



MPUMALANGA PROVINCIAL GOVERNMENT

2012/2013

ANNUAL REPORT

**VOTE NO. 1 - OFFICE OF THE PREMIER
MPUMALANGA PROVINCIAL GOVERNMENT**





Annual Report 2012/2013
Office of the Premier
Mpumalanga Provincial Government

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PART A: GENERAL INFORMATION



1. DEPARTMENT GENERAL INFORMATION

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2. LIST OF ABBREVIATIONS/ACRONYMS

ABET	Adult Basic Education and Training
AGSA	Auditor-General South Africa
APRM	African Peer Review Mechanism
APP	Annual Performance Plan
CDW	Community Development Worker
COGTA	Co-operative Governance and Traditional Affairs
CRDP	Comprehensive Rural Development Programme
DARDLA	Department of Agriculture, Rural Development and Land Administration
DCSR	Department of Culture, Sports and Recreation
DCSSL	Department of Community Safety, Security and Liaison
DIRCO	Department of International Relations and Cooperation
COBIT	Core Objectives of Information and Related Technologies
DOH	Department of Human Settlements
DSD	Department of Social Development
DG	Director-General
DPC	Departmental Planning Coordinators
DPM&E	Department of Performance Monitoring and Evaluation
DPSA	Department of Public Service and Administration
EEA	Employment Equity Act
EMC	Executive Management Committee
EXCO	Executive Council
FSDM	Frontline Service Delivery Monitoring
GDS	Growth and Development Summit
GEPF	Government Employees Pension Fund
GPSSBC	General Public Service Sector Bargaining Council
GSDM	Gert Sibande District Municipality
HOD	Head of Department
HRD	Human Resources Development
HRM	Human Resource Management
IDC	Inter-Departmental Committee
IDP	Integrated Development Plan
IDPNC	Integrated Development Plan Nerve Centre
IFSM	Integrated Financial Management System
IMU	Integrity Management Unit
IP	Implementation Plan
IRPF	International Relations Policy Framework
ISF	Integrated Spatial Framework
JOC	Joint Operations Committee
JPC	Joint Planning Committee
KM	Knowledge Management
LED	Local Economic Development
MACC	Mpumalanga Anti-Corruption Coordinating Council
MCRSF	Mpumalanga Children's Rights Stakeholder Forum

MANCOM	Management Committee
MEC	Member of the Executive Council
M & E	Monitoring and Evaluation
MEGDP	Mpumalanga Economic Growth and Development Path
MLO	Media Liaison Officer
MMAAWG	Mpumalanga Multi Approach Agency Work Group
MOU	Memorandum of Understanding
MPAT	Monitoring Performance Assessment Tool
NACH	National Anti-Corruption Hotline
NCOP	National Council of Provinces
NDM	Nkangala District Municipality
NEPAD	New Economic Partnership for Africa's Development
NGOs	Non Governmental Organizations
NSDP	National Spatial Development Plan
ODA	Official Development Assistance
OPSC	Office of the Public Service Commission
OSW	Office on the Status of Women
OSDP	Office on the status of Disabled Persons
ORC	Office on the Rights of the Child
OTP	Office of the Premier
PACCC	Provincial Anti-Corruption Coordinating Committee
PALAMA	Public Administration, Leadership and Management Academy
PCC	President's Coordinating Council
PCF	Premier's Coordinating Forum
PGCF	Provincial Government Communication Forum
PFMA	Public Finance Management Act
PGDS	Provincial Growth and Development Strategy
PGITO	Provincial Government Information & Technology Officer
PIACC	Provincial International Affairs Coordinating Committee
PLO	Parliamentary Liaison Officer
PMC	Provincial Management Committee
PMDMC	Performance Management and Development Moderating Committee
PMDS	Performance Management and Development System
POA	Programme of Action
PSETA	Public Sector Education and Training Authority
PWRT	Public Works Roads and Transport
SALGA	South African Local Government Association
SARS	South African Revenue Services
SCM	Supply Chain Management
SDF	Spatial Development Framework
SITA	State Information and Technology Agency
SMS	Senior Management Services
SONA	State of the Nation Address
SOPA	State of the Province Address
SSA	State Security Agency

3. STRATEGIC OVERVIEW

3.1. Vision

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

3.2. Mission

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

3.3. Values

The staff and management of the Office of the Premier are guided in their work by the following values:

- Openness
- Honesty
- Consultation
- Integrity
- Team work
- Professionalism
- Respect

3.4. Strategic outcome orientated goals

The Office of the Premier has identified five Strategic outcome oriented goals, namely:

1. Provincial integrated planning;
2. Coordinated Provincial performance monitoring and evaluation;
3. Improved government communication system;
4. Improved security management; and
5. Effective coordination of government policies and programmes.

4. LEGISLATIVE AND OTHER MANDATES

4.1 Constitutional mandates

In terms of section 125(2)(a) - (g) of the Constitution of the Republic of South Africa, 1996, the Office of the Premier is mandated to, among others:-

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

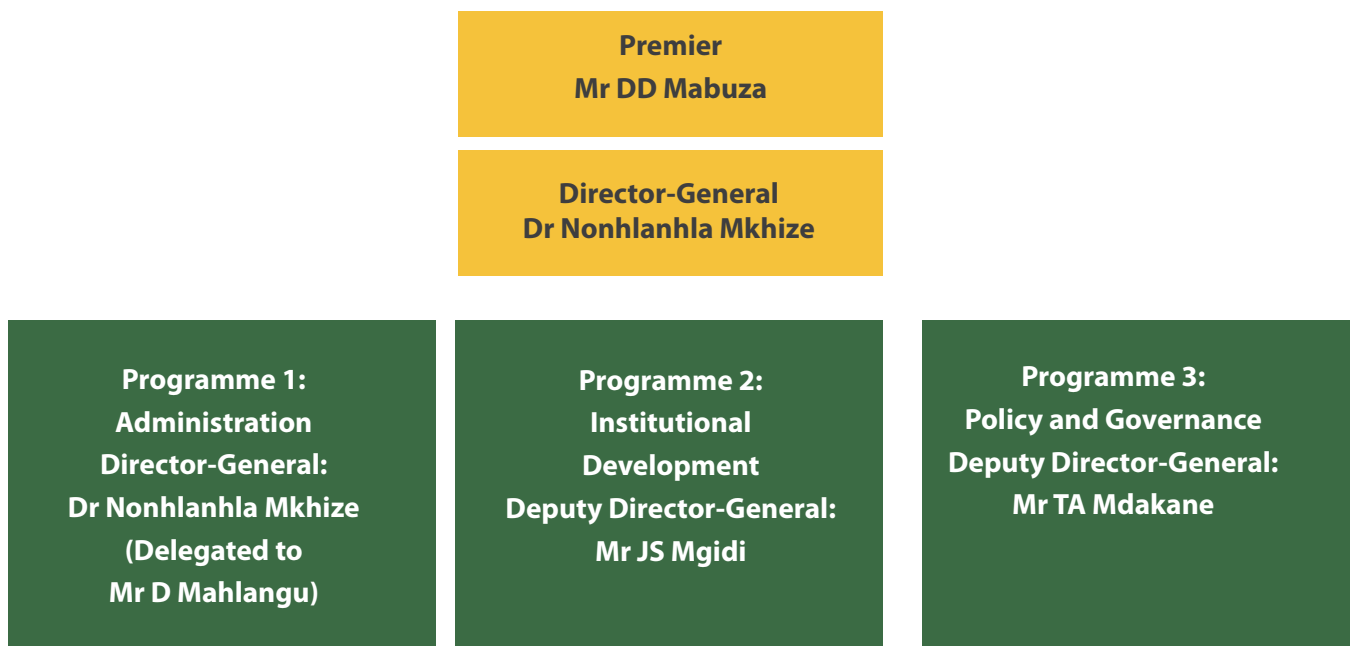
4.2 Legislative mandates

- **The Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996);**
Provides basic and democratic values, and principles governing public administration.
- **The Public Service Act, 1994 (Proclamation No. 103 of 1994);**
Provides guidance on the effective human resource management for the organization and administration of the public service of the Republic, and regulating the conditions of employment, terms of office, discipline, retirement and discharge of members.
- **The Public Finance Management Act, 1999 (Act No. 1 of 1999);**
Regulates public financial management to ensure effective, efficient, accountable and responsible use of money for assets and provision of responsible persons entrusted with the financial management.
- **The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000);**
Gives effect to the constitutional right of access to any information held by the Provincial Government or another employee that is required for the exercise or protection of any rights.
- **The Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000);**
Gives effect to the right to administrative action that is lawful, on non-discriminatory and procedurally reasonable and fair for administrative management and action.
- **Labour Relations Act, 1995 (Act No. 66 of 1995);**
Advances and promotes good working relations, labour peace and upholding of rights of individuals in the workplace whilst fulfilling the mandates of the Provincial Government.
- **Skills Development Act, 1998 (Act No. 97 of 1998);**
Provides guidelines on development and up skilling of the employees in order to enable them to perform their duties effectively and efficiently.
- **Employment Equity Act, 1998 (Act No. 55 of 1998);**
Achieves equality in the workplace by –
 - Promoting equal opportunity and fair treatment in all human resource management functions and practices and also addressing the disparities of the past; and
 - Implementing affirmative action measures to redress the disadvantages in employment experienced by designated groups, in order to ensure their equitable representation in all occupational categories and levels in the workforce.
- **Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);**
Gives effect to section 217(3) of the Constitution by providing a framework for the implementation of a procurement policy as contemplated in section 217(2) of the Constitution.
- **Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997).**
The purpose of this Act is to advance economic development and social justice by fulfilling the primary objects of this Act which are to give effect to the regulation and entrenchment of fair labour practices and ensuring that everybody understands expectations as public servants.

4.3 Policy mandates

- State of the Nation Address (SONA) – the Office of the Premier ensures implementation and monitoring of SONA.
- State of the Province Address (SOPA) - the Office of the Premier ensures implementation and monitoring of SOPA.
- Medium Term Strategy Framework (MTSF) Priorities - the Office of the Premier ensures implementation and monitoring of MTSF.
- Provincial Growth and Development Strategy (PGDS) – coordinate development of the PGDS and ensure implementation and monitoring.

5 ORGANISATIONAL STRUCTURE



6 ENTITIES REPORTING TO THE OFFICE OF THE PREMIER

There are no entities reporting to the Office of the Premier



FOREWORD BY THE PREMIER

At the beginning of the term of this administration, together with the people, we committed ourselves to continue with the struggle against the reduction of poverty, unemployment and inequality – ills which are so pervasive in the Province.

Over the past years of this current administration, as a Province, we continued to build on the work which the democratic government has embarked upon since 1994.

As the Office of the Premier, we continued to double our efforts in ensuring that government delivers on its mandate as captured in the 2009 ANC Manifesto.

Like the previous Annual Reports, this report also captures the performance of the Premier's Office in terms of delivering its 2012/13 priorities.

It is a report that shows as to how far we fared in terms of:

- Providing strategic direction to the entire administration with respect to macro planning issues and the delivery of the Provincial Five – Year Plan.
- Coordinating the work of the entire administration, basically ensuring that all Departments are responding accordingly to their respective mandates.

It is a report that provides an assessment of our performance, as an Office, in terms of the implementation of the priorities that we have set for ourselves in 2012/13 financial year. This involves, among other things:

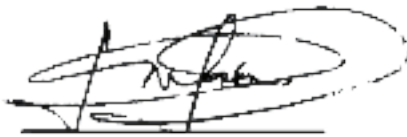
- The Integration of the Security Management systems within Departments;
- The realignment of our government communication work;
- Improving our monitoring and evaluation of implementation plans of Departments; and
- Strengthening our coordination with regard to the implementation of policies targeting vulnerable groups.

Indeed, it a report that gives a full account of our efforts in ensuring that the objectives of this office are realised.

As an Office, I believe we have done fairly well so far given the tough challenges that were lying in the road of this administration, particularly the world economic meltdown that greeted us at the beginning of the term.

As they say, Rome was not built in one day. Therefore, as a country and as a Province, one day we will also overcome. Our commitment towards the elimination of poverty, unemployment and inequality will remain unwavering. For as long as our people are confronted by these stubborn challenges, we will never rest but continue with our endeavours to create a better life for all.

My word of appreciation goes to the Director General and her officials for doing everything in their power to ensure that Mpumalanga improves for the better. Their efforts won't go unnoticed.



MR DD MABUZA
PREMIER OF MPUMALANGA PROVINCE



OVERVIEW OF THE ACCOUNTING OFFICER

The 31st of March marks the end of the financial year period for government. We are therefore required to reflect on the performance against pre-determined objectives as outlined in the Office of the Premier's Strategic and Annual Performance Plans including the Delivery Agreements the Office is leading, namely, Outcome 11: Creating a better South Africa and contributing to a better and safer Africa and the world; and Outcome 12: An efficient, effective and development oriented Public Service and an empowered, fair and inclusive citizenship. The Office is however, responsible for the overall responsibility of monitoring the 12 outcomes.

The Office was able to review the 8 international partnerships as planned, craft the Provincial International Relations Calendar and submitted to DIRCO as required. Support has been provided to all key International missions of the province as well as coordinating international visits.

The Office supported the 12 Provincial Departments with the alignment of APPs to Macro Policies including but not limited to SONA, SOPA, MEGDP, 5 Year Plan, and CRDP. This process culminated in the approval of 12 departmental APPs by the Executive Council. The Office also supports Municipalities through COGTA, during IDP Fora. The Provincial 5 Year MTSF Plan that guides the medium term strategic priorities and programme of the current Administration was reviewed and a Draft 2013/14 POA developed. The final Draft Provincial Vision 2030 has been developed by the Office by the end of the financial year under review.

The Office of the Premier jointly with DPM&E in the Presidency implemented MPAT and FSDM. MPAT, a monitoring tool that seeks to assess government institutions on four key areas, namely, Financial Management, Strategic Management, Human Resource and Systems Management. 12 Provincial Departments completed the MPAT self assessment exercise and an outcome of the Moderating Panel is expected early in 2013/14 financial year. FSDM is intended to monitor frontline service delivery points within Public Institutions. During the period under review, 34 Public institutions were visited and 30 provided with feedbacks and an annual report produced.

In improving the culture of performance and accountability, the Office carried out assurance, performance and computer audits to five cluster departments. Audit Committee meetings were also coordinated to track progress on the implementation of audit findings in respect of both financial and predetermined performance information.

Although challenges have been experienced in respect to compliance with the National Key Points Act, and integration of the Security and Protocol Policies, the Programme ensured that the Vetting Field Working officials were vetted and trained by the Department of State Security as vetting officers.


The Office experienced challenges with regard to investigation of cases reported through the NACH and other sources. Other targets were not realised at all due to the introduction of similar services by national departments (e.g., Electronic Financial Disclosure System and Case Management Database) as well as inadequate resources. The Programme has however been able to continue with the roll-out of the Anti-Corruption Strategy through the coordination of MMAAWG and PACCC structures that play a pivotal role in fighting and prevention of corruption.

The Office implemented the Risk Management and Fraud Prevention Strategy and progress reports were produced.

In relation to Human Resource Management and Development, the Office coordinated the signing of Performance Agreements and financial disclosures by all SMS members including HODs and their assessment thereof. The Office of the Premier supported the 12 Provincial Departments with the development and review of their organizational structures in line with an EXCO resolution, and 293 posts were evaluated. The Office facilitated the development and review of Human Resource Policy Frameworks for the 12 Provincial Departments.

Finally, 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 Nonhlanhla Mkhize, would therefore like to present this annual report of the 2012/13 financial year to the Honourable Premier, DD Mabuza as the Executive Authority of this Office.



DR NONHLANHLA MKHIZE
DIRECTOR-GENERAL



PART B: PERFORMANCE INFORMATION



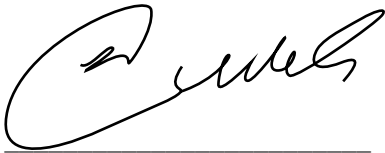
1. STATEMENT OF RESPONSIBILITY FOR PERFORMANCE INFORMATION

Statement of Responsibility for Performance Information for the year ended 31 March 2013

The Accounting Officer is responsible for the preparation of the department's performance information and for the judgements made in this information.

The Accounting Officer is responsible for establishing, and implementing a system of internal control designed to provide reasonable assurance as to the integrity and reliability of performance information.

In my opinion, the performance information fairly reflects the performance information of the Office of the Premier for the financial year ended 31 March 2013.



Dr Nonhlanhla Mkhize
Director-General
Office of the Premier
31 May 2013

2. AUDITOR GENERAL'S REPORT: PREDETERMINED OBJECTIVES

The AGSA currently performs the necessary audit procedures on the performance information to provide reasonable assurance in the form of an audit conclusion. The audit conclusion on the performance against predetermined objectives is included in the report to management, with material findings being reported under the Predetermined Objectives heading in the Report on other legal and regulatory requirements section of the auditor's report.

Refer to page 135-196 of the Report of the Auditor General, published as Part E: Financial Information.

3. OVERVIEW OF DEPARTMENTAL PERFORMANCE

3.1. Service Delivery Environment

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

The main budget of the Office was R158 103m adjusted by R6 823m totalling R164 926m. The adjustment was mainly for the Presidential Siyahlola Programme in honour of the Disability Month. A virement of R1 788m was made from compensation of employees and goods and services to transfers and subsidies. There was a rollover amount of R1 837m received from the previous financial year.

3.2. Service Delivery Improvement Plan

The Office of the Premier has completed a service delivery improvement plan. The tables below highlight the service delivery plan and the achievements to date.

Main services provided and standards

Main services	Actual customers	Potential customers	Standard of service	Actual achievement against standards
Coordination, Monitoring and Evaluation	Departments and Municipalities	-	Verification of all identified projects in departments and municipalities on a quarterly basis	Performance visits to 33 Provincial Hospitals, 6 Schools and Infrastructure projects The implementation of service standards and service delivery improvement plans has assisted the customers through analysis report on projects verified in CRDP to improve turnaround times of the needs of their respective local communities
Internal Human Resource	Officials in salary level 1-12	-	Effectiveness and efficiency of performance management system	88% of salary 1-12 entered into Performance Agreements by 30 April 2012 and training was conducted for line managers and officials in the performance management and development system. An average of 83% submitted Performance Assessments during the year under review
Coordinate inter-governmental Structures	Departments Municipalities	Traditional Leaders	Organized and coordinated Executive Council meetings intergovernmental structures such as the PCF in a professional manner	Organized and coordinated Executive Council meetings intergovernmental structures such as the PCF organised and coordinated in a professional manner

Consultation arrangements with customers

Type of arrangement	Actual Customers	Potential Customers	Actual achievements
Consultative meetings. Workshops	Provincial departments Government Agencies Batho Pele coordinators	CDWs	Conducted training on Batho Pele Change Engagement Management Programme in 9 Departments and 11 Municipalities
Consultative meetings, Community Outreach Programmes	Departments, Municipalities and communities	-	Conducted 3 EXCO Outreach and 10 Public Participation Programmes

Service delivery access strategy

Access Strategy	Actual achievements
Coordinate and develop the Provincial Service Delivery Access strategy	Draft Provincial Service Delivery Access Strategy developed

Service information tool

Types of information tool	Actual achievements
Reports	Khaedu deployment report Annual Report
Press release	EXCO Statement

Complaints mechanism

Complaints Mechanism	Actual achievements
Presidential Hotline	Out of 4044 complaints received and processed through to Departments and Municipalities, 2688 were resolved

3.3. Organisational environment

In the year under review the Office of the Premier implemented its approved organisational structure. As at the end of the period, the Office had a 16% vacancy rate. This rate relates only to all funded positions. Efforts were made to fill all vacant funded positions but this could not be achieved due to resignations, transfers, expiry of contracts, deaths and a lengthy Persal clean-up process as mandated by the DPSA across the Provincial Government in the 1st and 2nd quarter of 2012/13 Financial Year period.

3.4. Key policy developments and legislative changes

The recently published National Development Plan – Vision 2030 prepared by the National Planning Commission, as well as the draft Public Administration Management Bill shortly to be re-introduced in Parliament by the Minister for Public Service and Administration, will have a direct bearing on the Office of the Premier in particular and the Mpumalanga Provincial Government in general.

4. STRATEGIC OUTCOME ORIENTED GOALS

The Office of the Premier has identified five Strategic outcome oriented goals, namely:

- 4.1 Provincial integrated planning;
- 4.2 Coordinated Provincial performance monitoring and evaluation;
- 4.3 Improved government communication system;
- 4.4 Improved security management; and
- 4.5 Effective coordination of government policies and programmes.

5. PERFORMANCE INFORMATION BY PROGRAMME

5.1. Programme 1: Administration

Purpose of the Programme:

The Programme is responsible to perform proper and effective coordinating 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
 - o Private Secretariat
- Director-General Support
 - o Office of the Director-General;
 - o Planning and Programme Management;
 - o Forensic and Integrity Management;
 - o Internal Audit; and
 - o Integrated Security Management.
- EXCO Support
 - o EXCO Secretariat
- Financial Management
 - o Financial Management

Strategic Objectives applicable to the Programme

- Provide strategic direction and leadership to Mpumalanga Provincial Government by 2015;
- Provide administrative direction through improving capacity of the Provincial Government by 2015;
- Improve the coordination and implementation of EXCO decisions within the Province by 2015;
- Strengthen cooperative governance within 12 Departments;
- Strengthen the organisational performance in terms of business processes; and
- Create a safe environment for service delivery through a centralised security management workforce by 2015.

Strategic Objectives, Performance Indicators, Targets and Actual achievements

The programme's work contributes towards achieving two of the five strategic outcome oriented goals of the Office of the Premier as outlined in the strategic plan, namely, improved security management and effective coordination of government policies and programmes.

In the year under review, the Programme provided administrative support to the Premier and the Director-General through effective and efficient coordination and programme management. Support was also rendered through provision of secretarial services to PMC, EXCO, EXCO Makgotla, PCF and Budget & Finance Committee Meetings.

In improving the culture of performance and accountability, the programme carried out assurance, performance and computer audits to five cluster departments. Audit Committee meetings were also coordinated to track progress on the implementation of audit findings in respect of both financial and predetermined performance information.

The Programme has commenced with the establishment of the Vetting Field Working Unit; seven officials were vetted and trained by the State Security Agency as vetting officers.

The Programme experienced challenges with regard to investigation of cases reported through the NACH and other sources, other targets not realised at all due to inadequate resources and commencement of similar services by national departments. The Programme has however been able to continue with the roll-out of the Anti-Corruption Strategy through the coordination of MMAAWG and MPACC structures that play a pivotal role in fighting and prevention of corruption.

The Programme implemented the Risk Management and Fraud Prevention Strategy which has helped in mitigating risks identified in the beginning of the year under review. The payment of suppliers within 30 days of receipt of invoices was prioritised and as a result, all qualifying invoices were paid within the 30 days.

Strategic Objectives and Performance Indicators

Programme / Sub-Programme Name: Premier Support						
Strategic objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from planned target to Actual Achievement for 2012/2013	Comment on deviations
Provide strategic direction and leadership to Mpumalanga Provincial Administration by 2015	Number of programmes developed and implemented	12 Programmes developed and implemented	Develop and implement 12 Programmes for the Executing Authority	12 Diary Programmes developed and implemented	None	None
	Number of Advisory Support briefings/ reports	47 briefings / speeches / media statements prepared and delivered	Provide Advisory, media and special project support to the Executive through 20 briefings / reports	77 briefings/ reports and special projects produced	57 extra briefings/ reports and special projects produced	Premier's legacy projects have increased the number of advisories both media and briefing notes/speeches. In future the Unit will separate the Special projects from advisories and media
	Number of Parliamentary and Constituency programmes coordinated	-	Co-ordinate 10 Parliamentary Advisory Service reports	15 Parliamentary reports developed and implemented	5 extra Parliamentary reports developed and implemented	Parliamentary programme necessitated more reports due to National Parliament

Strategic Objectives and Performance Indicators

Programme / Sub-Programme Name: DG Support						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from planned target to Actual Achievement for 2012/2013	Comment on deviations
Provide strategic direction and leadership to Mpumalanga Provincial Administration by 2015	Provincial Administration Coordination Plan developed and implemented	75 strategic meetings coordinated	Develop and Implement the Provincial Administration Coordination Plan	Provincial administration coordination plan developed and implemented	None	None
	Office of the Premier Coordination Plan developed and implemented	8 EMC and 8 MANCOM meetings coordinated	Develop and Implement the Office of the Premier Coordination Plan	OTP coordination plan developed and implemented	None	None
	Number of monitoring reports developed	-	Monitor the Implementation of the turnaround strategies of the departments of Health and Education	Quarterly reports developed	None	None
	Level of compliance	-	Develop and manage implementation of OTP Compliance Register on a monthly basis	9 Monthly Compliance registers developed and monitored	3 Monthly Compliance registers in the 3rd quarter not developed and monitored	Due to the need to re-design and improve the register

Strategic Objectives and Performance Indicators

Programme / Sub-Programme Name: Planning and Programme Management						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from planned target to Actual Achievement for 2012/2013	Comment on deviations
Provide administrative direction through improving capacity of the Provincial Administration by 2015	Credible Annual Performance Plans developed	OTP APP for 2012/13 developed and tabled in the Provincial Legislature	OTP APP for 2013/14 developed	OTP APP for 2013/14 developed	None	None
	Number of delivery agreements reviewed and reports produced	-	Coordinate the review and reporting of Outcomes 11 and 12 Delivery Agreements	2nd report on the Delivery Agreements produced	Reviews of outcomes 11 and 12 not coordinated. 1st report not produced	Inadequate Human Resources as a result of ill-health and maternity leave
	Number of performance reports developed	4 quarterly performance and Annual Reports developed	Quarterly performance reports and Annual Report for 2011/12 to be developed	4 quarterly performance and 2011/12 Annual Reports developed	None	None

Strategic Objectives and Performance Indicators

Programme / Sub-Programme Name: Security Management						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from planned target to Actual Achievement for 2012/2013	Comment on deviations
Create a safe environment for service delivery through a centralized security management workforce by 2015	Integrated Security Management Plan implemented	The Integrated Security Management Centralization Framework was approved by EXCO and a draft operational plan developed	Finalise centralisation of Security Management function	Centralisation of Security Management Function finalised: 7 Vetting Field Working Officers nominated and Top Secret Clearance done by State Security Agency	Vetting audit statistics not conducted SCM officials not vetted	Vetting function not fully resourced in terms of office space and equipment
	Integrated Provincial Security and Protocol Policy implemented and monitored	Provincial Security Policy finalised and approved, implementation plan developed, however monitoring reports were not produced	Integrate and implement the Provincial Security and Protocol Policy	Not achieved	100% deviation from the plan	A decision was taken to keep the policies separate
	Number of security reports produced	Equipment procured and a security management report produced	Produce quarterly Security reports	3 quarterly security reports produced	1 quarterly security report not produced	Inadequate Human Resources
	% of compliance to National Key Points Act	-	Facilitate compliance to the National Key Points Acts	Not achieved	100% deviation from the plan	Lack of resources to upgrade the National Key Point

Strategic Objectives and Performance Indicators

Programme / Sub-Programme Name: Internal Audit						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from planned target to Actual Achievement for 2012/2013	Comment on deviations
Strengthen cooperative governance within 12 departments	Number of Assurance Audits conducted.	29 Assurance Audits conducted in the 5 Cluster Departments	28 Assurance Audits in the five Cluster Departments Conducted	38 Assurance Audits conducted within the five Cluster Departments	10 extra Assurance Audits were conducted	Additional audits, being follow-up audits and review of Interim Financial Statements, were undertaken at the request of new members of the Audit Committee
	Number of Audit Committee meetings coordinated	8 Audit Committee meetings were coordinated	8 Audit Committee meetings coordinated	7 Audit Committee meetings were coordinated	1 Audit Committee meeting was not coordinated	Two Audit Committee meetings that were supposed to be coordinated in the 1st quarter were combined into 1 meeting

Programme / Sub-Programme Name: Internal Audit						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from planned target to Actual Achievement for 2012/2013	Comment on deviations
Strengthen cooperative governance within 12 departments	Number of Computer Audits conducted	5 Computer audits conducted	5 Computer Audits in the five Cluster Departments conducted	10 Computer Audits conducted within five Cluster Departments	5 extra Computer Audits were conducted	Capacity of IT Audit section was increased during the year through the appointment of an additional resource, being Manager: IT Audit. The plan was reviewed accordingly and additional audit assignments identified and undertaken, resulting in additional work being performed
	Number of Performance Audits conducted	5 Performance Audits conducted	Five Performance Audits within the internal Audit cluster departments	6 Performance Audits conducted within the five Cluster Departments	1 extra Performance Audit conducted	The extra audit assignment was a follow-up audit which had originally not been part of planned audits to be undertaken during the year

Strategic Objectives and Performance Indicators

Programme / Sub-Programme Name: Forensic and Integrity Management						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from planned target to Actual Achievement for 2012/2013	Comment on deviations
Provide administrative direction through improving capacity of the provincial administration by 2015	Number or percentage of cases investigated	15% of reported cases investigated	80% of reported cases of alleged fraud and corruption investigated.	47% of reported cases of alleged fraud and corruption were investigated and finalised	33% cases were not finalised	Inadequate Human Resources
	Fully functional financial disclosure system in place	Electronic financial disclosure database developed	Maintain and conduct background checks on 60% of the data captured	Not achieved	100% deviation from the plan	DPSA has introduced an Electronic Financial Disclosure System for the entire Public Service, and this target fell away to prevent duplication

Programme / Sub-Programme Name: Forensic and Integrity Management

Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from planned target to Actual Achievement for 2012/2013	Comment on deviations
Provide administrative direction through improving capacity of the provincial administration by 2015	Number of meetings coordinated	The Council and the nominations have been approved by EXCO. However, the Council has not been formally launched	Mpumalanga Province Anti Corruption Council (MACC) launched and 1 meeting coordinated, 4 Provincial Anti-Corruption Coordinating Committee (PACCC) and 4 Mpumalanga Multi Approach Agency Work Group (MMAAWG) coordinated	Not achieved	100% deviation from the plan	Delays in the appointment process of the members of MACC
		PACCC established, meetings not convened		MACC meeting not coordinated	100% deviation from the plan	Target dependent on the launch of the MACC
		3 meetings of the MMAAWG convened		4 PACCC meetings coordinated	None	None
				2 MMAAWG meetings held	50% deviation from the plan	2 could not take place due to postponements and unavailability of the SAPS personnel as the central roleplayer
	Case management database developed and functional	-	Development of a case management database	Not achieved	100% deviation from the plan	OPSC has developed a national system and MPU: OTP has been identified as a pilot site. Date of commencement to be confirmed

Programme / Sub-Programme Name: Forensic and Integrity Management						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from planned target to Actual Achievement for 2012/2013	Comment on deviations
Provide administrative direction through improving capacity of the provincial administration by 2015	Number of round-table discussion coordinated	-	Coordinate round-table discussion towards the International Anti-Corruption Day	An awareness campaign was held in the Government Complex on the International Anti-Corruption Day The campaign was further rolled out to the Nelspruit Taxi Rank and kaNyamazane Shopping Complex	Round-table discussion not held	Target dependent on the launch of the MACC
	A provincial corruption perception survey conducted and report finalised	-	A provincial corruption perception survey conducted and report finalised	Not achieved	100% deviation from the plan	DPSA is conducting a national corruption perception survey

Programme / Sub-Programme Name: Forensic and Integrity Management						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from planned target to Actual Achievement for 2012/2013	Comment on deviations
Provide administrative direction through improving capacity of the provincial administration by 2015	Number of departments and municipalities supported.	Not achieved	Support five provincial departments (Health, Education, Agriculture, Public Works, Roads & Transport & Social Development) & 21 municipalities (NB. Municipalities are a joint project with COGTA & Finance depts.) in strengthening anti-corruption initiatives	Partially achieved in that only 40 provincial departmental officials across the five departments were trained	Municipalities not supported	DPSA and PALAMA are in a process of developing a programme for municipal officials

Strategic Objectives and Performance Indicators

Programme / Sub- Name: EXCO Secretariat						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from planned target to Actual Achievement for 2012/2013	Comment on deviations
Improve the coordination and implementation of Executive Council and Intergovernmental council decisions within the province by 2015	Number of Provincial Executive Council and Intergovernmental Coordination plans developed and implemented	Successfully coordinated and provided secretarial services to 22 EXCO, 16 EXCO Committees, 16 PMC, 1 PCF and, 17 Budget and Finance Committee meetings	Develop and implement a Provincial Executive Council and Intergovernmental Coordination Plan (EXCO, PMC, PCF, Budget and Finance and Makgotla)	Provincial Executive Council and Intergovernmental Coordination Plan developed and implemented through providing secretarial services to 16 EXCO, 15 EXCO Committees, 13 Budget & Finance, 17 PMC, 1 PCF, 4 PMC and 3 EXCO Makgotla	None	None
	Number of workshops conducted	1 workshop conducted	2 workshops on EXCO Management System conducted	2 workshops on EXCO Management System conducted	None	None

Strategic Objectives and Performance Indicators

Programme / Sub- Name: Financial Management						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from planned target to Actual Achievement for 2012/2013	Comment on deviations
Strengthen the organisational performance in terms of business processes	% of invoices received, paid within 30 days	100% of invoices received paid within 30 days	100% of invoices received paid within 30 days	100% of invoices received paid within 30 days	None	None
	% of accurate payroll registers	100% payrolls verified and all personnel were accounted for	100% payrolls verified and all personnel accounted for	100% payrolls verified and all personnel accounted for	None	None
	Number of accurate asset registers	4 Updated asset registers produced	4 Asset verification reports produced.	4 Asset verification reports produced	None	None
	Number of audited annual and interim financial statements produced and submitted	2010/11 Annual Financial Statements developed and submitted to Auditor-General and Provincial Treasury for audit purposes 2011/12 Preliminary Financial Statements were developed and submitted to Provincial Treasury	1 Annual and 3 Interim Financial Statements submitted to AG and Provincial Treasury for audit purposes	2011/12 Annual Financial Statements submitted to AG and Provincial Treasury for audit purposes 2012/13 Interim Financial Statements were developed and submitted to Provincial Treasury for audit purposes	None	None

Programme / Sub- Name: Financial Management						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from planned target to Actual Achievement for 2012/2013	Comment on deviations
	Number of risk management and fraud prevention progress reports developed	4 Risk Management and Fraud Prevention reports developed	4 Risk Management and Fraud Prevention reports developed	4 Risk Management and Fraud prevention progress reports developed	None	None

Reasons for all deviations

a) Private Secretariat

- 57 extra briefings/ reports and special projects produced: Premier's legacy project has increased the number of advisories both media and briefing notes/speeches.
- 5 extra Parliamentary reports developed and implemented: Due to the need for increased engagements with Legislature.

b) DG Support

- 3 Monthly Compliance registers in the 3rd quarter not developed and monitored: Due to the need to re-design credible and improve the register.

c) Planning and Programme Management

- Reviews of outcomes 11 and 12 not coordinated and 1st report not produced: Due to inadequate Human Resources

d) Security Management

- Vetting audit statistics not conducted and Supply Chain Management officials not vetted: due to Vetting function not fully resourced.
- Integrate and implement the Provincial Security and Protocol Policy: Policies not integrated, and for 2013/14 financial year the policies will be monitored and implemented exclusively.
- 1 Quarterly Report not produced due to inadequate Human Resources.
- Facilitate compliance to the National Key Point: due to lack of resources to upgrade the National Key Point.

e) Internal Audit

- 10 extra Assurance Audits were conducted: Additional audits, being follow-up audits and review of Interim Financial Statements, were undertaken at the request of new members of the Audit Committee.
- 1 Audit Committee meeting was not coordinated: 2 Audit Committee meetings that were supposed to be coordinated in the 1st quarter were combined into 1 meeting.
- 5 extra Computer audits were conducted: Capacity of IT Audit section was increased during the year through the appointment of an additional resource, being Manager: IT Audit. The plan was reviewed accordingly and additional audit assignments identified and undertaken, resulting in additional work being performed.
- 1 extra Performance Audit conducted: The extra audit assignment was a follow-up audit which had originally not been part of planned audits to be undertaken during the year.

f) Forensic and Integrity Management

- Out of 80% of reported cases of alleged fraud and corruption, only 33% investigated: due to delays in filling vacant posts.
- Background checks on 60% of data captured not maintained and conducted: DPSA has introduced an Electronic Financial Disclosure System for the entire Public Service, and this target fell away to prevent duplication.
- Mpumalanga Anti-Corruption Council not launched, and meeting not coordinated: due to unprocessed individual appointment letters of the members.
- Two MMAAWG meetings were not held: due to postponements and unavailability of the SAPS personnel as the central role-player.
- The case management database not developed: OPSC has developed a national system and MPU: OTP has been identified as a pilot site. Date of commencement still to be confirmed.
- Round-table discussion not held: the round-table discussion was dependent on the launch of the MACC.
- A provincial corruption perception survey not conducted and report not finalised: DPSA is conducting a national corruption perception survey.
- Municipalities not supported in strengthening anti-corruption initiatives: DPSA and PALAMA are in the process of developing a programme for municipal officials.

g) EXCO Secretariat

No deviations.

h) Financial Management

No deviations.

Strategy to overcome areas of under performance

a) DG Support

- A new register was developed.

b) Planning and Programme Management

- The Unit is now adequately staffed.

c) Security Management

- Allocate the necessary resource to the Vetting function and enter into an MOU with SSA.
- In 2013/14 financial year the Security and Protocol policies will be monitored and implemented exclusively.
- Process to fill vacant posts is underway.
- Issues relating to the NKPA will be discussed by the Budget and Finance Committee to find a resolution.

d) Forensic and Integrity Management

- Fast-track the filling of vacant posts.
- Fast-track the appointment of MACC members.
- Terms of reference of the structure (MMAAWG) in particular the coordination role will be reviewed.
- Improve the coordination of Anti-Corruption Structures meeting.

Changes to planned targets

There were no in-year changes made to targets and indicators.

Linking performance with budgets

Sub-programme expenditure: Administration						
Sub-Programme Administration	Final Appropriation	Actual Expenditure	(Over)/ Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/ Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Premier Support	12 710	12 715	-5	11 701	11 397	304
Executive Council	5 676	5 256	420	5 122	5 136	-14
Director General Support	23 869	23 948	-79	22 103	21 438	665
Financial Management	36 763	36 575	188	32 060	30 924	1.136
Programme Support	-	-	-	50	49	1
Total	79 018	78 494	524	71 036	68 944	2092

The difference between the totals of the above Sub-programme: Premier Support with those in AFS is due to budget and expenditure of the Statutory: Premier. In the AFS the Statutory: Premier's budget and expenditure is captured exclusively, whereas in the above table Sub-programme Premier Support is inclusive of the Statutory: Premier budget.

5.2. Programme 2: Institutional Development

Purpose of the Programme

The purpose of the Programme is to provide internal back office functions and services as well as the strategic support and coordination on the development of critical policies to ensure operational efficiency, alignment and corporate compliance with a view to improve the capacity of the Mpumalanga Provincial Government.

The Programme consists of the following four sub-programmes:

- Strategic Human Resources;
- Information Communication Technology;
- Legal Advisory Services; and
- Government Communication and Information Services.

Strategic Objectives applicable to the Programme:

- Ensure the implementation and coordination of human resources programmes in the Mpumalanga Provincial Government;
- Ensure the coordination of strategic ICT programmes and projects within the Province;
- Ensure the implementation and coordination of legal advisory services in the Mpumalanga Provincial Government; and
- Monitor and evaluate the effectiveness and impact of Government programmes within the Province.

Strategic Objectives, Performance Indicators, Targets and Actual achievements

The Programme's work contributes towards achieving two of the five strategic outcome oriented goals of the Office of the Premier as outlined in the strategic plan, namely, improved Government communication system and effective coordination of Government policies and programmes.

During the year under review, the Programme implemented its plans by filling 55.8% of advertised posts. The status on the appointment of people with disabilities is at 2.6%. 88% of officials on salary levels 1-12 have entered into performance undertakings for the financial year 2012/13; 83% of officials were assessed for the first three quarters of the financial year 2012/13.

The programme supported the 12 Provincial Departments with the review of their organisational structures in line with the Budget and Finance resolution, 12 organograms for Provincial Departments were developed and 293 posts were evaluated.

The Programme continued to coordinate the signing of Performance Agreements and Financial Disclosures for all SMS members including HODs and Performance Undertakings for employees on levels 1 - 12 across the MPG. It exceeds in obtaining 100% Performance Agreements being signed by SMS members and 88% by employees on salary level 1-12.

The Programme also monitored the implementation of Provincial Talent Management Strategy in 12 Provincial Departments, and monitoring reports were produced. A coaching and mentoring programme for the mentors and mentees was also successfully coordinated and facilitated.

Extensive labour relations and legal advisory services were provided to all the Provincial Departments through conducting disciplinary hearings as well as the drafting of Provincial legislation and the furnishing of legal advice. Conducted 1 Institutional visit and 1 Labour Relations Forum where personnel officers were capacitated on labour relations policies and practices. 19 Disciplinary hearings were conducted.

During the year under review, implementation of the 5 – Year Provincial Communication Strategy was monitored; 11 Departments and 3 District Municipalities were monitored. 11 EXCO Statements were published and ten Public Participation Programmes coordinated.

In support of Batho Pele initiatives, the Programme developed Draft a Provincial Service Delivery Access Strategy to be approved by EXCO. In providing IT technical services, advice and support, the Programme rolled out COBIT in the Office of the Premier, and coordinated and monitored the Broad Band roll-out in 12 Departments.

Strategic Objectives and Performance Indicators

Programme / Sub-Programme: Internal Human Resource Services						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	% Reduction of vacancy rate	11 positions filled	Vacancy rate reduced by 100% through appointments on all funded vacant posts	Current status of filled posts is 84% (257) Advertised 53 posts in the National newspapers to facilitate the filling of vacant funded positions	16% deviation	The deviation was due to the lengthy Persal clean-up process as mandated by the DPSA
	% Of people with disabilities appointed	No persons with disabilities appointed during the period under review	4% reached on the appointment of people with disabilities	No appointment of people with disabilities was made during this period; The current status is 2.6%	1.4 % deviation to the 4% target	The few people with disabilities who apply do not meet the key criteria of the advertised posts
	% Of women appointed in Senior Management positions	No women appointed in SMS positions during the period under review	50% of women appointed on Senior Management positions	2 women appointed in Senior Management positions; The current status is 20.1%	29.9% deviation to the plan	Delays due to the Persal clean-up process that caused a slack in appointment

Programme / Sub-Programme: Internal Human Resource Services						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Number of quarterly reports on the implementation of the Workplace Skills Plan developed	Skills Plan developed and submitted to PSETA Quarterly reports developed and submitted to PSETA	Skills Plan for 2012/2013 developed and implemented 4 quarterly reports prepared and submitted on the implementation of the Workplace Skills Plan	Skills Plan for 2012/2013 developed and two training sessions conducted; 4 quarterly Monitoring and annual reports prepared and submitted to PSETA; Developed and submitted a Draft on Annual HRD Implementation Plan 2013 / 14 of the OTP to DPSA; and, A coaching and mentoring training programme was conducted and facilitated for 30 officials in the OTP (15 mentors and 15 mentees)	None	None

Programme / Sub-Programme: Internal Human Resource Services

Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Percentage of officials in salary levels 1-12 signed performance agreements / submitting quarterly assessments		Implement PMDS for 100% of officials on salary levels 1-12 in line with the Provincial Policy	88% of officials on salary levels 1-12 have entered into performance undertakings for the 2012/13; An average of 83% of officials were assessed in the 2012/13 FY year	12% deviation 5% deviation	Lack of cooperation and commitment from some officials and Line Managers in complying with PMD Policy

Strategic Objectives and Performance Indicators

Programme / Sub-Programme: Organisational Design and Job Evaluation						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Number of organograms developed or reviewed	12 organograms for Provincial Departments, 1 organogram for Msukaligwa Local Municipality and 1 organogram for Ehlalzeneni Further Education and Training College developed	Develop organograms for Provincial Departments within 30 working days after receipt of request	12 organograms developed within 26 working days after receipt of request Developed an organogram for 1 Municipality Dr J.S Moroka Local Municipality within 22 working days after receipt of the request	None	None
	Number of workstudy investigations carried out	16 <i>ad hoc</i> workstudy investigations conducted within 14 working days of receipt	Conduct <i>ad hoc</i> workstudy investigations in various departments within 14 working days after receipt of the request	13 <i>ad hoc</i> workstudy investigations were conducted within 14 working days after receipt of the request Reviewed the Traffic Management Chief Directorate Organisational Structure within 10 working days after receipt of the request	None	None

Programme / Sub-Programme: Organisational Design and Job Evaluation						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province				DCSSL - creation of the Komatipoort Cost Centre and Cleaners posts in all districts within 13 working days after receipt of the request		
				OTP, Creation of the MPAC Directorate within 7 working days after receipt of the request		
	Number of job descriptions developed	582 job descriptions developed within 14 days after the creation of posts were approved	Facilitate the development of Job descriptions for all newly created posts within 14 days after the creation of such posts have been approved.	Developed 384 job descriptions for the Department of Education within 5 working days after the receipt of the request Reviewed job descriptions for Thembisile Hani Municipality within 10 working days after receipt of the request	None	None

Programme / Sub-Programme: Organisational Design and Job Evaluation						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Number of posts evaluated	53 posts evaluated within 14 days of receipt of request	Evaluate posts in the Provincial Administration within 14 days after receipt of the request	293 posts evaluated (all posts evaluated within 5 working days after receipt of the request	None	None
	Number of panels facilitated and coordinated	5 Provincial Job evaluation Panel sittings facilitated	Facilitate 20 sittings of the Provincial Job Evaluation Panel	10 Provincial Job Evaluation Panel sittings facilitated	10 Provincial Job Evaluation Panel sittings were not facilitated	The target is dependent on the number and availability of posts to be evaluated; all posts were covered in the 10 sittings

Strategic Objectives and Performance Indicators

Programme / Sub-Programme: Labour Relations						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Number of Institutional visits conducted	5 Visits were conducted	Conduct 4 institutional visits to Departments to capacitate managers on labour relations policies and practices	Conducted 1 Institutional visit Conducted 1 Labour Relations Forum for Departments where HR Practitioners were capacitated on labour relations policies and practices	2 Institutional visits were not conducted	No invitations received from Departments
	Percentage of disputes resolved	89% of cases received were resolved 1 arbitration case finalised and subsequently taken on review by the Labour Court 11 Grievances were received and finalised	100% referred disputes are dealt with in 12 Departments	19 (100%) Disciplinary hearings were conducted and 15 (79%) were finalised and only 3 (21%) await judgement or are in the Labour Court	None	None

Programme / Sub-Programme: Labour Relations

Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Number of National Bargaining Council meetings participated on	05 PSCBC and 05 GPSSBC meetings were attended	Ensure Provincial representation at National Bargaining Council - 04 quarterly meetings	9 PSCBC and 7 GPSSBC were attended	3 extra meetings attended	More invitations received
	Monitoring reports	There was 1 protest action by COSATU and report was produced and submitted to DPSA	Monitor and report Public Service strike action daily to DPSA	There was no protest action that was reported in this reporting period	None	None

Strategic Objectives and Performance Indicators

Programme / Sub-Programme: Transversal Human Resources Services						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Number of policy frameworks drafted and reviewed	14 HRM Policies and Frameworks reviewed and developed according to need and as per directives	Review and develop 12 HRM Policies and Frameworks according to needs and as per directives	Reviewed / developed 17 HRM policy frameworks	05 extra policy frameworks review and developed	More requests received to develop / review HRM policy framework

Programme / Sub-Programme: Transversal Human Resources Services

Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Number of HR and PMDS Fora facilitated / coordinated	6 IDC; 10 HRM; 10 PMDS fora; and 6 PMDMC training sessions coordinated and facilitated	Facilitate and strengthen capacity on HRM prescripts and frameworks in 12 departments as per identified need through coordination and facilitation of Human Resource Fora	Facilitate the following HRM Fora: 12 HR Fora for information sharing; 12 PMDS Fora to address progress and challenges experienced ; 3 Provincial HRP/ EEA forums to address mandatory requirements awareness campaigns; 2 PMDS awareness workshops over a period of 10 days conducted; 2 EEA/HRP training workshops held; 1 PMDMC training in OTP conducted; and 1 PMDS training session over a period of 5 days for salary levels 1-12 conducted	None	None

Programme / Sub-Programme: Transversal Human Resources Services						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Number/% of SMS/levels 1-12 signed Performance Agreements/ Performance undertakings / financial disclosures submitted and assessment conducted	91% of all SMS members across the Province disclosed their financial interest. 63% of SMS members signed Performance Agreements across the 12 Provincial Departments 76% of all employees at salary level 1 – 12 signed Performance Agreements. 6 of the 8 qualifying HODs were assessed	Monitor compliance to HRM prescripts with reference to: effective Performance Management , Financial Interest Disclosures, Employment Equity Act implementation and HR planning	Monitored quarterly compliance of signed performance agreements for all SMS members and HODs throughout the Province 88% duly signed performance undertakings for all officials on salary level 1-12 throughout the Province monitored 100% duly disclosed financial interest for all SMS members and HODs monitored	None	None

Programme / Sub-Programme: Transversal Human Resources Services

Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Number of Employee Health and Wellness Programmes implemented	Planned and organized 06 Health Empowering workshops Assertive Women's Leadership Empowerment; Breast Cancer Awareness; World Aids Day Commemoration; Provincial Employee Health and Wellness Expose; Psycho-social awareness; and Cultural dialogue	Facilitate and strengthen effective and efficient implementation of Employee Health and Wellness Programme in 12 Departments	The following Employee Health & Wellness Fora were facilitated: 8 IDC Fora; Coordinated 4 World commemorations; and Coordinated 6 Health awareness workshops	None	None

Strategic Objectives and Performance Indicators

Programme / Sub-Programme: Talent Management						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Number of reports on the implementation of the Provincial Talent Management Strategy	Not achieved, however, the Provincial Talent Management Strategy was reviewed and piloted in 12 Provincial Departments	Monitor implementation Provincial Talent Management Strategy in the 12 Provincial Departments; and produce monthly and quarterly reports	Reviewed Provincial Talent Management strategy approved Monitored the implementation of the Talent Management Strategy in 12 Departments	None	None
	Number of reports on implementation of Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR)	Implementation of PILIR monitored and reports developed	Monitor the implementation of Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR) in 12 Departments and produce quarterly reports	Implementation of PILIR monitored in 12 Departments Monthly and quarterly reports produced	None	None

Programme / Sub-Programme: Talent Management						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Vacancy rate	2 positions of HODs were filled and employment contracts signed. However, the vacancy rate still stands at 17% due to the resignation of HOD: Health and expiry of contract HOD: Finance	Co-ordinate the recruitment, selection and appointment processes for the filling of the vacant posts of Head of Department – 100% target; and facilitate their signing of employment contracts	Finalised the recruitment and selection processes for Heads of Department for the Departments of Health, Human Settlements and Finance	None	None
	Number of officials mentored	-	Co-ordinate the mentoring programme in the Office of the Premier for 15 mentees	Developed the Mentoring Strategy (programme) for the Office of the Premier Co-ordinated and facilitated a coaching and mentoring programme for the thirty officials of the OTP (15 mentors and 15 mentees)	None	None

Strategic Objectives and Performance Indicators

Programme / Sub-Programme: Transversal Human Resource Development						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Number of Departments with HRD plans	Coordinated development and submission of HRD Implementation Plans of all 12 Departments	Coordinate development and monitor the implementation of Human Resource Development Plans in 12 Departments	Co-ordinated and facilitated the development of Annual HRD Implementation Plans for 2012/13 financial year by 12 Departments	50% deviation from plan	Function transferred to the Department of Education mid-year
		Coordinated completion and submission of HRD monitoring tool to DPSA		Monitored and assisted departments in the implementation of the HRD monitoring tool. Ten departments submitted signed-off HRD implementation plans for 2012/13	50% deviation from plan	Function transferred to the Department of Education mid-year
	Number of Departments with Workplace Skills Plan	12 Departments compiled and submitted Workplace Skills Plans, 4 Quarterly Training Reports and Annual Training Report Conducted 1 workshop on Workplace Skills Plans	Coordinate Workplace Skills Plans and training reports for 12 Departments	Co-ordinated and facilitated the submission of WSP's by 12 Departments to PSETA Annual training report produced	50% deviation from plan	Function transferred to the Department of Education mid-year

Programme / Sub-Programme: Transversal Human Resource Development

Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Number of officials trained on Public Service Induction (PSI)	12 Departments developed Workplace Skills Plans and were all submitted to PSETA Training reports were developed	Coordinate and facilitate training for 400 officials on Public Service Induction (PSI)	Coordinated and facilitated training for 222 officials on Public Service Induction (PSI)	50% deviation from plan	Function transferred to the Department of Education mid-year
	Number of monitoring reports produced	Implementation of 3 learnership programmes, namely Project Management, Business Administration and Business Practice were monitored	Monitor implementation of the following learnerships; Project Management, Business Administration and Business Practice by participating departments	Monitoring report on learnership programmes and results, and closure of the project produced	50% deviation from plan	Function transferred to the Department of Education mid-year
	Number meetings coordinated and reports produced	1 Board and 8 Selection Committee meetings co-ordinated and 22 students were awarded bursaries	Provide secretariat services to the Premier's Bursary Fund	Coordinated two Board meetings for the Mpumalanga Premier's Bursary Fund	None	Function transferred to the Department of Education mid-year

Programme / Sub-Programme: Transversal Human Resource Development						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of human resource programmes in the province	Number of meetings coordinated	Coordinated 1 Provincial Skills Development Forum meeting	Coordinate the Provincial skills development forum (PSDF) – quarterly meetings	Coordinated one PSDF meeting where the draft Provincial Skills Plan, the provincial HRDS and the Premier's Dialogue project were presented	75% deviation from plan	Function transferred to the Department of Education mid-year

Strategic Objectives and Performance Indicators

Programme / Sub-Programme: Public Service Transformation and Service Delivery Improvement						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Monitor and evaluate the effectiveness and impact of Government programmes	Number of departments and municipalities trained on change engagement management programme	Coordinated and facilitated change engagement training in 06 Provincial Departments and 21 Municipalities	Coordinate and facilitate change engagement in 12 Departments and 21 Municipalities	Coordinated and facilitated change engagement workshops in 9 Departments and 10 Municipalities	Change engagement workshops in 3 Department and 11 Municipalities not coordinated	3 Departments postponed to the next financial year and 11 Municipalities were called but appointments were not secured due to non availability of staff to be trained
	Monitoring reports	Developed and monitored the implementation of the internal customer satisfaction survey for 4 Departments	Monitor implementation of the internal satisfaction audit findings for 12 departments	Monitored 3 Departments on the implementation of internal satisfaction audit, report produced.	9 Departments not monitored on the implementation of internal satisfaction audit	Lack of cooperation by departments

Programme / Sub-Programme: Public Service Transformation and Service Delivery Improvement						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Monitor and evaluate the effectiveness and impact of Government programmes	Number of Batho Pele projects coordinated	Coordinate and monitor the implementation of 5 Batho Pele projects	Coordinate and monitor the implementation of 5 Batho Pele projects			
			Premier's Service Excellence and Youth Awards (PSEYA)	Not achieved	100% deviation from the plan	Lack of funding
			3 Batho Pele Advocacy campaigns	2 Advocacy Campaigns coordinated in Steve Tshwete Municipality and Chief Albert Luthuli Municipality	1 Advocacy campaign was not coordinated	Restructuring of the Programme by DPSA resulted in change of plans
			2x deployments of senior managers to coal face of service delivery	1 Deployment of Senior Managers to Coal face of service delivery	1 Deployment of Senior Managers to Coal face of service delivery was not coordinated	Deployment postponed to the next financial year

Programme / Sub-Programme: Public Service Transformation and Service Delivery Improvement						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Monitor and evaluate the effectiveness and impact of Government programmes	Number of Batho Pele projects coordinated	Number of Batho Pele projects coordinated	01 Africa Public Service Day	1 Public Service Day held in Umjindi Local Municipality and an analysis report produced	None	None
		Coordinated and monitored development of service standards for 12 Departments	Service Standards and Service Delivery Improvement plans (SDIPs) per department and municipality	Coordinated the development of Service Standards in 6 Municipalities and 11 Departments SDIP'S for 12 Departments coordinated	Development of Service Standards for 15 Municipalities and 1 Department not coordinated	15 Municipalities have generic service standards and not yet approved by the Municipal Council and Department of Community Safety, Security and Liaison still in the process of finalizing the development of service standards
		Held workshops on the development of SDIPs for all 12 Departments			SDIPs for Municipalities not coordinated because they do not have SDIP they have IDPs	Municipalities do not have SDIPs but IDPs
	Provincial Service Delivery Access Strategy developed and fully implemented	Draft Provincial Service Delivery Access Strategy developed	Coordinate and facilitate the development of the Provincial Service Delivery Access Strategy	Draft Provincial Service Delivery Access Strategy developed	None	None

Programme / Sub-Programme: Public Service Transformation and Service Delivery Improvement

Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Monitor and evaluate the effectiveness and impact of Government programmes	Steering committee reports	-	Coordinate and facilitate provincial service delivery organisational transformation steering Committee meetings	Not achieved, however, a consultative meeting with DPSA on the establishment of Provincial Service Delivery Organisational Transformation steering committee was held; and A National Workshop organised by the DPSA was attended	100% deviation from the plan	Target dependent on the provincial workshop driven by the DPSA that did not take place

Strategic Objectives and Performance Indicators

Programme / Sub-Programme: Legal Advisory Services						
Strategic Objective	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the implementation of legal advisory service in the province	Number of formal, written legal opinions drafted	18 (100%) formal, written legal opinions were drafted and furnished to the requesters	100% Formal, written legal opinions drafted and submitted to clients	14 formal written legal opinions were drafted	None	None
	Number of Memoranda, employment contracts, service level agreements, letters and other documents with a legal bearing drafted and provided to clients	401 (100%) internal memoranda, reports, letters and other documents with a legal bearing were drafted 274 formal meetings with, inter alia, the Premier, the Speaker, MECs, the DG, DDGs and HODs during which meetings, legal advice and assistance were provided	Drafting 100% of memoranda, reports, letters and other documents with a legal bearing upon request by Departments	213 memoranda, reports, letters and other documents with a legal bearing were drafted 284 formal meetings were held during which meetings legal advice and guidance were provided	None	None
	Number of Departments assisted with litigation	140 instances pertaining to various aspects of litigation involving the various Provincial Departments were coordinated, dealt with and monitored	Litigation pertaining to the Provincial Government, in consultation with the Provincial Departments, to be coordinated	170 instances of litigation involving the various Provincial Departments were co-ordinated, dealt with and monitored	None	None

Programme / Sub-Programme: Legal Advisory Services						
Strategic Objective	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Monitor and evaluate the effectiveness and impact of Government programmes	Number of Provincial Legislation formulated, drafted and certificated.	11 Provincial Bills were attended to	Formulated, drafted, assisted with and certified 100% of Provincial Bills, as requested by Departments	23 Provincial Bills were attended to	None	None

Strategic Objectives and Performance Indicators

Programme / Sub-Programme: Government Communication and Information Services: Programme Support						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the strategic ICT programmes and projects within the province	Annual report produced	2010/11 Annual Report produced	Produce Annual Report for 2011/12	2011/12 Annual Report produced	None	None

Strategic Objective and Performance Indicators

Programme / Sub-Programme: Corporate Communications Services						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the strategic ICT programmes and projects within the province	Number of newsletters published	Published 4 Govt to Public and 5 internal OTP newsletters	4 Govt to Public and 6 internal newsletters of the OTP published	Published 4 Govt to Public newsletters Published 6 internal OTP newsletters	None	None
	Number of government exhibitions staged	Staged 12 government exhibitions and promotions	Stage 7 government exhibitions and promotions	Staged 13 government exhibitions and promotions	6 extra exhibitions staged	The unit was requested to exhibit at other unplanned Government activities and events

Programme / Sub-Programme: Corporate Communications Services						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the strategic ICT programmes and projects within the province	Number of EXCO decisions and internal calendars published	13 EXCO decisions / statements published	Publish 20 EXCO decisions and 12 internal events calendars	11 EXCO decisions / statements and 12 internal events calendars published	9 EXCO decisions not published.	Only 11 EXCO Statements issued for public consumption
	Electronic and print media advertorial	Facilitated media buying for Policy and Budget Speech 2011, Message of Condolence to the Sisulu family and the SOPA 2012	Facilitate media buying for SOPA, Policy and Budget Speech and Premier's Season's Greetings message	Media buying conducted for Policy and Budget Speech 2012, Mpumalanga Companies Directory, Advertorial on Bulk Water Issues in Gert Sibande District, Premier's Season's Greetings message and the State of the Province Address 2013	Extra media buying for Mpumalanga Companies Directory, Advertorial on Bulk Water Issues in Gert Sibande District	The additional advertorial was an intervention relating to the Bulk Water plan for the Province
	Approved Coat of Arms CI Manual	Consultation with stakeholders for the preparations of Corporate Identity Manual development	Develop the CI Manual for the Provincial Coat of Arms	Draft Provincial Corporate Identity Manual is in place and waiting for approval by PMC and EXCO	Further consultation is required for the final approval	Further consultation is required with relevant stakeholders

Programme / Sub-Programme: Corporate Communications Services						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
	Edited DVD for each event	Captured footage of 45 government events and Programmes	Render audiovisual services for all government events as per the Premier's programme	Captured, edited and archived footage of 39 Government events and programmes	None	None

Strategic Objectives and Performance Indicators

Programme / Sub-Programme: Media, Departmental Liaison and Information Services						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the strategic ICT programmes and projects within the province	Monitoring reports	5 – Year Provincial Communication Strategy monitored and 09 Departments developed Communication Strategies	Monitor the implementation of the 5 year Provincial Communication Framework by 12 Departments and 3 District Municipalities	Monitored the implementation of the Framework in 11 Departments and 3 District Municipalities	1 Department did not submit its Communication Strategy	DEDET did not submit its Communication Strategy
	Number of Provincial Events calendar developed	12 monthly Provincial Events calendars published	Develop 12 monthly Provincial Events calendar	12 monthly Provincial Events calendars developed	None	None
	Number of news briefs and media analysis reports produced	221 News briefs were produced, 12 monthly and 4 quarterly media analysis reports produced	Produce 236 news briefs, compile monthly and quarterly media analysis reports	201 news briefs produced, 6 monthly and 2 quarterly media analysis reports were produced	35 news briefs not produced, 6 monthly and 2 quarterly media analysis reports not produced	Inadequate Human Resources
Number of media briefings hosted and government events coordinated	Coordinated 7 Premier's Media Briefings	Coordinate 22 post EXCO media briefings and organise media for 24 government events	16 media briefings hosted	6 media briefings were not hosted and coordinated	The media briefings are done as per the EXCO decision	

Programme / Sub-Programme: Media, Departmental Liaison and Information Services

Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the strategic ICT programmes and projects within the province	Number of Provincial Government Communication Forum meetings convened	Coordinated 4 Provincial Government Communicators Fora meetings	Coordinate and facilitate quarterly Provincial Government Communication Forum (PGCF) meetings	4 PGCF meetings were coordinated	None	None
	Monitoring reports	Provincial Website and Content Management Framework has been monitored on a quarterly basis	Monitor the implementation of the Website Content Management Framework in 12 Departments and 3 district Municipalities quarterly	Monitored the implementation of the Framework in 10 Departments and 1 District Municipality	2 Departments and 2 District Municipalities	DSD, DOH, GSDM and NDM do not have websites. Nkangala District has issued a tender in this regard
	Number of media networking sessions conducted	Coordinated 5 Media Networking Sessions	Coordinate 4 media networking sessions	Hosted 3 Media Networking Sessions but collaborated with Ehlazeni District Municipality when they held their annual District event	01 media networking session was not conducted.	The issues and the key stakeholders involved in the Ehlazeni District Municipality were the same and there was therefore no need to do another MNS

Strategic Objectives and Performance Indicators

Programme / Sub-Programme: Communication Services and Research						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the strategic ICT programmes and projects within the province	Provincial Call Centre established and functional	Not achieved	Conduct feasibility study on the establishment of the Provincial Call Centre	Not achieved	100% deviation from plan	Due to change in Government priorities
	Number of performance reports produced	4 reports on the Presidential Hotline produced	Produce 12 monthly performance reports on the Presidential Hotline	10 reports on the Presidential Hotline produced	2 reports on the Presidential Hotline were not produced	Delays of information flow from Municipalities
	Number of Executive Council Outreach meetings coordinated	3 EXCO Outreach Programmes were coordinated	10 Executive Council Outreach meetings coordinated	3 EXCO Outreach programmes coordinated	7 EXCO Outreach Programmes were coordinated but did not take place	Due to change in the EXCO Outreach Schedule
	Number of public participation events for the Premier coordinated	18 Public Participation events were coordinated	Coordinate 10 public participation events for the Premier	10 Public Participation events coordinated	None	None

Strategic Objectives and Performance Indicators

Programme / Sub-Programme: Office of the Provincial Government Information Technology						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the strategic ICT programmes and projects within the province	Number of Departments / systems supported	Provided IT technical services, advisory and support to 12 Departments on 2 IT systems and 481 technical callouts were completed	Provide IT technical services, advisory and support to 10 Departments on systems.	Provided IT technical services, advisory and support to 10 Departments on 3 systems 683 technical callouts performed	None	None
		IT technical and advisory support provided on 2 major projects. Provincial scorecard is operational and Website Portal is still under development	IT technical and advisory support provided on three major projects: Provincial scorecard, Provincial Intranet; and IT Governance	Provincial Scorecard is utilized by Departments Progress made on Provincial Intranet, Departments in process of developing own website pages Draft IT governance Framework developed	None	None

Programme / Sub-Programme: Office of the Provincial Government Information Technology						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Coordinate the strategic ICT programmes and projects within the province	Number of projects monitored / coordinated	Coordinated and monitored 7 IT projects across the Province	Coordinate and monitor three (3) IT projects in the province. COBIT; Broad Band; and IFMS	Roll out COBIT in the Office of the Premier - planning phase started underway Coordinated and monitored the Broad Band roll-out in 12 Departments DEDET in planning phase of Provincial Broadband roll-out No progress made in IFMS	None None None	None None None Delays by National to roll out the IFMS
	Number of monitoring reports produced	4 Quarterly monitoring reports on the implementation of GITO Council Resolutions produced	4 quarterly monitoring reports on the implementation of GITO Council resolutions produced.	4 Quarterly monitoring reports on the implementation of GITO Council resolutions produced	None	None

Reasons for deviation

Internal Human Resources

- 16% posts not filled: The deviation was due to the lengthy Persal clean-up process as mandated by the DPSA.
- 29.9% deviation to the 50% target: Shortage of potential candidates.

Organisational Design and Job Evaluation

- Job Evaluation Panel sitting not convened as planned: the target is dependent on the number and availability of posts to be evaluated; all posts were covered in the 10 sittings.

Labour Relations

- 2 Institutional visits were not conducted: No invitations received from Departments.

Public Service Transformation and Service Delivery Improvement

- The change engagement was not coordinated due to inadequate Human Resources.
- 9 Departments not monitored on the implementation of internal satisfaction audit: due to staff shortage and capacity constraints.
- The PSEYA was not coordinated due to lack of funds.
- 1 Advocacy campaign was not coordinated: Restructuring of the Programme by DPSA resulted in change of plans.
- 1 coal face for SMS was not coordinated: Deployment postponed to the next financial year.
- Municipalities do not have SDIP they have IDPs, development of Service Standards for 15 Municipalities and 1 Department not coordinated.
- Service standards were not coordinated in 15 Municipalities, Municipalities have general service standards that are not approved by the Municipal Councils.
- Service delivery organisational transformation steering Committee meetings not coordinated and facilitated: dependent on the provincial workshop done by DPSA that did not take place.

Corporate Communications

- 9 EXCO Decisions not published: because only 11 EXCO Statements issued for public consumption.
- Corporate Identity Manual was not approved as it needs further consultation for the final approval.

Media, Departmental Liaison and Information Services

- 6 media briefings were not coordinated due to inadequate Human Resources.

Community Services and Research

- The Unit was not able to establish the Provincial Call Centre due to change in government priority.
- 3 out of 10 EXCO outreaches were coordinated, but did not take place due to the change in the EXCO Outreach Schedule.

Strategy to overcome areas of under performance

Internal Human Resources

- Identify specific posts and advertise them targeting women, aimed at reaching 50% women representation at SMS level.
- Internal Human Resource is working closely with OSDP for the identification of potential Disabled Persons for possible appointment.
- Fast-track filling of vacancies and keeping vacancy rate below 5%.
- Institute disciplinary process for lack of cooperation.

Organisational Design and Job Evaluation

- The Unit will improve in planning, and minimize targets that are dependent on others to be carried out.

Labour Relations

- The Office has revived the Labour Relations Forum to capacitate Managers on labour relations policies and practices.

Public Service Transformation and Service Delivery Improvement

- The Office will partner with DPSA which has initiated a process to conduct employee satisfaction survey across all departments in the next Financial Year.
- The process to fill vacant post is underway.
- To improve on the coordination events.
- In future, the Unit should avoid targets that are dependent on other parties to be carried out.

Corporate Communications

- The Unit will improve in planning, and minimize targets that are dependent on others to be carried out.
- To fast track approval of the Corporate Identity Manual.

Media, Departmental Liaison and Information Services

- Enforce strict compliance.
- Encourage Departments and Municipalities to set up their own websites.
- Fast-track the filling of vacant posts to cover the work of media briefings.

Community Services and Research

- The Unit will continue utilising the Presidential Hotline to handle complaints.

Changes to planned targets

- The Sub-Programme Human Resource Development and its targets were transferred from the Office of the Premier to Department of Education mid-year.

Linking performance with budgets

Sub-programme expenditure: Institutional Development,

Sub-Programme Institutional Development	2012/2013			2011/2012		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Strategic Human Resource	27 865	27 815	50	27 975	27 659	316
Information Communication Technology	1 709	1 709	-	1 894	1 838	56
Legal Services	2 806	2 805	1	3 069	3 068	1
Communication Services	13 971	13 837	134	12 716	12 712	4
Programme Support	1 727	1 722	5	1 334	1 334	-
Total	48 078	47 888	190	46 988	46 611	377

5.3. Programme 3: Policy and Governance

Purpose of the Programme:

Provide effective macro policy advice, coordination and monitoring on the following key focus areas:

- Provincial planning;
- Implementation of Provincial Programmes;
- Mainstreaming of gender, disability, and children;
- Regional and international cooperation;
- Research and information management;
- Advisory services to the Premier, EXCO committees and EXCO; 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; and
- Office on the Rights of the Child.

Intergovernmental Relations

- International Relations; and
- Protocol Services.

Provincial Policy Management

- Policy and Planning;
- Monitoring and Evaluation;
- Research and Strategic Information Management; and
- Cluster Management.

Strategic Objectives applicable to this Programme:

- Strengthen integrated planning and policy development in the MPG;
- Monitor and Evaluate the effectiveness and impact of Government programmes within the Province; and
- Strengthen the protocol, regional and international co-operation by 2015.

Strategic Objectives, Performance Indicators, Targets and Actual achievements

The Programme's work contributes towards achieving two strategic outcome oriented goals as identified by the Office, namely, Provincial Integrated Planning and Coordinated Performance Monitoring and Evaluation. The Programme is also responsible for the mainstreaming of target group (GDC) programmes across the Provincial Government. During the period under review, the Programme successfully hosted the Siyahlola Presidential Programme in honour of the Disability Month.

The programme reviewed the 8 international partnerships as planned, it also managed to craft the Provincial International Relations Calendar and send it to DIRCO as required. Support has been provided to all key International missions of the Province as well as coordinating international visits

Further, the programme supported the 12 Provincial Departments with the alignment of APPs to Macro Policies including but not limited to SONA, SOPA, MEGDP, 5 Year Plan, and CRDP. This process culminated in the approval of 12 departmental APPs by the Executive Council. The Provincial 5 Year MTSF Plan that guides the medium term strategic priorities and programme of the current Administration was reviewed as an annual activity. The Draft Provincial Vision 2030 was developed and further consultation is due in the next Financial Year Period.

The Programme in partnership with the Presidency implemented MPAT and FSDM. MPAT, a monitoring tool that seeks to assess Government institutions on four key areas, namely, Financial Management, Strategic Management, Human Resource and Systems Management. 12 Provincial Departments completed the MPAT self assessment exercise and an outcome of the Moderating Panel is expected early in 2013/14 financial year. FSDM is intended to monitor frontline service delivery points within Public Institutions. During the period under review, 34 Public institutions were visited and 30 provided with feedbacks and an annual report produced.

Strategic Objective and Performance Indicators

Programme/Sub-Programme: Special Programmes						
Strategic Objective	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
TRANSVERSAL						
Monitor and Evaluate the effectiveness and impact of Government programmes within the Province	Number of reports produced	1 x 9 months and a 2010/11 Annual Mainstreaming Reports produced	3 quarterly and 2011/12 annual Mainstreaming Reports produced	2011/12 annual and 2012/13 quarterly Mainstreaming Reports on Rights of Children; People with Disabilities produced and 1 incomplete Gender draft report, prepared	Gender mainstreaming report not completed	Delay in submission by other departments
OFFICE ON THE RIGHTS OF THE CHILD						
Performance reports of Forum produced within specified timeframe	3 Children's Rights Stakeholder Fora meetings coordinated, reports produced and 2011 – 2015 POA developed	3 x Facilitate, coordinate and monitor the POA of the representative and functional Mpumalanga Children's Rights Stakeholder Forum (MCRSF)	Facilitated and coordinated 3 MCRSF meetings and progress reports on the implementation of the POA were presented	None	None	
OFFICE ON THE STATUS OF DISABLED PERSONS						
Number of achievers awarded	26 recipients of the Mpumalanga Premier Disability Achiever Awards received recognition in the form of prizes	30 Achievers recognised for good work and initiatives in removing barriers for persons with disabilities	Not achieved	100% deviation from the plan	Awards deferred to the 2013/14 financial year	

Programme/Sub-Programme: Special Programmes						
Strategic Objective	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Monitor and Evaluate the effectiveness and impact of Government programmes within the Province	Performance reports of Forum produced within specified timeframe	3 Disability Fora were coordinated, reports produced and 2011-15 POA developed	3 x Facilitate, coordinate and monitor the POA of the representative and functional Disability Stakeholders Forum	Coordinated and facilitated 3 Disability Stakeholders Fora and the POA progress reports were presented	None	None
Additional work performed during the period under review						
The unit coordinated the Siyahlole Presidential Monitoring Programme held on the 4th December 2012 within Mbombela Local Municipality;						
Three projects were visited (Tentele Disabled centre, Tenteleni inclusive school and Kanyamazane CHC)						
OFFICE ON THE STATUS OF WOMEN						
	Performance reports of Forum produced within specified timeframe	3 Provincial Gender Machinery Fora coordinated and reports produced	3 x Facilitate, coordinate and monitor the POA of the representative and functional Provincial Gender Machinery	Coordinated and facilitated 3 Provincial Gender Stakeholders Fora and the POA progress reports were presented	None	None

Strategic Objectives and Performance Indicators

Programme/Sub-Programme: International Relations						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Strengthen the protocol, regional and international co-operation by 2015	Approved review report of international partnerships	Oman was identified and an outbound mission facilitated	Review 8 international partnerships and develop implementation plans of all prioritized areas of cooperation	8 international partnerships have been reviewed. Implementation Plans not finalised	Implementation plans of all prioritized areas of cooperation not finalised	The submission of IPs to EXCO was dependent on the approval of the delayed IRPF
	Number of Additional MoUs signed	Portugal Implementation Plan developed	Formalize relations with Oman	Not achieved	MOU with Oman not finalised	The Oman Government sent a letter to postpone the outbound mission
	Monitoring reports on the implementation of the Provincial International Relations Framework	Draft Provincial International Relations Framework developed	Produce quarterly monitoring reports on the implementation of the Provincial International Relations Framework	Not achieved	Monitoring report on the implementation of Provincial International Relations framework not finalised	Draft Provincial International Relations Framework still undergoing consultation processes

Programme/Sub-Programme: International Relations						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Strengthen the protocol, regional and international co-operation by 2015	Briefing reports	Only EXCO was briefed on matters of international relations	Annually brief PMC, EXCO and PCF on all matters of international relations	Only PMC was briefed on matters of international relations	PCF and EXCO not briefed on all matters of international relations	It was not prioritised in the PCF and EXCO agenda
	Provincial IR Calendar in place	2 workshops coordinated	Provincial annual IR Calendar developed	Provincial annual IR Calendar developed and forwarded to DIRCO	None	None

Strategic Objectives and Performance Indicators

Programme/Sub-Programme: Protocol Services						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Strengthen the protocol, regional and international co-operation by 2015	Number of events provided with Protocol services	Conducted advance work and rendered Protocol services to 11 EXCO, 3 EXCO Makgotla, 1 PCF, 10 Calendar events, 2 Taking Legislature to the People, 1 SOPA and 122 events / activities relating to the Premier and other dignitaries	Protocol services provided to 9 EXCO Outreach, 3 EXCO Makgotla, 4 PCF, 1 SOPA, and all National and Provincial events involving the Premier	Protocol services provided to 3 EXCO Outreach, 3 EXCO Makgotla, 1 PCF, 1 SOPA, 5 COP and 8 calendar/national events, 2 taking Parliament to people and 25 activities relating to the Premier and other dignitaries	Protocol services not provided as per planned target	EXCO schedule changed
	Number of workshops conducted	1 Workshop on Protocol and Business Etiquette conducted	4 workshops on Protocol and management of National Symbols conducted	3 workshops on Protocol and on the use and management of National Symbols conducted	1 workshop on Protocol and the use and management of National Symbols not conducted	Deviation is due to unplanned programmes such as the Presidential (siyahloa campaign) and handover of houses by the Premier

Programme/Sub-Programme: Protocol Services						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Strengthen the protocol, regional and international co-operation by 2015	Number of international missions provided with logistical arrangements	<p>Provided Protocol services to Premier's outbound mission to Oman, MECs to Mozambique; Inbound visit of 8 Heads of Missions visiting the Province; Ambassador of Sultanate of Oman attending Business Breakfast Briefing Session in the Province; Facilitated the acquisition of Note Verbale and Official Passports for officials undertaking International missions</p>	All international missions identified supported with protocol services	All International missions undertaken were provided with protocol (DARDLA and DCSSL)	None	None

Strategic Objectives and Performance Indicators

Programme/Sub-Programme: Policy and Planning						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Strengthen Integrated planning and policy development in the Province	Number of departments supported with reviews and assessments of APPs	12 Departments were supported with the alignment of APPs to Macro Policies, a process which culminated in the approval of 12 departmental APPs by the EXCO	Support 12 departments with reviews of APPs and alignment with national and provincial macro policies (MTSF, DA, CRDP, MEGDP) as well as municipal IDPs	12 Departments were supported during their strategic review sessions, and 6 Municipalities were supported during their IDP forums	None	None
	Reports of fora and workshops	4 Planners and M&E Practitioners Fora coordinated	Capacity building to all 12 Departmental Planners and 3 district Planners on implementation of macro policies	11 Departmental Planners and 3 District Municipal Planners capacitated through workshops and Fora	1 department was not represented	None

Programme/Sub-Programme: Policy and Planning						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Strengthen Integrated planning and policy development in the Province	Reviewed 5 year MTSF and POA	Provincial 5 Year MTSF Plan reviewed and 2012/13 POA developed	Annual Review of the Provincial 5 Year MTSF Plan and POA	Provincial MTSF Plan reviewed and 2013/14 priorities developed and approved by EXCO as well as 1st draft 2013/14 POA developed	None	None
	Provincial vision 2030 in place	1st Phase of Provincial Vision 2030 completed	Final Vision 2030 developed and ISF updated	Provincial Planning and Budgeting Cycle reviewed and approved by EXCO Vision 2030 final Draft developed and tabled to PMC, final consultation pending GIS forum not coordinated but ISF currently called SDF forum is jointly coordinated by COGTA and DARDLA, and 3 meetings were coordinated to discuss the Provincial Planning legislation and ISF update	Final consultation pending	Final consultation to be conducted in the 1 st quarter of the next financial year, followed by EXCO approval

Programme/Sub-Programme: Policy and Planning						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Strengthen Integrated planning and policy development in the Province	Number of credible Departmental and Municipal Macro Policies developed.	<p>Conducted 6 analysis and reviews as follows:</p> <p>Analysis report on CRDP against SERO Macro Indicators in place;</p> <p>Analysed and made inputs on the draft Provincial Protocol Policy;</p> <p>Analysed NPC diagnosis report and developed a questionnaire for Provincial inputs;</p> <p>Analysis of PGDS for alignment with the current outcome based planning approach;</p> <p>Analysis of Provincial Mid-term Performance Report</p>	Strategic support to 12 Provincial Departments and 3 District Municipalities on development and reviews of Macro Policies	<p>Departments' Budget and Policy Speeches were analysed for alignment with APPs</p> <p>Supported COGTA in all the IDP assessments (NDM 15 – 16 May, GSDM 25 -27 June & EDM 03 – 04 July 2012</p> <p>SOPA analysis as framework for analyzing final Department's APPs developed and final 2013/14 APPs assessed</p>	None	None

Programme/Sub-Programme: Policy and Planning						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Strengthen Integrated planning and policy development in the Province	Number of credible Departmental and Municipal Macro Policies developed.	Analysis of SOPA for alignment with Departmental 2012/13 APPs; and Assisted DARDLA with development of a Preferential Procurement Policy for CRDP				

Strategic Objectives and Performance Indicators

Programme/Sub-Programme: Monitoring and Evaluation						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Monitor and Evaluate the effectiveness and impact of Government programmes within the Province	Reviewed Provincial M&E framework	Hosted a Provincial M&E Indaba on the implementation of the Provincial M&E Framework	Align the Provincial Monitoring and Evaluation Framework with the new national monitoring and evaluation framework	Draft review Provincial M&E framework in place but not presented to EXCO	Alignment of the Provincial M&E framework not finalised	The reviewed draft provincial M&E framework is still undergoing consultation processes
	Number official completed training	25 Officials were trained on information analysis and 22 officials trained on Advanced Indicator Development		22 Planners and M&E Practitioners trained on Advanced Indicator Development	None	None
	Evaluation reports	-	Three provincial priority programmes evaluated	Not Achieved,	100% deviation from the plan	Target dependent on the finalisation and approval of the evaluation plan
	Number of assessments concluded	Midterm assessment report produced	Conduct formative and midterm evaluations of government programmes and projects as per the 12 APPs	Mid-term assessment of Departmental progress report conducted	Evaluations of government programmes and projects as per the 12 APPs not conducted	Target dependent on the finalisation and approval of the evaluation plan

Programme/Sub-Programme: Monitoring and Evaluation						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Monitor and Evaluate the effectiveness and impact of Government programmes within the Province	Number of analysis and verification reports produced	12 analysis report produced quarterly, and the following projects were verified: 12 houses and 14 schools damaged by floods; Projects reported by Departments on Mid-Term Report; Water related projects (Boreholes) 35 in Steve Tshwete, 6 in Victor Khanye, 12 in Thaba Chweu and 1 in Mbombela	Monitor the implementation of government projects for the 12 departments through physical verification and development of analysis reports	12 Departmental analysis reports produced per quarter. Conducted Physical verification of 8 CRDP projects in Nkomazi, Albert Luthuli, Bushbuckridge, and Mkhondo Municipalities and 2 schools	None	None

Programme/Sub-Programme: Monitoring and Evaluation						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Monitor and Evaluate the effectiveness and impact of Government programmes within the Province	Number of reports produced per delivery agreements	2 reports on the implementation of Delivery agreements developed	Compile 2 x 6 months Delivery Agreements reports for the 12 outcomes	2 delivery agreements reports produced	None	None
	Number of departments assessed	11 Departments completed MPAT self assessment exercise	Roll out Management Performance Assessment Tool to 12 Provincial Government departments	Management Performance Assessment Tool rolled-out to 12 Provincial Government departments and Self-assessment cycle 2 completed	None	None
	Number of Public institutions visited and feedback provided	34 Public institutions were visited and 9 feedbacks provided	Conduct FSDM to Public Institutions within the Province through providing 47 feedbacks and 26 new visits	34 Public Institutions were given feedbacks and 30 sites visited Annual FSDM report produced	13 Public Institutions not given feedback	Public Institutions had to be reprioritised

Strategic Objectives and Performance Indicators

Programme/Sub-Programme: Research and Strategic Information Management						
Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Strengthen Integrated planning and policy development in the Province	Number of research studies/reports and analysis concluded	6 pre and post COP visit reports developed	Coordinate and conduct targeted research to inform decision making through production of 10 pre and post COP visits reports	10 pre and post COP visit reports produced	None	None
	Availability of credible information for decision making	Not Achieved	Establish a central hub for credible planning, development and performance information	Household profiling undertaken in 4 municipalities (Pixley ka Isaka Seme, Dr JS Moroka, Thembisile and Nkomazi Local Municipalities)	Household Profiling not conducted in 3 Municipalities: 1 in Ehlanzeni 2 in Gert Sibande	Shortage of personnel
	Availability of Forum Reports	Not Achieved	Coordinate 4 Provincial Research and Statistical Forum	1 Provincial Research and Statistical Forum coordinated	3 Provincial Research and Statistical Forum not coordinated	Lack of funds
	Approved Information Management Framework	Draft Knowledge Framework Developed	Develop a Provincial Information Management and distribution framework	Not achieved	100% deviation from the plan	Capacity constraints

Strategic Objectives and Performance Indicators

Programme/Sub-Programme: Cluster Management

Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Strengthen Integrated planning and policy development in the Province	Number & quality of quarterly reports developed	4 Quarterly Reports developed	Develop Quarterly reports on the implementation of Cluster POAs, one-on-one resolutions for assessment of government programmes	2011/12 4th quarter, 2012/13 quarterly reports produced	None	None
	Number & quality of Cluster POAs developed	3 draft Cluster POAs developed	Coordinate development and approval of 3 Cluster POAs based on DAs	3 Draft Cluster POAs developed	Draft Cluster POAs not approved	Approval was put in abeyance for purposes of alignment with approved APPs and Operational plans

Programme/Sub-Programme: Cluster Management

Strategic Objectives	Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned target to Actual Achievement for 2012/2013	Comment on deviations
Monitor and evaluate the effectiveness and impact of Government programmes within the province	Annual Provincial Monitoring Plan developed and monitoring reports	-	Develop and implement an Annual Provincial Monitoring Plan	Quarterly Plans developed and comprehensive performance monitoring reports on provincial hospitals, infrastructure projects and schools assessment developed	None	None
	Reports of the Implementing Fora	Not achieved	Coordinate the establishment and manage the functionality of the three Implementing Fora	Not achieved	100% deviation from the plan	Departments are still battling to finalize departmental specific MoUs with the private sector

Reasons for all deviations

Special Programmes

- 1 Quarterly Gender Mainstreaming report not completed: Delays in submission of mainstreaming reports by some departments had a negative impact on completion of the Provincial Mainstreaming Report.
- Mpumalanga Premier's Disability Achiever Awards not held: The identification process of achievers started late, and the Office had to coordinate the Siyahlola Presidential monitoring visit to monitor government's progress in mainstreaming issues of disabilities.

International Relations

- Implementation plans of all prioritized areas of cooperation not finalised: The submission of Implementation Plans to EXCO was dependent on the approval of the delayed IRPF.
- The signing of the Portugal IP was cancelled due to the suspension of the partnership, resulting from the economic crisis in that country.
- MOU with Oman not finalised: The Oman Government sent a letter to postpone the outbound mission.
- Monitoring report on the implementation of Provincial International Relations framework not finalised: No monitoring could be done because such activity is dependent on the approval of the IRFP by EXCO which was still undergoing consultation processes.

Protocol Services

- 1 workshop not conducted: Deviation is due to unplanned programmes such as the Presidential (siyahlola campaign) and handover of houses by the Premier.

Policy and Planning

- Vision 2030 not finalised: Final consultation pending.

Monitoring and Evaluation

- Alignment of the Provincial M&E framework not finalised: The delays in finalisation were also in large part due to delay in appointment of senior manager and evaluation capacity in the unit.
- Three provincial priority programmes not evaluated: Target dependent on the finalisation of the evaluation plan.
- 13 FSDM Public Institutions not given feedback: The Unit re-prioritised Public Institutions which according to the 2011/12 monitoring report follow-up visits were necessary.

Research and SIMS

- A central hub for credible planning, development and performance information was not established: Reprioritisation due to shortage of funds and lack of qualified staff.
- 3 Provincial Research and Statistical Forum not coordinated: Lack of funds and qualified staff.
- A Provincial Information Management and distribution framework was not developed: Lack of qualified personnel

Cluster Management

- Draft Cluster POA not approved: Approval was put in abeyance for purposes of alignment with approved APPs and Operational plans.
- Implementing Fora not established: Departments are still battling to finalize departmental specific MoUs with the private sector.

Strategy to overcome areas of under performance

Special Programmes

- 1 Quarterly Gender Mainstreaming report: The Programme will enhance the functioning of inter-departmental stakeholders. Regular reviews will be conducted with Gender Focal Points after completion of consideration and analysis of reports.
- Mpumalanga Premier's Disability Achiever Awards: The Programme needs to improve on planning and budgeting for the awards. The planning and identification of recipients will be aligned to government priorities, programmes and projects.

Policy and Planning

- Vision 2030 not finalised: Final consultation to be conducted in the 1st quarter of the next financial year, followed by EXCO approval.

Monitoring and Evaluation

- Appointment of Senior Manager M&E.
- Development and implementation of M&E Unit Capacity Building programme in partnership with expert / academic institution.
- Regular revision and updating (in year changes) of plans (targets and indicators) based on changes in the strategic, policy or operating environment.
- Consultations on the alignment of the draft M&E framework will continue into the first quarter of 2013/14 Financial Year Period.

Research and SIMS

- Adequate budget.
- Performance development (training) of staff.
- Long term capacity building programmes for staff in partnership with academic institutions.

Cluster Management

- Draft Cluster POAs approval – In the future, POA development will run parallel with the development and approval of APPs and Operational Plans.
- Implementing Fora not established – The Office of the Premier will provide strategic support to departments in firming up agreements with private sector partners.

Changes to planned targets

There were no in-year changes made to targets and indicators.

Linking performance with budgets

Sub-programme expenditure: Policy & Governance

Sub- Programme Policy & Governance	2012/2013			2011/2012		
	Final Appropriation	Actual Expenditure	(Over)/ Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/ Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Special Programmes	12 831	12 814	17	6 561	6 415	146
Inter-governmental Relation	4 619	4 615	4	5 334	4 608	726
Provincial Policy Management	18 595	18 278	317	17 710	16 903	807
Program Support	1 785	1 773	12	1 074	1 073	1
Total	37 830	37 480	350	30 679	28 999	1 680

6 SUMMARY OF FINANCIAL INFORMATION

6.1 Departmental receipts

2012/2013				2011/2012		
Departmental receipts	Estimate	Actual Amount Collected	(Over)/Under Collection	Estimate	Actual Amount Collected	(Over)/Under Collection
	R'000	R'000	R'000	R'000	R'000	R'000
Sale of goods and services other than capital assets	126	163	(37)	85	137	(52)
Interest, dividends and rent on land	417	233	184	502	257	245
Financial transactions in assets and liabilities	118	53	65	42	370	(328)
Total	661	449	212	629	764	(135)

The Office of the Premier has projected to collect an amount of R661 000 and the target was under collected by R211 636 resulting in R449 364 being collected.

The Office of the Premier does not charge any tariffs because it does not generate any revenue.

The Office of the Premier has under-performed/under collected revenue due to the bank interest which was low because of better cash flow management.

6.2 Programme Expenditure

2012/2013				2011/2012		
Programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
ADMINISTRATION	79 018	78 494	524	71 036	68 944	2 092
INSTITUTIONAL DEVELOPMENT	48 078	47 888	190	46 988	46 611	377
POLICY & GOVERNANCE	37 830	37 480	350	30 679	28 999	1 680
TOTAL	164 926	163 862	1 064	148 703	144 554	4 149

The Office of the Premier has spent an amount of R163 862m which is 99.4% of the adjusted budget of R164 926m. The Office of the Premier has under spent by 0.06% which percentage is immaterial.

6.3 Transfer payments, excluding public entities

The Office of the Premier did not budget for transfers and no transfers made.

6.4 Public Entities

The Office of the Premier does not have any Public Entities.

6.5 Conditional grants and earmarked funds paid

The Office of the Premier does not have any conditional grants and earmarked funds to be paid.

6.6 Conditional grants and earmarked funds received

The Office of the Premier does not have any conditional grants and earmarked funds to be received.

6.7 Donor Funds

The Office of the Premier does not have any donor funds.

6.8 Capital investment, maintenance and asset management plan

Details of how asset holdings have changed over the period under review, including information on disposals, scrapping and loss due to theft.

DESCRIPTION	OPENING BALANCES	ADDITIONS	DISPOSALS	ADJUSTMENTS	TOTALS
	R'000	R'000	R'000	R'000	R'000
Current assets	5 249	516	542	(187)	5 036
Capital tangible	22 326	7 064	1 514		24 371
Capital intangible	669	76	499	-	246

DESCRIPTION	DISPOSALS	PERCENTAGE OF DISPOSALS TO ASSET REGISTER	REASON FOR DISPOSAL
	R'000	%	
Current assets	542	11	Old and damaged assets
Capital tangible	1 514	5	Old motor vehicles, computers and office equipment. 1 % of the disposals were computers that were stolen from officials.
Capital intangible	499	203	The software is no longer in use.

Measures taken to ensure that the department's asset register remained up-to-date during the period under review.

The Office of the Premier conducted asset verifications quarterly and discrepancies identified were rectified. All assets for the Office were procured using the logistical information system (LOGIS). The use of the LOGIS ensured that the asset register was updated immediately when each asset was received. The Office also performed monthly asset reconciliations to ensure that asset additions are indeed accounted for in both the asset register (LOGIS) and the Basic Accounting System (BAS).

The current state of the department's assets, for example what percentage is in good, fair or bad condition.

DESCRIPTION	CONDITION			TOTAL
	GOOD	FAIR	BAD	
Current assets	30 %	12 %	58 %	100 %
Capital tangible	59 %	31 %	10 %	100 %

PART C: GOVERNANCE



1. INTRODUCTION

The Office of the Premier has continued strengthening good governance structures such as Risk Management Committee, Bid Committees and Audit Committee. In addition to that there are structures established in terms of the Anti-Corruption Strategy viz Provincial Anti-Corruption Coordinating Committee and Mpumalanga Multi Approach Agency Work Group. These structures are established to ensure that risks are better managed, internal controls are in place, and that misconduct and corruption are acted upon and addressed.

2. RISK MANAGEMENT

The Office of the Premier recognizes that risk taking is an integral part of any organization and its operations. It believes that effective risk management is of primary importance to its success and is a key component towards the achievement of objectives. Accordingly, the Office of the Premier recognizes the significance of risks and is committed to enhancing the measurement and management thereof. This entails management and staff within the Office of the Premier recognizing that risk exists in the natural course of business activity and operations.

To assist in this regard the Risk Management Unit located within the Office of the Accounting Officer continues to facilitate risk assessment workshops. Through the workshops, Management identified a number of risks which culminated with strategic and operational risk registers being compiled.

Through continued efforts to ensure that risk management is entrenched within the Office of the Premier and embedded in the Office of the Premier's operations and strategic decision making processes, the Office of the Premier has developed and adopted a formal Risk Management Strategy and Policy as well as a Fraud Prevention Strategy and Fraud Prevention Plan.

Further, the Accounting Officer has established a Risk Management Committee (RMC), which is made up of members of Senior Management. The Risk Management Committee operates in terms of the approved terms of reference. It meets at least once per quarter to review, monitor and discuss issues pertaining to risks facing the Office of the Premier.

The Office of the Premier is committed to enhancing risk management within the Office. In this regard, the responsibility for the management of risks has been incorporated into the performance agreements of all Senior Managers.

In the year 2012/13, 8 risk awareness and fraud prevention workshops were conducted for officials at all levels in the Office of the Premier. The Strategic, Operational and IT Risk Assessments were conducted. Managers are seen to be making progress in managing the risks so identified.

Going forward the Office of the Premier envisages that -

- The Office of the Premier will revisit and review the capacity of the Risk Management Unit to ensure that it is strengthened; and
- Quarterly reports are compiled for presentation to the Management Committee meetings, Executive Management Committee meetings, the Accounting Officer as well as the Audit/Risk Committee to ensure ongoing monitoring and review of current and emerging risks.

3. FRAUD AND CORRUPTION

Following a study conducted by the Department of Public Service and Administration during 2009/10 to assess the progress made in implementing the Minimum Anti-Corruption

Capacity requirements, the Mpumalanga Provincial Government developed and adopted a formal Anti-Corruption Strategy. The strategy provides a high level road map indicating how the Province will go about combating and dealing with fraud and corruption. This is a strategic framework to guide the collaboration of various role-players in the implementation of programmes aimed at addressing the challenges of fraud and corruption.

In addition to the Provincial Anti-Corruption Strategy, the Office of the Premier has also adopted the Fraud Prevention Strategy and Plan as indicated above. Further, the Office of the Premier has an established unit referred to as Forensic Integrity Management. Its purpose is to provide transversal support and guidance relating to issues of fraud and corruption and investigation thereof within the Province.

The Forensic Integrity Management Unit works in collaboration with the internal and external stakeholders to ensure improved coordination of anti-corruption initiatives, investigations of reported fraud and corruption cases, as well as ensuring that appropriate action is taken where deemed necessary. Internal and external stakeholders include amongst others, the Provincial Anti-Corruption Co-ordination Committee; Mpumalanga Anti-Corruption Council and the Risk Management Unit.

The Office of the Premier continues encouraging members of the public as well as staff to utilise the services of the National Anti-Corruption Hotline for reporting cases of fraud and corruption within the Province. The Forensic Integrity Management Unit receives all reported cases through the Hotline and these are investigated and appropriate action taken.

Within the Office of the Premier, the Office has made good progress in raising awareness about fraud and corruption as well as the Code of Conduct in the Public Service. Officials are encouraged to report potential cases of fraud and corruption either through the National Hotline or whistleblowing mechanisms. Further, the Office of the Premier has implemented the signing of undertakings by officials committing themselves to fighting fraud and corruption in the Province.

During the year under review the International Anti-Corruption day was celebrated by the Office of the Premier on the 7th of December 2012. This was done throughout the Province with the coordination by the Forensic and Integrity Management Unit. The Fraud Prevention Strategy and Plan were reviewed. The Top Management Team also signed the Fraud Prevention Statement binding themselves to fight fraud and corruption, creating an environment of zero tolerance to corruption. Officials were also requested to sign undertakings to uphold to the ethical principles contained in the Fraud Prevention Plan and Code of Conduct in the Public Service. Cases reported were investigated and most were resolved. The Office of the Premier is committed to also revisit, review and strengthen the capacity of internal Units responsible for advocating and fighting fraud and corruption.

4. MINIMISING CONFLICT OF INTEREST

All Supply Chain Management practitioners have signed the code of conduct for SCM Practitioners. This is a detailed document that specifies how the employees must conduct themselves. The following control measures are in place:

- When a company is registered in the database such company is required to complete the compulsory form SBD 4.1 where in the company declares its ownership and control of the business;

- Supply Chain Management Practitioners to the extent required by their position, should declare any business, commercial and financial interests or activities undertaken for financial gain that may raise a possible conflict of interest;
- They should not place themselves under any financial or other obligations that might seek to influence them in the performance of their official duties;
- Practitioners should not take improper advantage of their previous office after leaving their official position;
- All Supply Chain Management should declare any conflict of interest before an evaluation and commit themselves to confidentiality on the declaration forms;
- All Supply Chain Management Practitioners must be vetted /cleared at the level of "confidential" and should declare their financial interests annually;
- All officials participating in the evaluation and adjudication of tenders are requested to sign a declaration of interests form, where they must disclose any interest that they may have regarding any of the tenders. The declaration of interests form is also signed by Bid Specification Committee members when the terms of reference are prepared; and
- Supply chain transgressions are referred to the Forensic and Integrity Management Unit for investigations and Labour Relations for disciplinary action, should this be required.

5. CODE OF CONDUCT

The Code of Conduct for the Public Service was promulgated in 1997. It is a guideline to employees as to what is ethically expected in their individual conduct and in relation with others.

Inductions are conducted on the Code of Conduct to newly appointed officials. Presentations are also conducted on the Code of Conduct to Management.

The Office of the Premier is adhering to the Code of Conduct. In the event an employee breaches the code, disciplinary steps are instituted. The disciplinary action is taken in terms of the relevant collective agreement. In this instance, PSCBC Resolution 1 of 2003 is applicable. It sets out the procedures to be followed and the sanctions that may be imposed.

The process followed is that when a case is reported, the employer investigates allegations. When the investigation confirms a contravention of the Code of Conduct, the employer initiates a hearing. Should the employee be found guilty, a sanction will be imposed.

In the year under review the Office of the Premier investigated 4 misconduct cases and 3 were finalised. 1 case is pending due to the continued ill-health of the employee.

6. HEALTH SAFETY AND ENVIRONMENTAL ISSUES

The Office of the Premier is situated in Building 2 in the Riverside Government Complex. It has four floors, viz, lower ground, upper ground, first floor and second floor. Currently the building accommodates 257 officials. The environment is very clean, well maintained and accessible to the elderly and people living with disabilities. There are security guards and South African Police Services members, cameras in the building and access to the building is electronically controlled by the use of access cards, to ensure safety of staff in terms of physical security. Exits and entrances leading to

the building and the main door/reception are always guarded. Technical Safety is however still a challenge as there are no fire extinguishers on all the floors and there are no safety charts that direct officials as to what they need to do in case of emergency (fire or any danger) in the building.

The Office takes health issues seriously, as there is a Unit that coordinates Health and Wellness Programme for the wellbeing of employees. When a health challenge was experienced in the lower ground floor, the Office ensured that it was attended to swiftly. The Department of Public Works, Roads and Transport will address the other problems being experienced.

7. INTERNAL CONTROL UNIT

The audits that were conducted namely: follow up on Internal Audit and External Audit Reports, Audit of Quarterly Performance Information, Financial Management, review of Interim Financial Statements; Supply Chain Management; Monitoring and Evaluation; IT Governance; IT General & Application Controls; and Performance Audit on the usage of MG Vehicles concluded that the systems of internal control for the period under review were partially adequate and effective.

Audit Committee

Pursuant to a determination and approval by the Provincial Treasury, the Office of the Premier has established a shared Audit Committee responsible for servicing five Provincial Cluster Departments, being -

- The Office of the Premier;
- Department of Human Settlements;
- Department of Community Safety, Security & Liaison;
- Department of Cooperative Governance & Traditional Affairs; and
- Department of Culture, Sport & Recreation

The role of the shared Audit Committee is to assist the Accounting Officers and Management of the relevant Departments to discharge their duties regarding risk management; financial information; internal controls and governance processes. In this regard, the Audit Committee independently oversees the operations and the activities of the relevant Department. The shared Audit Committee has direct and unobstructed lines of communication to the Accounting Officer, Senior Management, the Provincial Treasury, shared Internal Audit and External Audit.

During the period under review the Audit Committee operated as per the requirements set by the PFMA and the Treasury Regulations.

Key activities and objectives of the Audit Committee

The key activities and objectives of the Audit Committee are to review the following:

- Effectiveness of internal control systems;
- Effectiveness of Internal Audit function;
- The risk areas of the institution's operations to be covered in the scope of internal and external audits;
- The adequacy, reliability and accuracy of the financial information provided to management and other users of such information;
- Any accounting and auditing concerns identified as a result of internal and external audits;
- The institution's compliance with laws, rules and regulations; and
- The activities of the internal audit function including its annual work programme, coordination with external auditors, the reports of significant investigations and the responses of management to specific recommendations.

Attendance of Audit Committee meetings by Audit Committee members

During the year under review seven Audit Committee meetings were held. Meetings between the chairperson and Internal Audit are held as the need arises. The Audit Committee meeting attendance details during the 2012/13 financial year were as follows:

Name of Member	Qualifications	Internal or External	Date appointed	Term ended	No of meetings attended
Ms. G Deiner appointed as Chairperson on 01.10.2012	B.A. Degree HDip in Education (PG) B.Compt SAIPA	External	01.06.2009, re-appointed 01.10.2012	31.08.12	7
Ms. R Kalidass appointed as Chairperson on 01.06.2009 to 31.08.2012	CA(SA) B.Compt. B.Com Honours – Accounting	External	01.06.2009	31.08.2012	3
Dr. H Jooste	D-Tech Business Administration Master Degree in Business Leadership B.Com Honours B.Com Extra Mural	External	01.06.2009	31.08.2012	2
Mr. AC Keyser	Senior Certificate + experience	External	01.06.2009	31.08.2012	3
Ms. T. Njozela	B.Com B.Compt Honours MBA	External	01.10.2012	N/A	1
Mr. T. Kgokolo	CA(SA) B.Compt Honours (CTA) B.Com (Accounting)	External	01.10.2012	N/A	4
Mr. X. Khumalo	CA(SA) B.Com Accounting	External	01.10.2012	N/A	2
Mr. Z. Fihlani	B.Com (Accounting) B.Compt Honours HDip in Tax law M.Comm (Tax)	External	01.10.2012	N/A	0

Summary of Internal Audit work done

Following a determination and approval by the Provincial Treasury, the Office of the Premier has established a shared internal audit function. The shared Internal Audit function is located within the Office of the Premier and provides services to the five Provincial Cluster Departments as reported above with regard to the Audit Committee.

The following audit assignments for the Office of the Premier were performed during the 2012/13 financial year:

- Follow up on Internal Audit and External Audit Reports;
- Audit of Quarterly Performance Information;
- Financial Management;
- Review of Interim Financial Statements;
- Supply Chain Management;
- Monitoring and Evaluation;
- IT Governance;
- IT General & Application Controls; and
- Performance Audit on the usage of MG Vehicles.

8. AUDIT COMMITTEE REPORT

We are pleased to present our report for the financial year ended 31 March 2013.

Audit Committee members and attendance

As approved by the Provincial Treasury, the Audit Committee located in the Office of the Premier is shared with a number of other Departments. In terms of the adopted and approved Audit Committee Charter, a minimum of four meetings shall be held during the year. A total of seven (7) meetings were held during the year under review.

The Audit Committee comprised of the following independent members and their attendance of the meetings is as follows:

The following independent members were appointed on 1 October 2012:

Name of Member	Number of Meetings Attended
Ms. G Deiner (Chairperson)	4
Mr. T Kgokolo	4
Mr. X Khumalo	2
Ms. T Njozela	1
Mr. Z Fihlani	0

The term of the following independent members expired during the year:

Name of Member	Number of Meetings Attended
Ms. R Kalidass (Chairperson)	3
Dr. H Jooste	2
Mr. AC Keyser	3
Ms. G Deiner	3

The qualifications of the members are included in the Governance section of the Annual Report.

Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from Section 38 (1) (a) (ii) of the Public Finance Management Act and Treasury Regulation 3.1.13. The Audit Committee also reports that 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

In line with the PFMA and King III Report on Corporate Governance requirements, Internal Audit provided the Audit Committee and Management with assurance whether internal controls are adequate and effective. This was achieved by means of the risk management process, as well as the identification of corrective actions and suggested enhancements to the control processes.

From the various reports of the Internal Audit function, it was noted that some matters were reported indicating deficiencies to the system of internal control hence the Audit Committee assessment that internal controls are only partially effective. In order to address the deficiencies noted Management is required to compile comprehensive action plans. The Plan is continuously implemented to ensure

that these issues are not reported in forthcoming financial years. The Audit Committee will effectively monitor progress made in this regard.

The following internal audit work was completed during the year under review:

- Financial Management
- Monitoring and Evaluation
- Supply Chain Management
- Audit of Quarterly Performance Information
- Follow up on Internal Audit and External Audit Reports
- Review of Interim Financial Statements
- Performance audit on the usage of MG vehicles
- IT Governance
- IT General and Application Controls

The following were areas of concern:

- Accuracy of reported performance information
- Some performance indicators and targets did not satisfy the National Treasury criteria and/or SMART principles
- Reasons for over/under achievement of targets not stated
- Lack of portfolio of evidence
- Update of asset register
- Delay by Management in responding and dealing with audit findings

In-Year Management and Monthly/Quarterly Report

The Audit Committee is satisfied with the content and quality of monthly and quarterly reports prepared and issued by the Department as required by the PFMA.

Evaluation of Financial Statements

The Audit Committee has:

- reviewed and discussed the audited Annual Financial Statements to be included in the Annual Report;
- reviewed the Auditor-General's Management Report and Management's responses thereto;
- reviewed that there are no changes to the accounting policies and practices;
- reviewed the Office the Premier's compliance with legal and regulatory provisions;
- reviewed the information on predetermined objectives to be included in the Annual Report;
- reviewed the significant adjustments resulting from the audit;
- reviewed the internal audit report on the midterm interim financial statement; and
- the quality and timeliness of the financial and non-financial information availed to the Audit Committee for oversight purposes during the year.

Independence of the Audit Committee

The Audit Committee is independent of Management in the execution of its duties.

Internal audit

The Audit Committee is satisfied that the internal audit function is operating effectively and that it has addressed the risks pertinent to the Department in its audits.

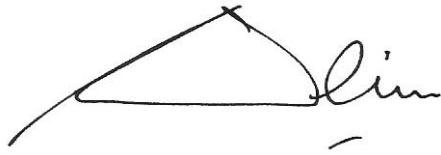
Auditor-General's Report

No specific commitments were recorded as no material and significant deficiencies in internal controls were reported in the prior year. However, we have reviewed the Office of the Premier's implementation plan for the other important audit issues raised in the prior-year audit report and we are satisfied that the matters have been adequately resolved.

The Audit Committee concurs with the Auditor-General's conclusion on the audited Annual Financial Statements and is of the opinion that the audited Annual Financial Statements be accepted and read together with the report of the auditor.

Appreciation

The Audit Committee extends appreciation to the Honourable Premier, the Director General, senior management and the Internal Audit team for their cooperation in assisting the committee to discharge its responsibilities. Our congratulations on the achievement of another clean audit opinion and we encourage the Office of the Premier to work tirelessly towards maintaining this commendable result in 2014.



Gaylene Anne Deiner
Chairperson of the Audit Committee
13 August 2013

PART D: HUMAN RESOURCE DEVELOPMENT



HUMAN RESOURCES OVERSIGHT REPORT

The information contained in this part of the annual report has been prescribed by the Minister for the Public Service and Administration for all departments in the public sector service.

1 Legislation that Governs HR Management

The information provided in this part is prescribed by the Public Service Regulations (Chapter 1, Part III J.3 and J.4)

2 Introduction

2.1 Overview of HR matters in the Office of the Premier

The Office of the Premier recognises the significance of the fast growing environmental changes in the Human Resource fraternity. Thus, it continues to position itself in a way that will enable it to address the latest trends in human resource management with efficiency and effectiveness. The Human Resource unit in the Office of the Premier plays a key role in providing support to the rest of the units to facilitate the achievement of the goals and objectives as predetermined at the beginning of each financial year.

2.2 HR priorities for the year under review and the impact of these priorities

Reduction of time taken to fill vacancies aimed at reducing the vacancy rate by 100% by appointing skilled personnel - No improvement, owing to the lengthy Persal clean-up process as mandated by the DPSA for the better part of the financial year 2012/13.

Capacitate employees by implementing the Workplace Skills Plan - Officials who underwent training have shown considerable improvement in terms of achieving the objectives of their units with more effectiveness.

Implementation of PMDS - There has been a considerable improvement in terms of compliance with the implementation of the PMDS - from 81% to 88%.

Implementation of Employee Health and Wellness Programme - Several employee wellness programmes aimed at promoting a healthy lifestyle was co-ordinated - 70% of the employees participated in the various programmes.

Implementation of PILIR - All employees understand the provisions of PILIR. Thus, the abuse of sick leave has decreased significantly.

Finalisation of disciplinary cases within ninety days - The few disciplinary cases received were dealt with within the regulated timeframe.

2.3 Workforce planning framework and key strategies to attract and recruit a skilled and capable workforce

The Office of the Premier has an HR Plan that is adhered to. It outlines the following aspects in relation to attracting and recruiting a skilled and capable workforce: Reducing the period it takes to fill vacant posts to at least 6 months by 31 March 2014 as per directive from the DPSA and reducing the vacancy rate to at least 10% by 31 March 2014.

The approved strategy makes provision for the following 5 interventions to achieve the predetermined targets:

- **Intervention 1:** Review the current regulatory framework on recruitment and the filling of vacant posts;
- **Intervention 2:** Establish and maintain credible information on vacancy rates and the it takes time to fill vacancies in the Office of the Premier;
- **Intervention 3:** Introduce flexible recruitment methodologies for identified categories of staff and occupations;
- **Intervention 4:** Enhancing the practice of career management in the OTP; and
- **Intervention 5:** Enhancing recruitment skills through training provided by PALAMA.

2.4 Employee performance management framework

The Office of the Premier has an approved Performance Management and Development Policy which guides the implementation of the PMDS throughout its units. In addition, it also has an Incentive Scheme policy that guides the process of awarding monetary incentives to eligible and qualifying officials.

2.5 Employee wellness programme

The Office of the Premier has an approved Employee Health and Wellness Policy which guides the coordination of the EHW workshops and other related programmes conducted on a quarterly basis. The Policy focuses on the following 4 pillars: HIV/AIDS & TB management; Health and Productivity Management; Safety, Health, Environment, Risk and Quality Management; and Wellness Management.

2.6 Policy development

The Office of the Premier follows all the necessary processes in developing HR policies and guidelines. Currently, it has 42 approved HR policies that are known and understood by all officials as consultation was held during the development phase and awareness campaigns were conducted later on.

2.6.1 Highlights and achievements

Successful implementation of PILIR;
Successful implementation of competency assessment before filling of posts on salary levels 11-16;
Improved turnaround times for evaluation of posts;
Availability of several approved HR policies; and
Implementation of the Workplace Skills plan.

2.6.2 Challenges faced by the Office of the Premier

Implementation of PMDS;
Delays in obtaining approval of the revised organogram;
Delays in filling vacant posts; and
Unfunded posts.

2.6.3 Future HR Plans/ goals

Conduct intensive workshops on PMDS and other policies as per identified gaps;
Facilitate the implementation of the revised organogram;
Ensure compliance with the relevant prescript in filling vacant posts; and
Strengthen the implementation of the Employee Health and Wellness Programme.

3.1. Personnel Related Expenditure

TABLE 3.1.1 - Personnel costs by Programme

Programme	Total Expenditure (R'000)	Personnel Expenditure (R'000)	Training Expenditure (R'000)	Professional and Special Services Expenditure (R'000)	Personnel Expenditure as a % of total Expenditure	Average personnel cost per Employee (R'000)
Mop:administration	78 494	43 593	0	0	55.5	171
Mop:institutional development	47 888	35 678	0	0	74.5	140
Mop:policy & governance	37 480	23 048	0	0	61.5	90
Z=Total as on Financial Systems (BAS)	163 862	102 319	0	0	62.4	401

The difference between the totals of the above Programme: 1(Administration) with those in AFS is due to budget and expenditure of the Statutory: Premier. In the AFS the Statutory: Premier's budget and expenditure is captured exclusively, whereas in the above table Programme 1 is inclusive of the Statutory: Premier budget

TABLE 3.1.2 - 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'000)	Total Personnel Cost for Department including Goods and Transfers (R'000)	Number of Employees
Skilled (Levels 3-5)	10 271	9.4	160 484	109 683	64
Highly skilled production (Levels 6-8)	17 848	15.4	256 545	109 683	66
Highly skilled supervision (Levels 9-12)	42 912	39.1	476 800	109 683	90
Senior management (Levels 13-16)	24 047	21.9	829 207	109 683	29
Contract (Levels 1-2)	0	0	0	0	0
Contract (Levels 3-5)	246	0.2	123 000	109 683	2
Contract (Levels 6-8)	25	0	0	109 683	0
Contract (Levels 9-12)	636	0.6	636 000	109 683	1
Contract (Levels 13-16)	6 104	5.6	1 220 800	109 683	5
Abnormal Appointment	227	0.2	0	109 683	0
TOTAL	102 319	92.5	394891	109683	257

TABLE 3.1.3 - Salaries, Overtime, Home Owners Allowance and Medical Aid by Programme

Programme	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Amount (R'000)	Salaries as a % of Personnel Costs	Amount (R'000)	Overtime as % of Personnel Costs	HOA (R'000)	HOA as % of Personnel Costs	Amount (R'000)	Medical Aid as a % of Personnel Costs
Pr1: Administration*	32099	68.9	291	0.6	929	2	1864	4
Pr2: Institutional Development*	27105	72.7	232	0.6	593	1.6	1455	3.8
Pr3: Policy and Planning	17580	68.4	0	0	406	1.6	1008	3.9
TOTAL	76784	70.1	523	0.5	1928	1.8	4326	3.9

TABLE 3.1.4 - Salaries, Overtime, Home Owners Allowance and Medical Aid by Salary Band

Salary bands	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Salaries (R'000)	Salaries as a % of Personnel Cost	Amount (R'000)	Overtime as % of Personnel Costs	Amount (R'000)	HOA as % of Personnel Costs	Amount (R'000)	Medical Aid as a % of Personnel Costs
Skilled (Levels 3-5)	6724	64.9	144	1.4	642	6.2	407	9.3
Highly skilled production (Levels 6-8)	11751	66.7	189	1.1	648	3.7	695	6.9
Highly skilled supervision (Levels 9-12)	31704	68.1	188	0.4	515	1.1	1839	3.4
Senior management (Levels 13-16)	20470	78.9	0	0	104	0.4	1026	1.5
Contract (Levels 1-2)	0	0	0	0	0	0	0	0
Contract (Levels 3-5)	159	64.6	0	0	21	8.5	10	9.3
Contract (Levels 6-8)	25	100	0	0	0	0	1	0
Contract (Levels 9-12)	474	72.9	0	0	0	0	26	2.9
Contract (Levels 13-16)	5477	69.1	0	0	0	0	313	0.5
Abnormal Appointment	0	0	0	0	0	0	9	0
TOTAL	76784	70.1	521	0.5	1930	1.8	4326	3.9

3.2. Employment Vacancies

TABLE 3.2.1 - Employment and Vacancies by Programme

Programme	Number of posts on approved establishment	Number of Posts filled	Vacancy Rate	Number of employees additional to the establishment
Pr1: Administration*, Permanent & Contract	150	123	18	0
Pr2: Institutional Development*, Permanent	92	75	18.5	0
Pr3: Policy and Planning, Permanent	67	59	11.9	0
TOTAL	309	257	16.8	0

TABLE 3.2.2 - Employment and Vacancies by Salary Band

Salary Band	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Skilled (Levels 3-5), Permanent	74	64	13.5	0
Highly skilled production (Levels 6-8), Permanent	73	66	9.6	0
Highly skilled supervision (Levels 9-12), Permanent	114	90	21.1	0
Senior management (Levels 13-16), Permanent	39	29	25.6	0
Contract (Levels 3-5), Permanent	2	2	0	0
Contract (Levels 9-12), Permanent	1	1	0	0
Contract (Levels 13-16), Permanent	6	5	16.7	0
TOTAL	309	257	16.8	0

TABLE 3.2.3 - Employment and Vacancies by Critical Occupations

Critical Occupation	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Administrative related, Permanent	50	47	6	0
Cleaners in offices workshops hospitals etc., Permanent	15	12	20	0
Client inform clerks(switchboard/receptionist/inform clerks), Permanent	2	2	0	0
Communication and information related, Permanent	26	24	7.7	0
Economists, Permanent	0	0	0	0
Finance and economics related, Permanent	18	14	22.2	0
Financial and related professionals, Permanent	1	0	100	0
Financial clerks and credit controllers, Permanent	21	19	9.5	0
Head of department/chief executive officer, Contract	1	1	0	0
HR & Organisational development & relate prof, Permanent	10	5	50	0
Human resources clerks, Permanent	5	2	60	0
Human resources related, Permanent	15	15	0	0
Information technology related, Permanent	2	2	0	0
Legal related, Permanent	4	3	25	0
Library mail and related clerks, Permanent	1	0	100	0
Logistical support personnel, Permanent	1	1	0	0
Messengers porters and deliverers, Permanent	1	1	0	0
Motor vehicle drivers, Permanent	3	3	0	0
Other administrative & related clerks and organisers, Permanent	33	31	6.1	0
Other administrative policy and related officers, Permanent	6	6	0	0
Other information technology personnel., Permanent	1	1	0	0
Other occupations, Permanent	6	0	100	0
Risk management and security services, Permanent	3	3	0	0
Secretaries & other keyboard operating clerks, Permanent	35	29	17.1	0
Senior managers, Permanent	40	29	27.5	0
Contracted personnel	9	7	22.2	0
TOTAL	309	257	16.8	0

3.3. Job Evaluation

TABLE 3.3.1 Job Evaluation by salary band

Salary Band	Number of posts on approved establishment	Number of Jobs Evaluated	% of posts evaluated by salary bands	Number of posts upgraded	Number of Posts Downgraded	% of Downgraded Posts Evaluated
Contract (Levels 3-5)	2	2	100	0	0	0
Contract (Levels 9-12)	1	0	0	0	0	0
Contract (Band A)	3	0	0	0	0	0
Contract (Band B)	1	0	0	0	0	0
Contract (Band C)	1	0	0	0	0	0
Contract (Band D)	1	0	0	0	0	0
Contract (Levels 3-5)	74	0	0	0	0	0
Highly skilled production (Levels 6-8)	73	0	0	0	0	0
Highly skilled supervision (Levels 9-12)	114	0	0	0	0	0
Senior Management Service Band A	30	0	0	0	0	0
Senior Management Service Band B	7	0	0	0	0	0
Senior Management Service Band C	1	0	0	0	0	0
Senior Management Service Band D	1	0	0	0	0	0
TOTAL	309	2	0.6	0	0	0

TABLE 3.3.2 - Profile of employees whose positions were upgraded due to their posts being upgraded

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

Occupation	Number of Employees	Job evaluation level	Remuneration level	Reason for Deviation
Elementary and skilled (3-5)	0	0	0	0
Clerical and administrative (6-8)	0	0	0	0
Junior and middle management (9-12)	0	0	0	0
Senior management (13-16)	0	0	0	0
Total	0	0	0	0
Percentage of Total Employment	0	0	0	0

TABLE 3.3.4 - Profile of employees who have salary levels higher than those determined by Job Evaluation

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

Total number of employees whose remuneration exceeded the grade determined by JE in 2012/13 0

3.4. Employment Changes

TABLE 3.4.1 - Annual Turnover Rates by Salary Band

Salary Band	Employment at the beginning of period (April 2012)	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Skilled (Levels 3-5), Permanent	64	2	2	0.77
Highly skilled production (Levels 6-8), Permanent	66	2	8	3.11
Highly skilled supervision (Levels 9-12), Permanent	90	2	9	3.5
Senior Management Service Band A, Permanent	20	0	1	0.38
Senior Management Service Band B, Permanent	5	0	0	0
Senior Management Service Band C, Permanent	1	0	0	0
Senior Management Service Band D, Permanent	1	0	0	0
Contract (Levels 3-5), Permanent	1	1	0	0
Contract (Levels 6-8), Permanent	1	0	0	0
Contract (Levels 9-12), Permanent	1	0	0	0
Contract (Band A), Permanent	3	0	0	0
Contract (Band B), Permanent	2	0	1	0.38
Contract (Band C), Permanent	1	0	0	0
Contract (Band D), Permanent	1	1	1	0.38
TOTAL	257	8	22	8.60%

TABLE 3.4.2 - Annual Turnover Rates by Critical Occupation

Critical occupation	Number of employee at the beginning of Period (April 2012)	Appointments and transfers into the department	Appointments and transfers into the department	Turnover rate
Administrative related, Permanent	47	1	0	0
Cleaners in offices workshops hospitals etc., Permanent	12	1	2	0.77
Client inform clerks (switchboard/receptionist/inform clerks), Permanent	2	0	6	2.33
Communication and information related, Permanent	24	1	3	1.16
Economists, Permanent	0	0	0	0
Finance and economics related, Permanent	14	2	0	0
Financial and related professionals, Permanent	0	0	0	0
Financial clerks and credit controllers, Permanent	19	0	2	0.77
Head of department/chief executive officer, Contract	1	1	1	0.38
Human resources & organisational development & relate prof, Permanent	5	0	0	0
Human resources clerks, Permanent	2	0	0	0
Human resources related, Permanent	15	0	0	0
Information technology related, Permanent	2	0	0	0
Legal related, Permanent	3	0	0	0
Library mail and related clerks, Permanent	0	0	0	0
Logistical support personnel, Permanent	1	0	2	0.77
Messengers porters and deliverers, Permanent	1	0	0	0
Motor vehicle drivers, Permanent	3	0	0	0
Other administrative & related clerks and organisers, Permanent	31	1	0	0
Other administrative policy and related officers, Permanent	6	0	2	0.77
Other information technology personnel., Permanent	1	0	0	0
Other occupations, Permanent	0	0	0	0
Risk management and security services, Permanent	3	0	1	0.38
Secretaries & other keyboard operating clerks, Permanent	29	1	0	0
Senior managers, Permanent	29	0	1	0.38
Contracted personnel	7	7	2	0.77
TOTAL	257	8	22	8.6

TABLE 3.4.3 - Reasons why staff left the department

Termination Type	Number of terminated staff	Percentage of Total Resignations	Number of remaining staff	Percentage of Total Employment	Total Employment
Death, Permanent	1	0.36	278	99.64	279
Resignation, Permanent	8	2.87	271	97.13	279
Expiry of contract, Permanent	3	1.08	276	98.92	279
Dismissal - Operational changes	0	0	279	100	279
Dismissal - misconduct	0	0	279	100	279
Dismissal - inefficiency	0	0	279	100	279
Discharged due to ill-health	0	0	279	100	279
Retirement, Permanent	0	0	279	100	279
Transfer to other Public service Departments	10	3.58	269	96.42	279
Other	0	0	279	100	279
TOTAL	22	7.9	257	92.1	279

TABLE 3.4.4 - Promotions by Critical Occupation

Occupation	Employees at the beginning of period (April 2012)	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progression as a % by occupation
Administrative related	53	6	11.3	29	54.7
Cleaners in offices workshops hospitals etc.	10	0	0	10	100
Client inform clerks (switchboard/receptionist/inform clerks)	2	0	0	1	50
Communication and information related	25	1	4	9	36
Economists	1	0	0	0	0
Finance and economics related	11	1	9.1	6	54.5
Financial and related professionals	1	0	0	0	0
Financial clerks and credit controllers	21	0	0	18	85.7
Head of department/chief executive officer	1	0	0	1	100
Human resources & organisational development & relate prof	5	0	0	6	120
Human resources clerks	7	0	0	8	114.3
Human resources related	19	1	5.3	14	73.7
Information technology related	1	0	0	1	100
Legal related	1	0	0	1	100
Library mail and related clerks	6	0	0	6	100
Logistical support personnel	1	0	0	0	0
Messengers porters and deliverers	1	0	0	1	100
Motor vehicle drivers	3	0	0	2	66.7
Other administrative & related clerks and organisers	26	1	3.8	21	80.8
Other administrative policy and related officers	6	0	0	6	100
Other information technology personnel.	1	0	0	1	100
Other occupations	6	0	0	1	16.7
Risk management and security services	1	0	0	0	0
Secretaries & other keyboard operating clerks	30	1	3.3	20	66.7
Senior managers	17	0	0	13	76.5
Trade labourers	1	0	0	1	100
TOTAL	257	11	4.3	176	68.5

TABLE 3.4.5 - Promotions by salary band

Salary Band	Employees at the beginning of period (April 2012)	Promotions to another salary level	Salary bands promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progression as a % of employees by salary bands
Lower skilled (Levels 1-2), Permanent	1	0	0	0	0
Skilled (Levels 3-5), Permanent	64	2	3.1	57	89.1
Highly skilled production (Levels 6-8), Permanent	66	3	4.5	42	63.6
Highly skilled supervision (Levels 9-12), Permanent	90	4	4.4	60	66.7
Senior management (Levels 13-16), Permanent	26	2	7.7	14	53.8
Contract (Levels 3-5), Permanent	1	0	0	1	100
Contract (Levels 6-8), Permanent	1	0	0	0	0
Contract (Levels 9-12), Permanent	1	0	0	1	100
Contract (Levels 13-16), Permanent	7	0	0	1	14.3
TOTAL	257	11	4.3	176	68.5

3.5. Employment Equity

TABLE 3.6.3 - Performance Rewards by Critical Occupation

Critical Occupations	Number of Beneficiaries	Number of employees	% of total within a group	Cost (R'000)	Average cost per beneficiary (R'000)
Administrative related	9	50	18	266	29 556
Cleaners in offices workshops hospitals etc.	5	12	41.7	47	9 400
Client inform clerks(switchboard/receptionist/inform clerks)	0	2	0	0	0
Communication and information related	2	24	8.3	48	24 000
Economists	0	1	0	0	0
Finance and economics related	2	14	14.3	63	31 500
Financial clerks and credit controllers	11	21	57.9	112	10 182
Head of department/chief executive officer	0	1	0	0	0
Human resources & organisational development & relate prof	0	5	0	0	0
Human resources clerks	3	7	42.9	34	11 333
Human resources related	5	15	33.3	99	19 800
Information technology related	0	1	0	0	0
Legal related	0	1	0	0	0
Library mail and related clerks	1	6	16.7	6	6 000
Logistical support personnel	0	1	0	0	0
Messengers porters and deliverers	1	1	100	7	7 000
Motor vehicle drivers	2	3	66.7	20	10 000
Other administrative & related clerks and organisers	6	31	19.4	57	9 500
Other administrative policy and related officers	0	6	0	0	0
Other information technology personnel.	0	1	0	0	0
Other occupations	1	6	16.7	5	5 000
Risk management and security services	0	1	0	0	0
Secretaries & other keyboard operating clerks	14	29	48.3	172	12 286
Senior managers	0	18	0	0	0
TOTAL	62	257	24.3	936	15097

3.6. Performance Rewards

TABLE 3.6.1 - Performance Rewards by Race, Gender and Disability

Race and gender	Number of Beneficiaries	Number of employees	% of total within a group	Cost (R'000)	Average cost per employee (R'000)
African, Female	44	132	33.3	585	13 291
African, Male	13	101	12.9	217	16 675
Asian, Female	0	1	0	0	0
Asian, Male	1	1	100	32	32 282
Coloured, Female	1	2	50	17	16 670
Coloured, Male	0	2	0	0	0
Total Blacks, Female	45	135	33.3	601	13 366
Total Blacks, Male	14	104	13.5	249	17 789
White, Female	1	4	25	32	31 805
White, Male	1	5	20	33	33 159
Employees with a disability	1	7	14.3	19	19 025
TOTAL	62	255	24.3	935	15 073

3.7. Foreign Workers

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TABLE 3.7.1 - Foreign Workers by Salary Band

Salary Band	Number	% of total	Number	% of total	Number	% Change
TOTAL	0	0%	0	0%	0	0%

TABLE 3.7.2 - Foreign Workers by Major Occupation

Major Occupation	Number	% of total	Number	% of total	Number	% Change
TOTAL	0	0%	0	0%	0	0%
TOTAL	0	0%	0	0%	0	0%

3.8 SICK LEAVE UTILISATION

TABLE 3.8.1 - Sick Leave

Salary Band	Total Days	% Days with Medical Certification	Number of Employees using Sick Leave
Skilled (Levels 3-5)	325	88.6%	44
Highly skilled production (Levels 6-8)	273	84.6%	38
Highly skilled supervision (Levels 9-12)	309	88%	54
Senior management (Levels 13-16)	71	91.5%	11
Contract (Levels 9-12)	8	100%	1
TOTAL	986	87.6%	148

TABLE 3.8.2 - Disability Leave (Temporary and Permanent)

Salary Band	Total Days	% Days with Medical Certification	Number of Employees using Disability Leave
Skilled (Levels 3-5)	11	100	1
Highly skilled production (Levels 6-8)	8	100	2
Highly skilled supervision (Levels 9-12)	126	100	4
TOTAL	145	100	7

TABLE 3.8.3 - Annual Leave

Salary Band	Total Days Taken	Number of employees using annual leave	Average per employee
Skilled (Levels 3-5)	1 449	66	22
Highly skilled production (Levels 6-8)	1 441	66	22
Highly skilled supervision (Levels 9-12)	2 129	90	24
Senior management (Levels 13-16)	639	29	22
Contract (Levels 3-5)	13	1	13
Contract (Levels 9-12)	33	2	17
Contract (Levels 13-16)	32	3	11
TOTAL	5 736	257	18.7

TABLE 3.8.4 - Capped Leave

Salary Band	Total days of capped leave taken	Number of Employees using capped leave	Average number of days taken per employee
Highly skilled production (Levels 6-8)	2	1	43
Senior management (Levels 13-16)	1	1	98
TOTAL	3	2	60

TABLE 3.8.5 - Leave Payouts

Reason	Total Amount (R'000)	Number of Employees	Average Payment per Employee (R'000)
Leave payout for 2011/12 due to non-utilisation of leave for the previous cycle	66	5	13 200
Capped leave payouts on termination of service for 2012/13	297	25	11 880
Current leave payout on termination of service for 2012/13	0	3	0
TOTAL	363	33	11 000

3.9 HIV/AIDS AND HEALTH PROMOTION PROGRAMMES

TABLE 3.9.1 - 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
Health and wellness co-ordinators, Field workers	Risk assessment, Health Education and creating opportunities for Voluntary Counselling and Testing (VCT)

TABLE 3.9.2 - Details of Health Promotion and HIV/AIDS Programmes [tick the applicable boxes and provide the required information]

Question	Yes	No	Details, if yes
1. Has the department Designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001. If so, provide her/his name and position.	Yes		Mrs. ME Maelane - Senior Manager: Transversal Human Resource Management
2. Does the Department have a dedicated unit or have you designated specific staff members to promote THE health and wellbeing 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		<p>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 the Programme implementation including HCT campaigns across the Mpumalanga Provincial Government.</p> <p>The team has five staff members who facilitate the implementation of the Employee Health and Wellness (EH&W) Strategic Plan and Occupational Health and Safety Plan to ensure the employee wellness, safety in the workplace and coordination of the services of Employee Health and Wellness across Departments within the Provincial Government in accordance with the relevant prescripts. There is however no budget specifically allocated for EH&W.</p>
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		<p>Financial Management, Stress management, Home Visits, Health Screening, Physical Activities, Pre-Counselling HIV Counselling and Testing. The Key elements of the Programme are: HIV&AIDS and TB management and mitigation; Prevention; Treatment; Care and Support; Wellness management; Safety Health Environment Risk and Quality Management; and Health Productivity Management in compliance with the National Policy Framework on Employee Health and Wellness.</p>

Question	Yes	No	Details, if yes
<p>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.</p>	Yes		<p>The Office of the Premier co-ordinates the functioning of the Inter-Departmental Committee on EHW. There are measures in place to protect the infected and affected from discrimination which include the following:</p> <ul style="list-style-type: none"> - Mainstreaming of HIV&AIDS in all HRM functions and practices within the workplace; - Awareness campaigns and peer education on rights of the affected and the infected; - Adherence to Chapter 2 of the Constitution of the RSA; - Monitoring by all key stakeholders to ensure compliance with all prescripts and the Constitution; - Commemorations and information sharing sessions on the prevalence and the causes thereof; - HIV & AIDS and TB policies; - Identification of environmental risk factors; and - Employee Assistant Programme and support.
<p>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.</p>	Yes		<p>The Office of the Premier has reviewed its HIV/AIDS and TB Management Policy Framework, Wellness Management and Bereavement Policies. They are all awaiting approval by the Accounting Officer.</p>
<p>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.</p>	Yes		<p>The OTP ensures that during its quarterly employee health and wellness programmes, it provides training on condom usage and condom distribution. In addition, there are policies in place that can be used as educational tools on important issues relating HIV/AIDS.</p>

Question	Yes	No	Details, if yes
7. Does the Department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved.	Yes		Only 15% of employees got tested in the previous Financial year, i.e. employees on salary levels 1-12. During every Health and Wellness promotion event, employees are provided the opportunity to undergo voluntarily counselling and testing including General and Physical Health assessment. To date 74 Officials in the Office of the Premier have undergone VCT.
8. Has the Department developed measures/ indicators to monitor & evaluate the impact of your health promotion programme? If so, list these measures/indicators.	Yes		There are several Policies in place to guide the implementation of EH&W and the conduct of employees Quarterly Sick leave utilization profile; Reduction in absenteeism; behaviour and lifestyle modification; the levels of compliance to treatment and healthy lifestyles; and the improved level of attendance to EH&W programmes and HCT campaigns. The Annual Performance Plans that talks to the four (4) Pillars, Implementation and Operation of the EH&W Management system and EH&W evaluation, corrective and preventative action makes provision for the effective monitoring and evaluation of the EH&W Programme.

3.10 Labour Relations

TABLE 3.10.1 - Collective Agreements

Subject matter	Date
Total collective agreements	None

TABLE 3.10.2 - Misconduct and discipline hearings and discipline hearings finalised

Outcomes of disciplinary hearings		
	Number	% of total
Correctional Counselling	0	0%
Verbal Warning	0	0%
Written Warning	2	67%
Final Written warning	0	0%
Suspended without pay	1	33%
Fine	0	0%
Demotion	0	0%
Dismissal	0	0%
Not guilty	0	0%
Case withdrawn	0	0%
TOTAL	3	100%

TABLE 3.10.3 - Types of misconduct addressed at disciplinary hearings

Type of misconduct	Number	% of total
Misuse of petrol card	1	33.3%
Misuse of government vehicle	1	33.3%
Improper conduct	1	33.3%
Total	3	100%

TABLE 3.10.4 - Grievances lodged

	Number	% of total
Number of grievances resolved	0	0%
Number of grievances not resolved	0	0%
Total number of grievances lodged	0	0%
TOTAL	0	0%

TABLE 3.10.5 - Disputes lodged

	Number	% of total
Number of disputes upheld	0	0
Number of disputes dismissed	2	100
Total number of disputes lodged	2	100

TABLE 3.10.6 - Strike actions

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

TABLE 3.10.7 - Precautionary suspensions

	Number	% of total
Number of people whose suspension exceeded 30 days	0	0
Average number of days suspended	0	0
Cost (R'000) of suspensions	0	0

3.11. Skills Development
TABLE 3.11.1 - Training needs identified

Occupational Categories	Gender	Number of employee as at 1 April 2012	Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	40	None	Strategic Management		94
	Male	54				
Professionals	Female	60	None	1. The Auditors guide to success in the Workplace, 2. Policy Development, 3. Pension Information Sharing, 4. Monitoring and Evaluation, 6. Supply chain, 7. Acquisition and Demand, Transport Management and Logistic Management, 8. Pension Information sharing		84
	Male	24				
Technicians and associate professionals	Female	0	None			0
	Male	40				
Clerks	Female	24	None	Risk Management, PMDS, HIV/AIDS at the workplace, Presentation skills, Minutes taking and Report Writing		64
	Male					
Service and sales workers	Female	0	None			0
	Male					
Skilled agriculture and fishery workers	Female	0	None			0
	Male					
Craft and related trades workers	Female	0	None			0
	Male					

Occupational Categories	Gender	Number of employee as at 1 April 2012	Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Plant and machine operators and assemblers	Female	0	None			0
	Male	3				
Elementary occupations	Female	12	None	Risk Management, PMDS		15
	Male					
Gender sub totals	Female	0	None			0
	Male					
Total		257				257

3.12. Injury on Duty

TABLE 13.1 - Injury on duty, 1 April 2012 to 31 March 2013

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%

3.13 Utilisation of Consultants

TABLE 13.1 - 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
	0	0	-
Total number of projects	Total individual consultants	Total duration: Work days	Total contract value in Rand
0	0	0	-
Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project
0	0	0	-

TABLE 13.2 - Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDIs)

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project
	0	0	-

TABLE 13.3 - 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
	0	0	-

Total number of projects

0

Total individual consultants

0

**Total duration:
Work days**

0

Total contract value in Rand

-

TABLE 13.4 - Analysis of consultant appointments using Donor funds, in terms of Historically Disadvantaged Individuals (HDIs)**Project Title**

0

**Percentage ownership by
HDI groups**

0

**Percentage
management by
HDI groups**

0

**Number of Consultants
from HDI groups that work
on the project**

-

PART E: FINANCIAL INFORMATION



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MPUMALANGA OFFICE OF THE PREMIER
VOTE 1

REPORT OF THE ACCOUNTING OFFICER
For the year ended 31 March 2013

Report by the Accounting Officer to the Executive Authority and Provincial Legislature of the Mpumalanga Province

1. General review of the state of financial affairs

1.1 Important policy decisions and strategic issues facing the department

The recently published National Development Plan –Vision 2030 prepared by the National Planning Commission, as well as the draft Public Administration Management Bill shortly to be re-introduced in Parliament by the Minister for Public Service and Administration, will have a direct bearing on the Office of the Premier in particular and the Mpumalanga Provincial Government in general.

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

During the year under review, the Office hosted one major event namely

- The Presidential Siyahlola Programme in recognising the Disability Month;

1.3 Comment on major projects undertaken or completed during the year

The Office of the Premier did not have major projects for the year under review.

1.4 Spending trends

The appropriated budget for 2012/13 financial year was R158 103. This amount was adjusted to R164 926 during the adjustment appropriation and total expenditure amounted to R163 862. The Office of the Premier under spent on compensation of employees due to vacant posts which were not filled as a result of a moratorium which was passed by the Executive Council. The budget and expenditure trends will be reviewed monthly by the Executive Management Committee to monitor the implementation of plans and expenditure thereto.

1.5 Virement:

The Accounting Officer approved a virement of R1 788 whereby combinations of funds were transferred from programmes 1 to 3. Savings from compensation of employees were transferred to defray expenditure incurred on goods and services, transfers and subsidies as well as capital expenditure.

1.6 Unauthorised, fruitless and wasteful expenditure.

No unauthorised, fruitless and wasteful expenditure was reported for the year under review.

MPUMALANGA OFFICE OF THE PREMIER
VOTE 1

REPORT OF THE ACCOUNTING OFFICER
For the year ended 31 March 2013

2. Service rendered by the department

2.1 A list of services rendered by the Office of the Premier are discussed in Part B of this Annual Report. The following are broad strategic objectives of the Office of the Premier

- Provide strategic direction and leadership to Mpumalanga Provincial Administration by 2015;
- Provide administrative direction through improving capacity of the Provincial Administration by 2015;
- Improve the coordination and implementation of Executive Council decisions within the Province by 2015
- Strengthen cooperative governance within 12 departments;
- Strengthen the organisational performance in terms of business processes;
- Ensure the implementation and coordination of human resources programmes in the Province;
- Ensure implementation and coordination of legal advisory service in the Province;
- Strengthen integrated planning and policy development in the Province;
- Monitor and Evaluate the effectiveness and impact of Government programmes within the Province;
- Ensure the coordination of strategic ICT programmes and projects within the Province;
- Strengthen the protocol, regional and international co-operation by 2015;
- Create a safe environment for service delivery through a centralized security management workforce by 2015.

2.2 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.

2.3 Free Services

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

2.4 Inventories

The total inventories at hand as at the year-end amount to R550 000 (refer to Annexure 6).

3. Capacity constraints

Not all critical funded posts were filled in time and this resulted in the Office of the Premier experiencing capacity constraints.(General Manager: Integrity Management, General Manager: Communications, Senior Manager: Monitoring &Evaluation).

MPUMALANGA OFFICE OF THE PREMIER
VOTE 1

REPORT OF THE ACCOUNTING OFFICER
For the year ended 31 March 2013

4. Utilisation of donor funds

The R15 000 which was received in the previous financial year for the State of the Province Address (SOPA Golf Day), will be utilized when the Premier has identified a charity organization to donate money to.

5. Trading entities and public entities

There were no trading public entities during the year under review.

6. Organisations to whom transfer payments have been made

An amount of R 3 329 was paid as transfers and subsidies mainly to households. The office has paid leave gratuities, severance packages to the officials who have since retired as well as vehicle licenses and bursaries for the Premier's Bursary Fund beneficiaries.

7. Public Private Partnerships (PPP)

The Office does not have Public Private Partnerships.

8. Corporate governance arrangements

8.1 Risk Management Approach

The Risk Management Section within the Office of the Premier facilitated a risk assessment exercise where management identified risks in relation to the Strategic Plan. A risk assessment report was compiled for the Accounting Officer's attention and consideration. The Risk Management Committee was appointed by the Accounting Officer to monitor and report on the implementation of the risk management strategy for the Office of the Premier.

8.2 Fraud Prevention Policies.

The Office has developed a Fraud Prevention Plan. It was reviewed and approved by the Accounting Officer for the implementation of the Fraud Prevention Strategies contained therein. The roll out of the prevention strategies included awareness workshops for most of the Office of the Premier's personnel. All reported Fraud and Corruption cases were investigated by the Integrity Management Unit, whose responsibility among others, is to investigate reported fraud cases in the Province.

8.3 Effectiveness of Internal Audit and Audit Committee

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

MPUMALANGA OFFICE OF THE PREMIER
VOTE 1

REPORT OF THE ACCOUNTING OFFICER
For the year ended 31 March 2013

9. Discontinued activities

The Transversal Human Resource Development was transferred to the Department of Education during the year.

10. Proposed activities

Establishment of the Youth Desk and the Rapid Implementation Unit.

11. Asset management

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

12. Inventories

The total inventories at hand as at the year-end amount to R550 000. All inventory opening balances, together with movements for the year are reflected in the Annexure 6 on inventory.

13. Events after the reporting date

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

14. Information on predetermined objectives

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

15. SCOPA resolutions

Reference to previous audit report and SCOPA resolutions	Subject	Findings on progress
R465,000	Unauthorised expenditure	Condoned with funding

16. 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
N/A	N/A	N/A

MPUMALANGA OFFICE OF THE PREMIER
VOTE 1

REPORT OF THE ACCOUNTING OFFICER
For the year ended 31 March 2013

17. Exemptions and deviations received from the National Treasury

No exemptions were received and reported.

18. Interim Financial Statements

Interim Financial Statements (IFS) were submitted on a quarterly basis to Provincial Treasury. IFS review had been performed by the Internal Auditors for the year under review.

19. Other

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.

20. Approval

The Annual Financial Statements set out on pages 146 to 196 have been approved by the Accounting Officer.



DR NONHLANHLA MKHIZE
DIRECTOR GENERAL
OFFICE OF THE PREMIER
DATE: 31 MAY 2013

Statement of Responsibility for the Annual Financial Statements for the year ended 31 March 2013

The Accounting Office is responsible for the preparation of the Office of the Premier's annual financial statements and for the judgements made in this information.

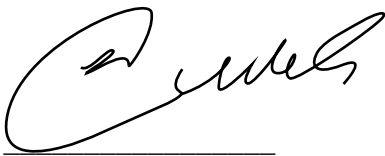
The Accounting Officer is responsible for establishing, and implementing a system of internal control designed to provide reasonable assurance as to the integrity and reliability of the annual financial statements.

In my opinion, the financial statements fairly reflect the operations of the Office of the Premier for the financial year ended 31 March 2013.

The external auditors are engaged to express an independent opinion on the AFS of the Office of the Premier.

The Office of the Premier's AFS for the year ended 31 March 2013 has been examined by the external auditors and their report is presented on page 143.

The Annual Financial Statements of the Department set out on page 146 to page 196 have been approved.



DR NONHLANHLA MKHIZE
DIRECTOR-GENERAL
OFFICE OF THE PREMIER
DATE: 31 MAY 2013

2. REPORT OF THE AUDITOR-GENERAL TO THE MPUMALANGA PROVINCIAL LEGISLATURE ON VOTE NO. 1: OFFICE OF THE PREMIER

REPORT ON THE FINANCIAL STATEMENTS

Introduction

1. I have audited the financial statements of the Office of the Premier set out on pages 146 to 196, which comprise the appropriation statement, the statement of financial position as at 31 March 2013, the statement of financial performance, statement of changes in net assets and cash flow statement for the year then ended, and the notes, comprising a summary of significant accounting policies and other explanatory information.

Accounting officer's responsibility for the financial statements

2. The accounting officer is responsible for the preparation of these financial statements in accordance with the Departmental financial reporting framework prescribed by the National Treasury and the requirements of the Public Finance Management Act of South Africa, 1999 (Act No. 1 of 1999) (PFMA) and the Division of Revenue Act of South Africa, 2012 (Act No. 5 of 2012) (DoRA) and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor-general's responsibility

3. My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA), the general notice issued in terms thereof and International Standards on Auditing. 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.
4. 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 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.
5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

6. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Office of the Premier as at 31 March 2013 and its financial performance and cash flows for the year then ended in accordance with the Departmental financial reporting framework prescribed by the National Treasury and in the manner required by the PFMA and DoRA.

Additional matter

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

Financial reporting framework

8. The financial reporting framework prescribed by the National Treasury and applied by the department is a compliance framework. The wording of my opinion on a compliance framework should reflect that the financial statements have been prepared in accordance with this framework. Section 20(2)(a) of the PAA, however, requires me to express an opinion on the fair presentation of the financial statements. The wording of my opinion therefore reflects this requirement.

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

9. In accordance with the PAA and the general notice issued in terms thereof, I report the following findings relevant to performance against predetermined objectives, compliance with laws and regulations and internal control, but not for the purpose of expressing an opinion.

Predetermined objectives

10. I performed procedures to obtain evidence about the usefulness and reliability of the information in the annual performance report as set out on pages 17 to 98 of the annual report.
11. The reported performance against predetermined objectives was evaluated against the overall criteria of usefulness and reliability. The usefulness of information in the annual performance report relates to whether it is presented in accordance with the National Treasury's annual reporting principles and whether the reported performance is consistent with the planned objectives.

The usefulness of information further relates to whether indicators and targets are measurable (i.e. well defined, verifiable, specific, measurable and time bound) and relevant, as required by the National Treasury's Framework for managing programme performance information.

12. The reliability of the information in respect of the selected programmes is assessed to determine whether it adequately reflects the facts (i.e. whether it is valid, accurate and complete).
13. There were no material findings on the annual performance report concerning the usefulness and reliability of the information.

Additional matter

14. Although no material findings concerning the usefulness and reliability of the performance information were identified in the annual performance report, I draw attention to the matter below.

Achievement of planned targets

15. The department achieved 85% of its planned targets during the year under review.
16. It is acknowledged that the Office of the Premier has fully implemented the principles in service delivery reporting, as evidenced by the fact that no findings were reported. Going

forward, this reporting will have to evolve to a level where the performance objectives can become more output driven and where the efficiency and effectiveness of oversight can be further enhanced.

Compliance with laws and regulations

17. I performed procedures to obtain evidence that the entity has complied with applicable laws and regulations regarding financial matters, financial management and other related matters. I did not identify any instances of material non-compliance with specific matters in key applicable laws and regulations as set out in the general notice issued in terms of the PAA.

Internal control

18. I considered internal control relevant to my audit of the financial statements, annual performance report and compliance with laws and regulations. I did not identify any deficiencies in internal control which considered sufficiently significant for inclusion in this report.

OTHER REPORTS

PERFORMANCE AUDIT

19. A performance audit was conducted on the readiness of government to report on its performance.
The focus of the audit was on how government institutions are guided and assisted to report on their performance, as well as the systems and processes that they have put in place. The management report on the audit was issued during the year.

Auditor-General

Nelspruit

31 July 2013



AUDITOR-GENERAL
SOUTH AFRICA

Auditing to build public confidence

MPUMALANGA OFFICE OF THE PREMIER
VOTE 1

APPROPRIATION STATEMENT
For the year ended 31 March 2013
Appropriation per programme

APPROPRIATION STATEMENT	2012/13					2011/12			
	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. ADADMINISTRATION									
Current payment	71 999	-	(1 941)	70 058	69 689	369	99.5%	64 863	62 881
Transfers and subsidies	601	-	20	621	620	1	99.8%	96	93
Payment for capital assets	3 285	-	3 148	6 433	6 310	123	98.1%	311	303
Payment for financial assets	-	-	7	7	7	-	100.0%	3 887	3 877
2. INSTITUTIONAL DEVELOPMENT									
Current payment	46 943	-	(2 064)	44 879	44 698	181	99.6%	42 434	42 428
Transfers and subsidies	214	-	2 300	2 514	2 512	2	99.9%	3 442	3 358
Payment for capital assets	367	-	318	685	678	7	99.0%	1 112	825
3. POLICY AND GOVERNANCE									
Current payment	39 148	-	(2 016)	37 132	36 786	346	99.1%	30 103	28 511
Transfers and subsidies	213	-	(15)	198	197	1	99.5%	469	388
Payment for capital assets	257	-	243	500	497	3	99.4%	107	100
Subtotal	163 027	-	-	163 027	161 994	1 033	99.4%	146 824	142 764
Statutory Appropriation									
Current payment	1 899	-	-	1 899	1 868	31	98.4%	1 879	1 790
TOTAL	164 926	-	-	164 926	163 862	1 064	99.4%	148 703	144 554

MPUMALANGA OFFICE OF THE PREMIER
VOTE 1

APPROPRIATION STATEMENT
For the year ended 31 March 2013

	2012/13		2011/12	
	Final Appropriation R'000	Actual Expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000
TOTAL (brought forward)				
Reconciliation with statement of financial performance				
ADD				
Departmental receipts	449		764	
Aid assistance	-		-	
Actual amounts per statement of financial performance (total revenue)	165 375		149 467	
ADD				
Aid assistance				
Actual amounts per statement of financial performance (total expenditure)		163 862		144 554

MPUMALANGA OFFICE OF THE PREMIER
VOTE 1

APPROPRIATION STATEMENT
For the year ended 31 March 2013

Appropriation per economic classification										
2012/13										
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure	2011/12
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	R'000
Current payments										
Compensation of employees	108 384	-	(5 405)	102 979	102 319	660	99.4%	98 964	97 948	
Goods and services	51 605	-	(616)	50 989	50 722	267	99.5%	40 315	37 660	
Interest and rent on land	-	-	-	-	-	-	-	-	-	
Transfers and subsidies										
Provinces and municipalities	-	-	-	-	-	-	-	-	-	10
Departmental agencies and accounts	-	-	15	15	15	-	100.0%	-	-	
Households	1 028	-	2 290	3 318	3 314	4	99.9%	3 996	3 832	
Payments for capital assets										
Machinery and equipment	3 909	-	3 709	7 618	7 485	133	98.3%	5 417	5 104	
Payment for financial assets	-	-	7	7	7	-	100.0%	-	-	
Total	164 926	-	-	164 926	163 862	1 064	99.4%	148 703	144 554	

**MPUMALANGA OFFICE OF THE PREMIER
VOTE 1**

**APPROPRIATION STATEMENT
For the year ended 31 March 2013**

Statutory Appropriation											
Direct changes against the Provincial Revenue Fund		2012/13						2012/12			
		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	
Member of Executive Committee	1 899	-	-	1 899	1 868	31		98.4%	1 879	1 790	
Total	1 899	-	-	1 899	1 868	31		98.4%	1 879	1 790	

MPUMALANGA OFFICE OF THE PREMIER
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APPROPRIATION STATEMENT
For the year ended 31 March 2013

DETAIL PER PROGRAMME – ADMINISTRATION

Details per sub-programme	2012/13					2011/12			
	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	10 394	-	322	10 716	10 752	(36)	100.3%	9 494	9 288
Transfers and subsidies	-	-	-	-	-	-	-	17	16
Payment for capital assets	-	-	89	89	89	-	100.0%	311	303
Payment for financial assets	-	-	6	6	6	-	100.0%	-	-
1.2 EXECUTIVE COUNCIL SUPPORT									
Current payment	5 290	-	318	5 608	5 189	419	92.5%	5 057	5 071
Payment of capital assets	-	-	68	68	67	1	98.5%	65	65
1.3 DIRECTOR- GENERAL SUPPORT									
Current payment	27 140	-	(4 948)	22 192	22 387	(195)	100.9%	21 684	21 014
Transfers and subsidies	551	-	20	571	570	1	99.8%	68	67
Payment for capital assets	1 185	-	(79)	1 106	991	115	89.6%	351	357
1.4 FINANCIAL MANAGEMENT									
Current payment	29 175	-	2 367	31 542	31 361	181	99.4%	28 578	27 459
Transfers and subsidies	50	-	-	50	50	-	100.0%	11	10
Payment for capital assets	2 100	-	3 070	5 170	5 163	7	99.9%	3 471	3 455
Payment for financial assets	-	-	1	1	1	-	100.0%	-	-
1.5 PROGRAMME SUPPORT									
Current payment	-	-	-	-	-	-	-	50	49
Total	75 885	-	1 234	77 119	76 626	493	99.4%	69 157	67 154

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APPROPRIATION STATEMENT
For the year ended 31 March 2013

Programme 1 per economic classification	2012/13						2011/12		
	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	44 986	-	(3 039)	41 947	41 725	222	99.5%	41 846	41 414
Goods and services	27 013	-	1 098	28 111	27 964	147	99.5%	24 896	23 257
Transfers and subsidies to: Provinces and municipalities	-	-	-	-	-	-	-	11	10
Departmental agencies & accounts	-	-	15	15	15	-	100.0%	-	-
Households	601	-	5	606	605	1	99.8%	85	83
Payment for capital assets									
Machinery and equipment	3 285	-	3 148	6 433	6 310	123	98.1%	4 198	4 180
Software and other intangible assets	-	-	-	-	-	-	-	-	-
Payment for financial assets	-	-	7	7	7	-	100.0%	-	-
Total	75 885	-	1 234	77 119	76 626	493	99.4%	71 036	68 944

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APPROPRIATION STATEMENT
For the year ended 31 March 2013

DETAIL PER PROGRAMME – INSTITUTIONAL DEVELOPMENT

Details per sub-programme	2012/13						2011/12		
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final Appropriation %	Final Appropriation R'000	Actual expenditure R'000
2.1 STRATEGIC HUMAN RESOURCE									
Current payment	25 863	-	(896)	24 967	24 926	41	99.8%	24 168	24 165
Transfers and subsidies	164	-	2 270	2 434	2 432	2	99.9%	3 427	3 344
Payment for capital assets	252	-	212	464	457	7	98.5%	380	150
2.2 INFORMATION COMMUNICATION TECHNOLOGY									
Current payment	1 813	-	(146)	1 667	1 666	1	99.9%	1 493	1 493
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	100	-	(58)	42	43	(1)	102.4%	401	345
2.3 LEGAL ADVISORY SERVICES									
Current payment	2 952	-	(146)	2 806	2 805	1	100.0%	3 069	3 068
Transfers and subsidies	-	-	-	-	-	-	-	-	-
2.4 COMMUNICATION SERVICES									
Current payment	14 775	-	(1 053)	13 722	13 589	133	99.0%	12 370	12 368
Transfers and subsidies	50	-	30	80	80	-	100.0%	15	14
Payment for capital assets	-	-	169	169	168	1	99.4%	331	330
2.5 PROGRAMME SUPPORT									
Current payment	1 540	-	177	1 717	1 712	5	99.7%	1 334	1 334
Payment for capital assets	15	-	(5)	10	10	-	100.0%	-	-
TOTAL	47 524	-	554	48 078	47 888	190	99.6%	46 988	46 611

MPUMALANGA OFFICE OF THE PREMIER
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APPROPRIATION STATEMENT
For the year ended 31 March 2013

Programme 2 per economic classification	2012/13						2011/12		
	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	36 551	-	(772)	35 779	35 678	101	99.7%	33 280	33 269
Goods and services	10 392	-	(1 292)	9 100	9 020	80	99.1%	9 154	9 156
Transfers and subsidies to:									
Households	214	-	2 300	2 514	2 512	2	99.9%	3 442	3 361
Payment for capital assets									
Machinery and equipment	367	-	318	685	678	7	99.0%	1 112	825
Software and other intangible assets	-	-	-	-	-	-	-	-	-
Total	47 524	-	554	48 078	47 888	190	99.6%	46 988	46 611

MPUMALANGA OFFICE OF THE PREMIER
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APPROPRIATION STATEMENT
For the year ended 31 March 2013

DETAIL PER PROGRAMME- POLICY AND GOVERNANCE

Detail per sub-programme	2012/13						2011/12		
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual expenditure R'000
3.1 SPECIAL PROGRAMME									
Current payment	11 743	-	916	12 659	12 642	17	99.9%	6 201	6 135
Transfers and subsidies	150	-	(22)	128	128	-	100.0%	360	280
Payment for capital assets	39	-	5	44	44	-	100.0%	-	-
3.2 INTERGOVERNMENTAL RELATIONS									
Current payment	5 350	-	(731)	4 619	4 615	4	99.9%	5 322	4 596
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	-	-	-	-	-	-	-	12	12
3.3 PROVINCIAL AND POLICY MANAGEMENT									
Current payment	20 338	-	(2 243)	18 095	17 782	313	98.3%	17 529	16 724
Transfers and subsidies	63	-	7	70	69	1	98.6%	109	108
Payment for capital assets	218	-	212	430	427	3	99.3%	72	71
3.4 PROGRAMME SUPPORT									
Current payment	1 717	-	42	1 759	1 747	12	99.3%	1 051	1 056
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	-	-	26	26	26	-	100.0%	23	17
TOTAL	39 618	-	(1 788)	37 830	37 480	350	99.1%	30 679	28 999

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**APPROPRIATION STATEMENT
For the year ended 31 March 2013**

Programme 3 per economic classification	2012/13						2011/12		
	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	24 948	-	(1 594)	23 354	23 048	306	98.7%	23 838	23 265
Goods and services	14 200	-	(422)	13 778	13 738	40	99.7%	6 265	5 247
Transfers and subsidies									
Households	213	-	(15)	198	197	1	99.5%	469	388
Payment for capital assets									
Machinery and equipment	257	-	243	500	497	3	99.4%	107	99
Total	39 618	-	(1 788)	37 830	37 480	350	99.1%	30 679	28 999

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**NOTES TO THE APPROPRIATION STATEMENT
For the year ended 31 March 2013**

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 Annexure 1(C and H) to the Annual Financial Statements.

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

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

3. Detail on payments for financial assets

Detail of these transactions per programme can be viewed in the note 1 on Payments for financial assets to the Annual Financial Statements.

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

4.1	Per Programme	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Variance as a % of Final Appropriation R'000
	Administration	79 018	78 494	524	0,66%
The variance is considered immaterial for the programme as it is even less than 1% of the final appropriation (appropriated funds)					
	Institutional Development	48 078	47 888	190	0,40%
The variance is considered immaterial for the programme as it is even less than 1% of the appropriation (appropriated funds)					
	Policy and Governance	37 830	37 480	350	0,93%
The variance is considered immaterial for the programme as it is even less than 1% of the appropriation (appropriated funds)					

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**NOTES TO THE APPROPRIATION STATEMENT
For the year ended 31 March 2013**

4.2 Per Economic classification	Final	Actual	Variance	Variance as a % of
	Appropriation	Expenditure		Final Appropriation
	R'000	R'000	R'000	R'000
Current payments				
Compensation of employees	102 979	102 319	660	0.6%
Goods and services	50 989	50 722	267	0.5%
Transfers and subsidies				
Departmental Agencies & accounts	15	15	-	0.0%
Households	3 318	3 314	4	0.1%
Payments for capital assets				
Machinery and equipment	7 542	7 409	133	1.7%
Software and other intangible Assets.	76	76	-	0.0%
Payments for financial assets	7	7	-	0.0%

The variance is considered immaterial for the economic classifications as it is even less than 1% of the appropriation or (appropriated funds)

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**STATEMENT OF FINANCIAL PERFORMANCE
For the year ended 31 March 2013**

PERFORMANCE	Note	2012/13 R'000	2011/12 R'000
REVENUE			
Annual appropriation	<u>1</u>	163 027	146 824
Statutory appropriation	<u>2</u>	1 899	1 879
Departmental revenue	<u>3</u>	449	764
TOTAL REVENUE		165 375	149 467
EXPENDITURE			
Current expenditure			
Compensation of employees	<u>4</u>	102 319	97 948
Goods and services	<u>5</u>	50 722	37 660
Total current expenditure		153 041	135 608
Transfers and subsidies			
Transfers and subsidies	<u>6</u>	3 329	3 842
Total transfers and subsidies		3 329	3 482
Expenditure for capital assets			
Tangible capital assets	<u>7</u>	7 409	5 104
Software and other intangible assets		76	-
Total expenditure for capital assets		7 485	5 104
Payments for financial assets	<u>8</u>	7	-
TOTAL EXPENDITURE		163 862	144 554
SURPLUS FOR THE YEAR		1 513	4 913
Reconciliation of Net Surplus for the year			
Voted funds			
Annual appropriation		1 064	4 149
		1 064	4 149
Departmental revenue and NRF Receipts	<u>3</u>	449	764
SURPLUS FOR THE YEAR		1 513	4 913

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STATEMENT OF FINANCIAL POSITION
For the year ended 31 March 2013

POSITION	Note	2012/13 R'000	2011/12 R'000
ASSETS			
Current assets		1 162	4 228
Unauthorised expenditure	9	-	465
Cash and cash equivalents	10	742	3 450
Receivables	11	420	313
TOTAL ASSETS		1 162	4 228
LIABILITIES			
Current liabilities		1 162	4 228
Voted funds to be surrendered to the Revenue Fund	12	1 064	4 149
Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund	13	83	71
Payables	14	15	8
TOTAL LIABILITIES		1 162	4 228
NET ASSETS		-	-

**MPUMALANGA OFFICE OF THE PREMIER
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**CASH FLOW STATEMENT
For the year ended 31 March 2013**

CASH FLOW	Note	2012/13 R'000	2011/12 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		165 375	149 467
Annual appropriated funds received	<u>1</u>	163 027	146 824
Statutory appropriated funds received	<u>2</u>	1 899	1 879
Departmental revenue received	<u>3</u>	449	764
Net increase in working capital		365	(19)
Surrendered to Revenue Fund		(4 586)	(8 227)
Current payments		(153 041)	(135 608)
Payments for financial assets		(7)	-
Transfers and subsidies paid		(3 329)	(3 842)
Net cash flow available from operating activities	15	4 777	1 771
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets	<u>7</u>	(7 485)	(5104)
Net cash flows from investing activities		(7 485)	(5104)
Net decrease in cash and cash equivalents		(2 708)	(3 333)
Cash and cash equivalents at beginning of period		3 450	6 783
Cash and cash equivalents at end of period	<u>10</u>	742	3 450

MPUMALANGA OFFICE OF THE PREMIER
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ACCOUNTING POLICIES
For the year ended 31 March 2013

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 1 of 2010.

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.

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ACCOUNTING POLICIES
For the year ended 31 March 2013

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 at the end of the financial year is recognised as a payable in the statement of financial position.

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

2.3 Direct Exchequer receipts

All direct exchequer receipts are recognised in the statement of financial performance when the cash is received and is subsequently paid into the Provincial Revenue Fund, unless stated otherwise.

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 Direct Exchequer payments

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 2013).

2.5 Aid assistance

Aid 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 2013)

3. Expenditure

3.1 Compensation of employees

3.1.1 Salaries and wages

Salaries and wages are expensed in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March 2013).

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ACCOUNTING POLICIES
For the year ended 31 March 2013

Other employee benefits that give rise to a present legal or constructive obligation are disclosed in the disclosure notes to the financial statements at its face value and are not recognised in the statement of financial performance or position.

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

3.1.2 Social contributions

Employer contributions to post employment benefit plans in respect of current employees are expensed in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March 2013).

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 Fund and not in the financial statements of the employer department.

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

3.2 Goods and services

Payments made during the year 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 2013).

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.

Rental paid for the use of buildings or other fixed structures is classified as goods and services and not as rent on land.

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 2013). 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 Payments for financial assets

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.

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ACCOUNTING POLICIES
For the year ended 31 March 2013

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 2013).

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 is recovered from the responsible person.

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

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ACCOUNTING POLICIES
For the year ended 31 March 2013

Receivables included in the statement of financial position arise from cash payments made that are recoverable from another party (including departmental employees) and are derecognised upon recovery or write-off.

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 formula.

4.5 Capital assets

4.5.1 Movable assets

Initial recognition

A capital asset is recorded in the asset register 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 at R1.

Subsequent recognition

Subsequent expenditure of a capital nature is recorded in the statement of financial performance as "expenditure for capital assets" 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.

4.5.2 Intangible assets

Initial recognition

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

Subsequent expenditure

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

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ACCOUNTING POLICIES
For the year ended 31 March 2013

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.

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ACCOUNTING POLICIES
For the year ended 31 March 2013

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 National/Provincial Revenue Fund when the underlying 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.

**MPUMALANGA OFFICE OF THE PREMIER
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
For the year ended 31 March 2013**

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:

	2012/13	2011/12
	Final Appropriation	Actual Funds Received
	Funds not requested/ not received	Appropriation received
	R'000	R'000
ADMINISTRATION	77 119	69 157
INSTITUTIONAL DEVELOPMENT	48 078	46 988
POLICY AND GOVERNANCE	37 830	30 679
Total	163 027	146 824

2. Statutory Appropriation

	2012/13	2011/12
	R'000	R'000
Member of Executive Committee	1 899	1 879
Total	1 899	1 879
Actual Statutory Appropriation received	1 899	1 879

3. Departmental revenue

	Note	2012/13	2011/12
		R'000	R'000
Sales of goods and services other than capital assets	3.1	163	137
Interest, dividends and rent on land	3.2	233	257
Transactions in financial assets and liabilities	3.3	53	370
Total revenue collected		449	764
Departmental revenue collected		449	764

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3.1 Sales of goods and services other than capital assets

	Note	2012/13	2011/12
	<u>3</u>	R'000	R'000
Sales of goods and services produced by the department		163	137
Sales by market establishment		163	137
Total		163	137

3.2 Interest, dividends and rent on land

	Note	2012/13	2011/12
	<u>3</u>	R'000	R'000
Interest		233	257
Total		233	257

3.3 Transactions in financial assets and liabilities

	Note	2012/13	2011/12
	<u>3</u>	R'000	R'000
Other Receipts including Recoverable Revenue		53	370
Total		53	370

4. Compensation of employees

4.1 Salaries and Wages

	Note	2012/13	2011/12
		R'000	R'000
Basic salary	4	69 170	63 612
Performance award		935	923
Service Based		6 180	4 879
Compensative/circumstantial		2 439	4 083
Other non-pensionable allowances		10 579	12 074
Total		89 303	85 571

4.2 Social contributions

	Note	2012/13	2011/12
		R'000	R'000
Employer contributions	4	8 679	8 151
Pension		4 326	4 213
Medical		11	13
Bargaining council		13 016	12 377
Total		13 016	12 377

Total compensation of employees		102 319	97 948
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Average number of employees		257	264
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5. Goods and services

		2012/13	2011/12
		R'000	R'000
Administrative fees	Note	13	10
Advertising		2 963	1 579
Assets less than R5,000	5.1	620	490
Bursaries (employees)		-	462
Catering		1 841	1 902
Communication		4 835	3 962
Computer services		-	-
Consultants, contractors and agency/outsourced services	5.2	4 315	3 284
Audit cost – external	5.3	2 384	3 047
Fleet services		2 430	1 984
Inventory	5.4	2 980	2 581
Operating leases		360	423
Property payments	5.5	4 595	4 083
Transport provided as part of the departmental activities		1 248	-
Travel and subsistence	5.6	13 424	10 777
Venues and facilities		7 487	1 594
Training and staff development		475	910
Other operating expenditure	5.7	752	572
Total		50 722	37 660

5.1 Assets less than R5, 000

		2012/13	2011/12
		R'000	R'000
Tangible assets	Note		
Machinery and equipment	5	620	490
Total		620	490

5.2 Consultants, contractors and agency/outsourced services

		2012/13	2011/12
		R'000	R'000
Business and advisory services	Note	1 400	288
Legal costs	5	681	1 591
Contractors		684	469
Agency and support/outsourced services		1 550	936
Total		4 315	3 284

5.3 Audit cost - External

		2012/13	2011/12
		R'000	R'000
Regularity audits	Note	2 209	2 436
Investigations	5	175	611
Total		2 384	3 047

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5.4 Inventory

	Note	2012/13	2011/12
	<u>5</u>	R'000	R'000
Food and food supplies		269	177
Other Consumables		408	-
Materials and supplies		153	193
Stationery and printing		2 510	2 211
Total		3 340	2 581

5.5 Property payments

	Note	2012/13	2011/12
	<u>5</u>	R'000	R'000
Municipal services		3 922	2 516
Other		673	1 567
Total		4 595	4 083

5.6 Travel and subsistence

	Note	2012/13	2011/12
Employee costs		-	-
Local	<u>5</u>	13 259	10 195
Foreign		165	582
Total		13 424	10 777

5.7 Other operating expenditure

	Note	2012/13	2011/12
	<u>5</u>	R'000	R'000
Professional bodies, membership & subscription fees		686	523
Resettlement costs		38	33
Other		28	16
Total		752	572

6. Transfers and subsidies

		2012/13	2011/12
		R'000	R'000
Households	Note Annex 1H	3 314	3 247
Departmental agencies and accounts	Annex 1C	15	-
Gifts, donations and sponsorships made	Annex 1K	-	595
Total		3 329	3 842

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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7. Expenditure for capital assets

	Note	2012/13 R'000	2011/12 R'000
Tangible assets		7 409	5 104
Machinery and equipment	7	7 409	5 104
Software and other intangible assets		76	-
Computer software		76	-
Total		7 485	5 104

7.1 Analysis of funds utilised to acquire capital assets – 2012/13

	Voted funds R'000	Aid assistance R'000	Total R'000
Tangible assets	7 409	-	7 409
Machinery and equipment	7 409	-	7 409
Software and other intangible assets	76	-	76
Computer software	76	-	76
Total	7 485	-	7 485

7.2 Analysis of funds utilised to acquire capital assets – 2011/12

	Voted funds R'000	Aid assistance R'000	Total R'000
Tangible assets	5 104	-	5 104
Machinery and equipment	5 104	-	5 104
Software and other intangible assets	-	-	-
Computer software	-	-	-
Total	5 104	-	5 104

8. Payment for financial assets

Debts written off

	Note	2012/13 R'000	2011/12 R'000
	8.1	7	-
Total		7	-

8.1 Debts written off

	Note	2012/13 R'000	2011/12 R'000
MM Mkhathswa	8	6	-
SE Ngodela		1	-
Total		7	-

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For the year ended 31 March 2013

9. Unauthorised expenditure

9.1 Reconciliation of unauthorised expenditure

	Note	2012/13	2011/12
		R'000	R'000
Opening balance	9	465	465
Less: Amounts approved by Legislature with funding		(465)	-
Unauthorised expenditure awaiting authorisation / written off		-	465

9.2 Analysis of unauthorised expenditure awaiting authorisation per economic classification

	2012/13	2011/12
	R'000	R'000
Current	-	465
Total	-	465

9.3 Analysis of unauthorised expenditure awaiting authorisation per type

	2012/13	2011/12
	R'000	R'000
Unauthorised expenditure relating to overspending of the vote or a main division within a vote	-	465
Total	-	465

10. Cash and cash equivalent

	Note	2012/13	2011/12
		R'000	R'000
Consolidated Paymaster General Account	10	742	3 450
Total		742	3 450

11. Receivables

		2012/13			2011/12
	Note	Less than one year R'000	One to three years R'000	Older than three years R'000	Total R'000
Claims recoverable	11.1 Annex 4	-	-	-	10
Recoverable expenditure	11.2	262	-	-	136
Staff debt	11.3	31	13	4	57
Other debtors	11.4	-	-	110	110
Total		293	13	114	420

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11.1 Claims recoverable

	Note	2012/13	2011/12
	11	R'000	R'000
Provincial departments		-	10
Total		-	10

11.2 Salary income tax

	Note	2012/13	2011/12
	11	R'000	R'000
		262	136
Total		262	136

11.3 Staff debt

	Note	2012/13	2011/12
	11	R'000	R'000
Staff debtors		48	57
Total		48	57

11.4 Other debtors

	Note	2012/13	2011/12
	11	R'000	R'000
Other debtors			
South African Revenue Services		38	38
RA Moss		70	70
WM Theys		2	2
Total		110	110

12. Voted funds to be surrendered to the revenue

	Note	2012/13	2011/12
	12	R'000	R'000
Opening balance		4 149	7 527
Transfer from statement of financial performance		1 064	4 149
Paid during the year		(4 149)	(7 527)
Closing balance		1 064	4 149

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13. Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund

	Note	2012/13	2011/12
		R'000	R'000
Opening balance	13	71	7
Transfer from Statement of Financial Performance		449	764
Paid during the year		(437)	(700)
Closing balance		83	71

14. Payables – current

	Note	2012/13	2011/12
		R'000	R'000
Clearing accounts	14	15	8
Total		15	8

14.1 Clearing accounts

	Note	2012/13	2011/12
		R'000	R'000
Description	14		
Capital contribution other(SOPA Golf day)		15	-
Salary Income Tax		-	8
Total		15	8

15. Net cash flow available from operating activities

	Note	2012/13	2011/12
		R'000	R'000
Net surplus as per Statement of Financial Performance	15	1 513	4 913
Add back non cash/cash movements not deemed operating activities		3 264	(3 142)
Decrease in receivables – current		(107)	329
Decrease in other current assets		465	-
Increase in payables – current		7	(348)
Expenditure on capital assets		7 485	5 104
Surrenders to Revenue Fund		(4 586)	(8 227)
Net cash flow generated by operating activities		4 777	1 771

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

	Note	2012/13	2011/12
		R'000	R'000
Consolidated Paymaster General account	16	742	3 450
Total		742	3 450

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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17. Contingent liabilities

	Note	2012/13	2011/12
	17	R'000	R'000
Liable to Nature			
Housing loan guarantees Employees	Annex 3A	516	608
Claims against the department	Annex 3B	7 834	5 370
Interdepartmental payables (unconfirmed balances)	Annex 5	397	292
Total		8 747	6 270

18. Commitments

	Note	2012/13	2011/12
	18	R'000	R'000
Current expenditure			
Approved and contracted		-	933
Total Commitments		-	933

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19. Accruals

Listed by economic classification	2012/13		2011/12	
	30 Days	30+ Days	Total	Total
Goods and services	740	-	740	746
Total	740	-	740	746
Listed by programme level				
Administration				
Policy and Governance				
Institutional Development				
Total			740	746

20. Employee benefits

	2012/13		2011/12	
	Note 20	R'000	R'000	R'000
Leave entitlement		5 229		3 852
Service bonus (Thirteenth cheque)		2 439		2 487
Performance awards		1 545		1 484
Capped leave commitments		8 442		8 560
Total		17 655		16 383

The negative leave liability amounts to –R44. This is as a result of the officials that are entitled to their annual leave at the beginning of the year, while on the other hand their leave credit accumulates monthly. If an official takes more than the accumulated days leave, a negative leave balance is shown. However, the officials are only liable for such leave when terminating his/her service with the organisation that would be when the necessary balance is deducted, other than that the process reverses itself as an official accumulates leave on a monthly basis.

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21. Lease commitments

21.1 Operating leases expenditure

2012/13	Specialised military equipment R'000	Land R'000	Buildings and other fixed structures R'000	Machinery and equipment R'000	Total
Not later than 1 year				118	118
Later than 1 year and not later than 5 years				-	-
Later than five years				-	-
Total lease commitments				118	118

2011/12	Specialised military equipment R'000	Land R'000	Buildings and other fixed structures R'000	Machinery and equipment R'000	Total
Not later than 1 year	-			278	278
Later than 1 year and not later than 5 years	-			138	138
Later than five years	-			-	-
Total lease commitments	-			416	416

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22. Irregular expenditure

22.1 Reconciliation of irregular expenditure

	2012/13 R'000	2011/12 R'000
Opening balance	110	110
Analysis of awaiting condonation per age classification		
Current year	110	110
Prior years	110	110
Total	110	110

Note 22

23. Related party transactions

	2012/13 R'000	2011/12 R'000
Payments made	-	4 007
Goods and Services	-	4 007
Total	-	4 007

Note 23

Year end balances arising from revenue/payments

	2012/13 R'000	2011/12 R'000
Receivables from related parties	-	10
Total	-	10

Note 23

Related party relationships

All departments under the common control of the Mpumalanga Provincial Legislature are related parties.

During the year under review the Office of the Premier received free accommodation services free of charge from the Department of Public Works, Roads and Transport which is a related party for the year under review to the Office due to being under the common control of the Mpumalanga Provincial Legislature.

Pursuant to a determination and approval by the Provincial Treasury, for the year under review, the Office of the Premier provide services for the Audit Committee and Internal Audit through the shared services in the Office of the Premier, to the following provincial cluster departments:-

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Department of Human Settlements;
Department of Culture, Sports & Recreation;
Department of Community Safety, Security and Liaison; and
Department of Cooperative Governance and Traditional Affairs

The Department was responsible for funding the operations of the shared services; however, the services were provided free of charge to the above mentioned cluster departments

The Office receives IT services from the Department of Finance free of charge.

24. Key management personnel

	No. of Individuals	2012/13	2011/12
		R'000	R'000
Political office bearers	1	1 885	1 792
Officials:		-	-
Level 15 to 16	4	5 328	4 068
Level 14 (incl. CFO if at a lower level)	9	9 051	8 166
Family members of key management personnel	1	153	151
Total		16 424	14 177

25. Movable Tangible Capital Assets

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2013

	Opening balance	Curr Year Adjust-ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	22 326	-	7 064	1 514	27 876
Transport assets	9 573	-	4 516	-	14 089
Computer equipment	8 275	-	1 053	1 379	7 949
Furniture and office equipment	3 154	-	551	67	3 638
Other machinery and equipment	1 324	-	944	68	2 200
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	22 326	-	7 064	1 514	27 876

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25.1 Additions

ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2013

	R'000	R'000	R'000	R'000	R'000	Total
	Cash	Non-cash	(Capital Work in Progress current costs and finance lease payments)	Received current, not paid (Paid current year, received prior year)		
MACHINERY AND EQUIPMENT	7 409	-	-	(345)		7 064
Transport assets	4 516	-	-	-		4 516
Computer equipment	1 140	-	-	(87)		1 053
Furniture and office equipment	795	-	-	(244)		551
Other machinery and equipment	958	-	-	(14)		944
TOTAL ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS	7 409	-	-	(345)		7 064

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25.2 Disposals

DISPOSALS OF MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2013

	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	-	1 514	1 514	-
Transport assets	-	-	-	-
Computer equipment	-	1 379	1 379	-
Furniture and office equipment	-	67	67	-
Other machinery and equipment	-	68	68	-
TOTAL DISPOSAL OF MOVABLE TANGIBLE CAPITAL ASSETS	-	1 514	1 514	-

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DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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25.3 Movement 2011/12

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2012

	Opening balance	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	17 074	5 484	232	22 326
Transport assets	7 128	2 445	-	9 573
Computer equipment	6 295	2 060	80	8 275
Furniture and office equipment	2 459	847	152	3 154
Other machinery and equipment	1 192	132	-	1 324
TOTAL MOVABLE TANGIBLE ASSETS	17 074	5 484	232	22 326

25.4 Minor assets

MINOR ASSETS OF THE DEPARTMENT AS AT 31 MARCH 2013

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
	R'000	R'000	R'000	R'000	R'000	R'000
Opening balance	-	2	-	5 247	-	5 249
Curryr adjustment to prior yr balances	-	-	-	(187)	-	(187)
Additions	-	-	-	516	-	516
Disposals	-	-	-	542	-	542
TOTAL MINOR ASSETS	-	2	-	5 034	-	5 036

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DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Number of Minor Assets	-	1	-	4 571	-	4 572
TOTAL MINOR ASSETS	-	1	-	4 571	-	4 572

Minor assets

MOVEMENT IN MINOR ASSETS PER THE ASSETS REGISTER FOR THE YEAR ENDED 31 MARCH 2012

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
	R'000	R'000	R'000	R'000	R'000	R'000
Opening balance	-	2	-	4 893	-	4 895
Additions	-	-	-	734	-	734
Disposals	-	-	-	380	-	380
TOTAL MINOR ASSETS	-	2	-	5 247	-	5 249

Assets written off

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Number of minor assets at cost	-	1	-	5 147	-	5 148
TOTAL NUMBER OF MINOR ASSETS	-	1	-	5 147	-	5 148

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25.5 Movable assets written off
MOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED 31 MARCH 2013

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Assets written off	-	-	-	542	-	542
TOTAL MOVABLE ASSETS WRITTEN OFF	-	-	-	542	-	542

MOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED 31 MARCH 2012

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Assets written off	-	-	-	380	-	380
TOTAL	-	-	-	380	-	380

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DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS
For the year ended 31 March 2013

26. Intangible Capital Assets

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2013

	Opening balance	Current Year Adjust-ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
COMPUTER SOFTWARE	669	-	76	499	246
TOTAL INTANGIBLE CAPITAL ASSETS	669	-	76	499	246

26.1 ADDITIONS TO INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2013

	Cash	Non-cash	(Development working progress	Received current, non-paid (Paid current year, received prior year	Total
	R'000	R'000	R'000	R'000	R'000
COMPUTER SOFTWARE	76	-	-	-	76
TOTAL ADDITIONS TO INTANGIBLE CAPITAL ASSETS	76	-	-	-	76

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DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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26.2 DISPOSALS OF INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2013

	Sold for cash	Transfer out or destroyed or scrapped	Total disposals	Cash received Actual
	R'000	R'000	R'000	R'000
COMPUTER SOFTWARE	-	499	499	-
TOTAL INTANGIBLE CAPITAL ASSETS	-	499	499	-

26.3 MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2012

	Opening balance	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000
COMPUTER SOFTWARE	669	-	-	669
TOTAL INTANGIBLE CAPITAL ASSETS	669	-	-	669

27. TRANSFERS OF FUNCTIONS

HRD unit was transferred without budget due to the fact that the implementation of the transfer was initiated during January 2013 after the budget adjustment.

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
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Unaudited Supplementary Schedules

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
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ANNEXURE 1C
STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS

	TRANSFER ALLOCATION				EXPENDITURE		2011/12 Appropriation Act
	Adjusted Appropriation Act	Roll Overs	Adjust- ments	Total Available	Actual Transfer	% of Available funds Transferred	
	R'000	R'000	R'000	R'000	R'000	%	R'000
Transfers			12	12	12		
Vehicle Licence	-	-	3	3	3	100%	
Licences (Radio&TV)			-	-	-	100%	
Total			15	15	15	-	-

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
For the year ended 31 March 2013

ANNEXURE 1H
STATEMENT OF TRANSFERS TO HOUSEHOLDS

HOUSEHOLDS	TRANSFER ALLOCATION				EXPENDITURE		2011/12 Appropriation Act
	Adjusted Appropriation Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available funds Transferred	
	R'000	R'000	R'000	R'000	R'000	%	R'000
Transfers							
Leave gratuity	321	-	(70)	251	250	100%	205
Bursary non employee	-	-	2 355	2 355	2 352	100%	3 032
Vehicle Licence	-	-	-	-	-	-	10
Severance Package	471	-	-	471	471	100%	-
Donations to households	236	-	5	241	241	100%	-
Total	1 028	-	2 290	3 318	3 314	-	3 247

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
For the year ended 31 March 2013

ANNEXURE 1I
STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2012/13 R'000	2011/12 R'000
Received in kind Standard Bank (SOPA Golf Day)		15	-
Subtotal		15	-
TOTAL		15	-

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	2012/13 R'000	2011/12 R'000
Paid in cash		
Gifts and Donations	-	325
Disability Awards	-	270
TOTAL	-	595

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
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**ANNEXURE 3A
STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2013 – LOCAL**

Guarantor institution	Guarantee in respect of	Original guaranteed capital amount	Opening balance 1 April 2012	Guarantees draw downs during the year	Guarantees repayments/ cancelled/ reduced/ released during the year	Revaluations	Closing balance 31 March 2013	Guaranteed interest for year ended 31 March 2013	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	-	248	-	-	-	248	-	-
Mpumalanga Housing Finance Corporation	Housing	-	78	-	-	-	78	-	-
First Rand	Housing	-	183	-	92	-	91	-	-
Peoples Bank	Housing	-	12	-	-	-	12	-	-
Old Mutual	Housing	-	87	-	-	-	87	-	-
Total		-	608	-	92	-	516	-	-

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ANNEXURE 3B
STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2013

Nature of Liability	Opening Balance 1 April 2012	Liabilities incurred during the year	Liabilities paid/ cancelled/ reduced during the year	Liabilities recoverable (Provide details hereunder)	Closing Balance 31 March 2013
	R'000	R'000	R'000	R'000	R'000
Claims against the department					
Standard Bank	2 500	-	-	-	2 500
Sithole Computer Services	2 400	100	-	-	2 500
Imvuno Trading CC	470	-	-	-	470
Dipela Sports Events CC	-	2 364	-	-	2 364
Subtotal	5 370	2 365	-	-	7 834
TOTAL	5 370	2 365	-	-	7 834

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ANNEXURE 4

Government Entity	Confirmed balance outstanding		Unconfirmed balance outstanding		Total	
	31/03/2013	31/03/2012	31/03/2013	31/03/2012	31/03/2013	31/03/2012
	R'000	R'000	R'000	R'000	R'000	R'000
Departments						
Department of Community Safety, Security and Liaison	-	10	-	-	-	10
TOTAL	-	10	-	-	-	10

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**ANNEXURE 5
INTERGOVERNMENTAL PAYABLES**

GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		TOTAL	
	31/03/2013	31/03/2012	31/03/2013	31/03/2012	31/03/2013	31/03/2012
	R'000	R'000	R'000	R'000	R'000	R'000
Departments						
Current						
Department of Justice and Constitutional Development	-	248	304	-	304	248
Government Printing Works	-	2	-	-	-	2
Department of Public Service and Administration	-	42	-	-	-	42
Department of Education	-	-	93	-	-	93
Total	-	292	397	-	397	292

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ANNEXURE 6

INVENTORY

Inventory	Note	Quantity	2012/13		2011/2012	
			R'000	Quantity	R'000	Quantity
Opening balance		10 779	439	25 268	594	
Add/(Less): Adjustments to prior year balance		(9)	20	-	-	
Add: Additions/Purchases - Cash		170 229	7 769	42 573	1 457	
Add: Additions - Non-cash		-	-	-	-	
(Less): Disposals		-	-	-	-	
(Less): Issues		(173 219)	(7 678)	(57 170)	(1 594)	
Add/(Less): Adjustments		(6)	-	99	2	
Closing balance		7 774	550	10 770	459	

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