

Finding funds for relative expensive implements within current MTEF budget.

Maintenance

Ideally the department needs to complete one maintenance cycle of 7 years on non-movable infrastructure at a deflated cost of R3.7 million per year instead of R2 million now. Currently the department can only complete such a cycle in 14 years that increase the risk of replacing expensively instead of repairing affordably. At the moment the calculated backlog is R12.8 million. Since this service is performed and budgeted for by the Department of Transport and Public Works there is not much that can be done to try and reduce the deficit.

Issues requiring ongoing attention

- Upgrading of expensive diverse and widely spread (throughout the Province) infrastructure of the department.
- Maintaining movable assets at an acceptable level for setting the example.
- Recruit and keep talented people.
- Finding funds for infrastructure to decentralise training with special emphasis of taking FET to the new entrant farmers and farm workers.

REPORT OF THE PROVINCIAL GOVERNMENT WESTERN CAPE SHARED AUDIT COMMITTEE ON THE DEPARTMENT OF AGRICULTURE (VOTE 11) FOR THE YEAR ENDED 31 MARCH 2004

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

Appointment of Audit Committees

A Centralised Audit Committee was appointed on 23 June 2003 for the period 01 April 2003 to 31 March 2005 by Cabinet Resolution 75/2003 dated 30 April 2003.

At the same time the Provincial Treasury obtained Cabinet approval to decentralise the Audit Committee to the three larger departments viz, Education, Health and Social Services and Poverty Alleviation and a shared audit committee for the other provincial departments, as a step towards improving internal control in those departments.

The Shared Audit Committee on behalf of the remaining eleven departments, met both separately and together with the other Audit Committees, to develop and adopt a transversal Audit Charter and deal with organizational and training matters.

Audit Committee Members and Attendance:

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

Member	Number of Meetings Attended
Mr J.A. Jarvis (Chairperson)	4
Ms L. Hendry (Resigned 31 December 2003)	1
Mr J. January	4
Mr V.W. Sikobi	3
Mr R. Warley	4

Audit Committee Responsibility

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

Effectiveness of Internal Control

The system of internal control relating to asset management including livestock was not effective as compliance with prescribed policies and procedures were lacking. The implementation of additional "LOGIS" modules serving as an asset register has been noted and the Audit Committee continues to support the expeditious implementation thereof.

The Department has not yet implemented a system of risk management. The internal control systems of the Department are therefore not based on an assessment of key risks within the Department and such internal control systems cannot not be regarded as effective.

The Audit Committee notes with increasing concern that during the year under review, only a limited amount of internal audit work was performed in the department. Internal audit plans for 2003/ 2004 were suspended in 2003 in terms of a decision of Top Management and the Executive (Cabinet), and as endorsed by the Office of the Auditor-General. The Sihluma Sonke Consortium appointed on a three-year rollout plan for internal audit services, has focused internal audit resources in the first year (2004/2005) on the three major departments.

In view of the above, this Audit Committee has had to rely largely on the audit work and the opinions of the Office of the Auditor-General.

The Audit Committee believes that there is a need for better communication and exchange of information between the Forensic Investigation; Internal Control; IT and Internal Audit; and the Office of the Auditor-General.

Evaluation of Financial Statements

The Audit Committee has:

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

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

Appreciation

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



(J.A. JARVIS)

CHAIRPERSON OF THE PROVINCIAL GOVERNMENT WESTERN CAPE SHARED AUDIT COMMITTEE

Date: 4 August 2004

ANNUAL FINANCIAL STATEMENTS

for the year ended 31 MARCH 2004

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MANAGEMENT REPORT for the year ended 31 MARCH 2004

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

1. General review of the state of financial affairs

The department was divided into the following programmes for the year under review.

	2003/04	2002/03
Programme 1: Administration	19.1%	12.2%
Programme 2: Technology Development and Transfer	24.9%	
Programme 2: Business Promotion and Tourism (until 31 July 2002)		20.1%
Programme 3: Agricultural Engineering	20.7%	
Programme 3: Agriculture		67.2%
Programme 4: Veterinary Services	11.7%	
Programme 4: Knowledge Economy & E-Government (until 1 July 2002)		0.5%
Programme 5: Agricultural Training	9.0%	
Programme 6: Farmer Settlement	14.6%	
	100.0%	100.0%

It is clear that there were major changes in the programme structure where Agriculture, previously a programme (Programme 3 for 2002/03), actually became a vote (Programmes 2 to 6) for 2003/04. It is because of the said change that comparative figures were difficult to do sensibly and no direct comparisons with some of the financial statement items of the previous year are possible.

Expenditure

A total amount of R169 097 000 (R165 417 000 for 2002/03) was appropriated for 2003/04. During the adjustments estimate an amount of R2 602 000 was added to the original budget that brought the total allocation for the vote to R171 699 000 for 2003/04. The adjustment estimate consisted of R1 840 000 roll-over funds, R12 000 received from vote 1 for bursaries and an increase of R750 000 for ostrich research funded by an increase in external revenue. Unspent funds amounted to R11 108 000 (R7 621 000 for 2002/03) that amounts to 6.47% of the total budget. Roll-overs to the amount of R10 022 000 were requested from Provincial Treasury.

This includes:

• National Conditional Grant for Land Care projects	R44 000
• Provincial Infrastructure Grant projects	R3 697 000
• Equipment and furniture for additional appointments in terms of new structure	R1 450 000
• Agricultural Summit for developing agricultural strategy for the Province	R800 000
• Infrastructure, soil conservation and Transfer payments	R3 538 000
• Severance Packages	R493 000
	R10 022 000

The expenditure pattern for the year under review was as follows:

	2003/04	2002/03
Personnel	53.2%	41.8%
Administrative	11.4%	8.8%
Inventory	6.7%	4.4%
Equipment	7.4%	4.7%
Professional and Special Services	12.9%	14.6%
Transfer Payments	8.4%	25.7%
	100.0%	100.0%

Revenue

The adjusted revenue budget for the year was R11 114 000. Actual revenue received amounted to R12 224 000. The over collection was mainly due to a better than expected income from board and lodging, examination and tuition, laboratory services as well as product sales.

2. Services rendered by the department**2.1 A list of services rendered by Agriculture can be divided amongst the following categories while a complete list is available on request:**

- Registration of students,
- Board and lodging for students,
- Lecturing and examination,
- Professional and technological support including laboratory services,
- Sale of agricultural products,
- Agricultural applied research.

2.2 Tariff policy

The fees charged and recovered for services rendered and surplus products produced as a result of research by the department, have been calculated in accordance with either Provincial or National policy directives and paid into the Provincial Revenue Fund and accounted for as prescribed. These tariffs are reviewed annually and are based on sound economic and cost recovery principles in consultation with the Provincial Treasury. All tariffs have been listed in a tariff register that is kept in electronic format and is available on the Department's intranet.

2.3 Inventories

Inventories on hand at year-end for all stores in the department. The costing method used for stationery, cleaning material and provisions (food) are based on the average price of acquisition. With regard to the winestore the method of costing is based on the department's approved tariff register.

Stationery	R32 899.86
Cleaning material	R12 051.29
Provisions (food)	R19 002.78
Wine store	R122 890.00

3. Capacity constraints

During the year under discussion the Department's single biggest constraint remained the lack of capacity especially human capacity of whom appointments could not be expedited as planned due mostly to the restrictive nature of Resolution 7 of 2002 on appointments, as well as the standardisation of programmes of all departments of agriculture, provincially and nationally that was only finalised in November 2003. Only after the finalisation could programme structures be planned and most appointments will be made in the following financial year. In key positions people were appointed on an acting basis.

4. Utilisation of donor funds

A total amount of R29 000 was received during the 2003/04 financial year mainly for utilisation on research.

- SA Ostrich Chamber of Commerce: R14 000: Research on the evaluation of ostrich practices.
- Virbac: R7 000: Research on Johnes disease.
- Monkey Films: Token of appreciation: R8 000. These funds were allocated to the Provincial Revenue Fund.

5. Trading entities/public entities

CASIDRA (Pty) Ltd was established under the Companies' Act of 1973 (National Act 61 of 1973) – No 1973/006186/07. The Department has an oversight role of this provincial business enterprise. Accountability of this institution rests with its Board who is appointed by the Provincial Minister of Agriculture. The Provincial Government of the Western Cape holds all the shares in this institution.

Functions:

Delivery of services to improve the life quality in rural areas through:

- a) Poverty alleviation through economical growth and rural development.
- b) Unlocking of human resources and capacity.

Accountability Arrangements:

- a) CASIDRA complies with the Companies' Act and the PFMA.
- b) A shareholder's compact is drafted with the Department and monitored through quarterly reports.
- c) It submits a monthly cash flow to the Department.
- d) A year-end audit is performed of the financial statements (attached).

6. Other organisations to whom transfer payments have been made

Refer to Part two, Programme performance, of the Annual Report.

7. Corporate governance arrangements

A generic fraud prevention plan was drawn up for the Department in collaboration with the agency department and communicated with management. This plan has been made custom fit through the year under review and will be completely implemented in the 2004/05 financial year when an internal control capacity will also be established after enough expansion for office space is created. Internal control systems for the Department will be further developed and implemented with the personnel appointments for the internal control component. Currently the Department makes use of a centralised audit component and audit committee as approved by Provincial Parliament. Financial delegations were done to agree with Treasury Regulations. The Provincial Tender Board, its processes and delegations was replaced with the Accounting Officer's System and delegations in the Department to direct Supply Chain Management processes, including the appointment of a fully functional Bid Committee.

8. Events after the reporting date

None to report.

9. Progress with financial management improvement

For Agriculture compliance with the Public Finance Management Act is a priority. The Department implements, as far as possible, according to schedule, but is hampered by lack of human capacity in the component of the Chief Financial Officer where the vacancy rate is in excess of 30% which includes some very key positions. Reporting in this regard is done on a quarterly basis.

10. Performance information

Refer to Part two, Programme performance, of the Annual Report.

11. Other

With reference to sections 18(1) and 18(2) of the Division of Revenue Act of 2003 it can be reported that of the R145 190 000 in schedule 4 of the Act that was allocated to the Western Cape, R14 409 000 was allocated to the Department of Agriculture. Of this amount R8 945 000 was transferred to the provincial Department of Transport and Public Works (Vote 10) to complete certain infrastructure projects for the Department of Agriculture and will be reported on in the annual report of that department. Of the remaining amount (R5 464 000), R386 000 was transferred to the Matzikama Municipality as the Province's contribution for the building of a dam that was completed in the year under review. This transfer is recorded in annexure 1B of the financial statements. No funds were withheld and all was paid into the account indicated by the Matzikama Municipality.


No other funds were spent on agricultural functions through other private or public entities. Engineers of the Department monitored the progress of the dam and the financial statements and an audit report of the municipality are awaited to finalise compliance monitoring. The allocation achieved its output totally with the completion of the dam. None of the funds were withheld for administration purposes. Up to date no non-compliance with the Division of Revenue Act was found.

Of the remaining R5 464 000 of schedule 4, together with R1 840 000 roll-over funds were added and R3 607 000 was spent. The unspent part was mainly due to slow community participation. Of R1 800 000 funds received for Landcare (schedule 5) R1 756 000 was spent. Annexure 1A can be consulted in this regard. Of the funds spent all objectives were achieved.

The statement of changes in net assets/equity is more attuned to accrual accounting. This statement therefore reflects only zero balances and consequently this department did not submit the statement.

Approval

The annual financial statements set out on pages 34 to 64 have been approved by the Accounting Officer.



Dr PC VAN ROOYEN
ACCOUNTING OFFICER

31 MAY 2004

**REPORT OF THE AUDITOR-GENERAL TO THE PROVINCIAL PARLIAMENT OF THE WESTERN
CAPE ON THE FINANCIAL STATEMENTS OF THE DEPARTMENT OF AGRICULTURE (VOTE 11)
for the year 31 MARCH 2004**

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REPORT OF THE AUDITOR-GENERAL TO THE PROVINCIAL PARLIAMENT OF THE WESTERN CAPE ON THE FINANCIAL STATEMENTS OF THE DEPARTMENT OF AGRICULTURE (VOTE 11) FOR THE YEAR ENDED 31 MARCH 2004

1. AUDIT ASSIGNMENT

The financial statements as set out on pages 34 to 64, for the year ended 31 March 2004, have been audited in terms of section 188 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), read with sections 3 and 5 of the Auditor-General Act, 1995 (Act No. 12 of 1995). These financial statements, the maintenance of effective control measures and compliance with relevant laws and regulations are the responsibility of the accounting officer. My responsibility is to express an opinion on these financial statements, based on the audit.

2. NATURE AND SCOPE

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

An audit includes:

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

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

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

3. AUDIT OPINION

In my opinion, the financial statements fairly present, in all material respects, the financial position of the department as at 31 March 2004 and the results of its operations and cash flows for the year then ended in accordance with prescribed accounting practice and in the manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999).

4. EMPHASIS OF MATTER

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

4.1 Machinery and equipment, capital: R11 027 000

[Note 5.1 page 53 and Annexure 4 page 63 to the financial statements]

As was reported last year asset additions for the year under review could not be reconciled to the logistical information system (LOGIS) register which does not contain sufficient information regarding the assets. Furthermore, although LOGIS is the official asset register for accounting purposes, livestock is not recorded thereon.

4.2 Housing loan guarantees: R913 000

[Note 18 page 57 and Annexure 3 page 62 to the financial statements]

Housing loan guarantees issued since the inception of the Public Finance Management Act, 1999 (Act No. 1 of 1999)(PFMA), were not properly authorised. This was due to a lack of appropriately approved delegations, as the powers granted to the MEC for finance in terms of section 66(2)(b) of the PFMA, were not further delegated.

4.3 Previous year's audit report

In paragraph 4.1.2 of the previous year's audit report, it was indicated that the proof of acknowledgement of receipt of farm implements to the value of R1 957 518, that were donated to small farmer communities, could not be submitted for audit purposes. To date of this report, acknowledgement of receipt of implements to the amount of R300 983, donated to the small farmer communities during the previous year, had still not yet been received.

5. APPRECIATION

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

JM Williams
for Auditor-General

Bellville
29 July 2004

STATEMENT OF ACCOUNTING POLICIES AND RELATED MATTERS for the year ended 31 MARCH 2004

The financial statements have been prepared in accordance with the following policies, which have been applied consistently in all material respects, unless otherwise indicated. However, where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the 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 7 of 2003.

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 disclosures. The reporting entity is in transition from reporting on a cash basis of accounting to reporting on an accrual basis of accounting. 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

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 annually surrendered to the Provincial Revenue Fund.

Interest and dividends received are recognised upon receipt of the funds, and no accrual 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 financial statements of the department and then transferred annually to the Provincial Revenue Fund.

3. Donor Aid

Donor aid is recognised in the income statement in accordance with the cash basis of accounting.

4. Current expenditure

Current expenditure is recognised in the income statement when the payment is made.

5. Unauthorised, irregular and fruitless and wasteful expenditure

Unauthorised expenditure means:

- 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.

Unauthorised expenditure is treated as a current asset in the balance sheet until such expenditure is recovered from a third party or funded from future voted funds. Irregular expenditure means expenditure, other than unauthorised expenditure, incurred in contravention of 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.

Irregular expenditure is treated as expenditure in the income statement.

Fruitless and wasteful expenditure means expenditure that was made in vain and would have been avoided had reasonable care been exercised. Fruitless and wasteful expenditure must be recovered from a responsible official (a debtor account should be raised), or the vote if responsibility cannot be determined. It is treated as a current asset in the balance sheet until such expenditure is recovered from the responsible official or funded from future voted funds.

6. Debts written off

Debts are written off when identified as irrecoverable. Debts written-off are limited to the amount of surplus funds available to the department. No provision is made for irrecoverable amounts.

7. Capital expenditure

Expenditure for physical items on hand on 31 March 2004 to be consumed in the following financial year, is written off in full when they are received and are accounted for as expenditure in the income statement.

8. Investments

Non-current investments excluding marketable securities are shown at cost and adjustments are made only where in the opinion of the directors, the investment is impaired. Where an investment has been impaired, it is recognised as an expense in the period in which the impairment is identified. On disposal of an investment, the difference between the net disposal proceeds and the carrying amount is charged or credited to the income statement.

9. Investments in controlled entities

Investments in controlled entities are those entities where the reporting entity has the ability to exercise any of the following powers to govern the financial and operating policies of the entity in order to obtain benefits from its activities:

- To appoint or remove all, or the majority of, the members of that entity's board of directors or equivalent governing body;
- To appoint or remove the entity's chief executive officer;
- To cast all, or the majority of, the votes at meetings of that board of directors or equivalent governing body; or
- To control all, or the majority of, the voting rights at a general meeting of that entity.

Investments in controlled entities are shown at cost.

10. Receivables

Receivables are not normally recognised under the cash basis of accounting. However, receivables included in the balance sheet arise from cash payments that are recoverable from another party. Receivables for services delivered are not recognised in the balance sheet as a current asset or as income in the income statement, as the financial statements are prepared on a cash basis of accounting, but are disclosed separately as part of the disclosure notes to enhance the usefulness of the financial statements.

11. Payables

Payables are not normally recognised under the cash basis of accounting. However, payables included in the balance sheet arise from cash receipts that are due to the Provincial Revenue Fund or another party.

12. Provisions

A provision is a liability of uncertain timing or amount. Provisions are not normally recognised under the cash basis of accounting, but are disclosed separately as part of the disclosure notes to enhance the usefulness of the financial statements.

13. Lease commitments

Lease commitments for the period remaining from the accounting date until the end of the lease contract are disclosed as part of the disclosure notes to the financial statements. These commitments are not recognised in the balance sheet as a liability or as expenditure in the income statement as the financial statements are prepared on the cash basis of accounting.

14. Accruals

This amount represents goods/services that have been delivered, but no invoice has been received from the supplier at year end, OR an invoice has been received but remains unpaid at year end. These amounts are not recognised in the balance sheet as a liability or as expenditure in the income statement as the financial statements are prepared on a cash basis of accounting, but are however disclosed as part of the disclosure notes.

15. Employee benefits*Short-term employee benefits*

The cost of short-term employee benefits is expensed in the income statement in the reporting period when the payment is made. Short-term employee benefits, that give rise to a present legal or constructive

obligation, are deferred until they can be reliably measured and then expensed. Details of these benefits and the potential liabilities are disclosed as a disclosure note to the financial statements and are not recognised in the income statement.

Termination benefits

Termination benefits are recognised and expensed only when the payment is made.

Retirement benefits

The department provides retirement benefits for 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 financial statements of the department.

Any potential liabilities are disclosed in the financial statements of the Provincial Revenue Fund and not in the financial statements of the employer department.

Medical benefits

The department provides medical benefits for all its employees through defined benefit plans. These benefits are funded by employer and employee contributions. Employer contributions to the fund are expensed when money is paid to the fund. No provision is made for medical benefits in the financial statements of the department.

Retirement medical benefits for retired members are expensed when the payment is made to the fund.

16. Capitalisation reserve

The capitalisation reserve represents an amount equal to the value of the investments and/or loans capitalised for the first time in the previous financial year. On disposal, repayment or recovery, such amounts are transferable to the Revenue Fund.

17. Recoverable revenue

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

18. Comparative figures

Where necessary, comparative figures have been adjusted to conform to changes in presentation in the current year. The comparative figures shown in these financial statements are limited to the figures shown in the previous year's audited financial statements and such other comparative figures that the department may reasonably have available for reporting.

APPROPRIATION STATEMENT for the year ended 31 MARCH 2004

Programme	2003/04						2002/03	
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
1. Administration	31,359	127	31,486	30,744	742	98	20,096	18,298
Current	24,358	127	24,485	24,721	(236)	101	18,306	18,226
Capital	7,001	-	7,001	6,023	978	86	1,790	72
2. Technology development and transfer	40,267	8	40,275	39,942	333	99	34,014	34,014
Current	39,629	8	39,637	39,230	407	99	33,579	33,579
Capital	638	-	638	712	(74)	112	435	435
3. Agriculture engineering	35,338	25	35,363	33,273	2,090	94	36,937	34,810
Current	27,880	-	27,880	26,652	1,228	96	24,662	28,935
Capital	7,458	25	7,483	6,621	862	88	12,275	5,875
4. Veterinary services	19,350	-	19,350	18,759	591	97	14,843	14,843
Current	18,505	(376)	18,129	17,538	591	97	14,595	14,595
Capital	845	376	1,221	1,221	-	100	248	248
5. Agricultural training	15,794	558	16,352	14,422	1,930	88	15,786	14,403
Current	12,459	558	13,017	13,064	(47)	100	12,365	12,366
Capital	3,335	-	3,335	1,358	1,977	41	3,421	2,037
6. Farmer settlement	29,591	(718)	28,873	23,451	5,422	81	9,510	7,197
Current	22,569	(435)	22,134	21,923	211	99	5,112	4,718
Capital	7,022	(283)	6,739	1,528	5,211	23	4,398	2,479
Total	171,699	-	171,699	160,591	11,108	94	131,186	123,565
Reconciliation with Income Statement								
Add: Other Receipts								
Add: 2002/03 Comparative figures								
Actual amounts per Income Statement								
							973	-
							34,231	34,231
							166,390	157,796

Economic classification	2003/04						2002/03	
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings / (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
Current	145,400	(118)	145,282	143,128	2,154	99	108,619	112,419
Personnel	86,487	(1)	86,486	85,401	1,085	99	66,595	66,595
Transfer payments	12,399	258	12,657	12,492	165	99	8,029	8,029
Other	46,514	(375)	46,139	45,235	904	98	33,995	37,795
Capital	26,299	118	26,417	17,463	8,954	66	22,567	11,146
Transfer payments	1,460	(258)	1,202	826	376	69	4,941	3,713
Acquisition of capital assets	24,839	376	25,215	16,637	8,578	66	17,626	7,433
Total	171,699	-	171,699	160,591	11,108	94	131,186	123,565

Standard item classification	2003/04						2002/03	
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
Personnel	86,487	(1)	86,486	85,401	1,085	99	66,595	66,595
Administrative	18,823	(48)	18,775	18,320	455	98	14,240	14,161
Inventories	10,858	240	11,098	10,830	268	98	7,268	7,185
Equipment	17,059	1,229	18,288	11,908	6,380	65	6,816	4,329
Land and buildings	-	-	-	-	-	-	-	-
Professional and special services	24,602	(1,507)	23,095	20,719	2,376	90	23,104	19,361
Transfer payments	13,859	-	13,859	13,318	541	96	12,970	11,741
Miscellaneous	11	(5)	6	3	3	50	5	5
Special functions	-	92	92	92	-	100	188	188
Total	171,699	-	171,699	160,591	11,108	94	131,186	123,565

DETAIL PER PROGRAMME 1: ADMINISTRATION for the year ended 31 MARCH 2004

Programme per subprogramme	2003/04					2002/03		
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
1.1 Office of the Provincial Minister	2,781	92	2,873	2,742	131	95	2,607	2,544
Current	2,720	92	2,812	2,700	112	96	2,522	2,512
Capital	61	-	61	42	19	69	85	32
1.2 Corporate affairs	28,578	35	28,613	28,002	611	98	17,489	15,754
Current	21,639	35	21,674	22,020	(346)	102	15,784	15,714
Capital	6,939	-	6,939	5,982	957	86	1,705	40
Total	31,359	127	31,486	30,744	742	98	20,096	18,298

Economic classification	2003/04					2002/03		
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
Current	24,358	127	24,485	24,721	(236)	101	18,306	18,226
Personnel	11,698	127	11,825	11,825	-	100	9,500	9,500
Transfer payments	-	-	-	-	-	-	-	-
Other	12,660	-	12,660	12,896	(236)	102	8,806	8,726
Capital	7,001	-	7,001	6,023	978	86	1,790	72
Transfer payments	-	-	-	-	-	-	-	-
Acquisition of capital assets	7,001	-	7,001	6,023	978	86	1,790	72
Total	31,359	127	31,486	30,744	742	98	20,096	18,298

Standard item classification	2003/04					2002/03		
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
Personnel	11,698	127	11,825	11,825	-	100	9,500	9,500
Administrative	3,736	-	3,736	3,911	(175)	105	2,702	2,622
Inventories	794	363	1,157	1,218	(61)	105	510	510
Equipment	7,390	(159)	7,231	6,254	977	86	811	243
Land and buildings	-	-	-	-	-	-	-	-
Professional and special services	7,732	(204)	7,528	7,528	-	100	6,547	5,397
Transfer payments	-	-	-	-	-	-	-	-
Miscellaneous	9	(5)	4	3	1	75	5	5
Special functions	-	5	5	5	-	100	21	21
Total	31,359	127	31,486	30,744	742	98	20,096	18,298

DETAIL PER PROGRAMME 2: TECHNOLOGY DEVELOPMENT AND TRANSFER for the year ended 31 MARCH 2004

Programme per subprogramme	2003/04						2002/03	
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
2.1 Technology development	18,488	8	18,496	19,026	(530)	103	16,048	16,499
Current	18,034	8	18,042	18,462	(420)	102	15,871	16,301
Capital	454	-	454	564	(110)	124	177	198
2.2 Technology transfer	9,739	-	9,739	9,519	220	98	9,132	8,687
Current	9,704	-	9,704	9,432	272	97	8,945	8,543
Capital	35	-	35	87	(52)	249	187	144
2.3 Agricultural economic services	4,730	-	4,730	4,074	656	86	8,834	8,828
Current	4,581	-	4,581	4,013	568	88	8,763	8,736
Capital	149	-	149	61	88	41	71	92
2.4 Management	7,310	-	7,310	7,323	(13)	100	-	-
Current	7,310	-	7,310	7,323	(13)	100	-	-
Capital	-	-	-	-	-	-	-	-
Total	40,267	8	40,275	39,942	333	99	34,014	34,014

Economic classification	2003/04						2002/03	
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
Current	39,629	8	39,637	39,230	407	99	33,579	33,579
Personnel	22,077	8	22,085	22,085	-	100	20,725	20,725
Transfer payments	7,349	-	7,349	7,184	165	98	5,278	5,278
Other	10,203	-	10,203	9,961	242	98	7,576	7,576
Capital	638	-	638	712	(74)	112	435	435
Transfer payments	-	-	-	-	-	-	-	-
Acquisition of capital assets	638	-	638	712	(74)	112	435	435
Total	40,267	8	40,275	39,942	333	99	34,014	34,014

Standard item classification	2003/04						2002/03	
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
Personnel	22,077	8	22,085	22,085	-	100	20,725	20,725
Administrative	5,164	204	5,368	5,368	-	100	4,553	4,553
Inventories	3,187	(291)	2,896	2,873	23	99	1,787	1,788
Equipment	800	34	834	834	-	100	572	572
Land and buildings	-	-	-	-	-	-	-	-
Professional and special services	1,688	-	1,688	1,545	143	92	1,076	1,076
Transfer payments	7,349	-	7,349	7,184	165	98	5,278	5,277
Miscellaneous	2	-	2	-	2	-	-	-
Special functions	-	53	53	53	-	100	23	23
Total	40,267	8	40,275	39,942	333	99	34,014	34,014

DETAIL PER PROGRAMME 3: AGRICULTURE ENGINEERING for the year ended 31 MARCH 2004

Programme per subprogramme	2003/04						2002/03	
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
3.1 Resource conservation	11,552	-	11,552	11,253	299	97	9,975	9,540
Current	6,885	-	6,885	6,919	(34)	100	5,599	5,604
Capital	4,667	-	4,667	4,334	333	93	4,376	3,936
3.2 Agricultural engineering services	9,349	25	9,374	6,857	2,517	73	13,992	12,612
Current	7,231	-	7,231	5,643	1,588	78	11,038	11,088
Capital	2,118	25	2,143	1,214	929	57	2,954	1,524
3.3 Experiment farms	13,820	-	13,820	14,513	(693)	105	12,970	12,658
Current	13,147	-	13,147	13,440	(293)	102	12,381	12,242
Capital	673	-	673	1,073	(400)	159	589	416
3.4 Management	617	-	617	650	(33)	105	-	-
Current	617	-	617	650	(33)	105	-	-
Capital	-	-	-	-	-	-	-	-
Total	35,338	25	35,363	33,273	2,090	94	36,937	34,810

Economic classification	2003/04						2002/03	
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
Current	27,880	-	27,880	26,652	1,228	96	24,662	28,935
Personnel	18,186	-	18,186	17,930	256	99	16,610	16,610
Transfer payments	-	-	-	-	-	-	-	-
Other	9,694	-	9,694	8,722	972	90	8,052	12,325
Capital	7,458	25	7,483	6,621	862	88	12,275	5,875
Transfer payments	860	25	885	826	59	93	4,324	3,096
Acquisition of capital assets	6,598	-	6,598	5,795	803	88	7,951	2,779
Total	35,338	25	35,363	33,273	2,090	94	36,937	34,810

Standard item classification	2003/04						2002/03	
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
Personnel	18,186	-	18,186	17,930	256	99	16,610	16,610
Administrative	3,372	204	3,576	3,576	-	100	2,995	2,995
Inventories	2,446	(24)	2,422	1,986	436	82	1,591	1,508
Equipment	818	944	1,762	1,762	-	100	901	901
Land and buildings	-	-	-	-	-	-	-	-
Professional and special services	9,656	(1,148)	8,508	7,169	1,339	84	10,483	9,667
Transfer payments	860	25	885	826	59	93	4,324	3,096
Miscellaneous	-	-	-	-	-	-	-	-
Special functions	-	24	24	24	-	100	33	33
Total	35,338	25	35,363	33,273	2,090	94	36,937	34,810

DETAIL PER PROGRAMME 4: VETERINARY SERVICES for the year ended 31 MARCH 2004

Programme per subprogramme	2003/04						2002/03	
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
4.1 Animal health	10,114	-	10,114	10,269	(155)	102	10,779	10,665
Current	10,031	-	10,031	10,039	(8)	100	10,761	10,664
Capital	83	-	83	230	(147)	277	18	11
4.2 Food safety	2,492	-	2,492	2,145	347	86	-	-
Current	2,461	-	2,461	1,947	514	79	-	-
Capital	31	-	31	198	(167)	639	-	-
4.3 Veterinary lab services	5,762	-	5,762	5,502	260	95	4,064	4,178
Current	5,039	-	5,039	4,774	265	95	3,834	3,941
Capital	723	-	723	728	(5)	101	230	237
4.4 Management	982	-	982	843	139	86	-	-
Current	974	-	974	778	196	80	-	-
Capital	8	-	8	65	(57)	813	-	-
Total	19,350	-	19,350	18,759	591	97	14,843	14,843

Economic classification	2003/04						2002/03	
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
Current	18,505	(376)	18,129	17,538	591	97	14,595	14,595
Personnel	13,230	-	13,230	12,752	478	96	11,074	11,074
Transfer payments	-	-	-	-	-	-	-	-
Other	5,275	(376)	4,899	4,786	113	98	3,521	3,521
Capital	845	376	1,221	1,221	-	100	248	248
Transfer payments	-	-	-	-	-	-	-	-
Acquisition of capital assets	845	376	1,221	1,221	-	100	248	248
Total	19,350	-	19,350	18,759	591	97	14,843	14,843

Standard item classification	2003/04						2002/03	
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
Personnel	13,230	-	13,230	12,752	478	96	11,074	11,074
Administrative	3,697	(441)	3,256	3,143	113	97	2,295	2,296
Inventories	944	177	1,121	1,121	-	100	750	749
Equipment	1,014	410	1,424	1,424	-	100	372	372
Land and buildings	-	-	-	-	-	-	-	-
Professional and special services	465	(155)	310	310	-	100	285	285
Transfer payments	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
Special functions	-	9	9	9	-	100	67	67
Total	19,350	-	19,350	18,759	591	97	14,843	14,843

DETAIL PER PROGRAMME 5: AGRICULTURAL TRAINING for the year ended 31 MARCH 2004

Programme per subprogramme	2003/04						2002/03	
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
5.1 Higher education	5,284	558	5,842	6,274	(432)	107	15,786	14,403
Current	4,928	558	5,486	6,242	(756)	114	12,365	12,366
Capital	356	-	356	32	324	9	3,421	2,037
5.2 Further education and training	4,952	-	4,952	2,626	2,326	53	-	-
Current	2,015	-	2,015	1,395	620	69	-	-
Capital	2,937	-	2,937	1,231	1,706	42	-	-
5.3 Management and administration	5,558	-	5,558	5,522	36	99	-	-
Current	5,516	-	5,516	5,427	89	98	-	-
Capital	42	-	42	95	(53)	226	-	-
Total	15,794	558	16,352	14,422	1,930	88	15,786	14,403

Economic classification	2003/04					2002/03		
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
Current	12,459	558	13,017	13,064	(47)	100	12,365	12,366
Personnel	7,970	557	8,527	8,527	-	100	7,509	7,509
Transfer payments	-	-	-	-	-	-	126	126
Other	4,489	1	4,490	4,537	(47)	101	4,730	4,731
Capital	3,335	-	3,335	1,358	1,977	41	3,421	2,037
Transfer payments	-	-	-	-	-	-	-	-
Acquisition of capital assets	3,335	-	3,335	1,358	1,977	41	3,421	2,037
Total	15,794	558	16,352	14,422	1,930	88	15,786	14,403

Standard item classification	2003/04					2002/03		
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
Personnel	7,970	557	8,527	8,527	-	100	7,509	7,509
Administrative	1,007	-	1,007	1,121	(114)	111	1,206	1,206
Inventories	2,756	-	2,756	2,886	(130)	105	2,527	2,527
Equipment	2,026	-	2,026	695	1,331	34	1,583	1,583
Land and buildings	-	-	-	-	-	-	-	-
Professional and special services	2,035	-	2,035	1,192	843	59	2,791	1,408
Transfer payments	-	-	-	-	-	-	126	126
Miscellaneous	-	-	-	-	-	-	-	-
Special functions	-	1	1	1	-	100	44	44
Total	15,794	558	16,352	14,422	1,930	88	15,786	14,403

DETAIL PER PROGRAMME 6: FARMER SETTLEMENT for the year ended 31 March 2004

Programme per subprogramme	2003/04						2002/03	
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
6.1 Land reform	3,757	(258)	3,499	881	2,618	25	-	-
Current	2,807	-	2,807	852	1,955	30	-	-
Capital	950	(258)	692	29	663	4	-	-
6.2 Infrastructure development	7,913	(25)	7,888	5,082	2,806	64	7,600	5,300
Current	1,904	-	1,904	3,628	(1,724)	191	3,266	2,912
Capital	6,009	(25)	5,984	1,454	4,530	24	4,334	2,388
6.3 Institutional capacity building	4,500	258	4,758	4,901	(143)	103	-	-
Current	4,500	258	4,758	4,901	(143)	103	-	-
Capital	-	-	-	-	-	-	-	-
6.4 Farm worker development	11,950	(693)	11,257	11,106	151	99	-	-
Current	11,930	(693)	11,237	11,106	131	99	-	-
Capital	20	-	20	-	20	-	-	-
6.5 Management	1,471	-	1,471	1,481	(10)	101	1,910	1,897
Current	1,428	-	1,428	1,436	(8)	101	1,846	1,806
Capital	43	-	43	45	(2)	105	64	91
Total	29,591	(718)	28,873	23,451	5,422	81	9,510	7,197

Economic classification	2003/04					2002/03		
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
Current	22,569	(435)	22,134	21,923	211	99	5,112	4,718
Personnel	13,326	(693)	12,633	12,282	351	97	1,177	1,177
Transfer payments	5,050	258	5,308	5,308	-	100	2,625	2,625
Other	4,193	-	4,193	4,333	(140)	103	1,310	916
Capital	7,022	(283)	6,739	1,528	5,211	23	4,398	2,479
Transfer payments	600	(283)	317	-	317	-	617	617
Acquisition of capital assets	6,422	-	6,422	1,528	4,894	24	3,781	1,862
Total	29,591	(718)	28,873	23,451	5,422	81	9,510	7,197

Standard item classification	2003/04					2002/03		
	Adjusted Appropriation R'000	Virement R'000	Final Allocation R'000	Actual Expenditure R'000	Savings (Excess) R'000	Expenditure as % of revised allocation	Revised Allocation R'000	Actual Expenditure R'000
Personnel	13,326	(693)	12,633	12,282	351	97	1,177	1,177
Administrative	1,847	(15)	1,832	1,201	631	66	489	489
Inventories	731	15	746	746	-	100	103	103
Equipment	5,011	-	5,011	939	4,072	19	2,577	658
Land and buildings	-	-	-	-	-	-	-	-
Professional and special services	3,026	-	3,026	2,975	51	98	1,922	1,528
Transfer payments	5,650	(25)	5,625	5,308	317	94	3,242	3,242
Miscellaneous	-	-	-	-	-	-	-	-
Special functions	-	-	-	-	-	-	-	-
Total	29,591	(718)	28,873	23,451	5,422	81	9,510	7,197

NOTES TO THE APPROPRIATION STATEMENT for the year ended 31 MARCH 2004

1. Detail of current and capital transfers as per Appropriation Act (after Virement):

Detail of these transactions can be viewed in note 7 (Transfer payments) and Annexure 1B, 1C and 1D 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 of special functions (theft and losses)

Detail of these transactions per programme can be viewed in note 9.4 (Details of special functions: theft and losses) to the annual financial statements.

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

4.1 Per programme:

Programme 3: Agriculture engineering

National Conditional Grant: LandCare: Under spending due to slow community participation resulting in delay of project.

Irrigation pipe line at Dysselsdorp: Implementation process delayed due to appointment of consultant and complex tender procedures.

Soil conservation subsidies to farmers for work not yet completed but committed.

Programme 5: Agricultural training

Provincial Infrastructure Grant (PIG) projects: Delay of implementation due to the delay in tender procedures.

Programme 6: Farmer settlement

Departmental infrastructure projects: Under spending on departmental projects due to slow community participation.

Severance packages for personnel affected by Resolution 7 of 2002: Payment of 7 packages delayed due to outstanding tax information.

4.2 Per standard item

Personnel

Severance packages for personnel affected by Resolution 7 of 2002: Payment of 7 packages delayed due to outstanding tax information.

Equipment

The establishment of a new corporate affairs for the Department necessitated extensions to the Elsenburg building before purchasing furniture and equipment.

Professional and special services

Provincial Infrastructure Grant (PIG) projects: Delay of implementation due to the delay in tender procedures and slow community participation.

INCOME STATEMENT (STATEMENT OF FINANCIAL PERFORMANCE) for the year ended 31 MARCH 2004

	Note	2003/04 R'000	2002/03 R'000
REVENUE			
Voted funds		171,699	165,417
Annual Appropriation	1	171,699	165,417
Other revenue to be surrendered to the Revenue Fund	2	1,110	973
TOTAL REVENUE		172,809	166,390
EXPENDITURE			
Current			
Personnel	3	85,401	69,659
Administrative		18,320	14,834
Inventories	4	10,830	7,478
Machinery and equipment	5	881	871
Professional and special services	6	15,109	15,911
Transfer payments	7	12,491	10,499
Miscellaneous	8	3	5
Special functions: authorised losses	9	92	188
TOTAL CURRENT EXPENDITURE	A	143,127	119,445
Capital			
Machinery and equipment	5	11,027	3,727
Professional and special services	6	5,610	3,910
Transfer payments	7	827	30,714
TOTAL CAPITAL EXPENDITURE	B	17,464	38,351
TOTAL EXPENDITURE	A + B	160,591	157,796
NET SURPLUS		12,218	8,594
NET SURPLUS FOR THE YEAR		12,218	8,594
Reconciliation of Net Surplus for the year			
Voted Funds to be surrendered to the Revenue Fund	12	11,108	7,621
Other Revenue to be surrendered to the Revenue Fund	2	1,110	973
NET SURPLUS FOR THE YEAR		12,218	8,594

BALANCE SHEET (STATEMENT OF FINANCIAL POSITION)

at 31 MARCH 2004

	Note	2003/04 R'000	2002/03 R'000
ASSETS		36,739	12,271
Current assets			
Cash and cash equivalents	10	35,960	11,540
Receivables	11	779	731
TOTAL ASSETS	A	36,739	12,271
LIABILITIES			
Current liabilities		36,739	12,271
Voted funds to be surrendered to the Revenue Fund	12	11,108	7,621
Other Revenue funds to be surrendered to the Revenue Fund	13	377	539
Payables	14	25,254	4,111
TOTAL LIABILITIES	B	36,739	12,271
NET ASSETS/LIABILITIES	A - B	-	-
Represented by:		-	-
Capitalisation reserve		-	-
Recoverable revenue		-	-
TOTAL		-	-

CASH FLOW STATEMENT

for the year ended 31 MARCH 2004

	Note	2003/04 R'000	2002/03 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Net cash flow generated by operating activities	15	40,797	57,948
Cash generated (utilised) to increase working capital	16	21,095	3,380
Voted funds and Revenue funds surrendered	17	(20,008)	(11,444)
Net cash flow available from operating activities		41,884	49,884
CASH FLOWS FROM INVESTING ACTIVITIES			
Capital expenditure		17,464	38,351
Proceeds from sale of equipment	2	-	(7)
Net cash flows from operating and investing activities		24,420	11,540
Net increase in cash and cash equivalents		24,420	11,540
Cash and cash equivalents at beginning of period		11,540	-
Cash and cash equivalents at end of period	10	35,960	11,540

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 MARCH 2004

1. Annual Appropriation

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

	Total Appropriation 2003/04 R'000	Actual Funds Received R'000	Variance over/(under) R'000	Total Appropriation 2002/03 R'000
Programmes				
1. Administration	31,486	31,486	-	20,096
2. Technology development and transfer	40,275	40,275	-	34,014
3. Agriculture engineering	35,363	35,363	-	36,937
4. Veterinary services	19,350	19,350	-	14,843
5. Agricultural training	16,352	16,352	-	15,786
6. Farmer settlement	28,873	28,873	-	9,510
	171,699	171,699	-	131,186
1. Administration	-	-	-	22
2. Business promotion and tourism	-	-	-	33,333
4. Knowledge economy and E-government	-	-	-	876
	-	-	-	34,231
TOTAL	171,699	171,699	-	165,417

R34 231 000: Programmes having ended on 31 July 2002 and continued within the Department of Economic Development and Tourism in terms of the departmentalisation model for the Western Cape Province.

Included in the totals for "Total Appropriation" and "Actuals" is the own revenue budget amounting to R11 114 000 (2002: R11 010 000).

		2003/04 R'000	2002/03 R'000
1.2 Conditional grants			
Total grants received	Annexure 1A	9,104	7,627
2. Other revenue to be surrendered to the revenue fund			
Description			
Gifts, donations and sponsorships received	2.1	29	285
Liquor licences		-	130
Proceeds from sale of equipment		-	7
Subsidised motor transport		29	102
Parking		21	17
Interest received		15	46
Recoveries of housing rent		457	427
Water/electricity/sanitation		353	421
Boarding and lodging		2,351	1,972
Cheques written back		9	15
Sales of agricultural products		3,253	2,970
Registration, class and examination fees		2,899	2,580
Services rendered		2,550	2,688
Other		258	323
Total revenue collected		12,224	11,983
Less: Own revenue budgeted		(11,114)	(11,010)
Total other revenue collected		1,110	973

	2003/04 R'000	2002/03 R'000
2.1 Gifts, donations and sponsorships received by the department		
Nature of gift, donation and sponsorship		
Monkey Films: Token of appreciation.	8	-
SA Ostrich Chamber of Commerce: Evaluation of ostrich practices.	14	-
Virbac: Research project.	7	-
Surplus surrendered to revenue after completion of the Ebenhaezer dam project funded by National.	-	19
Agri Wes-Kaap: Promotion of resource conservation.	-	266
	29	285
2.2 Gifts, donations and sponsorships received in kind excluding Nature of gift, donation and sponsorship		
Western Cape Animal Production Research Trust: IT equipment	4	-
Western Cape Animal Production Research Trust: Reparation of farm equipment	36	-
Outeniqua tea club: Projector	2	-
	42	-
3. Personnel		
Current expenditure		
Appropriation to Executive and Legislature	661	637
Basic salary costs	57,590	48,182
Pension contributions	8,197	6,722
Medical aid contributions	3,644	3,416
Other salary related costs	15,309	10,702
Total Personnel Costs	85,401	69,659
Average number of employees	771	685
4. Inventories		
Current expenditure		
Inventories purchased during the year		
Publication	431	291
Printing and paper	1,078	1,111
Protective clothing and uniforms	246	188
Promotional material	118	133
Bedding and linen	9	15
Seeds and plants	173	244
Computer and cellular requisites	517	384
Spares, accessories, fuel and oil	931	874
Maintenance and packing material	750	375
Provisions	1,548	1,207
Cleaning, laundry and toiletries	209	131
Chemicals, fertiliser and fodder	2,571	1,356
Fencing and irrigation material	817	238
Gas	140	127
Consumable stores	611	481
Medical and laboratory requisites	545	262
Live stock	13	61
Other	123	-
Total cost of inventories	10,830	7,478
5. Machinery and equipment		
Current (Rentals, maintenance and sundry)	881	871
Capital	11,027	3,727
Total current and capital expenditure	11,908	4,598
5.1 Capital machinery and equipment analysed as follows:		
Computer equipment	6,699	1,057
Furniture and office equipment	699	266
Other machinery and equipment	3,623	2,404
Transport	6	-
	11,027	3,727

		2003/04 R'000	2002/03 R'000
6. Professional and special services			
6.1 Current expenditure			
Auditors' remuneration			
Regulatory		440	-
Contractors		7,746	9,445
Consultants and advisory services		103	199
Commissions and committees		-	80
Computer services		185	81
Water and electricity		4,983	4,434
Security services		535	454
Other		1,117	1,218
		15,109	15,911
6.2 Capital expenditure			
Contractors		5,610	3,910
		5,610	3,910
Total Professional and special services		20,719	19,821
7. Transfer payments			
Conditional grant transfer to municipalities	Annexure 1B	686	358
Transfers to public entities and institutions	Annexure 1C	10,731	10,272
Other transfers	Annexure 1D	1,901	30,583
		13,318	41,213
Analysis of transfer payments			
Capital		827	30,714
Current		12,491	10,499
		13,318	41,213
8. Miscellaneous			
Current expenditure			
Gifts, donations and sponsorships		3	5
Total miscellaneous expenditure		3	5
8.1 Gifts, donations and sponsorships made in kind (items expensed in previous periods - Total value not included above)			
Nature of gifts, donations and sponsorships			
Current			
Transfer of farm equipment to "Kleinplasia Museum"		1	-
Gifts to foreign delegations and visits abroad		6	-
Capital			
Transfer of farm implements to small farmer communities		12	1,958
Transfer of a tractor and farm equipment to Pacaltsdorp Tourism Board		115	-
		134	1,958
9. Special functions: Authorised losses			
Material losses through criminal conduct	9.1	62	85
Other material losses written off in income statement	9.2	28	58
Debts written off	9.3	2	45
		92	188
9.1 Material losses through criminal conduct			
Nature of losses			
Theft of equipment (9 cases)		51	85
Theft of trailer (1 case)		11	-
		62	85
9.2 Other material losses written off in income statement			
Nature of losses			
Government Garage losses (12 cases)		28	37
Other (4 cases)		-	21
		28	58

		2003/04 R'000	2002/03 R'000
9.3 Debts written off			
Nature of debts written off			
Interest (1 case)		1	28
Tax debt (1 case)		1	-
Other (19 cases)		-	17
		2	45
9.4 Details of special functions (theft and losses)			
Per programme			
Programme 1: Administration		5	21
Programme 2: Technology development and transfer		53	24
Programme 3: Agriculture engineering		24	33
Programme 4: Veterinary services		9	67
Programme 5: Agricultural training		1	43
		92	188
10. Cash and cash equivalents			
Paymaster General Account		61	1,423
ACB Control Account EFT payments		-	(453)
Orders Payable		-	(1,359)
Cash on hand		-	32
Short term investments		35,899	11,897
		35,960	11,540
11. Receivables - current			
Amounts owing by other departments			
Staff debtors	11.3	98	57
Other debtors	11.4	556	326
Advances	11.5	125	348
		779	731
11.1 Amounts of R17 000 (2002 : R14 000) included above may not be recoverable, but has not been written off in the income statement.			
11.2 Age analysis – receivables current			
Less than one year		619	629
One to two years		79	23
More than two years		81	79
		779	731
11.3 Staff debtors			
Deduction disallowance		-	13
Tax		42	14
Medical schemes		-	3
Insurance		-	9
Telephone debt		1	3
Departmental debt		55	15
		98	57
11.4 Other debtors			
Claims recoverable: Government departments	Annexure 5	284	172
Claims recoverable: Miscellaneous		10	7
Disallowance: Thefts and losses suppliers		-	12
Student debt		118	90
Analytical services debt		109	16
Out of service debt		35	29
		556	326
11.5 Advances			
Nature of advances			
Subsistence and Transport		125	348
		125	348
12. Voted funds to be surrendered to the Revenue Fund			
Opening balance		7,621	-
Transfer from income statement		11,108	7,621
Paid during the year		(7,621)	-
Closing balance		11,108	7,621

		2003/04 R'000	2002/03 R'000
13. Other revenue funds to be surrendered to the Revenue Fund			
Opening balance		539	-
Transfer from income statement for revenue to be surrendered		12,224	11,983
Paid during the year		(12,386)	(11,444)
Closing balance		377	539
14. Payables - current			
Description			
Other payables	14.1	25,254	4,111
		25,254	4,111
14.1 Other payables			
Miscellaneous		38	14
Income tax		91	-
Pension fund		3	-
Deductions disallowance		1	-
Drainage course		52	52
Cultivar Evaluation project		38	21
Sport Development Fund		-	2
LRAD Training project		122	197
Prosopis project		160	119
Goedgedacht project		81	79
Impumelelo project		52	54
South Cape College course		9	3
Provide Project		3,700	3,343
Western Cape Water Summit		14	-
SAND		109	-
PAETA		36	-
DOW evaluation		7	-
Flood 2003		5,850	-
Drought		14,649	-
Recoverable Revenue Capital		208	195
Recoverable Revenue Control		34	32
		25,254	4,111
15. Net cash flow generated by operating activities			
Net surplus as per Income Statement		12,219	8,594
Adjusted for items separately disclosed		28,578	49,354
Own revenue budget		11,114	11,010
Proceeds from sale of equipment ()		-	(7)
Capital expenditure		17,464	38,351
Net cash flow generated by operating activities		40,797	57,948
16. Cash generated (utilised) to (increase) working capital			
(Increase) in receivables – current		(48)	(383)
(Increase) in prepayments and advances		-	(348)
Increase in payables		21,143	4,111
		21,095	3,380
17. Voted funds and revenue funds surrendered			
Voted funds surrendered		7,621	-
Revenue funds surrendered		12,387	11,444
		20,008	11,444

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 MARCH 2004

These amounts are not recognised in the financial statements, and are disclosed to enhance the usefulness of the 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 7 of 2003

			2003/04 R'000	2002/03 R'000
18. Contingent liabilities				
Liable to	Nature			
Housing loan guarantees	Employees	Annexure 3	913	899
Workman's compensation	Employees	Annexure 3	-	71
Samilco	Unpaid shares		4	-
			917	970
19. Commitments				
Current expenditure				
Approved and contracted/ordered			2,421	3,140
			2,421	3,140
Capital expenditure				
Approved and contracted/ordered			372	158
			372	158
Total Commitments			2,793	3,298
20. Employee benefits				
Capped leave			10,562	552
Thirteenth cheque			2,496	1,932
Performance bonus			1,281	75
			14,339	2,559
21. Leases				
Operating leases				
Name of institution: Minolco				
Not later than 1 year			89	224
Later than 1 year and not later than 3 years			406	134
Later than 3 years			205	66
			700	424
Name of institution: Nashua and Autopage				
Not later than 1 year			42	213
Later than 1 year and not later than 3 years			480	85
			522	298
Total operating leases			1,222	722
22. Receivables for services delivered				
Nature of services				
House rent			262	210
Student debt			328	-
Analytical services debt			177	-
			767	210
22.1 Amounts of R187 000 included above may not be recoverable. (2002: R20 000)				
23. Irregular expenditure				
Not condoned expenditure				
Incident	Disciplinary steps taken / criminal proceedings			
Alleged petty cash fraud	Forensic audit was conducted and the matter reported to the SAP for criminal proceedings. Claim against pension fund already submitted.		12	-

		2003/04 R'000	2002/03 R'000
24 Key management personnel			
24.1 Remuneration			
The aggregate remuneration of the key management of the department and the number of individuals determined on a full time equivalent basis receiving remuneration within this category.			
Members of key management	Number	Aggregate salary	
Minister	1	447	369
Deputy Director General	1	350	126
Chief Director (8 months)	-	-	175
CFO	1	254	-
24.2 Other remuneration and compensation provided to key management and close members of the family of key management personnel			
The total amount of all other remuneration and compensation provided to key management during the reporting period.			
Members of key management	Number	Aggregate amounts	
Minister	1	369	302
Deputy Director General	1	306	75
Chief Director (8 months)	-	-	133
CFO	1	163	-
25. Biological / Cultivated assets			
Biological / Cultivated assets on hand			
Biological assets (animals)	25.1	2,701	1,646
Cultivated assets	25.2	2,277	2,066
Agricultural products	25.3	329	-
		5,307	3,712
25.1 Biological assets (animals)			
Sheep		1,785	1,326
Cattle - dairy		760	189
Cattle - beef		55	91
Pigs		-	1
Horses		101	39
Total animals		2,701	1,646
25.2 Cultivated assets			
Vines		1,563	1,520
Orchards		714	546
		2,277	2,066
25.3 Agricultural products			
Wine		329	
		329	

ANNEXURES TO THE FINANCIAL STATEMENTS for the year ended 31 MARCH 2004

ANNEXURE 1A STATEMENT OF CONDITIONAL GRANTS RECEIVED BY PROVINCIAL DEPARTMENTS AS AT 31 MARCH 2004

NAME OF DEPARTMENT List each Grant per department from whom received	GRANT ALLOCATION				EXPENDITURE				
	Division of Revenue Act R'000	Adjustments Estimate R'000	Roll Overs R'000	Total Available R'000	Actual (1) R'000	Unspent R'000	% of Available Spent	Capital R'000	Current R'000
Provincial Infrastructure grant	5,464	1,840	-	7,304	3,607	3,697	49.0%	3,607	-
Poverty relief and infrastructure development (Landcare)	1,800	-	-	1,800	1,756	44	98.0%	1,756	-
	7,264	1,840	-	9,104	5,363	3,741	59.0%	5,363	-

Underspending on Provincial Infrastructure grant due to the use of private contractors and slow community participation. Application has been made for roll over to the amount of R3 741 000.

ANNEXURE 1B STATEMENT OF CONDITIONAL GRANT TRANSFERS TO MUNICIPALITIES BY PROVINCIAL DEPARTMENTS AS AT 31 MARCH 2004

NAME OF MUNICIPALITY (List each Grant per Municipality)	GRANT ALLOCATION				EXPENDITURE				
	Division of Revenue Act R'000	Adjustments Estimate R'000	Roll Overs R'000	Total Available R'000	Actual Transfer (1) R'000	Amount not Transferred R'000	% of Available Transferred	Capital R'000	Current R'000
Matzikama Municipality	360	-	-	360	386	-	100.0%	386	-
	360	-	-	360	386	-	100.0%	386	-

ANNEXURE 1C
STATEMENT OF TRANSFERS TO PUBLIC ENTITIES AND INSTITUTIONS BY PROVINCIAL DEPARTMENTS AS AT 31 MARCH 2004

Name of Public Entity / Institution	GRANT ALLOCATION				EXPENDITURE				
	Appropriations Act R'000	Adjustments Estimate R'000	Roll Overs R'000	Total Available R'000	Actual Transfer (1) R'000	Amount not Transferred R'000	% of Available Transferred	Capital R'000	Current R'000
Casidra (Pty) Ltd	4,900	-	-	4,900	4,900	-	100.0%	-	4,900
Agricultural Research Council	5,726	186	-	5,912	5,831	81	99.0%	-	5,831
	10,626	186	-	10,812	10,731	81	99.0%	-	10,731

ANNEXURE 1D
STATEMENT OF OTHER TRANSFERS BY PROVINCIAL DEPARTMENTS AS AT 31 MARCH 2004

Name of Entity/Institution	GRANT ALLOCATION				EXPENDITURE				
	Appropriations Act R'000	Adjustments Estimate R'000	Roll Overs R'000	Total Available R'000	Actual Transfer (1) R'000	Amount not Transferred R'000	% of Available Transferred	Capital R'000	Current R'000
SA Agri Academy	420	-	-	420	420	-	100.0%	-	420
Sharon Growers Group	354	-	-	354	354	-	100.0%	-	354
University of Stellenbosch	190	-	-	190	190	-	100.0%	-	190
Provide	273	-	-	273	228	45	84.0%	-	228
Southern Cape Land Committee	60	-	-	60	60	-	100.0%	-	60
Ubuntu Farmers Union	41	-	-	41	41	-	100.0%	-	41
Reach for Gold Association	7	-	-	7	7	-	100.0%	-	7
Farmers	500	-	-	500	441	59	88.0%	441	-
Western Cape Bull Test Centre	100	-	-	100	100	-	100.0%	-	100
AEASA Conference 2004	60	-	-	60	60	-	100.0%	-	60
Matzikama Municipality	300	-	-	300	300	-	100.0%	-	300
Communities	382	-	-	382	-	382	0.0%	-	-
	2,687	-	-	2,687	2,201	486	82%	441	1,760

Farmers: Underspending due to soil conservation works not yet completed but committed. Application has been made for roll-over.
Communities: Underspending on departmental infrastructure projects due to slow community participation. Application has been made for roll-over.
Provide: Saving on over estimate for soft skills training on the Young Professionals Programme. Application has been made for roll-over.

ANNEXURE 2
STATEMENT OF INVESTMENTS IN AND AMOUNTS OWING BY/TO CONTROLLED/PUBLIC ENTITIES AS AT 31 MARCH 2004

Only Public and Private Entities

Name of public entity	Nature of public entities business	Relevant Act	Entity's PFMA Schedule type	% Held	Number of shares held R'000		Cost of investment R'000	Profit / (Loss) for the year R'000		Are the losses guaranteed Yes/No	Amounts owing to R'000		Amounts owing by R'000		AO Value of Investment R'000	Audit Report Status
					03/04	02/03		03/04	02/03		03/04	02/03	03/04	02/03		
Casidra (Pty) Ltd	Improving the life quality in rural areas through poverty alleviation, rural development and unlocking of human resources and capacity.	Companies' Act of 1973	3D	100%	25,000	-	-	03/04	02/03	No	-	-	-	-	11,221	U
Koelenhof Wynkelder (BPK)		Co-operative Act of 1981	Private		1	1	-	-	-	N/a	-	-	-	-	-	U
South Africa Milk Co-operation LIMITED		Co-operative Act of 1981	Private		3	3	-	-	-	N/a	-	-	-	-	-	U
							-	-	(239)	(1,092)	-	-	-	-	11,221	

Note: Casidra's shares are in the name of the Provincial Government and not the Department of Agriculture. The Department has an oversight role of this provincial business enterprise.

ANNEXURE 3
STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2004

Domestic		Guarantee in respect of	Original Guaranteed capital amount	Opening Balance 01/04/2003	Guarantees issued during the year	Guarantees Released during the year	Guaranteed interest outstanding as at 31/03/2004	Closing Balance 31/03/2004	Realised losses i.r.o. claims paid out
Guaranteed institution			R'000	R'000	R'000	R'000	R'000	R'000	R'000
Standard bank	Housing	55	55	28	-	-	-	83	-
Nedbank	Housing	97	97	-	-	-	-	97	-
ABSA	Housing	245	245	39	-	-	-	284	-
Peoples bank	Housing	122	122	-	-	-	-	122	-
First National bank	Housing	227	227	-	-	-	-	227	-
OLD Mutual	Housing	100	100	-	-	-	-	100	-
		846	846	67	-	-	-	913	-

ANNEXURE 4
PHYSICAL ASSET MOVEMENT SCHEDULE (Not including inventories)

PHYSICAL ASSETS ACQUIRED DURING FINANCIAL YEAR 2003/04	Opening Balance R'000	Additions R'000	Disposals R'000	Transfers In R'000	Transfers Out R'000	Closing Balance R'000
MACHINERY AND EQUIPMENT	3,727	11,027	-	-	-	14,754
Computer equipment	1,057	6,699	-	-	-	7,756
Furniture and office equipment	266	699	-	-	-	965
Other machinery and equipment	2,404	3,623	-	-	-	6,027
Transport assets	-	6	-	-	-	6
	3,727	11,027	-	-	-	14,754

PHYSICAL ASSETS ACQUIRED DURING FINANCIAL YEAR 2002/03	Opening Balance R'000	Additions R'000	Disposals R'000	Transfers In R'000	Transfers Out R'000	Closing Balance R'000
MACHINERY AND EQUIPMENT	-	3,727	-	-	-	3,727
Computer equipment	-	1,057	-	-	-	1,057
Furniture and office equipment	-	266	-	-	-	266
Other machinery and equipment	-	2,404	-	-	-	2,404
Transport assets	-	-	-	-	-	-
	-	3,727	-	-	-	3,727

**ANNEXURE 5
INTER-DEPARTMENTAL RECEIVABLES - CURRENT**

Department	Confirmed balance outstanding		Unconfirmed balance outstanding	
	31/03/2004	31/03/2003	31/03/2004	31/03/2003
	R'000	R'000	R'000	R'000
National Department of Agriculture	34	23	250	-
Provincial Department of Transport and Public Works	-	81	-	-
Provincial Parliament	-	28	-	-
Provincial Department of Economic Development and Tourism	-	40	-	-
TOTAL	34	172	250	-

**ANNEXURE 6
INTER-DEPARTMENTAL PAYABLES - CURRENT**

Department	Confirmed balance		Unconfirmed balance	
	31/03/2004	31/03/2003	31/03/2004	31/03/2003
	R'000	R'000	R'000	R'000
Provincial Administration Western Cape	1	-	-	-
Provincial Department of Transport and Public Works	-	-	32	-
TOTAL	1	-	32	-

HUMAN RESOURCE MANAGEMENT

(OVERSIGHT REPORT)

PUBLIC SERVICE REGULATIONS

The statistics and information published in this part of the annual report are required in terms of Chapter 1, Part III J.3 of the Public Service Regulations, 2001 and have been prescribed by the Minister for the Public Service and Administration for all departments within the Public Service.

The statistical tables provide high-level information on key human resource issues. The information aims to empower legislatures, the media, the public and other key stakeholders to monitor whether departments: -

- Are exercising the powers granted under Public Service and Public Finance legislation in a responsible manner,
 - Are achieving national transformation priorities established by the Cabinet, for example, affirmative action.
- Annual reports are produced after the end of the financial year. This is aimed at strengthening the accountability of departments to key stakeholders.

The tables in this report are revised on a regular basis by the Department of Public Service and Administration (DPSA). If you wish to see additional information included in this report, please send suggestions (with a clear motivation) to:-

The Director-General
Department of Public Service and Administration
ATTENTION: Public Service Information Unit
P.O. Box 916, Pretoria, 0001
psiu@dpsa.gov.za
fax: (012) 314-7020

To ensure that enough time is available to evaluate and incorporate your suggestions, please ensure that all submissions are submitted on or before 31 August.

For a detailed description and explanation of the terminology used in this section of the report, please consult the publication from the DPSA entitled 'A guide to understanding the oversight report of departmental annual reports'. A copy of the guide is available from all departments or can be accessed from the DPSA website (www.dpsa.gov.za).

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

PROGRAMME 1: ADMINISTRATION:

Corporate Services

Table 1.1 - Main services provided and standards

Main services	Actual customers	Potential customers	Standard of service	Actual achievement against standards
Provide professional human resource management, & administrative support services to Line Functions management	Staff, Line Functions Organised labour, Ministry Other state departments (Provincially and Nationally) Educational Institutions Directorates Media Schools Farmers Designated groups: women, NGO's General public youth, disabled Foreign dignitaries External service providers	Students Interns	Render efficient and optimal Human Resources Management Services to staff. Perform all Personnel administrative processes timeously & within the relevant prescripts Effective management of HIV/AIDS and special programmes in the workplace	HR sub-components established and HR services delivered PERSAL transaction actions performed timeously and within relevant legislation and policies. HR Policies developed Forum established HIV/AIDS workplace policy and programme implemented Continuous awareness raising 19 Peer educators trained 10 % of staff voluntarily tested for the HIV Improvement in the Occupational Health and Safety environment in the Department.

Main services	Actual customers	Potential customers	Standard of service	Actual achievement against standards
			Capacity building and empowerment of all staff as per legislative requirements/work-place skills plan to deliver high quality of service	Training audit done Training Conducted as per Workplace Skills Plan and within 1% Training Fund Allocation Quarterly training reports submitted to SETA 10 ABET Learners 20 Internships 10 Learnerships 33 more Learner-ships identified 20 Bursary-holders
			Maintain sound Employee/ Employer relations through proactive management of all labour related matters within specified timeframes	Union-Management structures functioning well 1 grievance for 2003/2004 period. Employment Equity (EE) - Staff establishment reflects some improvement in terms of representivity. Monitored equity in terms Departmental EE Plan of policy development, training, performance management
			Efficient and timeous provision of office support services to all Line functions	Daily office support services rendered to all line functions
Effective promotion of the services of the Department internally and externally through efficient communication	Cape Women's Forum Centre for Rural Legal Studies Women of Farms Schools in Province Female farmers in the Province Media representatives	Femal Agricultural Union Municipalities	Promote a positive corporate image of Department Promote services of Department to all client groupings Inform, motivate & involve personnel and stakeholders to achieve a greater understanding of the Department's contribution towards agriculture	1 000 pre-primary and primary children visit Elsenburg during open days 9 visits to Elsenburg by international and local farmer and governmental groups 9 exhibitions at career days, environmental festivals, agricultural shows 37 press releases regarding new services, projects and events More than 70 Radio Elsenburg broadcasts on RSG (Radio Sonder Grense) Creation of a new news & research quarterly magazine for the clients of the Department Agri Femina Week centered around Women's Day and involving female farmers (commercial & small-scale), girl children and female farm workers
Provide a professional financial management, budget management, financial administration, supply change management and transport service, as well as a service to the Ministry.	Staff, Line functions, Ministry, Other state departments (Provincial and National), General public, Treasury (Provincial and National).		Clean audit report, Acceptable turnaround time on transactions, problem solving, financial control and management, asset management, fraud prevention, risk management timeous and correct reporting, policy-making and financial advice.	Since inception of the department it was priority to capacitate the financial section and was acceptable standards of service maintained at most levels, but due to Resolution 7, as well as the physical constraint of un-available floor space, there is still a vacancy rate of close to 30%.

Table 1.2 - Consultation arrangements with customers

Type of arrangement	Actual Customers	Potential Customers	Actual achievements
Consultation with NGO's and other interested parties with regards to the Departmental Gender Action Plan	Cape Women's Forum Centre for Rural Legal Studies Women on Farms	As above	Discussion of shared interests and possible co-operation
Consultation with NGO's and other interested parties with regards to the Departmental Youth Strategy	Agri Train		Discussion of shared interests and possible co-operation
Meetings, workshops, Management/Organised labour interaction, inspections, interviews, visits, written & electronic communication	As per 1.1	As per 1.1	Prompt response to client verbal & written queries in the language of their choice, regular meetings with client groups, increased accessibility of clients to all services.

Table 1.3- Service delivery access strategy

Access Strategy	Actual achievements
Frequent delivery of correct, timely & complete information to clients in a creative and inclusive manner: through Direct: Personal Indirect: Electronic Mail, mailing services, facsimile, written, web-site, Internal circulars, departmental newsletter, tours, exhibitions, radio talks & own radio station), publications, press releases.	Frequent delivery of brochures & other publications, 8 exhibitions, 35 press releases, 44 tours to Elsenburg, new website, 70 Radio Elsenburg broadcasts Support and assistance rendered regarding HR matters to staff concerns (Bringing HR services to staff) Met with all client groups in actual area of work to attend to their queries

Table 1.4 - Service information tool

Types of information tool	Actual achievements
Direct: Personal Indirect: Electronic Mail, mailing services, facsimile, written, web-site, Internal circulars, departmental newsletter	Equal access of information to all the Departments clients. Full & accurate information on services provided. Information provided to all clients especially those previously excluded from the provision of public services.
Print and electronic media	35 press releases, approximately 14 articles & advertisements in popular magazines, creation of new departmental website, 70 Radio Elsenburg broadcasts
Exhibitions & presentations	8 exhibitions at career days, agricultural shows, etc
Publications	Annual Elsenburg Journal (semi scientific) General departmental brochures & pamphlets distributed at all public events Creation and distribution of Departmental Strategic Plan

Table 1.5 - Complaints mechanism

Complaints Mechanism	Actual achievements
Direct: Personal, relevant directors, managers Indirect: Electronic Mail, mailing services, facsimile, written, meetings,	Immediate attention given to complaints All complaints followed up with a written response Complaints attended to immediately

PROGRAMME 2: TECHNOLOGY DEVELOPMENT AND TRANSFER

Table 1.1 - Main services provided and standards

Main services	Actual customers	Potential customers	Standard of service	Actual achievement against standards
Technology development <ul style="list-style-type: none"> Development of technologies that are relevant to relevant client groups based on: <ul style="list-style-type: none"> - Needs driven - Timeliness Laboratory service Advisory service 	<ul style="list-style-type: none"> LRAD beneficiaries Small scale commercial farmers Beneficiaries of food security projects Commercial farmers <ul style="list-style-type: none"> As above, plus Scientists Industry As above	(2004) <ul style="list-style-type: none"> • 4000 • 2500 • 8500 <ul style="list-style-type: none"> • 500 • 50 As above	<ul style="list-style-type: none"> Projects (168) carried out according to scientific methods and parameters in order to ensure the validity of experimental results. Forums are in place where the stakeholders of the three main enterprises e.g. milk, wool & grain/oilseeds discuss restrictions and where research needs are determined. Farmers across the spectrum from large scale to small scale commercial are our clients. Outputs is based on internal capacity but according to time schedules set out in project aims. <ul style="list-style-type: none"> Supply a service according to best laboratory practice to 35% of the market for soil, water and leaf analysis, analysing 33 000 soil samples. <ul style="list-style-type: none"> Information is disseminated through: <ul style="list-style-type: none"> - Scientific publications: 23. - Popular publications: 44. - Congress Papers: 12. - Lectures on farmers' days: 123 reaching ± 6 000 farmers. - Crop estimates and climatic forecasting: 12. 	<ul style="list-style-type: none"> Compliance with all national and international standards. Ensure compliance with adherence to all applicable legislation. Development of prospective and current farmers, farm workers and agriculturists. ΣThe promotion of agriculture and development of previously disadvantaged communities in the Western Cape through professional and dedicated personnel. To provide a professional, reliable and impartial service. ΣGo out of our way to understand our clients needs and to meet them. Equal access of all stakeholders in the participation in agriculture. The Sub-directorate had increase the competitiveness of all agricultural producers on the local level, as well as national and international levels. Equal access to services to all our clients. Full and accurate information on services. <ul style="list-style-type: none"> Additional Agricultural forums. Increased capacity and output. Inter-Provincial Agricultural agreements. International Agricultural agreements. The development of economically accountable technology considering the current needs of producers, small scale-farmers and consumers. Identification of new production opportunities and promotion of the utilization thereof.
Technology transfer <ul style="list-style-type: none"> Pro-active monitoring and investigation of development opportunities (emphasis on alternative crops) Continuous diagnostic service aimed at problem solving (Ad hoc consulting services through farm visits etc.) Programmed extension projects aimed at behavioural change (full continuum of farmers). 	<ul style="list-style-type: none"> Small and large scale commercial farmers LRAD beneficiaries <ul style="list-style-type: none"> Small and large scale commercial farmers LRAD beneficiaries <ul style="list-style-type: none"> Small and large scale commercial farmers LRAD beneficiaries 	<ul style="list-style-type: none"> • 8500 + 2500 • 4500 <ul style="list-style-type: none"> • 8500 + 2500 • 4500 <ul style="list-style-type: none"> • 8500 + 2500 • 4500 	<ul style="list-style-type: none"> Scientific experimental trails with potential crops at three Agricultural Development Centres. <ul style="list-style-type: none"> Strive to provide applicable and affordable solutions to farming problems within 8 days after receiving request from clients. <ul style="list-style-type: none"> Projects (128) aimed at improving production practices by behavioural change of farmers. Bench-marking lacking in many cases. 	<ul style="list-style-type: none"> Compliance with all national and international standards. Ensure compliance with adherence to all applicable legislation. Development of extension projects for current farmers, farm workers and agriculturists. The promotion of agriculture and rural development through viability studies and the settlement of secure and independent farmers from previously disadvantaged communities in the Western Cape through professional and dedicated personnel. To provide a professional, reliable and impartial service. Go out of our way to understand our clients needs and to meet them.

Main services	Actual customers	Potential customers	Standard of service	Actual achievement against standards
<ul style="list-style-type: none"> Continuous development support, viability studies, idea testing and assessment of land reform projects and business plans. 	<ul style="list-style-type: none"> LRAD beneficiaries (new) 	<ul style="list-style-type: none"> 1200 beneficiaries through 60 projects 	<ul style="list-style-type: none"> Technical evaluation of LRAD business plans. 	<ul style="list-style-type: none"> Equal access of all clients in the participation in agriculture and the stimulation of sustainable rural development. The sub-directorate had increase the competitiveness of all agricultural producers on the local level, as well as national and international levels. Equal access to services to all our clients. Full and accurate information on services. Additional technology transfer forums. Increased capacity and output. The sub-directorate is taking the initiative to develop, support and asses land reform projects and business plans. The development and transfer of economically accountable technology considering the current needs of producers, small scale-farmers and consumers. Identification of new production opportunities and promotion of the utilization thereof.
<ul style="list-style-type: none"> Active propagation, implementation and support of food security projects 	<ul style="list-style-type: none"> None service not funded 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	
<ul style="list-style-type: none"> Implementation and support of food gardens at HIV/AIDS clinics 	<ul style="list-style-type: none"> None - service not funded 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	
Agricultural Economics				
<ul style="list-style-type: none"> Agricultural Economic research and advice that are relevant to all client groups, based on: 	<ul style="list-style-type: none"> Small scale commercial farmers Large scale commercial farmers 	<ul style="list-style-type: none"> 2500 8500 	<ul style="list-style-type: none"> Regular discussions with different client groups in order to determine their needs. 	<ul style="list-style-type: none"> Compliance with all national and international standards. Ensure compliance with adherence to all applicable legislation. Training of prospective and current farmers, farm workers and agriculturists. The promotion of agricultural economics. To provide a professional, reliable and impartial economical service. Go out of our way to understand our clients needs and to meet them. Equal access of all clients in the participation in agriculture. The sub-directorate had increase the competitiveness of all agricultural producers on the local level, as well as national and international levels. Equal access to services to all our clients. Full and accurate economical information on services. Additional agricultural economical forums. Increased capacity and output. Inter-Provincial Agricultural agreement.
<ul style="list-style-type: none"> - Needs driven 	<ul style="list-style-type: none"> Small scale commercial farmers Large scale commercial farmers 	<ul style="list-style-type: none"> 2500 8500 	<ul style="list-style-type: none"> Clients across the spectrum from macro to micro economic concerns as well as small to large scale farmers. 	
<ul style="list-style-type: none"> - Timeless 	<ul style="list-style-type: none"> Small scale commercial farmers Large scale commercial farmers 	<ul style="list-style-type: none"> 2500 8500 	<ul style="list-style-type: none"> Output is based on internal capacity, but according to time schedules set out in projects aims. Policy advice and early warning systems. 	
<ul style="list-style-type: none"> - best practice and scientific standards (33 projects) 			<ul style="list-style-type: none"> International peer review of research outputs: 1 National peer review of research outputs: 15 Outputs in popular press: 162 Invited lectures to clients: 39 	

Main services	Actual customers	Potential customers	Standard of service	Actual achievement against standards
				<ul style="list-style-type: none"> • The sub-directorate is taking the initiative to develop a sound quantitative base for policy decision making at provincial, interprovincial and national level. The overall objective of the Provide Project is to provide a comprehensive and sound comprehensive and sound quantitative base for analysis of the implications of liberalisation and globalisation for the agricultural sectors and rural populations in South Africa. • The development and transfer of economically accountable technology considering the current needs of producers, small scale-farmers and consumers. • Identification of new production opportunities and promotion of the utilization thereof

Table 1.2 - Consultation arrangements with customers

Type of arrangement	Actual Customers	Potential Customers	Actual achievements
Technology Development Meetings	<ul style="list-style-type: none"> 4 commodity groups Commercial farmers (11 000) District Municipalities (5) Local municipalities (15) 	<ul style="list-style-type: none"> 4 commodity groups Commercial farmers (11 000) 6 District Municipalities 24 Local municipalities 	<ul style="list-style-type: none"> Staff attended quarterly meetings with client groups from the small grain, oilseeds, dairy and wool industries, where research and development priorities were set and progress with running projects monitored. Various farmers study group meetings were attended by staff, aimed at group solving of economic/production problems in District Municipal areas.
Telephone discussions	<ul style="list-style-type: none"> Large scale commercial farmers Small scale commercial farmers LRAD beneficiaries Beneficiaries of food security projects 	<ul style="list-style-type: none"> Expanding the client base New farmers New groups New groups 	<ul style="list-style-type: none"> All telephone and e-mail enquiries were promptly attended to.
<ul style="list-style-type: none"> Dissemination of Research & Extension project results through <ul style="list-style-type: none"> Lectures Articles/ pamphlets 	<ul style="list-style-type: none"> Large scale commercial farmers Small scale commercial farmers LRAD beneficiaries Beneficiaries of food security projects 	<ul style="list-style-type: none"> Expanding the client base New farmers New groups New groups 	<ul style="list-style-type: none"> Congress Papers: 12. Lectures on farmers' days: 123 reaching ± 6 000 farmers. Crop estimates and climatic forecasting: 12.
Agricultural Economics			
<ul style="list-style-type: none"> Meetings 	<ul style="list-style-type: none"> 4 commodity groups 	<ul style="list-style-type: none"> 4 commodity groups 	<ul style="list-style-type: none"> Staff attended quarterly meetings with client groups from the small grain, oilseeds, dairy and wool industries, where research and development priorities were set and progress with running projects monitored. Various farmers study group meetings were attended by staff, aimed at group solving of economic/production problems in extension areas. Meetings at Municipalities were attended by senior staff members of the extension division where agricultural inputs were given for the various IDP's
	<ul style="list-style-type: none"> Commercial farmers (11 000) District Municipalities (5) Local municipalities (15) 	<ul style="list-style-type: none"> Commercial farmers(11 000) 6 District Municipalities 24 Local municipalities 	
<ul style="list-style-type: none"> Telephone discussions 	<ul style="list-style-type: none"> Large scale commercial farmers Small scale commercial farmers LRAD beneficiaries Beneficiaries of food security projects 	<ul style="list-style-type: none"> Expanding the client base New farmers New groups New groups 	<ul style="list-style-type: none"> All telephone and e-mail enquiries were promptly attended to.
<ul style="list-style-type: none"> Dissemination of Research & Extension project results through <ul style="list-style-type: none"> Lectures Articles/pamphlets 	<ul style="list-style-type: none"> Large scale commercial farmers Small scale commercial farmers LRAD beneficiaries Beneficiaries of food security projects 	<ul style="list-style-type: none"> Expanding the client base New farmers New groups New groups 	<ul style="list-style-type: none"> Formal lectures were given at farmers days, etc. (760) 64 agricultural technical and 35 agricultural economic articles were published. 101 technical and 246 popular articles were published in the press and other semi scientific publications.
<ul style="list-style-type: none"> Farm visits/individual interviews 	<ul style="list-style-type: none"> Large scale commercial farmers Small scale commercial farmers LRAD beneficiaries Beneficiaries of food security projects 	<ul style="list-style-type: none"> Expanding the client base New farmers New groups New groups 	<ul style="list-style-type: none"> The service was directed at solving specific economic/technical production problems. Solutions must be affordable, appropriate and directly applied: - Farm visits: - Individual interviews:

Table 1.3- Service delivery access strategy

Access Strategy	Actual achievements
<p>Technology Development Agricultural information as generated through 168 research projects were disseminated to all potential clients through:</p> <ul style="list-style-type: none"> • Programmed and ad hoc extension • E-mail • Telephone • Policy advice to Ministry • Meetings: <ul style="list-style-type: none"> - Producers and producers groups - Municipalities • Articles / Pamphlets <p>Agricultural Economics Agricultural and economical information as generated through 205 research and 33 economic projects were disseminated to all potential clients through:</p> <ul style="list-style-type: none"> • Programmed and ad hoc extension <ul style="list-style-type: none"> • E-mail • Telephone • Policy advice to Ministry • Meetings: <ul style="list-style-type: none"> - Producers and producers groups - Municipalities • Articles / Pamphlets 	<ul style="list-style-type: none"> • See Sub-programme : Technology Transfer • Request per e-mail are stored in files. • Queries and enquiries are promptly answered and information promptly given. • Through Red number system. • Attended promptly and contribute to agenda by delivery of information as requested, lectures, group discussions etc. • Technical and economic information related to agricultural issues in the Province were widely publicised through scientific and semi-scientific publications. <ul style="list-style-type: none"> • Through 142 registered projects, aimed at behavioural change of agricultural producers as well as ad hoc consultation during farm visits and personal interviews. • Request per e-mail are stored in files. • Queries and enquiries are promptly answered and information promptly given. • Through Red number system. • Attended promptly and contribute to agenda by delivery of information as requested, lectures, group discussions etc. • Attended and given well prepared documentation and inputs regarding Agricultural strategies of IDP's. • Technical and economic information related to agricultural issues in the Province were widely publicised through scientific and semi-scientific publications.

Table 1.4 - Service information tool

Types of information tool	Actual achievements
E-mail	
Letters	
Meetings	See 1.3
Farm visits	
Presentations	
Articles	

Table 1.5 - Complaints mechanism

Complaints Mechanism	Actual achievements
Via the telephone, e-mail, face-to-face, letter to MEC for attention the director of the Directorate	Follow-up queries within a week.

PROGRAMME 3 : AGRICULTURAL ENGINEERING

New name as from 1 April 2004: Sustainable Resource Management

Table 1.1 – Main services provided and standards

Main services	Actual customers	Potential customers	Standard of service	Actual achievement against standards
Water Resource Development Studies	All water users in the Province		In accordance with national & international engineering standards	2 studies under way in compliance with all national and international engineering standards
Water Conservation Projects	Farmers	Emerging farmers	In accordance with national & international engineering standards	Increase water use efficiency in 5 areas complying with national and international engineering standards
Landcare and Infrastructure Projects	Emerging/small-scale farmers on privately owned land by individuals and /or groups		In accordance with national & international engineering and conservation standards	27 projects completed complying with national and international engineering and conservation standards
Landuse management	All landusers in the province		In accordance with provincial guidelines and standards for the protection of agricultural resources	800 applications handled to ensure compliance with and adherence to all applicable legislation and policies
Resource conservation projects	All agricultural landusers in the province		In accordance with national & international engineering and conservation standards and legislation	177 projects completed complying with national and international engineering and conservation standards and legislation

Table 1.2 – Consultation arrangements with customers

Type of arrangement	Actual Customers	Potential Customers	Actual achievements
Farm visits	LRAD beneficiaries Resource poor farmers Commercial Farmers Municipalities Government institutions NGO's	Agricultural Industry out of Province including SADEC countries	1400
Telephone	LRAD beneficiaries Resource poor farmers Commercial Farmers Municipalities Government institutions NGO's	Agricultural Industry out of Province including SADEC countries	All telephonic enquiries answered or referred
Letters	LRAD beneficiaries Resource poor farmers Commercial Farmers Municipalities Government institutions NGO's	Agricultural Industry out of Province including SADEC countries	250 letters answered on daily/weekly/monthly basis as required
E-mail	Commercial Farmers Municipalities Government institutions NGO's	LRAD beneficiaries Resource poor farmers	All e-mail enquiries were answered or referred
Active Participation with Organized Agriculture and Farmers – Farmers days and attending Farmers Union meetings	LRAD beneficiaries Commercial Farmers Resource poor farmers Informal -and rural communities	Farm worker groups	Knowledge and information transfer to keep farmers on track with new development -scientific and political Community development
Meetings - Interaction with roleplayers, organisations and associations	Roleplayers in agriculture		Provide inputs Exchange of information. Establishment of client needs
Strategic planning meetings	Other Directorates in the WC and other Provinces NGOs		Participate in as many opportunities available contribute to strategy development and formation

Table 1.3 – Service delivery access strategy

Access Strategy	Actual achievements
Personnel continuously available to customers	Availability of personnel to our all clients in the Province. Most officials also available on cell phone after hours
Attend and organize information meetings	Transfer of information and standards Provide extension services
Attend agricultural shows and exhibitions	Market the services available to the prospective clients during 3 shows
Responding to enquiries MEC, Organized Agriculture, Academic institutions and individuals	All red numbers answered, as well as other enquiries, within required time frames
Update website	Ensure latest information available
Publish articles	Transfer of information and standards
Distribute information packs	Transfer of information and standards
Radio talks	5 talks compiled during 2003/04

Table 1.4 – Service information tool

Types of information tool	Actual achievements
E-mail	E-mail addresses of appropriate officials available on www.elsenburg.com
Letters	Technology transfer and technical advice provided on request
Presentations	15 presentations made to farmers organisations, institutions and government departments
Meetings	Officials attend as many Agricultural and related meetings as possible
Reports	Annual report compiled available to NDA and other Directorates in the Dept
Publications / Articles	5 Publications . Contribution to broad scientific knowledge base as well as extension and liaison

Table 1.5 – Complaints mechanism

Complaints Mechanism	Actual achievements
Via the telephone, e-mail, face-to-face, letter to MEC for attention the director of the Directorate	Satisfied customers

PROGRAMME 4 : VETERINARY SERVICES

Table 1.1 – Main services provided and standards

Main services	Actual customers	Potential customers	Standard of service	Actual achievement against standards
Animal Health Services	National Dept of agriculture, provincial Dept. of Health, Environmental Affairs, commercial farmers, resource poor farmers, private veterinarians, schools, pharmaceutical companies, exporters, importers	District municipalities,	Prescribed by Animal Disease Act and International standards of the OIE (World Organisation for Animal Health)	Compliance with national and international standards
Veterinary Laboratory Services	National Dept of agriculture, provincial Departments of Agriculture, provincial Dept. of Health, Environmental Affairs, commercial farmers, resource poor farmers, private veterinarians, schools, pharmaceutical companies, exporters, importers	SADC countries	Prescribed by Animal Disease Act and International standards of the OIE (World Organisation for Animal Health)	Compliance with national and international standards
Veterinary Public Health Services	National Dept of agriculture, abattoir owners, dairy processing establishments, animal food processing establishments, provincial Departments of Agriculture, provincial Dept. of Health, schools, pharmaceutical companies, exporters, importers	Food processing retail outlets	Prescribed by Meat Safety Act and International standards of the OIE (World Organisation for Animal Health), WHO (World Health Organisation), Codex Alimentarius of the FAO/WHO	Compliance with national and international standards
Export control	National Dept of agriculture, abattoir owners, dairy processing establishments, animal food processing establishments, exporters, importers	Cooperation/coordination with North and eastern province	Prescribed by Meat Safety Act, Animal Diseases Act and International standards of the OIE (World Organisation for Animal Health), WHO (World Health Organisation), Codex Alimentarius of the FAO/WHO	Compliance with national and international standards

Table 1.2 – Consultation arrangements with customers

Type of arrangement	Actual Customers	Potential Customers	Actual achievements
Consultation on one-on-one discussions	National Dept of agriculture, abattoir owners, dairy processing establishments, animal food processing establishments, provincial Departments of Agriculture, provincial Dept. of Health, schools, pharmaceutical companies, exporters, importers	SADC countries, food processing outlets	All commercial farmers visited at least once per year, group visits to resource poor farmers including individual visits, abattoirs and food processing establishments visited at least 6x/year, several school projects
Telephonic discussions	do	do	Done almost daily
Written communications, e-mail	do	do	do
Attendance of seminars, meetings, congresses	Commodity organisations such as Agri-Western Cape, RPO, MPO, RMAA, SAVA, national Department of Agriculture		Attendance as per annual schedule of meetings

Table 1.3 – Service delivery access strategy

Access Strategy	Actual achievements
Personnel continuously available to customers	Equal access and availability of personnel across the WC Province. Most officials also available on cell phone after hours
Farmers days Organized by State Veterinarians and Technicians in commercial and rural Communities	Transfer of information and standards Extension services
Visiting abattoirs and food processing establishments	Personal contact and advise to improve food safety standards

Access Strategy	Actual achievements
Visiting of Schools - information regarding Food safety and Food Security	56 Schools visited during 2003
Quarterly and annual reports	Four Quarterly - and one Annual report compiled available to NDA and other Directorates in the Dept . MEC and other Provinces
Radio talks	5 talks compiled during 2003
Responding to enquiries Minister / Organized Agriculture / Academic institutions	All red numbers been answered as well as other enquiries

Table 1.4 – Service information tool

Types of information tool	Actual achievements
E-mail	All e-mail addresses of State Veterinarians / Animal Health Technicians and Meat Inspectors available on www.elsenburg.com
Letters	
Information packs CD Rom presentations Information on veterinary Services on Departmental website	50 available in Afrikaans/English/Xhosa on www.elsenburg.com Annual and quarterly reports and policy documents available on veterinary services section on Departmental website
Presentations	
Meetings	Officials attend as many Agricultural and related meetings as possible
Reports	Four Quarterly - and one Annual report compiled available to NDA and other Directorates in the Dept Deficiency reports to abattoir owners and food processing establishments
Publications / Articles	8 Publications . Contribution to broad scientific knowledge base as well as extension and liaison

Table 1.5 – Complaints mechanism

Complaints Mechanism	Actual achievements
Via the telephone, e-mail, face-to-face, letter to Minister for attention the director of the Directorate.	Satisfied customers
Veterinary Laboratory – QMS complaints procedure	Answering all logged complaints
Complaint and appeal procedures also provided for in Animal Diseases and meat Safety Acts	No complaints received

PROGRAMME 5 : AGRICULTURAL TRAINING

NEW NAME AS FROM 1 APRIL 2004 STRUCTURED AGRICULTURAL TRAINING

Table 1.1 - Main services provided and standards

Main services	Actual customers	Potential customers	Standard of service	Actual achievement against standards
Offering of Higher Certificate, Diploma and Degree training in appropriate fields.	Prospective and practising farmers, farm managers and advisors	Prospective and practising farmers, farm managers and advisors	Standard of service Qualifications registered with SAQA and accredited by the Commission for Higher Education (CHE)	<ul style="list-style-type: none"> Qualifications registered with SAQA Qualifications accredited by the Commission for Higher Education (CHE)
Offering of Further Education and Training (FET) in appropriate fields	Prospective and practising farmers and farm workers from previously disadvantaged communities	Prospective and practising farmers and farm workers from previously disadvantaged communities	Training courses based on prescripts according to relevant NQF levels and accrediting authorities	<ul style="list-style-type: none"> Training courses based on unit standards Learnership training accredited by PAETA

Table 1.2 - Consultation arrangements with customers

Type of arrangement	Actual Customers	Potential Customers	Actual achievements
Stake-holder representation on College Council	Commercial and Emerging farmers, Industry, Training Institutions, Parents, Students	Commercial and Emerging farmers, Industry, Training Institutions, Parents, Learners (Schools)	Four (4) quarterly meetings were held during the past year.
Parent representation on Parent Committee	Parents of full-time students.	Parents of full-time students and student representatives	Four (4) quarterly meetings were held during the past year
Association for Ex-students	Ex-students	Ex-students	Regular meetings and reunions of Ex-students
Meetings	Emerging farmers	Emerging farmers	Regular meetings are held with different groups of resource poor and emerging farmers.
Surveys and research	Commercial and Emerging farmers, Industry, Training Institutions, Parents, Students	Commercial and Emerging farmers, Industry, Training Institutions, Parents, Students	Continuous needs assessment in different farming communities are executed and training programmes adapted accordingly.

Table 1.3- Service delivery access strategy

Access Strategy	Actual achievements
Information about training offerings – Telephone	<ul style="list-style-type: none"> • Queries are answered as soon as possible - immediately in most cases. • Recording of all messages are not done
Information about training offerings - E-mail	<ul style="list-style-type: none"> • Requests per e-mail are stored in files
Information about training offerings - Post	<ul style="list-style-type: none"> • Registered through the Department's system
Information about training offerings - Ministry	<ul style="list-style-type: none"> • Red number system
Information about training offerings - Physical	<ul style="list-style-type: none"> • Meetings at office with prospective and current students and parents increased substantially • Participation in Career Exhibitions throughout the Province • Information sessions with learners at both Primary and secondary Schools. • Information sessions at meetings of Farmers' Associations
Information about training offerings - Website	<ul style="list-style-type: none"> • Information on Departmental Website is updated on regular basis – including examination results
Publications / Articles	7 Publications: Contribution to broad scientific knowledge base as well as extension and liaison

Table 1.4 - Service information tool

Types of information tool	Actual achievements
E-mail	
Letters	
Information packs	See 1.3
Presentations	
Meetings	
Website	
Reports	
Articles	

Table 1.5 - Complaints mechanism

Complaints Mechanism	Actual achievements
Via the telephone, e-mail, face-to-face/ personal interviews, letter to MEC or Head of Department for attention of the Director of Programme 5: Structured Agricultural Training	Most cases within a week
At College Council, parent and Ex-student meetings	Immediate response

PROGRAMME 6: FARMER SETTLEMENT

Please note that the service delivery plan for the Directorate: Farmer Settlement was only prepared for the 2003/2004 financial year. The improvements can therefore only be measured next year. Despite this there are some points deserving mentioned.

This year (2004/2005) the programme changed again to the Farmer Support and Development, incorporating the Farmer Settlement and Technology Transfer components. This means that the standards for the new programme has to be developed based on the new focus areas, mandate and structure.

Table 1.1 - Main services provided and standards

Main services	Actual customers	Potential customers	Standard of service	Actual achievement against standards
Information dissemination of LRAD program	Act 9 Land farmers (12 communities)	Municipalities	Attend all LRAD workshop meetings	<ul style="list-style-type: none"> Ensured compliance with adherence to all applicable legislation. Promoted LRAD programmes and settlement of secure and independent farmers from previously disadvantaged communities in the Western Cape Provided a professional, reliable and impartial service. Went out of our way to understand our clients' needs and to meet them. Full and accurate information on services provided. Established close links with Land Affairs to streamline LRAD process See below the actual achievements, with only 10 staff members, including administration personnel
Attendance of LRAD meetings linked to the LRAD business plan and policy	Church land farmer groups	Non-government organisations (NGOs)	If a customer phones, phone back within a week	
Assessment of business plans of LRAD projects	Privately owned land by individuals and /or groups	Community-based organisations (CBOs) Schools	If a customer needs information about processes, respond by sending information within a week	
Establish and maintain links with LRAD role players and beneficiaries	Groups farming on commonage and municipality land		Visit customers on-farm and in their respective communities, but this can only be done within a month	
Execute agricultural infrastructure projects in rural and urban communities	Garden projects' groups		If I promise, then I deliver regular	
Visit communities and support the development of projects in above communities	LRAD beneficiaries		Support colleagues sometimes to better services	
Serve of community and industry structures to support transformation	Restitution beneficiaries		Directorate' staff is informed – most times	
Attend training courses, symposia as well as present papers at different forums	Farm worker groups		Directorate has staff operating in all regions of the Western Cape – but not sufficient numbers	
	Individuals or groups on FALA			
	Communities around towns			

Table 1.2 - Consultation arrangements with customers

Type of arrangement	Actual Customers	Potential Customers	Actual achievements
Meetings	Act 9 Land farmers (12 communities)	Municipalities	At least 1 000 informal meetings and visits were held with different groups by 10 staff members
Telephone discussions	Church land farmer groups	Non-government organisations (NGOs)	Each telephone call was answered, if the staff member could not give an answer, then the person was referred
Visits to communities	Privately owned land by individuals and /or groups	Community-based organisations (CBOs)	Linked to meetings, visits to communities were in the region of at least 200.
Letters	Groups farming on commonage and municipality land	Schools	All letters were answered, either through Ministerial enquiries (260) or direct from the staff members
E-mail	Garden projects' groups		All e-mail enquiries were answered, not always on the same day, but at least during that week
	LRAD beneficiaries		Same as above
	Restitution beneficiaries		Same as above
	Farm worker groups		Same as above
	Individuals or groups on FALA		Same as above
	Communities around towns		Same as above

Table 1.3- Service delivery access strategy

Access Strategy	Actual achievements
Information about LRAD – Telephone (Measurement is quarterly reports)	<ul style="list-style-type: none"> • Queries are answered as soon as possible, but it might take a week to respond. • Recording of all messages are not done
Information about LRAD - E-mail	<ul style="list-style-type: none"> • Requests per e-mail are stored in files
Information about LRAD – Post	<ul style="list-style-type: none"> • Registered through the Department's system
Information about LRAD – Ministry	<ul style="list-style-type: none"> • Red number system (260 red numbers)
Information about LRAD – Physical	<ul style="list-style-type: none"> • Meetings at office increased substantially, but turn around time still a month. Recording of all messages are not done (200 meetings)
Information about LRAD - Meetings in communities	<ul style="list-style-type: none"> • Meetings in communities increased, but the time constraint makes this type of interaction difficult to manage (108 meetings)
Information about LRAD - Meetings with NGOs and CBOs	<ul style="list-style-type: none"> • Meetings at office increased substantially, but turn around time still a month
Information about Infrastructure Development	Same as for LRAD

Table 1.4 - Service information tool

Types of information tool	Actual achievements
E-mail	Not applicable
Letters	Either direct or via the red number system. See 1.5
Information packs	Send to 150 groups and individuals
Presentations	15 presentations at different forums
Meetings	108 community meetings, 84 DAC and 9 PGC meetings as well as 25 scheduled meetings about land reform
Reports	At least 10 reports, mainly for the MEC and HOD
Articles	Four popular articles and one brochure

Table 1.5 - Complaints mechanism

Complaints Mechanism	Actual achievements
Via the telephone, e-mail, face-to-face, letter to MEC for attention the director of the Directorate	Most cases within a week
Depending on the method used, within matters of hours and days.	The red number system takes at least two weeks to complete, and 260 red numbers were answered translating into a 100 person days.

2. EXPENDITURE

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

TABLE 2.1 – Personnel costs by programme, 2003/04

Programme	Total Expenditure (R'000)	Personnel Expenditure (R'000)	Training Expenditure (R'000)	Professional and Special Services (R'000)	Personnel cost as a percent of total expenditure	Average personnel cost per employee (R'000)
1	11 864	11 824	40		100	110
2	22 190	22 085	105		100	100
3	17 974	17 930	44		100	77
4	12 782	12 752	30		100	121
5	8 560	8 527	33		100	63
6	12 287	12 282	5		100	65
Total	85 657	85 400	257			

TABLE 2.2 – Personnel costs by salary bands, 2003/04

Salary bands	Personnel Expenditure (R'000)	% of total personnel cost	Average personnel cost per employee (R'000)
Lower skilled (Levels 1-2)	16 732	18	39
Skilled (Levels 3-5)	10 439	12	58
Highly skilled production (Levels 6-8)	26 136	29	118
Highly skilled supervision (Levels 9-12)	32 388	36	217
Senior management (Levels 13-16)	4 200	5	467
Total	89 896		

The information above is based on PERSAL. The information on PERSAL differs from the information on FBS because these systems focus on different fields.

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

TABLE 2.3 – Salaries, Overtime, Home Owners Allowance and Medical Assistance by programme, 2003/04

Programme	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of Personnel cost	Amount (R'000)	Overtime as a % of Personnel cost	Amount (R'000)	HOA as a % of Personnel cost	Amount (R'000)	Medical Assistance as a % of Personnel cost
1	7 763	66	265	2	175	1	679	6
2	16 753	66	362	1	523	2	5	0
3	12 917	67	101	1	431	2	1 460	8
4	9 253	64	97	1	283	2	1 031	7
5	5 439	65	475	6	255	3	657	8
6	6 294	60	158	3	34	0	578	5
Total	58 422		1 458		1 701		4 410	

The information above is based on PERSAL. The information on PERSAL differs from the information on FBS because these systems focus on different fields.

TABLE 2.4 – Salaries, Overtime, Home Owners Allowance and Medical Assistance by salary bands, 2003/04

Salaries	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of Personnel cost	Amount (R'000)	Overtime as a % of Personnel cost	Amount (R'000)	HOA as a % of Personnel cost	Amount (R'000)	Medical Assistance as a % of Personnel cost
Lower skilled (Levels 1-2)	10 466	63	1 156	7	10 585	63	281	2
Skilled (Levels 3-5)	7 042	67	1 007	10	6 616	63	483	5
Highly skilled production (Levels 6-8)	17 701	68	2 680	10	15 944	61	1 424	5
Highly skilled supervision (Levels 9-12)	20 887	64	2 950	9	20 232	62	1 315	4
Senior management (Levels 13-16)	2 326	55	318	8	2 326	55	163	4
Total	58 422	63.4	3268	8.8	22558	60	3666	4

3. EMPLOYMENT AND VACANCIES

The following tables summarise the number of posts on the establishment, the number of employees, the vacancy rate, and whether there are any staff that are additional to the establishment. This information is presented in terms of three key variables: - programme (Table 3.1), salary band (Table 3.2) and critical occupations (Table 3.3). Departments have identified critical occupations that need to be monitored. Table 3.3 provides establishment and vacancy information for the key critical occupations of the department.

The vacancy rate reflects the percentage of posts that are not filled.

TABLE 3.1 – Employment and vacancies by programme, 31 March 2004

Programme	Number of posts	Number of posts filled	Vacancy rate	Number of posts filled additional to the establishment
1	106	86	20	16 (Contract Workers)
2	186	161	25	15 (Contract Workers)
3	214	210	4	1 (Contract Worker)
4	105	97	8	4 (Contract Workers)
5	97	91	6	70 (Excess Workers)
6	12	10	2	1 (Contract Worker)
Total	720	655	65	

TABLE 3.2 – Employment and vacancies by salary bands, 31 March 2004

Salary band	Number of posts	Number of posts filled	Vacancy rate	Number of posts filled additional to the establishment
Lower skilled (Levels 1-2)	225	205	20	60 (Excess Workers)
Skilled (Levels 3-5)	141	123	18	15 (Contract Workers)
Highly skilled production (Levels 6-8)	201	184	17	9 (Excess Workers)
Highly skilled supervision (Levels 9-12)	144	134	10	18 (Contract Workers)
Senior management (Levels 13-16)	9	9	0	1 (Excess Worker)
Total	720	655	65	107

TABLE 3.3 – Employment and vacancies by critical occupation, 31 March 2004

Critical occupations	Number of posts	Number of posts filled	Vacancy rate	Number of posts filled additional to the establishment
C1030200 Engineers	5	5	0	-
C3040100 Veterinarians	20	18	2	-
C6010301 Specialist Scientist	6	6	0	-
C5030100 Economist	11	10	1	6
C2010300 Agricultural Scientist	55	50	5	7
C1010300 Chemists	1	1	-	-
D2010200 Agricultural Development Technician	51	50	1	1
D2010100 Animal Health Technician	33	32	1	-
D1010500 Industrial Technician	31	27	4	-
D1040100 Meat Inspector	8	6	2	-
D2020100 Veterinary Technician	10	8	2	-
Total	231	213	18	14

The information in each case reflects the situation as at 31 March 2003. For an indication of changes in staffing patterns over the year under review, please refer to section 5 of this report.

4. JOB EVALUATION

The Public Service Regulations, 1999 introduced job evaluation as a way of ensuring that work of equal value is remunerated equally. Within a nationally determined framework, executing authorities may evaluate or re-evaluate any job in his or her organisation. In terms of the Regulations all vacancies on salary levels 9 and higher must be evaluated before they are filled. This was complemented by a decision by the Minister for the Public Service and Administration that all SMS jobs must be evaluated before 31 December 2002.

The following table (Table 4.1) summarises the number of jobs that were evaluated during the year under review. The table also provides statistics on the number of posts that were upgraded or downgraded.

TABLE 4.1 – Job Evaluation, 1 April 2003 to 31 March 2004

Salary band	Number of posts	Number of jobs Evaluated	% of posts evaluated by salary bands	Post Upgrade		Post downgraded	
				Number	% of Posts evaluated	Number	% of Posts evaluated
Lower skilled (Levels 1-2)	225	2	0.9	2	100	0	0
Skilled (Levels 3-5)	141	22	15.6	9	40.9	1	4.5
Highly skilled production (Levels 6-8)	201	57	28.4	40	70.2	5	8.8
Highly skilled supervision (Levels 9-12)	144	36	25	17	47.2	1	2.8
Senior Management Service Band A	8	0	0	0	0	0	0
Senior Management Service Band B	0	0	0	0	0	0	0
Senior Management Service Band C	1	0	0	0	0	0	0
Senior Management Service Band D	0	0	0	0	0	0	0
Total	790	117	15.3	67	57.3	8	6.8

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

TABLE 4.2 – Profile of employees whose salary positions were upgraded due to their posts being upgraded, 1 April 2003 to 31 March 2004

Beneficiaries	African	Asian	Coloured	White	Total
Female	1	0	4	13	18
Male	1	0	1	41	43
Total	2	0	5	54	61
Employees with a disability					0

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

TABLE 4.3 – Employees whose salary level exceed the grade determined by job evaluation, 1 April 2003 to 31 March 2004 (in terms of PSR 1.V.C.3)

Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
Secretary / Personal Assistant: Office of the Head of the Department	0 (No employees are indicated since the post was vacant at the time)	6	7	<ul style="list-style-type: none"> This post is responsible for the maintenance, management and control of the ministerial enquiry system of the department. The impact of error in the post affects the image of the Department. This post also plays a co-ordinating role w.r.t secretarial staff of Senior Managers of the Department.
Total Number of Employees whose salaries exceeded the level determined by job evaluation in 2003/04				
Percentage of total employment				0.1

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

TABLE 4.4 – Profile of employees whose salary level exceed the grade determined by job evaluation, 1 April 2003 to 31 March 2004 (in terms of PSR 1.V.C.3)

Beneficiaries	African	Asian	Coloured	White	Total
Female				1 (After the post has been filled)	
Male					
Total					
Employees with a disability	0				

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

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

This section provides information on changes in employment over the financial year.

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

TABLE 5.1 – Annual turnover rates by salary band for the period 1 April 2003 to 31 March 2004

Salary band	Number of employees per band as on 1 April 2003	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Lower skilled (Levels 1-2)	334	16	91	27
Skilled (Levels 3-5)	158	46	50	32
Highly skilled production(Levels 6-8)	219	52	42	19
Highly skilled supervision (Levels 9-12)	93	21	11	12
Senior Management Service Band A	6			
Senior Management Service Band B				
Senior Management Service Band C	1	2		
Senior Management Service Band D				
Total	811	137	194	24

TABLE 5.2 – Annual turnover rates by critical occupation for the period 1 April 2003 to 31 March 2004

Occupation	Number of employees per occupation as on 1 April 2003	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
C1030200 Engineers	4			
C3040100 Veterinarians	12	3		
C6010301 Specialist Scientist	6			
C5030100 Economist	9	9	1	11
D2010300 Agricultural Scientist	56	7	15	27
C1010300 Chemist	1			
D2010200 Agricultural Development Technician	52	5	3	6
D2010100 Animal Health Technician	18	1	1	6
D1010500 Industrial Technician	23	1	1	4
D1040100 Meat Inspector	5	2	1	20
D2020100 Veterinary Technician	5	2	2	40
Total	191	32	24	13

Table 5.3 identifies the major reasons why staff left the department.

Table 5.3 – Reasons why staff are leaving the department

Termination Type	Number	% of total
Death	2	0
Resignation	13	2
Expiry of contract	66	8
Dismissal – operational changes	0	0
Dismissal – misconduct	1	0
Dismissal – inefficiency	0	0
Discharged due to ill-health	8	1
Retirement	7	1
Transfers to other Public Service Departments	0	0
Other: Incapacity	1	0
Abscond	1	0
(Severance packages)	95	12
Total	194	24
Total number of employees who left as a % of the total employment		

Table 5.4 – Promotions by critical occupation

Occupation	Employees as at 1 April 2003	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progressions as a % of employees by occupation
C1030200 Engineers	4			3	75
C3040100 Veterinarians	12			12	100
C6010301 Specialist Scientist	6			5	83
C5030100 Economist	9			3	33
D2010300 Agricultural Scientist	56	3	5	32	57
C1010300 Chemist	1				0
D2010200 Agricultural Development Technician	52	2	4	40	77
D2010100 Animal Health Technician	18			18	100
D1010500 Industrial Technician	23			23	100
D1040100 Meat Inspector	5			3	60
D2020100 Veterinary Technician	5			5	100
Total	191				

Table 5.5 – Promotions by salary band

Salary bands	Employees as at 1 April 2003	Promotions to another salary level	Salary bands promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Lower skilled (Levels 1-2)	334	0	0	283	85
Skilled (Levels 3-5)	158	2	1	115	73
Highly skilled production (Levels 6-8)	219	8	4	130	59
Highly skilled supervision (Levels 9-12)	93	7	8	59	63
Senior management (Levels 13-16)	7	2	29	0	0
Total	811	19	2	587	72

6. EMPLOYMENT EQUITY

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

6.1 – Total number of employees (including employees with disabilities) in each of the following occupational categories as on 31 March 2004

Occupational categories (SASCO)	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers		4		41		3		12	60
Professionals	2	1	1	46	1	2		10	63
Technicians and associate professionals	4	9		78		4		20	115
Clerks	3	22		9	1	31	1	57	124
Service and sales workers		2				1		1	4
Skilled agriculture and fishery workers	1	40		3		4		6	54
Craft and related trades workers		2		2					4
Plant and machine operators and assemblers		46							46
Elementary occupations	14	179		1	6	55			255
Total	24	305	1	180	8	100	1	106	725
Employees with disabilities									

6.2 – Total number of employees (including employees with disabilities) in each of the following occupational bands as on 31 March 2004

Occupational categories (SASCO)	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management		1		1					1
Senior Management				5		2			8
Professionally qualified and experienced specialists and mid-management	2	4	1	81	1	3		22	114
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	7	32		90	1	34	1	78	243
Semi-skilled and discretionary decision making	1	88		3		5		7	104
Unskilled and defined decision making	14	179		1	6	55			255
Total	24	304	1	181	8	99	1	107	725

6.3 – Recruitment for the period 1 April 2003 to 31 March 2004

Occupational categories (SASCO)	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management									
Senior Management				1		1			2
Professionally qualified and experienced specialists and mid-management		2	1	7		3		3	16
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	4	9		4	1	11		6	35
Semi-skilled and discretionary decision making		7		1				1	2
Unskilled and defined decision making									7
Total									0
Employees with disabilities	4	18	1	13	1	15		10	62

Occupational categories (SASCO)	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management				1					1
Senior Management						1			1
Professionally qualified and experienced specialists and mid-management		1		5				1	7
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents		2				6		2	10
Semi-skilled and discretionary decision making									
Unskilled and defined decision making									
Total		3		6		7		3	19
Employees with disabilities									

6.4 – Promotions for the period 1 April 2003 to 31 March 2000

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management									
Senior Management									
Professionally qualified and experienced specialists and mid-management				4	1				5
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents		16		5		2		4	27
Semi-skilled and discretionary decision making		14							14
Unskilled and defined decision making		81				1			82
Total		111		9	1	3		4	128
Employees with disabilities									

6.5 – Terminations for the period 1 April 2003 to 31 March 2004

Occupational categories (SASCO)	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Disciplinary action	1	20	0	2	0	3	0	1	28

6.6 – Disciplinary action for the period 1 April 2003 to 31 March 2004

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers						1			1
Professionals									
Technicians and associate professionals	1	5	0	58	1	0	0	7	72
Clerks	7	24	1	27	2	14	2	50	127
Service and sales workers									
Skilled agriculture and fishery workers									
Craft and related trades workers									
Plant and machine operators and assemblers									
Elementary occupations	5	86	0	5	0	11	0	5	112
Total	13	115	1	90	3	26	2	62	312
Employees with disabilities									

7. PERFORMANCE REWARDS

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

TABLE 7.1 – Performance Rewards by race, gender, and disability, 1 April 2003 to 31 March 2004

Occupational Bands	Beneficiary Profile			Cost	
	Number of beneficiaries	Total number of employees in group	% of total within group	Cost (R'000)	Average cost per employee
African	2	31	6	7	3 664
Male	2	23	8	7	
Female	0	8	0	0	
Asian	0	2	0	0	
Male	0	1	0	0	
Female	0	1	0	0	
Coloured	23	405	6	128	5 568
Male	15	305	5	69	
Female	8	100	8	58	
White	53	281	19	566	10679
Male	31	177	18	408	
Female	19	104	18	157	
Employees with a disability	0	6	0	0	
Total	75	275	10		

TABLE 7.2 – Performance Rewards by salary bands for personnel below Senior Management Service, 1 April 2003 to 31 March 2004

Salary Bands	Beneficiary Profile			Cost		
	Number of beneficiaries	Number of employees	% of total within group	Total cost (R'000)	Average cost per employee	Total cost as a % of the total personnel expenditure
Lower skilled (Levels 1-2)	8	265	3	25	3234	0.2
Skilled (Levels 3-5)	16	132	12	83	5207	1
Highly skilled production (Levels 6-8)	33	185	18	272	8262	1
Highly skilled supervision (Levels 9-12)	18	134	13	351	19533	
Total	75	716	10			1

TABLE 7.3 – Performance Rewards by critical occupations, 1 April 2003 to 31 March 2004

Critical Occupations	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within occupation	Total cost (R'000)	Average cost per employee
C1030200 Engineers	1	5	20	21	21876
C3040100 Veterinarians	3	18	17	52	17564
C6010300 Specialist Scientist	2	6	33	45	22552
C5030100 Economist	0	10	0	0	0
D2010300 Scientist	10	50	20	114	11406
C1010300 Chemist	1	1	100	12	12406
D2010200 Agricultural Development Technician	5	50	10	60	12056
D2010100 Animal Health Technician	5	32	16	32	6437
D1010500 Industrial Technician	0	27	0	0	
D1040100 Meat Inspector	1	6	17	6	6775
D2020100 Veterinarian Technician	0	8	0	0	
Total	28	213		342	3966

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

Salary Band	Beneficiary Profile			Total cost (R'000)	Average cost per employee	Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees	% of total within band			
Band A	2	8	25	23	11686	
Band B	0	0	0	0	0	
Band C	0	0	0	0	0	
Band D	0	0	0	0	0	
Total	2	8	25	23	11686	

8. FOREIGN WORKERS

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

TABLE 8.1 – Foreign Workers, 1 April 2003 to 31 March 2004, by salary band

Salary Bands	1 April 2003		31 March 2004		Change	
	Number	% of total	Number	% of total	Number	% of total
Lower skilled (Levels 1-2)	0		0			
Skilled (Levels 3-5)	0		0			
Highly skilled production (Levels 6-8)	0		0			
Highly skilled supervision (Levels 9-12)	0		0			
Senior management (Levels 13-16)	0		0			
Total	0		0			

TABLE 8.2 – Foreign Worker, 1 April 2003 to 31 March 2004, by major occupation

Major Occupation	1 April 2003		31 March 2004		Change	
	Number	% of total	Number	% of total	Number	% of total
	0		0			
	0		0			
	0		0			
	0		0			
Total	0		0			

9. LEAVE UTILISATION FOR THE PERIOD 1 JANUARY 2003 TO 31 DECEMBER 2003

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

TABLE 9.1 – Sick leave, 1 January 2003 to 31 December 2003

Salary Band	Total days	% days with medical certification	Number of Employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower skilled (Levels 1-2)	839	71	150	56	6	20
Skilled (Levels 3-5)	417	70	81	61	5	15
Highly skilled production (Levels 6-8)	591	80	83	45	7	12
Highly skilled supervision (Levels 9-12)	230	70	47	35	5	28
Senior management (Levels 13-16)	41	93	4	44	10	6
Total	2 118	74	365	50	6	84

*Disability leave is not included.

TABLE 9.2 – Disability leave (temporary and permanent), 1 January 2003 to 31 December 2003

Salary Band	Total days taken	% days with medical certification	Number of Employees using disability leave	% of total employees using disability leave	Average days per employee	Estimated Cost (R'000)
Lower skilled (Levels 1-2)	93	100	5	2	19	774
Skilled (Levels 3-5)	72	100	5	4	14	368
Highly skilled production (Levels 6-8)	121	98	8	4	15	881
Highly skilled supervision (Levels 9-12)	1	100	1	2	1	481
Senior management (Levels 13-16)	0	0	0	0	0	0
Total	287	98	19	4	15	2506

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

TABLE 9.3 – Annual Leave, 1 January 2003 to 31 December 2003

Salary Bands	Total days taken	Average per employee
Lower skilled (Levels 1-2)	6 091	19
Skilled Levels 3-5)	3 206	22
Highly skilled production (Levels 6-8)	3 944	22
Highly skilled supervision (Levels 9-12)	2 719	22
Senior management (Levels 13-16)	142	18
Total	16 102	21

TABLE 9.4 – Capped leave, 1 January 2003 to 31 December 2003

Salary bands	Total days of capped leave taken	Average number of days taken per employee	Average capped leave per employee as at 31 December 2003
Lower skilled (Levels 1-2)	1 176	26	27
Skilled Levels 3-5)	561	17	34
Highly skilled production (Levels 6-8)	493	15	37
Highly skilled supervision (Levels 9-12)	324	15	58
Senior management (Levels 13-16)	3	3	40
Total	2 557	19	28

TABLE 9.5 – Leave payouts for the period 1 April 2003 to 31 March 2004

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

REASON	Total Amount (R'000)	Number of Employees	Average payment per employee
Leave payout for 2003/04 due to non-utilisation of leave for the previous cycle	0		
Capped leave payouts on termination of service for 2003/04	115	10	12 000
Current leave payout on termination of service for 2003/04	40	13	3 000
Total	155	23	

10. HIV/AIDS & HEALTH PROMOTION PROGRAMMES

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

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
Farmworkers. (TB & Brucellosis risk)	<ul style="list-style-type: none"> • HIV/AIDS awareness conducted. • First Aid training. • Safety reps appointed. • Regular safety inspections by OHS manager.

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

Question	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.	✓		Ms Rashidah Wentzel Director: Corporate Services
2. Does the department have a dedicated unit or has it designated specific staff members to promote the health and well being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	✓		Yes, currently there's one person who manages HIV and special programmes and 2 will be starting 1 July 2004. The wellness aspects is incorporated with the HIV aspect e.g. TB day, STI talks, etc. The budget for the sub-directorate is R1.1k
3. Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of this Programme.	✓		This programme is out on tender and is currently being managed by the manager. Key elements of the programme are assessment, referrals (community resources) and counselling where necessary. Also utilises the services of Lifeline for counselling. Wellness management aspects are incorporated in the form of awareness programmes.
4. Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.	✓		Yes, committee has been established: Mr M. Bonze, Ms S. Theunisen, Ms I. Stander, Ms H. v.d. Walt, Ms J. Agenbag, Ms R. Robbets, Mr J. Williams, Mr J. Andrews
5. Has the department reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	✓		Recruitment and Selection Policy, Leave Policy, Occupational Health and Safety Policy.
6. Has the department introduced measures to protect HIV positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.		✓	This is very difficult, as no persons has openly declared their status as yet.
7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved.	✓		VCT Started at Elsenburg, successful drive and will be extended to the other experimental farms. VCT drive to be completed by mid-July.
8. Has the department developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.		✓	An impact assessment study will be completed end of August 2004 in consultation with the University of Stellenbosch.

11. LABOUR RELATIONS

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

TABLE 11.1 – Collective agreements, 1 April 2003 to 31 March 2004

Subject Matter	Date

If there were no agreements, then use the following table

Policies are consulted at Departmental level. Collective Agreements are normally concluded and signed at National, Sectoral or Provincial level.

Total collective agreements	None

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

TABLE 11.2 – Misconduct and disciplinary hearings finalised, 1 April 2003 to 31 March 2004

Outcomes of disciplinary hearings	Number	% of Total
Correctional counselling	0	
Verbal warning	0	
Written warning	0	
Final written warning	0	
Suspended without pay	0	
Fine	0	
Demotion	0	
Dismissal	1	100%
Not guilty	0	
Case withdrawn	0	
Total	1	

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

Disciplinary hearings - 2003/04	None

TABLE 11.3 – Types of misconduct addressed at disciplinary hearings

Type of misconduct	Number	% of Total
Assault on fellow employee	1	100%
Total	1	

TABLE 11.4 – Grievances lodged for the period 1 April 2003 to 31 March 2004

Type of misconduct	Number	% of Total
Number of grievances resolved	0	
Number of grievances not resolved	0	
Total number of grievances lodged	0	

TABLE 11.5 – Disputes lodged with Councils for the period 1 April 2003 to 31 March 2004

Type of misconduct	Number	% of Total
Number of disputes upheld	0	
Number of disputes dismissed	1	50%
Total number of disputes lodged	2	100%

One matter has not served before GPSSBC and is unresolved**TABLE 11.6 – Strike actions for the period 1 April 2003 to 31 March 2004**

Total number of person working days lost	0
Total cost (R'000) of working days lost	0
Amount (R'000) recovered as a result of no work no pay	0

TABLE 11.7 – Precautionary suspensions for the period 1 April 2003 to 31 March 2004

Number of people suspended	1
Number of people whose suspension exceeded 30 days	0
Average number of days suspended	10
Cost (R'000) of suspensions	R1000

12. SKILLS DEVELOPMENT

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

12.1 – Training needs identified 1 April 2003 to 31 March 2004

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

Due to the Departmentalization process - was exempted from submitting workspace skillsplan.

12.2 – Training provided 1 April 2003 to 31 March 2004

Occupational Categories	Gender	Number of employees as at 1 April 2003	Training needs identified at start of reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female Male	2		1		
Professionals	Female Male	6				
Technicians and associate professionals	Female Male	24 115		8 64		
Clerks	Female Male	101 109		68 59		
Service and sales workers	Female Male					
Skilled agriculture and fishery workers	Female Male					
Craft and related trades workers	Female Male					
Plant and machine operators and assemblers	Female Male					
Elementary occupations	Female Male	91 282		16 96		
Sub Total	Female Male	218 512				
Total		730				

Training conducted as needs were identified during the year. Subsequently a final needs audit has been conducted and skillsplan submitted to the PSETA and PAETA for 2004/2005 period

13. INJURY ON DUTY

The following tables provide basic information on injury on duty.

TABLE 13.1 – Injury on duty, 1 April 2003 to 31 March 2004

Nature of injury on duty	Number	% of total
Required basic medical attention only	108	100%
Temporary Total Disablement		
Permanent Disablement		
Fatal		
Total	108	100%

14. UTILISATION OF CONSULTANTS

Table 14.1 – Report on consultant appointments using appropriated funds

Project Title	Total number of consultants that worked on the project	Duration: Work days	Contract value in Rand
Fasiliteerder Strategiese sessie	1	1	28748-20
Onderrig aanbieding in Skaap en Wolproduksie	1	1	7500-00
Onderrig aanbieding in Skaap en Wolproduksie	1	1	9000-00
Onderrig in Siertuinbou	1	1	11250-00
Onderrig aanbiedings in Skaal en Wol	1	1	11250-00
Onderrig in Landbou Toerisme	1	1	11250-00
Totaal	6	6	78998-20

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

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project
None			

Table 14.3 – Report on consultant appointments using Donor funds

Project Title	Total Number of consultants that worked on the project	Duration: Work days	Donor and Contract value in Rand
None			
Total number of projects	Total individual consultants	Total duration: Work days	Total contract value in Rand

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

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project
None			