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ACRONYMS AND ABBREVIATIONS

ABET	Adult Basic Education and Training	MOU	Memorandum of Understanding
APRM	African Peer Review Mechanism	MTSF	Medium Term Strategic Framework
COP	Community Outreach Programme	NCOP	National Council of Provinces
DG	Director General	NEPAD	New Economic Partnership for Africa's Development
DPC	Departmental Planning Coordinators	NGO	Non Governmental Organization
DPSA	Department of Public Services and Administration	NRW	North Rhine Westphalia
ECD	Early Childhood Development	NSDP	National Spatial Development Plan
EHW	Employee Health and Wellness	NYS	National Youth Service
EPWP	Expanded Public Works Programme	ODA	Overseas Development Assistance
EXCO	Executive Council	OSW	Office of the Status of Women
FIFA	Federation International Football Associations	PCC	President's Coordinating Council
GBV	Gender Based Violence	PCF	Premier's Coordinating Forum
GDS	Growth and Development Summit	PDC	Provincial Development Council
GITO	Government Information and Technology Office	PGDS	Provincial Growth and Development Strategy
HIV/AIDS	Human Immunodeficiency Virus / Acquired Immune Deficiency Syndrome	PFMA	Public Finance Management Act
HOD	Head of Department	PGITO	Provincial Government Information and Technology Office
HRD	Human Resources Development	PIACC	Provincial International Affairs Coordinating Committee
HTL	House of Traditional Leaders	PIP	Provincial Integrated Planning
ICT	Information and Communication Technology	POA	Programme of Action
IDP	Integrated Development Planning	PMC	Provincial Management Committee
IDPNC	Integrated Development Plan Nerve Centre	PMDS	Performance Management Development System
ISF	Integrated Spatial Framework	PSEA	Premier's Service Excellence Awards
LED	Local Economic development	SALGA	South African Local Government Association
MANCOM	Management Committee	SITA	State Information and Technology Agency
MEC	Member of Executive Council	SASSA	South African Social Security Agency
MG	Mpumalanga Government	SANDF	South African National Defence Force
M & E	Monitoring and Evaluation	SMS	Senior Management Services
MLO	Media Liaison Officer	SOPA	State of the Province Address
MPG	Mpumalanga Provincial Government	UN	United Nations
MYC	Mpumalanga Youth Commission		

Foreword



MPUMALANGA
A Pioneering Spirit



David D Mabuza
PREMIER

Foreword by the Premier

This Annual Report provides a comprehensive evaluation of progress made by the Office of the Premier in the achievement of key objectives and outputs for the 2009/10 financial year.

The 2009 National General Elections saw the electorate renewing the mandate of government to continue leading the transformation agenda of the country for the fourth time. This period marked the beginning of the shift in emphasis in order to align government work with the new election manifesto and priorities of the ruling party. These priorities are:

- Creation of decent work and sustainable livelihoods
- Improving the quality of education;
- Improving the health profile of all South Africans;
- Driving a comprehensive rural development strategy linked to land and agrarian reform and food security; including
- Fighting crime and corruption

The main focus of the change process entailed the provision of support in the realignment of departmental plans with the new priorities of governments. The Office has begun work on strengthening the planning; performance monitoring and evaluation capacity in line with national policy developments.



During this period, The Office led the process of developing the Provincial Five Year Plan which articulates 12 national outcomes on which government planning and performance monitoring and evaluation will be based. The Outcomes-Based Approach as institutionalized in planning and performance monitoring and evaluation has become one of the key interventions of the Office of the Premier.

During the period under review, the Executive Council relocated the 'Big Five' flagship programmes from the Office of the Premier to the lead departments to improve efficiency and systems of accountability. The Programmes are now an integral part of the respective departmental plans.

During the 2009/10 financial year, the preparations for hosting of the 2010 FIFA World Cup in the Province had reached a critical stage as the country was entering the home stretch towards the start of the World Cup games in June 2010. The 2010 Coordinating Office embarked on physical verifications of all the 2010 projects to ensure that as a province Mpumalanga was on course to meet the requirements of 24 FIFA guarantees.

Despite various challenges, the Province managed to meet the FIFA targets beyond expectation.

I would like to thank the Director-General and the entire staff of the Office of the Premier for their outstanding commitment and support towards achieving the set goals and objectives.

David D Mabuza
HONOURABLE PREMIER



Overview



MPUMALANGA
A Pioneering Spirit



J M Rabodila
Director-General



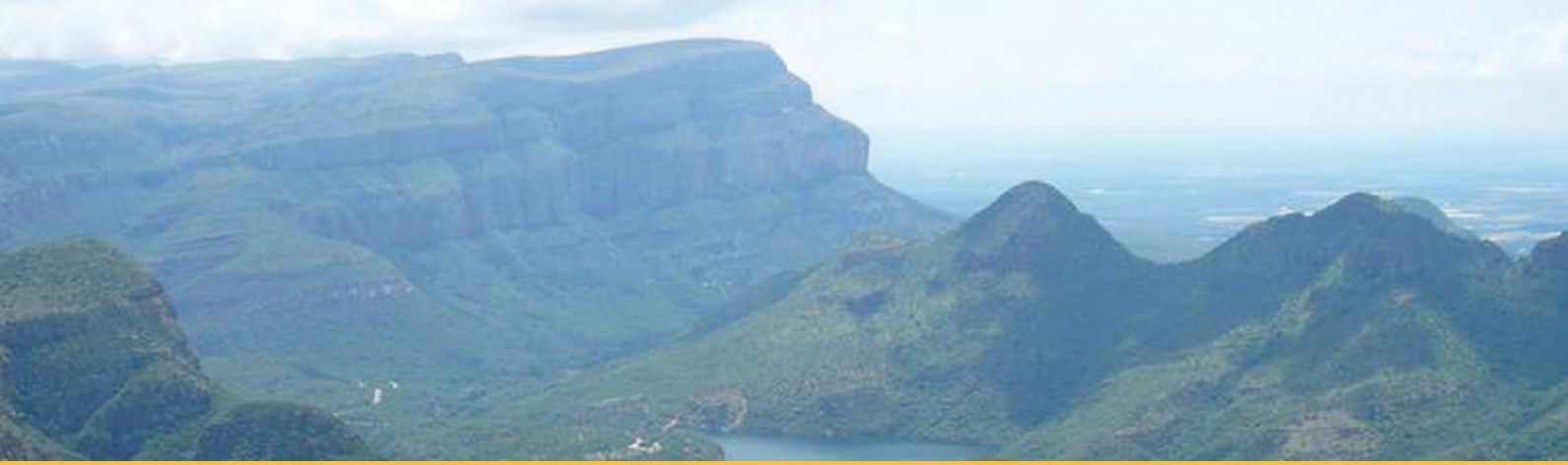
Overview

2. Overview of Achievements, by the Accounting Officer

The purpose of this comprehensive report is intended to review a year that has ushered a new Government Administration with new priorities and a different approach to service delivery, evident to this, is the elevation of Planning and Performance Monitoring and Evaluation into Ministries by the Presidency. This required of us to reconfigure our Planning, Monitoring and Evaluation Units to correctly align with these functions. The Office of the Premier commenced with the realignment process and is expected to be completed in the new financial year.

The following broad achievements of the Office are aligned to the Key Measurable Objectives as stated.

- With regard to the 2010 FIFA World Cup Coordination, 2009/10 financial year was the last full year of our preparations and we needed to excel in all our activities, such as marketing the Province as a host destination, mass mobilization, countdown celebrations, and roadshows. During this period, the Office launched Football Friday Initiative, which became a national phenomenon.
- In dealing with fraud, corruption and unethical conduct, the Office was able to investigate a majority of cases received through the Hotline, misuse of Mpumalanga Government (MG) vehicles, and cases received from other sources. Some of these cases have been referred to the relevant departments for implementation of outcomes.
- The Office of the Premier supported various Provincial Departments with the developments of Organizational Structures (Organogram) as they realigned with their new mandates. Departments were also supported with the development and review of Human Resource policies and frameworks to ensure for a seamless approach.



- During the period under review, the Office coordinated a number of activities promoting the Employee Health and Wellness (EHW) programme and based on attendance during the wellness days activities, these events were successful when compared to the previous years.
 - The customer satisfaction audits conducted in some departments during this period were tools to gauge our clients' opinions on the services that we rendered. Based on the outcomes of these audits and from the feedback, our clients' may be satisfied with the service, however there are areas which require improvement. The Office hosted the Premier's Service Excellence Awards (PSEA) which intends rewarding excellence and innovations within the Public Service and the Youth of the Province.
 - In developing an integrated provincial communication system, the Office has developed a draft Provincial Communication Strategy. There was consultation with various stakeholders and consequently the Communication Strategy will be finalized and subsequently presented to EXCO for approval.
 - The Office of the Premier continued to play a pivotal role in the mainstreaming of gender, disability and children's issues through departmental programmes and projects. This was done through the assessment of departmental plans.
 - To improve the coordination of International Relations portfolio within the Province, the Office of the Premier convened a technical workshop on the coordination of International Relations work amongst the three levels of government.
 - In coordinating and facilitating integrated planning within the Province, the Office has developed a draft 5 year Plan for the Province which integrates the 12 outcomes. This plan will be finalized and adopted by EXCO in the new financial year.
 - The Office produced a draft Provincial Monitoring and Evaluation Policy Framework, which will also be finalized in the 2010/11 financial year.
- I conclude, by recognizing the outstanding commitment and support by the entire staff of the Office of the Premier towards achieving the set goals and objectives.
- I **Jacob Moeketsi Rabodila**, would therefore like to present this annual report of the 2009/10 financial year to the **Honourable Premier, DD Mabuza** as the Executing Authority of this Office.

Jacob M Rabodila
Director-General

3. PROGRAMME PERFORMANCE

3.1 Voted Funds

Table 1.1

Appropriation	Main Appropriation	Adjusted Appropriation	Actual Amount Spent	Over/Under Expenditure
	R '000	R '000	R '000	R '000
Office of the Premier	196 689	179 019	176 346	2 673
Responsible Minister	Hon. Premier, DD Mabuza			
Administering Dept	Office of the Premier			
Accounting Officer	Director-General, Mr. JM Rabodila			

3.2 Aim of Vote

To provide strategic and administrative direction, coordinate and monitor the implementation of government programmes and projects.

Constitutional Mandate

The Constitution of the Republic of South Africa, Act No.108 of 1996, Section 125 (2) (a) - (g), mandates the Office of the Premier to, among others:

- Develop and implement provincial policies;
- Preparing and initiating Provincial Legislation;
- Coordinate functions of Provincial Administration;
- Implement Provincial Legislation in the Province.

Vision:

A strategic centre of excellence for good governance and improved service delivery.

Mission:

Provide strategic leadership through effective coordination of government programmes, integrated planning, monitoring and evaluation, and institutional development.

3.3 Key measurable objectives

- 1 Reduction in the number of unethical conduct, fraud and corruption cases;
- 2 Effective coordination and management of the Provincial 2010 World Cup Programme;
- 3 Provide Strategic Human Resource Management Services to 13 Provincial Departments;
- 4 Plan and facilitate departmental and provincial Employee Health and Wellness (EHW) programme events;
- 5 Coordinate and monitor the implementation of public service transformation activities;
- 6 Development of a well structured and integrated provincial communication system;
- 7 Facilitate access to service delivery projects and programmes for target groups;
- 8 Effective coordination of the Province's international relations portfolio;
- 9 Facilitate integrated planning within the Province;
- 10 Development and coordination of monitoring and evaluation systems;

3.4 Programmes

The Office of the Premier has three programmes, namely:

1. Programme 1: Administration;
2. Programme 2: Institutional Development; and
3. Programme 3: Policy and Governance

3.5 Overview of the service delivery environment for 2009/10

The core business of the Office of the Premier is to "Provide Strategic Direction for the Province" and its core functions being the Coordination of Integrated Planning, Monitoring and Evaluation, Institutional Strengthening of the Office of the Premier and Coordination of Provincial Programmes.

3.6 Overview of the organisational environment for 2009/10

In the year under review the Office of the Premier implemented its approved organizational structure, and had 6.9 % vacancy rate. This rate relates only to all funded posts. Efforts were applied in filling all vacant funded posts but were challenged by resignations, transfers, deaths and cost curtailment which placed a moratorium on filling of vacant posts across the Provincial Administration.

3.7 Policy developments and legislative changes

There were no major changes to relevant policies or legislation in the period under review.

3.8 Collection of departmental revenue

The Office projected to collect R560 000 and the projection was exceeded by R791 00 to make a total collection of R1, 351m. The target was exceeded due to payments of debts from the previous year as well as interest received. See table 1.2 below.

Table 1.2

	2006/07 Actual R '000	2007/08 Actual R '000	2008/09 Actual R '000	2009/10 Target R '000	2009/10 Actual R '000	% Deviation from target
Tax revenue	75	90	260	100	104	-4,0
Sales of goods and services other than capital assets	75	90	260	100	104	-4,0
Non-tax revenue	532	578	1,097	350	756	-116,0
Interest, dividends and rent on land	532	578	1,097	350	756	-116,0
Sales of capital assets (Capital Revenue)	256	16	395	110	13	88,2
Sales of capital assets	256	16	395	110	13	88,2
Financial transactions (Recovery of loans and advances)	77	32	0	0	478	-478,0
TOTAL DEPARTMENTAL RECEIPTS	940	716	1,752	560	1,351	-141.25

3.9 Departmental expenditure

The Office of the Premier spent R176 346m of the total allocated budget of R179 019m which is 98.4%. The budget was reduced due to transfer of functions to other departments, namely the House of Traditional Leaders and the Flagship Programmes.

Table 1.3

	Voted for 2009/10 R '000	Roll-overs and adjustments R '000	Virement R '000	Total Voted R '000	Actual Expenditure R '000	Variance
Administration	89 996	-12 373	21 858	99 481	98 441	0,55
Institutional Development	52 475	4 482	-12 456	44 501	44 254	0,25
Policy & Governance	54 218	-9 779	-9 402	35 037	33 651	0,19
Total	196 689	-17 670	0	179 019	176 346	1,6

3.10 Transfer payments

The Office transferred a total amount of R82 750 to a local municipality. See table below:

Table 1.4

Name of Institution	Amount transferred	Estimate Expenditure
Mbombela Municipality	82 750	82 750

3.11 Conditional grants and earmarked funds

Not applicable

were motor vehicle, computers (desktops and laptops), printers, desks, cupboards, drawers, chairs, dustbins and kitchen utensils for the entire staff of 24 officials.

3.12 Capital investment, maintenance and asset management plan

Not applicable

- All flagship projects transferred to lead departments and each of the four Chief Executive Officers (CEOs) was transferred with a computer (laptop), printer, desk, cupboard, drawers, chairs and dustbin.

3.12.1 Capital investment

Not applicable

- When officials from the Youth Commission were absorbed into sections within the Office of the Premier, the following assets were transferred to Department of Safety and Security: desks, cupboards, printers, chairs.

3.12.2 Maintenance

Not applicable

3.12.3 Asset Management

- **Details as to how asset holdings have changed over the period under review, including information on disposals, scrapping and loss due to theft.**
 - During the period under review, there were functions that were transferred with their dedicated resources including assets to other departments as follows:
 - House of Traditional Leaders transferred to Department of Co-operative Governance and Traditional Affairs. Assets transferred

- **Measures taken to ensure that the department's asset register remained up-to-date during the period under review.**
 - All procurement is done in the LOGIS and all asset deliveries are done at supply chain management before delivery to sections to ensure that receipts are captured in the LOGIS. Asset verifications are performed twice annually to verify both existence and conditions of assets and the asset register is updated accordingly.

3.13 PROGRAMMES' PERFORMANCE

3.13.1 Programme 1: Administration

The purpose of the Programme:

The Programme is responsible for proper and effective coordination and monitoring functions in respect of administrative and strategic matters, both within the Office of the Premier and the Provincial Government.

- The Programme consists of the following Sub-Programmes:
- Premier Support
- Director-General Support: The sub-programme has the following units:
 - Planning and Programme Management;
 - Internal Audit
 - Integrity Management (Forensic Audit)
 - 2010 World Cup Coordination Programme
- Executive Council Secretariat Support
- Financial Management

Measurable Objectives:

- Effective co-ordination and management of the Premier's programme;
- Effective management of the Office of the Director-General;
- Effective management of the strategic planning process of the Office of the Premier;
- Provide effective security to the Office of the Premier;
- Reduction in the number of unethical conduct, fraud and corruption cases;
- Effective coordination and management of the Provincial 2010 World Cup Programme.

Analytical review of Programme 1 Performance

- In the year under review the programme has provided the necessary strategic support to the Executive Authority through effective and efficient programme management. However, the budget review process which necessitated the effective use and re-allocation of available budget impacted on the effective coordination, monitoring and implementation of programmes activities as planned.
- The internal management fora continued to provide strategic leadership and support to the Provincial Planning and Performance Monitoring processes.
- The programme succeeded to monitor the implementation of the FIFA 24 projects, as well as the sector plans and marketed Mpumalanga as a host Province destination for the 2010 Soccer World Cup Tournament.
- The Programme set direction for the Office of the Premier in relation to expenditure and financial management processes to ensure compliance with the relevant prescripts.

Programme 1 Performance

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
Premier Support	Coordination of speeches, briefing documents, Executive Council Statements and Media Breakfasts.	Number of speeches, briefing reports and Executive Council media releases developed.	24 Speeches; 24 briefing documents; 12 Executive Council Statements and 2 Media breakfasts.	17 speeches, 8 briefing documents and 10 Executive Council statements were coordinated.
	Hold advisory meetings.	Number of media liaison for and advisory meetings coordinated.	4 advisory meetings.	4 advisory and 6 SOPA steering committee meetings coordinated.
Director-General Support	Coordinate Portfolio Committee and SCOPA reports.	Number of portfolio committee reports submitted to Legislature.	4 Portfolio Committee and 2 SCOPA reports coordinated.	1 Portfolio Committee, 1 Oral reply and 5 SCOPA reports were coordinated and submitted to Provincial Legislature.
	Coordinate the Director General's programme through diary meetings.	Number of strategic management meetings coordinated	48 diary meetings.	35 diary meetings coordinated.
Planning and Programme Management	Coordinate MANCOM meetings.	Number of management meetings held.	12 MANCOM meetings.	7 Extended MANCOM and 1 Executive Management Committee meetings coordinated.

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
	Develop Performance Plans for the Office of the Premier.	Number of integrated departmental plans developed	Strategic plan 2010-2015. APP for 2010/11 – 2012/13	Both strategic and Annual Performance Plans were developed.
	Coordinate quarterly and Annual reports as well as business review sessions.	Reports developed and submitted	4 quarterly reports, 1 Annual report and 4 business review sessions.	4 quarterly reports, 1 Annual report were developed and 4 business review sessions were coordinated.
Internal Audit	Conduct Assurance Audits within cluster departments	Number of Assurance Audits conducted.	18 Assurance Audits in 5 cluster departments.	40 Assurance Audits conducted within the 5 cluster departments.
	Coordinate Audit Committee meetings.	Number of audit Committee meetings coordinated.	4 Audit Committee meetings.	4 Audit Committee meetings were coordinated.
	Conduct Information Technology Audits within cluster departments.	Number of Information Technology Audits conducted.	5 Information Technology Audits in 5 cluster departments.	12 Information Technology Audits conducted within the Provincial Government.
Integrity Management	Investigate reported cases of fraud, corruption and unethical conduct.	Number of cases reported.	20 reported cases of fraud, corruption and unethical conduct.	45 hotline cases investigated, 41 cases of misuse of MG vehicles investigated, 20 cases from other sources investigated, 22 cases referred to departments.

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
	Conduct training sessions on ethics management for government employees to raise awareness on fraud, corruption and integrity.	Number of training sessions conducted	2 training sessions on ethics management for 50 government employees to raise awareness on fraud, corruption and integrity.	2 Workshops conducted on ethics management – Roads and Transport & Legislature Officials.
2010 Soccer World Cup Coordination	Monitor the implementation of the FIFA projects, as well as the sector plans.	Progress reports on 24 FIFA guarantee projects	Weekly Monitoring and Evaluation Reports.	Weekly Monitoring and Evaluation Reports developed and presented to PMC and EXCO.
	Market Mpumalanga as a host province destination for 2010 through mass mobilisation and communication activities	Number of meetings, road shows, Izimbizo and media briefings held	<ul style="list-style-type: none"> • 3 Community meetings • 2 Road shows • Football Friday campaigns 	<ul style="list-style-type: none"> • Taxi drivers' campaign, road shows and community meetings were coordinated during the reporting period to market the province as a host destination for 2010. • The Office launched Football Friday, which became a national phenomenon • 300 Day countdown celebrations and road shows • Extensive media campaign through print and radio • Outdoor advertising throughout the Province

Sub-programme	Outputs	Output performance measures/service measures/ Delivery indicators	Actual performance against target	
			Target	Actual
	Establish and maintain international relations with Mpumalanga partners	Maintain relationships with partners that encourages better engagement / interaction	<ul style="list-style-type: none"> • Implementation of the NRW twinning agreement. 	<ul style="list-style-type: none"> • 3 IR expertise from Germany placed in the 2010 Integrated Office
			<ul style="list-style-type: none"> • The Youth Empowerment through Sports (YESS) project for Mozambique and Swaziland. 	<ul style="list-style-type: none"> • Facilitated expertise in safety, security and tourism from Germany 2006 experience in Host City to Host City assistance. • Facilitated soccer training programmes for upgrading of coaches as a 2010 legacy project with Swaziland and Mozambique.
Executive Secretariat	Coordinate and render secretariat services to Exco, PMC, PCF, Technical PCF, Budget and Finance Committee meetings.	Number of Exco, PMC and PCF meetings held.	18 Exco, 16 PMC, 8 PCF and Technical PCF, 6 Budget and Finance Committee meetings.	Successfully coordinated and rendered secretariat services to 14 Exco, 9 special Exco, 15 PMC, 6 special PMC, 6 Technical PCF and 12 Exco Committee as well as 11 Budget and Finance Committee meetings.
	Coordinate Exco and PMC Makgotla.	Number of Exco, PMC and Budget Makgotla held.	3 Exco and 3 PMC Makgotla.	Coordinated and provided secretariat services to 3 PMC and 4 Exco Makgotla.

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
Financial Management	Payment of all invoices received within legislated time frame.	Percentage of invoices received and paid within 30 days	100 % of all invoices received paid within 30 days.	86 % invoices were paid within 30 days.
	Submission of Monthly and Annual Returns to SARS within the legislated time frame.	Number of Returns submitted	12 Monthly and 1 Annual Returns on the 7 th of each month.	12 Monthly and 1 Annual Returns were submitted to SARS.
	Submission of Annual Financial Statements to Provincial Treasury and Auditor General.	Audited Annual Financial Statements	Annual financial statements submitted by 31 May 2009 to Provincial Treasury and Auditor General.	Annual Financial Statements were submitted and an unqualified audit opinion was received.
	Increase revenue collection.	Percentage of revenue collection	Revenue collection increased by 5%	Revenue increased by 6%.
	Development of a risk assessment report.	Number of risk assessment reports developed	One risk assessment report.	Risk assessment report developed.

3.13.2 Programme 2: Institutional Development

The purpose of the Programme:

The programme provides strategic support and coordination in the development of critical policies to ensure operational efficiencies, alignment and corporate compliance with a view to improve the capacity of Mpumalanga Provincial Administration.

The programme consists of the following five sub-programmes:

- Strategic Human Resource
- Provincial Government Information Technology office (PGITO)
- Legal Advisory Services
- Government Communication and Information Services
- Public Service Transformation and Service Delivery Improvement

Measurable objectives:

- Management of Human Resources Planning, Recruitment and Selection processes;
- Coordinate and manage the implementation of the PMDS policy within the Provincial Government;
- Develop and implement a Work Place Skills plan;
- Provide Organizational and Job Evaluation services to thirteen Provincial Departments;
- Facilitate sound Labour Relations and discipline within MPG;
- Coordinate development and implementation of HRD strategies in the Provincial departments;
- Implement National Skills Fund Programme;
- Implementation of Massified induction programme;
- Develop policy frameworks for Human resources services;

- Plan and facilitate departmental and provincial Employee Health and Wellness (EHW) programme events;
- Coordinate the development and review of service standards and service delivery improvement plans for 13 departments and 21 municipalities;
- Coordinate and monitor the implementation of Batho Pele programmes;
- Provide ICT support to all the departments;
- Render legal advisory services to all provincial departments;
- Coordination and facilitation of dialogue between government and the communities of the Province;
- Elevate communication to be a strategic management function of the Provincial Government;
- Development of a well structured and integrated provincial communication system.

Analytical review of Programme 2 Performance

- The programme has achieved most of its targets regardless of the challenges such as cost curtailment and filling of vacant positions. Good performance is mostly in the sub-programme Strategic Human Resource since the nature of work performed is dependent mostly on human rather than financial resources.
- The Programme continued to implement the National Skills Fund Project, Vul'ematfuba. This was done through monitoring and management of existing bursary holders as well as awarding new learners with financial support to pursue their careers.

- The programme implemented the Massified Induction Programme (MIP) and 252 newly appointed officials were inducted within the Provincial Administration, the set target was however not attained due to the fact that the output is reliant on the availability of officials at a particular time.
- Transversal Human Resource policies and frameworks were drafted to assist various Departments in implementing seamless Human Resource activities. The programme successfully hosted the Premier's Service Excellence Awards which is aimed at rewarding excellence and innovation within the Public Service and the Youth of the Province. The Employee Health and Wellness Programmes were also realized as planned. During this period, 70 % of SMS members across the Provincial Administration signed their Performance Agreements.
- The programme facilitated media training for EXCO members and communicators, developed a draft Provincial communication strategy and media monitoring reports, however challenges were experienced in the coordination of EXCO Community Outreach Programme (COP) which is dependent on EXCO pronouncement, for the 2009/10 financial year there were no assertion of visits by the Executive Council. The COP's new approach was presented and approved by EXCO. This approach will be implemented in the new financial year.
- The office continued to provide both Labour Relations and Legal Advisory Services across the Provincial Administration.

Programme 2 Performance

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
Internal Human Resource Information	Fill vacant funded posts	Number/Percentage of reduction in vacancy rate.	101 vacant funded posts filled	51 posts filled.
	Ensure appointment of people with disabilities	Number/percentage of people with disabilities appointed.	4% to be reached on appointment of people with disabilities	2.06% percentage of people with disabilities appointed
	Ensure appointment of women in Senior Management positions	Number/percentage of women appointed in Senior Management positions.	50% to be reached on appointment of women in Senior Management positions.	44.18% reached on the appointment of women in Senior Management positions.
	Coordinated signing of Performance undertakings for officials and quarterly assessment in the office	Number/percentage of officials with signed Performance undertakings	Signing of Performance undertakings for 239 officials and quarterly assessment in the office coordinated	86% officials signed their performance undertakings (salary levels 1-12)
	Developed Workplace Skills Plan, and monitoring reports.	Workplace Skills Plan developed	1 Workplace Skills Plan Project developed and two reports produced	1 Workplace Skills Plan Project developed and two reports compiled and submitted to DPSA and SETA.

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
Organisational Design and Job Evaluation	Developed organograms for Provincial Departments as per requests submitted	Number of departments with approved organograms	A maximum of 5 organograms for Provincial Departments developed as per requests submitted	Developed 5 organograms for the following Departments: Office of the Premier, Social Development, Cooperative Governance and Traditional Affairs, Human Settlement and Economic Development, Environment and Tourism
	Adhoc workstudy investigations conducted in various Provincial Departments and reports compiled.	Number of adhoc workstudy investigations conducted.	8 adhoc workstudy investigations conducted in various Provincial Departments and reports compiled.	6 adhoc work study investigations conducted in five Departments. Office of the Premier, Human Settlements, Health, Cooperative Governance and Traditional Affairs and Safety and Security Liaison
	Development of job descriptions facilitated.	Number of job descriptions developed	100 job descriptions developed	401 job descriptions developed.
Labour Relations	Implementation of Collective Agreements and policies in 13 Departments facilitated	All information from the collective agreements and new policies circulated to all Departments and implemented.	Implementation of Collective Agreements and policies in 13 Departments facilitated	Facilitated the implementation of Collective Agreements and 6 resolutions in 13 Departments

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
	Conduct Institutional visits to capacitate and advise management on employment policies and practices	All information from the collective agreements and new policies circulated to all Departments and implemented.	Institutional visits at 13 Departments to capacitate and advise management on employment policies and practices conducted	2 institutional visits conducted at Department of Public Works, Roads and Transport
	Facilitate dispute resolutions	Number of cases finalized	100% disputes referred to this unit are dealt with speedily and discipline is maintained	27 cases finalized, 18 cases pending and 40 SASSA misconduct cases referred to Departments
Transversal Human Resource Development	Coordinate workshops to develop Provincial Human Resource Development (HRD) Strategy	Human Resource Development strategy in place	7 workshops coordinated	3 Strategic framework workshops conducted
	Implementation of National Skills Fund Project Vul'ematfuba:	Number of bursaries awarded to student and learners	Monitoring and management of 76 Agricultural and 109 Engineering students as well as awarding of 41 engineering and 38 Agricultural students.	41 engineering and 38 Agricultural students were offered new bursaries 76 Agriculture and 109 Engineering students bursaries administered;

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
	Coordinate Massified Induction Programme	Number of officials trained on Massified Induction Programme	500 officials trained on Massified Induction Programme	252 officials trained on Massified Induction Programme (MIP)
	Levels 7and 8 supervisors trained as coaches to manage performance.	Number of officials trained.	75 supervisors (levels 7and 8) trained as coaches in managing performance	25 supervisors trained as coaches to manage performance.
	Train officials on English Writing Skills	Number of officials trained on English Writing Skills	100 officials to be trained on English Writing Skills	110 officials trained on English Writing Skills
	Coordinate Transversal Learnership for both employed and unemployed learners	Number of learners trained on learnership	Transversal Learnership for both employed (150) and unemployed learners (80) coordinated	<p>Facilitated the training of 23 officials as mentors and coaches</p> <p>Facilitated the appointment of 26 officials from various departments as mentors</p> <p>Facilitated practical work training for the 82 Learners in various departments</p>

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
Human Resource Services	Develop Transversal HR Policies and Policy frameworks for the Office of the Premier and Provincial Administration	Number of Transversal HR Policies and Policy frameworks developed	12 Transversal HR Policies and 10 Policy frameworks for the OTP and Provincial Administration respectively developed.	13 HR Policies and 3 Policy frameworks were drafted.
	Coordinate signing of Performance Agreements by SMS members at Provincial level.	Percentage or number of performance agreements signed	306 Performance Agreements (PA) signed.	214 Performance Agreements (PA) signed
	Coordinate Provincial EH&WP	Number of Employee Health and Wellness programmes coordinated	6 Provincial EH&WP to be coordinated	Coordinated the following 5 Provincial EH&WP: 1. EH&W promotional day focusing on Drugs and Substance Abuse and Mental Illness, 2. Co- hosted Women's celebration with Dept of Health, 3. Commemorated Candle Lighting Ceremony and hosted World AIDS Day, 4. Commemoration and Awareness on Violence against Women, 5. Hosted the Provincial Health and Wellness Expose 4 quarterly reports were produced

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
	Monitor the implementation of Employee Health and wellness programme (EH&WP)	Number of quarterly reports produced	4 quarterly reports produced on the implementation of EH&WP	4 quarterly reports were produced
Public Service Transformation and Service Delivery Improvement	Facilitated review sessions on service standards and service delivery improvement plans for Departments and Municipalities	Number of review sessions held on service standards and service delivery improvements plans	8 review sessions on service standards and service delivery improvement plans for 13 Departments and 21 Municipalities facilitated	Conducted 2 review sessions for departments of Health, Social Development and Agriculture, Rural Development and 1 in 4 municipalities Msukaligwa, Pixley Ka Seme, Steve Tshwete and Victor Khanye municipalities.
				Conducted 2 workshops for 5 municipalities on service standards.
	Customer satisfaction audit for Departments Conducted and monitored	Number of report of customer satisfaction audits conducted	Customer satisfaction audits for 5 Departments Conducted	Conducted customer satisfaction audits in 4 departments, namely. Office of the Premier, Health and Social Development, Human Settlement and Public Works Roads and Transport
	Monitor implementation of Batho Pele programmes and projects.	Reports on Batho Pele programmes and projects and coordinate.	Monitoring reports on 18 Batho Pele programmes and four projects	Monitoring reports on 18 Batho Pele programmes and 2 projects produced.

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
Office of the Provincial Government Information Technology	IT technical services, advisory and support to 9 Departments on systems.	IT technical services, advisory and support to 9 Departments on systems.	IT technical services, advisory and support to 9 Departments on systems.	IT Technical support provided to 1 department (Office of the Premier) on the following projects: 1. 2010 Coordination office; 2. Electronic Document Management System (Pilot project); 3. Exco Tracking system; 4. Commission of Inquiry; 5. Monitoring and Evaluation System.
	Monitoring Services of the projects conducted.	Number of monitoring reports produced	Monitoring Services of 4 projects conducted: 1. Dinaledi schools; 2. Thusong Service Centres; 3. Broad Band roll-out; 4. Integrated Financial Management System (IFMS) roll-out.	Not achieved

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
	GITO Council resolutions to be implemented by all Departments and monitored.	Number of GITO Council resolutions implemented	GITO Council resolutions to be implemented by all Departments and monitored.	6 National GITO Council resolutions were implemented by departments and monitoring reports compiled.
Legal Advisory Services	Provide legal advisory support to Departments	Number of formal, written legal opinions drafted and submitted to clients.	Respond to all formal, written legal opinions as submitted by clients.	33 formal, written legal opinions were drafted and furnished to clients.
	Drafting of memoranda, reports, letters and other documents with a legal bearing upon request by Departments.	Number of memoranda, employment contracts, service level agreements, letters and other documents with a legal bearing drafted and provided to clients.	100% drafting of memoranda, reports, letters and other documents with a legal bearing upon request by Departments	395 internal memoranda, reports, letters and other documents with a legal bearing were drafted
	Litigation pertaining to the Provincial Government to be coordinated	Litigation pertaining to the Provincial Government co-ordinated timeously in Government's best interests.	Litigation pertaining to the Provincial Government to be coordinated	150 instances pertaining to litigation involving the various Provincial Departments were coordinated
Government Communication and Information Services	Develop Provincial Communication Strategy.	Communication Strategy developed and approved	Develop Provincial Communication Strategy	Draft Provincial Communication Strategy in place.

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
	Production of government to public and government to government newsletters	Number of government to public and government to government newsletters published	Production of 4 government to public and 2 government to government newsletters Production of 8 newsletters of Office of the Premier	1 Government to public newsletter published. 1 Newsletter for the Office of the Premier published.
	Stage government exhibitions	Number of government exhibitions staged	Stage 6 government exhibitions	4 government exhibition staged
	EXCO Outreach Programmes coordinated. Organize business fora meetings for the Executive Council	Number of EXCO Outreach Programmes coordinated.	12 EXCO Outreach Programmes coordinated 12 business fora meetings for the Executive Council coordinated	Not achieved, however a new approach was presented and approved by EXCO. This approach will be implemented in the next financial year.
	Daily monitoring of the media and monthly reporting to PMC and EXCO	Number of media monitoring coordinated and reports submitted	Daily monitoring of the media and monthly reporting to PMC and EXCO	254 electronic media monitoring reports produced

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
	Host media briefings	Improved image of the Provincial Government	4 media briefing hosted	Hosted 4 Media briefings on: construction centre at MRTT, Inauguration of the Premier, SOPA, Youth Day and the Day of the African Child,
	Executive Council members trained on media and public speaking	Improved image of the Provincial Government	Training of Executive members on media and public speaking	Facilitated media training for EXCO members and communicators
	Convene Provincial Government Communication Forum meetings	Number of Provincial Government Communication Forum coordinated	3 Provincial Government Communication Forum	1 Provincial Government Communication Forum meeting convened

Reasons for major variances:

- Filling of vacant posts challenged by cost curtailment measures;
- Target on Massified Induction programme could not be attained, as the output of this programme is informed by the availability of officials at a particular time;
- Production of newsletters, the challenges faced was that of cost curtailment and insufficient human resources;
- Visits by the Executive Council to various communities within the Province (COP) were not achieved, as the programme relies on EXCO's decision/pronouncement as to which communities were to be visited and no pronouncement was made in 2009/10 financial year;
- Review sessions on service standards and service delivery improvement plans were challenged by cost curtailment measures;
- Monitoring Services on IT projects could not happen due to the lack of funds at National Level.

3.13.3 Programme 3: Policy and Governance

The purpose of the Programme:

To provide effective and efficient macro policy advice, coordination and monitoring on the following key focus areas:

- Monitoring and Evaluation;
- Integrated Provincial Planning;
- Implementation of provincial programmes;
- Mainstreaming of gender, disability, and children issues;
- Regional and International cooperation;
- Research and information management;
- Advisory services to the Premier, EXCO committees and Executive Council; and
- Coordinate key strategic interventions to improve departmental performance.

The programme consists of the following sub programmes:

- **Special Programmes**
 - Office on the Status of Women
 - Office on the Status of Disabled Persons
 - Office on the Rights of the Child
- **Intergovernmental Relations**
 - International Relations;
 - Protocol.
- **Provincial and Policy Management**
 - Policy and Planning;
 - Monitoring and Evaluation;
 - Research and Strategic Information;
 - Cluster Management.
- **Mpumalanga Youth Commission**

Measurable Objectives

- Facilitate access to service delivery projects and programmes for target groups;
- Effective coordination of the Province's international relations portfolio;
- Conducting advance work and providing Protocol services to all planned activities;
- Enhance and strengthen the operations of the Interdepartmental committee;
- Coordinate integrated planning within the Province;
- Development of monitoring and evaluation systems;
- Coordinate and render research support;
- Effective implementation of the cluster management system;
- Promote integrated youth development in the Province.

Analytical Review of the Programme

- In the year under review, 2009/10 financial year, the programme managed to coordinate activities and/or events to raise awareness on issues of Gender, Disability and Children.
- As part of strengthening regional and international co-operation, the programme coordinated the development of implementation plans on three of the existing MoUs.

- The programme further provided Protocol services to the Executing Authority (Premier) in all activities as planned both at Provincial and National level.
- In coordinating integrated planning in the province, a draft 5 year plan was developed. The programme also commenced with the review of the Provincial Growth and Development strategy (PGDS).
- The programme has made remarkable progress in the development of a Provincial Monitoring and Evaluation Policy Framework.
- The programme supported the cluster and EXCO system by developing clusters' Programmes of Action and monitoring through quarterly reports.

Programme 3 Performance

Sub-programme	Outputs	Output performance measures/service measures/service Delivery indicators	Actual performance against target	
			Target	Actual
Special Programmes (Office on the status of Women, Children and Disabled Persons)	Coordinate events / activities to raise awareness on issues of Gender, Disability and Children	Number of events / activities coordinated	6 events / activities coordinated	<p>The following 11 events were coordinated:</p> <ul style="list-style-type: none"> • Provincial Day of the African Child and International Children's Day in a form of a Children's Parliament, event held at Sabie, Thaba Chweu Municipality attended by more than 1 000 children;

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
				<p>The following 11 events were coordinated:</p> <ul style="list-style-type: none"> • Provincial Day of the African Child and International Children's Day in a form of a Children's Parliament, event held at Sabie, Thaba Chweu Municipality attended by more than 1 000 children; • National Day of the African Child Project: 10 children were selected to participate and represent the Province; • Training on ECD Tshwaragano Ka Bana conducted for Steve Tshwete Local Municipality • Hosted 1 stakeholder forum for each of the target groups. • Outreach Programme targeting poor and vulnerable children and their families conducted at Lomshiyo II, Meke-Meke

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
				<ul style="list-style-type: none"> • Workshop for Senior and Middle Managers within the Office of the Premier on the UN Convention about the rights of persons with disabilities; • Round Table Discussion on Gender Based Violence (GBV); • Izingxoxo za Makosikazi; • The international women's day. • Seminar on awareness about gender equality and women empowerment. • A service delivery campaign targeting people with disabilities.
	Compile quarterly and annual Reports on the status of target groups	Number of reports compiled	3 quarterly and one annual Report	3 quarterly and one 2008/09 annual report produced

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
International Relations	Implementation plans for three MoUs developed (Maputo City, Maputo Province and NRW).	Number of implementation plans developed.	3 Implementation Plans developed	3 Implementation plans for Maputo Province, Maputo City, and NRW were developed.
	Coordinate inbound missions with Cuba and North Rhine Westphalia	Number of missions coordinated	2 inbound missions	The following 2 inbound missions were coordinated: <ul style="list-style-type: none"> • North Rhine-Westphalia • Cuba
	Develop and popularize I.R policies	Number of policies developed and popularized	2 policies (ODA and IR Frameworks)	2 Frameworks developed (IR and ODA)
Protocol	Provide Advance work and Protocol services to EXCO Outreach, 3 EXCO Makgotla, PCF, SOPA, National Day Celebrations	Number of events provided with advance and Protocol services	Provide Advance work and Protocol services to 10 EXCO Outreach, 3 EXCO Makgotla, 4 PCF, 1 SOPA, 12 National Day Celebrations	Conducted Advance work and Protocol services to 146 activities
	Coordinate the approval of the Protocol framework	Number of policies developed and approved	Protocol framework approved by EXCO.	The framework was not approved, however the Management and monitoring of National Basic Principles of Protocol Framework is being implemented

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
	Coordinated Interdepartmental Coordinating Committee meetings.	Number of workshops / meetings coordinated.	9 Interdepartmental Coordinating Committee meetings convened	3 Interdepartmental Coordinating committee meetings were convened
	Conduct workshops on Protocol and Etiquette related matters	Number of workshops / meetings coordinated.	18 workshops on Protocol and Etiquette	16 workshops conducted on Protocol and Etiquette related matters including the use and Management of National Symbols.
Policy and Planning	Review PGDS to align with MTSF	Updated, reviewed and approved Macro Strategies for the Province.	PGDS reviewed and aligned with MTSF	Not achieved
	Coordinate Planners' forum meetings to ensure all 13 Departmental Plans and 3 Districts IDPs aligned to PGDS and MTSF	Number of Planners meeting coordinated	4 Planners Forum meetings coordinated	3 Planners' Forum meetings convened.
	Coordinate the development of the Provincial five (5) year plan	Approved provincial five year plan.	Provincial 5 year plan developed	Draft Provincial 5 year plan developed
	Provincial Integrated Planning (PIP) Framework developed.	Approved Integrated Planning Framework.	PIP developed	The Draft Framework has been completed; however the approval is still outstanding.

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
Monitoring and Evaluation	Co-ordinate and support the 13 Departments and 3 Districts on Spatial Frameworks and GIS through 3 GIS/ISF Forums	Number of forums coordinated	Coordinate 3 GIS/ISF forums	1 ISF meeting coordinated
	Produce analysis reports on the performance of departments	Number of analysis reports produced.	13 reports received, verified and analyzed within 14 days per quarter	13 analysis reports produced on the 1 st and 3 rd quarter. 5 analysis reports produced in the second quarter 11 analysis reports produced in the fourth quarter
	Coordinate the development of a Provincial M&E Policy Framework	Approved M&E Policy Framework	M&E Policy Framework finalized and approved by EXCO	Provincial M&E Framework developed, however the approval is outstanding.
	Coordinate M&E training workshops / courses to build capacity of M&E Practitioners in departments	Number of training workshops / courses coordinated	2 M&E courses for M&E Practitioners coordinated.	Coordinated 2 M&E training courses facilitated by the University of Stellenbosch.
	Coordinate the implementation of the African Peer Review Mechanism (APRM) Programme of Action	APRM Progress reports produced	Host 2 Provincial conferences	2 APRM Conferences held

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
Research and Strategic Information Management Systems	Coordinate and render research support to the Executive Council Community Outreach Programme	Number of Pre, post and action taken reports submitted to EXCO	Produce pre, post and action taken reports for 10 COP visits and one (1) President / Deputy President Imbizo	Reports available for the following Municipalities visits: 1. Mkhondo, 2. Pixley ka seme 3. Bushbuckridge, & 4. Nkomazi
	Pilot Knowledge Management (KM)	Fully resourced and operational KM centre	One (1) department (Office of the Premier)	Not achieved
	Conduct Information sharing and networking sessions (Asifundisane)	Number of Networking sessions conducted	2 Asifundisane information sharing sessions conducted	1 Asifundisane information sharing session coordinated
	Coordinate Research Seminars / workshops / conferences	Number of seminars / workshops / conferences coordinated.	4 Research Seminars / workshops / conferences	1 Research seminar coordinated
Cluster Management	Provide Strategic & Technical support to Technical & EXCO Committee meetings & Departments	Number of Technical, EXCO and departments supported	16 Technical & 16 EXCO Committees meetings & 13 Departments	Strategic & Technical support provided to 12 Technical & 12 EXCO Committee meetings and 13 Departments
	Analyze Departmental plans to ensure alignment with cluster programmes	Number of Departmental plans analysed	13 Departmental plans analysed	13 departmental plans were analysed

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
	Develop and monitor Clusters' POAs	Number of POAs developed and monitoring reports compiled.	POAs for the 3 Clusters developed and monitored	3 Clusters' POAs were developed and monitored
	Tracking System for the implementation and monitoring of EXCO resolutions developed/procured	Tracking system in place	System Fully functional	Not achieved
Mpumalanga Youth Commission	Conduct research projects on youth development	Number of research projects / studies conducted	2 research projects conducted	1 research proposal for HIV / AIDS impact on rural youth developed.
	Convene Interdepartmental Committee (IDC) meetings to ensure mainstreaming and monitoring of youth programmes	Number of Interdepartmental Committee (IDC) meetings convened.	4 IDC meetings convened	Not achieved
	Facilitate participation of young people in government programmes	Number of young people participating in government programmes.	2000 young people participate in the following programmes: <ul style="list-style-type: none"> Masibuyele Emasimini EPWP SANDF NYS 	EPWP & NYS 1200 young people participated as follow: <ul style="list-style-type: none"> 50 young people completed the theory training for Maintenance of Air-conditioning, Refrigeration and Ventilation.

Sub-programme	Outputs	Output performance measures/service Delivery indicators	Actual performance against target	
			Target	Actual
				<ul style="list-style-type: none"> 50 young people started practicals and they were deployed in different construction companies in the province. <p>SANDF</p> <ul style="list-style-type: none"> 600 learners were given information on SANDF career paths in the Nkangala, Bushbuckridge and Ehlanzeni regions. SANDF career expo was held in August 2009 with 500 learners participating

Reasons for major variances:

- The review of the PGDS could not be completed, due to the fact that it must be aligned to the National Scenario Planning, which is still at the conceptualization phase;
- Visits by the Executive Council to various communities within the Province (COP) were not achieved, as the programme is dependant on EXCE's decision/pronouncement as to which communities were to be visited and no pronouncement was made in 2009/10 financial year.
- Knowledge Management function could not be realized. This non achievement is attributed to the non existence of a National framework to this regard;
- The EXCO resolution tracking system could not be procured. However, the research in terms of which system was to be acquired was completed;
- The Interdepartmental Committee meetings were challenged by the delays in the appointment of support staff to MECs and HODs offices;
- The pending changes to the Mpumalanga Youth Commission have posed uncertainties which resulted in some programmes and projects of the Commission being discontinued;



HR OVERSIGHT



MPUMALANGA
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HR OVERSIGHT - APRIL 2009 to MARCH 2010

Mpumalanga - Office of the Premier

1 Service Delivery

TABLE 1.1 - Main Service for Service Delivery Improvement and Standards

Main Services	Actual Customers	Potential Customers	Standard of Service	Actual Achievement against Standards
xxx	xxx	xxx	xxx	xxx

TABLE 1.2 - Consultation Arrangements for Customers

Type of Arrangement	Actual Customer	Potential Customer	Actual Achievements
xxx	xxx	xxx	xxx

TABLE 1.3 - Service Delivery Access Strategy

Access Strategy	Actual Achievements
xxx	xxx

TABLE 1.4 - Service Information Tool

Type of Information Tool	Actual Achievements
xxx	xxx

TABLE 1.5 - Complaint Mechanism

Complaint Mechanism	Actual Achievements
xxx	xxx

2. Expenditure

TABLE 2.1 - Personnel costs by Programme

Programme	Total Voted Expenditure (R'000)	Compensation of Employees Expenditure (R'000)	Training Expenditure (R'000)	Professional and Special Services (R'000)	Compensation of Employees as percent of Total Expenditure	Average Compensation of Employees Cost per Employee (R'000)	Employment
Mop:administration	98,742	39,088	0	0	39.6	138	284
Mop:institutional development	44,391	32,535	0	0	73.3	115	284
Mop:policy & governance	33,568	24,625	0	0	73.4	87	284
Z=Total as on Financial Systems (BAS)	176,702	96,248	0	0	54.5	339	284

TABLE 2.2 - Personnel costs by Salary band

Salary Bands	Compensation of Employees Cost (R'000)	Percentage of Total Personnel Cost for Department	Average Compensation Cost per Employee (R)	Total Personnel Cost for Department including Goods and Transfers (R'000)	Number of Employees
Lower skilled (Levels 1-2)	255	0.2	255,000	110,235	1
Skilled (Levels 3-5)	7,652	6.9	125,443	110,235	61
Highly skilled production (Levels 6-8)	15,754	14.3	225,057	110,235	70
Highly skilled supervision (Levels 9-12)	39,087	35.5	387,000	110,235	101
Senior management (Levels 13-16)	24,697	22.4	771,781	110,235	32
Contract (Levels 1-2)	12	0	0	110,235	0
Contract (Levels 3-5)	343	0.3	114,333	110,235	3
Contract (Levels 6-8)	410	0.4	136,667	110,235	3
Contract (Levels 9-12)	2,535	2.3	507,000	110,235	5
Contract (Levels 13-16)	9,664	8.8	1,208,000	110,235	8
Periodical Remuneration	435	0.4	12,794	110,235	34
Abnormal Appointment	2,543	2.3	14,531	110,235	175
TOTAL	103387	93.8	209710	110235	493

TABLE 2.3 - Salaries, Overtime, Home Owners Allowance and Medical Aid by Programme

Programme	Salaries (R'000)	Salaries as % of Personnel Cost	Overtime (R'000)	Overtime as % of Personnel Cost	HOA (R'000)	HOA as % of Personnel Cost	Medical Ass. (R'000)	Medical Ass. as % of Personnel Cost	Total Personnel Cost per Programme (R'000)
Pr1: administration*	33398	74	50	0.1	565	1.3	1472	3.3	45129
Pr2: institutional development*	24372	73.8	0	0	359	1.1	1148	3.5	33006
Pr3: policy and governance*	21847	69.2	0	0	331	1	1019	3.2	31573
Program 2: *corporate support	312	59.2	0	0	6	1.1	39	7.4	527
TOTAL	79929	72.5	50	0	1261	1.1	3678	3.3	110235

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

Salary bands	Salaries (R'000)	Salaries as % of Personnel Cost	Overtime (R'000)	Overtime as % of Personnel Cost	HOA (R'000)	HOA as % of Personnel Cost	Medical Ass. (R'000)	Medical Ass. as % of Personnel Cost	Total Personnel Cost per Salary Band (R'000)
Lower skilled (Levels 1-2)	158	62	0	0	11	4.3	23	9	255
Skilled (Levels 3-5)	5215	67.5	7	0.1	346	4.5	753	9.7	7729
Highly skilled production (Levels 6-8)	11127	67.6	24	0.1	395	2.4	981	6	16460
Highly skilled supervision (Levels 9-12)	29120	69.5	19	0	347	0.8	1395	3.3	41891
Senior management (Levels 13-16)	20628	78.7	0	0	72	0.3	408	1.6	26221
Contract (Levels 1-2)	10	83.3	0	0	0	0	2	16.7	12
Contract (Levels 3-5)	202	49.3	0	0	0	0	46	11.2	410
Contract (Levels 6-8)	362	86.8	0	0	6	1.4	15	3.6	417
Contract (Levels 9-12)	2211	82.2	0	0	0	0	8	0.3	2691
Contract (Levels 13-16)	8363	80.2	0	0	84	0.8	45	0.4	10428
Periodical Remuneration	0	0	0	0	0	0	0	0	1142
Abnormal Appointment	2533	98.3	0	0	0	0	0	0	2578
TOTAL	79929	72.5	50	0	1261	1.1	3676	3.3	110234

3. Employment

TABLE 3.1 - Employment and Vacancies by Programme at end of period

Programme	Number of Posts	Number of Posts Filled	Vacancy Rate	Number of Posts Filled Additional to the Establishment
Pr1: administration*, Permanent	132	122	7.6	2
Pr2: institutional development*, Permanent	97	93	4.1	0
Pr3: policy and planning, Permanent	75	68	9.3	1
Program 2:*corporate support, Permanent	1	1	0	0
TOTAL	305	284	6.9	3

TABLE 3.2 - Employment and Vacancies by Salary Band at end of period

Salary Band	Number of Posts	Number of Posts Filled	Vacancy Rate	Number of Posts Filled Additional to the Establishment
Lower skilled (Levels 1-2), Permanent	1	1	0	0
Skilled (Levels 3-5), Permanent	62	61	1.6	1
Highly skilled production (Levels 6-8), Permanent	73	70	4.1	0
Highly skilled supervision (Levels 9-12), Permanent	111	101	9	0
Senior management (Levels 13-16), Permanent	39	32	17.9	0
Contract (Levels 3-5), Permanent	3	3	0	0
Contract (Levels 6-8), Permanent	3	3	0	0
Contract (Levels 9-12), Permanent	5	5	0	0
Contract (Levels 13-16), Permanent	8	8	0	2
TOTAL	305	284	6.9	3

TABLE 3.3 - Employment and Vacancies by Critical Occupation at end of period

Critical Occupations	Number of Posts	Number of Posts Filled	Vacancy Rate	Number of Posts Filled Additional to the Establishment
Administrative related, Permanent	63	59	6.3	0
Cleaners in offices workshops hospitals etc., Permanent	15	15	0	0
Client information clerks(switchboard, reception, information clerks), Permanent	1	1	0	0
Communication and information related, Permanent	27	26	3.7	0
Finance and economics related, Permanent	13	10	23.1	0
Financial clerks and credit controllers, Permanent	16	14	12.5	0
Head of department/chief executive officer, Permanent	1	1	0	0
Human resources & organisation development & related professionals, Permanent	11	10	9.1	0
Human resources clerks, Permanent	11	11	0	0
Human resources related, Permanent	14	14	0	0
Information technology related, Permanent	1	1	0	0
Legal related, Permanent	2	2	0	0
Library mail and related clerks, Permanent	6	6	0	0
Logistical support personnel, Permanent	1	1	0	0
Motor vehicle drivers, Permanent	3	3	0	0
Other administration & related clerks and organisers, Permanent	31	31	0	0
Other administrative policy and related officers, Permanent	7	7	0	0
Other information technology personnel., Permanent	1	1	0	0
Other occupations, Permanent	4	4	0	1
Risk management and security services, Permanent	1	1	0	0
Secretaries & other keyboard operating clerks, Permanent	34	32	5.9	0
Senior managers, Permanent	40	32	20	1
Trade labourers, Permanent	1	1	0	1
Youth workers, Permanent	1	1	0	0
TOTAL	305	284	6.9	3

4. Evaluation

TABLE 4.1 - Job Evaluation

Salary Band	Number of Posts	Number of Jobs Evaluated	% of Posts Evaluated	Number of Posts Upgraded	% of Up-graded Posts Evaluated	Number of Posts Down-graded	% of Down-graded Posts Evaluated
Lower skilled (Levels 1-2)	1	0	0	0	0	0	0
Contract (Levels 3-5)	3	0	0	0	0	0	0
Contract (Levels 6-8)	3	0	0	0	0	0	0
Contract (Levels 9-12)	5	0	0	0	0	0	0
Contract (Band A)	5	0	0	0	0	0	0
Contract (Band B)	1	0	0	0	0	0	0
Contract (Band C)	1	0	0	0	0	0	0
Contract (Band D)	1	0	0	0	0	0	0
Skilled (Levels 3-5)	62	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	73	0	0	0	0	0	0
Highly skilled supervision (Levels 9-12)	111	1	0.9	0	0	0	0
Senior Management Service Band A	30	0	0	0	0	0	0
Senior Management Service Band B	7	0	0	0	0	0	0
Senior Management Service Band C	1	0	0	0	0	0	0
Senior Management Service Band D	1	0	0	0	0	0	0
TOTAL	305	1	0.3	0	0	0	0

TABLE 4.2 - Profile of employees whose positions were upgraded due to their posts being upgraded

Beneficiaries	African	Asian	Coloured	White	Total
Beneficiaries	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	0	0	0	0	0
Total	0	0	0	0	0
Employees with a Disability	0	0	0	0	0

TABLE 4.3 - Employees whose salary level exceed the grade determined by Job Evaluation [i.t.o PSR 1.V.C.3]

Occupation	Number of Employees	Job Evaluation Level	Remuneration Level	Reason for Deviation	No of Employees in Dept
XXX	0	0	0	0	0
XXX	0	0	0	0	0
TOTAL	0	0	0	0	0
Percentage of total employment	0	0	0	0	0

TABLE 4.4 - Profile of employees whose salary level exceeded the grade determined by job evaluation [i.t.o. PSR 1.V.C.3]

Beneficiaries	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	0	0	0	0	0
TOTAL	0	0	0	0	0
Employees with a Disability	0	0	0	0	0

5. Emp Changes

TABLE 5.1 - Annual Turnover Rates by Salary Band

Salary Band	Employment at Beginning of Period (April 2009)	Appointments	Terminations	Turnover Rate
Lower skilled (Levels 1-2), Permanent	1	0	0	0
Skilled (Levels 3-5), Permanent	68	1	1	1.5
Highly skilled production (Levels 6-8), Permanent	76	2	3	3.9
Highly skilled supervision (Levels 9-12), Permanent	114	2	5	4.4
Senior Management Service Band A, Permanent	28	0	2	7.1
Senior Management Service Band B, Permanent	5	1	0	0
Senior Management Service Band C, Permanent	1	0	0	0
Senior Management Service Band D, Permanent	1	0	1	100
Other, Permanent	3	0	0	0
Contract (Levels 3-5), Permanent	3	5	5	166.7
Contract (Levels 6-8), Permanent	1	3	3	300
Contract (Levels 9-12), Permanent	4	3	5	125
Contract (Band A), Permanent	5	8	8	160
Contract (Band B), Permanent	1	2	3	300
Contract (Band C), Permanent	6	2	5	83.3
TOTAL	317	29	41	12.9

TABLE 5.2 - Annual Turnover Rates by Critical Occupation

Occupation	Employment at Beginning of Period (April 2009)	Appointments	Terminations	Turnover Rate
Administrative related, Permanent	72	2	4	5.6
Cleaners in offices workshops hospitals etc., Permanent	12	4	5	41.7
Client information clerks(switchboard, reception information clerks), Permanent	6	0	0	0
Communication and information related, Permanent	25	4	3	12
Finance and economics related, Permanent	12	0	1	8.3
Financial and related professionals, Permanent	2	0	0	0
Financial clerks and credit controllers, Permanent	15	0	0	0
Head of department/chief executive officer, Permanent	0	1	0	0
Housekeepers laundry and related workers, Permanent	1	1	1	100
Human resources & organisat developm & relate prof, Permanent	11	1	2	18.2
Human resources clerks, Permanent	9	0	1	11.1
Human resources related, Permanent	13	1	0	0
Information technology related, Permanent	1	0	0	0
Legal related, Permanent	2	0	0	0

TABLE 5.2 - Annual Turnover Rates by Critical Occupation

Occupation	Employment at Beginning of Period (April 2009)	Appointments	Terminations	Turnover Rate
Library mail and related clerks, Permanent	6	0	0	0
Logistical support personnel, Permanent	1	0	0	0
Motor vehicle drivers, Permanent	2	0	0	0
Other administrat & related clerks and organisers, Permanent	36	4	4	11.1
Other administrative policy and related officers, Permanent	10	0	0	0
Other information technology personnel., Permanent	1	0	0	0
Other occupations, Permanent	6	4	8	133.3
Rank: Unknown, Permanent	3	0	0	0
Risk management and security services, Permanent	1	0	0	0
Secretaries & other keyboard operating clerks, Permanent	35	1	0	0
Senior managers, Permanent	31	6	11	35.5
Trade labourers, Permanent	1	0	0	0
Youth workers, Permanent	3	0	1	33.3
TOTAL	317	29	41	12.9

TABLE 5.3 - Reasons why staff are leaving the department

Termination Type	Number	Percentage of Total Resignations	Percentage of Total Employment	Total	Total Employment
Death, Permanent	4	9.8	1.3	41	317
Resignation, Permanent	6	14.6	1.9	41	317
Expiry of contract, Permanent	27	65.9	8.5	41	317
Retirement, Permanent	4	9.8	1.3	41	317
TOTAL	41	100	12.9	41	317

TABLE 5.3 - Reasons why staff are leaving the department

Resignations as % of Employment
12.9

TABLE 5.4 - Promotions by Critical Occupation

Occupation	Employment at Beginning of Period (April 2009)	Promotions to another Salary Level	Salary Level Promotions as a % of Employment	Progressions to another Notch within Salary Level	Notch progressions as a % of Employment
Administrative related	72	6	8.3	32	44.4
Cleaners in offices workshops hospitals etc.	12	0	0	9	75
Client inform clerks(switchb recept inform clerks)	6	0	0	2	33.3
Communication and information related	25	0	0	8	32
Finance and economics related	12	1	8.3	3	25
Financial and related professionals	2	1	50	0	0
Financial clerks and credit controllers	15	0	0	11	73.3
Housekeepers laundry and related workers	1	0	0	1	100
Human resources & organisat developm & relate prof	11	4	36.4	3	27.3
Human resources clerks	9	0	0	3	33.3
Human resources related	13	0	0	7	53.8
Information technology related	1	0	0	0	0
Legal related	2	0	0	1	50
Library mail and related clerks	6	0	0	0	0
Logistical support personnel	1	0	0	1	100
Motor vehicle drivers	2	0	0	2	100
Other administrat & related clerks and organisers	36	0	0	17	47.2
Other administrative policy and related officers	10	0	0	5	50
Other information technology personnel.	1	0	0	0	0
Other occupations	6	1	16.7	1	16.7

TABLE 5.4 - Promotions by Critical Occupation

Occupation	Employment at Beginning of Period (April 2009)	Promotions to another Salary Level	Salary Level Promotions as a % of Employment	Progressions to another Notch within Salary Level	Notch progressions as a % of Employment
Rank: Unknown	3	0	0	0	0
Risk management and security services	1	0	0	0	0
Secretaries & other keyboard operating clerks	35	0	0	20	57.1
Senior managers	31	0	0	1	3.2
Trade labourers	1	0	0	1	100
Youth workers	3	0	0	3	100
TOTAL	317	13	4.1	131	41.3

TABLE 5.5 - Promotions by Salary Band

Salary Band	Employment at Beginning of Period (April 2009)	Promotions to another Salary Level	Salary Level Promotions as a % of Employment	Progressions to another Notch within Salary Level	Notch progressions as a % of Employment
Lower skilled (Levels 1-2), Permanent	1	0	0	0	0
Skilled (Levels 3-5), Permanent	68	0	0	37	54.4
Highly skilled production (Levels 6-8), Permanent	76	1	1.3	37	48.7
Highly skilled supervision (Levels 9-12), Permanent	114	10	8.8	52	45.6
Senior management (Levels 13-16), Permanent	35	2	5.7	1	2.9
Other, Permanent	3	0	0	0	0
Contract (Levels 3-5), Permanent	3	0	0	3	100
Contract (Levels 6-8), Permanent	1	0	0	0	0
Contract (Levels 9-12), Permanent	4	0	0	1	25
Contract (Levels 13-16), Permanent	12	0	0	0	0
TOTAL	317	13	4.1	131	41.3

6. Emp Equity

TABLE 6.1 - Total number of Employees (incl. Employees with disabilities) per Occupational Category (SASCO)

Occupational Categories	Male, African	Male, Coloured	Male, Indian	Male, Total Blacks	Male, White	Female, African	Female, Coloured	Female, Indian	Female, Total Blacks	Female, White	Total
Legislators, senior officials and managers, Permanent	12	0	0	12	4	6	1	2	9	1	26
Professionals, Permanent	48	2	1	51	2	20	1	0	21	0	74
Technicians and associate professionals, Permanent	28	0	0	28	1	41	1	0	42	2	73
Clerks, Permanent	21	0	0	21	0	69	1	0	70	3	94
Service and sales workers, Permanent	1	1	0	2	0	0	0	0	0	0	2
Plant and machine operators and assemblers, Permanent	2	0	0	2	0	0	0	0	0	0	2
Elementary occupations, Permanent	2	0	0	2	0	11	0	0	11	0	13
TOTAL	114	3	1	118	7	147	4	2	153	6	284

	Male, African	Male, Coloured	Male, Indian	Male, Total Blacks	Male, White	Female, African	Female, Coloured	Female, Indian	Female, Total Blacks	Female, White	Total
Employees with disabilities	3	0	0	3	0	1	0	0	1	0	4

TABLE 6.2 - Total number of Employees (incl. Employees with disabilities) per Occupational Bands

Occupational Bands	Male, African	Male, Coloured	Male, Indian	Male, Total Blacks	Male, White	Female, African	Female, Coloured	Female, Indian	Female, Total Blacks	Female, White	Total
Top Management, Permanent	2	0	0	2	0	0	0	0	0	0	2
Senior Management, Permanent	14	0	0	14	3	11	0	1	12	1	30
Professionally qualified and experienced specialists and mid-management, Permanent	52	2	1	55	2	40	1	0	41	3	101
Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent	24	0	0	24	1	42	1	0	43	2	70
Semi-skilled and discretionary decision making, Permanent	14	0	0	14	0	47	0	0	47	0	61
Unskilled and defined decision making, Permanent	0	0	0	0	0	1	0	0	1	0	1
Contract (Top Management), Permanent	2	0	0	2	0	0	0	0	0	0	2
Contract (Senior Management), Permanent	3	0	0	3	1	0	1	1	2	0	6
Contract (Professionally qualified), Permanent	1	0	0	1	0	3	1	0	4	0	5
Contract (Skilled technical), Permanent	1	0	0	1	0	2	0	0	2	0	3
Contract (Semi-skilled), Permanent	1	1	0	2	0	1	0	0	1	0	3
TOTAL	114	3	1	118	7	147	4	2	153	6	284

TABLE 6.3 - Recruitment

Occupational Bands	Male, African	Male, Coloured	Male, Indian	Male, Total Blacks	Male, White	Female, African	Female, Coloured	Female, Indian	Female, Total Blacks	Female, White	Total
Senior Management, Permanent	1	0	0	1	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management, Permanent	1	0	0	1	0	1	0	0	1	0	2
Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent	1	0	0	1	0	1	0	0	1	0	2
Semi-skilled and discretionary decision making, Permanent	1	0	0	1	0	0	0	0	0	0	1
Contract (Top Management), Permanent	2	0	0	2	0	0	0	0	0	0	2
Contract (Senior Management), Permanent	5	0	0	5	1	0	0	1	1	3	10
Contract (Professionally qualified), Permanent	1	0	0	1	0	2	0	0	2	0	3
Contract (Skilled technical), Permanent	1	0	0	1	0	2	0	0	2	0	3
Contract (Semi-skilled), Permanent	2	1	0	3	0	2	0	0	2	0	5
TOTAL	15	1	0	16	1	8	0	1	9	3	29

	Male, African	Male, Coloured	Male, Indian	Male, Total Blacks	Male, White	Female, African	Female, Coloured	Female, Indian	Female, Total Blacks	Female, White	Total
Employees with disabilities	0	0	0	0	0	0	0	0	0	0	0

TABLE 6.4 - Promotions

Occupational Bands	Male, African	Male, Coloured	Male, Indian	Male, Total Blacks	Male, White	Female, African	Female, Coloured	Female, Indian	Female, Total Blacks	Female, White	Total
Top Management, Permanent	1	0	0	1	0	0	0	0	0	0	1
Senior Management, Permanent	0	0	0	0	0	2	0	0	2	0	2
Professionally qualified and experienced specialists and mid-management, Permanent	29	0	1	30	1	26	1	0	27	4	62
Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent	13	0	0	13	0	22	1	0	23	2	38
Semi-skilled and discretionary decision making, Permanent	7	0	0	7	0	30	0	0	30	0	37
Contract (Professionally qualified), Permanent	0	0	0	0	0	1	0	0	1	0	1
Contract (Semi-skilled), Permanent	1	1	0	2	0	1	0	0	1	0	3
TOTAL	51	1	1	53	1	82	2	0	84	6	144

	Male, African	Male, Coloured	Male, Indian	Male, Total Blacks	Male, White	Female, African	Female, Coloured	Female, Indian	Female, Total Blacks	Female, White	Total
Employees with disabilities	3	0	0	3	0	0	0	0	0	0	3

TABLE 6.5 - Terminations

Occupational Bands	Male, African	Male, Coloured	Male, Indian	Male, Total Blacks	Male, White	Female, African	Female, Coloured	Female, Indian	Female, Total Blacks	Female, White	Total
Top Management, Permanent	1	0	0	1	0	0	0	0	0	0	1
Senior Management, Permanent	0	0	0	0	0	1	0	0	1	1	2
Professionally qualified and experienced specialists and mid-management, Permanent	3	0	0	3	0	2	0	0	2	0	5
Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent	1	0	0	1	0	1	0	0	1	1	3
Semi-skilled and discretionary decision making, Permanent	0	0	0	0	0	1	0	0	1	0	1
Contract (Top Management), Permanent	3	0	0	3	0	1	0	0	1	1	5
Contract (Senior Management), Permanent	5	0	0	5	1	2	0	0	2	3	11
Contract (Professionally qualified), Permanent	3	0	0	3	0	2	0	0	2	0	5
Contract (Skilled technical), Permanent	1	0	0	1	0	2	0	0	2	0	3
Contract (Semi-skilled), Permanent	2	1	0	3	0	2	0	0	2	0	5
TOTAL	19	1	0	20	1	14	0	0	14	6	41

TABLE 6.6 - Disciplinary Action

Disciplinary action	Male, African	Male, Coloured	Male, Indian	Male, Total Blacks	Male, White	Female, African	Female, Coloured	Female, Indian	Female, Total Blacks	Female, White	Total
TOTAL	0	0	0	0	0	4	1	1	4	1	7

TABLE 6.7 - Skills Development

Occupational Categories	Male, African	Male, Coloured	Male, Indian	Male, Total Blacks	Male, White	Female, African	Female, Coloured	Female, Indian	Female, Total Blacks	Female, White	Total
Legislators, Senior Officials and Managers	1	0	0	1	0	2	0	0	2	0	3
Professionals	3	0	0	3	0	4	0	0	4	0	7
Technicians and Associate Professionals	3	0	0	3	0	5	0	0	5	0	8
Clerks	0	0	0	0	0	1	0	0	1	0	1
Service and Sales Workers	0	0	0	0	0	0	0	0	0	0	0
Skilled Agriculture and Fishery Workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related Trades Workers	0	0	0	0	0	0	0	0	0	0	0
Plant and Machine Operators and Assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary Occupations	0	0	0	0	0	0	0	0	0	0	0
Employees with disabilities	1	1	0	0	0	0	0	0	0	0	2
TOTAL	8	1	0	7	0	12	0	0	12	0	21

7. Performance

TABLE 7.1 - Performance Rewards by Race, Gender and Disability

Demographics	Number of Beneficiaries	Total Employment	Percentage of Total Employment	Cost (R'000)	Average Cost per Beneficiary (R)
African, Female	50	146	34.2	837	16,749
African, Male	38	111	34.2	904	23,798
Asian, Female	0	2	0	0	0
Asian, Male	1	1	100	35	34,745
Coloured, Female	1	4	25	18	17,774
Coloured, Male	1	3	33.3	8	7,773
Total Blacks, Female	51	152	33.6	855	16,769
Total Blacks, Male	40	115	34.8	947	23,671
White, Female	4	6	66.7	123	30,735
White, Male	1	7	14.3	100	99,781
Employees with a disability	2	4	50	35	17,369
TOTAL	98	284	34.5	2,060	21,016

TABLE 7.2 - Performance Rewards by Salary Band for Personnel below Senior Management Service

Salary Band	Number of Beneficiaries	Total Employment	Percentage of Total Employment	Cost (R'000)	Average Cost per Beneficiary (R)
Lower skilled (Levels 1-2)	1	1	100	5	5,000
Skilled (Levels 3-5)	27	61	44.3	219	8,111
Highly skilled production (Levels 6-8)	24	70	34.3	352	14,667
Highly skilled supervision (Levels 9-12)	40	101	39.6	1,107	27,675
Contract (Levels 3-5)	1	3	33.3	8	8,000
Contract (Levels 6-8)	0	3	0	0	0
Contract (Levels 9-12)	0	5	0	0	0
Periodical Remuneration	0	34	0	0	0
Abnormal Appointment	0	175	0	0	0
TOTAL	93	453	20.5	1691	18183

TABLE 7.3 - Performance Rewards by Critical Occupation

Critical Occupations	Number of Beneficiaries	Total Employment	Percentage of Total Employment	Cost (R'000)	Average Cost per Beneficiary (R)
Administrative related	26	65	40	639	24,577
Cleaners in offices workshops hospitals etc.	3	11	27.3	18	6,000
Client inform clerks(switchb receipt inform clerks)	3	2	150	23	7,667
Communication and information related	10	27	37	255	25,500
Finance and economics related	3	10	30	88	29,333
Financial and related professionals	0	2	0	0	0
Financial clerks and credit controllers	8	15	53.3	130	16,250
Head of department/chief executive officer	0	1	0	0	0
Housekeepers laundry and related workers	1	1	100	8	8,000
Human resources & organisation development & related professionals	3	11	27.3	86	28,667
Human resources clerks	1	9	11.1	14	14,000
Human resources related	6	15	40	175	29,167
Information technology related	0	1	0	0	0
Legal related	1	2	50	42	42,000
Library mail and related clerks	0	6	0	0	0
Logistical support personnel	0	1	0	0	0
Motor vehicle drivers	2	2	100	12	6,000
Other administrat & related clerks and organisers	8	30	26.7	69	8,625
Other administrative policy and related officers	2	7	28.6	28	14,000
Other information technology personnel.	0	1	0	0	0
Other occupations	0	6	0	0	0
Risk management and security services	0	1	0	0	0
Secretaries & other keyboard operating clerks	17	32	53.1	209	12,294
Senior managers	4	24	16.7	264	66,000
Trade labourers	0	1	0	0	0
Youth workers	0	1	0	0	0
TOTAL	98	284	34.5	2060	21020

TABLE 7.4 - Performance Related Rewards (Cash Bonus) by Salary Band for Senior Management Service

SMS Band	Number of Beneficiaries	Total Employment	Percentage of Total Employment	Cost (R'000)	Average Cost per Beneficiary (R)	% of SMS Wage Bill	Personnel Cost SMS (R'000)
Band A	4	29	13.8	269	6,725	1.2	22,873
Band B	1	7	14.3	100	10,000	1.5	6,522
Band C	0	2	0	0	0	0	0
Band D	0	2	0	0	0	0	0
TOTAL	5	40	12.5	369	7380	1.3	29395

8. Foreign Workers

TABLE 8.1 - Foreign Workers by Salary Band

Salary Band	Employment at Beginning Period	Percentage of Total	Employment at End of Period	Percentage of Total	Change in Employment	Percentage of Total	Total Employment at Beginning of Period	Total Employment at End of Period	Total Change in Employment
Senior management (Levels 13-16)	1	33.3	1	33.3	0	0	3	3	0
Contract (Levels 13-16)	2	66.7	2	66.7	0	0	3	3	0
TOTAL	3	100	3	100	0	0	3	3	0

TABLE 8.2 - Foreign Workers by Major Occupation

Major Occupation	Employment at Beginning Period	Percentage of Total	Employment at End of Period	Percentage of Total	Change in Employment	Percentage of Total	Total Employment at Beginning of Period	Total Employment at End of Period	Total Change in Employment
Professionals and managers	3	100	3	100	0	0	3	3	0
TOTAL	3	100	3	100	0	0	3	3	0

9. Leave

TABLE 9.1 - Sick Leave for Jan 2009 to Dec 2009

Salary Band	Total Days	% Days with Medical Certification	Number of Employees using Sick Leave	% of Total Employees using Sick Leave	Average Days per Employee	Estimated Cost (R'000)	Total number of Employees using Sick Leave	Total number of days with medical certification
Lower skilled (Levels 1-2)	2	100	1	0.6	2	0	168	2
Skilled (Levels 3-5)	279	95.3	41	24.4	7	79	168	266
Highly skilled production (Levels 6-8)	307	90.6	45	26.8	7	153	168	278
Highly skilled supervision (Levels 9-12)	392	90.6	58	34.5	7	392	168	355
Senior management (Levels 13-16)	110	96.4	17	10.1	6	272	168	106
Contract (Levels 6-8)	2	100	1	0.6	2	1	168	2
Contract (Levels 9-12)	2	100	1	0.6	2	3	168	2
Contract (Levels 13-16)	19	78.9	4	2.4	5	55	168	15
TOTAL	1113	92.2	168	100	7	955	168	1026

TABLE 9.2 - Disability Leave (Temporary and Permanent) for Jan 2009 to Dec 2009

Salary Band	Total Days	% Days with Medical Certification	Number of Employees using Disability Leave	% of Total Employees using Disability Leave	Average Days per Employee	Estimated Cost (R'000)	Total number of days with medical certification	Total number of Employees using Disability Leave
Skilled (Levels 3-5)	117	100	2	25	59	28	117	8
Highly skilled production (Levels 6-8)	10	100	1	12.5	10	6	10	8
Highly skilled supervision (Levels 9-12)	63	100	3	37.5	21	90	63	8
Senior management (Levels 13-16)	39	100	2	25	20	98	39	8
TOTAL	229	100	8	100	29	222	229	8

TABLE 9.3 - Annual Leave for Jan 2009 to Dec 2009

Salary Band	Total Days Taken	Average days per Employee	Number of Employees who took leave
Lower skilled (Levels 1-2)	20	20	1
Skilled (Levels 3-5)	1299	20	64
Highly skilled production (Levels 6-8)	1681	20	85
Highly skilled supervision (Levels 9-12)	2670	22	124
Senior management (Levels 13-16)	787	22	36
Contract (Levels 3-5)	22	7	3
Contract (Levels 6-8)	27	14	2
Contract (Levels 9-12)	64	16	4
Contract (Levels 13-16)	155	14	11
TOTAL	6725	20	330

TABLE 9.4 - Capped Leave for Jan 2009 to Dec 2009

	Total days of capped leave taken	Average number of days taken per employee	Average capped leave per employee as at 31 December 2009	Number of Employees who took Capped leave	Total number of capped leave available at 31 December 2009	Number of Employees as at 31 December 2009
Highly skilled supervision (Levels 9-12)	25	8	62	3	3727	60
Senior management (Levels 13-16)	47	24	99	2	1682	17
TOTAL	72	14	70	5	5409	77

TABLE 9.5 - Leave Payouts

Reason	Total Amount (R'000)	Number of Employees	Average Payment per Employee (R)
Leave payout for 2009/10 due to non-utilisation of leave for the previous cycle	42	3	14000
Capped leave payouts on termination of service for 2009/10	213	15	14200
Current leave payout on termination of service for 2009/10	76	3	25333
TOTAL	331	21	15762

10. HIV

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

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
0	0
0	0
TOTAL	229

TABLE 10.2 - Details of Health Promotion and HIV/AIDS Programmes [tick Yes/No and provide required information]

Question	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.	Yes		"A Manager: Mrs. NE Hayward for Transversal Health and Wellness matters, has been appointed
Functioning under the SMS Member Ms ME Maelane	0		
"	229		
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.	Yes		"The Division: Transversal Human Resource Management Services has been entrusted with the responsibility of implementing the program within the Office of the Premier and Coordinating and monitoring the program implementation including HCT campaigns in all spheres of Mpumalanga Provincial Government.
The team has a staff component of 5 who facilitate the implementation of the EH&W Strategic plan and Occupational Health and Safety Plan, to ensure the Employee wellness and safety in the workplace, and coordination of the services of Employee Health and Wellness across Departments within the Provincial Government in accordance with relevant prescripts.			
Implement the EH&WP Operational Plan for the Strategic Plan and EH&W Policy Framework within the budget of R 50 000 for the financial year 2010/2011.			
"			
3. Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of the programme.	Yes		"The Key elements of the Programme are: HIV&AIDS management and mitigation; Prevention; Treatment, Care and Support, Wellness management and Occupational health and Safety including health risk management.
1. Hosting of monthly Health and Wellness promotion programmes aligned to the national and international health awareness dates;			

TABLE 10.2 - Details of Health Promotion and HIV/AIDS Programmes [tick Yes/No and provide required information]

Question	Yes	No	Details, if yes
2. World commemorations e.g. Candle lighting; World Aids day; men's health; women's Health; International day against Drug Abuse; Mental illness awareness, General workplace fitness day; and			
"			
4. Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.	Yes		The 11 Departments are represented in the Provincial Inter-Departmental Committee on HIV and AIDS which is composed of 25 members. These members are the designated coordinators of the programme and drive the programmes in the departments. Education: Mr. T Ugoda; Culture, Sport and Recreation: Ms J Khoza; Public Works: Ms M Masemola; Agriculture: Ms D Marakalala; Local Government; Ms K Letebele; Housing: Ms R Masilela; Roads and Transport: Ms E Shongwe; Office of the Premier; Ms ME Maelane and Ms E Hayward; Health: Ms C Ntshane; Social Development: Ms R Langa; Finance: Ms T Twala; Economic Development; Ms G Molahlegi.
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.	Yes		All the HRM policies are reviewed yearly as and when necessary. These include also, the HIV&AIDS workplace policy, Employees Assistance Policy, and Employee Health and Wellness Policy Framework. As per DPSA directive the Departments are currently developing policies on each individual pillar.
6. Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.	Yes		"There are measures in place to guide the implementation of key focus programme in managing and protecting the infected and affected. The key elements to ensure non discrimination include:
- Mainstreaming of HIV&AIDS Program in all HRM functions and practices within the workplace.			
- Awareness campaigns and peer education			
- Implementation and adherence to chapter 2 of the Constitution of RSA.			
- Monitoring by all key stakeholders to ensure compliance to all prescripts and RSA Constitution.			
- Commemorations and information sharing sessions on the prevalence and the causes thereof.			
- Policies in place			
"			
7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved.	Yes		During the quarterly Health promotion events and HIV and AIDS awareness campaigns HCT is emphasized and encouraged in compliance with the National Directive to have the population of 15 million tested for HIV and know their status by 2011. The employees are advised to use the areas of HCT launches to go for VCT. To date about 50% response was reported by the specific centres.
8. Has the department developed measures/indicators to monitor & evaluate the impact of your health promotion programme? If so, list these measures/indicators.	Yes		"Number of Policies in place to guide behaviours and conduct of employees
Quarterly Sick leave utilization profile			

TABLE 10.2 - Details of Health Promotion and HIV/AIDS Programmes [tick Yes/No and provide required information]

Question	Yes	No	Details, if yes
Quarterly Sick leave utilization profile			
Attendance recorded to HIV AIDS and Health promotion events			
Monitoring of knowledge, attitudes and beliefs with regards to the programme.			
The levels of awareness of the disease prevention and care			
% of reduced absenteeism associated with HIV&AIDS related diseases from 30% to 5% in 2010 to 2011Terminations of services for ill health reasons.			
Quarterly Health Promotion events and health awareness campaigns.			

11. Labour Relations

TABLE 11.1 - Collective Agreements

Subject Matter	Date
N/A	N/A

TABLE 11.2 - Misconduct and Discipline Hearings Finalised

Outcomes of disciplinary hearings	Number	Percentage of Total	Total
Case pending	0	100%	0
Final written warning	7	100%	7
Dismissal	0	100%	0
TOTAL	7	100%	7

TABLE 11.3 - Types of Misconduct Addressed and Disciplinary Hearings

Type of misconduct	Number	Percentage of Total	Total
Misuse of MG	1	100%	1
Procurement	7	100%	7
Failure to disclose	0	100%	0
TOTAL	8	100%	8

TABLE 11.4 - Grievances Lodged

Number of grievances addressed	Number	Percentage of Total	Total
Resolved	2	100%	2
Not Resolved	1	100%	1
TOTAL	3	100%	3

TABLE 11.5 - Disputes Lodged

Number of disputes addressed	Number	% of total	Total
Pending	0	100%	0
Dismissed	2	100%	2
TOTAL	2	100%	2

11. Labour Relations

TABLE 11.6 - Strike Actions

Strike Actions	Number	% of total	Total
Total number of person working days lost	N/A	N/A	N/A
Total cost(R'000) of working days lost	N/A	N/A	N/A
Amount (R'000) recovered as a result of no work no pay	N/A	N/A	N/A

TABLE 11.7 - Precautionary Suspensions

Precautionary Suspensions	
Number of people suspended	1
Number of people whose suspension exceeded 30 days	1
Average number of days suspended	6 Months
Cost (R'000) of suspensions	R 464 642.85

12. Skills Development

TABLE 12.1 - Training Needs identified

Occupational Categories	Gender	Employment	Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	0	0	14	0	14
	Male	0	0	19	0	19
Professionals	Female	0	0	26	0	26
	Male	0	0	42	0	42
Technicians and associate professionals	Female	0	0	43	0	43
	Male	0	0	40	0	40
Clerks	Female	0	0	83	0	83
	Male	0	0	27	0	27
Service and sales workers	Female	0	0	0	0	0
	Male	0	0	2	0	2
Skilled agriculture and fishery workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and related trades workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	0	0	2	0	2
Elementary occupations	Female	0	0	13	0	13
	Male	0	0	2	0	2
Gender sub totals	Female	0	0	0	0	0
	Male	0	0	0	0	0
TOTAL		0	0	310	0	310

12. Skills Development

TABLE 12.2 - Training Provided

Occupational Categories	Gender	Employment	Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	0	0	1	1	2
	Male	0	0	1	0	1
Professionals	Female	0	0	3	1	4
	Male	0	0	4	0	4
Technicians and associate professionals	Female	0	0	5	0	5
	Male	0	0	4	0	4
Clerks	Female	0	0	1	0	1
	Male	0	0	0	0	0
Service and sales workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Skilled agriculture and fishery workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and related trades workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Elementary occupations	Female	0	0	0	0	0
	Male	0	0	0	0	0
Gender sub totals	Female	0	0	0	0	0
	Male	0	0	0	0	0
TOTAL		0	0	19	2	21

13. Injuries

TABLE 13.1 - Injury on Duty

Nature of injury on duty	Number	% of total
Required basic medical attention only	0	0
Temporary Total Disablement	0	0
Permanent Disablement	0	0
Fatal	0	0
TOTAL	0	0

14. Consultants

TABLE 14.1 - Report on consultant appointments using appropriated funds

Project Title	Total number of consultants that worked on the project	Duration: Work days	Contract value in Rand
ABET	7	3 Months	1,066,667
Project Management Learnership	1	8 months	547,200
EDP Module 1			
EDP Module 2			
EDP Module 3	1	4 Months	758,000
JMDP Module 1,2 and 3	1	3 Months	1,046,012
MMDP Module 1,2 and 3	1	4 Months	681,090
Total number of projects	Total individual consultants	Total duration: Work days	Total contract value in Rand
6	11	22 Months	4,098,969

TABLE 14.2 - Analysis of consultant appointments using appropriated funds, i.t.o. HDIs

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project
ABET	100%	100%	7
Project Management Learnership	Desto 30%	0%	0
EDP Module 1	30%	40%	1
EDP Module 2	20%	20%	1
EDP Module 3	30%	40%	1
JMDP Block 1	State Institution (Pretoria University)		-
JMDP Block 2	State Institution (Pretoria University)		-
JMDP Block 3	State Institution (Pretoria University)		-
MMDP Block 1,2 and 3	Regenesys School of Public Admin		
	70%	30%	2

TABLE 14.3 - Report on consultant appointments using Donor funds

Project Title	Total number of consultants that worked on the project	Duration: Work days	Donor and Contract value in Rand
xxx	xxx	xxx	xxx

Total number of projects	Total individual consultants	Total duration: Work days	Total contract value in Rand
xxx	xxx	xxx	xxx

TABLE 14.4 - Analysis of consultant appointments using Donor funds, i.t.o. HDIs

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

15. Severance packages

TABLE 15: GRANTING OF EMPLOYEE INITIATED SEVERANCE PACKAGES

CATEGORY	No of Applications received	No of applications referred to MPSA	No of applications supported by MPSA	No of packages approved by department
Lower Skilled (Salary Level 1-2)	0	0	0	0
Skilled (Salary Level 3-5)	0	0	0	0
Highly Skilled Production (Salary level 6-8)	0	0	0	0
Highly Skilled Production (Salary level 9-12)	0	0	0	0
Senior Management (Salary Level 13 and higher)	0	0	0	0

ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2010



MPUMALANGA
A Pioneering Spirit



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REPORT OF THE AUDIT COMMITTEE

(As per the actual transcript of the audit committee report issued by the department's Audit Committee)

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

Audit Committee members in attendance

During the current year 4 audit committee meetings were held. Interactive meetings are held between Chairperson and the Internal Audit Unit as the need arises. The Meeting attendance details during the 2009/10 financial year were as follows:

Name of the Member (Current Audit Committee)	Number of meetings attended
Ms. R. Kalidass	4
Ms. M. Nyathi	1
Dr. H. Jooster	3
Mr. AF. Keyser	4
Mr. K. Buthelezi	2

Audit Committee responsibility

We report that we have adopted appropriate formal terms of reference in our charter in line with the requirements of Section 38 (1) of the Public Finance Management Act No. 1 of 1999 and Treasury Regulation 3.1. We further report that we conducted our affairs in compliance with this charter

The Audit Committee also reports that if it has adopted appropriate formal terms of reference as its audit committee charter , has regulated its affairs in compliance with this charter and has discharged all its responsibilities as contained therein.

The effectiveness of Internal control

The system of internal controls is designed to provide cost effective assurance that assets are safeguarded and that liabilities and working capital are efficiently managed. The system of internal control applied by the department over financial and risk management is effective, efficient and transparent.

In accordance with the PFMA and the King 111 Report on Corporate governance requirements, Internal Audit provides the Audit Committee and management with assurance that the internal controls are appropriate and effective.

This is achieved by means of the risk management process, as well as the identification of corrective actions and suggested enhancements to the controls and processes. From the various reports of the Internal Auditors, the Audit report on the Annual Financial Statements and the management letter of the Auditor-General, it was noted that no significant or material non compliance with prescribed policies and procedures have been reported. Accordingly, we can report that the system of internal control for the period under review was effective and efficient.

A number of control deficiencies were highlighted by the Auditor-General's Management Letter. Management will be required to compile an "action

plan" to ensure that the issues are not reported in the forthcoming financial years, of which the Audit Committee will actively monitor the progress being made in this regard.

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

The Audit Committee is satisfied with the content and quality of monthly and quarterly reports prepared by the Accounting Officer and the Department during the year under review.

It is however noted that the information systems were not appropriate to facilitate the preparation of a performance report that is accurate and complete. Furthermore there are inadequate control processes and procedures designed and implemented to ensure the accuracy and completeness of the reported performance information.

The Audit Committee will monitor the processes and procedures designed and implemented to ensure that there is an improvement in the quality of performance information for the forthcoming financial year.

Evaluation of Financial Statements

The Audit Committee has:

- Reviewed and discussed the audited annual financial statements to be included in the annual report with the Auditor-General South Africa and the Accounting Officer;
- Reviewed the Auditor-General South Africa's management report and management's response thereto;
- Reviewed the department's compliance with legal and regulatory provisions ;
- Reviewed significant adjustments resulting from the audit.

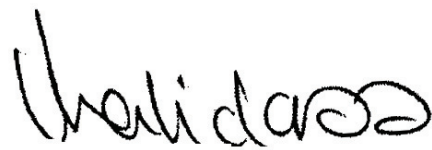
We concur with and accept the Auditor-General of South Africa's report on the annual financial statements, and are of the opinion that the audited annual financial statements should be accepted and read together with the report of the Auditor- General South Africa.

Internal Audit

We are satisfied that the internal audit function is operating effectively and that it has addressed the risks pertinent to the department in its audits.

Auditor General South Africa

We have met with the Auditor-General South Africa to ensure that there are no unresolved issues.



RACHEAL KALIDASS CA(SA)

AUDIT COMMITTEE CHAIRPERSON

31 MAY 2010

MPUMALANGA OFFICE OF THE PREMIER
VOTE 1
REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 March 2010

Report by the Accounting Officer to the Executive Authority and Provincial Legislature of the Republic of South Africa.

1. General review of the state of financial affairs

1.1 Important policy decisions and strategic issues facing the department

The year under review has seen the Flagship Programmes integrated into lead departments, these programmes are now part of the departmental plans. This decision resulted in the Programme Facilitation Unit (PFU) abolished and officials absorbed within the Office of the Premier. As part of alignment with national configuration, the House of Traditional Leaders was transferred to the department of Co-operative Governance and Traditional Affairs (COGTA).

1.2 Comment on significant events that have taken place during the year

During the financial year under review, the Office hosted the Premier's Service Excellence Awards (PSEA) which intends rewarding excellence and innovation within the Public Service and the Youth in the Province.

1.3 Comment on major projects undertaken or completed during the year

In coordinating the 2010 FIFA World Cup, the Office launched "Football Friday" which became a national phenomenon.

1.4 Spending trends

The appropriated budget for 2009/10 financial year was R 196,689 million . This amount was, during the adjustments appropriation, adjusted to R179,019 million and total expenditure amounted to R176,346 million. Under expenditure was largely in programme 1 due to the Turnaround Strategy processes which has not yet been finalised in 2009/10 The Office will, in future, schedule projects early in the year. A steering committee has been set for each project to monitor implementation and expenditure thereof.

1.5 Virement:

The Office did a virement and no funds were transferred from one programme to another as funds were moved within programmes. The Accounting Officer approved the virement. Funded vacant posts were all frozen due to cost curtailment measures in order to generate savings requested as a directive from Cabinet Lekgotla which caused the under expenditure in compensation of employees. The funds from compensation of employees were then transferred to goods and services as explained above.

1.6 Unauthorised Expenditure

The total unauthorised expenditure incurred by 2009/10 is R479, 000 which was presented to the Select Committee and condoned. Of the total unauthorised expenditure, R14, 000 was condoned without funding and was written off against current year budget. R465, 000 is still waiting funding from Provincial Treasury. The unauthorised expenditure was incurred because of Special Programme's celebrations for Children's Day. The Office has introduced a new workflow where projected over expenditure is detected and can be stopped before happening.

1.7 Irregular expenditure

The total irregular expenditure incurred by the Office of the Premier is R110, 191.64. It was payment to Vakasha Travel for services rendered to the Youth Commission without an order. This matter has been referred to Labour Relations unit for investigation and possible disciplinary action to be taken against those who have violated the PFMA.

2. Service rendered by the Office of the Premier

A detailed report on the services rendered, rendered by the Office of the Premier is discussed in the Annual Report. The following are broad strategic objectives of the Office of the Premier.

- Provide strategic direction through improving inter-departmental collaboration;
- Ensure the coordination of the strategic programmes and projects;
- Strengthen cooperative governance;
- Strengthen the organisational performance in terms of business processes;
- To expand the skills and human resource base to enhance the strategic leadership role of the Provincial Administration;
- Strengthen integrated planning and policy development in the Province;
- Evaluate the effectiveness and impact of Government programmes within the Province;
- Strengthen the protocol, regional and international co-operation by 2015;
- Build capacity to monitor and evaluate Government programmes in the Province.

2.1 Tariff policy

The Office of the Premier does not have a tariff policy as there are no revenue sources that would require independent setting of charges

2.2 Free Services

The Office of the Premier does not charge for services rendered in the form of monitoring and advice to other departments.

2.3 Inventories

The total inventories at hand as at year-end is R 486, 265.92, refer to annexure 6.

3. Capacity constraints

Not all funded posts were filled on time and this resulted in the Office of the Premier experiencing capacity constraints. The Office is going to renew its plan of appointing officials in the 2010/11 financial year. The Office of the Premier has since been given more office space by the Department of Public Works.

4. Utilisation of donor funds

The Office received an amount of R 335, 000 for Provincial Higher Education and Training Public Participation Event. An amount of R 8, 000 was received for Premiers Disability Achievers Award. R100, 000 was received for the Inauguration of the Premier

5. Trading entities and public entities.

There were no public entities during the reporting period.

6. Public private partnerships (PPP)

The Office of the Premier did not have Public Private Partnerships during the year under review.

7. Corporate governance arrangements

7.1 Risk Management Approach

Risk Management section facilitates a risk assessment exercise where management identifies risks in the Office under specific focus areas. A risk management document was compiled by Risk Management Unit to address risks. A risk management committee has been established by the accounting officer. The committee implements the risk management strategy for the Office. The risk manager is responsible for the implementation of the strategy.

7.2 Fraud Prevention Policy

A Fraud Prevention Framework was prepared by the Risk Management Unit for the Office of the Premier. The Office has an approved Fraud Prevention Plan and has since conducted awareness workshops for half of the personnel. A section that deals with fraud and related issues is in operation (Forensic Audit) whose responsibility is, among others, to investigate reported fraud cases in the Province.

7.3 Effectiveness of Internal Audit and Audit Committee

Internal Audit works according to the operational plan, as approved by the Audit Committee for the cluster departments. The Audit Committee functions well and meets on a quarterly basis.

8. Discontinued activities/activities to be discontinued

The following activities were discontinued during the year under review.

Mpumalanga Youth Commission: only the Acting Chief Executive Officer is the link between the province and the National Youth Development Agency. All other officials were absorbed in to sections within the Office. The House of Traditional Leaders was moved to the Department of Co-operative Governance and Traditional Affairs,(COGTA). All flagship projects were transferred to the lead departments, including the respective Chief Executive Officers. As a result of the transfer of flagships, officials for the Programme Facilitation Unit were absorbed into sections within the Office of the Premier.

9. New/proposed activities

Provincial Hotline was established as a new activity in the Office of the Premier.

10. Asset management

10.1 Progress with regard to capturing assets in the register

All assets have been captured in the asset register and all numbered for identification purposes.

10.2 Establishment of asset management units and asset management teams

The asset management unit was established in 2005/06 and the section is fully functional. The Office has sent practitioners to relevant courses to build capacity.

10.3 Indication of the extent of compliance with the minimum requirements

All assets acquired prior to the implementation of LOGIS have been captured in the system.

11. Events after the reporting date

There were no material events that occurred after the reporting date.

12. Performance information

Programme and Sub-programme performance is monitored on a monthly basis and is reported to the Executing Authority. Financial performance is evaluated monthly through the In Year – Monitoring system and reported in Management Committee meetings. Performance review sessions are held on a quarterly basis to review the performance of Programme and Sub-programmes against their targets.

13. SCOPA resolutions

Reference to previous audit report and SCOPA resolutions	Subject	Findings on progress
R 465,000	Unauthorised expenditure	Still pending

14. Prior modifications to audit reports

Nature of qualification, disclaimer, adverse opinion and matters of non-compliance	Financial year in which it first arose	Progress made in clearing / resolving the matter
Payments due to creditors were not always settled within 30 days	2008/09	Controls are in place to ensure that payments are made within 30 days from receipt of invoice

**15. Exemptions and deviations received from the
National Treasury**

No exemptions.

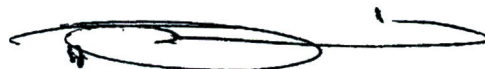
16. Other

The Office of the Premier, with regards to 2010 FIFA world cup, has not incurred any expenses regarding purchasing of tickets.

There are no other material facts or circumstances, which may have an effect on the understanding of the financial state of affairs, addressed elsewhere in this report

17. Approval

The Annual Financial Statements set out on pages 84 to 132 have been approved by the Accounting Officer.



JM RABODILA
DIRECTOR-GENERAL

REPORT OF THE AUDITOR-GENERAL TO THE MPUMALANGA LEGISLATURE ON THE FINANCIAL STATEMENTS OF VOTE NO. 1: THE OFFICE OF THE PREMIER FOR THE YEAR ENDED 31 MARCH 2010

REPORT ON THE FINANCIAL STATEMENTS

Introduction

I have audited the accompanying financial statements of the Office of the Premier, which comprise the appropriation statement, the statement of financial position as at 31 March 2010, and the 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 information, as set out on pages 84 to 122.

Accounting officer's responsibility for the financial statements

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 note 1 and in the manner required by the Public Finance Management Act of South Africa, 1999 (Act No. 1 of 1999) (PFMA) and the Division of Revenue Act, 2009 (Act No. 12 of 2009) (DoRA). 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; and making accounting estimates that are reasonable in the circumstances.

Auditor-General's responsibility

As required by section 188 of the Constitution of South Africa and section 4 of the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA), my responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with International Standards on Auditing and *General Notice 1570 of 2009* issued in *Government Gazette 32758 of 27 November 2009*. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Office of the Premier as at 31 March 2010, and its financial performance and its 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 note 1 and in the manner required by the PFMA and DoRA.

Emphasis of matter

I draw attention to the matter below. My opinion is not modified in respect of this matter:

Basis of accounting

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 note 1.

Additional matter

I draw attention to the matter below. My opinion is not modified in respect of this matter:

Unaudited supplementary schedules

Annexures to the financial statements set out on pages 123 to 132 are supplementary schedules and thus are not audited.

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

In terms of the PAA and *General Notice 1570 of 2009* issued in *Government Gazette 32758 of 27 November 2009*, I include below my findings on the report on predetermined objectives, compliance with the PFMA and DoRA, and financial management (internal control).

Findings

Predetermined objectives

No matters to report.

Compliance with laws and regulations

Treasury Regulations, 2005

Non-adherence to legislation

Contrary to the requirements of Treasury Regulation 16A8.2, supply chain officials did not sign the code of conduct for supply chain management practitioners. Contrary to the requirements of Treasury Regulation 15.12.1 and 15.12.2, no delegation of authority for payments and disbursements was obtained to clearly indicate the person and the level of approval.

INTERNAL CONTROL

1. I considered internal control relevant to my audit of the financial statements and the report on

predetermined objectives and compliance with the PFMA and DoRA, but not for the purposes of expressing an opinion on the effectiveness of internal control. The matters reported below are limited to the deficiencies identified during the audit.

Leadership

There was inadequate oversight to evaluate whether management had implemented effective internal controls in order to meet its responsibilities regarding reporting and compliance with laws and regulations. The delegation of authority to management was inadequate to enable effective internal control over payments.

OTHER REPORTS

Investigations in progress

An internal investigation is being conducted to establish the reasonability of payments to a specific service provider. The investigation was still ongoing at the reporting date.

Investigations completed during the financial year

An internal investigation was conducted to probe the alleged improper signing of a contract on behalf of other departments. Disciplinary action has been initiated and no monetary loss was incurred by the Office of the Premier.

An internal investigation was conducted to probe the apparent override of controls within the supply chain management section. An official has been charged but no monetary loss was incurred by the Office of the Premier.

Auditor - General

Nelspruit
31 July 2010



Auditing to build public confidence

Mpumalanga Office of the Premier
Vote 1
APPROPRIATION STATEMENT
for the year ended 31 March 2010

Appropriation per programme									
2009/10								2008/09	
APPROPRIATION STATEMENT	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
1. ADMINISTRATION									
Current payment	95,136	-	(489)	94,647	92,518	2,129	97.8%	95,120	75,025
Transfers and subsidies	83	-	226	309	309	-	100.0%	83	-
Payment for capital assets	2,540	-	1,327	3,867	3,867	-	100.0%	3,557	3,469
2. INSTITUTIONAL DEVELOPMENT									
Current payment	44,001	-	(353)	43,648	43,401	247	99.4%	78,332	69,619
Transfers and subsidies	-	-	-	-	-	-	-	180	180
Payment for capital assets	500	-	353	853	853	-	100.0%	1,202	1,042
3. POLICY AND GOVERNANCE									
Current payment	34,815	-	(1,494)	33,321	32,974	347	99.0%	49,365	47,888
Transfers and subsidies	-	-	-	-	25	(25)	-	1,020	1,020
Payment for capital assets	222	-	430	652	652	-	100.0%	1,400	1,300
Subtotal	177,297	-	-	177,297	174,599	2,698	98.5%	210,259	199,543
Statutory Appropriation									
Current payment	1,722	-	-	1,722	1,534	188	89.1%	1,517	1,517
Transfers and subsidies									
Payment for capital assets									
TOTAL	179,019			179,019	176,133	2,886	98.4%	211,776	201,060
Reconciliation with statement of financial performance									
ADD:									
Departmental receipts				1,351				1,752	
Aid assistance				213					
Actual amounts per statement of financial performance (total revenue)				180,583				213,528	
Add: Aid assistance					213				
Actual amounts per statement of financial performance (total expenditure)					176,346				201,060

Mpumalanga Office of the Premier
Vote 1
APPROPRIATION STATEMENT
for the year ended 31 March 2010

Appropriation per programme									
APPROPRIATION STATEMENT	2009/10							2008/09	
	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
Current payments									
Compensation of employees	100,914	-	(5,946)	94,968	94,248	720	99.2%	92,972	92,857
Goods and services	73,038	-	3,585	76,623	74,646	1,977	97.4%	109,845	99,675
Interest and rent on land									
Financial transactions in assets and liabilities									
Transfers and subsidies									
Provinces and municipalities									
Departmental agencies and accounts									
Universities and technikons	-	-	-	-	-	-	-	1,000	1,000
Foreign governments and international organisations	-	-	251	251	25	226	10.0%	-	-
Public corporations and private enterprises									
Non-profit institutions	83	-	-	83	309	(226)	372.3%	283	200
Households									
Payments for capital assets									
Buildings and other fixed structures									
Machinery and equipment	3,262	-	1,955	5,217	5,217	-	100.0%	6,159	5,811
Biological assets									
Software and other intangible assets	-	-	155	155	155	-	100.0%	-	-
Land and subsoil assets									
Total	177,297	-	-	177,297	174,600	2,697	98.5%	210,259	199,543

Mpumalanga Office of the Premier
Vote 1
APPROPRIATION STATEMENT
for the year ended 31 March 2010

Statutory Appropriation

Direct changes against the National/Provincial Revenue Fund	2009/10							2008/09	
	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
Members of executive committee	1,722	-	-	1,722	1,534	188	89.1%	1,517	1,517
TOTAL	1,722	-	-	1,722	1,534	188	89.1%	1,517	1,517

Statutory Appropriation per economic classification

Program 1 Per Economic classification	2009/10							2008/09	
	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
Current payments									
Compensation of employees	1,722	-	-	1,722	1,534	188	89.1%	1,517	1,517
TOTAL	1,722	-	-	1,722	1,534	188	89.1%	1,517	1,517

Mpumalanga Office of the Premier
Vote 1
APPROPRIATION STATEMENT
for the year ended 31 March 2010

Detail per Programme 1 - Administration

Detail per sub-programme	2009/10							2008/09	
	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
1.1 Premier Support									
Current payment	9,578	-	(686)	8,892	8,892	-	100.0%	8,232	8,231
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	100	-	(35)	65	65	-	100.0%	26	26
1.2 Executive Council Secretariat									
Current payment	4,702	-	127	4,829	4,829	-	100.0%	3,834	3,834
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	-	-	256	256	256	-	100.0%	50	39
1.3 Director-General Support									
Current payment	41,910	-	(1,665)	40,245	40,242	3	100.0%	43,527	43,433
Transfers and subsidies	83	-	2	85	85	-	100.0%	83	-
Payment for capital assets	140	-	526	666	666	-	100.0%	1,241	1,164
1.4 Financial Management									
Current payment	38,363	-	1,790	40,153	38,052	2,101	94.8%	19,527	19,527
Transfers and subsidies	-	-	224	224	224	-	100.0%	-	-
Payment for capital assets	2,300	-	580	2,880	2,880	-	100.0%	2,240	2,240
1.5 Programme Support									
Current payment	583	-	(55)	528	503	25	95.3%	-	-
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	-	-	-	-	-	-	-	-	-
Total	97,759	-	1,064	98,823	96,694	2,129	98.8%	78,760	78,494

Mpumalanga Office of the Premier
Vote 1
APPROPRIATION STATEMENT
for the year ended 31 March 2010

Administration

2009/10								2008/09	
Economic classification	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
Current payments									
Compensation of employees	41,881	-	(4,351)	37,530	37,128	402	98.9%	32,981	32,982
Goods and services	53,255	-	3,862	57,117	55,391	1,726	97.0%	42,139	42,043
Financial transactions in assets and liabilities									
Transfers and subsidies to:									
Provinces and municipalities									
Foreign governments and international organisations									
Public corporations and private enterprises	-	-	226	226	-	226	-	-	-
Non-profit institutions	-	-	-	-	-	-	-	-	-
Households	83	-	-	83	309	(226)	372.3%	83	-
Payment for capital assets									
Buildings and other fixed structures									
Machinery and equipment	2,540	-	1,256	3,796	3,796	-	100.0%	3,557	3,469
Biological assets									
Software and other intangible assets	-	-	71	71	71	-	100.0%	-	-
Total	97,759	-	1,064	98,823	96,695	2,128	97.8%	78,760	78,494

Mpumalanga Office of the Premier
Vote 1
APPROPRIATION STATEMENT
for the year ended 31 March 2010

Appropriation per programme									
Detail per sub-programme	2009/10							2008/09	
	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
2.1 Strategic Human Resource									
Current payment	23,505	-	361	23,866	23,716	150	99.4%	37,504	34,016
Transfers and subsidies		-	-	-	-	-	-	180	180
Payment for capital assets	300	-	119	419	419	-	100.0%	585	461
2.2 Information Communication Technology									
Current payment	1,348	-	(103)	1,245	1,214	31	97.5%	1,181	1,181
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	-	-	10	10	10	-	100.0%	374	356
2.3 Legal Advisory Services									
Current payment	3,623	-	(314)	3,309	3,302	7	99.8%	2,886	2,885
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	-	-	6	6	6	-	100.0%	-	-
2.4 Communication Services									
Current payment	14,059	-	(135)	13,924	13,915	9	99.9%	36,761	31,537
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	200	-	218	418	418	-	100.0%	243	225
2.5 Programme Support									
Current payment	1,466	-	(162)	1,304	1,254	50	96.2%	-	-
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	-	-	-	-	-	-	-	-	-
Total	44,501	-	-	44,501	44,254	247	99.4%	79,714	70,841

Mpumalanga Office of the Premier
Vote 1
APPROPRIATION STATEMENT
for the year ended 31 March 2010

Administration

2009/10								2008/09	
Economic classification	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
Current payments									
Compensation of employees	32,058	-	369	32,427	32,427	-	100.0%	30,978	30,861
Goods and services	11,943	-	(722)	11,221	10,974	247	97.8%	47,354	38,758
Financial transactions in assets and liabilities									
Transfers and subsidies to:									
Provinces and municipalities									
Foreign governments and international organisations									
Public corporations and private enterprises									
Non-profit institutions									
Households	-	-	-	-	-	-	-	180	180
Payment for capital assets									
Buildings and other fixed structures									
Machinery and equipment	500	-	269	769	769	-	100.0%	1,202	1,042
Biological assets									
Software and other intangible assets	-	-	84	84	84	-	100.0%	-	-
Total	44,501	-	-	44,501	44,254	247	99.4%	79,714	70,841

Mpumalanga Office of the Premier
Vote 1
APPROPRIATION STATEMENT
for the year ended 31 March 2010

Appropriation per programme									
Detail per sub-programme	2009/10							2008/09	
	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
3.1 Special Programmes									
Current payment	13,383	-	(1,895)	11,488	11,201	287	97.5%	14,717	14,020
Transfers and subsidies					25	(25)		20	20
Payment for capital assets	74	-	(7)	67	67	-	100.0%	155	155
3.2 International Relations									
Current payment	3,617	-	114	3,731	3,731	-	100.0%	4,935	4,766
Transfers and subsidies	-	-	-	-	-	-	-	1,000	1,000
Payment for capital assets	-	-	48	48	48	-	100.0%	84	84
3.3 Provincial and Policy Management									
Current payment	17,625	-	219	17,844	17,844	-	100.0%	18,780	18,767
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	148	-	389	537	537	-	100.0%	295	295
3.4 House of Traditional Leaders									
Current payment	-	-	-	-	-	-	-	10,933	10,335
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	-	-	-	-	-	-	-	866	766
3.5 Programme Support									
Current payment	190	-	68	258	198	60	76.7%	-	-
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	-	-	-	-	-	-	-	-	-
Total	35,037	-	(1,064)	33,973	33,651	322	99.1%	51,785	50,208

Mpumalanga Office of the Premier
Vote 1
APPROPRIATION STATEMENT
for the year ended 31 March 2010

Administration									
2009/10								2008/09	
Economic classification	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
Current payments									
Compensation of employees	26,975	-	(1,964)	25,011	24,693	318	98.7%	29,013	29,014
Goods and services	7,840	-	445	8,285	8,281	4	100.0%	20,352	18,874
Financial transactions in assets and liabilities	-	-	-	-	-	-	-	-	-
Transfers and subsidies to:									
Provinces and municipalities									
Foreign governments and international organisations	-	-	-	-	-	-	-	1,000	1,000
Public corporations and private enterprises	-	-	25	25	25	-	100.0%	-	-
Non-profit institutions									
Households	-	-	-	-	-	-	-	20	20
Payment for capital assets									
Buildings and other fixed structures									
Machinery and equipment	222	-	430	652	652	-	100.0%	1,400	1,300
Biological assets									
Software and other intangible assets									
Total	35,037	-	(1,064)	33,973	33,651	322	99.1%	51,785	50,208

Mpumalanga Office of the Premier
Vote 1
APPROPRIATION STATEMENT
for the year ended 31 March 2010

Appropriation per programme									
Detail per sub-programme	2009/10							2008/09	
	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
3.1 Special Programmes									
Current payment	13,383	-	(1,895)	11,488	11,201	287	97.5%	14,717	14,020
Transfers and subsidies					25	(25)		20	20
Payment for capital assets	74	-	(7)	67	67	-	100.0%	155	155
3.2 International Relations									
Current payment	3,617	-	114	3,731	3,731	-	100.0%	4,935	4,766
Transfers and subsidies	-	-	-	-	-	-	-	1,000	1,000
Payment for capital assets	-	-	48	48	48	-	100.0%	84	84
3.3 Provincial and Policy Management									
Current payment	17,625	-	219	17,844	17,844	-	100.0%	18,780	18,767
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	148	-	389	537	537	-	100.0%	295	295
3.4 House of Traditional Leaders									
Current payment	-	-	-	-	-	-	-	10,933	10,335
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	-	-	-	-	-	-	-	866	766
3.5 Programme Support									
Current payment	190	-	68	258	198	60	76.7%	-	-
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	-	-	-	-	-	-	-	-	-
Total	35,037	-	(1,064)	33,973	33,651	322	99.1%	51,785	50,208

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

Detail of these transactions can be viewed in the note on Transfers and subsidies, disclosure notes and Annexures 1 to 6 to the Annual Financial Statements.

3. Detail on financial transactions in assets and liabilities

Detail of these transactions per programme can be viewed in the note on financial transactions in assets and liabilities 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

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

4.1 Per Programme	Final Appropriation	Actual Expenditure	Variance R'000	Variance as a % of Final Appropriation
Administration				
Current payments	95,819	94,052	1,767	2%
Transfers & subsidies	309	309	-	0%
Payment for Capital Assets	3,867	3,867	-	0%
<ul style="list-style-type: none"> The appointment of key positions was delayed, the Director-General was appointed at the beginning of the last quarter. DDG- 2010, Chief Director Internal Audit and Director: Security were not filled. The turnaround strategy for the Departments of Health and Education was advertised but the process for appointing the service provider could not be finalised. Therefore turnaround strategy could not be implemented. 				
Institutional Development:				
Current payments	43,648	43,401	247	1%
Transfers & subsidies	-	-	-	0%
Payment for Capital Assets	853	853	-	0%
Policy and Governance				
Current payments	33,321	32,974	347	1%
Transfers & subsidies	-	25	(25)	0%
Payment for Capital Assets	652	652	0	0%

Mpumalanga Office of the Premier
Vote 1
NOTES TO THE APPROPRIATION STATEMENT
for the year ended 31 March 2010

4.2 Per Economic classification	Final Appropriation	Actual Expenditure	Variance R'000	Variance as a % of Final Appropriation
Current payments:				
Compensation of employees	96,690	95,782	2,094	2%
Goods and services	76,874	74,897	1,875	2%
Public corporations and private enterprises	-	-	-	0%
Households	83	83	-	-
Payments for capital assets:				
Machinery and equipment	5,217	5,217	-	0%
Software and other intangible assets	155	155	-	0%

Mpumalanga Office of the Premier
Vote 1
Statement of Financial Performance
for the year ended 31 March 2010

PERFORMANCE	Note	2009/10 R'000	2008/09 R'000
REVENUE			
Annual appropriation	1	177,297	210,259
Statutory appropriation	2	1,722	1,517
Departmental revenue	3	1,351	1,752
Aid assistance	4	213	-
TOTAL REVENUE		180,583	213,528
EXPENDITURE			
Current expenditure			
Compensation of employees	5	95,782	94,374
Goods and services	6	74,890	99,676
Financial transactions in assets and liabilities	7	7	-
Aid assistance	4	213	-
Unauthorised expenditure approved without funding			
Total current expenditure		170,892	194,050
Transfers and subsidies		83	1,200
Transfers and subsidies	8	83	1,200
Expenditure for capital assets			
Tangible capital assets	9	5,216	5,810
Software and other intangible assets	9	155	-
Total expenditure for capital assets		5,371	5,810
TOTAL EXPENDITURE		176,346	201,060
SURPLUS FOR THE YEAR		4,237	12,468
Reconciliation of Net Surplus for the year			
Voted funds		2,886	10,716
Annual appropriation		2,886	10,716
Departmental revenue	3	1,351	1,752
SURPLUS FOR THE YEAR		4,237	12,468

**Mpumalanga Office of the Premier
Vote 1
Statement of Financial Position
for the year ended 31 March 2010**

POSITION	Note	2009/10 R'000	2008/09 R'000
ASSETS			
Current assets		10,951	20,682
Unauthorised expenditure	10	465	479
Cash and cash equivalents	11	9,799	18,877
Receivables	12	687	1,326
TOTAL ASSETS		10,951	20,682
LIABILITIES			
Current liabilities		10,951	20,682
Voted funds to be surrendered to the Revenue Fund	13	2,886	10,716
Departmental revenue to be surrendered to the Revenue Fund	14	22	-
Payables	15	8,043	9,966
		-	-
TOTAL LIABILITIES		10,951	20,682
NET ASSETS		-	-

Mpumalanga Office of the Premier
Vote 1
Cash flow Statement
for the year ended 31 March 2010

CASH FLOW	Note	2009/10 R'000	2008/09 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		180,357	213,133
Annual appropriated funds received	1	177,297	210,259
Statutory appropriated funds received	2	1,722	1,517
Departmental revenue received		1,338	1,357
Aid assistance received		213	-
Net (increase)/decrease in working capital		(1,270)	(1,159)
Surrendered to Revenue Fund		(12,045)	(2,385)
Current payments		(170,892)	(194,050)
Transfers and subsidies paid		(83)	(1,200)
Net cash flow available from operating activities	16	(3,720)	14,339
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets	9	(5,371)	(5,810)
Proceeds from sale of capital assets	3.3	13	395
Net cash flows from investing activities		(5,358)	(5,415)
Net increase/(decrease) in cash and cash equivalents		(9,078)	8,924
Cash and cash equivalents at beginning of period		18,877	9,953
Cash and cash equivalents at end of period	17	9,799	18,877

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 Finance 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 amounts and final appropriation per major classification of expenditure is included in the Appropriation Statement.

2. Revenue

2.1 Appropriated funds

Appropriated funds comprises of departmental allocations as well as direct charges against revenue fund (i.e. statutory appropriation).

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

The total appropriated funds received during the year are presented in the statement of financial performance.

Unexpended appropriated funds are surrendered to the Provincial Revenue Fund. Any amounts owing to the Provincial Revenue Fund at the end of the financial year are recognised as payable in the statement of financial position.

2.2 Departmental revenue

All departmental revenue is recognised in the statement of financial performance when received and is subsequently paid into the Provincial Revenue Fund, unless stated otherwise.

Any amount owing to the Provincial Revenue Fund is recognised as a payable in the statement of financial position.

No accrual is made for the amount receivable from the last receipt date to the end of the reporting period. These amounts are however disclosed in the disclosure note to the annual financial statements.

2.3 Direct Exchequer receipts / payments

All direct exchequer receipts are recognised in the statement of financial performance when the cash is received and subsequently paid into the Provincial Revenue Fund, unless otherwise stated. All direct exchequer payments are recognised in the statement of financial performance when final authorisation for payment is effected on the system (by no later than 31 March 2010). Any amount owing to the Provincial Revenue Funds at the end of the financial year is recognised as a payable in the statement of financial position.

2.4 Aid assistance

Aids assistance is recognised as revenue when received

All in-kind aid assistance is disclosed at fair value on the date of receipt in the annexure to the Annual Financial Statements

The cash payments made during the year relating to aid assistance projects are recognised as expenditure in the statement of financial performance when final authorisation for payments is effected on the system (by no later than 31 March 2010)

3. Expenditure

3.1 Compensation of employees

3.1.1 Short-term employee benefits

The cost of short-term employee benefits are expensed in the statement of financial performance when financial authorisation for payment is effected on the system (by no later than 31 March 2010)

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 must not be recognised in the statement of financial performance or position.

Employee cost are capitalised to the cost of a capital project when an employee spends more than 50% of his/her time in the project. These payments form part of expenditure for capital assets in the statement of financial performance.

3.1.2 Post retirement benefits

Employer contribution (i.e. social contributions) is expensed in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March 2010).

No provision is made for retirement benefits in the financial statements of the department. Any potential liabilities are disclosed in the financial statements of the National Revenue Funds and not in the financial statements of the employer department.

Social contribution (such as medical benefits) made by the department for certain of its ex-employees are classified as transfers to households in the statement of financial performance.

3.1.3 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 final authorisation for payment is effected on the system (by no later than 31 March 2010).

3.1.4 Other long-term employee benefits

Other long-term employee benefits (such as capped leave) are recognised as an expense in the statement of financial performance as a transfer (to households) when the final authorisation for payment is effected on the system (by no later than 31 March 2010).

Long-term employee benefits that give rise to a present legal or constructive obligation are disclosed in the disclosure notes to the financial statements.

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 final authorisation for payment is effected on the system (by no later than 31 March 2010).

The expense is classified as capital if the goods and/or services were acquired for a capital project or if the total purchase price exceeds the capitalisation threshold (currently R5, 000). All other expenditures are classified as current.

3.3 Interest and rent on land

Interest and rental payments are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March 2010). This item excludes rental for the use of buildings or other fixed structures. If it is not possible to distinguish between payment for the use of land and the fixed structures on it, the whole amount should be recorded under goods and services.

3.4 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 under spending of appropriated funds. The write off occurs at year-end or when funds are available. No provision is made for irrecoverable amounts but an estimate is included in the disclosure notes to the financial statements amounts.

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

3.5 Transfers and subsidies

Transfers and subsidies are recognised as an expense when the final authorisation for payment is effected on the system (by no later than 31 March 2010).

3.6 Unauthorised expenditure

When confirmed 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 derecognised from the statement of financial position when the unauthorised expenditure is approved and the related funds are received.

Where the amount is approved without funding it is recognised as expenditure in the statement of financial performance on the date of approval.

3.7 Fruitless and wasteful expenditure

Fruitless and wasteful expenditure is recognised as expenditure in the statement of financial performance according to the nature of the payment and not as a separate line item on the face of the statement. If the expenditure is recoverable it is treated as an asset

until it is recovered from the responsible person or written off as irrecoverable in the statement of financial performance.

3.8 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.

4. Assets

4.1 Cash and cash equivalents

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

Bank overdrafts are shown separately on the face of the statement of financial position.

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 Other financial assets

Other financial assets are carried in the statement of financial position at cost.

4.3 Receivables

Receivables included in the statement of financial position arise from cash payments made that are recoverable from another party or from the sale of goods/rendering of services.

Receivables outstanding at year-end are carried in the statement of financial position at cost plus any accrued interest. Amounts that are potentially irrecoverable are included in the disclosure notes.

4.4 Inventory

Inventories that qualify for recognition must be initially reflected at cost. Where inventories are acquired at no cost, or for nominal consideration, their cost shall be their fair value at the date of acquisition.

All inventory items at year-end are reflected using the weighted average cost or FIFO cost formula.

4.5 Capital assets

4.8.1 Movable assets

Initial recognition

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 movable capital asset is stated at fair value. Where fair value cannot be determined, the capital asset is included in the asset register at R1.

All assets acquired prior to 1 April 2002 are included in the register R1.

Subsequent recognition

Subsequent expenditure of a capital nature is recorded in the statement of financial performance as "expenditure for capital asset" and is capitalised in the asset register of the department on completion of the project.

Repairs and maintenance is expensed as current "goods and services" in the statement of financial performance.

5. Liabilities

5.1 Payables

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

5.2 Contingent liabilities

Contingent liabilities are included in the disclosure notes to the financial statements when it is possible that economic benefits will flow from the department, or when an outflow of economic benefits or service potential is probable but cannot be measured reliably.

5.3 Commitments

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.

5.4 Accruals

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.

5.5 Employee benefits

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 or the statement of financial position.

5.6 Lease commitments

Operating lease

Operating lease payments are recognised as an expense in the statement of financial performance. The operating lease commitments are disclosed in the disclosure notes to the financial statement.

5.7 Provisions

Provisions are disclosed when there is a present legal or constructive obligation to forfeit economic benefits as a result of events in the past and it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate of the obligation can be made.

6. Receivables for departmental revenue

Receivables for departmental revenue are disclosed in the disclosure notes to the annual financial statements.

7. Net Assets

7.1 Capitalisation reserve

The capitalisation reserve comprises of financial assets and/or liabilities originating in a prior reporting period but which are recognised in the statement of financial position for the first time in the current reporting period. Amounts are recognised in the capitalisation reserves when identified in the current period and are transferred to the Provincial Revenue Fund when the underlining asset is disposed and the related funds are received.

7.2 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. Amounts are either transferred to the Provincial Revenue Fund when recovered or are transferred to the statement of financial performance when written-off.

8. Related party transactions

Specific information with regards to related party transactions is included in the disclosure notes.

9. Key management personnel

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

1. Annual Appropriation

1.1 Annual Appropriation

Included are funds appropriated in terms of the Appropriation Act (and the Adjustments Appropriation Act) for National Departments (Voted funds) and Provincial Departments:

	Final Appropriation	Actual Funds Received	Funds not requested/ not received	Appropriation received 2008/09
Administration	98,823	98,823	-	78,760
Institutional Development	44,501	44,501	-	79,714
Policy and Governance	33,973	33,973	-	51,785
Total	177,297	177,297	-	210,259

2. Statutory Appropriation

	2009/10 R'000	2008/09 R'000
Member of executive committee	1,722	1,517
Total	1,722	1,517
Actual Statutory Appropriation received	1,722	1,517

3. Departmental revenue

	Note	2009/10 R'000	2008/09 R'000
Sales of goods and services other than capital assets	3.1	104	260
Interest, dividends and rent on land	3.2	759	1,097
Sales of capital assets	3.3	13	395
Financial transactions in assets and liabilities	3.4	475	-
Departmental revenue collected		1,351	1,752

3.1 Sales of goods and services other than capital assets

	<i>Note</i>	2009/10	2008/09
	3	R'000	R'000
Sales of goods and services produced by the department		104	260
Sales by market establishment		104	-
Other sales		-	260
Total		104	260

3.2 Interest, dividends and rent on land

	<i>Note</i>	2009/10	2008/09
	3	R'000	R'000
Interest		759	1,097
Total		759	1,097

3.3 Sale of capital assets

	<i>Note</i>	2009/10	2008/09
	3	R'000	R'000
Tangible capital assets		13	395
Machinery and equipment		13	395
Total		13	395

3.4 Financial transactions in assets and liabilities

	<i>Note</i>	2009/10	2008/09
	3	R'000	R'000
Other Receipts including Recoverable Revenue		475	-
Total		475	-

4. Aid Assistance

4.1 Aid assistance received in cash from other sources

	2009/10	2009/10
	R'000	R'000
Opening Balance	-	-
Revenue	213	-
Expenditure -		
Current	(213)	-
Closing Balance	-	-

4.2 Total

Opening Balance	-	-
Revenue	213	-
Expenditure -		
Current	(213)	-
Closing Balance	-	-

5. Compensation of employees

5.1 Salaries and Wages

	Note	2009/10	2008/09
	5	R'000	R'000
Basic salary		61,176	59,395
Performance award		2,037	1,327
Service Based		4,685	4,310
Compensative/circumstantial		1,831	1,605
Periodic payments		9	580
Other non-pensionable allowances		14,725	14,096
Total		84,463	81,313

5.2 Social contributions

	Note	2009/10	2008/09
	5	R'000	R'000
Employer contributions			
Pension		7,755	9,585
Medical		3,555	3,443
Bargaining council		9	33
Total		11,319	13,061

Total compensation of employees

	95,782	94,374
--	---------------	---------------

Average number of employees

	284	314
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6. Goods and services

	<i>Note</i>	2009/10	2008/09
		R'000	R'000
Advertising		15,444	20,908
Assets less than R5,000	6.1	640	1,391
Bursaries (employees)		484	114
Catering		3,435	5,435
Communication		4,263	6,198
Computer services	6.2	15	256
Consultants, contractors and agency/outsourced services	6.3	9,504	6,049
Audit cost – external	6.4	1,987	1,713
Government motor transport		1,755	1,428
Inventory	6.5	4,197	3,358
Operating leases		8,031	1,905
Owned and leasehold property expenditure	6.6	3,868	11,750
Transport provided as part of the departmental activities		1,361	-
Travel and subsistence	6.7	14,950	26,709
Venues and facilities		3,204	7,567
Training and staff development		1,386	4,483
Other operating expenditure	6.8	366	412
Total		74,890	99,676

6.1 Assets less than 5,000

	<i>Note</i>	2009/10	2008/09
	6	R'000	R'000
Tangible assets			
Machinery and equipment		640	1,391
Total		640	1,391

6.2 Computer services

	<i>Note</i>	2009/10	2008/09
	6	R'000	R'000
SITA computer services		15	256
Total		15	256

6.3 Consultants, contractors and agency/outsourced services

	<i>Note</i>	2009/10	2008/09
	6	R'000	R'000
Business and advisory services		3,556	1,242
Legal costs		257	152
Contractors		3,787	2,422
Agency and support/outsourced services		1,904	2,233
Total		9,504	6,049

6.4 Audit cost – External

	<i>Note</i>	2009/10	2008/09
	6	R'000	R'000
Regularity audits		1,987	1,713
Total		1,987	1,713

6.5 Inventory

	<i>Note</i>	2009/10	2008/09
	6	R'000	R'000
Food and food supplies		185	149
Other consumable materials		132	78
Stationery and printing		3,879	3,131
Medical supplies		1	-
Total		4,197	3,358

6.6 Owned and leasehold property expenditure

	<i>Note</i>	2009/10	2008/09
	6	R'000	R'000
Municipal services		1,891	1,327
Property maintenance and repairs		-	3,208
Other		1,977	7,215
Total		3,868	11,750

6.7 Travel and subsistence

	<i>Note</i>	2009/10	2008/09
	6	R'000	R'000
Local		14,874	25,197
Foreign		76	1,512
Total		14,950	26,709

6.8 Other operating expenditure

	<i>Note</i>	2009/10	2008/09
		R'000	R'000
Resettlement costs	6	20	91
Other		346	321
Total		366	412

7. Financial transactions in assets and liabilities

7.1 Debts written off

	<i>Note</i>	2009/10	2008/09
		R'000	R'000
Nature of debts written off			
(Ex-Employee :Banda BF)	7	7	-
Total		7	-

8. Transfers and subsidies

	<i>Note</i>	2009/10	2008/09
		R'000	R'000
Foreign governments and international organisations	<i>Annex 1F</i>	-	1,000
Households	<i>Annex 1H</i>	83	200
Total		83	1,200

Unspent funds transferred to the above beneficiaries

9. Expenditure for capital assets

	<i>Note</i>	2009/10	2008/09
		R'000	R'000
Tangible assets			
Machinery and equipment	9.1	5,216	5,810
	9.1	5,216	5,810
Software and other intangible assets			
Computer software		155	-
		155	-
Total		5,371	5,810

9.1 Analysis of funds utilised to acquire capital assets – 2009/10

	Voted funds R'000	Aid assistance R'000	Total R'000
Tangible assets	5,216	-	5,216
Machinery and equipment	5,216	-	5,216
Software and other intangible assets	155	-	155
Computer software	155	-	155
Total	5,371	-	5,371

9.2 Analysis of funds utilised to acquire capital assets – 2008/09

	Voted funds R'000	Aid assistance R'000	Total R'000
Tangible assets	5,810	-	5,810
Machinery and equipment	5,810	-	5,810
Total	5,810	-	5,810

10. Unauthorised expenditure

10.1 Reconciliation of unauthorised expenditure

	Note 10	2009/10 R'000	2008/09 R'000
Opening balance		479	2,093
Less: Amounts approved by Legislature with funding		-	(1,614)
Less: Amounts approved by Legislature without funding and written off in the Statement of Financial Performance		(14)	-
Current		(14)	-
Unauthorised expenditure awaiting writing off		465	479
Analysis of awaiting authorisation per economic classification			
Current		465	479
Total		465	479

11. Cash and cash equivalents

	Note	2009/10	2008/09
	11	R'000	R'000
Consolidated Paymaster General Account		9,799	18,877
Total		9,799	18,877

12. Receivables

		R'000	R'000	R'000	2009/10	2008/09
		Less		Older	R'000	R'000
		than	One to	than		
		one	three	three		
	Note	year	years	years	Total	Total
Claims recoverable	12.1	569	-	-	569	1,113
Staff debt	Annex 4	10	-	-	10	118
Other debtors	12.2	108	-	-	108	95
Total	12.3	687	-	-	687	1,326

12.1 Claims recoverable

	Note	2009/10	2008/09
	12	R'000	R'000
National departments		-	10
Provincial departments		569	976
Public entities		-	127
Total		569	1,113

12.2 Staff debt

	Note	2009/10	2008/09
	12	R'000	R'000
Staff Debt		10	118
Total		10	118

12.3 Other debtors

	Note	2009/10	2008/09
	12	R'000	R'000
Other Debtors		108	25
Supplier		-	70
Total		108	95

13 Voted funds to be surrendered to the Revenue Fund

	<i>Note</i>	2009/10	2008/09
		R'000	R'000
Opening balance	13	10,716	577
Transfer from statement of financial performance		2,886	10,716
Paid during the year		(10,716)	(577)
Closing balance		2,886	10,716

14 Departmental revenue to be surrendered to the Revenue Fund

	<i>Note</i>	2009/10	2008/09
		R'000	R'000
Opening balance	14	-	56
Transfer from Statement of Financial Performance		1,351	1,752
Paid during the year		(1,329)	(1,808)
Closing balance		22	-

15 Payables – current

	<i>Note</i>	2009/10	2008/09
		Total	Total
Clearing accounts	15.1	8,043	9,921
Other payables	15.2	-	45
Total		8,043	9,966

15.1 Clearing accounts

	<i>Note</i>	2009/10	2008/09
		R'000	R'000
Department of Labour-Skills Development Fund	15	8,043	9,921
Total		8,043	9,921

15.2 Other payables

	<i>Note</i>	2009/10	2008/09
		R'000	R'000
Salary income Tax	15	-	31
Provincial Treasury		-	14
Outstanding Payments		-	-
Cheques payable		-	-
Total		-	45

16. Net cash flow available from operating activities

	<i>Note</i>	2009/10	2008/09
	<i>16</i>	R'000	R'000
Net surplus as per Statement of Financial Performance		4,237	12,468
Add back non cash/cash movements not deemed operating activities		(7,957)	1,871
decrease in receivables – current		639	(500)
decrease in other current assets		14	1,614
decrease in payables – current		(1,923)	(2,273)
Proceeds from sale of capital assets		(13)	(395)
Expenditure on capital assets		5,371	5,810
Surrenders to Revenue Fund		(12,045)	(2,385)
Net cash flow generated by operating activities		(3,720)	14,339

17. Reconciliation of cash and cash equivalents for cash flow purposes

	<i>Note</i>	2009/10	2008/09
	<i>17</i>	R'000	R'000
Consolidated Paymaster General account		9,799	18,877
Total		9,799	18,877

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

18. Contingent liabilities and contingent assets

Contingent liabilities		<i>Note</i>	2009/10	2008/09
		<i>18</i>	R'000	R'000
Liable to	Nature			
Housing loan guarantees	Employees	<i>Annex 3A</i>	849	1,126
Claims against the department		<i>Annex 3B</i>	4,950	7,248
Total			5,799	8,374

19. Commitments

	<i>Note</i>	2009/10	2008/09
	<i>19</i>	R'000	R'000
Current expenditure			
Approved and contracted		2,496	2,866
		2,496	2,866
Capital expenditure			
Approved and contracted		-	103
Total Commitments		2,496	2,969

20. Accruals

			2009/10	2008/09
			R'000	R'000
Listed by economic classification	30 Days	30+ Days	Total	Total
		2,054	2,054	3,633
Goods and services	-	-	-	20
Machinery and equipment	-	98	98	-
Other	-	2,152	2,152	3,653
Total				
	<i>Note</i>		2009/10	2008/09
	20		R'000	R'000
Listed by programme level			2,054	1,393
Administration			-	1,773
Institutional Development			-	487
Policy and Governance			98	
Other			2,152	3,653

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	<i>Note</i>	2009/10	2008/09
		R'000	R'000
Confirmed balances with other departments	<i>Annex 5</i>	-	1,285
Total		-	1,285

21. Employee benefits

	<i>Note</i>	2009/10	2008/09
	<i>21</i>	R'000	R'000
		3,081	3,805
Leave entitlement		2,302	2,382
Service bonus (Thirteenth cheque)		991	368
Performance awards		8,165	8,499
Capped leave commitments		14,539	15,054
Total			

22. Lease commitments

22.1 Operating leases expenditure

		Buildings and other fixed structures	Machinery and equipment	Total
2009/10	Land			
Not later than 1 year	-	7,084	83	7,167
Later than 1 year and not later than 5 years	-	43,580	49	43,629
Later than five years	-	18,578	-	18,578
Total lease commitments	-	69,242	132	69,374

		Buildings and other fixed structures	Machinery and equipment	Total
2008/09	Land			
Not later than 1 year	-	6,565	736	7,301
Later than 1 year and not later than 5 years	-	40,736	132	40,868
Later than five years	-	29,029	-	29,029
Total lease commitments	-	76,330	868	77,198

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23. Receivables for departmental revenue

	<i>Note</i>	2009/10	2008/09
	23	R'000	R'000
Sales of goods and services other than capital assets		-	254
Interest, dividends and rent on land		-	1,103
Sales of capital assets		-	395
Financial transactions in assets and liabilities		-	-
Total		-	1,752

23.1 Analysis of receivables for departmental revenue

	<i>Note</i>	2009/10	2008/09
	23	R'000	R'000
Opening balance		-	-
Less: amounts received		-	1,752
Add: amounts recognised		-	534
Closing balance		-	(1,218)

24. Irregular expenditure

24.1 Reconciliation of irregular expenditure

	<i>Note</i>	2009/10	2008/09
	24	R'000	R'000
Opening balance		3,423	1,949
Add: Irregular expenditure – relating to current year		110	1,474
Irregular expenditure awaiting condonation		3,533	3,423

Analysis of awaiting condonation per age classification

Current year	110	1,474
Prior years	3,423	1,949
Total	3,533	3,423

24.2 Details of irregular expenditure – current year

Incident	Disciplinary steps taken/criminal proceedings	2009/10 R'000
Payment for Vakasha Travel for services rendered in 2006 for the Mpumalanga Youth Commission	Matter handed over to Labour Relations Unit for investigation and possible disciplinary action	110
Total		110

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24.3 Details of irregular expenditures under investigation

Incident	2009/10
	R'000
Payment for Vakasha Travel for services rendered in 2006	110
Total	110

25. Key management personnel

	No. of	2009/10	2008/09
	Individuals	R'000	R'000
Political office bearers		1,486	1,517
Officials:	2		
Level 15 to 16		1,349	5,912
Level 14 (incl. CFO if at a lower level)	3	6,031	4,268
Family members of key management personnel	9	96	89
Total	1	8,962	11,786

26. Movable Tangible Capital Assets

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2010

	Opening balance	Curr Year Adjustments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	14,487		5,223	82	19,628
Transport assets	3,112	-	1,870	-	4,982
Specialised military assets	-	-	-	-	-
Computer equipment	6,599	-	1,874	-	8,473
Furniture and office equipment	4,050	-	1,134	82	5,102
Other machinery and equipment	726	-	345	-	1,071
		-			
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	14,487	-	5,223	82	19,628

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26.1 Additions

ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER
FOR THE YEAR ENDED 31 MARCH 2010

	Cash	Non-cash	(Capital Work in Progress current costs and finance lease payments)	Received current, not paid (Paid current year, received prior year)	Total
	R'000	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	5,217	6	-	-	5,223
Transport assets	1,870	-	-	-	1,870
Computer equipment		6	-	-	1,874
Furniture and office equipment	1,868	-	-	-	1,134
Other machinery and equipment	1,134	-	-	-	345
	345				
TOTAL ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS	5,217	6	-	-	5,223

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26.2 Disposals

DISPOSALS OF MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2010

	Sold for cash	Transfer out or destroyed or scrapped	Total disposals	Cash Received Actual
	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT				
Transport assets				
Specialised military assets		82	82	13
Computer equipment	-	-	-	13
Furniture and office equipment	-	-	-	-
Other machinery and equipment	-	-	-	-
	-	82	82	-
TOTAL DISPOSAL OF MOVABLE TANGIBLE CAPITAL ASSETS		82	82	13

26.3 Movement for 2008/09

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2009

	Opening balance	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT				
Transport assets	13,416	5,346	4,275	14,487
Computer equipment	5,240	1,698	3,826	3,112
Furniture and office equipment	5,117	1,835	353	6,599
Other machinery and equipment	2,521	1,625	96	4,050
	538	188	-	726
TOTAL MOVABLE TANGIBLE ASSETS	13,416	5,346	4,275	14,487

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26.4 Minor assets

MINOR ASSETS OF THE DEPARTMENT AS AT 31 MARCH 2010

	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
	R'000	R'000	R'000	R'000	R'000
Minor assets	-	-	6,488	-	6,488
TOTAL	-	-	6,488	-	6,488

	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Number of R1 minor assets					
Number of minor assets at cost	-	-	6,611	-	6,611
TOTAL NUMBER OF MINOR ASSETS	-	-	6,611	-	6,611

MINOR ASSETS OF THE DEPARTMENT AS AT 31 MARCH 2009

	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
	R'000	R'000	R'000	R'000	R'000
Minor assets	-	-	6,579	-	6,579
TOTAL	-	-	6,579	-	6,579

	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
	-				
Number of R1 Minor assets	-	-	6,746	-	6,746
TOTAL NUMBER OF MINOR ASSETS		-	6,746	-	6,746

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27. Intangible Capital Assets

**MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER
FOR THE YEAR ENDED 31 MARCH 2010**

	Opening balance	Current Year Adjustments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
COMPUTER SOFTWARE	521	-	155	-	676
TOTAL INTANGIBLE CAPITAL ASSETS	521	-	155	-	676

27.1 Additions

**ADDITIONS TO INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER
FOR THE YEAR ENDED 31 MARCH 2010**

	Cash	Non-Cash	(Development work in progress – current costs)	Received current year, not paid (Paid current year, received prior year)	Total
	R'000	R'000	R'000	R'000	R'000
COMPUTER SOFTWARE	155	-	-	-	155
TOTAL ADDITIONS TO INTANGIBLE CAPITAL ASSETS	155	-	-	-	155

27.2 Disposals

**DISPOSALS OF INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER
FOR THE YEAR ENDED 31 MARCH 2010**

	Sold for cash	Transfer out or destroyed or scrapped	Total disposals	Cash Received Actual
	R'000	R'000	R'000	R'000
COMPUTER SOFTWARE	521	-	-	521
TOTAL DISPOSALS OF INTANGIBLE CAPITAL ASSETS	521	-	-	521

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ANNEXURE 1F

STATEMENT OF TRANSFERS TO FOREIGN GOVERNMENT AND INTERNATIONAL ORGANISATIONS

FOREIGN GOVERNMENT/ INTERNATIONAL ORGANISATION	TRANSFER ALLOCATION				EXPENDITURE		2008/09
	Adjusted	Roll overs	Adjustments	Total	Actual	% of	Appropriation
	Appropriation Act			Available	Transfer	Available funds Transferred	Act
	R'000	R'000	R'000	R'000	R'000	%	R'000
Transfers							
China	-	-	-	-	-	-	1,000
Total	-	-	-	-	-	-	1,000

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ANNEXURE 1H

STATEMENT OF TRANSFERS TO HOUSEHOLDS

FOREIGN GOVERNMENT/ INTERNATIONAL ORGANISATION	TRANSFER ALLOCATION				EXPENDITURE		2008/09
	Adjusted	Roll overs	Adjustments	Total	Actual	% of	Appropriation
	Appropriation Act			Available	Transfer	Available funds Transferred	Act
	R'000	R'000	R'000	R'000	R'000	%	R'000
Transfers							
Prizes	-	-	-	-	-	-	-
Mbombela	-	-	-	-	83	-	-
Total	-	-	-	-	83	-	-

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ANNEXURE 1I

STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2008/09	2008/09
		R'000	R'000
Received in cash			
Global Interface		-	5
Mpumalanga Stationary		-	3
BHP Billiton Energy Coal SA		85	-
Songizwe Development		8	-
ABSA		20	-
FNB		100	-
Gijima Asst		250	-
TOTAL		463	8

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ANNEXURE 1K

STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS MADE AND REMISSIONS, REFUNDS AND PAYMENTS MADE AS AN ACT OF GRACE

NATURE OF GIFT, DONATION OR SPONSORSHIP	2008/09	2008/09
(Group major categories but list material items including name of organisation)	R'000	R'000
Paid in cash		
Disabled People	-	20
TOTAL	-	20

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ANNEXURE 3A

STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2010 – LOCAL

Guarantor institution	Guarantee in respect of	Original guaranteed capital amount	Opening balance 1 April 2009	Guarantees draw downs during the year	Guarantees repayments/ cancelled/ reduced/ released during the year	Revaluations	Closing balance 31 March 2010	Guaranteed interest for year ended 31 March 2010	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
ABSA	Housing	-	347	-	38	-	309	-	-
Mpumalanga Housing Finance	Housing	-	110	-	32	-	78	-	-
Nedbank	Housing	-	42	-	42	-	-	-	-
First Rand	Housing	-	252	-	47	-	205	-	-
Permanent Bank	Housing	-	86	-	-	-	86	-	-
Standard Bank	Housing	-	22	-	22	-	-	-	-
Unique Finance	Housing	-	27	-	-	-	27	-	-
Peoples Bank	Housing	-	63	-	62	-	1	-	-
Old Mutual	Housing	-	177	-	34	-	143	-	-
TOTAL		-	1,126	-	277	-	849	-	-

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ANNEXURE 3B

STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2010

	Opening Balance 1 April 2009	Liabilities incurred during the year	Liabilities paid/cancell ed/reduced during the year	Liabilities recoverable (Provide details hereunder)	Closing Balance 31 March 2010
Nature of Liability	R'000	R'000	R'000	R'000	R'000
Claims against the department					
Z Dube	2,150	-	-	-	2,150
Mr Hussein Essop Verachia	2,800	-	-	-	2,800
TOTAL	4,950	-	-	-	4,950

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ANNEXURE 4

CLAIMES RECOVERABLE

Government Entity	Confirmed balance outstanding		Unconfirmed balance outstanding		Total	
	R'000	R'000	R'000	R'000	R'000	R'000
Department						
Department of Economic Development and Planning	-	-	-	4	-	4
Department of Education	-	-	-	233	-	233
Department of Public Works	-	-	68	138	68	138
Department of Health	-	-	501	273	501	273
Department of Culture, Sports and Recreation	-	-	-	29	-	29
Department of Roads and Transport	-	-	-	254	-	254
Department of Safety and Security	-	-	-	40	-	40
Department of Provincial Legislature	-	-	-	6	-	6
Palama	-	-	-	10	-	10
	-	-	569	987	569	987
Other Government Entities						
South African Revenue Services	-	-	-	99	-	99
Statistic South Africa	-	-	-	27	-	27
	-	-	-	126	-	126
TOTAL	-	-	569	1,113	569	1,113

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ANNEXURE 5

INTER-GOVERNMENT PAYABLES

	Confirmed balance outstanding		Unconfirmed balance outstanding		Total	
	31/03/2010	31/03/2009	31/03/2010	31/03/2009	31/03/2010	31/03/2009
	R'000	R'000	R'000	R'000	R'000	R'000
DEPARTMENTS						
Current						
Department of Public Works	-	-	-	835	-	835
Palama	-	-	-	439	-	439
Department of Economic Development and Planning	-	-	-	11	-	11
Total	-	-	-	1,285	-	1,285

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ANNEXURE 6
INVENTORY

	<i>Note</i>	Quantity	2009/10
Inventory			R'000
Opening balance			901
Add/(Less): Adjustments to prior year balance		140,352	3,158
Add: Additions/Purchases - Cash		247,993	7,495
Add: Additions - Non-cash		90	42
(Less): Disposals		(1,085)	(408)
(Less): Issues		(61,028)	(1,372)
Add/(Less): Adjustments		(313,130)	(9,330)
Closing balance		13,192	486

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ANNEXURE 5

INTER-GOVERNMENT PAYABLES

	Confirmed balance outstanding		Unconfirmed balance outstanding		Total	
	31/03/2010	31/03/2009	31/03/2010	31/03/2009	31/03/2010	31/03/2009
	R'000	R'000	R'000	R'000	R'000	R'000
DEPARTMENTS						
Current						
Department of Public Works	-	-	-	835	-	835
Palama	-	-	-	439	-	439
Department of Economic Development and Planning	-	-	-	11	-	11
Total	-	-	-	1,285	-	1,285

