

# **DEPARTMENT OF THE PREMIER**

## **Annual Report**

**for the year ended 31 March 2007**

Tabled in Western Cape Provincial Legislature

Cape Town, South Africa

28 September 2007



<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
<b>PART ONE</b>	
General Information	1
<b>PART TWO</b>	
Programme Performance	6
Key strategic goals, programmes and achievements	6
Achievements	8
Significant events that have taken place during the year	10
Overview of the service delivery environment for 2006/07	11
Overview of the organisational environment for 2006/07	15
Strategic overview and key policy developments for the 2007/08 financial year	17
Departmental revenue and expenditure and transfer payments	20
Summary of programmes	21
Programme 1: Administration	21
Programme 2: Corporate Support	24
Programme 3: Policy and Governance	34
<b>PART THREE</b>	
Report of the Audit Committee	41
<b>PART FOUR</b>	
Report of the Accounting Officer	44
Report of the Auditor-General	55
Accounting policies	59
Appropriation statement	66
Notes to the Appropriation Statements	72
Statement of Financial Performance	74
Statement of Financial Position	75
Statement of Changes in Net Assets	76
Cash Flow Statement	77
Notes to the Annual Financial Statements	78
Disclosure notes to the Annual Financial Statements	85
Annexures to the Annual Financial Statements	90
<b>PART FIVE</b>	
Human Resource Management	104
<b>ANNEXURES</b>	
Organogram for the 2006/07 Financial Year	133



## GLOSSARY OF TERMS

<b>AA</b>	Affirmative Action
<b>ACCC</b>	Anti-Corruption Coordinating Committee
<b>APP</b>	Annual Performance Plan
<b>APRM</b>	African Peer Review Mechanism
<b>ASGISA</b>	Accelerated and Shared Growth Initiative of South Africa
<b>BRICA</b>	Brazil, Russia, India, China, Africa
<b>BRS</b>	Business Requirement Specifications
<b>CAA</b>	Cape Administrative Academy
<b>CBD</b>	Central Business District
<b>CDPM</b>	Chief Directorate Performance Management
<b>CE-I</b>	Centre for e-Innovation
<b>CFO</b>	Chief Financial Officer
<b>CGE</b>	Commission for Gender Equity
<b>CHEC</b>	Cape Higher Education Consortium
<b>DDG</b>	Deputy Director-General
<b>DG</b>	Director-General
<b>DotP</b>	Department of the Premier
<b>DPP</b>	Directorate for Public Prosecutions
<b>EA</b>	Enterprise Architecture
<b>EAP</b>	Employee Assistance Programme
<b>EECF</b>	Employment Equity Consultative Forum
<b>EHWC</b>	Employee Health and Wellness Committee
<b>DPSA</b>	Department of Public Service and Administration
<b>FEOC</b>	Festivals and Events Oversight Committee
<b>FET</b>	Further Education and Training
<b>FIFA</b>	Federation of International Football Association
<b>FOSAD</b>	Forum of South African Directors-General
<b>G&amp;A</b>	Governance & Administration
<b>GEWEIS</b>	Gender Equality and Women Empowerment Implementation Strategy
<b>GIS</b>	Geographical Information System
<b>HIS</b>	Hospitals Information System
<b>HC</b>	Human Capital
<b>HCD</b>	Human Capital Development
<b>HOD</b>	Head of Department
<b>HR</b>	Human Resources
<b>HRC</b>	Human Rights Commission
<b>HRD</b>	Human Resources Development
<b>HRM</b>	Human Resources Management
<b>IBC</b>	International Broadcasting Centre
<b>ICASA</b>	Independent Communications Authority of South Africa
<b>ICT</b>	Information Communication Technology
<b>IDP</b>	Integrated Development Plan
<b>IFMS</b>	Integrated Financial Management System
<b>IGR</b>	Intergovernmental Relations
<b>IP</b>	Internet Protocol
<b>IT</b>	Information Technology
<b>JE</b>	Job Evaluation
<b>LED</b>	Local Economic Development
<b>LDP</b>	Leadership Development Programme
<b>LGMTEC</b>	Local Government Medium Term Expenditure Committee
<b>M&amp;E</b>	Monitoring and Evaluation
<b>MANCO</b>	Management Committee
<b>MEC</b>	Member of Executive Council
<b>MFMA</b>	Municipal Finance Management Act
<b>MPCC</b>	Multi-Purpose Centre
<b>MSP</b>	Master Systems Plan
<b>MTEF</b>	Medium Term Expenditure Framework

<b>MTEC</b>	Medium Term Expenditure Committee
<b>MTSF</b>	Medium Term Strategic Framework
<b>NACH</b>	National Anti-Corruption Hotline
<b>NEPAD</b>	New Partnership for Africa's Development
<b>NGO</b>	Non-Government Organisation
<b>NIA</b>	National Intelligence Agency
<b>NQF</b>	National Qualifications Framework
<b>NSDP</b>	National Spatial Development Perspective
<b>NSSD</b>	National Strategy for Sustainable Development
<b>ODI</b>	Organisation Development Intervention
<b>OPSC</b>	Office of the Public Service Commission
<b>PACH</b>	Provincial Anti-Corruption Hotline
<b>PCC</b>	Presidents Coordinating Council
<b>PCF</b>	Premier's Coordinating Forum
<b>PDC</b>	Provincial Development Council
<b>PFMA</b>	Public Finance Management Act
<b>PGDS</b>	Provincial Growth and Development Strategy
<b>PGWC</b>	Provincial Government: Western Cape
<b>PIF</b>	Premier's Intergovernmental Forum
<b>PILIR</b>	Policy on Incapacity Leave and Ill-health Retirement
<b>PMCF</b>	Premier's Metro Coordinating Forum
<b>PMIS</b>	Performance Management Information System
<b>POA</b>	Plan of Action
<b>PPoA</b>	Provincial Programme of Action
<b>PSC</b>	Public Service Commission
<b>PSDF</b>	Provincial Spatial Development Plan
<b>PTM</b>	Provincial Top Management
<b>PWMES</b>	Provincial Wide Monitoring and Evaluation System
<b>QOS</b>	Quality of Service
<b>SALGA</b>	South African Local Governments Association
<b>SAMDI</b>	South African Management Development Institute
<b>SAPS</b>	South African Police Service
<b>SAQA</b>	South African Qualifications Authority
<b>SC</b>	Social Capital
<b>SCC</b>	Sector Coordinating Committee
<b>SDF</b>	Spatial Development Framework
<b>SHSS</b>	Sustainable Human Settlement Strategy
<b>SIP</b>	Strategic Infrastructure Plan
<b>SITA</b>	State Information Technology Agency
<b>SMS</b>	Senior Management Service
<b>SOPA</b>	State of the Province Address
<b>VCT</b>	Voluntary Counselling and Testing
<b>VPN</b>	Virtual Private Network
<b>WAN</b>	Wide Area Network
<b>WCYC</b>	Western Cape Youth Commission

## **PART 1**

### **1 General information**

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

As Accounting Officer of the Department of the Premier, I hereby submit the annual report of the department for the 2006/07 financial year to the executive authority of this department, Premier Ebrahim Rasool.

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

The department commenced a new trajectory of strategic leadership and coordination in the provincial government with a senior management team possessing a diverse array of experience, skills and intellectual capacity to purposefully drive the pursuit of our Premier's vision. The department performed excellently over the period under review, however various factors need to be highlighted in order to contextualise its achievements. Firstly, this department received inadequate funding for the filling of its vacancies and therefore had to resort to filling only its critical posts.

Secondly, new ideas and interventions had to be balanced with those strategic objectives already outlined in the strategic plan tabled in March 2006. This was achieved by prioritising those strategic objectives contained in the annual performance plan and redefining it in order to achieve the outcomes of both the stated and new objectives. As a consequence some of the measurable objectives have not been completed due to other objectives being afforded a higher priority. The impact of this challenge was clearly evident in the fact that the IGR function resorted under the International Relations unit which rendered it ineffective to perform its mandated roles and functions. A work study was conducted which resulted in the IGR function being moved to the branch Governance and Integration with specific posts being allocated to it. As the initial APP has its objectives in a particular format, reporting on it presented a skewed picture as much work has been completed in specifically the IGR field. The same applies to the moral regeneration objectives which were not properly reported on due to the fact that the outputs relating to the stated objectives were split amongst various units in the department.

Thirdly, managers were expected to deliver from the outset with little or no time to acclimatise to the internal and external environments. Orientation workshops were held to familiarise all senior managers with the high level strategies of the department and the provincial government as well as briefing them on the administrative and legislative processes and protocols of government.

Through innovation, determination and focus the department rose to the challenge by doing groundbreaking work in areas reflective of the its leadership role such as the developing and gazetting of the iKapa Growth and Development Strategy into a Green Paper in October 2006, improving and developing the provincial government as an institution, international relations and successfully hosting several events towards the building of both internal and external social capital.

#### **1.3 Overview of contents of annual report**

This report represents a scorecard of the department's performance in the areas of delivering on its stated objectives, financial management and the management of its human resources. Also included is the report of the Auditor-General who expressed an opinion on the financial statements and the Audit Committee report on the findings emanating from both the internal and external audits performed during the year.

Part 2 of this report provides detail of the performance of the vote with some of the major achievements during the past year being:

- the publication of the green paper of the draft Provincial Growth and Development Strategy document,
- the successful hosting of the second Premier's Service Excellence Awards ceremony,
- a web-based Performance Management Information System (PMIS) was developed and implemented to improve institutional performance management,
- successful 2010 FIFA World Cup events including hosting the FIFA Kick-Off Conference in October 2006 in the Province,
- various Premier's Coordinating Forums (PCF) convened with municipal leaders giving effect to the Premier's responsibility for intergovernmental relations between the national, provincial and local spheres of government,
- various provincial, municipal and deputy-presidential izimbizo which were successfully held,
- the managing of partnership events which include Women's Month, Provincial Honours Awards and Heritage Day,
- the State of the Province Address from which the strategic imperatives emanated which give direction to provincial planning and programmes,
- the Legal Services internship program for people with disabilities,
- the Roll-out of Project Khaedu,
- the conflict resolution framework, with specific reference to the Somali conflict resolution process which serves as a blueprint for future conflict resolution interventions,
- the department reconfiguring a number of its governance structures such as the SCC as well as the IGR unit to enable it to effectively discharge its functions,
- the Initiation of the Social Transformation Programme and,
- the conducting of competency assessments of all the department's SMS members.

These will be further elucidated on in parts 2 and 4 of the report.

The Audit Committee Report is incorporated as Part 3 of this annual report. Much emphasis is placed on the Internal Audit findings of the critical state of the Information and Communication Technology of the provincial government. Various interventions have been implemented by the department to address the significant risks as highlighted by the Internal Auditors which include:

- Developing Master Systems Plans in this and other departments with a view to develop a Provincial Master Systems Plan,
- In conjunction with Gartner, implementing a process of analysing the ICT cost drivers,
- Devolving of department specific SITA costs

The annual financial statements reflected in part 4 together with the report by the Auditor-General do not include the annual financial statements of the Western Cape Youth Commission, as was the case in the 2005/06 financial year. A key feature of the annual financial statements is the fact that this department has received a qualified audit opinion from the Auditor-General. This qualification is based on an adjustment of R129m to the balance of the department's assets in order to reflect the true value of the assets under its control. The following is a brief synopsis of the sequence of events which gave rise to the situation where the adjustment was necessitated:

- Until March 2001 the ICT unit was located in the Provincial Treasury and was transferred to the DotP with effect from April 2001. During that period the Provincial Treasury purchased IT assets for the whole provincial government.
- With effect from October 2001, after the transfer of the IT unit to the DotP, the complete LOGIS site of the Provincial Treasury containing the full asset database of the Provincial Treasury and in fact also all IT asset purchased for other PGWC departments, was transferred to the DotP. The vast majority of these assets were purchased for the larger departments namely Health, Education and Social

Development. The Provincial Treasury then started a fresh LOGIS site for its own operations.

- The process of the central purchasing of IT assets continued until the 2003/04 financial year. In May 2003 the Provincial Cabinet resolved that the DotP must only be responsible for amongst others the IT infrastructure and transversal systems and that the line function departments take responsibility for the procurement of end-user equipment and the payment of costs of departmental specific systems.
- In the ensuing period, DotP established a team tasked to obtain transferring certificates from each provincial department for all assets purchased prior to the 2003/04 financial year by the DotP and Provincial Treasury. Five departments signed the transferring certificates whilst the rest, which include all the larger departments, refused to sign the certificates because they could not verify the existence or disposal of assets that were located at regional hospitals, Education Management Development Centres, District Offices, Pension paypoints, etc. As a result of the requirements of the PFMA the department was unable to enforce acceptance of the assets without the physical verification of the existence of those assets, hence the process of the transferring of assets was discontinued.
- In line with the Cabinet resolution, departments started purchasing their own IT end-user equipment with effect from 2004 and were responsible for its management, safeguarding, recording and reporting.
- In 2005 the DotP established a dedicated asset management unit which put structures in place for the effective management of all the department's assets. However, despite our best attempts the number of assets which could not be traced during the physical verification process were as such that the Auditor-General could not express an opinion on the opening and closing balances of the assets reported on in the 2005/06 financial statements.
- As a direct consequence, the department proceeded to conduct a complete stock-take in 2006 in conjunction with Price-Waterhouse Coopers to determine the true extent of its asset base. By utilising the BAUD system and barcoding each location and asset as well as allocating either actual cost or fair value to the assets, the department determined that the realistic value of its assets is R56.6m. This resulted in a difference of R129m between BAUD, which is a complete asset register of assets under our control and LOGIS which is an inventory of all assets purchased since the inception of the system in the Provincial Treasury.
- The department can now fully account for its assets purchased from 2005/06 which is evident by the minimal number of not-seen assets in the physical asset verification process of the Auditor-General.
- A project team, which include asset management specialists from Price-Waterhouse Coopers, is in the process of reconciling the details pertaining to the assets concerned in order to determine either the location, disposal or depreciation thereof at this department or other departments within the PGWC. Quarterly reports on the progress of this project team will be submitted to the Shared Audit Committee.

In terms of utilisation of its funds, the department reflected an under spending of less than 1% at the end of the financial year under review.

The human resource management section in part 5 includes various tables reflecting the personnel position of the department.

#### **1.4 Information on the Premier's office**

The Premier undertook three overseas visits during the financial year under review of which the first was to Turkey on the invitation of the Deputy Prime Minister and Minister of Foreign Affairs of Turkey to participate in and make a presentation on Pluralism and Good Governance at the meeting of "Wisemen" in Ankara. Thereafter he flew directly to Washington DC where he was invited to participate as a panelist of the American Jewish Committee's (AJC) Annual Meeting which launched the Africa Institute.

The second visit was to the United Kingdom, Germany and Upper Austria. In the United Kingdom he attended numerous meetings and speaking arrangements, which included a meeting at the House of Lords, an interview at the BBC and meeting with religious-based organisations. The purpose of the visit to Germany was to attend the 2006 Soccer World Cup finals and the unveiling of the 2010 Emblem. He also attended a meeting with the Minister-President of Bavaria for detailed discussions on the existing co-operation agreement between them and this province and addressed a cross-sectional gathering at the Tutzing Evangelical Academy on the subject of socio-political, economic, cultural and religious challenges in SA and in particular in this province. He furthermore attended the 3<sup>rd</sup> Regional Leaders' Summit in Linz, Upper Austria to strengthen the memorandum of understanding with this region and to start a working partnership with the newest partner region, Sao Paolo.

The third visit was to India, Dubai, Saudi Arabia and Turkey where he led a delegation to explore business prospects with different key stakeholders. In India the Premier promoted film production in Cape Town which led to two Bollywood films being produced in Cape Town. He also concluded an agreement with the Taj Hotels in India to bring the franchise to Cape Town.

As a result of the Premier's visit to Saudi Arabia, this country's quota of pilgrims to Saudi Arabia was increased from 2,500 to 7,500. He further had discussions with Prince Whaleed with regards to the extension of a passenger liner terminal at the Cape Town Port which will increase the number of tourists to the Western Cape.

In Turkey and United Arab Emirates he negotiated additional flights from Istanbul to South Africa and Cape Town specifically, as well as to service the Black Sea Region.

## **1.5 Mission statement**

The mission of the department as stated in the strategic plan for the year under review was 'The Department of the Premier, through holistic governance, will deliver: strategic leadership, outcomes based management, needs-based services and efficient and effective corporate governance to the Provincial Government and the citizens of the Western Cape'.

## **1.6 Legislative mandate**

The key legislation that governs the existence of the Department is summarised below:

- **The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996)**
  - The Premier has executive, policy, legislative, intergovernmental and ceremonial functions and responsibilities as defined in Chapter 6 of the Constitution.
  - As the head of the provincial government, the Premier is also responsible for the implementation of Chapter 3 Section 4(1) of the Constitution, which defines the cooperative, interrelated and interdependent relationships between the various spheres of government. Provisions of this Chapter are given effect in the Intergovernmental Relations Framework Act, 2005.
  - According to Section 125(2) of the Constitution, the Premier exercises the executive authority of the provincial government together with other Members of the Executive Council (MECs); the Premier appoints them and delegates various line functions and responsibilities to them.
- **The Constitution of the Western Cape, 1997 (Act 1 of 1997)**

Being the Supreme Law in our Province, the Department measures its actions against the provisions and prescripts contained therein.
- **Public Service Act, 1994 (as amended)**

To provide for the organisation and administration of the public service of the republic, the regulation of the conditions of employment, terms of office, discipline,

retirement and discharge of members of the public service, and matters connected therewith.

- **Public Finance Management Act (PFMA), 1999 (Act No 1 of 1999)**

To regulate financial management in the Department to ensure that all revenue, expenditure, assets and liabilities of the Department are managed efficiently and effectively; to provide for the responsibilities of persons entrusted with financial management in the Department and to provide for matters connected therewith. To fulfill all prescribed responsibilities with respect to public entities.

## **1.7 Public Entities**

This Department is currently accountable for two public entities, being the Provincial Development Council (PDC), which was established in terms of the Provincial Development Council Law, 1996 (Law 5 of 1996) and the Western Cape Provincial Youth Commission (WCPYC), which was established in terms of the Western Cape Provincial Youth Commission Act, 2004, and are regarded as schedule 3C Provincial Public Entities in terms of the PFMA.

The core business of the PDC is to co-ordinate, facilitate and initiate consensus among all relevant parties on all issues, including policy directives, relating to integrated developmental frameworks. The financial statements of the PDC do not form part of the Department's financial statements as a separate report is tabled by the said Council, which serves as the accounting authority.

The core business of the WCPYC is to promote and protect the interests of the youth in the province. The financial statements of the WCPYC do not form part of the Department's financial statements as a separate report is tabled by the said Commission, which serves as the accounting authority.

## PART 2

### 2. Programme performance

#### 2.1 Purpose for providing programme performance information

The purpose for providing information under this part is to report on performance in accordance with the departmental strategic plan for 2006-2009 as tabled in the provincial legislature and clearly reports on performance against specified service delivery objectives and targets in Budget Statement 2.

#### 2.2 Programme Performance- information to be reported

##### Voted Funds

Appropriation	Main Appropriation R'000	Adjusted Appropriation R'000	Actual Amount Spent R'000	Under Expenditure R'000
	310,927	320,327	318,160	2,167
Responsible Minister	Premier E Rasool (Premier of the Western Cape Province)			
Administering Department	Department of the Premier			
Accounting Officer	Dr G A Lawrence – Director-General			

##### Aim of Vote

The Department of the Premier, through holistic governance, will deliver strategic leadership; outcomes based management; needs-based services and efficient and effective corporate government to the citizens of the Western Cape.

##### Key strategic goals, programmes and achievements

The Department pursued the following strategic goals that were set for the 2006/07 financial year:

- Provide strategic leadership and direction with due regard to implementing holistic governance.
- Ensure coordinated and integrated policy development and planning as well as seamless service delivery, through sound intra-governmental relations.
- Production, consultation and implementation of the iKapa Elihlumayo strategies into the Provincial Growth and Development Strategy (PGDS).
- Ensure an informed, inspired and engaged public/citizenry through structured advocacy (communication, marketing and social mobilization) programme.
- Build internal human and social capital.
- Build a culture of human rights.
- Actively participate in the regulatory environment within which the Provincial Government operates in order to effect holistic governance.
- ICT for inclusive growth and development.

At a sectoral level, the National Treasury facilitated the process of establishing a standardized budget structure for all nine Offices of Premiers, implemented from 1 April 2007. In line with the National guidelines, the Department's programme structure is as follows:

##### Programme 1: Administration

To render administrative support to the Premier, Executive Council and the Director-General in fulfilling their legislative and oversight functions and in promoting good corporate governance.

**Programme 2: Corporate Support**

To co-ordinate and provide strategic leadership to all provincial departments with regard to transversal corporate issues to enhance transformation in the public service.

**Programme 3: Policy and Governance**

To strategically manage policies and strategies towards achieving sustainable provincial growth and development.

In terms of the National Treasury Regulations, the Department's annual performance plan must reflect its outputs in programme order. The 2006/07 Annual Performance Plan of the Department was, however, structured in strategic goal format. The table below therefore reflects the different outputs of the respective strategic goals per programme.

	Programme
Provide strategic leadership and direction with due regard to implementing holistic governance.	
o Provide strategic leadership and direction through the translation of government priorities into strategic policies and programs, underpinned by integrated, co-operative, responsive and globally connected governance, in order to achieve holistic and quality outcomes.	3
o Monitoring, evaluation and reporting in strategic projects through a centralised Project Office.	3
o Develop, implement and maintain improved co-ordination through alignment of provincial structures in order to achieve holistic and quality outcomes.	3
Ensure coordinated and integrated policy development and planning as well as seamless service delivery, through sound intra-governmental relations.	
o Facilitate the formulation of coherent multi-disciplinary strategies to meet challenges of economic growth, employment generation, poverty reduction and any other demands requiring actions from more than one department or agency	3
o Develop and implement an enterprise wide organisational monitoring and evaluation process.	3
o Establish transversal service delivery task team that will ensure effective and efficient service delivery focusing on the realisation of the 'Home for All' vision and the iKapa Elihlumayo Strategy.	2
o Steer global interaction with due regard for the province's national constitutional mandate and the concept of a Modern African State. Global interaction (alignment with the PGDS).	3
o Implement and manage the IGR Framework Act.	3
Production, consultation and implementation of the iKapa Elihlumayo strategies into the Provincial Growth and Development Strategy (PGDS).	
o Compilation and production of PGDS.	3
o Consultation of PGDS.	3
o Implementation of PGDS.	3
o Revision of iKapa Elihlumayo strategies.	3
Ensure an informed, inspired and engaged public/citizenry through structured advocacy (communication, marketing and social mobilization) programme.	
o A Comprehensive communications strategy.	2
o Internal staff communication strategy.	2
o Transversal Communications Forum.	2
o Foster social cohesion in the Province through the 'Home for All' campaign.	2
o Foster responsive governance through public participation.	2
Build Internal Human Capital and social capital.	
o Roll out of internal resource development strategies.	2
o Roll out of human resource management strategies.	2
o Roll out of social capital strategy.	2
o Institutional assessment and improvement.	2

Build a culture of human rights.	
<ul style="list-style-type: none"> <li>o Improved quality of life through the development and implementation of integrated provincial strategies that are outcomes and needs based and aligned to the national priorities in this regard.</li> </ul>	3
<ul style="list-style-type: none"> <li>o In collaboration with national counterparts, Provincial and Local Government, Provincial Development Council and Chapter 9 institutions, establish and sustain functional bilateral and multi-lateral social partnerships to achieve an enabling (and supportive) environment for the realisation of the rights of vulnerable groups.</li> </ul>	3
<ul style="list-style-type: none"> <li>o Ensure the mainstreaming of the needs of vulnerable and marginalised groups in programme development and implementation associated with the eight thrusts of iKapa Elihlumayo.</li> </ul>	3
<ul style="list-style-type: none"> <li>o Ensure the mainstreaming of the needs of vulnerable and marginalised groups in the unfolding of all strategic objectives of the department.</li> </ul>	3
<ul style="list-style-type: none"> <li>o Administer the Provincial Honours Act.</li> </ul>	3
Actively participate in the regulatory environment within which the Provincial Government operates in order to effect holistic governance.	
<ul style="list-style-type: none"> <li>o Render quality legal services with due regard for the constitutional mandate.</li> </ul>	2
<ul style="list-style-type: none"> <li>o Align and co-ordinate all legislative and regulatory activities within the provincial competency.</li> </ul>	2
<ul style="list-style-type: none"> <li>o Ensure compliance with the values and obligations in the Constitution.</li> </ul>	2
<ul style="list-style-type: none"> <li>o Develop, establish and maintain a provincial protocol with regard to the management of provincial legal matters, including the demarcation of strategic operational responsibilities relating to national departments and other statutory bodies.</li> </ul>	2
<ul style="list-style-type: none"> <li>o Implement and maintain a transversal model to ensure co-ordination of provincial legislation.</li> </ul>	2
<ul style="list-style-type: none"> <li>o Provide quality forensic investigative audit service in the detection, prevention and combating of corrupt activities and financial irregularities.</li> </ul>	1
<ul style="list-style-type: none"> <li>o Create and institutionalise an integrated, inter-agency law enforcement approach in combating economic crime.</li> </ul>	1
<ul style="list-style-type: none"> <li>o Sustained stakeholder communication.</li> </ul>	1
ICT for inclusive growth and development.	
<ul style="list-style-type: none"> <li>o Enabling PGDS implementation.</li> </ul>	2
<ul style="list-style-type: none"> <li>o ICT as infrastructure (SIP 2005).</li> </ul>	2
<ul style="list-style-type: none"> <li>o Cape Connect ICT helping to overcome locational disadvantage.</li> </ul>	2
<ul style="list-style-type: none"> <li>o ICT plan for department for the Premier including cluster reporting, Cabinet resolutions and the National programme of Action.</li> </ul>	2
<ul style="list-style-type: none"> <li>o Supply and support applications and tools that enable the PGWC departments to manage their activities efficiently and effectively (holistic governance through e-Governance).</li> </ul>	2

## Achievements

The strategic leadership of the Premier has been instrumental in shaping the pillars of the developmental state which is understood to be people oriented, interventionist, responsive to the needs of the citizens and holistic governance. The role and functions of the DotP is to strategically guide and lead the PGWC in a synergistic manner to achieve the outcomes of the developmental state. The continued social and economic polarization and inequalities that prevail in the province serve to entrench social exclusion rather than to foster social cohesion. The Province's vision of a "Home for All" underpinned by the Growth and Development Strategy, seeks to provide the pathbreakers required to deepen social and economic development. During the period under review, the leadership of the Premier was instrumental on many fronts to embed a new developmental paradigm. One of the first achievements was the partial population of the new organogram as part of repositioning the department towards the new developmental agenda.

The Premier's international and national relationship building, strategic guidance within provincial and local spheres of government, and also externally with various sectors such as business, religious leaders, labour, state owned enterprises and organs of civil society contributed to a

greater strategic coherence. Various measures were put in place to create an organisational climate and culture to foster an environment conducive for the achievement of the outcomes of a developmental state.

The Department's major achievements are outlined below:

- **Cultural Assessment**

The Department of the Premier was mandated by the Executive Committee to conduct an organisational culture assessment for the PGWC as a whole. This mandate was provided in pursuant to the provisions of the Internal Human and Social Capital Strategy document as endorsed at a Lekgotla in August 2005. In summary, a sample of 7,540 officials were randomly selected to participate in this survey. 39% responses (2,939 respondents) were obtained. The sample is proportionally similar in nature to the population, which is sufficient for meaningful analysis. A thirteen-volume report on the results of the organisational culture assessment was produced. Volume 1 of the report provides an overview of the project methodologies, as well as the organisational culture model and assessment instrument (questionnaire) that were developed during the course of the project. Volume 1 is a consolidated report of the PGWC with the other 12 volumes disembedding the individual results of each of the 12 provincial departments. The actual assessment was followed up by departmental feedback sessions in order to share findings of the results, to solicit inputs on ways to close "prioritised" gaps and to agree on next steps. Feedback sessions at eleven of the twelve departments have been concluded by the end of the financial year. These workshops were organised to give each department feedback on the results, reach consensus on the prevailing culture, and collectively develop further intervention strategies in support of the requirements of the developmental state.

- **Project Khaedu**

In terms of a National Cabinet mandate all Senior Managers within the public service have to undergo the Khaedu training programme which is an action learning programme consisting of core skills development and deployment to the "coalface" of public service delivery. The Khaedu Project core module addresses the key competencies, namely process design and business math, strategy and organisation effectiveness, leadership and change management, budgets and control, people, programme & project management competencies, as well as communication. It is anticipated that Project Khaedu will assist in facilitating the critical transitions which the PGWC has to make in order to become more developmental in its orientation through the provision of a set of key competencies.

The project rollout commenced during January 2007 with 18 attendees from the Department of the Premier. Eight more provincial departments have since taken advantage of exposing senior management to this development opportunity by the end of April 2007 resulting in a total of 53 SMS members having gone through the first part of the programme. These SMS members will be deployed to the service delivery sites to improve service delivery.

- **Provincial Wide Monitoring and Evaluation System**

The Provincial Wide Monitoring and Evaluation System (PWMES) provides monitoring and evaluation capability across the province. It develops indicators for reporting on progress of implementing the Provincial Growth and Development Strategy (PGDS) as well as tracking progress on the supporting iKapa Elihlumayo base strategies. It aims to co-ordinate, guide and align efforts amongst government departments to ensure results can be demonstrated as outcomes. A Monitoring and Evaluation Provincial Audit (phase one) served as the scoping exercise to test the need and relevance of a results-based PWMES. A situational analysis of the Monitoring and Evaluation Provincial Audit (phase two) served to identify the critical areas of concern around the identification of the data sources within each line department, provide recommendations for efficient and effective PWMES and the need for co-ordination of coherence within research projects amongst provincial government departments.

- Festivals and events oversight committee (FEOC)

For some time there has been a need for a common overall approach to guide a more targeted, coordinated, measurable and strategic approach to festivals and events support in the building of a 'Home for All' in the Western Cape. The strategic and proper allocation of adequate financial and human resources to each event supported is to ensure their success and developmental outcomes. There was also a need to shift our own perception and delivery of such strategic interventions in order to overcome silo thinking and unilateral action. A Festival and Events Oversight Committee (FEOC) was established to coordinate participation in events and to ensure that there is a strategic approach to delivering incrementally on the goals of the 'Home for All' in terms of social cohesion and nation building and the PGDS.

- Performance Management

A web-based Performance Management Information System (PMIS) was developed and implemented to improve institutional performance management. The PMIS was informed by an audit and assessment of current performance management systems and policies within the PGWC. It is an operational system for the reporting and analysis of individual performance of which phase one has been completed and successfully piloted. Presentations on this system have been made to various departments and a project team has been established to manage the roll out of the system.

### **Significant events that have taken place during the year**

- The Department launched the Provincial Growth and Development Strategy (PGDS) which was gazetted as a Green Paper in October 2006.
- Successful 2010 FIFA World Cup events including hosting the FIFA Kick-Off Conference in October 2006 in the Province.
- 2006 saw not only the 50<sup>th</sup> anniversary of women's resistance to the pass laws culminating in the famous march to the Union Buildings on August 9, but also the 30<sup>th</sup> anniversary of the June 16<sup>th</sup> youth uprising, as well as the President's address on the Grand Parade on Heritage Day, all high profile events comprising of the Department's leadership and involvement.
- Various Premier's Coordinating Forums (PMCF and PCF) were convened with municipal leaders giving effect to the responsibility of the Premier who is responsible for intergovernmental relations between the national, provincial and local spheres of government.
- Manage cabinet processes and the cabinet committee process including the new SCC.
- The provincial wide skills audit and the transformation of the Human Capital Development Forum were completed and launched.
- Structured programmes towards the building of internal social capital included hosting the 5th national Batho Pele Network in Cape Town, facilitating a change roadmap for the department, conducting two Women in Government Speak Outs, hosting four provincial Sports Days, providing leadership to the Social Capital Network, and nurturing a Woman in Government Network.
- Hosting of the second Premier Service Excellence Awards entailed a programme which evaluated and measured the level of implementation of the Batho Pele principles within the context of a developmental state. The programme significantly elevated the public perceptions around the PGWC as a developmental organisation which has the well-being of its citizens at heart.
- Long service awards for provincial staff who were honoured by the Premier provided an excellent occasion for showing appreciation and building internal social capital.

## **Overview of the service delivery environment for 2006/07**

Amongst a host of responsibilities fulfilled and projects undertaken and completed are:

- Existing bilateral co-operation agreements were reviewed and further support was given to existing successful partnerships with the view to finalising a new international relations approach focused on trade and investment promotion.
  - A comprehensive performance management assessment was conducted for all twelve departments of the PGWC, including findings of reports of the Public Service Commission and the Auditor-General, as well as the Cultural Audit and employee inputs solicited via blogging. A performance management information system was subsequently developed and is in the process of being implemented.
  - An economic empowerment framework was developed as a disability access programme which gears towards improving the quality of life of persons with disabilities.
  - Coordination and facilitation of the development of the provincial departments' service delivery improvement plans was undertaken.
  - The Cape Gateway portal was relaunched as it is a major instrument in the Provincial Government's drive to become more accessible to the citizens of the Province. Cape Gateway was awarded one of the top 8 best e-Government Information portals in the World at the World Summit of the Information Society in Tunisia.
  - An Enterprise Architecture (Phase 1) Framework & Governance process was developed to support the Strategic ICT Planning process.
- 
- **Branch: Departmental Operations**

Comprehensive support service was rendered to the Premier, Director-General, Provincial Executive Committee, related Committees and the Provincial Executive Authorities. Considerable progress was made with the implementation of the provincial cluster system as approved by the Provincial Cabinet in April 2006.

As the designated department for the Provincial Government for international relations, the branch managed all the official outgoing visits by the Premier, MEC's, HOD's and officials, as well as numerous incoming official visits. The incoming visits included dignitaries such as the President of Angola, Governor of Shandong Province, Minister of commerce of Oman, President of the Czech Republic, His Royal Highness Earl of Warwick Prince Edward, Sultan Suleyman of Dubai, Princess Caroline of Monaco, Premier of Queensland, Australia.

Through efficient communication with national government departments, especially the Department of Foreign Affairs (in making sure that outgoing and incoming official visits are well-coordinated) and the Department of Home Affairs (securing the necessary official passports to undertake official visits abroad), the directorate has effectively contributed to the vision of iKapa Elihlumayo in ensuring globally connected governance.

In delivering an effective protocol service to the Provincial Government, the branch was responsible for liaison with the Consular Corps accredited to the Western Cape. The highlight being the annual brunch hosted this year in February by the Premier and attended by 170 ambassadors accredited to South Africa and heads of consular missions accredited to the Western Cape. It also serves as the Secretariat for the Provincial Honours Advisory Panel which organised a successful Provincial Honours Awards ceremony held on 21 March 2007.

Commemorative days were celebrated in conjunction with the Siyabulela programme for women's and youth month events, as well as the 16 days of activism against gender violence. Part of the celebration included the long awaited launch of the Provincial Charter of South African Women in Dialogue (SAWID). The Province also participated in the National Children's Day hosted in Mpumalanga Province and the department coordinated the provincial event in Worcester. The Provincial Youth Commission which operated as a unit of the department became autonomous with effect from 1 December 2006.

As part of developing special programmes for the removal of access barriers targeting the vulnerable sector, an empowerment framework was developed to monitor the successful implementation of a mainstreamed inclusion of equality concerns of disability, gender and youth. The framework will ensure a common legislation, policies, strategies, programmes and budgets. If correctly implemented, the framework will ensure that equality issues are not dealt with in isolation, but that they are brought into the centre and driven by core management and administration.

Alternative conflict resolution processes to address violent conflicts were designed and successfully implemented. Informed by the successful intervention in Masiphumelele between the locals and the Somali traders, it is aimed at strengthening similar processes to be rolled out throughout the province as part of building a 'Home for All'.

Considerable progress was made with the Legislative Review Project. A task team was established comprising of representatives from all provincial departments. An audit of provincial legislation was completed and redundant provincial legislation identified. The passing of the Western Cape Liquor Bill by the Provincial Parliament during March 2007 was an important achievement in the Provincial Government's Legislative Programme.

- **Branch: Institutional Improvement and Development**

The Human Capital Development service delivery environment is of a transversal nature with services being rendered in both a direct and indirect interventionist consulting framework. The Provincial Growth and Development Strategy (PGDS) has brought with it in particular a full review of the human resources development (HRD) role and function as it aligns to the PGDS. A major challenge in this regard revolved around the accreditation and contextual realignment of course material, relevant learning programmes and training officers. The strategic human resources management (HRM) focus has **evolved** around policy review, especially within the context of employment equity, recruitment and retention of staff. A cursory view of the HRM context in the PGWC shows that on average, the workforce shows an ageing profile. This further alludes to less emphasis having been placed on the strategic HRM in recent years. It is especially the short term focus of strategic HRM at the expense of longer term strategic HRM which impacts on the alignment of transversal strategic HRM to the PGDS.

The Chief Directorate Performance Management's delivery during the 2006/07 financial year was achieved through the work of internal employee capacity in the Chief Directorate, with no outside consultants. The capacity of the Chief Directorate is limited to twelve employees (including Administrative Assistants). Two of the three Directors in the Chief Directorate who joined the PGWC in 2006 not only had to acclimatise to the new environment but also become fully operational in the shortest possible time.

The Chief Directorate: Institutional Assessment and Development functions within a service delivery environment that is transversal by nature. Therefore its services are rendered through direct / self intervening or shared service delivery, dependent on the specific service delivery requirements or situation. The approved staff establishment of the unit consists of 55 posts of which 4 are senior managers. A total of 18 posts were vacant as per the end of the reporting period mainly due to budgetary constraints.

The unit's core business involves optimising service delivery by enabling departments through organisation development interventions. Therefore the unit is proud of its achievement during its first year of existence in its new form.

Despite the challenges of provincial departments within PGWC struggling to come to terms with the new departmental role of strategic guidance and leadership the chief directorate has been partnering with other departmental units to align and coordinate its transversal contributions to this and other departments. The chief directorate fostered strong linkages with, for instance, Human Capital Development, Diagnostic Surveys, PGDS, Policy Implementation and Support, Developmental Communications, Social Dialogue and Human Rights, the Departments of Social

Development, Education, Health, and Cultural Affairs and Sport. The chief directorate succeeded in creating platforms for staff engagement, establishing and strengthening external and internal partnerships, and popularizing the draft internal social capital development strategy, and ensuring that departmental programmes are implemented through a social capital approach. It also played a leading and guiding role in respect of internal structures such as the Social Capital Network.

The Chief Directorate: e-Innovation was operating under constraints in terms of the budget and human resources. Nonetheless the essential ICT advisory, planning, development, operational, support and maintenance services were delivered to departments covering an installed base of over 400 Systems, over 14,000 Corporate Workstations and related computer items, over 29,000 Workstations and over 1,010 ICT Labs in Schools.

For the Department of Health, the Forensic Pathology Services System was rolled out to a further six rural mortuaries and the Primary Health Care Information System (HIS) is now rolled out to 23 hospital sites adding 900 000 patients to the health database. The Nursing Information System has been improved to include the maternity wards and the eKapa HIV/AIDS System was installed in Khayelitsha clinics.

In the Department of Education, the Learner Tracking System was further enhanced with functionality and approximately 950 000 pupils are now included on the database. This system is the first of its kind in South Africa. A further 204 schools were added through the Khanya Project, bringing the number of Khanya funded schools equipped with ICT Labs to 756. The number of ICT Labs in schools, through all other sources, has increased to over 1,100 with more focus being placed on disadvantaged schools. Examination results and related information were provided through a variety of electronic systems, access media for easy and convenient access to learners, parents, educators, administrators, schools, tertiary institutions, and the media.

At the Department of Agriculture, wireless connectivity was provided between Elsenberg, Tygerberg Hills and Hanskop. The Department also obtained the Private Telecommunications Network License (PTN) from ICASA. A wireless network and computer centre for the JJ Rhode farm school was officially handed over by the MEC's for Agriculture and Education. The school now has both internet and email facilities.

The Integrated Pollutant and Waste Information System as well as the Quality of Service (QOS) System was developed for and implemented at the Department of Environmental Affairs and Development Planning.

The Provincial Human Resource Development System was implemented for transversal use in the Province by participating departments.

IP Telephony was implemented for the Departments of Community Safety and Transport and Public Works and will potentially reduce the cost of telephony in the other departments.

The e-Works System (from the Department of Transport and Public Works) has been accepted by the National Department of Transport and will now be used as a National System.

In general, ICT Support Services were provided to the installed base of over 400 systems across the Province.

- **Branch Governance and Integration**

The Branch is responsible for policy development, its implementation, monitoring, evaluation and reporting, as well as communication. The year under review saw the establishment of the four chief directorates managing these processes. Whereas senior staff were successfully recruited to fill the positions, support staff was lacking owing to severely constrained resources. It is therefore a credit to the team that as much was achieved in the first year despite being new to the environment and having to operate under resource constraints.

The main product was the publication of the Provincial Growth and Development Strategy (PGDS) as a Green Paper. The PGDS brought together the earlier iKapa elihlumayo base strategies, reflecting municipal IDP's and the National Spatial Development Perspective (NSDP) within the National Strategy for Sustainable Development.

Policy Development focused on producing, presenting and engaging with the social partners and the rest of government on the content and paradigm of the PGDS. From numerous interactions it is clear that the basic approach is welcomed by all partners. Differences in emphasis are noted and will be carried into the refinement of the Green paper into the White paper.

Intergovernmental relations formed a large part of the focus of the work of the Branch. Based on the concepts and content of the PGDS, support for the Premier's engagement with the Presidential Coordinating Committee, his Coordinating Fora with local government in the Province, his engagements with Business, Labour, the religious leaders and other sectors of civil society, entailed careful preparation.

Finalising the Provincial Programme of Action (PPoA) was a major achievement. The PPoA reflects the national Plan of Action, the PGDS, the priorities determined in the State of Province Address with the input from all provincial departments. The PPoA is published on Cape Gateway and will be monitored and reported on quarterly in future.

The PGDS, the SOPA and PPoA form the strategic agendas for the revised cluster system (Economic, Social and Governance and Administration) which was established in the year under review. The workstreams under the clusters comprise transversal work required to be done across departments (and spheres of government, including State Owned Enterprises).

The Branch also takes responsibility for coordinating the provincial part of hosting the 2010 FIFA World Cup. The DDG: Governance and Integration is the 2010 World Cup Provincial Coordinator and this work on legacy and leveraging reports in to the 2010 Cabinet Committee. Both the 2010 Strategic and Business Plans prepared with the City of Cape Town were generated from this Branch. Further work involved bidding for events such as the 2006 Kick-Off Conference, the International Broadcasting Centre (IBC) to be located in Cape Town and hosting the 2009 Final Draw and other sponsor associated events are driven from this Branch.

Besides the Chief Directorate Policy Implementation Support's role in providing strategic support to the cabinet cluster system, supporting the development of integrated, multi-functional provincial programmes and strategically aligning provincial service delivery with key policies, strategies, models and programmes, the Chief Directorate operates in an environment where there is a multiplicity of urgent priorities, while giving leadership and providing traction for the important long-term strategic agenda. The unit operates mainly with the cabinet committees and the various line departments executing the strategic priorities.

The Chief Directorate: Monitoring, Evaluation and Review has to date designed and begun to implement a Provincial Wide Monitoring and Evaluation System (PWMES), which is in line with the PGDS for the Western Cape. In collaboration with e-Innovation, the Business Requirement Specification serves as a working document of the conceptual design of the Information Architecture of such a system. Using the Results Based Monitoring and Evaluation approach, outcome indicators have been developed on the action plan of the PGDS 2007-2014. Critical processes within the system that have been completed are: the conceptual framework, a provincial monitoring and evaluation audit of provincial government, the initiation and design of the data assessment to build a core directory of common datasets for the PGDS and capacity building through the Internal Learning Network.

Thus the policy that has been developed is then implemented, monitored, evaluated and finally communicated in an ongoing cycle. The next round will focus critically to see how these aspects are supported by the budget and human capacity for delivery.

The Chief Directorate Communications was established during the period under review and despite high levels of vacancies and contract appointments, has managed to deliver on the following:

- Information on Government delivery and programmes such as Siyabulela, the State of the Province Address and Budget speeches
- Festival and Event Oversight Committee criteria for supporting and funding events across departments and by this Department
- Home for All vision beginning to be more recognizably reflected in branding, events, festivals, messaging and integrating into broad-based delivery
- izImbizo process thoroughly reviewed and strengthened in order to engage focused audiences, improved through better advance organisation, a detailed monitoring and evaluation system, which results in useful reports and departmental follow-up
- Provincial Communications strategy developed

Furthermore, in line with national guidelines, leadership is provided to provincial government communicators through the Communications Strategy and meeting in fora.

The year under review provided a steep learning curve for a new way of communicating e.g. the 30<sup>th</sup> anniversary of June 16<sup>th</sup>, 50<sup>th</sup> anniversary of August 9<sup>th</sup>, and President's visit for Heritage Day, high profile FIFA visits, etc. Based in the PGDS strategy, this Branch is now poised to deliver.

### ***Overview of the organisational environment for 2006/07***

- **Strategy**

The Department has the mandate to provide leadership within provincial government, across spheres of government and public entities reporting to provincial departments. This leadership role is implicit in the goals and objectives at every level in the department, its branches and staff. These goals are:

**Goal 1: Shared Growth and Integrated Sustainable Development** is primarily about creating linkages between economic growth, poverty and inequality reduction and building social cohesion within a declining resource base. It builds on the concept of sustainable development and refers to the means for breaking the structural features of poverty by widening economic opportunities and benefits through employment creation, attracting investment and promoting competitiveness, while improving social cohesion and good governance within a sensitive natural environment.

**Goal 2: Deepening our Democracy** is primarily about supporting and strengthening the culture of democracy in the Western Cape, of building and nurturing an environment of tolerance, understanding and care, to enable the realisation of the vision for the province as a "Home for All." It is environment oriented and includes support activities for each of the twelve departments of the Provincial Government.

**Goal 3: Responsive and Good Holistic Governance** focuses on PGWC institutional architecture capable of responding to the multifaceted policy issues and delivery challenges, the intergovernmental relationship with the three spheres of government and the roles and responsibilities of the Premier in this regard. It fosters a distinct pattern of interaction by strengthening collaboration around a common vision and institutional fusion for an enabling environment for effective service delivery.

- **Structure**

In order to give effect to the goals and targets articulated in the Annual Performance Plan, the new organisational design was created to ensure successful execution of the strategies. The Department formally implemented the new departmental structure which comprises the following three branches:

○ *Governance and Integration*

This Branch provides institutional direction in terms of governance and integration. The chief directorates are:

- Policy Development which is responsible for driving the Provincial Growth and Development Strategy, compliance with the constitutional mandate, and the development of new policy and strategy.
- Policy Implementation Support is geared primarily to providing the institutional motor, including the cluster system, and tools to drive the provincial growth and development strategy and ensuring smooth governance for effective service delivery.
- Monitoring, Evaluation and Review provides provincial wide government monitoring and evaluation and develops indicators for reporting on the implementation on the PGDS as well as tracking progress on the National and Provincial Plans of Action, izlmbizo outcomes, amongst other requirements.
- Communication is responsible for both internal and external communication as well as developing and giving effect to the Home for All vision, Ikapa Elihlumayo Growth and Development Strategy and communicating service delivery progress of the provincial government.

○ *Institutional Improvement and Development*

This Branch promotes good corporate governance through institutional capacity building initiatives and interventions

- Institutional Assessment and Development is responsible for evidence based and appropriate institutional capacity building initiatives and interventions.
- Human Capital Development is responsible for the optimal development of the PGWC's human capital.
- Social Capital Development is tasked to foster the development of an organisational culture and institutional practices that promote developmental outcomes and effective service delivery.
- Performance Management has as its main purpose to sustain a system of organisational, managerial and individual performance management.
- e-Innovation optimises service delivery through the optimal utilisation of appropriate information and communication technologies.

○ *Departmental Operations*

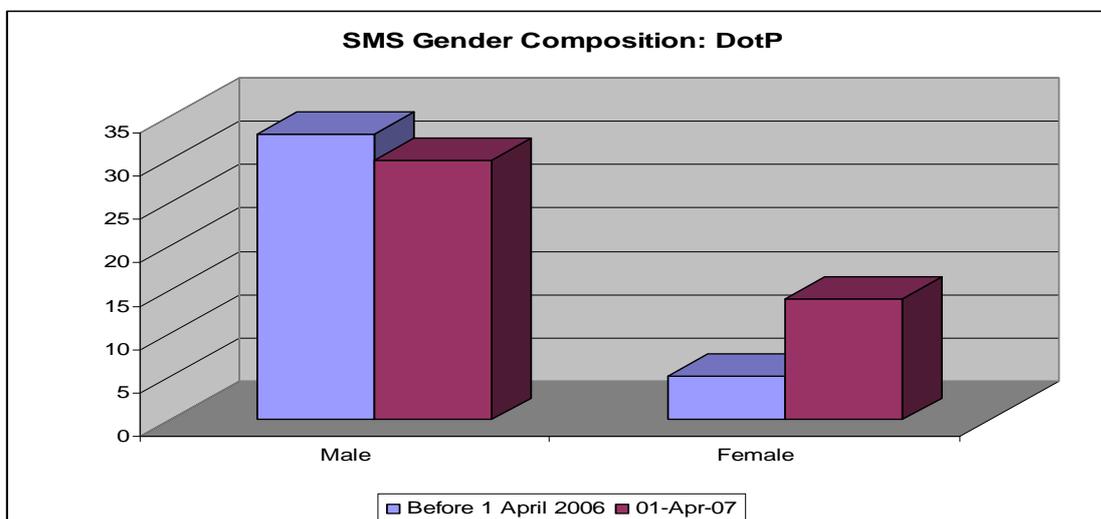
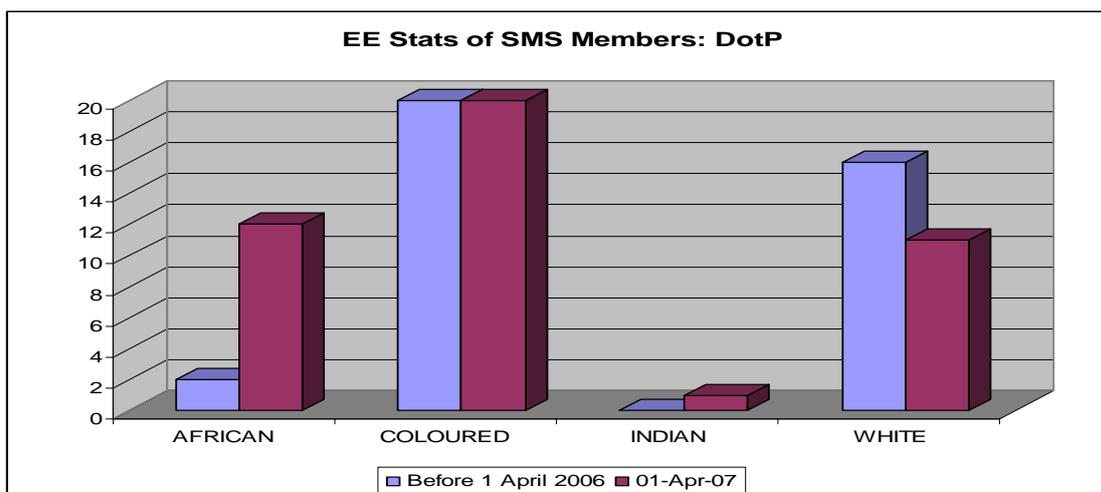
This branch strives to ensure legally sound, strategically focused and co-coordinated operations at intergovernmental, interdepartmental and internal departmental levels.

- Legal Services renders a comprehensive legal support service to the PGWC.
- Provincial Coordination facilitates and coordinates mutually supportive relations with other spheres of government and with social partners, and renders a high level decision support.
- Departmental Strategy, HR, Finance and Administration provide strategic management, coordination and staff function support services to the department.

In addition to the above, the Forensic Audit Unit (directorate) reports directly to the Director-General.

• **Skills**

The department has not received adequate funding for the filling of all its vacancies, hence a decision was made to fill most SMS posts first and thereafter filling all the critical posts on levels 1-12. The SMS recruitment drive also presented the department the opportunity to address the demographic composition of the departments SMS members. The table below reflects the significant shift in the demographics of department's SMS members over the year under review, in terms of both race and gender.



### ***Strategic overview and key policy developments for the 2007/08 financial year***

- **Branch: Departmental Operations**

The implementation of the provincial cluster system as approved by the Provincial Executive Committee in April 2006 had led to the removal of the administrative clusters which duplicated, at administrative level, the Economic, Social and G&A Cabinet Committees. The administrative clusters were replaced by workstreams reporting into the various Cabinet Committees, which made the new “cluster” system much more issue focused and not sectoral in its approach – a transversal programmatic approach.

The new cluster system also introduced the Sector Coordinating Committee, chaired by the Premier and aimed at ensuring integrated governance. A formal Cabinet Committee on Soccer World Cup 2010 was also established in the financial year to drive the 2010 workstreams.

In his State of the Province Address in February 2007, the Premier identified 15 priority areas where the PGWC will facilitate the establishment of intermediary civil society structures which will drive the social transformation process in those areas. These structures will be tasked with dealing with issues of social cohesion and moral regeneration in their respective societies. This branch, through its Social Capital and Social Dialogue and Human Rights units will provide the seed funding for the envisaged civil society structures and will facilitate the establishment and strengthening thereof.

- **Branch: Institutional Improvement and Development (IID)**

- *Chief Directorate: Human Capital Development*

The chief directorate is a key part of building Internal Human Capital through the following focus areas, i.e. Human Resource Management, Labour Relations, Human Resource Development and Knowledge Management. Key initiatives include the successful roll-out of the sustainable pools scheme aimed at middle managers, the launch of the transversal Human Capital Development forum, the Labour Relations forum, completion of the provincial wide skills audit, the completion of a Certificate in Human Resource Management and the operationalisation of a human capital development database system. Furthermore, policy review, and development, especially within the HRM realm, has increasingly become an area of focus as the public service evolves.

In the light of all these initiatives, 2007/08 promises to be an exciting performance cycle for the Chief Directorate, both at implementation and policy development and review levels. The key groundwork will come to fruition in the coming cycle culminating in amongst other the roll-out of the Executive Leadership Development Programme for senior managers in the PGWC.

- *Chief Directorate: Performance Management*

In the official Annual Performance Plan of the Department, the Chief Directorate is required to deliver on Career Management of HODs and SMS members – and to that the Chief Directorate has delivered. However, that is but one focus area of one Directorate within our Chief Directorate. The other Directorates, which are new in the Department of the Premier's structure, have delivered on a number of key areas, as well. Some of such deliverables are the Institution-Wide Performance Management Model, Framework for Provincial Norms and Standards, Performance Management Audit – which looked at the assessment of current performance management policies in PGWC, development and implementation of an integrated computer-based and web-based Performance Management Information System (PMIS). These will lead to the development of new, and review of existing policies. In the light of all these initiatives, 2007/08 promises to be an exciting performance cycle for the Chief Directorate, both at implementation and policy development and review levels. The key groundwork will come to fruition in the coming cycle.

- *Chief Directorate: Institutional Assessment and Development*

The core strategic focus of the unit is manifested in the Strategic Goals of the Department and it underpins the notion of responsive and good holistic governance. To realise the said goals the strategic objectives are to develop institutional excellence through diagnostic surveys, organisational development interventions and intervention assessment, the alignment of service delivery to national, provincial and local policy and strategy, and the rollout of the social capital strategy. Some of the major achievements delivered in accordance with the strategic goals included the hosting of the National Batho Pele Learning network, implementation of the Khaedu project, development of service delivery improvement plans and provide provincial department wide organisation development interventions. In view of this, 2007/08 promises to be an exciting performance cycle both at development, implementation and assessment level.

- *Chief Directorate: IT and IT Infrastructure*

A Strategic ICT Planning Framework was developed and completed. The framework will be used for completing ICT Plans for all Provincial Departments.

Strategic ICT Plans for the Department of the Premier and the Department of Environmental Affairs and Planning have been developed. Management of the Department of the Premier will sign off the plan in the first quarter of 2007/08. Work is also underway to complete a Provincial-wide Strategic ICT Plan after the ICT Plans in all departments have been completed.

Key ICT Policies were reviewed and are being updated. These will be communicated during the first quarter of 2007/08.

- **Branch Governance and Integration**

The refinement of the PGDS Green paper into a final policy White Paper will be completed by the end of 2007. Once the White Paper has been published full attention will be given to the roll-out across provincial government departments, in alignment with national government and in influencing the next round of district growth and development strategies and municipal Integrated Development Plans (IDP's). The Branch's role in aligning the concepts and programmes of government's investment and development efforts in the Western Cape is critical to achievement of the iKapa elihlumayo Growth and Development Strategy.

Partnerships with national and local government, the State Owned Enterprises, Organised Business, Labour and Civil Society are essential to halving poverty and unemployment by 2010 as promised in the Millennium Development Goals.

The Branch will increasingly focus on the Second Economy, on the impacts of Climate change and ensuring that sustainable and integrated human settlements are built, as well as leveraging as much opportunity and legacy out of the 2010 FIFA World Cup.

Whereas the focus for 2006/07 was on developing policy and strategic tools to align cabinet committee priorities and the PGDS, the prioritisation of 10 key issues listed by the Premier in his State of the Province opening Address are focusing all our efforts. The areas are:

- Climate Change
- World Cup 2010
- Property Development
- Human Settlements
- Public Transport
- Drugs & Gangs
- Expanded Public Works Program
- Skills Development
- Home for All vision
- Good governance

The PPOA will be monitored, reported on and evaluation will be undertaken. Reporting will be against the indicator development framework posted to the Cape Gateway Portal.

M&E priority will be given to the implementation of the Data Assessment process to ensure common data sets for the PGDS and clean baselines for the PGDS indicators. Monitoring and Evaluation testing instruments for the Pilot of Provincial Wide Monitoring and Evaluation System included the Imbizo Perception Audit and the pilot of Gender Budget and Analysis Process will also be undertaken.

During the financial year 2007/08, the Chief Directorate through the draft Memorandum of Understanding with Statistics South Africa, is embarking on the technical processes to ensure the establishment of the Provincial Wide Monitoring and Evaluation System.

Communication of the PGDS and its rollout will be intensified internally and externally, while events and izImbizo will continue to be more strategically managed with clear outcomes monitored and evaluated. The 'Home for All' vision will be entrenched by the end of the financial year, leading to a holistic improvement of the quality of life for all people in the Province.

## Departmental revenue and expenditure

### Collection of departmental revenue

The department collected more revenue than was expected due to a once off donation received as well as better than expected recoveries on the sale of and subscription to the provincial gazette. Collections will be monitored during the 2007/08 financial year and if it is anticipated that the amount collected will be more than budget, the budget will be adjusted during the adjustments budget process. The table below provides a breakdown of the main source of revenue:

	2003/04 Actual R'000	2004/05 Actual R'000	2005/06 Actual R'000	2006/07 Target R'000	2006/07 Actual R'000	% Deviation from target
<b>Tax revenue</b>						
<b>Non-tax revenue</b>	<b>1,910</b>	<b>1,516</b>	<b>1,279</b>	<b>510</b>	<b>743</b>	<b>45.69%</b>
• Sales of departmental publications				350	505	44.29%
• Transfers received (donation)				-	100	100.00%
• Other				153	140	(8.50%)
<b>Sales of capital assets (Capital Revenue)</b>				-	-	-
<b>Financial transactions (Recovery of loans and advances)</b>				7	(1)	(85.71%)
<b>TOTAL DEPARTMENTAL RECEIPTS</b>	<b>1,910</b>	<b>1,516</b>	<b>1,279</b>	<b>510</b>	<b>744</b>	<b>45.88%</b>

### Departmental expenditure

The table below provides a high-level summary of the expenditure incurred by the department against budget. More detail can be found in the appropriation report included in part 4 of this report.

Programmes	Voted for 2006/07	Roll-overs and adjust	Virements	Total voted	Actual expenditure	Variance
Programme 1	53,888		3,207	57,095	56,844	251
Programme 2	233,855		(2,172)	231,683	229,919	1,764
Programme 3	32,584		(1,035)	31,549	31,397	152
<b>Total</b>	<b>320,327</b>		<b>-</b>	<b>320,327</b>	<b>318,160</b>	<b>2,167</b>

### Transfer payments

The table below provides a summary of the transfer payments made. More detail can be found in the annexures to the annual financial statements included in part 4 of this report.

NAME OF INSTITUTION	AMOUNT TRANSFERRED	ESTIMATED EXPENDITURE
Provincial Development Council	5,800	5,800
Western Cape Provincial Youth Commission	8,900	8,900
Municipalities for izimbizo	1,095	1,095
Cape Peninsula University of Technology (CPUT)	230	230
Library Business Corners	795	795
Cape Metropolitan Council: Regional Council Levies	83	83
Western Cape Network on Disability	250	250
South African Youth Council	75	75
Transfers to households (leave gratuities)	3,940	3,940
Gifts, donations and sponsorships	1,098	1,098
Claims against the state	3	3
<b>Totals</b>	<b>22,269</b>	<b>22,269</b>

## Programme performance

### Summary of Programmes

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

- Programme 1: Administration
- Programme 2: Corporate Support
- Programme 3: Policy and Governance

### Programme 1: Administration

#### **Purpose:**

To render administrative support to the Premier, Executive Council and the Director-General in fulfilling their legislative and oversight functions and in promoting good corporate governance.

#### **Measurable objectives:**

- To provide administrative support to the management of this programme.
- To provide technical, administrative and advisory support to the Premier in the execution of his constitutional mandate.
- To render secretariat and decision support services to the Executive Council, clusters and key provincial committees.
- To provide operational support to the Director-General in the strategic management of the Province.
- To provide departmental financial support and advisory services to ensure compliance with the PFMA and other relevant financial prescripts.

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

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Director-General support	Investigate/audit irregularities reported and provide prosecutorial ready evidence.	90% of reported cases audited and investigated.	90%	Finalised 37 matters. Completed 96 SIU matters. Referred / closed 55 matters.
	Improve the turn around time in matters reported.	Commence with investigative audit within 30 days of receipt of complaint unless prioritisation required.	30 days	24 matters reported were commenced with within 30 days.
	Improve recovery strategies.	Effect recoveries on all concluded matters within the same financial year.	31/03/07	Effectuated 18 recoveries to the value of R 24,498,937.10.
	Improved awareness and planning in fraud prevention.	No of awareness interventions. Conducted trend analysis and fraud profiles. Fraud awareness programme compiled. Conducted internal climate poll to direct the deployment of resources.	30	16

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Promote corporate governance through rollout of anti-corruption campaign by advocating ethical values and destigmatisation of whistle blowing through responsible open disclosures.	No of 12 communications via existing structures such as management meetings, audit committees, etc.	12	14 SAPS meetings. 11 National Gov. meetings. 55 HoD meetings.
	Identify all relevant role-players and establishing Western Cape Anti-corruption Forum.	Date approved by Cabinet.	31/03/07	Progress: Identified all relevant role-players. Partnering with Provincial Communications on compiling the Cabinet submission. Launch scheduled for July 2007.
	Participate in existing forums such as the ACCC, Banking Forum, CFO Forum and audit sub-committees.	Attendance at meetings and implementation of agreements.	31/03/07	4 ACCC meetings. Provided inputs re developing Unit standards for the implementation of the Public Service Anti-Corruption Strategy, these inputs were the only two inputs accepted nationally. 2 CFO meetings.
	Monthly operational reports to Heads of Departments.	No of reports.	144	55 verbal reports at HoD meetings.
	Quarterly report to audit committees.	No of reports.	4	6 Audit Committee Presentations.
	Project Office established.	Date Projects Office is fully staffed and fully functional.	30/09/06	Projects Office implemented as pilot in e-Innovation.
		Implementation of Prince II methodology.	30/09/06	Implemented in pilot projects office.
	Monitoring of, and reporting on finance of Provincial Projects.	% of strategic provincial projects registered with projects office.	100%	Not used for province during pilot phase.
		% of financial reports on all registered projects.	100%	

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Executive Council Support	Using agreed indicators to assess progress of the implementation of strategies.	% of strategies assessed.	100%	Not yet implemented.
	Co-ordination and alignment of agenda and business of internal structures.	Cabinet, cabinet lekgotla, cabinet committees, cluster meetings and PTM.	31/03/07	Cabinet Meetings x 24 Cabinet Lekgotla x 4 SCC x 4 G&A Cluster x 9 Social Cluster x 9 Economic Cluster x 6 PTM x 16 PTM Lekgotla x 2 PCF x 2, PMCF x 3 2010 Meetings x 7
		Reviewed role and function of provincial structures.	31/03/07	Ongoing.

## Programme 2: Corporate Support

### **Purpose:**

To co-ordinate and provide strategic leadership to all provincial departments with regard to transversal corporate issues to enhance transformation in the public service.

### **Measurable objectives:**

- To provide administrative support to the management of this programme.
- To provide strategic direction, leadership and advice with respect to human resources management.
- To sustain a system of organisational, managerial and individual performance assessment.
- To ensure that institutional capacity building initiatives and interventions are evidence based and appropriate.
- To foster the development of an organisational culture and institutional practices that promote developmental outcomes and effective service delivery.
- To provide strategic information technology management, leadership and support.
- To provide legal services and advisory support.
- To provide strategic support regarding communications services.

### **Service delivery achievements:**

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Strategic Human Resource	Transformation of provincial training.	Transformation of CAA. Transformation of other provincial institutions: City Police Colleges; Traffic Police Colleges; FET Colleges; Chrysalis; Functional /In-service training; SAQA/NQF aligned and accredited learning programmes.	31/03/07	31/03/07. Draft Framework of Transformation of the CAA.  Departmental Training needs analysis completed, which in turn laid the foundation for functional training interventions.
	Provincial Skills Audit.	Skills Audit completed. Develop a provincial skills development plan based on the Skills Audit.	31/03/07	31/03/07
		Communicate the outcomes of the Skills Audit to all departments.		Communication of outcomes to all departments commenced - to be completed by June 2007.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Capacity building in terms of the Skills Audit and other operational requirements.	Centralised training interventions. Mentoring/Internship interventions. Revision of Management programmes.	31/03/07	Draft training policy framework developed in line with Skills Audit findings for transversal capacity building.
		SMS capacity building interventions.		Department's SMS all subjected to competency assessment for development planning purposes.
		Xhosa proficiency training.		
	Building strategic leadership capability among SMS members.	Introduce a Premier LDP (partnerships).	31/07/06	Bid process complete & finalisation of the curriculum completed. Roll-out of Executive Leadership Programme to commence end of June 2007.
SMS Learning Networks.		Ongoing establishment of networks.	31/03/07	2 SMS Breakfast meetings conducted.
		No of SMS learning networks established.	2	1 Premier's Seminar conducted.
Set up strategic human capital networks.		Policy, strategic prescripts, human capital, development standards.	31/03/07	Ongoing reports on the state of human capital were continuously escalated through the various governance structures such as the departmental Management Committee, Provincial Top Management, Governance and Integration Cluster and ultimately Cabinet.
		New institutional arrangements for building human capital.		A specific annual report to Cabinet scheduled for the new financial year 2007/08 coupled with a structured human capital balanced scorecard with ongoing policy review and operational transversal guidance via the HCD Forum.
		Develop human capital balance scorecard.		
		Annual report on state of human capital to Cabinet Status quo report.		

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Human capital database management system.	Develop the database (provincial-wide).	31/03/07	Database developed to provide indicators according to the institutional performance management model. Management information in the interest of institutional improvement and development made available, which impacts on strategic decision making by and about institutions.
	An accredited Provincial Human Resource Management (HRM) training course.	Functional HRM training provided.	31/03/07	Further Engagements with Service Provider to finalise the accreditation process for the HRM training course. Further introduction of the PILIR (Health Risk Management) system implemented transversally.
	Strategic implementation of the PGWC employment equity initiative.	Receive DPSA report. Analysis of status quo. Implementation of specific strategies (race, gender and disability). Develop a provincial AA programme of action.	31/03/07	Target met. To be followed by a comprehensive roll-out of the Provincial AA programme of action during 2007/08.
Performance Management	Performance Management of HOD's and SMS members.	Performance agreements and reviews.	4	Performance agreements for all HOD's have been submitted. Final reviews in process and should be finalised by end June 2007. Performance agreements for all SMS members have been finalised.
	Institution of Governance Technical Hearings.	12 departmental hearings conducted Evaluate and report.	31/07/06	Reprioritised.
Institutional Assessment and Development	Organisational diagnostic assessments.	Organisation diagnostic methodologies, tools and techniques.	31/03/07	1 Perception Audit.
		Ongoing Diagnostic reports.	31/03/07	42 Competency Assessments.
				1 Macro Organisational Analysis.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Tailor made organisation development interventions.	Organisation diagnostic methodologies, tools and techniques.	31/03/07	2 Khaedu Workshops.
		Ongoing Intervention reports.	31/03/07	27 OD Interventions based on requests received.
	Impact assessment.	Impact assessment methodologies, tools and techniques.	31/03/07	Facilitated the development of 47 Service Delivery Improvement Plans across PGWC.
		Ongoing Assessment reports.		
	Africa Public Service Day.	Annually co-ordinate the Africa Public Service Day.	30/06/06	Event successfully held.
	Front Office Standards.	Develop and implement the standards.	31/08/06	Reprioritised.
		Display the standards.		
Turn around strategy to capacitate front offices (resources).				
Social Capital	Manage Batho Pele revitalisation programme. • Strengthen Provincial Batho Pele Network.	Network strengthened, participation by all departments.	31/05/06	Co-hosted 1 National Batho Pele Learning Conference.
				1 Provincial Batho Pele Learning Network.
	• Organisational culture assessment.	Conduct the analysis. Communicate the outcomes. Develop programmes and action plans.	31/03/07	11 Culture izimbizo.
	• Service delivery improvement plans (SDIP) and charters.	Develop SDIP. Develop service delivery charters. Display charters.	30/04/06	47 SDIPs.
	• Front/back office re-engineering.	Business process re-engineering (BPR).	31/03/07	Included in OD Interventions.
	Premier Service Excellence Awards.	Annual Premier's Service Excellence Awards.	30/11/06	23/11/06
	Sports Day.	Annual Sports Day.	3	4 Hosted.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Cultural Days.	Researched and introduced.	Ongoing	3 Sessions conducted in DotP as part of pilots.
	Building capacity to implement transformation.	Understanding the transformation agenda of government. Strategic leadership. Change management strategy. Re-introduction of tearooms.	31/03/07	Cancelled. Aim of this Output to be included Social Capital Strategy.
	Orientation programme for all staff of the Department of the Premier.	Ongoing. Programme developed.	2	SMS Orientation programme developed and implemented.
		% of all staff employed in this financial year orientated.	50%	2 cohorts of departmental SMS subjected to orientation.
	Team building sessions.	4 Teambuilding sessions. 1 each Branch & 1 for the Department.	31/03/07	An end of year function was hosted in collaboration with Developmental Communications where staff received a motivational address by the Premier. The notion of team building was further enhanced through interventions such as the cultural exchanges, culture izimbizo, and transversal project teams.
IT and IT Infrastructure	Implement Enterprise Architecture (EA).	Phase 2 (process, organisation, information, technology, strategy signed off by MANCO).	30/06/06	43 initiatives from the organisation documented Data collection process in progress.
	Implement Project Management Standards, and automated Project Portfolio Management.	Prince 2 implemented. Project Management tool implemented.	30/09/06	The Programme and Project Management Office is now in full operation for all ICT projects. Common Project Management standards and a Project Management System are in full operation.
	Business Intelligence Requirement Specification and Pilot implementation (Including GIS consolidation).	BRS signed off by stakeholders. Pilot deployed.	31/03/07	Not formally implemented.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Common platforms.	Information Architecture for PGDS completed.	31/03/07	Work in progress in setting up matrices for phases such as monitoring and evaluation and performance management.
	e-Learning Pilot.	Pilot implemented and assessed.	31/03/07	The e-Learning training modules were completed for the community centres and tested in one centre. The pilot on the rest of the centres is awaiting a technology and connectivity refresh in all the centres (to be completed in June 2007).
	Collaboration (Communities of Practice).	Intranet collaboration implemented.	31/03/07	Work in progress in setting up working structures.
	Broadband connectivity.	SIP ICT plan developed and signed off by key stakeholders.	30/06/06	Work in progress in setting up working structures.  Various pilots implemented in Agriculture, Education and Health.
	Wireless Access.	SIP ICT plan developed and signed off by key stakeholders.	30/06/06	Work in progress in setting up working structures.  Various pilots implemented in Education and Health.
	Access (Schools, Libraries, e-Izimbizo, MPC's, Mobile units, Red Door, Consumer protector).	No of new e-Centres launched.	12	No new e-centres were launched in the year. There was a consolidation of the existing centres in terms of reach and an establishment of peripheral e-community forums.
	Skills (e-Literacy).	Training material developed. All e-Communities trained. Internet Café's e-Literacy programmes implemented.	31/03/07	Training material developed but training consolidated with a Microsoft training programme commencing in April 2007.
	Local content of communities (Local Language and culture on-line).	No of local websites implemented.	2	2
	DotP ICT plan developed.	DotP ICT plan signed off by MANCO.	30/09/06	Department of the Premier's ICT Plan completed but not yet presented to MANCO.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Develop, support and maintain appropriate departmental systems, applications and solutions.	No of current applications Maintained.	400	415
		No of new applications.	18	15
	ICT infrastructure and service function effectively.	% uptime of PGWC en-to-end network.	98.5%	98%
		% of service call-out complaints.	75%	75%
	Employee access to specialised service that improve the bureaucracy's day-to-day functions and dealings with citizens.	Re-launch of intranet.	31/03/07	Intranet functionality launched. Content partnership with communications directorate.
	Functioning network layer and standardised set of network services and devices.	Completion of audit of sites.	31/03/07	Work in progress within the ICT Planning process. Audit completed of all schools and colleges for the proposed Education WAN.
	Reliable, responsible stewardship of data, information.	Comprehensive technology. Disaster Recovery and business continuity plans in place.	31/03/07	Work in progress with updated comprehensive ICT Disaster Recovery and Business Continuity plans in place and implemented for Education.
	Develop ICT governance model.	Develop model.	31/03/07	Governance model developed but consultation and presentation to MANCO incomplete.
	Executive Coaching (e.g. Blackberry).	Office mobility pilot completed.	30/06/06	Disaster recovery and business continuity plans in place
	Budget tracking system.	Implemented in DotP.	30/06/06	Further developments were frozen due to the pending IFMS.
Legal Advisory Services	Providing formal (written) legal opinions.	No of legal opinions.	750	981
	Legal scrutiny of cabinet submissions.	No of submissions.	50	37
	Management and monitoring of litigation matters.	240 litigation matters.	240	275
	Drafting, editing and/or legal scrutiny of contracts.	300 contracts.	300	476

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Conduct survey quality and impact of services rendered.	Conduct survey.	31/03/07	31/03/07
		Address and report on identified shortcomings.		
	Conduct training in contract management and on the Promotion of Access to Information, Promotion of Administrative Justice and Prevention of Corruption Acts.	No of training interventions.	12	16
	Providing province wide project-based legal support (i.e. 2010 Soccer World Cup, PGDS, Taxi Committee of Inquiry, Premier's Service Excellence Awards, Implementation of the MFMA, etc.)	No of Projects.	25	21
	Representation on and support to committees and tribunals in the adjudication of applications against appeals.	No of tribunals / committees.	20	14
	Maintain the depository of all legislative activities.	% completed.	100%	100%
	Align all legislative and regulative activities.	% alignment.	40%	40%
	Provide commentary on legislation.	No of pieces of legislation commented on.	25	34
	Align the provincial constitution in the light of national constitutional amendments.	% progress in the process of alignment (legislative process).	50%	50%
	Initiative law reform and advocacy to the Provincial Government in order to realise the rights and objectives contained in the Constitution.	No of law reforms initiated.	8	16
	Develop protocol.	% completed.	100%	100%

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Manage protocol and manage compliance.	% compliance.	100%	Protocol to be implemented during 2007/08 financial year.
	Implement transversal model.	% implemented.	100%	80%
	Drafting/amending/editing of provincial and subordinate legislation.	No of pieces of legislation.	25	30
Communication	Identify linkages and tools.	Date completed.	30/09/06	Linkages identified and vehicles established: Provincial Government Communicators Forum, Media Liaison Officer Forum, Heads of Communication Forum and Festival and Event Oversight Committee.
	Develop and implement strategy.	Cabinet approved.	30/06/06	Draft Strategy developed and presented to Cabinet Strategy implemented.
		Strategy developed and implemented.		
	Establish uniform visual standards.	Date visual standards finalised.	30/06/06	Draft Corporate Identity Manual developed.
	Re-launch intranet including websites.	Date intranet fully developed.	31/12/06	Content improved but launch linked to launch of Cape Gateway Version 2 hence delayed.
	Promote and market career information centre.	Date of launch of information centre	30/09/06	Reprioritised.
	Staff Izimbizo.	No of izimbizo	2	1 [December 2006]
	Newsletters (use distribution channels to distribute e.g. newspapers).	No of newsletters distributed.	12	Intranet carries all news on regular basis.
	Internal publications.	Annual programmes via newsletters/intranet.	31/03/07	Intranet carries all news.
	Events and interventions as vehicles for communications.	No of events (e.g. Sports Day, Commemorative days, Premiers Gala dinner, etc.).	10	Africa Day, June 16 Concert, August 9 Cultural Event, Scarce Skills Summit, Staff Indaba, Rugby Academy Event, Carols at Leeuwenhof, Matric Function, Eid-ulFitr, Kaapse Karnival, Jazzathon, SOPA events, CT Festival.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Establish Provincial Government Communication Forum.	Date launched.	30/06/06	Established.
	Establish communication and information service.	Date of launch of service for effective dissemination of information.	30/04/06	Chief Directorate established 01 April 2006.
	Provincial calendar of events.	Date all events are reflected on calendar.	30/04/06	Currently being developed.
		No of specific targeted community engagements other than izImbizo.	1	<ul style="list-style-type: none"> <li>• Reconciliation Day Concert</li> <li>• Premier's Carols by Candlelight</li> <li>• Africa Day</li> </ul>
	Internal communication and promotion of 'Home for All'.	No of internal publications - Intranet and internal publications. GroupWise messages, exhibitions and events.	6	<ul style="list-style-type: none"> <li>• Regular Intranet focus articles</li> <li>• Messages on religious festivals</li> <li>• Africa Day luncheon</li> </ul>
	Uniform branding and marketing.	Date developed and implemented.	30/04/06	Uniform branding developed and deployed.
	Ensure constant engagement through izImbizo civil society formation and sectors.	1 Imbizo per district including Premier and HOD and relevant SMS.	1	31 Imbizo in October 2006 – all Municipal areas.
	Development of a public participation framework.	Date framework completed.	30/04/06	izImbizo system in place.
	Establish editor's forum.	Launch Forum. Forum established.	30/04/06	Strategic meetings held.
	Establish Media Centre.	Date Media centre launched.	30/04/06	Media capacity strengthened.
	Inform public on government performance.	No of communication with public.	8	<ul style="list-style-type: none"> <li>• Easter, Freedom Day and Youth Day advertisements</li> <li>• SOPA advertisement in daily and community newspapers</li> <li>• Joint Budget advertisement</li> <li>• Delivery campaign: Siyabulela knock and drop pamphlets</li> <li>• Siyabulela radio adverts and competition</li> <li>• PGDS Green Paper – Booklet and CD Rom</li> </ul>

### Programme 3: Policy and Governance

**Purpose:**

To strategically manage policies and strategies towards the achievement of sustainable provincial growth and development.

**Measurable objective:**

- To provide administrative support to the management of the components in this programme.
- To co-ordinate and facilitate Human Rights Programmes.
- To promote inter and intra governmental relations.
- To co-ordinate and facilitate provincial socio-economic development through strategic provincial policy management.
- To facilitate the development of high-level provincial policies and strategies.
- To promote sustained implementation of provincial policies and strategies.

**Service delivery achievements:**

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
Special programmes	To complete GEWEIS (GENDER) and YOUTH strategies.	GEWEIS. Gender strategy launched.	31/08/06	The GEWEIS was finalised. Awaiting Cabinet approval.
		Youth strategy launched.	30/06/06	Youth Strategy finalised, handed over to Provincial Youth Commission.
	To provide strategic guidance towards implementation of integrated strategies.	Ongoing.	31/03/07	Ongoing.
	To co-ordinate, monitor, evaluate and report on implementation of strategies.	Establishment of 12 functional human rights programmes departmental focal units.	31/10/06	Established and sustained in all departments.
	Finalised research and develop frameworks and programmes that support integrated implementation.	Research function established.	30/06/06	The Human Rights based mainstreaming appraisal is in its final stages to be completed by 31 July 2007.
		Disability Access programme rolled out.	31/03/07	
		Disability access conference.	-	
		Disability Empowerment Programme rolled out.	-	
		Develop skills database for disabled persons.	-	

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	In partnership with Department Local Government to promote, facilitate and provide support for the establishment of integrated district offices.	No of fully functional integrated human rights district offices.	5	Transfer funding to 5 district offices completed and partnerships with district offices was sustained.
	In partnership with Provincial Training to develop and nurture a multi-skilled trainers team as well as provincial and local government focal persons.	No of officials trained per year.	25	No officials were trained during the 2006/07 year.
	Actively encouraging and co-coordinating the attainment of disability targets in provincial government.	% disabled of staff of department's.	2%	Not yet finalised during the 2006/07 year.
		Learnership/intern-ship programme for disabled persons rolled out.		Not implemented.
	In partnership with the Communications component and Centre for E-Innovation to ensure and informed public service and general public.	Develop web presence.	30/06/06	Not implemented.
		Launch of Human Rights website.	31/12/06	Not implemented.
		Events managed in conjunction with Communications component.	31/03/07	Completed. Women's Month, Youth Day, Human Rights Day and 16 days of activism.
		Well-publicised Commemorative days.	31/03/07	Commemorative days were publicised and celebrated.
	Effective functioning Youth Commission.	Total ownership of functions by Youth Commission.	31/03/07	Completed. Youth Commission fully functional as from December 2006.
	Policy on Human Rights.	Research to be completed.	31/12/06	Policy replaced by mainstreaming appraisal. Appraisal due for finalisation 31/06/2007.
		Policy finalised.	28/02/07	
		Launched.	31/03/07	
	Establish Office of the Rights of the Aged.	Research to be completed.	30/11/06	Deputy Director on children's issues was appointed on 28/2/2007. Research is ongoing. Office of the Rights of the Aged not established.
		Office established.	31/03/07	

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	To ensure participation of social partners in the provincial human rights programmes forum as well as support of initiatives.	Fully functional Human Rights Programmes Forum.	31/03/07	Ongoing.
		Continuous support to social partners (financial). Participating in their discussions.	31/03/07	Financial support to Social partners was transferred.
	Establish strategic partnerships with other spheres of government.	In conjunction Department of Local Government build capacity for 5 fully functional district offices.	31/03/07	Completed. 5 district offices were funded and sustained.
	Actively encouraging and co-ordinating the attainment of disability targets in Local Government.	2% disabled of staff of per municipality.	31/03/07	Process is ongoing.
	Forming strategic partnerships with Chapter 9 institutions and Public Entities. (HRC, PYC, CGE and PDC).	Human Rights Commission. Youth Commission. Commission on Gender Equality. PDC. Memorandums of understanding agreed to.	31/03/07	Project was implemented with selected chapter 9 institutions.
	To participate in and provide feedback based on analysis and evaluation of the impact on vulnerable and marginalised groups – iKapa.	Research completed.	30/06/06	Completed.
		First Audit Report on the impact of mainstreaming of vulnerable groups.	31/03/07	Completed.
	To participate in and provide strategic direction based on the needs of vulnerable and marginalised groups as it relates to the goals of the department and the province.	Research completed.	30/06/06	Completed.
		First Audit Report on the impact of mainstreaming of vulnerable groups.	31/03/07	Internal Reference group on mainstreaming was set up during December 2006.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Rollout of mainstreaming training programme in the Department of the Premier.	Staff of the DotP capacitated to work with mainstreaming tools and techniques.	31/03/07	Ongoing and as above.
	Form strategic partnerships on mainstreaming of moral regeneration.	Local Government. Youth Commission. Ethical Leadership Project. Provincial Government. PDC (faith-based, business labour).	30/09/06	Not completed.
	Establishing a moral standard charter for the province to inform awareness raising of moral re-generation.	Public Workshops on standards.	30/09/06	Not completed.
		Charter in place.	30/11/06	Not completed.
	In conjunction with Communication Launch a moral standards advocacy /awareness programme.	Programme launched and sustained.	31/03/07	Not completed.
	Roll out of Community plough back process.	Programme developed.	30/06/06	Programme not developed.
No of volunteers in programme.		100	50	
Intergovernmental Relations	Honour the citizens of the Province through the Provincial Honours Programme.	1 Provincial Honours ceremony.	1	1 Provincial Honours Ceremony was held on 21 March 2007.
	The development of international co-operation opportunities within Africa and other Continents in support of NEPAD; and the development of international cooperation opportunities on other Continents.	Date for policy developed/rolled out.	30/04/06	Not yet finalised.
		No of cooperation agreements signed.	2	8 agreements signed (3 x China, 2 x India, 1 x Bavaria, 1 x Burgundy and 1 x Malaysia).
Programmes: NEPAD, (BRICCA) Middle-East.	Date by when International programmes should be developed and rolled out.	31/03/07	Not yet finalised.	

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Establish PIF Unit (Secretariat).	Date fully established/functional.	30/04/06	Not yet completed.
	Establishment of IGR Forums.	Date fully established.	31/03/07	Not yet completed.
	IGR implementation protocols agenda setting.	% compliance with the Act.	100%	Not yet completed.
	Legal assistance and support in the implementation of the IGRF Act.	% completed.	100%	Not yet completed.
Provincial Policy Management	Refined assessment framework for a provincial level monitoring and evaluation system.	Date framework completed.	30/06/06	Completed 30/11/06.
	Develop a compendium of indicators attached to PGDS objectives.	Date compendium finalised.	30/06/06	Draft completed 30/04/07.
	Comprehensive audit of Monitoring and Evaluation (M&E) system.	Date audit completed.	30/06/06	Completed 28/02/07.
	Establish fully operational M&E office.	Date of fully established operational M&E unit.	30/06/06	Initiation, Design and Methodology of Data Assessment Process completed and on intranet. The use of the South African Standards Qualification Framework was acquired from Statistics South Africa.
BRS signed off by M&E steering committee Pilot deployed.		31/03/07		
Policy development	Centralised Policy & Strategy unit in place.	Date when Policy and Strategy unit is fully staffed and fully functional.	30/09/06	Policy Development Unit staffed by 3 Directors and 4 ASDs (1 contract post), and 1 DD. Vacant posts: 5 DDs, 2 ADs. Need for full functionality.
	Guiding and directing alignment and co-ordination of provincial programs, policies and strategies internally and externally (all spheres of government).	% of alignment of developed strategies.	60%	60%

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Develop strategic policies, assess and analyse policies and intervene to eliminate conflict and duplication, ensuring alignment (i.e. Provincial Growth and Development Strategy [PDGS], iKapa Strategies).	Number of strategies developed.	4	5 provincial strategies assessed and analysed: SIP, SHSS, SDIP, Renewable Energy Strategy, Integrated Poverty Reduction Strategy. Commentary on National strategies: National Sustainable Development Framework RIDS.
	Evaluation and alignment of PGDS and iKapa Elihlumayo.	% alignment.	100%	By 2007/07, on publication of white paper, all alignments should be complete. Continued to support transversal service delivery task teams in the following areas: * World Cup 2010 * Skills Development * Fishing and Aquaculture * SHSS
No of reports.		8		
% progress towards having service delivery charters in place.		100%		
		No of departments where service delivery courses presented.	12	1
	Co-ordination and compilation of strategy based on iKapa strategies, the 2003 Framework Agreements for the PGDS, reflecting the IDP's and following the 2005 national PGDS guidelines.	Date PGDS implemented.	31/03/07	Green paper published October 2006.
	Using the Provincial Development Council (PDC) to consult the PGDS with the social partners through road shows and Specialist Committees; other channels including Cape Gateway; Legislature and Standing Committee; PIF and other intergovernmental channels.	Road shows finalised.		January 2007.
		PGDS Green paper published.		October 2006.
		Green paper summit held.		June 2007.
		PGDS White paper.		August 2007.

Sub-programmes	Outputs	Output performance measures/service delivery indicators	Actual performance against target.	
			Target	Actual
	Assess impact on public budgets, programmes and plans (national and provincial departments and state owned enterprises), reflection of PGDS in IDP's.	Date of completion of written reviews.	31/03/07	Analysis complete 30/03/2007.
	Capacity building (priority SMS) in government including Executive communication, marketing and branding.	% of written reviews tabled.	100%	Ikapa elihlumayo base strategies formed part of the induction programme of the department's SMS.
	Roll-out of iKapa Strategies.	Date of completion of co-ordination of rollout.	30/06/06	New cluster system introduced with a focus on 10 multidisciplinary areas over the three cabinet committees (e.g. World Cup 2010, Scarce Skills, and Climate Change etc.) Final adoption April 2007.
	Review for consistency of approach, concepts and alignment of strategies. Publish revised iKapa strategies.	Updated strategies.	100%	Base iKapa Strategies and the related APP's of departments have been aligned to the PGDS
		Published.	31/03/07	August 2007.
	Implement Project Management Standards, and automated Project Portfolio Management.	Prince 2 implemented. Project Management tool implement.	30/09/06	Piloted in e-Innovation.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**SHARED AUDIT COMMITTEE REPORT  
FOR THE FINANCIAL YEAR ENDING 31 MARCH 2007**

**PART 3**

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

**Appointment of the Shared Audit Committee**

Department of the Premier (Vote 1) is served by a Shared Audit Committee appointed under Cabinet Resolution 75/2003 on 23 June 2003 which was subsequently extended by Cabinet Resolutions 95/2005 and 77/2007. The term of the Shared Audit Committee expires on 31 December 2007.

From 2008 the Department will be served by the Governance and Administration cluster Audit Committee.

**Audit Committee Members and Attendance**

The Shared Audit Committee is required to meet a minimum of 4 times per annum as per its approved Terms of Reference. During the current year 11 meetings were held and the members attended as shown below.

<b>Member</b>	<b>Meetings Attended</b>
Mr JA. Jarvis (Chairperson)	11
Mr J. January	5
Mr P. Jones	10
Mr R. Warley	8

**Audit Committee Responsibility**

The Shared Audit Committee has complied with its responsibilities arising from section 38(1) (a) of the PFMA and Treasury Regulation 3.1.13 and 27(1) (10). The Shared Audit Committee has also regulated its affairs and discharged its responsibilities in terms of the Audit Committee Charter.

**Effectiveness of Internal Control**

**Internal Audit Function**

In 2004 the Sihluma Sonke Consortium was appointed to develop and transfer internal audit skills to the staff of the Provincial Government over a three-year period. Due to budget and capacity constraints there was a lack of adequate coverage of high risk areas identified by the Department. This increased the risk of a poor control environment with the associated potential losses.

At the end of December 2006 the Consortium contract was extended for a further 2 years to allow the development of the Internal Audit function to be completed.

The Shared Audit Committee's review of the 2007/08 Operational Internal Audit plan indicates that there should be a smoother transfer of skills during the next two years.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**SHARED AUDIT COMMITTEE REPORT  
FOR THE FINANCIAL YEAR ENDING 31 MARCH 2007**

**Quality Assurance Review**

During the year under review the Institute of Internal Auditors (SA) (IIA) conducted a quality assurance review of the Internal Audit activity. The Institute issued an opinion of partial conformance with the Standards of Internal Audit. The Internal Audit Unit is in the process of implementing the recommendations made by the IIA.

**Internal Audit Findings**

During the financial year the Shared Audit Committee met with management periodically to track their progress in resolving outstanding critical and significant internal control issues previously raised by the Auditor General and Internal Audit.

**Risk Management**

The Shared Audit Committee notes that an Acting-Chief Risk Officer has been appointed. The committee recommends that more focus be given to strengthening the risk management function.

**Information Technology**

During the year under review Internal Audit carried out a comprehensive audit of IT facilities under the control of Centre for e-Innovation (Ce-I). The audit highlighted a growing crisis within IT and the need to address the following:

- The IT infrastructure is in a critical state and in need of replacement.
- Effective IT Strategic Plans are not in place and there appears to be a lack of co-operation by the Departments to assist in IT planning.
- No Enterprise Wide Master Systems Plans (MSP's) exists for the entire Provincial Government. E-Innovation has developed and implemented a Standardised Enterprise Wide MSP Methodology and Architecture Framework to address this matter. However the progress in this regard is slow due to inadequate budgets and staff vacancies.
- An IT Change Management Framework needs to be approved and implemented because there is a risk that the IT environment may not be adequately controlled.
- Security is not managed proactively and strategically and security functions including an IT risk management function need to be put in place.
- There are weaknesses in application level access controls related to security features such as passwords and log-ins for user access.
- The department should prioritise corrective action in these areas, as it affects all other Provincial Departments.
- Disaster Recovery Plans are not in place or up to date which increases the risk that PGWC may not survive a major IT disaster. Backup strategies are deficient or are not in place at many sites due to a lack of backup software.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**SHARED AUDIT COMMITTEE REPORT  
FOR THE FINANCIAL YEAR ENDING 31 MARCH 2007**

The Shared Audit Committee believes the way forward is for this Department to establish and lead a project team to address the above issues and develop IT policies that address the needs of users.

Cabinet has approved an organisational re-alignment of the Department's structure in terms of which the Chief Director e-Innovation has been elevated to branch level.

**Auditor General**

The Shared Audit Committee notes that the department has agreed to confirm the location, disposal or depreciation of assets to the value of R129 million which resulted in the Auditor General's qualification of the Annual Financial Statements.

The Shared Audit Committee will ensure that the Department reports progress in this regard, on a quarterly basis.

**In Year Management Reporting**

The Shared Audit Committee has reviewed the In Year Management Reports and discussed these with Department officials. Sufficient progress is being made in the development and quality of these reports.

**Evaluation of Financial Statements**

The Shared Audit Committee has:

- reviewed and discussed the audited annual financial statements to be included in the annual report with the Auditor General and the Accounting Officer;
- reviewed the Auditor General's Management Report and Management's response thereto; and
- reviewed significant adjustments resulting from the audit.

The Shared Audit Committee concurs and accepts the Auditor General's conclusion on the annual financial statements, and is of the opinion that the audited annual financial statements be accepted and read together with the report of the Auditor General.

**Appreciation**

The Audit Committee wishes to express its appreciation to the Provincial Treasury, Officials of the Department, the Auditor General and the Sihluma Sonke Consortium for the information they have provided for us to compile this report.



Mr. J.A. Jarvis  
Chairperson of the Shared Audit Committee  
Date: 13 September 2007

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2007**

**PART 4**

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

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

The department experienced an exciting year of transformation and change in the areas of strategy, structure, skills and systems. A review of the department's strategic direction and priorities, together with the recruitment of a host of highly skilled professionals by the department, enabled the attainment of goals and objectives for which the department did not have the capacity to achieve in previous years. This is clearly reflected in the quality level of those significant events that have taken place during the year under review and the major projects reported on below.

- Significant events that have taken place during the year

The department has been instrumental in the success of various significant events which have taken place during the year under review. The following is a brief synopsis of selected events:

The department was successful in developing the Provincial Growth and Development Strategy (PGDS) which was gazetted as a Green Paper in October 2006. Part of this process entailed engagements with social partners and the Provincial Development Council (PDC). Alongside this was providing review inputs to iKapa Elihlumayo base strategies in alignment with the PGDS. Guidelines on the PGDS were also compiled to facilitate shared growth and integrated development between the provincial and local spheres of government through the Districts Growth and Development Summits (DGDS).

Instituting measures to ensure a successful 2010 FIFA World Cup in the province was one of the main preoccupations of the department. The role of the department ranged from the development of a strategic plan for the realisation of a developmental World Cup, working with the City of Cape Town on the Business Plan for the construction and operation of the stadium and other key infrastructure, a framework and institutional architecture for ensuring a successful World Cup and coordinating effective participation in the 2010 FIFA World Cup working committees.

Various Premier's Coordinating Forums (PCF) were convened with local authorities giving effect to the responsibility of the Premier who is responsible for ensuring integration between the provincial and local governments. Besides the PCF, there are other multi-dimensional forums intended at encouraging and supporting greater alignment such as Integrated Development Plans (IDP) hearings, municipal budget assessments, and the Local Government Medium Term Expenditure Committee (LGMTEC) engagements.

Existing bilateral co-operation agreements were reviewed and further support was given to existing successful partnerships with the view to finalising a new international relations strategy for the Province. New bilateral relations were developed on the African continent in support of New Partnership for African Development (NEPAD) and exploratory discussions with an Indian province took place. Various initiatives for co-operation with a number of African countries were explored during this period. The Department of Agriculture is already involved with some training programmes in countries such as Namibia and has explored other opportunities for co-operation in both research and training.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2007**

- Major projects undertaken or completed during the year

A significant number of projects were undertaken by the department during the year under review, of which the following are considered to be major projects:

- During the period under review a process of developing a provincial government wide monitoring and evaluation framework to measure qualitative outcomes and impact of service delivery indicators for monitoring and evaluating development imperatives articulated in the PGDS were also developed. Added to this, the department played a leading role in the development of the African Peer Review report.
- A comprehensive performance management assessment was conducted for the PGWC (all twelve departments) which included findings of the report of the Public Service Commission, the Auditor-General and the Cultural Audit, as well as employee inputs solicited via a blogging room. A performance management information system was subsequently developed and is in the process of being implemented.
- Considerable progress has been made with the rationalisation of provincial laws project, which aims to align and integrate provincial legislation and the legislative activities of all departments.
- As part of developing special programmes for the removal of access barriers, an economic empowerment framework as a disability access programme was developed and gears toward improved quality of life of persons with disabilities. Research on and mainstreaming of moral regeneration was initiated. Conflict resolution processes to address the Somali refugee situation was launched in the department as part of a new work mandate. Women's Month was celebrated during the month of August.
- The finalisation of the provincial wide skills audit, transformation of the Human Capital Development Forum and launch thereof.
- An organisational-wide cultural audit was successfully completed and interventions were designed accordingly and will be implemented.
- Structured programmes towards the building of internal social capital included hosting the 5th national Batho Pele Network in Cape Town, facilitating a change roadmap for the department, conducting two Women in Government Speak Outs, successfully hosting the second Premier's Service Excellence Awards, hosting four provincial Sports Days, providing leadership to the Social Capital Network, and nurturing a Women in Government Network.
- Coordination and facilitation of the development of the provincial department's service delivery improvement plans. Further to this a service delivery improvement programme will be designed and linked to the MTEF of provincial departments for implementation over the related financial years.
- Facilitating the implementation of the Khaedu Project which was aimed at improving service levels at the coalface.
- The Cape Gateway portal was relaunched as it is a major instrument in the Provincial Government's drive to become more accessible to the citizens of the province. Cape Gateway was awarded one of the top 8 best e-Government Information portals in the World at the World Summit of the Information Society in Tunisia.
- An Enterprise Architecture (Phase 1) Framework & Governance process was developed to support the Strategic ICT Planning process.
- Launched 6 new e-Centres and accompanying e-Community Forums, delivered e-Literacy training to 4 centres and developed Community Websites.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2007**

- Important policy decisions and strategic issues facing the department

The eight strategic goals of the department were further reduced to three during a strategic planning session held in June 2006 to allow for more focused and integrated operations within the department.

- **Goal 1: Shared Growth and Integrated Sustainable Development:** - is primarily about creating linkages between economic growth, poverty and inequality reduction and building social cohesion within a declining resource base. It builds on the concept of sustainable development and refers to the means for breaking the structural features of poverty by widening economic opportunities and benefits through employment creation, attracting investment and promoting competitiveness, while improving social cohesion and good governance within a sensitive natural environment. It is delivery oriented, focused on effectiveness.
- **Goal 2: Deepening our Democracy:** - is primarily about supporting and strengthening the culture of democracy in the Western Cape, of building and nurturing an environment of tolerance, understanding and care, to enable the realisation of the vision for the province as a "Home for All." It is environment oriented and includes support activities for each of the twelve departments of the Provincial Government.
- **Goal 3: Responsive and Good Holistic Governance:** - focuses on PGWC institutional architecture capable of responding to the multifaceted policy issues and delivery challenges, the intergovernmental relationship with the three spheres of government and the roles and responsibilities of the Premier in this regard. It fosters a distinct pattern of interaction by strengthening collaboration around a common vision and institutional fusion for an enabling environment for effective service delivery. It is support oriented, focused on efficiency and effectiveness.

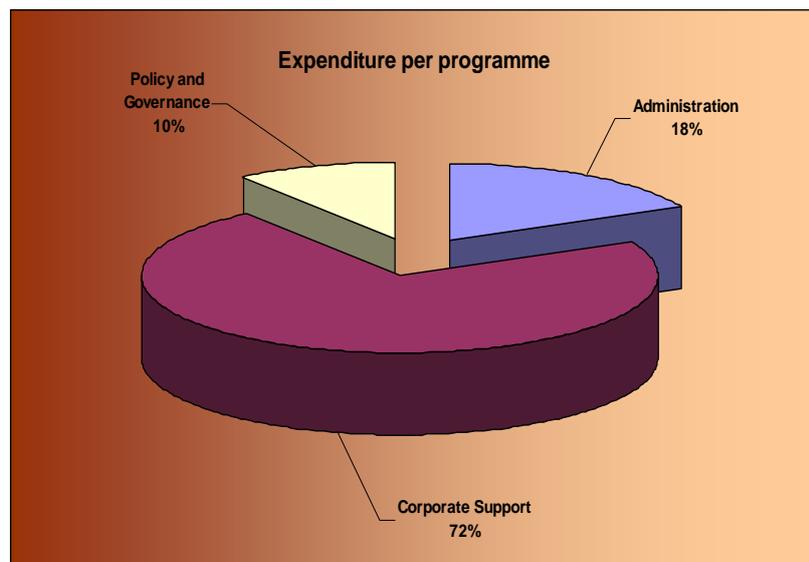
- Spending trends

- Expenditure per programme

A standardised budget structure prescribed by National Treasury for Offices of Premiers was adopted by the department in the 2006/07 financial year.

This new budget structure resulted in the programme Corporate Support containing the major share of those sub-programmes that requires high levels of funding.

Corporate Support is responsible for 72% of the department's spending mainly due to the sub-programme E-Innovation being incorporated into it.

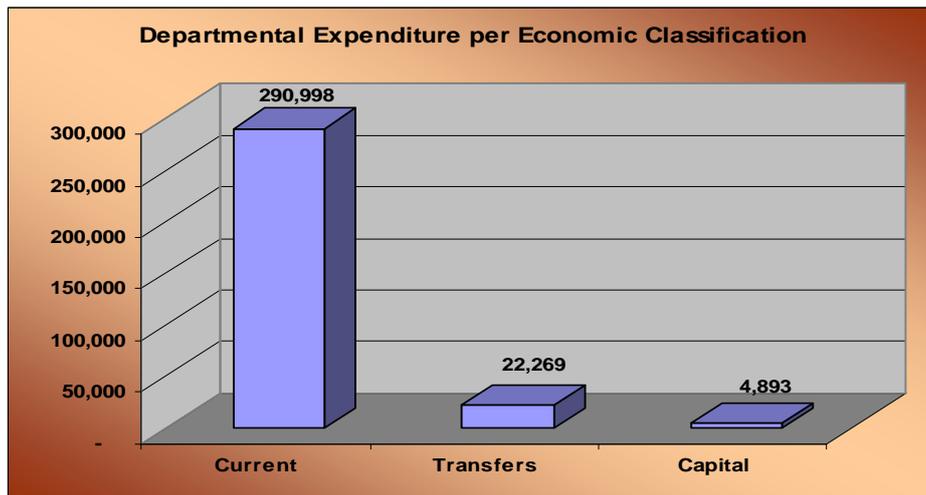


**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

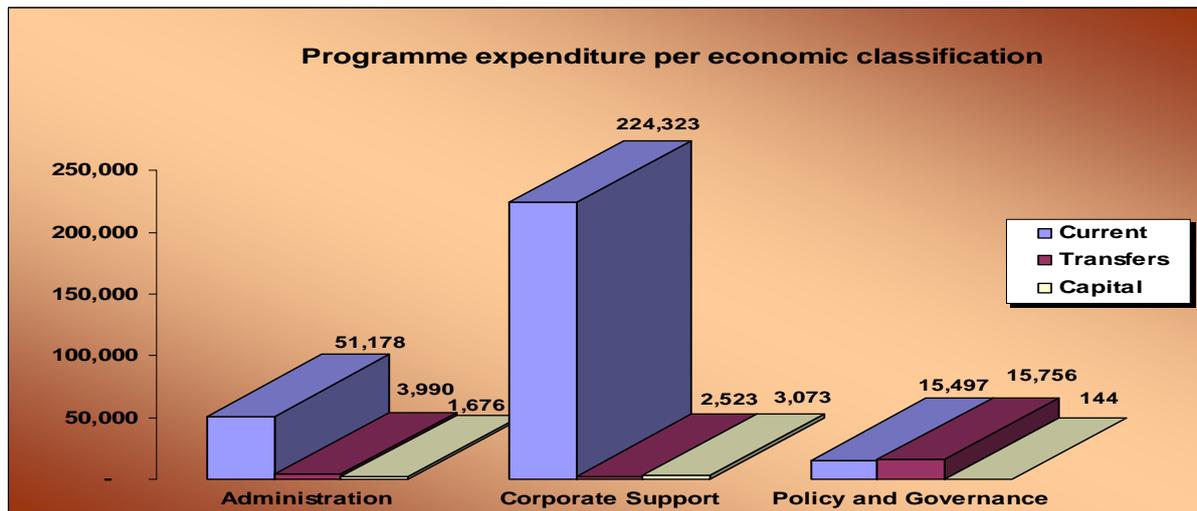
**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2007**

□ Spending per economic classification

Current expenditure accounted for 91% (R291m) of the department's spending during the 2006/07 financial year which comprised mainly of compensation of employees (R135.3m) and goods and services (R155,6m).



In the graph below the programme Corporate Support shows a high level of spending on current expenditure (R224m) which is attributed firstly to the high number of staff who's salaries are linked to this programme and secondly to the State Information Technology Agency (SITA) expenditure which were made from this programme.



All expenditure relating to Finance and Administration, Forensic Auditors, the Auditor-General and the compensation of all Chief Directors and higher are paid from the Programme Administration, causing it to show a high level of spending on current expenditure.

Programme 3, Policy and Governance, accounted for the major share of the department's expenditure on transfer payments, with R8.9m being transferred to the Western Cape Youth Commission, R5.8m to the Provincial Development Council and R1.2m transferred to Local authorities.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2007**

□ Analysis of current expenditure

Due to the significant percentage of expenditure which was incurred on goods and services, further analysis is considered prudent for a deeper understanding of the nature of the department's expenditure. As reflected in the table below, 81% of the department's total expenditure is attributed to five items:

	2006/07 R'000	2005/06 R'000
Compensation of employees	135.3	121.0
Computer services	86.9	64.6
Consultants, contractors and special services	22.7	21.5
Travel and subsistence	8.0	8.6
Advertising	7.6	17.2
	260.5	232.9
	260.5	232.9
 Total actual expenditure of department	 318.2	 296.0
% of total actual expenditure	82%	79%

*i. Compensation of employees*

Expenditure on this item increased by 12% on the 2005/06 financial year. New staff was employed by the department in two cohorts which the first cohort started as from April 2006 (mainly SMS members) and the second cohort started in November 2006 (critical posts on Levels 1-12).

*ii. Computer Services*

The department renders Information and Communication Technology (ICT) services for the whole of the provincial government. Of the R86.9m spent on Computer services, R64.5m was paid to SITA in respect of network, printing, processing, research and development costs.

*iii. Consultants, contractors and special services*

Compared to the 2005/06 financial year, expenditure has increased marginally by 6%. Expenditure on this item include all those expenditures which are in respect of service providers which render services such as executing research/diagnostic projects, events management, auditing, izimbizo, etc.

*iv. Travel and subsistence*

Due to cost-containment measures implemented by this department this expenditure item decreased by 7% from R8.6m in 2005/06 to R8.0m in 2006/07. Being the centre of provincial government imposes a duty on the staff of this department to regularly attend meetings and conferences in Gauteng convened by national government. In addition, various staff of the chief directorate e-Innovation travel extensively across the province to perform ICT related functions for which they are allowed to claim expenditure incurred. International relations is also a key responsibility of this department, requiring the Premier and officials to travel abroad as part of their official duties. Details of the Premier's overseas visits are provided in Part 1 of this Annual Report.

*v. Advertising*

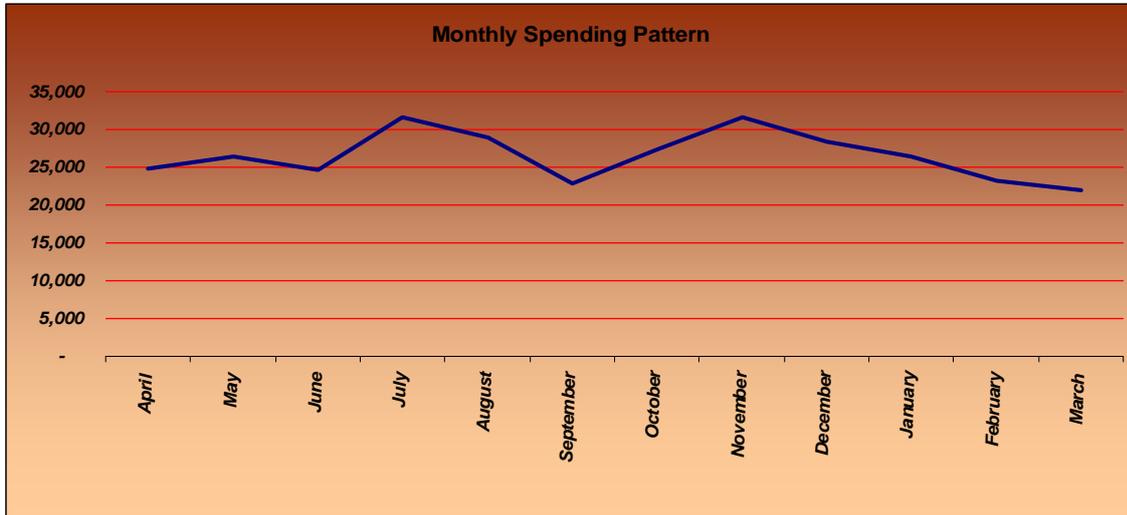
In the 2006/07 financial year spending on this item decreased considerably from R17.2m to R7.6m, representing a decrease of 56%. One of the major causes of the decline in expenditure on this item is the extensive front-loading of expenditure which was done in the past in respect of the Home for All strategy. Much of the expenditure relating to this strategy was made during the 2004/05 and 2005/06 financial years to ensure the success thereof.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2007**

□ Monthly spending trend

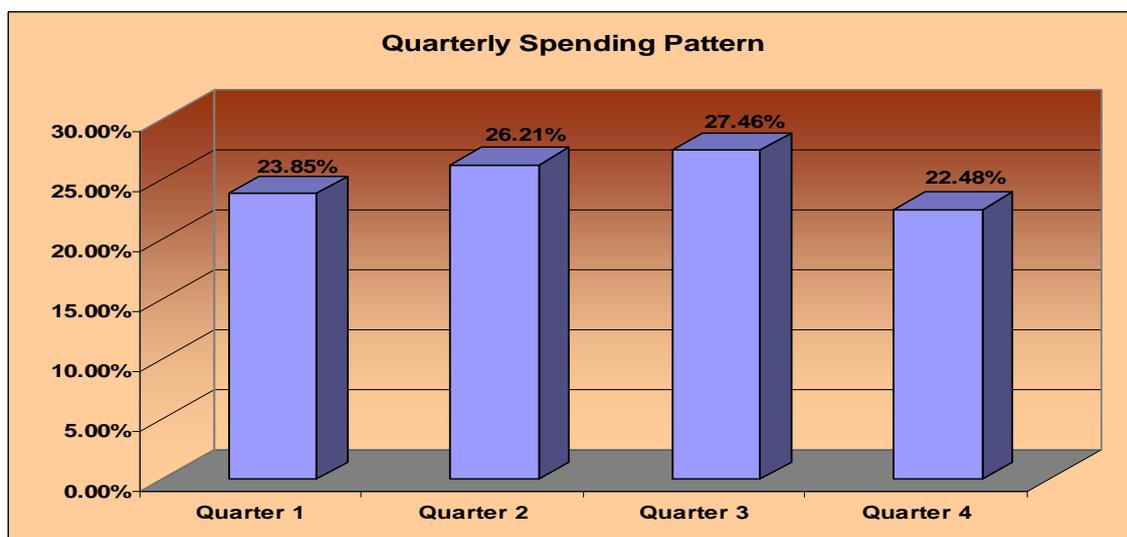
The department's highest spending months were July, August and November 2006.



The July 2006 spending spike is due to SITA expenditures which were paid in July for both May and June 2006, the general salary increase of level 1-12 staff. The high spending in August can be attributed to the expenditure incurred in respect of Women's Month. The November increase is directly linked to an amount of R8.9m in respect of the renewal of software licences for the provincial government.

□ Quarterly spending trend

The department once again showed steady spending throughout the year. The low level of spending in the final quarter is indicative of the fact that the department had limited funds at its disposal during that quarter. This department over the past two years had to carefully utilise its available funds in order to get through the financial year.

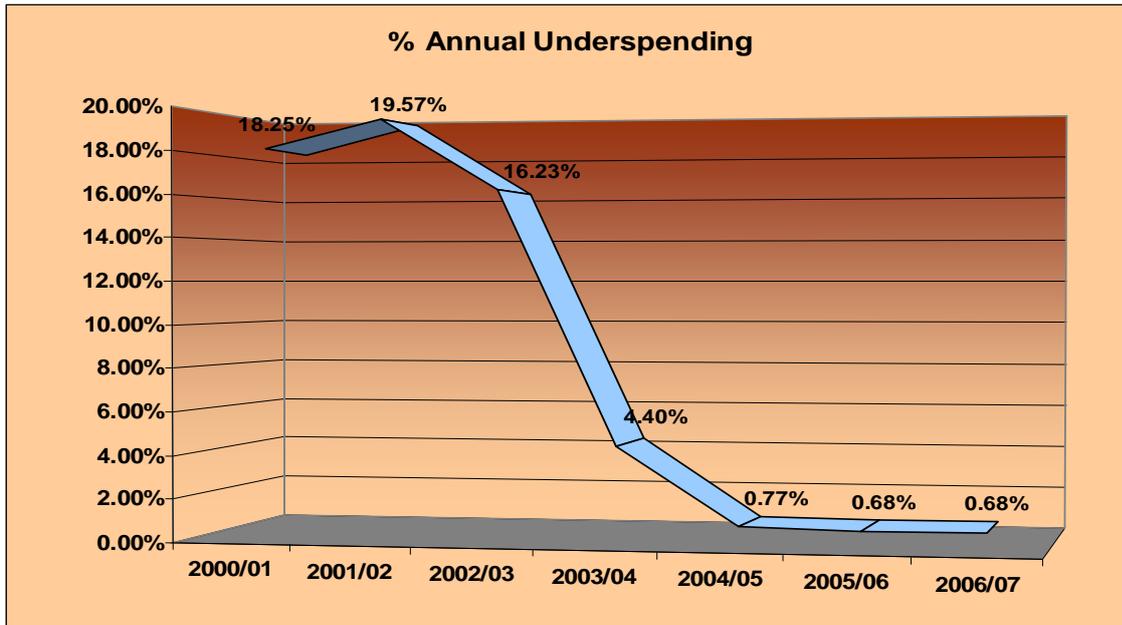


**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2007**

□ Annual underspending trend

Budget constraints had to be implemented during the course of the financial year in order to ensure that the department remained within its allocated budget. No overspending occurred in this department since its inception in the 2000/01 financial year. As reflected in the graph below, the department has consistently achieved an underspending of less than one percent over the last three years.



## 2. Service rendered by the department

2.1 Revenue of this department is generated from three major sources which are the membership fees to the provincial gymnasium, training fees at the Cape Administrative Academy and the sale of Provincial Gazettes. However, the Gymnasium has been transferred to the Department of Sports and Culture as from 1 April 2007, which implies that no further revenue will accrue to the department from this source.

### 2.2 Tariff policy

The tariffs relating to the above goods and services are reviewed annually and approved by Provincial Treasury.

### 2.3 Free Services

This department renders no free services to the public.

### 2.4 Inventories

The department does not render services that require high volumes of inventory. Except for Government Gazette inventories which are fairly minimal, no other revenue generating inventories are held with this department. Non-revenue generating inventory at hand at the end of the financial year amounted to R263,909.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2007**

**3. Capacity constraints**

The department's major capacity constraint is the human resources at its availability to perform the functions as outlined in its annual performance plan. Despite the fact that the establishment has increased from 747 to 784, the department had unfunded vacancies and could only fill most of its SMS posts and those critical posts on levels 1-12. This resulted in many staff members having to perform tasks additional to their normal work load. Whilst every effort is made by the department to look at innovative solutions to alleviate this constraint, it will require substantial additional funding to reduce the number of vacancies to an acceptable level.

**4. Utilisation of donor funds**

No donor funding was directly received from any source during the course of the 2006/07 financial year. However, the department entered into an agreement with the Belgian Technical Cooperation (BTC) which paid a service provider directly to assist/provide us with a feasibility study to determine the need, applicability/suitability, and methodology required to promote the development of a provincial government wide monitoring and evaluation system. Harmonisation of the efforts of all twelve provincial departments and all local authorities in the province is a key objective of the monitoring and evaluation system, which will also be the instrument through which success or otherwise of government programmes are measured. The total amount of the agreement was R435,000.

**5. Trading entities and public entities**

■ **Western Cape Youth Commission**

With the guidance of a team of officials from the Department of the Premier and Provincial Treasury, the WCYC is operating with full autonomy as from 1 December 2006.

Issues of concern which have been raised in the last audit report have been addressed as follows:

- An accounting system (Pastel Accounting) has successfully been implemented at the WCYC and training was provided by the service provider.
- Annual Financial Statements will be drafted on the basis of Generally Accepted Accounting Practice. The DotP and the Provincial Treasury are assisting in this regard.
- A strategic plan was developed and submitted to the Provincial Legislature.
- Administrative policies have been developed and the committees such as Human Resources, Finance, Training and Risk management committees have been established.
- A risk assessment was conducted upon which an Internal Audit plan was developed. The Sishlume Sonke Consortium is currently in the process of conducting audits at the WCYC.
- In terms of Information and Communication Technologies (ICT's) the WCYC will be utilising PGWC standards and SITA accredited service providers for its IT procurement.

The Department of the Premier retains a responsibility to ensure that the WCYC operates efficiently and effectively. Quarterly performance reports and financial management reports will be submitted by the WCYC to the accounting officer of the DotP.

A settlement agreement was reached with the former Chief Executive Officer of which the expenditure was carried against the budget of the Department of the Premier.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2007**

■ **Provincial Development Council**

The Provincial Development Council (PDC) was established in 1996 in terms of the Provincial Development Law of 1996, which was subsequently replaced with the Provincial Development Council Act (Act No. 4 of 2004). The objective of the PDC is to serve as the platform for social dialogue in the Province in order to generally promote an approach that integrates considerations of sustainable development, participation in the economy and social equity in order to redress the historical legacy in the province.

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

An amount of R1.2m was transferred to municipalities towards the hosting of the municipal imbizo focus week in October 2006. Annexure 1 to the financial statements provides a complete schedule of all payments made to municipalities.

Transfers to non-profit organisations amounted to R1,35m. Non-profit organisations to whom transfer payments were made include the Western Cape Network on Disability (R250,000), Library Business Corners (R795,000), the South African Youth Council (R75,000) and the Cape Peninsula University of Technology (R230,000).

**7. Public private partnerships (PPP)**

No public/private partnerships were entered into during the year under review.

**8. Corporate governance arrangements**

After completion of the 2005/06 regularity audit, the Auditor-General rated the department as a level three auditable organisation. This implied that the organisation is well established and required controls are in place. Subsequent to this the Provincial Treasury requested that all provincial departments work towards a level four status and had to submit detailed action plans outlining its roadmaps towards achieving the stated target. This process was driven by the Provincial Treasury, with the provincial Shared Audit Committee performing an oversight role by conducting quarterly performance assessments

All internal audits were conducted in terms of the department's internal audit plan for 2006/07 as approved by the Shared Audit Committee in 2006. Progress towards the completion of the audits was closely monitored by the Shared Internal Audit Committee, who functioned more effectively during the year under review than in previous years.

The findings of the internal audits in the ICT field highlighted the need for technology refresh of ICT infrastructure, disaster recovery plans and an enterprise Wide Master Systems Plan. The department views these matters as strategic risks to the Province and is in the process of developing a comprehensive response to address these risks.

A strategic risk assessment was conducted in March 2007 which formed the basis for the 2007/08 Internal Audit plan.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2007**

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

A cabinet decision was made that the Provincial Gymnasium and Central Language Services be transferred to the Department of Cultural Affairs and Sport as part of the DotP's shedding of non-core functions. A budget amount of R1.5m was transferred to the DECAS in respect of the function shift.

**10. New/proposed activities**

There are no new activities which are substantially different from the functions performed by the department over the 2006/07 financial year.

**11. Asset management**

Due to various problems experienced with the accuracy of its total movable asset value, the department embarked on a process of registering all assets as if it was the first time that the assets were loaded onto the system. Price Waterhouse Coopers was contracted to conduct a complete stock take-on of the department's assets with its BAUD asset management system being used for capturing of the data. This coincided with the drafting of the department's asset management policy which had two major deviations from previous practice namely:

- Assets less than R500,00 are considered as consumables and should be bar coded, but not listed on the asset register
- Software, which in the past has been considered as capital assets should no longer be considered as such and should not reflect on the movable asset register. The effect of this policy change is seen in disclosure note 24 where the amount for Intangible Assets reduced from R7m to zero in this financial year.

After the stock take-on in which the BAUD system was used, the results were compared to the LOGIS asset inventory which contained many assets which have previously been transferred to other departments or IT assets which have been purchased by this department on behalf of other departments. Based on the results of the stock take-on, a process is currently in progress to effect the required transactions on LOGIS system in order to ensure that it adheres to the minimum standards as required by the Auditor-General.

Due to the material discrepancies between the LOGIS and BAUD asset registers, the department's asset figure as reflected in this year's annual financial statements will only include those assets which were actually seen during the stock take-on. This in effect implies that the disclosure notes 23 and 24 will not agree to the LOGIS download normally used for the purpose of compiling the statement. A detailed reconciliation between the LOGIS download and the annexures was provided to the Auditor-General for auditing purposes.

**12. Events after the reporting date**

There are no known events subsequent to the reporting date that may materially influence the accuracy of the information presented in these statements.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2007**

**13. Performance information**

An emphasis of matter was raised in the Auditor General's report for the fact that the department's measurable objectives in the 2005/06 annual performance plan were not determined per programme, but rather per strategic goal. Performance information in the Annual Performance Plan 2006/07 is unfortunately once again in strategic goal format. All information pertaining to the goals and objectives as reflected in the 2006/07 annual performance plan has once again been reported on in Chapter 2 of this annual report in programme format. A complete comparison between the strategic goals as per the annual performance plan and the programme structure as per the budget statement 2 is therefore provided in Chapter 2.

**14. SCOPA resolutions**

Reference to previous audit report and SCOPA resolutions	Subject	Findings on progress
Resolution no.14 of the second report, 2005	Transversal Matters <ul style="list-style-type: none"> <li>■ LOGIS system not yet fully implemented</li> <li>■ Logis Asset register be updated with all required information</li> <li>■ LOGIS system and other systems used by the department be reconciled as a matter of urgency</li> </ul>	BAUD asset register is currently used for Asset Management purposes
Resolution No.4 of the Second Report, 2001	Professional and special services – the universal use of and material amounts expended on consultants in all other departments of the provincial government	The schedule of consultants has been compiled and will be forwarded to the Auditor-General with the request for the audit to be conducted.

**15. Other**

There are no other material facts or circumstances, which may have an effect on the understanding of the financial state of affairs, not addressed elsewhere in this report.

**Approval**

The Annual Financial Statements set out on pages 59 to 103 have been approved by the Accounting Officer.



.....  
**DR GA LAWRENCE**  
**ACCOUNTING OFFICER**  
**Date: 31 MAY 2007**

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**REPORT OF THE AUDITOR-GENERAL TO THE WESTERN CAPE PARLIAMENT ON THE  
FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION OF VOTE 1 -  
DEPARTMENT OF THE PREMIER FOR THE YEAR ENDED 31 MARCH 2007**

**REPORT ON THE FINANCIAL STATEMENTS**

**Introduction**

1. I have audited the accompanying financial statements of the Department of the Premier which comprise the statement of financial position as at 31 March 2007, appropriation statement, statement of financial performance, statement of changes in net assets and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes, as set out on pages 59 to 103.

**Responsibility of the accounting officer for the financial statements**

2. The accounting officer is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting determined by the National Treasury as set out in accounting policy 1.1 to the financial statements and in the manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA). This responsibility includes:
  - designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error
  - selecting and applying appropriate accounting policies
  - making accounting estimates that are reasonable in the circumstances.

**Responsibility of the Auditor-General**

3. As required by section 188 of the Constitution of the Republic of South Africa, 1996 read with section 4 of the Public Audit Act, 2004 (Act No. 25 of 2004) and section 40(2) of the PFMA, my responsibility is to express an opinion on these financial statements based on my audit.
4. I conducted my audit in accordance with the International Standards on Auditing read with *General Notice 647 of 2007*, issued in *Government Gazette* No 29919 of 25 May 2007. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.
5. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**REPORT OF THE AUDITOR-GENERAL TO THE WESTERN CAPE PARLIAMENT ON THE  
FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION OF VOTE 1 -  
DEPARTMENT OF THE PREMIER FOR THE YEAR ENDED 31 MARCH 2007**

6. An audit also includes evaluating the:
- appropriateness of accounting policies used
  - reasonableness of accounting estimates made by management
  - overall presentation of the financial statements.
7. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

**Basis of accounting**

8. The Department's policy is to prepare financial statements on the modified cash basis of accounting determined by the National Treasury, as set out in accounting policy 1.1 to the financial statements.

**Basis for qualified opinion**

**Tangible assets**

9. The responsibility for IT services and equipment was transferred to this department from the Provincial Treasury in October 2001. Handover certificates of the transfer, as required by section 42 of the PFMA could however, not be presented to audit. The department continued as the central purchasing office for provincial computer equipment until May 2004, whereafter the department embarked on a decentralisation exercise that transferred the responsibility of the then current computer assets to provincial departments, inclusive of further purchasing responsibilities. Handover certificates of this decentralisation exercise, as required by the PFMA, could not in all instances be presented to audit. The closing balance of fixed assets at the end of the 2006 financial year was R176 million.

In the current year the department embarked on an exercise to identify and list all the assets that they are now responsible for. Assets to the value of R56,5 million were accounted for, and a balance of R129 million has been disclosed as an adjustment in the financial statements. The adjusted balance has not been further analysed by the department to determine and confirm either the disposal, depreciation or the location of the assets comprising this balance and hence confirm the movements over the intervening years. Consequently it was not possible to confirm the completeness of the fixed asset balance of R56,5 million disclosed in note 23.

**Qualified opinion**

10. In my opinion, except for the effects of the matter described in the basis for qualified opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Department of the Premier as at 31 March 2007 and its financial performance and cash flows for the year then ended, in accordance with the modified cash basis of accounting determined by the National treasury as set out in accounting policy 1.1 and in the manner required by the PFMA.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**REPORT OF THE AUDITOR-GENERAL TO THE WESTERN CAPE PARLIAMENT ON THE  
FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION OF VOTE 1 -  
DEPARTMENT OF THE PREMIER FOR THE YEAR ENDED 31 MARCH 2007**

**OTHER MATTERS**

I draw attention to the following matters that are ancillary to my responsibilities in the audit of the financial statements:

**Non-compliance with applicable legislation**

**PFMA and regulations**

11. Invoices amounting to R4,8 million were not paid within 30 days of receipt as required in terms of section 38(1)(f) of the PFMA and Treasury Regulation 8.2.3.

**Internal control**

**Control activities**

12. The effectiveness of control activities over asset processes is not adequate. This is evident from the matters reported in paragraph 9.

**Delay in finalisation of audit**

13. Due to the national public sector strike action during June 2007 the Auditor-General had to delay the finalisation of affected departments. As a result, the Auditor-General's consistency review process of the audit reports could only be conducted subsequent to 31 July 2007, the consequence of which was a delay in the finalisation of the audit of this department for the 2006-07 financial year.

**OTHER REPORTING RESPONSIBILITIES**

**Reporting on performance information**

14. I have audited the performance information as set out on pages 21 to 40.

**Responsibility of the accounting officer**

15. The accounting officer has additional responsibilities as required by section 40(3)(a) of the PFMA to ensure that the annual report and audited financial statements fairly present the performance against predetermined objectives of the department.

**Responsibility of the Auditor-General**

16. I conducted my engagement in accordance with section 13 of the Public Audit Act, 2004 (Act No. 25 of 2004) read with *General Notice 646 of 2007*, issued in *Government Gazette* No 29919 of 25 May 2007.
17. In terms of the foregoing my engagement included performing procedures of an audit nature to obtain sufficient appropriate audit evidence about the performance information and related systems, processes and procedures. The procedures selected depend on the auditor's judgement.
18. I believe that the evidence I have obtained is sufficient and appropriate to provide a basis for the audit findings reported below.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**REPORT OF THE AUDITOR-GENERAL TO THE WESTERN CAPE PARLIAMENT ON THE  
FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION OF VOTE 1 -  
DEPARTMENT OF THE PREMIER FOR THE YEAR ENDED 31 MARCH 2007**

**Audit findings**

**Measurable objectives not consistent**

19. Contrary to National Treasury Regulations the measurable objectives in the strategic/annual performance plan were not determined per programme, but were documented per strategic goal. Performance information was therefore not reported in a consistent format between the annual performance plan, the budget and the annual report. A table reconciling the measurable objectives to the relevant programmes was provided in Chapter 2 of the Annual report.

**APPRECIATION**

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



D E L Zondo *for* Auditor-General

Pretoria

31 August 2007



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

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ACCOUNTING POLICIES  
for the year ended 31 March 2007**

The Financial Statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated. However, where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the Financial Statements and to comply with the statutory requirements of the Public Financial Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and the Treasury Regulations issued in terms of the Act and the Division of Revenue Act, Act 2 of 2006.

**1. Presentation of the Financial Statements**

**1.1 Basis of preparation**

The Financial Statements have been prepared on a modified cash basis of accounting, except where stated otherwise. The modified cash basis constitutes the cash basis of accounting supplemented with additional disclosure items. Under the cash basis of accounting transactions and other events are recognised when cash is received or paid.

**1.2 Presentation currency**

All amounts have been presented in the currency of the South African Rand (R) which is also the functional currency of the department.

**1.3 Rounding**

Unless otherwise stated all financial figures have been rounded to the nearest one thousand Rand (R'000).

**1.4 Comparative figures**

Prior period comparative information has been presented in the current year's financial statements. Where necessary figures included in the prior period financial statements have been reclassified to ensure that the format in which the information is presented is consistent with the format of the current year's financial statements.

**1.5 Comparative figures – Appropriation Statement**

A comparison between actual amount and final appropriation per major classification of expenditure is included in the appropriation statement.

**2. Revenue**

**2.1 Appropriated funds**

Appropriated and adjusted appropriated funds are recognised in the financial records on the date the appropriation becomes effective. Adjustments to the appropriated funds made in terms of the adjustments budget process are recognised in the financial records on the date the adjustments become effective.

Total appropriated funds are presented in the statement of financial performance.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ACCOUNTING POLICIES  
for the year ended 31 March 2007**

Unexpended appropriated funds are surrendered to the Provincial Revenue Fund, unless approval has been given by the Provincial Treasury to rollover the funds to the subsequent financial year. These approved rollover funds form part of retained funds in the annual financial statements. Amounts owing to the Provincial Revenue Fund at the end of the financial year are recognised in the statement of financial position.

**2.2 Departmental revenue**

All departmental revenue is paid into the Provincial Revenue Fund when received, unless otherwise stated. Amounts owing to the Provincial Revenue Fund at the end of the financial year are recognised in the statement of financial position. Amounts receivable at the reporting date are disclosed in the disclosure notes to the annual financial statements.

**2.2.1 Sales of goods and services other than capital assets**

The proceeds received from the sale of goods and/or the provision of services is recognised in the statement of financial performance when the cash is received.

**2.2.2 Fines, penalties and forfeits**

Fines, penalties and forfeits are compulsory unrequited amounts which were imposed by a court or quasi-judicial body and collected by the department. Revenue arising from fines, penalties and forfeits is recognised in the statement of financial performance when the cash is received.

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

Interest, dividends and rent on land is recognised in the statement of financial performance when the cash is received.

**2.2.4 Sale of capital assets**

The proceeds received on sale of capital assets are recognised in the statement of financial performance when the cash is received.

**2.2.5 Financial transactions in assets and liabilities**

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

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

Forex gains are recognised on payment of funds.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ACCOUNTING POLICIES  
for the year ended 31 March 2007**

**2.2.6 Gifts, donations and sponsorships (transfers received)**

All cash gifts, donations and sponsorships are paid into the Provincial Revenue Fund and recorded as revenue in the statement of financial performance when received. Amounts receivable at the reporting date are disclosed in the disclosure notes to the financial statements.

All in-kind gifts, donations and sponsorships are disclosed at fair value in the annexures to the financial statements.

**2.3 Local and foreign aid assistance**

Local and foreign aid assistance is recognised as revenue when notification of the assistance is received from National Treasury or when the department directly receives cash from the donor(s).

All in-kind local and foreign aid assistance are disclosed at fair value in the annexures to the annual financial statements.

The cash payments made during the year relating to local and foreign aid assistance projects are recognised as expenditure in the statement of financial performance. The value of the assistance expensed prior to the receipt of funds is recognised as a receivable in the statement of financial position.

Inappropriately expensed amounts using local and foreign aid assistance and any unutilised amounts are recognised as payables in the statement of financial position.

**3. Expenditure**

**3.1 Compensation of employees**

Salaries and wages comprise payments to employees. Salaries and wages are recognised as an expense in the statement of financial performance when the payment is effected on the system (by no later than 31 March of each year).

All other payments are classified as current expense.

Social contributions include the employer's contribution to social insurance schemes paid on behalf of the employee. Social contributions are recognised as an expense in the statement of financial performance when the payment is effected on the system.

**3.1.1 Short term employee benefits**

Short term employee benefits comprise of leave entitlements (including capped leave), thirteenth cheques and performance bonuses. The cost of short-term employee benefits is expensed as salaries and wages in the statement of financial performance when the payment is effected on the system (by no later than 31 March of each year).

Short-term employee benefits that give rise to a present legal or constructive obligation are disclosed in the disclosure notes to the financial statements. These amounts are not recognised in the statement of financial performance.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ACCOUNTING POLICIES  
for the year ended 31 March 2007**

**3.1.2 Long-term employee benefits**

**3.1.2.1 Termination benefits**

Termination benefits such as severance packages are recognised as an expense in the statement of financial performance as a transfer (to households) when the payment is effected on the system (by no later than 31 March of each year).

**3.2 Goods and services**

Payments made for goods and/or services are recognised as an expense in the statement of financial performance when the payment is effected on the system (by no later than 31 March of each year). The expense is classified as capital if the goods and services were used for a capital project or an asset of R5,000 or more is purchased. All assets costing less than R5,000 will also reflect under goods and services.

**3.3 Financial transactions in assets and liabilities**

Debts are written off when identified as irrecoverable. Debts written-off are limited to the amount of savings and/or underspending of appropriated funds. The write off occurs at year-end or when funds are available. No provision is made for irrecoverable amounts but amounts are disclosed as a disclosure note.

Forex losses are recognised on payment of funds.

All other losses are recognised when authorisation has been granted for the recognition thereof.

**3.4 Unauthorised expenditure**

When discovered unauthorised expenditure is recognised as an asset in the statement of financial position until such time as the expenditure is either approved by the relevant authority, recovered from the responsible person or written off as irrecoverable in the statement of financial performance.

Unauthorised expenditure approved with funding is recognised in the statement of financial performance when the unauthorised expenditure is approved and the related funds are received. Where the amount is approved without funding it is recognised as expenditure, subject to availability of savings, in the statement of financial performance on the date of approval.

**3.5 Fruitless and wasteful expenditure**

Fruitless and wasteful expenditure is recognised as an asset in the statement of financial position until such time as the expenditure is recovered from the responsible person or written off as irrecoverable in the statement of financial performance.

**3.6 Irregular expenditure**

Irregular expenditure is recognised as expenditure in the statement of financial performance. If the expenditure is not condoned by the relevant authority it is treated as an asset until it is recovered or written off as irrecoverable.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ACCOUNTING POLICIES  
for the year ended 31 March 2007**

**3.7 Transfers and subsidies**

Transfers and subsidies are recognised as an expense when the payment is effected on the system (by no later than 31 March of each year).

**3.8 Expenditure for capital assets**

Payments made for capital assets are recognised as an expense in the statement of financial performance when the payment is effected on the system (by no later than 31 March of each year).

**4. Assets**

**4.1 Cash and cash equivalents**

Cash and cash equivalents are carried in the statement of financial position at cost.

For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, deposits held, other short-term highly liquid investments and bank overdrafts.

**4.2 Prepayments and advances**

Amounts prepaid or advanced are recognised in the statement of financial position when the payments are made.

**4.3 Receivables**

Receivables included in the statement of financial position arise from cash payments made that are recoverable from another party.

Revenue receivable not yet collected is included in the disclosure notes. Amounts that are potentially irrecoverable are included in the disclosure notes.

**4.4 Inventory**

Inventories purchased during the financial year are disclosed at cost in the disclosure notes.

**4.5 Capital assets**

A capital asset is recorded on receipt of the item at cost. Cost of an asset is defined as the total cost of acquisition. Where the cost cannot be determined accurately, the capital asset may be stated at fair value. Where value cannot be determined, the capital asset is included in the asset register at R1.

Projects (of construction/development) running over more than one financial year relating to assets, are only capitalised as asset on completion of the project and at the total cost incurred over the duration of the project.

Disclosure notes 23 and 24 reflect the total movement in the asset register for the current financial year.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ACCOUNTING POLICIES  
for the year ended 31 March 2007**

**5. Liabilities**

**5.1 Payables**

Recognised payables mainly comprise of amounts owing to other governmental entities. These payables are recognised at historical cost in the statement of financial position.

**5.2 Lease commitments**

Lease commitments represent amounts owing from the reporting date to the end of the lease contract. These commitments are not recognised in the statement of financial position as a liability or as expenditure in the statement of financial performance but are included in the disclosure notes.

Operating and finance lease commitments are expensed when the payments are made. Assets acquired in terms of finance lease agreements are disclosed in the annexures and disclosure notes to the financial statements.

**5.3 Accruals**

Accruals represent goods/services that have been received, but where no invoice has been received from the supplier at the reporting date, or where an invoice has been received but final authorisation for payment has not been effected on the system.

Accruals are not recognised in the statement of financial position as a liability or as expenditure in the statement of financial performance but are included in the disclosure notes.

**5.4 Contingent liabilities**

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

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

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

Contingent liabilities are included in the disclosure notes.

**5.5 Commitments**

Commitments represent goods/services that have been approved and/or contracted, but where no delivery has taken place at the reporting date.

Commitments are not recognised in the statement of financial position as a liability or as expenditure in the statement of financial performance but are included in the disclosure notes.

**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ACCOUNTING POLICIES  
for the year ended 31 March 2007**

**6. Net Assets**

**Recoverable revenue**

Amounts are recognised as recoverable revenue when a payment made in a previous financial year becomes recoverable from a debtor in the current financial year.

**7. Key management personnel**

Key management personnel are those persons having the authority and responsibility for planning, directing and controlling the activities of the department.

Compensation paid to key management personnel including their family members, where relevant, is included in the disclosure notes.



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**APPROPRIATION STATEMENT  
for the year ended 31 March 2007**

Appropriation per Programme									
Programme	2006/07							2005/06	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>1. Administration</b>									
Current payment	53,023	(1,775)	168	<b>51,416</b>	51,178	238	99.5%	38,709	38,418
Transfers and subsidies	15	1,775	2,208	<b>3,998</b>	3,990	8	99.8%	510	496
Payment for capital assets	850	-	831	<b>1,681</b>	1,676	5	99.7%	921	913
<b>2. Corporate Support</b>									
Current payment	224,953	(220)	51	<b>224,784</b>	224,323	461	99.8%	215,114	214,575
Transfers and subsidies	3,563	220	(1,245)	<b>2,538</b>	2,523	15	99.4%	1,637	1,050
Payment for capital assets	5,339	-	(978)	<b>4,361</b>	3,073	1,288	70.5%	21,215	21,203
<b>3. Policy and Governance</b>									
Current payment	16,372	(178)	(555)	<b>15,639</b>	15,497	142	99.1%	14,666	14,533
Transfers and subsidies	16,212	178	(627)	<b>15,763</b>	15,756	7	100.0%	5,010	4,580
Payment for capital assets	-	-	147	<b>147</b>	144	3	98.0%	286	280
<b>Total</b>	<b>320,327</b>	<b>-</b>	<b>-</b>	<b>320,327</b>	<b>318,160</b>	<b>2,167</b>	<b>99.3%</b>	<b>298,068</b>	<b>296,048</b>
<b>Reconciliation with Statement of Financial Performance</b>									
Departmental receipts				234				741	
<b>Actual amounts per Statement of Financial Performance (Total Revenue)</b>				<b>320,561</b>				<b>298,809</b>	
<b>Actual Amounts per Statement of Financial Performance Expenditure</b>					<b>318,160</b>				<b>296,048</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**APPROPRIATION STATEMENT  
for the year ended 31 March 2007**

Appropriation per Economic Classification									
Economic Classification	2006/07							2005/06	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current Payments</b>									
Compensation of employees	142,937	(7,369)	-	<b>135,568</b>	135,338	230	99.8%	121,151	121,001
Goods and services	151,411	5,165	(336)	<b>156,240</b>	155,631	609	99.6%	147,101	146,292
Financial transactions in assets and liabilities	-	31	-	<b>31</b>	29	2	93.5%	237	233
<b>Transfers &amp; subsidies</b>									
Provinces and municipalities	1,651	(438)	(8)	<b>1,205</b>	1,178	27	97.8%	703	510
Departmental agencies and accounts	15,319	-	(619)	<b>14,700</b>	14,700	-	100.0%	4,209	4,000
Universities & Technikons	-	230	-	<b>230</b>	230	-	100.0%	-	-
Non-profit institutions	2,025	629	(445)	<b>2,209</b>	2,208	1	100.0%	2,029	1,408
Households	795	1,752	1,408	<b>3,955</b>	3,953	2	99.9%	216	208
<b>Payment for capital assets</b>									
Machinery & equipment	6,189	-	(8)	<b>6,181</b>	4,893	1,296	86.3%	14,549	14,526
Software & other intangible assets	-	-	-	-	-	-	0.0%	7,873	7,870
<b>Total</b>	<b>320,327</b>	<b>-</b>	<b>-</b>	<b>320,327</b>	<b>318,160</b>	<b>2,167</b>	<b>99.3%</b>	<b>298,068</b>	<b>296,048</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**Detail per programme 1 - Administration  
for the year ended 31 March 2007**

Programme per subprogramme	2006/07							2005/06	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>1.1 Programme Support</b>									
Current payment	11,894	6,123	168	<b>18,185</b>	18,156	29	99.8%	-	-
Transfers & subsidies	1	1,716	2,203	<b>3,920</b>	3,917	3	99.9%	-	-
Payment for capital assets	-	-	54	<b>54</b>	54	-	100.0%	-	-
<b>1.2 Office of the Premier</b>									
Current payment	9,071	361	-	<b>9,432</b>	9,403	29	99.7%	10,709	10,662
Transfers & subsidies	2	27	5	<b>34</b>	33	1	97.1%	447	446
Payment for capital assets	-	-	10	<b>10</b>	10	-	100.0%	384	383
<b>1.3 Executive Council Support</b>									
Current payment	2,133	(113)	-	<b>2,020</b>	1,999	21	99.0%	3,997	3,951
Transfers & subsidies	2	(1)	-	<b>1</b>	1	-	100.0%	12	6
Payment for capital assets	-	-	68	<b>68</b>	67	1	98.5%	49	48
<b>1.4 Director-General Support</b>									
Current payment	15,812	(8,092)	-	<b>7,720</b>	7,683	37	99.5%	14,649	14,558
Transfers & subsidies	4	(1)	-	<b>3</b>	2	1	66.7%	22	19
Payment for capital assets	-	-	617	<b>617</b>	614	3	99.5%	417	414
<b>1.5 Financial Management</b>									
Current payment	14,113	(54)	-	<b>14,059</b>	13,937	122	99.1%	9,354	9,247
Transfers & subsidies	6	34	-	<b>40</b>	37	3	92.5%	29	25
Payment for capital assets	850	-	82	<b>932</b>	931	1	99.9%	71	68
<b>Total</b>	<b>53,888</b>	<b>-</b>	<b>3,207</b>	<b>57,095</b>	<b>56,844</b>	<b>251</b>	<b>99.6%</b>	<b>40,140</b>	<b>39,827</b>

Economic classification	2006/07							2005/06	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current Payments</b>									
Compensation of employees	39,431	(2,624)	-	<b>36,807</b>	36,747	60	99.8%	20,399	20,341
Goods and services	13,592	820	168	<b>14,580</b>	14,404	176	98.8%	18,286	18,054
Financial transactions in assets and liabilities	-	29	-	<b>29</b>	27	2	93.1%	24	23
<b>Transfers &amp; subsidies</b>									
Provinces and municipalities	15	14	-	<b>29</b>	23	6	79.3%	60	55
Non-profit institutions	-	15	5	<b>20</b>	20	-	100.0%	410	406
Households	-	1,746	2,203	<b>3,949</b>	3,947	2	99.9%	40	35
<b>Payment for capital assets</b>									
Machinery & equipment	850	-	831	<b>1,681</b>	1,676	5	99.7%	912	905
Software & other intangible assets	-	-	-	<b>-</b>	-	-	-	9	8
<b>Total</b>	<b>53,888</b>	<b>-</b>	<b>3,207</b>	<b>57,095</b>	<b>56,844</b>	<b>251</b>	<b>99.6%</b>	<b>40,140</b>	<b>39,827</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**Detail per programme 2 - Corporate Support  
for the year ended 31 March 2007**

Programme per subprogramme	2006/07							2005/06	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>2.1 Programme Support</b>									
Current payment	796	(13)	-	<b>783</b>	761	22	97.2%	2,539	2,521
Transfers & subsidies	2	(2)	-	-	-	-	0%	6	5
Payment for capital assets	-	46	-	<b>46</b>	46	-	100.0%	-	-
<b>2.2 Strategic Human Resource</b>									
Current payment	26,331	(2,572)	-	<b>23,759</b>	23,651	108	99.5%	30,108	29,920
Transfers & subsidies	1,510	(252)	(1,245)	<b>13</b>	11	2	84.6%	86	56
Payment for capital assets	34	332	-	<b>366</b>	363	3	99.2%	554	552
<b>2.3 Performance Management</b>									
Current payment	3,021	98	-	<b>3,119</b>	3,082	37	98.8%	-	-
Transfers & subsidies	3	-	-	<b>3</b>	1	2	33.3%	-	-
Payment for capital assets	-	39	-	<b>39</b>	37	2	94.9%	-	-
<b>2.4 Institutional Assessment &amp; Development</b>									
Current payment	11,033	162	-	<b>11,195</b>	11,151	44	99.6%	10,286	10,260
Transfers & subsidies	11	(5)	-	<b>6</b>	4	2	66.7%	25	19
Payment for capital assets	-	66	-	<b>66</b>	63	3	95.5%	698	697
<b>2.5 Social Capital</b>									
Current payment	2,205	1,245	-	<b>3,450</b>	3,418	32	99.1%	2,502	2,483
Transfers & subsidies	4	(2)	-	<b>2</b>	1	1	50.0%	3	2
Payment for capital assets	-	-	-	-	-	-	-	-	-
<b>2.6 IT &amp; IT Infrastructure</b>									
Current payment	148,534	2,023	-	<b>150,557</b>	150,453	104	99.9%	132,290	132,080
Transfers & subsidies	801	41	-	<b>842</b>	838	4	99.5%	937	391
Payment for capital assets	5,305	(684)	(978)	<b>3,643</b>	2,365	1,278	64.9%	19,790	19,783
<b>2.7 Legal Advisory Services</b>									
Current payment	7,983	(759)	-	<b>7,224</b>	7,163	61	99.2%	10,997	10,962
Transfers & subsidies	6	10	-	<b>16</b>	14	2	87.5%	58	57
Payment for capital assets	-	19	-	<b>19</b>	18	1	94.7%	71	70
<b>2.8 Communication</b>									
Current payment	25,050	(404)	51	<b>24,697</b>	24,644	53	99.8%	26,392	26,349
Transfers & subsidies	1,226	430	-	<b>1,656</b>	1,654	2	99.9%	522	520
Payment for capital assets	-	182	-	<b>182</b>	181	1	99.5%	102	101
<b>Total</b>	<b>233,855</b>	<b>-</b>	<b>(2,172)</b>	<b>231,683</b>	<b>229,919</b>	<b>1,764</b>	<b>99.2%</b>	<b>237,966</b>	<b>236,828</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**Detail per programme 2 - Corporate Support  
for the year ended 31 March 2007**

Economic classification	2006/07							2005/06	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current Payments</b>									
Compensation of employees	96,074	(3,874)	-	<b>92,200</b>	92,070	130	99.9%	92,855	92,794
Goods and services	128,879	3,653	51	<b>132,583</b>	132,252	331	99.8%	122,047	121,571
Financial transactions in assets and liabilities	-	1	-	<b>1</b>	1	-	100.0%	212	210
<b>Transfers &amp; subsidies</b>									
Provinces and municipalities	1,268	(101)	-	<b>1,167</b>	1,152	15	98.7%	267	228
Departmental agencies and accounts	-	-	-	-	-	-	-	-	-
Non-profit institutions	1,500	315	(450)	<b>1,365</b>	1,365	-	100.0%	1,194	649
Households	795	6	(795)	<b>6</b>	6	-	100.0%	176	173
<b>Payment for capital assets</b>									
Machinery & equipment	5,339	-	(978)	<b>4,361</b>	3,073	1,288	80.0%	13,351	13,341
Software & other intangible assets	-	-	-	-	-	-	0.0%	7,864	7,862
<b>Total</b>	<b>233,855</b>	<b>-</b>	<b>(2,172)</b>	<b>231,683</b>	<b>229,919</b>	<b>1,764</b>	<b>99.2%</b>	<b>237,966</b>	<b>236,828</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**Detail per programme 3 - Policy and Governance  
for the year ended 31 March 2007**

Programme per subprogramme	2006/07							2005/06	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>3.1 Programme Support</b>									
Current payment	648	108	-	756	735	21	97.2%	1,873	1,854
Transfers & subsidies	2	-	(2)	-	-	-	-	5	4
Payment for capital assets	-	-	45	45	45	-	100.0%	33	31
<b>3.2 Special Programmes</b>									
Current payment	6,396	88	-	6,484	6,467	17	99.7%	8,486	8,437
Transfers & subsidies	16,196	78	(619)	15,655	15,653	2	100.0%	4,995	4,568
Payment for capital assets	-	-	17	17	16	1	94.1%	190	188
<b>3.3 Intergovernmental Relations</b>									
Current payment	2,785	(472)	(555)	1,758	1,738	20	98.9%	1,519	1,496
Transfers & subsidies	2	-	(1)	1	1	-	100.0%	3	3
Payment for capital assets	-	-	-	-	-	-	-	19	19
<b>3.4 Provincial Policy Management</b>									
Current payment	2,791	(689)	-	2,102	2,078	24	98.9%	1,323	1,304
Transfers & subsidies	6	-	(3)	3	1	2	33.3%	3	2
Payment for capital assets	-	-	-	-	-	-	-	23	22
<b>3.5 Policy Development</b>									
Current payment	2,548	846	-	3,394	3,356	38	98.9%	1,465	1,442
Transfers & subsidies	3	-	(1)	2	1	1	50.0%	4	3
Payment for capital assets	-	-	85	85	83	2	97.6%	21	20
<b>3.6 Policy Implementation Support</b>									
Current payment	1,204	(59)	-	1,145	1,123	22	98.1%	-	-
Transfers & subsidies	3	100	(1)	102	100	2	98.0%	-	-
Payment for capital assets	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>32,584</b>	<b>-</b>	<b>(1,035)</b>	<b>31,549</b>	<b>31,397</b>	<b>152</b>	<b>99.5%</b>	<b>19,962</b>	<b>19,393</b>

Economic classification	2006/07							2005/06	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current Payments</b>									
Compensation of employees	7,432	(871)	-	6,561	6,521	40	99.4%	7,897	7,866
Goods and services	8,940	692	(555)	9,077	8,975	102	98.9%	6,768	6,667
Financial transactions in assets and liabilities	-	1	-	1	1	-	100.0%	1	-
<b>Transfers &amp; subsidies</b>									
Provinces and municipalities	368	(351)	(8)	9	3	6	33.3%	376	227
Departmental Agencies & Accounts	15,319	-	(619)	14,700	14,700	-	100.0%	4,209	4,000
Universities & Technikons	-	230	-	230	230	-	100.0%	-	-
Non-profit institutions	525	299	-	824	823	1	99.9%	425	353
<b>Payment for capital assets</b>									
Machinery & equipment	-	-	147	147	144	3	98.0%	286	280
<b>Total</b>	<b>32,584</b>	<b>-</b>	<b>(1,035)</b>	<b>31,549</b>	<b>31,397</b>	<b>152</b>	<b>99.5%</b>	<b>19,962</b>	<b>19,393</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**NOTES TO THE APPROPRIATION STATEMENT  
for the year ended 31 March 2007**

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

Detail of these transactions can be viewed in note 6 (Transfers and subsidies) and Annexures 1-5 & 8 to the Annual Financial Statements.

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

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

**3. Detail on financial transactions in assets and liabilities**

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

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

**4.1 Per programme:**

Programme name	Final Appropriation	Actual Expenditure	Variance	Variance as a % of Final Appropriation
	R'000	R'000	R'000	%
Administration	57,095	56,844	251	0.44%
Corporate Support	231,683	229,919	1,764	0.76%
Policy & Governance	31,549	31,397	152	0.48%
<b>Total</b>	<b>320,327</b>	<b>318,160</b>	<b>2,167</b>	<b>0.68%</b>

**Programme 2: Corporate Support**

Underspending on capital expenditure due to assets being expended as capital but being re-classified as current due to items costing less than R5 000.00



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**NOTES TO THE APPROPRIATION STATEMENT  
for the year ended 31 March 2007**

**4.2 Per Economic classification**

Economic classification	Final Appropriation	Actual Expenditure	Variance	Variance as a % of Final Appropriation
	R'000	R'000	R'000	%
<b>Current payments</b>				
Compensation of employees	135,568	135,338	230	0.17%
Goods and services	156,240	155,631	609	0.39%
Financial transactions in assets and liabilities	31	29	2	6.45%
<b>Transfers and subsidies</b>				
Provinces and municipalities	1,205	1,178	27	2.24%
Departmental agencies and accounts	14,700	14,700	-	0.0%
Universities & Technikons	230	230	-	0.0%
Non-profit institutions	2,209	2,208	1	0.0%
Households	3,955	3,953	2	0.0%
<b>Payment for capital assets</b>				
Machinery and equipment	6,189	4,893	1,296	20.94%
Software and other intangible assets	-	-	-	0.0%
<b>Total</b>	<b>320,327</b>	<b>318,160</b>	<b>2,167</b>	<b>0.68%</b>

**Payment for Capital Assets**

Under spending on capital expenditure due to assets being expended as capital but being reclassified as current due to items costing less than R5 000.00.



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**STATEMENT OF FINANCIAL PERFORMANCE  
for the year ended 31 March 2007**

	Note	2006/07 R'000	2005/06 R'000
<b>REVENUE</b>			
Annual appropriation	1	320,327	298,068
Departmental revenue	2	234	741
<b>TOTAL REVENUE</b>		<b><u>320,561</u></b>	<b><u>298,809</u></b>
<b>EXPENDITURE</b>			
<b>Current Expenditure</b>			
Compensation of employees	3	135,338	121,001
Goods and services	4	155,631	146,292
Financial transactions in assets and liabilities	5	29	233
<b>Total current expenditure</b>		<b><u>290,998</u></b>	<b><u>267,526</u></b>
<b>Transfers and subsidies</b>	6	22,269	6,126
<b>Expenditure for capital assets</b>			
Machinery and equipment	7	4,893	14,526
Software and other intangible assets	7	-	7,870
<b>Total expenditure for capital assets</b>		<b><u>4,893</u></b>	<b><u>22,396</u></b>
<b>TOTAL EXPENDITURE</b>		<b><u>318,160</u></b>	<b><u>296,048</u></b>
<b>SURPLUS</b>		2,401	2,761
<b>SURPLUS FOR YEAR</b>		<b><u>2,401</u></b>	<b><u>2,761</u></b>
<b>Reconciliation of Surplus for the year</b>			
Voted Funds to be surrendered to the revenue fund	11	2,167	2,020
Departmental revenue to be surrendered to the revenue fund	2	234	741
<b>SURPLUS FOR THE YEAR</b>		<b><u>2,401</u></b>	<b><u>2,761</u></b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**STATEMENT OF FINANCIAL POSITION  
for the year ended 31 March 2007**

	Note	2006/07 R'000	2005/06 R'000
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	8	1,116	875
Prepayments and advances	9	100	226
Receivables	10	1,724	1,215
<b>TOTAL ASSETS</b>		<b>2,940</b>	<b>2,316</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Voted funds to be surrendered to the Revenue Fund	11	2,167	2,020
Departmental revenue to be surrendered to the Revenue Fund	12	110	28
Payables	13	588	201
<b>TOTAL LIABILITIES</b>		<b>2,865</b>	<b>2,249</b>
<b>NET ASSETS</b>		<b>75</b>	<b>67</b>
<b>Represented by:</b>			
Recoverable revenue		75	67
<b>TOTAL</b>		<b>75</b>	<b>67</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**STATEMENT OF CHANGES IN NET ASSETS  
for the year ended 31 March 2007**

	Note	2006/07 R'000	2005/06 R'000
<b>Recoverable revenue</b>			
Opening balance		67	180
Transfers		8	(113)
Debts recovered (included in departmental revenue)		8	(113)
Closing Balance		75	67
<b>TOTAL</b>		<b>75</b>	<b>67</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**CASH FLOW STATEMENT  
for the year ended 31 March 2007**

	Note	2006/07 R'000	2005/06 R'000
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts		321,071	299,346
Annual appropriated funds received	1.1	320,327	298,068
Departmental revenue received		744	1,278
Net (increase)/decrease in working capital		4	2,715
Surrendered to Revenue Fund		(2,682)	(3,836)
Current payments		(290,998)	(267,526)
Transfers and subsidies paid		(22,269)	(6,126)
<b>Net cash flow available from operating activities</b>	14	<b>5,126</b>	<b>24,573</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for capital assets		(4,893)	(22,396)
Proceeds from sale of capital assets		-	1
<b>Net cash flows from investing activities</b>		<b>(4,893)</b>	<b>(22,395)</b>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Increase/(decrease) in net assets		8	(113)
<b>Net cash flows from financing activities</b>		<b>8</b>	<b>(113)</b>
Net increase/(decrease) in cash and cash equivalents		241	2,065
Cash and cash equivalents at beginning of period		875	(1,190)
<b>Cash and cash equivalents at end of period</b>	8	<b>1,116</b>	<b>875</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**NOTES TO THE ANNUAL FINANCIAL STATEMENT  
for the year ended 31 March 2007**

**1. Annual Appropriation**

**Annual Appropriation**

Included are funds appropriated in terms of the Appropriation Act for Provincial Departments (Voted Funds)

Programmes	Final Appropriation 2006/07 R'000	Actual Funds Received 2006/07 R'000	Funds requested/ not received 2006/07 R'000	Appropriation Received 2005/06 R'000
Administration	57,095	57,095	-	40,140
Corporate Support	231,683	231,683	-	237,966
Policy & Governance	31,549	31,549	-	19,962
<b>Total</b>	<b>320,327</b>	<b>320,327</b>	<b>-</b>	<b>298,068</b>

	Note	2006/07 R'000	2005/06 R'000
<b>2. Departmental revenue to be surrendered to Revenue Fund</b>			
Sales of goods and services other than capital assets	2.1	644	818
Interest, dividends and rent on land	2.2	1	-
Sales of capital assets	2.3	-	1
Financial transactions in assets and liabilities	2.4	(1)	460
Transfer Received	2.5	100	
Total revenue collected		744	1,279
Less: Departmental revenue budgeted		510	538
<b>Total</b>		<b>234</b>	<b>741</b>
<b>2.1 Sales of goods and services other than capital assets</b>			
Sales of goods and services produced by the department		644	818
Other sales		644	818
<b>Total</b>		<b>644</b>	<b>818</b>
<b>2.2 Interest, dividends and rent on land</b>			
Interest		1	-
<b>Total</b>		<b>1</b>	<b>-</b>
<b>2.3 Sales of capital assets</b>			
Other capital assets		-	1
<b>Total</b>		<b>-</b>	<b>1</b>
<b>2.4 Financial transactions in assets and liabilities</b>			
Other receipts including recoverable revenue		(1)	460
<b>Total</b>		<b>(1)</b>	<b>460</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**NOTES TO THE ANNUAL FINANCIAL STATEMENT  
for the year ended 31 March 2007**

	Note	2006/07 R'000	2005/06 R'000
<b>2.5 Transfers received</b>			
Public Corporations and Private Enterprises		100	-
<b>Total</b>		<b>100</b>	<b>-</b>
<b>3. Compensation of employees</b>			
<b>3.1 Salaries and wages</b>			
Basic salary		93,961	84,559
Performance award		2,189	2,652
Service Based		423	290
Compensative/circumstantial		2,441	2,666
Periodic payments		592	1,099
Other non-pensionable allowances		20,174	16,026
<b>Total</b>		<b>119,780</b>	<b>107,292</b>
<b>3.2 Social contributions</b>			
<b>3.2.1 Employer contributions</b>			
Pension		11,228	9,697
Medical		4,305	3,995
Bargaining Council		25	17
<b>Total</b>		<b>15,558</b>	<b>13,709</b>
<b>Total compensation of employees</b>		<b>135,338</b>	<b>121,001</b>
Average number of employees		573	552



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**NOTES TO THE ANNUAL FINANCIAL STATEMENT  
for the year ended 31 March 2007**

	Note	2006/07 R'000	2005/06 R'000
<b>4. Goods and services</b>			
Advertising		7,566	17,286
Attendance fees (including registration fees)		288	224
Bank charges and card fees		56	57
Bursaries (employees)		255	76
Communication		4,755	4,631
Computer services		86,901	64,615
Consultants, contractors and special services		22,668	21,547
Courier and delivery services		206	46
Drivers licences and permits		-	2
Entertainment		941	761
External audit fees	4.1	1,821	1,349
Equipment less than R5 000		4,578	5,684
Helicopter services		-	50
Inventory	4.2	2,918	5,005
Legal fees		629	2,016
Maintenance, repair and running costs		1,905	1,628
Medical services		1	-
Operating leases		1,231	1,492
Mint of decorations/medals		-	87
Photographic services		87	99
Plant, flowers and other decorations		347	386
Printing and publications		1,450	1,032
Professional bodies and membership fees		2	50
Resettlement costs		327	91
Subscriptions		710	486
Owned and leasehold property expenditure		1,361	1,575
Translations and transcriptions		310	190
Transport provided as part of the departmental activities		280	118
Travel and subsistence	4.3	8,033	8,675
Venues and facilities		3,537	3,662
Protective, special clothing & uniforms		2	2
Training and staff development		2,466	3,370
<b>Total</b>		<b>155,631</b>	<b>146,292</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**NOTES TO THE ANNUAL FINANCIAL STATEMENT  
for the year ended 31 March 2007**

	Note	2006/07 R'000	2005/06 R'000
<b>4.1 External audit fees</b>			
Regulatory audits		1,821	1,168
Other audits		-	181
<b>Total external audit fees</b>		<b>1,821</b>	<b>1,349</b>
<b>4.2 Inventory</b>			
Domestic Consumables		107	113
Agricultural		8	4
Learning and teaching support material		181	88
Food and Food supplies		78	72
Fuel, oil and gas		13	22
Other consumables		29	1
Parts and other maint mat		50	43
Sport and recreation		85	44
Stationery and Printing		2,357	4,615
Medical supplies		10	3
<b>Total Inventory</b>		<b>2,918</b>	<b>5,005</b>
<b>4.3 Travel and subsistence</b>			
Local		6,980	7,672
Foreign		1,053	1,003
<b>Total travel and subsistence</b>		<b>8,033</b>	<b>8,675</b>
<b>5. Financial transactions in assets and liabilities</b>			
Other material losses written off	5.1	29	184
Debts written off	5.2	-	49
<b>Total</b>		<b>29</b>	<b>233</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**NOTES TO THE ANNUAL FINANCIAL STATEMENT  
for the year ended 31 March 2007**

	Note	2006/07 R'000	2005/06 R'000
<b>5.1 Other material losses</b>			
<b>Nature of losses</b>			
Motor vehicle accident		25	2
Repairs to hired vehicles		4	6
Irregular expenditure written off		-	176
<b>Total</b>		<b>29</b>	<b>184</b>
<b>5.2 Debts written off</b>			
<b>Nature of debts written off</b>			
Salary and cellphone debt		-	6
Breach of contract		-	17
State guarantee debt		-	26
<b>Total</b>		<b>-</b>	<b>49</b>
<b>6. Transfers and subsidies</b>			
Provinces and municipalities	Annexure 1	1,178	510
Departmental agencies and accounts	Annexure 2	14,700	4,000
Universities & Technicons	Annexure 3	230	-
Non-profit institutions	Annexure 4 & 8	2,208	1,408
Households	Annexure 5	3,953	208
<b>Total</b>		<b>22,269</b>	<b>6,126</b>
<b>7. Expenditure on capital assets</b>			
Machinery and equipment	23	4,893	14,526
Software and other intangible assets	24	-	7,870
<b>Total</b>		<b>4,893</b>	<b>22,396</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**NOTES TO THE ANNUAL FINANCIAL STATEMENT  
for the year ended 31 March 2007**

	Note	2006/07 R'000	2005/06 R'000			
<b>8. Cash and cash equivalents</b>						
Consolidated Paymaster General Account		1,047	-			
Disbursements		-	864			
Cash on hand		12	11			
Cash with commercial banks (Local)		57	-			
<b>Total</b>		<b>1,116</b>	<b>875</b>			
<b>9. Prepayments and advances</b>						
Travel and subsistence		100	226			
<b>Total</b>		<b>100</b>	<b>226</b>			
<b>10. Receivables</b>						
		<b>Less than one year R'000</b>	<b>One to three years R'000</b>	<b>Older than three years R'000</b>	<b>Total R'000</b>	<b>Total R'000</b>
Staff debtors	10.1	289	43	58	390	339
Other debtors	10.2	619	34	-	653	520
Intergovernmental Receivables	Annex 11	639	42	-	681	356
<b>Total</b>		<b>1,547</b>	<b>119</b>	<b>58</b>	<b>1,724</b>	<b>1,215</b>
<b>10.1 Staff debtors</b>						
Damage to GG vehicles					68	11
Income Tax and Site debt					7	3
Salary Suspense Account					20	-
Departmental debt					287	320
Private telephone debt					8	5
<b>Total</b>					<b>390</b>	<b>339</b>
<b>10.2 Other debtors</b>						
Pension recoverable account					5	-
Disallowance: Miscellaneous					648	346
Salary Income Tax					-	174
<b>Total</b>					<b>653</b>	<b>520</b>
<b>11. Voted funds to be surrendered to the Revenue Fund</b>						
Opening balance					2,020	2,302
Transfer from Statement of Financial Performance					2,167	2,020
Paid during the year					(2,020)	(2,302)
Closing balance					<b>2,167</b>	<b>2,020</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**NOTES TO THE ANNUAL FINANCIAL STATEMENT  
for the year ended 31 March 2007**

	Note	2006/07 R'000	2005/06 R'000
<b>12. Departmental revenue to be surrendered to the Revenue Fund</b>			
Opening balance		28	283
Transfer from Statement of Financial Performance		234	741
Departmental revenue budgeted	2	510	538
Paid during the year		(662)	(1,534)
Closing balance		<u>110</u>	<u>28</u>
<b>13. Payables current</b>			
<b>Description</b>			
		<b>30 Days</b>	<b>30+ Days</b>
			<b>Total</b>
			<b>Total</b>
Clearing account	13.1	-	-
Other payables	13.2	-	588
<b>Total</b>		<u>-</u>	<u>588</u>
		<u>588</u>	<u>588</u>
		<u>588</u>	<u>201</u>
<b>13.1 Clearing accounts</b>			
Exchequer grant account		-	195
<b>Total</b>		<u>-</u>	<u>195</u>
		<u>-</u>	<u>195</u>
<b>13.2 Other payables</b>			
Suspense accounts		-	6
Sal Income Tax		588	-
<b>Total</b>		<u>588</u>	<u>6</u>
		<u>588</u>	<u>6</u>
<b>14. Net cash flow available from operating activities</b>			
Net surplus/(deficit) as per Statement of Financial Performance		2,401	2,761
(Increase)/decrease in receivables – current		(509)	2,679
(Increase)/decrease in prepayments and advances		126	(158)
Increase/(decrease) in payables – current		387	194
Proceeds from sale of capital assets		-	(1)
Surrenders to revenue fund		(2,682)	(3,836)
Expenditure on capital assets		4,893	22,396
Other non-cash items		510	538
<b>Net cash flow generated by operating activities</b>		<u>5,126</u>	<u>24,573</u>
		<u>5,126</u>	<u>24,573</u>
<b>15. Reconciliation of cash and cash equivalents for cash for purposes</b>			
Consolidated Paymaster General Account		1,047	-
Disbursements		-	864
Cash on hand		12	11
Cash with commercial banks		57	-
<b>Total</b>		<u>1,116</u>	<u>875</u>
		<u>1,116</u>	<u>875</u>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENT  
for the year ended 31 March 2007**

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

	Note	2006/07 R'000	2005/06 R'000
<b>16. Contingent liabilities</b>			
<b>Liable to</b>	<b>Nature</b>		
Housing loan guarantees	Employees	344	128
Claims against the department		1,422	-
Other departments (interdepartmental unconfirmed balances)	Annexure 12	1,354	-
<b>Total</b>		<b><u>3,120</u></b>	<b><u>128</u></b>
<b>17. Commitments</b>			
<b>Current expenditure</b>			
Approved and contracted		2,404	2,935
Approved but not yet contracted		126	144
		<u>2,530</u>	<u>3,079</u>
<b>Capital expenditure</b>			
Approved and contracted		458	1,609
Approved but not yet contracted		-	61
		<u>458</u>	<u>1,670</u>
<b>Total commitments</b>		<b><u>2,988</u></b>	<b><u>4,749</u></b>
<b>18. Accruals</b>			
	<b>30 Days</b>	<b>30+ Days</b>	<b>Total</b>
<b>By economic classification</b>	<b>R'000</b>	<b>R'000</b>	<b>R'000</b>
Goods and services	4,385	7,505	11,890
Transfers & subsidies	1,980	-	1,980
<b>Total</b>	<b><u>6,365</u></b>	<b><u>7,505</u></b>	<b><u>13,870</u></b>
<b>Listed by programme level</b>			
1. Administration			81
2. Corporate Support			478
3. Policy & Governance			18
<b>Total</b>			<b><u>577</u></b>
<b>Confirmed balances with other departments</b>	Annexure 12	1,110	603
<b>Total</b>		<b><u>1,110</u></b>	<b><u>603</u></b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENT  
for the year ended 31 March 2007**

		Note	2006/07 R'000	2005/06 R'000	
<b>19.</b>	<b>Employee benefit provisions</b>				
	Leave entitlement		2,882	2,231	
	Thirteenth cheque		3,578	3,005	
	Performance awards		2,322	1,779	
	Capped leave commitments		6,122	5,971	
	<b>Total</b>		<b>14,904</b>	<b>12,986</b>	
<b>20.</b>	<b>Lease Commitments</b>				
<b>20.1</b>	<b>Finance leases 2006/2007</b>				
		Land	Buildings & other fixed structures	Machinery and equipment	Total
		R'000	R'000	R'000	R'000
	Not later than 1 year	-	-	440	440
	Later than 1 year and not later than 5 years	-	-	2,423	2,423
	Later than 5 years	-	-	-	-
	<b>Total present value of lease liabilities</b>	-	-	<b>2,863</b>	<b>2,863</b>
	<b>2005/2006</b>				
	Not later than 1 year	-	-	412	412
	Later than 1 year and not later than 5 years	-	-	838	838
	Later than 5 years	-	-	-	-
	<b>Total present value of lease liabilities</b>	-	-	<b>1,250</b>	<b>1,250</b>
<b>21.</b>	<b>Irregular expenditure</b>				
<b>21.1</b>	<b>Reconciliation of irregular expenditure</b>				
	Opening balance		-	3,076	
	Irregular expenditure – current year		2,185	-	
	Amounts condoned		-	(3,076)	
	Current expenditure		-	(3,076)	
	Irregular expenditure awaiting condonement		<b>2,185</b>	-	
	<b>Analysis of awaiting condonement per classification</b>				
	Current expenditure		2,185	-	
	<b>Total</b>		<b>2,185</b>	-	



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENT  
for the year ended 31 March 2007**

	Note	2006/07 R'000	2005/06 R'000
<b>Analysis of awaiting condonement per age classification</b>			
Current		2,185	-
Prior years		-	-
<b>Total</b>		<b>2,185</b>	<b>-</b>

**21.2 Irregular expenditure**

Incident	Disciplinary steps taken/criminal proceedings		
Non-compliance to policies	Dismissal	425	-
		<b>425</b>	<b>-</b>

**22. Key management personnel**

Description	No of Individuals	Total R'000	Total R000
Political Office Bearers	1	955	923
Level 15 to 16	5	3,794	4,225
Level 14 (incl. CFO if at lower level)	14	7,815	6,925
<b>Total</b>		<b>12,564</b>	<b>12,073</b>

Responsible MEC - Premier

**23. Tangible Capital Assets**

**Movement in tangible capital assets per asset register for the year ended 31 March 2007**

	Opening Balance Cost R'000	Current Year Adjustments to prior year balances Cost R'000	Additions Cost R'000	Disposals Cost R'000	Closing Balance Cost R'000
<b>BUILDING AND OTHER FIXED STRUCTURES</b>	28	-	28	-	56
Other fixed structures	-	-	28	-	28
Heritage assets	28	-	-	-	28
<b>MACHINERY AND EQUIPMENT</b>	176,870	(129,269)	8,972	(132)	56,441
Transport assets	100	(100)	-	-	-
Computer equipment	169,929	(129,169)	7,827	(102)	48,485
Furniture and Office equipment	4,243	-	1,057	(30)	5,270
Other machinery and equipment	2,598	-	88	-	2,686
<b>TOTAL TANGIBLE ASSETS</b>	<b>176,898</b>	<b>(129,269)</b>	<b>9,000</b>	<b>(132)</b>	<b>56,497</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENT  
for the year ended 31 March 2007**

**23.2 Additions to tangible capital asset per asset register for the year ended 31 March 2007**

	Cash Cost R'000	Non- Cash Fair Value R'000	(Capital work in progress – current costs) Cost R'000	Received current year, not paid (Paid current year, received prior year) Cost R'000	Total Cost R'000
<b>BUILDING AND OTHER FIXED STRUCTURES</b>	-	28	-	-	28
Other fixed structures	-	28	-	-	28
<b>MACHINERY AND EQUIPMENT</b>	4,325	4,688	-	(41)	8,972
Computer equipment	3,345	4,523	-	(41)	7,827
Furniture and Office equipment	956	101	-	-	1,057
Other machinery and equipment	24	64	-	-	88
<b>TOTAL CAPITAL ASSETS</b>	<b>4,325</b>	<b>4,716</b>	<b>-</b>	<b>(41)</b>	<b>9,000</b>

**23.3 Disposal of tangible capital assets per asset register for the year ended 31 March 2007**

	Sold (cash) Cost R'000	Non-cash Fair Value R'000	Total Cost R'000	Cash Received Actual R'000
<b>MACHINERY AND EQUIPMENT</b>	-	(132)	(132)	-
Computer equipment	-	(102)	(102)	-
Furniture and Office equipment	-	(30)	(30)	-
<b>TOTAL CAPITAL ASSETS</b>	<b>-</b>	<b>(132)</b>	<b>(132)</b>	<b>-</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENT  
for the year ended 31 March 2007**

**23.4 Movement in tangible capital assets per asset register for the year ended 31 March 2006**

	Opening Balance R'000	Additions R'000	Disposals R'000	Closing Balance R'000
<b>BUILDING AND OTHER FIXED STRUCTURES</b>	28	-	-	28
Heritage assets	28	-	-	28
<b>MACHINERY AND EQUIPMENT</b>	161,616	15,383	(129)	176,870
Transport assets	-	100	-	100
Computer equipment	155,703	14,275	(49)	169,929
Furniture and Office equipment	3,432	811	-	4,243
Other machinery and equipment	2,481	197	(80)	2,598
<b>TOTAL CAPITAL ASSETS</b>	<b>161,644</b>	<b>15,383</b>	<b>(129)</b>	<b>176,898</b>

**24 Intangible Capital assets**

**24.1 Movement in intangible capital assets per asset register for the year ended 31 March 2007**

	Opening Balance Cost R'000	Current year Adjustments to prior year balances Cost R'000	Additions R'000	Disposals R'000	Closing Balance R'000
Computer Software	10,699	(10,699)	-	-	-
<b>TOTAL</b>	<b>10,699</b>	<b>(10,699)</b>	<b>-</b>	<b>-</b>	<b>-</b>

**24.2 Capital intangible asset movement schedule for the year ended 31 March 2006**

	Opening Balance Cost R'000	Additions Cost R'000	Disposals Cost R'000	Closing balance Cost R'000
Computer Software	2,829	7,870	-	10,699
<b>TOTAL</b>	<b>2,829</b>	<b>7,870</b>	<b>-</b>	<b>10,699</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ANNEXURES TO ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2007**

**ANNEXURE 1**

**STATEMENT OF UNCONDITIONAL GRANTS AND TRANSFERS TO MUNICIPALITIES**

NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER		SPENT			2005/06
	Division of Revenue Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available Funds Transferred	Amount received by municipality	Amount spent by municipality	% of Available Funds spent by municipality	Total Available
	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	%	R'000
Beaufort West	40	-	-	40	40	100.0%	40	40	0.0%	-
Bergrivier	40	-	-	40	40	100.0%	40	40	0.0%	-
Breede Rivier	40	-	-	40	40	100.0%	40	40	0.0%	-
Cape Agulhas	40	-	(4)	36	35	97.2%	35	35	0.0%	-
Cederberg	40	-	-	40	40	100.0%	40	40	0.0%	-
Cent (DC5)	90	-	(70)	20	20	100.0%	20	20	0.0%	70
CT Cape Town	310	-	(70)	240	240	100.0%	240	240	0.0%	-
Drakenstein	40	-	-	40	40	100.0%	40	40	0.0%	-
Eden	70	-	(70)	-	-	0.0%	-	-	0.0%	71
George	40	-	-	40	40	100.0%	40	40	0.0%	-
Kannaland	40	-	-	40	40	100.0%	40	40	0.0%	-
Knysna	40	-	-	40	40	100.0%	40	40	0.0%	-
Laingsburg	40	-	-	40	40	100.0%	40	40	0.0%	-
Hessequa	40	-	-	40	40	100.0%	40	40	0.0%	-
Matzikama	40	-	-	40	40	100.0%	40	40	0.0%	-
Mosselbay	40	-	-	40	40	100.0%	40	40	0.0%	-
Oudtshoorn	40	-	-	40	40	100.0%	40	40	0.0%	-
Overberg	70	-	(70)	-	-	0.0%	-	-	0.0%	70



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ANNEXURES TO ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2007**

**ANNEXURE 1 (continued)**

**STATEMENT OF UNCONDITIONAL GRANTS AND TRANSFERS TO MUNICIPALITIES**

NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER		SPENT			2005/06
	Division of Revenue Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available Funds Transferred	Amount received by municipality	Amount spent by municipality	% of Available Funds spent by municipality	Total Available
	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	%	R'000
Overstrand	40	-	(40)	-	-	0.0%	-	-	0.0%	-
Bitou	40	-	(40)	-	-	0.0%	-	-	0.0%	-
Prince Albert	40	-	-	40	40	100.0%	40	40	0.0%	-
Saldanha Bay	40	-	-	40	40	100.0%	40	40	0.0%	-
Stellenbosch	40	-	-	40	40	100.0%	40	40	0.0%	-
Swartland	40	-	-	40	40	100.0%	40	40	0.0%	-
Swellendam	40	-	-	40	40	100.0%	40	40	0.0%	-
Theewaterskloof	40	-	-	40	40	100.0%	40	40	0.0%	-
West Coast	70	-	(70)	-	-	0.0%	-	-	0.0%	-
Witzenberg	40	-	-	40	40	100.0%	40	40	0.0%	-
Cape Metropolitan Council	81	-	27	108	83	76.9%	83	83	0.0%	335
Cape Winelands District Mun	-	-	1	1	-	0.0%	-	-	0.0%	17
Breede Valley	40	-	(40)	-	-	0.0%	-	-	0.0%	-
<b>Total</b>	<b>1,651</b>	<b>-</b>	<b>(446)</b>	<b>1,205</b>	<b>1,178</b>		<b>1,178</b>	<b>1,178</b>		<b>563</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ANNEXURES TO ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2007**

**ANNEXURE 2  
STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS**

AGENCY	TRANSFER ALLOCATION				TRANSFER		2005/06
	Adjusted Appropriation Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available Funds Transferred	Final Appropriation Act
	R'000	R'000	R'000	R'000	R'000	%	R'000
WC Provincial Development Council	6,419	-	(619)	5,800	5,800	100.0%	4,209
WC Youth Commission	8,900	-	-	8,900	8,900	100.0%	-
<b>Total</b>	<b>15,319</b>	<b>-</b>	<b>(619)</b>	<b>14,700</b>	<b>14,700</b>		<b>4,209</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ANNEXURES TO ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2007**

**ANNEXURE 3  
STATEMENT OF TRANSFERS TO UNIVERSITIES & TECHNIKONS**

UNIVERSITIES & TECHNIKON	TRANSFER ALLOCATION				EXPENDITURE		2005/06
	Adjusted Appropriation Act	Roll Overs	Adjust- ments	Total Available	Actual Transfer	% of Available Funds Transferred	Final Appropriation Act
	R'000	R'000	R'000	R'000	R'000	%	R'000
Cape Peninsula University of Technology (CPUT)	230	-	-	230	230	100.0%	-
<b>Total</b>	<b>230</b>	<b>-</b>	<b>-</b>	<b>230</b>	<b>230</b>		<b>-</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ANNEXURES TO ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2007**

**ANNEXURE 4  
STATEMENT OF TRANSFERS TO NON-PROFIT INSTITUTIONS**

NON-PROFIT INSTITUTIONS	TRANSFER ALLOCATION				EXPENDITURE		2005/06
	Adjusted Appropriation Act	Roll Overs	Adjust- ments	Total Available	Actual Transfer	% of Available Funds Transferred	Final Appropriation Act
	R'000	R'000	R'000	R'000	R'000	%	R'000
Network on Violence against Women	-	-	-	-	-	-	75
WC Network on Disability	250	-	-	250	250	100.0%	175
Bridges Organisation	-	-	-	-	-	-	185
Library Business Corners	795	-	-	795	795	100.0%	-
South African Youth Council (SAYC)	75	-	-	75	75	100.0%	-
<b>Total</b>	<b>1,120</b>	<b>-</b>	<b>-</b>	<b>1,120</b>	<b>1,120</b>		<b>435</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ANNEXURES TO ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2007**

**ANNEXURE 5  
STATEMENT OF TRANSFERS TO HOUSEHOLDS**

HOUSEHOLDS	TRANSFER ALLOCATION				EXPENDITURE		2005/06
	Adjusted Appropriation Act	Roll Overs	Adjust- ments	Total Available	Actual Transfer	% of Available Funds Transferred	Final Appropriation Act
	R'000	R'000	R'000	R'000	R'000	%	R'000
Employees – leave gratuities	-	-	3,941	3,941	3,940	100.0%	168
Gifts and Donations	-	-	10	10	10	100.0%	24
Claims against the state	-	-	4	4	3	100.0%	24
<b>Total</b>	-	-	<b>3,955</b>	<b>3,955</b>	<b>3,953</b>		<b>216</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ANNEXURES TO ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2007**

**ANNEXURE 6**

**STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED FOR THE YEAR ENDED  
31 MARCH 2007**

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2006/07	2005/06
		R'000	R'000
<b>Received in cash</b>			
ABSA	Donation: 2006 Matric Awards function	100	-
<b>Sub-total</b>		<b>100</b>	<b>-</b>
<b>Received in kind</b>			
Old Mutual	Sponsorship: Provincial Sportsday	40	40
Coca Cola	Sponsorship: Provincial Sportday	60	51
Capitec Bank	Sponsorship: Provincial Sportday	85	80
Standard Bank	Sponsorship: Premier's Service Excellence Awards	300	-
Price Waterhouse Coopers	Sponsorship: Premier's Service Excellence Awards	300	-
<b>Sub-total</b>		<b>785</b>	<b>171</b>
<b>Total</b>		<b>885</b>	<b>171</b>

**STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIP RECEIVED FOR THE YEAR ENDED  
31 MARCH 2006**

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2005/06	2004/05
		R'000	R'000
<b>Received in kind</b>			
Old Mutual	Sponsorship: Provincial Sportsday	40	19
Trade World	Sponsorship: Provincial Sportsday	-	4
Xerox	Sponsorship: Provincial Sportsday	-	12
Creda Communications	Sponsorship: Provincial Sportsday	-	1
Coca Cola	Sponsorship: Provincial Sportday	51	8
Capitec Bank	Sponsorship: Provincial Sportday	80	38
Standard Bank	Sponsorship: Premier's State of the Province Dinner	-	350
<b>Total</b>		<b>171</b>	<b>432</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ANNEXURES TO ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2007**

**ANNEXURE 7  
STATEMENT OF LOCAL AND FOREIGN AID ASSISTANCE RECEIVED FOR THE YEAR ENDED  
31 MARCH 2007**

NAME OF DONOR	PURPOSE	OPENING BALANCE R'000	REVENUE R'000	EXPEN- DITURE R'000	CLOSING BALANCE R'000
<b>Received in kind</b>					
Belgian Technical Co-operation	Conducting a Western Cape feasibility study into a Provincial government wide monitoring and evaluation system	-	435	(218)	217
<b>Total</b>		-	<b>435</b>	<b>(218)</b>	<b>217</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ANNEXURES TO ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2007**

**ANNEXURE 8**

**STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS MADE AND REMISSIONS, REFUNDS AND PAYMENTS MADE AS AN ACT OF GRACE FOR THE YEAR ENDED 31 MARCH 2007**

NATURE OF GIFT, DONATION OR SPONSORSHIP	R'000
<b>Paid in cash</b>	
Sponsorship: Federation of Dance Sport South Africa – Participation in the International Dance Sport Federation World Junior II Latin Championship held in Barcelona, Spain.	45
Donation: Print Media SA – Forum for Community Journalists - Conference.	25
Donation: Cape Town Convention Centre – Proudly South African Campaign held to promote South African designed and manufactured products.	45
Donation: NUMSA – Contribution to the Non-Racial Conference.	90
Donation: Cape Chamber of Commerce and Industry – Western Cape Youth Web star competition 2006.	10
Donation: University of Stellenbosch – Funding towards Sports Law Conference.	10
Donation: Transformation Africa – Procurement and distribution of blankets to destitute communities in the Western Cape.	20
Sponsorship: The Big Issue - Homeless World Cup Soccer Tournament held in Cape Town.	100
Donation: Leisure Worx – Nokia Fashion Week.	100
Donation: Menstrust SA – Men's dialogues in 5 districts of the Western Cape.	100
Donation: Inclusive Education WC – Information and counselling service in support of children with special needs.	100
Donation: Hope Africa – March against violence during 16 Days of no violence against women and children.	50
Donation: Children's Resource Centre – Funding for the Girl Child Programme.	40
Donation: Rapcan – Funding for the Rapcan Healers Manual and Training Programme.	60
Donation: Cape Town Interfaith Initiative – Domestic Violence Training for religious leaders.	28
Donation: Volunteer Centre – Provincial Volunteer Conference.	20
Donation: Voice of the Cape – Voice of the Cape Festival.	100
Donation: Airports Company South Africa (ACSA) – ACI Africa Regional and World Annual General Assembly.	75
Donation: Shoprite/Checkers – Payment for the prizes in the form of gift vouchers to radio stations for hosting a competition through which Government will inform the people of the Western Cape of their achievements and raise public awareness	70
<b>Total</b>	<b>1,088</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ANNEXURES TO ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2007**

**ANNEXURE 8 (continued)**

**STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS MADE AND REMISSIONS, REFUNDS  
AND PAYMENTS MADE AS AN ACT OF GRACE FOR THE YEAR ENDED 31 MARCH 2006**

NATURE OF GIFT, DONATION OR SPONSORSHIP	R'000
<b>Paid in cash</b>	
Sponsorship: Mr D Lurie – A book project titled "Images of Table Mountain"	85
Sponsorship: Genis Attorneys Trust – Bicentennial Commemoration event of the Battle of Blaauwberg	50
Donation: Independent Newspaper – Cape Argus City of Angels Competition	60
Donation: Sojourner, Help, Advocacy, Development, Education (SHADE) 4 <sup>th</sup> Annual Jamboree	100
Sponsorship: Matzikama Rittelfees	98
Donation: A Mulder Kitchen & Cupboards – Repair and restoration of carriage landau	40
Donation: Muslim Judicial Council – 60 <sup>th</sup> Anniversary	95
Donation: Khayelitsha Development Forum – Gala evening to raise funds for the Forum	10
Sponsorship: University of the Western Cape – hosting of the 6 <sup>th</sup> Biennial Conference of the Society of South Africa Geographers	10
Sponsorship: Cape Town Regional Chambers of Commerce & Industry – Western Cape Youth Webstar competition 2005	66
Donation: Hippo Communications – Celebrate South African Book Festival 2005	20
Sponsorship: IEEE Software Engineering Colloquium – hosting of conference	5
Sponsorship: Conference Management Centre – hosting of a workshop dealing with "mixing races"	99
Sponsorship: Ex Political Prisoners Committee – honouring of ex political prisoners	60
Donation: Voice of the Cape – Voice of the Cape summer festival	80
Sponsorship: Big Walk Trust	95
<b>Total</b>	<b>973</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ANNEXURES TO ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2007**

**ANNEXURE 9  
STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2007– LOCAL**

Guarantor institution	Guarantee in respect of housing	Original Guarantee capital amount	Opening Balance 01/04/2006	Guarantees draw downs during the year	Guarantees repayments/ cancelled/ reduced during the year	Currency revaluations	Closing Balance 31/03/2007	Guaranteed interest outstanding 31/03/2007	Realised losses not recoverable i.e. claims paid out
		R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000
Standard Bank	-	-	39		14		53		-
Nedbank Ltd (Cape of Good Hope)	-	-	36		-		36		-
Nedbank	-	-	15		1		16		-
Firststrand Bank Ltd: FNB	-	-	33		(33)		-		-
Nedbank Ltd Incorp: BOE	-	-	31		-		31		-
ABSA	-	-	(51)		168		117		-
Old Mutual Finance Ltd	-	-	18		-		18		-
Peoples Bank Ltd	-	-	(3)		3		-		-
Firststrand Bank Ltd: (Former FNB)	-	-	54		(14)		40		-
Old Mutual Bank: Division of Nedbank	-	-	(44)		77		33		-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>128</b>		<b>216</b>		<b>344</b>		<b>-</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ANNEXURES TO ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2007**

**ANNEXURE 10  
STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2007**

Nature of Liability	Opening Balance 01/04/2006  R'000	Liabilities incurred during the year  R'000	Liabilities paid/ cancelled/ reduced during the year  R'000	Liabilities recoverable (Provide details hereunder)  R'000	Closing Balance 31/03/2007  R'000
<b>Claims against the department</b>					
Employment contract	-	1,422	-	-	1,422
<b>Total</b>	-	<b>1,422</b>	-	-	<b>1,422</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ANNEXURES TO ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2007**

**ANNEXURE 11  
INTER-GOVERNMENTAL RECEIVABLES**

GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		Total	
	31/03/2007	31/03/2006	31/03/2007	31/03/2006	31/03/2007	31/03/2006
	R'000	R'000	R'000	R'000	R'000	R'000
<b>Department</b>						
Department of Transport and Public Works	-	-	14	62	14	62
Department of Agriculture	9	-	4	-	13	-
Department of Health	-	-	24	153	24	153
Department of Social Development	-	-	-	2	-	2
Department of Community Safety	-	-	2	6	2	6
Western Cape Education Department	-	-	11	-	11	-
Department of the Premier: Gauteng	-	-	-	32	-	32
Provincial Treasury	-	-	39	22	39	22
Department of Cultural Affairs and Sport	-	1	4	-	4	1
Department: Foreign Affairs	-	-	42	42	42	42
Department of Justice & Constitutional Development	-	32	13	-	13	32
Department of Environmental Affairs and Planning	-	-	7	-	7	-
Department of Local Government and Housing	5	4	6	-	11	4
Department of the Premier: North-West Province	-	-	14	-	14	-
Provincial Parliament	-	-	2	-	2	-
National Treasury	-	-	5	-	5	-
<b>Sub-total</b>	<b>14</b>	<b>37</b>	<b>187</b>	<b>319</b>	<b>201</b>	<b>356</b>
<b>Other Government Entities</b>						
South African Revenue Services	-	-	203	-	203	-
South African Management Development Institute	-	-	7	-	7	-
Government Motor Transport	-	-	123	-	123	-
South African Social Security Agency	-	-	147	-	147	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>480</b>	<b>-</b>	<b>480</b>	<b>-</b>
<b>Total</b>	<b>14</b>	<b>37</b>	<b>667</b>	<b>319</b>	<b>681</b>	<b>356</b>



**WESTERN CAPE PROVINCE  
DEPARTMENT OF THE PREMIER  
VOTE 1**

**ANNEXURES TO ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2007**

**ANNEXURE 12  
INTER-DEPARTMENTAL PAYABLES - CURRENT**

GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		Total	
	31/03/2007	31/03/2006	31/03/2007	31/03/2006	31/03/2007	31/03/2006
	R'000	R'000	R'000	R'000	R'000	R'000
<b>Department</b>						
<b>Current</b>						
Department of Transport and Public Works	744	584	-	-	744	584
Provincial Treasury	-	17	-	-	-	17
Department of Local Government and Housing	-	2	-	-	-	2
Department of Justice & Constitutional Development	76	-	74	-	150	-
Department of Health	62	-	16	-	78	-
Department of Social Development	5	-	-	-	5	-
Department of Cultural Affairs and Sport	39	-	-	-	39	-
Western Cape Education Department	175	-	38	-	213	-
Department of Housing	9	-	-	-	9	-
<b>Total</b>	<b>1,110</b>	<b>603</b>	<b>128</b>	<b>-</b>	<b>1,238</b>	<b>603</b>
<b>Other Government Entities</b>						
Government Motor Transport	-	-	606	-	606	-
Provincial Development Council	-	-	620	-	620	-
	-	-	<b>1,226</b>	<b>-</b>	<b>1,226</b>	<b>-</b>
	<b>1,110</b>	<b>603</b>	<b>1,354</b>	<b>-</b>	<b>2,464</b>	<b>603</b>



**PART 5  
HUMAN RESOURCE MANAGEMENT**

**GENERAL COMMENTS: INFORMATION EXTRACTED FROM SYSTEMS**

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

**1 – SERVICE DELIVERY**

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

Main Services	Actual Customers	Potential Customers	Standards of Service	Actual Achievement against Standards
Smooth and effective functioning of the Director-General's Office.	Director-General of the Provincial Administration: Western Cape.	Public. Provincial/ National Departments. Provincial Directors-General.	Adherence to benchmarked service standards.	Effective overall turn-around strategy in respect of submissions, requests, queries and complaints. 40 MANCO meetings.
Sound financial administration and management.	Director-General.	Public. Provincial Departments.	Adherence to benchmarked service standards.	Ensure effective and efficient budget process.
Deliver quality and timeous administrative management.	Director-General.	Premier. Public. Provincial Departments.	Adherence to benchmarked service standards.	Effective overall turn-around strategy in respect of submissions, requests, queries and complaints.
Deliver quality and timeous administrative supporting functions.	Director-General. Department of the Premier.	Department of the Premier.	Adherence to benchmarked service standards.	Effective overall turn-around strategy in respect of submissions, requests, queries and complaints.
Effective communication.	Director-General. Accounting Officer. Department of the Premier.	Public. Government employees. Provincial Ministers.	Deliver services to the standards set by various role players and to their satisfaction.	Ensure effective communication across departments.
Render an effective secretarial service to the Provincial Cabinet and its respective Cabinet Committee.	Cabinet and Cabinet Committees. Departments.	Presidential Co-ordination Council (PCC). Forum for South African Director-General (Fosad). Local Government Business, Labour, Civil Society, Public.	Effective and efficient secretariat and logistical support.	24 Cabinet meetings. 4 Cabinet Lekgotla's 4 SCC 9 G&A Cluster Meetings 9 Social Cluster Meetings 6 Economic Cluster Meetings 7 Meetings (2010) 16 PTM 2 PTM Lekgotla 2 PCF 3 PMCF

Main Services	Actual Customers	Potential Customers	Standards of Service	Actual Achievement against Standards
<p>The optimisation of the Cluster Network through effectiveness, institutional and management processes and methodologies.</p>	<p>The Sector Co-ordinating Committee and the 3 Cabinet Committees HOD Work stream Managers Dept. Rep's</p>	<p>PCC FOSAD Municipalities</p>	<p>The establishment of 4 functional Technical Task Teams for the 3 Cabinet Committees and the Sector Co-ordinating Committee. Appointed and mandated work stream managers with a clear understanding of the Cluster System and the reporting requirements to the Cabinet, Cabinet Committees, and National Government Structures Operational programme and project per priority Work Streams that works towards the attainment of the Provincial development indicators.</p>	<p>2 Functional Technical Task Teams for the 3 Cabinet Committees and the Sector Co-ordinating Committee. Communication through the Cabinet Committees to the HOD to appoint Work stream Managers. 2x Operational Plans drawn up (2010 &amp; Skills Development). Following the above the Chief Directorate will support Work Stream Managers in developing their Programme Plans.</p>
<p>Assessment of provincial administrative data and national data sources.</p>	<p>Data users and data producers within provincial departments Policy developers Policy analyst Policy researchers Programme planners Monitoring &amp; Evaluation specialist Administrators Political stakeholders</p>	<p>Sector Co-ordinating Committee 3 Cabinet Committees. HOD's Work Stream Managers Dept. Rep's PCC FOSAD Municipalities</p>	<p>A core common set of data sources for the PGDS that fit the use of the information consumer.</p>	<p>Initiation and Design phase of the Data Core Directory (Core common set of data) completed. Project Initiation document and Terms of Reference for the Data Assessment Process completed.</p>

Main Services	Actual Customers	Potential Customers	Standards of Service	Actual Achievement against Standards
The drafting and approval of the comprehensive PGWC communication strategy.	Heads of Communication Heads of Department MECs Premier	Broad public Strategic sectors Media agencies	Annually submit a consulted and comprehensive document by April 08 to Provincial Cabinet for adoption Systematised consultation process Provincial Government Communicators Forum Provincial Top Management.	Communications Strategy, Policy and Institutional Arrangements submitted. Broad ongoing consultation process through Provincial Government Communicators Forum.
Deliver PGDS through partnership.	Western Cape community (especially the poor, youth, women, business) Local Govt PGWC	Social Partners Local Govt PGWC	Broadly-owned and legislated PGDS White Paper by 31 March 2008 <b>Internal:</b> Cabinet (incl. Cabinet Work streams), PTM and MTEC process <b>External:</b> stakeholder engagement workshops incl. PDC <b>IGR:</b> IGR forums and engagements PGDS Summit Post-Summit Road shows LG G-MTEK	Social partner mini summits Feb-mar 07. Public PGDS Indaba held Oct 06. Green Paper engaged with Cabinet Committees, Cabinet and PTM Oct 2006 PGDS as baseline for DotP MTEC and LGMTEC engagements 5 x District and 1 x Metro Growth & Development Summits by 31 March 07 Post-Summit process being developed.
Diagnostic Surveys, Organisational Development Interventions and Intervention Assessments based on customer needs and inline with public service frameworks and directives.	Premier; Provincial Cabinet; Executing Authority; Director-General; Provincial Departments; Batho Pele Learning Network, HCD Forum; employees, PSC, DPSA, Public entities.	Other governments (municipalities), provincial legislature.	Predetermined project standards; management standards; and demand driven client expectations.	11 Culture Imbizos 1 Perception Audit 42 Competency Assessments Handbook on organisational design 1 Macro Organisational Analysis 27 OD Interventions completed 47 Service Delivery Improvement Plans 2 Khaedu Workshops 1 Provincial Batho Pele Learning Network Co-host 1 National Batho Pele Learning Network

Main Services	Actual Customers	Potential Customers	Standards of Service	Actual Achievement against Standards
<p>Human Capital Development: Optimise, render and promote professional human capital development.</p>	<p>Premier, Ministers Legislature, DG, HOD's, Branch Heads, SMS members 12 Provincial Departments Employees Social partners DPSA, PSC, Public, Statutory/ oversight bodies.</p>	<p>National Departments Other Provincial Governments Research Institutions International Bodies</p>	<p>Prompt delivery in terms of timelines. Professional conduct. Adherence to Batho Pele principles. Document tracking system. Project management principles Adherence to prescripts (as prescribed re the execution of tasks).</p>	<p>Standards largely met per key achievements and outputs through the following: Implementation of a transversal Human Capital Development Forum to render and promote professional human capital development and also implement both provincial and national policy directives from the DPSA. Database developed to provide indicators according to the institutional performance management model. Ongoing transversal guidance and advice on transversal Labour Relations matters such as disciplinary matters, collective bargaining, strike actions and general planning. Management information in the interest of institutional improvement and development made available, which impacts on strategic decision making by and about institutions.</p>
<p>Strategic human capital development policy analysis (research, development, consultation, implementation, evaluation / review and co-ordination).</p>	<p>Premier, Ministers Legislature, DG, HOD's, Branch Heads, SMS members 12 Provincial Departments Employees Social partners DPSA, PSC, Public, Statutory/ oversight bodies</p>	<p>National Departments Other Provincial Governments Research Institutions International Bodies</p>	<p>Project management principles (including costing and resource allocation applied). Implementation and communication strategies per project.</p>	<p>Transversal Skills Audit completed coupled with departmental training needs analysis to guide developmental transformation Compilation of draft framework for transformation of the Cape Administrative Academy and Internal Human Capital Development (Final Refinement of both drafts in 2007/8). Rollout of the web-based HRD system for course nominations and acceptances in the WCPG.</p>

Main Services	Actual Customers	Potential Customers	Standards of Service	Actual Achievement against Standards
Transformation and reform initiatives: Transversal and aligned to policy frameworks, Cabinet initiatives and organisational needs. Strategic policy analysis (research, development, consultation, implementation, evaluation / review and co-ordination).	Premier, Ministers Legislature, DG, HOD's, Branch Heads, SMS members 12 Provincial Departments Employees Social partners DPSA, PSC, Public, Statutory/ oversight bodies	National Departments Other Provincial Governments Research Institutions International Bodies	Optimal utilisation of scarce resources Quality within Branch Protocol parameters. Cost effectiveness and efficiency in a mode of ongoing cost containment because of insufficient (not equitable) budget allocation.	Drafting of new policies such as Resettlement expenditure and managing substance abuse in the workplace implemented. 4 Additional policies drafted during the year.
To sustain a system of organisational, managerial and individual performance management.	Premier, Ministers Legislature, DG, HOD's, Branch Heads, SMS members 12 Provincial Departments Employees Social partners DPSA, PSC, Public, Statutory/ oversight bodies	National Departments Other Provincial Governments Research Institutions International Bodies	Professional conduct. Optimal utilisation of scarce resources. Quality within Branch Protocol parameters. Proper record keeping in terms of Archive Act. Adherence to prescripts (as prescribed re the execution of tasks). Regular feedback / reporting (weekly, etc.). Document tracking system. Respond in the language of preference of the client (one of the three W Cape official languages). Adherence to Batho Pele principles (throughout).	An Institution-wide Performance Management Model was developed. The model includes criteria to assess performance of PGWC departments against performance targets, compliance, leadership and a human resource index. Presentations have been made to various departments. A database for the capturing and analysis of provincial departments' performance management information was created. An integrated computer-based and web-based PM Information System developed and pilot implementation in DotP. System will ensure alignment and cascading of strategic objectives into individual PA. Required support, advice and guidance provided. Ad-hoc matters dealt within timeframes.

<b>Main Services</b>	<b>Actual Customers</b>	<b>Potential Customers</b>	<b>Standards of Service</b>	<b>Actual Achievement against Standards</b>
<p>Career management of Heads of Department (HOD's): Professional and strategic management and administrative support regarding the HOD's as Provincial Government of the Western Cape (PGWC) asset.</p>	<p>Premier, Ministers Legislature, DG, HOD's of 12 Provincial Departments DPSC, PSC</p>	<p>National Departments Other Provincial Governments Research Institutions International Bodies</p>	<p>Prompt delivery in terms of timelines. Response within set timeframes. Prioritisation within client requirement and classification (emergency/urgent/important/routine). Professional conduct. Optimal utilisation of scarce resources. Adherence to prescripts (as prescribed re the execution of tasks).</p>	<p>A comprehensive strategy implemented that includes: A manual on the management of career incidents of HODs, Administrative guide on the evaluation of HODs. Induction for newly appointed HODs Procedures developed and implemented to ensure strategic management of HODs. Process of alignment of HOD PA to Business Plans implemented and continuous. Instituted process of 4 quarterly reports that will form part of Annual report.</p>
<p>Strategic policy analysis (research, development, consultation, implementation, evaluation / review and co-ordination).</p>	<p>Premier, Ministers Legislature, DG, HOD's, Branch Heads, SMS members 12 Provincial Departments Employees Social partners DPSC, PSC, Public, Statutory/oversight bodies</p>	<p>National Departments Other Provincial Governments Research Institutions International Bodies</p>	<p>Project management principles (including costing and resource allocation applied). Implementation and communication strategies per project. Cost effectiveness and efficiency (CDPM in a mode of ongoing cost containment because of insufficient (not equitable) budget allocation).</p>	<p>Comprehensive performance management audit done and 9 key findings with recommendations integrated into business plan of Chief Directorate. Initiatives underway to address 9 findings in audit, in collaboration with provincial departments as well as by way of established Interdepartmental Performance Management Task Team.</p>
<p>Establish and maintain a suite of social capital programmes in accordance with national, PGDS, and diagnostic survey imperatives.</p>	<p>Staff in the Department of the Premier.</p>	<p>All employees of the WCPG.</p>	<p>Internal social capital development strategy reflects strategic imperatives of diagnostic surveys, etc.</p>	<p>Draft strategy accepted by Premier and now being consulted.</p>

Main Services	Actual Customers	Potential Customers	Standards of Service	Actual Achievement against Standards
Develop social capital programme design methodologies.	Staff in the Department of the Premier.	All employees of the WCPG.	Establishment of networks to foster participation of staff in organisational life Creation of Platforms of Engagement.	1 Cultural Day 3 cultural exchanges in the department of the Premier Social Capital Network established Women-in-Government Network Supported Social Capital website operational and maintained 2 Women in Government Speak Outs conducted 2 Breakfast meetings held Launched Premier's Seminar Series 4 Sports Days successfully completed
Supply/Develop and support Infrastructure; applications and tools that enable the PGWC departments to manage their activities efficiently and effectively in accordance with master systems plans (holistic governance through e-Governance).	12 PGWC Departments.	-	Continued availability and functioning of: 400 current applications. 18 new applications 13805 Workstations (Corporate), 26000 (Schools). 212 Servers, 212 Local Area Networks (Buildings) including Clinics, Hospitals, Schools, Dept. Office Buildings, Museums etc., Wide Area Network data lines, e-mail, Help Desk (6000 Calls per month).	98% uptime of PGWC en-to-end network.  74% of service call-out complaints resolved within SLA.  More than 400 applications (including key health and education [exams systems] maintained). 15 new applications deployed.
ICT plan for the Province including all departmental plans with emphasis on alignment to the PGDS objectives.	12 PGWC Departments.	-	ICT Plan Signed-off by HOD's 100% Alignment of Departmental IT and e-Innovation Spend with ICT Plans. 100% Alignment of Departmental Strategies with Provincial Strategies and the Supporting ICT Initiatives.	Department of the Premier ICT Plan completed. 11 other departmental ICT plan nearing completion.

Main Services	Actual Customers	Potential Customers	Standards of Service	Actual Achievement against Standards
Establish Data Sharing and System Interoperability and remove duplication.	Implement Enterprise Architecture (EA).	-	Sign-off by MANCO. Common Requirements Vision List of Cost Efficiency Improvement Initiatives.	Phase two of EA completed: Common Requirement Vision developed based on PGDS and IKapa Strategies and departmental APP, PPOA. Collection of Infrastructure & Applications inventory and quality assurance is 50% complete.
Implement Project Management Standards, and automated Project Portfolio Management.	Department of the Premier.	11 other Provincial Departments.	Project Management Framework signed-off by MANCO Identified Staff Trained System Implemented and Used by Project Managers.	Project management methodology institutionalised within the Chief Directorate e-Innovation. Departmental adopted project management framework in progress.
Improve Internal Connectivity and contribute to external ICT Infrastructure Improvement.	12 Provincial Departments.	-	Confine all provincial government institutions to a virtual private network (VPN). Provide Quality of Service i.e. prioritisation of network traffic. Implement and Manage Provincial Network Security Policies. Provide Mail and Internet content filtering.	VPN not fully operational but quality of service, network security, email and Internet filtering completed and in place.
R&D Emerging Technologies relevant to Government Service Delivery Improvement.	Department of the Premier, Department of Agriculture, citizens.	10 other Provincial Departments.	Two cost saving wireless proposals implemented.	Wireless connectivity options deployed through Public Private Partnership within the Department of the Premier (Cape Access). Wireless connectivity deployed within the Department of Agriculture across the province.
Implement Best Practise IT Operational Management Process.	12 Provincial Departments.	-	Converted Help Desk to a Service Desk. Implemented Vendor Management. Implemented capacity management.	Standards largely met.
Establish Sound IT Governance in the Province.	12 Provincial Departments.	-	Reviewed and updated key ICT policies. IT Governance Model approved by MANCO.	Standards largely met – ICT policies reviewed and currently being updated. IT Governance model reviewed but not signed off.

Main Services	Actual Customers	Potential Customers	Standards of Service	Actual Achievement against Standards
Provide Community Access (Schools, Libraries, e-lzimbizo, MPC's, Mobile units, Red Door, Consumer protector).	Department of the Premier, Citizens.	-	6 Pilot centre technology solutions tested and implemented.	New technology deployed in 6 e-community centres.
			2 Projects per community forum implemented.	All 6 e-community forums implemented various community projects around the centres.
Rendering quality legal advisory services.	Premier, the Provincial Cabinet, Director-General provincial departments and public entities.	Premier, the Provincial Cabinet, Director-General, provincial departments and public entities.	Strategic, accurate, thoroughly researched, timeous and quality legal advice.	Attended to 981 requests for legal advice.
			Strategic, accurate, thoroughly researched, timeous and quality legal advice in the scrutiny and verification of Cabinet submissions.	Scrutinised 37 Cabinet submissions.
Negotiation, drafting and editing of legally sound and sustainable contracts.	Premier, the Provincial Cabinet, Director-General provincial departments and public entities.	Premier, the Provincial Cabinet, Director-General, provincial departments and public entities.	The conclusion of legally sound and sustainable contracts that serve the best interests of the Provincial Administration, and which serve to minimise any potential risks.	Drafted, negotiated or edited 476 contracts.
Monitoring and commenting on national legislation.	Premier, the Provincial Cabinet, Director-General provincial departments.	Premier, the Provincial Cabinet, Director-General, provincial departments.	Comprehensive, thoroughly researched and timeous commentary on national legislation.	Attended to 34 pieces of national legislation.
Drafting of provincial legislation.	Premier, the Provincial Cabinet, Director-General provincial departments.	Premier, the Provincial Cabinet, Director-General, provincial departments.	Drafting of user-friendly legislation, which is consonant with the policies of the Provincial Government and which covers all reasonably foreseeable aspects.	Attended to 30 requests for provincial legislation.
Management of litigation matters that arose during the review period.	Premier, the Provincial Cabinet, Director-General provincial departments.	Premier, the Provincial Cabinet, Director-General, provincial departments.	Successful defences, oppositions, motions or actions.	Managed 275 litigation matters.
Sound financial administration and management.	Premier, Director-General, Senior Management employees of the department as well as service providers.	-	Demands driven client expectations; professional standards. Adherence to benchmarked service standards.	Adequate.
The co-ordination of the Employment Equity Consultative Forum (EECF) by Personnel Management in terms of Section 16 of EEA).	Employment Equity Manager Employees from all occupational groups People living with disabilities Department of Labour Trade Unions	Employees of the Department of the Premier.	Deliver Service in terms of the legal compliance of the Employment Equity Act.	Development of a draft Employment Equity Plan and affirmative action measures for consultation in the EECF.  Training on the Employment Equity Act and role clarification.

<b>Main Services</b>	<b>Actual Customers</b>	<b>Potential Customers</b>	<b>Standards of Service</b>	<b>Actual Achievement against Standards</b>
Co-ordination of the Departmental Employee Health and Wellness Committee (EHWP) by Personnel Management established in terms of the Public Service Regulations VI E.	Employment Equity Manager Employees from all occupational groups People living with disabilities Trade Unions	Employees of the Department of the Premier.	To implement the provisions contained in Public Service Regulations VI E, which is the implementation and monitoring of the HIV/Aids Policy and Workplace Programme, which focuses on promoting non-discrimination and equality.	Successful implementation of the Integrated Health and Wellness Programme (refer table 10.1).
To provide quality forensic investigative audit service and the detection, prevention and combating of corrupt activities and financial irregularities.	Liaison with relevant inter/intra governmental authorities and members of the private sector through: Meetings with Head of Departments Anti-Corruption Co-ordinating Committee meetings; Audit Committee meetings; Communication with the Office of the Public Service Commission; SAPS, DPP	Complainants	Quality forensic investigations.	36 cases finalised. 282 cases were brought before court 125 disciplinarys finalised. 12 case dockets registered with SAPS. Recommended disciplinary action against 165 employees Developed an Integrated Work Process document that informed the Internal Audit Process Mapping.
Prevention.	PGWC	-	Completion and compliance of Fraud Risk Assessments plans. Establishment of Departmental Fraud Risk Management Committees. Improved financial governance.	Concluded 4 Fraud Risk Assessment within Provincial Government Departments to identify Fraud Risk Profiles and compile Fraud Prevention Plans Established 4 Departmental Fraud Risk Management Committees. Formulated and advised on the following policies: Asset Management; Placement of Foreign Interns; Disposal of State Land; Upgrading of Security at private Residences of MEC's (review of Ministerial Handbook); Supply Chain Management.
Training and awareness.	PGWC and all other spheres of government. Civil Society Business Sector.	-	Effective communication of prevention policies.	Hosted Anti-Corruption Summit attended by plus minus 600 delegates.

Main Services	Actual Customers	Potential Customers	Standards of Service	Actual Achievement against Standards
				<p>Distributed 900 booklets on understanding the Prevention and Combating of the Corrupt Activities Act</p> <p>Distributed 900 pamphlets on Protected Disclosure Act 26 of 2000.</p> <p>Distributed 900 corporate image items marketing both the PACH and NACH.</p> <p>Presented on the current trends in Fraud and Corruption at Lwelaphando Fraud Prevention and Forensic Audit 2006 Conference attended by 35 delegates from Government SA and the Private Sector.</p> <p>Distributed 985 booklets on understanding the Prevention and Combating of Corrupt Activities Act and 985 pamphlets on Protected Disclosure Act and 985 Corporate Image items marketing both the PACH and NACH.</p> <p>Distributed 300 corporate image items to the Batho Pele Conference.</p> <p>Distributed 985 corporate image items at 11 venues in the CBD and its immediate surrounds.</p> <p>Presentation on Trends in Fraud and Corruption: SALGA Budget Week attended by 300 delegates.</p> <p>Presentation on the current trends in Preventing Fraud, Theft and Corruption in procurement: Tygerberg Hospital attended by 62 delegates and distributed 62 corporate image items.</p>

**TABLE 1.2 – Consultation Arrangements for Customers**

Type of Arrangement	Actual Customer	Potential Customer	Actual Achievement
A core common set of data sources for the PGDS that fit the use of the information consumer. Through the Internal Learning Network, PTM.	Provincial Line departments.	Cabinet	Monitoring and Results Framework.

Type of Arrangement	Actual Customer	Potential Customer	Actual Achievement
Internal Communications consultation through Heads of Communication meeting, Provincial Government Communicators Forum, Media Liaison Officers Forum and District Communicators Forum	Office of the Premier, Provincial Cabinet, Heads of Department, Heads of Communication, Government Communicators, Broad public, strategic sectors	-	Provincial Government transversal Communications strategy impact on Departmental strategies.
<b>PGDS Internal:</b> Cabinet (incl. Cabinet Committees), PTM and MTEC process <b>PGDS External:</b> stakeholder engagement workshops incl. PDC <b>PGDS IGR:</b> IGR forums and engagements PGDS Summit Post-Summit Road shows	Western Cape community (esp. the poor, youth, women, business) Local Govt and PGWC	-	PGDS indaba held.
Consultations around draft internal social capital development strategy.	700 staff members in Department of the Premier.	All employees of the WCPG.	Ongoing engagements with senior managements of all provincial departments.
Arrangement of meetings and consultations through the Employment Equity Consultative Forum and Employee Health and Wellness Committee. Submissions to MANCO, training interventions, information/ feedback sessions.	Management, Employee representatives, Department of Labour	Management, Employees, other service providers and NGO's.	4 EECF meetings held, 2 training sessions 2 EHWC meetings held, 4 training sessions
Consultation through submission to Cabinet, to Manco. Meetings with Head of Departments (HOD). Meetings with all Law Enforcement Agencies.	Liaison with relevant inter/intra governmental authorities and members of the private sector through: Meetings with Head of Departments Anti-Corruption Co-ordinating Committee meetings; Audit Committee meetings; Communication with the Office of the Public Service Commission Provincial Cabinet	Premier and the Director General. PGWC Departments.	12 monthly HOD meetings. ACCC meetings attended alternative month. Quarterly Audit Committee Meetings 12 monthly OPSC reports. Developed a combined strategy to inform the Presidential Proclamation to the SIU on investigating Housing Projects. Developed and directed a joint venture with SIU to alleviate our case backlog. Developed a partnership with NIA to improve detection.
Consultations through submissions to Cabinet and Provincial Top Management, meetings with departmental senior management teams, meetings of collective bargaining structures, meeting of the PM Task Team, consultations with individual executing authorities, Heads of departments and senior managers, feedback sessions.	Premier, Provincial Cabinet, Executing Authorities, Director-General, Heads of Departments, Senior Managers, Provincial Departments, Collective bargaining structures, HCD Forums, employees, PSC, DPSA, SAMDI, Department of Labour, Directorate: Human Rights, Branches within own department, Public, Private sector. National Departments Other Provincial Governments Research Institutions International Bodies	Local Governments Public entities, NGO's	Submissions as required, regular meetings of consultative structures as per annual programme, <i>ad hoc</i> meetings and consultations as scheduled, relevant and accurate information, in line with national and provincial norms and standards, through training interventions and workshops.

Type of Arrangement	Actual Customer	Potential Customer	Actual Achievement
Establishment of networks to foster engagement.	Women in government Social Sector Service Delivery Departments.	All departments.	The Chief Directorate, Social Capital, Human Capital and Directorate Social Dialogue, in partnership held a "Women In Government Speak Out". At the speak-out, women from different departments were able to engage and establish new networks amongst themselves. Social Capital Development was instrumental in the founding of the Women In Government Network, the relationship is still continuing in that the CD has taken it upon them to nurture this network. The implementation of the Premiers Invitational Golf Day with ABSA: This event gave PGWC officials the opportunity to foster networks with the business and private sector. Feedback received from the attendants from the PGWC was that such an opportunity was relevant and necessary.
Governance structures for IT and business alignment.	12 Provincial Departments.	-	Business ICT requirements, direction and service expectations arrived at through structures such as Departmental ICT Committees (DITCOM).

**TABLE 1.3 – Service delivery access strategy**

Access Strategy	Actual Achievements
<b>PGDS:</b> fixed web link to Green Paper on Cape Gateway and PGWC intranet. Hard copies available at Cape Gateway walk-in centre.	Acceptable level of corporate access to services considering available resources.
Improvement of access to government information.	Cape Gateway portal version 2 fully developed.
Connectivity for socially excluded groups.	6 Cape Access community centres in rural and semi rural settings fully operational.
Improved internal government communication through ICTs.	Quality of service deployed to improve prioritisation of certain applications. Improved Internet and email access. Intranet fully operational.
Improvement of access of mainly internal clients to service through information and communication technologies (intranet, website and multimedia), personal information sessions, multilingual training courses, internal marketing of services.	Acceptable level of corporate access to services considering available resources.
Internal focus to employees through information and communication technology, websites and multi-media. Information session's held and internal marketing of services, personal information sessions, multilingual training courses.	Successful launch of websites for Chief Directorate Performance Management and Directorate Personnel Management to enhance electronic access to information and effective level of corporate access.
Social Capital Website.	Established and monthly social capital themes maintained.

**TABLE 1.4 – Service information tool**

Type of Information Tool	Actual Achievements
Hard and electronic copies of PGDS. Summary document and cartoon booklet. Imminent roll-out of communication and media strategy.	Successful rollout of information and communication strategy.
Consultations with, and presentations to, Provincial Cabinet, Cabinet Clusters, Provincial Top Management and other SMS on PMI and strategic issues; information dissemination through formal written submission/circulars; policy documents; explanatory manuals; structured meetings of consultative forums; personal information / consultation sessions; conferences, seminars, task teams and workshops; intranet and internet; website; <i>ad hoc</i> meetings with relevant stakeholders; printed or electronic media (booklets, brochures, posters. E-mail, compact disks); exhibitions; events.	Acceptable level of corporate awareness of services and products.
Directorate Personnel Management Website.	Successful launch of website for Directorate Personnel Management to enhance electronic access to information.
Social Capital Website.	Established and maintained.
Social Capital Network (external).	Established and maintained.
Social Capital Network (internal).	Conceptualised.
Multi-Media: Booklets, brochures, flyers, posters, emails/desk-drops, exhibitions, events.	Access to Human Rights and Wellness programmes.
Information dissemination through formal written submissions/circulars, policy documents, explanatory manuals.	Promulgation of key HR information to managers and employees.
Structured meetings of consultative forums.	Access to services and information via representatives to various fora.
Employee assistance programme to provide an EAP service to the Department.	Information sessions, telephone counseling, face-to-face counseling, life management counseling and e-care programme.
Presentations made to Departments through structures such as DITCOM and CITCOM.	Departmental awareness of ICT initiatives, sharing of departmental experiences.
Cape Gateway portal.	Version 2 ready for deployment.
Intranet.	Intranet fully operational and used by various departments.
Email notification.	Notification to all connected users in the PGWC on service difficulties, planned improvements and outages.
Personal interventions.	Scheduled information / training sessions on project management and ICT plans.
Consultations with, and presentations to, Provincial Cabinet, Cabinet Clusters, Provincial Top Management and other SMS on PM and strategic issues; information dissemination through formal written submission/ circulars; policy documents; explanatory manuals; structured meetings of consultative forums; personal information/ consultation sessions; conferences, seminars, task teams and workshops; intranet and internet; website; <i>ad hoc</i> meetings with relevant stakeholders; printed or electronic media (booklets, brochures, posters. E-mail, compact disks); exhibitions; events.	Acceptable level of corporate awareness of services and products.
Forensic Investigative Unit website: on the Intranet.	Complaints retrieved, assessed and processed effectively.
Consultation through submission to Cabinet, to MANCO. Meetings with Head of Departments (HOD) by Forensic Investigative Unit.	Completed and presented 2006/7 year end review presentation including research, methodology and findings over three (3) year period 12 monthly HOD meetings. ACCC meetings attended alternative month. Quarterly Audit Committee Meetings 12 monthly OPSC reports. Developed a combined strategy to inform the Presidential Proclamation to the SIU on investigating Housing Projects. Developed and directed a joint venture with SIU to alleviate our case backlog. Developed a partnership with NIA to improve detection.
Presentations by Forensic Investigative Unit.	Presentation on the current Trends in Fraud and Corruption and corporate image items between 11 venues within the CBD and its immediate surrounds. Presented on the current trends in Fraud and Corruption at Lwelaphando Fraud Prevention and Forensic Audit 2006 Conference attended by 35 delegates from Government SA and the Private Sector.

	<p>Presentation on Trends in Fraud and Corruption: SALGA Budget Week attended by 300 delegates.</p> <p>Presentation on the current trends in Preventing Fraud, Theft and Corruption in procurement: Tygerberg Hospital attended by 62 delegates and distributed 62 corporate image items.</p>
Dissemination of information by Forensic Investigative Unit.	<p>Hosted Anti-Corruption Summit attended by plus minus 600 delegates.</p> <p>Distributed 900 booklets on understanding the Prevention and Combating of the Corrupt Activities Act</p> <p>Distributed 900 pamphlets on Protected Disclosure Act 26 of 2000.</p> <p>Distributed 900 corporate image items marketing both the PACH and NACH.</p> <p>Distributed 985 booklets on understanding the Prevention and Combating of Corrupt Activities Act and 985 pamphlets on Protected Disclosure Act and 985 Corporate Image items marketing both the PACH and NACH.</p> <p>Distributed 300 corporate image items to the Batho Pele Conference.</p> <p>Distributed 985 corporate image items at 11 venues in the CBD and its immediate surrounds.</p>

**TABLE 1.5 – Complaint mechanism**

Complaint Mechanism	Actual Achievements
Written and verbal complaints (including electronic mail) from clients to Premier, Director-General and senior management, formally prescribed grievance and dispute resolution mechanisms, consultative forums, and constant review and evaluation of activities through e.g. post-training evaluation.	Timeous and adequate resolution of complaints after proper consultation with all relevant role-players and participative problem solving and buy-in from e.g. client departments.
Consultation on the Employment Equity Consultative Forum, Employee Health and Wellness Committee and Institutional Management and Labour Committee.	Timeous and adequate resolution of complaints after proper consultation with all relevant role-players.
National Anti-Corruption Hotline (NACH).	39 cases received assessed and processed effectively.
Provincial Anti-Corruption Hotline (PACH) toll free line.	26 cases received, assessed, and processed effectively.
Departments.	59 cases received, assessed and processed effectively.
SAPS	2 cases received, assessed and processed effectively.
Forensic Investigative Unit website: on the Intranet.	Complaints retrieved, assessed and processed effectively.

## 2 – EXPENDITURE

**TABLE 2.1 – Compensation of employees' costs by Programme**

Programme	Total expenditure (R'000)	Compensation of employees expenditure (R'000)	Training Expenditure (R'000)	Compensation of employees cost as % of total expenditure	Average Compensation of employment cost per employee (R'000)	Number of Employees
Administration	56,844	36,747	92	64.65%	257	143
Corporate Support	229,919	92,070	2,351	40.04%	224	411
Policy and Governance	31,397	6,521	23	20.77%	192	34
<b>TOTAL</b>	<b>318,160</b>	<b>135,338</b>	<b>2,466</b>	<b>42.54%</b>	<b>230</b>	<b>588</b>

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

Salary bands	Compensation of employees Expenditure (R'000)	% of total Compensation of employees cost	Average Compensation of Employees cost per Employee (R'000)	Number of Employees
Lower skilled (Level 1-2)	905	0.65%	57	16
Skilled (Level 3-5)	5,209	3.72%	71	73
Highly skilled productions (Level 6-8)	19,581	14.00%	144	136
Highly skilled supervision (Level 9-12)	77,052	55.10%	255	302
Senior Management (Level 13-16)	34,975	25.01%	583	60
Premier	955	0.68%	955	1
Other (Periodic payments)	1,166	0.84%		
<b>TOTAL</b>	<b>139,843</b>	<b>100.00%</b>	<b>238</b>	<b>588</b>

**Note:** The total compensation of employees expenditure in tables 2.1 and 2.2 differs because the payment of leave gratuities, included in table 2.2 (but not in table 2.1), is classified as transfer payments on BAS and some personnel related payments are made directly on BAS.

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

Programme	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R'000)	Salaries as % of Compensation of employees cost (Table 2.1)	Amount (R'000)	Overtime as a % of Compensation of employees cost	Amount (R'000)	HOA as a % of Compensation of employees cost	Amount (R'000)	Medical Ass % of Compensation of employees cost
Administration	24,665	67.12%	93	0.25%	468	1.27%	1,193	3.25%
Corporate Support	66,205	71.91%	1,160	1.26%	685	0.74%	3,017	3.28%
Policy and Governance	5,090	78.06%	2	0.03%	32	0.49%	154	2.36%
<b>TOTAL</b>	<b>95,960</b>	<b>70.90%</b>	<b>1,255</b>	<b>0.93%</b>	<b>1,185</b>	<b>0.88%</b>	<b>4,364</b>	<b>3.22%</b>

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

Salary levels	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R'000)	Salaries as % of Compensation of employees cost	Amount (R'000)	Overtime as a % of Compensation of employees cost	Amount (R'000)	HOA as a % of Compensation of employees cost	Amount (R'000)	Medical Ass % of Compensation of employees cost
Lower skilled (Level 1-2)	627	69.21%	3	0.33%	23	2.54%	28	3.09%
Skilled (Level 3-5)	3,841	73.68%	68	1.30%	70	1.34%	270	5.18%
Highly skilled productions (Level 6-8)	14,485	73.39%	189	0.96%	262	1.33%	1,031	5.22%
Highly skilled supervision (Level 9-12)	56,368	72.25%	996	1.28%	565	0.72%	2,398	3.07%
Senior management (Levels 13-16)	20,629	54.99%			264	0.70%	637	1.70%
Other	10	0.46%					38	4.12%
<b>TOTAL</b>	<b>95,960</b>	<b>66.84%</b>	<b>1,256</b>	<b>0.87%</b>	<b>1,184</b>	<b>0.82%</b>	<b>4,364</b>	<b>3.04%</b>

### 3 Employment and Vacancies

The following tables summarises 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). Critical occupations that need to be monitored have been identified. Table 3.3 provides establishment and vacancy information for the key critical occupations of the department. The information in each case reflects the situation as at 31 March 2007. For an indication of changes in staffing patterns over the year under review, please refer to table 5 of this report. The vacancy rate reflects the percentage of posts that are not filled

**TABLE 3.1 – Employment and vacancies by Programme at 31 March 2007**

Programme	Number of Posts	Number of Posts Filled	Vacancy Rate %	Number of Posts Filled Additional to the Establishment
Programme 1: Administration	152	110	28%	33
Programme 2: Corporate Support	573	397	31%	14
Programme 3: Policy and Governance	55	26	53%	8
<b>TOTAL</b>	<b>780</b>	<b>532</b>	<b>32%</b>	<b>55</b>

**TABLE 3.2 – Employment and vacancies by salary band at 31 March 2007**

Salary Band	Number of Posts	Number of Posts Filled	Vacancy Rate %	Number of Posts Filled Additional to the Establishment
Lower skilled (Levels 1 – 2)	14	11	21%	5
Skilled (Levels 3 – 5)	63	55	13%	18
Highly skilled production (Levels 6-8)	160	127	21%	9
Highly skilled supervision (Level 9-12)	490	295	40%	7
Senior management (Levels 13-16)	53	44	17%	16
<b>TOTAL</b>	<b>780</b>	<b>532</b>	<b>32%</b>	<b>55</b>

**TABLE 3.3 – Employment and vacancies by critical occupation at 31 March 2007**

Critical Occupations	Number of Posts	Number of Posts Filled	Vacancy Rate %	Number of Posts Filled Additional to the Establishment
C6010200 – Senior managers	52	43	17%	11
C6010308 – Administrative related	160	79	51%	12
J1010000 – Computer system designers & analysts	291	193	34%	-
C6020100 – Financial and associated professionals	22	13	41%	1
C5010300 – General legal administrators	23	17	26%	-
C6020200 – Human Resources & Org. Dev. & related professionals	51	38	25%	1
C5040200 – Communication & information related	14	5	64%	-
C6020400 – Other admin. And policy related	13	12	8%	4
Other	154	132	14%	26
<b>TOTAL</b>	<b>780</b>	<b>532</b>	<b>32%</b>	<b>55</b>

**TABLE 4.1 – Job evaluation 1 April 2006 to 31 March 2007**

Salary Band	Number of Posts	Number of Jobs Evaluated	% of Posts Evaluated by salary bands	Posts Upgraded		Posts Downgraded	
				Number	% of Posts Evaluated	Number	% of Posts Evaluated.
Lower skilled (Levels 1-2)	14	ALL POSTS WERE JOB EVALUATED DUE TO DEPARTMENTAL RE-ENGINEERING					
Skilled (Levels 3-5)	63						
Highly skilled production (Levels 6-8)	160						
Highly skilled supervision (Levels 9-12)	490						
Senior Management Service Band A	36						
Senior Management Service Band B	13						
Senior Management Service Band C	2						
Senior Management Service Band D	2						
Premier							
<b>TOTAL</b>	<b>780</b>						

**TABLE 4.2 – Profile of employees whose positions were upgraded due to their posts being upgraded 1 April 2006 to 31 March 2007**

Beneficiaries	African	Asian	Coloured	White	Total
Female	None				-
Male					-
<b>Total</b>					-
Employees with a Disability			-		-

**TABLE 4.3 – Employees whose salary level exceeded the grade determined by Job Evaluation 1 April 2006 to 31 March 2007 (i.t.o PSR 1.V.C.3)**

Occupation	Number of Employees	Job Evaluation Level	Remuneration Level	Reason for Deviation
A2010000 – Messengers	1	3	5	Departmental Re-engineering
A3010100 – Farm hands	4	2	3	
B1010100 – Secretaries	12	5	6	
B1010200 – Financial clerks	4	6	4	
B1010300 – Library mail related	3	6	4	
B1010400 – Human resource clerks	3	5	6	
B1010600 – Other admin. related	7	4	6	
B2040000 – Other admin. policy	1	7	8	
C6010308 – Administrative related	7	9	10	
H3010000 – Motor vehicle driver	1	3	2	
J1010100 – Computer system designers	4	12	11	
J3010000 – Other IT related	3	6	5	
Total number of employees whose salaries exceeded the level determined by job evaluation in 2006/07				
Percentage of total employment				9%

**TABLE 4.4 – Profile of employees whose salary level exceeded the grade determined by Job Evaluation 1 April 2006 to 31 March 2007 (i.t.o PSR 1.V.C.3)**

Beneficiaries	African	Asian	Coloured	White	Total
Female	1	1	13	12	27
Male	3	-	12	8	23
<b>Total</b>	<b>4</b>	<b>1</b>	<b>25</b>	<b>20</b>	<b>50</b>
<b>Employees with a Disability</b>					-

**TABLE 5.1 – Annual turnover rates by salary band 1 April 2006 to 31 March 2007**

Salary Band	Employment at beginning of period	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate %
Lower skilled (levels 1-2)	15	5	3	20%
Skilled (levels 3-5)	71	29	22	31%
Highly skilled production (levels 6-8)	144	22	27	19%
Highly skilled supervision (levels 9-12)	308	48	45	15%
Staff in excess	17	-	7	41%
Senior Management Service Band A	23	18	5	22%
Senior Management Service Band B	12	6	2	17%
Senior Management Service Band C	4	3	-	0%
Senior Management Service Band D	1	1	-	0%
Premier	1	-	-	0%
<b>Total</b>	<b>596</b>	<b>132</b>	<b>111</b>	<b>19%</b>

**TABLE 5.2 – Annual turnover rates by Critical Occupation for period 1 April 2006 to 31 March 2007**

Occupation	Number of Employees per occupation as on 1 April 2006	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate %
C6010200 – Senior managers	29	28	11	38%
C6010308 – Administrative related	47	24	11	23%
J1010000 – Computer system designers & analysts	208	15	19	9%
C6020100 – Financial and associated professionals	20	6	10	50%
C5010300 – General legal administrators	15	4	4	27%
C6020200 – Human Resources & Org. Dev. & related professionals	53	4	8	15%
C5040200 – Communication & information related	10	3	4	40%
C6020400 – Other admin. And policy related	13	8	11	85%
Other	201	40	33	16%
<b>TOTAL</b>	<b>596</b>	<b>132</b>	<b>111</b>	<b>19%</b>

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

Termination Type	Number	% of Total
Death	-	-
Resignation	58	52%
Expiry of contract	21	19%
Retirement	2	2%
Dismissal – operational changes	-	-
Dismissal – misconduct	1	1%
Dismissal – inefficiency	-	-
Discharge due to ill-health	-	-
Transfers to other Public Service Departments	24	22%
Other	5	5%
<b>TOTAL</b>	<b>111</b>	<b>100%</b>
<b>Total number of employees who left as a % of the total employment</b>		<b>19%</b>

**TABLE 5.4 – Promotions by critical occupation**

Occupation	Employees as at 1 April 06	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progression as a % of employees by occupation
C6010200 – Senior managers	29	2	7%	12	41%
C6010308 – Administrative related	47	15	32%	21	45%
J1010000 – Computer system designers & analysts	208	12	6%	82	39%
C6020100 – Financial and associated professionals	20	-	-	6	30%
C5010300 – General legal administrators	15	3	20%	11	73%
C6020200 – Human Resources & Org. Dev. & related professionals	53	4	8%	45	85%
C5040200 – Communication & information related	10	-	-	4	40%
C6020400 – Other admin. And policy related	13	5	38%	7	54%
Other	201	21	10%	107	53%
<b>GRAND TOTAL</b>	<b>596</b>	<b>62</b>	<b>10%</b>	<b>295</b>	<b>49%</b>

**TABLE 5.5 – Promotions by salary band**

Salary Band	Employees as at 1 April 06	Promotions to another salary level	Salary level promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progression as a % of employees by salary band
Lower skilled (Level 1-2)	15	-	-	11	73%
Skilled (level 3-5)	71	7	10%	28	39%
Highly skilled production (Level 6-8)	144	14	10%	86	60%
Highly skilled supervision (Level 9-12)	308	27	9%	157	51%
Senior Management (Level 13-16)	58	14	24%	13	22%
<b>TOTAL</b>	<b>596</b>	<b>62</b>	<b>10%</b>	<b>295</b>	<b>49%</b>

**TABLE 6.1 – Total number of employees (incl. employees with disabilities) in each of the following occupational categories as on 31 March 2007**

Occupational Categories (SASCO)	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	9	18	-	10	3	4	-	2	46
Professionals	25	114	1	69	28	44	1	38	320
Technicians and associate professionals	7	21	2	8	9	23	4	6	80
Clerks	9	19	-	2	18	49	2	15	114
Service and sales workers	-	1	-	-	-	-	-	-	1
Skilled Agriculture and Fishery Workers	-	-	-	-	-	-	-	-	-
Craft and related Trades Workers	-	-	-	-	-	-	-	-	-
Plant and machine operators and assemblers	-	3	-	-	-	-	-	-	3
Elementary occupations	3	9	-	-	1	11	-	-	24
<b>TOTAL</b>	<b>53</b>	<b>185</b>	<b>3</b>	<b>89</b>	<b>59</b>	<b>131</b>	<b>7</b>	<b>61</b>	<b>588</b>
Employees with disabilities	2	2	-	-	-	1	-	-	5

**TABLE 6.2 – Total number of employees (incl. employees with disabilities) in each of the following occupational bands as on 31 March 2007**

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	1	2	-	-	-	1	-	1	5
Senior Management	9	20	-	13	5	3	1	4	55
Professionally qualified and experienced specialists and mid-management	18	114	2	66	26	41	3	33	303
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	13	31	-	10	13	45	2	22	136
Semi-skilled and discretionary decision making	-	14	1	-	14	30	1	1	73
Unskilled and defined decision making	-	3	-	-	1	12	-	-	16
<b>TOTAL</b>	<b>53</b>	<b>184</b>	<b>3</b>	<b>89</b>	<b>59</b>	<b>132</b>	<b>7</b>	<b>61</b>	<b>588</b>
Employees with disabilities	2	2	-	-	-	1	-	-	5

**TABLE 6.3 – Recruitment for the period 1 April 2006 to 31 March 2007**

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	1	-	-	-	-	1	1	1	4
Senior management	8	8	-	3	2	-	2	1	24
Professionally qualified and experienced specialists and mid-management	9	6	1	-	14	15	2	1	48
Skilled technical and academically qualified workers, junior management, supervisors, foremen	2	4	-	2	3	10	1	-	22
Semi-skilled and discretionary decision-making	6	-	2	-	7	14	-	-	29
Unskilled and defined decision-making	1	-	-	-	-	4	-	-	5
<b>TOTAL</b>	<b>27</b>	<b>18</b>	<b>3</b>	<b>5</b>	<b>26</b>	<b>44</b>	<b>6</b>	<b>3</b>	<b>132</b>
Employees with disabilities	1	1	-	-	-	-	-	-	2

**TABLE 6.4 – Promotions for the period 1 April 2006 to 31 March 2007**

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	-	1	-	-	-	-	-	-	1
Senior management	2	5	-	2	1	1	-	2	13
Professionally qualified and experienced specialists and mid-management	2	12	-	-	4	7	-	2	27
Skilled technical and academically qualified workers, junior management, supervisors, foremen	-	3	-	1	3	7	-	-	14
Semi-skilled and discretionary decision-making	1	-	-	-	2	4	-	-	7
Unskilled and defined decision-making	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>5</b>	<b>21</b>	<b>-</b>	<b>3</b>	<b>10</b>	<b>19</b>	<b>-</b>	<b>4</b>	<b>62</b>
Employees with disabilities	-	-	-	-	-	-	-	-	-

**TABLE 6.5 – Terminations for the period 1 April 2006 to 31 March 2007**

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	-	3	-	1	-	-	1	-	5
Senior management	1	2	-	5	-	1	-	-	9
Professionally qualified and experienced specialists and mid-management	11	9	1	5	5	8	-	6	45
Skilled technical and academically qualified workers, junior management, supervisors, foremen	2	8	-	4	3	8	-	2	27
Semi-skilled and discretionary decision-making	2	3	2	1	4	8	-	2	22
Unskilled and defined decision-making	-	1	-	-	-	2	-	-	3
<b>TOTAL</b>	<b>16</b>	<b>26</b>	<b>3</b>	<b>16</b>	<b>12</b>	<b>27</b>	<b>1</b>	<b>10</b>	<b>111</b>
Employees with disabilities	-	-	-	-	-	1	-	-	1

**TABLE 6.6 – Disciplinary action for the period 1 April 2006 to 31 March 2007**

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Disciplinary action	3	2	-	-	6	2	-	-	13

**TABLE 6.7 – Skills development for the period 1 April 2006 to 31 March 2007**

Occupational Categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	20	58	-	24	9	13	3	17	144
Professionals	22	35	2	4	2	22	-	12	99
Technicians and associate professionals	42	316	-	84	63	86	-	58	649
Clerks	2	25	-	1	19	41	5	15	108
Service and sales workers	-	-	-	-	-	-	-	-	-
Skilled Agriculture and Fishery Workers	-	-	-	-	-	-	-	-	-
Craft and related Trades Workers	-	-	-	-	-	-	-	-	-
Plant and machine operators and assemblers	-	-	-	-	-	-	-	-	-
Elementary occupations	3	17	-	-	-	4	-	-	24
<b>TOTAL</b>	<b>89</b>	<b>451</b>	<b>2</b>	<b>113</b>	<b>93</b>	<b>166</b>	<b>8</b>	<b>102</b>	<b>1,024</b>
Employees with disabilities	2	2	-	-	-	1	-	-	5

\* Totals reflected as training interventions across occupational categories

**TABLE 7.1 – Performance rewards by race, gender and disability for period 1 April 2006 to 31 March 2007**

Race & Gender	Beneficiary profile			Cost (R'000)	
	Number of beneficiaries	Total number of employees in group	% of total within group	Cost	Average cost per employee
<b>African</b>	<b>7</b>	<b>112</b>	<b>6%</b>	<b>82</b>	<b>11</b>
Male	5	53	9%	65	13
Female	2	59	3%	17	9
<b>Asian</b>	<b>-</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>
Male	-	3	-	-	-
Female	-	7	-	-	-
<b>Coloured</b>	<b>80</b>	<b>316</b>	<b>25%</b>	<b>1,000</b>	<b>12</b>
Male	37	184	20%	554	15
Female	43	132	33%	446	10
<b>White</b>	<b>63</b>	<b>150</b>	<b>42%</b>	<b>1,105</b>	<b>17</b>
Male	39	89	44%	725	19
Female	24	61	29%	380	15
<b>TOTAL</b>	<b>150</b>	<b>588</b>	<b>26%</b>	<b>2,187</b>	<b>15</b>

**TABLE 7.2 – Performance rewards by salary bands for personnel below Senior Management Service: 1 April 2006 to 31 March 2007**

Salary Band	Beneficiary profile			Cost (R'000)		
	Number of beneficiaries	Number of employees	% of total within salary bands	Total cost	Average cost per employee	Total cost as a % of the total compensation expenditure
Lower skilled (Levels 1-2)	7	16	44%	20	3	0.01%
Skilled (Levels 3-5)	11	73	15%	39	3	0.03%
Highly skilled production (Levels 6-8)	33	136	24%	269	8	0.20%
Highly skilled supervision (Levels 9-12)	86	302	29%	1,516	17	1.12%
<b>TOTAL</b>	<b>137</b>	<b>527</b>	<b>26%</b>	<b>1,844</b>	<b>13</b>	<b>1.36%</b>

**TABLE 7.3 – Performance rewards by critical occupations, 1 April 2006 to 31 March 2007**

Critical occupations	Beneficiary profile			Cost (R'000)	
	Number of beneficiaries	Number of employees	% of total within occupation	Total Cost	Average cost per employee
C5010300 – General legal administration and related professionals	7	17	41%	143	20
C601200 – Senior managers	8	54	15%	187	23
C6010308 – Administrative related	16	91	18%	265	16
Other	119	426	28%	1,592	13
<b>TOTAL</b>	<b>150</b>	<b>588</b>	<b>26%</b>	<b>2,187</b>	<b>14</b>

**TABLE 7.4 – Performance related rewards (cash bonus) by salary band, for Senior Management Service: 1 April 2006 to 31 March 2007**

Salary Band	Beneficiary profile			Cost (R'000)		
	Number of beneficiaries	Number of employees	% of total within band	Total Cost	Average cost per beneficiary (R'000)	Total cost as a % of the total Compensation expenditure
Band A	8	42	19%	162	20	0.12%
Band B	1	13	8%	29	29	0.02%
Band C	2	3	67%	63	31	0.05%
Band D	2	2	100%	89	45	0.07%
<b>TOTAL</b>	<b>13</b>	<b>61</b>	<b>21%</b>	<b>343</b>	<b>26</b>	<b>0.25%</b>

**TABLE 8.1 – Foreign workers by salary band, 1 April 2006 to 31 March 2007**

Salary Band	1 April 2006		31 March 2007		Change	
	Number	% of total	Number	% of total	Number	% change
Lower skilled (Levels 1-2)	-	-	-	-	-	-
Skilled (Level 3-5)	1	50%	1	50%	-	-
Highly skilled production (Level 6-8)	-	-	-	-	-	-
Highly skilled supervision (Level 9-12)	1	50%	1	50%	-	-
Other	-	-	-	-	-	-
<b>TOTAL</b>	<b>2</b>	<b>100%</b>	<b>2</b>	<b>100%</b>	<b>-</b>	<b>-</b>

**TABLE 8.2 – Foreign workers by Major Occupation 1 April 2006 to 31 March 2007**

Major occupation	1 April 2006		31 March 2007		Change	
	Number	% of total	Number	% of total	Number	% change
Administrative office workers	1	50%	1	50%	-	-
Elementary occupations	-	-	-	-	-	-
Professionals and managers	1	50%	1	50%	-	-
Rank: education therapist	-	-	-	-	-	-
<b>TOTAL</b>	<b>2</b>	<b>100%</b>	<b>2</b>	<b>100%</b>	<b>-</b>	<b>-</b>

Table 9.1 explained

\* % days with medical certificate (formula [days with certificate / total days \*100])

\* Estimated cost (formula [total yearly notch / 261 \* total days / 1000])

**TABLE 9.1 – Sick leave for period 1 January 2006 to 31 December 2006**

Salary band	Total days	% Days with medical certificate	Number of employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated cost (R'000)
Lower skilled (Level 1-2)	78	86%	15	3%	5	12
Skilled (Level 3-5)	365	75%	58	13%	6	79
Highly skilled production (Level 6-8)	817	76%	122	27%	7	341
Highly skilled supervision (Level 9-12)	1,362	70%	227	50%	6	1,128
Senior Management (Level 13-16)	308	89%	33	7%	9	610
<b>TOTAL</b>	<b>2,930</b>	<b>75%</b>	<b>455</b>	<b>100%</b>	<b>6</b>	<b>2,057</b>

**TABLE 9.2 – Disability leave (Temporary and permanent) for period 1 January 2006 to 31 December 2006**

Salary band	Total days	% Days with medical certificate	Number of employees using disability leave	% of total employees using disability leave	Average days per employee	Estimated cost (R'000)
Lower skilled (Level 1-2)	31	100%	3	14%	10	5
Skilled (Level 3-5)	34	94%	4	18%	9	7
Highly skilled production (Level 6-8)	115	100%	10	45%	12	46
Highly skilled supervision (Level 9-12)	91	77%	4	18%	23	74
Senior Management (Level 13-16)	80	100%	1	5%	80	150
<b>TOTAL</b>	<b>351</b>	<b>93%</b>	<b>22</b>	<b>100%</b>	<b>16</b>	<b>159</b>

**TABLE 9.3 – Annual leave for period 1 January 2006 to 31 December 2006**

Salary band	Total days taken	Average per employee
Lower skilled (Level 1-2)	372	23
Skilled (Level 3-5)	1,389	19
Highly skilled production (Level 6-8)	2,996	22
Highly skilled supervision (Level 9-12)	5,789	19
Senior Management (Level 13-16)	1,034	17
Premier		
<b>TOTAL</b>	<b>11,122</b>	<b>21</b>

**TABLE 9.4 – Capped leave for period 1 January 2006 to 31 December 2006**

Salary band	Total days of capped leave taken	Average number of days taken by employee	Average capped leave per employee as at 31 December 2006
Lower skilled (Level 1-2)	1	1	24
Skilled (Level 3-5)	138	35	7
Highly skilled production (Level 6-8)	226	11	20
Highly skilled supervision (Level 9-12)	94	7	11
Senior Management (Level 13-16)	151	22	25
<b>TOTAL</b>	<b>610</b>	<b>13</b>	<b>15</b>

**TABLE 9.5 – Leave payouts for period 1 April 2006 to 31 March 2007**

Reason	Total Amount (R'000)	Number of employees	Average payment per employee (R'000)
Leave payouts for 2006/07 due to non-utilisation of leave for the previous year.	169	22	8
Capped leave payouts on termination of service for 2006/07	249	4	62
Current leave payouts on termination of service for 2006/07	203	39	5
<b>TOTAL</b>	<b>621</b>	<b>65</b>	<b>10</b>

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

Units/categories of employment identified to be at high risk of contracting HIV & related diseases	Key steps taken to reduce the risk
First Aid Officers.	<ul style="list-style-type: none"> <li>• Training provided in accordance with the Occupational Health and Safety Act of 1993.</li> <li>• Protective gear provided – Disposable Latex Gloves, CPR Mouthpiece, Disposable Plastic bag for blood-contaminated waste.</li> </ul>

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

Question	Yes	No	Details if yes
1. Has the Department designated a member the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so provide her/his name and position.	X		Mr EM Southgate, Director for Personnel Management and Special Programmes.
2. Does the department have a dedicated unit or have you designated specific staff members to promote health and well being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	X		No dedicated unit exists. The Component: Transformation Management consisting of 4 employees (1 Assistant-Director and 2 Senior Personnel Practitioners, 1 Transformation Clerk) is <i>inter alia</i> , involved in wellness issues. R610 000 was available within the financial year.
3. Has the Department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of the programmes.	X		<p>A service provider has been procured and the service level agreement makes provision for the following:</p> <ul style="list-style-type: none"> <li>• Comprehensive needs analyses and behaviour risk audit</li> <li>• 24 hour multilingual, toll-free psychological counselling</li> <li>• Face to face counselling sessions</li> <li>• Toll-free Life Management service offering information and assistance on legal problems, financial concerns, healthcare and family matters</li> <li>• Comprehensive trauma response services</li> <li>• Training, knowledge transfer and skills development on EAP referral systems and protocols and employee well being related issues for in-house co-ordinator, employee representatives and managers</li> <li>• Managerial consultation and referral options supporting managers in their existing relationships with employees and providing them with professional help in effectively handling of advanced peoples management issues</li> <li>• Quarterly and annual reports on all key utilisation aspects of the EAP</li> <li>• An Account Manager to coordinate the programme. A comprehensive E-care programme providing Personalised Health Care Information.</li> </ul>

Question	Yes	No	Details if yes
4. Has the department established (a) committee(s) as contemplated in Part VI E.5(e) of Chapter 1 of the the Public Service Regulations, 2001. If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.	X		<p>The following members currently constitute the Employee Health and Wellness Departmental committee:</p> <p><u>Employer Representative:</u> Eugene Southgate – Personnel Management, Chairperson</p> <p><u>Employee Representatives:</u></p> <ul style="list-style-type: none"> <li>• Nozipho Maholwana – Office of the DG</li> <li>• Noxolo Tevise – Forensic Audit</li> <li>• Rene Mullins – Chief Directorate: Communications</li> <li>• Elija Racoco – Chief Directorate: Policy Development</li> <li>• Boniswa Dumezweni – Legal Services</li> <li>• Marinda Calitz (EAP Coordinator) – Personnel Management</li> <li>• Helen Ward – (Coordinator) – Personnel Management</li> <li>• Reginald Johnson – Institutional Assessment and Development</li> <li>• Reza Misbach – Directorate Human Resources Management</li> <li>• Grant Fredericks – Directorate International Relations</li> </ul>
5. Has the department reviewed the employment policies and practices of your department to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	X		<p>Reviewing of policies is continuous.</p> <ul style="list-style-type: none"> <li>• Recruitment and Selection Policy</li> <li>• Appointments</li> <li>• HIV and AIDS education and prevention programmes</li> <li>• EAP Framework &amp; Service Level Agreement</li> </ul>
6. Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list key elements of these measures.	X		<p>The implementation of the transversal HIV/Aids policy and workplace programme and a departmental workplace programme makes provision to address the minimizing of stigmatisation and discrimination in the workplace.</p> <p>Key Elements</p> <ul style="list-style-type: none"> <li>• Information Sessions on the benefits on promoting Disclosure</li> <li>• Information on Confidentiality of VCT</li> <li>• Safe support system for individuals infected and affected by HIV and Aids</li> </ul>
7. Does the Department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved.	X		<p>Two VCT sessions were held throughout the Department in which 40% of employees were tested.</p>
8. Has the Department developed measures/indicators to monitor and evaluate the impact of your health promotion programme? If so, list these measures/indicators.	X		<p>Health promotion is monitored and evaluated by:</p> <ul style="list-style-type: none"> <li>• Analysis on the number of condoms distributed.</li> <li>• The VCT/Condom Week Campaign indicated the number of employees tested.</li> <li>• Statistics obtained through the upload of the questionnaire on the Directorate: Personnel Management Website.</li> <li>• Evaluation forms for workshops and number of workshop held.</li> <li>• Knowledge Attitudes and Behaviour survey results.</li> <li>• Number of employees participating within the Departmental ICAS/E-care programmes.</li> </ul>

## 11 – Labour Relations

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

### TOTAL 11.1 – Collective agreements for period 1 April 2006 to 31 March 2007

<b>Total collective agreements</b>	<b>0</b>
None	

### TABLE 11.2 – Misconduct and discipline hearings finalised for period 1 April 2006 to 31 March 2007

Outcomes of disciplinary hearings	Number	% Of Totals
Correctional counselling	2	17%
Verbal warnings	-	-
Written warnings	2	17%
Final written warnings	5	41%
Suspended without pay	1	8%
Fine	-	-
Demotion	-	-
Dismissal	2	17%
Not guilty	-	-
Case withdrawn	-	-
<b>TOTAL</b>	<b>12</b>	<b>100%</b>

### TABLE 11.3 – Types of misconduct addressed at disciplinary hearings for period 1 April 2006 to 31 March 2007

Types of misconduct	Number	% Of Totals
Dishonesty	-	-
Absent from work without reason or permission	1	17%
Refuse to obey security regulations	-	-
Conduct oneself in improper/unacceptable manner	1	17%
Disrespect/abuse or insolent behaviour	-	-
Possesses or wrongfully uses property of the state	1	17%
Theft	1	17%
Wilfully or negligently mismanages finances	2	32%
Fails to comply with or contravene an Act	-	-
<b>TOTAL</b>	<b>6</b>	<b>100%</b>

### TABLE 11.4 – Grievances lodged for period 1 April 2006 to 31 March 2007

	Number	% Of Totals
Number of grievances resolved	2	50%
Number of grievances not resolved	2	50%
<b>TOTAL</b>	<b>4</b>	<b>100%</b>

### TABLE 11.5 – Disputes lodged for period 1 April 2006 to 31 March 2007

	Number	% Of Totals
Number of disputes upheld	-	-
Number of disputes dismissed	-	-
Lodged (Pending)	1	100%
<b>TOTAL</b>	<b>1</b>	<b>100%</b>

### TABLE 11.6 – Strike actions for period 1 April 2006 to 31 March 2007

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

### TABLE 11.7 – Precautionary suspensions for period 1 April 2006 to 31 March 2007

Number of people suspended	3
Number of people whose suspension exceeded 30 days	3
Average number of days suspended	187
Cost (R) of suspensions	R382 422.11

**TABLE12.1 – Training needs identified 1 April 2006 to 31 March 2007**

Occupational Categories	Gender	Number of employees as at 1 April 2006	Training needs identified at start of reporting period			
			Learner-ship	Skills programmes and other short courses	Other forms of training (ABET)	Total
Legislators, senior officials and managers	Female	3	-	*201	-	201
	Male	43	-		-	
Professionals	Female	111	4	*114	-	120
	Male	137	2		-	
Technicians and associate professionals	Female	30	-	*664	-	664
	Male	33	-		-	
Clerks	Female	78	-	*126	-	126
	Male	33	-		-	
Service and sales workers	Female	1	-	-	-	-
	Male	-	-	-	-	-
Skilled agriculture and fishery workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Craft and related trades workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Plant and machine operators and assemblers	Female	-	-	-	-	-
	Male	3	-	-	-	-
Elementary occupations	Female	12	-	*30	-	30
	Male	12	-		-	
<b>Gender sub totals</b>	<b>Female</b>	<b>235</b>	<b>4</b>	<b>1,135</b>	-	<b>1,141</b>
	<b>Male</b>	<b>361</b>	<b>2</b>		-	
<b>TOTAL</b>		<b>596</b>	<b>6</b>	<b>1,135</b>	-	<b>1,141</b>

\*Training provided on the PSETA reporting templates categorises training in terms of gender and not as gender across occupational categories.

**TABLE 12.2 – Training provided 1 April 2006 to 31 March 2007**

Occupational Categories	Gender	Number of employees as at 1 April 2006	Training provided within the reporting period				
			Learner-ship	Skills programmes and other short courses	Other forms of training		Total
					ABET	Interns	
Legislators, senior officials and managers	Female	3	-	9	-	-	9
	Male	43	-	28	-	-	28
Professionals	Female	111	-	114	-	12	126
	Male	137	-	193	-	6	199
Technicians and associate professionals	Female	30	-	12	-	-	12
	Male	33	-	17	-	-	17
Clerks	Female	78	-	32	-	-	32
	Male	33	-	16	-	-	16
Service and sales workers	Female	1	-	-	-	-	-
	Male	-	-	-	-	-	-
Skilled agriculture and fishery workers	Female	-	-	-	-	-	-
	Male	-	-	-	-	-	-
Craft and related trades workers	Female	-	-	-	-	-	-
	Male	-	-	-	-	-	-
Plant and machine operators and assemblers	Female	-	-	-	-	-	-
	Male	3	-	-	-	-	-
Elementary occupations	Female	12	-	1	2	-	3
	Male	12	-	7	7	-	14
<b>Gender sub totals</b>	<b>Female</b>	<b>235</b>	<b>4</b>	<b>168</b>	<b>2</b>	<b>12</b>	<b>182</b>
	<b>Male</b>	<b>361</b>	<b>2</b>	<b>261</b>	<b>7</b>	<b>6</b>	<b>274</b>
<b>TOTAL</b>		<b>596</b>	<b>6</b>	<b>429</b>	<b>9</b>	<b>18</b>	<b>456</b>

**TABLE 13.1 – Injury on duty 1 April 2006 to 31 March 2007**

Nature of injury on duty	Number	% Of total
Required basic medical attention only	-	-
Temporary Total Disablement	1	100%
Permanent Disablement	-	-
Fatal	-	-
<b>Total</b>	<b>1</b>	<b>100%</b>

**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
To provide technical expertise and advice for the establishment of a provincial wide monitoring and evaluation system	2	55	212 550
Assistance with the formulation of the Provincial Growth and Development Strategy for the Western Cape	5	95	444 820
Rendering of a project management service of the recruitment of the Senior Management Services members of the Department of the Premier	1	Not known	918 530
Implementation of phases 3 and 4 of the Organisational Culture Assessment Project	6	Not known	391 160
Rendering of Content Management Services for the Cape Gateway Web Portal	1	50	81 550
Rendering of ad hoc consultancy service	1	235	445 628
Rendering of a Legal Specialist Service for the Western Cape Provincial Legislation Projects	1	41	116 515
Further rollout of the organisational Culture Assessment Project	2	Not known	433 494
<b>Total number of projects</b>	<b>Total individual consultants</b>	<b>Total Duration: work days</b>	<b>Total Contract value in Rand</b>
8	19 known	476 known	3 044 247

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

Project Title	% Ownership by HDI groups	% Management by HDI groups	Number of consultants from HDI groups that worked on the project
To provide technical expertise and advice for the establishment of a provincial wide monitoring and evaluation system	None – Tertiary institutions	None – Tertiary institutions	None – Tertiary institutions
Assistance with the formulation of the Provincial Growth and Development Strategy for the Western Cape	100	Not known	1
Rendering of a project management service of the recruitment of the Senior Management Services members of the Department of the Premier	83,3	Not known	Not known
Implementation of phases 3 and 4 of the Organisational Culture Assessment Project	25,2	10,1	1
Rendering of Content Management Services for the Cape Gateway Web Portal	100	100	1
Rendering of ad hoc consultancy service	100	100	1
Rendering of a Legal Specialist Service for the Western Cape Provincial Legislation Projects	0	0	0
Further rollout of the organisational Culture Assessment Project	25	25	2

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

<b>Project Title</b>	<b>Total number of consultants that worked on the project</b>	<b>Duration: Work days</b>	<b>Donor and contract value in Rand</b>
Feasibility study to determine the need, applicability/suitability, and methodology required to promote the development of a provincial government wide monitoring and evaluation system.	1	Not Known	435 000

**TABLE14.4 – Analysis of consultant appointment using donor funds i.t.o HDI's**

<b>Project Title</b>	<b>% Ownership by HDI group</b>	<b>% Management by HDI groups</b>	<b>Number of consultants from HDI groups that work on the project</b>
Feasibility study to determine the need, applicability/suitability, and methodology required to promote the development of a provincial government wide monitoring and evaluation system.	100	100	1

**ORGANOGRAM FOR THE 2006/07 FINANCIAL YEAR**

